



## REQUEST FOR FORMAL PROPOSALS for

### Third Party Administration of 340B Contract Pharmacy Services

**RFP Issue Date:** September 15, 2022

**Contact:** Brooke Johnson, Comptroller

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**Proposal Closing Date:** October 6, 2022

#### I. NOTICE OF REQUEST FOR PROPOSALS

Juniper Health, Inc. (“JHI”) is issuing this Request for Proposals (“RFP”) in an effort to receive Proposals from qualified Vendors (“Vendors”) to provide Third Party Administration of 340B contract pharmacy services (hereinafter known as “TPA Services”).

JHI will publish this proposal packet at [www.juniperhealth.org/procurement](http://www.juniperhealth.org/procurement). Proposals are to be sent to Brooke Johnson, Comptroller, at [brooke.johnson@juniperhealth.org](mailto:brooke.johnson@juniperhealth.org). Procurement process and technical questions are also to be submitted to Brooke Johnson, 859-721-1585, [brooke.johnson@juniperhealth.org](mailto:brooke.johnson@juniperhealth.org).

The table below outlines the schedule of major activities for the RFP and the Proposal selection process. JHI reserves the right to amend the schedule as necessary:

Schedule of Activities	Activity Date and Time
Issue the RFP	September 15, 2022
Cutoff Date for Vendor Questions or Requests for Changes	September 23, 2022
Distribution of Responses to Vendor Questions	September 28, 2022
Proposal Submission Deadline	October 6, 2022
Recommendation to and Action by JHI Board of Directors	October 18, 2022
Issue Notification of Contract Award	October 19, 2022
Target Date for full implementation of services	March 1, 2023

JHI intends to review the Proposals submitted by Vendors with the goal of entering into an agreement (“Agreement”) with one Vendor. This RFP describes the technical and performance specifications for the TPA Services.



## II. BACKGROUND

Juniper Health, Inc. is a Kentucky non-profit Federally Qualified Health Center providing high quality, patient-centered care to the residents of Breathitt, Elliott, Lee, Morgan, and Wolfe counties. Juniper Health is exempt from federal income tax under Section 501(c)(3) of the IRS code. JHI offers a wide range of services for our patients and communities. JHI services include family medical care, preventive health services, dental services, and behavioral health services. JHI's parent 340B ID is CH0438280. JHI has seven (7) 340B-eligible child sites. JHI contracts with nine (9) independent contract pharmacies and two (2) chain pharmacies. This RFP is created in response to a need for Third Party Administration of 340B contract pharmacy services for the nine (9) independent pharmacies and one (1) of the chain pharmacies currently contracted with JHI. JHI anticipates that TPA services would be implemented with its chain pharmacy fairly expeditiously, as TPA services have previously been utilized in this relationship, while TPA services with the independent contract pharmacies would not be fully implemented until March 1, 2023, as TPA services are not currently utilized within these relationships.

## III. INSTRUCTIONS TO VENDORS

JHI reserves the right to reject any and all Proposals not in compliance with all prescribed bidding procedures and requirements and may reject for good cause any and all Proposals upon the finding that it is in JHI's best interest to do so.

JHI reserves the right to cancel or postpone this RFP at any time or to award no contract.

All communication with JHI shall be directed to the single point of contact identified on the first page of the RFP. Any contact by the Vendor with any other JHI employee, Board Member, or consultant may result in the disqualification of the Vendor's Proposal.

Late Proposals will not be accepted. Proposals submitted after the Closing will be considered late and will not be considered for scoring.

Proposals may be withdrawn, altered and/or resubmitted at any time prior to the submission deadline.

Vendors may submit questions or request changes regarding the specifications of the RFP. Questions or requested changes must be received via email on the date indicated in the Schedule. Requests for changes must include the reason for the change and any proposed changes to the requirements. The purpose of this requirement is to permit JHI to correct, prior to the Closing, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition. JHI will consider all requested changes and, if appropriate, amend the RFP. JHI will provide reasonable notice of its decision to all Vendors that have been provided a copy of the Proposal packet.

JHI shall not be responsible for any oral instructions given by any employees or representatives of JHI in regard to the proposal instructions, specifications or proposal documents as described in this RFP. Any changes will be in the form of an addendum, which will be furnished to all Vendors who are listed with JHI as having received the RFP, or to any other Vendor who requests an addendum.

JHI reserves the right to seek clarification of each Proposal, conduct in-person or phone interviews with the Vendors reasonably susceptible of being awarded the Agreement, or to make an award without further discussion of Proposals received. It is important that each Proposal be submitted initially in the most



complete, clear, and favorable manner possible. JHI will not share information gathered in discussions with other competing Vendors.

If applicable, the Vendor may provide a certificate or statement regarding the status of the company as a Minority, Women, or Veteran Owned Business (“XBE”) as part of the Proposal package. JHI is committed to provide an equal opportunity for participation of XBE firms in all JHI business.

#### **IV. SCOPE OF WORK**

The Vendor must be able to provide 340B Administration Services, which shall include claims capture and determination of 340B eligibility, inventory and funds management, and reporting.

Please note that JHI contract pharmacies currently use McKesson and AmerisourceBergen as their 340B Wholesalers. Proposers must be able to utilize these companies as Wholesalers.

Please note that JHI currently uses Allscripts as their electronic health records database but will transition to NextGen in 2023.

##### Scope of Work:

1. The Vendor must be qualified to order and administrate 340B covered medications in accordance with all applicable Federal and State statutes and regulations.
2. The Vendor will provide third party administration and management services for eligible patients via JHI-selected contract pharmacies. The Vendor must be able to directly administer a bill-to/ship-to 340B virtual inventory replenishment model on behalf of all JHI HRSA parent and child site locations and contract pharmacies. In the Proposal, please describe this process, as well as your remediation or true-up process to maintain a compliant virtual inventory model.
3. The Vendor must facilitate ongoing relations with existing contract pharmacies.
4. The Vendor must negotiate agreements with contract pharmacies willing to contract with JHI for local dispensing. Vendors will register and certify the contract pharmacies with OPA.
5. The Vendor must maintain all records and reports required under the Agreement with JHI and those required by the 340B or other applicable Federal and State statutes and regulations, for both JHI and the contract pharmacies.
6. The Vendor must establish and maintain a prescription dispensing tracking system to ensure there is no diversion of 340B medications and no Medicaid duplicate-discounts.
7. The Vendor must be capable of submitting a claim file in the appropriate format and specified timeframe prescribed by Kentucky Medicaid for Covered Entities participating in the 340B program for eligible Kentucky Medicaid MCO pharmacy claims. In the Proposal, please describe your experience submitting this file to Kentucky Medicaid.
8. The Vendor must coordinate with JHI to establish appropriate qualification filters, including patient, prescriber, and formulary filters that perform automatically and without any further action by JHI. Additional filters may be required based upon contract pharmacy requirements.
9. The Vendor must direct JHI’s designated drug wholesaler(s) to provide Vendor with the data necessary to perform 340B Administration Services.
10. The Vendor must establish and maintain ordering/dispensing reports that meet the requirements of JHI and the 340B Wholesaler. In the Proposal, please describe the ordering/dispensing reports that you provide. Please provide sample reports and/or screen shots of the portal.
11. The Vendor must capture contract pharmacy claims of covered drugs of eligible patients dispensed by the contract pharmacy. The Vendor must independently enter into an agreement with contract pharmacies to obtain claims data from the specified adjudication network used by the contract pharmacies to process claims.

12. The Vendor must manage the remittance of the revenue due to JHI based on the 340B prescriptions issued by JHI. In the Proposal, please describe your process for managing the remittance of revenue, including payment frequency and remittance method.
13. The Vendor must establish and retain financial records in accordance with GAAP and must open such reports to JHI, the Commonwealth of Kentucky, and the Comptroller General of the United States, during normal business hours.
14. The Vendor must be able to facilitate JHI's Uniform Data System (UDS) report requests. In the Proposal, please describe your experience fulfilling UDS report requests from other FQHCs.
15. The Vendor must provide JHI with self-auditing tools for all pharmacies in its network, to assist JHI in maintaining a compliant 340B program. In the Proposal, please describe your processes utilized and support provided to covered entities. Also, please describe the support provided to covered entity staff during internal, external or HRSA audits.
16. The Vendor must provide a discount card program whereby certain patients may receive discounted pricing at the time of purchase.
17. The Vendor should have the capabilities to provide 340B pharmacy benefits management or consolidation of benefits for both uninsured and insured patients.
18. The Vendor will have a method to allow JHI to manage and selectively carve in referral prescriptions.
19. The Vendor must have the capability to give JHI the option to select real-time or retrospective 340B prescription eligibility. In the Proposal, please describe your process.
20. The Vendor must demonstrate a method of access to patient and prescriber information including but not limited to interfacing with JHI's electronic health records database. In the Proposal, please provide an overview of your implementation strategy, experience with JHI's current and future EHR vendor, and an estimated time to implement. If the Vendor will accept flat-file transfers via SFTP, JHI requires file-level encryption for the files stored with the Vendor. Please comment about the method of file-level encryption used for this at-rest data.

## V. REQUIRED PROPOSAL FORMAT

General Requirements: The Proposals shall contain information responsive to the RFP and the items listed below:

1. Complete the Vendor Certification sheet included as Attachment A.
2. Provide Vendor name, address, phone, fax, and e-mail address.
3. Provide Contact person for the Vendor's response to the RFP.
4. Address each requirement listed in the Scope of Work and discuss Vendor's ability to meet the requirement.
5. Provide a description of what distinguishes the Vendor from other Vendors performing a similar service.
6. Provide a schedule with milestones and key decision points required to meet the required implementation date.
7. Provide a Vendor profile with the following:
  - a. Information relating to the business organization of the Vendor and any third party or subcontractor that may be partnering with the Vendor.
  - b. Description of the Vendor's organization, names of employees primarily assigned to the Project, and the role of each employee.
8. Vendor experience providing TPA Services, including three (3) references of clients the Vendor has provided TPA Services similar in size and scope to the specified TPA Services in the RFP.



The Vendor shall provide the name of the client, contact person, position, and phone number for each reference submitted. Preferred references are Federal Qualified Health Centers in Kentucky.

9. Provide pricing, with a line-item breakdown that includes all charges, such as fees per prescription, any switch fees, discount card fees, minimum fees, fees per specialty prescription, and implementation fees. Include additional pricing for any options.

## VI. EVALUATION CRITERIA

JHI shall review each proposal and verify the claims and credentials of each Vendor. Selection will be made for each proposal based on the criteria listed below:

Evaluation Criteria	Points Available
Responses to the Scope of Work requirements	25
Price	15
Vendor's experience and capabilities for providing TPA Services	10
<b>TOTAL</b>	<b>50</b>

Each criterion will be evaluated based upon the strengths and weaknesses of the submittal or subsequent information gained in the process.

Selection shall be made of the Vendor deemed to be fully qualified and best suited among those submitting proposals based on the evaluation factors included in the Request for Proposals. Negotiations shall be conducted with the Vendors so selected.

After negotiations have been conducted with the selected Vendor, JHI shall select the Vendor which has made the best proposal and shall award the Agreement to that Vendor.

The successful Vendor will be expected to enter into an Agreement with JHI based upon their submittal, any additional negotiated terms, and best and final pricing. The successful Vendor shall execute and return the Agreement documents to JHI within thirty (30) days of receipt.

News releases pertaining to the award of the Agreement or the TPA Services or any part of the subject shall not be made without prior approval of JHI.





**Attachment A**  
**Signature Sheet**  
(Submit with Proposal)

The undersigned Vendor acknowledges that I/we have received and thoroughly reviewed the Request for Proposal (RFP) dated September 15, 2022. Pursuant to notices given, the undersigned Vendor with complete understanding of the requirements and conditions, shall provide all labor, materials, and shall complete the Dental equipment fully in accordance with the requirements of the RFP. If the Vendor's proposal is accepted, the Vendor certifies that the proposed prices will remain in effect until July 1, 2023.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Juniper Health Inc. and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Juniper Health, Inc., pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Juniper Health, Inc.

I hereby certify that I am authorized to sign as a Representative for the Vendor:

**Complete Legal Name of Vendor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Federal ID No.:** \_\_\_\_\_ **Telephone No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Name (type/print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_