RFI 31178 DRUG DISPOSAL SYSTEMS

ADDENDUM I

QUESTIONS & RESPONSES

1) To clarify, is the request to lock the price for 3 years, or to determine a maximum price increase allowed per year over 3 years?

Response: The request is indicating the maximum price increase over the three years. However, submissions where pricing can be secured for the duration of the agreement without increases would add value to the response.

2) Is there any volume estimate monthly or annually per area needing to have a container?

Response: Not at this time; depending on the product(s) available the need to replace the products may vary. MUHC was only able to provide estimates of initial implementation containers.

3) Is there a specific size desired, or are all areas planning to use different sizes of container?

Responses: No desired size currently. It could vary based on the space/location.

4) Will containers be purchased on a monthly basis, or annually?

Responses: These could potentially be stocked in our warehouse, so ordering patterns may vary based on usage. There would be an initial purchase followed by restocking which would be monthly or quarterly.

1. What is the expected timeline for the project, including key milestones and deadlines?

Response: We would like to have an award in place before the end of the calendar year and an implementation by January 31, 2025.

1. Are there any particular technical or functional requirements we should be aware of?

Response: None

1. What criteria will be used to evaluate the proposals?

Response: The scoring methodology used for all MUHC RFP’s includes.

Validating respondents meet/exceed mandatory requirements. This first step then allows for the scoring committee to evaluate and review the remainder of the Volume I submissions and score the respondents on their desirables. Each desirable will be weighted.

Additionally, if vendors are asked to present, presentations will be weighted and scored. Before the group reviews financials and scores respondents.

Respondents will be given additional weight/score for being Missouri based and/or a verified diverse supplier.

1. How will you measure the success of this project?

Response: Success of the project will be finding a vendor who can meet our needs with a cost effective and operational system that can be implemented within our time frame.

1. What is the budget allocated for this project?

Response: There is no finalized budget for the project. Executive leadership is in support of the project due to the need to better align with regulatory requirements and will address budget after the evaluation and award of vendor(s).

1. Are there any financial constraints or considerations we should be aware of?

Response: Nothing specific; however, based on the weighted scoring a cost competitive response will be scored higher than less cost competitive responses.

1. Can you provide details on your current systems and any integration requirements?

Response: There is no current system in place.

12) What are your expectations for ongoing support and maintenance post-implementation?

Response: We would expect awarded vendors to provide appropriate customer service levels and address any issues with product(s) or services.

1. Are there any specific training requirements for your staff?

Response: This would be dependent on the awarded vendor and system. Appropriate policies and procedures will be developed to support workflows. Respondents should provide any detail in their response on training support they can provide.

14) Is the vendor expected to provide products only? Placement of products, installation brackets, collection services are to be not included in the scope of supply?

Response: We would like respondents to provide details as to all of the product(s) available and their costs, information about installation options and cost and if white glove service is available that should be included in the response. However, collection services is not a requirement, but something we are considering.

15). CONTRACT PERIOD – The 2nd para. language discusses a maximum percentage increase for renewal periods. The percent increase shall be a percentage change in the unit prices and shall not exceed that percent. Please clarify the following:

Is the pricing to be fixed for the entire 3-year period?

Response: That is preferred, but not required.

Does this apply to each year of the 3—year contract period or just the optional one-year periods.

Response: Vendors can provide the details as to the method in which they pass along cost increases.

Does the language “shall not exceed that percent” indicate that there will be a procedure to following with the University to establish the percentage.

Response: If a vendor response indicates a percentage or amount of regular cost increases it will be expected that any annual cost increase will not exceed what is agreed upon after contract award and negotiations.

1. Vendor and Vendor’s Staff – If the contract does not require services, will the provisions under this title apply to this contract.

Immunizations and Health Screening Requirements - If the contract does not require services, will the provisions under this title apply to this contract.

Response: No, vendors who will not be regularly onsite will NOT be required to meet immunization and health screening requirements.

1. To confirm, is the final submission deadline for the RFP set for November 20, 2024?

Response: That is an error, the response date is Friday, November 22, 2024

1. Regarding the contract term, we typically offer price breaks for three-year agreements. The RFP states that "the contract period shall be from the date of award for one (3) years with the option by the University to renew for additional one-year periods." Should we include wholesale pricing options for a three-year term, a one-year term, or both?

Response: Both

1. The instructions mention responding to “Information for Respondents and General Conditions.” Would you like us to address points 1–15 individually within the RFP response?

Response: You are not required to address each one, but you are welcome to redline or provide feedback. Those can additionally be discussed, negotiated and/or revised during contract negotiations.