



State of Hawaii
Department of Health
Communicable Disease Division
Hansen's Disease Branch

Request for Proposals

RFP No. HTH-100DG-11-01

Pharmaceutical Products and Services for State Department of Health Hansen's Disease Branch

Date Issued: January 13, 2011

Proposal Submittal Deadline: February 11, 2011

Orientation Session: January 21, 2011, 9:00 a.m., 3650 Maunalei Avenue,
Sinclair Building, 2nd Floor, Hansen's Disease Conference Room, Honolulu,
Hawaii, 96816.

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

January 13, 2011

REQUEST FOR PROPOSALS

Pharmaceutical Products and Services for State Department of Health Hansen's Disease Branch RFP No. HTH-100DG-11-01

NOTICE

The Department of Health, Communicable Disease Division, Hansen's Disease Branch is requesting proposals from qualified applicants to provide pharmaceutical products and services for Hale Mohalu EARCH in Honolulu and Kalaupapa EARCH on Molokai.

SUBMITTAL DEADLINE

All proposals mailed by the United States Postal Service (USPS) shall be postmarked by February 11, 2011 to the mail-in address and received no later than ten days from the submittal deadline. Hand delivered proposals shall be received no later than February 11, 2011, 3:00 p.m. Hawaii Standard Time (HST) at the drop-off sites.

Proposals postmarked or hand delivered after the designated deadline shall be considered late and rejected. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline.

MAIL-INS: Hansen's Disease Branch
3627 Kilauea Avenue, Room 102
Honolulu, HI 96816

HAND DELIVERIES (DROP-OFF SITES):

Diamond Head Health Center
Hansen's Disease Branch
3627 Kilauea Avenue, Room 102
Honolulu, HI 96816

Applicants are encouraged to attend the Orientation Meeting. (See Section 1)

INQUIRIES

Inquiries regarding this RFP should be directed to the RFP contact person:

Mr. Baron Chan
Hansen's Disease Branch
3627 Kilauea Avenue, Room 102
Honolulu, HI 96186
Phone: (808) 733-4488
e-mail: baron.chan@doh.hawaii.gov

RFP Table of Contents

Notice

Section 1 - Administrative Overview

- I. Procurement Timetable..... 1-1
- II. Websites Referenced in This RFP 1-1
- III. The Procurement Process..... 1-2
- IV. Requirements for Awardees..... 1-4

Section 2 - Service Specifications

- I. Overview, Purpose or Need and Goals of Service..... 2-1
- II. Planning Activities..... 2-1
- III. Demographics and Funding 2-1
- IV. Service Activities 2-1
- V. Qualifications 2-2
- VI. Pricing Structure 2-3
- VII. Other 2-3
- VIII. Reporting Requirements for Program and Fiscal Data 2-3
- IX. Monitoring and Evaluation 2-3

Section 3 - Proposal Application

- I. Instructions for Completing the Proposal Application 3-1
- II. Submission of Proposal Application Documents 3-1
- III. Proposal Application Short Form 1 (SPO-H-250)..... 3-2

Section 4 - Proposal Evaluation

- I. Evaluation Process 4-1
- II. Evaluation Criteria 4-1

Section 5 - Attachments

Attachment A -Proposal Application Identification Form (SPO-H-200)

Attachment B - Proposal Application Checklist

Section 1

Administrative Overview

I. Procurement Timetable

Note that the procurement timetable represents the State’s best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	January 13, 2011
RFP orientation session	January 21, 2011
Due date for written questions	January 25, 2011
State purchasing agency's response to written questions	January 26, 2011–February 3, 2011
Proposal submittal deadline	February 11, 2011
Proposal evaluation period	Mid February-March 2011
Final revised proposals (optional)	Late February
Provider selection	Late February-March 2011
Notice of statement of findings and decision	March 2011
Contract start date	July 1, 2011

II. Websites Referenced in this RFP

The State Procurement Office (SPO) website is www.spo.hawaii.gov

For	Click
1 Procurement of Health and Human Services	“Health and Human Services, Chapter 103F, HRS...”
2 RFP website	“Health and Human Services, Ch. 103F...” and “RFPs”
3 Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	“Statutes and Rules” and “Procurement of Health and Human Services”
4 Forms	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Forms”
5 Cost Principles	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Cost Principles”
6 Standard Contract -General Conditions	“Health and Human Services, Ch. 103F...” “For Private Providers” and “Contract Template – General Conditions”
7 Protest Forms/Procedures	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Protests”

Non-SPO Websites

For	Go to
8 Tax Clearance Forms (Department of Taxation Website)	http://www.hawaii.gov/tax/ click "Forms"
9 Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://www.capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10 Department of Commerce and Consumer Affairs, Business Registration	http://www.hawaii.gov/dcca click "Business Registration"
11 Campaign Spending Commission	www.hawaii.gov/campaign

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at www.hawaii.gov)

III. The Procurement Process

Authority. This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal application by a prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

RFP Organization. This RFP is organized into 4 sections:

Section 1, Administrative Overview - The procurement process; requirements for awardees.

Section 2, Service Specifications - Services to be delivered, applicant responsibilities, requirements for the proposal application.

Section 3, Evaluation - The method by which proposal applications will be evaluated.

Section 4, Attachments - Information and forms necessary to complete the application.

RFP Orientation Session. An orientation session to familiarize applicants with the procurement process and the requirements of the RFP shall be held. Applicants are encouraged to submit written questions prior to the orientation. Questions at the orientation are permitted, but oral questions should be submitted in writing by the date indicated in the Procurement Timetable to ensure an official written response.

Date and time: Friday, January 21, 2011 9:00 a.m. HST

Location: 3650 Maunalei Avenue
Sinclair Building, 2nd Floor, Hansen's Disease Conference Room
Honolulu, Hawaii 96816

Submission of Questions. Applicants may submit written questions to the RFP Contact Person identified in the Notice. The written response by the State purchasing agency will be available to all applicants and placed on the RFP website.

Deadline for submission of questions: January 25, 2011

Discussions with Applicants. Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements prior to the submittal deadline. Discussions may also be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

Multiple or Alternate Proposals - Multiple/alternate proposals are not applicable to this RFP.

Confidential Information – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal. Note that price is not considered confidential and will not be withheld.

Confidentiality of Personal Information. Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.

Opening of Proposals. Upon receipt by a state purchasing agency at the designated location(s), proposal applications shall be date-stamped, and when possible, time-stamped, held in a secure place and not examined for evaluation purposes until the submittal deadline.

Public Inspection. Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

RFP Addenda. The State reserves the right to amend this RFP at any time prior to the-closing date for the final revised proposals.

Final Revised Proposals. If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the best and final offer/proposal.

Cancellation of Request for Proposals. The request for proposals may be canceled when it is determined to be in the best interests of the State in accordance with section 3-143-613, HAR.

Costs for Proposal Preparation. Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

Provider Participation in Planning. Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a request for proposals, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203, HAR.

Rejection of Proposals. A proposal offering a set of terms and conditions contradictory to those included in this RFP may be rejected. A proposal may be rejected for any of the following reasons: 1) Failure to cooperate or deal in good faith (Section 3-141-201, HAR); 2) Inadequate accounting system (Section 3-141-202, HAR), 3) Late proposals (Section 3-143-603, HAR); 4) Inadequate response to request for proposals (Section 3-143-609, HAR); 5) Proposal not responsive (Section 3-143-610(a)(1), HAR), 6) Applicant not responsible (Section 3-143-610(a)(2), HAR).

Notice of Award. A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals. Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive. No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

Protests. Any applicant may file a protest against the awarding of a contract. The Notice of Protest form, SPO-H-801, all other forms and a detailed description of procedures are on the SPO website. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F, HRS;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F, HRS; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Keith R. Ridley	Name: Sharon Abe
Title: Acting Director of Health	Title: Chief, Administrative Services Office
Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96813	Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96813
Business Address: 1250 Punchbowl Street, Honolulu, Hawaii 96813	Business Address: 1250 Punchbowl Street, Honolulu, Hawaii 96813

Availability of Funds. The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

IV. Requirements for Awardees

Tax Clearance. If awarded, a certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required upon notice of award.

Wages and Labor Law Compliance. Prior to contract execution for service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, “Wages, hours, and working conditions of employees of contractors performing services.”

Compliance with all Applicable State Business and Employment Laws. All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)

Campaign Contributions by State and County Contractors. Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

Monitoring and Evaluation. Criteria by which contracts will be monitored and evaluated is in Section 2.

General and Special Conditions of Contract. The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

Section 2

Service Specifications

I. Overview, Purpose or Need and Goals of Service

The Kalaupapa Expanded Adult Residential Care Home (EARCH) and Hale Mohalu EARCH provide care for approximately 18 elderly previously institutionalized Hansen's disease patients. The patients in Kalaupapa remain there at their own choice and can do so as long as they choose to in accordance with State Statutes. Hale Mohalu EARCH, located in Kaimuki on the island of Oahu, delivers care that cannot be provided at the Kalaupapa EARCH. Many of the health problems encountered by the Kalaupapa EARCH and Hale Mohalu EARCH patients are the results of a rapidly aging population (average age = 78) and disabilities due to Hansen's disease.

A wide range of drugs provided on a timely basis by a reliable pharmacy is of vital importance in the care and treatment of our elderly Hansen's disease patients.

The Provider will be required to perform quarterly reviews of patients' medical charts for drug utilization as well as participate in quarterly pharmacy and therapeutics meetings.

The Provider shall provide accurate and timely drugs as requested on a Monday through Friday schedule, as well as emergency 24-hour coverage including weekends and holidays by an on-call pharmacist(s).

The Provider shall provide pharmaceutical quality-assurance reviews for both Hale Mohalu EARCH and Kalaupapa EARCH.

II. Planning Activities

In preparation for this RFP, a request for information (RFI) was issued in accordance with §3-142-202, HAR and was posted in the Procurement Notices section of the SPO website on August 4, 2010.

Copies of the RFI are available from the Hansen's Disease Branch, 3627 Kilauea Avenue, Room 102, Honolulu, HI 96816.

III. Demographics and Funding

Target population to be served:

Kalaupapa patients at Hale Mohalu EARCH
and Kalaupapa EARCH

Geographic coverage of service:

Kalaupapa, Molokai & Kaimuki, Honolulu

Probable funding amounts, source, and period of availability:

There is a high probability for continued funding throughout the contracted period. The contract will be funded through State funds.

Single or multiple contracts to be awarded **Single** **Multiple** **Single & Multiple**
(Refer to §3-143-206, HAR)

Term of Contract(s)

Initial term:	<u>July 1, 2011 – June 30, 2013</u>
Length of each extension:	<u>Twenty-four (24) months</u>
Number of possible extensions	<u>Two (2)</u>
Maximum length of contract:	<u>Six (6) years</u>

Conditions for Extension: 1) Availability of funds; 2) must be in writing; 3) must be executed prior to expiration.

IV. Service Activities

The Provider will be responsible for delivery of drugs to Hale Mohalu EARCH and for delivery to the Honolulu airport for shipment to Kalaupapa, Molokai via the State’s contracted air service. The State will be billed directly by their contracted air service for the air freight charges to Molokai.

For emergency shipments to Kalaupapa when the State’s contracted air service cannot provide the service, the Provider shall use any available air carrier and pay for the air freight charges. The State will reimburse the Provider for the emergency air freight charges. The Provider shall include a breakdown of these charges on the monthly invoice(s) of the applicable program(s).

At the time of the proposal submittal and throughout the contract period, the Provider performing the services specified herein shall throughout the contract period, maintain a current pharmacy license. The applicant shall have a minimum of three (3) years experience in the provision of pharmacy services in Hawaii.

Hawaii General Excise Tax License - Applicant shall submit its current Hawaii General Excise Tax I.D. number.

Tax Liability - Services to be performed under this RFP is a business activity under Chapter 237 Hawaii Revised Statutes (HRS) and Chapter 238 HRS as applicable. Both out-of-state vendors and Hawaii vendors are advised that the gross receipts derived from this proposal are subject to the 4% general excise tax and ½% user tax where applicable.

Liquidated Damages - Liquidated damages shall be paid per day for each time the Provider fails to perform in whole or in part any of its obligations herein. Liquidated damages are fixed at the sum of \$100 per day and may be deducted from any payments due to or become due to the Provider.

Clinical Pharmaceutical Services

1. The Provider shall review at least quarterly, the various aspects of the total drug distribution system. This will be accomplished in a manner designed to monitor and safeguard all areas of the drug distribution system. Inspections will be performed each quarter by the Provider to assure safe and rational drug therapy to the patients and to determine the quality and storage of drugs and the safe distribution of the drugs.
2. The Provider shall provide written documentation of all professional review activities required as outlined in all applicable policies and procedures manual, including but not limited to, Hale Mohalu EARCH's and Kalaupapa EARCH's Procedure Manuals.
3. The Provider shall make recommendations for upgrading patient care through the drug distribution system. The recommendations shall include adjusting doses, pointing out interacting drugs, considering the use of newer medications as they become available and deemed appropriate, and considering the use of drugs which are available at a more reasonable price than those currently being used.
4. The Provider shall serve as a member of Hale Mohalu EARCH and Kalaupapa EARCH Multi-Disciplinary Team and attend all required meetings thereof.
5. The Provider shall review patients' medical records and drugs on hand on a quarterly basis at Hale Mohalu EARCH and Kalaupapa EARCH for quality assurance.
6. The Provider shall assist in establishing policies and procedures to control the distribution and administration of drugs.

Providing Pharmaceuticals and Pharmaceutical Services

7. The Provider shall provide, furnish, and supply all pharmaceuticals, drugs, and medicines to Hale Mohalu EARCH and Kalaupapa EARCH. The Provider is responsible for supplying and stocking drugs that may be requested by these facilities. These include, but are not limited to: IV fluid, IV sets, injectable antibiotics and other injectable drugs, irrigation solutions, and drugs used to treat decubitus and other ulcers. Generic drugs should be initialized when not medically dictated.
8. The Provider shall provide patient drug regimen reports, a minimum of once a month to Hale Mohalu EARCH, Kalaupapa EARCH, and the Hansen's Disease Branch Medical Director.
9. The Provider shall have a delivery system available every day of the year that is capable of providing the delivery of prescriptions and supplies within a reasonable time without unreasonable delay (usually within the day of order for Hale Mohalu

EARCH and on the next available flight for Kalaupapa EARCH), excluding circumstances beyond the Provider's control. For "stat"/emergency orders, drugs shall be delivered within 2 hours of request for Hale Mohalu EARCH and next available flight after same day airport delivery. The Provider shall have a 24-hour on call pharmacist available seven days a week including holidays when the pharmacy is not open.

10. The Provider shall provide emergency medications and intravenous fluids and services for Kalaupapa EARCH and Hale Mohalu EARCH. The Provider shall provide an "IV Team" to trouble shoot problems that may arise from IV use.
11. The Provider shall provide training for Hale Mohalu EARCH and Kalaupapa EARCH staff for administering difficult or complex drugs to patients.
12. The Provider shall comply with all applicable laws, regulations, policies, and procedures pertaining to Federal, State, DEA, DOH, Pharmacy Board, Professional and Vocational Licensing, FDA (both Federal and State), etc. which are currently in place or as amended.

V. Qualifications

1. Experience

The applicant shall have a minimum of three (3) years of experience in the provision of pharmaceutical services in Hawaii.

Requirements for the Proposal Application

The applicant shall provide a description of contracts/experience for the most recent five years that are pertinent to the services required. Applicant shall include points of contact, mailing addresses, e-mail addresses and phone numbers for at least two long term care facilities or established clinical institutions where pharmaceutical services similar to those requested herein have been provided or are currently being provided. The State reserves the right to contact references to verify experience.

The proposal application narrative shall describe the applicant's experience and shall demonstrate the capacity to provide the requested services.

2. Organization

The applicant shall be a pharmacy licensed to dispense in the state of Hawai'i, shall be a licensed Medicaid provider, and shall accept most prescription drug coverage offered in the state. At a minimum, the provider must accept Hawai'i Medical Services Association (HMSA), informedRx as well as most of the Medicare prescription drug plans offered in the state of Hawaii.

The provider shall be required to comply with all state and federal regulations pertaining to the provision of prescription medications, including medications restricted by the Controlled Substances Act (CSA), Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970. The provider shall be required to comply with all applicable federal and state regulations including but not limited to: those pertaining to the provision of prescription medications, including medications restricted by the Controlled Substances Act (CSA), Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970; and the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Requirements for the Proposal Application

The proposal application narrative shall describe the applicant’s organization capacity, structure and plans for providing the required services. The proposal application narrative shall include the applicant’s proposed plans for normal operations as well as contingency plans for operating in the event of a national or state emergency that precludes normal operations. The proposal shall include information on third party insurance accepted by the applicant.

Personnel

At the time of proposal submittal, the applicant’s pharmacist(s) shall be duly licensed to practice pharmacy in the State of Hawaii. The proposal application narrative shall describe the staffing proposed to provide the requested services.

Requirements for the Proposal Application

The Provider shall have a 24 hour on call pharmacist available seven days a week including holidays when the pharmacy is not open.

3. Facilities

The Provider shall have adequate facilities relative to the proposed services. The applicant shall have at least one facility for the receipt, storage and dispensing of prescriptions in the state of Hawai‘i. The provider shall have adequate storage space to maintain medication inventory. The provider shall have adequate refrigeration capacity to store medications that require refrigeration.

Requirements for the Proposal Application

The proposal application narrative shall describe the applicant’s facilities and demonstrate its adequacy in relation to the requested services, including how medications requiring refrigeration are maintained in the event of power failure and how the facilities meet ADA requirements, as applicable.

Evaluation Criteria for Qualifications (60 points)

1. Experience (20 points)

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.
 - Demonstrated past experience in operating and managing pharmacies.
2. Organization (20 points)
- Appropriate licensure as required.
 - Adequate plans for providing the required services.
 - Adequate plans for operations during an emergency.
3. Personnel (10 points)
- Adequate staffing to insure viability of the services.
 - Minimum qualifications (including experience) for staff assigned to the program.
4. Facilities (10 points)
- Adequate storage and dispensing facilities.

VI. Pricing Structure

The Department of Health Hansen’s Disease Branch is permitting the use of a pricing structure based on a unit of service rate.

Pricing information is requested for the following categories of this proposal - Part A, Clinical Pharmaceutical Services; Part B, Pharmaceutical Products; and Part C, Dispensing Fee.

PART A: Cost to provide Clinical Pharmaceutical Services (as described in Service Activities number 1 through 6) for Hale Mohalu EARCH and Kalaupapa EARCH.

	<u>PRICE PER MONTH</u>	<u>PRICE PER 12 MONTHS</u>
1. Hale Mohalu EARCH	_____	_____
2. Kalaupapa EARCH	_____	_____
TOTAL SUM (BID) PRICE – PART A		\$ _____

PART B: Cost of pharmaceutical products (as described in Service Activities numbers 8 through 12).

Percentage rate by which the prevailing manufacturer's published prices (average wholesale price) of pharmaceutical products will be adjusted. The rate submitted shall be no greater than average wholesale price (AWP).

Bid: _____ %

PART C: Fee for filling prescriptions (dispensing fee) for pharmaceuticals/drugs/medicines provided from the inventory of the Provider's pharmacy.

Bid: \$ _____ per Rx

The Bid Price shall include all labor, required supplies, applicable taxes, any pickup and delivery or mailing charges (unless otherwise specified herein), and any other costs necessary to perform the services specified herein.

Evaluation Criteria for Pricing (40 points)

Competitiveness and reasonableness of unit of service rate, as applicable.

The award, if any, shall be made to the responsible applicant offering a competitive and reasonable price for Parts A, B, and C of this proposal.

Part "A" - Clinical Pharmaceutical Services

Part "B" - Pharmaceutical Products

Part "C" - Dispensing Fee (Fee for filling prescriptions)

VII. Other

Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Statements regarding litigation will not carry any point value but are required.

VIII. Reporting Requirements for Program and Fiscal Data

For clinical pharmaceutical services, the Provider shall provide a written summary of quarterly patient medical chart reviews as well as recommendations for improvement.

For pharmaceuticals and pharmaceutical services, the Provider shall provide a monthly patient report of all drugs utilized by each patient. This report may be submitted in conjunction with the monthly billing.

The Provider shall provide monthly billing invoice in triplicate, which includes the drugs used for the month for each patient.

The Provider shall provide billing data for patients who are covered by third-party payers for data collection purposes.

IX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are: Provision of services in accordance with the Kalaupapa EARCH and Hale Mohalu EARCH policies and procedures. The contract shall be monitored by the Hansen's Disease Branch in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes.

Section 3 Proposal Application

I. Instructions for Completing the Proposal Application

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section and section 2.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria when completing the proposal.*

II. Submission of Proposal Application Documents

The proposal application documents are as follows and shall be submitted in the following order:

- *Proposal Application Identification Form (SPO-H-200) - Identifies the proposal application.*
- *Proposal Application Checklist*
- *Proposal Application Short-Form 1 (SPO-H 250)*
 - *Qualifications*
 - *Pricing*
 - *Other – Litigation*
- *Attachments – No attachments required.*

The required format for the Proposal Application Short Form 1 (SPO-H 250) follows. Note that the form is available on the SPO website (see Section 1, paragraph II, Website Reference). The form on the website will not include items specific to each RFP. If using the website form, the applicant must incorporate all items listed on the next page.

RFP No: HTH-100DG-11-01

Title: Pharmaceutical Products &
Services

Applicant: _____

Proposal Application Short Form 1

I. Qualifications

Experience

Organization

Personnel

Facilities

II. Pricing

III. Other

Litigation

Section 4

Proposal Evaluation

Evaluation Process

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing. Each applicant shall receive a notice of award/non-award, which shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Evaluation Criteria

On the next page is a sample of the evaluation sheet that will be used to evaluate proposal applications. Applicants will receive a report similar to the attached upon completion of the evaluation process.

Evaluation of
 RFP HTH-100DG-11-01
 Pharmaceutical Products & Services
 Issued January 13, 2011

SAMPLE

Applicant:
 Proposal Application ID:

<i>Criterion</i>	<i>Total Possible Score</i>	<i>Score</i>
Qualifications	55	
<i>Experience</i>	20	
<ul style="list-style-type: none"> • Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. • Demonstrated past experience in operating and managing pharmacies. 	<ul style="list-style-type: none"> • 10 • 10 	
Comments:		
<i>Organization</i>	20	
<ul style="list-style-type: none"> • Appropriate licensure as required. • Adequate plans for providing the required services. • Adequate plans for operations during an emergency. 	<ul style="list-style-type: none"> • 5 • 10 • 5 	
Comments:		
<i>Personnel</i>	10	
<ul style="list-style-type: none"> • Adequate staffing to insure viability of the services. • Minimum qualifications (including experience) for staff assigned to the program. 	<ul style="list-style-type: none"> • 5 • 5 	
Comments:		
<i>Facilities</i>	5	
Adequate storage and dispensing facilities.	5	
Comments:		

Pricing	45	
<i>Part "A" - Clinical Pharmaceutical Services</i>	10	
<p>Lowest Annual Price to provide Clinical Pharmaceutical Services.</p> <p style="text-align: center;"> <u>PRICE PER MONTH</u> <u>PRICE PER 12 MONTHS</u> </p> <p>1. Hale Mohalu EARCH _____</p> <p>2. Kalaupapa EARCH _____</p> <p>TOTAL SUM (BID) PRICE – PART A \$ _____</p>		
<i>Part "B" - Pharmaceutical Products</i>	25	
<p>Highest percentage rate adjustment to the prevailing manufacturer's published prices (average wholesale price) of pharmaceutical products. The rate submitted shall be no greater than average wholesale price (AWP).</p> <p style="text-align: center;">Bid: _____%</p>		
<i>Part "C" - Dispensing Fee (Fee for filling prescriptions)</i>	10	
<p>Lowest fee for filling prescriptions (dispensing fee) for pharmaceuticals/drugs/medicines provided from the inventory of the Provider's pharmacy.</p> <p style="text-align: center;">Bid: \$ _____ per Rx</p> <p>The Bid Price shall include all labor, required supplies, applicable taxes, any pickup and delivery or mailing charges (unless otherwise specified herein), and any other costs necessary to perform the services specified herein.</p>		
Comments:		
TOTAL:	100	

Section 5

Attachments

- A. Proposal Application Identification Form (SPO-H-200)
- B. Proposal Application Checklist

STATE OF HAWAII
STATE PROCUREMENT OFFICE
PROPOSAL APPLICATION IDENTIFICATION FORM

STATE AGENCY ISSUING RFP: _____

RFP NUMBER: _____

RFP TITLE: _____

Check one:

Initial Proposal Application

Final Revised Proposal (Completed Items _____ - _____ only)

1. APPLICANT INFORMATION

Legal Name:

Doing Business As:

Street Address:

Mailing Address:

Contact person for matters involving this application:
Name:

Title:

Phone Number:

Fax Number:

e-mail:

2. BUSINESS INFORMATION

Type of Business Entity (*check one*):

Non-Profit Corporation

Limited Liability Company

Sole Proprietorship

For-Profit Corporation

Partnership

If applicable, state of incorporation and date incorporated:

State:

Date:

3. PROPOSAL INFORMATION

Geographic area(s):

Target group(s):

4. FUNDING REQUEST

FY _____

FY _____

FY _____

FY _____

FY _____

FY _____

Grand Total _____

I certify that the information provided above is to the best of my knowledge true and correct.

Authorized Representative Signature

Date Signed

Name and Title

Proposal Application Checklist

Applicant: _____

RFP No.: HTH 100DG-11-01

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP		
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Evidence of Pharmacy License			X	
Pharmaceutical Manufacturer's Published List Price			X	

Authorized Signature

Date