

10/02/2020

REQUEST FOR PROPOSAL

Establishing a Self- Owned, In-House Pharmacy Advisory and Management Company

Fair Haven Community Health Clinic, Inc.
374 GRAND AVENUE, NEW HAVEN, CT 06513

{N5702997}

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1. RFP Summary

Fair Haven Community Health Clinic, Inc. (FHCHC), a Federally Qualified Health Center, is seeking external expertise to assist with the strategic decision about self-owned, in-house pharmacy implementation. FHCHC welcomes proposals to identify a qualified firm to assist with technical and planning assistance in the establishment and possible ongoing management of an in-house pharmacy located at 374 Grand Avenue, New Haven CT. The in-house pharmacy will serve patients from all payers and will thus include 340B and non-340B inventories. The Pharmacy will be branded and marketed wholly as a FHCHC operation, and FHCHC will be the purchaser of record of all drugs.

FHCHC does not currently employ clinical pharmacists. The 374 Grand Avenue health center site is under renovation, with total 556 SF dedicated for in-house pharmacy including 364 SF pharmacy dispensing/compounding area, 94 SF pharmacy waiting and 98 SF pharmacy pick up area. The pharmacy waiting area has an external entrance.

Dataset of Health Center pharmacy orders (without patient identifiers) will be provided with return of non-disclosure agreement (NDA).

FHCHC will evaluate the proposals based on responses referred to in the RFP Scope and the organization's ability to provide the requested services. For additional information about FHCHC, please visit our website: FHCHC.ORG.

2. Proposal Guidelines

Timeline of the RFP:

Timeline	
October 2, 2020	Release of this RFP
October 7, 2020	Organizations interested in participating in the RFP to notify Dominic Seraphin at s.seraphin@fhchc.org Interested parties are required to return signed Non-Disclosure Agreement (NDA) to receive data set.
October 9, 2020	Return NDA and bidder questions / additional data requests
October 14, 2020	Respond to bidder questions / data request
October 21, 2020	Proposals must be received by 5:00 P.M. Eastern Time by electronic submission to Dominic Seraphin at s.seraphin@fhchc.org with a cc to Nestor Quinones n.quinones@fhchc.org
November 1, 2020	Award contract

Proposals from women and minority owned businesses are encouraged.

The Firm is responsible for conducting necessary research, visiting the site and becoming familiar with the organization as necessary.

Proposals must be valid for sixty (60) days from October 21, 2020.

Please be timely in submitting your proposal. All proposals must be signed by an official agent or representative of the organization submitting the proposal. Each proposal must include costs associated with any work that is outsourced or contracted to another organization, which must be named and described in the proposal. All costs must be itemized. If phasing is part of the proposal, costs should also equate to those phases.

RFP General Terms

Contract terms and conditions, including required insurance coverage, will be negotiated with the organization selected to provide the requested services.

FHCHC reserves the right to reject any and all proposals and to waive informalities, if, at its discretion, the interests of FHCHC will be best served by doing so.

FHCHC reserves the right to accept other than the lowest cost proposal, and to negotiate the specified dollar amount, or any portion of that amount. FHCHC also reserves the right to contract for only a portion of the work and to negotiate contract changes following the award.

If there is any conflict between these documents and the proposal, this Request for Proposal shall control.

FHCHC reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date.

No organization responding shall have a right to make a claim against FHCHC if FHCHC chooses to accept or reject any proposal.

An organization, by submitting a response to this Request for Proposal confirms that it will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, sexual preference, disability, age, marital status, or status with regard to public assistance or as veteran.

An organization, by submitting a response to this Request for Proposal warrants and represents that neither it nor its principals, employees or agents who would perform services under this RFP are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal or State department or agency.

3. Project Scope

The results of establishing the in-house pharmacy will be:

- To reduce out of pocket expenses for uninsured patients.
- To improve the quality of patient care by bringing pharmacy services under FHCHC control.
- To enhance the collaborative patient care model with clinical pharmacist working closely with prescriber, the patient and the care team.
- Establish a medication therapy management service in pharmacy practice model to optimize medication use for improved patient outcomes.
- To improve continuity of care and integration of patient education and medication adherence initiatives, and,
- To maximize compliance and FHCHC revenue from 340B drug pricing program.
- To participate in Connecticut Medical Assistance Program and other public and commercial insurance plans.

FHCHC is seeking an experienced and qualified firm to conduct necessary analysis of patient demographic and prescribing data in order to prepare a written proposal for the creation and potential ongoing management and operations of the FHCHC in-house pharmacy. Proposals should indicate experience with 340B drug pricing program and Connecticut Department of Social Services (CT DSS) pharmacy audit process.

The proposal should utilize the pharmacy order dataset to develop the below three (3) options. Please include as much detail, noting known and unknown assumptions that will assist FHCHC in the selection process for qualified pharmacy subject matter expertise.

- 1) Assist FHCHC to design and operationalize the 374 Grand pharmacy. This will include operating procedures, recruitment of pharmacist, board of pharmacy license, contracting with pharmacy plans, etc. FHCHC will employ pharmacists and pharmacy technicians. Engagement is for consulting services only. Bidder will consult on the in-house pharmacy including:
 - a. Start-up plan and timeline including capital and other resource requirements.
 - b. Design planning (pharmacy subject matter expertise) for the pharmacy dispensing/compounding area and related equipment and millwork requirements. Architect has been engaged and renovation is underway.

- c. Financial modeling and annual budget. Modeling to include but not limited to estimate total number of prescriptions written, prescription capture rates, revenue by payer and estimated operating expenses.
 - d. Staffing plan including pharmacist coverage model for vacation/sick time.
 - e. Plan for obtaining Connecticut Commission of Pharmacy license and HRSA Office of Pharmacy Affairs approvals.
 - f. Plan for initial inventory purchases and maintaining inventories.
 - g. Plan for establishing 3rd party payer contracts.
 - h. Plan for technology services for pharmacy management.
 - i. Plan for medication therapy management and other relevant clinical collaborative models.
 - j. Plan for auditing and QA controls including 340B and CT Medical Assistance Program.
 - k. Plan for expansion of in-house model to other Health Center sites.
- 2) Item #1, plus short term management and operations of the pharmacy during start-up phase. FHCHC will employ the pharmacist & technician from the beginning. Bidder to include any management fees and administrative overhead expenses.
 - 3) Item #1, plus longer-term management and operations of the pharmacy in which management company could lease FHCHC pharmacist services and FHCHC directly employs the pharmacy technician. Bidder to include any leased employee, management fees and administrative overhead expenses.

4. Budget

Proposals must include all costs and fees to complete the tasks described in the project scope. Billing requirements and costs and fees should be stated as one-time or non-recurring costs or monthly recurring costs.

5. Bidder Qualifications

Interested parties should provide a proposal that addresses the following:

- Brief description of agency/individual.
- Past relevant experience, specifically including 340B experience in community health centers.
- Selected past and current similar clients / engagements.

- Brief description of individuals to be involved in this engagement, specifically an identified project leader.
- A full outline/plan of the implementation of each option.
- Timeframe for implementation of the program.

All questions and requests for additional information should be submitted via e-mail to Dominic Seraphin (s.seraphin@fhchc.org) and a CC to Nestor Quinones (n.quinones@fhchc.org).

Each bidder must submit their proposal via email to Dominic Seraphin (s.seraphin@fhchc.org) and a cc to Nestor Quinones (n.quinones@fhchc.org). Only electronic submittals will be reviewed for consideration.