



RFP #012722
REQUEST FOR PROPOSALS
for
Digital Health Products and Solutions

Proposal Due Date: January 27, 2022, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Digital Health Products and Solutions to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than January 27, 2022, at 4:30 p.m. Central Time, and late proposals will not be considered.

Solicitation Schedule

Public Notice of RFP Published:	December 9, 2021
Pre-proposal Conference:	January 5, 2022, 10:00 a.m., Central Time
Question Submission Deadline:	January 19, 2022, 4:30 p.m., Central Time
Proposal Due Date:	January 27, 2022, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	January 27, 2022, 6:30 p.m., Central Time See RFP Section V.G. "Opening"

I. ABOUT SOURCEWELL

A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements, and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING CONTRACTS

In the United States, Sourcewell's contracts are available for use by:

- Federal and state government entities;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's contracts are available for use by:

- Provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly-funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the Cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;
- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;

- Members of the Rural Municipalities of Alberta (RMA) and their represented Associations: MASH (municipalities, academic institutions, schools and hospitals) and MUSH (municipalities, universities, schools and hospitals) sectors, and other governmental agencies eligible to use the Sourcewell contracts. MASH and MUSH sector refers to regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities, including but not limited to represented associations, Saskatchewan Association of Rural Municipalities ("SARM"), Association of Manitoba Municipalities ("AMM"), Local Authorities Services/Association of Municipalities Ontario ("LAS/AMO", excluding the cities of Toronto and Ottawa), Nova Scotia Federation of Municipalities ("NSFM"), Federation of Prince Edward Island Municipalities ("FPEIM"), Municipalities Newfoundland Labrador ("MNL"), Union of New Brunswick Municipalities ("UNBM"), North West Territories Association of Communities ("NWTAC") and their members. RMA Participants may include all not-for-profit agencies for Canadian provinces and territories.

For a listing of current United States and Canadian Participating Entities visit Sourcewell's website (note: there is a tab for each country): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In the United States each state-level procurement department receives notice for possible re-posting.

Proof of publication will be available at the conclusion of the solicitation process.

II. SOLICITATION DETAILS

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

1. Sourcewell is seeking proposals for Digital Health Products and Solutions, for the effective support of Sourcewell Participating Entities' health plans in achieving risk management and employee physical health and wellbeing strategies, such as:
 - a. Physical point solutions;
 - b. Digital health coaching;
 - c. Engagement and utilization applications and platforms;
 - d. Risk management solutions; and,
 - e. Condition specific solutions, including, but not limited to:
 - i. Musculoskeletal health;
 - ii. Diabetes prevention and management;
 - iii. Hypertension;
 - iv. Weight loss; and,
 - v. Infertility
 - f. Services and technology related to the offering of the solutions described in subsections 1. a. – e. above, including hardware, software, implementation, installation, training, maintenance, integration, support, data analytics, and customization. However, a “services-only” solution is not allowed under this subsection 1. f.
2. The primary focus of this solicitation is on Digital Health Products and Solutions for physical health and wellbeing. This solicitation should NOT be construed to include health insurance plans or mental or emotional health-only solutions.
3. This solicitation does not include those equipment, products, or services covered under categories included in contracts currently maintained by Sourcewell:
 - a. Teletherapy Services (RFP #102821); and,
 - b. Private Exchange Technology with Related Systems and Services (RFP #122921).

Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, or service(s) being proposed.

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment or products only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting contract. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcewell desires the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. ANTICIPATED CONTRACT TERM

Sourcewell anticipates that the term of any resulting contract(s) will be four years, with an optional one year extension that may be offered based on the best interests of Sourcewell and its Participating Entities.

E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD \$10 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the

contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any contract award.

G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
3. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
4. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the proposer's published "List Price," as well as the "Contract Price."
 - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.

2. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the contracted price.
3. Stated in U.S. and Canadian dollars (as applicable).
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

B. ADMINISTRATIVE FEES

Proposers are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.

To request a modification to the template Contract, a proposer must submit the Exceptions to Terms, Conditions, or Specifications table with its proposal. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded supplier for signature.

If a proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Supplier Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the

Sourcewell Procurement Portal Supplier Account. The proposer is solely responsible to check the “MY BIDS” section of the Sourcewell Procurement Portal Supplier Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer’s proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer’s complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer’s sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell’s support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the proposer to create a Sourcewell Procurement Portal Supplier Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

G. OPENING

The Opening of proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed." The solicitation status will automatically change to "Closed" after the Proposal Due Date and Time.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities. Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- The number of and geographic location of:
 - Proposers necessary to offer a comprehensive selection of equipment, products, or services for Participating Entities' use.
 - A proposer's sales and service network to assure availability of product supply and coverage to meet Participating Entities' anticipated needs.
- Total evaluation scores.
- The attributes of proposers, and their equipment, products, or services, to assist Participating Entities achieve environmental and social requirements, preferences, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

B. AWARD(S)

Award(s) will be made to the proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Performance Standards or Guarantees	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
TOTAL POINTS	1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcewell’s Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received no later than 10 calendar days’ following Sourcewell’s notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal’s content will not be entertained

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of \$20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a contract to one or more proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law. Sourcewell may reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.

Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.



12/21/2021

Addendum No. 1

Solicitation Number: RFP 012722

Solicitation Name: Digital Health Products and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

How important is it that we be able to serve your Canadian participating entities?

Answer 1:

A proposer is not required to cover every geographic region to be considered for award. The RFP is a competitive process and proposals will be evaluated based on the criteria as stated in the RFP.

Question 2:

In the contract template the following language is stated in Section 13.C., page 9: "MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell." Please further define the requirements of Section 13.C.

Answer 2:

Awarded suppliers will engage collaboratively with the Sourcewell supplier development team on the marketing activities identified in template contract Section 13. C. Refer also to RFP Section II. F. – Marketing Plan.

Question 3:

It is possible that Sourcewell will identify more than one successful bidder in any category or sub-category. Is that a likely outcome?

Answer 3:

Refer to RFP Section VI. A. – Evaluation. It is the intent of Sourcewell to award one or more contracts to responsive and responsible Proposer(s) offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its participating entities. The award(s) will be limited to the number of offerors that Sourcewell determines is necessary to meet the needs of Sourcewell participating entities. The factors used by Sourcewell in the award determination are set forth in the RFP.

Question 4:

The scoring criteria, “Depth and Breadth of Offered Equipment, Products, or Services”, appears to favor respondents who offer more than one category or sub-category of service over a single solution. Is that a correct interpretation?

Answer 4:

Refer to RFP Article VI. – Evaluation and Award - for details on the proposal scoring criteria. Additional guidance can be found in the “Sourcewell Evaluator Scoring Guide” found on the “Bids Homepage” in the Resource Materials section of the Sourcewell Procurement Portal.

Question 5:

This RFP solicitation outlines a broad array of requested services. Will preference be given to those respondents that “bundle” some or many of the services?

Answer 5:

Each proposer, in its discretion, will propose the products and services that it deems to fall within Sourcewell’s Requested Equipment, Products, or Services as described in RFP Section II. B. Proposals are evaluated based on the criteria stated in the RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 012722 posted to the Sourcewell Procurement Portal on 12/21/2021, is required at the time of proposal submittal.



12/27/2021

Addendum No. 2

Solicitation Number: RFP 012722

Solicitation Name: Digital Health Products and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Will the pre-proposal conference on January 5, 2022, be recorded?

Answer 1:

A copy of the presentation slides for the Sourcewell pre-proposal conference will be made available to all registered vendors after the completion of the webcast. In addition, assuming no technical difficulties, a link to a recording of the webcast will be shared.

Question 2:

Does Question 11, "What are your company's expectations in the event of an award?", refer to anything specific?

Answer 2:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the Proposer's discretion to determine the information that best describes their expectations in event of an award. Proposals will be evaluated based on the criteria stated in the RFP.

Question 3:

Does Question 17 refer to business/organizational licenses and certifications, or the individual licenses and certifications held by our employees?

Answer 3:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the Proposer's discretion to identify those required licenses or certifications relevant to the business activity contemplated by the RFP. Proposals will be evaluated based on the criteria stated in the RFP.

Question 4:

Should the references requested in Question 24 be from current Sourcewell member entities or any government/education client, whether it participates in Sourcewell or not?

Answer 4:

Question 24 reads, "Supply reference information from three customers who are *eligible* to be Sourcewell participating entities." It is left to the Proposer's discretion to select and identify references that meet the criteria stated in the questionnaire table.

Question 5:

To better understand client service and marketing responsibilities for the vendor(s), can you please share how the member entities are expected to be made aware of the winning vendors and programs? Does Sourcewell promote the programs to the members? Does Sourcewell provide the winning vendors contact information to market the services to the members directly?

Answer 5:

Refer to RFP Section II. F. – Marketing Plan, for additional detail related to marketing expectations for awarded suppliers. For examples of Sourcewell's display of current contracts, navigate to the page on the Sourcewell website at the following address: <https://www.sourcewell-mn.gov/contract-search>, and view or search by category, supplier name, or relevant terms. In addition, the Sourcewell supplier development team provides support and resources to expand and enhance awarded supplier marketing efforts.

Question 6:

For question 63, provide examples of what is included in Sourcewell's facilitating, managing, and promoting the Contract in exchange for the proposed administrative fee? If a bidding vendor is awarded this contract, do the member entities sign up for the services individually with the vendor or does that go through Sourcewell in some way? And same question for billing and payments ... is that between the individual entities and the vendor(s) or is Sourcewell the intermediary?

Answer 6:

Sourcewell conducts this competitive solicitation and contract award process for the benefit of its participating entities and provides ongoing facilitation, management, and promotion of the awarded contracts during the term. For additional detail on contract access and use by participating entities, refer to Articles 5 and 6 of the template contract.

End of Addendum

Acknowledgement of this Addendum to RFP 012722 posted to the Sourcewell Procurement Portal on 12/27/2021, is required at the time of proposal submittal.



1/19/2022

Addendum No. 3

Solicitation Number: RFP 012722

Solicitation Name: Digital Health Products and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Is the membership list the complete list of current Sourcewell participating entities?

Answer 1:

The number of Sourcewell participating entities (or members) is not static. Sourcewell maintains a link to a member list on the “Sourcewell for Vendors” page of the Sourcewell website, with a separate worksheet for the US and Canada www.sourcewell-mn.gov/sourcewell-for-vendors.

Question 2:

What is the average number of eligible employees, spouses and dependents for Participating Entities? What percentage have total population greater than 250 employees? greater than 2,500 employees?

Answer 2:

Sourcewell does not maintain the requested level of data regarding the participating entities. The estimated volume stated in RFP Section II. E. is based on past volumes of similar contracts. It is an estimate only, and no sales or sales volume are guaranteed.

Question 3:

Are any federal entities participating with Sourcewell or could federal entities participate in the future?

Answer 3:

Refer to RFP Section I. B. - Use of Resulting Contracts for information on Sourcewell Participating Entities.

Question 4:

The contract indicates that Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities). Is this opportunity to provide services to Sourcewell (e.g., Sourcewell employee population), Participating Entities, or both?

Answer 4:

Participation in Sourcewell cooperative procurement is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Both Sourcewell and participating entities may elect to access contracts resulting from this solicitation.

Question 5:

Is Sourcewell interested in whether we have an e-procurement system?

Answer 5:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information necessary to best demonstrate their ability to serve Sourcewell members and that they are willing to include. The solicitation is a competitive process and proposals are evaluated on the content submitted.

Question 6:

Section 12 of the Sourcewell contract template (Government Data Practices); this reads as Minnesota-specific language. What would apply for business outside of Minnesota?

Answer 6:

Sourcewell is subject to the Minnesota Government Data Practices Act. Refer to Section VI. E. of the Sourcewell RFP. Also, refer to contract template Section 6. B. related to a participating entity's ability to negotiate additional terms.

Question 7:

What will the contract structure be between Suppliers, Sourcewell, and Participating Entities? Will each Participating Entity execute a template Statement of Work (SOW)/sub-agreement?

Answer 7:

Refer to Section 6. A. of the Sourcewell contract template for a description of the typical order process.

Question 8:

How would participating entities continue their relationship with suppliers should Sourcewell sunset its services?

Answer 8:

Refer to contract template Section 6. A., "All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract."

Question 9:

What is the revenue flow? Do participating entities pay Sourcewell who then pays suppliers? Do participating entities pay suppliers directly?

Answer 9:

See Answer 7 above.

Question 10:

What role will Sourcewell play during implementation for Participating Entities?

Answer 10:

See Answer 7 above.

Question 11:

How does Sourcewell educate members about available suppliers?

Answer 11:

Refer to RFP Section II. F. – Marketing Plan, for additional detail related to marketing expectations for awarded suppliers. For examples of Sourcewell’s display of current contracts, navigate to the page on the Sourcewell website at the following address: <https://www.sourcewell-mn.gov/contract-search>, and view or search by category, supplier name, or relevant terms. In addition, the Sourcewell supplier development team provides support and resources to expand and enhance awarded supplier marketing efforts.

Question 12:

What if a member entity reaches out directly to Supplier or conducts an independent RFP? What is Sourcewell's position if this occurs?

Answer 12:

Use of Sourcewell contracts is voluntary and participating entities retain the right to obtain similar equipment, products, or services from other sources.

Question 13:

Please clarify the administrative fee in Section 8. B. of the contract. Is it correct that the quoted price in this submission should include the administrative fee?

Answer 13:

Refer to the RFP and contract template sections on Administration Fees, for additional details related to administrative fees. The administrative fee is paid by the supplier to Sourcewell and is not to be separately assessed to a participating entity.

Question 14:

What role will Sourcewell play for each Participating Entity that wishes to procure services from Suppliers? Is the expectation that Sourcewell acts as an intermediary for each participating entity?

Answer 14:

Refer to Answer 7 above.

Question 15:

Please confirm that Sourcewell is only expecting exceptions/exclusions to the Sourcewell contract template at the time of proposal submission, and not a signature.

Answer 15:

Refer to RFP Section IV. - Contract.

End of Addendum

Acknowledgement of this Addendum to RFP 012722 posted to the Sourcewell Procurement Portal on 1/19/2022, is required at the time of proposal submittal.



1/20/2022

Addendum No. 4

Solicitation Number: RFP 012722

Solicitation Name: Digital Health Products and Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Will Sourcewell consider an extension to the RFP due date?

Answer 1:

No extension of the due date is contemplated at this time.

Question 2:

How are your evaluation criteria used in this procurement process? Does scoring create a preferred list with the most favorable vendors identified and ranked higher against the not-so-preferred?

Answer 2:

Refer to RFP Section VI. B. – Awards. “Award(s) will be made to the proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.”

Sourcewell facilitates a competitive public solicitation and contract award process for the benefit of its participating entities. Vendors are identified for contract award or non-award based on their proposals. All proposals are evaluated in accordance with the evaluation criteria as stated in the RFP.

Question 3:

Are your participating entities restricted to using your awarded contracts? What percentage of participating entities use vendors other than your awarded suppliers?

What percentage of your participating entities include your awarded suppliers in their procurement process?

Answer 3:

Refer to Section I. B. – Use of Resulting Contracts. “Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.” Sourcewell does not track the decisions of participating entities to utilize Sourcewell awarded contracts or obtain similar equipment, products, or services from other sources.

Question 4:

Does receiving a Sourcewell contract award eliminate the procurement process between an awarded supplier and a Sourcewell participating entity?

Answer 4:

Refer to Addendum 3, Question and Answer 7.

Question 5:

Can you expand on the answer provided in Addendum 1, Answer 3? Given your breadth of services you seek, it would seem that you would need to award many contracts for the services. Please expand upon “awarding of the contract.” Does this mean we will be awarded business automatically? Or does the vendor become one of many awarded suppliers in the category?

Answer 5:

Refer to RFP Section VI. D. – Rights Reserved. “Sourcewell reserves the right to: ...Award a contract to one or more proposers if it is in the best interest of Participating Entities.”

Also refer to RFP Section II. E. – Estimated Contract Value and Usage. “Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.”

Question 6:

Could you please provide an example of what line-item pricing would look like?

Answer 6:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine and propose the pricing approach that aligns with their business methods and satisfies all the

requirements of RFP Section III - Pricing. Proposals are evaluated based on the criteria stated in the RFP.

Question 7:

Can you provide any more detail about the process to validate or authenticate our dealers, distributors or resellers as described in Section 2. C. of the Sourcewell contract template?

Answer 7:

Refer to RFP Section II. B. – Requested Equipment, Products, or Services – “If Proposer requires the use of dealers, resellers, or subcontractors to provide the products or services, the Proposal should address how the products or services will be provided to Participating Entities and describe the network of dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.” It is left to the discretion of each proposer to determine the information or documentation necessary to best demonstrate their ability to serve Sourcewell participating entities and satisfy all the requirements included in the questionnaire tables.

Question 8:

Does Sourcewell enter into business associate agreements with the Participating Entities?

Answer 8:

Sourcewell participating entities complete a membership agreement with Sourcewell and are issued a member number unique to their organization.

Question 9:

Would any PHI (as defined by HIPAA) be shared between the vendor and Sourcewell as part of participation in the Contract? If so, can you please provide more detail on that data and the purpose for it being shared?

Answer 9:

It is not anticipated that this type of information will be shared with Sourcewell as part of the solicitation or contract process.

Question 10:

Is it permissible to have the governing law of agreements between Vendor and Participating Entities be other than Minnesota?

Answer 10:

Refer to RFP Section IV.- Contract. A request for modification to the Sourcewell contract template may be submitted with a proposal. To request a modification to the template Contract terms, conditions, or specifications, a Proposer may complete and submit the Exceptions to Terms, Conditions, or Specifications Form, which is found as the final Table of Step 1 in the proposal submission process. Note also, much of the language in the Contract reflects Minnesota legal requirements and cannot be altered.

Question 11:

Is Sourcewell a prime federal contractor?

Answer 11:

Refer to RFP Section I. A. – Sourcewell. “Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada.”

Question 12:

If we have previously been awarded a contract with Sourcewell and the services rendered under that RFP and this RFP are similar, do we need to still participate in this RFP to provide the services requested in this RFP?

Answer 12:

The Sourcewell RFP is an open and competitive solicitation process, and each RFP is an opportunity independent of any other prior, current, or future RFP. Each proposer, in its discretion, will propose the equipment, products, or services that it deems to fall within Sourcewell’s requested equipment, products, and services as described in the RFP. Only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of the solicitation. Each Proposal will be evaluated based on the criteria stated in the RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 012722 posted to the Sourcewell Procurement Portal on 1/20/2022, is required at the time of proposal submittal.