

Attachment F

Proposal Specification Checklist Table <b>*Please indicate, utilizing the table below, the section and page number where the requested information is located in your proposal. Respondent must complete this Proposal Specification Checklist Table provided below to identify how their proposal meets the requirements of the solicitation.</b>		
<b>Mandatory Element</b> Vendor must provide the number of FTEs available for fulfillment of this contract.		<b>Where, in the vendor's response, is their ability to meet these mandatory elements discussed?</b> Section Page(s)
<b>Mandatory Element</b> Vendor must provide 3 references specific to prior logistics work with complete contact information.		<b>Where, in the vendor's response, is their ability to meet these mandatory elements discussed?</b> Section Page(s)
<b>Mandatory Element</b> Separate pricing proposal submitted inclusive of all costs including but not limited to salaries, supplies, equipment, travel (e.g., transportation, lodging, meals), facility, and system costs. Prevailing wages apply.		<b>Did the vendor meet these mandatory elements discussed?</b> YES / NO
<b><u>Responsive Category</u></b> <i>Location in RFP</i>	<b><u>Program Specifications</u></b>	<b><u>Vendor's Proposal Page Reference</u></b>
<b>PLANNING AND IMPLEMENTATION</b>	Minimum of three names of current employees that will address the responsibilities of this contract.	Section Page(s)
	INITIAL PHASE  Overall strategic plan for completing the initial phase as described in the Scope of Work within 60 days during normal business hours with warehouse staff present. Address time, labor, and logistical needs.	Section Page(s)

	<p>INITIAL PHASE</p> <p>Process for basic inspection as defined in the Scope of Work, including quality assurance measures including:</p> <ol style="list-style-type: none"> <li>1. Visual inspection</li> <li>2. Surface evaluation</li> <li>3. Confirmation of presence of IEMA tag number and Serial number</li> <li>4. Plan for storing and stacking ventilator boxes</li> <li>5. Plan for storing and routinely checking BiPAP devices</li> </ol>	<p>Section</p> <p>Page(s)</p>
	<p>INITIAL PHASE</p> <p>Process for maintaining Warranty and Certification documentation and verifying with the manufacturer.</p>	<p>Section</p> <p>Page(s)</p>
	<p>INITIAL PHASE</p> <p>Detailed plan, including a timeline, for ensuring all ventilator batteries are charged within the first 60 days of the executed contract and maintained per manufacturer recommendations including maintaining ventilators on a rotational basis.</p>	<p>Section</p> <p>Page(s)</p>
	<p>INITIAL PHASE</p> <p>Detailed plan, including a timeline, for ensuring ventilatory device supplies are properly processed as per the Scope of Work within the first 60 days of your contract including:</p> <ol style="list-style-type: none"> <li>1. Timeline and process for inspection</li> <li>2. Process for documentation of expiration dates and batch/lot codes</li> <li>3. Process for organizing based on type of device and device needs</li> <li>4. Process for bundling supplies</li> <li>5. Plan for staging ventilatory devices and associated supplies for possible deployment.</li> </ol>	<p>Section</p> <p>Page(s)</p>

	<p>INITIAL PHASE</p> <p>Detailed plan, including timeline, for preventative maintenance for all used ventilators, including the name(s) of possible subcontractors qualified to provide preventative maintenance for both VenTec and Trilogy ventilators within the first 60 days including:</p> <ol style="list-style-type: none"> <li>1. Inspection</li> <li>2. Repair schedule</li> <li>3. Name(s) of qualified biomedical engineer(s)/biomedical preventative maintenance companies, and their qualifications, you are considering for fulfillment of this contract.</li> </ol>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Overall strategic plan for completing the continuation phase as described in the Scope of Work within 60 days during normal business hours with warehouse staff present with time, labor, and logistical needs addressed.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Plan for an electronic (i.e. Excel) ventilatory equipment inventory management program will be maintained and updated, minimally containing the following for each ventilatory device:</p> <ol style="list-style-type: none"> <li>1) Serial Number</li> <li>2) IEMA Tag Number</li> <li>3) Current status of ventilatory device (in warehouse, deployed to hospital, out for preventative maintenance (PM)/repair)</li> <li>4) Date of last battery charge cycle</li> <li>5) Dates of preventative maintenance (PM) conducted/scheduled</li> <li>6) Dates and types of any repairs</li> <li>7) Dates of deployment, return and hospital name(s)</li> <li>8) Inventory of all supplies and expiration dates</li> </ol>	<p>Section</p> <p>Page(s)</p>

	<p>CONTINUATION PHASE</p> <p>Explanation of format and process to used for submitting monthly inventory reports to IDPH including all datapoints above.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Plan, including timeline/schedule, for performing routine visual inspection, surface evaluation and other routine assessments of the ventilators and BiPAP devices on a monthly basis.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Plan, including timeline/schedule, for charging ventilator batteries every 3 months, or as defined in manufacturer guidelines.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Plan, including timeline, for rotation schedule of vents for routine preventative maintenance (minimally every other year, or sooner based on usage hours) including rotating schedule of sending the vents out for Preventative Maintenance (PM).</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Plan, including timeline, for Identifying supplies due to expire within 6 months.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Plan, including timeline, for assuring adequate supply kits in inventory for each device.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Plan for coordinating return of ventilator devices from hospitals.</p>	<p>Section</p> <p>Page(s)</p>

	<p>CONTINUATION PHASE</p> <p>Detailed plan, including timeline/schedule, for inspecting ventilatory devices returned from hospitals after deployment, external cleaning, and readiness for future use.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Plan for all services outlined in the Initial Phase for all ventilatory devices acquired during the Continuation Phase, including timeframe.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Plan for acting on IDPH guidance regarding ventilatory equipment requests from hospitals and coordinate deployment via warehouse personnel.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Method and process for follow up with hospitals that receive these devices and eventual retrieval of the devices from the hospitals.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Plan, including timeline, for ventilatory devices inspection on a rotating basis every other year or sooner, based on hours of usage, as outlined in the device manufacturer guidelines to assess for possible need for repair.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Plan, including timeline, for routine preventative maintenance conducted on ventilators as per manufacturer guidelines during the Continuation Phase.</p>	<p>Section</p> <p>Page(s)</p>

	<p>CONTINUATION PHASE</p> <p>Plan for ensuring any necessary software updates are installed per manufacturer's recommendations.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Plan for determining the need for ventilator repair, receive an estimate for the cost of repair, receive permission from IDPH as necessary to perform the repair, and repair ventilators as appropriate.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Description of knowledge of and adherence to best practices related to ventilatory device maintenance, quality checks and repair.</p>	<p>Section</p> <p>Page(s)</p>
	<p>CONTINUATION PHASE</p> <p>Description of process to confirm accuracy of any subcontractor documentation which is provided upon completion of services.</p>	<p>Section</p> <p>Page(s)</p>
<b>ADDITIONAL REQUIREMENTS</b>	<p>Business Enterprise for Minorities, Women, and Persons with Disabilities Act Participation and Utilization Plan.</p>	<p>Section</p> <p>Page(s)</p>
	<p>Demonstration that best practices related to ventilatory device maintenance and repair and quality checks of related equipment and supplies are followed.</p>	<p>Section</p> <p>Page(s)</p>
	<p>Inclusion of Proposal Specification Checklist Table</p>	<p>Separate Attachment</p>