

IOWA DEPARTMENT OF PUBLIC HEALTH

DIVISION OF BEHAVIORAL HEALTH

Pharmacy Services

REQUEST FOR PROPOSAL 58816026

Project Period: October 3, 2016 – June 30, 2022
Contract Period: October 3, 2016 – June 30, 2017

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SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) 58816026 is to solicit applications that will enable the Iowa Department of Public Health (IDPH) to select the most qualified applicant to provide pharmacy and pharmacy-related services, including pharmacy benefit management services and health insurance benefit management services for Iowa's AIDS Drug Assistance Program (ADAP), and direct pharmacy services for ADAP and other programs at IDPH.

Pharmacy-related services for ADAP include:

- Establishing statewide accessibility to HIV-related pharmaceuticals for clients enrolled in ADAP;
- Coordinating insurance benefits, including payment of health insurance premiums;
- Processing point-of-sale pharmaceutical purchases, including payment of health insurance plan deductible, co-insurance, and/or co-payment amounts;
- Adjudicating pharmaceutical-related claims;
- Coordinating with Medicare, Medicaid, and private insurance carriers;
- Collecting and reporting data on pharmaceutical- and insurance-related claims; and
- Billing third-party payers when clients are found to be retro-eligible for other benefit programs.

Direct pharmacy services include:

- Distributing medications for ADAP, the Sexually Transmitted Disease (STD) Program, and the Tuberculosis (TB) Program to health providers, clinics, and individuals throughout the state;
- Dispensing and shipping purified protein derivative (PPD) to substance abuse treatment providers and clinics, as directed by the Substance Abuse Program; and
- Storing, dispensing, and shipping vaccine and other biologicals, as approved by the Immunization Program.

1.02 Project Period/Contract Term

The project period shall be from October 3, 2016, to June 30, 2022.

IDPH expects the initial contract period to be a nine-month term from October 3, 2016, to June 30, 2017. IDPH shall have the option to renew the contract at its sole discretion for up to five (5) additional one (1) year terms subject to review of the continuation application, contractor performance and compliance with the terms and conditions of the contract, availability of funds, program modifications, or any other grounds determined by IDPH to be in IDPH's best interests.

The issuance of this RFP in no way constitutes a commitment by IDPH to award a contract.

1.03 Eligibility Requirements

Applicants must meet each of the following eligibility requirements for consideration.

Eligible Applicants

Managed-care organizations, self-insured companies, retail pharmacies, not-for-profit or for-profit health organizations, and governmental entities are eligible to submit an application in accordance with this RFP.

The applicant shall be a pharmacy or health organization licensed to dispense pharmaceuticals in the state of Iowa, or shall demonstrate the ability to establish a contract with such a pharmacy (or pharmacies). The applicant or its contract pharmacy shall be a licensed Medicaid provider, and shall be capable of billing public or commercial insurance plans when ADAP clients are found to have had coverage from another payer or to be retro-eligible for other health insurance plans or payers.

The applicant or its contract pharmacy shall have at least one facility for the receipt, storage, and dispensing of prescriptions in the state of Iowa. The applicant or its contract pharmacy shall have adequate storage space to maintain IDPH's routine inventory, and some capacity to store additional inventory at the request of IDPH. The applicant or its contract pharmacy shall have refrigeration capacity to store a supply of medications and other biologicals that require refrigeration.

Applicants must also be able to:

1. Document financial responsibility sufficient to cover costs of ADAP client health insurance premium payments and cost-sharing prior to reimbursement from IDPH and to sustain any and all losses through the contract caused by failure to follow proper ADAP approval processes;
2. Maintain adequate records for complete financial and programmatic audits; and
3. Provide required reports in the specified time frames.

Electronic Communication Requirements

Applicant is required to maintain and provide to IDPH, upon application, a current and valid email account for electronic communications with IDPH.

Official email communication from IDPH regarding this application will be issued from iowa.grants@webgrantsmail.com. Applicants are required to assure these communications are received and responded to accordingly.

1.04 Service Delivery Area

Direct pharmacy services must be available statewide through a mail-order option, but may include a network of retail pharmacy locations throughout the state for ADAP clients. Pharmaceuticals shall also be shipped to health care clinics, substance abuse treatment providers, and individuals throughout the state of Iowa.

1.05 Available Funds

The source of funding is derived from both state and federal funds. ADAP funds, in part, are

authorized through the United States Department of Health and Human Services, Health Resources and Services Administration (HRSA). The enabling legislation is under Part B of Title XXVI of the Public Health Service (PHS) Act, as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Public Law 111-87), which specifies many of the eligibility criteria, fundable services, and data requirements described in this Request for Proposal document. See Section 7 for links to the legislation.

IDPH anticipates awarding up to \$1,297,358.00 for the first 9-month period, distributed as described for each required component below. Additional funds may be requested by applicants for these services and/or for additional pharmacy-related services proposed by the applicant. Requests for additional funds must include detailed written justification.

A. Pharmacy Benefit Management

Applicants may apply for up to \$487,500 for the first 9-month contract period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding or any other grounds determined by IDPH to be in IDPH’s best interests. Funding includes \$350,000 in actual costs for insurance co-payments, co-insurance, and deductible costs. Services shall include claims adjudication; utilization management; data collection, analytics, and reporting; pharmacy network establishment; patient adherence counseling at the point of pharmacy sale; and responsive customer service.

B. Insurance Benefit Management

Applicants may apply for up to \$712,500 for the first 9-month contract period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding or any other grounds determined by IDPH to be in IDPH’s best interests. Funding includes \$637,500 in actual costs for health insurance premiums. Services shall include payment of health insurance premium payments, monitoring and reporting, and program administration.

C. Direct Pharmacy Services

Applicants may apply for up to \$97,358 for the 9-month contract period. Funds available for direct pharmacy services are distributed as follows:

ADAP Medication Assistance	\$31,688.00
TB	\$34,200.00**
STD	\$27,450.00
Substance Abuse	\$2,625.00
Immunization	\$1,395.00
Total	\$97,358.00

** includes \$4,950 in actual costs for non-formulary medications and compounding.

Actual total awards and individual contract funding levels may vary from that listed or funding

may be withdrawn completely, depending on availability of funding or any other grounds determined by IDPH to be in IDPH’s best interests. Services include filling prescriptions for clients; providing client adherence support; shipping medications and biologicals to medical providers, clinics, and substance abuse agencies; storing 340B medications and biologicals; and managing inventories.

1.06 Schedule of Events (All times and dates listed are local Iowa time.)

The following dates are set forth for informational purposes. IDPH reserves the right to change them.

EVENT	DATE
RFP Issued	May 24, 2016
Applicant’s Conference	Not Applicable
Written Questions and Responses	
Round 1 Questions Due	May 31, 2016
Responses Posted By:	June 7, 2016
Round 2 Questions Due	June 14, 2016
Responses Posted By:	June 21, 2016
Final Questions Due	June 28, 2016
Responses Posted By:	July 7, 2016
Applications Due	July 14, 2016
Post Notice of Intent to Award	August 25, 2016

A. RFP Issued – May 24, 2016. IDPH will post the RFP under Grant Opportunities quick link at www.iowaGrants.gov.

B. Applicant’s Conference -- An applicants’ conference will not be held.

C. Written Questions and Responses. Written questions related to the RFP must be submitted through www.iowaGrants.gov no later than the dates specified in the table above. Applicant must be registered with IowaGrants in order to submit a question (Refer to Section 3.01 and the ‘New User Registration Instructions for *iowaGrants.gov*’ document posted under the Attachments section of this Funding Opportunity).

Written questions submitted after the date specified for final questions in the table above will not be considered and a response will not be provided by IDPH.

To submit a question:

- Registered Users login to www.iowaGrants.gov as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on ‘Ask A Question’ link located at the top right-hand side of the Opportunity Details page, and enter a single question in the ‘Post Question’ box;
- Click the ‘Save’ button;
- A post question confirmation box will appear stating the question is under review.

Additional questions may be submitted by repeating the process above for each individual question. If the question or comment pertains to a specific section of the RFP, the section and page must be referenced. Verbal questions will not be accepted.

IDPH will prepare written responses to all pertinent, timely and properly submitted questions according to the schedule of events table above. IDPH's written responses will be considered part of the RFP.

To view posted questions and responses:

- Login to www.iodaGrants.gov;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Scroll to the bottom of the Opportunity Details page, under the **Questions** subsection to view the posted questions and answers.

It is the responsibility of the applicant to check this Funding Opportunity in www.iodaGrants.gov periodically for written questions and responses to this RFP.

D. Application Creation. The application will consist of multiple required forms (refer to Section 3) available within the Electronic Grant Management system at www.iodaGrants.gov. Each form of the application must be completed in its entirety or IodaGrants will not permit the application to be submitted.

Each individual within the applicant organization who desires access to the application must be registered in IodaGrants (refer to section 3.01 and the 'New User Registration Instructions for *iodaGrants.gov*' document posted under the Attachments section of this Funding Opportunity). **The first user to initiate an application for a Funding Opportunity is designated by the system as the primary user (Registered Applicant) for that application.** This primary user can add additional registered users as Grantee Contacts within their organization to the Funding Opportunity for completion/edit/review of forms and submission of the application. If multiple users are editing the same form within an application at the same time, the last saved version will over-ride any changes made by other users.

IodaGrants will permit multiple registered users of the applicant organization to create separate applications for the same Funding Opportunity, thereby creating multiple applications for the same Funding Opportunity. The applicant is responsible for ensuring only one entire application is completed and submitted for each requested service area (refer to Sections 1.04 and 1.14) in response to this RFP.

E. Applications Due – July 14, 2016. Applications must be submitted by 4:00 p.m. (local Ioda time) on July 14, 2016, in the Electronic Grant Management System at www.iodaGrants.gov. Attempted submission of a completed application after stated due date and time will not be allowed by the system. This Funding Opportunity will not be available as a Current Opportunity on the Electronic Grant Management System after the stated due date and time. If submission of an application is attempted after the stated date and time, the applicant will receive a notice stating "The Funding Opportunity is closed".

Applications submitted to IDPH in any manner other than through Electronic Grant Management System of the IowaGrants Web site (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by IDPH and a rejection notice will be sent to the applicant. Any information submitted separately from the application will not be considered in the review process.

The date and time system of the IowaGrants Electronic Grant Management System shall serve as the official regulator for the submission date and time of an application.

The due date and time requirements for submission of the application within Electronic Grant Management System of IowaGrants Web site are mandatory requirements and will not be subject to waiver as a minor deficiency.

Submission Confirmation Screen: After an applicant submits an application, a confirmation screen containing an Application ID number will appear on your computer screen.

It is the applicant's sole responsibility to complete all Funding Opportunity Forms and submit the application in sufficient time.

F. Release of Names of Applicants – August 25, 2016. The names of all applicants who submitted applications by the deadline shall be released to all who have requested such notification via an email request to John McMullen at john.mcmullen@idph.iowa.gov. The announcement of applicants who timely submitted an application does not mean that an individual application has been deemed technically compliant or accepted for evaluation.

G. Notice of Intent to Award. A Notice of Intent to Award the contract(s) will be posted on the IDPH Web page <http://idph.iowa.gov/> under *Funding Opportunities* link by 4:30 pm on August 25, 2016. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

H. Contract Negotiations and Execution of the Contract – Following the posting of the Notice of Intent to Award, the Authorized Official for the applicant(s) will receive a contract document via email from IDPH. The applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with IDPH. If a contract has not been executed within ten (10) working days of applicant's receipt, IDPH reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by IDPH. IDPH may, at its sole discretion, extend the time period for negotiations of the contract.

1.07 Inquiries

Inquiries related to the RFP shall be submitted in accordance with Section 1.06 (C).

For assistance regarding IowaGrants, please contact the IDPH IowaGrants Helpdesk at 1-866-520-8987 (available between 8:00 AM and 4:00 PM on weekdays, excluding state holidays).

Unauthorized contact regarding this RFP with other state employees may result in disqualification. In no case shall verbal communications override written communications. Only

written communications are binding on IDPH.

IDPH assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless such representations are specifically incorporated into the RFP or the contract.

Any oral information provided by the applicant shall not be considered part of its application.

1.08 Amendments to the RFP

IDPH reserves the right to amend the RFP at any time. In the event IDPH decides to amend, add to, or delete any part of this RFP, a written amendment will be posted at www.iowaGrants.gov under the Attachments section of this Funding Opportunity. The applicant is advised to check this Web site periodically for amendments to this RFP.

1.09 Open Competition

No attempt shall be made by the applicant to induce any other person or firm to submit or not to submit an application for the purpose of restricting competition.

1.10 Withdrawal of Applications

An application created in IowaGrants.gov cannot be deleted. An application may be withdrawn by request of an applicant at any time prior to the stated due date and time for the submission of applications. An applicant desiring to withdraw an application shall submit notification including the application ID, title of the application, and the applicant organization name via email to John McMullen at john.mcmullen@idph.iowa.gov.

After this funding opportunity closes, IDPH may withdraw applications that have not been submitted.

1.11 Resubmission of Withdrawn Applications

A withdrawn application may be resubmitted by an applicant at any time prior to the stated due date and time for the submission of applications.

To access a withdrawn application:

- Registered Users login to www.iowaGrants.gov as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on 'Copy Existing Application';
- Select the application that you want to copy by marking it under the 'Copy' column (Note: all applications whether in editing, submitted or withdrawn status will be displayed to be copied);
- Click the 'Save' button.

The application that was copied will be open in this funding opportunity. Be sure to re-title the

application if necessary by going into the General Information form and editing it. Continue to complete the application forms and submit following the guidance provided in sections 1.06 (D) and (E), and in section 3 of this RFP.

Withdrawn applications for this RFP posting must be submitted by the due date provided in section 1.06 in order to be considered for funding. Withdrawn, submitted, or editing status applications are also available to copy to other Funding Opportunities in IowaGrants at any time.

1.12 Acceptance of Terms and Conditions

A. An applicant's submission of an application constitutes acceptance of the terms, conditions, criteria and requirements set forth in the RFP and operates as a waiver of any and all objections to the contents of the RFP. By submitting an application, an applicant agrees that it will not bring any claim or have any cause of action against IDPH or the State of Iowa based on the terms or conditions of the RFP or the procurement process.

B. IDPH reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of this RFP. Should the applicant take exception to the terms and conditions required by IDPH, the applicant's exceptions may be rejected and IDPH may elect to terminate negotiations with that applicant. However, IDPH may elect to negotiate with the applicant regarding contract terms which do not materially alter the substantive requirements of the RFP or the contents of the applicant's application.

1.13 Costs of Application Preparation

All costs of preparing the application are the sole responsibility of the applicant. IDPH is not responsible for any costs incurred by the applicant which are related to the preparation or submission of the application or any other activities undertaken by the applicant related in any way to this RFP.

1.14 Multiple Applications

An applicant may submit only one application for a service area.

1.15 Oral Presentation

Applicants may be requested to make an oral presentation of the application. The determination of need for presentations, the location, order, and schedule of the presentations is at the sole discretion of IDPH. If an oral presentation is required, applicants may clarify or elaborate on their applications, but may in no way change their original application.

1.16 Rejection of Applications/Cancellation of the RFP

A. IDPH reserves the right to reject, in whole or in part, any or all applications, to advertise for new applications, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFP if it is in the best interests of IDPH.

B. Any application will be rejected outright and not evaluated for any of the following reasons:

1. The applicant is not an eligible applicant as defined in section 1.03.
2. An applicant submits more than one application for the same service area for the same funding opportunity.
3. An application is submitted in a manner other than the Electronic Grant Management System at www.iowaGrants.gov.

C. Any application may be rejected outright and not evaluated for any one of the following reasons:

1. The applicant fails to include required information or fails to include sufficient information to determine whether an RFP requirement has been satisfied.
2. The applicant fails to follow the application instructions or presents information requested by this RFP in a manner inconsistent with the instructions of the RFP.
3. The applicant provides misleading or inaccurate answers.
4. The applicant states that a mandatory requirement cannot be satisfied.
5. The applicant's response materially changes a mandatory requirement.
6. The applicant's response limits the right of IDPH.
7. The applicant fails to respond to IDPH's request for information, documents, or references.
8. The applicant fails to include any signature, certification, authorization, or stipulation requested by this RFP.
9. The applicant initiates unauthorized contact regarding the RFP with a state employee.

1.17 Restrictions on Gifts and Activities

Iowa Code Chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and for complying with these requirements.

In addition, Iowa Code Chapter 722 provides that it is a felony offense to bribe a public official.

1.18 Use of Subcontractors

A. The applicant is permitted to subcontract for the performance of certain services required under the contract. Subcontracts must adhere to the provisions of Section 5 of the IDPH General Conditions effective May 1, 2014 as posted on the IDPH Web page at

<http://idph.iowa.gov/> under the *Funding Opportunities* link. Planned use of subcontractors by an applicant must be clearly explained in the application. This information must include:

1. The name and address of the subcontractor if known;
2. The scope of work to be performed by each subcontractor;
3. Subcontractor qualifications; and
4. The estimated dollar amount of each subcontract.

B. Current individual employees of the State of Iowa may not act as subcontractors under this contract.

C. The applicant is fully responsible for all work performed by subcontractors. No subcontract into which the applicant enters into with respect to performance under the contract will, in any way, relieve the applicant of any responsibility for performance of its duties.

1.19 Reference Checks

IDPH reserves the right to contact any reference to assist in the evaluation of the application, to verify information contained in the application and to discuss the applicant's qualifications and the qualifications of any subcontractor identified in the application.

1.20 Criminal Background Checks

IDPH reserves the right to conduct criminal history and other background investigations into the applicant, its officers, directors, managerial and supervisory personnel, clerical or support personnel, and health care professional personnel retained by the applicant for duties related to the performance of the contract. Such information may be used in determining contract awards. The applicant shall cause all waivers to be executed by appropriate persons to effectuate the investigations.

1.21 Information from Other Sources

IDPH reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, and subcontractors, and the applicant's capability and performance under other IDPH contracts, other state contracts and contracts with private entities. IDPH may use any of this information in evaluating an applicant's application.

1.22 Verification of Application Contents

IDPH reserves the right to verify the contents of an application submitted by an applicant. Misleading or inaccurate responses may result in rejection of the application pursuant to Section 1.16.

1.23 Litigation or Investigation Disclosure

The applicant shall disclose any pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters at the time of application within the Business Organization Form may result in rejection of the application or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed in a timely manner in a written statement to IDPH.

1.24 RFP Application Clarification Process

IDPH may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the application. Clarifications may occur throughout the application evaluation process. Requests for clarification will be issued to the primary user (Registered Applicant) through standard Outlook email from John McMullen or Stacey Hewitt. Clarification responses shall be in writing in the format provided by IDPH and shall address only the information requested. Responses shall be submitted to IDPH within the time stipulated at the time of the request. An applicant will not be permitted to modify or amend its application if contacted by IDPH for this reason.

1.25 Waivers and Variances

IDPH reserves the right to waive or permit cure of non-material variances in the application's form and content providing such action is in the best interest of IDPH. In the event IDPH waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the applicant from full compliance with RFP specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of IDPH.

1.26 Disposition of Applications

All application submissions become the property of IDPH.

If IDPH awards funds to an applicant, the contents of all applications will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.

1.27 Public Records

All information submitted by an applicant will be treated as public information following the conclusion of the selection process unless the applicant properly requests that information be treated as confidential at the time the application is submitted.

Any request for confidential treatment of information must be included in a transmittal letter attached to the applicant's application. The applicant must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law which supports treatment of the material as confidential. The letter must indicate which sections of the application should be treated as confidential. Identification of the entire application as confidential shall be deemed non-

responsive and shall disqualify the applicant. The letter for request for confidential treatment of information must also include the name, address, email address, and telephone number of the person authorized by the applicant to respond to any inquiries by IDPH concerning the confidential status of the materials.

An applicant that submits an application containing confidential information must submit two copies of its application for this RFP. The transmittal letter shall be uploaded in the Certifications and Conditions form in **both** copies.

One copy of the application must be completed and submitted in its entirety, containing the confidential information.

The applicant must submit one copy of the application labeled “Redacted Copy” from which the confidential information had been excised. In order to do this, the applicant shall rename the copy with the word ‘Redacted’ added as the **first** word in the application title, using the exact same title as the first copy of the application. The applicant must then revise each form within the copied/redacted application removing the confidential information and inserting the word ‘redacted’ in the required fields. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the application as possible.

Both copies of the application must be submitted by the applicant by the due date and time outlined in Section 1.06 (D).

In the event IDPH receives a public request for RFP information marked confidential, written notice shall be given to the applicant seventy-two (72) hours prior to the release of the information to allow the applicant to seek injunctive relief pursuant to Iowa Code Section 22.8. The information marked confidential shall be treated as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other provisions of law by a court of competent jurisdiction.

The applicant’s failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by IDPH as a waiver of any right to confidentiality which the applicant may have had.

1.28 Copyrights

By submitting an application, the applicant agrees that IDPH may release the application for the purpose of facilitating the evaluation of the application or to respond to requests for public records. By submitting the application, the applicant consents to such release and warrants and represents that such release will not violate the rights of any third party. IDPH shall have the right to use ideas or adaptations of ideas that are presented in the applications. In the event the applicant copyrights its application, the department may reject the application as noncompliant.

1.29 Appeal of Rejection Decision

The applicant’s receipt of a rejection letter constitutes receipt of notification of the adverse

decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing to John McMullen, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the RFP were not followed. In the event of an appeal, the Department will continue working with the applicant pending the outcome of the appeal.

1.30 Appeal of Award Decision

The posting of the Notice of Intent to Award on the IDPH Web page constitutes receipt of notification of the adverse decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, return receipt requested, to John McMullen, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the RFP were not followed. In the event of an appeal, the Department will continue working with the applicant pending the outcome of the appeal.

1.31 Definition of Contract

The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the applicant and the IDPH.

1.32 Construction of RFP

This RFP shall be construed in light of pertinent legal requirements and the laws of the State of Iowa. Changes in applicable statutes and rules may affect the award process or the resulting contract. Applicants are responsible for ascertaining the relevant legal requirements. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

SECTION 2 – DESCRIPTION OF SERVICES

2.01 Background

IDPH is requesting proposals from qualified applicants to provide pharmacy and pharmacy-related services to IDPH, medical providers and public health professionals, and lowans at risk for or diagnosed with infectious diseases. The applicant must be able to provide or subcontract for pharmacy benefit management services; insurance benefit management services; and direct pharmacy services for individuals, medical providers, substance abuse agencies, and public health agencies. Each of these required components is addressed below. IDPH has the discretion to add other programs and pharmacy-related services during the project period that fit into the scope of this RFP.

Iowa's ADAP is located within the Ryan White Part B Program. It includes two components, the Medication Assistance Program, which provides HIV-related medications from an approved formulary directly to enrolled ADAP clients who do not have health insurance, and the Insurance Assistance Program, which provides health insurance coverage and/or covers health-insurance related expenses to ensure access to HIV-related pharmaceuticals from an approved formulary for enrolled ADAP clients. Both programs are available to eligible residents of Iowa. There are 10 client enrollment sites for Iowa's ADAP, including one site in Omaha, Nebraska (see Attachment F for program descriptions). IDPH completes client enrollment, approves client eligibility, and manages the ADAP formularies for the Medication Assistance and Insurance Assistance Programs.

A. Pharmacy Benefit Management

The applicant must provide or subcontract for pharmacy benefit management for ADAP's Insurance Assistance Program. Services shall include statewide access to pharmaceuticals for ADAP clients with health insurance. This must include a mail-order option, but may also include a network of retail pharmacies throughout the state. Other services include point-of-sale claims adjudication; screening for other benefit homes or programs that a client may be enrolled in; client adherence counseling; utilization management; data collection, analytics, and reporting; and customer service, including access to real-time claims data for ADAP staff.

B. Insurance Benefit Management

The applicant must provide or subcontract for insurance benefit management for ADAP's Insurance Assistance Program. Services shall include payment of ADAP-supported health insurance premiums, monitoring and reporting to ADAP, and assistance with adjudication of issues related to payment and eligibility for clinical or pharmaceutical services.

C. Direct Pharmacy Services

The applicant must provide or subcontract for pharmacy services to include distribution of prescription medications for the treatment of HIV/AIDS, sexually transmitted diseases (STD),

and tuberculosis. HIV-related medication prescriptions are filled for clients enrolled in ADAP's Medication Assistance Program (i.e., for clients without health insurance). STD and TB medications are sent directly to medical providers and public health clinics for distribution to approved clients by the medical providers. In addition, the applicant or its subcontractor shall supply and distribute purified protein derivative (PPD) to substance abuse treatment facilities for the Substance Abuse Program. Finally, in the event of a vaccine-preventable disease outbreak or public health emergency, the applicant or its subcontractor shall store and ship biologicals, such as immune globulin and vaccine, to public health agencies and medical providers for the Immunization Program. These medications and biologicals are distributed to local public health agencies, family planning agencies, health care providers and clinics throughout the state. Storage, handling, and shipment procedures must be in compliance with program and Centers for Disease Control and Prevention guidelines, and with federal and state laws. For further information regarding each program, see Attachment F.

ADAP's Medication Assistance Program requires the applicant or its subcontractor to offer supportive pharmacy services, including adherence counseling, to enrolled clients. Other ADAP pharmacy services include providing technical support to ADAP staff, medical providers, and case managers on special projects related to improving patient adherence and pharmacy service delivery; and administering a back-billing program for ADAP clients found to be retro-eligible for other payers, such as Medicaid and commercial insurance.

The applicant or its subcontractor will order medications directly from a wholesaler designated by IDPH. The wholesaler ships pharmaceuticals directly to the applicant or its subcontractor for storage and distribution. IDPH is eligible for discounted pricing on prescription medications through Section 340B of the Public Health Service Act under the Veterans Health Care Act of 1992 (VHCA), Public Law 102-585. The applicant and its subcontractor must abide by 340B rules and regulations, and shall coordinate with IDPH on matters related to the 340B drug-pricing program as administered by the Health Resources and Services Administration's Office of Pharmacy Affairs.

Approved formularies for the programs are listed in Attachment G and H. Medications may be added to or removed from the formularies by IDPH during the project period. This may be based upon action by the Food and Drug Administration (FDA), new or revised U.S. Public Health Services guidelines, and/or other factors.

2.02 Description of Work and Services

A. Transition Plan – The applicant shall develop and implement a plan to transition IDPH pharmacy services from the current single contract-pharmacy model to the applicant's proposed model within 90 days in such a way as to ensure seamless continuation of pharmacy services to IDPH clients.

B. Pharmacy Benefit Management services – ADAP Insurance Assistance Program

1. Pharmacy Network

The applicant shall establish statewide availability of prescriptions medications on the ADAP Insurance Assistance Program formulary for ADAP enrollees. The network shall include a mail-order option with overnight shipping capability for newly enrolled ADAP clients (or upon request of ADAP staff), and may include the following types of pharmacies:

- a. Over-the-counter (chain store and independent pharmacies);
- b. Institutional (i.e., University based hospitals, county hospitals, Health Maintenance Organizations;
- c. Specialty (i.e., HIV targeted services).

For mail-order prescriptions, medications should be shipped within 3 days of receipt of a prescription, unless overnight is requested by IDPH staff.

If a network of pharmacies is established by the applicant, the applicant shall enter into contractual agreements with the pharmacies. The subcontracts shall require the pharmacies to operate in compliance with service standards and ADAP guidelines, provide medication adherence counseling to ADAP clients, maintain adequate inventory, and fill prescriptions promptly.

If a pharmacy provider does not meet the applicant's service, inventory and timeliness standards, the applicant will notify ADAP to discuss whether the pharmacy provider should be allowed to enter or stay in the pharmacy network.

The applicant will inform ADAP when there are changes in the pharmacy network, and shall notify ADAP within 1 business day when there are problems or emergent situations.

The applicant will communicate at least monthly with pharmacies in the network to inform them of program issues, such as formulary updates, changes in how ADAP interacts with insurance companies or other government payers, and other relevant issues. The applicant will include ADAP staff on all communications that go to the pharmacy network.

2. Provision of Basic Treatment Adherence

The applicant or its subcontractor(s) shall ensure that all ADAP clients receive basic treatment adherence counseling at each fill and refill.

3. Coordination of Benefits/Claims Processing

The applicant or its subcontractor shall:

- a. Provide for electronic claims processing that allows pharmacies to do online adjudication and split billing, such that pharmacies and/or clients are not required to submit manual claims for secondary payers.

- b. Coordinate primary, secondary, and tertiary payers of prescription claims and be able to transmit primary, secondary, and/or tertiary insurance information to a pharmacy in its network.
- c. Exhaust all means of prescription claim payment with ADAP as the final payer so that ADAP remains the payer of last resort.
- d. Coordinate coverage and benefits with other health insurance providers to ensure that applicable expenditures are credited toward meeting the client's out-of-pocket expenditure requirements of the health insurance plan.
- e. Coordinate coverage and benefits with Medicare Part D Prescription Drug Plans, when applicable, and ensure that ADAP expenditures are credited toward meeting clients' true out-of-pocket (TrOOP) expenditure requirements as specified by guidance from HRSA (see Section 7 for a link to the guidance) and the Centers for Medicare and Medicaid Services (CMS). This includes participating in data sharing with CMS and maintaining an ADAP-specific unique Prescription Benefit International Number (RxBIN) and a unique Pharmacy Benefit Processor Control Number (PCN) to code for coverage that is supplemental to Medicare Part D.

4. Payment of Claims and Other Related Insurance Costs and Reimbursement

- a. Ensure health insurance co-payment, deductible, and co-insurance costs are paid at time of prescription purchase for ADAP Insurance Assistance clients. The insurance costs shall be passed on to IDPH without markup or fees.
- b. Provide payment to network pharmacies, if applicable, on a regular basis and in accordance with guidance and standards from the National Council for Prescription Drug Programs (NCPDP) (see Section 7 for a link to NCPDP).
- c. Avoid paying for ineligible charges, such as non-formulary medications, or paying claims for inactive or ineligible ADAP clients. Charges for ineligible services or medications shall not be passed on to IDPH.
- d. Ensure that Iowa ADAP reserves the exclusive right to all available 340B partial pay rebates from the transactions in which ADAP participates as a payer of insurance co-payments on behalf of ADAP enrollees (see Section 7 for link to information on partial-pay rebates), and ensure that all ADAP client cost-share payments are properly tracked and reported to ADAP.

5. Data and Reporting

The applicant or its subcontractor shall maintain a secure data system that is capable of receiving and managing confidential client eligibility information, processing claims; creating reports; and transferring data securely. The electronic claims data system must:

- a. Allow for confidential communications of claims, product cost, individual prescription history, and client demographics. The applicant will work with IDPH to accomplish any necessary data transfers to the ADAP and HRSA.
- b. Allow unlimited remote access to ADAP staff. Access to others shall be determined by IDPH and administered by the applicant (i.e., training, user set up, password reset, technical support, etc.).
- c. Allow for notification to participating pharmacies regarding termination of ADAP members.
- d. Provide monthly drug utilization review reports to ADAP.
- e. Allow for drug utilization monitoring and implementation of cost-containment measures, such as annual expenditure caps or prior authorizations on specific medications.
- f. Provide all data required for 340B rebating procedures (see Section 7 for a link to information on rebates) at the client level.
- g. Comply with Confidentiality, IT Standards, and Security requirements outlined in Section 10 of the General Conditions (see Section 7 for a link to the General Conditions).

6. Back-billing and Eligibility Screening

The applicant or its subcontractor shall ensure that ADAP is the payer of last resort by screening for existing insurance coverage and eligibility.

- a. Provide recoupment (e.g., back-billing) services when other coverage is found or client becomes retro-eligible with other payers, such as Medicaid, Medicare and commercial insurance companies.
- b. Notify ADAP staff electronically or by phone within 2 business days of other coverage that is identified.

7. Overpayment or Payment of Invalid Claim

In the event the applicant or its subcontractor pays an invalid claim or makes an overpayment, the applicant or its subcontractor will make restitution to ADAP unless the payment of the invalid claim or overpayment is the result of inaccurate or untimely information provided by ADAP.

8. Technical and Customer Support

- a. Provide technical and customer support to ADAP staff, network pharmacies, case managers, and clients, including responding to calls or inquiries from

IDPH staff within 1 business day. In addition, advise and/or cooperate with the formulary advisory committee, a public planning body, and federal grant officials.

- b. Communicate various types of claims, eligibility, and other information related to the claims services to and from ADAP staff, clients, network pharmacies, and other authorized third persons for purposes of pharmacy benefit administration.
- c. Maintain a phone number that can be called toll free from any part of the state. ADAP-enrolled individuals may use this phone number to access pharmacy support services and to request prescription refills.
- d. Contact ADAP enrollees, healthcare providers, and case managers to identify and assist individuals who are not taking medications as prescribed by the physician (e.g., reducing dosage or discontinuing a medication without consultation with the physician); to assist the individual with adherence to complex regimens; and to determine when each prescription refill is needed so as to ensure that the individual does not accumulate excess medications. Patient contact and pharmacy support services shall be provided for all ADAP-enrolled individuals receiving medications regardless of the purchase method for the medications.

C. Insurance Benefit Management Services – ADAP Insurance Assistance Program

1. Payment of Insurance Premiums

The applicant or its subcontractor shall provide premium payment assistance for ADAP clients in the Insurance-Assistance Program who have ADAP-sponsored health insurance plans. In administering the program, the applicant or its subcontractor shall:

- a. Ensure payment of insurance premiums to health plans selected by ADAP for approved clients within 5 business days once approval is received from the ADAP office, unless faster payment is requested from IDPH staff.
- b. Pay up to 6 months of premiums per client invoice, or as directed by the ADAP.
- c. Ensure access to sufficient capital to pay premiums until such time that applicant can be reimbursed by IDPH.
- d. Ensure payments are made only on behalf of approved and active clients.
- e. Administer timely cancellations of policies when authorized by ADAP.
- f. Work with ADAP staff to adjudicate issues related to premium payment, client eligibility for services, and claims.

2. Data and Reporting

The applicant or its subcontractor shall maintain a secure client-level data and/or customer support system for ADAP staff. The system shall:

- a. Provide access to ADAP staff and ADAP enrollment staff during regular working hours.
- b. Allow real-time determination of premium amounts paid, pending, or owed.
- c. Provide monthly client-level reports of premium payments made.
- d. Comply with Confidentiality, IT Standards, and Security requirements outlined in Section 10 of the General Conditions (for data systems).

D. Direct Pharmacy Services – STD, TB, Substance Abuse, and ADAP Medication Assistance Program

1. Manage Inventory – The applicant or its subcontractor shall:

- a. Order and distribute pharmaceuticals for the STD, TB, and Substance Abuse programs utilizing the pricing structure established by IDPH. IDPH is an approved entity to access drug pricing through Section 340B of the Public Health Service Act under the Veterans Health Care Act of 1992 (VHCA) <http://www.hrsa.gov/opa/programrequirements/publiclaw102585.html> Orders shall be made utilizing a “ship to, bill to” process with the medications being delivered directly from an IDPH-selected wholesale distributor to the applicant or its pharmacy, and the bill sent to IDPH from the wholesale distributor, according to applicable VHCA rules. Funding shall also be provided by IDPH for direct purchase of non-340B medications, when needed.
- b. Adopt the state’s secure, web-based system, called Script Tracker, to manage all inventory related to STD medications (source code from current system is available from IDPH). The secure, web-based system shall be compliant with Section 10 of the General Conditions, and allows designated users at IDPH-approved sites to place orders for medications. Orders are routed to the IDPH STD Program for approval then transferred to the pharmacy for fulfillment and shipping. The system allows users to enter detailed patient information for individual prescription numbers. Variables include clinic name, drug, prescription number, National Drug Code (NDC) number, manufacturer, date filled, patient’s name, patient’s date of birth, medical record number, prescribing clinician, and date the medication was issued to the patient. Additionally, the system accepts and tracks information related to expedited partner therapy (EPT) while maintaining compliance with all requirements and recommendations set forth by the Health Resources and Services Administration (HRSA). The system also tracks all medications that are

destroyed due to expiration or for any other reason. Enhancements and updates will be made to the system, as needed, to maintain compliance with 340B program requirements.

- c. Receive and store medications on behalf of IDPH. These medications shall remain the property of IDPH until labeled and dispensed to the requested client. Medications that are the property of IDPH shall be inventoried in such a manner that they are clearly identifiable as the property of IDPH and are distinguishable from medications that are the property of the applicant. Medications purchased by IDPH and delivered to the applicant's or the subcontractor's facility shall at no time be the property of the applicant or the subcontractor. The applicant or its subcontractor shall not sell, resell, or dispense these medications except to IDPH's clients.
- d. Assign and label expiration dates for all repackaged drugs, using the first day of the month following dispensing by the pharmacy plus one (1) year, or the actual expiration of the drug from the manufacturer's label, whichever comes first.
- e. Arrange and be responsible for the destruction and disposal of outdated and returned medications, pursuant to state and federal regulations (see Section 7 for links to regulations). Destruction of outdated and returned medications shall be logged. Destruction must be logged within two (2) weeks of receiving returned medications. Logs will be made available to IDPH upon request or as described in this contract.
- f. Develop and provide an informational sheet for every prescription dispensed that discusses side effects and drug interaction concerns. The information sheet must be provided each time the medication is dispensed.
- g. Keep all IDPH medications physically separate and secure from non-IDPH medications.

2. Dispensing and Statewide Delivery

- a. For ADAP, STD, TB, and Substance Abuse programs, the applicant or its subcontractor shall:
 - 1) For programs that work directly with providers (STD, TB, and Substance Abuse), dispense and ship the approved prescribed medications statewide, according to program guidelines, within three (3) days of receipt of the shipment request from IDPH, or overnight, for TB medications and/or if requested by IDPH staff.
 - 2) For programs that work with clients who are not covered by insurance programs (ADAP Medication Assistance), ship dispensed medications within three (3) days (or overnight if requested by IDPH staff) to the

client's mailing address, to the office of the client's physician, or to a representative designated by the client, as requested by the client.

- 3) Receive and fill orders for STD medications from STD providers at IDPH-approved clinics via Script Tracker.
 - 4) Compound tuberculosis medications upon request of IDPH. Pharmaceutical compounding is the mixing of drugs by a pharmacist to fit the unique needs of a patient. Upon request of the TB Control Program, the pharmacy will change the form of the medication from a solid pill to a liquid to obtain the exact dose needed or make it easier for the patient to swallow. At the request of the TB Control Program, the pharmacy will add flavors to a medication for children for this same purpose.
 - 5) Ship medications by U.S. Postal Service Priority Mail or by an expedited delivery service approved by IDPH.
 - 6) Ensure that medications are not sent to an address outside the state, except with approval of IDPH.
 - 7) Ship medications requiring refrigeration in appropriate containers, and the contact receiving clients prior to shipment.
 - 8) Dispense and deliver medications in one-month supplies. Dispensing of more than a one-month supply shall require the approval of IDPH, except for tuberculosis medications.
 - 9) Ensure that costs for shipping, mailing containers, and repackaging supplies for medications and other biologicals are the responsibility of the applicant. These costs are included in the award, based on the approved submitted budget.
- b. For the Immunization Program:
- 1) Receive, store, and distribute biologicals for the Immunization Program during vaccine-preventable disease outbreaks or other public health emergencies.
 - 2) Maintain biologicals at appropriate temperatures as specified by the manufacturer package inserts (www.immunize.org/packageinserts/), the most recent Vaccine Storage & Handling Toolkit (www.cdc.gov/vaccines/recs/storage/toolkit/storage-handling-toolkit.pdf) and the GamaSTAN (Talecris) - Immune Globulin package insert (www.talecris-pi.info/inserts/gamastans-d.pdf). Storage temperatures shall be maintained between 2° and 8°C (36° to 46°F).

- 3) Monitor the temperature of the storage unit that maintains the biologicals and document temperatures in a program-approved temperature log at least twice a day. IDPH must be notified immediately if storage unit temperatures are not consistent with the biological storage requirements. Temperature logs must be maintained for a minimum of three (3) years and made available to IDPH monthly or as requested by IDPH staff.
 - 4) Package biologicals in shipping containers sufficient to maintain the biological temperature requirement. Each shipment shall include a temperature monitor device to be verified by the recipient that the biologicals were not exposed to temperatures outside the recommended temperature range.
 - 5) Be held liable for the cost of the biologicals that are exposed to (1) temperatures outside the recommended temperature range and are deemed non-viable or (2) other factors that result in the vaccine becoming non-viable while stored at the applicant's facility or during shipment to the end user.
 - 6) Deliver biologicals to the end user within 24 hours.
 - 7) Be available 24 hours a day, 365 days a year in the event of an emergency, to package biologicals to be picked up by IDPH-approved designee(s) within four hours of notice or to be shipped to the end user using a carrier that will ensure overnight/ next day delivery.
 - 8) Be responsible for monitoring the inventory of each biological maintained at their facility. IDPH shall determine minimum reorder thresholds to assure sufficient inventory to meet program needs. IDPH shall be responsible for ordering and paying for biologicals. The applicant shall be responsible for handling and shipping costs. These costs are included in the award, based on the approved submitted budget.
 - 9) Be responsible for destruction or the return of expired/wasted biologicals to the manufacturer of the biological.
3. Provide Patient Contact and Pharmacy Support Services – the applicant or its subcontractor shall:
- a. Maintain a phone number that can be called toll free from any part of the state. ADAP-enrolled individuals may use this phone number to access pharmacy support services and to request prescription refills.
 - b. Contact ADAP enrollees, healthcare providers, and case managers to identify and assist individuals who are not taking medications as prescribed by the physician (e.g., reducing dosage or discontinuing a medication without

consultation with the physician); to assist the individual with adherence to complex regimens; and to determine when each prescription refill is needed so as to ensure that the individual does not accumulate excess medications. Patient contact and pharmacy support services shall be provided for all ADAP-enrolled individuals receiving medications regardless of the purchase method for the medications.

4. Other Applicant requirements – the applicant or its subcontractor shall:

- a. Develop a policy and procedure manual as it relates to handling of prescription supplies and 340B medications.
- b. Develop a contingency plan for temporarily dispensing and delivering medications to IDPH clients in the event of a national or state emergency that precludes normal operations and procedures.
- c. Be responsible for all record keeping of prescriptions, as required by the Iowa Board of Pharmacy and IDPH.
- d. Follow all state and federal statutes and regulations related to the dispensing of 340B medications.
- e. Provide additional services, such as evaluation of patient satisfaction, implementation of patient messaging systems, development of expanded patient adherence programs, or implementation of quality improvement programs or cost-containment strategies, that fit within the context of this RFP, as needed and requested by IDPH.

Goals and Objectives of the program

A. Cross Program

Requirement 1 The applicant shall develop and implement a plan to transition pharmacy services from the current central pharmacy model to the applicant's proposed model of service within three months of signing the contract with IDPH to ensure continuous pharmacy services for IDPH clients.

B. Pharmacy Benefit Management Services

Requirement 2 The applicant shall establish and maintain a mail-order pharmacy with overnight shipping capability, and may establish a statewide pharmacy network that includes routine communication with the pharmacies, as described in the Description of Work and Services.

Requirement 3 The applicant shall ensure that ADAP Insurance Assistance clients receive basic treatment adherence counseling at time of prescription fill, as described in the Description of Work and Services.

Requirement 4 The applicant shall coordinate benefits and claims processing, as

- described in the Description of Work and Services.
- Requirement 5 The applicant shall pay claims and other insurance related costs and reimbursement, as described in the Description of Work and Services.
 - Requirement 6 The applicant shall provide a secure data system with 24-hour remote access to electronic pharmacy claims and reporting by ADAP staff, as described in the Description of Work and Services.
 - Requirement 7 The applicant shall develop and maintain back-billing and eligibility screening processes that comply with all state and federal laws and policies, as described in the Description of Work and Services.
 - Requirement 8 The applicant shall correct overpayments of claims and payments of invalid claims, as described in the Description of Work and Services.
 - Requirement 9 The applicant shall provide technical and customer support, as described in the Description of Work and Services.
 - Optional Element 1 The applicant may propose other pharmacy benefit management services within the scope of this Request for Proposal that would improve the delivery of pharmacy services for IDPH clients.

C. Insurance Benefit Management Services

- Requirement 10 The applicant shall establish and administer an insurance premiums payment process, as described in the Description of Work and Services.
- Requirement 11 The applicant shall provide for the reporting of premium payment information, as described in the Description of Work and Services.
- Optional Element 2 The applicant may propose other insurance benefit management services within the scope of the Request for Proposal that would improve the delivery of insurance-related services for IDPH clients.

D. Direct Pharmacy Services

- Requirement 12 The applicant shall manage 340B inventory, as described in the Description of Work and Services.
- Requirement 13 The applicant shall dispense and offer statewide delivery, as described in the Description of Work and Services.
- Requirement 14 The applicant shall provide patient contact and pharmacy support services, as described in the Description of Work and Services.
- Requirement 15 The applicant shall meet the other requirements of the RFP, as described in the Description of Work and Services.
- Requirement 16 The applicant shall ensure that STD medications, ADAP refills, and PPD biologicals are shipped within three (3) working days after the receipt of prescription or shipping order information from IDPH.
- Requirement 17 The applicant shall ensure medications are delivered within 24 hours to the client following the receipt of the prescription or request from IDPH staff for Immunization Program biologicals, ADAP initial fills, and TB medications and/or when requested by IDPH staff.
- Requirement 18 The applicant shall ensure that required reports are accurate and are submitted within the required timeframes as set forth in section 2.05.

2.03 Staffing or Personnel Requirements

The applicant must have at least 3 years of experience providing pharmacy-related services, including direct pharmacy services, ensuring statewide coverage of pharmacy services, providing adherence counseling, adjudicating pharmacy-related claims; paying health insurance premiums; working with 340B programs and drugs; making co-payments on behalf of clients; providing secure data systems; and working with state ADAP programs. Applicants are required to provide information about key personnel specific to this project, which include staff position, staff name, their role and responsibilities for this project, as well as their experience and education related to providing these types of services.

2.04 Budget

The first budget period will be for 9 months. Applicants shall supply three separate budgets as follows: Pharmacy benefit management; insurance benefit management; and direct pharmacy services. Applicants shall demonstrate a budget adequate to support the work of the application. Line-item budgets are required. A budget narrative shall describe how the budget was calculated and justify the expenses detailed. General line-item budget details are described below, followed by specifics for each required budget.

Direct Costs

Allowable budget lines include:

1. Salary and Fringe Benefits

The applicant must include all staff directly funded, wholly or partially with these funds. Applicant shall include the position title, the annual salary and fringe for the position, and the full time equivalent (FTE) portion to be charged to these project funds. A justification including the total annual salary and fringe benefits paid to each employee is required, as well as the total annual salary and fringe benefits charged to this project.

2. Subcontract

The applicant is permitted to subcontract for the performance of certain services. Refer to Section 1.17 of this RFP and Section 5 of the IDPH General Conditions for subcontract provisions and requirements. If services performed for any activities outlined in this RFP are to be subcontracted, the applicant must detail the anticipated subcontract expenses in this category.

3. Other

This category may include items such as: office supplies, educational supplies, project supplies, incentives, communication, rent and utilities (if not included in Administrative or Indirect costs), training, information technology-related expense, travel*, etc. This category also includes any equipment costs not meeting the above definition for equipment.

*IDPH will not reimburse travel amounts in excess of limits established by Iowa Department of Administrative Services, State Accounting Enterprise. Current in-state maximum allowable amounts are:

- Food- \$8.00/breakfast, \$12.00/lunch, \$23.00/dinner

- Lodging- Maximum \$83.00 plus taxes per night
- Mileage- Maximum of \$0.39 per mile.

4. Additional Costs

Health insurance premiums; co-payments, co-insurance, and deductible costs; and compounding/specialty medication costs for TB shall be listed as a direct, actual cost. This amount may be adjusted by IDPH, as needed.

Equipment

Equipment may not be purchased with these funds. Equipment is defined as any item with a cost or value of \$5,000 or more and with an anticipated useful life of one year or more. If the item does not meet this definition, it should be included in “other” costs

Administrative Costs or Federal Indirect Costs

Applicants may charge an indirect rate in accordance with their federally approved Indirect Cost Rate Agreement. If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement must be submitted as an attachment to the application. IDPH reserves the right to negotiate the application of the Indirect Rate per individual contract.

Only in the absence of a federally approved Indirect Cost Rate Agreement, Administrative Costs are capped at (limited to) 10% of the direct costs proposed in the budget. The total budget may not exceed total available funds. Administrative costs are those that are incurred for common or joint objectives, and therefore cannot be identified readily and specifically with a sponsored program, but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation and administrative salaries are generally treated as indirect/administrative costs.

The applicant shall maintain documentation to support the administrative cost allocation. IDPH reserves the right to request the documentation at any time.

Unallowable Costs

Unallowable expenses are purchase of land or construction of building or improvement thereon, or payment of real estate mortgages or taxes; purchase of other fixed assets, such as automobiles or automotive vehicles, program equipment, or fixtures unless specific written approval is received by IDPH; dues to organizations or federations; costs for special activities or amusements; advertising and promotions; cost related to political activity; any bonus, commission or fee paid by the applicant for the purpose of applying for or obtaining an IDPH contract; interest costs, fines, penalties, lawsuits or legal fees; contingencies such as pending litigation, possible liabilities, etc.; contributions and donations; or cost of services that are paid for by another organization or individual.

Service Fees

The applicant's service fees, if any, and compensation structure for the services, coverages, benefits, equipment, supplies and products that the applicant is required to perform, deliver, or provide in connection with, arising out of, or related to its performance of this contract shall be only those specifically agreed to and accepted by IDPH and that are reflected in the submitted budget. The budget narrative shall include a description of all services included in any service fees.

Service fees and compensation shall remain unchanged for the contract term unless approved in writing by IDPH. The pricing terms in the contract are based on the plan design and program specifications set forth in the RFP. IDPH must approve in writing any modification of the plan design or program specifications prior to any implementation thereof. If such modifications are material and are initiated or approved by IDPH, IDPH shall notify the applicant of the required modifications, and the applicant and IDPH understand and agree that such material plan modifications may result in a corresponding increase or decrease in the applicant's compensation or pricing terms as reasonably necessary. Any plan changes or program specifications that are not considered material shall be communicated between IDPH and the applicant and implemented in a timely manner.

Budget A - Pharmacy Benefit Management

Applicants shall submit a standard line-item budget or a fee-based budget (see below). Allowable costs for the standard line-item budget include personnel (salary and fringe), subcontract, other, additional (actual) costs of client pharmacy-related co-payments, and administrative/indirect. Equipment may not be purchased with these funds.

Applicants may also choose to submit a budget based upon service fees by choosing various fee types, inserting the amount of the fees, and estimating the number of times each fee would be assessed during the contract period.

Some combination of these budget methods may also be selected. **However, if one budget type is not used, applicants must enter zero in the budget.**

Sample Standard Line-Item Budget A – Pharmacy Benefit Management:

Category	Description	Totals
Personnel (Salary & Fringe)		
Subcontract		
Other: (describe)		
Client Costs (Co-insurance, Co-payments, and deductible amounts)		
Subtotal		
Administrative/Indirect		
Total		

Sample Fee-Based Budget A – Pharmacy Benefit Management:

Fee type	Amount of Fee	Description	# transactions	Total (fee * transactions)
Set-up charge		Per contract period		
Client welcome/ID card		Per paid claim		
Client copayment amount		Per prescription fill		
Paid claim processing fee		Per member		
Pharmacy dispensing fee		Per month		
Insurance claim fee		Per report		
Shipping fee		Per member per month		
Report fee		Other (describe)		
Data system user fee				
Other (describe)				
Total				Total amount \$

Budget B - Insurance Benefit Management

Applicants shall submit a line-item budget (see below). Allowable costs include personnel (salary and fringe), subcontract, other, actual costs of client premiums, and administrative/indirect. Equipment may not be purchased with these funds.

Applicants may also choose to submit a budget based upon service fees by choosing various fee types, inserting the amount of the fees, and estimating the number of times each fee would be assessed during the contract period. Some combination of these budget methods may also be selected.

Sample Standard Line-Item Budget B – Insurance Benefit Management:

Category	Description	Totals
Personnel (Salary & Fringe)		
Subcontract		
Other: (describe)		
Insurance Costs (Premiums)		
Subtotal		
Administrative/Indirect		
Total		

Sample Fee-Based Budget B – Insurance Benefit Management:

Fee type	Amount of Fee	Description	# transactions	Total (fee * transactions)
Set-up charge		Per contract period		
Client welcome/ID card		Per paid claim		
Premium amount		Per member		
Paid claim processing fee		Per month		
Report fee		Per report		
Data system user fee		Per member per month		
Other (describe)		Other (describe)		
Total				Total amount \$

Budget C – Direct Pharmacy Services

Applicants shall submit a line-item budget by program (see below). In addition to the Direct Costs described above, allowable expenses include shipping costs, an ADAP dispensing fee, and actual costs of compounded/non-formulary medications for the TB Control Program. ADAP requires personnel, shipping, and basic adherence counseling costs to be included in a single dispense fee (\$/fill) for costs associated with filling prescriptions for clients in the ADAP Medication Assistance Program. Equipment may not be purchased with these funds.

Sample Standard Line-Item Budget C – Direct Pharmacy Services:

ADAP Medication Assistance Program	Description	Totals
ADAP Dispense Fee	(Dispense fee) * (# Prescription Fills)	
Personnel		
Subcontract		
Other: (describe)		
Subtotal		
Administrative/Indirect		
Total		
TB Program		
Personnel		
Shipping		
Medication costs (Non-Formulary Meds & Compound TB)		\$4,950
Subcontract		
Other: (describe)		
Subtotal		
Administrative/Indirect		
Total		
STD Program		
Personnel		
Shipping		
Subcontract		
Other: (describe)		
Subtotal		
Administrative/Indirect		
Total		
Substance Abuse Program		
Personnel		
Shipping		
Subcontract		
Other: (describe)		
Subtotal		
Administrative/Indirect		
Total		

Immunization Program		
Personnel		
Shipping		
Subcontract		
Other: (describe)		
Subtotal		
Administrative/Indirect		
Total		

2.05 Required Reporting

IDPH requires periodic reporting of compliance with proposed action plan, provision of services, and incurred expenses by applicants. Applicants will be awarded a contract to be managed within an Electronic Grant Management system within www.iowaGrants.gov. The required reports and related information will be submitted within the Grant Tracking system. The reports and submission requirements are subject to change at the sole discretion of IDPH.

Anticipated reports include:

The applicant shall submit progress/performance reports monthly or upon request during the term of this contract. The monthly reporting period shall be the first business day of the month to the last business day of the month. Reports shall be submitted no later than the tenth (10) business day of the subsequent month. Reports must be submitted in both paper and electronic media. Additionally, the applicant agrees to meet with Department staff upon request. Oral presentations by the applicant shall not routinely be required; however, such presentations may be required upon request.

A. Pharmacy Benefit Management Reports

The applicant shall submit monthly reports with the following information:

1. ADAP Insurance Assistance Program summary report. The report shall include client-level and aggregate information on prescription refills and client cost-sharing. Fields and format to be determined during contract negotiation.
2. ADAP Adherence Summary. The report shall include a list of clients who were late or missed filling prescriptions. Fields and format to be determined during contract negotiation.

B. Insurance Benefit Management Reports

The applicant shall submit a monthly report with the following information:

ADAP Premium Payment Report. The report shall include client-level and aggregate information on insurance premium payments made on behalf of ADAP Insurance Assistance clients. Fields and format to be determined during contract negotiation.

C. ADAP Medication Assistance Program Reports

The applicant shall submit monthly reports with the following information:

ADAP Inventory Reconciliation Report. The applicant shall maintain adequate records to track inventory and shall submit a monthly report reconciling beginning inventory, ending inventory, additions to inventory, and dispenses for the inventory of IDPH-owned medications. See Attachment I.

D. STD Reports

The Applicant shall ensure all information outlined below is made available to IDPH via the Script Tracker system:

1. STD Shipping Report. Report shall include the types, quantities, dates, and clinics to which medications were sent.
2. STD Prescription Record Report. Reporting will be completed by clinic users but will be a part of the secure, web-based system. Report shall include the following information: clinic name, drug, prescription number, NDC number, manufacturer, date filled, patient name, patient date of birth, medical record number, prescribing clinician, and date the medication was issued to the patient. The secure, web-based system will also be capable of accepting and tracking information related to expedited partner therapy.
3. STD Destroyed Drugs Report. Report shall include the drugs, quantities, prescription numbers, clinic from which the medication was returned (if applicable), and the destruction date.
4. STD Inventory Reconciliation Report. The Applicant shall maintain adequate records to track inventory and shall submit a monthly report reconciling beginning inventory, ending inventory, additions to inventory, and dispenses for the inventory of IDPH-owned medications. This report may be submitted separately from the web-based system. See Attachment I.

E. Immunization Reports

The Applicant shall submit monthly reports indicating the following information:

1. Immunization Shipping Report. See Attachment I.
2. Immunization Inventory Reconciliation Report. The Applicant shall maintain adequate records to track inventory and shall submit a monthly report reconciling beginning inventory, ending inventory, additions to inventory, and dispenses for the inventory of IDPH-owned medications. See Attachment I
3. Immunization Daily Temperature Refrigeration form. See Attachment I

F. Substance Abuse Reports

The Applicant shall submit monthly reports indicating the following information:

1. Substance Abuse Shipping Report. See Attachment I.
2. Substance Abuse Inventory Reconciliation Report. The Applicant shall maintain adequate records to track inventory and shall submit a monthly report reconciling beginning inventory, ending inventory, additions to inventory, and dispenses for the inventory of IDPH-owned medications. See Attachment I.

G. Tuberculosis Reports

The Applicant shall submit monthly reports indicating the following information:

1. TB Shipping Report. See Attachment I.
2. TB Inventory Reconciliation Report. The Applicant shall maintain adequate records to track inventory and shall submit a monthly report reconciling beginning inventory, ending inventory, additions to inventory, and dispenses for the inventory of IDPH-owned medications. See Attachment I.

H. Claim Vouchers

The Applicant shall submit the State of Iowa billing invoices on a monthly basis. Invoices may be submitted simultaneously with or after the corresponding monthly report but an invoice must not include charges for any service not yet reported.

I. Schedule of reports

Report	Date Due
All Monthly Reports	by the 10 th business day of the month
STD Destroyed Drugs Report (via Script Tracker system)	continually available and accessible by select IDPH staff

2.07 Performance Measures

1. The transition to the proposed model of service delivery is complete and prescription orders may be filled statewide within 90 days of contract execution.
 - a. An incentive payment of \$10,000 will be awarded if the transition to the proposed model of service delivery is complete and prescription orders may be filled statewide within 60 days of contract execution. This payment will be added by IDPH to the claim submitted for the third month of the contract period.
2. All mail-order prescription STD medications, ADAP refills, and PPD biologicals are shipped within three (3) working days after the receipt of prescription or shipping order information from IDPH.
 - a. An incentive payment of \$10,000 will be awarded if greater than 90% of all mail order prescriptions are shipped within 2 days or fewer for this contract period. This payment will be initiated by IDPH within 60 days from the end of the contract period.

IDPH has the sole responsibility and authority to determine the successful applicant's achievement of each performance measure based on monthly reports.

SECTION 3 -- APPLICATION CONTENT

In compliance with the minimum requirements and scope outlined in Section 2 – Description of Work and Services, applicants must complete each form listed below for this Funding Opportunity.

3.01 Application Instructions

Each user will complete the registration process, if not already registered. Follow the steps outlined in the ‘New User Registration Instructions for IowaGrants.gov’ as posted under the Attachment section of the Funding Opportunity. New Users should allow a few days for the registration to be processed.

Refer to Section 1.06 (D) for instructions on Application Creation.

Note: IowaGrants will permit multiple users within the Applicant Organization to register and begin creation of an application for each funding opportunity.

The applicant is responsible for ensuring **only one entire application is completed and submitted for the same service area** (refer to Sections 1.04, 1.06, and 1.14) in response to this RFP.

For general instructions on completing applications in IowaGrants, as well as copying previously created applications, refer to the ‘IDPH Application Instruction Guidance’ as posted under the Attachment section of the Funding Opportunity.

- Submitted applications must meet all minimum and eligibility requirements outlined in this RFP.
- Promotional materials or other items not required by this RFP will not be considered during the review process.
- Any information or materials not required to be submitted as an attachment by this RFP application will not be considered in the review process.

Upon starting an application, the first screen that appears is the General Information Form. This is where the applicant will name their application and identify the Organization they are representing. After clicking ‘Save’; the applicant can re-open this form and add other users registered with the represented organization in IowaGrants.gov as ‘Additional Contacts’.

The saved General Information Form appears as the first form in your application.

3.02 Application Forms:

Applicants must complete each application form listed below following the instructions here and within Electronic Grant management System at www.lowagrants.gov. Each required field of each Application Form must be completed or IowaGrants will not permit the application to be submitted. Follow the instructions for each field within the Form. A summary of each Form’s contents is listed below.

Cover Sheet - General Information: This form requires the applicant to identify the Authorized Official, the Fiscal Contact, and additional required information.

Business Organization: This form requires information about the applicant organization, including legal name, address, business structure, history, table of organization, any pending or threatened litigation or investigation, which may affect the Applicant’s ability to perform the required services (refer to section 1.23), as well as disclosure of contract default or termination, and audited financial statement status.

Application Certification and Conditions: This form provides for the certification and assurance of the Applicant’s intent and commitment to provide the services included in the application if an award is issued. This form contains upload fields for transmittal letters and other applicable communications.

The Certification and Conditions Form is **required** to be completed, electronically signed and dated by the Executive Director (ED) or Chief Executive Officer (CEO) of the applicant. If the applicant is a Board of Health/ Board of Supervisor’s (BOH/BOS), this Form must be completed, signed and dated by the BOH/BOS authorized signatory.

- Iowa Code Section 554D.103 defines an electronic signature as “an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.” An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.

An applicant’s submission of an application indicates the applicant’s agreement to conduct this transaction by electronic means.

Background and Demonstrated Experience: This form requires information about the applicant organization background, demonstrated experience in provision of services, and established community partnerships.

Key Personnel: This form requires specific information about the project key personnel related to providing the services described in this RFP.

At a minimum, applicants must identify the following key personnel:

- List key personnel required to be included, including the qualifications of pharmacy personnel involved in direct pharmacy services.

Project Work Plan Form

A. Cross Program

Requirement 1	Describe your plan to transition pharmacy services from the current central pharmacy model to your proposed model of service within three months of signing the contract such that pharmacy services to IDPH
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clients will not be interrupted.

B. Pharmacy Benefit Management Services

- Requirement 2 Describe the pharmacy or pharmacy network that will fill prescriptions for ADAP-enrolled Insurance Assistance clients, how you will communicate with pharmacies, and how you will establish and maintain a mail-order pharmacy with overnight shipping capability, as described in the Description of Work and Services.
- Requirement 3 Describe how you shall ensure that ADAP Insurance Assistance clients receive basic treatment adherence counseling at time of prescription fill, as described in the Description of Work and Services.
- Requirement 4 Describe how you shall coordinate benefits and claims processing, as described in the Description of Work and Services.
- Requirement 5 Describe how you shall pay claims and other insurance related costs and reimbursement, as described in the Description of Work and Services.
- Requirement 6 Describe how you shall provide a secure data system with 24-hour remote access to electronic pharmacy claims and reporting by ADAP staff, as described in the Description of Work and Services.
- Requirement 7 Describe how you shall develop and maintain back-billing and eligibility screening processes that comply with all state and federal laws and policies, as described in the Description of Work and Services.
- Requirement 8 Describe how you shall correct overpayments of claims and payments of invalid claims, as described in the Description of Work and Services.
- Requirement 9 Describe how you shall provide technical and customer support, as described in the Description of Work and Services.
- Optional Element 1 Describe any other pharmacy benefit management services within the scope of this Request for Proposal that you propose to improve the delivery of pharmacy-related services for IDPH clients. Be sure to include any additional services in the budget, and ensure that they are separated in the budget justification (in case they are not funded).

C. Insurance Benefit Management Services

- Requirement 10 Describe how you shall establish and administer an insurance premiums payment process, as described in the Description of Work and Services.
- Requirement 11 Describe how you shall provide for the reporting of premium payment information, as described in the Description of Work and Services.
- Optional Element 2 Describe any other insurance benefit management services within the scope of the Request for Proposal that you propose to improve the delivery of insurance-related services for IDPH clients. Be sure to include any additional services in the budget, and ensure that they are separated in the budget justification (in case they are not funded).

D. Direct Pharmacy Services

- Requirement 12 Describe how you shall manage 340B inventory, as described in the Description of Work and Services.
- Requirement 13 Describe how you shall dispense and offer statewide delivery, as described in the Description of Work and Services.
- Requirement 14 Describe how you shall provide patient contact and pharmacy support services, as described in the Description of Work and Services.
- Requirement 15 Describe how you shall meet the other requirements of the RFP, as described in the Description of Work and Services.
- Requirement 16 Describe how you shall ensure that STD medications, ADAP refills, and PPD biologicals are shipped within three (3) working days after the receipt of prescription or shipping order information from IDPH.
- Requirement 17 Describe how you shall ensure that Immunization Program biologicals, ADAP initial fills, and TB medications are delivered within 24 hours to the client following the receipt of the prescription or request from IDPH staff.
- Requirement 18 Describe how you shall ensure that required reports are accurate and are submitted within the required timeframes as set forth in section 2.05.

Subcontract Plan: This form requires specific information about applicant’s proposed plan for subcontracts with a value of \$2,000 or greater. This form shall identify if subcontracts are proposed, and include scope of subcontracted services, the name of subcontractor, their experience, delivery area(s) and anticipated amount for each proposed subcontract. Drafted, unsigned subcontracts shall be attached to the application.

Office Locations and Services: This form requires specific information about the location (s) of the applicant’s offices or other facilities involved in provision of services under this application.

Standard Line-Item Budget: This form requires the proposed application budget and justification for each budget category/line item.

Minority Impact Statement: This form collects information about the potential impact of the project’s proposed programs or policies on minority groups.

SECTION 4 – APPLICATION REVIEW PROCESS AND CRITERIA

4.01 Overview of Review Process

Review/evaluation of applications submitted under this RFP will be conducted in three phases.

Phase I -- Technical Review: The first phase will involve a preliminary review by the IDPH staff of an applicant's compliance with the mandatory requirements, such as eligibility and application content for submitted applications. Applications which fail to satisfy technical requirements or application content may be eliminated from the application review. These applications may be rejected. IDPH will notify the applicant of a rejection that occurs during Phase I of the review process. The IDPH reserves the right to waive minor variances at the sole discretion of the IDPH.

Phase II – Review Committee: Applications determined to be compliant with technical requirements and application content will be accepted for the second phase of evaluation, which shall be completed by a review committee or committees established by the IDPH. The membership of the review committee(s) shall be determined by the bureau chief with input and oversight from the respective division director. The review committee(s) shall evaluate applications in accordance with a point system. Each committee member will review the applications and the evaluation criteria outlined in this chapter and assign a point total for each criterion. If an applicant is requested to make an oral presentation of the application pursuant to RFP Section 1.15, the committee members may consider the oral presentation of the applicant in determining the points awarded.

The total score awarded by each committee member will be averaged to arrive at the final score for each application and the applications will then be ranked based on the average of the evaluation scores. IDPH staff may solicit additional input and recommendations from the review committee(s).

In the event competitive applications receive an equal number of points, a second review may be conducted utilizing the same scoring process. In the event a second review is conducted, the respective program's division director will designate two management employees and one non-management employee to conduct a second review.

Phase III -- IDPH Review and Award: The third phase will be a final review. The IDPH will consider the submitted applications and the review committee's scores and recommendations.

The IDPH may also consider geographical distribution, budget information, any information received pursuant to Sections 1.19 - 1.24 of the RFP, and any other information received pursuant to the procurement process. IDPH reserves the right not to award the contract to the applicant with the highest point average.

4.02 Scoring of Applications

A maximum of 100 points may be awarded to each application. A minimum average score of 60 or greater is required for the application to be considered for funding. Applications scoring less than the minimum average score will be rejected.

Accepted applications will be evaluated based on the following criteria:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized, and understandable.
- C. Descriptions are responsive to the intent of the RFP objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to deliver the services successfully and cost-effectively. This judgment will be based upon factors such as budget, project management plan, and availability of staff.

Points will be assigned for each item listed as follows:

- 5 Applicant’s application or capability is exceptional and exceeds expectations for this criterion.
- 4 Applicant’s application or capability is superior and slightly exceeds expectations for this criterion.
- 3 Applicant’s application or capability is satisfactory and meets expectations for this criterion.
- 2 Applicant’s application or capability is unsatisfactory and contains numerous deficiencies for this criterion.
- 1 Applicant's application or capability is not acceptable or applicable for this criterion.

The maximum points to be awarded for each application section are as follows:

<u>Application Form</u>	<u>Weight</u>	<u>Potential Maximum Score</u>
Cover Sheet- General Information	--	Required
Business Organization	--	Required
Application Certification and Conditions	--	Required
Minority Impact Statement	--	Required
Background and Demonstrated Experience	2	10
Key Personnel	1	5
Project Work Plan	10	50
Subcontract Plan		
Standard Line-Item Budget	7	35
		100 points maximum

SECTION 5 – CONTRACT

5.01 Conditions

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective July 1, 2016, as posted on the IDPH Web page <http://idph.iowa.gov/> under *Funding Opportunities link*. Refer to the Attachments section on the Funding Opportunity page for the Draft Contract Template. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of IDPH.

The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFP and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFP. All costs associated with complying with these requirements should be included in the application. If the contract exceeds \$500,000, or if the contract together with other contracts awarded to the Contractor by the IDPH exceeds \$500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code chapter 8F.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

5.02 Incorporation of Documents

The RFP, any amendments and written responses to applicant questions, and the application submitted in response to the RFP form a part of the contract. The parties are obligated to perform all services described in the RFP and application unless the contract specifically directs otherwise.

5.03 Order of Priority

In the event of a conflict between the contract, the RFP and the application, the conflict shall be resolved according to the following priorities, ranked in descending order:

1. the Contract;
2. the RFP;
3. the Application.

5.04 Contractual Payments

The IDPH provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. In the event the contractor lacks sufficient working capital to provide the services of the contract, an advance not to exceed one month's value of the contractual amount may be provided by the IDPH. One-third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the 7th, 8th, and 9th months of service.

If applicant is not a current contractor with IDPH, a completed current and accurate W-9 form

will be requested by IDPH upon award of a contract. IDPH shall not provide any reimbursement of expenses until the W-9 is received and accepted.

SECTION 6 – ATTACHMENTS

The following reference documents are posted separately under the Attachment section of this Funding Opportunity.

- A – This RFP
- B – New User Registration Instructions for IowaGrants.gov
- C – IDPH Application Instruction Guidance
- D – Draft Contract Template
- E – Draft Review/Scoring Tool
- F – Program Descriptions
- G – ADAP Program Formularies
- H – STD, Substance Abuse and TB Program Formularies
- I – Program Reports

SECTION 7 – LINKS

The following reference documents are available by clicking on the link provided in the Website Links section of this Funding Opportunity.

- A. IDPH General Conditions
<http://idph.iowa.gov/finance/funding-opportunities/general-conditions>
- B. Ryan White legislation
<https://www.gpo.gov/fdsys/pkg/PLAW-111publ87/pdf/PLAW-111publ87.pdf>
- C. Section 340B of the Public Health Service Act under the Veterans Health Care Act of 1992 (Public Health Law 102-585)
<http://www.hrsa.gov/opa/programrequirements/publiclaw102585.html#602>
- D. 340B guidelines at the Office of Pharmacy Affairs – Health Resources and Services Administration
<http://www.hrsa.gov/opa/>
- E. HRSA and Centers for Medicare and Medicaid Services (CMS) guidance for ADAPs on calculating and tracking True Out of Pocket (TrOOP) expenses
<http://hab.hrsa.gov/manageyourgrant/pinspals/adaptroopltr1011.pdf>
- F. National Council for Prescription Drug Programs
<http://ncpdp.org/>
- G. HRSA guidance on rebates for client insurance co-payments through 340B
<http://hab.hrsa.gov/manageyourgrant/files/adap340b.pdf>
- H. Iowa Pharmacy Board Administrative Rules
<https://www.legis.iowa.gov/docs/iac/agency/02-03-2016.657.pdf>
- I. US Department of Justice, Drug Enforcement Agency, Office of Diversion Control

- http://www.deadiversion.usdoj.gov/drug_disposal/
- J. Immunization Action Coalition – package insert information
<http://www.immunize.org/packageinserts/>
- K. Vaccine Storage and Handling Toolkit – Centers for Disease Control and Prevention
<http://www.cdc.gov/vaccines/recs/storage/toolkit/storage-handling-toolkit.pdf>
- L. GamaSTAN (Talecris) - Immune Globulin package insert
<http://www.talecris-pi.info/inserts/gamastans-d.pdf>