

## T-0119

# Hospital and Surgical Supplies Dressings & Related Items

## METHOD OF OPERATION

### **SCOPE OF WORK**

This contract is intended to allow agencies to purchase necessary items awarded under this title. Due to the quantity of items bid and the number of contractors, the agency is required to search/shop the items in the award to determine those items best suited to the needs of the respective agency. The search will enable each agency to purchase from the contractor(s) who best meets the needs of the agency, when the price and other factors, such as clinical requirements or consistency of treatment or consistency of products and or inventory control reasons are considered.

### **OPERATION OF CONTRACT**

1. The contracts are divided between 11 contractors. Of the 11 contractors, several have only limited participation, such as Gluco Perfect, which is limited to diabetes treatment and testing devices. In addition, purchasers should be aware that not all items in any specific catalog are actually awarded; only those items that meet the specifications in section 3 and addendum are applicable. As an example, No Multiwash, Perineal Wash or Barrier Creams or Shampoo type products are permitted on this contract.
2. The “At-A-Glance” sheet attached to the Notice of Award is broken down in a searchable spreadsheet containing several thousand lines listed by various fields such as “Category” and “Description.” The search should begin in the “Category” field, and then proceed to the “Description” field, and then the “Contractor” field. Examples such as “Tape Cloth” under the “Category of Surgical, Dressings & Aids; “Sharps Collection Container under the Category of Biohazard.” When you click on a specific Category of item, only items from that category will show on the spreadsheet. When you click on the item in the description field, only that item will show.
3. **Due to the size of the “At-A-Glance” searches must be done by category and then for the specific item descriptions.** As an example if you wish to purchase Insulin Syringes you would go to the arrow in column named “Category Name” and then scroll down to “Syringes Needles & Supplies” when you click on it, that category is all that will show. Then go to the column labeled “Description” and search for “Syringe ½ CC 28x.5 Insulin” when you click on this description only that line will show; you will then have all the necessary information to order the item. This entire process takes about 5 seconds, so in 1 minute you could search for several items and have all the information you need to order.
4. The “At-A-Glance” sheet contains two sheets. The second searchable sheet labeled “Catalog” which is at the bottom under the tab “Catalog” is listed under Description and Model #, this area contains the names of contractors with catalogs for the various categories listed in column #2 “Category Name.” These catalogs

should be requested from each of the specific contractor and maintained at your agency for future reference. **NOTE: Agencies are advised that contractors are not permitted to sell any item that is specified in any other term contract. Please see RFP Section 3.0 for several of the contracts with items that are excluded.**

5. To determine the best overall purchase price, the agency should do the following: a. review the spreadsheet to search for the items needed; b. review the catalogs and search the items out in the catalog and then use the discount listed in the "At-A-Glance" sheet to get the net price. It is recommended that prices from at least three (3) contractors' be searched to determine the best pricing for the specific purchase. This search should be done for each purchase for the life of the contract. This price comparison will ensure that your agency makes the best use of the contract and the best use of State funds.
6. The lowest price on an individual item is not necessarily the determining factor in the purchase; rather you should determine the lowest overall price for the entire order or the entire list of items to be purchased, with all the other factors considered before you make a purchase.

### **CONTRACT TERM**

1. This term contract shall be for a period of Three (3) Years from February 1, 2009.
2. The contract may be extended for all or part of Four (4) One year periods.

### **PRICE INFORMATION FROM CONTRACTORS**

1. Prices and catalogs will remain the same for the entire 3 year term of the contract. See RFP Section 4.4.8 Price Increases. Agencies may verify, with the Purchase Bureau Buyer, that price lists/catalogs supplies by the contractor are in fact the active price lists/catalogs.
2. Upon extension, prices may be increased, with approval of the Director of the Division of Purchase & Property, Department of The Treasury. See RFP Section 4.4.8 Price Increases.
3. The contractor is responsible for supplying all price lists and catalogs during the life of the contract, including any extensions.
4. It is recommended that you request Catalogs from all contractors as early in the term of this contract as possible to ensure that your agency gets up to date pricing and is able to purchase using the correct prices.
5. Catalogs may be reproduced and supplied as photocopies, and need not be hard bound into books.
6. In most cases the percentage on the right of the spreadsheet is the discount off the list price, however where indicated it may be a premium added to the list price. In these instances it will be listed as a plus number such as "Plus 5%".
7. In some cases the prices are a net price, in these cases the discount column will show "Net" as the discount.
8. **It is the agencies responsibility to calculate the purchase price by taking the List Price and applying the discount; this will be done on each item purchased, and the final discounted price is the price the State will pay for the items.**