

IOWA DEPARTMENT OF PUBLIC HEALTH

DIVISION OF BEHAVIORAL HEALTH

REQUEST FOR PROPOSAL 58810026

Pharmacy Services

RFP Table of Contents

SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

- 1.01 Purpose
- 1.02 Project Period/Contract Term
- 1.03 Eligible Applicants and Service Delivery Area
- 1.04 Available Funds
- 1.05 Schedule of Events
- 1.06 Inquiries
- 1.07 Amendments to the RFP
- 1.08 Open competition
- 1.09 Withdrawal of proposals
- 1.10 Acceptance of Terms and Conditions
- 1.11 Costs of Proposal Preparation
- 1.12 Multiple Proposals
- 1.13 Oral Presentation
- 1.14 Rejection of Proposals
- 1.15 Restrictions on Gifts and Activities
- 1.16 Use of Subcontractors
- 1.17 Reference Checks
- 1.18 Criminal Background Checks
- 1.19 Information from Other Sources
- 1.20 Verification of Proposal Contents
- 1.21 Bid Proposal Clarification Process
- 1.22 Waivers and Variances
- 1.23 Disposition of Proposals
- 1.24 Public Records
- 1.25 Copyrights
- 1.26 Appeal of Award Decision
- 1.27 Definition of Contract
- 1.28 Construction of RFP

SECTION 2 – DESCRIPTION OF SERVICES

- 2.01 Description of Work and Services
- 2.02 Objectives
- 2.03 Staffing or Personnel Requirements
- 2.04 Budget
- 2.05 Required Reporting

SECTION 3 -- PROPOSAL FORMAT AND CONTENT

- 3.01 Technical Requirements
- 3.02 Proposal Contents
- 3.03 Budget
- 3.04 Proposal Checklist
- 3.05 Business Organization
- 3.06 Litigation or Investigation

SECTION 4 – PROPOSAL REVIEW PROCESS AND CRITERIA

4.01 Overview of Review Process

4.02 Scoring of Proposals

SECTION 5 – CONTRACT

5.01 Conditions

5.02 Incorporation of Documents

5.03 Order of Priority

5.04 Contractual Payments

SECTION 6 – ATTACHMENTS

Attachments are posted in a separate file on the IDPH Web page under *Grants, Bids and Proposals*: www.idph.state.ia.us.

- Attachment A – Cover Page
- Attachment B – Minority Impact Statement
- Attachment C – Budget
- Appendix A – Program Descriptions
- Appendix B – Approved Medications for ADAP
- Appendix C – Veterans Health Care Act of 1992 (VHCA)
- Appendix D – ADAP 3rd Party Reimbursement Shipping Report
- Appendix E – ADAP Shipping Report
- Appendix F – ADAP Inventory Reconciliation Report
- Appendix G – ADAP Monthly Report of Prescriptions Filled
- Appendix H – ADAP 3rd Party Monthly Report of Prescriptions filled
- Appendix I – STD Shipping Report
- Appendix J – STD Inventory Reconciliation Report
- Appendix K – STD Destroyed Drugs Report
- Appendix L – Immunization Shipping Report
- Appendix M – Immunization Inventory Reconciliation Report
- Appendix N – Immunization Daily Temperature Report
- Appendix O – Substance Abuse Shipping Report
- Appendix P – Substance Abuse Inventory Reconciliation Report
- Appendix Q – TB Shipping Report
- Appendix R – TB Inventory Reconciliation Report
- Appendix S – Expenditure Report
- Appendix T – Prescription Record Form

SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) 58810026 is to solicit proposals that shall enable the Iowa Department of Public Health (IDPH) to select the most qualified applicant to provide Pharmacy services that:

- Distribute medications for the AIDS Drug Assistance Program (ADAP), Sexually Transmitted Disease (STD) Program, and the Tuberculosis (TB) Program to health providers, clinics, and individuals throughout the state;
- Process insurance claims for clients and cover the costs of insurance and medication co-payments for ADAP clients until such time as the Department can reimburse the pharmacy;
- Dispense and ship purified protein derivative (PPD) to substance abuse treatment providers and clinics, as directed by the Substance Abuse Program; and
- Store, dispense, and ship vaccine and other biologicals, as approved by the Immunization Program.

1.02 Project Period/Contract Term

The project period shall be from July 1, 2010, to June 30, 2016.

The Department expects the initial contract period to be a one-year term from July 1, 2010, to June 30, 2011. The Department shall have the option to renew the contract 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, and availability of funds.

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

1.03 Eligible Applicants and Service Delivery Area

Pharmacies that have a minimum of two years experience providing pharmacy services to an AIDS Drug Assistance Program or to another program with a similar public health function are eligible to submit proposals in accordance with this RFP. The applicant is required to maintain and provide to the Department, upon application, a current and valid email account for electronic communications with IDPH.

Pharmaceuticals are shipped to health care clinics, substance abuse treatment providers, and individuals throughout the state of Iowa.

Applicants must also be able to:

- (1) Document financial responsibility sufficient to cover any and all losses covered by the contract;
- (2) Maintain adequate records for complete financial and programmatic audits; and

(3) Provide required reports in the specified time frames.

The applicant shall be a pharmacy licensed to dispense in the state of Iowa, shall be a licensed Medicaid provider, and shall accept most prescription drug coverage plans offered in the state.

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

1.04 Available Funds

The source of funding is derived from both state and federal funds.

Applicants may apply for up to \$315,200.00 as indicated below:

ADAP	\$240,000.00
STD and TB	\$71,000.00
Substance Abuse	\$2,400.00
Immunization	\$1,800.00
Total	\$315,200.00

Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

1.05 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.

RFP Issued	March 29, 2010
Written Questions Due	April 6, 2010
IDPH Responses to Written Questions Issued	April 12, 2010
Letters of Intent Due	April 19, 2010
Proposals Due	May 13, 2010
Issue Notice of Award	May 28, 2010

A. RFP Issued – March 29, 2010. IDPH shall post the RFP on the IDPH Web page under *Grants, Bids and Proposals* link at: www.idph.state.ia.us. IDPH shall email a notice of availability of the RFP to current program applicants. IDPH shall send a copy of an RFP to any person or entity which requests the RFP.

B. Applicant's Conference -- An applicant's conference shall not be held.

C. Written Questions Due – April 6, 2010. Written questions and comments related to the terms and conditions of the RFP must be received by John McMullen at the address below before 4:00 p.m. on April 6, 2010, at the following address:

John McMullen, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building
321 East Twelfth Street
Des Moines, Iowa 50319 – 0075
E-mail: jmcmulle@idph.state.ia.us
Fax: (515) 281-3789

Questions or comments must be submitted by mail, by electronic mail or by facsimile. If the question or comment pertains to a specific section of the RFP, the section and page must be referenced. Oral questions shall not be accepted.

D. Response to Written Questions Issued – April 12, 2010. IDPH shall prepare written responses to all pertinent and properly submitted questions and post the written questions and responses on the IDPH Web page. IDPH's written responses shall be considered part of the RFP.

Letters of Intent Due – April 19, 2010. An indication of the applicant's intent to compete for the funds must be received, in writing, by John McMullen at the address below on or before April 19, 2010. The letter of intent must be delivered via mail, delivery service, hand delivery, e-mail or fax to:

John McMullen, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building – 6th Floor
321 East Twelfth Street
Des Moines, Iowa 50319
E-mail: jmcmulle@idph.state.ia.us
Fax: (515) 281-3789

The letter of intent must include the applicant's name, mailing address, electronic mail address, fax number, telephone number, a statement of intent to apply for this RFP, and an authorizing signature.

Applicants who choose to mail a letter of intent must allow ample mail delivery time to ensure timely receipt of the letter of intent by IDPH. Postmarking by the due date shall not substitute for actual receipt of the letter of intent by IDPH. It is the applicant's responsibility to ensure that the letter of intent is date and time stamped as received by IDPH prior to the deadline.

Failure to submit a letter of intent to IDPH by the deadline specified shall result in the rejection of the applicant's proposal.

F. Proposals Due – May 13, 2010. **Proposals must be received by John McMullen at the address below by 4:00 p.m. (local time) on May 13, 2010.** This requirement is a mandatory

requirement and shall **not** be subject to waiver as a minor deficiency.

One (1) original and eight (8) copies of the proposal shall be submitted to:

John McMullen, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building - 6th Floor
321 East Twelfth Street
Des Moines, Iowa 50319-0075

Proposals received by IDPH after the stated due date and time shall be rejected, returned to the applicant, and not reviewed by IDPH.

Electronic mail and faxed copies of the proposal **shall not** be accepted. Applicants who choose to mail proposals must allow ample mail delivery time to ensure timely receipt of their proposals by IDPH. Postmarking by the due date shall not substitute for actual receipt of the proposal by IDPH. It is the applicant's responsibility to ensure that the proposal is date and time stamped as received by IDPH prior to the deadline.

Any information submitted separately from the proposal shall not be considered in the review process.

G. Release of Names of Applicants – May 28, 2010. The names of all applicants who submitted properly dated and time stamped proposals shall be released to all who have, in writing (including email), requested such notification.

H. Notice of Award – May 28, 2010. The successful and unsuccessful applicants shall be notified electronically via email from the IDPH contract administrator. A letter in PDF format shall be emailed to the recipient email addresses listed on the proposal cover page. IDPH is not responsible for delayed receipts of notifications due to misspelled or invalid email addresses the applicant lists on the cover page. Recipients shall accept the provision of a read receipt to IDPH upon opening the email.

I. Contract Negotiations and Execution of the Contract – Following issuance of the notice of award, the successful applicant shall receive a contract document. The successful 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, 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.

1.06 Inquiries

During the period following release of this RFP and during the period of evaluation, applicants should contact only John McMullen in the manner provided for in section 1.05(C). 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 verbal information provided by the applicant shall not be considered part of its proposal.

1.07 Amendments to the RFP

IDPH reserves the right to amend the RFP at any time. In the event it becomes necessary to amend, add to, or delete any part of this RFP, a written amendment shall be posted on the IDPH Web site. The applicant is advised to check the IDPH Web site periodically for amendments to this RFP.

1.08 Open competition

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

1.09 Withdrawal of proposals

Proposals may be withdrawn, modified and resubmitted at any time prior to the stated due date and time for the receipt of proposals. An applicant desiring to withdraw its proposal after the submission time shall notify the Contract Administrator in writing.

1.10 Acceptance of Terms and Conditions

A. An applicant's submission of a proposal 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 a proposal, an applicant agrees that it shall 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 successful applicant take exception to the terms and conditions required by IDPH, the successful applicant's exceptions may be rejected and IDPH may elect to terminate negotiations with that applicant. However, IDPH may elect to negotiate with the successful applicant regarding contract terms which do not materially alter the substantive requirements of the RFP or the contents of the applicant's proposal.

1.11 Costs of Proposal Preparation

All costs of preparing the proposal 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 delivery of the proposal or any other activities undertaken by the applicant related in any way to this RFP.

1.12 Multiple Proposals

Only one proposal shall be accepted from each applicant.

1.13 Oral Presentation

Applicants may be requested to make an oral presentation of the proposal. 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 proposals, but may in no way change their original proposal.

1.14 Rejection of Proposals

A. IDPH reserves the right to reject, in whole or in part, any or all proposals, to advertise for new proposals, 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 proposal shall be rejected outright and not evaluated for any of the following reasons:

1. The applicant fails to deliver the letter of intent if required by this RFP by the relevant dates and times stated in section 1.05.
2. The applicant fails to deliver the proposal by the relevant dates and times stated in section 1.05.
3. The applicant is not an eligible applicant as defined in section 1.03.

C. Any proposal 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 proposal format instructions or presents information requested by this RFP in a format 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.

1.15 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.

1.16 Use of Subcontractors

The applicant is not permitted to subcontract for pharmacy services.

1.17 Reference Checks

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

1.18 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.

1.19 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 state contracts and contracts with private entities. IDPH may use any of this information in evaluating an applicant's proposal.

1.20 Verification of Proposal Contents

The contents of a proposal submitted by an applicant are subject to verification. Misleading or inaccurate responses shall result in rejection of the proposal pursuant to Section 1.14.

1.21 Bid Proposal Clarification Process

IDPH may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the proposals. Clarifications may occur throughout the proposal evaluation process. Clarification responses shall be in writing 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 shall not be permitted to modify or amend its proposal if contacted by IDPH for this reason.

1.22 Waivers and Variances

IDPH reserves the right to waive or permit cure of non-material variances in the proposal'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 shall 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.

1.23 Disposition of Proposals

All proposals become the property of IDPH and shall not be returned to the applicant unless all proposals are rejected. In the event all proposals are rejected, applicants shall be asked to send prepaid shipping instruments to IDPH for return of the proposals submitted. In the event the IDPH does not receive shipping instruments, IDPH shall destroy the proposals.

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

1.24 Public Records

All information submitted by an applicant shall 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 proposal is submitted.

Any request for confidential treatment of information must be included in the transmittal letter with the applicant's proposal. In addition, the applicant must enumerate the specific grounds in Iowa Code Chapter 22 which support treatment of the material as confidential. The request for confidential treatment of information must also include the name, 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.

Any proposal submitted which contains confidential information must be conspicuously marked as containing confidential information and must indicate which sections of the proposal should be treated as confidential. Identification of the entire proposal as confidential shall be deemed non-responsive and shall disqualify the applicant.

The applicant must submit one copy of the proposal from which the confidential information had been excised. 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 proposal as possible.

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 shall be deemed by IDPH as a waiver of any right to confidentiality which the applicant may have had.

1.25 Copyrights

By submitting a proposal, the applicant agrees that IDPH may copy the proposal for the purpose of facilitating the evaluation of the proposal or to respond to requests for public records. By submitting the proposal, the applicant consents to such copying and warrants and represents that such copying shall 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 proposals. In the event the applicant copyrights its proposal, the department may reject the proposal as noncompliant.

1.26 Appeal of Award Decision

Applicants may appeal the award decision by filing a written appeal to IDPH within 10 working days of receipt of the award decision in accordance with 641 Iowa Administrative Code 641-176.8. 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 proposal were not followed. In the event of an appeal, the Department shall continue working with the successful applicant pending the outcome of the appeal.

1.27 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 successful applicant and the IDPH.

1.28 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.

SECTION 2 – DESCRIPTION OF SERVICES

2.01 Description of Work and Services:

IDPH is requesting proposals from qualified pharmacies to provide distribution of prescription medications for the treatment of HIV/AIDS, sexually transmitted diseases, and tuberculosis. In addition, the applicant shall supply and distribute purified protein derivative (PPD) for the Substance Abuse Program. In the event of a vaccine-preventable disease outbreak or public health emergency, the applicant shall store and ship biologicals, such as immune globulin and vaccine, for the Immunization Program. These medications and biologicals are distributed to local public health agencies, family planning agencies, health care providers and clinics, and clients throughout the state. Storage, handling, and shipment procedures must be in compliance with program and Centers for Disease Control and Prevention guidelines. For further information regarding each program, see Appendix A.

The Department purchases medications directly from a wholesaler at or below 340B prices and ships directly to the successful applicant for storage and distribution. The Department 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).

In addition, the AIDS Drug Assistance Program (ADAP) requires the applicant to process insurance claims for insured ADAP clients, to temporarily cover the costs of insurance co-pays, and to offer supportive pharmacy services, including adherence counseling, to clients, healthcare providers, and case managers.

Approved formularies for the programs are listed in Appendix B. Medications may be added to or removed from the formularies by the Department 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.

2.01(1) General Considerations. The Applicant shall:

A. Manage Inventory

1. Order and distribute pharmaceuticals for the HIV/AIDS, STD, TB, and Substance Abuse programs utilizing the pricing structure established by the Department. The Department 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), see Appendix C. Orders shall be made utilizing a “ship to, bill to” process with the medications being delivered directly to the applicant and the bill sent to the Department, according to applicable VHCA rules. Funding shall also be provided by the Department for purchase of approved medications not purchased under the VHCA.
2. Receive and store medications on behalf of the Department. These medications shall remain the property of the Department until labeled and dispensed to the requested client. Medications that are the property of the Department shall be inventoried in such a manner that they are clearly identifiable as the property of Department and are distinguishable from medications that are the property of the applicant. Medications purchased by the Department and delivered to the applicant’s facility shall at no time be the property of the applicant. The applicant shall not sell, resell, or dispense these medications except to the Department’s clients.

3. 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.
4. Arrange and be responsible for the destruction and disposal of outdated and returned medications, pursuant to state and federal regulations.
5. 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.
6. Keep all IDPH medications physically separate and secure from non-Department medications.

B. Dispensing and Statewide Delivery:

1. For ADAP, STD, TB, and Substance Abuse programs:
 - a. Dispense and ship the approved prescribed medications statewide, according to program guidelines, within three (3) days of receipt of the shipment request from the Department, except in circumstances described in 1b below.
 - b. Have the capacity to process, ship, and have prescriptions delivered to clients by the end of the business day following receipt of a new (i.e., not a refill) prescription for ADAP clients and for all new tuberculosis suspects and cases.
 - c. Dispensed medications shall be delivered 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.
 - d. Compound tuberculosis medications upon request of the Department. 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.
 - e. Delivery shall be by U.S. Postal Service Priority Mail or by an expedited delivery service approved by the Department.
 - f. Medications shall not be sent to an address outside the state, except with approval of the Department.
 - g. Medications requiring refrigeration shall be shipped in appropriate containers, and the client shall be contacted prior to shipment.

- h. Medications shall be dispensed and delivered monthly. Dispensing of more than a one-month supply shall require the approval of the Department, except for tuberculosis medications.
- i. 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.

2. For the Immunization Program:

- a. Receive, store, and distribute biologicals for the Immunization Program during vaccine-preventable disease outbreaks or other public health emergencies.
- b. Biologicals shall be maintained at appropriate temperatures as specified by the manufacturer and the most recent *Vaccine Management: Recommendations for Storage & Handling of Selected Biologicals*, available at <http://www.cdc.gov/vaccines/pubs/vac-mgt-book.htm>. Storage temperatures are between 2 and 8°C (36 to 46°F).
- c. The temperature of the storage unit that maintains the biologicals shall be monitored and documented in a program-approved temperature log at least twice a day. The Department 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 the Department monthly.
- d. Biologicals shall be packed in an appropriate shipping container to maintain the biological temperature requirement. Each shipment shall include a temperature monitor device to verify that the biologicals were not exposed to temperatures outside the recommended temperature range.
- e. 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.
- f. Shipments must be delivered to the end user using a carrier that shall ensure overnight/next day delivery.
- g. In the event of a public health emergency as defined by the Department, the applicant must be available 24 hours a day, 365 days a year to package biologicals to be picked up by Department-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.

- h. Be responsible for monitoring the inventory of each biological maintained at their facility. The Department shall determine minimum reorder thresholds to assure sufficient inventory to meet program needs. The Department 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.
- i. Be responsible for destruction or the return of expired/wasted biologicals to the manufacturer of the biological.

C. Provide Patient Contact and Pharmacy Support Services

1. 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.
2. 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.

D. Other Applicant requirements

1. Develop a policy and procedure manual as it relates to handling of prescription supplies from the Department.
2. Work with the Department to develop an approved contingency plan for temporarily dispensing and delivering medications to Department clients in the event of a national or state emergency that precludes normal operations and procedures.
3. Be responsible for all record keeping of prescriptions, as required by the Iowa Board of Pharmacy and the Department.
4. Follow all state and federal statutes, and any administrative rules issued by the Iowa Board of Pharmacy or the state legislature.
5. Process insurance claims for insured ADAP clients and cover co-payment requirements for approved ADAP clients. The applicant will be reimbursed for co-payments at actual costs.

2.02 Objectives

The following performance measurements shall apply to the applicant:

- A. Demonstrate that ninety-five percent of STD medications, ADAP refills, and PPD biologicals are shipped within three (3) working days after the receipt of prescription or shipping order information from the Department.
- B. Demonstrate that ninety-five percent of medications from new prescriptions for ADAP clients and for suspect and active TB cases are delivered to the client in the next business day following the receipt of the prescription.
- C. Demonstrate that ninety-five percent of required reports are submitted within the required timeframes as set forth in section 2.05.

2.03 Staffing or Personnel Requirements

At the time of the proposal submission and throughout the contract period, the applicant shall have a minimum of two licensed pharmacists with HIV medication dispensing experience.

2.04 Budget

Allowable expenses cover the categories of Personnel (salary and benefits) and Other (supplies, shipping, postage, etc). The contractor is reimbursed for actual costs of non-formulary pharmaceuticals, compounding of medications, and insurance co-pays, up to the maximum amount budgeted for each program. Permission to exceed these limits must be obtained from the Department.

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 the department; 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 CONTRACTOR for the purpose of applying for or obtaining a DEPARTMENT 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.

2.05 Required Reporting

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 day of the month to the last day of the month. Reports shall be submitted no later than the tenth (10) 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. ADAP Reports

The Applicant shall submit monthly reports indicating the following information:

1. ADAP 3rd Party Reimbursements. See Appendix D. This will include copies of insurance explanation forms and copy of checks for payment of charges.
2. ADAP Shipping Report. See Appendix E.
3. 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 Department-owned medications. See Appendix F.
4. ADAP Monthly Report of Prescriptions filled. See Appendix G.
5. ADAP 3rd Party Monthly Report of Prescriptions filled. See Appendix H.

B. STD Reports

The Applicant shall submit monthly reports indicating the following information:

1. STD Shipping Report. See Appendix I.
2. 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 Department-owned medications. See Appendix J.
3. STD Destroyed Drugs Report (Electronic Copy). Due every six (6) months. See Appendix K.

C. Immunization Reports

The Applicant shall submit monthly reports indicating the following information:

1. Immunization Shipping Report. See Appendix L.
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 Department-owned medications. See Appendix M.
3. Immunization Daily Temperature Refrigeration form. See Appendix N.

D. Substance Abuse Reports

The Applicant shall submit monthly reports indicating the following information:

1. Substance Abuse Shipping Report. See Appendix O.
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 Department-owned medications. See Appendix P.

E. Tuberculosis Reports

The Applicant shall submit monthly reports indicating the following information:

1. TB Shipping Report. See Appendix Q.
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 Department-owned medications. See Appendix R.

F. 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.

G. Expenditure Report

The Applicant shall submit an Expenditure Report that includes the line items, amount budgeted, amount expended during the month, amount expended to date, and the remaining balance. See Appendix S.

H. Schedule of reports

Report	Date Due
All Monthly Reports	by the 10 th of the month
STD Destroyed Drugs Report (Electronic Copy)	July – Dec, 2010 (Due Jan 15, 2011) January – June, 2011 (Due July 15, 2011)

SECTION 3 -- PROPOSAL FORMAT AND CONTENT

These instructions prescribe the format and content of the proposal and are designed to facilitate the submission of a proposal that is easy to understand, review, and evaluate. Failure to adhere to these requirements and proposal content may result in disqualification of the proposal.

3.01 Technical Requirements

- A. Proposals must be typewritten and follow the format delineated herein. The Minority Impact Statement Form may be handwritten. Photocopies or exact computer-generated replicas are permissible.

Aspect	Requirement
Length	There is no page limit for the narrative sections.
Paper Size	8 ½ x 11" paper
Font size	Proposal must be in a minimum of 12 points. A smaller font may be used for tables, figures or maps.
Margins	Must be a minimum of one inch on all sides.
Spacing	May be single- or double-spaced.
Header or Footer and Pagination	Insert a header or footer that identifies the applicant name, page number and the RFP number. All pages are to be sequentially numbered (1, 2, 3...) at the bottom or top of each page, including the cover page, maps, charts, budget pages, tables, and appendices or attachments; and beginning with the cover page as number one.
Copies	Submit one (1) original proposal, signed with non-black ink, and eight (8) photocopies.
Cover Page & Minority Impact Statement	The cover page & minority impact statement must be complete and contain original signatures in non-black ink to easily distinguish the original proposal.
Binding	Clip or staple each proposal copy. Do not use specially prepared binders, dividers, or face sheets. Binder clips are permitted.

- B. Do not submit promotional materials. Promotional materials or items other than required by this RFP shall not be considered during the review process.
- C. Any information or materials submitted separately from the proposal shall not be considered in the review process.

3.02 Proposal Content

Cover Page: Complete required form-**Attachment A** following these instructions:

- Applicant - Provide the legal name of the applicant entity. This must be the entity associated with the Federal Identification (ID) number per the Internal Revenue Service (IRS). If the entity operates under another name as a “d/b/a” (doing business as), please include that in the legal name.
- IRS # - Provide the applicants federal identification number.
- Applicant Address, Telephone and FAX – Provide the information as requested.
- Executive Director Name– Provide the name of the person who has overall responsibility and authority for administering the program in which the entity is applying for the funds.
- Executive Director Email- Provide the email address of the executive director.
- Program Director Name – Provide the name of the individual with direct day-to-day responsibility for this program and the person that the department can contact concerning the proposal.
- Program Director Email – Provide the email address of the program director.
- Program Director Telephone – Provide the telephone number of the program director.
- Total Funds Requested – Indicate the total amount of funds requested, not to exceed the amounts outlined in section 1.04.
- Conditions/Signature – The person authorized to obligate the entity must sign and date in non-black ink to certify that the applicant is in agreement with the conditions listed.

A. Minority Impact Statement: Complete required form – **Attachment B** following these instructions:

- Applicants must independently complete the “Minority Impact Statement” form by checking the box that most accurately reflects the proposed project programs or policies impact on minority persons.
- Describe the rationale or evidence for your choice in a brief narrative, as well as identifying the specific minority groups in which there is a positive or negative impact (if applicable) on the checklist.
- Sign the form and return it with the proposal or application.

B. Additional Requirements:

- **Executive Summary:** The applicant shall submit an executive summary that briefly reviews the strengths of the applicant and key features of its proposed approach to meet the requirements of this RFP.

- **Description of Background, Experience, and Personnel:** The applicant shall describe the background of the agency (years of operation, size of operation, etc.) and the experience of the agency in providing pharmacy services to an AIDS Drug Assistance Program or to another program with similar public health function. The section shall include a description of qualified personnel.
- **Service Requirements:** The applicant shall address each contract deliverable in **Section 2.01(1) General Considerations** and **2.02 Objectives** by first restating the deliverable from the RFP and then explaining the applicant's approach to meet each deliverable immediately after the restated text. Responses to contract deliverables shall be in the same sequence as presented in the RFP. Applicants are given wide latitude in the degree of detail they offer or the extent to which they reveal plans, designs, examples, processes, and procedures. Merely repeating the requirement shall be considered non-responsive and shall disqualify the applicant. Applications shall identify any deviations from the requirements of this RFP the applicant cannot satisfy.

3.03 Budget

A budget must be included in the proposal detailing the costs of the project. A budget narrative shall describe how the budget was calculated and justify the expenses detailed.

The applicant shall submit a line-item budget of anticipated direct project costs for the period of July 1, 2010 – June 30, 2011. The budget shall include only the line-item categories listed below and comply with the guidelines as outlined in Section 2.03 of this RFP. The applicant shall complete required form Attachment C identifying proposed expenditures:

- Salary/Fringe
- Other
- Administrative or Indirect costs

1. Salary/Fringe:

List all staff directly funded, wholly or partially with these funds. Employees' names (if current staff), credentials, and position titles must be listed. The narrative must include the total annual salary and fringe benefits paid to the employee, as well as the total annual salary and fringe benefits charged to this project.

2. Other:

All other anticipated expenses using funds must be listed on the line-item budget and described in some detail (e.g., number of units and unit cost) in the narrative. This category includes office supplies, educational supplies, project supplies, shipping costs, communication, rent and utilities, training, information technology-related expense, travel, etc. This shall include costs of any equipment with a cost or value not to exceed \$5,000.00.

Travel

IDPH shall 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 \$75 plus taxes per night

Mileage- Maximum of \$0.39 per mile.

3. Administrative Costs or Federally Approved Indirect Rate

If the applicant plans to charge administrative or indirect costs, this must be identified in the proposal. If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement must be submitted with the proposal.

Applicants may charge an Indirect Rate in accordance with their federally approved Indirect Cost Rate Agreement. IDPH reserves the right to negotiate the application of the Indirect Rate per individual contract.

In the absence of a federally approved Indirect Cost Rate Agreement, the applicant may charge an Administrative Cost not to exceed a maximum rate of 15% of the total contractual amount.

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 costs.

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

Special Budget Line Items

The following are fixed line items:

A. ADAP

Up to \$150,000.00 is available to cover the costs of insurance co-pays for approved ADAP clients. These are reimbursed to the applicant at actual costs. Costs above this amount must first be approved by the Department.

B. Tuberculosis

Up to \$2,000.00 is available to cover the costs associated with the purchase of non-formulary medications and/or the compounding of medications upon the request of the Department. Costs above this amount must first be approved by the Department.

C. Immunization Program

Up to \$600.00 is available to cover the costs of shipping biologicals during an outbreak or other public health emergency. These are reimbursed to the applicant at actual costs. Costs above this amount must first be approved by the Department.

3.04 Proposal Checklist

The applicant is not required to submit a checklist with the proposal. Refer to the following table for the list of items which must be included in the proposal.

Iowa Department of Public Health
Division of Behavioral Health
REQUEST FOR PROPOSAL 58810026
Application for Pharmacy Services
Proposal Checklist

Item	Yes	No
Proposal Content 3.02		
1. Is the cover page (Attachment A) included, signed, and dated?	☐	☐
2. Is the Minority Impact Statement (Attachment B) completed and signed?	☐	☐
3. Is an executive summary reviewing the strengths and the approaches to meeting the requirements of this RFP included?	☐	☐
4. Is a summary of the agency's background, experience, and personnel included?	☐	☐
5. Has each contract deliverable in Section 2.01 General Considerations and in Section 2.02 Objectives , been restated and followed by the approaches to meet each deliverable?	☐	☐
Budget 3.03		
1. Is the budget (Attachment C) with the anticipated line-item costs for the project period of July 1, 2010 – June 30, 2011, completed and attached?	☐	☐
2. Is a budget narrative included that describes in detail how the budget was calculated and justifies the expense detailed?	☐	☐
3. If administrative or indirect costs exceeding 15% are included in the budget, is a copy of a signed, federally approved indirect cost rate agreement included?	☐	☐
Business Organization 3.05		
1. Is the required Business Organization Appendix, clearly addressing items A-J attached?	☐	☐
Litigation or Investigation 3.06		
1. Is a summary of pending or threatening litigation that could affect the ability to perform the required services included?	☐	☐

3.05 Business Organization

Attach the information required in this section as a Business Organization Appendix to the proposal.

- A. Identify the legal structure of the applicant and the state of incorporation or registration, if applicable. Provide evidence of an Iowa business license and any necessary applicable professional licenses required by law.
- B. Identify and specify the location(s) of the applicant's offices or other facilities involved in provision of services under this proposal.
- C. Describe the history of the organization and the organization mission and vision statements.
- D. Include a table of organization. Describe the executive, management, technical, and professional staff who would perform duties related to this project. Include the number of staff, their roles, and their expertise and experience in providing these types of services.
- E. Identify any established partnership relationships with the community.
- F. Identify other projects in which the applicant is currently providing or has provided services similar to the services described in this RFP.
- G. Describe other similar contracts or projects currently undertaken by the applicant.
- H. Disclose if, during the preceding three (3)-year period, the applicant or any subcontractor identified in the proposal has defaulted on a contract. List all such contracts, contact persons and telephone numbers for the other parties and provide a brief description of each incident.
- I. Disclose if, during the preceding three (3)-year period, the applicant or any subcontractor identified in the proposal has terminated a contract prior to its stated term or has had a contract terminated by the other party prior to its stated term. List all such contracts, contact persons and telephone numbers for the other parties and provide a brief description of each incident.
- J. Provide an audited financial statement for the preceding three (3)-year period. Nonprofit corporations whose previous funding level has not required an audited financial statement shall submit a year end operating statement and balance sheet for the preceding three (3) year period and a current operating statement in lieu thereof. Any applicant agency that currently holds a contract with the department and has previously submitted audit reports need not submit a copy with this proposal. Please specify in the proposal that audits are on file with the department

3.06 Litigation or Investigation

The applicant shall list and summarize 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 may result in rejection of the proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a proposal must be disclosed in a timely manner in a written statement to the IDPH.

SECTION 4 – PROPOSAL REVIEW PROCESS AND CRITERIA

4.01 Overview of Review Process

Review/evaluation of proposals submitted under this RFP shall be conducted in three phases.

Phase I -- Technical Review: The first phase shall involve a preliminary review by the IDPH staff of an applicant's compliance with the mandatory requirements for submitted proposals. Proposals which fail to satisfy technical requirements may be eliminated from the proposal review. These proposals shall be returned to the applicant via United States Postal Service, first class mail. The IDPH reserves the right to waive minor variances at the sole discretion of the IDPH.

Phase II – Review Committee: Proposals determined to be compliant with technical requirements shall 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 proposals in accordance with a point system. Each committee member shall review the proposals 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 proposal pursuant to RFP Section 1.13, the committee members may consider the oral presentation of the applicant in determining the points awarded.

The total score awarded by each committee member shall be averaged to arrive at the final score (rounded to the nearest whole number) for each proposal and the proposals shall 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 proposals receive an equal number of points, two division directors and the respective bureau chief administering the program may conduct a second review utilizing the same scoring process.

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

The IDPH may also consider geographical distribution, budget information, any information received pursuant to Sections 1.17 - 1.21 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 Proposals

A maximum of 100 points may be awarded to each proposal. A minimum average score of Insert number or greater is required for the proposal to be considered for funding.

Accepted proposals shall 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 successfully administer the program within the project period. This judgment shall be based upon factors such as budget, project management plan, and availability of staff.

Points shall be assigned for each item listed as follows:

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

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

<u>Proposal Component</u>	<u>Weight</u>	<u>Potential Maximum Score</u>
Cover Page	Required	0
Minority Impact Statement	Required	0
Business Organization	Required	0
Background, Experience and Personnel	5	25
Ability to meet RFP Requirements, Description of work process	8	40
Adequate record-keeping ability	3	15
Budget	4	20
Total	--	100

SECTION 5 – CONTRACT

5.01 Conditions

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective October 1, 2009, as posted on the IDPH Web page www.idph.state.ia.us under *Grants, Bids and Proposals link*. 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 proposal. If the contract exceeds \$500,000, or if the contract together with other contracts awarded to the applicant by the IDPH exceed \$500,000 in the aggregate, the Applicant shall be required to comply with the provisions of Iowa Code chapter 8F.

IDPH requires applicants to link with the local board of health when providing services supported by IDPH funding. In particular, Applicants are expected to assist the local board of health in carrying out the three core functions of public health as defined in 641 IAC 77.3 (137): assessment, policy development and assurance. Examples of linking with the board of health include, but are not limited to:

- Provide environmental and/or health data to the local board of health for the purposes of, and provide assistance in, assessing and analyzing the health status of the community.
- Submit reports to the local board of health on the effectiveness, accessibility, and quality of services provided.
- Include the local board of health in establishing policies and plans associated with the services provided. This can be accomplished by establishing a liaison between the Applicant and the board of health or by attending regular meetings of the board of health.
- Educate the local board of health about the services provided and work with the board to identify target populations in need of the services provided.
- Be active in the Community Health Needs Assessment and Health Improvement Plan process.
- Provide the board of health expert input on the services provided and how those services relate to; the health priorities of the community, and health improvement plans to address those priorities.

The applicant is expected to provide documentation of linkage efforts if requested by IDPH.

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 proposal 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 proposal unless the contract specifically directs otherwise.

5.03 Order of Priority

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

1. The Contract;
2. The RFP;
3. The Proposal.

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 Applicant 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 shall be deducted from eligible reimbursement of expenses for the 7th, 8th, and 9th months of service.

SECTION 6 – ATTACHMENTS

Attachments are posted in a separate file on the IDPH web page under *Grants, Bids and Proposals*: www.idph.state.ia.us. Applicants must download these forms and include them in the proposal as outlined in Section 3 of this RFP.

- Attachment A – Cover Page
- Attachment B – Minority Impact Statement
- Attachment C – Budget
- Appendix A – Program Descriptions
- Appendix B – Approved Medications for ADAP
- Appendix C – Veterans Health Care Act of 1992 (VHCA)
- Appendix D – ADAP 3rd Party Reimbursement Shipping Report
- Appendix E – ADAP Shipping Report
- Appendix F – ADAP Inventory Reconciliation Report
- Appendix G – ADAP Monthly Report of Prescriptions Filled
- Appendix H – ADAP 3rd Party Monthly Report of Prescriptions filled
- Appendix I – STD Shipping Report
- Appendix J – STD Inventory Reconciliation Report
- Appendix K – STD Destroyed Drugs Report
- Appendix L – Immunization Shipping Report
- Appendix M – Immunization Inventory Reconciliation Report
- Appendix N – Immunization Daily Temperature Report
- Appendix O – Substance Abuse Shipping Report
- Appendix P – Substance Abuse Inventory Reconciliation Report
- Appendix Q – TB Shipping Report
- Appendix R – TB Inventory Reconciliation Report
- Appendix S – Expenditure Report
- Appendix T – Prescription Record Form