

**Prequalification Data Sheet**  
**Provincial Prequalification Process**  
**Medical 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 Medical 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 medical 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 medical 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 providing medical 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 providing medical 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 providing medical 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 providing medical 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 medical supplies services (the same as or similar to the Services).	<b>Prequalification Level 2</b>	3 years of providing medical 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 providing medical 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 providing medical 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 providing medical 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 providing medical 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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2.4(3)	<p><u>Experience Equivalents Chart:</u></p> <table border="1" data-bbox="430 247 1372 743"> <thead> <tr> <th data-bbox="430 247 625 331">Level of Prequalification</th> <th data-bbox="625 247 1372 331">Years of Experience Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="430 331 625 632">Prequalification Level 1</td> <td data-bbox="625 331 1372 632">A minimum of 3 years experience within the previous 5 years immediately prior to the Application submission deadline as an equipment and equipment-related supplies vendor in a community setting with a sales volume of at least \$100,000 per year. Applicants must demonstrate experience during this time as an equipment-related supplies vendor providing sales services, operations, inventory control and sourcing of supplies, picking and packing customer orders, and order delivery, as necessary, for the client. Delivery may include coordination of delivery of equipment-related supplies where the actual delivery may have been by a subcontractor. Applicants must also pass the financial capacity test for equipment and equipment-related supplies at Prequalification Level 2.</td> </tr> <tr> <td data-bbox="430 632 625 743">Prequalification on Levels 2,3, and 4</td> <td data-bbox="625 632 1372 743">No applicable experience equivalent.</td> </tr> </tbody> </table>	Level of Prequalification	Years of Experience Required	Prequalification Level 1	A minimum of 3 years experience within the previous 5 years immediately prior to the Application submission deadline as an equipment and equipment-related supplies vendor in a community setting with a sales volume of at least \$100,000 per year. Applicants must demonstrate experience during this time as an equipment-related supplies vendor providing sales services, operations, inventory control and sourcing of supplies, picking and packing customer orders, and order delivery, as necessary, for the client. Delivery may include coordination of delivery of equipment-related supplies where the actual delivery may have been by a subcontractor. Applicants must also pass the financial capacity test for equipment and equipment-related supplies at Prequalification Level 2.	Prequalification on Levels 2,3, and 4	No applicable experience equivalent.				
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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="430 989 1372 1398"> <thead> <tr> <th data-bbox="430 989 657 1066">Level of Prequalification</th> <th data-bbox="657 989 1372 1066">Financial Capacity</th> </tr> </thead> <tbody> <tr> <td data-bbox="430 1066 657 1150">Prequalification Level 1</td> <td data-bbox="657 1066 1372 1150">Applicant must have a financial capacity to deliver a contract valued at approximately \$0 - \$200,000</td> </tr> <tr> <td data-bbox="430 1150 657 1234">Prequalification Level 2</td> <td data-bbox="657 1150 1372 1234">Applicant must have a financial capacity to deliver a contract valued at approximately \$200,001 - \$450,000</td> </tr> <tr> <td data-bbox="430 1234 657 1318">Prequalification Level 3</td> <td data-bbox="657 1234 1372 1318">Applicant must have a financial capacity to deliver a contract valued at approximately \$450,001 - \$1,000,000</td> </tr> <tr> <td data-bbox="430 1318 657 1398">Prequalification Level 4</td> <td data-bbox="657 1318 1372 1398">Applicant must have a financial capacity to deliver a contract valued at approximately \$1,000,000 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 - \$200,000	Prequalification Level 2	Applicant must have a financial capacity to deliver a contract valued at approximately \$200,001 - \$450,000	Prequalification Level 3	Applicant must have a financial capacity to deliver a contract valued at approximately \$450,001 - \$1,000,000	Prequalification Level 4	Applicant must have a financial capacity to deliver a contract valued at approximately \$1,000,000 or greater
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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</p> <p>maria.mcmillan@ccac-ont.ca</p> <p><u>Deadline for submissions of Applicants' questions:</u></p> <p>September 16, 2009</p> <p><u>Deadline for circulating OACCAC responses to questions</u></p> <p>September 21, 2009</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</p> <p>800 Bay Street, 7th Floor,</p> <p>Toronto , ON</p> <p>M5S 3A9</p> <p><u>Deadline for submission:</u></p> <p>1:00:00 p.m. on September 29, 2009 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>