



# Department of Public Safety and Correctional Services

## Office of the Secretary

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## Amendment #6 To Request For Proposals (RFP) Pharmacy Services Solicitation No. Q0016025 November 17, 2017

Ladies and Gentlemen:

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below. New language has been underlined and marked in bold (ex. **new language**), and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

1. AMEND RFP Section 3.2.26 to add Section 3.2.26.7 as follows:

**3.2.26.7 Delivery of all medications must be made available 24/7 including Holidays. The Contractor shall be responsible for the delivery of all medications using Contractor-supplied courier services (not cabs, Uber, Lyft, or other car service), as approved by DPSSCS.**

2. AMEND RFP Section 4.4.2.7 as follows:

### 4.4.1.1 Experience and Qualifications of Proposed Staff (Submit under TAB F)

The Offeror shall identify the number and types of staff proposed to be utilized under the Contract.

The Offeror shall describe in detail how the proposed staff's experience and qualifications relate to their specific responsibilities, including any staff of proposed subcontractor(s), as detailed in the Work Plan. The Offeror shall include individual resumes for the Key Personnel, including Key Personnel for any proposed subcontractor(s), who are to be assigned to the project if the Offeror is awarded the Contract. **For the purposes of this RFP, the Key Personnel shall include but not be limited to the Clinical Liaison, Program Manager, and Pharm.D.s. The Offeror shall identify these positions as well as any other staff it considers to be Key Personnel.** Each resume should include the amount of experience the individual has had relative to the Scope of Work set forth in this solicitation. Letters of

intended commitment to work on the project, including letters from any proposed subcontractor(s), shall be included in this section.

The Offeror shall provide an Organizational Chart outlining personnel and their related duties. The Offeror shall include job titles and the percentage of time each individual will spend on his/her assigned tasks. Offerors using job titles other than those commonly used by industry standards must provide a crosswalk reference document.

3. AMEND RFP Section 3.2.32 as follows:

~~3.2.32.409~~ Contractor's policies and procedures shall include, but are not limited to, direction regarding the following:

- A. Administrative Matters
- B. Barcode Scanning Manual
- C. Medication Delivery (including handling of medications requiring refrigeration, access to institutions, marking of packages, etc.) and Inventory control
- D. Packaging of medications, including blister packaging and discharge medications
- E. Prescription processing
- F. Refills/early refill
- G. Medication dispensing and administration
- H. Methadone utilization
- I. Formulary adherence and requirements for variation
- J. Emergency medications
- K. P&T Committee processes
- L. Infectious disease
- M. Continuous Quality Improvement
- N. Emergency Management Plans
- O. Monthly Barcode Scanner and Medication Room Inspections
- P. Pharmaceutical and Supplies Inventory Control Process
- Q. Medical Records (when and how to make entries)
- R. Utilization Management and Peer review
- S. Risk Management and mortality review
- T. Personnel Policies and Procedures
- U. ARP (Administrative Remedy Procedure) and Grievance Process
- V. DPSCS Pharmacy Services Manual Peer Review Process of any Contractor Clinical Pharm.D.
- W. HIPAA requirements
- X. Non formulary process
- Y. 340B process, HCV, HIV, etc.

4. AMEND RFP Section 3.6.2 to add Section 3.6.2.8 as follows:

**3.6.2.8 The Contractor shall invoice DPSCS for the AAC at the time of dispensing, less any applicable discount, rather than the AAC at the end of the month, time of invoicing, etc.**

5. AMEND RFP Section 3.2.2 as follows:

3.2.2 The Department seeks to maximize the stability of the delivery of pharmacy services under this Contract whenever there is a transition of the Contract from one contractor to another so as to minimize disruption for inmates and staff. Therefore, the continuity of pharmacy services during the Contractor's transition in to providing pharmacy services to DPSCS is of the utmost importance. **The Contractor shall conduct an inventory of the current/standing DPSCS Pharmaceutical and Supply inventory housed in the facilities and current pharmacy vendor warehouse or other locations and provide the results to the CMO and the DPSCS Contract Monitor in writing prior to the Go-Live Date.** Upon Contract Commencement, the Contractor shall be responsible for start-up transition services as detailed in its finalized transition plan. As of the Go-Live Date, the Contractor shall be responsible for implementing the complete provision of pharmacy services as described in the Contract.

6. AMEND RFP Section 4.4.2.6I as follows:

I. The Offeror's proposal shall include a transition plan which sets forth the plan by which it will be prepared to initiate the full range of services required by the RFP by the Go-Live Date. In particular, the plan shall describe how the Offeror will provide, by the Go-Live Date, continuity of delivery of pharmacy services for medications, barcode scanner software, discharge medications, and 340B Program services. A finalized version of the plan shall be provided to the CMO and CM within ten (10) days following Notification of Recommendation for Contract Award. **Offeror(s) shall provide, as part of the transition plan, a description of the procedures it will put in place upon Contract Commencement to determine the current/standing Pharmaceutical and Supply inventory housed in the facilities and current pharmacy vendor warehouse or other locations prior to the Go-Live Date.**

7. AMEND Revised Attachment U – List of Required Reports by replacing it with 2<sup>nd</sup> Revised Attachment U – List of Required Reports.

8. AMEND RFP Section 4.4.2.6 to add Section 4.4.2.6K as follows:

**K. The Offeror shall explain how its system and processes will ensure that DPSCS will be invoiced at the AAC at the time of dispensing. This explanation must include a description of how the Offeror's system updates the AAC pricing of Pharmaceuticals and Supplies, including how frequently, and how that relates to the price that DPSCS will be invoiced.**

9. AMEND Revised Attachment F, Instructions Tab to add Instruction N as follows:

**N.) The % Reduction in Monthly Management Fee if 340B Program is Terminated (see Annual Management Fee Tab) is a discount in the Monthly Management Fee that will be applied monthly if the 340B Program is terminated by DPSCS.**

10. AMEND Revised Attachment F – Financial Proposal Form by replacing it with 2<sup>nd</sup> Revised Attachment F – Financial Proposal Form.

11. AMEND RFP Section 1.2 to add Section 1.2.69 as follows:

**1.2.69 Wholesale Acquisition Cost (WAC) – For the purposes of the RFP, the term Wholesale Acquisition Cost means, with respect to a Pharmaceutical or Supply, the manufacturer’s list price for the drug or biological to wholesalers or direct purchasers in the United States, not including prompt pay or other discounts, rebates or reductions in price.**

12. AMEND Revised Attachment F, Instructions Tab to add Instruction O as follows:

**O) The WAC shall be supported by the Offeror’s wholesaler’s or the manufacturer’s records on the wholesaler’s or the manufacturer’s letterhead quoting the price at which it will be invoiced to DPSCS.**

13. AMEND RFP Attachments D by replacing Attachment D-1A – MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule with Revised Attachment D-1A – MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule.

14. AMEND the Key Information Summary Sheet as follows:

Proposal Due (Closing)

Date and Time:

~~Thursday, November 30, 2017 at 2 PM Local Time~~

**Thursday, December 20, 2017 at 2 PM Local Time**

Issued and authorized by

<signed>

Rachel J. Cruse

Procurement Officer