

**State of Illinois**  
**COVID Specimen Collection Storage and Distribution Services RFP**  
**Request for Proposals**  
**DUE: July 6, 2020 at 5:00 p.m. CST**

**Background**

The State of Illinois seeks proposals from a private sector entity to store and distribution of COVID-19 specimen collection supplies to various organizations throughout the State that need the supplies for COVID testing as directed. The State will evaluate the vendor-provided proposals in order to make one award in the Springfield region. Vendors may engage sub-contractors to perform part or all of the proposal; however, awards will only be made to vendors that can fulfill all the services requested, and partial awards will not be considered. If sub-contractors are to be engaged, the vendor must include a complete list of all subcontractors, their addresses, and a description of their proposed work in the proposal.

At the direction of the State, the vendor selected for each region will: (1) stand up and operate warehouse shipment operations; (2) assume responsibility for operation logistics and communication with requestors and appropriate State of Illinois staff. The vendor(s) selected will be expected to meet these targets for the duration of the contract term, which is anticipated to be six months from contract execution. This may be extended at the State's discretion.

The vendor will provide a warehouse of at least 50,000 square feet with a shipping dock to accommodate storage, filling orders, and communications. The State will use this warehouse for the storage and order fulfillment of specimen collection kits and materials (swabs, transport media, vials, biohazard bags, ice packs, and shipping coolers/containers). The vendor must provide all other necessary equipment, including personal protective equipment (PPE), devices for data collection and internet connectivity, office equipment including printer, scanner and copier, lifting equipment, vehicles to transport supplies and UPS system for mailing. The proposal must also include vendor's current insurance coverage plan applicable to the proposed operations and continuing operational management of all proposed deliverables during the contract period. Such insurance coverage must meet the State's standard contract terms. The proposal must provide for the employment of or contract of a team to fill orders, logistics, and operations. Personnel engaged in the performance of the contract will be supervised by the vendor, not the State.

**Key Dates**

June 24:	RFP released
June 30:	All questions from prospective bidders due by 5:00 PM CST Submit via email to Vicki.Wilson@illinois.gov
July 1:	Answers to questions from prospective bidders released
July 6:	Submissions due by 5:00 PM CST via email to Vicki.Wilson@illinois.gov
July 7: (estimated):	Contract award and start date for service delivery

## Directions

The State is seeking proposals from interested vendors to provide personnel to operate order fulfillment, logistics, and operations at a vendor provided facility.

For the sake of efficiency, vendor-developed proposals must be submitted along with pricing. However, the pricing portion of the proposals must be submitted as a separate, clearly marked attachment, so that the pricing portion may be evaluated separately from the evaluation of all vendor-developed operational proposals. Proposals should include:

- Name of vendor, vendor's address, and contact person, including work phone, cellphone, and e-mail address
- Operational Plan (not to exceed three pages total) that describes the vendor's proposal for each of the functions described in the Scope of Work
- Timeline that includes dates for availability of warehouse and personnel for operations
- Plan for data collection, tracking, and daily submission of necessary data to the State. All data must be exportable to Excel or otherwise transferrable to the State in an agreed-upon format upon contract termination.
- References, which shall include the names and contact information for three entities to whom the vendor has provided the services described in the proposal or similar services
- Proposed pricing (submitted in as a separate, clearly labeled attachment from the rest of proposal)

Proposals must be submitted to by 5:00 p.m. CST on July 6, 2020 to:

Vicki Wilson  
Deputy Director – Finance and Administration & CFO  
Illinois Department of Public Health  
[Vicki.Wilson@illinois.gov](mailto:Vicki.Wilson@illinois.gov)

The State reserves the right to award to the vendor that has the best overall proposal within the State's timelines and to issue supplemental solicitations as warranted.

## Scope of Work

The State seeks to award one contract for a vendor in the Springfield area (see Attachment A for map). In order to ensure the distribution of as many supplies as requested for testing, the State seeks proposals that include all six of the following operations:

- 1) **Relocation of Existing Supplies:** The vendor must be able to transport existing specimen collection materials from the current warehouse locations to the vendor's proposed warehouse location. The current state warehouse locations are:
  - a. 2946 Old Rochester Road  
Springfield, IL 62703
  - b. 801 E. Sangamon Ave, Building 56  
Springfield, IL 62702

The transfer of supplies shall take place on a weekend (Saturday or Sunday) to ensure continuity of operations during normal shipping times (Monday-Friday).

- 2) **Storage:** The vendor must have access to warehouse at least *50,000 sq. ft* of storage space to house COVID-19 specimen collection materials but may vary based on ability to perform the scope of work. The warehouse should be equipped with a shipping dock and any moving equipment. Employees must be trained to operate this equipment in advance. The warehouse must be climate controlled to prevent temperatures exceeding 75°F. Additionally, freezer space and refrigeration space is needed to store supplies. Freezer storage temperature should be within -1°F to 0°F. Refrigerator storage temperature should be within 35°F-45°F. The amount of supplies requiring refrigeration or freezing varies based on supply availability.
- 3) **Transportation:** The vendor must have means to pick up supplies shipped to various State of Illinois locations within a 100-mile proximity of Springfield as needed.
- 4) **Shipping Logistics:** The vendor must have means fill incoming orders and ship via UPS next day air. The required turnaround time is 1 business day from order receipt. The vendor must be able to provide means to extract orders from a supply request data base. This is an internet-based database that requires access to be granted to each user. Order requests may exceed 100 per day. Vendor is responsible for providing training to employees to ensure familiarity with all products that will be distributed to ensure accurate product selection and order fulfillment. Once the items are shipped, the vendor is responsible to providing tracking information to the submitter, along with updating any appropriate documentation and tools per request of the State of Illinois.
- 5) **Communication:** The vendor must possess excellent communication skills and will be in frequent communication with designated State of Illinois contacts, customers, product vendors and shipping services in-person, e-mail or telephone. Necessary activities will include:
  - a. Correspond with the State of Illinois to arrange transportation logistics for overflow shipments from the Lab and warehouse to alternate storage facilities.
  - b. Correspond with vendors via email and phone to answer their inquiries and communicate our issues with COVID supplies
  - c. Correspond with State of Illinois procurement staff to request orders of shipping supplies when inventory is low
  - d. Correspond with the State of Illinois for special request of COVID orders, clarifying orders and a variety of other tasks associated with COVID inventory and shipments.
  - e. Correspond with vendors to provide guidance on problem shipments of COVID supplies and to assist with resolution
  - f. Communicate with individuals making supply requests in the event of missing items, obtain additional information, clarify needs
  - g. The vendor must be able to provide means to extract orders from a supply request data base. This is an internet-based database that requires access to be granted to each user.
- 6) **Data entry:** The vendor must provide equipment and software to perform routine data entry.
  - a. Record temperature of any supplies requiring refrigeration.
  - b. Record daily inventory of supplies.
  - c. Complete special reports based on supplies shipped, burn rate, supplies on hand.