

REQUEST FOR PROPOSALS
for
Medical Supplies Solutions

Girard College is an independent, college preparatory boarding school serving academically talented, financially underserved students 1st through 12th grade. Founded in 1848 by Philadelphia philanthropist and entrepreneur Stephen Girard, Girard College was opened to assist orphaned, white males. The school became integrated in 1965 and later began accepting female students in 1984. The school is operated by the Board of Directors of the City Trusts (BODCT), which consists of members appointed by the Mayor of Philadelphia. The school's campus is located on 43 acres in the Fairmount section of Philadelphia and is on the national register of historic places. Founder's Hall, one of four buildings original to the campus and designed by architect Thomas U. Walter, is a national historic landmark. Today, Girard College serves approximately 320 students from the Greater Philadelphia region, Delaware and New Jersey.

RFP Selection Timetable:

- December 13, 2024- RFP posted
- January 20, 2025- Responses to RFP Deadline

RFP Details

This RFP and contract award process is a solutions-based solicitation; meaning that Girard 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.

Girard is seeking proposals for Medical Supply Solutions that can provide the following:

- a. Equipment
- b. Supplies (OTC Medication)
- c. PPE products, accessories, and kits
- d. Instruments, tools, devices

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 Girard College.

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, the 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 Girard College as operational.
5. Warranty: All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

Pricing: 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."
2. 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 Girard College, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.
3. 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 Girard College. However, it is permissible for suppliers to sell at a price that is lower than the contracted price.
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 at Girard College).

Anticipated Contract Terms:

Girard College anticipates that the term of any resulting contract(s) will be 1 year, with an optional one year extension that may be offered based on the best interests of Girard College.

Proposals are due no later than **January 20, 2025, at 10:00 a.m.** (Proposal window closed.)

Proposals to be submitted electronically to: Sumi Blodgett, Director of Business Services at procurement@girardcollege.edu. All questions must be submitted by email to tnestel@girardcollege.edu.