



**# EI00264~2023RFP Pharmaceuticals**

**SCOPE DOCUMENT**

**RESPONSE DUE DATE – WEDNESDAY, SEPTEMBER 20, 2023 (1 PM ET)**

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## 1. General Overview

### 1.1 Project Overview and Objectives

E&I Cooperative Services, Inc. ("E&I") is requesting proposals for **Pharmaceuticals** to result in a contracting solution for use by its Members. E&I is committed to utilizing purchasing and business practices in accordance with the National Association of Educational Procurement Code of Ethics.

The primary goals and objectives of E&I are to:

- (1) assist our Members to obtain the absolute lowest cost and best value that exceeds other public sector consortia agreements,
- (2) establish a strategic sourcing partnership with any selected manufacturer(s) and authorized dealers, and
- (3) enhance our position as the premier Procurement Cooperative for Education.

## 2. Standard RFP Provisions

### 2.1 RFP Deadline

E&I will accept proposals submitted in response to this RFP only on the Jaggaer tool until 1:00 PM EST, on September 20, 2023 (the "Submittal Deadline"). The timeline for the RFP can be found in Section 2.2

### 2.2 Tentative Schedule of Key Events

The following is a tentative schedule of events for this RFP:

Activity	Planned Date
Request for Proposal issued ("Open Date")	08/21/2023
<b>5 PM ET Deadline</b> for submission of RFP-related written questions ("Q&A Submission Close Date")	09/11/2023
E&I Response to RFP-related questions	09/13/2023
<b>1 PM ET Deadline for Receipt of Proposals ("Close Date")</b>	09/20/2023
Evaluation and Supplier Clarifications Begin	09/21/2023
Negotiations Begin with Shortlisted Suppliers	10/11/2023
Anticipated Award(s)	11/08/2023
Acceptance and Execution of Agreement	11/20/2023
Implementation	11/29/2023

### 2.3 Evaluation Process and Criteria

Any contract(s) resulting from this Request for Proposal will be awarded in writing to responsive and responsible Respondents whose proposal, in the opinion of the evaluation team, offers the greatest benefit to our members when considering the total value including the quality, service levels, customer service and total cost (including any trade, prompt payment discounts, and other miscellaneous charges).

All proposals should be complete to be considered responsive.

As part of the evaluation process, E&I may require a demonstration/presentation before the award is made and the demonstration/presentation may be considered as an additional factor in the award. In addition, E&I may decide to make site visits, as needed, during the evaluation process which shall be coordinated with the respective Respondent(s).

The RFP evaluation team will review and evaluate RFP responses according to the following weighted criteria based on a total of 100 points.

No.	Criteria	Criteria Overview	Points
1	<b>Contract Alignment &amp; Connection</b>	<ul style="list-style-type: none"> <li>Contract connection process to Member</li> <li>Contract channeling to E&amp;I (direct, net new, etc.)</li> </ul>	10
2	<b>Supplier Diversity</b>	<ul style="list-style-type: none"> <li>Certifications and Designations</li> <li>Company Program and Overall Commitment to Supplier Diversity Reporting, Metrics, &amp; KPI's</li> </ul>	10
3	<b>Supplier Capability</b>	<ul style="list-style-type: none"> <li>Company Experience</li> <li>Service Capability</li> <li>E-Procurement</li> <li>Performance Tracking &amp; Reporting</li> <li>Quality Management</li> <li>Training, Support &amp; Account Management</li> <li>Compliance</li> </ul>	20
4	<b>Economic Value and Financial Overview</b>	<ul style="list-style-type: none"> <li>Contract Administrative and Marketing Fee (CAF)</li> <li>Financial Offer Requirements &amp; Proposal</li> <li>Financial Reporting Capabilities</li> </ul>	25
5	<b>E&amp;I Risk Profile</b>	<ul style="list-style-type: none"> <li>RFP response quality</li> <li>Litigation</li> <li>Financial Health</li> <li>Existing contracts with direct competitors</li> </ul>	10
6	<b>Scope Questions</b>	<ul style="list-style-type: none"> <li>Questions related to the scope of the RFP</li> </ul>	15
7	<b>RFP Exceptions</b>	<ul style="list-style-type: none"> <li>Supplier Performance Expectations</li> <li>Compliance with RFP specifications</li> <li>Compliance with Master Agreement terms &amp; conditions</li> <li>Compliance with Members' institutional policies, federal, state, and local legal and regulatory requirements, and policies</li> </ul>	10

## 2.4 Sole Point of Contact for the RFP

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**Respondents to this RFP or persons acting on their behalf shall not contact any E&I employee, officer, or agent; any E&I Board of Directors; or any E&I Member concerning any aspect of this RFP, except in writing to the Sole Point of Contact, from the date of release of this RFP through the official award date.** Violation of this provision may be grounds for rejecting a proposal response. See Section 2.7 in the Cover Letter on how to submit questions.

### 3. Scope of Products and Services

E&I is seeking proposals from qualified, experienced, financially sound, and responsible Pharmaceutical Distributors for its members across the United States. E&I desires the broadest possible selection of services being offered over the largest possible geographic area and to the largest possible cross-section of E&I's current and future Members.

The intent of this solicitation is to provide E&I Members with a one stop solution through which they could procure pharmaceutical drugs and related products and services for medical facilities, student health centers, medical training schools and other requirements within the educational institutions.

Suppliers must be able to provide products and services, if available, with timely deliveries, as needed by the E&I Member institutions. Direct involvement by the awarded Supplier(s) may be necessary to assist Members in understanding the products available to fit their needs.

The scope of products and services includes, but is not limited to, the following listed below:

#### 3.1 Products

- 3.1.1** Pharmaceuticals Rx - Medications that can only be obtained with a prescription from a doctor, typically used to treat serious or chronic conditions.
- 3.1.2** OTC (Over the Counter) - Medications that can be purchased without a prescription and are typically used to treat minor or self-limiting conditions.

Under 3.1.1 Pharmaceuticals Rx and 3.1.2 OTC medications, please find below the sample items that can be included in your response. **Please note that this list is not exhaustive, and we expect suppliers to provide their entire catalog of pharmaceuticals drugs.**

1. Antiviral Drugs - Medications to fight viral infections, prescribed for conditions such as common cold and others.
2. Antifungal Drugs - Medications to fight fungal infections, prescribed for conditions such as athlete's foot, ringworm, yeast infections and others.
3. Antihistamine Drugs - Medication used to treat allergies, can be taken as a pill, liquid or nasal spray.
4. Antimicrobials - Medications that are used to treat infections caused by bacteria, viruses, fungi, or parasites
5. Antiparasitic - Medication used to treat infections caused by parasites.
6. Antiseptics - Medication used to clean and protect wounds and to prevent infection, can be found in lotions, creams, and ointments.
7. Antibiotics - Medications to fight bacterial infections, prescribed for conditions such as strep throat, pneumonia, urinary tract infections and others.
8. Antidepressants & Antipsychotics - Medications used to treat mental health related conditions.
9. Hormonal Pharmaceuticals - Medications that are used to treat hormonal imbalances like hormone replacement therapy, supplements, and others.
10. Diabetic Medication - Several types of diabetic medication, including insulin, oral medications, and injectable medications.
11. Analgesics - Medications that help relieve pain.
12. Anticoagulants - Medications that prevent formation of blood clots.
13. Bronchodilators - Medications that open up the airways in the lungs, used to treat conditions such as asthma.
14. Diuretics - Medications that increase the production of urine, used to treat conditions such as high blood pressure and edema.
15. Immunosuppressants - Medications that suppress the immune system.

16. Corticosteroids - Medications that have anti-inflammatory and immunosuppressant properties, used to treat a variety of conditions, including allergies, asthma, and arthritis.

**3.1.3** Vaccines - Medications that help the body develop immunity to a specific disease, typically given in a series of shots over time.

**3.1.4** Nutritional Products - Supplements that are taken to improve the body's overall health and include vitamins, minerals, herbs, and other natural substances.

**3.1.5** Controlled Substances - Drug or chemical whose manufacture, possession, use, and sale is regulated by the government.

**Suppliers are expected to provide an exhaustive list of the products and services they are willing to provide to E&I Members.**

### **3.2 Services**

#### **3.2.1 Delivery**

Suppliers are required to indicate their capabilities to deliver as needed and their willingness to work with E&I Members to assure their requirements are met. It is expected that deliveries shall be made within three business days from the date of order and include a detailed packing slip per Member requirements.

#### **3.2.2 Storage**

Suppliers are required to indicate their capabilities to store drugs if required, by the E&I Member. These storage facilities should be a combination of warehouses, freezer storage, refrigerator storage and cold storage based on drugs required to be stored.

### **3.3 Equipment/Supplies**

Suppliers are required to indicate their ability to provide equipment and supplies for the storage of pharmaceutical drugs at the E&I Member institution. A few examples of storage equipment would include crates, bins, refrigerators, freezers, security cabinets, temperature monitoring systems, barcode scanners, and others.

### **3.4 Other Requirements**

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services.

**3.4.1** Safety Requirements: All items proposed must comply with current applicable safety or regulatory standards or codes.

**3.4.2** Deviation from Industry Standard: Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.

**3.4.3** New Equipment and Products: Proposed products must be for new, current model; however, proposer may offer certain close-out products if it is specifically noted in the proposal.

**3.4.4** Delivered and operational: Unless clearly noted in the proposal, products must be delivered as operational.

**3.4.5** Warranty: All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

### **3.5 No Exclusions**

No products, or services provided by your company have been excluded from this RFP. All products, supplies and accessories carried in a Respondent's catalog(s), price book(s) or otherwise available by special order are part of this solicitation.

## 4. Pricing

Supplier must complete the 'Pricing Sheet' and upload it on the Jaggaer tool. The first tab 'Instructions' in the 'Pricing Sheet' lists out the different sections and pricing requested by E&I. Please ensure to review the 'Instructions' tab before you start filling in the pricing.

## 5. Appendix

### 5.1 Definitions

The following are the definitions of general terms used in this RFP.

**DAYS:** All days specified are based on calendar days unless otherwise noted.

**EDUCATION:** The combination of Higher Education and K-12.

**GO TO MARKET:** Strategy or action plan specifying how the Respondent will utilize its inside and outside resources (e.g. sales force and distributors, marketing initiatives, etc.) to deliver its products and/or services to the Education market through an E&I contract.

#### Contract Region Key States

Northeast	CT, MA, ME, NH, NY, RI, VT
Mid-Atlantic	DC, DE, MD, NJ, PA, VA, WV
Southeast	AL, FL, GA, KY, MS, NC, SC, TN
Central	AR, IA, KS, LA, MN, MO, ND, NE, OK, SD, TX
Great Lakes	IL, IN, MI, OH, WI
Western	AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY

**GREATEST BENEFIT:** The decision for award will be based on an overall combination of variables such as quality, price and various elements of required service that in total are optimal relative to the needs of the E&I Membership.

**HIGHER EDUCATION:** All Universities, Colleges, Healthcare Facilities (private and public), i.e., Associate, Bachelor, Master, and/or PhD in the United States, that provide for advanced learning and/or grant degrees. These Universities, Colleges and Healthcare Facilities may or may not be members of E&I.

**HUBS:** Historically Underutilized Businesses e.g., minority, women-owned businesses (for the State of Texas, Certified HUBS within the State of Texas).

**K-12:** All School Systems and Districts (private and public) in the United States that provide education for students in Kindergarten through 12th Grade. These School Systems and Districts may or may not be members of E&I.

**MANUFACTURER:** Indicates an entity that makes the products from raw materials outlined in this RFP, all of its agents, and employees.

**MAY:** Indicates something that is not mandatory but permissible/desirable.

**MEMBERS:** Includes Institutions, Universities, Colleges (private and public) and K-12 schools that are listed in the E&I record.

**MONTH END:** Shall mean the last calendar day of each month.

**MOST RESPONSIBLE:** A Respondent whose reputation, past performance, and business and financial capabilities are such that the Respondent would be deemed most capable of satisfying Member needs for a specific contract.

**MUST, SHALL, WILL:** The words "shall," "must," or "will" are equivalent and indicate mandatory requirements or conditions. E&I will not waive Responder's material deviation from any of the mandatory requirements.

**RMWBE:** Minority, Woman-owned Business Enterprises.

**NATIONAL AGREEMENT:** E&I awards an Agreement which is available throughout the United States (including Alaska and Hawaii).

**REGIONAL AGREEMENT:** E&I may elect to award an Agreement by Geographical Areas of the United States. See table below for geographic breakdown:

**RESPONDENT:** Entity who submits a proposal to an RFP.

**RESPONSIBLE:** A Respondent is responsible if they are capable or qualified to perform the work.

**RESPONSIVE:** A proposal is responsive if it meets all of the requirements of the RFP.

**SHALL, MUST, WILL:** Indicates a mandatory requirement(s) that must be addressed. Failure to address these mandatory requirements will result in rejection of your proposal as non-responsive. E&I may, but is not required to, reserve the right to request additional information.

**SHOULD:** Indicates something that is recommended but not mandatory. If the Respondent fails to provide recommended information, E&I may, at its sole option, ask the Respondent to provide the information or evaluate the proposal without the information.

**SOLE POINT OF CONTACT:** The Contract Manager or designee to whom Respondents shall address any questions regarding the solicitation or award process. The sole point of contact shall be the arbitrator of any dispute concerning performance of the Contract.

**SUCCESSFUL RESPONDENT:** The Respondent(s) or individual(s) who are the recommended recipient(s) of the award of a contract under this RFP (also synonymous with "Payee," "Offeror," "Contractor," "Vendor," and "Supplier"). If a Respondent is a manufacturer, its certified dealers and resellers may also furnish products under the Contract; in choosing to do so, the dealers and resellers agree to honor the Contract and the term "contractor" shall be deemed to refer to them. Unless awarded the Contract as a direct Respondent, however, dealers and resellers are not parties to the Contract, and the Respondent that certifies them shall be responsible for their actions and omissions.

**SUPPLIER:** Indicates an entity that distributes/furnishes the products and or services of a company, all of its agents, and employees. For the purposes of this RFP, the terms Supplier and Respondent may be used interchangeably.