

Central Virginia Community Services

2241 LANGHORNE ROAD * LYNCHBURG VA 24501 * (434) 847-8050 * FAX (434) 847-6099

Request for Proposal

PHARMACY & PHARMACEUTICAL SERVICES (PRESCRIPTION MEDICATIONS)

I. Objective

The purpose of this Request for Proposal is to enter into a contract with a qualified licensed Pharmaceutical Agency for the provision of **PHARMACY & PHARMACEUTICAL SERVICES (PRESCRIPTION MEDICATIONS)** to consumers of the Central Virginia Community Services Board (CSB) in accordance with the terms and conditions of the Request for Proposal.

The CSB reserves the right to award to more than one qualified licensed agency to ensure coverage of all areas of need; however preference may be given to offerors that can provide all needed services models. Qualified offerors are invited to propose one or more service delivery models.

II. Timeline

A. Proposal Issuance Date

Wednesday, June 30, 2010

B. Question Deadline & Contact Information

Questions concerning this RFP should be directed, in writing by mail or fax (434-847-6099) to **Adrienne Perkins (voice 434-847-8050)** in the Purchasing Office no later than 7 days prior to the closing date of the proposals. Any revisions to the solicitation will be made only by written addendum issued by the Purchasing Office.

C. Proposal Deadline

Friday, July 23, 2010 no later than 3 PM. Any proposal received after that time will not be considered.

D. Period of Contract

The period of this contract shall be from the date of the award, through June 30, 2012. After this initial approximately two-year contract period, the contract may be renewed each July 1st for up to five additional one-year renewals through June 30, 2017, contingent upon satisfactory contract performance and mutual agreement.

III. Background

Central Virginia Community Services has facilities in the surrounding area to provide Services for Mental Health, Intellectual Disability, Substance Abuse and Prevention. The CSB is committed to providing recovery-based services that are consumer centered and directed to all individuals needing services. The CSB has provided financial assistance to its consumers by obtaining pharmaceutical prescriptions from a variety of public and private resources for consumers that are indigent and without prescription medication benefits when clinically appropriate to do so. These resources include: community based pharmacies, Patient Assistance Programs, and the Community Resource Pharmacy operated by the Commonwealth of Virginia's Department of Behavioral Health and Developmental Services (DBHDS).

The Community Resource Pharmacy has been providing medications that enable many individuals with acute and complex needs to be served in community settings. These medications reduce the symptoms associated with serious mental illness, thereby promoting recovery and successful community integration.

The Community Resource Pharmacy (CRP) has been supporting patient-focused, cost effective and cost efficient pharmaceutical care that emphasizes empowerment and recovery. The goal has been to provide access for the thousands of Virginia mentally ill consumers who cannot afford psychotropic prescription medications to support the promotion of their recovery and ongoing successful community integration and tenure.

The CSB has sites that were designated as Alternative Delivery Sites for the CRP. All Alternative delivery Sites must meet regulations set by the Virginia Board of Pharmacy for the storing and distribution of pharmaceuticals in accordance with 18 VAC 110-20-710.

http://www.dhp.virginia.gov/Pharmacy/pharmacy_guidelines.htm

CRP prescribers and their clientele must meet certain eligibility criteria to receive pharmacy services through the Community Resource Pharmacy. Included in these criteria was an active "open" case with a CSB for counseling and or medication management. In addition, eligible clients must meet at least four (4) of the criteria as outlined below.

1. Medically Indigent certified by the serving CSB, and
2. Income falls below Federal Poverty Lines \leq 200% and
3. Prior State Hospitalization, (not including Temporary Detention Order only admissions), and/ or
4. Local Inpatient Purchase of Service, ("LIPOS"; not including temporary detention orders) and or
5. Treatment in a DBHDS approved Crisis Stabilization Unit, or
6. Community Intake Consumer as defined by the CSB or
7. A Non-formulary "waiver" (on file and within date at the CRP) and/ or
8. Medicare Eligible individuals experiencing coverage gap difficulties for submission in the State Pharmacy Assistance Program.

The Commonwealth of Virginia closed the CRP effective December 16, 2009 and ceased filling prescriptions effective November 2, 2009. Funding has been provided to the CSB to procure prescriptions from an alternate source. Therefore, this pharmacy services contract is designed to meet the medication needs of consumers served at counseling centers operating during regular business hours of M-F, 8:30 a.m. to 5:00 p.m., and a 24-hour residential facility.

IV. Statement of Need

TASKS TO BE PERFORMED:

Qualified offerors are encouraged to submit a proposal for Pharmacy Services illustrating one or more services delivery models, including but not limited to:

a. **SERVICE DELIVERY MODEL (A):**

A central pharmacy, similar to the Community Pharmacy Model, which includes the delivery of consumer prescriptions to the CSB alternative delivery sites. A delivery system in which medication orders are faxed to a licensed pharmacy by the CSB staff and medications are delivered within 24-48 hours of order transmittal, including weekends.

1. Successful offeror shall provide pharmacy services to the CSB to include the following components:
 - a. The pharmacy shall receive prescription orders from the CSB by facsimile transmittal, e-prescription, or via telephone in an emergency situation. A hard copy will follow any telephone order as specified by law.
 - b. Provide at least daily delivery of medication, including Saturday and Sunday to the 24-hour facility. National holidays shall be discussed at the time of Contract negotiations.

- c. Identify an emergency back-up system for medications to be obtained after hours, STAT basis and National Holidays.
- d. Ensure that all medication shall be labeled in accordance with Federal, Virginia State Law and the Virginia Board of Pharmacy regulations.
- d. Keep appropriate records on all prescriptions ordered by the CSB.
- e. Provide full credit for all returned medications.
- f. Accept for destruction personal medications returned to the CSB by consumers and treatment provider
- g. Dispensing quantities of prescription medications shall not exceed 30 to 90 day supplies.
- h. Use liquid/dissolvable psychotropic medication when required.
- i. Dispense injectable and decanoate, long-acting injectable, medications including Risperidal Consta, Haldol Decanoate, Invega Sustenna, Prolixin Deconate
- j. Provide monitoring of Clozapine.
- k. A specific psychotropic formulary may be required with a prior authorization mechanism.
- l. Provide printed Medication Administration Records (MARs) to residential programs where medications are administered to clients with the prescription deliveries.

b. SERVICE DELIVERY MODEL (B):

A pharmaceutical benefit management system (PBM) by which eligible and approved CSB consumers may obtain their CSB physician prescribed medication at the most convenient retail pharmacy location belonging to the contracted pharmaceutical provider and the Pharmaceutical Benefit Provider bills the CSB at a reduced rate based on the Average Wholesale Price (AWP) and contract negotiations. Consumers will be responsible for picking up their medications at the pharmacy.

1. Successful offeror shall provide pharmaceutical benefit management services which includes the following components:
 - a. The pharmacy shall receive prescription orders from the CSB by facsimile transmittal or e-prescription.
 - b. Each prescription for filling under the PBM will include a unique code identifying the authorization for the PBM benefit or other mechanism to establish eligibility for each prescribed medication. Prior to filling a prescription, pharmacy shall perform benefit search/TROOP search on consumer to ensure that those with benefits are identified and their insurance billed instead of the CSB. Contract pharmacy will notify CSB contract administrator if it is determined that a consumer has benefits.
 - c. Prescription re-fills will be on the prescription. Additional refills will be authorized by CSB provider only.
 - d. Keep appropriate records on all prescriptions ordered by the CSB
 - e. Dispense injectable and decanoate, long-acting injectable, medications including Risperidal Consta, Haldol Decanoate,
 - f. Provide monitoring of Clozapine (generic).
 - g. A specific psychotropic formulary may be required with a prior authorization mechanism.

c. SERVICE DELIVERY MODEL (C):

A privately operated fully functional pharmacy within some of the CSB Mental Health Clinic sites with capacity for satellite sites/delivering medications to smaller sites that do not have the volume to support full pharmacy services that can serve all consumers of the CSB programs.

To facilitate this, at minimum, the CSB requires two full-time pharmacy technicians legally authorized to handle prescriptions and medications in Virginia with the presence or supervision of a pharmacist. One pharmacy technician will be dedicated M-F 8:30 to 5 to the CSB's Lynchburg site. The other pharmacy technician must be able to travel each day to a different county location: Amherst, Appomattox, Bedford, and Campbell. If available, it would be beneficial to have a third tech available in the county Wednesdays only.

The successful offeror will provide a full service pharmacy to the consumers of the CSB programs in a seamless comprehensive onsite pharmacy system which includes the following components:

- a. Any legally authorized prescriber may provide a CSB consumer with a prescription for filling. This will include psychotropic medications prescribed by an authorized CSB prescriber and can include medications prescribed by a non-CSB prescriber for the CSB consumer.
 1. For CSB prescribed medications, successful offeror will bill the consumer's pharmacy benefit when client has insurance and will bill the CSB when the consumer has no pharmacy benefit and the consumer is eligible and authorized by the CSB in accordance with all aspects of Service Model B above.
 2. For non-CSB prescribed medications, successful offeror will bill the consumer's pharmacy benefit. If the consumer has no pharmacy benefit, the consumer is responsible for the cost of the prescription as there is not CSB subsidy for prescriptions ordered outside of the CSB.
- b. Ensure that all medication shall be labeled in accordance with Federal, Virginia State Law and the Virginia Board of Pharmacy regulations.
- c. Keep appropriate records on all prescriptions ordered by the CSB.
- d. Maintain computerized patient profiles.
- e. Provide full credit for all returned medications that meet relevant chain of custody requirements.
- f. Accept for destruction personal medications returned to the CSB by consumers and treatment providers
- g. Every prescription medication package will have a label affixed, which adheres to all regulations for labeling. Prescription labels will include the consumer's name, identification number, location, date dispensed, prescription number, drug name and generic interchange information, dosage strength, quantity dispensed, directions for use (route and frequency), warnings and/or precautions, dispensing pharmacist's initials, ordering physician's name, lot number and expiration date.
- h. Some oral medications may be dispensed in blister packaging when specified based on consumer needs and for consumers in CSB residential programs.
- i. Use liquid/dissolvable psychotropic medication whenever required.
- j. Provide dispensing of injectable medications specifically decanoates such as Haldol Decanoate and Consta and other
- k. Maintain consumer medication profiles. Allergies, drug interactions, duplication of therapy and contradictions require immediate notification provided by the pharmacist to the prescriber of any serious or significant issues.
- l. Utilize Pharmaceutical Assistance Programs to decrease the demands on direct CSB funding for medications.
- m. Provide monitoring of Clozapine (generic).

d. SERVICE DELIVERY MODEL – Alternative Option

Offeror may propose an alternate system for providing needed services outlined above to consumers of the CSB. Offeror must identify which service model A, B, or C the alternate proposal replaces. Offerors will adhere as closely as possible to the points of such service model, identifying any exceptions to specific points, as well as identifying any additions thereto.

Should the offerors proposed system affect other terms outlined in this RFP, those changes must be specified as well.

V. CLINICAL SERVICES:

Regardless of service delivery model, the successful offeror will:

- a. Provide registered pharmacist shall be available to the medical staff for consultation regarding all aspects of medication use by telephone or page system.
- b. Enforce compliance with the established formulary through a predetermined process. The process will be developed after the Contract is awarded with the successful offeror.
- c. Provide when requested in-service training to the CSB Staff on, but not limited to, the following subjects; drug security; documentation and sanitation standards for medication administration; education on specific medication use and therapeutics; and medication management.

VI. ADMINISTRATIVE AND MANAGEMENT SERVICES:

- a. The Contractor shall provide monthly invoice to CSB as follows:
 - 1. Consumer Name
 - 2. Medications purchased by consumer (prescription number, drug name, date)
 - 3. Prescription Cost
 - 4. Prescriber Name
- b. Contract pharmacy will consistently evaluate pricing to have best prices, being competitive with other local pharmacies and offering multi-source generic pricing when available.
- c. The pharmacy shall automatically convert branded products to generic as they become available.
- d. The contractor's staff must be available for consultation with County staff on an as-needed basis between 8:00 AM and 5:00 PM, Monday through Friday.
- e. The CSB's Medical staff and successful offeror team agree to notify each other, either verbally or in writing, as soon as appropriate, of extended absences of critical positions and to identify a team member who will be attending to the responsibilities usually attended to by the person in the critical position in an effort to minimize the program impact of such absences. Extended absences will be defined as two weeks or more.
- f. A consultant pharmacist employed by the Contractor shall conduct quarterly inspections and audits of the on-site pharmacy services for regulatory compliance, drug security, drug storage and expiration date compliance, Pharmacy Policies and Procedures. Specifications of inspection and reporting formats shall be agreed upon between the Contractor and the CSB Medical Director and CSB Director of Nursing. The results of the inspection/audits will be discussed with the CSB Medical Director and CSB Director of Nursing at the time of the inspection/audit. A written report will be submitted quarterly for quality assessment and improvement purposes.
- g. The Contractor shall work with the CSB Medical Director and CSB Director of Nursing, to review, develop and help implement pharmacy related policies and procedures that will be in compliance with the Federal and State of Virginia Statutes as appropriate.
- h. The Contractor shall provide and conduct a continuous monitoring system with the specific goal of improving quality of services and care provided. Medication error and omission shall be monitored and reported quarterly. All incidents of medication interactions, allergic reactions, contradictions, and duplication of therapy shall be reported to CSB Compliance.

- i. The successful offeror must establish formal evaluation and quality control procedures to monitor each facet of the final contract. The evaluation and quality control procedures must provide sufficient information to allow the CSB's administrators to monitor the program's progress and effectiveness. The CSB's administrators will use the quality control report to evaluate the effectiveness of the program on an annual basis. The successful offeror will submit the quality control report to the Contract Administrator identified in the final contract not later than June 1 of each contract year.

VII. MANDATORY REQUIREMENTS:

The contractor must maintain the following standards during the course of the contract. **Eligibility for such licensure must be submitted with the proposal** and licensure must be verified throughout the term of the Contract. An Offeror's failure to provide the documentation with the Offeror's response to the RFP will result in the disqualification of the Offeror's proposal.:

- a. Licensure in accordance with the State of Virginia Statutes Board of Registration in Pharmacy for a non-resident pharmacy, and or resident Pharmacy, United States Department of Justice and the Drug Enforcement Administration as a retail pharmacy and as a Controlled Substances registrant in Schedules II through VI. (See <http://www.usdoj.gov/dea/pubs/csa/csa.pdf>)
- b. Highest professional ethics and standards
- c. Follow all Federal and State Laws regarding Pharmacy services, as amended; (See http://www.dhp.virginia.gov/Pharmacy/leg/PharmacyLaw_7-2009.doc , <http://www.dhp.virginia.gov/Pharmacy/leg/Chapter%2033%20Pharmacy.doc>)
- d. Licensed by the Commonwealth of Virginia, Board of Pharmacy; (See <http://leg1.state.va.us/000/reg/TOC18110.HTM>)
- d. Compliance with Department of Behavioral Health and Developmental Services (DBHDS) Services Management Guidelines;
- e. Certified by the Center of Medicare & Medicaid Services when eligible;
- f. Compliance with Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers of Mental Health, Mental Retardation, and Substance Abuse Services or applicable state human rights regulations. <http://www.dbhds.virginia.gov/documents/HumanRights/OHR-RevisedRegulations.pdf>
- g. Pharmacists employed by the Contractor who provide contractual services to the CSB will maintain licensure in good standing, and **will provide documentation of licensure with the proposal, upon commencement of services under the contract and annually thereafter.**
- h. The contractor will ensure that all clinical staff serving consumers under the contract has participated in training on the endorsed Recovery Model.
- i. The Contractor must have an emergency preparedness plan in place, to ensure that prescription medications can be provided in the event of a widespread emergency. An outline must be included in the proposal.

VIII. CSB RESPONSIBILITIES:

1. Ensure the highest quality of services are provided to consumers in accordance with all applicable standards American Medical Association, the American Psychiatric Association and all federal and Virginia state laws and regulations.
2. Maintain a secure and safe environment for maintenance and storage of all pharmaceuticals.
3. Provide CSB prescriptions on Tamper Resistant Prescription Pads meeting all three of the following per the Centers for Medicaid and Medicare Services, if applicable:
 - a. One or more industry-recognized features designed to prevent unauthorized copying of a completed or blank prescription form;
 - b. One or more industry-recognized features designed to prevent the erasure or modification of information written on the prescription by the prescriber;

- c. One or more industry-recognized features designed to prevent the use of counterfeit prescription forms.
4. Maintain a separation of Contractor involvement in CSB operational matters unless those matters are related to pharmaceutical, health and medical care issues and concerns.
5. Provide clinical and contractual matter contacts for the Contractor during regular business hours. Contacts to be provided upon contract award.

IX. Reference Documents

Offerers are responsible for familiarity, as well as compliance, with any and all Commonwealth of Virginia or Federal statutes, regulations, or other applicable legalities or ethics related to the pharmaceutical industry.

X. Proposal Preparation and Submission Requirements

A. General Instructions

1. Proposals should be not be extensive but should convey enough information for the Agency to evaluate the ability of your firm to provide the requested services. Proposals must contain the following, in this order:
 1. Letter of transmittal
 2. Table of contents
 3. Brief description of the firm(s)
 - history
 - principals
 - qualifications to undertake this project
 4. List of personnel who would be assigned to the project in terms of:
 - related experience
 - project team role and time commitment of each member
 5. Offeror's proposed definitive Scope of Work with explanation of technical approaches and a detailed outline of the proposed program for executing the requirements of the technical scope and achieving objectives of the project.
 1. Service Delivery Option proposed, A, B, C, and/or D. Each option must be individually described and include all applicable supporting documentation needed to provide the proposed service delivery model.
 2. Service delivery flow chart with roles and duties of contractor and CSB staff for each Service Delivery Model proposed by the offeror. This includes preliminary layouts, sketches, diagrams, and / or other graphic representations, calculations, curves, and other data as may be necessary for presentation, substantiation, justification or understanding of the proposed approaches and program.
 3. Offeror should demonstrate an awareness of difficulties in the completion of this undertaking, and a plan for surmounting them. Special attention should be given to methodological issues that will be encountered in such a project.
 6. Preliminary Work Plan:

For each proposed Service Delivery Model, the offeror must present a description of the phases or segments into which the proposed program can logically be divided and performed, together with flow charts. The technical narrative should address separately each of the tasks described in the Request for Proposal and responses should be keyed to appropriate paragraph numbers. This section should also contain a discussion of any changes proposed by the offeror that substantially differs from the project scope described in these Special Provisions.

This section should include detailed descriptions of activities that are to occur, significant milestones, and anticipated deliverables.

7. Treatment of the Issues:

In this section, the offeror may also comment if deemed appropriate, on any aspect of the Request for Proposal, including suggestions on possible alternative approaches to the coverage, definition, development, and organization of the issues presented in the "Tasks to be Performed" section, and may propose alternative approaches.

8. If applicable to the chosen Service Delivery Model being proposed, fixed price cost must be included. See section XIII. Pricing for more information.

2. Proposals are to be returned to the Purchasing Office, Central Va. Community Services, 2241 Langhorne Rd, Lynchburg, Virginia 24501.

3. The original Request for Proposal must be returned with your proposal.

B. Specific Instructions

1. In order to be considered for selection, offerors shall submit a complete response to this RFP. One **(1) original** and six **(6)** copies of each proposal are to be submitted.
2. All proposals shall be returned in a **sealed** envelope clearly marked **PHARMACY & PHARMACEUTICAL SERVICES (PRESCRIPTION MEDICATIONS)**. Proposals shall be signed by an authorized representative of the offeror. Courier and regular mail packages shall be clearly marked as to the contents.
3. Vendors that will be performing services at a CVCS site must be able to present Certificates of Insurance stating a minimum of 1 million dollar General Liability and Workers Compensation in the statutory amount. Such certificates will only be required of the successful firm.

XI. Contract Award and Development

- A. The Competitive negotiation method of selection will be used to determine the most qualified offeror among those submitting proposals. Proposals will be evaluated in accordance with the "proposal evaluation criteria" in the RFP.
- B. The content of the RFP and the successful offeror's proposal will become an integral part of the contract, but may be modified by provisions of the contract. Offerors must be amenable to inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection/negotiation process. The information received will be considered contractual in nature and will be used in validation and evaluation of proposals and in subsequent contractual action.

XII. Proposal Evaluation Criteria

Proposals will be reviewed in accordance with the following evaluation criteria:

1. Compatibility and availability of services
2. Experience in providing like services to similar entities
3. Depth of Response

XIII. Pricing

For certain models, such as Service Delivery Model C, excluding the cost of the medications themselves, the subsequent contract will be a firm-fixed price agreement. The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of the contract through June 30, 2011 (the first contract year). Changes in cost for any subsequent contract years will be based on the Consumer Price Index for the Central Virginia area.

XIV. General Terms and Conditions

- A. Offerors who submit a bid in response to this RFP may be required to give an oral presentation of their bid to the agency. This will provide an opportunity for the offeror to clarify or elaborate on the bid. The agency will schedule the time and location of these presentations. Oral presentations are an option of the agency and may not be conducted. Therefore, proposals should be complete.
- B. No member of the governing body, officer, or employee of Central Virginia Community Services during his/her tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- C. The agency reserves the right to accept any bid or to reject any or all proposals.
- D. Central Virginia Community Services may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the agency all such information and data for this purpose as may be requested. The agency reserves the right to inspect offeror's physical plant prior to award to satisfy questions regarding the offeror's capabilities. The agency further reserves the right to reject any offer if the evidence submitted by, or investigations of, such offeror fails to satisfy the agency that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- E. All proposals submitted under the RFP will become the property of the Central Virginia Community Services Board and will not be returned. In accordance with the Virginia Public Procurement Act: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary."
- F. The Central Virginia Community Services Board will not be responsible for any expenses incurred by a potential offeror in preparing and submitting a bid.
- G. Proposals received after the date and time stated will not be considered. It is the responsibility of the offeror to see that his bid is received in the Purchasing Office by the specified time and date. Date of postmark is not considered. Telephone, telegraph and facsimile proposals are not acceptable.
- H. It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- I. By submitting a Bid, the Offeror covenants and agrees that he has satisfied himself, from his own investigation of the conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- J. Payment shall be made upon 30 days receipt of accurate and complete monthly statements.

- K. By signature on this solicitation, bidder certifies that it does not and will not during the performance of the Contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- L. By written notice to the Contractor, Community Services may from time to time make changes, within the general scope of the Contract, in the services provided by the Contractor. The Contractor shall promptly comply with the notice and shall perform services in conformity to the notice. If any such change causes an increase or decrease in the Contractor's cost of performance, an equitable adjustment in the payment rate shall be negotiated and the contract modified accordingly by written supplemental agreement.
- M. The Contractor shall adhere to the rules and regulations proclaimed by the Purchasing Agency regarding the confidentiality of client related information during and after the term of the contract.
- N. If the Contract involves patient care, the contractor will adhere to the standards set by the Purchasing Agency regarding quality assurance and participate with the Purchasing Agency in the systematic and ongoing monitoring and evaluation of patient care.
- O. Failure to submit a Bid on the form provided for that purpose shall be a cause for rejection of the Bid. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the Bid; however, CVCS reserves the right to decide, on a case-by-case basis, at its sole discretion, whether or not to reject such a Bid as nonresponsive.
- P. CVCS reserves the right to conduct any inspection it may assume advisable to assure supplies and services conform to the specifications.
- Q. Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than thirty (30) days.
- R. In case of failure to deliver services in accordance with the contract terms and conditions, CVCS, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs.
- S. A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Executive Director of CVCS.
- T. By submitting their proposals, all Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their Bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- U. The agency reserves the right to cancel any subsequent contract at any time the agency, at its sole discretion, deems it to be in the agency's best interest to do so by giving the contractor 30 days written notice. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver or perform on all outstanding orders issued prior to the effective date of cancellation.
- V. By submitting their proposal, all bidders and offerors certify to the Central Virginia Community Services Board, Virginia that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, The Americans with Disabilities Act, Section 11-51 of the Virginia Public Procurement Act, and the Lynchburg Procurement Ordinance.

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonable necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- W. By submitting their bid/bid, all bidders and offerors certify to the Central Virginia Community Services Board that: During the performance of the contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- X. CVCS reserves the right to award a contract to a bidder based on "best value" (as defined in the Virginia Public Procurement Act, July 2005), which means the overall combination of quality, price, and various elements of required services that in total are optimal relative to the needs of CVCS.

IN COMPLIANCE WITH THIS INVITATION FOR BID AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE ATTACHED SIGNED BID OR AS MUTUALLY AGREED UPON BY SUBSEQUENT NEGOTIATION.

Company Name and Address:

 _____ ZIP _____

Date: _____

Name: _____

Signature in Ink

Title: _____

Telephone: _____

Print Name: _____

Fax: _____

Email: _____

CVCS MEDICATIONS

Pharmacy Allotment

MEDICATIONS ON FORMULARY

1. BUPROPION SR – Wellbutrin SR
2. DIVALPROEX – Depakote
3. DIVALPROEX ER – Depakote ER
4. FLUPHENAZINE DECANOATE
5. FLUVOXAMINE – Luvox
6. HALOPERIDOL DECANOATE
7. LAMOTRAGINE – Lamictal
8. OLANZAPINE – Zyprexa
9. QUETIAPINE FUMARATE - Seroquel
10. RISPERIDONE - Risperdal
11. VALPROIC ACID – Depakene
12. VENLAFAXINE HCL – Effexor
13. VENLAFAXINE XR – Effexor XR
14. ZIPRASIDONE – Geodan
15. CLOZAPINE – Clozaril
16. ARIPIRAZOLE - ABILIFY
17. SUSTENNA – Paliperidone palminate
18. PALIPERIDONE - Invega

FREQUENTLY PRESCRIBED MEDS ON \$4 LISTS

1. AMITRIPTYLINE – Elavil
2. BENZTROPINE – Cogentin
3. BUSPIRONE - Buspar
4. CARBAMAZEPINE - Tegretol
5. CITALOPRAM - Celexa
6. CLONIDINE - Catapres
7. DOXEPIN - Sinequan
8. FLUOXETINE - Prozac
9. FLUPHENAZINE - Prolixin
10. HALOPERIDOL - Haldol
11. LITHIUM CO3 – Lithonate, Eskalith*
Lithobid*, Lithotabs*
12. NORTRIPTYLINE - Pamelor
13. PAROXETINE – Paxil
14. PROPRANOLOL - Inderal
15. THIORIDAZINE - Mellaril
16. THIOTHIXENE - Navane
17. TRAZODONE - Desyrel
18. TRIHEXYPHENIDYL – Artane

MEDICATIONS AVAILABLE THROUGH PAP'S

1. ARIPIRAZOLE – Abilify
2. BUPROPION - Wellbutrin
3. BUPROPION SR – Wellbutrin SR
4. CLOMIPRAMINE - Anafranil
5. CLOZAPINE – Clozaril
6. DIVALPROEX – Depakote
7. DIVALPROEX ER – Depakote ER
8. ESCITALOPRAM - Lexapro
9. GABAPENTIN – Neurontin
10. IMIPRAMINE –Tofranil
11. MIRTAZAPINE - Remeron
12. PALIPERIDONE - Invega
13. LAMOTRAGINE - Lamictal
14. OLANZAPINE - Zyprexa
15. PHENELZINE - Nardil
16. PHENYTOIN - Dilantin
17. QUETIAPINE FUMARATE - Seroquel
18. RISPERIDONE - Risperdal
19. TRANLYCYPROMINE – Parnate
20. VALPROIC ACID - Depakene
21. VENLAFAXINE HCL - Effexor
22. VENLAFAXINE XR – Effexor XR
23. ZIPRASIDONE – Geodan
24. ZOLOFT – Sertraline – this might be
only \$5 at some pharmacies