



## RFP Notification

MTS has issued RFP MM-06-21 for Occupational Health Services

Please follow this link to get to the bid site on BONFIRE.

<https://ridemcts.bonfirehub.com/opportunities/51362>

Vendors can create a free account on BONFIRE to respond. Mailed, faxed, or delivered bids will not be accepted. All questions must be via BONFIRE.

## Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

### 1. Prepare your submission materials:

#### Requested Information

Name	Type	# Files	Requirement	Instructions
Offeror affirms it has read and understands the entirety of the RFP and the Scope of Work/ Specifications listed therein	Data Type: Yes/No	N/A	Required	
Offeror affirms it carries the minimum insurance minimums required or can meet those minimums if	Data Type: Yes/No	N/A	Required	



Name	Type	# Files	Requirement	Instructions
awarded the resulting contract				
Offeror understands that they will sign a negotiated "MTS Professional Services Contract" upon award	Data Type: Yes/No	N/A	Required	
Bidders List Form	File Type: PDF (.pdf)	1	Required	
Certification re Debarment and Suspension Certification	File Type: PDF (.pdf)	1	Required	
Certification Regarding Lobbying Form	File Type: PDF (.pdf)	1	Required	
Confidential Proprietary Info Disclosure Form	File Type: PDF (.pdf)	1	Required	
Conflict of Interest Form	File Type: PDF (.pdf)	1	Required	
EEOC Compliance Form COUNTY	File Type: PDF (.pdf)	1	Required	
Exceptions to RFP Form	File Type: PDF (.pdf)	1	Required	



Name	Type	# Files	Requirement	Instructions
False Claims Act Form	File Type: PDF (.pdf)	1	Required	
Insurance Minimums Form	File Type: PDF (.pdf)	1	Required	
Non-Collusion Affidavit	File Type: PDF (.pdf)	1	Required	
RFP Signature Sheet (Sworn Statement)	File Type: PDF (.pdf)	1	Required	
RFP Vendor Contact Information Sheet	File Type: PDF (.pdf)	1	Required	
Targeted Business Enterprise (TBE) Requirement Packet	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required	
Vendor Information Sheet	File Type: PDF (.pdf)	1	Required	
Signed RFP Addenda (if applicable)	File Type: PDF (.pdf)	1	Optional	



Name	Type	# Files	Requirement	Instructions
Occupational Health Services (BT-26HI)	BidTable: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this BidTable. The Response Template can be downloaded from the project listing on the Bonfire portal.
Offeror affirms that it currently holds and will maintain all licensures, certifications and registrations to be lawfully authorized to provide the occupational health services defined in this RFP in the State of Wisconsin.	Data Type: Yes/No	N/A	Required	
Offeror affirms that it has and will continuously maintain a Substance Abuse and Mental Health Services Administration ("SAMHSA") certified laboratory in accordance with the Federal Transit	Data Type: Yes/No	N/A	Required	



Name	Type	# Files	Requirement	Instructions
Administration 49 CFR Part 40 drug and alcohol testing regulations.				
Current W-9 - Signed	File Type: PDF (.pdf)	1	Required	
Current Certificate of Insurance	File Type: PDF (.pdf)	1	Required	
Technical Response	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required	

## Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	8510	Comprehensive health services	
UNSPSC	25101937	Medical examination and treatment bus	A vehicle equipped with medical equipment designed to provide medical



Commodity Set	Commodity Code	Title	Description
			diagnostic and treatment services outside of the hospital.
UNSPSC	85121805	Urinalysis laboratory services	
UNSPSC	85121810	Drug or alcohol screening	
UNSPSC	85122102	Occupational therapy services	
UNSPSC	93141808	Occupational health or safety services	

### **Requested Documents:**

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

### **Requested Data:**

Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure they fit within the length restrictions. Learn more about Requested Data at the [Bonfire Help Center](#).

### **Requested BidTables:**

The BidTable Response Templates can be obtained at <https://ridemcts.bonfirehub.com/opportunities/51362>.



Please note that BidTables may take a significant amount of time to prepare.

## 2. Upload your submission at:

<https://ridemcts.bonfirehub.com/opportunities/51362>

The Q&A period for this opportunity starts Oct 06, 2021 4:00 PM CDT. The Q&A period for this opportunity ends Oct 22, 2021 2:00 PM CDT. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Nov 09, 2021 2:00 PM CST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

### Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

### Need Help?

Milwaukee County Transit System uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>