



Request for Proposal Questions and Responses

Request for Quotes: Emergency Medical Services Uniform Request For Quotes

Proposal Due Date: Friday, January 24, 2025

All Prospective Vendors: In reference to the quote solicitation, the following questions and inquiries were submitted, and have received a response from the Boston Public Health Commission below.

1. Would BEMS be willing to participate in the Portal building process?

RESPONSE: Yes, Boston EMS would be interested in participating in a portal building process to support the management and administration of our uniform allotment account.

2. Would BEMS consider a quartermaster-based system? i.e. bulk ordering and distribution?

RESPONSE: Boston EMS does have a representative that serves in this capacity, although department members can and should be able to still order individually.

3. How would payments be handled? Bulk PO with one yearly invoice, person by person invoicing, etc...

RESPONSE: Invoices are currently submitted per person, per pick-up, with signed packing slip. Boston EMS would be open to exploring alternatives to streamline the invoicing and account management process, such as a single monthly invoice. For each invoice, the vendor would need to provide, at minimum, a breakdown of items mailed/received by employee, cost associated with orders, as well as an excel report including account balance by employee.

4. If a portal is instituted how many BEMS managers would need access?

RESPONSE: It is expected that between 3 to 5 individuals would require administrative access to the account.

5. Has an inventory been established in past contracts? Will the vendor be expected to hold inventory of specific items that Boston EMS may buy outside of the uniform allotment program? And, are there any times that the selected vendor will need to keep at certain inventory levels?

RESPONSE: Boston EMS has a set list of items approved for members to use their uniform allotment credit towards. Any changes to this list will need to be approved by the department, in coordination with the vendor. Boston EMS does not have historic order volume by item. While the department does not require Vendors to maintain inventory levels, having standard sizes of commonly purchased items in-house, particularly pants and shirts, will be viewed favorably.