

## **Request for Proposal**

### **Pharmacy Mail Out Services**

**Proposal Submission Deadline:** February 3<sup>rd</sup>, 2023

**Posted Publicly:** YCHC Website

Yakutat Community Health Center (YCHC) is issuing this RFP to solicit proposals from qualified vendors who agree to provide professional pharmacy services to members as designated by our organization and in accordance with generally accepted industry standards. Services will include dispensing drugs via mailout, and pharmacy consulting as needed to YCHC clinical providers, clients and care takers.

#### **Background:**

The new YCHC is a 22,000 sq-ft state of the art health center which provides primary and ancillary healthcare to Yakutat Service Area. The new clinic was completed in 2020 and began seeing patients in September 2020.

The YCHC healthcare model provides primary, urgent, and emergency care services. It also provides locum providers for ancillary and specialty services on a rotation basis. YCHC provides lodging for the interim and locum providers while they are providing services in Yakutat. In 2021 we had an average of 20 medical encounters per day, then in 2022, we had an average of 14 medical encounters per day.

### **SCOPE OF SERVICES**

#### **Pharmacy Services:**

YCHC purchases and dispenses acute care pharmaceuticals on site and is currently seeking mail out pharmacy services for approximately 300-500 patients located in Yakutat Alaska.

YCHC contracted pharmacy management services would include two major pharmacy functions: drug dispensing and clinical pharmacy consulting.

The functions noted above include numerous tasks that must be performed consistently and expertly, and

include but not limited to the following:

#### **Drug Dispensing:**

Pharmacy network development and maintenance consistent with Section 340B requirements.

- Negotiate appropriate contracts, consistent with Section 340B.
- Read and interpret physician orders
- Ensure correct meds delivered to right clients
- Consulting with providers, clients and caregivers
- Maintain legal requirements for pharmacies (e.g., client records, etc.).
- Claims and adjudication
- Drug utilization review
- Packaging (unit dose)

**Clinical consulting for:**

- Right drug therapy for client
- Any possible drug interactions, contraindications, adverse effects, therapeutic alternatives, allergies, over/under dosing, poly-pharmacy, side effects, cost effectiveness, available therapeutic alternative, pharmacokinetics, or any other medication related issues.
- Use of generic drug substitution
- Dietary conflicts
- Outreach services concerning the Pharmacy Services

**BILLING AND COMPANSATION SERVICES**

Rely on Member identification process to guarantee patient eligibility, service coverage, and claim payment. YCHC will supply the members insurance plan to pharmacy with the primary and secondary insurances designated as such. The pharmacy will submit claims to the primary and secondary insurance and then bill YCHC for any remaining balance. Claims exceeding \$1000/month for prescription and/or over the counter (OTC) drugs/items authorized in members eligible plan are submitted to YCHC. Pharmacy shall invoice YCHC monthly. YCHC will pay for services in accordance with the reimbursement rates, terms and conditions.

**RULES GOVERNING PROPOSAL**

**Examination of Proposals:** Proposers should carefully examine the entire RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

**Proposal Acceptance Period:** All proposals must be complete and irrevocable for 60 days following the proposal submission deadline.

**Confidentiality:** The content of all proposals will be kept confidential.

**Signature Requirements:** All proposals must contain a dated original signature (electronic signature works) on behalf of the proposer. A proposal may be signed: by an officer or other agent of a corporate entity; a member of a partnership; the owner of a privately-owned entity; or other agent if properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

**Proposal Submission:** Proposals must be received by YCHC by the proposal submission deadline. Emailed proposals will be accepted.

Mailing Address

P.O. Box 112

Yakutat, AK 99689

Electronic Submission

pporter@y-chc.org

**Oral Change/Interpretation:** Written changes, clarifications, or amendments to the proposal will be posted on the YCHC website with not changes after January 27<sup>th</sup>, 2023. Include in cover letter confirmation you have reviewed any amendments, changes or clarifications.

**Late Submissions:** Proposals not received prior to the submission deadline will not be considered.

## **PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals should be organized in the manner specified below.

Cover Page. Include the RFP subject, the name of the proposer, address, telephone number(s), email address(es), and name and title of contact person.

Services to be performed. Briefly state the proposer's understanding of the services to be performed.

Experience. Identify the key personnel for the services, and detail the proposer's experience in the same or similar areas of expertise, length of that experience, and the proposer's ability to provide the requested services. The proposal should contain information adequate to demonstrate that the proposer has the ability, financially and operationally, to conduct and complete the services. The proposal should also include a statement indicating that all required corporate and professional occupational licenses, and other necessary licenses/certifications, are currently held. License/certification numbers must be provided. The proposer must also have a current State of Alaska business license.

References. Provide at least two references for which the proposer has provided the same or comparable services. Include for each reference a point of contact, telephone number, and a brief description of the services provided.

Methodology and Approach. Provide detailed and specific information on the proposer's proposed method in meeting the scope of services identified in Section 3.

Pharmacy Team. Identify the proposer's pharmacy team. Include staff qualifications, and roles and responsibilities.

Payment Rate. Provide proposed rate.

Addenda. Acknowledge receipt of any Addenda.

Statement regarding Debarment/Suspension. The proposer must state that neither proposer, nor proposer's principals, are presently debarred, suspended, proposed for debarment or suspension, declared ineligible, or voluntary excluded from participating in any federally or state funded programs.

Signature. **The proposal must be signed by an individual who has the authority to bind the proposer.** The submission of a signed proposal indicates acceptance by the proposer of all the terms, conditions and specifications contained within this RFP.

## **EVALUATION CRITERIA AND PROCESS/ SELECTION PROCESS**

Criteria. The criteria to consider during evaluations, and the associated point values, are as follows:

- |                                 |           |
|---------------------------------|-----------|
| 1. Service Methodology/Approach | 30 points |
| 2. Experience of Staff          | 25 points |
| 3. Experience of Firm           | 25 points |
| 4. Cost                         | 20 Points |

**Total Points Available**

**100 points**

Evaluation Process. Individuals representing YCHC will perform evaluation and ranking of the proposals. Discussions may be conducted with responsible proposers who submit proposals determined to be reasonably susceptible of being selected for award. Proposers reasonably susceptible of being selected for award shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and revisions may be permitted after submissions and before the award of the contract for the purpose of obtaining best and final offers. After best and final proposals are received, final evaluations will be conducted. The determination of the highest ranked proposer will be based on the total scores achieved.

This RFP is not a contract and does not obligate YCHC unless and until an agreement is approved and executed by YCHC in accordance with applicable law.

**END OF RFP**