



REQUEST FOR PROPOSAL (RFP) – BID# 7494368

PHARMACY SERVICES- RI VETERANS' HOME

SUBMISSION DEADLINE: Monday, September 16, 2013 at 2:00 PM (ET)

PRE-BID CONFERENCE: NO
 YES **Tuesday, August 27, 2013 at 11:00 AM (ET)**

Mandatory: NO
 YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

Location: **RI Veterans' Home, North Building Chapel**
480 Metacom Avenue
Bristol, RI 02809

Buyer Name: **George Welly**
Title: **Interdepartmental Project Manager**

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (questions2@purchasing.ri.gov) no later than (Thursday, August 29, 2013, 11:00 AM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #7494368) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

DISK BASED BID: NO
 YES: See attached Disk Based Bidding Information

NOTE TO VENDORS:
Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS IS NOT A BIDDER CERTIFICATION FORM



Disk Based Bidding Information

File Format

All disk based bid files are ZIP files that you can open using the WinZip 8.1 software. The ZIP file will contain one or more files based on the type of Bid/RFP.

Downloading the Disk Based Bid

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

Opening the Disk Based Bid

Once downloaded, you can open the ZIP file with WinZip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

FOR THE DEPARTMENT OF TRANSPORTATION AND OTHER SPECIFIC PROJECTS:

Completing the Disk Based Bid

Once the Microsoft Office files are properly saved, open the individual files and enter the required information in the appropriate fields. Save each file again to capture the new information you entered.

Submitting the Disk Based Bid

Save the completed files to a CD or diskette. Label the CD or diskette with the Bid/RFP number and bidder's name (company name, not contract name). Submit as instructed in the Bid or RFP solicitation document.

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Human Services, is soliciting for a business entity to provide on-site licensed pharmacist(s) at the Rhode Island Veterans' Home to supervise the distribution of resident medications to nursing wards for dispensing five days per week, eight hours per day, 52 weeks per year, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.us. The initial contract period will begin approximately October 1, 2013, for one year. The contract may be renewed for one or two additional twelve month periods, based on vendor performance and the availability of funds.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, who will assume responsibility for all aspects of the work. Joint ventures,

cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used are identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by an IRS Form W-9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1
Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.

SECTION 2: BACKGROUND

The Rhode Island Veterans Home (RIVH), in Bristol, Rhode Island, has been providing in-house pharmacy services to the residents of the Home for thirty years. The Home includes 36 domiciliary beds and is licensed for 250 nursing beds. The Home has a contract with the approved Veterans Administration (VA) pharmaceuticals provider to purchase products in bulk at VA-negotiated rates from the US Veterans Affairs National Formulary. The Home employs three pharmacy technicians to dispense medications to the nursing floors under the supervision of licensed pharmacists. Since 2007, the Home has used contract pharmacists to supervise the distribution of medications to the wards and to act as the Pharmacist in Charge of operating the pharmacy. The pharmacy is considered a Hospital/ Clinical pharmacy by the Department of Health and the Drug Enforcement Administration (DEA).

SECTION 3: SCOPE OF WORK

General Scope of Work

The RIVH is seeking a business entity to provide on-site licensed pharmacist(s) to supervise the distribution of resident medications to nursing wards for dispensing five days per week (Monday through Friday), eight hours per day (8 am to 4 pm), 52 weeks per year. The pharmacy is closed on weekends and holidays. The business entity will also provide one pharmacist in charge (PIC), under whose license the pharmacy would be operated. The PIC must possess a DEA license for dispensing narcotics. The PIC must be available to answer occasional emergency questions from the Nursing Home Administrator (this is not to be considered on-call) and to respond directly to any alarm resulting from the pharmacy security system.

Specific Activities / Tasks

The entity will provide the following services to the highest degree: One RI Registered Pharmacist on-site forty (40) hours per week to perform all duties pursuant to the profession of pharmacy, including: compound and dispense pharmaceutical products on prescription; weigh, mix and measure pharmaceutical drugs and compounds and dispense in quantities as specified; maintain custody and records concerning controlled substances; review prescriptions to assure appropriate dosage and strength, and to identify possible drug interactions; properly store, label and manage expiration periods for pharmaceutical products; repackage and relabel products received in bulk units; assist in the process of preparing for accreditation reviews; and, to do related work as required.

The pharmacist on-site will supervise the technical duties of the pharmacy technicians. A pharmacist will serve on various committees and attend meetings as required by the Administrator. The pharmacist will be proactive in responding to drug alerts and product recalls. The Pharmacist in Charge (PIC) will ensure that all necessary pharmaceuticals are ordered to maintain stock levels and ensure that other necessary supplies are ordered in a timely manner. The PIC will maintain and comply with the internal standard operating procedures, and with the US Veterans Affairs National Formulary, and ensure that the pharmacy is operated in accordance with RI Department of Health regulations, licensing

standards, and with US DEA requirements. The PIC will ensure that all necessary reporting is completed to comply with US Veterans Affairs standards for reimbursement.

Pharmacists and the Pharmacist in Charge will report to the Administrator of the Rhode Island Veterans' Home, or to his or her designee, for all matters concerning the services contract. All pharmacists and the Pharmacist in Charge will produce and maintain all appropriate licenses and registrations.

Background Criminal Investigation (BCI) clearances are required of all providers and subcontractors prior to the start of work. BCI checks shall be submitted to, and approved by Administrator of the Rhode Island Veterans' Home before commencement of work.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Staff Qualifications (15 points) – Provide staff resumes and describe qualifications and experience of all on-site staff involved in service delivery, including experience and licensure in the field of pharmacy in general, and in institutional settings, if any. This section shall include identification of all staff and/or subcontractors proposed as members of team, and the duties, responsibilities, and concentration of effort which apply to each, including resumes (without personal information), curriculum vitae, or statements of prior experience and qualification.

2. Capability, Capacity, and Qualifications of the Offeror (20 points) –

a. The Offeror should have a dedicated and staffed capability to provide the scope of work above, with the experience to provide quality services to the State. Retail experience should include a description of the size of the location(s) and responsibilities involved. A comprehensive listing of any institutional assignments conducted and implemented should be included. These descriptions should be completed for each person proposed as party to this proposed engagement.

b. The Offeror shall submit a list of contract(s) that have been terminated along with the entity name(s) that procured the contract, and the reasons the contract was terminated (if applicable). The State reserves the right to seek additional information regarding a company's capabilities from any source it feels is competent to provide such information.

c. Licensed experience as pharmacists for all staffing solutions is imperative. Demonstrated experience in the delivery of pharmaceutical services in an institutional setting will be evaluated as evidence of a comprehensive capability in technical evaluation of proposals.

3. Approach/Methodology (25 points) - Describe in detail, the framework within which the proposed services would be delivered. The Offeror must have sufficient personnel

resources capable of managing the scope of work stated herein. This shall be demonstrated in the description of an operational model for service delivery. In addition to identification of a Pharmacist-in-Charge of pharmaceutical requirements, a lead supervisor should be identified for personnel and business affairs; this could be, but is not necessarily, the same individual. The proposal should include a description of demonstrated or proposed financial capacity as a contracting entity with sufficient resources to operate on a monthly State reimbursement schedule. In this section, the Offeror must affirm in writing the recognition that the Home's inventory is acquired almost entirely from the US Veterans Affairs National Formulary, and not directly from commercial sources.

4. References (10 points)

The firm must provide references for a minimum of three (3) clients or employers. Provide details, including but not limited to: the tasks and size of current service locations, distribution volumes at each location, and the length of the relationship. This section shall include the name of a contact person, address, telephone number and email address, where the Offeror has provided pharmaceutical services. These individuals may be contacted by the State as part of the selection process.

SECTION 5: COST PROPOSAL

The contract award will be to a business entity, and not to individuals directly. Cost proposals shall be for one annual price, billed and reimbursed monthly by the state. The entity shall be accountable for all financial obligations, including but not limited to: employee compensation and benefits; workers compensation; liability and other insurance as detailed in the General Conditions to this solicitation; and licensing and professional fees.

SECTION 6: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 50 (71.4%) out of a maximum of 70 technical points. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

Any technical proposals scoring less than 50 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration. Proposals scoring 50 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in the cost category, bringing the potential maximum score to 100 points.

The Department of Human Services/ RI Veterans' Home reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish

the project as specified herein; and conversely, reserves the right not to select any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Suitability of Approach/Methodology	25 Points
References	10 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows: $\$65,000 / \$100,000 * 30 = 19.5$

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases as indicated on page one of this solicitation. Please reference **RFP # 7494368** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to 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. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses are to be assembled in two separate sections, pursuant to “Response Contents” below. Both envelopes should be sent or delivered to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed IRS Form W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. This is a separate confidential document, and should not be included in the technical or cost proposals.
3. **A separate Technical Proposal** including all information described in “Technical Proposal” above.
4. **A separate, signed and sealed Cost Proposal** reflecting a single annual price, written in both numbers and words, proposed to complete all of the requirements of this project, including a statement that this is an annual cost without other cost exposure to the state.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State’s General

Conditions of Purchases/General Terms and Conditions can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

Insurance Requirements

The successful respondent shall provide proof of the following insurances:

Commercial General Liability Insurance: Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this contract, Commercial General Liability Insurance covering bodily injury, and property damage in a form and with coverage that are satisfactory to the State. This insurance shall include personal and advertising injury liability, independent contractors, products completed operations, contractual liability and broad form property damage coverage. Coverage shall be written on an occurrence basis. A combined single limit of \$1,000,000 per occurrence and aggregate is required.

Errors and Omissions Coverage: Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Contract errors and omissions Insurance covering any damages caused by an error, omission or any negligent acts of contractor, its subcontractors, agents, officers or employees under this Contract. Combined single limit per occurrence shall not be less than \$1,000,000. Annual aggregate limit shall not be less than \$1,000,000.

Auto Liability Insurance: Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this contract, auto liability insurance covering all owned, non-owned, or hired vehicles. A combined single limit per occurrence of \$1,000,000 will be obtained.

Workers Compensation and Employers Liability: Contractor shall obtain statutory Workers Compensation coverage in compliance with the compensation laws of the State of Rhode Island. Coverage shall include Employers Liability Insurance with minimum limits of \$100,000 each accident, \$500,000 disease or policy limit, \$100,000 each employee. The State will be defended, indemnified and held harmless to the full extent of any coverage actually secured by the Contractor in excess of the minimum requirements set forth above. The duty to indemnify the State under this agreement shall not be limited by the insurance required in this agreement. Independent Contractors, neither eligible for nor entitled to, Workers Compensation must file with the Department of Labor and Training, Division of Workers Compensation a Notice of Designation as Independent Contractor Pursuant to RIGL 28-29-17.1 naming the State of Rhode Island Department of Human Services as the contracting entity.

END OF SOLICITATION