

**New Jersey Department of Health  
Office of the Commissioner  
Request for Quote for Turnkey Vaccine Administration Services**

**1.0 INFORMATION FOR BIDDERS**

**Question and Answer Period:**

Bidders must submit questions to [centralprocurement@doh.nj.gov](mailto:centralprocurement@doh.nj.gov) by 12 PM EST on Wednesday, June 9, 2021.

**Proposals Due:**

Bidders must submit proposals to [centralprocurement@doh.nj.gov](mailto:centralprocurement@doh.nj.gov) by 12 PM EST on Thursday, June 17, 2021.

**1.1 PURPOSE AND INTENT**

This Request for Quote (“RFQ”) is issued by the New Jersey Department of Health (“NJDOH” or “Department”). The purpose of this RFQ is to solicit Quotes from qualified Bidders that would like to become a Vaccination Provider for the provision of Turnkey Vaccine Administration Services.

The State of New Jersey (“State”) anticipates this RFQ may result in a multi-vendor Contract award as the RFQ is structured to address the best interest of the State in each aspect of the required vaccination administration program. Therefore, the intent of this RFQ is to award one (1) or more Contract(s) to those responsible Bidder(s) whose Quote(s), conforming to this RFQ are most advantageous to the State, price and other factors considered. In the event that one (1) Contractor cannot provide all three (3) Turnkey Vaccine Administration Services as defined herein, the State will award no more than one (1) Contractor for each Service Type. The State may choose to award any and all price lines. The State, however, reserves the right to separately procure individual requirements that are the subject of the Contract during the Contract term, when deemed by the Commissioner, Department of Health, or its designee, to be in the State’s best interest.

This RFQ is focused on soliciting Quotes from Bidders to fulfill all requirements within the following three (3) Turnkey Vaccine Administration Services types (also herein referenced as Service Types) Types:

- A. **Service 1:** Pop-Up Site Service (“PSS”);
- B. **Service 2:** Mobile Unit Services (“MUS”); and
- C. **Service 3:** Homebound Services (“HS”)

Bidders are not required to submit Quotes for all services in order to be considered for award. Interested Bidders can submit a Quote to provide one (1) or multiple outlined Service Types identified above as directed by RFQ Section 4.0, *Bidder Quote Preparation and Submission Requirements*. Quotes will be evaluated in accordance with RFQ Section 6.0, *Quote Evaluation*.

The State of NJ Standard Terms and Conditions (SSTCs) and the Waivered Contracts Supplement to the State of NJ Standard Terms and Conditions accompanying this RFQ will apply to all Contract(s) made with the State. These terms are in addition to the terms and conditions set forth in this RFQ and should be read in conjunction with them unless the RFQ specifically indicates otherwise.

The State may extend the awarded Contract(s) to the Department of the Treasury, Division of Purchase and Property (Division) - Procurement Bureau’s Cooperative Purchasing Program participants after Contract award. The State requests the Bidder complete the Cooperative Purchasing Form indicating its willingness to extend the Contract’s pricing and terms to Cooperative Purchasing Program participants. The Cooperative Purchasing Form is located on the [Division’s website](#). These participants include quasi-State entities, counties, municipalities, school districts, volunteer fire departments, first aid squads, independent institutions of higher learning, County colleges and State colleges. Although the State, with the consent of the Contractor(s), may make use of any Contract resulting from this RFQ available to non-State Agencies, the State makes no representation as to the acceptability of any State RFQ terms and conditions under the Local Public Contracts Law or any other enabling statute or regulation.

**1.2 BACKGROUND**

As a result of COVID-19’s devastating impacts, New Jersey has built a robust COVID-19 vaccination program. In January 2020, the State of New Jersey started actively tracking the outbreak of a novel coronavirus. Since the COVID-19 public health emergency was declared through Executive Order No. 103 on March 9, 2020, New Jersey has mobilized a Statewide, data-driven COVID-19 response that includes healthcare capacity expansion, focus on vulnerable populations, scaling of testing, contact tracing and exposure notification mobilization, resource provision, and resiliency planning. The State informs COVID-19 efforts through transparent information to the public and through funding and technical guidance to local partners.

New Jersey began COVID-19 vaccination planning in the context of considerable unknowns regarding vaccine safety, efficacy, availability and timelines, federal distribution logistics, supplies, and funding resources, public demand, likelihood of community protection through vaccination, and other factors. As a result, the State is now looking to expand its vaccination program through the use of third-party vaccination providers providing the Turnkey Vaccine Administration Services as defined below:

- A. **Service 1:** Pop-Up Site Service (“PSS”) – Provision of turnkey vaccination services as part of community-based initiatives with local stakeholders. Pop-up sites may vary in size (as demonstrated below). Pop-Up Sites may be at the direction of the NJDOH or other State agencies to ensure the vaccination of target populations.

Site size specifications are demonstrated below:

| <b>Site Type</b> | <b>Size Specification based on Vaccination Administration Total</b>              |
|------------------|--|
| <b>Small</b>     | 0-249 doses per day<br><b>Estimated Throughput:</b> Six (6) per hour/per lane    |
| <b>Medium</b>    | 250-499 doses per day<br><b>Estimated Throughput:</b> Ten (10) per hour/per lane |
| <b>Large</b>     | 500 – 1,999 doses per day<br><b>Estimated Throughput:</b> 12 per hour/per lane   |
| <b>Mega</b>      | 2,000+ doses per day<br><b>Estimated Throughput:</b> 12 per hour/per lane        |

- B. **Service 2:** Mobile Unit Services (“MUS”) – Provision of turnkey vaccination services to hard-to-reach and high-risk populations. MUS allow for the NJDOH to reach specific populations, including people who are underserved, high-risk groups, essential workers, and rural communities to name a few. These sites are coordinated by the NJDOH and in collaboration with local public health departments in indoor or outdoor settings, with support from local public health clinics, health care providers, pharmacies, community and faith-based organizations, employers, and other stakeholders; and
- C. **Service 3:** Homebound Services (“HS”) – Provision of vaccination services within a personal home setting to individuals who may be homebound due to medical conditions.

## **2.0 DEFINITIONS**

**Approved COVID-19 Vaccine Provider (Vaccine Provider)** – The Entity that has an activated Centers for Disease Control and Prevention COVID-19 Vaccine Provider Agreement for the State of New Jersey.

**Booster** – An additional dose of an immunizing agent, such as a vaccine or toxoid, given at a time after the initial dose to sustain the immune response elicited by the previous dose of the same agent.

**Community-Based Organization** - Organization aimed at making desired improvements to a community's social health, well-being, and overall functioning. Community organization occurs in geographically, psychosocially, culturally, spiritually, and/or digitally bounded communities.

**Cooperative Purchasing Program** – The Division’s intrastate program that provides procurement-related assistance to New Jersey local governmental entities and boards of education, State, and county colleges and other public entities having statutory authority to utilize select State contracts issued by the Division, pursuant to the provisions of N.J.S.A. 52:25-16.1 et seq.

**Department of Health (NJDOH or Department)** – State department charged with improving population health by strengthening New Jersey’s health system.

**Entity** – Any agency, authority, office, bureau, board, council, court, commission, department, district, institution, unit, division, body or house of any branch of the State government, any political subdivision of the State, and any organization related to, as defined by the Cooperative Purchasing Program.

**Faith-Based Organization** - Organization whose values are based on faith and/or beliefs, which has a mission based on social values of the particular faith, and which most often draws its activists from a particular faith group.

**Health Resources and Services Administration (HRSA) COVID-19 Uninsured Program** – U.S. Department of Health and Human Services (HHS) program that permits claim reimbursement to healthcare providers and facilities for COVID-19 testing and treatment of the uninsured.

**HRSA COVID-19 Coverage Assistance Fund (CAF)** – HHS program that permits claim reimbursement to healthcare providers and facilities for COVID-19 testing and treatment of the underinsured.

**New Jersey Immunization Information System (NJIS)** - A free, confidential, population-based online system that collects and consolidates vaccination data for New Jersey's children and adults. The NJIS is the official Immunization Registry per the Statewide Immunization Registry Act, N.J.S.A. 26:4-131 et seq. (P.L. 2004, c. 138), implemented at N.J.A.C. 8:57-3.

**New Jersey Vaccine Scheduling System (NJVSS)** – A free, confidential system that is available for any COVID-19 Vaccine Provider in New Jersey to utilize for vaccine appointment scheduling, doses administered documentation, and reporting vaccination data to NJIIS.

**Payer of Last Resort** – Entity (also herein referenced as “Entity”) that is responsible for payment after all other programs have been pursued for enrollment and payment. Examples of other programs include, but are not limited to, private/public health insurance, employer-sponsored health insurance, Medicaid, and other State and Federal Programs.

**Personal Protective Equipment** - Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.

**Service Type** – A category of turnkey vaccination services defined herein.

**Vaccination Event** – Scheduled vaccination service approved by the NJDOH.

### **3.0 SCOPE OF WORK – REQUIREMENTS OF THE CONTRACTOR(S)**

#### **3.1 GENERAL REQUIREMENTS**

The following general requirements shall apply to all Service Types.

##### **3.1.1 TURNKEY VACCINATION SERVICE TYPES & ADMINISTRATION**

###### **3.1.1.1 TURNKEY VACCINE ADMINISTRATION SERVICES**

For each Service Type, the NJDOH will provide the awarded Contractor(s) with locations throughout the State and when appropriate, partner the awarded Contractor(s) with community stakeholders for Community or Faith-Based Organizations “CBO/FBO” local sites as outlined in Section 3.4.1.

The awarded Contractor(s) shall have the capacity to provide a turnkey vaccination administration solution seven (7) days per week and between the hours of 5:00 AM (Eastern Standard Time (“EST”) to 11:00 PM EST. Turnkey Vaccine Administration Services include, at a minimum:

- A. An operation plan that can successfully administer all COVID-19 vaccine types;
- B. Administration planning and implementation, including the site logistical floor plans and clinic flow (space for queuing, registration for the DOH or Entity provided location, education/clinical questions, storage of vaccines, vaccine administration and preparation, and observation) for all Service Types;
- C. Staffing as referenced in Section 3.2 of this RFQ;
- D. Registration and scheduling;
- E. Reporting as referenced in Section 3.6 of this RFQ;
- F. Equipment;
- G. Garbage and Biohazard Waste Removal, including, but is not limited to, the removal of all hazardous and non-hazardous waste in compliance with all State, federal, and local requirements; and
- H. Cold Chain Management needed to operate all vaccine types and Service Types, as outlined in the Centers for Disease Control and Prevention (“CDC”) Vaccine Storage and Handling Toolkit <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf> and the vaccine manufacturer’s guidance;
- I. Licensed/registered vehicles, where applicable; and
- J. The ability to simultaneously operate multiple Vaccination Events for the awarded Service Type, in each region of the state (North, Central, and South).

Note: Turnkey Vaccine Administration Services shall include the administration of a first, second, and/or Booster COVID-19 vaccination.

### **3.1.2 REQUIRED AGREEMENTS & TRAININGS**

The awarded Contractor(s) shall complete and submit the following applications, agreements, and trainings within two (2) calendar days after Contract award.

- A. CDC Provider Agreement Application located at: <https://njiis.nj.gov/core/web/index.html#/newFacilityEnrollment>;
- B. On-demand COVID-19 provider training for NJIIS located at: <https://register.gotowebinar.com/register/1852127748320554508>;
- C. CDC COVID-19 vaccine training modules located at: <https://www2.cdc.gov/vaccines/ed/covid19/index.asp>; and
- D. Privacy & Security Requirements For New Jersey Covid-19 Point of Dispensing Sites and New Jersey Vaccine Scheduling System Access Confidentiality Agreement for access to the New Jersey Vaccine Scheduling System (NJVSS), herein attached as Attachment #1.

The Contractor(s) must obtain a New Jersey CDC Provider Agreement specifically approved for operation under this Contract. Additionally, the awarded Contractor(s) shall not commence services until all agreements have been approved and training completion is confirmed.

**Note:** The New Jersey COVID-19 Vaccine Provider Checklist can be found at: [https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID19\\_provider\\_checklist.pdf](https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID19_provider_checklist.pdf).

### **3.1.3 VACCINATION-RELATED STATE LAWS, ORDERS, DIRECTIVES, AND GUIDANCE**

The Contractor(s) shall direct and setup multiple turnkey vaccination administration service sites throughout the State as required by the NJDOH and in accordance with all vaccination-related State laws, orders, directives, and guidance including, but not limited to, the below and all associated updates.

- A. Underlying State Laws
  - 1. New Jersey Emergency Health Powers Act:(N.J.S.A. 26:13-1 to -3, see especially N.J.S.A. 26:13-23);
  - 2. Statewide Immunization Registry Act (N.J.S.A. 26:4-131 to -138); and
  - 3. Regulations of the New Jersey Immunization Information System (N.J.A.C. 8:57-3).
- B. COVID-19 Point of Dispensing Expectations
  - 1. Executive Directive (“ED”) 20-035, *New Jersey Vaccine Education and Prioritization Plan Pursuant to N.J.S.A. 26:13-23*. [New Jersey Vaccine Education and Prioritization Plan Pursuant to N.J.S.A. 26: 13-23](#) (12/15/20); and
  - 2. New Jersey Interim COVID-19 Vaccination Plan v.2. [New Jersey Interim COVID-19 Vaccination Plan v.2](#) (Revised 12/15/20).
- C. COVID-19 Vaccine Administration Authorization
  - 1. ED 20-037 [Authorization for Members of the Healthcare Provider Community to Conduct COVID-19 Vaccination Administration](#) (1/6/21);

2. Division of Consumer Affairs Administrative Order (“DCA-AO”) [DCA-AO-2021-01 COVID immunization administration by pharmacists, pharmacy interns and externs to individuals ages three and over](#) (1/5/21);
  3. DCA-AO-2021-02 [Immunization administration by pharmacy technicians](#) (1/5/21);
  4. DCA-AO-2021-03 [Immunization administration by pharmacists, pharmacy interns and externs to children ages three and over](#) (1/5/21);
  5. [DCA-AO-2021-06](#) and Notice of Rule Adoption and Waiver (“DCA-W”) [DCA-W-2021-02 COVID Immunization Administration By Certified Medical Assistants](#) (2/19/21);
  6. [DCA-AO-2021-07](#) and [DCA-W-2021-03 COVID Immunization Administration By Additional Health Care Practitioners](#) (2/19/21); and
  7. [DCA-AO-2021-08](#) and [DCA-W-2021-04 COVID Immunization Administration By Health Care Practitioners-in-Training](#) (2/19/21).
- D. COVID-19 Reporting
1. EO 207 [Enrolling Residents Who Choose to Receive a COVID-19 Vaccine in the New Jersey Immunization Information System](#) (12/4/20);
  2. DCA-AO-2021-04 [Requires licensed health care providers who are authorized to administer vaccines to register and report to the NJIS when administering a vaccine for COVID-19](#) (1/5/21);
  3. New Jersey Department of Health. [Importance of Demographic Data Collection and Reporting to Ensure Equitable Access to COVID-19 Vaccines](#) (2/12/21); and
  4. New Jersey Vaccine Scheduling System Privacy Notice. <https://covidvaccine.nj.gov/privacy-notice/>.
- E. COVID-19 Population Prioritization
1. New Jersey Department of Health. [Phase 1A Healthcare Worker and Long-term Congregate Settings](#) (Revised 12/28/20);
  2. New Jersey Department of Health. [Phase 1B First Responders](#) (1/8/21); and
  3. New Jersey Department of Health. [Phase 1B Persons Aged 65 and Older and to Phase 1B Persons Aged 16 and Older with a Chronic Medical Condition](#) (1/13/21).

### **3.1.4 PROJECT LAUNCH MEETING**

The Contractor(s) shall schedule and meet in person with the State Contract Manager (“SCM”) within five (5) business days after its Contract award. This meeting shall include discussion on topics including, but not limited to:

- A. Proper methods and channels of communication between the Contractor(s) and the SCM and any collaborators;
- B. Finalization of any preliminary plans submitted as part of the awarded Contractor’s Quote submission (i.e. Vaccine Waste Minimization Management Plan, Reference Section 4.1.3.1);
- C. Development of reporting format and mechanisms; and

- D. Any additional information pertinent to Contract(s) operation.

### **3.2 STAFFING**

The Contractor(s) shall, at a minimum:

- A. Determine staffing needs, including clinical, administrative and logistical support. At a minimum, the Contractor(s) shall ensure that each site possesses adequate staffing of authorized vaccinators as well as operational, planning, logistical, financial, and administration staff;
- B. Provide staff that are bi-lingual in Spanish and incorporate a language service into the Contractor's operations for top languages spoken in New Jersey beyond English, including but not limited to Arabic, Bengali, Chinese (Mandarin, Cantonese and other Chinese languages), French, Haitian Creole, Gujarati, Hindi, Korean, Polish, Spanish, Tagalog, and Yiddish. The Contractor must provide the needed bi-lingual staff or incorporate a language service at all operational sites, regardless of Service Type.

### **3.3 ESTABLISHING A POINT OF DISPENSING**

#### **3.3.1 REGISTRATION AND SCHEDULING**

The Contractor(s) shall at a minimum:

- A. Adopt and implement the New Jersey Vaccine Scheduling System (NJVSS) as part of its Turnkey Vaccine Administration Services for all Service Types;
- B. In accordance with each Service Type and site specification, the Contractor(s) shall, at a minimum, provide both scheduled and walk-up appointments, for applicable Service Types;
- C. Ensure that its operational plan separates on-site registration for scheduled appointments and walk-ups; and
- D. Accept registration and scheduling lists from the State's vaccine call center and all designated CBO/FBO program collaborations, as referenced in Section 3.4.1 herein.

#### **3.3.2 STORAGE & HANDLING**

The Contractor(s) shall, at a minimum:

- A. Ensure that COVID-19 vaccines are stored and handled properly from the time they are allocated to the Contractor, until they are administered to the vaccine recipient to maintain the cold chain, thus protecting the potency and effectiveness of the vaccine and ensuring vaccine recipients are fully and safely protected from vaccine-preventable diseases;
- B. Maintain proper storage and temperature monitoring equipment to meet the specific needs of the COVID-19 vaccine product(s). This includes the correct vaccine storage units whether a refrigerator, regular freezer, or ultra-cold freezer to maximize the product shelf life;  
  
It is noted that purpose-built, also referred to as "pharmaceutical-grade," vaccine storage units are preferred and are designed specifically for storage of biological including vaccines;
- C. Store and handle COVID-19 vaccines under proper conditions, including maintaining cold chain conditions and chain of custody at all times in accordance with the vaccine-specific Emergency Use Authorization (EUA) or vaccine package insert, manufacturer guidance, and CDC guidance



in the Vaccine Storage and Handling Toolkit (herein referenced as “Toolkit”) and vaccine specific guidance available at <https://www.cdc.gov/vaccines/covid-19/index.html>;

- D. Monitor storage unit temperatures at all times, using a digital data logger that meets CDC specifications and has a current and valid certificate of calibration. The Contractor shall ensure that monitoring practices comply with guidance in the Toolkit;
- E. Transport vaccines in accordance with CDC and vaccine manufacture’s guidance using qualified containers and pack-outs (portable refrigeration units with digital data loggers). CDC guidance can be found at: <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>.

**Note:** Qualified containers and pack-outs are types of containers and supplies specifically designed for use when packing vaccines for transport. They are “qualified” through laboratory testing under controlled conditions to ensure they achieve and maintain desired temperatures for a set amount of time.

- F. Comply with immunization program guidance for handling temperature excursions;
- G. Monitor and comply with COVID-19 vaccine expiration dates;
- H. Preserve all records related to COVID-19 vaccine management for a minimum of three (3) years, or longer as required by the agreement or law of the jurisdiction;
- I. Comply with CDC instructions and timelines for disposing of COVID-19 vaccine and diluent, including used doses; and
- J. Ensure that all staff are trained and comply with the above-mentioned guidelines in accordance with the EUA.

The Contractor(s) can find detailed information regarding COVID-19 vaccine storage and handling requirements at CDC Vaccine Storage and Handling Toolkit at: <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html>.

### **3.3.3 VACCINATION ADMINISTRATION**

The Contractor(s) shall develop a vaccination administration process that ensures at a minimum, the Contractor(s):

- A. Administer COVID-19 vaccine at no out-of-pocket cost to the recipient;
- B. May not deny anyone vaccination based on the vaccine recipient's coverage status or network status;
- C. May not charge an office visit or other fee if COVID-19 vaccination is the sole medical service provided;
- D. May not require additional medical services to receive COVID-19 vaccination;
- E. May seek appropriate reimbursement from a program or plan that covers COVID-19 vaccine administration fees for the vaccine recipient;
- F. Provides all Personal Protective Equipment in accordance with CDC guidelines;
- G. Comply with 2<sup>nd</sup> Dose Completion Process to ensure that for every 1st dose of vaccine administered, the recipient is scheduled for their 2nd dosage, where applicable, prior to departure from the site; and
- H. Finalize all required revisions of its Preliminary Vaccine Waste Minimization Management Plan provided at Quote submission and discussed during the Project Launch Meeting (Reference Section 3.1.4 herein) and submit to the SCM within five (5) business days after the Project Launch Meeting. The Final Vaccine Waste Minimization Management Plan shall become part of the Contract and shall ensure that all doses are used (i.e. for checklist- backup power; develop waitlist/call back list, etc.).

Additionally, the Contractor(s) shall ensure that:

- I. Within 24-hours after shipment received, begin administering newly received vaccines;
- J. Within three (3) full days after shipment received, administer and report at least 75% of available new 1st doses;
- K. Within six (6) full days after shipment received, administer and report 100% of available new 1st doses;
- L. For each given vaccine type, ensure that the 2<sup>nd</sup> dose is administered at the appropriate time interval;
- M. Minimize residual inventory (total 1st and 2nd doses on-hand after six (6) full days) by actively scheduling in advance and issuing 2nd dose reminders; and
- N. Within 48-hours after each dose is administered or by the above three (3) day/ six (6) day checkpoints, report each dose accurately and completely to the New Jersey Immunization Information System (NJIIS).

### **3.3.3.1 VACCINATION OBSERVATION**

The Contractor shall perform all vaccinations and post-vaccination observation periods as recommended by the Advisory Committee on Immunization Practices, the Centers for Disease Control and Prevention, and the vaccine manufacturer.

- A. Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Authorized in the United States: <https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html>; and
- B. Interim Considerations: Preparing for the Potential Management of Anaphylaxis after COVID-19 Vaccine  
[https://www.cdc.gov/vaccines/covid-19/clinical-considerations/managing-anaphylaxis.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2F covid-19%2Finfo-by-product%2Fpfizer%2Fanaphylaxis-management.html](https://www.cdc.gov/vaccines/covid-19/clinical-considerations/managing-anaphylaxis.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2F covid-19%2Finfo-by-product%2Fpfizer%2Fanaphylaxis-management.html).

### **3.3.4 SAFE IMMUNIZATION PRACTICES**

The Contractor(s) shall implement the CDC’s Interim Guidance for Routine and Influenza Immunization Services during the COVID-19 Pandemic ,which can be found at: <https://www.cdc.gov/vaccines/pandemic-guidance/index.html>.

## **3.4 SITE ACTIVATION**

### **3.4.1 COMMUNITY-BASED PROGRAM COLLABORATIONS**

Upon notification from the NJDOH, the Contractor(s) shall partner with a designated Community or Faith-Based Organization (“CBO/FBO”), or other designated Entities to provide Turnkey Vaccine Administration Services at designated community locations. As part of this collaboration the Contractor(s) must:

- A. Meet with the CBO/FBO/Entities as directed by the NJDOH for a Site Activation Meeting. As part of this meeting, the collaborating partners shall finalize a site location, date, and time for the vaccination event. Upon finalization, the CBO/FBO/Entities will provide the Contractor with a list of proposed vaccine recipients to be registered and scheduled;
- B. Upon receipt of the CBO/FBO/Entities provided list of proposed vaccine recipients, the Contractor(s) shall register and schedule all proposed recipients. The vaccine recipients should be registered and scheduled at least five (5) business days prior to the commencement of the Vaccination Event;
- C. As part of the registering and scheduling process, the Contractor(s) shall ensure the proposed vaccine recipient meets the current State eligibility requirements. In the event that the proposed vaccine recipient does not meet eligibility requirements, the Contractor(s) shall notify the CBO/FBO/Entities of such in writing and not move forward with registration and scheduling; and
- D. Administer vaccines based on the provided State allocation plan.

## **3.5 WRAPAROUND SERVICES**

The Contractor(s) shall provide, if needed, at an additional cost to the awarded Service Type services firm fixed price, the following wraparound services:

- A. **Site Security** – Coordinate with the local and/or private business to provide site security, including traffic management. Site security shall be offered and priced in 120-minute (two (2) hour) increments of time;
- B. **Site Cleaning** – Provision and utilization of all cleaning products to ensure site meets sanitation requirements. This includes but is not limited to periodic cleaning to be completed throughout the course of the day. This includes the Contractor performing all site cleaning; and
- C. **Site Furnishing** – All furniture needed to carry out turnkey operations (i.e. space dividers, chairs, tables, etc.). Site furnishing shall be billed on a per day basis as set forth by the State-supplied price schedule.

### **3.6 REPORTING REQUIREMENTS**

The Contractor shall enter all vaccination data into the New Jersey Immunization Information System (NJIS) and follow all reporting requirements set forth in the provider agreements referenced in Section 3.1 herein.

#### **3.6.1 DAILY PROVIDER SITE REPORT**

The Contractor(s) will receive a Provider Site Report via email on each day that it has a scheduled Vaccination Event. The Contractor(s) shall complete and submit the daily report for each Vaccination Event by 11:00 PM (Eastern Standard Time) on the same day in which the event was held.

**Note:** A Daily Provider Site Report sample is included as Attachment #2.

#### **3.6.2 INCIDENT REPORTS**

The Contractor (s) shall provide an Incident Report. The Incident Report shall provide emergency information on incidents that occur on-site immediately to the NJDOH Site Point-of-Contact (POC) and the SCM. The Contractor(s) shall report in writing all incidents, including accidents, delays in service, injuries, etc., to the site POC and SCM in writing by close of the business day following any adverse occurrence. All notifications of incidents reported to the POC and SCM shall be delivered by phone and include a follow-up email as referenced above.

### **3.7 PERFORMANCE REQUIREMENTS FOR DISPENSING**

The Contractor(s) shall comply with, at a minimum, the below dispensing performance requirements:

- A. **Continued Readiness** – Comply with CDC Agreement and NJ Interim COVID-19 Vaccination Plan, remain up to date on provider trainings, and maintain vaccine storage and handling stewardship;
- B. **Eligibility** – Follow Statewide phasing and criterion, no supplemental patient documentation collected;
- C. **Communications** – Disburse EUA factsheets, provide interpretation, list site on COVID-19 Info Hub;

- D. Scheduling – Make appointments, offer the ability to operationally accept walk-ins, ensure data privacy and confidentiality ;
- E. Administration – Accommodate persons with disabilities. Achieve the following administration checkpoints:
  - 1. Day One (1) - Within 24-hours after shipment received begin administering new vaccines;
  - 2. Day Three (3) - Within three (3) full calendar days after shipment received, administer and report at least 75% of available new 1st doses; and
  - 3. Day Six (6) - Within six (6) full calendar days after shipment received, administer and report 100% of available new 1<sup>st</sup> doses.
- F. Multi-dose – Schedule and offer 2nd dose appointments to all 1<sup>st</sup> dose recipients at the designated EUA interval;
- G. Reporting – Timely complete NJIS reporting within 48-hours, provide daily site report surveys, provide completed vaccination record card to each recipient, collect demographic data; and
- H. Billing – No insurance required, no balance billing, bill insurance for administration fee. Reference Section 3.8, *Billing*).

### **3.8 BILLING**

The Contractor(s) shall develop, implement, and maintain a billing procedure for turnkey vaccination administration services that ensures, at a minimum:

- A. Administering COVID-19 vaccine regardless of the vaccine recipient’s ability to pay COVID-19 vaccine administration fees or coverage status.
- B. Obtaining reimbursement from a program or plan that covers COVID-19 vaccine administration fees for the vaccine recipient.
- C. Seeking no reimbursement, including through balance billing from the vaccine recipient.
- D. Ensuring that for every vaccine administered, the Contractor(s) attempts to bill for services in the following order:
  - 1. 1<sup>st</sup> – Vaccine recipient’s health insurance carrier (i.e. Private insurance carrier, Medicare, Medicaid);
  - 2. 2<sup>nd</sup> – In the event that the vaccine recipient does not have a health insurance carrier, the Contractor(s) shall then bill the Health Resources and Services Administration (“HRSA”) COVID-19 Uninsured Program;
  - 3. 3<sup>rd</sup> – In the event that the vaccine recipient's insurance claim is denied or not fully paid by a vaccine recipient’s health insurance carrier for the COVID-19 vaccine administration, the Contractor(s) shall apply for reimbursement to the HRSA COVID-19 Coverage Assistance Fund (CAF); and
  - 4. 4<sup>th</sup> - Payer of Last Resort: If payment is not resolved under the aforementioned options, the Contractor(s) shall bill the agency that has requested the testing service as the Payer of Last Resort.

#### **4.0 BIDDER QUOTE PREPARATION AND SUBMISSION REQUIREMENTS**

A Bidder's Quote submission shall include at a minimum:

#### **4.1 TECHNICAL QUOTE**

Bidders are not required to submit Quotes for all Service Types in order to be considered for award. In this section, the Bidder shall submit a Quote for one (1) or multiple Turnkey Vaccination Administration Service Types as defined in Section 1.2 – *Background*, and listed below:

- A. **Service 1:** Pop-Up Site Service;
- B. **Service 2:** Mobile Unit Services; and
- C. **Service 3:** Homebound Services.

A Bidder must clearly demonstrate its understanding of the requirements of the Service Type and present its approach to successfully complete the Scope of Work for each Service Type being bid on in its Technical Quote. The Bidder should include the level of detail it determines necessary to assist the evaluation committee in its review of the Bidder's Quote.

#### **4.1.1 BIDDER CERTIFICATIONS AND LICENSURE**

At the time of Bid Opening, the Bidder must possess adequate licensing to independently operate a vaccination administration program for the Service Type in which it is submitting a Quote. For each Service Type, the Bidder shall provide copies of all licensure and certifications.

In the event that a Bidder does not include this information, the State reserves the right to request said items. Upon request, the Bidder must provide the required information within one (1) business day of the original request.

#### **4.1.2 MANAGEMENT OVERVIEW**

The Bidder shall set forth its overall technical approach and plans to meet the requirements of the demonstrated Scope of Work in a narrative format. This narrative should demonstrate to the State that the Bidder understands the objectives that the SOW is intended to meet, the nature of the required work, and the level of effort necessary to successfully complete the tasks identified. This narrative should demonstrate to the State that the Bidder's general approach and plans to undertake and complete the SOW are appropriate to the tasks and subtasks involved.

Mere reiterations of SOW tasks and subtasks are strongly discouraged, as they do not provide insight into the Bidder's approach to complete the tasks identified. The Bidder's response to this section should be designed to demonstrate to the State that the Bidder's detailed plans and approach proposed to complete the Scope of Work are realistic, attainable and appropriate, and that the Bidder's Quote will lead to successful project completion.

#### **4.1.3 CONTRACT MANAGEMENT**

The Bidder shall describe its specific plans to manage, control and supervise the Contract to ensure satisfactory Contract completion according to the required schedule. The plan should include the Bidder's

approach to communicate with the SCM including, but not limited to, status meetings, and the required reporting identified herein, etc.

#### **4.1.3.1 PRELIMINARY VACCINE WASTE MINIMIZATION MANAGEMENT PLAN**

The Bidder shall provide a Preliminary Vaccine Waste Minimization Management Plan to ensure that no vaccines are wasted. The plan should demonstrate the Bidder's

- A. Storage and handling procedure;
- B. Plan for backup power to support the vaccines in the event of an outage; and
- C. A plan to fill no-show appointments with an on-call list.

#### **4.1.3.2 MOBILIZATION PLAN**

The Bidder shall provide a Mobilization Plan. The Mobilization Plan should demonstrate the Bidder's ability to ramp up multiple sites of varying sizes based on the Service Type it has submitting a Quote for. As part of the Mobilization Plan the Bidder should demonstrate:

- A. Time frame to mobilize (in calendar days);
- B. Number of sites/vehicles it can operationalize at one (1) time;
- C. Staffing Plan that demonstrates the Bidder's ability to cover all staffing requirements listed herein throughout the duration of the Contract; and
- D. Any additional information the Bidder deems important to demonstrate its ability to complete the scope of work.

### **4.2 ORGANIZATIONAL SUPPORT & EXPERIENCE**

The Bidder shall include information relating to its organization, personnel, and experience. Information should include, but not be limited to, references, together with contact names and telephone numbers, evidencing Bidder's qualifications, and capabilities to perform the services required by this SOW.

The Bidder should include the level of detail it determines necessary to assist the evaluation committee in its review of the Bidder's Quote.

#### **4.2.1 LOCATION**

The Bidder shall include the address of the Bidder's office where responsibility for managing the Contract will take place. The Bidder should include the telephone number and name of the individual to contact.

In the event that a Bidder does not include this information, the State reserves the right to request said items. Upon request, the Bidder must provide the required information within one (1) business day of the original request.

#### **4.2.2 ORGANIZATION CHARTS**

The Bidder should include a project organization chart, with names showing management, supervisory, and other key personnel (including subcontractor management, supervisory, or other key personnel) to be assigned to the project.

### **4.2.3 RESUMES**

Detailed resumes shall be submitted for all management, supervisory, and key personnel to be assigned to the Contract. Resumes should emphasize relevant qualifications and experience of these individuals in successfully completing contracts of a similar size and scope to those required by this Contract. Resumes should include the following:

- A. The individual's previous experience in completing each similar contract;
- B. Beginning and ending dates for each similar contract;
- C. A description of the contract demonstrating how the individual's work on the completed contract relates to the individual's ability to contribute to successfully providing the services required by this RFQ; and
- D. With respect to each similar contract, the name and address of each reference together with a person to contact for a reference check and a telephone number.

The Bidder should provide detailed resumes for each Subcontractor's management, supervisory, and other key personnel that demonstrate knowledge, ability, and experience relevant to that part of the work which the subcontractor is designated to perform. When a Bidder submits resumes pursuant to this paragraph, the Bidder shall redact the social security numbers, home addresses, personal telephone numbers, and any other personally identifying information other than the individual's name from the resume.

### **4.2.4 EXPERIENCE WITH PROJECTS OF SIMILAR SIZE AND SCOPE**

The Bidder shall provide a comprehensive listing of contracts of similar size and scope that it has successfully completed, as evidence of the Bidder's ability to successfully complete services similar to those required by this RFQ. Emphasis should be placed on contracts that are similar in size and scope to the work required by this RFQ. A description of all such contracts should be included and should show how such contracts relate to the ability of the firm to complete the services required by this RFQ. For each such contract listed, the Bidder should provide two (2) names and telephone numbers of individuals for contracting party. Beginning and ending dates should also be given for each contract.

The Bidder must provide details of any negative actions taken by other contracting entities against them in the course of performing these projects including, but not limited to, receipt of letters of potential default, default, cure notices, termination of services for cause, or other similar notifications/processes. Additionally, the Bidder should provide details, including any negative audits, reports, or findings by any governmental agency for which the Bidder is/was the contractor on any contracts of similar scope. In the event a Bidder neglects to include this information in its Quote, the Bidder's omission of necessary disclosure information may be cause for rejection of the Bidder's Quote by the State.

The Bidder should provide documented experience to demonstrate that each subcontractor has successfully performed work on contracts of a similar size and scope to the work that the subcontractor is designated to perform in the Bidder's Quote. The Bidder must provide a detailed description of services to be provided by each subcontractor.

### **4.3 STATE-SUPPLIED PRICE SHEET**



The Bidder shall submit its pricing using the format set forth in the State-Supplied Price Schedule accompanying this RFQ.

Bidders are not required to provide unit pricing for all price lines within the Price Schedule; however, Bidders must follow the below directions and provide all required information for each price line being bid upon.

Bidders are cautioned that usage will vary based upon the needs of the State. The State may award any and all price lines. Prospective Bidders are advised that estimated quantities may vary throughout the Contract; There is no guaranteed minimum or maximum volume for these price lines.

**Price Schedule Part A – Types of Services (Price Lines One (1) through three (3)):**

The Bidder shall submit a firm-fixed unit price for each Turnkey Vaccination Administration Service Type for which it is bidding.

- A. **Service 1:** Pop-Up Site Turnkey Vaccine Administration Service;
- B. **Service 2:** Mobile Unit Turnkey Vaccine Administration Services; and
- C. **Service 3:** Homebound Turnkey Vaccine Administration Services.

Bidders shall only provide unit pricing for the price lines listed under Part A, that the Bidder is willing and fully able to provide, including all services specified by this RFQ, as applicable. Failure to provide all required information for a price line may result in the Quote being deemed non-responsive for that respective price line.

**Price Schedule Part B – Wraparound Services Price Lines Four (4) through Six (6)**

The Bidder **must** submit a firm-fixed unit price for each wraparound service listed in lines four through six.

The Bidder shall not alter the provided Price Schedule as doing so may result in a non-responsive Quote submission. Prices provided by the Bidders are considered firm fixed and not subject to change. No additional fees or costs shall be paid by the State unless there is a change in the scope of work, approved by the State. The State will not accept any assumptions regarding firm fixed pricing.

## **5.0 QUOTE EVALUATION**

### **5.1 EVALUATION CRITERIA**

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate Quotes received in response to this RFQ. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

#### **5.1.1 TECHNICAL EVALUATION CRITERIA**

Each criterion will be scored, and each score multiplied by a predetermined weight to develop the Technical Evaluation Score.

- A. Personnel: The qualifications and experience of the management, supervisory, and key personnel assigned to the Contract, including the candidates recommended for each of the positions/roles required;
- B. Experience of firm: The Bidder's documented experience in successfully completing contracts of a similar size and scope in relation to the work required by this RFQ;
- D. Ability of firm to complete the Scope of Work based on its Technical Quote: The Bidder's demonstration in the Quote that the Bidder understands the requirements of the Scope of Work and presents an approach that would permit successful performance of the technical requirements of the Contract; and

#### **5.1.2 BIDDER'S STATE-SUPPLIED PRICE SHEET**

Bidders will be ranked from lowest to highest according to the total Quote price located on the State-Supplied Price Sheet accompanying this RFQ.

## **6.0 Comptroller:**

### **Notice of Executive Order 166 Requirement for Posting of Winning Proposal and Contract Documents**

Pursuant to Executive Order No. 166, signed by Governor Murphy on July 17, 2020, the Office of the State Comptroller (“OSC”) is required to make all approved State contracts for the allocation and expenditure of COVID-19 Recovery Funds available to the public by posting such contracts on an appropriate State website. Such contracts will be posted on the New Jersey transparency website developed by the Governor’s Disaster Recovery Office (GDRO Transparency Website).

The contract resulting from this RFP is subject to the requirements of Executive Order No. 166. Accordingly, the OSC will post a copy of the contract, including the RFP, the winning bidder’s proposal and other related contract documents for the above contract on the GDRO Transparency website.

In submitting its proposal, a bidder may designate specific information as not subject to disclosure. However, such bidder must have a good faith legal or factual basis to assert that such designated portions of its proposal: (i) are proprietary and confidential financial or commercial information or trade secrets; or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the proposal of any such designation should be clearly stated in a cover letter, and a redacted copy of the proposal should be provided. A Bidder’s failure to designate such information as confidential in submitting a bid/proposal shall result in waiver of such claim.

The State reserves the right to make the determination regarding what is proprietary or confidential and will advise the winning bidder accordingly. The State will not honor any attempt by a winning bidder to designate its entire proposal as proprietary or confidential and will not honor a claim of copyright protection for an entire proposal. In the event of any challenge to the winning bidder’s/assertion of confidentiality with which the State does not concur, the bidder shall be solely responsible for defending its designation.

## **7.0 Required Forms:**

### **7.1 REQUIRED FORMS, REGISTRATIONS, AND CERTIFICATIONS**

All required forms are found at the following link and a list of required forms is found below:  
<https://www.state.nj.us/treasury/purchase/forms.shtml>

1. State of New Jersey Standard Terms and Conditions (SSTC);
2. Waivered Contracts Supplemental to the State of New Jersey Standard Terms and Conditions;
3. Ownership Disclosure;
4. Disclosure of Investigations and Other Actions Involving Contractor;
5. MacBride Principals Form;
6. Certificate of Insurance/Acord;
7. Source Disclosure;
8. Affirmative Action Compliance;
9. Disclosure of Investment Activities in Iran; and
10. Business Registration.

The Information Sheet and Checklist for Waivers and Delegated Purchasing Authority Transactions is also provided for convenience:

<https://www.state.nj.us/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>

Bidders are under a continuing obligation to report updates to the information contained in its required forms.

Unless otherwise specified, forms must contain an original, physical signature, or an electronic.

## **7.2 MACBRIDE PRINCIPLES CERTIFICATION**

The Bidder must certify pursuant to N.J.S.A. 52:34-12.2 that it is in compliance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.5 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of its compliance with those principles. See Section 2.5 of the SSTC and N.J.S.A. 52:34-12.2 for additional information about the MacBride principles.

## **7.3 OWNERSHIP DISCLOSURE FORM**

Pursuant to N.J.S.A. 52:25-24.2, in the event the Bidder is a corporation, partnership or limited liability company, the Bidder must complete an Ownership Disclosure Form.

A current completed Ownership Disclosure Form must be received prior to or accompany the submitted Proposal. A Bidder's failure to submit the completed and signed form with its Proposal will result in the rejection of the Proposal as non-responsive and preclude the award of a contract to said Bidder unless the Division of Purchase and Property has on file a signed and accurate Ownership Disclosure Form dated and received no more than six (6) months prior to the Proposal submission deadline for this procurement. If any ownership change has occurred within the last six (6) months, a new Ownership Disclosure Form must be completed, signed and submitted with the Proposal.

In the alternative, to comply with this section, a Bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

## **7.4 DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER FORM**

The Bidder should submit the Disclosure of Investigations and Other Actions Involving Bidder Form, with its Proposal, to provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five (5) years, including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition. If a Bidder does not submit the form with the Proposal, the Bidder must comply within seven (7) business days of the State's request or the State may deem the Proposal non-responsive.

## **7.5 SOURCE DISCLOSURE**

Pursuant to N.J.S.A. 52:34-13.2, prior to an award of a contract, the Bidder is required to submit a completed Source Disclosure Form. The Bidder's inclusion of the completed Source Disclosure Form with the Proposal is requested and advised.

#### **7.6 AFFIRMATIVE ACTION**

The Contractor must submit a copy of a New Jersey Certificate of Employee Information Report, or a copy of Federal Letter of Approval verifying it is operating under a federally approved or sanctioned Affirmative Action program. Awarded Contractors not in possession of either a New Jersey Certificate of Employee Information Report or a Federal Letter of Approval must complete the Affirmative Action Employee Information Report (AA-302) located on the web at <https://www.state.nj.us/treasury/purchase/forms.shtml>.

#### **7.7 INSURANCE CERTIFICATES**

The Bidder shall provide the State with current certificates of insurance for all coverages required by the terms of this contract naming the State as an Additional Insured. See Section 4.2 of the SSTC accompanying this Request for Proposal.

#### **7.8 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Pursuant to N.J.S.A. 52:32-58, the Bidder must utilize this Disclosure of Investment Activities in Iran form to certify that neither the Bidder, nor one (1) of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither the Bidder, nor one (1) of its parents, subsidiaries, and/or affiliates, is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the Bidder is unable to so certify, the Bidder shall provide a detailed and precise description of such activities as directed on the form.

#### **7.9 BUSINESS REGISTRATION**

Pursuant to N.J.S.A. 52:32-44, the Department of Health is prohibited from entering into a contract with an entity unless the bidder, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the DOHDOH with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the DOH prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the DOH a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division

of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the DOH a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a DOH.

**Winning Bidder must register with NJSTART as a contractor for the State of NJ. [www.njstart.gov](http://www.njstart.gov)**