Middle Peninsula Regional Security Center

Request for Proposal

Professional Pharmacy Services

I. Purpose and Intent

This Request for Proposal (RFP) solicits offers for the provision of Professional Pharmacy services. The Middle Peninsula Regional Security Center encourages vendors who supply pharmacy systems and services that provide the functions described and the specifications stated in this document to submit proposals.

This RFP will provide sufficient information to prepare and submit proposals for consideration by the Middle Peninsula Regional Security Center.

The Offeror’s proposal will be incorporated in the subsequent contract. The Middle Peninsula Regional Security Center may disqualify vendors who fail to comply or submit required information.

The Middle Peninsula Regional Security Center encourages Offerors to provide insight into the Offeror’s services. The Jail will evaluate the proposals based on the vendor’s ability to convey an understanding of the scope of work and demonstrate the ability to complete the terms stated in the RFP.

II. Project Summary

The proposed services should provide a varied and systemic benefit with the scope of The Middle Peninsula Regional Security Center’s goals and objectives. The successful vendor will provide a pre-packaged prescription delivery system, pharmaceutical support and cost containments systems.

III. Project Objectives

The Middle Peninsula Regional Security Center requires an innovative system based on sound pharmaceutical practices operating within the laws of the Commonwealth of Virginia and the United States. The proposed system will provide for the delivery of prescribed and over the counter medications, medication packaging, cost containment, management reports and
pharmaceutical support. The proposed system will also meet the following core specifications:

a. Provide emergency “Stat” kits, specialized or required equipment.
b. Ensure cost containment measures are implemented and utilized.
c. Successful Vendor shall comply with all obligations and responsibilities in accordance with all standards of the National Commission on Correctional Health Care, Virginia Department of Corrections Minimum Standards, Virginia State Board of Pharmacy and the Middle Peninsula Regional Security Center policy.

IV. Implementation Planning and Staff/User Training

The successful Vendor will provide a start-up and conversion schedule, including but not limited to: delivery of medicine dispensing systems, policy manuals, installation of equipment, “Stat” kits, and medicine supply.

V. Functional Requirements

Offerors are required to submit detailed, concise responses to each requirement defined in this section. If a Offeror’s system does not contain or provide the functionality specified, the vendor may propose an approach to meeting the requirement. Omissions to any section may render the vendor’s proposals as non-responsive.

Vendors are required to include a copy of this section “Scope of Work” in their proposal submittal. The vendor must exhibit the ability to comply with each reference point. Each section will be designated as either Critical or Important.

Critical shall be defined as those criteria that must be incorporated into or provided for by the selected vendor. Important shall be defined as those criteria that should be part of any functional pharmaceutical services system.

Scope of work

Critical: The Vendor shall provide a medication delivery system, including at a minimum: Delivery Cart, Medex, etc.

Critical: The Vendor shall provide a comprehensive correctional drug formulary, which at a minimum: outlined drug categories and comparative pricing per drug under each category.

Critical: The Vendor shall provide all prescription drugs in individually labeled “blister” packs, (or comparable system).
**Critical**: The Vendor shall provide Over the counter (OTC) medications in bulk or retail quantities as needed.

**Critical**: The Vendor shall provide a Emergency “Stat” Box, which must include at a minimum: emergency drugs ordered by the Jail Physician on a “stat” basis, as outlined by the Jail.

**Critical**: The Vendor shall provide a returned prescription system. Vendors response must include: credit provided, conditions of credit and manner of credit.

**Critical**: Vendor shall provide 24 hour/7 days a week service. This shall include a local “emergency pharmacy” for quick response of critical needs.

**Critical**: Vendor shall provide regular pharmacy inspections, which must include at a minimum: comprehensive inspection of medical administration documentation, refrigeration requirements, expiration of drugs, the destruction of expired drugs, comprehensive survey of all narcotics and psychotropic, and check for cleanliness and organization.

**Critical**: Vendor shall provide regular administrative and management reports to the medical department and Jail Administration.

**Critical**: Vendor shall maintain a policy of malpractice insurance of, at least, the minimum amount required by the Facility.

**Important**: Vendor should provide as part of overall service package a cost containment system which will include insurance billing and pricing structure.

**Important**: Vendor should provide a comprehensive training program to The Middle Peninsula Regional Security Center staff including: Industry updates and general in-service training.

**Important**: Vendor should provide a fax machine, to facilitate the confidential nature of medical information and the timeliness of prescription orders.

The Offeror must provide a point by point response as to how their proposed system will comply with these specific items listed in this section of the RFP. The response points should be consistent with the section references.
VI. **Mandatory Demonstrated Experience**

This section will contain all information relating to the vendor’s organization, experience and qualifications. Include specific experience and successes within the criminal justice/corrections field. These statements will assist the Middle Peninsula Regional Security Center in evaluating each vendor’s qualifications and capabilities to perform the services required within this RFP.

VII. **References**

The vendor shall provide a list of ALL institutions/Jails served in Virginia. If no institutions/Jails in Virginia are currently being served then the Vendor shall provide at least six (6) references with similar operational systems. All references must contain the following information: facility name, address, telephone number, contact person, and date of implementation.

VIII. **Quality Assurance**

The vendor must include a statement that describes what steps will be taken to ensure the quality of deliverables and what steps will be taken to correct errors or faulty products and documents.

IX. **Evaluation Criteria**

Proposals shall be evaluated based on the following criteria:

1. The ability of the offeror to provide medicines to inmates in a safe, effective and timely manner.
2. The experience of the offeror in providing pharmacy services to jails and other institutions.
3. The system that the offerors propose to ensure reliability.
4. The cost of the pharmacy services to the jail (to be considered only after the discussion stage).

X. **Contractual Requirements**

By submitting a proposal the Offeror agrees as follows:

a. The Offeror will not discriminate against any employees or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the
Offeror. The Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

b. The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, will state that such Offeror is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

d. The Offeror will include the provisions of the foregoing paragraphs a, b, and c in every sub-agreement or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

Indemnification

The Offeror, for itself, heirs, representatives, successors and assigns agrees as follows:

a. The Offeror covenants to save, defend, keep harmless and indemnify Middle Peninsula Regional Jail Authority and all of its agents and employees (collectively, the 'Facility') from and against any and all claims, loss, damage, injury, costs (including, court costs and attorney's fees), charges, liability or exposure, however caused, resulting from, arising out of or in any way connected with the Offeror's performance (or nonperformance) of the agreement terms or its obligations under this agreement.

b. The terms of this indemnity agreement shall continue in full force and effect until such time as the Facility gives the Offeror written release from this indemnity agreement.

Laws and Regulations

The Offeror shall abide by all Federal, State, Local laws, general Tariff Laws and regulations governing the provision of the services called for in the agreement. The Offeror shall also abide by all rules and regulations established by the Jail governing the operations of the Facility. The Offeror shall give notice and comply with all laws, ordinances, rules, regulations and lawful
orders of any public authority bearing on the performance of the work. All equipment must be FCC approved.

**Licenses and Permits**

The Offeror shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and compliance of the work which are legally required prior to and during the work.

**Taxes**

The Offeror shall pay all County, City, State and Federal taxes required by law enacted at the time proposals are received and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be a deduction from the commission rate as the taxes shall be an obligation of the Offeror and not of the Facility, and the Facility shall be held harmless for the same by the Offeror.

**Compliance With All Requirements**

The Offeror shall comply with all applicable Federal, State and Local laws, codes and regulations.

**Independent Offeror**

The Offeror is an independent offeror and nothing contained in the AGREEMENT shall constitute or designate the Offeror or any of its agents or employees as employees of the Facility.

**XI. Proposal Preparation**

To be considered, Offerors must submit a complete response to the Request For Proposals. Proposals shall be signed by a general partner, corporate officer or other representative authorized to bind the Offeror for contractual matters. All information requested should be submitted. Original signatures are required on proposal documents. Proposals should be prepared simply providing a straightforward and concise description of capabilities. Each copy of the proposal should be bound with all documentation in a single volume where practical.

Failure to do so will result in a lowered evaluation and incomplete proposals may be determined non-responsive.
Telegraphic or facsimile submission of proposals is not acceptable and any such proposals shall not be considered. Offerors should organize their proposals using the format described below:

a. *Cover Sheet* - containing the name of the firm making the proposal and the location of the office, which will have the responsibility for the services to be provided. Include the name, address, and telephone number of a contact person knowledgeable about the proposal. All proposals should have the complete legal name of the firm and be signed, in ink, by an officer or employee having the authority to bind the company by their signature. Signatures by anyone, other than the president, vice-president or a general partner, should have accompanying documentation that the individual is empowered to bind the company or partnership. The Offeror should provide in the cover letter its federal employer identification number if a proprietorship, partnership or corporation.

b. *Company History* - a brief statement of the company's background, organization, number of years providing these type of services, sizes of systems installed and maintained and general qualifications to provide the services and work required.

c. *Key Personnel* - qualifications of key employees who will be assigned to this project, including any subcontractors, emphasizing their experience in working with similar projects.

d. *Litigation* - history of disputes and litigation.

e. *References* - a list of at least six references of current users of the proposed system. The list shall include client name, address, telephone number, description of type of services performed, and personnel we may contact, with special emphasis on all facilities serviced in the Commonwealth of Virginia.

f. *Equal Opportunity* - a statement that the Offeror is an equal opportunity employer and does not discriminate against any employee, subcontractor, or applicant for employment because of race, religion color, sex, or national origin.
Other Information

Other relevant information the Offeror deems necessary to provide a complete description of the services to be provided.

Submission of Proprietary Information

Offerors shall submit, in a separate section of the proposal any information considered proprietary and any copyright material and clearly identify the information as proprietary and/or copyrighted information.

XII. Method of Award

Because this is a Request for Proposals for professional services as defined in the Virginia Public Procurement Act, firms are not to submit pricing information with their Proposals. Following the receipt of proposals the Jail shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. At the discussion stage, the Jail will ask for non-binding estimates of price for services. At the conclusion of discussion, on the basis of the evaluation factors listed herein, including price, the Jail will select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contact satisfactory and advantageous to the Jail can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the Jail determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

Any and all proposals may be canceled or rejected, provided the reasons for such cancellation or rejection shall be made part of the contract file. All informalities in proposals may be waived.

Proprietary information obtained from competing offerors to this RFP shall not be disclosed to the public or to any offerors.

Agreement

The successful Offeror will be required to execute an agreement which contains the required provisions in the Virginia Public Procurement Act.

Submission Of Proposals and Contact Person
Proposals must be submitted no later than May 30, 2013 at 1630 P.M.

To:

Middle Peninsula Regional Security Center
Attn: Superintendent Timothy P. Doss
P.O.Box 403
170 Oakes Landing Rd
Saluda, Va. 23149

An original and two (2) copies of your proposal document are required. The Facility will not assume responsibility for reproduction where insufficient number of copies have been supplied and failure to comply with this or other requirements of this Request For Proposal may result in rejection of the proposal.

Proposals received after the set time for receipt shall not be considered and shall be returned unopened to the proposer.

Any questions concerning the project should be directed To:

Middle Peninsula Regional Security Center
Attn: Superintendent Timothy P. Doss
P.O.Box 403
170 Oakes Landing Rd
Saluda, Va. 23149
(804) 758-2338