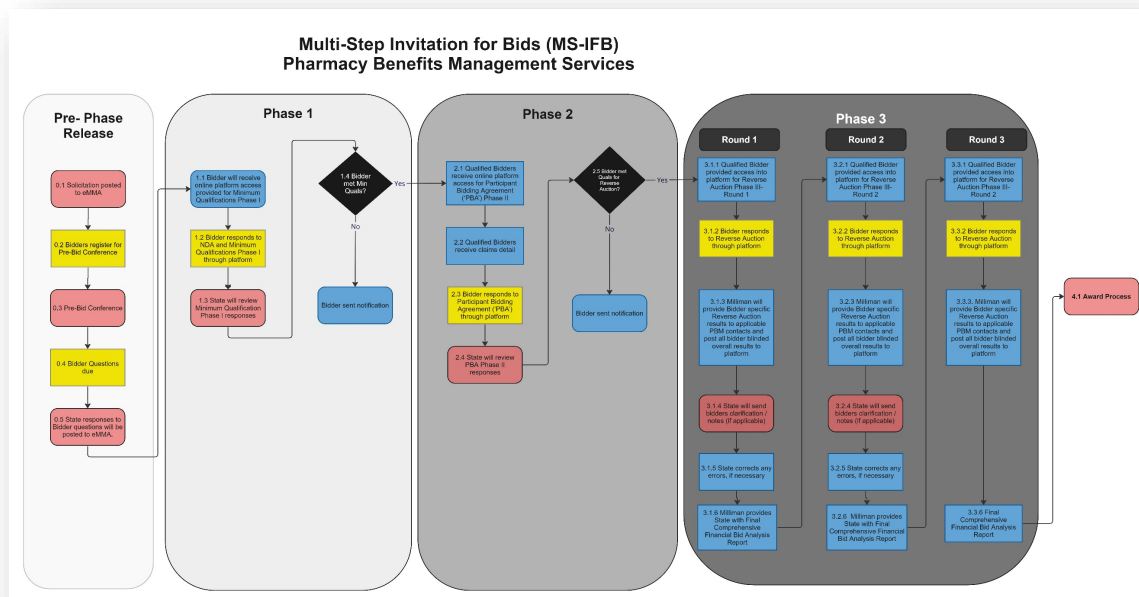


## Attachment B – Reverse Auction Instructions & Sample Export

### MS-IFB Process Workflow and Instructions

Below is a workflow that demonstrates the overall MS-IFB process for the State’s solicitation. The use of Milliman’s RFP360 Platform begins in Phase I (second column) of the process. All references to “access being provided” will occur via system generated emails to the Bidder’s contacts provided on the Intent to Bid document. Please refer to the MS-IFB for further instructions on the process. Additional details are also provided within the Milliman RFP360 platform itself.

Note: The reference to “platform” means Milliman’s RFP360 platform where all bids are to be submitted. The reference to “bid” means the submission for the applicable Phase of the MS-IFB (Phase I, Minimum Qualifications; Phase II, Participant Bidding Agreement; Phase III, Reverse Auction). The reference to Bidder includes Potential Bidders.



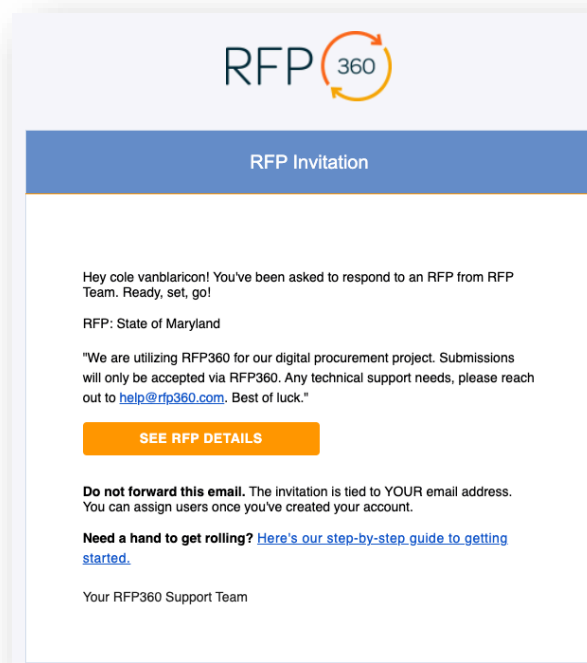
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**Accessing the Platform**

Access to the platform will be provided to Bidders that submit an executed Appendix 3. Non-Disclosure and Intent to Bid Agreement (Bidder) to the State’s Procurement Officer at the email address provided in the Key Information Summary Sheet.

The primary contact will receive an email inviting them to create an account (if applicable) or access RFP360 if a current account is registered. By clicking the link in the email, potential Bidder shall be redirected to the Bid that is specific to the open Phase of the MS-IFB process.

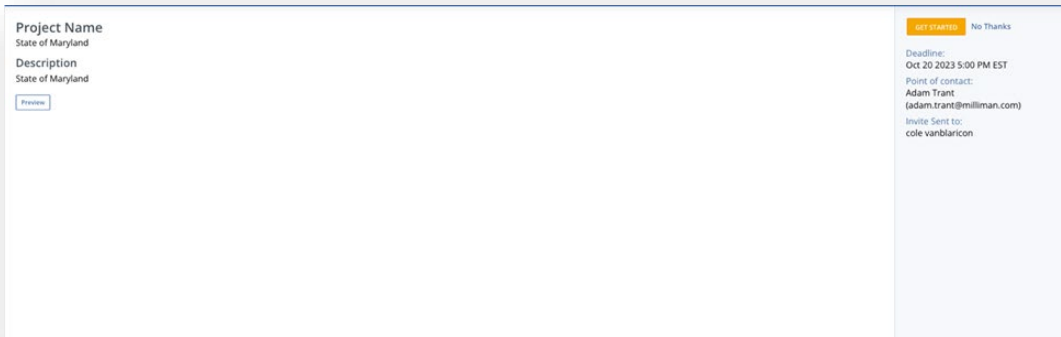
1. Bidders will receive an email from [noreply@rfp360.com](mailto:noreply@rfp360.com) (example below).



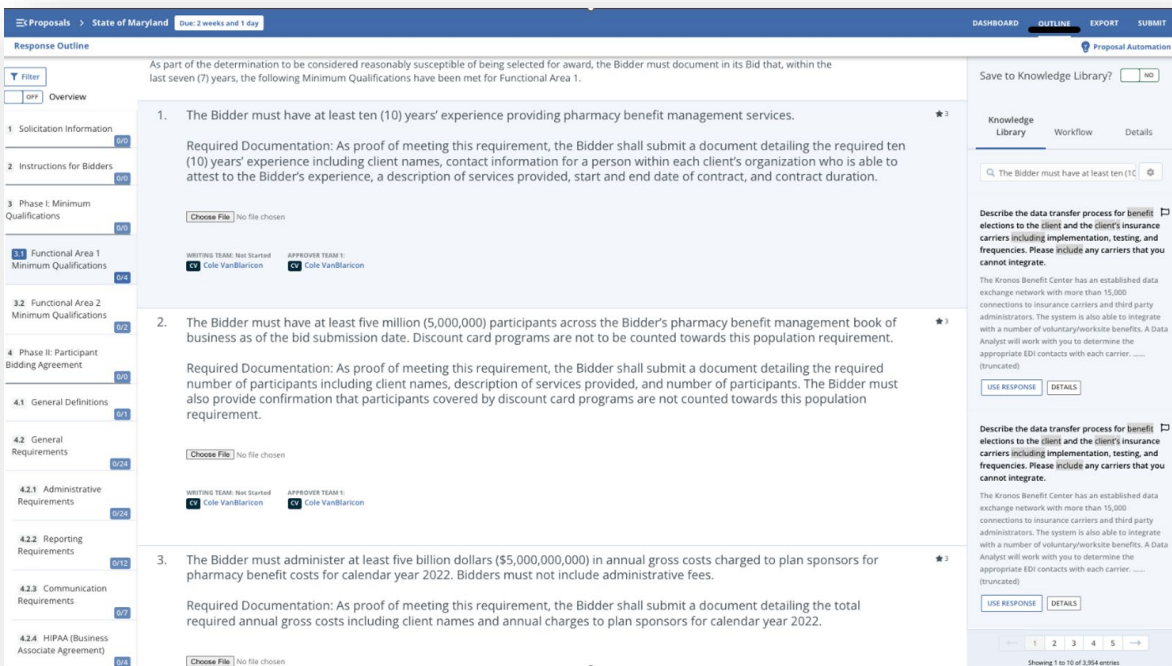
2. On the invitation email, Bidders will select “See RFP Details” which will navigate to the project preview screen. Bidders can accept the invitation by selecting “Get Started” or decline to participate by selecting “No Thanks”.

Note: Bidders who decline to bid should follow the notification requirements specified in the Solicitation.

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3. Once selecting “Get Started”, Bidders will navigate to the project outline to begin working on their bid for the respective phase of the MS-IFB.

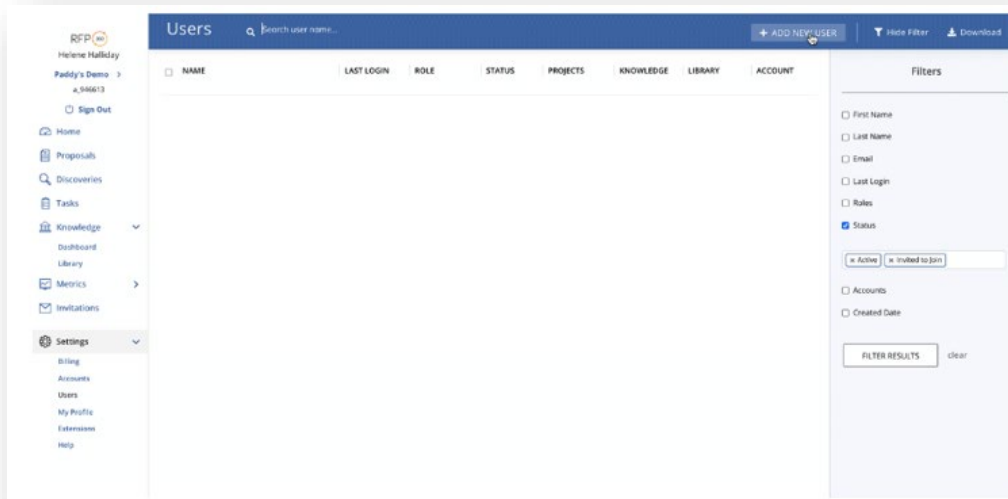


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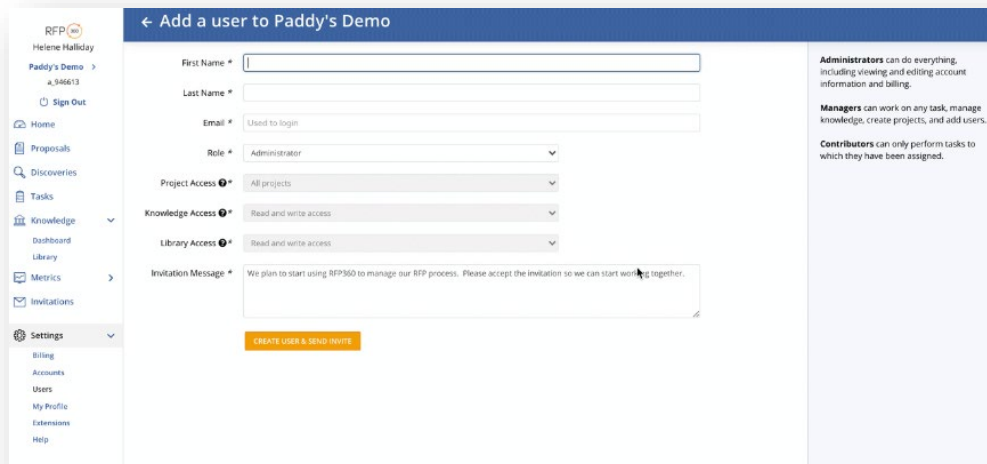
**Adding Additional Users (Writers and Approvers)**

If Bidders want to collaborate with fellow colleagues in the Bid, they will need to add them as Users to the system using the following steps:

1. Navigate to the Settings drop down on the left-side toolbar.
2. Click the Users tab.
3. Click +ADD NEW USER in the upper right-hand corner.

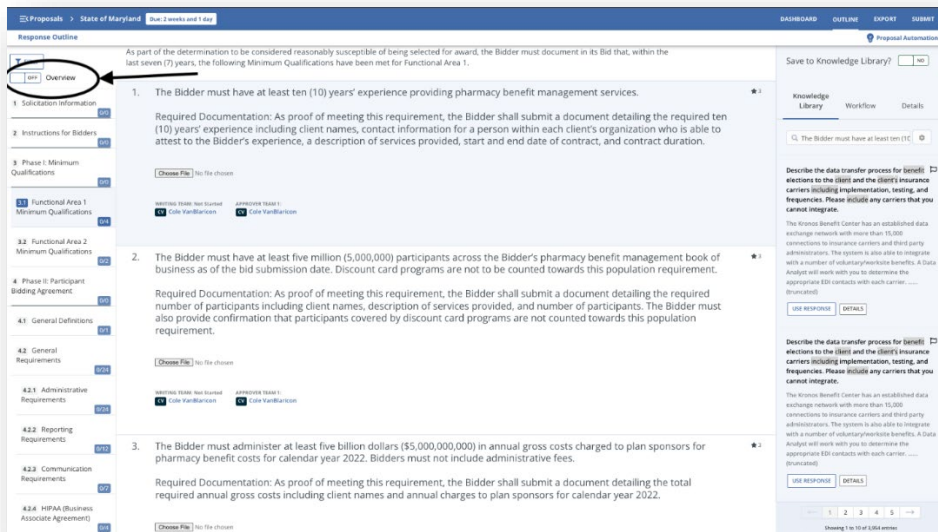


4. Bidders will need to complete the required First Name, Last Name, Email, and assign users a role in RFP360. It is recommended that power users are added as Managers. You can learn more about specific user roles here.

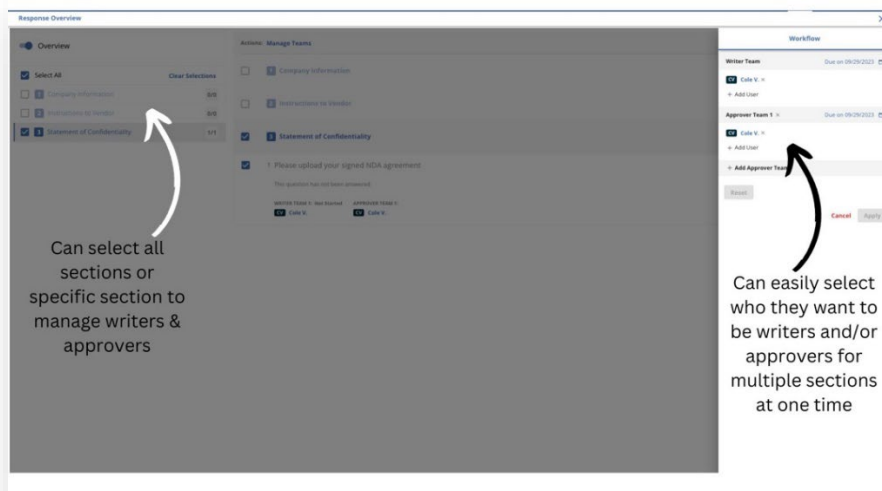


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5. A custom invitation message can be added.
6. Click the CREATE USER & SEND INVITE button.
7. The invitee will receive an email to sign up as a User in RFP360.
8. Once all users are added, the project owner/manager for the Bidder can manage responsibilities across individual sections of the project and decide who should be assigned as writers or approvers.
  - a) Select the Overview option found in the top-left hand corner of the project preview screen.



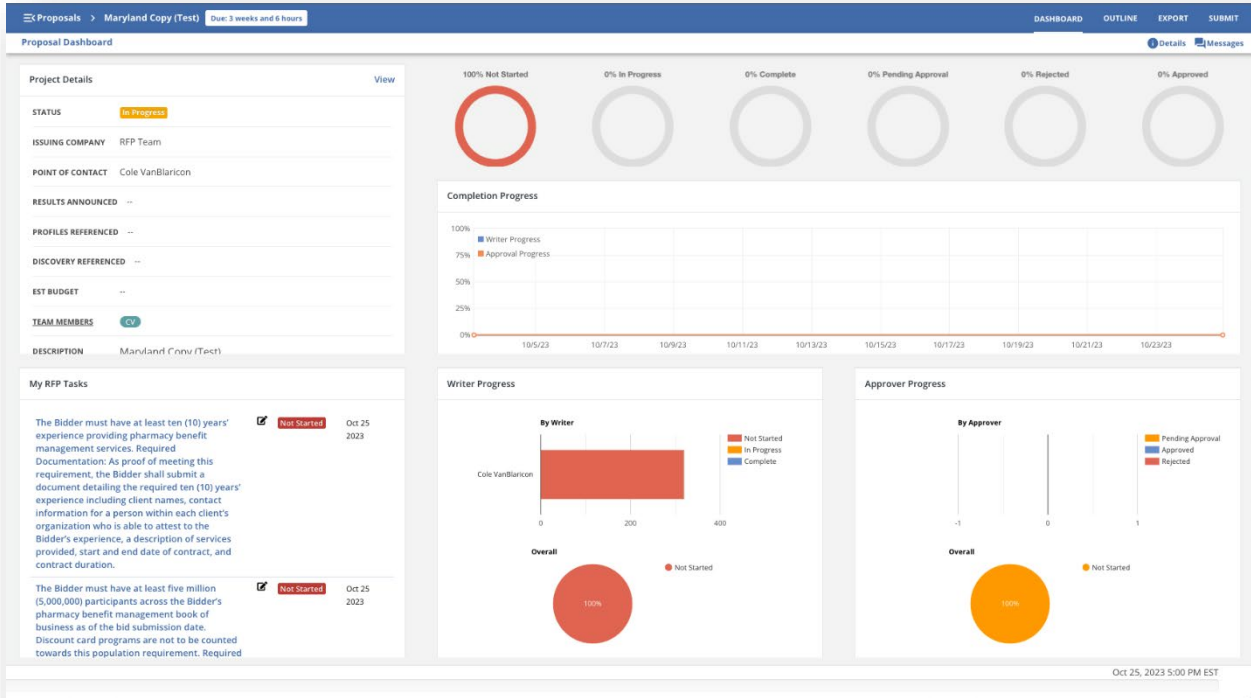
- b) Select the section and the applicable user(s) to be assigned.



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**RFP360 Home Screen**

A dashboard view of the project will show all users their individual tasks along with any currently opened projects for easy access and task completion assistance (example below).



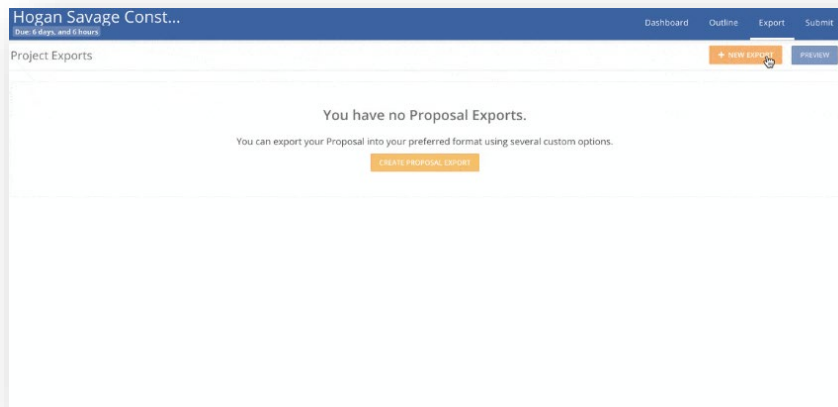
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**Exporting A Bid**

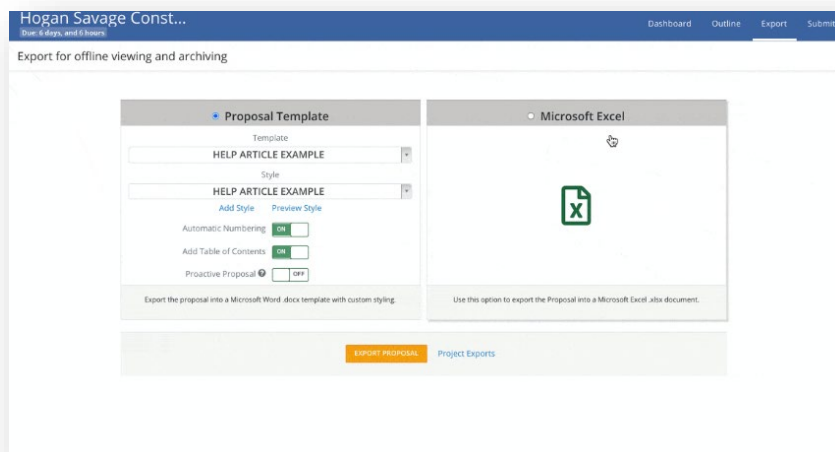
Bidders can export their Bids at any time, either as draft at any point throughout the round or when all of the responses are completed and approved.

Additionally, the Bid can be exported and worked on outside of RFP360. Should this be the case, completed responses will need to be submitted within RFP360 using the following steps:

1. Within the Bid, navigate to the Export tab.
2. Select +NEW EXPORT in the upper right-hand corner.



3. To export into a Word Document, choose the Proposal Template option with No Template/No Style. To export as an Excel Document, choose the MS Excel option.



4. Click the orange Export Proposal button.
5. The Export page will display, click on the Zip file to download your exported bid.

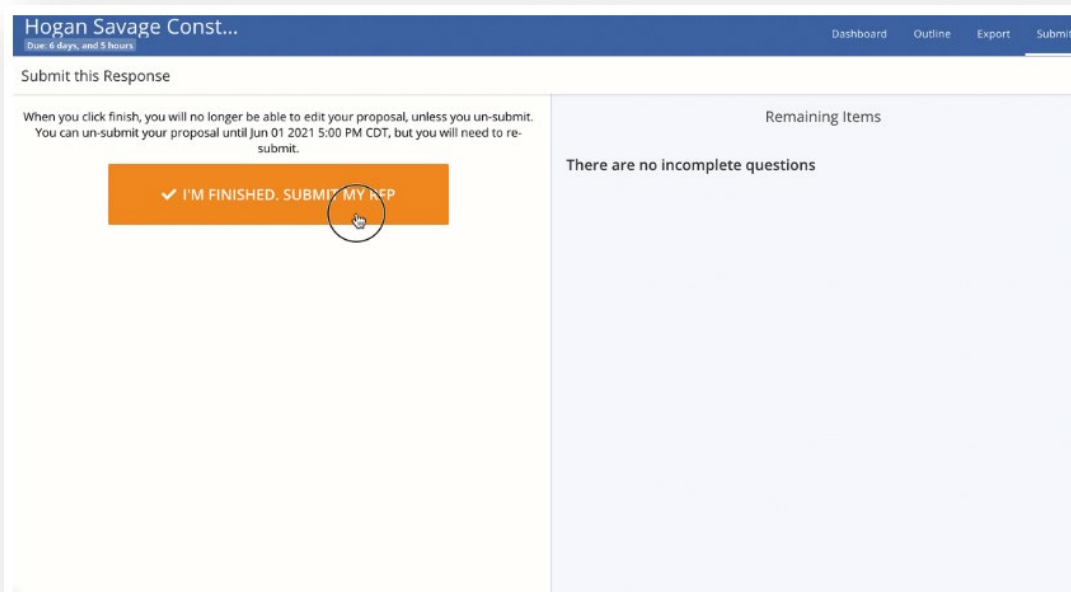
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**Submitting Bid**

Once all mandatory questions have been answered within the bid, submit the bid to the issuer.

1. After ensuring all questions are complete within the bid, navigate to the Submit button located in the upper right-hand corner.
2. Click on the orange I'M FINISHED SUBMIT MY RFP button.
3. The Point of Contact (POC) will receive an email confirmation that the bid has been received by the issuer.

Note: If the bid was exported and completed outside of RFP360, all answers will need to be manually copied back into RFP360 for submission.





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## **Reverse Auction Sample Export**

### **1 Solicitation Information**

**State of Maryland**

**Department of Budget and Management (DBM)**

**Multi-Step Invitation for Bids (MS-IFB)**

**Pharmacy Benefits Management Services and Purchasing Pool Management**

**MS-IFB Number BPM039929**

**See eMMA for State Required Attachments listed in MS-IFB**

### **2 Instructions for Bidders**

#### **A. MANDATORY INSTRUCTIONS FOR BIDDERS**

Bidder shall complete all applicable sections of the MS-IFB during each phase and provide submissions by the stated deadlines.

Electronic responses and the online Reverse Auction will be facilitated through this platform. Paper submissions, or submissions in any other form or format, shall not be accepted.

Bidders shall submit a Non-Disclosure and Intent to Bid Agreement in order to complete registration and receive login credentials.

*Failure to follow these instructions may be grounds for rejection of Bidder response.*

#### **B. SUBMISSION PROCESS**

The MS-IFB process will be broken out into three (3) phases as follow:

Phase I: Minimum Qualifications

Phase II: Participant Bidding Agreement (PBA)

Phase III: Reverse Auction

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Registered Bidders shall receive login credentials to complete Phase I: Minimum Qualifications. After the State has confirmed Bidder meets the minimum qualifications set forth, each qualified Bidder shall be invited to participate in Phase II: PBA responses.

All submissions shall be electronic, using the Milliman RFP360 platform in accordance with the timeliness described herein.

Next, minimum qualified Bidders shall respond to Phase II: PBA, which encompasses the technical requirements and terms of the Bidder submission which are not the Reverse Auction. The PBA shall be submitted no later than the specified deadline. **Bidder shall not alter or adjust any answers in the PBA in any way after submission.**

The Reverse Auction phase will contain three (3) rounds of bidding. Bidders that pass both Phase I and Phase II shall be invited to bid via the Reverse Auction.

All Bids will remain valid from the submission deadline until Contract award. A Bidder's disclosure or distribution of submissions other than to the State shall be grounds for disqualification. No more than one (1) Bid per respondent shall be submitted.

The definitions, terms, and statements in the PBA must be satisfied in order for the Bidder to be considered for the State's Pharmacy Benefit Manager. Bidder shall respond ("Agree" or "Disagree") as to whether you agree with the definitions and conditions in the PBA. An "Agree" response indicates that the terms you bid fully comply with the specific requirement. Any other response (e.g., "Disagree") indicates you cannot comply with the specific requirement.

Responses to the PBA apply to both Functional Area 1: Active Employees, non-Medicare Retirees, and State of Maryland Rx Purchasing Pool (Commercial) and Functional Area 2: Medicare Eligible Retirees Employer Group Waiver Program (EGWP) unless explicitly stated.

### **C. TECHNICAL SUPPORT**

All communications except for technical support with Milliman's RFP360 platform shall be directed to the State Procurement Officer as indicated in the MS-IFB Key Information Summary Sheet. Technical support includes user access, navigation help, and system-related response issues. Any questions related to the context of a question shall be directed to the State Procurement Officer ahead of the Phase I process. After Phase I has begun, the only communication with Bidders is limited to technical support of the platform as described herein.

Platform frequently asked questions (FAQs) and support can be found here: [Support Home \(site.com\)](#)

### 3 Phase I: Minimum Qualifications

To be completed in Phase I. See Attachment P: Minimum Qualifications Sample Export.

### 4 Phase II: Participant Bidding Agreement

To be completed in Phase II. See Attachment T: Participant Bidding Agreement (PBA) Sample Export.

### 5 Phase III: Reverse Auction

All pricing submitted must follow the guidelines, requirements and definitions set forth in the Solicitation and proceeding Phase II: Participant Bidding Agreement.

#### 5.1 Reverse Auction- Functional Area 1 (Commercial) Financial Tables

1. Complete the following table by inputting your applicable network under 'Network Name' and details about that Network under 'Network Type'.

Pharmacy Channel	Network Name	Network Type
Retail Pharmacy 0 - 45 day supply		
Retail Pharmacy 46+ day supply		
Mail Order Pharmacy		
PBM Specialty Pharmacy		
long term care pharmacy		
home infusion pharmacy		
indian/ tribal health providers		
military/ veteran's administration (VA) pharmacies		

2. Complete the following network pricing guarantee table utilizing the following response formats: 0.00% for Discounts and \$0.00 for Dispensing Fees

Channel	Pricing Type	Base Period Year 1	Base Period Year 2	Base Period Year 3	Option Period 1, Year 1	Option Period 1, Year 2	Option Period 2, Year 1	Option Period 2, Year 2
Retail Pharmacy 0 - 45 day supply	Brand AWP Discount							

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Retail Pharmacy 0 - 45 day supply	Generic AWP Discount							
Retail Pharmacy 0 - 45 day supply	Brand Dispensing Fee							
Retail Pharmacy 0 - 45 day supply	Generic Dispensing Fee							
Retail Pharmacy 46+ day supply	Brand AWP Discount							
Retail Pharmacy 46+ day supply	Generic AWP Discount							
Retail Pharmacy 46+ day supply	Brand Dispensing Fee							
Retail Pharmacy 46+ day supply	Generic Dispensing Fee							
Mail Order Pharmacy	Brand AWP Discount							
Mail Order Pharmacy	Generic AWP Discount							
Mail Order Pharmacy	Brand Dispensing Fee							
Mail Order Pharmacy	Generic Dispensing Fee							
Retail Pharmacy Specialty Drugs	Brand AWP Discount							
Retail Pharmacy Specialty Drugs	Generic AWP Discount							
Retail Pharmacy Specialty Drugs	New to Market Brand AWP Discount							
Retail Pharmacy Specialty Drugs	New to Market Generic AWP Discount							
Retail Pharmacy Specialty Drugs	LDD Brand AWP Discount							
Retail Pharmacy Specialty Drugs	LDD Generic AWP Discount							

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Retail Pharmacy Specialty Drugs	Biosimilar Brand AWP Discount							
Retail Pharmacy Specialty Drugs	Biosimilar Generic AWP Discount							
Retail Pharmacy Specialty Drugs	Brand Dispensing Fee							
Retail Pharmacy Specialty Drugs	Generic Dispensing Fee							
Retail Pharmacy Specialty Drugs	New to Market Brand Dispensing Fee							
Retail Pharmacy Specialty Drugs	New to Market Generic Dispensing Fee							
Retail Pharmacy Specialty Drugs	LDD Brand Dispensing Fee							
Retail Pharmacy Specialty Drugs	LDD Generic Dispensing Fee							
Retail Pharmacy Specialty Drugs	Biosimilar Brand Dispensing Fee							
Retail Pharmacy Specialty Drugs	Biosimilar Generic Dispensing Fee							
PBM Specialty Pharmacy	Brand AWP Discount							
PBM Specialty Pharmacy	Generic AWP Discount							
PBM Specialty Pharmacy	New to Market Brand AWP Discount							
PBM Specialty Pharmacy	New to Market Generic AWP Discount							
PBM Specialty Pharmacy	LDD Brand AWP Discount							

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PBM Specialty Pharmacy	LDD Generic AWP Discount							
PBM Specialty Pharmacy	Biosimilar Brand AWP Discount							
PBM Specialty Pharmacy	Biosimilar Generic AWP Discount							
PBM Specialty Pharmacy	Brand Dispensing Fee							
PBM Specialty Pharmacy	Generic Dispensing Fee							
PBM Specialty Pharmacy	New to Market Brand Dispensing Fee							
PBM Specialty Pharmacy	New to Market Generic Dispensing Fee							
PBM Specialty Pharmacy	LDD Brand Dispensing Fee							
PBM Specialty Pharmacy	LDD Generic Dispensing Fee							
PBM Specialty Pharmacy	Biosimilar Brand Dispensing Fee							
PBM Specialty Pharmacy	Biosimilar Generic Dispensing Fee							
long term care pharmacy	Brand AWP Discount							
long term care pharmacy	Generic AWP Discount							
long term care pharmacy	Brand Dispensing Fee							
long term care pharmacy	Generic Dispensing Fee							
home infusion pharmacy	Brand AWP Discount							

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home infusion pharmacy	Generic AWP Discount							
home infusion pharmacy	Brand Dispensing Fee							
home infusion pharmacy	Generic Dispensing Fee							
indian/ tribal health providers	Brand AWP Discount							
indian/ tribal health providers	Generic AWP Discount							
indian/ tribal health providers	Brand Dispensing Fee							
indian/ tribal health providers	Generic Dispensing Fee							
military/ veteran's administration (VA) pharmacies	Brand AWP Discount							
military/ veteran's administration (VA) pharmacies	Generic AWP Discount							
military/ veteran's administration (VA) pharmacies	Brand Dispensing Fee							
military/ veteran's administration (VA) pharmacies	Generic Dispensing Fee							

3. Provide the name of the formulary that is applicable to your Pricing Guarantees along with a detailed description of the formulary.

Line of Business	Formulary Name	Formulary Description
Functional Area 1 (Commercial)		

4. Complete the following minimum Rebate pricing guarantee table utilizing the following response format: \$0.00

Minimum Rebate Guarantee Category	Base Period Year 1	Base Period Year 2	Base Period Year 3	Option Period 1, Year 1	Option Period 1, Year 2	Option Period 2, Year 1	Option Period 2, Year 2

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Retail Pharmacy per Brand Claim (up to 45 day supply)							
Retail Pharmacy per Brand Claim (46+ day supply)							
Mail Pharmacy per Brand Claim (All day supply)							
Specialty Drug Brand Claim at any Channel (All day supply)							

5. Complete the following maximum aggregate base fee table utilizing the following response format: \$0.00 for fees.

Note: All PMPM fees must reflect the maximum aggregate base administrative fees, i.e., fees must include all direct and indirect costs, general and administrative overhead, purchasing burden, profit, and state regulatory assessments. No other fees or charges may be added to the contract after award, nor will the Bidder be compensated on any basis other than the Maximum Aggregate PMPM rate.

<b>Administrative Fee Type</b>	<b>Base Period Year 1</b>	<b>Base Period Year 2</b>	<b>Base Period Year 3</b>	<b>Option Period 1, Year 1</b>	<b>Option Period 1, Year 2</b>	<b>Option Period 2, Year 1</b>	<b>Option Period 2, Year 2</b>
Functional Area 1 (Commercial)- Maximum Aggregate Base Administrative Fee (PMPM)							

6. Complete the following allowance table utilizing the following response format: \$0.00.

	<b>Base Period Year 1</b>	<b>Base Period Year 2</b>	<b>Base Period Year 3</b>	<b>Option Period 1, Year 1</b>	<b>Option Period 1, Year 2</b>	<b>Option Period 2, Year 1</b>	<b>Option Period 2, Year 2</b>
Annual Allowance (Per Member Per Year)							
Implementation Allowance (One Time Per Member)							



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### 5.2 Reverse Auction- Functional Area 2 (EGWP) Financial Tables

1. Complete the following table by inputting your applicable network under 'Network Name' and details about that Network under 'Network Type'.

Pharmacy Channel	Network Name	Network Type
Retail Pharmacy 0 - 45 day supply		
Retail Pharmacy 46+ day supply		
Mail Order Pharmacy		
PBM Specialty Pharmacy		
long term care pharmacy		
home infusion pharmacy		
indian/ tribal health providers		
military/ veteran's administration (VA) pharmacies		

2. Complete the following network pricing guarantee table utilizing the following response formats:  
0.00% for Discounts and \$0.00 for Dispensing Fees.

Channel	Pricing Type	Base Period Year 1	Base Period Year 2	Base Period Year 3	Option Period 1, Year 1	Option Period 1, Year 2	Option Period 2, Year 1	Option Period 2, Year 2
Retail Pharmacy 0 - 45 day supply	Brand AWP Discount							
Retail Pharmacy 0 - 45 day supply	Generic AWP Discount							
Retail Pharmacy 0 - 45 day supply	Brand Dispensing Fee							
Retail Pharmacy 0 - 45 day supply	Generic Dispensing Fee							
Retail Pharmacy 46+ day supply	Brand AWP Discount							
Retail Pharmacy 46+ day supply	Generic AWP Discount							
Retail Pharmacy 46+ day supply	Brand Dispensing Fee							

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Retail Pharmacy 46+ day supply	Generic Dispensing Fee							
Mail Order Pharmacy	Brand AWP Discount							
Mail Order Pharmacy	Generic AWP Discount							
Mail Order Pharmacy	Brand Dispensing Fee							
Mail Order Pharmacy	Generic Dispensing Fee							
Retail Pharmacy Specialty Drugs	Brand AWP Discount							
Retail Pharmacy Specialty Drugs	Generic AWP Discount							
Retail Pharmacy Specialty Drugs	New to Market Brand AWP Discount							
Retail Pharmacy Specialty Drugs	New to Market Generic AWP Discount							
Retail Pharmacy Specialty Drugs	LDD Brand AWP Discount							
Retail Pharmacy Specialty Drugs	LDD Generic AWP Discount							
Retail Pharmacy Specialty Drugs	Biosimilar Brand AWP Discount							
Retail Pharmacy Specialty Drugs	Biosimilar Generic AWP Discount							
Retail Pharmacy Specialty Drugs	Brand Dispensing Fee							
Retail Pharmacy Specialty Drugs	Generic Dispensing Fee							
Retail Pharmacy Specialty Drugs	New to Market Brand Dispensing Fee							

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Retail Pharmacy Specialty Drugs	New to Market Generic Dispensing Fee							
Retail Pharmacy Specialty Drugs	LDD Brand Dispensing Fee							
Retail Pharmacy Specialty Drugs	LDD Generic Dispensing Fee							
Retail Pharmacy Specialty Drugs	Biosimilar Brand Dispensing Fee							
Retail Pharmacy Specialty Drugs	Biosimilar Generic Dispensing Fee							
PBM Specialty Pharmacy	Brand AWP Discount							
PBM Specialty Pharmacy	Generic AWP Discount							
PBM Specialty Pharmacy	New to Market Brand AWP Discount							
PBM Specialty Pharmacy	New to Market Generic AWP Discount							
PBM Specialty Pharmacy	LDD Brand AWP Discount							
PBM Specialty Pharmacy	LDD Generic AWP Discount							
PBM Specialty Pharmacy	Biosimilar Brand AWP Discount							
PBM Specialty Pharmacy	Biosimilar Generic AWP Discount							
PBM Specialty Pharmacy	Brand Dispensing Fee							
PBM Specialty Pharmacy	Generic Dispensing Fee							

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PBM Specialty Pharmacy	New to Market Brand Dispensing Fee							
PBM Specialty Pharmacy	New to Market Generic Dispensing Fee							
PBM Specialty Pharmacy	LDD Brand Dispensing Fee							
PBM Specialty Pharmacy	LDD Generic Dispensing Fee							
PBM Specialty Pharmacy	Biosimilar Brand Dispensing Fee							
PBM Specialty Pharmacy	Biosimilar Generic Dispensing Fee							
long term care pharmacy	Brand AWP Discount							
long term care pharmacy	Generic AWP Discount							
long term care pharmacy	Brand Dispensing Fee							
long term care pharmacy	Generic Dispensing Fee							
home infusion pharmacy	Brand AWP Discount							
home infusion pharmacy	Generic AWP Discount							
home infusion pharmacy	Brand Dispensing Fee							
home infusion pharmacy	Generic Dispensing Fee							
indian/ tribal health providers	Brand AWP Discount							
indian/ tribal health providers	Generic AWP Discount							
indian/ tribal health providers	Brand Dispensing Fee							

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indian/ tribal health providers	Generic Dispensing Fee							
military/ veteran's administration (VA) pharmacies	Brand AWP Discount							
military/ veteran's administration (VA) pharmacies	Generic AWP Discount							
military/ veteran's administration (VA) pharmacies	Brand Dispensing Fee							
military/ veteran's administration (VA) pharmacies	Generic Dispensing Fee							

3. Provide the name of the formulary that is applicable to your Pricing Guarantees along with a detailed description of the formulary.

Line of Business	Formulary Name	Formulary Description
Functional Area 2 (EGWP)		

4. Complete the following minimum Rebate pricing guarantee table utilizing the following response format: \$0.00

Minimum Rebate Guarantee Category	Base Period Year 1	Base Period Year 2	Base Period Year 3	Option Period 1, Year 1	Option Period 1, Year 2	Option Period 2, Year 1	Option Period 2, Year 2
Retail Pharmacy per Brand Claim (up to 45 day supply)							
Retail Pharmacy per Brand Claim (46+ day supply)							
Mail Pharmacy per Brand Claim (All day supply)							
Specialty Drug Brand Claim at any Channel (All day supply)							

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5. Complete the following maximum aggregate base administrative fee table utilizing the following response format: \$0.00 for fees.

Note: All PPPM fees must be reflect the maximum aggregate base administrative fees, i.e., fees must include all direct and indirect costs, general and administrative overhead, purchasing burden, profit, and state regulatory assessments. No other fees or charges may be added to the contract after award, nor will the Bidder be compensated on any basis other than the Maximum Aggregate PPPM rate.

Administrative Fee Type	Base Period Year 1	Base Period Year 2	Base Period Year 3	Option Period 1, Year 1	Option Period 1, Year 2	Option Period 2, Year 1	Option Period 2, Year 2
Functional Area 2 (EGWP)- Maximum Aggregate Base Administrative Fee (PPPM)							

6. Complete the following allowance table utilizing the following response format: \$0.00.

	Base Period Year 1	Base Period Year 2	Base Period Year 3	Option Period 1, Year 1	Option Period 1, Year 2	Option Period 2, Year 1	Option Period 2, Year 2
Annual Allowance (Per Participant Per Year)							
Implementation Allowance (One Time Per Participant)							

### 5.3 Reverse Auction Required Attachments

Attached are documents for Bidders to review and complete as instructed.

- [Attachment R - FA1: Bidder Assumptions]
  - [Attachment R - FA2: Bidder Assumptions]
1. Bidder shall complete a Reverse Auction Financial Bid Transmittal Letter.
  2. Bidder shall complete the attached FA1: Bidder Assumptions workbook and upload.
  3. Bidder shall complete the attached FA2: Bidder Assumptions workbook and upload.