

# REQUEST FOR PROPOSALS

## THIS IS NOT AN ORDER

ADVERTISED RFP #1213-116

RELEASE DATE: November 28, 2012

### **INTRODUCTION:**

Carson City is requesting proposals for Pharmaceuticals (prescription drugs) for inmates at the Carson City Jail to include Brand Name, Generic and Bulk Form Pharmaceuticals as prescribed by a physician. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals."

### **PURPOSE AND OBJECTIVES:**

Carson City proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Firm" for the furnishing and delivery on an "as needed" basis Prescription for the Inmates of the Carson City Jail. **GENERIC PRESCRIPTION DRUGS** shall be provided for all orders unless attending physician states "**BRAND NAME ONLY.**"

The Carson City jail, with an average population of 182 inmates per day, currently receives the contractual services of a physician to provide medical services for all inmates entrusted to Carson City. In many instances, the inmate population requires certain prescription drugs and medications that must be provided to them by Carson City. The firm shall provide prescriptions as written by the City's contract physician or contracted City Nurse Practitioner. Pre-packaging (bubble pack) of medications is required for inmates of the Carson City Jail.

**PROPOSALS** shall be submitted to the **CARSON CITY FINANCE DEPARTMENT**, 201 N. Carson Street, Suite 3, Carson City, Nevada 89701, by no later than 5:00 p.m. on December 19, 2012.

**ADDENDA:** All addenda are posted on Carson City's website <http://www.carson.org/Index.aspx?page=998>. It is each respondent's responsibility to ensure that they have received all addenda prior to submission of their sealed bid.

**RECOMMENDATION FOR AWARD** will be made by the Health and Human Services Department based on the evaluation results of the City Review and Selection Committee. Once the committee has made a recommendation and a contract is negotiated, the results will be posted on [www.carson.org](http://www.carson.org).

**FINAL SELECTION** will be made by Carson City, and is tentatively scheduled for Thursday, January 17, 2013. Should it become necessary to reschedule the date set for award, notice will be provided to those finalists selected. In all instances, a decision rendered by Carson City shall be deemed final.

# PROVISIONS AND REQUIREMENTS

## 1 INTRODUCTION (General Information)

- 1.1 Carson City is seeking proposals for a Firm to submit proposals to provide Pharmaceuticals (prescription drugs) for inmates at the Carson City Jail for medical treatment to include Brand Name, Generic and Bulk Form Pharmaceuticals.
- 1.2 A City Review and Selection Committee will evaluate the proposals submitted.
- 1.3 During evaluation, the City Review and Selection Committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from the Firm, or to allow corrections of errors or omissions.
- 1.4 Submission of a proposal indicates acceptance by the Firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the resultant contract between Carson City and the Firm selected.
- 1.5 There is no expressed or implied intent or obligation for Carson City to reimburse responding firms for any expenses incurred in preparing proposals as well as travel expenses during interviews in response to this Request for Proposals.
- 1.6 Carson City shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

## 2 CARSON CITY CONTACT PERSON:

- 2.1 Until the receipt and opening of proposals, the proposers' principal contact with Carson City will be as listed below. All questions are to be submitted in writing and potential Proposers will receive copies of all questions and answers except for the questions that are considered proprietary. Questions that are considered proprietary by Health and Human Services will only be answered to the proposer who asked the question. Questions will only be received through 12:00 p.m. on December 17, 2012.

Kim Belt  
Carson Finance Department – Purchasing and Contracts  
201 N. Carson Street, Suite 3  
Carson City, NV 89701  
775-283-7137  
e-mail: KBelt@carson.org  
FAX: 775-887-2107

- 2.2 All contacts regarding the proposal should be with the above-named individual only. Proposers contacting other City staff or City officials may be disqualified for doing so.

## PROVISIONS AND REQUIREMENTS

### 3 SCOPE OF WORK:

#### 3.1 The project shall include, but is not limited to the following activities:

The Firm shall provide professional Pharmacists to fill orders of prescription medications and to deliver the medications to the Carson City Jail located at 855 Musser Street. The ordering of prescription medications shall be made by computer, telephone, or facsimile. Carson City will provide the prescription and all other pertinent information to the pharmacy by an authorized person in the medical field. Deliveries are desired by the same day, depending on the time the order is placed.

#### 3.3 The RFP information will be used to select an Independent Contractor and potentially enter into a contractual agreement upon approval of the Carson City Board of Supervisors. It is the responsibility of the proposer to ensure that the RFP is submitted in a timely manner.

Completing an RFP is not a confirmation that the Independent Contractor has been selected to enter into a contractual agreement with Carson City. Independent Contractor selection and contract agreement is as follows:

### 4 RFP REQUIREMENTS:

#### 4.1 Submission of RFP Proposals:

- 4.1.1 A master copy (so marked) of the Proposal and nine (9) copies to include a title page showing the RFP subject; the firm's name, address, telephone number and fax number of a contact person. The Proposal must be received on or before the date and time set for receipt of proposals.

Proposals shall be clear and straightforward, and not exceed 30 pages in length not including company brochures. Company brochures are provided as attachments to the 30 pages referenced above.

#### 5.1.3 Proposals shall contain the following information:

##### 5.1.3.1 RFP shall include:

#### Pricing

**Average Wholesale Price:** (AWP) shall mean the average wholesale price (current cost) of the dispensed medication as defined by the Red Book. On the Response/Pricing Page, the Bidder shall indicate the price list their firm will utilize under this proposal. Carson City desires that the proposers utilize the Red Book average wholesale price list. Carson City recognizes, however, that not all proposers desire to use the Red Book price list. In that instance, the proposers must provide details of a verifiable pricing structure their firm would utilize for quoting. The acceptability of the pricing structure quoted, shall be determined solely by Carson City.

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Pricing of pharmaceuticals must include a fully integrated correctional specific electronic health record.

The pricing plan should include any delivery fees.

**Generic Drugs:** The use of generic drugs will be acceptable when available from a manufacturer approved by the Pharmacy Board, and when the Physician permits substitution of the written prescription, or authorizes it by telephone or fax. It is preferred that for generic drugs, the Federal Upper Limit (FUL) based on the Medicaid FUL be utilized for pricing. Generic drug pricing should be FUL or Medicaid maximum Allowable Allowance (MAC), whichever is less.

**Price Adjustments:** Medication prices will be allowed to change, but only as the price list changes, and only after a new price list is provided to Carson City. The quoted discounts and processing fees shall remain the same for the term of this contract.

**Dispensing Fees:** It is assumed that dispensing fees will be assessed on a "per prescription" basis. The maximum allowable amount to be charged to Carson City for a dispensing fee shall be \$4.00. All proposed prices shall be complete including any administrative costs and related charges, except for the dispensing cost. On the Response/Pricing page, each offeror shall state the cost to the city for dispensing charges which shall include delivery to the Carson City Jail.

**Delivery:** Carson City is interested in utilizing a minimum of one delivery each day Monday through Friday. Carson City Jail Medical Supervisor will determine the best delivery site and times that will maintain security and efficiency. Proposers should outline their delivery system in detail.

All medications need to be delivered in a bubble pack.

**Insurance Billing:** Firm needs to be willing to bill insurance companies as long as a copy of the insurance is submitted with the DOB and SSN. Carson City will be responsible for the co-pay.

5.1.3.2

Proposers shall send their completed Proposals to the following person at the address indicated. Further, they should indicate the RFP number and Firm Name on the outside of the sealed Proposal Package to:

Kim Belt, Purchasing and Contract Manager  
Carson City Finance Department – Purchasing and Contracts  
201 N. Carson Street, Suite 3  
Carson City, Nevada 89701

# PROVISIONS AND REQUIREMENTS

## 5 EVALUATION OF PROPOSALS:

5.1 Proposals submitted will be evaluated by the City Review and Selection Committee.

5.2 **The following categories will be evaluated in the selection process:**

- Proposal quality and references.
- Ability to perform the work within the stated timeframe.
- Overall cost and fees to be charged.

## 6 RIGHT TO REJECT PROPOSALS:

6.1 Submission of proposal indicates acceptance by the Consulting Firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent contract between Carson City and the Consulting Firm selected.

6.2 Carson City reserves the right to reject any or all proposals and to award to the proposer the City deems most qualified and whose award of the contract will accrue to the best interests of the City.

6.3 **Late proposals will not be accepted.** Prospective proposers are held responsible that their proposals arrive at the Carson City Finance Department - Purchasing and Contracts on or before the designated time and date.

## 7 WITHDRAWAL OF PROPOSALS:

7.1 Requests to withdraw proposals received after the time and date set for opening and acknowledging proposals will not be considered.

## 8 CONTRACT TERMINATION:

8.1 Carson City reserves the right to terminate the contract if the Consultant does not perform as required by the terms of the contract. Reasons for termination may include, but are not limited, to the following:

8.1.1 Failure to provide sufficient personnel as identified in the RFP.

8.1.2 Failure to provide the principal Team as submitted.

8.1.3 Substitution of the Team or other identified personnel without prior approval of Carson City.

## 9 INSURANCE

9.1 **General Liability:**

9.1.1 The successful Proposer shall be required to furnish and maintain throughout the term of the proposed Agreement, such general liability and

## PROVISIONS AND REQUIREMENTS

property damage insurance as shall protect him/her and any sub-consultants, agents, and employees performing work covered by the proposed Agreement from claims for, but not limited to, bodily injury, sickness, disease, death, or property damage arising or resulting from the proposer's performance, or by any sub-consultant, person, firm, or employee directly or indirectly employed by him/her. The successful Proposer shall furnish the City a certificate of said insurance, with limits no less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury as well as property damage and with the City added as a co-insured.

### 9.2 **Worker's Compensation:**

9.2.1 The successful Proposer shall purchase and maintain throughout the term of the contract such Industrial Insurance (SIIS) as will protect him from claims which may arise out of or result from the Consultant's execution of the work on this project, whether such execution be by the Consultant or by any sub-consultant, or by anyone directly or indirectly employed by any of the consultants, or by anyone for whose acts any of them may be liable.

## 10 **OBJECTION BY UNSUCCESSFUL PROPOSER:**

10.1 Any unsuccessful Proposer may file an objection to the City regarding the selection of the City Review and Selection Committee by following the procedure outlined in Paragraph 10.2 below. Information on the results of the Committee's evaluation may be obtained on [www.carson.org](http://www.carson.org) and will be faxed to each respondent.

10.2 Any objection shall be written and submitted to the Finance Department before the recommendation shall be scheduled to be heard by the Board of Supervisors. The objection will be placed on the next available Board of Supervisors meeting agenda.

# PROVISIONS AND REQUIREMENTS

## 11 Response/Pricing Page

In compliance with the Request for Proposal and subject to all the conditions thereof, the Firm agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions and requirements of this proposal and is authorized to contract on behalf of the firm named below: (Note: this form must be signed. All signatures must be original and not photocopies).

Company/Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Prescription Service:** We propose to furnish and deliver prescriptions, medications and supplies as indicated in this Bid Form, provided to Carson City, Nevada, with transportation charges prepaid, and for the price quoted below.

<b>Description</b>	<b>Price</b>
<b>Name Brand Drugs:</b> % Discount off of Average Wholesale Price (AWP)	\$ _____ firm, fixed price per mile
<b>Generic Drugs:</b> % Discount off of Average Wholesale Price (AWP) or Medicaid Maximum Allowable Cost (MAC)	\$ _____ firm, fixed price per mile
Dispensing Fee per Prescription (Maximum of \$4.00)	\$ _____ firm, fixed price per mile

Price List Utilized for Pricing \_\_\_\_\_

Bidder shall enter below any specific type medications/drugs to which the above percent discount does not apply. Enter those medications/drugs and percent discount below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify the Address of the Pharmacy that will be Servicing this Account:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\* END OF DOCUMENT \*\*\*