

**State of Illinois**  
**Courier Services for COVID-19 Specimens and Related COVID-19 Items**  
**Request for Proposals**

**DUE: September 17, 2020 at 12:00 p.m. CST**

**Background**

The Illinois Department of Public Health (IDPH) seeks proposals from private sector entities to provide same day courier services for the: (1) delivery of COVID-19 specimens collected from specimen collection sites, to IDPH and commercial laboratories; and (2) delivery of COVID-19 related items including testing supplies, vaccines, medications and other possible treatments, and medical equipment from State of Illinois facilities and related private sector partners, to selected COVID-19 specimen collection sites and other designations. Unless otherwise agreed to by IDPH and the vendor, the courier services will be within the State of Illinois borders.

The vendor(s) selected will be expected to provide the services proposed for the duration of the contract term, which is anticipated to be five (5) months from contract execution. At IDPH's discretion, the contract may be extended. Qualified vendors will have a minimum of one (1) year of experience providing transportation/courier services with over 50 different routes across a 100 mile geographic area.

**Key Dates**

September 9, 2020:	RFP released
September 14, 2020:	All questions from prospective vendors due by 5:00 PM CST Submit via email to Vicki.Wilson@illinois.gov
September 15, 2020:	Answers to questions from prospective vendors posted on <a href="http://www.dph.illinois.gov/rfp/covid-19-courier-services-rfp">http://www.dph.illinois.gov/rfp/covid-19-courier-services-rfp</a>
September 17, 2020:	Submissions due by 12:00 PM CST via email to Vicki.Wilson@illinois.gov
October 1, 2020:	Estimated contract award and start date for service delivery

**Scope of Work**

**Delivery of COVID-19 Related Items**

The vendor must be able to perform the following services:

- 1) Pick up of items previously procured by IDPH and located at IDPH laboratory locations and IDPH partner location listed below, for delivery to various sites within the State of Illinois:

IDPH Chicago Laboratory  
2121 West Taylor  
Chicago, IL 60614

IDPH Springfield Laboratory

825 North Rutledge  
Springfield, IL 62702

IDPH Carbondale Laboratory  
1155 South Oakland  
Carbondale, IL 62901

Federal Warehouse  
200 National Road  
Peoria, IL 61611

- 2) Pick up and deliver the COVID-19 items listed below the same calendar day to specified locations during destination's business hours. All said items will be packed for transport by IDPH and/or its partner. Vendor must notify IDPH of delays in deliveries and will be responsible for making arrangements to protect the integrity of the supplies if delayed. Vendor and IDPH will agree upon deliveries that can arrive the next day in writing prior to being picked up. Vendor will evaluate the schedule, and any changes to it, to ensure that routes are scheduled in the most cost-efficient manner possible.
  - a. COVID-19 testing supplies which may include swabs, transport media, biohazard bags, insulated coolers, return service labels, UN3373 biological substance – Category B labels, and reagents. Packages range in size from 8 in x 6 in x 9 inches to 25 inches x 25 inches x 25 inches, and deliveries can include multiple packages weighing in total from 2 pounds to 1000 pounds. There can be between 1 and 50 routes of varying distances and duration. Route schedules can vary between twice weekly to seven times weekly (see sample schedule of current delivery routes in Attachment A). However, the routes may change over time.
  - b. COVID-19 vaccines, medications and other possible treatments. Packages range in size from 8 inches x 6 inches x 9 inches to 21 inches x 15 inches x 15 inches, and deliveries can include multiple packages weighing into total from 2 pounds to 1000 pounds.; and
  - c. COVID-19 medical equipment. Packages range in size from 8 inches x 6 inches x 9 inches to 25 inches x 25 inches x 25 inches, and deliveries can include multiple packages weighing in total 2 pounds to 1000 pounds.
- 3) Deliver items seven (7) days per week between 8:00 am and 5:00 pm, and as required, deliver items seven (7) days per week but outside of the 8:00 am and 5:00 pm timeframe.
- 4) Transport items in accordance with industry accepted standards or as may be required by IDPH
  - a. COVID-19 testing supplies may include temperature and humidity requirements, if not achieved by the packaging of the supplies, and delivery time limitations;
  - b. COVID-19 vaccines, medications and other possible treatments may include temperature and humidity requirements, if not achieved by the packaging of the supplies, and delivery time limitations; and

- c. For COVID-19 medical equipment which may include temperature and humidity requirements, if not achieved by the packaging of the supplies, and delivery time limitations.
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### **Delivery of COVID-19 Specimens**

The vendor must be able to perform the following services:

- 1) Pick up COVID-19 specimens from various specimen collection sites. Packages range in size from 8 inches x 6 inches x 9 inches to 21 inches x 15 inches x 15 inches, and deliveries can include multiple packages weighing in total from 2 pounds to 500 pounds. There can be between 50 and 100 routes of varying distances and duration.
  - 2) Deliver specimens the same calendar day as specimen pick up to IDPH laboratories and commercial laboratories. Vendor must notify IDPH of delays in deliveries and will be responsible for making arrangements to protect the integrity of the specimens if delayed. Vendor and IDPH will agree upon deliveries that can arrive the next day in writing prior to being picked up.
  - 3) Deliver items seven (7) days per week during normal business hours (8:00 am to 8:00 pm) and, as required, deliver items seven (7) days per week outside of normal business hours.
  - 4) Transport items in accordance with industry accepted standards or as may be required by IDPH including, but not limited to:
    - a. Ensuring that each specimen bag or package is securely closed with no signs of damage;
    - b. Ensuring that specimens are stored in appropriately sized master cooler or carrier bag to minimize the risk of contact with a CDC-categorized infectious substance.
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### **General and Administrative**

For both the delivery of COVID-19 specimens and the delivery of COVID-19 related Items, the vendor must be able to perform the following:

- 1) Provide all staff necessary for the performance of the services, including but not limited to, couriers, back up couriers, dispatchers, and supervisory and management staff.
- 2) Provide all vehicles necessary for the performance of the services. All vehicles shall be maintained in good operational and mechanical condition and cleaned on a frequent basis by the vendor. The vendor will be expected to provide appropriately sized vehicles to minimize transportation expenses.

- 3) Provide all other equipment required to perform the services.
  - 4) Provide at least one responsive, on-call staff member twenty-four (24) hours a day, seven (7) days a week in order to address logistical and operational needs of IDPH.
  - 5) Implement and maintain an electronic barcode scanning system for tracking the pick-up and delivery of items.
  - 6) Provide IDPH and selected IDPH affiliates with web access to the vendor's barcode scanning system to enable printing of barcode labels and the ability to track the pick-up and delivery of packages.
  - 7) Provide invoice reporting on a monthly basis, content of which will be agreed upon by the vendor and IDPH.
  - 8) Provide IDPH a weekly count of COVID-19 specimens and items picked up at each facility as well as a weekly route schedule.
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### **Directions**

Proposals must be submitted along with pricing. However, the pricing portion of the proposals must be submitted as a separate, clearly marked attachment. For pricing related to the delivery of COVID-19 items, proposals must be submitted using the attached Pricing Tool (see Attachment B). The pricing portion of the proposal for COVID-19 specimen delivery should include a separate quote for services for the existing courier schedule for COVID-19 specimens (Attachment A) as well as prices for additional routes that may be subsequently required. The pricing portion will be evaluated separately from the written portion of the proposals. The written portion of the proposal should include:

- Vendor name, vendor's address, and contact person, including work phone, cell phone, and email address;
- Operational Plan (not to exceed five pages total) that describes the vendor's proposal for each of the functions described in the Scope of Work above;
- Three (3) references including the name of the client the vendor has provided similar services described in this proposal and the contact information for an appropriate person at the client who can comment on the vendor's performance; and
- Proposed pricing (submitted in a separate, clearly labeled attachment from the written portion of the proposal).

Vendors may elect to provide a proposal for one or both of the services required, i.e. for the shipment of items to various sites, the delivery of COVID-19 specimens to laboratories, or both. However, IDPH reserves the right to award a contract to a single vendor who can perform both requested services over a vendor who can only provide one service.

Proposals must be submitted via email by 12:00 p.m. CST on September 16, 2020 to:

Vicki Wilson  
Deputy Director – Finance and Administration & CFO  
Illinois Department of Public Health  
Vicki.Wilson@illinois.gov

### **Additional Information**

#### **Business Enterprise for Minorities, Women, and Persons with Disabilities Act Participation and Utilization Plan**

This RFP contains a goal to include businesses owned and controlled by minorities, women, and persons with disabilities. The 4% BEP goal is for the total anticipated award amount, including but not limited to payments to subcontractors. Vendor submissions should include all BEP target information through a Utilization Plan. Failure to submit a Utilization Plan (see Attachment C) shall render the offer non-responsive. Businesses included in Utilization Plans as meeting BEP requirements as prime vendors or subcontractors must be certified by the Illinois Department of Central Management Services as BEP vendors. Go to <https://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for complete requirements for BEP certification. Vendors may visit <https://cms.diversitycompliance.com/> to search for certified BEP vendors.

The NIGP codes used to calculate the Business Enterprise Goal, and a list of vendors associated with those codes, are attached to this solicitation as Attachment D. This is not an all-encompassing list of vendors that may be used as subcontractors to fulfill this goal. If the vendor has a potential subcontracting opportunity for goods or services that would be considered applicable to this contract, the vendor may use that subcontractor to fulfill the BEP goal, assuming that subcontractor is BEP certified with the State of Illinois.

#### **Vendor Selection**

IDPH will evaluate proposals in order to make one or more awards depending on whether the proposal has been submitted for one or both services. Vendors may engage sub-contractors to perform part or all of the proposal; however the award will only be made to the vendor that can fulfill all the services requested through their work or the work of the sub-contractors. 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.

IDPH reserves the right to award contract(s) under this Request for Proposal (RFP) for courier services after reviewing submitted proposals, reviewing state-wide logistical needs, and determining how individual courier practices best achieve IDPH's operational and logistical needs. In determining if the proposal matches the state-wide logistical needs, IDPH will review the vendor's explanation of services to ensure it matches IDPH's needs as identified in the Scope of Work as well as the pricing proposal.

In determining how well vendors meet the responsiveness requirements, IDPH ranks proposals without consideration of price, from best to least qualified using a point ranking system (unless otherwise specified) as an aid in conducting the evaluation. Vendors who receive fewer than the minimum required points will not be considered for award.

If IDPH does not consider the price to be fair and reasonable, and negotiations fail to meet an acceptable price, IDPH reserves the right to cancel the award and take appropriate action to meet the needs of IDPH. IDPH determines whether the price is fair and reasonable by considering the offer, including the vendor's qualifications, the vendor's reputation, all prices submitted and other known pricing, the budget allotted for the services, and other relevant factors.