



ADDENDUM NO. 2

DATE: October 21, 2021
ITB: **RFP 22-22036TM Onsite Pharmacy**
DATE ISSUED: September 7, 2021
BID DUE: November 4, 2021 @ 10:00 am
SUBJECT: **To Provide Responses to Questions Received & Extend the Closing Date.**

Ladies/Gentlemen:

Addendum #2 is being issued to provide responses for questions received and extend the closing date.

RFP 22-22036TM closing date has been extended to **November 4, 2021.**

Questions & Answers

1. **Question:** One item that is not applicable is “Damage to rental property” as On-Site Rx is not the renter of the building in question. Will this be needed?
Answer: Since the building is not be rented by the onsite pharmacy vendor, they will not require rental property insurance.
2. **Question:** Is the pharmacy license in the school board’s name or the management company? (according to NPI, On-Site Rx holds the NPI # at that address)
Answer: The license is in the current pharmacy management firm’s name, On-Site Rx.
3. **Question:** Are we responsible for billing medications?
Answer: The onsite pharmacy will submit claims through the group pharmacy plan. The onsite pharmacy uses the group pharmacy plan’s network.
4. **Question:** Who has accountability for all medications today?
Answer: The onsite pharmacy is currently managed by On-Site Rx.
5. **Question:** Will fixtures stay if we obtain the business?
Answer: Office furnishings and fixtures will remain. Any medical equipment will not.
6. **Question:** What hardware will be available to us if we obtain the business?
Answer: Office furnishings and fixtures will remain.
7. **Question:** Who is currently purchasing medications on the district’s behalf?

Answer: Drug inventories are purchased by the onsite clinic directly from wholesalers (McKesson) with Schools' funds. The onsite pharmacy uses the group pharmacy plan's network. Onsite pharmacy claims are submitted through the PBM's claims system. The PBM pays the onsite pharmacy as an in-network provider. The onsite pharmacy countersigns the reimbursement check from the PBM and sends it to the Schools.

8. **Question:** Could you please send Appendix 2 and Appendix 3?

Answer: Appendices II and III are attached with this addendum.

9. **Question:** Who is your current distributor?

Answer: Please refer to Question 7. On-Site Rx currently manages the pharmacy operations.

10. **Question:** What is the contract start date? June 2022, July 2022, and October 2022 are indicated.

Answer: July 1, 2022

11. **Question:** Does this location have an already-established pharmacy?

Answer: Yes.

12. **Question:** Is the business for management services only?

Answer: Management services and staffing of the pharmacy.

13. **Question:** Will the Procurement Office be open on October 11? It is Columbus/Indigenous People's Day.

Answer: Yes

14. **Question:** On page 6 of the RFP, it says the contract will start July 1, 2022. On page 21, it says it will start October 1, 2022. Can you please clarify the effective date?

Answer: July 1, 2022

15. **Question:** On page 11, I am a little lost on how to organize the proposal. The first section on 3.3 says to identify the following with tabs:

Title page, Table of Contents, Addenda, Response to Proposal, Scope of Services, Proposer Qualifications, and Proposal Signature form.

After this section, there is a table with Tab I, Tab II, and Tab III that contains some of the above pages. Would you like there to be tabs labeled I, II, III, IV as well as the specific sections (title page, table contents, addenda, etc) tabbed and labeled with their names?

Answer: You may include Tabs I, II, III, etc. It is not necessary to include tabs for each subsection within the tabs.

16. **Question:** Do we need to acknowledge the Foreign and Domestic Business-Authority to Transact Business in the Commonwealth?

Answer: No. It's part of the legal framework of the RFP.

17. **Question:** In areas where will provide documents, would you like those to be at the end of the section where they were requested? For example, attaching our licenses after Attachment A?

Answer: Yes, it would be appropriate to include those documents within the sections where they are referenced.

18. **Question:** Attachment E (Questionnaire for Onsite Pharmacy) references Appendix II and Appendix III which is HCS Top 25 drugs by cost and volume. Could you provide me with Appendix II and Appendix III?

Answer: Appendices II and III are attached with this addendum.

19. **Question:** Requesting the following to for review of the Onsite Pharmacy RFP. HCS Top 25 medications by cost and volume (Appendix II and Appendix III)

Answer: Appendices II and III are attached with this addendum.

20. **Question:** Total prescription volumes from 1/1/2020 - 12/31/2020 broken down by month

Answer:

Month	All prescriptions	Prescriptions filled at onsite pharmacy
Jan	3853	1499
Feb	3644	1438
Mar	4009	1596
Apr	3267	1131
May	3243	1041
Jun	3502	1291
Jul	3535	1270
Aug	3507	1184
Sep	3374	1216
Oct	3510	1323
Nov	3575	1262
Dec	2781	949

21. **Question:** Percentage of eligible prescriptions that your onsite pharmacy captured (ie capture rate) during that time period (broken down by month)

Answer: The overall capture rate is 36%.

22. **Question:** There were not any Appendices or Cost Proposal Documents for either the Onsite Clinic or Onsite Pharmacy RFP's. Can you please forward those ?

Answer: Appendices II and III are attached with this addendum. Feel free to use your own cost proposal template.

23. **Question:** Form D: Deviations. Unfortunately, that form doesn't seem to be included in any of the materials we have. We reviewed the your procurement site, but this form is not listed there. Will this form be sent out as well?

Answer: Attachment D is being released with this addendum.

24. **Questions:** Please provide six months of prescription claims data for your members. A key data elements list is provided below and attached.

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Answer: Six months of claims are provided in the document released with this addendum—HCS Pharmacy Claims. There are two tabs—one with claims for March, April and May of 2020 and another with claims for March, April and May of 2021.

25. **Question:** Please provide the top 25 drugs by cost/volume referenced within document, *RFP 22-22036tm Attachment E - Questionnaire for Onsite Pharmacy.*

Answer: Appendices II and III are attached with this addendum.

26. **Question:** Does Hampton City Schools currently own the pharmacy license?

Answer: The license is in the current pharmacy management firm's name, On-Site Rx.

27. **Question:** Can you provide a CAD file of the existing pharmacy space?

Answer: Attached is a floorplan for the onsite health and wellness center and the onsite pharmacy.

28. **Question:** Is your contract offering a one (1) year agreement, then only extended year by year for a total length of five (5) years if both parties agree upon extension?

Answer: that is correct

29. **Question:** Can the 60 day termination without cause be eliminated since there is a 30 day termination with cause?

Answer: no

30. **Question:** Is the pharmacy benefit currently with Cigna or is it carved out? If carved out, who is the pharmacy benefit carved out to?

Answer: The onsite pharmacy is currently managed by On-Site Rx. The prescription drug benefits under the group health plan are currently administered by Cigna.

31. **Question:** What is the total number of members, including employee and dependents?

Answer: All Full-Time employees, Job-Share employees and Full-Time Bus Attendants are eligible. Additionally, spouses and children (ages 6 and over) who are covered under an HCS sponsored medical plan may access care at the onsite health center. There are approximately 2,318 eligible employees, 220 spouses and 880 children.

32. **Question:** Please provide the formatting required for the proposal submission. There are differing formats described on page 11, 3.3 and page 14, F of document *RFP 22-22036TM HCS Onsite Pharmacy*.

Answer: Please follow the format described on page 11 and include all pertinent documents listed on page 14.

33. **Question:** Please confirm if we should add a signature line at the bottom of Attachment A.

Answer: Yes, add a signature line.

34. **Question:** Will HCS consider proposals with inflation built into the pricing on an annual basis (i.e. at renewal) or does our pricing proposal need to have a fixed rate for the course of the agreement?
Answer: This is a request for proposal. This should be incorporated into your proposal.
35. **Question:** Will Hampton School District pick up any transition costs incurred as the former vendor transitions to the new vendor?
Answer: Any transition costs should be included with your proposal.
36. **Question:** Does this location have an already-established pharmacy? Does existing pharmacy meet current state requirements?
Answer: Yes and yes.
37. **Question:** How will you measure the success of the transition?
Answer: Hampton City Schools would like as little disruption to members as possible.
38. **Question:** Could you please send Appendix 2 and Appendix 3?
Answer: Appendices II and III are attached with this addendum.
39. **Question:** Is the business for management services only? Is the expectation that the vendor will own the pharmacy?
Answer: The proposal is requesting management services and staffing.
40. **Question:** Which health insurance vendor are you considering? And what Pharmacy Benefit Plan are you considering?
Answer: Our Health Insurance is currently out to bid under RFP 22-22016TM
41. **Question:** Current number of pharmacists? Current number of technicians?
Answer: There currently are one full-time pharmacist, one part-time pharmacist and two pharmacy technicians.
42. **Question:** Is the pharmacy currently delivering prescriptions via mail order or courier? What is current volume?
Answer: The pharmacy is currently retail only.
43. **Question:** Is this main pharmacy that employees and their families are expected to use?
Answer: No. Hampton City Schools offers the onsite pharmacy as a convenience to encourage the overall health and wellness of our employees and family members.
44. **Question:** Which retail pharmacy system is currently used?

Answer: The current pharmacy management vendor maintains the system. If there is a change in pharmacy management vendor, the new vendor is expected to implement a system of its choice.

45. **Question:** Does the current vendor pay for the pharmacy system?

Answer: Yes so that cost should be included in your proposal.

46. **Question:** Does the vendor currently adjudicate for drugs from all payers and receive payment for the drugs or does the school district receive payment for the drugs?

Answer: Drug inventories are purchased by the onsite clinic directly from wholesalers (McKesson) with Schools' funds. The onsite pharmacy uses the group pharmacy plan's network. Onsite pharmacy claims are submitted through the PBM's claims system. The PBM pays the onsite pharmacy as an in-network provider. The onsite pharmacy countersigns the reimbursement check from the PBM and sends it to the Schools.

47. **Question:** Will the vendor bill Medicare / Medicaid for drugs?

Answer: The onsite pharmacy manager is expected to submit claims for any available insurance.

48. **Question:** Are there any items in which the vendor is not reimbursed (certain medications, OTCs, supplies, etc)?

Answer: Hampton City Schools purchases the inventory of medications, OTCs and other supplies that members purchase.

49. **Question:** Please provide 24 months of health plan and pharmacy spend data.

Answer: See the HCS Enrollment and Claims document released with this addendum.

50. **Question:** Please provide 24 months of details on the medications dispensed out of the onsite pharmacy.

Answer: Please refer to the HCS pharmacy claims data document released with this RFP. There are two tabs—one with claims for March, April and May of 2020 and another with claims for March, April and May of 2021. The onsite pharmacy NAPB number is 4846311. This period of time will provide a good sample of the pharmacy activity.

51. **Question:** Please detail how many medications were dispensed out of the onsite pharmacy that were prescribed by the health center providers versus non-health center providers.

Answer: Approximately 25% of the prescriptions dispensed from the onsite pharmacy were prescribed by the health center providers.

52. **Question:** Please provide the current staffing model, including position title and hours per week, for the onsite pharmacy.
Answer: There currently are one full-time pharmacist, one part-time pharmacist and two pharmacy technicians.
53. **Question:** Please supply a list of certified WMBE businesses approved to use and/or attached to the current contract related to this RFP.
Answer: Please refer to the Virginia Small Business & Supplier Diversity & DBE Directory <https://www.sbsd.virginia.gov/directory/>
54. **Question:** Is there a copay currently being charged for dispensed medications? If so, what is the copay amount?
Answer: Please refer to the RFP document page 7 that outlines the group medical and prescription drug benefits. The prescription drug section outlines the members' cost shares.
55. **Question:** Please provide Rx claims data for the past two years.
Answer: Please refer to the HCS pharmacy claims data document released with this RFP. This contains prescription drug claims for the three-month period ending May 2021. The onsite pharmacy NAPB number is 4846311. On average, 1,267 prescriptions are dispensed from the onsite pharmacy each month.
56. **Question:** Are we able to obtain a floor plan of the pharmacy, including locations of outlets, locked doors, security systems, and data ports?
Answer: Attached is a floorplan for the onsite health and wellness center and the onsite pharmacy. The pharmacy is already established and configured with the appropriate outlets, locked doors, security systems and data ports.
57. **Question:** How many plan participants are there, and what is the breakdown between employees, spouses, and dependents?
Answer: Please refer to question 31.
58. **Question:** What is the current capture rate for plan participants? What percentage of total drug spend is captured in the pharmacy? What percentage of prescription volume is captured in the pharmacy?
Answer: Approximately 36%.
59. **Question:** Do retirees access the pharmacy? Are any Medicare patients eligible and serviced?
Answer: Retirees that are eligible for the Hampton City Schools medical plan may use the onsite pharmacy. These retirees are not yet eligible for Medicare.

60. **Question:** Does the pharmacy currently offer mail order service, and how many prescriptions are filled through this method?

Answer: The onsite pharmacy does not fill mail order prescriptions.

61. **Question:** Are we able to receive a recent claims data file to perform an analysis on cost, formulary, and benefit design?

Answer: Please refer to the HCS pharmacy claims data document released with this RFP. This contains prescription drug claims for the three-month period ending May 2021. The onsite pharmacy NAPB number is 4846311.

62. **Question:** Who is the PBM that works with Cigna?

Answer: The PBM for the group medical and prescription plan is Cigna. The onsite pharmacy is managed by On-Site Rx.

63. **Question:** What is the primary pharmacy benefit for the eligible patients? Co-pay structure, are there HSA plans, or are all patients on a PPO? Do patients have a separate copay plan for the on-site pharmacy vs in retail?

Answer: Please refer to the RFP document page 7 that outlines the group medical and prescription drug benefits. The prescription drug section outlines the members' cost shares for both retail pharmacies and the onsite pharmacy.

64. **Question:** Please provide HCS Top 25 Drugs by cost (APPENDIX II) and HCS Top 25 Drugs by volume (APPENDIX III) which were indicated but not provided in the RFP

Answer: Appendices II and III are attached with this addendum.

65. **Question:** Is there a specific format or template which HCS wants used for submitting our financial proposal.

Answer: Feel free to use your own cost proposal template.

66. **Question:** Can you provide a floor plan of the care suites for both the health center and the pharmacy?

Answer: Attached is a floorplan for the onsite health and wellness center and the onsite pharmacy.

67. **Question:** Would you be willing to remove Saturday hours?

Answer: No. Teachers' schedules are not flexible as they must remain at their schools during school hours.

68. **Question:** Can you provide the top 25 drugs by cost and volume?

Answer: Appendices II and III are attached with this addendum.

69. **Question:** Can you provide form D – Deviations? Not provided in RFP

Answer: Attachment D is being released with this addendum.

70. **Question:** Do you need us to supply the furniture for both the wellness center and pharmacy?
Answer: Existing office furniture and equipment will remain with the wellness center and pharmacy. Medical furniture will need to be supplied.
71. **Question:** Are you currently doing billing?
Answer: The onsite pharmacy is responsible for submitting claims and collecting any member cost shares.
72. **Question:** Are you happy with your current wellness center and pharmacy staff?
Answer: Hampton City Schools would like to retain some of the current staff.
73. **Question:** Would you be open to using our contract?
Answer: If your company has a contract, they would like for us to use, we can incorporate that contract into ours.
74. **Question:** Are there non-competes in place with the current staff?
Answer: Yes.
75. **Question:** What is the current staffing model for the pharmacy?
Answer: There currently are one full-time pharmacist, one part-time pharmacist and two pharmacy technicians.
76. **Question:** How many total prescriptions were filled in 2020? How many of those were filled onsite? What is the current breakdown between brand name and generic?
Answer: There were approximately 41,800 prescriptions filled by Hampton City Schools group healthcare plan members. Of those, approximately 15,200 were filled at the onsite pharmacy.
77. **Question:** Are specialty medications filled onsite?
Answer: Yes. On average, there are approximately 8 specialty medications filled onsite each month.
78. **Question:** Will the current financial incentives to utilize the onsite pharmacy remain?
Answer: We do not anticipate changing the plan benefits.
79. **Question:** Are the requirements for the MBE (2.4%) and WBE (4.7%) for the term of the contract or year over year?
Answer: This is a goal, not a requirement
80. **Question:** Is it possible to receive a floor plan of both the pharmacy and the wellness center?

Answer: Attached is a floorplan for the onsite health and wellness center and the onsite pharmacy.

81. **Question:** Is it possible to receive an extension as we are still waiting on some information (top 25 drugs, etc) from HCS.

Answer: The deadline has been extended.

82. **Question:** Provide HCS Top 25 drugs by cost

Answer: Appendices II and III are attached with this addendum.

83. **Question:** Provide HCS Top 25 drugs by volume

Answer: Appendices II and III are attached with this addendum.

84. **Question:** Are there minimum hours of operation for the onsite pharmacy?

Answer: Pharmacy hours of operation are outlined on page 6 of the RFP.

85. **Question:** Please provide list of all medications (prescription and non-prescription) dispensed from 9/1/20 – 8/31/21

Answer: Six months of prescription claims are provided in the document released with this addendum—HCS Pharmacy Claims. There are two tabs—one with claims for March, April and May of 2020 and another with claims for March, April and May of 2021. Non-prescription information is not available.

86. **Question:** Total number of unique shipment of prescriptions from 9/1/20 – 8/31/21

Answer: Mail order is not provided through the onsite pharmacy.

87. **Question:** Total number of unique members that filled prescriptions at onsite HCS pharmacy from 9/1/20 – 8/31/21

Answer: Information is not available for that entire period. As a sample, however, there were 2,781 filled prescriptions in December 2020 under the group healthcare plan. Of those, there were 1,199 unique members, and 472 of those members filled their prescriptions at the onsite pharmacy.

88. **Question:** Total number of unique members in HCS (employees and eligible dependents)

Answer: Please refer to question 31 of this addendum.

89. **Question:** Total number of HC schools that employ members that filled prescriptions at onsite HCS pharmacy from 9/1/20 - 8/31/21 with breakdown of total eligible prescriptions and capture rate by individual HC schools

Answer: Member information is not collected based on the location where members work.

90. **Question:** Will onsite HCS pharmacy staff be granted access to Electronic Health Record utilized by the HCS Wellness Clinic?

Answer: That will be determined, but the intention is to share the records.

91. **Question:** Attachment E: Onsite Pharmacy Questionnaire

Staffing and Services-#12 (pg 12) Describe your procedures for automated recordkeeping, reporting and linkage to onsite health and wellness center systems, and health carrier partner systems (Please clarify automated record keeping and reporting)

Answer: Explain how your system handles recordkeeping and any exchange of information, and what reporting is available.

92. **Question:** D Attachment E: Onsite Pharmacy Questionnaire data and Reporting (pg 13) #6 Are you able to provide comprehensive views at the member level including all previous, current and pending activities? (Please define activities)

Answer: Activities would be any encounters with the pharmacy including prescriptions filled and counseling provided by the pharmacy staff.

93. **Question:** Attachment E: Onsite Pharmacy Questionnaire #8 What standard reports for all pharmacy services are available to HCS? (Please provide examples.) (Are you looking for specific reports? If so, please identify.)

Answer: Please provide samples of your system's **standard** reports.

94. **Question:** Attachment E: Onsite Pharmacy Questionnaire- #13 Please provide sample reports including inventory, formulary, savings, production, activity and case (Please define case)

Answer: Case activity for a member.

Under Scope of Services for onsite pharmacy RFP (pg 8): (3 Questions)

95. **Question:** #4 Provide monthly clinical, financial and statistical reports as well as data and integration with appropriate, Hampton City Schools' program partners (Please define/identify reports, data, and extent of integration with Schools' partners)

Answer: The Schools partners may include the health and wellness clinic and their healthcare plan administrator.

96. **Question:** #5 Provide utilization and compliance tracking to prevent the dispensing of covered drugs to individuals who are not eligible patients (Are these reports for the purpose of demonstrating that only eligible members receive medications? If not, please define utilization reports and medications for compliance tracking)

Answer: This is to ensure that only eligible members receive prescriptions from the onsite pharmacy.

97. **Question:** #6 Pharmacist will provide coaching, counseling and compliance services to eligible patients (Please define/identify coaching and compliance services)
Answer: The pharmacy staff is expected to be able to counsel members on the importance of complying with recommended medication guidelines.
98. **Question:** In section 3.3 of Pharmacy RFP (pg 11), in Tab 1 where it states “The offeror’s acceptance of the Special Terms and Conditions provided in Section III of this RFP”. Can this just be an affirmative statement w/o listing each Term and Condition separately?
Answer: You can either write an affirmative statement and initial each item and then sign off on the page.
99. **Question:** In section 3.3 of Pharmacy RFP (pg11), in Tab 1 where it states “List each term and condition in Section II and indicate acceptance of each.” Does this refer to the following only? If not, please provide other terms and conditions.
General Requirements:
Hampton City Schools is seeking proposals for management services for its employer-sponsored onsite pharmacy within the Employee Health & Wellness Center that that provides health center services to its employees.
All reports generated for this contract shall become the property of HCS upon completion of requirements. The contractor may not, for any reason, use any information or report without the express written consent of HCS.
The contractor agrees to hold HCS, its medical insurance carrier, and all of its partners harmless in any and all liability claims that might arise from the services provided by this contract.
The contractor agrees to comply with the fair labor standard act, fair employment practices, equal opportunity employment act, e-verify and all other applicable federal, state, county and local laws.
Answer: Please confirm whether your firm accepts the specifications outlined under II.A. Scope of Work (page 4) and Section II.2.Scope of Services, 2A through 2D, (pages 8 and 9).
100. **Question:** Ability and commitment to meet the Minimum Required Services provided in Section 2 of this RFP. List each requirement and indicate ability to meet that requirement” (Clarification that below are the Minimum Required Services? Does proposer indicate “how” pharmacy would meet Minimum Required Services in this section or just “Yes/No” and then indicate in Tab III Completed Questionnaire)
- 1- Prepare, dispense and deliver medications prescribed to eligible Health & Wellness Center patients through an onsite pharmacy
 - 2- Order drugs from designated distributor
 - 3- Provide a system to monitor inventory and ensure sufficient supplies of medications to meet the needs of the eligible population

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- 4- Provide monthly clinical, financial and statistical reports as well as data and integration with appropriate, Hampton City Schools' program partners
- 5- Provide utilization and compliance tracking to prevent the dispensing of covered drugs to individuals who are not eligible patients; and
- 6- Provide coaching, counseling and compliance services to eligible patients

Answer: An indication of yes or no for Section 2 is sufficient. If there is a question in the questionnaire that relates to any of the provisions, you can expand your answer there.

101. **Question:** On page 14 of the Pharmacy RFP, proposer is asked to fully address each of the following items. Please identify "Tabs" (as referenced on page 11) in binder that each of the below are required to be documented:

1. Experience etc...
2. Capability and skill etc...
3. Services to be Provided etc...
4. Price etc...
5. Exceptions/Alternatives etc...

Answer: You may include that information in Tab I of your response.

Bidders must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Invitation to Bid or your Bid may not be considered.

All other terms and conditions much remain the same.

For the City of Hampton

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