

State of Illinois
Mobile Specimen Collection and Transport
Request for Proposal

DUE: June 10, 5 p.m. CDT

Background

The State of Illinois seeks a private sector proposal to provide for collection and transport of COVID-19 test specimens to laboratories (public, hospital and commercial) as directed. The State will evaluate the vendor-provided proposals in order to make one award in each Restore Illinois region (see map at Attachment A) for all included specimen collection services (including mobile testing sites, facility-based specimen collection, and community-based testing sites). A single vendor could be awarded responsibility for more than one region. Each region can be bid separately or as part of a multi-region bid. Vendors may engage sub-contractors to perform part or all of the proposal; however, awards will only be made to vendors that can fulfill all the services requested, and partial awards will not be considered. 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.

At the direction of the State, the vendor selected for each region will: (1) stand up and operate mobile testing sites; (2) stand up and operate mobile “facility” teams to conduct on-site specimen collection at facilities identified by the State such as long term care centers and manufacturing plants; and (3) assume responsibility for operation of the State’s existing community-based testing centers (1 in Southern Region, 1 in Central Region, 2 in North-Central Region, and 6 in Northeast Region, all currently operated by the National Guard). The location and duration of the mobile testing sites and community-based testing sites (collectively, “testing sites”) will be at the State’s direction and will vary within the term of the contract depending on need. The vendor(s) selected will be expected to collect a targeted number of specimens per day across the testing sites. The location of facilities to be served by the facility teams will be at the State’s direction, and the vendor(s) selected will be expected to conduct specimen collection at two facilities per day. The vendor(s) selected will be expected to meet these targets for the duration of the contract term, which is anticipated to be six months from contract execution. This may be extended at the State’s discretion.

The State will provide specimen collection kits (swabs, vials, and VTM) to the selected vendors, though vendors may also propose to provide their own specimen collection kits. The vendor must provide all other necessary equipment, including personal protective equipment (PPE), devices for data collection and internet connectivity, equipment necessary for site operations, and signage. Any equipment acquired by the vendor to be used during the contract term by the vendor will not become property of the State. The proposal must also include vendor’s current insurance coverage plan applicable to the proposed operations and continuing operational management of all proposed deliverables during the contract period. Such insurance coverage must meet the State’s standard contract terms.

The proposal must provide for the employment of or contract with a supervising physician or appropriate licensed professional to oversee the clinical operations of the vendor. Personnel engaged in the performance of the contract, including specimen collection, will be supervised by the vendor, not the State, and the State will not issue any standing orders or prescriptions for tests.

Key Dates

June 3:	RFP released
June 5:	All questions from prospective bidders due. Submit to Vicki.Wilson@illinois.gov
June 7:	Answers to questions from prospective bidders released.
June 10:	Submissions Due
June 12 (estimated):	Contract award
June 19:	Start date for mobile site teams and facility teams
July 17:	Start date for community-based testing teams. (Note: The State does not anticipate vendor assuming responsibility for community-based sites until July 17, however, vendor may propose to have community-based teams provide interim support to facility teams for the period from June 19 to July 17.)

Directions

The State is seeking proposals from interested vendors to provide for collection and transport of COVID-19 test specimens to State-identified laboratory sites (including public, hospital and commercial laboratories).

For the sake of efficiency, vendor-developed proposals must be submitted along with pricing. However, the pricing portion of the proposals must be submitted as a separate, clearly marked attachment, so that the pricing portion may be evaluated separately from the evaluation of all vendor-developed operational proposals. Proposals should include:

- Name of vendor, vendor's address, and contact person, including work phone, cellphone, and e-mail address
- Operational Plan (not to exceed five pages total) that describes the vendor's proposal for each of the three functions as described in the Scope of Work to be performed within each Restore Illinois region(s) for which the vendor is bidding: (1) mobile sites, (2) facility teams, and (3) community-based testing sites
- Timeline that includes: dates for deployment of mobile teams; dates for deployment of facility teams; date for assumption of responsibility for community-based sites; and date for all aspects of the proposal to be fully operational (not to exceed two pages)
 - Note: State seeks to deploy facility teams and mobile teams no later than June 19, and teams to assume responsibility for community-based sites no later than July 17. Vendors may, but are not required to, propose pricing for full

deployment of all teams by June 19, with community-based site teams allocated to the facility function for the period June 19—July 17.

- Plan for data collection, tracking, and daily submission of necessary data to the State. All data must be exportable to Excel or otherwise transferrable to the State in an agreed-upon format upon contract termination.
- Plan for obtaining, and training vendor's staff on proper use of, personal protective equipment
- Plan for provision of language access services
- References, which shall include the names and contact information for three entities to whom the vendor has provided the services described in the proposal or similar services
- Proposed pricing (submitted in as a separate, clearly labeled attachment from the rest of proposal)

Proposals must be submitted to by 5:00 p.m. on June 10, 2020 to:

Vicki L. Wilson
Deputy Director – Finance and Administration & CFO
Illinois Department of Public Health
Vicki.Wilson@illinois.gov
(312) 579-8012

The State reserves the right to award to the vendor that has the best overall proposal within the State's timelines and to issue supplemental solicitations as warranted.

Scope of Work

- A) **Overview.** The State seeks to award one contract for each of the four Restore Illinois regions (see Attachment A for map). In order to ensure the collection and transport of as many specimens as possible for testing, the State seeks proposals that include all three of the following testing operations for the applicable region:
- 1) **Mobile site teams:** Mobile site teams for each of the Restore Illinois Regions as follows: 3 in the Northeast Region and 1 in each additional region (total of six (6)), with the option for the State to add additional teams in a Restore Illinois region on a 3-month basis subject to available laboratory capacity to process additional specimens.
 - a. These teams will establish and operate temporary drive-through or walk-up sites. Location of the sites will be at the State's direction and may vary during the term of the contract.
 - b. Each mobile site must be capable of collecting an average of 500 specimens per day at each site, with a minimum of two lanes of traffic for specimen collection. Vendors that are awarded a contract are encouraged to increase available testing. The State will provide payment per specimen, with a guaranteed minimum payment equivalent to 400 specimens per day that the

site is operational for 8 hours. The State reserves the right to set a maximum number of specimens to be collected per day depending on available lab capacity.

- 2) **Facility teams:** Facility teams for each of the Restore Illinois regions as follows: 3 in the Northeast Region and 1 in each additional region (total of six (6)) that can be deployed to facilities identified by the State (e.g., long term care, congregate care, manufacturing plant, correctional facility) to perform specimen collection of high-risk populations. The proposal must include the option for the State to add additional teams on a 3-month basis subject to laboratory capacity to process additional specimens.
 - a. Facility teams must be capable of two facility visits per day, including one in the morning and one in the afternoon, with capacity to collect 300 specimens per facility. There will not be more than a two-hour drive between the two facilities, with most days involving shorter drives between.
 - 3) **Community-Based Testing Sites:** A proposal for the continued operation of the ten (10) static testing sites currently being operated by the State of Illinois. (See attached map of existing community-based testing sites for reference.) The duration of the continued operation of these testing sites will be dependent on the State's determination of demand for testing at these sites.
 - a. Each site must be capable of collecting a minimum of 750 specimens per day, with a minimum of two lanes of traffic for specimen collection. Vendors that are selected are encouraged to increase available testing. The State will provide payment per specimen, with a guaranteed minimum payment equivalent to 400 specimens per day that the site is operational for 8 hours. The State reserves the right to set a maximum number of specimens to be collected per day. The State will reevaluate each static site's demand on an ongoing basis to determine if the site should transition from a static site to a mobile site.
 - b. Vendor must be capable of relocating the site if the State directs and must be capable of operating an additional mobile site team in the same Restore Illinois region as an alternative if the State determines that the static site is no longer needed.
- B) **Mobile and community-based testing site operations and management.** The State will determine mobile testing site locations within each Restore Illinois region and provide continuing direction on any site location changes.
- a. Selected vendors will be encouraged to provide input on site location, feedback on the success of certain locations, and suggestions for future locations.
 - b. Hours of operation
 - i. 7 days a week with exceptions for major holidays
 - ii. Minimum of eight (8) hours per day between the hours of 6 a.m. and 8 p.m.

- iii. Selected vendors will be required to maintain these days and hours of operation on a continuous basis, including by providing backup teams in the event a team is required to quarantine due to an outbreak
 - c. Selected vendors will be required to provide any necessary traffic control equipment (e.g. cones), signage, and site security. The State will work to connect selected vendors to local law enforcement for coordination of traffic control functions.
 - d. Selected vendors will be responsible for providing access for non-native speakers of English or hard of hearing individuals as needed. Vendors must include their plan for language access services in their proposals.
 - e. Selected vendors shall be responsible for the provision of any necessary amenities (water, restrooms, shade) to vendor's personnel.
 - f. Selected vendors shall be responsible for all necessary site operations equipment including refrigerated specimen storage, tents, waste containers and removal, etc.
- C) **Types of testing.** Staff for all three types of teams (mobile site, facility teams, and community-based sites) must be able to perform all widely-used swab and/or saliva-based testing as dictated by the State for diagnostic or potential future antigen testing. The State will provide specimen collection materials. For purposes of this RFP, bidders should assume that all specimen collection will be done using simple nasal (as opposed to nasal pharyngeal) swabs. Specimen collection may require refrigeration of specimen collection materials (VTM) and refrigerated storage and transport of specimens once collected.
- D) **Data collection and reporting.** Proposals must also address the methodology for recording test client/patient information to ensure:
 - 1) Collection of all data on State's provided test requisition form
 - a. This data must be entered into the State's existing online portal on the day of collection, or otherwise provided to the State on an agreed-upon method.
 - b. Selected vendors will provide internet connectivity to allow use of online portal for data entry.
 - c. The State reserves the right to amend the test requisition form in the future, including by adding screening questions regarding epidemic spread, and will work through any resulting reduction in throughput maximum numbers in good faith with the vendor.
 - 2) Electronic collection of insurance information as follows:
 - a. Full insurance information required for test reimbursement from private insurance, Medicare, Medicaid, or any other applicable medical insurance; or
 - b. A fully completed "uninsured resident questionnaire" to be supplied by the State that will include specific questions useful for diagnosing epidemic spread and an attestation by the applicant that they lack insurance and

consent to a Medicaid application being submitted on their behalf for the limited purpose of COVID-19 testing.

- 3) Failure to collect either full insurance information required for processing insurance reimbursement or a fully completed uninsured resident questionnaire for more than 1% of specimens collected in a given day will result in a reduction in payment per missing form
 - 4) The vendor shall supply the required insurance information to the State each day within 12 hours of the closing of the site.
 - 5) Compliance with The Health Insurance Portability and Accountability Act of 1996 and all applicable laws and regulations.
- E) **State provision of testing materials:** The State will provide a minimum supply of 45,900 specimen collection kits per week to the vendor(s) awarded responsibility for the Northeast Region; 16,800 specimen collection kits per week to the vendor(s) awarded responsibility for the North-Central Region; and 11,550 specimen collection kits per week to the vendor(s) awarded responsibility for the Central and South Regions. Vendor will be responsible for transport of provided specimen collection kits from designated State warehouses within the region to testing site locations, and proposal should include any necessary warehouse solution. Vendor will also be responsible for providing all required PPE and other necessary equipment. For purposes of preparing proposals, responses can assume that all specimen collection will utilize simple nasal (not nasal pharyngeal) swabs.

Additional Requirements

- A) All specimens must be delivered to a laboratory identified by the State within 4 hours of the closing of the site.
 - Laboratories will either be within the selected vendor's Restore Illinois region or in the metropolitan Chicago area. Vendor should include pricing information for delivery from testing sites to an identified laboratory (a) within the Restore Illinois region it is operating in, and (b) in the metropolitan Chicago area. In the event identified laboratory is in the metropolitan Chicago area and more than a 4-hour drive from the testing site, all specimens must be delivered within 8 hours after specimen collection finishes for the day.
 - Each specimen missing, lost, or not timely delivered to the identified laboratory within 4 hours after specimen collection finishes for the day (or 8 hours for specimens being transported from outside the Northeast region to metropolitan Chicago) will result in a reduction in payment per specimen.
- B) Vendor must demonstrate that they will follow best practices related to the collection, preparation, and transportation of swabs.

- C) Any clinical personnel supplied by the vendor(s) will be required to demonstrate the necessary qualifications to perform any medical services required under the contract. Vendor must supply the required attestations from the supervising medical doctor required for all activities.
- Specific medical licensure requirements, regulatory statute, and administrative rules for various professions can be downloaded from <https://www.idfpr.com>.
- D) There is a BEP target of 15% for this solicitation. Vendor submissions should include all BEP target information through a Utilization Plan. Failure to submit a Utilization Plan 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 Department of Central Management Services as BEP vendors. 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 B. 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.
- E) Prevailing Wage Rates shall apply, if applicable.
- F) Vendor's proposed pricing shall be inclusive of all costs.
- G) Pricing should be submitted as follows:
- a. Mobile site teams and community-based testing site teams: on a cost per site per day basis for the first 400 specimens, with pricing on a per-specimen basis for specimens above 400
 - b. Facility teams: on a cost per team, per day basis