

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

REQUEST FOR PROPOSALS

RFP 2022-06

Medical Disposables

Date issued:

May 6, 2022

Question Deadline:

May 20, 2022

Closing Date and Time:

June 3, 2022, at 1:00 pm

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THESE INSTRUCTIONS DEFINE YOUR OBLIGATIONS AND LIMIT YOUR RIGHTS. READ CAREFULLY.**Article I. TERMS AND CONDITIONS OF THE PROCUREMENT PROCESS**

This Request for Proposals ("RFP") is an invitation by the District of Nipissing Social Services Administration Board, Cochrane District Social Services Administration Board, Manitoulin-Sudbury District Services Board, and the District Of Timiskaming Social Services Administration Board to prospective Proponents or a consortium of Proponents to submit a Proposal to qualify, in accordance with the Process For The Determination Of The Preferred Proponent(s) (see Article III) and the Process for the Selection of the Successful Proponent (see Article IV) as the non-exclusive Vendor for the Scope of Work requested under Article II.

These standard Terms and Conditions govern this procurement, and Proponents agree to be bound by the terms and conditions set forth, except as may be amended by DNSSAB in writing.

Section 1.01 DEFINITIONS

In this RFP and any Addendum forming part thereof, words and expressions parenthetically defined shall have the meaning therein provided; however, all capitalized terms noted below shall have the following respective meanings regardless:

"Addenda" means a document made available by the Procurement Representative, which amends or clarifies the RFP document.

"AODA" means the Accessibility for Ontarians with Disability Act, 2005, S.O. 2005, Chapter 11, as may be amended from time to time and all regulations thereunder.

"Board" includes the boards for DNSSAB, Cochrane DSSAB, MSDSB and DTSSAB, as the context requires.

"Business Day" means Monday to Friday inclusive, except statutory or civic holidays observed in the Province of Ontario and by the Consortium.

"Business Hours" means 8:30 a.m. to 4:30 p.m. on a Business Day.

"CAO" means the Chief Administrative Officer of DNSSAB, Cochrane DSSAB, MSDSB and DTSSAB, as the context may require.

"Closing Date" means the date and time as set out in the RFP Timetable wherein the submission of a Proposal is due.

"Cochrane DSSAB" means the Cochrane District Social Services Administration Board and/or any other government or Board on behalf of which it is acting. For the purposes of this RFP, shall be one of the Parties awarding the Contract.

"Company" means any agency, corporation, business or entity of the Proponent and or associated with the Proponent.

"Confidential Information" means information including but not limited to a formula, pattern, compilation, program, method, technique or process, or information contained in a product, service, personal identifiable information, device or mechanism which is or may be used in the administration and delivery of programs and services, and which may have economic value from not being generally known, and is subject of efforts that are reasonable under the circumstances to maintain its secrecy.

"Conflict of Interest" includes, but is not limited to, situations in which a person associated with the goods and/or services or any member of his or her family can benefit financially from his or her involvement; and/or situations where a person or Company has an unfair advantage or engages in conduct, directly or indirectly that, may give it an unfair advantage in relation to the performance of its contractual obligations, its other commitments, relationships or financial interests could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or could or could be seen to compromise, impair or be incompatible with the effective performance of contractual obligations.

"Consortium" means DNSSAB, Cochrane DSSAB, MSDSB and DTSSAB as a purchasing collective.

"Contract" means the agreement, in writing, governing the performance of the Scope of Work and may include, without limitation, the terms and conditions contemplated by this RFP.

"DNSSAB" means District of Nipissing Social Services Administration Board and/or any other government or Board on behalf of which it is acting. For the purposes of this RFP, shall be one of the Parties awarding the Contract.

"DTSSAB" means the District Of Timiskaming Social Services Administration Board and/or any other government or Board on behalf of which it is acting. For the purposes of this RFP, shall be one of the Parties awarding the Contract.

"Evaluation Committee" means the relevant representation from DNSSAB, Cochrane DSSAB, MSDSB and DTSSAB, as selected by DNSSAB, Cochrane DSSAB, MSDSB and DTSSAB, which evaluates Proposals and recommends, to DNSSAB, Cochrane DSSAB, MSDSB and DTSSAB, a Preferred Proponent. The Evaluation Committee does not have the authority to bind DNSSAB, Cochrane DSSAB, MSDSB and DTSSAB.

"FIPPA" means the Freedom of Information and Protection of Privacy Act, R.S.O. 1990 C. F.11, as may be amended from time to time and all regulations thereunder.

"May/should" is used in this RFP to denote permissive (not mandatory).

"MFIPPA" means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as may be amended from time to time and all regulations thereunder.

"MSDSB" means the Manitoulin-Sudbury District Services Board and/or any other government or Board on behalf of which it is acting. For the purposes of this RFP, shall be one of the Parties awarding the Contract.

"Must/shall/will" is used in the RFP to denote imperative (mandatory). Proposals not satisfying compulsory (mandatory) requirements will be non-compliant and may not be considered further.

"Opposing Party" means a Proponent who has an outstanding, unresolved claim or legal proceeding against DNSSAB, Cochrane DSSAB, MSDSB and/or DTSSAB or a Proponent against whom DNSSAB, Cochrane DSSAB, MSDSB and/or DTSSAB has an outstanding, unresolved claim or legal proceeding.

"Participating Entity/ies" means any other entities other than the Proponent who is included in the Proposal as either a sub-consultants, sub-contractors, subsidiaries, distributors, dealers, and/or reseller necessary for the provision of the Proponent's Proposal.

"Party or Parties" means DNSSAB, Cochrane DSSAB, MSDSB, DTSSAB and/or the Proponent as the context may require.

"Personal Information" means any information about an identifiable individual which is required to be protected pursuant to MFIPPA or any other laws (including regulations and common law) pertaining to the protection of personal, health, or insurance information.

"Personnel" means board members, employees, partners, shareholders, directors, officers, agents, assigns, representatives, independent contractors, subcontractors, sub-service providers, sub-consultants, temporary agencies, volunteers or anyone for whom at law a Party is responsible in connection with or in any way related to the delivery or performance of this Lease.

"PHIPA" means the Personal Health Information Protection Act, 2004, SO 2004, c. 3, as may be amended from time to time and all regulations thereunder.

"PIPEDA" means the Personal Information Protection and Electronic Documents Act (S.C. 2000, c. 5), as may be amended from time to time and all regulations thereunder.

"Preferred Proponent" means the Proponent(s) short-listed by the Evaluation Committee, who is then recommended to DNSSAB, Cochrane DSSAB, MSDSB and DTSSAB.

"Price or Pricing" means the charges, fees, and/or quotes provided by the Proponent as the actual cost for its Proposal.

"Procurement Representative" means the representative of DNSSAB, designated by DNSSAB, Cochrane DSSAB, MSDSB and DTSSAB, who is the primary contact person regarding this RFP, particularly its procurement aspects.

"Proponent" means a legal entity, being a person, partnership, firm or corporation that has obtained official procurement documents for the purpose of submitting or who has submitted a Proposal in response to this RFP. Proponent includes any entity affiliated or related to the Proponent (including any entity with the same directing mind as the Proponent) as determined by DNSSAB, Cochrane DSSAB, MSDSB and/or DTSSAB.

"Proposal" means and includes all information, documents or forms requested under Article III which are to be completed by a Proponent as a response to DNSSAB's request for the goods and/or services specified in this RFP and its Scope of Work.

"Qualified Proposal" means a Proposal and/or Proponent in compliance with Article III.

"Responsible Proponent" means a Proponent who can fully perform the contract requirements and has the integrity and reliability to assure performance of the contractual obligations (of legal age and sound mind).

"RFP" means the solicitation document describing the goods and/or services to be purchased and the terms upon which the goods and/or services are to be purchased and includes, without limitation, those documents referenced in the RFP and such addenda as may be issued by DNSSAB from time to time.

"Scope of Work" means the goods and/or services to be provided by the Successful Proponent pursuant to Article II of this RFP and in any subsequent Contract.

"Successful Proponent" means the Proponent(s) selected for contract negotiations by DNSSAB, Cochrane DSSAB, MSDSB and/or DTSSAB.

"Vendor" means the Proponent(s) with an executed Contract for the goods and/or services requested through this RFP.

"WSIA" means the Workplace Safety and Insurance Act, 1997, S.O. 1997, c.16, Sch. A, as may be amended from time to time and all regulations thereunder.

"WSIB" means Workplace Safety and Insurance Board.

Section 1.02 Information in RFP Only an Estimate

The Consortium makes no representation, warranty, or guarantee regarding the accuracy of the information contained in this RFP or issued by Addenda. Any quantities shown or data contained in this RFP or provided by way of Addenda are estimates and guidelines only and are for the sole purpose of indicating to Proponents the general scale and scope of the work.

The Proponent's responsibility is to obtain all the information necessary to prepare a Proposal in response to this RFP. Nothing in the RFP is intended to relieve the Proponent from forming their own opinions and conclusions concerning the matters addressed in the RFP.

Section 1.03 Incorporated Appendices

The following Appendices shall be deemed to be incorporated herein by reference:

- APPENDIX A: 2021 ESTIMATED USAGE
- APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM
- APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM
- APPENDIX D: STAGE I - EVALUATION FORM
- APPENDIX E: STAGE II - SCOPE SUBMISSION FORM
- APPENDIX F: STAGE II – EVALUATION FORM
- APPENDIX G: STAGE III - QUALITY SUBMISSION FORM
- APPENDIX H: STAGE III - EVALUATION FORM
- APPENDIX I: STAGE IV – SCHEDULE SUBMISSION FORM
- APPENDIX J: STAGE IV - EVALUATION FORM
- APPENDIX K: STAGE V - PRICING SUBMISSION FORM
- APPENDIX L: STAGE V - EVALUATION FORM
- APPENDIX M: STAGE VI - REFERENCES SUBMISSION FORM
- APPENDIX N: STAGE VI - EVALUATION FORM
- APPENDIX O: STAGE VII - SCORING SHEET

To the extent that any provision of an Appendices conflicts with the terms and conditions of this RFP, the terms and conditions of this RFP shall control unless the RFP or Appendix expressly and specifically states requirements of a specific matter.

Section 1.04 Procurement Representative

The Procurement Representative is a member of the Evaluation Committee, who is a non-voting member. The Procurement Representative's role is to ensure the Evaluation Committee and Proponent(s) comply with

DNSSAB's Purchasing Policy #CORP-01. The Procurement Representative acts as the sole representative to whom each Evaluation Committee Member and/or Proponent(s) can contact for questions, concerns, or clarifications concerning the procurement documents and/or processes. For this RFP, DNSSAB's Contract & Purchasing Specialist is the Procurement Representative, who can be contacted by email at dnssab.contracts@dnssab.ca. Proponent(s) must only contact the Procurement Representative by email for all communication concerning this RFP.

Section 1.05 Proponents to Follow Instructions

Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the appropriate section numbers of this RFP.

Section 1.06 Language

This RFP, Addendum and Proposals are to be has been drawn up in the English language. If this RFP, Addendum, and/or Proposal are provided and/or translated into another language, then the English-language version of the RFP, Addendum, and/or Proposal takes precedence over any other version.

Section 1.07 Accessibility Standards

Pursuant to Ontario Regulation 191/11 passed under the Accessibility for Ontarians with Disabilities Act, 2005, the Consortium is required to incorporate accessibility designs, criteria and features when procuring or acquiring goods and/or services, except where it is not practicable to do so. When determining which Proposal will result in an award the Consortium may, in its sole discretion and without limiting any of its other express or implied rights regarding the discretion to make an award, consider whether the goods and/or services to be provided incorporate accessibility designs, criteria and features.

Section 1.08 No Incorporation by Reference

The entire content of the Proponent's Proposal must be submitted in a fixed form and in the order as requested. The content of websites or reference to external documents and links will not be considered part of a Proposal.

Section 1.09 RFP Timetable

ITEM	DATE	TIME
Issue Date	May 6, 2022	6:00 p.m.
Deadline for Questions	May 20, 2022	4:00 p.m.
Deadline for Issuing Addenda	May 27, 2022	4:00 p.m.
Closing Date	June 3, 2022	1:00 p.m.

All proposals received at or after **1:01 p.m. on 3-June-2022** will not be accepted.

Proponents are cautioned that the timing of their submission is based on when the Proposal is received, not when a Proposal is submitted by a Proponent, as transmission can be delayed due to file transfer size, transmission speed or other technical factors. For the reasons above, the Consortium recommends that Proponents allow sufficient time to email their submission and resolve any issues that may arise. The Closing Date shall be determined by DNSSAB's web clock.

Proponents should contact the Procurement Representative at least twenty-four (24) hours before the deadline if they encounter any problems.

The Procurement Representative will send a confirmation email to the Proponent advising that a Proposal was

submitted successfully. If Proponents do not receive a confirmation email, they should contact the Procurement Representative immediately. The Proponent must assume full responsibility for receipt of the Proposal by the deadline.

Section 1.10 Submission of Proposals

Proponents must submit their Proposal as six (6) separate pdf file attachments as follows:

- 1) As one (1) pdf file: A response to Stage I (see s. 3.02)
- 2) As one (1) pdf file: A Response to Stage II (see s. 3.03)
- 3) As one (1) pdf file: A Response to Stage III (see s. 3.04)
- 4) As one (1) pdf file: A Response to Stage IV (see s. 3.05)
- 5) As one (1) pdf file: A Response to Stage V (see s. 3.06)
- 6) As one (1) pdf file: A Response to Stage VI (see s. 3.07)

Proposals must be submitted electronically to dnssab.contracts@dnssab.ca. The submission email should note "**RFP 2022-06: Medical Disposables**" as the subject line and include the following in the body of the email:

- Company's Name
- Company's Address

Section 1.11 No Amendment to Forms

Other than inserting the information as requested on each form as set out in this RFP, Proponents may not make any changes to any of the form(s). Any Proposal containing any such changes or alter form(s), whether on the face of the form or elsewhere in their Proposal, may be disqualified.

Section 1.12 Joint Submission

Joint submissions from two (2) or more Proponents are to be submitted as a single Proposal coordinated and submitted by the lead Proponent with the required information. The lead Proponent shall act as the Successful Proponent in all contractual negotiations and as the vendor/service provider in any resulting award.

Section 1.13 Participating Entities

Unless otherwise stipulated in this RFP or any Addendum thereto, the Proponent is expected to be the sole source of responsibility for all goods and/or services.

If a Proponent includes goods and/or services from a sub-consultant, sub-contractor and/or uses distributors, dealers and/or resellers to supply the goods and/or services, the Proponent must identify all included in the Proposal. The Proponent must also address how the Participating Entity will provide the goods and/or services (i.e., describe the breakdown of responsibility within the network for the provision of goods and/or services).

Proponents shall indicate the name and addresses of all nominated Participating Entities that it proposes to use in the provision of goods and/or services contemplated by this RFP using APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM. The Consortium reserves the right to reject any Participating Entities so nominated, without penalty or liability to the Consortium of any kind whatsoever.

No change shall be made to the list and responsibilities of the nominated Participating Entities after the Closing Date of the RFP, without the prior written approval of the Consortium and only on such terms and conditions as the Consortium, in the exercise of an absolute discretion, may require.

Section 1.14 Proposal Withdrawal

A Proposal may be withdrawn at any time by emailing dnssab.contracts@dnssab.ca. A Proponent who has withdrawn its Proposal may submit a new Proposal, but only by or before the RFP's Closing Date.

Section 1.15 Questions/Enquiries

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information by emailing the Procurement Representative on or before the Deadline for Questions. No such communications are to be directed to anyone other than the Procurement Representative.

The Consortium is under no obligation to provide additional information. The Consortium is not responsible for any information provided by or obtained from any source other than the Procurement Representative. It is the responsibility of the Proponent to seek clarification from the Procurement Representative on any matter it considers to be unclear. The Consortium is not responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process.

The Procurement Representative, at their discretion, shall determine whether the query requires a response, and such responses will be made available to all known Proponents through the DNSSAB website (www.dnssab.ca) and will be incorporated into and form part of the RFP as an Addendum.

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent and/or DNSSAB.

Section 1.16 Addenda

The Consortium may issue Addenda during the procurement process until the Deadline for Issuing Addenda. Each Addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP.

Proponents are responsible for obtaining all Addenda issued by the Consortium. All Addenda will be posted on DNSSAB's website and will not be delivered by any means to Proponents. Proponents should check the DNSSAB website (www.dnssab.ca) prior to submitting their Proposal up until the Deadline for Issuing Addenda in the event additional Addendums are issued.

In APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM, Proponents are required to confirm their receipt of all addenda by setting out the number of Addendum they have received and reviewed in the space provided. Proposals that do not contain evidence of all Addenda's receipt will be deemed incomplete and may not be accepted at the Consortium's discretion.

If the Consortium determines that it is necessary to issue an Addendum after the Deadline for Issuing Addenda, the Consortium may extend the Submission Deadline for a reasonable period of time.

Section 1.17 Solicitation of the Consortium's Staff and Board Members

With the exception of the Procurement Representative, and except as otherwise specified by the Consortium, Proponents shall not contact or communicate with any individuals working for or associated with the Consortium in relation to this RFP. Any Proponent that the Consortium determines to circumvent or subvert this process may be disqualified at the Consortium's absolute discretion.

Section 1.18 Political Letters of Reference and other Representations

Letters of reference from elected individuals at any level of government and other such representations will not be accepted as part of the Proposal submission nor will they be given any weight in the deliberations about the relative merits of Proposals and the ultimate determination of the Successful Proponent.

Section 1.19 Influence

No person, partnership, firm, corporation, or Proponent shall attempt in any way, directly or indirectly, either in private or in public, to influence the outcome of any evaluation or acceptance of a Proposal. The Proposal of any person, corporation or Proponent that attempts to influence the outcome may be disqualified.

Section 1.20 No Collusion

Under Canadian law, a Proponent's Proposal must be prepared separately and independently, without conspiracy, collusion or fraud. Therefore, no Proponent may discuss or communicate directly or indirectly the preparation or contents of its Proposal with any other Proponent or the agent or representative of any other Proponent, unless it is with regards to a joint submission. If the Consortium discovers there has been a breach at any time, the Consortium reserves the right to disqualify the Proposal or terminate any ensuing Contract.

Section 1.21 Conflict of Interest

In its Proposal, the Proponent must disclose to the Consortium any actual or potential Conflict of Interest that might compromise its performance. If such a conflict of interest does exist, the Consortium may, at its discretion, refuse to consider the Proposal.

The Proponent must also disclose whether it is aware of any of the Consortium's Personnel or a Consortium Board member(s) having a financial interest in the Proponent's company and its nature. If such an interest exists or arises, the Consortium may, at its discretion, refuse to consider the Proposal or withhold the awarding to the Successful Proponent until the matter is resolved to the Consortium's sole satisfaction.

Section 1.22 Procurement Process Non-binding

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- a) this RFP will not give rise to any Contract A-based tendering law duties or other legal obligations arising out of any process contract or collateral contract.
- b) Neither the Proponent nor the Consortium will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract or failure to award a contract.
- c) This RFP makes no guarantee of the value or volume of work to be assigned.
- d) This RFP does not create a legal relationship or obligation until the execution of a written Contract with a Successful Proponent, which has been mutually endorsed.

Section 1.23 Proponent Pricing Information

While the pricing information provided in Proposals will be non-binding prior to the execution of a written Contract, such information will be assessed during the evaluation of the Proposals and the ranking of Proponents and therefore each Proponent should be prepared to honour their pricing for a 90-day period after the Closing Date. Any inaccurate, misleading or incomplete information, including withdrawn or altered Pricing, could adversely impact any evaluation or ranking when the Consortium decides to enter into Contract negotiations or award; therefore, the Consortium reserves the right to reject said Proposal as incomplete or obscure.

The legislation and regulations governing the workplace in Ontario, including without limitation, Income Tax Act (R.S.C., 1985, c. 1 (5th Supp.)), Immigration and Refugee Protection Act (SC 2001, c. 27), Employment Standards Act, 2000, S.O. 2000, c. 41, Employer Health Tax Act, R.S.O. 1990, c. E.11, Labour Relations Act, 1995, S.O. 1995, c. 1, Sched. A, Occupational Health and Safety Act, R.S.O. 1990, c. O.1, and the Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A may change at any time and may impact upon Proponent's pricing.

In submitting its Proposal, each Proponent hereby acknowledges that it has considered any proposed changes to legislation and regulations, and any impact such changes, if any, may have on its pricing. Proponents are advised that the Consortium will not entertain requests to change Pricing in any subsequent contract based on changes to the minimum wage or other legislative or regulatory amendments made under any statute. It is each Proponent's obligation to operate according to all applicable laws at all times. Therefore, each Proponent assumes all risk and responsibility for cost increases due to legislative and regulatory changes.

Section 1.24 Non-Exclusive

This RFP will not be an exclusive contract for the provision of the described goods and/or services as the Consortium reserves the right to contract with others for goods and/or services of the same as or similar nature and/or the Consortium may obtain such goods and/or services internally.

Section 1.25 Errors and Omissions

No term or condition within this RFP will be construed against or interpreted to the disadvantage of the Consortium as the Consortium has drafted the RFP. If there is any inconsistency or conflict in the RFP, the Proponent must notify the Consortium prior to the Closing Date; if notification is provided after the Closing Date, the Consortium reserves the right to include or reject the notification.

At no time shall the Proponent take advantage of any apparent error or omission in the RFP. Any work not specified which is necessary for the proper performance and completion of any part of the Scope of Work contemplated, which may be implied as included in the Scope of Work, shall be part of this RFP as if it had been specified and shall not be construed as a variation in the Scope of Work to be quoted, and shall be deemed as include in all Proponent's Pricing.

Section 1.26 Cost of Proposals

Preparation and submission of a Proposal in response to this RFP is voluntary; costs associated with a Proposal's preparation, submission, meetings, negotiations, presentations, or discussions with the Consortium are solely that of the Proponent submitting the Proposal.

Section 1.27 No Claim

The Consortium will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal or participating in negotiations for a contract, or other activity related to or arising out of this RFP.

Except as expressly and specifically permitted in this RFP, no Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP. By submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

Section 1.28 Ownership and Disclosure of Proposal Documentation

The documentation comprising any Proposal submitted in response to the RFP, along with all correspondence, documentation and information provided to the Consortium by any Proponent in connection with or arising out of this RFP, once received by the Consortium:

- (a) Shall become the property of the Consortium.
- (b) Will not be returned to the Proponent.
- (c) Shall become subject to the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA") and may be released under that Act.

Because of MFIPPA, Proponents are advised to identify any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury. At a minimum, each Proponent's name, along with the Proposal's total cost, may be made public.

Section 1.29 Ownership of the Consortium Provided Data

All correspondence, documentation and information provided by the Procurement Representative to any Proponent in connection with or arising out of this RFP is and shall remain the property of the Consortium and must not be used for any purpose other than replying to this RFP and fulfilling any subsequent related Contract.

Section 1.30 Confidentiality of the Consortium Provided Data

Proponents shall not disclose any RFP documents to any third party without the prior express written consent of the Consortium but may disclose RFP documents to its employees and potential Participating Entities on a need-to-know basis for the limited purposes of helping the Proponent consider or prepare a Proposal.

Section 1.31 Publicity

The Proponent, its affiliates, associates, third-party service providers, and Participating Entities shall not make any public comment, respond to questions in a public forum, release for publication any information, or carry out any activities to either criticize the Consortium, another Proponent or Proposal or to promote publicly or advertise their qualifications, interest in or participation in the RFP, without prior written permission from the Consortium.

Section 1.32 Applicable Law

This RFP shall be governed and construed in accordance with the laws of the Province of Ontario, the federal laws of Canada applicable therein, and applicable Consortium by-laws and policies.

Section 1.33 Trade Agreements

Proponents should note that procurements falling within the scope of Chapter five (5) of the Canadian Free Trade Agreement (CFTA), or Chapter 19 of the Canada European Union: Comprehensive Economic and Trade Agreement (CETA), or Chapter 13 of the Canada-United States-Mexico Agreement (CUSMA) are subject to that trade agreement but that the rights and obligations of the Parties will be governed by the specific terms and conditions contained within this RFP.

Section 1.34 Deemed Acceptance

By responding to this RFP, Proponents agree to accept all terms and conditions and agree to abide by any decision of the Consortium, including the evaluation of Proponent's qualifications, as final.

By submitting a Proposal, the Proponent also confirms that it has received, or has had the opportunity to obtain, independent legal advice in connection with Proponent's RFP review and Proposal preparation, and has read this RFP in its entirety, understands its content, and is submitting its Proposal freely and voluntarily (without duress or undue influence from any party) with full capacity and authority to do so.

Section 1.35 Appeal of Decision

There shall be no appeal of the Consortium decisions concerning the RFP. All Consortium decisions are final and binding.

Article II. SCOPE OF WORK

The District of Nipissing Social Services Administration Board (“DNSSAB”), Cochrane District Social Services Administration Board (“Cochrane DSSAB”), Manitoulin-Sudbury District Services Board (“MSDSB”), and District Of Timiskaming Social Services Administration Board (“DTSSAB”), as a purchasing collective, requests proposals from qualified and experienced vendors to be their non-exclusive Vendor of paramedic supplies, equipment, and material (“Medical Disposables”), in accordance with Provincial Equipment Standards for Ontario Ambulance Services found at

https://www.health.gov.on.ca/en/pro/programs/emergency_health/edu/docs/prov equip standards amb serv %20v3.6.pdf).

Section 2.01 Service Expectations

While the outcome of this procurement process will be a single and joint contract, the Consortium prefers a Successful Proponent who can accommodate individual ordering and delivery to each member of the Consortium.

Deliveries will be made to each of the following locations:

- a) DTSSAB at 61 5th St, Englehart, ON
- b) Cochrane DSSAB at 500 Algonquin Blvd E, Timmins, ON
- c) DNSSAB at 1715 Seymour St, North Bay, ON
- d) MSDSB at 347 Second Ave, Espanola, ON

Ordering will be done by each member separately as each member will be responsible to track inventory needs.

Section 2.02 Current Volumes

Based on the past volume of usage for Medical Disposables as detailed in APPENDIX A: 2021 ESTIMATED USAGE, the Consortium expects to receive Pricing based on volume pricing.

Section 2.03 Proposal Preferences

The Consortium prefers a Proponent who can:

- a) Ensure required supply of all Medical Disposables; outlined in APPENDIX A: 2021 ESTIMATED USAGE
- b) Guarantee timely delivery for all regular and emergency order requests;
- c) Certify that all Medical Disposables will meet or exceed provincial standards outlined in Provincial Equipment Standards for Ontario Ambulance Services and with all current applicable safety standards.
- d) Offer a wide array of equipment, products or services at lower prices and with better value than what they would ordinarily offer to single government entities, hospitals, or paramedic services.
- e) Proposed all new and current Medical Disposables, which will be delivered fully operational.
- f) Offer a warranty on all items at the industry standard or better.
- g) Have their sales force as the primary source of communication with the Consortium and between all Participating Entities.
- h) Provide line item pricing for each product (with both a listed and proposed price included) that is easily understandable (i.e., \$1.00 for 10 Markers), complete and inclusive (i.e., administrative and delivery costs are to be included in the proposed price), and honoured throughout the contract term (no annual price increases).

Article III. PROCESS FOR THE DETERMINATION OF THE PREFERRED PROPONENT(S)

Each Proponent and/or Proposal, which has not been disqualified by the Evaluation Committee under Section 3.11, will be evaluated by each member of the Evaluation Committee through a multi-stage evaluation process that will determine the Preferred Proponent(s).

Section 3.01 Multi-Stage Evaluation Process

Each Qualified Proposal will be evaluated in seven (7) stages as follows:

- a) At Stage I, each Proposal and Proponent is evaluated on a pass/fail basis according to the Mandatory Requirements as outlined in Section 3.02.
- b) At Stage II, Proponents who meet Section 3.02 requirements, and have submitted a complete response to the Scope of Work, will have their response evaluated by the Evaluation Committee to determine the Proponent's *Scope Score* as outlined in Section 3.03.
- c) At Stage III, Proponents who meet Section 3.03 requirements, and have submitted a complete Quality Submission Form, will have the quality of their products evaluated by the Evaluation Committee to determine the Proponent's *Quality Score* as outlined in Section 3.04.
- d) At Stage IV, Proponents who meet Section 3.04 requirements, and have submitted a complete Schedule Submission Form, will have their pick-up and delivery schedule evaluated by the Evaluation Committee to determine the Proponent's *Schedule Score* as outlined in Section 3.05.
- e) At Stage V, Proponents who meet Section 3.05 requirements, and have submitted a complete Pricing Submission Form, will have their Pricing reviewed to determine the Proponent's *Pricing Score* as outlined in Section 3.06;
- f) At Stage VI, Proponents who meet Section 3.06 requirements, and have submitted a complete Reference Submission Form, will have their references contacted to determine the Proponent's *Reference Score* as outlined in Section 3.07.
- g) At Stage VII, Proponents who meet Section 3.07 requirements will have their Scope Score, Quality Score, Schedule Score, Pricing Score, and Reference Score totaled together to determine the Proponent's *Cumulative Score* as outlined in Section 3.08.

To ensure accurate/optimal scores, the Proponent should include in their Proposal sufficient detailed information that addresses each evaluation criteria, as evaluations, at each stage, is based on the information provided by the Proponent in its Proposal. Proponents shall assume that the Consortium has no prior knowledge of their area of operation, experience or understanding of their Proposal and will base the evaluation on the information presented.

Section 3.02 Stage I: Mandatory Requirements

Each Proponent is required to submit a complete APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM and APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM to be considered for Stage I review.

Each APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM and APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM submitted will be evaluated individually by each member of the Evaluation Committee using the scoring outlined in APPENDIX D: STAGE I - EVALUATION FORM.

Stage I will be evaluated on a pass/fail basis as to whether the Proponent meets all Mandatory Requirements of this RFP. Proponents who do not achieve a 'pass' for all of the Mandatory Requirements will not move forward to Stage II and will be given no further consideration.

Section 3.03 Stage II: Scope Evaluation

Only those Proponents who have satisfied Stage I requirements will be considered for Stage II. Proponents must have submitted a complete APPENDIX E: STAGE II – SCOPE SUBMISSION FORM to be considered for Stage II evaluation.

Each APPENDIX E: STAGE II – SCOPE SUBMISSION FORM submitted will be evaluated individually by each member of the Evaluation Committee using the scoring outlined in APPENDIX F: STAGE II – EVALUATION FORM.

After the Evaluation Committee has evaluated each APPENDIX E: STAGE II – SCOPE SUBMISSION FORM the Evaluation Committee will combine each member's score to determine the Proponent's Scope Score ("Scope Score"). Only those Proponents with a Scope Score of 60% or greater will be eligible to participate in Stage III; Proponent(s) who have not received a Scope Score of 60% or greater will be given no further consideration.

Section 3.04 Stage III - Quality Evaluation

Only those Proponents who have satisfied Stage II requirements will be considered for Stage III. Proponents must have submitted a completed APPENDIX G: STAGE III - QUALITY SUBMISSION FORM to be considered for Stage III evaluation.

Each APPENDIX G: STAGE III - QUALITY SUBMISSION FORM submitted will be evaluated individually by each member of the Evaluation Committee using the scoring outlined in APPENDIX H: STAGE III - EVALUATION FORM.

After evaluating each APPENDIX G: STAGE III - QUALITY SUBMISSION FORM, the Evaluation Committee will combine each member's score to determine the Proponent's Quality Score ("Quality Score"). Only those Proponents with a Quality Score of 60% or greater will be eligible to participate in Stage IV; Proponent(s) who have not received a Quality Score of 60% or greater will be given no further consideration.

Section 3.05 Stage IV - Schedule Evaluation

Only those Proponents who have satisfied Stage III requirements will be considered for Stage IV. Proponents must have submitted a completed APPENDIX I: STAGE IV – SCHEDULE SUBMISSION FORM to be considered for Stage IV evaluation.

Each APPENDIX I: STAGE IV – SCHEDULE SUBMISSION FORM submitted will be evaluated individually by each member of the Evaluation Committee using the scoring outlined in APPENDIX J: STAGE IV - EVALUATION FORM.

After the Evaluation Committee has evaluated each APPENDIX I: STAGE IV – SCHEDULE SUBMISSION FORM, the Evaluation Committee will combine each member's score to determine the Proponent's Schedule Score ("Schedule Score"). Only those Proponents with a Schedule Score of 60% or greater will be eligible to participate in Stage V; Proponent(s) who have not received a Schedule Score of 60% or greater will be given no further consideration.

Section 3.06 Stage V - Price Evaluation

Only those Proponents who have satisfied Stage IV requirements will be considered for Stage V. Proponents must have submitted a completed APPENDIX K: STAGE V - PRICING SUBMISSION FORM to be considered for Stage V evaluation.

Each APPENDIX K: STAGE V - PRICING SUBMISSION FORM submitted will be evaluated by the Evaluation Committee using the formula and scoring outlined in APPENDIX L: STAGE V - EVALUATION FORM.

After calculating the Proponent's RFP Price Evaluator using the formulas outlined in APPENDIX K: STAGE V - PRICING SUBMISSION FORM, the Evaluation Committee will determine the Proponent's Pricing Score ("Pricing Score"). Only those Proponents whose Pricing Score is scored at no greater than 20% higher than the lowest RFP Price Evaluator will be eligible to participate in Stage VI; Proponent(s) whose Pricing Score is at the 21% or greater than the lowest RFP Price Evaluator level will be given no further consideration.

Section 3.07 Stage VI - Reference Evaluation

Only those Proponents who have satisfied Stage V requirements will be considered for Stage VI. Proponents must have submitted a completed APPENDIX M: STAGE VI - REFERENCES SUBMISSION FORM to be considered for Stage VI evaluation.

The Procurement Representative will conduct all reference checks. Stage VI will be evaluated using the scoring outlined in APPENDIX N: STAGE VI - EVALUATION FORM. After all reference checks have been completed, the Procurement Representative will combine the scores from each reference, for each Proponent, to determine the Proponent's overall Reference Score ("Reference Score"). Proponents must receive a Reference Score of 60% or greater to participate in Stage VII. Proponent(s) who have not received a Reference Score of 60% or greater will be given no further consideration.

Please note that the Procurement Representative will only make two (2) attempts to contact your reference(s) – once by email and the second by phone, if necessary (if there has been no response to the initial email inquiry within one Business Days). If there is no reply or response from the reference after two Business Days, this reference will be allocated a score of zero (0) points.

Section 3.08 Stage VII – Weighted - Cumulative Ranking

Only those Proponents who have satisfied Stage VI requirements will be considered for Stage VII. At this Stage, the Evaluation Committee will combine each participating Proponent's Scope Score, Quality Score, Schedule Score, Pricing Score and Reference Score to determine the Proponent's weighted cumulative score ("Cumulative Score") as outlined in APPENDIX O: STAGE VII - SCORING SHEET and based on the following weighted score averages:

SCORE	WEIGHT
Scope Score	15%
Quality Score	20%
Schedule Score	20%
Pricing Score	40%
Reference Score	5%
Cumulative Score	100%

This Cumulative Score will provide the Evaluation Committee with its final ranking of the Proponent(s), which will then inform the Evaluation Committee as to their recommendation(s) for a Preferred Proponent (s). The Preferred Proponent(s) will be submitted to the Consortium for final approval and determination of the Successful Proponent(s) in accordance with Article IV.

Section 3.09 Tie Bids

If two or more Cumulative Scores are equal, the Evaluation Committee will offer an opportunity to the tied Proponents to re-bid.

If a tie persists, the Evaluation Committee may give preference to a Proponent on one or more of the following factors:

- (a) Delivery date/launch date
- (b) Documented service record
- (c) Past performance record with the Consortium

If the above does not break the tie, the Procurement Representative, in conjunction with DNSSAB's Director of Corporate Services or designate, will conduct a lottery draw to determine the Preferred Proponent. The Procurement Representative will schedule a meeting and inform the Proponents involved of the situation. Proponents will be asked to sign a Tie Bid Declaration Form to verify their participation in resolving the tie bid situation and waive any legal rights they may pursue due to participating or not participating in the process.

Those opting not to participate will forfeit their opportunity to continue and will not participate further in the process, be given no further consideration, and have no legal rights against the Consortium.

The respective Proponents will be requested to participate in a fair and open draw process as follows:

- (a) Each Proponent's name will be placed in a container.
- (d) The DNSSAB's Director of Corporate Services or designate will draw one name from the container.
- (e) The Proponent whose name is drawn will be recommended as the Preferred Proponent.
- (f) The result is recorded on the Tie Bid Declaration Form, copies of which will be provided to each Proponent.

Section 3.10 Clarifications

During the evaluation process, and at its sole discretion, the Evaluation Committee may request clarification from a Proponent of any aspect of a Proposal to assist the Evaluation Committee's interpretation and evaluation of a Proposal, including requesting additional information on Pricing breakdown. The Evaluation Committee reserves the right to consider and rely on such further information and clarifications in evaluating a Proposal and selecting a Preferred Proponent(s). It shall not be considered as an alteration of a Proposal nor be constituted as negotiation or re-negotiation.

The right to clarify does not impose upon the Evaluation Committee a requirement to clarify any part of a Proposal where the Proposal is deficient (i.e., where the Proponent did not respond), inconsistent, or otherwise not acceptable in any aspect. All requests for clarification and responses will be conducted through the Procurement Representative and shall be in writing. Any such request does not constitute an acceptance of a Proposal

Section 3.11 Disqualification of Proposals

Proponents may be excluded from eligibility to submit, or a submitted Proposal may be summarily rejected, where the Evaluation Committee, in their sole, final, binding opinion, has determined that either the Proponent or Proposal, as per the context, fits the circumstances of one or more of the following disqualification items:

- (a) Proposal is one of two or more Proposals submitted by the same Proponent, whether under the same or different names or whether as multiple options within a Proposal; Proposal will be disqualified unless additional Proposal(s) make it clear that the work in the extra Proposal (s) is a 'joint' submission with another Proponent.
- (b) Proponent did not attend the mandatory site visit (if applicable).
- (c) Proposal was submitted and received after the Closing Date.
- (d) Proposal is submitted in any way other than electronically through an email to dnsab.contracts@dnsab.ca.
- (e) Proposal was submitted by a Proponent that colluded with one or more other Proponents.
- (f) Proposal was submitted by a Proponent that has a Conflict of Interest.

- (g) Proposal was submitted by a Proponent that is not a Responsible Proponent.
- (h) Proposal was submitted by a Proponent that is an Opposing Party.
- (i) Proposal was submitted by a Proponent that proposes an Opposing Party as a Participating Entity.
- (j) Proposal was submitted by a Proponent that is not at arm's length from an Opposing Party.
- (k) Proposal is incomplete, conditional, illegible, obscure or limited in any way.
- (l) Proposal prices appear to be as unreasonable and/or unbalanced as to likely affect the interest of the Consortium adversely.
- (m) Proposal is executed by a person who does not have the authority to bind the Proponent's Company.
- (n) Proposal was submitted by a Proponent, or any person on behalf of a Proponent, who has initiated communication about this RFP after it was issued and before it is terminated or before one or more Contracts are entered in respect to this RFP, which are its subject, with:
 - (i) Any member on any one of the Consortium's Board
 - (ii) An employee of the Consortium other than the Procurement Representative, or
 - (iii) Media.
- (o) The Proposal contains a limitation or qualification on the Consortium's right to publicly disclose any Successful Proponent's name and, if applicable, any Proposal price/score.
- (p) Proponent's past performance or past conduct during a previous procurement process and/or contract that resulted in higher ultimate costs, unsatisfactory results/performance, difficulties, and/or did not provide the best value to the Consortium.

By responding to this RFP, Proponents will be deemed to have agreed that any decision by the Evaluation Committee to disqualify a Proposal will be final and binding.

Section 3.12 Rectification

If a Proponent or Proposal is deemed to be non-compliant with any item noted in s. 3.11 and/or has failed to satisfy all of the Mandatory Requirements noted in s. 3.02, the Evaluation Committee may issue a rectification notice identifying the deficiencies and providing the Proponent with an opportunity to rectify the deficiencies within three (3) Business Days. The three (3) Business Day period commences from when the Evaluation Committee issues a rectification notice to the Proponent.

If the Proponent fails to rectify within the three (3) Business Days, the Proponent and the Proposal shall be disqualified.

Article IV. PROCESS FOR THE SELECTION OF THE SUCCESSFUL PROPONENT(S)

Section 4.01 Right to Accept

Once the Consortium receives from the Evaluation Committee its recommendation for Preferred Proponent(s), the Consortium reserves the right to select a Successful Proponent, who, in its opinion, has submitted a Proposal that:

- a) meets the Consortium's requirements under this RFP, and
- b) in is the Consortium's best interest, and
- c) which provides the best overall value to the Consortium.

Any Successful Proponent will not necessarily be the Proponent(s) who:

- i. had been recommended as a Preferred Proponent(s); and/or
- ii. had the highest Cumulative Score; and/or
- iii. had the lowest RFP Price Evaluator; and/or
- iv. had complied with the Mandatory Requirements of this RFP.

For greater clarity, the recommendation of a Preferred Proponent(s) by the Evaluation Committee will not oblige the Consortium to negotiate or execute a contract with the Preferred Proponent(s).

The Consortium also reserves the right to select either one (1) Proponent or multiple Proponent(s) for the entire Scope of Work and/or on any division of the Scope of Work, based on the Consortium's sole discretion, all without liability.

Section 4.02 Past Performance or Past Conduct

The Consortium reserves the right to thoroughly review all Proponent(s) and/or Proposal(s), which review may include and be influenced by, without limitation, any of the following:

- a) The Proponent(s) illegal or unethical conduct during a prior procurement process or Contract.
- b) The refusal of the Proponent to honour its submitted Pricing or other commitments during a prior procurement process or Contract.
- c) The Proponent has not complied with and/or satisfactorily performed the requirements of a previous Contract.
- d) A negative review from references provided by Proponents and those obtained by the Consortium independently.
- e) Unsatisfactory past completion history (including completion of the full contract term, late or extended completion of the contract and late delivery of goods and services) of contracts between any member of the Consortium and Proponent, and/or Proponent and third parties.
- f) Litigation and claims history of the Proponent (including previous, existing or potential litigation with any member of the Consortium or others and construction liens filled by Proponent or subcontractors).
- g) Delivery of incorrect services on contracts between any member of the Consortium and Proponent, and/or Proponent and third parties.
- h) Problematic and/or difficult customer service and responsiveness on contracts between any member of the Consortium and Proponent, and/or Proponent and third parties.
- i) History of bidding unrealistic Pricing during a prior procurement process between any member of the Consortium and Proponent, and/or Proponent and third parties.

The Consortium reserve the right to reject a Proponent and/or a Proposal for any of the above and if, in the Consortium's sole opinion, the Proponent and/or Proposal may result in higher ultimate costs, other difficulties or unsatisfactory results and/or would not provide the best value to the Consortium.

Section 4.03 Negotiations

The Consortium retains its absolute discretion to negotiate with any Proponent(s), and such process can continue with any other Proponent(s) until an executed Contract or the Consortium cancels this RFP. The Consortium shall incur no liability if it exercises its right to negotiate, and Proponent(s) agree that the Consortium has full authority to choose whom it can negotiate with.

For clarity, the Consortium may, during negotiations, adjust, refine, reprioritize or rewrite the Scope of the Work, funding/pricing/budget amounts, and any other terms and conditions it deems necessary.

If the Consortium, in its sole and absolute discretion, is of the view that there is no reasonable prospect of concluding a Contract with a Proponent, the Consortium may terminate the negotiations with the Proponent and negotiate a Contract with another Proponent or cancel the RFP process and not enter into a Contract with any of the Proponents, all without liability.

Section 4.04 Failure or Default of Successful Proponent

If the Successful Proponent, for any reason, fails or defaults in respect of any matter or thing that is an obligation of the Proponent under the terms of the RFP, the Consortium may disqualify the Successful Proponent from the RFP and may, at its option:

- (a) Consider that the Successful Proponent has withdrawn any offer made or abandoned the Contract if the offer has been accepted, after which the acceptance, if any, of the Consortium shall be null and void.
- (b) Consider that the Successful Proponent has abandoned any Contract wherein the Proponent shall indemnify and save harmless the Consortium, its officers, employees and agents from all loss, damages, liability, costs, charges, and expenses howsoever suffered, incurred or sustained as a result of such default or failure of the Proponent.

The Successful Proponent shall be ineligible to submit a new Proposal for any RFP or bid that the Consortium is required to reissue due to the Successful Proponent's failure or default or where the Consortium deems that the Successful Proponent has abandoned the Contract.

Section 4.05 Right to Reject and Cancel

The Consortium retains the right to reject any or all Proposals, even if there is only one received, and cancel this RFP, at any time, either before or after the receipt of Proposals.

Following the cancellation of the RFP, the Consortium reserves the right to proceed, without limitation and as it determines in its sole discretion, all without liability, as follows:

- a) negotiate with one or more Proponent(s) for the same or similar Solution; and/or
- b) negotiate with any other person, company, agency and/or entity for the same or similar Solution; and/or
- c) issue a new RFP for the same or similar Solution on the same or modified terms.

Article V. AFTER SELECTION

Section 5.01 Notifications

Once the Consortium has selected a Successful Proponent, it will send an electronic notification asking the Successful Proponent to commence contract negotiations. The Consortium makes no commitment to the Successful Proponent until a Contract has been executed between the Consortium and the Successful Proponent. The Successful Proponent acknowledges that the commencement of any discussion or negotiations for a Contract does not create any contractual obligations between members of the Consortium and the Successful Proponent.

Non-award letters will be issued electronically to all unsuccessful Proponents once the contract award procedures with the Successful Proponent have been fulfilled.

Section 5.02 Contract Award

The Successful Proponent(s) may enter into a formal Contract with the Consortium, or any one member of, for a three (3) year term, with the option, at the Consortium's or member's discretion, of up to two (2) additional one-year extensions.

The Contract's award and/or extension is subject to the receipt of sufficient funding, budgetary approval, appropriate staff, and CAO/Board approval. If exercised, there shall be no Contract extension beyond the second one-year extension option.

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Article VI. DEBRIEF

For all competitive procurements, Proponents who participate in the procurement process are entitled to request a debriefing within sixty (60) days following the issuance of the non-award letters. The Procurement Representative will schedule a meeting with each Proponent separately and inform each Proponent involved of the date and time for their debrief meeting. At the meeting, the Procurement Representative or designate will introduce and describe the process that will occur, including what type of information will be shared. At the debrief, a Proponent is entitled to the following information:

- (a) Their final evaluation score
- (b) Their evaluation ranking (i.e. third of five proposals)
- (c) Which evaluation stage(s) under Article III was considered for.
- (d) The final evaluation score of the Successful Proponent
- (e) The name of the Successful Proponent (organization/company name)
- (f) The strengths of their Proposal (non-evaluative items only)
- (g) The areas of weakness within their Proposal (non-evaluative items only)

Debriefings requested beyond sixty (60) days shall be at the discretion of the Procurement Representative but are not required.

Section 6.02 Rules for Debriefings:

- (a) A debriefing must be attended by the Procurement Representative and at least one other Evaluation Committee member.
- (b) Proponents are not entitled to see individual scores for each evaluation section; they are only permitted to know their final evaluation score.
- (c) Questions unrelated to the evaluation or selection process will not be responded to during the debriefing and noted as out of scope.
- (d) Questions or comments concerning other Proponents will not be discussed during a debrief process. If a Proponent makes a request for information related to confidential third-party organization proprietary information subject to the mandatory third-party exemption under the MFIPPA, they will be advised that a formal Freedom of Information (FOI) request can be submitted to the Consortium's Freedom of Information and Privacy representative.

Section 6.03 Procurement Protest

A Proponent with a concern relating to the procurement process must follow the below-outlined process. It is not appropriate to contact members of the Board before following the process for addressing a concern.

- a) If any Proponent voices a concern regarding a procurement process they are involved in, they will document their concern in writing and submit it to the Procurement Representative.
- b) The Procurement Representative shall respond to the Proponent in writing within fourteen (14) Business Days.
- c) If the concern cannot be resolved to the Proponent's satisfaction, it shall be escalated to the Director of Corporate Services or designate.
- d) The DNSSAB's Director of Corporate Services or designate will review the concern and respond in writing to the Proponent as required/appropriate within thirty (30) Business Days. The response may be provided during a debriefing process. Verbal follow-up and communication may be required to complete the response.
- e) If a face-to-face meeting is requested/required, the DNSSAB's Director of Corporate Services or designate will arrange the meeting at a mutually convenient time, including the Procurement Representative.
- f) If the Proponent is not satisfied with the response from the DNSSAB's Director of Corporate Services, the issue will be referred to the DNSSAB's CAO.

- g) The DNSSAB's CAO may meet with the Proponent or review the Proponent's concerns presented in writing at the DNSSAB's CAO's sole discretion.
- h) The decision of the DNSSAB's CAO is final.

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APPENDIX A: 2021 ESTIMATED USAGE

ITEM (Materials to be Provided)	2021 ESTIMATED USAGE
1 CC Syringe	100
10 drop IV set with Luer-Lock ports	750
10 ml saline pre-filled syringes with luer lock end	750
1000 ml Normal Saline Sterile IV Bag	120
1000 ml Pressure Infuser	30
250 ml Normal Saline Sterile IV Bag	500
3M Barrier Film Cavillion Wipes	150
3M N95 Variety of Sizes	NA
500 ml Normal Saline Sterile IV Bag	750
Abdominal Pad Dressing	400
Adjustable Adult Cervical Collar	150
Adjustable Paediatric Cervical Collar	50
Adult Non-rebreather	3500
Airway Lubricant Individual Package	500
Alcohol Swabs	10000
Ampoule Crackers	1000
Arterial Tourniquet	15
Asherman Chest Seal	35
B Magellan Safety Needle 25 G X 5/8in	100
Band-aids	5000
Barrierbac Filter	500
Bed Pan	250
Black Markers	100
Blanket: Silver Rescue	200
Blanket: Yellow Emergency	200
Blunt Fill Needle 18G X 1.5"	750
Bouffant Caps	300
Broselow Tape	10
Buretrol	20
Burn Kit	50
BVM: Adult	400
BVM: MDI Adapter	100
BVM: Pediatric	100
Cervical Collar: Adult (adjustable)	300
Cervical Collar: Paed (adjustable)	75
Cold Packs	1500
Cooks I.O 16 ga and 18 ga	6
Cuffed ETT tubes: size 6	24
Cuffed ETT tubes: size 7, 7.5, 8, 8.5	40
Cuffed ETT tubes: size6.5	40

Cuffed ETT tubes: sizes 3, 3.5, 4, 4.5, 5, 5.5	6
Dial-a-flow	12
Disposable Adult Bag Valve Mask Set (including oxygen hose)	250
Disposable Bed Pan	150
Disposable Cold Packs	1500
Disposable CPAP System - Large Adult	250
Disposable Face Shield	NA
Disposable Fluid proof Isolation Gowns: 2XL	5000
Disposable Fluid proof Isolation Gowns: Large	5000
Disposable Fluid proof Isolation Gowns: XL	10000
Disposable Infant Bag Valve Mask Set (inc.oxygen hose)	20
Disposable Laryngoscope Blades (compatible with handles) Mac # 2	12
Disposable Laryngoscope Blades (compatible with handles) Mac # 3	48
Disposable Laryngoscope Blades (compatible with handles) Mac # 4	48
Disposable Laryngoscope Blades (compatible with handles) Miller # 2	6
Disposable Laryngoscope Blades (compatible with handles) Miller # 3	6
Disposable Laryngoscope Blades (compatible with handles) Miller # 4	6
Disposable Laryngoscope Blades (compatible with handles) Miller 1	6
Disposable Laryngoscope Handle	100
Disposable Laryngoscope Mini-handle	6
Disposable Paediatric Bag Valve Mask Set (inc.oxygen hose)	50
Disposable Plastic Urinal	250
Disposable Positive Pressure Ventilation Mask - Infant	20
Disposable Positive Pressure Ventilation Mask - Neonate	20
Disposable Positive Pressure Ventilation Mask - Toddler	50
Disposable Positive Pressure Ventilation Mask- Adult Large	150
Disposable Positive Pressure Ventilation Mask- Adult Med	150
Disposable Positive Pressure Ventilation Mask- Adult Small	150
Disposable Yellow Emergency Blanket	300
Dressing – Primapad Sterile Non-Adhesive 3x4	NA
Drinking Water	500
Drug Ampoule Cracker	250
Emesis Bag	1000
ETCO2 Mainstream	250
ETCO2 Side Stream	750
Eye Pads	500
EZ IO Stabilizer	20
Face Shield (Bionic W/ CL Antifog Visor, or equivalent)	200
Face Shield (disposable)	200
Facial Tissue	2000
Flo2Max – Adult	100
Flo2Max - Child	50
Gauze Pads 2x2	2000

Gauze Pads 4x4	5000
Glucometer	60
Glucometer: HIGH Control Solution	50
Glucometer: Lancets	5000
Glucometer: LOW Control Solution	50
Glucometer: Test Strips	20000
Hot Pack	500
Humidifier Bottle	250
Hypo IV Tape (1")	250
Hypo IV Tape (2")	250
I.O. Catheters: 15mm, 25mm, 45mm (EZIO compatible)	20
I-Gel Set: all sizes	100
Intersurgical, I-View (Video Laryngoscope)	50
Introcan or equivalent 16 g x 1.25 inches (safety)	300
Introcan or equivalent 18 g x 1.25 inches (safety)	500
Introcan or equivalent 20 g x 1.25 inches (safety)	500
Introcan or equivalent 22 g x 1 inches (safety)	200
Introcan or equivalent 24 g x 1.25 inches (safety)	100
Introcan, or equivalent 14 g x 1.25 inches (safety)	200
IV Bag Transfer Set w/Tubing	250
IV Saline Lock with Luer-Lok port 6" ext.	300
IV Tourniquet	2000
Kling	500
L3 Surgical Masks for Patients	5000
L4 Surgical Masks for Patients	5000
Long Cuff Glove: Large	200
Long Cuff Glove: Medium	100
Long Cuff Glove: Small	100
Long Cuff Glove: XL	200
M Tank Regulator	6
Manual BP Cuff: Adult	50
Manual BP Cuff: Child	25
Manual BP Cuff: XL Adult	25
MCI Disaster Tags	10 sets
MCI Glow Stick: Green	100
MCI Glow Stick: Orange	100
MCI: Complete Kit	20
MDI Adapter	250
Molinar retention disk	6
Nasal Airway: #26 Fr	100
Nasal Airway: #30 Fr	100
Nasal Airway: #34 Fr	100
Nasal Atomizer	500

Nasal Cannula - Adult	750
Nebulizer Mask - Adult	200
Nebulizer Mask - Child	150
Nitrile Gloves: Large	15000
Nitrile Gloves: Medium	10000
Nitrile Gloves: Small	2000
Nitrile Gloves: X-Large	10000
Nitrile Gloves: X-Small	2000
O2: Adult Simple	400
O2: Ambu Disposable Mask- Adult Large	200
O2: Ambu Disposable Mask- Adult Medium	100
O2: Ambu Disposable Mask- Adult Small	100
O2: Flo2Max - Adult	250
O2: Flo2Max - Child	100
O2: Nasal Cannula	2000
O2: Nebulized Adult	500
O2: Nebulized Child	250
O2: Non-rebreather	10000
O2: Paeds Simple	300
O2: Resus. Mask: Infant	25
O2: Resus. Mask: Neonate	25
O2: Resus. Mask: Toddler	25
O2: Single Use CPAP System - Large Adult	200
OB Kit	100
Oral Airway: 100mm	150
Oral Airway: 110mm	150
Oral Airway: 40mm	100
Oral Airway: 50mm	100
Oral Airway: 60mm	100
Oral Airway: 70mm	100
Oral Airway: 80mm	100
Oral Airway: 90mm	100
Paeds Thomas Tube Holder	12
Prep Razor	1000
Pressure Dressing	500
Pressure Infuser	20
Prochamber Valve	500
Quick Splint	250
Quik Clot Hemostatic 4x4 dressing	25
Reflective Silver Rescue Blanket	200
Safety Needle 25 G X 5/8in	4 boxes
Safety Syringe 1 cc with 25G X 1" Needle	500
Safety Syringe 3 cc 22G. X 1.5" Needle	500

Saline 500ml Plastic Bottle	500
Saline Lock with Luer-Lock port 6" ext.	1000
Scissors	25
Secondary medication set (IV)	24
Sharps Container: 1 L (Red)	100
Sharps Container: Bracket for Small (Yellow)	25
Sharps Container: Large (Yellow 5.4 Quart)	25
Sharps Container: Large (Yellow)	50
Sharps Container: Large Red 7.6 L	50
Sharps Container: Small (Yellow)	250
Simple face Mask: Adult	500
Simple Face Mask: Paediatric	200
Speed Splint	100
Spinal Restraining Straps (Set of 4)	100
Stethoscope	25
Stylets – Adult Paeds and infant	100
Suction Canister 1200cc (green lids)	50
Suction Catheter: 10FR	50
Suction Catheter: 14FR	50
Suction Catheter: 5/6FR	50
Suction Tubing	250
Surgical Masks	75000
Syringe 10cc Luer Lock	200
Syringe 1cc Luer Lock	NA
Syringe 3 way stopcock diverter	10
Syringe 3cc Luer-Lock with Blunt Plastic Cannula	500
Syringe 60cc with Luer-Lock	50
Syringe Vanish-Point 1 cc 25Ga X 1" Syringe	250
Syringe Vanish-Point 3 cc 22Ga. X 1.5" Syringe	250
Tape: Cloth Tape (1 inch)	250
Tape: Hypo Transpore (1 inch)	250
Tape: Hypo Transpore (2 inches)	250
Tape: Microspore (1 inch)	250
Tape: Pink	150
Tegaderm Dressing	1000
Thermometer	15
Thermometer - Infrared	15
Thermometer Ear Probes	10000
Thomas ET Holder	100
Triangular Bandage	500
Tyvek Boot Covers: Large	100
Tyvek Boot Covers: XL	100
Tyvek Boot Covers: XXL	100

Tyvek Coveralls: 2X-Large	100
Tyvek Coveralls: 3X-Large	100
Tyvek Coveralls: Large	100
Tyvek Coveralls: Medium	100
Tyvek Coveralls: XL	100
Urinal	100
Vehicle/Portable Suction Canister 1200cc Compliant with Standards (for use in variety of vehicles/units)	50
V-Vac: Cartridge	20
V-Vac: Kit	20
Wide-Bore Suction Tip (Blue)	100
Winged Infusion Sets	100
Work Gloves	100
Yankeur Suction Tip	100

Please note that items marked as NA were not included as a 2021 order; please consider them as a new order item.

APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM

Proponent Information

Company (s): _____
 Company Address: _____
 Contact Person: _____
 Contact Email/Phone: _____

Proponent's Declaration

Please initial beside each statement with which you agree. For the Consortium's purpose, only those Proponents who have accepted (initialed) each statement of the Proponent's Declaration will be considered; failure to agree to any statement will disqualify your Proposal.

_____ I/WE have read, reviewed and understand all terms and conditions outlined in this RFP, its Appendices, any applicable Addenda, and DNSSAB's Purchasing Policy #CORP-01.

_____ I/WE agree to be bound by the terms and conditions contained in the RFP, its Appendices, any applicable Addenda, and DNSSAB's Purchasing Policy #CORP-01.

_____ I/WE agree to provide all goods and/or services outlined in this RFP, its Appendices, and any Addendum, including but not limited to the Scope of Work, specifications, drawings, the terms and conditions herein/

_____ I/WE declare that the Proposal submitted has been made entirely in accordance with the terms and conditions outlined in this RFP, its Appendices, any applicable Addenda, and DNSSAB's Purchasing Policy #CORP-01.

_____ I/WE declare that this Proposal is the only Proposal submitted. No other Proposal was submitted under the same or different names or as multiple options within the same Proposal.

_____ I/WE declare that any potential and/or actual conflict of interest has been disclosed to the Consortium.

_____ I/WE declare that this Proposal was submitted by a Proponent with the capacity to contract (not a minor and of sound mind)

_____ I/WE declare that this Proposal was submitted by a Proponent (and all subcontractors) who is not an Opposing Party in a legal action against the Consortium.

_____ I/WE declare that this Proposal is made without collusion, connection, knowledge, comparison of figures or arrangement with any other Company, firm or persons making a submission and is in all respects fair and without collusion for fraud.

_____ I/WE declare that the undersigned is empowered by the Proponent to negotiate all matters with the Consortium's representatives relative to this Proposal and any future Contract, and the person named below has the authority to submit this Proposal on behalf of the Corporation, Company, Company, or Partnership.

_____ I/WE declare that no persons associated with the Proposal have initiated communication about this RFP after it was issued and before the Closing Date or before one or more contracts are entered in respect of the Scope of Work, which is its subject, with any member of the Board, the Consortium Staff, and/or the media.

_____ I/WE declare that no person associated with the Proposal has been convicted of a criminal offence, including but not limited to fraud or theft.

_____ I/WE declare that no person associated with the Proposal has been convicted of any quasi-criminal offence pursuant to applicable legislation or regulations including but not limited to the Occupational Health and Safety Act, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Proponent for the health and safety of its workers, the Consortium employees, or the general public.

_____ I/WE declare that no person associated with the Proposal has committed professional misconduct, acts, or omissions that adversely reflect on the commercial integrity of the Proponent.

_____ I/WE declare that if any future Contract is to be negotiated with the Consortium regarding the subject matter herein, the negotiations and the Contract shall be governed, construed and enforced under the laws of the Province of Ontario and the federal laws of Canada.

DS  DS  DS  DS  DS 

I/WE, including Non-Resident Proponent, shall comply with all Federal, Provincial (Ontario) and Municipal Laws, Acts, Ordinances, regulations, and By-Laws, which in any way pertain to the Scope of Work outlined in this RFP or to the employee of the Proponent.

I/We, including Non-Resident Proponents, shall charge the applicable HST for Ontario.

I/WE agree that any and all employees or personnel subject to the provision of the goods and/or services completed by this RFP will be properly trained under the Occupational Health and Safety Act, that every supervisor appointed is a 'competent person' as defined in the Act, and all work shall be in compliance with the Act's regulations.

I/WE agree to hold the Consortium safe and harmless from any property damage; or claims by individuals or third parties; including any legal costs incurred by the Consortium in connection therewith on a solicitor/client basis, due to defective, damaged or unsuitable goods and/or services.

Acknowledgment of Addendums

We acknowledge receipt of # _____ addendums; and agree that the addendum/addenda form part of the RFP.

Proponent Requirements

Please ensure to answer all questions below as either a Yes or No based on your Solution. Please note that if any question has an answer of No, the Proposal may be disqualified.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	I/WE can accommodate ordering requests for Medical Disposable through Operative IQ (directly/or with exportable data).
<input type="checkbox"/>	<input type="checkbox"/>	I/WE can confirm the ability to deliver the required Medical Disposable to DTSSAB at 61 5th St, Englehart, ON.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE can confirm the ability to deliver the required Medical Disposable to Cochrane DSSAB at 500 Algonquin Blvd E, Timmins, ON.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE can confirm the ability to deliver the required Medical Disposable to DNSSAB at 1715 Seymour St, North Bay, ON.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE can confirm the ability to deliver the required Medical Disposable to MSDSB at 347 Second Ave, Espanola, ON.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE confirm that all Medical Disposable will meet or exceed the provincial standards outlined in the Provincial Equipment Standards for Ontario Ambulance Services.

Required Documents

Proponents are required to submit each of the following document(s) with this form. Failure to provide the required documentation will result in disqualification, and your Proposal will receive no further consideration.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted a copy of a current Business License (confirms five or more years of business).
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted verification of General Liability (Damage and Liability) Insurance coverage of at least \$5 000 000.00.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted a current and valid copy of our Letter of Good Standing from the Workplace Safety and Insurance Board or verification of employer's liability insurance.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted a current and valid copy of our Certificate of Clearance from the Workplace Safety and Insurance Board or verification of employer's liability insurance.

Completed by:

Name: _____
 Signature of Authorized Officer _____ Date _____



APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM

Agreements with any Participating Entity made by the Proponent will not release the Proponent from any obligation to the Consortium concerning the performance of its obligations under the contract. The Consortium will not be responsible for payment to the Proponent's Participating Entities if the Proponent defaults on its responsibilities. It is the responsibility of the Proponent to communicate this information to its Participating Entities.

Proponent's Declaration

Please initial beside the statement which best describes how Participating Entities are associated with your Proposal:

Yes If Participating Entities are associated with this Proposal, provide details using the table below.

No If by Own Forces, state so here (initial)

If Yes above, provide a list of all Participating Entities you will be using to undertake the work (add as many rows as necessary)

ITEM (Materials to be Provided)	PARTICIPATING ENTITY			
	Company	Address	Contact Person	Type
				<input type="checkbox"/> Sub-consultant <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Subsidiary <input type="checkbox"/> Distributor <input type="checkbox"/> Dealer <input type="checkbox"/> Reseller <input type="checkbox"/> Other
				<input type="checkbox"/> Sub-consultant <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Subsidiary <input type="checkbox"/> Distributor <input type="checkbox"/> Dealer <input type="checkbox"/> Reseller <input type="checkbox"/> Other
				<input type="checkbox"/> Sub-consultant <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Subsidiary <input type="checkbox"/> Distributor <input type="checkbox"/> Dealer <input type="checkbox"/> Reseller <input type="checkbox"/> Other
				<input type="checkbox"/> Sub-consultant <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Subsidiary <input type="checkbox"/> Distributor <input type="checkbox"/> Dealer <input type="checkbox"/> Reseller <input type="checkbox"/> Other

Completed by:

Company and/or Corporate Name

Authorized Signature

Name

Title

APPENDIX D: STAGE I - EVALUATION FORM

EVALUATION

ITEM	PASS	FAIL
APPENDIX B: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM	<input type="checkbox"/>	<input type="checkbox"/>
APPENDIX C: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM	<input type="checkbox"/>	<input type="checkbox"/>

SCORE

	Proponent's	Need	%
Mandatory Requirements		Pass	NA

DECISION

- Proposal should be considered for Stage II (received a Pass on all items)
- Proposal should not receive any further consideration (received at least one Fail)
- Send Rectification Request (see below)

Details of Rectification Request	Date Sent	Date Due

POST-RECTIFICATION REQUEST

	Proponent's	Need	%
Mandatory Requirements		Pass	NA

- Proposal should be considered for Stage II (received a Pass on all items)
- Proposal should not receive any further consideration (received at least one Fail)

REVIEWED BY:

Name

Date

APPENDIX E: STAGE II - SCOPE SUBMISSION FORM

All Proponents must provide a detailed response to the Scope of Work by fully answering each of the questions noted below. *If you deem a question to be not applicable to you, you must explain or outline why it is so.* Please see APPENDIX F: STAGE II – EVALUATION FORM for the evaluation form being used to assess your responses.

1. Please provide a brief history of your firm; include details of your firm's location, purpose, structure, relevant policies (accountability, sustainability, accessibility, and confidentiality), its history of working with paramedic services, and a listing of the experience and qualification of each Personnel associated with this Proposal.

2. Describe how your firm can ensure that the Consortium meets its current and future needs at a high level.

3. At a high level, address how you will ensure the required supply of all Medical Disposable that are listed in APPENDIX A: 2021 ESTIMATED USAGE.

4. Describe how you will guarantee timely delivery for all regular and emergency orders; please outline in detail your external and internal ordering process and logistic practices.

5. Confirm if and how you can certify that all Medical Disposable will meet or exceed all current applicable safety standards.

6. Confirm if and how you can offer a wide array of equipment, products or services at lower prices and with better value than what they would ordinarily offer to single government entities, hospitals, or paramedic services.

7. Confirm if and how you can propose all new and current Medical Disposable throughout the term of the contract. Also, describe if you guarantee that all products will be delivered fully operational and if not what is your return policy.

8. Describe your communication practices, with particular attention to how and who is to be the main contact with the Consortium and any Participating Entities, especially for any change order request and/or dispute resolution measures.

9. Confirm if you can provide line item pricing for each product (with both a listed and proposed price included that is complete and inclusive (i.e., administrative and delivery cost are to be included in the proposed price), and if it will be honoured throughout the contract term (no annual price increases).

Completed by:

Company and/or Corporate Name

Authorized Signature

Name

Title

APPENDIX F: STAGE II – EVALUATION FORM

EVALUATION

SCORING LEGEND		
Score	Name	Definition
3	Exceeds	Provided a response that exceeded expectations.
2	Meets	Provided a response that meets expectations.
1	Did Not	Provided a response that did not meet expectations.
0	No Response	Did not provide an appropriate response/or no response at all provided.

	Exceeds	Meets	Did Not	No Response
Question 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCORE

Proposal Score	Proponent's Points	Total Points	%
		/ 27 * (# of Evaluators)	

DECISION

- Proposal should be considered for Stage III (Received a combined score of 60% or greater)
- Proposal should not receive any further consideration (Received a combined score of 59% or lower)
- Proposal needs clarification (see below)

Details of Clarification Request/Question

POST-CLARIFICATION QUESTION

Revised Proponent's Points	Total Points	%

- Proposal should be considered for Stage III (Received a combined score of 60% or greater)
- Proposal should not receive any further consideration (Received a combined score of 59% or lower)

EVALUATED BY:

Name _____

Date _____

DS  DS  DS  DS  DS 

APPENDIX G: STAGE III - QUALITY SUBMISSION FORM

Please confirm the product type and brand name you are proposing for each item. The Evaluation Committee will independently review and evaluate the product/brand name to ensure it will provide the best value, is reliable, and meet all requirements. Please see APPENDIX H: STAGE III - EVALUATION FORM for the evaluation form being used to assess your responses.

ITEM (Materials to be Provided)	PRODUCT/BRAND NAME	OFFICE USE (SCORE)
1 CC Syringe		
10 drop IV set with Luer-Lock ports		
10 ml saline pre-filled syringes with luer lock end		
1000 ml Normal Saline Sterile IV Bag		
1000 ml Pressure Infuser		
250 ml Normal Saline Sterile IV Bag		
3M Barrier Film Cavillion Wipes		
3M N95 Variety of Sizes		
500 ml Normal Saline Sterile IV Bag		
Abdominal Pad Dressing		
Adjustable Adult Cervical Collar		
Adjustable Paediatric Cervical Collar		
Adult Non-rebreather		
Airway Lubricant Individual Package		
Alcohol Swabs		
Ampoule Crackers		
Arterial Tourniquet		
Asherman Chest Seal		
B Magellan Safety Needle 25 G X 5/8in		
Band-aids		
Barrierbac Filter		
Bed Pan		
Black Markers		
Blanket: Silver Rescue		
Blanket: Yellow Emergency		
Blunt Fill Needle 18G X 1.5"		
Bouffant Caps		
Broselow Tape		
Buretrol		
Burn Kit		
BVM: Adult		
BVM: MDI Adapter		
BVM: Pediatric		
Cervical Collar: Adult (adjustable)		
Cervical Collar: Paed (adjustable)		
Cold Packs		
Cooks I.O 16 ga and 18 ga		

Cuffed ETT tubes: size 6		
Cuffed ETT tubes: size 7, 7.5, 8, 8.5		
Cuffed ETT tubes: size 6.5		
Cuffed ETT tubes: sizes 3, 3.5, 4, 4.5, 5, 5.5		
Dial-a-flow		
Disposable Adult Bag Valve Mask Set (including oxygen hose)		
Disposable Bed Pan		
Disposable Cold Packs		
Disposable CPAP System - Large Adult		
Disposable Face Shield		
Disposable Fluid proof Isolation Gowns: 2XL		
Disposable Fluid proof Isolation Gowns: Large		
Disposable Fluid proof Isolation Gowns: XL		
Disposable Infant Bag Valve Mask Set (inc. oxygen hose)		
Disposable Laryngoscope Blades (compatible with handles) Mac # 2		
Disposable Laryngoscope Blades (compatible with handles) Mac # 3		
Disposable Laryngoscope Blades (compatible with handles) Mac # 4		
Disposable Laryngoscope Blades (compatible with handles) Miller # 2		
Disposable Laryngoscope Blades (compatible with handles) Miller # 3		
Disposable Laryngoscope Blades (compatible with handles) Miller # 4		
Disposable Laryngoscope Blades (compatible with handles) Miller 1		
Disposable Laryngoscope Handle		
Disposable Laryngoscope Mini-handle		
Disposable Paediatric Bag Valve Mask Set (inc. oxygen hose)		
Disposable Plastic Urinal		
Disposable Positive Pressure Ventilation Mask - Infant		
Disposable Positive Pressure Ventilation Mask - Neonate		
Disposable Positive Pressure Ventilation Mask - Toddler		
Disposable Positive Pressure Ventilation Mask- Adult Large		
Disposable Positive Pressure Ventilation Mask- Adult Med		
Disposable Positive Pressure Ventilation Mask- Adult Small		
Disposable Yellow Emergency Blanket		
Dressing – Primapad Sterile Non-Adhesive 3x4		
Drinking Water		
Drug Ampoule Cracker		
Emesis Bag		
ETCO2 Mainstream		
ETCO2 Side Stream		
Eye Pads		
EZ IO Stabilizer		

equivalent		
Face Shield (disposable)		
Facial Tissue		
Flo2Max – Adult		
Flo2Max - Child		
Gauze Pads 2x2		
Gauze Pads 4x4		
Glucometer		
Glucometer: HIGH Control Solution		
Glucometer: Lancets		
Glucometer: LOW Control Solution		
Glucometer: Test Strips		
Hot Pack		
Humidifier Bottle		
Hypo IV Tape (1")		
Hypo IV Tape (2")		
I.O. Catheters: 15mm, 25mm, 45mm (EZIO compatible)		
I-Gel Set: all sizes		
Intersurgical, I-View (Video Laryngoscope)		
Introcan or equivalent 16 g x 1.25 inches (safety)		
Introcan or equivalent 18 g x 1.25 inches (safety)		
Introcan or equivalent 20 g x 1.25 inches (safety)		
Introcan or equivalent 22 g x 1 inches (safety)		
Introcan or equivalent 24 g x 1.25 inches (safety)		
Introcan, or equivalent 14 g x 1.25 inches (safety)		
IV Bag Transfer Set w/Tubing		
IV Saline Lock with Luer-Lok port 6" ext.		
IV Tourniquet		
Kling		
L3 Surgical Masks for Patients		
L4 Surgical Masks for Patients		
Long Cuff Glove: Large		
Long Cuff Glove: Medium		
Long Cuff Glove: Small		
Long Cuff Glove: XL		
M Tank Regulator		
Manual BP Cuff: Adult		
Manual BP Cuff: Child		
Manual BP Cuff: XL Adult		
MCI Disaster Tags		
MCI Glow Stick: Green		
MCI Glow Stick: Orange		
MCI: Complete Kit		

MDI Adapter		
Molinar retention disk		
Nasal Airway: #26 Fr		
Nasal Airway: #30 Fr		
Nasal Airway: #34 Fr		
Nasal Atomizer		
Nasal Cannula - Adult		
Nebulizer Mask - Adult		
Nebulizer Mask - Child		
Nitrile Gloves: Large		
Nitrile Gloves: Medium		
Nitrile Gloves: Small		
Nitrile Gloves: X-Large		
Nitrile Gloves: X-Small		
O2: Adult Simple		
O2: Ambu Disposable Mask- Adult Large		
O2: Ambu Disposable Mask- Adult Medium		
O2: Ambu Disposable Mask- Adult Small		
O2: Flo2Max - Adult		
O2: Flo2Max - Child		
O2: Nasal Cannula		
O2: Nebulized Adult		
O2: Nebulized Child		
O2: Non-rebreather		
O2: Paeds Simple		
O2: Resus. Mask: Infant		
O2: Resus. Mask: Neonate		
O2: Resus. Mask: Toddler		
O2: Single Use CPAP System - Large Adult		
OB Kit		
Oral Airway: 100mm		
Oral Airway: 110mm		
Oral Airway: 40mm		
Oral Airway: 50mm		
Oral Airway: 60mm		
Oral Airway: 70mm		
Oral Airway: 80mm		
Oral Airway: 90mm		
Paeds Thomas Tube Holder		
Prep Razor		
Pressure Dressing		
Pressure Infuser		
Prochamber Valve		

Quick Splint		
Quik Clot Hemostatic 4x4 dressing		
Reflective Silver Rescue Blanket		
Safety Needle 25 G X 5/8in		
Safety Syringe 1 cc with 25G X 1" Needle		
Safety Syringe 3 cc 22G. X 1.5" Needle		
Saline 500ml Plastic Bottle		
Saline Lock with Luer-Lock port 6" ext.		
Scissors		
Secondary medication set (IV)		
Sharps Container: 1 L (Red)		
Sharps Container: Bracket for Small (Yellow)		
Sharps Container: Large (Yellow 5.4 Quart)		
Sharps Container: Large (Yellow)		
Sharps Container: Large Red 7.6 L		
Sharps Container: Small (Yellow)		
Simple face Mask: Adult		
Simple Face Mask: Paediatric		
Speed Splint		
Spinal Restraining Straps (Set of 4)		
Stethoscope		
Stylets – Adult Paeds and infant		
Suction Canister 1200cc (green lids)		
Suction Catheter: 10FR		
Suction Catheter: 14FR		
Suction Catheter: 5/6FR		
Suction Tubing		
Surgical Masks		
Syringe 10cc Luer Lock		
Syringe 1cc Luer Lock		
Syringe 3 way stopcock diverter		
Syringe 3cc Luer-Lock with Blunt Plastic Cannula		
Syringe 60cc with Luer-Lock		
Syringe Vanish-Point 1 cc 25Ga X 1" Syringe		
Syringe Vanish-Point 3 cc 22Ga. X 1.5" Syringe		
Tape: Cloth Tape (1 inch)		
Tape: Hypo Transpore (1 inch)		
Tape: Hypo Transpore (2 inches)		
Tape: Microspore (1 inch)		
Tape: Pink		
Tegaderm Dressing		
Thermometer		
Thermometer - Infrared		

Thermometer Ear Probes		
Thomas ET Holder		
Triangular Bandage		
Tyvek Boot Covers: Large		
Tyvek Boot Covers: XL		
Tyvek Boot Covers: XXL		
Tyvek Coveralls: 2X-Large		
Tyvek Coveralls: 3X-Large		
Tyvek Coveralls: Large		
Tyvek Coveralls: Medium		
Tyvek Coveralls: XL		
Urinal		
Vehicle/Portable Suction Canister 1200cc Compliant with Standards (for use in variety of vehicles/units)		
V-Vac: Cartridge		
V-Vac: Kit		
Wide-Bore Suction Tip (Blue)		
Winged Infusion Sets		
Work Gloves		
Yankeur Suction Tip		

Completed by:

Company and/or Corporate Name

Authorized Signature

Name

Title

APPENDIX H: STAGE III - EVALUATION FORM

EVALUATION

SCORING LEGEND		
Score	Name	Definition
3	Exceeds	Provided a response that exceeded expectations.
2	Meets	Provided a response that meets expectations.
1	Did Not	Provided a response that did not meet expectations.
0	No Response	Did not provide an appropriate response/or no response at all provided.

Scores will be marked in the space provided for in the grey shaded **Office Use** column found on APPENDIX G: STAGE III - QUALITY SUBMISSION FORM.

SCORE

Quality Score	Proponent's Points	Total Points	%	WEIGHT
		/ 675 * (# of Evaluators)		

DECISION

- Proposal should be considered for Stage IV (Received a combined score of 60% or greater)
- Proposal should not receive any further consideration (Received a combined score of 59% or lower)
- Proposal needs clarification (see below)

Details of Clarification Request/Question

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POST-CLARIFICATION QUESTION

Revised Proponent's Points	Total Points	%

- Proposal should be considered for Stage IV (Received a combined score of 60% or greater)
- Proposal should not receive any further consideration (Received a combined score of 59% or lower)

EVALUATED BY:

Name

Date

APPENDIX I: STAGE IV – SCHEDULE SUBMISSION FORM

Please provide details about your turn-around time to delivery each item noted below for both regular/scheduled and emergency/unscheduled orders. You are asked to write the number of days you can guarantee delivery after an order is placed (based on the two circumstances) for each location outlined in Article II. Please see APPENDIX J: STAGE IV - EVALUATION FORM for the evaluation form being used to assess your responses.

ITEM (Materials to be Provided)	DTSSAB		Cochrane DSSAB		DNSSAB		MSDSB		OFFICE USE (SCORE)
	REG	EMER	REG	EMER	REG	EMER	REG	EMER	
1 CC Syringe									
10 drop IV set with Luer-Lock ports									
10 ml saline pre-filled syringes with luer lock end									
1000 ml Normal Saline Sterile IV Bag									
1000 ml Pressure Infuser									
250 ml Normal Saline Sterile IV Bag									
3M Barrier Film Cavillion Wipes									
3M N95 Variety of Sizes									
500 ml Normal Saline Sterile IV Bag									
Abdominal Pad Dressing									
Adjustable Adult Cervical Collar									
Adjustable Paediatric Cervical Collar									
Adult Non-rebreather									
Airway Lubricant Individual Package									
Alcohol Swabs									
Ampoule Crackers									
Arterial Tourniquet									
Asherman Chest Seal									
B Magellan Safety Needle 25 G X 5/8in									
Band-aids									
Barrierbac Filter									
Bed Pan									
Black Markers									
Blanket: Silver Rescue									
Blanket: Yellow Emergency									
Blunt Fill Needle 18G X 1.5"									
Bouffant Caps									
Broselow Tape									
Buretrol									
Burn Kit									
BVM: Adult									
BVM: MDI Adapter									
BVM: Pediatric									
Cervical Collar: Adult (adjustable)									

Cervical Collar: Paed (adjustable)									
Cold Packs									
Cooks I.O 16 ga and 18 ga									
Cuffed ETT tubes: size 6									
Cuffed ETT tubes: size 7, 7.5, 8, 8.5									
Cuffed ETT tubes: size6.5									
Cuffed ETT tubes: sizes 3, 3.5, 4, 4.5, 5, 5.5									
Dial-a-flow									
Disposable Adult Bag Valve Mask Set (including oxygen hose)									
Disposable Bed Pan									
Disposable Cold Packs									
Disposable CPAP System - Large Adult									
Disposable Face Shield									
Disposable Fluid proof Isolation Gowns: 2XL									
Disposable Fluid proof Isolation Gowns: Large									
Disposable Fluid proof Isolation Gowns: XL									
Disposable Infant Bag Valve Mask Set (inc.oxygen hose)									
Disposable Laryngoscope Blades (compatible with handles) Mac # 2									
Disposable Laryngoscope Blades (compatible with handles) Mac # 3									
Disposable Laryngoscope Blades (compatible with handles) Mac # 4									
Disposable Laryngoscope Blades (compatible with handles) Miller # 2									
Disposable Laryngoscope Blades (compatible with handles) Miller # 3									
Disposable Laryngoscope Blades (compatible with handles) Miller # 4									
Disposable Laryngoscope Blades (compatible with handles) Miller 1									
Disposable Laryngoscope Handle									
Disposable Laryngoscope Mini-handle									
Disposable Paediatric Bag Valve Mask Set (inc.oxygen hose)									
Disposable Plastic Urinal									
Disposable Positive Pressure Ventilation Mask - Infant									
Disposable Positive Pressure Ventilation Mask - Neonate									
Disposable Positive Pressure Ventilation Mask - Toddler									
Disposable Positive Pressure Ventilation Mask- Adult Large									
Disposable Positive Pressure Ventilation Mask- Adult Med									
Disposable Positive Pressure Ventilation Mask- Adult Small									
Disposable Yellow Emergency Blanket									

Dressing – Primapad Sterile Non-Adhesive 3x4									
Drinking Water									
Drug Ampoule Cracker									
Emesis Bag									
ETCO2 Mainstream									
ETCO2 Side Stream									
Eye Pads									
EZ IO Stabilizer									
Face Shield (Bionic W/ CL Antifog Visor, or equivalent)									
Face Shield (disposable)									
Facial Tissue									
Flo2Max – Adult									
Flo2Max - Child									
Gauze Pads 2x2									
Gauze Pads 4x4									
Glucometer									
Glucometer: HIGH Control Solution									
Glucometer: Lancets									
Glucometer: LOW Control Solution									
Glucometer: Test Strips									
Hot Pack									
Humidifier Bottle									
Hypo IV Tape (1")									
Hypo IV Tape (2")									
I.O. Catheters: 15mm, 25mm, 45mm (EZIO compatible)									
I-Gel Set: all sizes									
Intersurgical, I-View (Video Laryngoscope)									
Introcan or equivalent 16 g x 1.25 inches (safety)									
Introcan or equivalent 18 g x 1.25 inches (safety)									
Introcan or equivalent 20 g x 1.25 inches (safety)									
Introcan or equivalent 22 g x 1 inches (safety)									
Introcan or equivalent 24 g x 1.25 inches (safety)									
Introcan, or equivalent 14 g x 1.25 inches (safety)									
IV Bag Transfer Set w/Tubing									
IV Saline Lock with Luer-Lok port 6" ext.									
IV Tourniquet									
Kling									
L3 Surgical Masks for Patients									
L4 Surgical Masks for Patients									

Long Cuff Glove: Large									
Long Cuff Glove: Medium									
Long Cuff Glove: Small									
Long Cuff Glove: XL									
M Tank Regulator									
Manual BP Cuff: Adult									
Manual BP Cuff: Child									
Manual BP Cuff: XL Adult									
MCI Disaster Tags									
MCI Glow Stick: Green									
MCI Glow Stick: Orange									
MCI: Complete Kit									
MDI Adapter									
Molinar retention disk									
Nasal Airway: #26 Fr									
Nasal Airway: #30 Fr									
Nasal Airway: #34 Fr									
Nasal Atomizer									
Nasal Cannula - Adult									
Nebulizer Mask - Adult									
Nebulizer Mask - Child									
Nitrile Gloves: Large									
Nitrile Gloves: Medium									
Nitrile Gloves: Small									
Nitrile Gloves: X-Large									
Nitrile Gloves: X-Small									
O2: Adult Simple									
O2: Ambu Disposable Mask- Adult Large									
O2: Ambu Disposable Mask- Adult Medium									
O2: Ambu Disposable Mask- Adult Small									
O2: Flo2Max - Adult									
O2: Flo2Max - Child									
O2: Nasal Cannula									
O2: Nebulized Adult									
O2: Nebulized Child									
O2: Non-rebreather									
O2: Paeds Simple									
O2: Resus. Mask: Infant									
O2: Resus. Mask: Neonate									
O2: Resus. Mask: Toddler									
O2: Single Use CPAP System - Large Adult									

OB Kit									
Oral Airway: 100mm									
Oral Airway: 110mm									
Oral Airway: 40mm									
Oral Airway: 50mm									
Oral Airway: 60mm									
Oral Airway: 70mm									
Oral Airway: 80mm									
Oral Airway: 90mm									
Paeds Thomas Tube Holder									
Prep Razor									
Pressure Dressing									
Pressure Infuser									
Prochamber Valve									
Quick Splint									
Quik Clot Hemostatic 4x4 dressing									
Reflective Silver Rescue Blanket									
Safety Needle 25 G X 5/8in									
Safety Syringe 1 cc with 25G X 1" Needle									
Safety Syringe 3 cc 22G. X 1.5" Needle									
Saline 500ml Plastic Bottle									
Saline Lock with Luer-Lock port 6" ext.									
Scissors									
Secondary medication set (IV)									
Sharps Container: 1 L (Red)									
Sharps Container: Bracket for Small (Yellow)									
Sharps Container: Large (Yellow 5.4 Quart)									
Sharps Container: Large (Yellow)									
Sharps Container: Large Red 7.6 L									
Sharps Container: Small (Yellow)									
Simple face Mask: Adult									
Simple Face Mask: Paediatric									
Speed Splint									
Spinal Restraining Straps (Set of 4)									
Stethoscope									
Stylets – Adult Paeds and infant									
Suction Canister 1200cc (green lids)									
Suction Catheter: 10FR									
Suction Catheter: 14FR									
Suction Catheter: 5/6FR									
Suction Tubing									
Surgical Masks									

Syringe 10cc Luer Lock									
Syringe 1cc Luer Lock									
Syringe 3 way stopcock diverter									
Syringe 3cc Luer-Lock with Blunt Plastic Cannula									
Syringe 60cc with Luer-Lock									
Syringe Vanish-Point 1 cc 25Ga X 1" Syringe									
Syringe Vanish-Point 3 cc 22Ga. X 1.5" Syringe									
Tape: Cloth Tape (1 inch)									
Tape: Hypo Transpore (1 inch)									
Tape: Hypo Transpore (2 inches)									
Tape: Microspore (1 inch)									
Tape: Pink									
Tegaderm Dressing									
Thermometer									
Thermometer - Infrared									
Thermometer Ear Probes									
Thomas ET Holder									
Triangular Bandage									
Tyvek Boot Covers: Large									
Tyvek Boot Covers: XL									
Tyvek Boot Covers: XXL									
Tyvek Coveralls: 2X-Large									
Tyvek Coveralls: 3X-Large									
Tyvek Coveralls: Large									
Tyvek Coveralls: Medium									
Tyvek Coveralls: XL									
Urinal									
Vehicle/Portable Suction Canister 1200cc Compliant with Standards (for use in variety of vehicles/units)									
V-Vac: Cartridge									
V-Vac: Kit									
Wide-Bore Suction Tip (Blue)									
Winged Infusion Sets									
Work Gloves									
Yankeur Suction Tip									

Completed by:

Company and/or Corporate Name

Authorized Signature

Name

Title

APPENDIX J: STAGE IV - EVALUATION FORM

EVALUATION

SCORING LEGEND		
Score	Name	Definition
3	Exceeds	Provided a response that exceeded expectations.
2	Meets	Provided a response that meets expectations.
1	Did Not	Provided a response that did not meet expectations.
0	No Response	Did not provide an appropriate response/or no response at all provided.

Scores will be marked in the grey shaded columns marked for **Office Use** found on APPENDIX I: STAGE IV – SCHEDULE SUBMISSION FORM.

SCORE

Schedule Score	Proponent's Points	Total Points	%
		/ 675 * (# of Evaluators)	

DECISION

- Proposal should be considered for Stage V (Received a combined score of 60% or greater)
- Proposal should not receive any further consideration (Received a combined score of 59% or lower)
- Proposal needs clarification (see below)

Details of Clarification Request/Question

POST-CLARIFICATION QUESTION

Revised Proponent's Points	Total Points	%

- Proposal should be considered for Stage V (Received a combined score of 60% or greater)
- Proposal should not receive any further consideration (Received a combined score of 59% or lower)

EVALUATED BY:

_____ Name

_____ Date

APPENDIX K: STAGE V - PRICING SUBMISSION FORM

Provide line item pricing for each product (with both a listed and proposed price included) that is easily understandable (i.e., \$1.00 for 10 Markers), complete and inclusive (i.e., administrative and delivery costs are to be included in the proposed price), and honoured throughout the contract term (no annual price increases). All costs must be in Canadian dollars with H.S.T. excluded. Please see APPENDIX L: STAGE V - EVALUATION FORM for the evaluation form being used to assess your responses

ITEM (Materials to be Provided)	QUANTITY (per unit)	LISTED (unit price)	PROPOSED (unit price)
1 CC Syringe			
10 drop IV set with Luer-Lock ports			
10 ml saline pre-filled syringes with luer lock end			
1000 ml Normal Saline Sterile IV Bag			
1000 ml Pressure Infuser			
250 ml Normal Saline Sterile IV Bag			
3M Barrier Film Cavillion Wipes			
3M N95 Variety of Sizes			
500 ml Normal Saline Sterile IV Bag			
Abdominal Pad Dressing			
Adjustable Adult Cervical Collar			
Adjustable Paediatric Cervical Collar			
Adult Non-rebreather			
Airway Lubricant Individual Package			
Alcohol Swabs			
Ampoule Crackers			
Arterial Tourniquet			
Asherman Chest Seal			
B Magellan Safety Needle 25 G X 5/8in			
Band-aids			
Barrierbac Filter			
Bed Pan			
Black Markers			
Blanket: Silver Rescue			
Blanket: Yellow Emergency			
Blunt Fill Needle 18G X 1.5"			
Bouffant Caps			
Broselow Tape			
Buretrol			
Burn Kit			
BVM: Adult			
BVM: MDI Adapter			
BVM: Pediatric			
Cervical Collar: Adult (adjustable)			
Cervical Collar: Paed (adjustable)			

Cold Packs			
Cooks I.O 16 ga and 18 ga			
Cuffed ETT tubes: size 6			
Cuffed ETT tubes: size 7, 7.5, 8, 8.5			
Cuffed ETT tubes: size6.5			
Cuffed ETT tubes: sizes 3, 3.5, 4, 4.5, 5, 5.5			
Dial-a-flow			
Disposable Adult Bag Valve Mask Set (including oxygen hose)			
Disposable Bed Pan			
Disposable Cold Packs			
Disposable CPAP System - Large Adult			
Disposable Face Shield			
Disposable Fluid proof Isolation Gowns: 2XL			
Disposable Fluid proof Isolation Gowns: Large			
Disposable Fluid proof Isolation Gowns: XL			
Disposable Infant Bag Valve Mask Set (inc.oxygen hose)			
Disposable Laryngoscope Blades (compatible with handles) Mac # 2			
Disposable Laryngoscope Blades (compatible with handles) Mac # 3			
Disposable Laryngoscope Blades (compatible with handles) Mac # 4			
Disposable Laryngoscope Blades (compatible with handles) Miller # 2			
Disposable Laryngoscope Blades (compatible with handles) Miller # 3			
Disposable Laryngoscope Blades (compatible with handles) Miller # 4			
Disposable Laryngoscope Blades (compatible with handles) Miller 1			
Disposable Laryngoscope Handle			
Disposable Laryngoscope Mini-handle			
Disposable Paediatric Bag Valve Mask Set (inc.oxygen hose)			
Disposable Plastic Urinal			
Disposable Positive Pressure Ventilation Mask - Infant			
Disposable Positive Pressure Ventilation Mask - Neonate			
Disposable Positive Pressure Ventilation Mask - Toddler			
Disposable Positive Pressure Ventilation Mask- Adult Large			
Disposable Positive Pressure Ventilation Mask- Adult Med			
Disposable Positive Pressure Ventilation Mask- Adult Small			
Disposable Yellow Emergency Blanket			
Dressing – Primapad Sterile Non-Adhesive 3x4			
Drinking Water			
Drug Ampoule Cracker			
Emesis Bag			
ETCO2 Mainstream			
ETCO2 Side Stream			
Eye Pads			
EZ IO Stabilizer			

Face Shield (Bionic W/ CL Antifog Visor, or equivalent)			
Face Shield (disposable)			
Facial Tissue			
Flo2Max – Adult			
Flo2Max - Child			
Gauze Pads 2x2			
Gauze Pads 4x4			
Glucometer			
Glucometer: HIGH Control Solution			
Glucometer: Lancets			
Glucometer: LOW Control Solution			
Glucometer: Test Strips			
Hot Pack			
Humidifier Bottle			
Hypo IV Tape (1")			
Hypo IV Tape (2")			
I.O. Catheters: 15mm, 25mm, 45mm (EZIO compatible)			
I-Gel Set: all sizes			
Intersurgical, I-View (Video Laryngoscope)			
Introcan or equivalent 16 g x 1.25 inches (safety)			
Introcan or equivalent 18 g x 1.25 inches (safety)			
Introcan or equivalent 20 g x 1.25 inches (safety)			
Introcan or equivalent 22 g x 1 inches (safety)			
Introcan or equivalent 24 g x 1.25 inches (safety)			
Introcan, or equivalent 14 g x 1.25 inches (safety)			
IV Bag Transfer Set w/Tubing			
IV Saline Lock with Luer-Lok port 6" ext.			
IV Tourniquet			
Kling			
L3 Surgical Masks for Patients			
L4 Surgical Masks for Patients			
Long Cuff Glove: Large			
Long Cuff Glove: Medium			
Long Cuff Glove: Small			
Long Cuff Glove: XL			
M Tank Regulator			
Manual BP Cuff: Adult			
Manual BP Cuff: Child			
Manual BP Cuff: XL Adult			
MCI Disaster Tags			
MCI Glow Stick: Green			
MCI Glow Stick: Orange			
MCI: Complete Kit			

MDI Adapter			
Molinar retention disk			
Nasal Airway: #26 Fr			
Nasal Airway: #30 Fr			
Nasal Airway: #34 Fr			
Nasal Atomizer			
Nasal Cannula - Adult			
Nebulizer Mask - Adult			
Nebulizer Mask - Child			
Nitrile Gloves: Large			
Nitrile Gloves: Medium			
Nitrile Gloves: Small			
Nitrile Gloves: X-Large			
Nitrile Gloves: X-Small			
O2: Adult Simple			
O2: Ambu Disposable Mask- Adult Large			
O2: Ambu Disposable Mask- Adult Medium			
O2: Ambu Disposable Mask- Adult Small			
O2: Flo2Max - Adult			
O2: Flo2Max - Child			
O2: Nasal Cannula			
O2: Nebulized Adult			
O2: Nebulized Child			
O2: Non-rebreather			
O2: Paeds Simple			
O2: Resus. Mask: Infant			
O2: Resus. Mask: Neonate			
O2: Resus. Mask: Toddler			
O2: Single Use CPAP System - Large Adult			
OB Kit			
Oral Airway: 100mm			
Oral Airway: 110mm			
Oral Airway: 40mm			
Oral Airway: 50mm			
Oral Airway: 60mm			
Oral Airway: 70mm			
Oral Airway: 80mm			
Oral Airway: 90mm			
Paeds Thomas Tube Holder			
Prep Razor			
Pressure Dressing			
Pressure Infuser			
Prochamber Valve			

Quick Splint			
Quik Clot Hemostatic 4x4 dressing			
Reflective Silver Rescue Blanket			
Safety Needle 25 G X 5/8in			
Safety Syringe 1 cc with 25G X 1" Needle			
Safety Syringe 3 cc 22G. X 1.5" Needle			
Saline 500ml Plastic Bottle			
Saline Lock with Luer-Lock port 6" ext.			
Scissors			
Secondary medication set (IV)			
Sharps Container: 1 L (Red)			
Sharps Container: Bracket for Small (Yellow)			
Sharps Container: Large (Yellow 5.4 Quart)			
Sharps Container: Large (Yellow)			
Sharps Container: Large Red 7.6 L			
Sharps Container: Small (Yellow)			
Simple face Mask: Adult			
Simple Face Mask: Paediatric			
Speed Splint			
Spinal Restraining Straps (Set of 4)			
Stethoscope			
Stylets – Adult Paeds and infant			
Suction Canister 1200cc (green lids)			
Suction Catheter: 10FR			
Suction Catheter: 14FR			
Suction Catheter: 5/6FR			
Suction Tubing			
Surgical Masks			
Syringe 10cc Luer Lock			
Syringe 1cc Luer Lock			
Syringe 3 way stopcock diverter			
Syringe 3cc Luer-Lock with Blunt Plastic Cannula			
Syringe 60cc with Luer-Lock			
Syringe Vanish-Point 1 cc 25Ga X 1" Syringe			
Syringe Vanish-Point 3 cc 22Ga. X 1.5" Syringe			
Tape: Cloth Tape (1 inch)			
Tape: Hypo Transpore (1 inch)			
Tape: Hypo Transpore (2 inches)			
Tape: Microspore (1 inch)			
Tape: Pink			
Tegaderm Dressing			
Thermometer			
Thermometer - Infrared			

Thermometer Ear Probes			
Thomas ET Holder			
Triangular Bandage			
Tyvek Boot Covers: Large			
Tyvek Boot Covers: XL			
Tyvek Boot Covers: XXL			
Tyvek Coveralls: 2X-Large			
Tyvek Coveralls: 3X-Large			
Tyvek Coveralls: Large			
Tyvek Coveralls: Medium			
Tyvek Coveralls: XL			
Urinal			
Vehicle/Portable Suction Canister 1200cc Compliant with Standards (for use in variety of vehicles/units)			
V-Vac: Cartridge			
V-Vac: Kit			
Wide-Bore Suction Tip (Blue)			
Winged Infusion Sets			
Work Gloves			
Yankeur Suction Tip			

Completed by:

Company and/or Corporate Name

Authorized Signature

Name

Title

APPENDIX L: STAGE V - EVALUATION FORM

FORMULA

RFP Price Evaluator Formula:

- Step 1: *Each Items' Proposed (Unit Price) * Each Items' 2021 Usage* = Item Price(s)*; then
- Step 2: *Sum Total of all Item Prices = RFP Price Evaluator*

*items with a NA value in 2021 will be given a value of 100 for Stage V evaluation.

EVALUATION

SCORING LEGEND

Points	Name	Definition
100	Lowest	Lowest RFP Price Evaluator.
75	Low	1 to 10% higher than the lowest RFP Price Evaluator amount
50	Average	11% to 20% higher than the lowest RFP Price Evaluator amount
25	High	21% to 30% higher than the lowest RFP Price Evaluator amount
0	Highest	31%+ higher than the lowest RFP Price Evaluator amount

SCORE

Pricing Score	Proponent's RFP Price Evaluator	Lowest RFP Price Evaluator	% (from Lowest RFP Price Evaluator Amount)	Proponent's Points

DECISION

- Proposal should be considered for Stage VI (Proponent's **RFP Price Evaluator** is the lowest or no more than 20% higher than the lowest RFP Price Evaluator Amount)
- Proposal should not receive any further consideration (Proponent's **RFP Price Evaluator** is 21% or greater than the lowest RFP Price Evaluator amount)
- Proposal needs clarification (see below)

Details of Clarification Request/Question

POST-CLARIFICATION QUESTION

Revised Proponent's Points	Total Points	%

- Proposal should be considered for Stage VI (Proponent's **RFP Price Evaluator** is the lowest or no more than 20% higher than the lowest RFP Price Evaluator Amount)
- Proposal should not receive any further consideration (Proponent's **RFP Price Evaluator** is 21% or greater than the lowest RFP Price Evaluator amount)

EVALUATED BY:

Name

Date

DS  DS  DS  DS  DS 

APPENDIX M: STAGE VI - REFERENCES SUBMISSION FORM

Please provide a minimum of three (3) unique references from companies (the Consortium excluded) for whom you have supplied, installed, and/or supported within the same or similar scope and magnitude of work requested in this RFP within the past five (5) years.

Description	Reference No. 1	Reference No. 2	Reference No. 3
Company Name			
Reference Full Name			
Reference Job Title			
Reference phone number and extension			
Reference's Email Address			
Value of Work Performed by Bidder (\$)			
Work Begin Date (month & year)			
Work End Date (month & year)			
Description of work performed			
Work Completed on Time?			
Work Completed on Budget?			
Has the Reference been Informed?			
Additional Comments about the job			

Completed by:

Company and/or Corporate Name

Authorized Signature

Name

Title



APPENDIX N: STAGE VI - EVALUATION FORM

EVALUATION

SCORING SCALE

Score	Name	Definition
4	Very satisfied	The referee was very satisfied with Proponent
3	Satisfied	The referee was satisfied with Proponent
2	Neither	The referee was neither satisfied nor dissatisfied with Proponent
1	Dissatisfied	The referee was dissatisfied with Proponent
0	Very dissatisfied	The referee was very dissatisfied with Proponent

REFERENCE #1: SCORING SHEET	Very satisfied	Satisfied	Neither	Dissatisfied	Very dissatisfied
Question about the overall experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about goods/service delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about goods/service quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about cost/price (value for money)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about service response timing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about specific goods and/or services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about customer service/communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REFERENCE #2: SCORING SHEET	Very satisfied	Satisfied	Neither	Dissatisfied	Very dissatisfied
Question about the overall experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about work/product quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about cost/price (value for money)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about service response timing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about specific goods and/or services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about customer service/communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REFERENCE #3: SCORING SHEET	Very satisfied	Satisfied	Neither	Dissatisfied	Very dissatisfied
Question about the overall experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about work/product quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about cost/price (value for money)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about service response timing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about specific goods and/or services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question about customer service/communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCORE

Reference Score	Proponent's Points	Total Points	%
Reference 1		/28	
Reference 2		/28	
Reference 3		/28	
Total		/84	

DECISION

- Proposal should be considered for Stage VII (Received a combined score of 60% or greater)
- Proposal should not receive any further consideration (Received a combined score of 59% or lower)
- Proposal needs clarification (see below)

Details of Clarification Request/Question

POST-CLARIFICATION QUESTION

Revised Proponent's Points	Total Points	%

- Proposal should be considered for Stage VII (Received a combined score of 60% or greater)
- Proposal should not receive any further consideration (Received a combined score of 59% or lower)

EVALUATED BY:

Name

Date

APPENDIX O: STAGE VII - SCORING SHEET

TYPE	EVALUATION RESULTS			WEIGHTED SCORE	
	Available Points	Proponent's Points	Proponent's %	Weighted %	Proponent's Weighted Score
Scope Score	/ 27 *(# of Evaluators)		Proponent's Point's / Available Points	15%	(Proponents % * Weighted %)
Quality Score	/ 654 * (# of Evaluators)		Proponent's Point's / Available Points	20%	(Proponents % * Weighted %)
Schedule Score	/ 654 * (# of Evaluators)		Proponent's Point's / Available Points	20%	(Proponents % * Weighted %)
Pricing Score	/ 100		Proponent's Point's / Available Points	40%	(Proponents % * Weighted %)
Reference Score	/ 84		Proponent's Point's / Available Points	5%	(Proponents % * Weighted %)
Cumulative Score					

Evaluated by:

Name

Date





