



REQUEST FOR PROPOSALS # WF68F1E

INVENTORY COUNT SERVICES

QUESTIONS & ANSWERS

JUNE 5, 2026

- 1. Q: Can WMCHHealth confirm whether the item counts listed in Section 4.2 represent total SKUs, total bins, or total stocked locations?**
A: The SKUs for the perpetual inventory locations.
- 2. Q: Are pharmacy inventories included in scope, and if so, which locations and categories (e.g., inpatient, outpatient, controlled substances)?**
A: Pharmacy inventories are NOT included.
- 3. Q: Are implant rooms, Cath Lab, IR, and procedural areas included in the count scope?**
A: The locations listed previously are not included in the current scope. Cath Labs and IR spaces are currently tracked utilizing technology from VueMed. All other procedural areas and ORs (COREs, etc.) will require counting to be conducted. Greater details will be reviewed during RFP Q&A call and can be covered during a walkthrough.
- 4. Q: Are counts expected to occur during business hours, after hours, or a mix?**
A: Mostly after-hours, to be coordinated during negotiation phase.
- 5. Q: Are there blackout periods (e.g., peak OR times, procedural blocks, pharmacy operations) that must be avoided?**
A: Limited blackout periods but can be reviewed during negotiations with awarded vendor.
- 6. Q: Will WMCHHealth require weekend or overnight work to minimize disruption?**
A: Yes, both weekend and off-hours counts.
- 7. Q: Does WMCHHealth require integration with any existing systems (Lawson/Infor, Workday, Cerner, Epic, Pyxis, Omnicell, etc.)?**
A: No.
- 8. Q: Does WMCHHealth require real-time reporting during the count, or is end-of-day reporting sufficient?**
A: End of day is sufficient.
- 9. Q: Should the awarded inventory count services provider reconcile consignment counts with vendor-provided balances, or only capture physical quantities?**

A: Only physical quantities - consignment counts will not be required.

10. Q: Are there any union labor requirements or facility-specific labor rules we must adhere to?

A: No.

11. Q: Does WMCHHealth utilize a vendor credentialing firm?

A: Yes, Green Security and instructions can be provided to awarded supplier.

12. Q: Will WMCHHealth require onsite walkthroughs prior to proposal submission or only after award?

A: Yes, for each location given geographic spread of the network locations.

13. Q: To minimize disruption to clinical operations, could you share your preferred working hours for counts (business hours, after hours, weekends)?

A: Weekends would be most preferred.

14. Q: Does WMCHHealth have established audit expectations—such as double-count thresholds or variance tolerances—that you would like us to follow?

A: We ask the awarded supplier to follow best practices and review with WMC prior to finalizing scope and contract.

15. Q: Will staging areas be available at each facility for equipment, charging, and team coordination? This helps us streamline onsite operations.

A: Yes, we will do our best to accommodate.

16. Q: Section 5.3 of the RFP encourages proposers to use good faith efforts to promote and increase participation of certified MWBEs in the services sought. The Diversity Practices Questionnaire (Attachment G) also asks whether proposers plan to enter into subcontracting agreements with NYS certified MWBEs.

Will WMCHHealth provide a mechanism — such as a published list or direct referral — for certified MWBE firms that have submitted a Letter of Intent to be identified and connected with prospective prime bidders responding to this RFP? If not, what is the recommended process for a certified MWBE firm to make itself known to prime bidders for potential subcontracting opportunities under this engagement?

A: The onus is on any vendor that is awarded an agreement that contains MWBE goals to create a utilization plan that includes New York State-certified MWBE vendors to satisfy established contractual goals.

17. Q: Is registration required for award notification at Empire State Development <http://www.esd.ny.gov/>

A: Registration in the New York State Contract Report is not required for notification. Proposers will be notified via email whether or not they are the successful proposer to which an agreement will be awarded following the RFP.

Please Note: All answers represent the most current information available as of the date first set forth above. Any previously distributed information should be disregarded.

- 18. Q: Please confirm that (redacted name) may submit its standard terms and conditions, without automatic disqualification and that WMCHHealth will evaluate our proposal based on the totality of our existing solutions, pricing, experience, and proposed contract terms.**

Per WMCHHealth's RFP: General Instructions, Section 2.1 Prospective Respondents should read this entire document. The Respondent must complete all sections of this RFP and sign where indicated. Submission of this RFP represents acceptance of all terms, conditions and prices contained herein. Vendor's response is submitted on the basis that Existing Agreements including our standard terms and conditions, not the agreement in the RFP, will govern the provision of our products and services, a copy of which is included with our RFP response.

A: Yes.

- 19. Q: We understand that this RFP is focused on medical/surgical. Is there an opportunity for pharmacy inventory as well?**

A: Not for this year.

- 20. Q: What are the preferred physical count dates and finance reporting deadlines?**

A: Completion in October and need reporting before by early December.

- 21. Q: Is there flexibility on those preferred dates? (e.g. weekdays versus weekends)**

A: Limited flexibility, but can be discussed on case by case basis.

- 22. Q: Are there any day/date and/or time constraints related to the taking of the inventory counts?**

A: Standard operating procedures – preferred counts to occur on weekends and off-hours if needed.

- 23. Q: What are your biggest challenges today with inventory?**

A: Outside of general disruption management, we stock very low levels of inventories across our network which offers some general readiness challenges at times.

- 24. Q: Will WMCHHealth provide bidders with a comprehensive list of the most recent inventory dollar values and record counts for each in scope location prior to the bid due date?**

A: Yes, we will provide as much data as available.

- 25. Q: Is WMC Health able to provide a sample of the electronic count files or count sheets prior to the bid due date?**

A: Yes

- 26. Q: Is WMCHHealth willing to provide copies of the prior (2025) Inventory Valuation Reports?**

A: Yes, but this count was performed internally.

- 27. Q: Please provide dollar values and (non-unique) record counts for each facility department/area if available.**

A: Yes, this can be shared with but with awarded supplier.

- 28. Q: Are there also any periodic areas to be counted? If yes, please list the locations, departments, and associated record counts and dollar values.**

Please Note: All answers represent the most current information available as of the date first set forth above. Any previously distributed information should be disregarded.

A: No periodic areas to be counted.

29. Q: For the perpetual areas, what is the expected count method and deliverable (e.g. WMC count sheets, electronic count file)?

A: Electronic Excel document will be shared and counts can be entered on sheet.

30. Q: Are you able to provide your item master and PO history for locations requiring itemized valuation reporting?

A: Yes.

31. Q: Will consigned items be identified and marked by the WMCHHealth team?

A: Yes.

32. Q: What are your vendor credentialing requirements? Will you accept a letter of attestation?

A: Vendor credentialing is currently managed through [Green Security](#). Attached hereto as Attachment A is a notice to vendors dated April 1, 2021 with an overview of the credentialing requirements.

33. Q: What are your internal/external audit policies with respect to physical inventory?

A: WMC follows standard best practices for audit policies with regards to physical inventories – inclusive of cycle counting and the presence of internal audit during year end counts.

34. Q: How did you count last year – internal or with a vendor?

A: Internal

35. Q: Will you share an example of a past inventory count schedule (2025) and estimated staffing and count hours by location?

A: Yes, we can share an example of past count schedule and estimate total hours to complete.

Please Note: All answers represent the most current information available as of the date first set forth above. Any previously distributed information should be disregarded.



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Attachment A



**Westchester
Medical Center**

Westchester Medical Center Health Network

April 1, 2021

Dear Vendors,

This is a reminder that **Westchester Medical Center Health Network ("WMCHHealth")** has contracted with Green Security Services for vendor credentialing. Designated vendors requiring access to **WMCHHealth** facilities must be registered and obtain a badge from **Green Security effective immediately**. Please see Attachment A for list of WMCHHealth facilities.

Green Security will provide the background screening and credentialing service for all **WMCHHealth** vendors and sales reps, etc. Green Security will also provide smart phone badges and hard badges that can be tracked through Green Security's technology utilizing the QR scanning and tracking service.

Annual Cost:

- Level 2B (Non-Clinical **Vendor**) - \$275.00
- Level 3 (Clinical **Vendor**) - \$275.00

Green Security Hard Badge Cost: \$19.99 (mandatory)

Smart Phone Badge App: FREE (download from iTunes or the Google Play Store)

Register: Visit their website www.greensecurityllc.com

A background screening will begin immediately and a badge will be sent to you once you have been cleared and have submitted any additional credentialing requirements set by WMCHHealth. We encourage you to register 5-7 days prior to arriving for work in order to ensure that you will receive your badge before you begin working on site.

Please note: Business registrations are required prior to submitting an individual registration. Contact Customer Service for assistance if your business is not already registered with Green Security. Companies can also request to have company manager accounts established to manage all their vendors and contractors in the Green Security web portal.

Upon arriving at **WMCHHealth** facilities, you will need to scan your hard badge at one of the main security desks located in the Hospital facilities. Please note that if you do not have an approved Green Security badge, you will NOT be granted access at any **WMCHHealth facilities**.

For confirmation of this change, you can contact **Corporate Contracts**, at CorporateContracts@wmchealth.org. Please direct all other inquiries to **Green Security Customer Service** at 866-750-3373.

Please contact Green Security at 866-750-3373 to learn more or with additional questions regarding the vendor credentialing process. Their customer service team will be happy to guide you through the process. Their hours of operation are Monday through Friday 8am – 4pm EST.

We appreciate your cooperation,

WMCHHealth



**Westchester
Medical Center**

Westchester Medical Center Health Network

Attachment A

Westchester Medical Center, 100 Woods Road, Valhalla, New York 10595

MidHudson Regional Hospital, 241 North Road, Poughkeepsie, NY 12601

Bon Secours Community Hospital, 160 E Main St, Port Jervis, New York 12771

Good Samaritan Hospital of Suffern, NY, 257 Lafayette Ave, Suffern, New York 10901

St. Anthony Community Hospital, 15 Maple Ave, Warwick, New York 10990

HealthAlliance Hospital, Broadway Campus 396 Broadway, Kingston, New York 12401

HealthAlliance Mary's Avenue Campus 105 Marys Avenue, Kingston, New York 12401

Margaretville Memorial Hospital 42084 NY-28, Margaretville, NY 12455

Mountainside Nursing Home, 42158 NY-28, Margaretville, NY 12455