

**Prequalification Data Sheet**  
**Provincial Prequalification Process**  
**Equipment and Equipment-Related Supplies Services**

## DATA SHEET

ITA Section Reference	The instructions in this Data Sheet and related Information Forms are intended to complement, amend, or supplement the provisions in the Instructions to Applicants ("ITA"). In the event of conflict or ambiguity, the provisions in the Data Sheet shall prevail over those in the ITA.										
1.1	<p><b><u>Services:</u></b></p> <p>The Services are described in the Equipment and Equipment-Related Supplies Services Schedule of the CCAC Template Agreements, as posted on the OACCAC website.</p>										
1.5	The Prequalification Documents and Addenda, if any, will be circulated on the MERX website: <a href="http://www.MERX.com">www.MERX.com</a>										
2.4(1)	<p><b><u>Experience for Levels of Prequalification</u></b></p> <p>In the chart which follows all experience must have been gained in the 5 years immediately prior to the Application submission deadline.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Level of Prequalification</th> <th style="text-align: center;">Years of Experience Required</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Prequalification Level 1</b></td> <td>3 years of providing equipment and equipment-related supplies services (the same as or similar to the Services).</td> </tr> <tr> <td style="text-align: center;"><b>Prequalification Level 2</b></td> <td>3 years of providing equipment and equipment-related supplies services (the same as or similar to the Services) with at least one contract valued at \$100,000 of billing volume per year.</td> </tr> <tr> <td style="text-align: center;"><b>Prequalification Level 3</b></td> <td>           (a) 3 years of providing equipment and equipment-related supplies services (the same as or similar to the Services) with at least one contract valued at \$200,000 of billing volume per year; or            (b) 3 years of providing equipment and equipment-related supplies services (the same as or similar to the Services) with at least two contracts valued at \$100,000 of billing volume each per year for an aggregate total of at least \$200,000 of billing volume per year.         </td> </tr> <tr> <td style="text-align: center;"><b>Prequalification Level 4</b></td> <td>           (a) 3 years of providing equipment and equipment-related supplies services (the same as or similar to the Services) with at least one contract valued at \$500,000 of billing volume per year; or            (b) 3 years of providing equipment and equipment-related supplies services (the same as or similar to the Services) with at least one contract valued at \$250,000 of billing volume per year combined with one or several other contracts totaling a billing volume of at least \$250,000 per year for an aggregate total of at least \$500,000 of billing volume per year.         </td> </tr> </tbody> </table>	Level of Prequalification	Years of Experience Required	<b>Prequalification Level 1</b>	3 years of providing equipment and equipment-related supplies services (the same as or similar to the Services).	<b>Prequalification Level 2</b>	3 years of providing equipment and equipment-related supplies services (the same as or similar to the Services) with at least one contract valued at \$100,000 of billing volume per year.	<b>Prequalification Level 3</b>	(a) 3 years of providing equipment and equipment-related supplies services (the same as or similar to the Services) with at least one contract valued at \$200,000 of billing volume per year; or (b) 3 years of providing equipment and equipment-related supplies services (the same as or similar to the Services) with at least two contracts valued at \$100,000 of billing volume each per year for an aggregate total of at least \$200,000 of billing volume per year.	<b>Prequalification Level 4</b>	(a) 3 years of providing equipment and equipment-related supplies services (the same as or similar to the Services) with at least one contract valued at \$500,000 of billing volume per year; or (b) 3 years of providing equipment and equipment-related supplies services (the same as or similar to the Services) with at least one contract valued at \$250,000 of billing volume per year combined with one or several other contracts totaling a billing volume of at least \$250,000 per year for an aggregate total of at least \$500,000 of billing volume per year.
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<p>2.4(3)</p>	<p><u>Experience Equivalents Chart:</u></p> <table border="1" data-bbox="430 279 1372 1102"> <thead> <tr> <th data-bbox="430 279 625 359">Level of Prequalification</th> <th data-bbox="625 279 1372 359">Years of Experience Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="430 359 625 997"> <p><b>Prequalification Level 1</b></p> </td> <td data-bbox="625 359 1372 997"> <p>(a) A minimum of 3 years experience in a community setting within the 5 years immediately prior to the Application submission deadline as a non-medical equipment vendor with a minimum sales volume of \$100,000 per year. Applicants must demonstrate experience during this time as an equipment vendor providing equipment sales or rental services, business operations, maintenance related to equipment, inventory control and sourcing of equipment, picking and packing customer orders, equipment delivery, and set-up and installation of equipment as necessary for the client; or</p> <p>(b) A minimum of (i) 3 years experience within the 5 years immediately prior to the Application submission deadline as a Medical Supplies Services provider to a CCAC in a single contract valued at \$100,000 or more per year, and (ii) 1 year of experience within the 5 years immediately prior to the Application submission deadline as an Equipment and Equipment-Related Supplies provider in a community setting with a minimum sales volume of \$10,000 per year and with demonstrated experience during this time as an equipment vendor providing equipment sales or rental services, business operations, maintenance related to equipment, inventory control and sourcing of equipment, picking and packing customer orders, equipment delivery, and set-up and installation of equipment as necessary for the client. Delivery may include coordination of delivery of leased equipment where the actual delivery may have been by a subcontractor.</p> </td> </tr> <tr> <td data-bbox="430 997 625 1102"> <p><b>Prequalification on Levels 2,3, and 4</b></p> </td> <td data-bbox="625 997 1372 1102"> <p>No applicable experience equivalent.</p> </td> </tr> </tbody> </table>	Level of Prequalification	Years of Experience Required	<p><b>Prequalification Level 1</b></p>	<p>(a) A minimum of 3 years experience in a community setting within the 5 years immediately prior to the Application submission deadline as a non-medical equipment vendor with a minimum sales volume of \$100,000 per year. Applicants must demonstrate experience during this time as an equipment vendor providing equipment sales or rental services, business operations, maintenance related to equipment, inventory control and sourcing of equipment, picking and packing customer orders, equipment delivery, and set-up and installation of equipment as necessary for the client; or</p> <p>(b) A minimum of (i) 3 years experience within the 5 years immediately prior to the Application submission deadline as a Medical Supplies Services provider to a CCAC in a single contract valued at \$100,000 or more per year, and (ii) 1 year of experience within the 5 years immediately prior to the Application submission deadline as an Equipment and Equipment-Related Supplies provider in a community setting with a minimum sales volume of \$10,000 per year and with demonstrated experience during this time as an equipment vendor providing equipment sales or rental services, business operations, maintenance related to equipment, inventory control and sourcing of equipment, picking and packing customer orders, equipment delivery, and set-up and installation of equipment as necessary for the client. Delivery may include coordination of delivery of leased equipment where the actual delivery may have been by a subcontractor.</p>	<p><b>Prequalification on Levels 2,3, and 4</b></p>	<p>No applicable experience equivalent.</p>				
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<p>2.5(2) and (3)</p>	<p><u>Financial Capacity:</u></p> <p>Financial capacity will be measured by assessing a number of factors including typical solvency tests such as the working capital ratio and the debt to equity ratio. Working capital capacity tests are also performed, which measure the amount of available working capital, borrowing capacity and equity against the potential value of the contract that the Applicant is trying to obtain. For the purpose of conducting these tests, the following contract values are used:</p> <table border="1" data-bbox="430 1386 1372 1795"> <thead> <tr> <th data-bbox="430 1386 657 1470">Level of Prequalification</th> <th data-bbox="657 1386 1372 1470">Financial Capacity</th> </tr> </thead> <tbody> <tr> <td data-bbox="430 1470 657 1554"> <p><b>Prequalification Level 1</b></p> </td> <td data-bbox="657 1470 1372 1554"> <p>Applicant must have a financial capacity to deliver a contract valued at approximately \$0 - \$200,000</p> </td> </tr> <tr> <td data-bbox="430 1554 657 1638"> <p><b>Prequalification Level 2</b></p> </td> <td data-bbox="657 1554 1372 1638"> <p>Applicant must have a financial capacity to deliver a contract valued at approximately \$200,001 - \$450,000</p> </td> </tr> <tr> <td data-bbox="430 1638 657 1722"> <p><b>Prequalification Level 3</b></p> </td> <td data-bbox="657 1638 1372 1722"> <p>Applicant must have a financial capacity to deliver a contract valued at approximately \$450,001 - \$1,000,000</p> </td> </tr> <tr> <td data-bbox="430 1722 657 1795"> <p><b>Prequalification Level 4</b></p> </td> <td data-bbox="657 1722 1372 1795"> <p>Applicant must have a financial capacity to deliver a contract valued at approximately \$1,000,000 or greater</p> </td> </tr> </tbody> </table>	Level of Prequalification	Financial Capacity	<p><b>Prequalification Level 1</b></p>	<p>Applicant must have a financial capacity to deliver a contract valued at approximately \$0 - \$200,000</p>	<p><b>Prequalification Level 2</b></p>	<p>Applicant must have a financial capacity to deliver a contract valued at approximately \$200,001 - \$450,000</p>	<p><b>Prequalification Level 3</b></p>	<p>Applicant must have a financial capacity to deliver a contract valued at approximately \$450,001 - \$1,000,000</p>	<p><b>Prequalification Level 4</b></p>	<p>Applicant must have a financial capacity to deliver a contract valued at approximately \$1,000,000 or greater</p>
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4.1	<p><b><u>Clarification questions of the Applicant</u></b></p> <p><u>E-mail address of the OACCAC:</u></p> <p>Maria McMillan maria.mcmillan@ccac-ont.ca</p> <p><u>Deadline for submissions of Applicants' questions:</u></p> <p><b>[Date]</b></p> <p><u>Deadline for circulating OACCAC responses to questions</u></p> <p><b>[Date]</b></p> <p><u>Method of Circulation of the OACCAC responses</u></p> <p>MERX</p> <p>Email: <a href="mailto:merx@merx.com">merx@merx.com</a></p> <p>1-800-964-MERX(6379) or 613-727-4900</p>
5.1	<p><b><u>Submission of Applications</u></b></p> <p><u>Number of Copies:</u> Original plus four copies.</p> <p><u>Address:</u></p> <p>OACCAC 800 Bay Street, 7th Floor, Toronto , ON M5S 3A9</p> <p><u>Deadline for submission:</u></p> <p><b>[Time]</b>, on <b>[Date]</b> for submission of Applications.</p>
5.3(4)	<p>If an Applicant wishes to prequalify for more than one area of service, it shall submit one Application consisting of:</p> <ul style="list-style-type: none"> <li>(i) one letter of Application in accordance with Schedule 1;</li> <li>(ii) one completed Information Form 1 – Corporate Information in accordance with Schedule 2;</li> <li>(iii) multiple Experience Forms in accordance with Information Form 2 – Experience set out in Schedule 2 in each of the areas of service for which the Applicant wishes to apply; and</li> <li>(iv) one completed Information Form 3 – Legal in accordance with Schedule 2.</li> </ul>
7.1	<p><b><u>OACCAC's Notification</u></b></p> <p>Time period from submission of Applications before notification: approximately 60 days</p>