



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

CREATION DATE : 13-DEC-12
BID NUMBER: 7458369
TITLE: PHARMACY TECHNICIAN TRAINING PROGRAM - CCRI
BLANKET START : 01-APR-13
BLANKET END : 31-DEC-14
BID CLOSING DATE AND TIME: 15-JAN-2013 10:00:00

BUYER: Mosca, Gary
PHONE #: 401-574-8124

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CCRI CONTROLLER'S OFFICE
ACCOUNTS PAYABLE
400 EAST AVENUE
WARWICK, RI 02886
US

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CCRI KNIGHT CAMPUS
400 EAST AVE
WARWICK, RI 02886-1807
US

Requisition Number: 1296079

Note to Bidders: Questions concerning this solicitation may be emailed to gary.mosca@purchasing.ri.gov no later than 12/28/12 @ 8:00 AM (EST). Questions should be submitted in a Microsoft word attachment. Please reference the RFQ # on all correspondence. Questions received if any, will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information

Line	Description	Quantity	Unit	Unit Price	Total
1	4/1/2013 - 6/30/2013 - PHARMACY TECHNICIAN TRAINING (75 HRS)	1.00	Each		
2	4/1/2013 - 6/30/2013 - PHARMACY TECHNICIAN CALCULATIONS (30 HRS)	1.00	Each		
3	4/1/2013 - 6/30/2013 - PHARMACY EXTERNSHIPS (60 HRS)	25.00	Each		
4	4/1/2013 - 6/30/2013 - PHARMACY TECHNICIAL TRAINING MATERIALS	25.00	Each		
5	7/1/2013 - 6/30/2014 - PHARMACY TECHNICIAN TRAINING (75 HRS)	1.00	Each		
6	7/1/2013 - 6/30/2014 - PHARMACY TECHNICIAN CALCULATIONS (30 HRS)	1.00	Each		
7	7/1/2013 - 6/30/2014 - PHARMACY EXTERNSHIPS (60 HRS)	25.00	Each		
8	7/1/2013 - 6/30/2014 - PHARMACY TECHNICIAL TRAINING MATERIALS	25.00	Each		
9	7/1/2014 - 12/31/2014 - PHARMACY TECHNICIAN TRAINING (75 HRS)	1.00	Each		
10	7/1/2014 - 12/31/2014 - PHARMACY TECHNICIAN CALCULATIONS (30 HRS)	1.00	Each		
11	7/1/2014 - 12/31/2014 - PHARMACY EXTERNSHIPS (60 HRS)	25.00	Each		
12	7/1/2014 - 12/31/2014 - PHARMACY TECHNICIAL TRAINING MATERIALS	25.00	Each		

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Pharmacy Technician Program Bid Narrative Center for Workforce and Community Education - CCRI

Community College of Rhode Island is a community college, a public educational institution, the mission of which is to provide quality education to its constituent citizens ("Students"). Toward that end, Community College of Rhode Island offers courses, and provides education and training, to Students, through [credit and] non-credit classes. Therefore, Community College of Rhode Island secures service providers to supply instructional classes of interest to its Students.

The Community College of Rhode Island desires to hire a training vendor to provide continuing education and job training programs for the pharmacy technician occupation at Community College of Rhode Island.

CCRI is seeking the training provider;

1. To create, establish, and provide instructional content for non-credit pharmacy technician courses to be offered at Community College of Rhode Island.
2. To create and provide Courses, Course content, and Course materials, including binders, outlines, programs, Instructor manuals, manual updates, Power Point presentations, lecture materials, lesson plans, exams and exam questions, access to online materials, instructor information, tools, instructions, laboratory supplies, and other Course materials and teaching tools; and Training provider will purchase textbooks from a textbook supplier (collectively "Course Materials") for the Courses and resell them to Students for the Courses.
3. Provide Course Materials that will be professionally prepared and current as to content, and will meet high standards for training and continuing education. The textbooks will be purchased by Training provider from a reputable textbook supplier, after review by Training provider of the textbook for professional quality content. The content of Course Materials will be determined at the discretion of Training provider.
4. To agree that the College will have the discretion to approve the Courses and the Course Materials. College may request that the Course Materials meet certain standards of College. Training provider will comply with those standards, as long as College provides Training provider with the standards at least 4 months in advance of the Course Start Date.
5. Adjust Course content to Rhode Island standards for licensure in order to comply with state standards or requirements.
6. To provide to College, samples of Materials or Manuals, samples or summary reports of Courses, either past or in progress.
7. To begin courses by April 2013.

Course Content

CCRI is seeking the training provider;

8. To develop a professional pharmacy technician course that is at least a 165-hour course designed to teach students the fundamentals and specifics of becoming a pharmacy technician. Course should include the following: 75 hours of Pharmacy Technician Training, 30 hours of Pharmacy Technician Calculations Training, and 60 hours of Pharmacy Externships for each student. All aspects of this course shall be taught in the classroom as opposed to online instruction. Externships shall take place at local pharmacies and shall be arranged and coordinated by Training Provider. Upon successful completion of the course, the student should be able to demonstrate a basic understanding of:
 - a) The differences among the various pharmacy settings
 - b) The various roles of a pharmacy technician and the responsibilities assigned to each in each of the settings
 - c) Maintaining and respecting patient confidentiality
 - d) The drug approval process
 - e) What information is listed on the "manufacture stock label"
 - f) What differentiates a prescription from an over-the-counter product
 - g) The requirements for a prescription label
 - h) Why drugs are recalled
 - i) The various pregnancy categories and their criteria
 - j) The differences between various dosage forms and routes of administration
 - k) The importance of controlled-release formulations
 - l) How to perform various calculations required in the pharmacy setting
 - m) Roman numerals and their purpose in pharmacy
 - n) Pharmacy terminology and abbreviations necessary to fill prescriptions
 - o) The metric system and its use in pharmacy
 - p) The basic concepts of prescription insurance as it applies to processing prescriptions
9. **Maximum Class Size.** The maximum class size will be 20 students, or a reasonable number of Students given the classroom size, the classroom equipment, and given the appropriate number of Students that an Instructor can competently handle while performing quality instruction.
10. **Minimum Class Size.** The minimum class size will be 10 students, and the College reserves the right to cancel a Course for which less than 10 Students have enrolled one week before the Course Start Date.

Instructors

CCRI is seeking the training provider;

11. Recruit, screen, hire and train qualified persons to teach the courses as follows:

12. Recruit and screen instructor candidates for their technical competence, verify their credentials, and conduct background checks and due diligence checks on them.
13. Hire licensed professionals", or professional educators from the industry to teach the courses
14. Provide any additional training required to become and maintain teaching credentials., in order to effectively teach the Courses.
15. Provide all instructors with materials they will need to effectively teach the courses, including: course materials, text book, binder, outlines, programs, instructor manuals, manual updates, Power Point presentations, lesson plans, lecture materials, exams and exam questions and other course materials and teaching tools
16. Instructors will be either independent contractors or employees of the training provider, rather than of College. The training provider will bear the responsibility of any applicable payroll taxes and employer obligations, if applicable.
17. In providing services and in employment of instructors, training vendors will not illegally discriminate against any person because of sex, race, disability, national origin, veteran's status, sexual preference, or religion. The training vendor agrees to comply with all applicable federal and state laws, rules, regulations, and executive orders relating to non-discrimination, affirmative action, and equal employment opportunity.

Marketing

CCRI is seeking the training provider;

18. Market the courses on their own website (if applicable) and through other advertising means. College reserves the right to approve any content bearing the College name or logo.
19. To support College's marketing and promotion of the courses by providing the following content to College: promotional materials to college for the courses: course descriptions, website content, advertising content, and logos ("Promotional Materials").
20. To meet with local area businesses to promote the courses, at the request of College.

Course Records

CCRI is seeking the training provider;

21. To maintain records of courses provided for College, instructors hired, course materials used, and students who have completed the courses, if requested by College, the training provider will provide to College in electronic or paper format, copies of course records.
22. To adhere to student privacy and FERPA Compliance.

23. Keep confidential all Student records and information ("Student Records"), and will use Student Records only as necessary to operate and document the course.
24. Not provide Student Records to any person or entity, unless expressly authorized by College or by the Student.
25. To comply with all applicable provisions of the Family Educational Rights and Privacy Act, 20 United States Code §1232g in the receipt and use of Student Records, to the extent that the training provider has access to them.
26. To have no Commercial Use of Student Information. Training provider will ensure that the course materials and forms do not request from Students any information other than that which is necessary or helpful for purposes of conducting and documenting the course. Training provider will not use the Courses to sell services or products of any business entity.

Cancelled Courses - Refunds.

27. Training provider will not charge College for the Service Fee for any Course cancelled one week prior to the Course Start Date, and will refund any payments made to Training provider by College. Training provider will provide refunds for any Course Materials returned to Training provider, when a class has been cancelled.
28. No Refunds for Dropped Course. Training provider will not provide Service Fee or registration fee refunds for Students who drop the Course.

Liability, Indemnification and Insurance

29. Liability of Training provider, and Indemnification, for Errors & Omissions. Training provider will be liable to College for, and will defend, indemnify, and hold harmless College, and its agents, officers and employees, from and against all claims, damages and expenses arising from the errors, omissions, mistakes, acts, work or service of Training provider, its agents, employees, or subcontractors, in the performance of this Agreement.
30. Training provider will maintain a General Liability insurance policy covering accident and injury of Training provider's employees and subcontractors. Training provider will provide proof of insurance to College upon request.
31. Training provider's Workers Compensation. The policy includes a Workers Compensation Policy with Employers Liability Limits of \$100,000 each Accident/\$100,000 Disease-Each Employee/\$500,000 Disease-Policy Limit. The Workers Compensation portion of the policy is statutory and unlimited for medical and disability according to the State schedule. The Employers Liability portion is third person liability, which does not cover the Employees, but only third parties who would make claims against the Employees. The workers compensation coverage is extended to any 1099 contractors who fall within the State's definition of employee.

32. Notification to College of Insurance Termination. Training provider will notify College if Training provider's General Liability Policy or E & O Policy is terminated.

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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CONTINUED: BID STANDARD TERMS AND CONDITIONS

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

VENDOR SPECIFICATIONS

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.

MULTI YEAR AWARD THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

END DOCUMENT