

EXHIBIT A
REQUIREMENTS

**HIDALGO COUNTY HEALTH & HUMAN
SERVICES DEPARTMENT**
REQUEST FOR PROPOSAL

"ONLINE PHARMACY BILLING SERVICES"
RFP NO: 2020-245-00-00-TDL

The County of Hidalgo is seeking to enter into an "Online Pharmacy Billing Services" contract(s) with a state-registered (Texas) Pharmacist. The Hidalgo County Purchasing Department will receive sealed envelopes containing statements of qualifications for the provision of "Hidalgo County Health & Human Services Department - Online Pharmacy Billing Services" as specified herein. Proposals will be accepted until 9:30 A.M., Wednesday, Month 00 2020. ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.

Deliver Submittal to:

RFP NO: 2020-245-00-00-TDL

US Postal Mail Address:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
New Administration Building
2812 So. Business Hwy 281
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
New Administration Building
2802 So. Business Hwy 281
Edinburg, Texas 78539

The Submittal Envelope Must Show the RFP Number, Name and Acceptance Date.

The following outlines the Request for Proposals:

SECTION I GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: Hidalgo County is requesting that proposals be routed to Martha L. Salazar, CPPB, Purchasing Agent, with a Physical location of 2802 So. Business Hwy 281, (Southeast Corner of Canton & Business Highway 281) Hidalgo County Administration Building, Edinburg, Texas, 78539.

WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE at (956) 292-7612 OR BY EMAIL TO tanya.delira@co.hidalgo.tx.us no later than Day, Month 00, 2020, at 5:00 P.M. Responses will be sent to all applicants via facsimile or email by DAY, Month 00, 2020. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

PROPOSER'S AFFIDAVIT:

Prior to the award of Contract, respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in Exhibit H) certifying that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's, affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-COLLUSION:

Submitters, by submitting a signed submission, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

NON-DISCRIMINATION:

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF BIDS:

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT:

Hidalgo County reserves the right, in the case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:

It is the responsibility of the submitter to review the Request for Proposal (RFP) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

RFP DELIVERY: Hidalgo County requires submitters, when hand delivering proposals, to make sure that proposal is stamped with the date and time by the County Purchasing Department staff.

SIGNING OF RFP:

In order to be considered all submittals must be signed. Please sign the original in [blue](#) ink.

WAIVING OF INFORMALITIES:

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING:

The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF CONTRACT:

The term of the contract is for a one (1) year period with County's option to renew the contract for additional two (2) years in one (1) year increments under the same rates, terms and conditions.

Hidalgo County reserves the right to continue this agreement for an additional sixty (60) day grace period at the end of the agreement terms for the unforeseen delay in award of the new request for proposals.

All costs and expenses associated with the preparation and submission of (bids, proposal and/or quotes) shall be the responsibility of the participant and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

DAVIS BACON ACT: (IF APPLICABLE)

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

SECTION II RFP REQUIREMENTS

Request for Proposal:

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP. A total of one (1) original (pages **one-sided**, clearly marked original), one (1) copy of the RFP and one (1) CD/USB in PDF format shall be submitted to the address on the cover letter.

Contents:

The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

Understanding of the Project:

This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

PROJECT OVERVIEW:

The County of Hidalgo is seeking to engage a competent Online Pharmacy Billing Service Company to provide services for the Hidalgo County Health and Human Services Department. The company will provide services for qualified clients of the County Indigent Health Care Level 2 Program.

SCOPE OF SERVICES:

Hidalgo County is requesting sealed statements of qualifications from an experienced Online Pharmacy Billing Services Company required for the "Online Pharmacy Billing Services" for Hidalgo County Health and Human Services Department. The contract will encompass all services to the County of Hidalgo including, but not limited to, the following:

- a. Provide a system for pharmacies within the network to bill claims online;
- b. Provide a discount for all prescriptions billed online of at least AWP less 50% of the net cost for generic and 15% brand drug as a starting point;
- c. Provide the ability to limit members to three prescriptions per month;
- d. Provide the ability to limit members to a certain amount per drug per month;
- e. Provide real-time online eligibility management;
- f. Provide the ability to maintain and develop a network of pharmacies;
- g. Provide bi-weekly, monthly and quarterly reports summarizing drug expenditures;
- h. Provide Customer Service Help Desk to service the County of Hidalgo members and providers;
- i. Provide the ability to load electronic eligibility files within 24 hours of receipt;
- j. Provide the ability to maintain and provide a cost-effective drug formulary;
- k. The contractor is to impose a generic only program with an override feature for any name brand drug;
- l. Provide the same pricing to members who exceed the three prescriptions per month as the County would receive;
- m. Provide County with all rebates issued by pharmaceutical companies for any medications;
- n. Provide electronic billing to interface with the software provider for County of Hidalgo Health and Human Services;
- o. Provide the ability to run real-time online reports;

- p. Provide actual numbers of covered lives for any date range requested on reports;
- q. Provide a yearly summary report reflecting drug utilization and identify potential cost savings to the County.

Should Proposer engage the services of a third party administrator/subcontractor to effectuate all or part of the service(s) described herein, Proposer shall produce in their response to this RFP any and all agreements between Proposer and said third party administrator/subcontractor. Terms of such agreements shall comply with the requirements of this RFP.

PARTICIPANTS ARE NOT TO PROVIDE A FEE SCHEDULE AT THIS TIME WITH THIS SUBMITTAL: The fee will be negotiated based on the scope of work.

PART III-SELECTION AND SCHEDULES

SELECTION PROCEDURES/EVALUATION SYSTEM:

The evaluation consists of a 100 - point scoring system. However, after the 100 - point evaluation, Hidalgo County Commissioner's Court may elect to narrow the participating firms and request a presentation from a representative from firms.

- A. Hidalgo County Commissioner's Court and/or an Evaluation Committee (selected and/or designated by Commissioner's Court) will review, score and evaluate the proposals received in response to this Hidalgo County request for proposals.
- B. After the RFP's have been reviewed, scored and evaluated, a grid will be presented to Commissioner's Court for the purposes of ranking.

Categories are further detailed in the Selection Criteria (Exhibit B) section of the RFP.

NEGOTIATION PROCESS: The number one ranked firm will be contacted to submit a letter of engagement/contract for negotiations. If negotiations prove unsuccessful, Commissioner's Court will terminate negotiations with the firm and will contact the next highest ranked firm to open negotiations. The County of Hidalgo reserves the right to reject any and all RFP's.

TERMINATION OF SERVICES: Any contract awarded to a qualified firm will be in effect until (a) the contract expires or (b) performance of all services are completed, or (c) terminated by County with or without cause, with ninety (90) days written notice prior to cancellation, or (d) until County has engaged the services of a new Online Pharmacy Billing Service for Hidalgo County Health and Human Services Department.