

State of Hawai'i  
Department of Health  
Communicable Disease Division  
STD/AIDS Prevention Branch  
HIV Drug Assistance Program

## **Addendum Number 1**

**November 15, 2006**

**To**

**Request for Proposals  
No. HTH 121-08-03  
Pharmacy Services for the HIV Drug  
Assistance Program  
Date Issued: October 10, 2006**

November 15, 2006

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS No. HTH 121-08-03  
Pharmacy Services for the HIV Drug Assistance Program**

The Department of Health, Communicable Disease Division, STD/AIDS Prevention Branch, HIV Drug Assistance Program is issuing this addendum to RFP No. HTH 121-08-03, Pharmacy Services for the HIV Drug Assistance Program for the purposes of:

- Responding to questions that arose at the orientation meeting of October 31, 2006 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to January 26, 2007.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

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Responses to Questions Raised by Potential Applicants  
for RFP HTH 121-08-03  
Pharmacy Services for the HIV Drug Assistance Program

1. **Question: The RFP indicates that the proposal submittal deadline is January 12, 2007 (p. 1-1, I. Procurement Timetable). The State Procurement Office announced that the timeline has been revised and that the deadline is January 26, 2007. What is the proposal submittal deadline for this RFP?**

**Response:** This RFP shall use the proposal submittal deadline for the REVISED timeline. The revised proposal submittal deadline shall be January 26, 2007. All other dates indicated on page 1-1 of the RFP, under Item I, Procurement Timetable), remain unchanged.

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2. **Question: Is participation in the October 31, 2006 orientation session a requirement for submitting a proposal? Will proposals from other entities not represented at the orientation session be considered**

**Response:** Applicants were encouraged to attend the orientation session, but it was not mandatory. Proposals from applicants not represented at the orientation session will be considered.

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3. **Question: The RFP refers to a website for cost principles (p. 1-1, II, 5. Cost Principles). Is this relevant to this RFP even though the RFP indicates that the payments shall be on a unit cost basis? Is there a form that needs to filled out?**

**Response:** The referenced website provides access to the document “Cost Principles on Purchases of Health and Human Services”. This document guides state purchasing agencies (DOH for this RFP) in procuring health and human services under Chapter 103F, HRS. As described in the RFP (p 2-8, IV. Pricing Structure), payment for services under this procurement shall be on a unit cost basis. Payments shall include:

- per prescription payments for dispensing HDAP-owned medications. Proposals must include one or more unit costs for dispensing;
- per prescription payments for each of the controlled substances (Attachment B). Proposals must include unit costs for these units;
- secondary payer amount as determined by the terms of the individuals primary insurance coverage. No information on secondary payer amounts is required to be included in proposals.

No other costs shall be allowable and no budget forms are needed as part of the proposal. Although the guidance is not relevant to this procurement in terms of determining other allowable costs or as a guide for developing a budget, the Cost

Principle on Purchase of Health and Human Services document is relevant in that it guides reporting and monitoring requirements.

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**4. Question: What is the provider's role in determining client eligibility?**

**Response:** HDAP shall determine eligibility and notify the provider that an individual is eligible (and that the individual either is eligible to receive HDAP-owned medications, or has insurance which should be billed as the primary payer and is eligible for HDAP coverage of the secondary payer amounts). The individual shall remain eligible until such time as HDAP notifies the provider that the individual is no longer eligible. It is the responsibility of the provider to notify HDAP of changes in an individual's insurance coverage which may affect eligibility, whenever the provider becomes aware of such information. HDAP shall then determine whether the individual's eligibility is affected and shall notify the provider. The provider will likely become aware of coverage such as Medicaid or private insurance before HDAP receives such information. Determination of eligibility is not the responsibility of the provider. However, the provider's role in relaying information to HDAP is critical in avoiding unnecessary expense to the program.