Response to

State of Indiana

Request for Proposal 21-2633

Business Proposal

Thursday, November 5th, 2020

The information contained in this bid proposal was prepared expressly for your institution (“Customer”). VWR International, LLC (“VWR”) considers this information to be proprietary and confidential, to the extent marked as such herein and subject to applicable public records disclosure laws, and it may be used only for the purpose of evaluating the merits of a business relationship with VWR.The responses provided herein are intended for evaluation purposes only and do not represent a warranty or any other contractual commitment.

Contact

Dawn Orr

Director, Region Sales

t 317 250-1813

dawn.orr@avantorsciences.com

**RFP 21-2633 BUSINESS PROPOSAL**

**ATTACHMENT E**

**Instructions: Please provide answers in the shaded areas to all questions. Reference all attachments in the shaded area.**

***Business Proposal***

* + 1. **General -** Please introduce or summarize any information the Respondent deems relevant or important to the State’s successful acquisition of the products and/or services requested in this RFP.

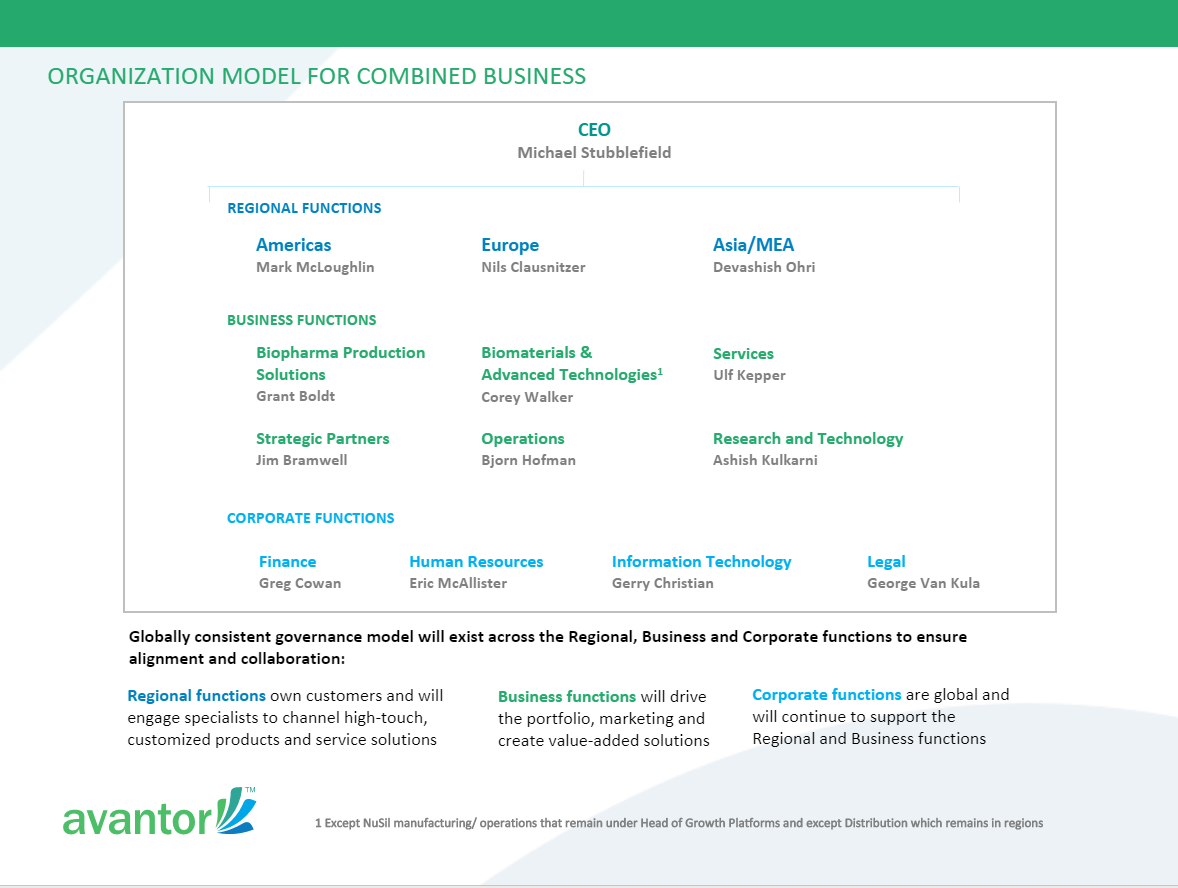
For over 160 years, VWR has been providing product, equipment and service solutions to the scientific community. Thank you to the State of Indiana for the opportunity to participate in this business proposal to provide laboratory products and services in support of the Indiana community.

|  |
| --- |
|  |

* + 1. **Respondent’s Company Structure** - Please include in this section the legal form of the Respondent’s business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization. If the organization includes more than one (1) product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization. Please enter your response below and indicate if any attachments are included.

VWR, part of Avantor, became a public company in May 2019.  Stock is traded on the NYSE under the symbol “AVTR”. The State of incorporation for VWR is Delaware. All financial reports for VWR’s parent company, Avantor, Inc. can be found on the SEC website at:

<https://www.sec.gov/cgi-bin/browse-edgar?action=getcompany&CIK=0001722482&owner=exclude&count=40&hidefilings=0>



|  |
| --- |
|  |

* + 1. **Company Financial Information** - This section must include documents to demonstrate the Respondent’s financial stability. Examples of acceptable documents include: most recent Dunn & Bradstreet Business Report (preferred) or audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, explain why and include an income statement and balance sheet, for each of the two most recently completed fiscal years.

If the documents being provided by the Respondent are those of a parent or holding company, additional information should be provided for the entity/organization directly responding to this RFP. That additional information should explain the business relationship between the entities and demonstrate the financial stability of the entity/organization which is directly responding to this RFP.

VWR is a leader in the global laboratory supply industry. Our global infrastructure consists of over 170 facilities located in more than 30 countries; we process approximately 18,000 customer orders daily. We maintain a diversified and stable customer base across an array of end customers, geographies, and industries. Our customers include a majority of the top 20 pharmaceutical companies, as well as biotechnology, healthcare, chemical, technology, education, food processing, consumer products companies and clinical organizations. To support our leadership position and provide liquidity for our operations, the company maintains significant sources of liquidity.

VWR’s Federal Tax ID number is 56-2445503. VWR’s Dun and Bradstreet number is 15-098-2189. Additional financial reports to State of Indiana can be provided after contract award.

All VWR International, LLC Financial Reports are available on the US Securities and Exchange Commission’s web site [(https://www.sec.gov/VWR)](https://www.sec.gov/cgi-bin/browse-edgar?action=getcompany&CIK=0001412232&owner=exclude&count=40&hidefilings=0).

|  |
| --- |
|  |

* + 1. **Integrity of Company Structure and Financial Reporting** - This section must include a statement indicating that the CEO and/or CFO, of the responding entity/organization, has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

VWR, part of Avantor, became a public company in May 2019 and file reports based on SEC guidelines.  Stock is traded on the NYSE under the symbol “AVTR”. All financial reports for VWR’s parent company, Avantor, Inc. can be found on the SEC website at:

<https://www.sec.gov/cgi-bin/browse-edgar?action=getcompany&CIK=0001722482&owner=exclude&count=40&hidefilings=0>

|  |
| --- |
|  |

* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.5.

See attached “State of Indiana RFQ #2633 Bid Supplement 2020.



|  |
| --- |
|  |

* + 1. **References** - Reference information is captured on ATTACHMENT I. Respondent should complete the reference information portion of the ATTACHMENT I which includes the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information if the State elects to do so. The rest of ATTACHMENT I should be completed by the reference and **emailed DIRECTLY** to the State. The State should receive three (3) ATTACHMENT Is from clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. ATTACHMENT I should be submitted to [idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov). Attachment I should be submitted no more than ten (10) business days after the proposal submission due date listed in Section 1.24 of the RFP. Please provide the customer information for each reference.

|  |  |
| --- | --- |
| **Customer 1** |  |
| Legal Name of Company or Governmental Entity | Michigan Department of Health and Human Services |
| Company Mailing Address | 3350 N Martin Luther King Jr. Blvd |
| Company City, State, Zip | Lansing, MI 48906 |
| Company Website Address | [www.michigan.gov](http://www.michigan.gov) |
| Contact Person | Daniel Gard |
| Contact Title | Microbiologist |
| Company Telephone Number | (517) 335-8505 |
| Contact E-mail | [gardd@michigan.gov](mailto:gardd@michigan.gov) |
| Industry of Company | Government health department |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | State of Idaho |
| Company Mailing Address | 650 W. State Street |
| Company City, State, Zip | Boise, ID 83702 |
| Company Website Address | https://www.idaho.gov/ |
| Contact Person | Chelsea Robillard |
| Contact Title | Purchasing Officer |
| Company Telephone Number | 208-332-1607 |
| Contact E-mail | chelsea.robillard@adm.idaho.gov |
| Industry of Company | Government/State |
|  |  |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | State of North Carolina |
| Company Mailing Address | 1305 Mail Service Center |
| Company City, State, Zip | Raleigh, NC 27699 |
| Company Website Address | https://www.nc.gov/ |
| Contact Person | Grant Braley |
| Contact Title | Category Manager |
| Company Telephone Number | 919-807-4519 |
| Contact E-mail | grant.braley@doa.nc.gov |
| Industry of Company | Government/State |

**\*NOTE**: Adherence to confidentiality agreements with all of our key customers is required and we request that the State of Indiana only contact these references if you intend to award this business to VWR.

|  |
| --- |
|  |

* + 1. **Registration to do Business -** Selected out-of-state Respondents providing the products and/or services required by this RFP must be registered to do business within the State by the Indiana Secretary of State and the Indiana Department of Administration, Procurement Division. The address contact information for this office may be found in Section 1.18 of the RFP. This process must be concluded prior to contract negotiations with the State. It is the successful Respondent’s responsibility to complete the required registration with the Secretary of State.

Please indicate the status of registration, if applicable. Please clearly state if you are registered and if not provide an explanation.

VWR, part of Avantor, is registered with the State of Indiana.

|  |
| --- |
|  |

* + 1. **Authorizing Document -** Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement. Please enter your response below and indicate if any attachments are included.

Attached is a Secretary Certificate that Avantor can provide for signing authority protocol.



|  |
| --- |
|  |

* + 1. **Subcontractors -** The Respondent is responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor. Any Respondent’s proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.  
         
       Any subcontracts entered into by the Respondent must be in compliance with all State statutes, and will be subject to the provisions thereof. For each portion of the proposed products and services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor’s related qualifications and experience. The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State’s evaluation. The Respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.  
         
       The Respondent must list any subcontractor’s name, address, and the state in which formed that are proposed to be used in providing the required products and/or services. The subcontractor’s responsibilities under the proposal, anticipated dollar amount for subcontract, form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority Business Enterprises or Women’s Business Enterprises under IC 4-13-16.5-1. See Section 1.21 and Attachment A for Minority and Women’s Business Enterprises information. Please enter your response below and indicate if any attachments are included.

VWR, part of Avantor, will not be using subcontracting for this bid.

|  |
| --- |
|  |

* + 1. **Removed**

|  |
| --- |
|  |

* + 1. **General Information** - Each Respondent must enter your company’s general information including contact information.

|  |  |
| --- | --- |
| **Business Information** |  |
| Legal Name of Company | VWR International, LLC |
| Contact Name | Dawn Orr |
| Contact Title | Director, Region Sales |
| Contact E-mail Address | Dawn.orr@avantorsciences.com |
| Company Mailing Address | 100 Matsonford Road |
| Company City, State, Zip | Radnor, PA 19087 |
| Company Telephone Number | (800) 932-5000 |
| Company Fax Number | (484) 881-6575 |
| Company Website Address | www.vwr.com |
| Federal Tax Identification Number (FTIN) | 91-1319190 |
| Number of Employees (company) | Approximately 14,000 worldwide |
| Years of Experience | 168 years |
| Number of U.S. Offices | 57 |
| Year Indiana Office Established (if applicable) | N/A |
| Parent Company (if applicable) | Avantor, Inc. |
| Revenues ($MM, previous year) | $6,040.3 MM |
| Revenues ($MM, 2 years prior) | $5,564.3 MM |
| % Of Revenue from Indiana customers | Due to financial regulatory constraints, VWR is only able to disclose information that is publicly provided in our financial reporting. |

|  |
| --- |
|  |

* 1. Does your Company have a formal disaster recovery plan? Please provide a yes/no response. If no, please provide an explanation of any alternative solution your company has to offer. If yes, please note and include as an attachment.

Yes, VWR has a formal disaster plan. VWR maintains a robust Disaster Recovery (DR) Plan that contains detailed procedural information that addresses VWR information systems (IS) and response and recovery requirements.  This plan defines management's arrangements for managing operations and activities in accordance with industry practices and VWR corporate policy.  These processes represent the plans and protocols for achieving and maintaining the confidentiality, integrity and availability of all critical IS assets.  The DR process is tested annually, which allows for validation of current recovery strategies.

A worldwide Business Continuity (BC) program continues to be maintained or implemented at key facilities globally to allow for resiliency in operations in order to support an enterprise-wide strategy.  This initiative provides for a predefined response and recovery framework to allow for a methodical and controlled continuance, or resumption, of VWR's core services to customers.  This corporate-wide Business Continuity Program will address scenarios that could represent a potential risk to normal business activity, and will define the processes and procedures to be implemented in the event of a loss of facilities, technologies, suppliers, or people.  The overall program and regional plans are designed to ensure resiliency, regardless of event.

Both the Business Continuity and Disaster Recovery initiatives are routinely reviewed, updated and tested to ensure value and alignment with industry best practices.

VWR’s Business Continuity and Disaster Recovery plans are of a proprietary and confidential nature and, therefore, not available for release in its entirety.

|  |
| --- |
|  |

* 1. What is your company’s technology and process for securing any State information that is maintained within your company?

We currently utilize policies and procedures to ensure provide guidance on safeguarding employee, contractor, and customer data that follow ISO 27002. We also utilize software, hardware and SIEM capabilities to ensure that data is being protected. Corporate policies are internal use and cannot be shared externally.

|  |
| --- |
|  |

* + 1. **Experience Serving State Governments -** Please provide a brief description of your company’s experience in serving state governments and/or quasi-governmental accounts.

VWR’s 160 years of distribution experience, vast product selection, global sourcing capabilities and emphasis on quality and customer service can support the needs of state governments at all levels.

VWR is prepared to effectively and efficiently manage the considerable volume of laboratory equipment and supplies purchased throughout our government partners and offer the best possible competitive pricing structure and optimized business processes available.

Over the years, VWR has had the good fortune to have been awarded significant new business and the benefit of maintaining strong customer relationships and contracts.  Our focus on creating world-class partnerships with leading research organizations has continued to fuel our growth and market share leadership.  Our strategy to provide “best in class” people, products and services has proven successful.

Our success is founded in our meticulous efforts to better understand our customer requirements and thus deliver the best solutions.  At the core of our success is our detailed approach to implementation planning, team building, and exhaustive efforts to interact with the research community.

It is our total team approach with a customer-centric philosophy that allows VWR to successfully implement and manage new opportunities.  Bringing to bear all the resources that affect the business, ensuring all roles are clearly defined, and developing Standard Operating Procedures (SOP) gives VWR a unique advantage in meeting your requirements for a successful implementation.

VWR’s capacity to handle significant new business can be measured in both logistical and organizational terms.  The regional distribution philosophy of maintaining the largest facilities and inventories in the scientific industry provides VWR with the physical capacity to initiate sizeable new business opportunities with no disruption.

|  |
| --- |
|  |

* + 1. **Experience Serving Similar Clients -** Please describe your company’s experience in serving customers of a similar size to the State with similar scope. Please provide specific clients and detailed examples.

VWR serves the scientific community around the globe with many customer partnerships of various size and scope. Many of our strong partnerships are with State Government customers similar to the State of Indiana. The State of Michigan is an example of a similar customer who has chosen VWR as one of their most valued supplier relationships. This organization has for decades purchased laboratory instrumentation, equipment (i.e. Desktop centrifugation), consumables (i.e. Chemicals, plastics, media, glassware) and equipment and instrumentation services (preventative maintenance, repairs) through VWR. The State of Michigan leadership was willing to serve as a reference and provide endorsement regarding the service excellence received from VWR over their many years of partnership with the organization. Year after year, VWR delights the State of Michigan with remarkable service fill rates, account owner responsiveness, stellar product selection, business process consulting and immense flexibility striving to allow the State of Michigan to achieve their annual objectives even under challenging conditions.

|  |
| --- |
|  |

* + 1. **Indiana Preferences -** Pursuant to IC 5-22-15-7, Respondent may claim only one (1) preference. For the purposes of this RFP, this limitation to claiming one (1) preference applies to Respondent’s ability to claim eligibility for Buy Indiana points. **Respondent must clearly indicate which preference(s) they intend to claim. Additionally, the Respondent’s Buy Indiana status must be finalized when the RFP response is submitted to the State.**

Buy Indiana

Refer to RFP Section 2.7 for additional information.

VWR, part of Avantor, will not be claiming any Indiana Preferences.

|  |
| --- |
|  |

* + 1. **Payment -** Please provide the requested information in RFP Section 2.3.15.

Customers have the option to make payments to VWR several ways.  Credit cards, checks, electronic payments (i.e. EDI, EFT), and wire transfer are all acceptable.

All Visa, MasterCard, Discover, and American Express credit card programs are supported. Credit card orders are processed seamlessly and securely, and alternate cost codes are supported for all order entry means (VWR.com, phone, electronic, etc.). Card authorizations are processed in real-time, at the time of order entry.

In addition, VWR supports Level III pass back of data for all credit card transactions.

VWR can also receive payments via EFT as long as addenda invoice information is attached.

Remittance Method:  EDI ANSI 820 sent to the bank with payment ACH Format Accepted:  CTX, remittance combined with ACH.

|  |
| --- |
|  |