



Solicitation Information

27 March 06

RFP #B06181

TITLE: Computerized Pharmacy Order Entry System (R.I.D.O.C.)

Submission Deadline: 26 April 06 @ 2:00 PM (Eastern Daylight Time)

PRE-BID/ PROPOSAL QUESTIONS:

Vendor questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **11 April 06 at 12:00 Noon EDT**. 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.state.ri.us.

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

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 provide a Computerized Pharmacy Order Entry System for the Rhode Island Department of Corrections, 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. They should be referred in writing to the Division of Purchases.

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.

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 purpose 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 insure 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 Record 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*. This is a requirement of the successful bidder only.
- 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, RI. There are currently 3,500 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. 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.

B. Purpose

This RFP is for provision of a Computerized Pharmacy Order Entry system (CPOE) system at the Rhode Island Department of Corrections for ordering medications for incarcerated male and female inmates and for providing a variety of data in related reports. **This will be a one year contract, commencing on, or about, July 1, 2006, renewable at the discretion of the state for three additional one-year terms.**

SECTION 3 – SCOPE OF WORK

- The Computerized Pharmacy Order Entry System (CPOE) will link directly to the RIDOC pharmacy or pharmacy vendor (medication provider) and provide a vehicle to write prescriptions electronically and transmit them directly to the pharmacy for processing.
- The selected vendor will provide an on-line Internet based, real time system allowing designated department personnel from the RIDOC to access reports, eligibility, and other management functions. This CPOE system should interface directly with the pharmacy reporting system.
- The CPOE system will print on-site Medication Administration Records (MARs), drug utilization reports, disease management reports, tamper resistant blister packs and daily medication labels, and other medication related reports as determined by the RIDOC.
- The CPOE system will interface with the RIDOC's inmate tracking system (currently known as INFACETS). The INFACETS System is written in Powerbuilder with an Oracle 9i backend. A file will be created from the INFACETS System with pertinent data and placed where the CPOE system can update prior to 5:00 a.m. E.D.T. each day. This interface must be in place at the time of implementation.

- The CPOE system will operate on the RIDOC's existing hardware interfacing with approximately 130 users, 50 computers and/or tablets for ordering, approximately 30 printers for printing labels on-site. If the selected vendor's CPOE system is not capable of operating on the RIDOC's existing hardware, it will be the responsibility of the vendor, at its own cost, to replace computers and/or tablets and printers for printing labels on-site. **All hardware is subject to review and approval by the State prior to purchase.**
- The CPOE system will fulfill all medication ordering and tracking requirements for approximately 3,500 inmates, which represent an average of 108,000 prescriptions per year.
- The selected vendor of the CPOE system will be responsible for gathering all pharmacy orders entered into the system and transmitting them electronically to the RIDOC pharmacy or pharmacy vendor immediately.
- The selected vendor will provide a toll free number for off-site technical support, which will be available twenty-four hours a day, seven days a week. A one-hour response time is required for all technical support calls.
- The selected vendor will provide on-site training for RIDOC staff prior to implementation of the CPOE system (a reasonable length of training to be determined by the selected vendor and the RIDOC mutually).
- The selected vendor will provide user manuals and technical support documentation.
- The selected vendor will provide weekly status reports for the first 120 days of the contract to include, but not limited to, response time, downtime minutes, turnaround time for technical support calls, and other reports as needed.
- Installation and operation of the Computerized Pharmacy Order Entry system will ensue on the first date of the contract.

OTHER REQUIREMENTS

- The selected vendor will provide the RIDOC with a graduated fee schedule with the first month free of charge, a discounted charge during months two through six, and a regular monthly charge for months seven through twelve. Pharmacy software updates will be included in the monthly fee.
- The CPOE system **must be** capable of operating on the RIDOC's secure server system.
- The selected vendor will have a backup order entry system in place if for any reason the CPOE system fails.

Submission of Bills

All bills will be submitted monthly to the Associate Director of Health Care Services.

Security Requirement

Employees of selected vendor 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.

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 the contract within ten (10) working days. Upon termination, the contractor shall be paid for work satisfactorily completed prior to the date of termination.

Upon termination of contract and 48-hour notice, the vendor shall provide the RIDOC with an electronic file including active scripts, inactive information, and source codes.

SECTION 4 - PROPOSAL SUBMISSION:

A summary of these questions, with answers, will be issued as an addendum and posted on the 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 indicated 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 and signed three-page RIVIP Bidder Certification Cover Form, downloadable at www.purchasing.ri.gov, 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;
2. A separate, signed and sealed **Cost Proposal** reflecting the fee structure proposed for this scope of service;
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.state.ri.us.

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 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 qualifications.

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.

d. Previous Experience and Background

References from at least three (3) institutions (whether correctional, medical, or long term care) that have used the proposer's CPOE system successfully for at least one year. The references must include complete contact information for those listed.

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.

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	35 Points
Suitability of Approach/Methodology Quality of the Work Plan	25 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

Proposals must receive 40, out of a maximum of 65, technical points to warrant further consideration. Technical proposals receiving less than 40 points will not have the accompanying cost proposal opened or evaluated.

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 or technical capability alone, accept or reject any or all bids, and to act 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 Technical Review committee will present written findings, which will recommend finalists to the AECSC Committee, and then to the Director of the Department of Administration, who will make the final selection for this requirement.