



# Community Durable Medical Equipment Loan Program

## Request for Proposal

### **Purpose**

Options for Independent Living in collaboration with The ADRC of Brown County and other community partners, has initiated a Request for Proposal (RFP) to identify a qualified vendor to guide and execute a planning process to develop a feasibility and business plan for a potential community wide Durable Medical Equipment (DME ) loaned equipment program

### **Who May Respond**

Options for Independent Living seeks a vendor who has demonstrated experience in providing a market analysis and asset mapping of program and providers, experience in business plan development and feasibility studies with non-profit organizations considering the development of a new innovative program managing complex system and inventory.

## Requisition for Proposals

**Title:**            **Durable Medical Equipment Loan Program: Market Analysis and Business Plan Development**

**Sponsor:**        **Options for Independent Living**

**Date:**             **June 10**

**Proposals Due:** **July 5<sup>th</sup>, 2019**  
**4:30 pm**

**Contact:**        **Sue Premo, Executive Director**  
**Options for Independent Living**  
**suep@optionil.org**  
**920-393-1045**

### **Introduction/Project Overview**

Options for Independent Living (Options), the Aging and Disability Resource Center of Brown County (ADRC), and other partners are seeking to combine the Durable Medical Equipment loan programs. The collaborative is seeking the assistance of a single or multiple consultants to guide this process as outlined in this document.

Durable Medical Equipment (DME) is any equipment that provides therapeutic benefits to people in need because of medical conditions and/or illnesses. Examples of DME include wheelchairs, commodes, hospital beds, shower chairs, transfer benches, etc.

In 2018, Options, ADRC, and the Bellevue VFW loaned 4,476 items to area residents. There are currently over 10,000 pieces of equipment in inventory throughout the community.

A feasibility study is needed to help assess, explore and plan for a new model/system of DME management in our community. This could result in a new cooperative DME facility and/or distribution system that will be more responsive to the needs of people using the equipment, expand the types of equipment being offered, and create greater organizational efficiencies.

Brown County currently has a fragmented system of well-intentioned non-profits and service clubs working to meet this growing need. Coordination of efforts, tracking an inventory of available equipment, central storage and distribution, and increased access times that include professional options counseling is needed to fill this growing gap.

Frankly, current loan closets have run out of space. For example, the ADRC of Brown County can no longer accommodate the large inventory and continue their core required services in their current space.

A cooperative community loan closet is needed where space, services, and connection to needed services occurs. Customers need more than just a piece of equipment, they need information and support to assure their comprehensive needs are assessed and addressed.

## **Role of the consultant**

A consultant is needed to move this project from an idea to a solid plan that can be implemented in the near future. Specifically, the consultant will work with the collaborating partners to conduct a feasibility study and create a business plan. The feasibility study will analyze the current and potential markets and identify other entities that are aligned or associated with this effort. For example, identifying for-profit DME vendors that sell new equipment. It is our intention to work cooperatively with these businesses, not compete with them. The business plan will include a recommendation for organizational structure, e.g. should this collaboration be a program within an existing agency or an independent 501(c)3? Recommendations will also be made regarding the type of facility/facilities needed and the potential to increase efficiency through development of in-person and virtual models of a collaborative program. This would likely include inventory management, possibly including some form of electronic supply management such as barcoding or Radio Frequency Identification, and a shared database. The need for both paid staff and a robust volunteer program will be included. The business plan will make recommendations about the budget and suggest potential funding sources. Our new cooperative program would seek recommendations about other aligned social enterprises that could work synergistically within the DME facility.

A committee of aligned organizations has been meeting for the past two years to discuss the need for creating a DME loan system that is more responsive to the needs of people requiring the equipment and efficient for the organizations providing it. This group is committed to working with the consultant to go through the timeline, revise as appropriate, and create the deliverables outlined in this RFP. This will include responding to the consultant's requests for information in a timely manner, participating in both individual and group meetings, etc.

## **Submission Guidelines and Requirements**

The following submission guidelines and requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Proposals should be submitted to the representative identified on the cover page no later than 4:30 July 5<sup>th</sup>, 2019 to be considered.
3. Proposals must remain valid for a period of 60 days.
4. Options anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these individuals or firms.

## **Proposals must include: Not to Exceed 3 Typewritten pages-not including the budget and examples of previous work.**

1. Contact information for your organization
2. Contact information for the primary contact for this RFP
3. Overview of your organization and your background working with non-profit organizations and community organizing.
4. Bidders must list at least two projects that are substantially similar to this project as part of their response, including references for each.

- a. Examples of work should be provided as well.
5. Outline an action plan that mirrors the timeline/activities
6. With the dollars available, describe your organization and how it is best suited to:
  - a. Develop a market analysis
  - b. Develop a business plan
  - c. Develop a feasibility Plan
  - d. Support in creating funding proposals for project implementation
7. A price proposal must be provided that is not more than two pages. This price proposal should indicate the overall fixed price for the project, as well as hourly rates and an estimated total number of hours, should Options for Independent Living decide to award a contract on an hourly rate basis.
8. Proposals must be signed by a representative that is authorized to commit bidder's company.
9. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.

### Estimated timeline

Date 2019	Activity
July 25	Hire consultant with metrics, milestones and outcomes agreement.
August	Consultant tours and meets with existing DME programs individually
September	Consultant conducts market analysis of current and potential DME providers
October	Consultant provides proposals to collaborative partners regarding proposed organizational structure and need for a facility/facilities
November	Consultant recommends potential social enterprises that could work synergistically with DME loan program
December	Consultant provides final report, including recommendations of potential facility/facilities and potential funding sources
January-March	Consultant works with collaborators on implantation of the business plan

### Budget

A price proposal must be provided that is not more than two pages. This price proposal should indicate the overall fixed price for the project, as well as hourly rates and an estimated total number of hours, should Options for Independent Living decide to award a contract on an hourly rate basis. The total budget for the activities outlined should not exceed \$13,000.

### Evaluation Factors

Options and its collaborative partners will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposals
2. Relevant past performance/experience

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3. Samples of work
  4. Cost, specifically the total cost of the feasibility study and business plan
  5. Technical expertise/experience of bidder and bidder's staff

Options reserves the right to award to the bidder that presents the best value as determined solely by the discretion of Options and its collaborative partners.