

**REQUEST FOR PROPOSALS: CLINIC SUPPLIES**

**Summary and background:**

La Familia Medical Center (LFMC) is requesting bids for a medical supply vendor. LFMC is a not-for-profit Federally Qualified Health Center offering comprehensive primary care health services to low income and underserved populations in Santa Fe County. LFMC has approximately 55,000 visits annually.

We are publishing this request for proposals (RFP) to gather bids and award a contract for clinic supplies at La Familia Health.

This contract is fully funded by the United States Health Services Administration.

**Please submit proposals by 02/28/2025**

If you have questions, please contact Thomas Luna

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Address: 1035 Alto Street

Santa Fe, NM 87501

Direct line: 505-424-5484

**Guideliness for bidders:**

We will accept bids for this project until 5:00 pm, February 28th, 2025. We require all bidders to clearly state their prices for medical supply items. All documents must be signed by those authorized to do so.

**Purpose and Scope:**

The purpose of this bidding process is to have competative bids to supply La Familia Health’s four clinics, Alto, Dental, Health care for the homelesss and Southside clincs with medical supplies.

* The selected vendor will deliver supplies to all four clinics on a biweekly basis when supplies are ordered.
* Anticipated 2025 start date: upon selection of supplier and execution of agreement in writing incorporating terms mandated by HRSA and HHS grant policy.
* Example of supplies needed: gloves, syringes, needles, disinfectant supplies, PPE, lab supplies, paper gowns, and other usual and customary clinic supply purchases.

Agreements **must be in writing and include federally required terms**. LFMC will not accept a proposal as a substitue for a confroming agreement but can accept an agreement integrating proposal cost and project specifications. **Refusal to agree to such terms will result in withdrawal of the award**. Please refer to Addendum A for Federally Required Agreement Terms. LFMC can considider reasonable modifications to these terms, as long as the terms remain consistent with federal requirements.

Quotes shall be binding for a minimum of 1 year of fully executed agreement.

**Proposal Requirements:**

Each proposal should include the following for consideration:

* Cost of individual items
* Cost of delivery, if any
* Available discounts
* Sample agreement with price terms

**LFMC will evaluate proposals base on the following criteria:**

* Cost
* References
* Conformity to this RFP
* Professionalsim
* Warranties
* Other criteria as may be required by state and federal law, including deference to minority ownwership.

Selection of prevailing bidder and contract award is at the SOLE AND EXCLUSIVE DISCRETION OF LA FAMILIA MEDICAL CENTER, a not-for-profit New Mexico Corporation.