

Prequalification Data Sheet
Provincial Prequalification Process
Infusion Equipment and Infusion 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><u>Services:</u></p> <p>The Services are described in the Infusion Equipment and Infusion 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: www.MERX.com										
2.4(1)	<p><u>Experience for Levels of Prequalification</u></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;">Prequalification Level 1</td> <td>2 years of providing infusion equipment and infusion supplies services (the same as or similar to the Services).</td> </tr> <tr> <td style="text-align: center;">Prequalification Level 2</td> <td>2 years of providing infusion equipment and infusion supplies services (the same as or similar to the Services) with one or several contracts with a billing volume of at least \$50,000 per year.</td> </tr> <tr> <td style="text-align: center;">Prequalification Level 3</td> <td>2 years of providing infusion equipment and infusion 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;">Prequalification Level 4</td> <td> (a) 2 years providing infusion equipment and infusion supplies services (the same as or similar to the Services) with at least one contract valued at \$250,000 of billing volume per year; or (b) 2 years providing infusion equipment and infusion supplies services (the same as or similar to the Services) with at least one contract valued at \$125,000 of billing volume per year combined with one or several other contracts totaling a billing volume of at least \$125,000 per year for an aggregate total of at least \$250,000 of billing volume per year. </td> </tr> </tbody> </table>	Level of Prequalification	Years of Experience Required	Prequalification Level 1	2 years of providing infusion equipment and infusion supplies services (the same as or similar to the Services).	Prequalification Level 2	2 years of providing infusion equipment and infusion supplies services (the same as or similar to the Services) with one or several contracts with a billing volume of at least \$50,000 per year.	Prequalification Level 3	2 years of providing infusion equipment and infusion supplies services (the same as or similar to the Services) with at least one contract valued at \$100,000 of billing volume per year.	Prequalification Level 4	(a) 2 years providing infusion equipment and infusion supplies services (the same as or similar to the Services) with at least one contract valued at \$250,000 of billing volume per year; or (b) 2 years providing infusion equipment and infusion supplies services (the same as or similar to the Services) with at least one contract valued at \$125,000 of billing volume per year combined with one or several other contracts totaling a billing volume of at least \$125,000 per year for an aggregate total of at least \$250,000 of billing volume per year.
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2.4(3)	<u>Experience Equivalents Chart:</u>	
Level of Prequalification	Years of Experience Required	
Prequalification Level 1	<p>(a) The Applicant has a minimum of 2 years experience in the previous 5 years as an infusion supplies vendor to long term care homes in a community setting with a sales volume of at least \$10,000 per year. Applicants must demonstrate experience during this time as an infusion supplies vendor providing sales services, operations, inventory control and sourcing of supplies, picking and packing customer orders, order delivery, as necessary, for the client. Delivery may include coordination of delivery of infusion supplies and infusion equipment where the actual delivery may have been by a subcontractor;</p> <p>(b) The Applicant has a minimum of 1 year of experience as a hospital pharmacist or a community pharmacist with experience in preparing infusions and experience in the previous 5 years as a community pharmacist with (i) experience providing logistical services such as home delivery to clients in a community setting, or (ii) experience in the coordination of delivery of sales where the actual delivery may have been by a subcontractor; or</p> <p>(c) The Applicant has a minimum of 3 years experience in the previous 5 years as a medical supplies vendor or an equipment vendor providing home delivery to clients in a community setting and subcontracts with a community pharmacist for infusion services.</p>	
Prequalification on Levels 2,3, and 4	<p>The Applicant has a minimum of 2 years experience in the previous 5 years as an infusion services vendor to Long Term Care Homes in a community setting with a sales volume of at least \$50,000 per year. Applicants must demonstrate experience during this time as an infusion services vendor providing sales services, operations, inventory control and sourcing of infusion supplies, picking and packing customer orders, order delivery, as necessary, for the client. Delivery may include coordination of delivery of supplies where the actual delivery may have been by a subcontractor. The Applicant must meet the financial capacity test for infusion at Prequalification Level 2, 3, or 4. The level of the Applicant's financial capacity will determine the Prequalification Level that applies.</p>	

2.5(2) and (3)	<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="430 436 1377 844"> <thead> <tr> <th data-bbox="430 436 657 514">Level of Prequalification</th> <th data-bbox="657 436 1377 514">Financial Capacity</th> </tr> </thead> <tbody> <tr> <td data-bbox="430 514 657 598">Prequalification Level 1</td> <td data-bbox="657 514 1377 598">Applicant must have a financial capacity to deliver a contract valued at approximately \$0 - \$100,000</td> </tr> <tr> <td data-bbox="430 598 657 682">Prequalification Level 2</td> <td data-bbox="657 598 1377 682">Applicant must have a financial capacity to deliver a contract valued at approximately \$100,001 - \$250,000</td> </tr> <tr> <td data-bbox="430 682 657 766">Prequalification Level 3</td> <td data-bbox="657 682 1377 766">Applicant must have a financial capacity to deliver a contract valued at approximately \$250,001 - \$500,000</td> </tr> <tr> <td data-bbox="430 766 657 844">Prequalification Level 4</td> <td data-bbox="657 766 1377 844">Applicant must have a financial capacity to deliver a contract valued at approximately \$500,000 or greater</td> </tr> </tbody> </table>	Level of Prequalification	Financial Capacity	Prequalification Level 1	Applicant must have a financial capacity to deliver a contract valued at approximately \$0 - \$100,000	Prequalification Level 2	Applicant must have a financial capacity to deliver a contract valued at approximately \$100,001 - \$250,000	Prequalification Level 3	Applicant must have a financial capacity to deliver a contract valued at approximately \$250,001 - \$500,000	Prequalification Level 4	Applicant must have a financial capacity to deliver a contract valued at approximately \$500,000 or greater
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4.1	<p><u>Clarification questions of the Applicant</u></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>[Date]</p> <p><u>Deadline for circulating OACCAC responses to questions</u></p> <p>[Date]</p> <p><u>Method of Circulation of the OACCAC responses</u></p> <p>MERX</p> <p>Email: merx@merx.com</p> <p>1-800-964-MERX(6379) or 613-727-4900</p>										

5.1	<p><u>Submission of Applications</u></p> <p><u>Number of Copies:</u> Original plus four copies.</p> <p><u>Address:</u></p> <p>OACCAC</p> <p>800 Bay Street, 7th Floor,</p> <p>Toronto , ON</p> <p>M5S 3A9</p> <p><u>Deadline for submission:</u></p> <p>[time] on [date] 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"> (i) one letter of Application in accordance with Schedule 1; (ii) one completed Information Form 1 – Corporate Information in accordance with Schedule 2; (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 (iv) one completed Information Form 3 – Legal in accordance with Schedule 2.
7.1	<p><u>OACCAC's Notification</u></p> <p>Time period from submission of Applications before notification: approximately 60 days</p>