

Lubbock Regional MHMR Center Request for Proposals – Pharmacy Services

Lubbock Regional Mental Health Mental Retardation Center (LRMHMRC) is seeking bids from qualified, locally based retail pharmacies (or closed door pharmacies able to meet all requirements) to provide comprehensive pharmacy services for programs operated through its Sunrise Canyon Hospital Facility, Behavioral Health Service Provider and Intellectual and Developmental Disabilities Service Provider. Eligible pharmacies must meet all applicable local, state, and federal guidelines regarding said services.

BACKGROUND INFORMATION

LRMHMRC is a Community Mental Health and Mental Retardation Center created under the authority of the Texas Mental Health and Mental Retardation Act, Articles 5547-210 to 5547, enacted by the 59th Legislature Regular Session, effective September 1, 1965. The Center is considered a unit of local government and also has non-profit status with the IRS.

LRMHMRC provides mental health, intellectual and developmental disability and substance abuse services for adults, children and adolescents. As the state designated mental health and mental retardation authority for Lubbock, Lynn, Cochran, Crosby and Hockley counties, LRMHMRC accepts the obligation of public trust and is committed to developing, maintaining, and expending resources in a manner that ensures the greatest benefit to consumers and to the community.

I. SERVICES TO BE PROVIDED

- A. Provide all professional pharmacy services at a location easily accessible by public transportation. Hours of operation should include weekend and evening hours.
- B. Contract with a Pharmacy Benefit Manager designated by LRMHMRC.
- C. Provide medications at or below the cost shown on the Medication Bid Sheet list and indicate additional cost for services identified on Attachment A. Price for any medications not listed on the Medication Bid Sheet should be comparable to that on the list.
- D. Provide pharmaceutical inventory, dispensing and price maintenance for the drugs listed on the attached Medication Bid Sheet, including dispensing generic forms of medications when applicable and honoring the use of pharmaceutical coupons.
- E. Work closely with LRMHMRC to manage Pharmaceutical Assistance Program applications. LRMHMRC staff will manage the application process. The role of the pharmacy provider is to accept PAP medications, give LRMHMRC documentation of current PAP stock, store the medications until they are dispensed, and dispense the medications. Additionally, the pharmacy provider will report data on PAP stock usage.
- F. Make deliveries to the Sunrise Canyon Hospital Facility and/or Adult Outpatient Clinic seven days a week as agreed upon. Prefer at least one morning delivery and one evening delivery.
- G. Make limited deliveries to other LRMHMRC facilities or consumers by courier, private parcel or mail.
- H. Conduct quarterly pharmaceutical reviews for LRMHMRC five (5) ICF/MR group homes. Reviews will include medication management procedures in the home, such as the handling, storing, and reconciliation of medications. Provide consultation/training to providers as requested in response to incidents.
- I. Directly bill all available third parties whenever possible (Medicaid, Medicare Part D, Private Insurance), for services provided, exempting LRMHMRC from liability for any unusual co-payment charges.

- J. Coordinate with LRMHMRC to ensure that no consumer is denied a medication while resolving issues related to pharmacy benefits management processes.
- K. Submit billing statements that include: client's name, prescription number, prescribing physician, name and strength of medication, units dispensed, unit cost of medications ordered and final charge.
- L. Provide a \$4 prescription program or other low cost prescription program comparable to those of the major pharmacy chains.

II. PROGRAM PROPOSAL CONTENT

NOTE: There should be no dollar units or total costs included in the program proposal document.

- A. Cover Letter. See conditions for submission of proposal in Section IV.
- B. Narrative Application.
 - 1. Proposer will address ability and plan to provide all services required in Section I in a professional and timely manner. Be sure to label each requirement properly; failure to do so may result in loss of points.
 - 2. Provide up to five (5) references which demonstrate the quality of the proposer's work.

III. SEALED MEDICATION AND SERVICE COST BID SHEET - Attachment A

- A. The sealed dollar cost bid should include the following information:
 - a. Name of proposer;
 - b. Detailed information on costs for additional services related to the project; and
 - c. Cost per medication listed.

IV. CONDITIONS FOR SUBMISSION OF PROPOSAL

All proposals in response to this request must meet the following conditions to be considered:

- A. Proposal must include a cover letter clearly stating the name of the proposer and the name, address, telephone number of the proposer's representative and type of legal entity;
- B. Proposal must address each of the program requirements as stated in this Request for Proposal;
- C. LRMHMRC reserves the right to reject any and all proposals, and to negotiate portions thereof. Proposals that address only part of the requirements contained in this Request for Proposal may not be considered;
- D. LRMHMRC reserves the right to select any proposal, considering the quoted price and other factors;
- E. The proposer shall furnish such additional information that LRMHMRC may reasonably require;
- F. LRMHMRC will not be liable for any cost incurred in the preparation of proposals; and

- G. LRMHMRC may ask proposers to send a representative for an oral interview and/or to grant a site visit prior to approval of a proposal. LRMHMRC will not be liable for the costs incurred by the proposer in connection with such interview and/or site visit.

V. PROCEDURES FOR SUBMITTING PROPOSALS

A. Number of Copies of Proposal

Submit four (4) copies of the program proposal and one (1) copy of the sealed Medication and Service Cost Bid Sheet - Attachment A. The program proposals are to be bound and sealed in a separate envelope from the sealed program cost bids. Each envelope must be clearly marked as "Program Proposal" or "Sealed Program Cost Bid".

- B. Delivery. Responses to the Request for Proposal should be delivered to:

Mail Delivery

Lubbock Regional MHMR Center
Attn: Marcella Ford, Contracts Management Director
P.O. Box 2828
Lubbock, Texas 79408-2828
(806) 767-1621

Hand Delivery

Lubbock Regional MHMR Center
Attn: Marcella Ford, Contracts Management Director
1602 10th St.
Lubbock, TX 79401
(806) 767-1621

PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 PM ON SEPTEMBER 24, 2010.

FAXED PROPOSALS WILL NOT BE ACCEPTED.

VI. ASSISTANCE TO PROPOSERS

Questions regarding the proposal and its content may be submitted, in writing, electronically to Marcella Ford, Contracts Management Director at mford@lubbockmhmrc.org.

VII. STATEMENT OF REQUIREMENTS

The proposer selected by LRMHMRC will be required to enter into a contractual agreement with LRMHMRC for the services discussed throughout this Request for Proposal. Should contract negotiations not prove desirable (as defined by LRMHMRC); LRMHMRC reserves the right to terminate contract negotiations at any time.

VIII. PROPOSAL APPROVAL

A proposal will be selected on or before October 1, 2010 barring any decision by LRMHMRC to reject all proposals submitted.