

**Schedule A**

**RFP Data Sheet**

**Infusion Equipment and Infusion Supplies**

**IN 03-10**

**RFP DATA SHEET  
SCHEDULE A TO THE RFP**

<b>RFP SECTION REFERENCE AND DESCRIPTION</b>	<b>ITEM</b>
RFP Section 1.1(1) – Name of CCAC	Central East Community Care Access Centre
RFP Section 1.1(1) – Type of Equipment and Supplies	Infusion Equipment and Infusion Supplies
RFP Section 1.1(6) – Maximum Number of Respondents	A maximum of <u>1</u> Respondent will be selected as successful in the competitive process.
RFP Section 1.2 Fairness Representative	<p>P1 Consulting Incorporated located at 86 Centrepointe Drive Nepean, Ontario K2G 6B1, will provide fairness monitoring for this RFP Process.</p> <p>The Fairness Monitor is responsible for monitoring the implementation of the procurement process in order to confirm that the RFP Process is conducted in a manner that is consistent with the template Request for Proposal and Evaluation Tools. The Fairness Monitor will also support the RFP team in addressing conflicts of interest that may arise during the procurement process.</p>
RFP Section 2.1(2) Applicable Services Schedule and Performance Standards Schedule	<p>The following Services Schedules and related Performance Standards Schedules apply to this RFP and the Draft Agreements:</p> <p>Schedule 3 Service Schedule Infusion Equipment and Infusion Supplies</p> <p>Schedule 4 Performance Standards Schedule Infusion Equipment and Infusion Supplies</p>
RFP Section 2.1(3) – Background Information Document and Data Room	The Central East CCAC will provide a Background Information Document. The document can be obtained from the Central East CCAC website at <a href="http://www.ce.ccac-ont.ca">www.ce.ccac-ont.ca</a> . There will not be a data room for this RFP Process.
RFP Section 2.3(2) – Distribution System	<p>The CCAC will use an online electronic distribution system in this RFP Process.</p> <p>The electronic distribution system that will be used is the CCECCAC website at <a href="http://www.ce.ccac-ont.ca">www.ce.ccac-ont.ca</a>.</p>

<b>RFP SECTION REFERENCE AND DESCRIPTION</b>	<b>ITEM</b>
RFP Section 3.1 – Timetable	<p>Timetable:</p> <p>(a) Issuance of RFP Documents <b>August 25, 2010</b></p> <p>(b) Respondents' Meeting <b>September 14, 2010 1:30:00 pm local time</b></p> <p>(c) Background Information Document available to Respondents <b>September 1, 2010</b></p> <p>(d) Deadline for Respondents to Submit Questions <b>September 17, 2010 1:00:00 pm local time</b></p> <p>(e) Issue Response to Questions Document <b>September 21, 2010</b></p> <p>(f) Last day for issuance of Addenda (Except Addenda related to Timetable changes) <b>September 22, 2010</b></p> <p>(g) Deadline for Submission of Proposals (Submission Deadline) <b>October 6, 2010 2:00:00 pm local time</b></p> <p>According to the clock at the CCAC reception desk</p> <p>(h) Site Visit Week(s) <b>December 1, 2010 – January 15, 2011</b></p> <p>(i) Approximate date of identification of Successful Respondents <b>February 2011</b></p> <p>(j) Approximate date of finalization of Agreement <b>March 2011</b></p>

<b>RFP SECTION REFERENCE AND DESCRIPTION</b>	<b>ITEM</b>
RFP Section 3.2(1) – RFP Coordinator and RFP Coordinator’s Designate	<p>The coordinates of the RFP Coordinator are:</p> <p>Michelle Nurse, Senior Manager Contracts &amp; Relationships</p> <p>Address: 920 Champlain Court, Whitby, Ontario, L1N 6K9</p> <p>Telephone: 905 430 3308 ext 5247</p> <p>Fax: 905 430 6750</p> <p>E-mail: <a href="mailto:rfp.coordinator@ce.ccac-ont.ca">rfp.coordinator@ce.ccac-ont.ca</a></p> <p>There is no RFP Coordinator’s Designate.</p>
RFP Section 3.2(2)(a)– E-mail Address for Submission of Respondents’ Requests for Clarification	<p><a href="mailto:rfp.coordinator@ce.ccac-ont.ca">rfp.coordinator@ce.ccac-ont.ca</a></p>
RFP Section 3.2(3) – Response to Questions Document	<p>The response to questions will be posted on the Central East CCAC website at <a href="http://www.ce.ccac-ont.ca">www.ce.ccac-ont.ca</a>.</p>
RFP Section 3.3(1) – Respondents’ Meeting	<p>The location of the Respondents’ Meeting is:</p> <p>920 Champlain Court, Whitby, Ontario, L1N 6K9</p>

<b>RFP SECTION REFERENCE AND DESCRIPTION</b>	<b>ITEM</b>				
<p>RFP Section 3.11(1) – Prequalification Requirements</p>	<p>To be eligible to submit a Proposal in this RFP Process, as of the RFP Submission Deadline, a Respondent must be Prequalified to provide each category of service set out the chart immediately below and must meet the minimum Prequalification Level, as such Prequalification Level was provided to the Respondent by the OACCAC in accordance with the Provincial Prequalification Process, set out in the chart immediately below for each category of service.</p> <p>For clarity, Prequalified Respondents with a Prequalification Level above the minimum Prequalification Level set out in the chart immediately below are also permitted to submit a Proposal in this RFP Process. For example, if the minimum Prequalification Level is Level 3, a Prequalified Respondent with a Prequalification Level of 4 could also submit a Proposal</p> <table border="1" data-bbox="581 873 1370 1094"> <thead> <tr> <th data-bbox="581 873 976 982"><b>Category of Service</b></th> <th data-bbox="976 873 1370 982"><b>Minimum Prequalification Level</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="581 982 976 1094">Infusion Equipment and Infusion Supplies</td> <td data-bbox="976 982 1370 1094"><b>Level 4</b></td> </tr> </tbody> </table>	<b>Category of Service</b>	<b>Minimum Prequalification Level</b>	Infusion Equipment and Infusion Supplies	<b>Level 4</b>
<b>Category of Service</b>	<b>Minimum Prequalification Level</b>				
Infusion Equipment and Infusion Supplies	<b>Level 4</b>				
<p>RFP Section 3.16(2) – Proposal Streaming</p>	<p>Proposal Streaming is not applicable to this RFP Process.</p>				

<b>RFP SECTION REFERENCE AND DESCRIPTION</b>	<b>ITEM</b>
RFP Section 6.1(4) – Price Submission Section – Quantity Scenarios	The Respondent is required to submit one set of Price Forms (for ONE Quantity Scenario)
RFP Section 7.1(2) – Address for Submission	Respondents shall submit their Proposals to the following address:  Attention: Michelle Nurse RFP Coordinator  920 Champlain Court, Whitby, Ontario, L1N 6K9
RFP Section 7.5(2) – One Proposal per Person or Entity	There is no exception.
RFP Section 10.3(1)– Geographic Designations	The Central East CCAC does not currently intend to apply geographic designations for this RFP.
RFP Section 13.2 – Definitions (LHIN)	Central East Local Health Integration Network

RFP SECTION REFERENCE AND DESCRIPTION	ITEM	
RFP Schedule C - Section 2	<b>Sub-part and Title</b>	<b>Issue</b>
	B-1 – Service Request	Service Request Issue: It has been the experience of Central East CCAC staff and community nursing agency staff that assistance is required to ensure the appropriate Infusion Equipment and Supplies are ordered thus reducing extra nursing visits and multiple deliveries.
	B-2 – Delivery and Related Services	Delivery and Related Services Issue: It has been Central East CCAC's experience that service providers are unable to deliver as per the delivery instructions 100% of the time resulting in missed or late treatments.
	B-3 – Communication	Communication Issue: It has been Central East CCAC's experience that Service Providers are unable to provide service in languages other than English.
	B-5 – Quality Management and Performance Monitoring	Quality Management Issue: It has been Central East CCAC's experience that front line service provider staff are reluctant to report anything but the most serious significant events. Central East CCAC learns of incidents through calls from clients, other providers or in home visits which creates an atmosphere of suspicion and mistrust.
	B-6 – Recalls and Defective Products	Product Quality Issue: It has been Central East CCAC's experience that products are often substituted because of a recall at the manufacture. Informing the CCAC and the client and providing timely updates regarding the recall situation requires dedicated effort. Service providers must have well developed and thought out processes which include the logistical challenges for rural areas.
	B-7 – Risk Management Program and Infection Control	Risk Management and Infection Control Issue: Central East CCAC wants to ensure that 100% of equipment items delivered to the client's home are clean, free of contaminants and in good working order at optimal functioning.
	B-8 – Infusion Equipment and Infusion Supplies	Infusion Issue: It has been Central East CCAC's experience that partnership and expert advice is required during the development and implementation of new infusion processes in the community.

<b>RFP SECTION REFERENCE AND DESCRIPTION</b>	<b>ITEM</b>
RFP Schedule E – Proposal Streaming Section 1.1(1)	There is no proposal streaming in this RFP Process.
RFP Schedule E – Section 1.2(2)	Not applicable
RFP Schedule E – Section 1.4(2)	Not applicable