



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR PROPOSAL (RFP)

Revised 06/2021

RFP NUMBER: **121040**

RFP TITLE: **Pharmaceutical Services for
Residents of Badger Prairie Health
Care Center**

RFP DEADLINE: **August 13, 2021
2:00 p.m. (CST)**

**PROPOSALS
MUST BE
UPLOADED TO:** **Purchasing Bid Dropbox
www.danepurchasing.com**

Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected

DIRECT ALL INQUIRES TO:	Pete Patten Purchasing Officer 608-267-3523 patten.peter@countyofdane.com www.danepurchasing.com
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PROPOSAL SUBMISSION CHECKLIST

- | | | |
|---|--|--|
| <input type="checkbox"/> Update Vendor Registration | <input type="checkbox"/> RFP Response
(Separate from Cost Proposal) | <input type="checkbox"/> Upload RFP Response and Cost Proposal to Purchasing Bid Dropbox |
| <input type="checkbox"/> Read Entire RFP Document | <input type="checkbox"/> Cost Proposal
(Separate from RFP Response) | |

DATE ISSUED | July 2, 2021

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1.0 RFP OVERVIEW

1.1 **Introduction**

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal according to the specifications set forth within this document.

The County intends to use the results of this process to award a contract or issue of purchase order for the product(s) and or services(s) stated.

The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.

1.2 **Clarification of the Specifications**

All inquiries concerning this RFP must be **emailed** to the **person indicated on the cover page** of the RFP Document.

Any questions concerning this RFP must be submitted in writing by e-mail on or before the stated date on the **Calendar of Events** (Section 1.4).

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

1.3 **Vendor Conference**

There will not be a vendor conference.

1.4 **Calendar of Events**

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
July 2, 2021	RFP Issued
July 23, 2021	Last day to submit written inquiries (2:00 p.m. CST)
July 26, 2021	Addendums or supplements to the RFP posted on the Purchasing Division website
August 13, 2021	Proposals due (2:00 p.m. CST)
September 2021	Interviews (if needed)

October 2021	Vendor Selection/Award
January 1, 2022	Contract Start Date

1.5 Evaluation Criteria

The proposals will be scored using the following criteria:

Proposal Requirements	Percent
Organizational Capabilities (Section 3.3)	10%
Deliveries (Section 3.4)	15%
Compliance (Section 3.5)	10%
Pharmaceuticals and Dispensing (Section 3.6)	25%
Record Keeping (Section 3.7)	15%
Facility Requirements (Section 3.8)	5%
Fiscal Expectations (Section 3.9)	5%
Cost	Percent
Cost (Cost Proposal)	15%
Total	100%

1.6 Submittal Instructions

Proposals must be received in the Purchasing – Bid Dropbox located on the www.danepurchasing.com website no later than the date and time indicated within the RFP Deadline field on the RFP Cover Page or addenda. Late, faxed, mailed, hand-delivered, or unsigned proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals must be saved in PDF format unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

Example of how to name the files:
 120012 – Vendor Name – RFP Response
 120012 – Vendor Name – Cost Proposal

To Submit a Proposal:

1. Go to www.danepurchasing.com and click on Purchasing – Bid Dropbox or click on the Open RFP’s and Bids page link.
2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
3. Type in the Email, First Name, Last Name and Company information and click Continue.
4. Drag and drop the RFP files one at a time into the “Drag files here” box.

SECTION 1 – RFP OVERVIEW

5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
 - a. The file upload status can be seen for each document uploaded.
 - b. After each document reaches 100%, it will say “Uploaded”.
6. Confirm all files have been uploaded and then close out of the window.

2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

2.1 Definitions and Links

The following definitions and links are used throughout the RFP.

County: Dane County

County Agency: Department/Division utilizing the service or product.

Dane County Purchasing website: www.danepurchasing.com

Fair Labor Practices websites: www.nlr.gov and <http://werc.wi.gov>

Proposer/Vendor/Firm/Contractor: a company submitting a proposal in response to this RFP.

2.2 Overview

Badger Prairie Health Care Center is seeking a vendor to deliver a drug and supply distribution system that complies with nursing home Wisconsin State Statute FHS 132.65 and shall maintain licensure as a pharmacy specializing in providing product and services to long-term care facilities.

Facility currently contracts with a provider for pharmaceutical services. Current funding level is \$112,500.

2.3 Deliveries

1. Provider owned fleet preferred
2. Daily, at agreed upon time
3. Stat orders within one hour, arrangements for alternate, if not available
4. New orders within regular delivery if possible, earlier as arranged

2.4 Compliance

1. Provider Pharmacy
 - a. Safety system in place for dispensing medications with comprehensive reviews of potential errors with policy changes as needed. Report available monthly to Director of Nursing Services.
 - b. Must comply with all state and federal regulatory agency requirements and any changes communicated to facility.
2. With Facility
 - a. Will complete compliance reports after each delivery cycle, e.g., every 48 hours. Reports will indicate medications held, medication dispensed, missing PRN medications, too-soon refills and expiration dates.
 - b. Shall maintain a resident drug profile in the pharmacy.
 - c. Shall comply with the Health Insurance Portability and Accountability (HIPAA) standards for privacy of individually identifiable health information.
 - d. Will retain all credentialing and licensure information for personnel providing services to facility.
 - e. Must submit TB skin test results and crime reference summaries for those agency staff who will have direct, regular contact with facility, neighborhood staff, and/or residents.
 - f. Provider shall inform facility of changes in delivery personnel. Facility prox/access cards must be secured, and prompt communication must occur in the event building access needs to be terminated.

SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

2.5 **Pharmaceuticals and Dispensing**

1. Shall facilitate relabeling, storage and handling of medications brought in by a resident.
2. Maintain a mutually acceptable list of symbols and abbreviations for charging, ordering, and documenting drugs.
3. Provide medication and treatment carts
 - a. Furnish and maintain equipment.
 - b. Appropriate size to include computer equipment used for delivery.
 - c. Furnish barcode scanning equipment to be used during delivery.
 - d. Equipment to be maintained according to state and federal compliance.
4. Shall promptly communicate when a medication is unavailable and provide acceptable product substitution until available.
5. For self-medication, medications will be supplied in childproof bottles or appropriate aids provided.
6. Shall supply other requested pharmaceuticals administered by facility staff, including vaccines.
7. Will develop a system to catalog returned medications and products, and promptly credit any charges for product returns within a reasonable amount of time.
8. Interpret and fill all prescriptions and maintain all required records.

2.6 **Record Keeping**

1. Physician Order Sheets and Medication and Treatment Administration Records (MARs) will be provided to the facility, if requested. In addition, shall maintain and/or provide the following:
 - a. Required forms for C-boxes and E-boxes.
 - b. Daily drug and supply order sheets
 - c. New permanent labels for changes of direction on currently supplied prescriptions, if requested.
 - d. Any other forms required to meet State and Federal law.
2. Shall develop and implement an e-pharmacy interface to the Facility's NTT Data (Net Solutions) electronic medical record (EMR). Interface must use the NCPCP Script version 10.6 or higher, which includes the changes made for long term care.
 - a. Will work with facility to establish a paperless system, utilizing e-prescribe module of Net Solutions.
3. Shall assist the facility with verification of pharmacy/drug coverages for prospective admissions and prior authorizations with resident drug plans.
4. Shall have internet based portal available with secure access and communication.

2.7 **Facility Requirements**

1. Will participate in Facility Pharmacy & Therapeutics and Quality Assurance Committee meetings at least quarterly. Provider shall report drug errors, irregularities and drug reactions.
2. Shall assist in-service education staff in planning and will actively participate with education programs for nursing and other personnel. Address available support staff for wound and IV services.
3. As part of the facility's QA program, provider will review medication distribution system on a monthly basis and provide a report to nursing director with recommendations, as necessary.
4. Dedicated customer service representative for our facility.

SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

5. Provider shall facilitate communication of resident prescriptions, a web portal is preferred.
6. Collaborate with nurse management staff to problem solve system issues between the pharmacy and the facility.

2.8 **Fiscal Expectations**

1. Required to provide the Facility a detailed monthly bill/invoice, for Facility responsible charges, no later than the 3rd business day of each month.
 - a. The billing should be provided in a detailed Excel spreadsheet with:
 - 1) Itemized charges indicating date of service, resident name, product/drug provided (including dosage), quantity, cost per each, total cost, payor source/category, etc.
 - 2) In addition, an invoice coversheet summarizing the cost by major categories (Medicare Part A, Medicaid Non-Covered, House Charges, etc.).
2. Shall bill for the comprehensive services provided in accordance with state and federal guidelines. It is acknowledged that these guidelines may change during the term of the contract. All billing will be in compliance with affected regulations.
3. Shall bill all private pay clients directly. Provider staff will work with residents and or families/guardians that are having financial difficulties to allow Provider to continue providing medications to resident.
4. Shall bill the State of Wisconsin Medicaid Program and/or Medicare Part D plans directly for all covered items dispensed to eligible residents. Amounts received from Medicaid and/or Medicare Part D plans shall be considered payment in full.
5. Medicare A will include separate sub-totals for supplies and pharmaceuticals for each resident. Charges will not exceed the Medicaid fee screen.

The facility will be billed directly for the following items:

- a. Equipment rental expenses, if any.
 - b. House liability items itemized by resident.
 - c. Over-the-counter items itemized by resident.
 - d. Employee influenza vaccines, and resident vaccines not directly billable to third party payor sources.
6. Dedicated customer service representative for our facility.

SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

3.0 RFP RESPONSE PREPARATION REQUIREMENTS

Proposals shall be organized to comply with the section numbers and names as shown below. Each section heading should be clearly marked. Graphics may be included. The RFP sections which should be submitted/responded to are:

3.1 Attachment A – Vendor Information

3.2 Table of Contents

Provide a table of contents that, at a minimum, includes all of the sections as identified below. Listings of sub-sections and graphics/tables also may be included. Section dividers are encouraged.

3.3 Organizational Capabilities

Describe the firm's experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results. Include experience working with a long term care facility in the provision of pharmaceutical products.

3.4 Deliveries

Describe the firm's experience and capabilities in providing similar services to those required in Section 2.3 as well as any backup plans. Be specific and provide examples as needed.

3.5 Compliance

Describe the firm's experience and capabilities in meeting requirements as detailed in Section 2.4. Be specific and provide examples as needed.

3.6 Pharmaceuticals and Dispensing

Describe the firm's experience and capabilities in meeting requirements as detailed in Section 2.5. Be specific and provide examples and results.

3.7 Record Keeping

Describe the firm's experience and capabilities in meeting requirements as detailed in Section 2.6. Be specific and provide examples as needed.

3.8 Facility Requirements

Describe the firm's experience and capabilities in meeting requirements as detailed in Section 2.7. Be specific and provide examples.

3.9 Fiscal Expectations

Describe the firm's experience and capabilities in meeting requirements as detailed in Section 2.8. Be specific and provide examples as needed.