



Solicitation Information
8 March 06

RFP # B06126

TITLE: Pharmacy Supplier – D.O.C.

Submission Deadline: 6 April 06 @ 2:00 PM (Eastern Time)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **23 March 06 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / 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

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.ri.gov

Note to Vendors:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Request for Proposal

Pharmacy Supplier for the Rhode Island Department of Corrections

Section 1 – Introduction

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Corrections (RIDOC), is soliciting proposals from qualified firms to award a contract to provide pharmacy services for the Rhode Island Department of Corrections. The award will be to provide the purchasing, processing and delivery of medication to inmates at the Rhode Island Department of Corrections. The award will be for 1 year with the potential for (3) one-year extensions, subject to annual assessment and availability of funds, 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: <http://www.purchasing.ri.gov>

No phone calls concerning specifics of this proposal will be accepted by RIDOC Rehabilitative Services, or Medical Services.

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 Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

Summary of Request:

RIDOC seeks a vendor who will provide the Department with prescription and over-the-counter (OTC) products at true acquisition cost (as defined in Appendix D). The bidder will report on its average acquisition cost for March 2006 for medication listed in attachments A, B and C. Also the bidder will propose a per inmate per month management fee based on the average daily census. The estimated contract value is \$9.5 million over four years.

Instructions and Notifications to Offerors:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- 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 Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may 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 Office of Purchases.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including HIPAA requirements and that the appropriate business agreements are in place.
- Offerors are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be Public Records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.
- In accordance with Title 7, Chapter 1.1 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).

The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

Equal Employment Opportunity (RIGL 28-5.1)

§ 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 in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

Section 2 – Background and Purpose

A. Background

The Rhode Island Department of Corrections is located on the Pastore Complex in Cranston, R.I. There are currently 3500 sentenced and awaiting trial inmates housed in seven facilities on a one-mile square complex. Projected population increases will likely expand the population throughout the next decade. Approximately three percent of inmates are HIV+ and 25% of entrants are Hepatitis C positive. Facilities include the State's only jail for pretrial detainees, five male facilities and two for women offenders. All facilities contain a medical services area, either an infirmary or dispensary. Medical programs at the Department of Corrections are under the administrative management of the Rehabilitative Services Division. Medical programs operate under the direction of the Medical Program Director and Associate Director of Health Care Services.

The RIDOC has a comprehensive medical services program in place, which includes a pharmacy benefit. All medications and ancillary clinical pharmacy services are currently being provided by an out-of-state correctional facilities pharmacy. The contract with this vendor expires on June 30, 2006.

A formulary restricting use of medication when a less expensive alternative exists has been in place since December 1998. All currently FDA approved anti-retroviral medications are unrestricted for use by HIV specialists. Mental health treatment is provided to patients by board certified psychiatrists. The RIDOC currently provides approximately 8000 prescriptions per month to its inmate population. Total drug spend for 2005 was approximately \$2 million.

Most medications are dispensed through medication lines at prescribed hours in each of the facilities. Blister packaging is required for all solid, oral medication. The Department also maintains a Keep-on-Person (KOP) medication procedure, requiring the same blister packaging. Inmates may also purchase over-the-counter non-prescription drugs through the store order process in each facility.

B. General Purpose

This RFP is for the provision of pharmacy services to include the purchase of pharmaceuticals. Pharmacy services requested will include the following:

Pharmaceutical purchasing, medical order processing, labeling, packaging, including blister packs, delivery to each facility for dispensing by RIDOC medical staff.

Management data and reports quantifying medications ordered, processed, delivered and disposed will be available to the RIDOC as requested. Quarterly detail prescription claims data will be delivered in a mutually agreed upon format to the RIDOC or its designated contractor. All services will be provided according to medically accepted community standards of care.

All services will be sufficient to meet the patient's needs and are in accordance with all legal requirements, both state and federal.

The contractor will provide services that meet or exceed the applicable standards of the National Commission on Correctional Health Care (NCCHC) for prisons, and comply with all Rhode Island rules and regulations pertaining to pharmacy services (www.rules.state.ri.us/rules/).

C. Program Location

The contractor shall provide packaged pharmaceuticals and drugs ready for distribution at the RIDOC. The existing nursing staff will distribute the medication to inmates housed in each of the correctional units. It is the intent of the state to obtain on-site pharmacist management services, outside of this RFP, for RIDOC facilities.

Section 3 – Scope of Work

A. General Description

1. Medication Purchasing and Packaging

The chosen vendor will supply medication for use in all RIDOC facilities. Medication will be delivered in quantities not exceeding 1) a thirty (30) day supply, or 2) 100 units, of restricted and non-restricted medications in "prison" facilities. The vendor must provide, at no additional cost, an adequate number of medication storage carts for each facility as specified by the RIDOC.

Inmate/Patients in "jail" facilities are dispensed restricted and non-restricted medication in quantities not to exceed a seven (14) day supply.

Non-formulary medications are dispensed in a 10 day supply pending approval of the non-formulary request by the Medical Program Director.

Discharge medication, regardless of medication type, are provided in amounts up to a seven (7) day supply in accordance with a provider's (physician's) order request. Occasionally a physician may order a larger supply if delays in obtaining medical follow-up are anticipated.

Purchasing Needs – (1) label tamper resistant blister packaging card for all inmate prescriptions including "watch-take" medications, and KOP medications. (2) Vendor should propose one or more methods for minimizing waste associated with unused and partially used blister pack cards. Ideally, credit for **all** unused medications would be available. (3) For discharge medications, a child proof container will be used. (4) med carts must be provided by the vendor for each facility.

2. Generic Medications

Generic medication **must** be substituted for brand name unless otherwise indicated by physician. No generic substitution will be authorized for the following Narrow Therapeutic Index (NTI) medications:

- * Lanoxin
- * Synthroid
- * Dilantin

3. Medication Labeling

A computer generated Delivery Manifest will accompany the medication delivery order to RIDOC. This manifest (indexed by Inmate last name/Patient name, Inmate identification number, Drug name, Drug strength, Quantity dispensed, Date of service and Facility name) enables reconciliation of drug orders received and drug orders placed.

A proof-of-use (POU) sheet to enable documentation of administered controlled drugs and contingency medication accompanies orders. Vendor will provide to RIDOC medication with labels providing the following information in ENGLISH:

(1) Prescription number, (2) Date of dispensing, (3) Inmate/Patient identification number, (4) Current facility, (5) Inmate/Patient name, (6) Cell location (if applicable), (7) Directions for use, (8) Blisterpack indication (if appropriate), (9) Drug name, (10) Dosage form, (11) Drug strength, (12) Quantity dispensed, (13) Drug brand name (if a generic is substituted for the brand name drug), (14) Order discontinuation date, (15) Drug package expiration date, (16) Provider (Physician) name, (16) Refill indication, (17) Pharmacist initials and (18) manufacturer lot number. The federal legend labeling should appear in both ENGLISH and SPANISH.

Each medication package is labeled with two (2) identical labels, or a piggy-back label: one to be used as a refill request label, and one to remain on the medication package. All labels will adhere to applicable Federal and State law and Department policy and procedures.

Contractor must comply with all OBRA 90' and RI State rules and regulations regarding prospective drug utilization review for each pharmacy order. This should include, but is not limited to, drug-drug, drug-gender, and drug-age interactions, as well as screening to prevent allergic and adverse drug reactions. In addition to the review for potential interactions and adverse drug reactions, the vendor must review each order for possible duplicate therapy and appropriate therapeutic dose.

B. Coordination of Services/Training

All pharmacy services will be coordinated through the Office of the Medical Program Director or Associate Director of Health Care Services. The vendor will provide training for RIDOC staff relating to their procedures and policies.

C. Contractor Responsibilities

1. Medication Order Process

The Medication Order Process is currently an electronic order entry system with terminals in each of the facilities. The vendor will be responsible for all cost associated with interfacing with the current system or any future systems. The vendor's systems are required to be flexible with the ability to receive, transmit, and interface with any such system currently used or systems to be implemented by the RIDOC. The vendor will have the option of interfacing the current order entry system or implementing their own system at no additional cost to the RIDOC.

The vendor shall provide RIDOC with backup ordering system consisting of two (2) Toll-Free facsimile telephone numbers and at least two (2) facsimile machines that shall be operational to receive RIDOC medication orders 24 hours a day. The vendor shall certify that these facsimile machines using these dedicated telephone numbers shall have "Hard Drive" document memory retention that is 250 minimum pages.

The State is exploring options for the implementation of Electronic Medical Records (EMR) in RIDOC facilities. The vendor will be responsible for all cost associated with interfacing with the selected vendor's software.

2. Restricted Drug Formulary (Mandatory)

The vendor shall provide medications in compliance with the RIDOC-approved "Restricted Drug Formulary." The Vendor shall acknowledge understanding of the terms of this section and pledge to meet this requirement in a narrative response. Approval for use of non-formulary medication will be at the discretion of the Medical Program Director and the vendor will then supply the medications.

The Vendor shall propose a "Formulary Exception Report" which identifies (1) Drug name, (2) Drug strength, (3) Date of service, (4) Inmate/Patient name, (5) Provider/Physician, (6) Authorization code, and (7) Drug cost in accordance with a user defined date range. The Vendor shall attach a sample copy of any "Formulary Exception Report" (or related reports) that are currently available, and provide a description of the report format and method of generation.

3. Patient Drug Education Monographs

The vendor will provide written material in ENGLISH and SPANISH describing "How to Use This Medication," and "Cautions" to each of the RIDOC facilities. This information will be delivered annually in a binder including the top 100 prescription medications dispensed. Additional request for information on products not included in the binder will be submitted via facsimile to the vendor and the vendor will deliver the written materials to the requesting facility. Quarterly updates will be provided of new prescription medications as appropriate.

4. Medication Delivery Process (Mandatory)

The selected vendor will provide next day delivery to each facility (6 days per week, Monday – Saturday, by 12 pm Eastern Time except holidays observed by the State of Rhode Island) of facsimile medication orders received by 3:30 pm, in the vendor's time zone, the previous day. The Vendor shall have a documented policy demonstrating the back up delivery system should the primary delivery system experience disruption.

The Vendor shall acknowledge that the above delivery schedule is designed to accommodate the hours of operation of the Health Services Unit, with approval of the RIDOC Medical Program Director or designee. The vendor shall propose performance guarantees for the timely delivery of pharmaceutical products.

The Vendor shall provide a Delivery Manifest, which meets the RIDOC standard document requirements.

The Vendor shall have a system in place to manage urgent request by the RIDOC within the same day as the medication is requested.

5. Medication Disposal Process (Mandatory)

The Vendor shall oversee the disposal of all unusable medication. The RIDOC shall (1) provide "Unwanted Medication Storage Cabinet" that satisfies "double-lock" storage requirements for controlled substances, (2) RIDOC shall return unusable medication to the vendor with a record documenting unwanted drugs. The Vendor will have a system in place for the disposal of unwanted narcotic medication and dispose of them through a contract with a Waste Disposal Company which handles drug and other hazardous material disposal.

A record of unwanted drugs shall detail (1) Correctional facility returned form, (2) Inmate/Patient name, (3) Inmate/Patient identification number, (4) Date of service, (5) Provider name (physician), (6) Prescription number, (7) Drug name, (8) Drug strength, (9) Quantity dispensed, (10) Quantity disposed, (11) Average Wholesale Price (AWP) of quantity disposed, and (12) Reason for disposal (Code).

The Vendor shall propose in a narrative the process and frequency of medication disposal. The Vendor shall incur all costs associated with unwanted medication disposal indicating the drug-hazardous material disposal contractor of choice. **Blister packed medications that are >60 days before expiration, stored properly, and not issued to patient, should be returnable to the vendor for credit. Narcotics issued incorrectly shall be sent for disposal and should be credited by the vendor. Please state your credit policy.**

6. Emergency/Contingency Medication Supplies

The Vendor shall acknowledge that all current and future Emergency/Contingency medications shall be supplied at the request of RIDOC.

Upon request, and at an additional charge, the Vendor shall agree to examine or inspect these inventories monthly to ensure that (1) Minimum inventories are maintained, (2) Medications are within expiration dating, and (3) Integral (no evidence of package defect, damage or tampering). Deviations from proper storage and utilization procedures shall be reported directly to the Medical Program Director.

Please indicate pricing for this service in the appropriate area of the Service Pricing/ Administrative Fee Worksheet (Appendix D).

7. Required Forms:

The contractor shall prepare and provide all forms necessary for the implementation and ongoing operation of the program. Forms shall include, but not be limited to:

- A. Medication and treatment administration record;
- B. Non-formulary request form to be used after development of a formulary;
- C. Physician order form or profile form if applicable;
- D. Medication profile (patient profile record);
- E. Declining inventory form (for control of medication);
- F. Back-up supply utilization form (perpetual inventory control)
- G. Stock medication Form
- H. Insulin Order form

8. On-Call/Emergency Pharmacist Response (Mandatory)

On-Call/Emergency Pharmacist Response shall be provided for serious, unanticipated and immediate needs, as defined by the Medical Program Director.

A licensed pharmacist shall be made available, through the use of a notification mechanism (pager), and shall respond within twenty (20) minutes. If no response is received, a secondary contact mechanism (answering service) shall be provided as a contingency. The Vendor shall be considered unresponsive if initial contact with RIDOC is not made within sixty (60) minutes, and shall be subject to a Two-Hundred-Fifty Dollar (\$250) performance penalty.

Once initial contact is made, the Vendor shall have four (4) hours to deliver the requested formulary pharmaceuticals to RIDOC.

9. Emergency Prescriptions

Contractors must make arrangements with a local pharmacy for emergency medications. This pharmacy will be required to provide medication within 2-4 hours of an order, 24 hours a day/7

days a week. Contractor will arrange to compensate the emergency pharmacy. The cost of emergency medications obtained from the local pharmacy shall be the responsibility of the contractor, who will then pass through that cost to the RIDOC on a monthly basis. Offeror should also provide information, and related costs, of delivering medication from the emergency pharmacy to the RIDOC facility.

The Vendor shall provide the Medical Program Director with detail (in a format to be determined) of all On-call/Emergency occurrences.

The Vendor shall propose in a narrative a procedure for meeting these criteria.

D. Requirements: License, Registration, Insurance, and Indemnification

In addition to the programmatic requirements described, the successful applicant will be required to adhere to the following assurances and contractual requirements:

The contractor must be licensed/registered with Federal and all necessary State authorities applicable to the pharmacy services described herein. (This requires that the vendor, wherever located, obtain the appropriate licensure from the Rhode Island Board of Pharmacy to operate and distribute medications within the state.)

The contractor will be required to indemnify and hold harmless the RIDOC from and against all loss or costs arising out of contractor's gross negligence, criminal negligence or willful or wanton or intentional misconduct.

The contractor will be required to warrant that the company has liability insurance coverage and that the pharmacists and technicians are covered by professional liability insurance. The minimum limits for this liability coverage shall be \$1,000,000 for each occurrence with \$3,000,000 in the aggregate.

Limits as negotiated above shall include both "per occurrence" and "annual aggregate." The "per occurrence" coverage provides coverage at the time of the encounter and ad infinitum. This means that every encounter is insured at the time of its occurrence and into the future. Therefore there will be no residual risk to the RIDOC.

At all times during the performance of this agreement the RIDOC Contractor will require access to records relating to the vendors performance, and shall have the right to inspect any and all such records as it shall deem necessary for the performance of its duties hereunder, and for the investigation or defense of any and all actions or incidents related to said performance.

E. Program Evaluation:

1. Report Writing

Reports of drug utilization based on individual drug (or drug class), by inmate/patient, correctional facility, provider (physician, dentist, psychiatrist, etc.), formulary status, and disease state are informative and desirable. Use of industry standard "indicator codes" are useful in developing database "search criteria."

A report detailing Inmate/Patient Drug Cost is REQUIRED MONTHLY to be submitted, both electronically and in-hand copy, to the Medical Program Director. The submission date will be within ten (10) days of the end of the month. Data elements that may need to be identified are (1) Inmate/Patient name, (2) Inmate/Patient number, (3) Correctional facility, (4) Provider, (5) Date of service, (6) Prescription number, (7) Drug name, (8) Drug strength, (9) Quantity dispensed, (10) Days supply, and (11) Drug cost at acquisition cost. Drugs to be identified will be at the discretion of the Department and may include retroviral therapies. All reports will be produced, maintained and disposed of in compliance with all Federal and State laws and Department policies and procedures. Other reports will be provided upon request within three (3) business days.

This report is to be sorted by (1) Correctional facility, (2) Inmate/Patient name, and (3) Provider (physician) name, employing a user definable date range that summarizes drug cost by (1) Inmate/Patient, (2) Correctional facility, (3) Date range total, and (4) Drug name. The Vendor is instructed to propose the manner of generation of this report, and indicate present ability to generate such a report. Vendor shall indicate the cost of this report, if any, in this section.

2. Continuous Quality Improvement

The Vendor shall pledge to provide RIDOC with assistance with CQI activities, including participation in Medical Leadership Committee meetings if requested, and any subcommittees, which are held on a monthly basis.

The Vendor shall pledge to participate in a quarterly Pharmacy and Therapeutics Committee meeting on location at the RIDOC. The vendor will provide quarterly reports summarizing the drug utilization of the previous quarter and previous 12 months. The information will be provided by the vendor in a format that is acceptable to the RIDOC Medical Program Director.

F. Submission of Bills

All bills will be submitted monthly to the Associate Director, Health Services. The vendor will allow the State of Rhode Island to verify that acquisition costs are accurately reported. The management fee will be based on the average daily census for the month billed x the agreed upon monthly per inmate charge.

G. Security Requirement

Employees of contractor who must gain entrance into correctional facilities are subject to police record checks; the Department retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.

H. Termination

The State of Rhode Island reserves the right to terminate the contract in ninety (90) days upon written notice by either party without cause. With cause, the RIDOC reserves the right to terminate within ten (10) working days. Upon termination, the contractor shall be paid for work satisfactorily complete prior to the date of termination.

Section 4 – Proposal Submission

Vendor questions for the purpose of clarifying the scope and intent of this requirement, as well as the evaluative criteria to be employed in the review of responses to this Request, may be submitted to the Rhode Island Division of Purchases by the date & time indicated on page one of this solicitation.

A summary of these questions, with answers, will be issued, as an addendum, and posted on the Rhode Island Division of Purchases home page at the Internet address listed on Page 1.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date & time listed on page one of this solicitation. Proposals received after this time and date may not be considered.

Proposals must include the following:

1. A completed three-page RIVIP Bidder Certification Cover Form, signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State. This form is downloadable from the DOA/ Purchases website www.purchasing.ri.gov
2. A separate, signed and sealed **Cost Proposal** reflecting the fee structure proposed for this scope of service, including completion of the Cost Proposal Summary Form (Appendix D) , enclosed; and
3. A separate **Technical Proposal** describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

The Technical Proposal must contain the following sections:

a. Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

b. Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification) and the offeror's experience in providing pharmacy services to institutions.

c. Work Plan/Approach Proposed

This section shall contain a thorough explanation of all programmatic aspects and services required to complete the "Scope of Work" section. This will include a demonstration of the knowledge and ability to coordinate services with appropriate agencies and businesses. (Letters of agreement, affiliation or support describing relationship and extent of coordination should be appended.)

This section shall describe the offeror's understanding of the State's requirements, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

This portion of the technical proposal should include concise information regarding the vendor's ability to address all portions of the scope of work. Care should be taken to provide information pertaining, but not limited to, the following components:

- Procedure for documenting the client specification requirements for each facility and the change control process in place to ensure accuracy of RIDOC policies and procedures
- Procedures for addressing customer service issues
- A clear description of the process to order, fill and deliver prescription and OTC medications
- Medication storage requirements, including dimensions of facility medication storage carts
- Type of blister packing utilized, including examples

- Listing of available reports, including examples
- Implementation plan for converting pharmaceutical product distribution from current vendor to your organization's processes
- Procedures for handling
 - emergency fills of prescriptions
 - out of stock items
 - partial prescription fills
 - medication errors
 - credit for vendor medication errors
 - customer service issues
 - emergency delivery of medication in the event that normal transportation is disrupted
 - non-formulary prescription orders
- Disaster recovery contingencies
- Customer service and telephone statistics (eg. Average wait times, average time on hold, dropped call rate, etc.)
- Procedures and costs for providing RIDOC with credit for unused medication
- A copy of any standard policies and procedures
- A listing of any additional services (with associated costs) that you could provide to RIDOC
- Vendor's quality assurance program

Include a description of any additional services to be provided beyond the scope of work within the Request, resources to be used for these services and any associated costs to RIDOC.

d. Previous Experience and Background (including the following information)

1. A comprehensive listing of similar projects undertaken especially in the area of criminal justice programs and/or similar clients served, including a brief description of the projects.

Applicant should provide the company name, address, contact person, and telephone number of at least three (3) facilities where bidder is currently providing pharmacy services, one facility would preferably be a correctional institution.

2. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.

e. Minority Business Enterprise (MBE)

The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, MBE Officer, at 401/222-6253.

Proposals

An original plus five (5) copies of the Technical component and an original plus two (2) copies of the Cost component should be mailed or hand-delivered in a sealed envelope marked "Pharmacy Services Rhode Island Department of Corrections – RFP #B06126" to:

**Department of Administration
Division of Purchases (2nd floor)
One Capitol Hill
Providence, RI 02908**

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

Section 5 – Evaluation and Selection

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

Criteria	Possible Points
Capability, Capacity, and Qualifications of the Offeror	40 Points
Suitability of Approach/Methodology Quality of the Work Plan	20 Points
Minority Business Enterprise Consideration Offeror is a registered Minority Business Enterprise, or proposal includes workable plan for use of MBE in subcontractors	5 Points
Total Possible Technical Points	65 Points
Cost Calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 35 points	35 Points

Total Possible Points	100 Points
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While each of the above criteria will be considered in the decision process, the State reserves the right to award on the basis of cost alone, accept or reject any or all bids, and to act in its best interest.

An opportunity for an onsite visit by potential vendors may be granted if requested, via email, by the questions deadline listed on page one of this solicitation.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award. RIDOC also reserves the right to schedule on-site visits to the vendor's facilities prior to the awarding of this contract.

The Technical Review Committee will present written findings, which will recommend three finalists to the Director of the Department of Administration, who will make the final selection for this requirement.

Appendix A. Top brand name drugs utilized in RIDOC facilities (Quarter 4, 2005)

DRUG	UNITS	COST / UNIT
TRUVADA 200MG/300MG TAB	1223	
TRIZIVIR 300/150MG TABS	1344	
GEODON 20MG CAPS	4323	
REYATAZ 200MG CAP	1488	
VIREAD 300MG TABS	1016	
REYATAZ 150MG CAP	988	
SEROQUEL 200MG TABS	2142	
GEODON 40MG CAPS	2600	
PEGASYS INJ (1) 180MCG/ML VIAL	34	
KALETRA 133.3/33.3MG CAPS	3012	
PRILOSEC (42) 20MG TAB	18281	
LIPITOR 20MG TAB	3115	
SEROQUEL 100MG TAB	3524	
EPZICOM TAB	397	
GEODON 80MG CAPS	1853	
LIPITOR 40MG TAB	2675	
BECONASE AQ SPRAY (25GM) SPRY	114	
SEROQUEL 300MG TABS	1171	
FLOMAX 0.4MG CAP	4277	
SUSTIVA 600MG TABS	565	
SEROQUEL 25MG TABS	4256	
NORVIR 100MG CAP	767	
COMBIVIR 150MG/300MG TAB	598	
EPIVIR 150MG TABS	1332	
GEODON 60MG CAPS	1086	
PLAVIX 75MG TAB	1374	
NEUPOGEN (10X1.6ML) 480MCG VIAL	16	
QVAR (7.3G) 40MCG INH.	98	
RISPERDAL 4MG TAB	584.5	
CRIXIVAN 400MG CAP	1392	
ZOLOFT 100MG TAB	1607.5	
FLOVENT HFA (12GM) 220MCG INH.	27	
PEG-INTRON (0.5ML) 80MCG INJ	13	
LOVENOX INJ 100MG/ML SYR	60	
EFFEXOR XR 75MG CAP	1218	
VIRAMUNE 200MG TAB	538	
TOPAMAX 100MG TAB	743	
LANTUS INSULIN U-100 INJ	50	
RENAGEL 800MG TABS	2019	
IMITREX 25MG TAB	153	
PEGASYS (4 SYR/BOX) 180MCG/ML SYR	2	
NEXIUM 40MG CAP	603	
LEXIVA 700MG TAB	270	
RISPERDAL 3MG TAB	371	
IMITREX 50MG TAB	135	
PROTONIX 40MG TABS	667	

PREVACID 30MG CAPS	512
ADVAIR DISKUS (60GM) 250/50 INH.	14
PANCREASE MT16 48-16-48 CAP	1256
DOVONEX (60GM) 0.005% OINT	18
DEPAKOTE 250MG TAB	1648
SEREVENT DISKUS (60) 50MCG INH.	20
BARACLUDE 0.5MG TAB	94
RIBASPHERE 200MG CAPS	1818
FLOVENT HFA (12GM) 110MCG INH.	21
NORVASC 10MG TAB	911
DEPAKOTE 500MG TAB	771
DOVONEX (60GM) 0.005% CRM	15
HEPSERA 10MG TAB	100
INVIRASE 200MG CAP	824
KALETRA 80MG/20MG LIQ	5
VIRACEPT 625MG TAB	312
FLONASE SPRAY (16GM) 0.05% SPRY	23
EFFEXOR XR 150MG CAP	489
ATROVENT (14GM) 18MCG INH.	24
TOPAMAX 25MG TAB	930
COMBIVENT (15GM) INH.	270
ADVAIR DISKUS (60GM) 500/50 INH.	7
ZOFRAN 8MG TAB	40
LIPITOR 80MG TAB	401
ACTOS 45MG TAB	241
ZERIT 30MG CAPS	240
ATROVENT HFA (12.9GM) INH.	17
ASACOL 400MG TAB	1315
PROCRIT 20,000U/ML VIAL	5
HUMALOG INSULIN 100U/ML	18

Appendix B. Top generic drugs utilized in RIDOC facilities (Quarter 4, 2005)

DRUG	UNITS	COST / UNIT
VALPROIC ACID 250MG CAP	23209	
ALBUTEROL (17GM) INH.	393	
PHENYTOIN SOD EXT 100MG CAPS	11407	
NIFEDIPINE ER 60MG TAB	1877	
NIFEDIPINE ER 90MG TAB	1036	
PAROXETINE 40MG TAB	2804.5	
DIDANOSINE DR 400MG CAP	225	
GABAPENTIN 300MG TAB	5537	
IBUPROFEN 600MG TAB	45501	
BUPROPION HCL 100MG TABS	6055	
TRAZODONE 100MG TAB	24094	
OXYCODONE CR 20MG TAB	834	
NOVOLIN 70/30 (10ML) 100U/ML VIAL	47	
FLUOXETINE 20MG CAP	24270	
KETOCONAZOLE (60GM) 2% CRM	56	
LITHIUM CARB 300MG CAPS	14102	
RANITIDINE 150MG TABS	22005	
DIDANOSINE DR 250MG CAP	156	
BICILLIN L-A 2.4MU (10X4ML) 600MU/ML SYR	9	
IBUPROFEN 800MG TAB	17614	
PEN VK 500MG TAB	3584	
AMOXICILLIN/CLAVULANATE 875/125MG TAB	432	
NOVOLIN R (10ML) 100U/ML VIAL	25	
HALOPERIDOL 5MG TABS	4961.5	
NOVOLIN NPH (10ML) 100U/ML VIAL	24	
BUPROPION 75MG TABS	3206	
GLIPIZIDE EXT-REL 10MG TAB	1439	
PAROXETINE 30MG TAB	732	
MERCAPTOPYRINE 50MG TAB	248	
OFLOXACIN 400MG TAB	167	
AZITHROMYCIN 250MG TAB	112	
LORATADINE 10MG TABS	5608	
THIOTHIXENE 10MG CAPS	1919	
BUTAL/ASA/CAFF 50/325/40MG CAP	935	
ENALAPRIL 20MG TABS	7685	
NAPROXEN 500MG TAB	7668	
HALOPERIDOL 2MG TABS	3563	
ERYTHROMYCIN TOP (60GM) 2% GEL	45	
HYDROXYZINE PAM 50MG CAPS	3653	
CITALOPRAM HBR 40MG TAB	3388.5	
HYDROCODONE/APAP 5MG/500MG TABS	6515	
GABAPENTIN 400MG TAB	1361	
PAROXETINE 20MG TAB	546.5	
TRIAMCINOLONE (60ML) 0.1% LOTN	13	
NIFEDIPINE ER 30MG TAB	457	
MUPIROCIN (22GM) 2% OINT	16	
HCTZ 25MG TABS	7377	

AMITRIPTYLINE 100MG TAB	5803
AMITRIPTYLINE 150MG TAB	2491
GEMFIBROZIL 600MG TABS	1826
FENTANYL 100MCG/HR PTCH	10

Appendix C. Top over-the-counter (OTC) drugs utilized in RIDOC facilities (Quarter 4, 2005)

DRUG	UNITS	COST / UNIT
CLARITIN-D (OTC) 24 HOUR TAB	907	
BENZOYL PEROXIDE (150ML) 5% WASH	61	
CLARITIN D 12HR 5MG TABS	462	
AMLACTIN (225ML) 12% LOT	75	
AMLACTIN (140GM) 12% CRM	53	
CLARITIN-D 12 HOUR (OTC) TAB	405	
GERI-SILK BATH OIL (237ML)	245	
ASPIRIN LO-DOSE 81MG TAB	9182	
ALLERGY/CONGESTION RELIEF 24 HOUR TAB	395	
FIBER-LAX 625MG TAB	5044	
NATURAL VEG (13OZ) PWDR	52	
COLACE 50MG CAPS	780	
PC-TAR SHAMPOO (180ML)	47	
HYDROCERIN (120GM) CRM	75	
BENZOYL PEROXIDE (150ML) 5% WASH	14	
BENZOYL PEROXIDE (5OZ) 10% WASH	12	
BENZOYL PEROXIDE (240ML) 10% WASH	6	
HYDROCERIN (473ML) LOTN	42	
LAC-DOSE 3000U TAB	1858	
VICKS VAPORUB (50GM)	1	
DSS 100MG CAP	7198	
GLUCOSAMINE CHONDROITIN COMP 500MG/400MG	550	
ACETAMINOPHEN ES 500MG TAB	11288	
LACRI-LUBE (3.5GM) OINT	9	
FIBER-TABS TAB	1271	
IBUPROFEN 200MG TAB	5035	

Appendix D. Cost Proposal Summary

BRAND/SINGLE SOURCE PRODUCTS - ORAL/INJECTABLE/BIOLOGICALS

"Acquisition Cost" pricing for Single/Multi Source Brand Name Products and Specialty/Biological Products should be referenced using AWP as defined and determined by First Databank.

Example:

"Acquisition Cost" approximately equivalent to (i.e. AWP minus 24%)

"Acquisition Cost" equivalent for

ORAL MEDICATIONS: AWP minus _____ %

INJECTABLES: AWP minus _____ %

BIOLOGICALS: AWP minus _____ %

In addition, please complete Appendix A listing the product prices per unit/package for each drug based on March 2006 vendor pricing schedule.

GENERIC PRODUCTS / OVER-THE-COUNTER PRODUCTS

It is understood that pricing is at vendor's "Acquisition Cost" for generic and over-the counter products. Please complete Appendix B and C using vendor pricing schedule from March 2006.

For purposes of this RFP "Acquisition Cost" is presumed to be the cost of drug product to vendor including but not limited to all Wholesaler Discounts, Rebates, Wholesaler Buy-Ups, Bulk Container Discounts, Free Goods, Manufacturer or Distributor Volume Discounts along with any other discounts or product reimbursements received by vendor that effectively lower the price of the product.

If vendor definition of acquisition cost is not identical, please include vendor definition below.

Vendor Definition of "Acquisition Cost" -

SERVICE PRICING/ADMINISTRATIVE FEE

For all required services as described in the RFP

	Administrative Fee/Inmate/ Month*	Administrative Fee/Inmate/ Month*	Administrative Fee/Inmate/ Month*	Administrative Fee/Inmate/ Month*
	2006 - 2007	2007-2008	2008-2009	2009-2010
Less than 2.00** Rx's/Inmate/Month				
2.00 - 3.00** Rx's/Inmate/Month				
Greater than 3.00** Rx's/Inmate/Month				

* Based on average monthly inmate population.

** Calculated by dividing total number of prescriptions dispensed each month by average inmate population for that month.

The RIDOC is currently in the process of investigating opportunities to enter into manufacturer rebate agreements for a number of drug products. If RIDOC entering into a direct contractual relationship with a product manufacturer for rebate dollars affects the pricing structure submitted for either Products or Services, please indicate and quantify the impact on proposed pricing.

Please list any additional costs for services not included in the Basic Administrative Fee.