



**Solicitation Information  
March 7, 2014**

**LOI# 7548554**

**TITLE: SNS Contract Pharmacists**

**Submission Deadline: Tuesday, April 8, 2014 at 10:30 AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: No**

**MANDATORY:**

If 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/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

**DATE: NA**

**LOCATION: NA**

Questions concerning this solicitation must be received by the Division of Purchases at [David.Francis@purchasing.ri.gov](mailto:David.Francis@purchasing.ri.gov) no later than **Tuesday, March 18, 2014 at 10:00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the LOI# 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.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

David J. Francis  
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

**TABLE OF CONTENTS**

Section 1 –Introduction.....3

Section 2- Background and Purpose.....5

Section 3- Scope of Work.....5

    General Scope of Work.....5

    Specific Activities / Tasks.....5

    Qualifications of Applicants.....6

Section 4 -Technical Proposal.....6

Section 5- Evaluation and Selection.....7

Section 6 -Proposal Submission.....8

## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Health (HEALTH), is soliciting Letters of Interest (LOI) from licensed, registered pharmacists to provide consultant services in the support and expansion of a comprehensive plan for receiving, distributing, and dispensing Strategic National Stockpile (SNS) assets to Rhode Island residents in response to an act of bio-terrorism or other public health emergency, in accordance with the terms of this Letter of Interest 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](http://www.purchasing.ri.us).

The initial contract period will begin approximately July 1, 2014 for one year. Contracts may be renewed for up to four additional 12-month periods based on vendor performance and the availability of funds.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this LOI 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 LOI will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this LOI, 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 120 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 LOI will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and 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 is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this LOI 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 LOI 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 LOI.
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.
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 visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov)
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement

16. In order to perform the contemplated services related to the Rhode Island Health Benefits Exchange (HealthSourceRI), the vendor hereby certifies that it is an “eligible entity,” as defined by 45 C.F.R. § 155.110, in order to carry out one or more of the responsibilities of a health insurance exchange. The vendor agrees to indemnify and hold the State of Rhode Island harmless for all expenses that are deemed to be unallowable by the Federal government because it is determined that the vendor is not an “eligible entity,” as defined by 45 C.F.R. § 155.110.

## **SECTION 2: BACKGROUND**

The US Centers for Disease Control and Prevention’s (CDC) Strategic National Stockpile (SNS) contains medicine and medical supplies that can be used to protect the American public if there is a public health emergency (e.g., terrorist attack, flu outbreak, earthquake) severe enough to cause local supplies to run out. CDC provides funding to states to plan for and exercise how they would receive, stage, store, distribute, and dispense the SNS supplies. In Rhode Island, the Medical Emergency Distribution System (MEDS) is the system through which SNS planning and exercising occurs.

## **SECTION 3: SCOPE OF WORK**

### **General Scope of Work**

HEALTH is seeking the expert consultant services of seven licensed, registered pharmacists for the Center for Emergency Preparedness and Response (CEPR) regarding the continuation and improvement of the Medical Emergency Distribution System (MEDS) planning and exercising for the State. Pharmacists will work with municipalities on the municipal MEDS Point of Dispensing (POD) plans regarding the receipt of SNS supplies from the State and the dispensing of medication and/or administration of vaccine to the affected population. They will also work with CEPR on the State MEDS Plan regarding the receipt, staging, storing, and distribution of the SNS supplies.

### **Specific Activities / Tasks**

TOPIC AREAS FOR SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO:

#### **Receiving the SNS**

- Conduct training for the receiving, staging, storing, and distributing of SNS materiel
- Create layout of how SNS inventories will be stored for each designated facility
- Provide training and updates on the inventory management system for tracking SNS resources
- Refine system and a plan for repackaging of bulk products into unit-of-use packages
- Refine the plan for distribution to hospitals and PODs.

#### **Dispensing the SNS**

- Provide guidance and feedback to municipalities on their MEDS POD plans

- Define a strategy for optimizing the flow of community residents through their PODs
- Develop system for inventorying and monitoring SNS resources within the POD
- Identify triggers and processes for municipalities to make requests to the State Emergency Operations Center or HEALTH's Department Operations Center for additional SNS resources and supplies
- Develop a plan for individual and group counseling of medication recipients
- Identify roles of pharmacists and pharmacy support personnel working in the POD
- Determine staffing requirements for individual PODs relative to the size of the municipality and the resources available
- Recruit pharmacists and supporting personnel for PODs
- Ensure that municipalities have rosters of personnel to set up and execute their PODs
- Develop a method for storage and catalog of patient medication receipt records
- Identify pharmacy needs pertaining to security and crowd management

*The Rhode Island Department of Health reserves the right to add additional tasks as new guidance from the CDC becomes available and/or emergencies occur related to this scope of work.*

### **Qualifications of Applicants**

*Potential offerors shall be licensed pursuant to Chapter 5-19-1-14 of RIGL as Registered Pharmacists.*

- Possession of a Bachelor of Science Degree or higher in Pharmacy
- Additional training, certification, or participation in the planning for the receipt, storage, distribution, and dispensing of Strategic National Stockpile assets or other relevant bio-terrorism activities
- Experience in training and/or teaching pharmacists and/or other healthcare professionals in a clinical, institutional, or corporate environment
- Experience in working with government agencies
- Additional training, certification (i.e. residency or fellowship) in infectious disease preferred
- Emphasis will be placed on knowledge of and a clear understanding of the State MEDS plan and municipal MEDS POD plans

### **SECTION 4: TECHNICAL PROPOSAL**

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

1. Offeror Qualifications – Provide a description of the offeror's background and qualifications. The Curriculum Vitae of the offeror must be attached.
2. Capability and Capacity of the Offeror - Please provide a detailed description of the offeror's capability and capacity, including:
  - a. A description of the offeror's knowledge of the State's Medical Emergency

- Distribution System (MEDS) Plan and requirements for receipt, storage, staging, distribution, and dispensing of SNS assets
  - b. A description of the offeror’s knowledge of municipal MEDS POD plans and exercises.
  - c. A description of the offeror’s experience in the training or teaching of healthcare professionals in a clinical, institutional, or corporate environment
  - d. A description of the offeror’s experience in working with government and regulatory agencies (federal, state, and local)
  - e. A comprehensive listing of similar projects undertaken
3. Letters of Support – Letters of support endorsing this request must be attached
  4. Cost Agreement – The consultant(s) shall be paid at an hourly rate of \$75.00. A letter showing documentation that the prospective consultant is willing to provide services at this hourly rate must be submitted.

**SECTION 5: EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. Technical Proposal must receive a minimum of 75 out of a maximum of 100 points. Any technical proposals scoring less than 75 points will be dropped from further consideration.

The Department of Health 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 fund any proposal(s).

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

Criteria	Possible Points
Qualifications	25 Points
Capability and Capacity	45 Points
Letters of Support	20 Points
Cost Agreement	10 Points
<b>Total Possible Points</b>	<b>100 Points</b>

Points will be assigned based on the offeror’s clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

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.

## **SECTION 6: PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [David.Francis@purchasing.ri.gov](mailto:David.Francis@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **LOI# 7548554** 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 (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**LOI# 7548554 SNS Contract Pharmacists**" 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](http://www.purchasing.ri.gov).
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). The applicant's Curriculum Vitae and letters of support must be included in the appendices.
4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

## **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 LOI. 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>