

**New York State Department of Health  
Wadsworth Center  
And  
Health Research, Inc.**

**Request for Proposals (RFP)  
RFP# WC-2024-01**

***Statewide Courier Service of COVID-19 and Infectious Disease Specimens to Wadsworth Center***

**QUESTIONS AND ANSWERS**

*Questions below were received by the deadline announced in the Request for Proposals. The New York State Department of Health/Health Research, Inc. is not responsible for any errors or misinterpretation of any questions received.*

The responses to questions included herein are the official responses by the New York State Department of Health/Health Research, Inc. to questions posted by potential bidders and are hereby incorporated into the RFP# WC-2024-01. In the event of any conflict between the Request for Proposals and these responses, the requirements or information contained in these responses will prevail.

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**Question 1:** Can I submit a bid for subcontracting for this project?

**Answer 1:** Subcontracting is allowed per the RFP, but the subcontractor would need to work with a primary contractor to be included as part of their proposal.

**Question 2:** When can we expect the data to be posted for the routes?

**Answer 2:** After selection, the Wadsworth Center will work with the selected vendor to set up routes in each of the regions to best meet the needs of Wadsworth Center within the terms of the agreed upon contract. The regions are consistent with the NYSDOH's Regional Office delineations (Western Region, Central Region, Capital Area, and Metropolitan Region).

**Question 3:** Section I - Project Scope: 'After selection, the Wadsworth Center will work with the selected vendor to set-up routes in each of the regions. The routes may be daily or up to 5 times per week (Monday-Friday) and potentially Saturday and Sunday for special requests': Can these routes be shared now, so that pricing can be made effectively reflecting what is actually needed?

**Answer 3:** The Wadsworth Center will work with the selected vendor to set-up routes to best meet the needs of Wadsworth Center within the terms of the agreed upon contract.

**Question 4:** Section I - Project Scope: 'There is also the need for transport of STAT specimens that need to be transported urgently to Wadsworth Center for testing.' How often will STAT deliveries be required? Alternatively, with what frequency in the past have STAT deliveries been required?

**Answer 4:** The frequency of STAT deliveries can be unpredictable when related to an outbreak, but in general are not expected to be more than a few times a month on average.

**Question 5:** Section I - Project Scope: 'The award will extend through July 2026 pending the continued availability of funds. A total of \$3 million is available to fund this courier system.' Does this mean that the budget / funding is \$3m through July 2026?

**Answer 5:** Yes, a total of \$3 million is available to fund this courier system through July 2026.

**Question 6:** Section II – 'Evaluation weighting, including 'Preferred Eligibility Requirements': With what weighting will these items be calculated in the evaluation process?

**Answer 6:** The Preferred Eligibility Requirements are weighted as an additional bonus (up to 20%) added to the final score.

**Question 7:** Are the pick-up times the same across state the same (ex: each site needs a pick-up at 7am)?

**Answer 7:** No, pickup times are expected to vary by site.

**Question 8:** Are all specimens required to be delivered at/by a certain time?

**Answer 8:** There are two possible timelines depending on the specimen designation. 1) Routine scheduled pickups of specimens throughout the business day must be transported to the Wadsworth Center before 6:00 AM the following day. 2) Specimens identified as "High Priority/Emergency (STAT)" must have same-day prioritized pickup and immediate delivery within 8 hours of the scheduled pickup.

**Question 9:** Can the invoicing terms be changed from quarterly to monthly?

**Answer 9:** Invoicing can be either quarterly or monthly.

**Question 10:** Would this be awarded to one or multiple companies?

**Answer 10:** This contract could be awarded to either one or multiple companies.

**Question 11:** If a company only bid on 2 regions which are the closest to their domicile, will that have a negative impact on the selection process?

**Answer 11:** No, bidding for areas less than the entire state will not negatively affect the proposal review.

**Question 12:** Using the Metropolitan Area as an example, do we pick up every week from NYC, Central Islip and New Rochelle offices in the morning and complete the deliveries in Albany the same day?

**Answer 12:** Routine scheduled pickups throughout the business day must be transported to the Wadsworth Center before 6:00 AM the following day.

**Question 13:** Is the WC open 24 hours. If not, what's their schedule?

**Answer 13:** Deliveries are accepted at Wadsworth Center 24 hours a day / 7 days a week.

**Question 14:** How many pickups/Specimens on average from each location?

**Answer 14:** The number of pickup and specimens per pickup are expected to vary by site.

**Question 15:** Would you prefer a dedicated vehicle for each location?

**Answer 15:** There is no preference for a dedicated vehicle for each location.

**Question 16:** Quote format expectation: Per Roundtrip, Per Mile, Per Day?

**Answer 16:** Quotes are expected to be per mile.

**Question 17:** On average how many pickups will occur per day?

**Answer 17:** The number of pickup and specimens per pickup are expected to vary by site.

**Question 18:** The RFP has the reporting and invoicing in the same section and states it should be submitted quarterly. Would my company be able to submit invoices monthly and submit the reports quarterly?

**Answer 18:** Invoicing can be either quarterly or monthly.

**Question 19:** Do you have any specifications on the size of the vehicles needed to transport the specimens?

**Answer 19:** There are no requirements for the size of the vehicles needed to transport the specimens.

**Question 20:** Introduction Section Project Scope 1<sup>st</sup> Paragraph – What are the receiving hours for delivery at Wadsworth Center.

**Answer 20:** Deliveries are accepted at Wadsworth Center 24 hours a day / 7 days a week.

**Question 21:** Minimum Eligibility Requirements Project Scope- Who is responsible for providing the specimen transport containers/specimen bags at each collection site?

**Answer 21:** The pickup site facility, not the courier, is responsible for packaging the specimen(s) for transport.

**Question 22:** Minimum Eligibility Requirements- Does each specimen from each collection site need to be segregated from separate collection sites? Or can each individually packaged specimen be combined in one or more larger temperature-controlled cooler[s] for transportation to WC?

**Answer 22:** Individually packaged specimens must remain in their original boxes/containers, but multiple sealed boxes could be combined in one or more larger temperature-controlled cooler(s) for transportation to Wadsworth Center.

**Question 23:** III. Project Narrative/ Work Plan Outcomes – What is the process for collecting and redistributing packing and coolers for each site?

**Answer 23:** On occasion, Wadsworth Center may send coolers, packing materials, and other supplies from WC to specimen pickup sites as a means to provide new shipping resources to our partners or return for reuse existing shipping resources. These deliveries would occur during regular business hours and be coordinated with the courier to integrate into existing pickup and delivery routes.

**Question 24:** III. Project Narrative/ Work Plan Outcomes – What are the sizes of the collected packages?

**Answer 24:** Sizes can vary, but typical Category B shippers are 20 x 20 x 18" or smaller.

**Question 25:** III. Project Narrative/ Work Plan Outcomes – What is the expected total number of trips to the WC quarterly for each region?

**Answer 25:** The number of pickups and specimens per pickup are expected to vary by site.

**Question 26:** III. Project Narrative/ Work Plan Outcomes – What is the expected number of packages and stops for each region collected daily/quarterly?

**Answer 26:** The number of pickups and specimens per pickup are expected to vary by site.

**Question 27:** In past estimated Stat pickup and deliveries.

**Answer 27:** The frequency of STAT deliveries can be unpredictable when related to an outbreak, but in general are not expected to be more than a few times a month on average.

**Question 28:** How many, if any, specimen pickups/deliveries were made in 2023 and 2024? Is this number likely to increase or decrease?

**Answer 28:** The number of pickups and specimens per pickup are expected to vary by site.