



Request for Proposal and Quote
Harm Reduction Supplies

AHOPE
Bureau of Recovery Services

May 28, 2024

Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC’s mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable. In fulfillment of its mission, the Commission works collaboratively with area hospitals, community health centers and community-based organizations to foster access to health services for the culturally and economically diverse communities of Boston.

BPHC is seeking qualified, responsible, and reliable vendor(s) to provide HIV and harm reduction supplies and materials at competitive market prices for the Syringe Access Program and Drug User Health Initiatives. The Program provides outreach, education, and safe injection supplies to reduce HIV and viral Hepatitis transmission and overdose death among injection drug users. The annual expenditure on supplies is approximately in the range of \$1 million.

Vendor(s) must have a UEI Number no Active Exclusions in the System of Award Management (SAM.gov) database for the duration of any contracts awarded.

Service contracts awarded by the Boston Public Health Commission may be subject to following the City of Boston’s living wage ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is enough for a family of four to live at or above the federal poverty level. This wage amount called the living wage, is recalculated every year. For more information, please visit www.boston.gov/worker-empowerment/living-wage-division.

BPHC will consider and encourage Certified Unrepresentative Businesses Enterprises(CUBE) that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE),Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non Profit(MNPO), Women Non Profit(WNPO), Minority Women Non Profit(MWNPO) and local businesses to apply to this RFP. For more information on how to become a Certified Underrepresented Business Enterprise, vendors should visit www.boston.gov/departments/city-clerk/how-apply-business-certificate or www.mass.gov/orgs/supplier-diversity-office-sdo.

Timeline

Tuesday, May 28, 2024	Posted on The Boston Globe
Tuesday, May 28, 2024	Document available at BPHC RFPs and Bids Boston.gov 10:00 AM EST
Monday, June 3, 2024	Questions due in writing by 5:00 PM <u>EST</u> to: RFR@bphc.org Subject: Questions for Harm Reduction Supplies
Monday, June 10, 2024	Responses to questions available for viewing on BPHC RFPs and Bids Boston.gov by 5:00 PM EST
Monday, June 17, 2024	Proposal with quote due by 5:00 PM EST to: RFR@bphc.org Subject : “Company Name – Proposal for Harm Reduction Supplies”

NO EXCEPTIONS TO THIS DEADLINE

<p>Wednesday, June 26, 2024</p>	<p>Notification of Decision:</p> <p>Desired date to award. BPHC has the discretion to extend this time period without notice.</p> <p>BPHC anticipates submitting a Notice of Award to the selected vendor(s) by the email or address provided in the vendor’s submission.</p> <p>Services resulting from this RFP shall not be in effect until the contract is fully executed by the awarded vendor(s) and BPHC.</p>
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Scope of Work

The selected vendors will be responsible for supplying the specified items as outlined in the "Items and Cost Sheet." Vendors shall respond in a timely manner to all requests via email or telephone to provide quotes that includes quote number, prices (per unit), quantities, detailed item description, and delivery fees for the harm reduction item. Supplies will be ordered on an as-needed basis, with stock levels reviewed regularly to determine reorder needs.

Vendor Selection and Contracting

BPHC anticipates awarding contracts to several vendors to fulfill the various items listed in this RFP. Vendors will be selected based on their ability to provide competitive pricing, quality products, and reliable service. By contracting with multiple vendors, we aim to ensure the consistent availability of supplies and mitigate risks associated with supply chain disruptions.

Cancellation and Withdrawal

BPHC may cancel this RFP and/or reject any proposal prior to award. In such cases, BPHC will provide vendors with a notice of cancellation.

Vendors may withdraw their proposal by June 20, 2024, at 5pm. Vendors cannot resubmit withdrawn proposal after this deadline. Vendors must submit their notice of withdrawal in writing to RFR@bphc.org.

Period Of Performance

The anticipated start date of services will be on or about July 1, 2024. The initial contract term will be for one year ending June 30, 2025, with the option to extend 2 additional years (this will be on the discretion of BPHC).

Submission Instructions

Vendor(s) must submit proposal in the following order:

1. A brief introduction of the business, and a comprehensive delivery plan to support the items listed on the "Item and Cost Sheet" including estimated lead times and shipping inclusive.
 - a. Proposal must not exceed 2 pages and must be in format (12-point Times New Roman, Calibri, or Arial font)

2. Within the proposal, identify areas that can support discount of items.
3. Business Profile (page 4)
4. Vendor Business Reference (Page 5)
5. Item and Cost Sheet (contains 3 pages)

Submit all documents in one PDF format file to RFR@bphc.org by 5:00 PM on June 17, 2024, with subject line format "Company Name – Proposal for Harm Reduction Supplies".

Vendor(s) shall not alter any forms within this RFP. However, pages can be extracted to be included in your proposal.



Business Profile

Business Name: _____

Contact Name: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

Website: _____



Vendor Business Reference

Business Name: _____

Contact Name: _____

List three (3) references of service related to this RFP.

Reference 1

Business Name: _____

Contact Name: _____

Telephone: _____

Email: _____

Contract Amount: _____

Contract Start and End Date: _____

Reference 2

Business Name: _____

Contact Name: _____

Telephone: _____

Email: _____

Contract Amount: _____

Contract Start and End Date: _____

Reference 3

Business Name: _____

Contact Name: _____

Telephone: _____

Email: _____

Contract Amount: _____

Contract Start and End Date: _____



Items and Cost Sheet

Item	Manufacturer/Brand, item description	Unit of measure (specify quantity per package, case, box or carton – or by weight where applicable)	Price per unit of measure
Puncture-proof biohazard containers with lids			
1 quart			
2 gallon			
8 gallon			
<i>FITPACK</i> personal sharps container			
Sharps container 5 qt			
Insulin needle/syringe combos (BD and EasyTouch brands)			
1cc 27g 5/8 "			
1cc 28 g ½"			
1cc 30g ½"			
1cc 31g 5/16"			
Cotton pellets / filters			
Cotton pellet #4 (bulk)			
Cotton balls (bulk)			
Cotton pellet (2"x2" bags)			
Cotton balls (2"x2" bags)			
Wheel filters			
Sterifilt (apothicom brand)			
Condoms/Safer Sex Supplies			
Flavored condoms (assorted)			
Latex lubricated			
Latex lubricated ribbed			
Latex lubricated, large			
Non-latex condoms			
Trojan Magnum Condoms			
Dental dams			
Personal lubricant, flavored			
FC internal condoms			
Personal lubricant packets, unflavored			
Sterile Water/Saline			
Sterile rinse water 5ml single use vials			
Saline 5ml single use vials			
1 oz plastic bottles w/ screw top			



Tourniquets			
Non-latex tourniquets			
Latex tourniquets			
Isopropyl alcohol 70% prep pads			
Benzalkonium Chloride (BZK) antiseptic towelettes (individually wrapped)			
Single use antibiotic ointment pouches (single or triple antibiotic)			
3" x ¾" adhesive bandages			
2" x 4" adhesive bandages			
Coflex adhesive bandages			
2"x2" re-sealable clear plastic bags			
3" x 5" plastic bags			
4" x 6" re-sealable clear plastic bags			
6" x 6" re-sealable clear plastic bags			
Paper bag #4			
Twist ties			
Bleach bottles			
Cookers/aluminum caps			
Plastic Razors			
Paper straws			
PVC cards (approximately 2" x 3")			
Lube applicators			
3ml luer-lock syringe barrels (no needle)			
Stericup/Maxicup (apothicom brand)			
Rubber tip covers			
Non-coated brass screens			
Lipbalm packets (0.5g)			
Personal Hygiene Items			
Sunscreen packets (3.5g)			
Body wash packets			
Deodorant/antiperspirant			
Lip balm (personal packets)			
Mouthwash			
Shampoo/conditioner packets			



Toothbrushes (individually wrapped)			
Tampons			
Maxi pads			
Vitamin C Crystals (bottle)			
Vitamin C crystals/ascorbic acid (2g in 2"x2" bags)			
Pre-made wound care kit for abscesses			
Germicidal wipes			
CPR Masks			
Needle Grabbers/Pickers			
Nitrile + Latex Gloves			
Small, medium, large, extra large			
CPR mask/faceshield			
Ibuprofen Tablets (2pk)			
PAWS hand wipes			
Washcloth tablets			
Face razors			