

Date: 06/02/25

Request for Proposal (RFP)

Pharmacy Services and Medical Supplies

Tehama County Sheriff's Office and Tehama County Probation Department

1. INTRODUCTION

A. General

Tehama County Sheriff's Office and the Tehama County Probation Department accept formally sealed proposals to contract pharmacy services and medical supplies for incarcerated individuals at the Tehama County Jail and the Juvenile Detention Facility. Tehama County reserves the right to accept a proposal in whole or in part and award by item or group, whichever best serves the County's interests. Purchase Orders for pharmaceuticals, durable medical equipment, and medical supplies will be released to successful Proposer(s) as required.

Note: The successful Proposer(s) shall be responsible for prompt purchase delivery. Tehama County retains the right to purchase these products from alternative sources in case of emergency or stock shortages.

For clarification or to report any errors, omissions, or corrections in the specifications, please contact: [Contact Information]

B. Background

- Tehama County Jail
 - Location: 502 Oak St, Red Bluff, CA 96080
 - Population: Average daily population of [insert number] inmates for calendar year 2024
 - Inmate Demographics: Men and women (pre-trial detainees and sentenced inmates)
- Tehama County Probation Department / Juvenile Detention Facility:
 - Location: 1790 Walnut St, Red Bluff, CA 96080
 - Population: Average daily population of 30 youth in detention for calendar year 2024
 - Youth Demographics: Male and female youth, ages 14-26

C. Definitions

For purposes of this RFP, the following definitions apply:

- **ACWDL:** California All County Welfare Directors Letters issued by DHCS regarding eligibility for Medi-Cal benefits.
- **Cal-AIM JI:** Medi-Cal Transformation Justice-Involved Reentry Initiative.

- **Consultant/Contractor:** Entity or individual entering into a contract to provide comprehensive health care services.
- **Contract:** The written agreement between the County and the selected Responder for comprehensive health care services.
- **County Business Days:** Monday through Friday, excluding County holidays designated by the Shasta County Board of Supervisors.
- **County Business Hours:** 8:00 a.m. to 5:00 p.m. Pacific Standard Time on County Business Days.
- **DHCS:** Department of Health Care Services.
- **Inmate:** Any individual detained or incarcerated at the Jail or Youth Detention Facility.
- **Jail:** Tehama County Jail located at 502 Oak St, Red Bluff, CA 96080.
- **MAT:** Medication-Assisted Treatment, utilizing both medication and behavioral therapies.
- **MEDIL:** Medi-Cal Eligibility Division Information Letters issued by DHCS regarding eligibility for Medi-Cal benefits.
- **Medi-Cal Rx Contract Drugs List:** DHCS-approved formulary for Medi-Cal beneficiaries.
- **NCCHC:** National Commission on Correctional Health Care.
- **Proposal:** The written submission in response to this RFP.
- **Request for Proposal (RFP):** This invitation to submit a Proposal for comprehensive health care services.
- **Responder:** Any person or entity submitting a Proposal.
- **Title 15:** California regulations governing youth facilities, adult institutions, and parole as set by the Board of State and Community Corrections.
- **USP 800 Standards:** Refers to the standards for the safe handling of hazardous drugs
- **Youth Detention Facility:** Tehama County Probation Youth Detention facility located at 1840 Walnut St, Red Bluff, CA 96080.

Note: Any undefined terms used in this RFP shall have the meaning attributed to them in the Contract.

D. Legal Requirements, Codes, and Standards

The Contractor shall perform the services in compliance with all applicable laws, codes, and standards, including but not limited to:

1. Title 15, CCR, Minimum Standards for Youth Facilities and Local Detention Facilities
2. NCCHC Standards for Health Services in Jails, including Juvenile Standards

3. The most current published DHCS “Policy and Operational Guide for Planning and Implementing the CalAIM Justice-Involved Initiative”
4. Applicable ACWDLs and MEDILs
5. DHCS requirements for provider enrollment and claims submissions
6. The Americans with Disabilities Act (ADA)
7. California Penal Code
8. California Welfare & Institutions Code
9. California Government Code
10. California Health & Safety Code
11. CA-MMIS (California Medicaid Management Information System)
12. HIPAA/HITECH Acts
13. OSHA Standards
14. USP 800 Standards
14. 90-Day Pre-Release Medications
15. Adherence to timelines and best practices as required by applicable legal and regulatory standards
16. In any disputes regarding appropriate health care standards, Title 15, NCCHC Standards, and determinations by the County Justice-Involved Public Health Officer shall take precedence.

2. SCOPE

This RFP solicits proposals for supplying pharmaceuticals, durable medical equipment, and medical supplies for inmates at the Tehama County Jail and Youth Detention Facility for one year, commencing upon contract award.

A. Services Provided

- **Pharmaceutical Operations & Management:**
Provision of pharmacy operations, corrections-specific formulary management, and supply of over-the-counter (OTC) pharmaceuticals and medical supplies.
- **Medi-Cal Compliance:**
The contractor will use a pharmacy enrolled as a Medi-Cal Licensed Pharmacy and must align with the Medi-Cal Formulary.
- **Inmate Release Medications:**
Provide inmates with a 30-day supply of all medications in hand upon release.

- **Billing and Claims:**

Ensure the pharmacy processes claims for:

- 90-day pre-release medications dispensed in patient-specific bottles via the CA-MMIS system.
- Medications dispensed from shared stock bottles and for medication administration for patients eligible to receive 90 day pre-release services.

- **Timely Billing:**

Bill/claim Medi-Cal for pre-release medications within eight days of aid code activation.

- **Samples:**

Provide samples free of expense to Tehama County for approval when requested.

- **Delivery:**

- Prescriptions ordered by a predetermined cut-off time shall be delivered the next day.
- All packages must be clearly marked as “Prescription Drugs”, “Non-Prescription Medicines”, or “Medicine”.
- A computer-generated packing list must accompany each shipment, including:
 - Contractor’s name and address
 - Receiving department’s name and address
 - Inmate’s name and prescribing doctor

3. GENERAL SPECIFICATIONS

A. Pricing

- **Price Determination:** Proposals must specify a percentage above or below the Average Wholesale Price (AWP) for prescription and non-prescription items.
- **Worksheet:** A provided worksheet must detail percentages, including all dispensing fees, delivery, and freight charges.
- **Exclusions:** Prices must exclude State Sales Tax and Federal Excise Tax (Tehama County is exempt).

B. Invoices

Invoices must be addressed as follows:

Tehama County Jail

502 Oak St, Red Bluff, CA 96080

Tehama County Probation

1840 Walnut St, Red Bluff, CA 96080

Each invoice must include:

Prescription Drugs:

- Inmate Name
- Prescription Name & Description
- Prescription Number
- Eleven-digit NDC Number
- Date & Quantity Dispensed
- AWP & Tehama County's Price

Non-Prescription Items:

- Item Name & Description
- AWP & Tehama County's Price

C. IT Capability

- **Tracking:** A computerized system must track patient profiles and eligibility for County benefits.
- **Collaboration:** Contractor representatives will work with County personnel to ensure timely processing, delivery, and payment.
- **Interfaces:** Ordering systems must integrate with the County's chosen EHR(s).

D. Records

- Provide a comprehensive listing of patients serviced, including medications, charges, and service dates as needed.

E. Cost Review

- Periodic reviews of services and costs upon County request.

F. Least-Cost Medication

- Provide the least expensive available medication (generic or brand) per physician recommendation.

G. Compliance

- All products must meet FDA, US Pharmacopoeia, National Formulary, or AMA standards.
- Suppliers must hold approved NDAs or ANDAs.
- Drugs must comply with the latest CA DHCS Medi-Cal Rx Contract Drugs List.

H. Packaging

- Use "unit for use" or standard correctional blister packaging.

- Each medication must be labeled with name, strength, lot number, expiration date, and manufacturer.
- Non-controlled OTC medications must be provided in a maximum one-month supply unless otherwise ordered.

I. Expiration Dates

- Shipments must have at least one year of shelf life unless otherwise specified.

J. Award

- The contract will be awarded to the lowest evaluated responsible offeror based on price and outlined factors.
- Pharmaceuticals must be available within 24 hours of order placement. Pickups are allowed only within Red Bluff city limits.

K. Drug Formulary

- Develop a Medi-Cal-compliant formulary under the direction of Tehama County Sheriff's Office and Probation Department.
- Maintain medications that meet medical standards.
- The P&T Committee must approve all formulary changes.
- Provide copies of the formulary initially, quarterly, and ad hoc.

L. Stock Medications & STAT Dosing

- Maintain an on-site list of medications, including psychotropic drugs, accessible to the TCSO/TCPD designee.
- Ensure emergency STAT dosing capability with delivery within four hours if necessary.

M. Discount Terms

- Offer prompt payment discounts; time is computed from receiving a correct invoice.

N. Pharmacy Service & Refills

- Automatic refills must be available upon request by TCSO/TCPD leadership, except for PRN medications.

O. HIV Preparation Kits

- HIV Prep medications must have at least 180 days before expiration and be kept on stock.

P. Medication Order Process

- Provide a web-based portal for healthcare staff to order and track medications, check interactions, and view real-time medication history.

Q. Medication Documentation

- Maintain an MAR including prescription details and practitioner information.
- Provide electronic reporting on medications expiring within five days.

R. Electronic Ordering & Emergency Backup

- Support computerized physician order entry with EHR integration.

S. Drug Interaction Screening

- The portal must check interactions, dosing, and display real-time histories .

U. Over-The-Counter (OTC) Medications

- Provide all prescription, OTC, and stock medications.
- Selected high-cost medications may be covered by private insurance or a 340B entity.
- Supply a minimum 30-day discharge medication supply when clinically appropriate.

V. Medi-Cal Transformation JI Reentry Initiative

- Ensure compliance with Medi-Cal PA/UM requirements.
- Provide for naloxone upon release for all inmates regardless of history.

W. Medi-Cal Licensing

- Contractors must be Medi-Cal enrolled and able to bill CA-MMIS.

X. Medication Packaging

- Use stock or patient-specific blister packs, clearly labeled.
- Allow return for credit where applicable.

Y. Medication Administration Records (MARs)

- Ensure compliance with community standards and legal requirements.
- Prohibit pre-pouring/repackaging.
- Use electronic MARs and barcode scanners.

AA. KOP Medication Program

- Implement a Keep on Person (KOP) program where permitted.
- Assess adherence to KOP schedules.

BB. Stock Medication

- Provide stock medications except for high-cost items available through private insurance or 340B entities.

CC. Emergency Medications

- Ensure emergency STAT orders are fulfilled within four hours.
- Maintain emergency kits and stock starter medications.

DD. Medication Return & Disposal

- Secure controlled substances and comply with regulations.
- Follow proper storage and disposal practices.

EE. Training

- Provide annual training to medical and pharmacy staff on administration, storage, and documentation.
- Conduct additional training when policies change.

FF. Inspections

- Conduct quarterly pharmacist inspections to verify medication security, expiration dates, and compliance with standards.

GG. Med Carts

- Provide medication carts or alternatives at no additional charge.
- Non-leased equipment becomes County property upon delivery.

HH. Formulary Management & Medi-Cal Compliance

- Use the Medi-Cal Contract Drug List with allowances for clinical modifications.
- Immediate formulary overrides for validated prescriptions at booking.
- Review non-formulary medication requests within 48 hours (24 for expedited cases).

II. P&T Committee

- Meet quarterly to manage the formulary, monitor drug usage, and review prescribing patterns.
- Provide meeting minutes within 10 days, co-signed by TCSO/TCPD and the Contractor's Medical/Pharmacy Director.

JJ. Reports

- Provide monthly/quarterly drug utilization and cost reports.
- Generate computerized utilization reviews and immediate alerts for prescribing issues.
- Submit pharmacy inspection reports with corrective actions within seven days.

KK. Deliveries

- Deliver Monday-Saturday as needed.

- Orders placed by 4:00 PM must be delivered within 24-48 hours.
- Provide weekend, holiday, and emergency deliveries.

LL. Disputes

- The TCSO/TCPD designee has final authority in disputes related to pharmacy services.

MM. Industry Data

- Conduct annual performance reviews and strategic planning discussions.

Tehama County

Pharmacy Contract Pricing Sheet

Contractor Name: _____

RFP Number: _____

Date: _____

A. Pricing Structure (non-Medi-Cal eligible)

1. Medication Costs

All medications will be provided at actual acquisition cost (AAC) as invoiced by the wholesaler/manufacturer. Pricing will be based on the most recent purchase price at the time of order fulfillment.

Markup:

- Cost Plus _____% (To be proposed by the bidder)

2. Delivery Fees

Delivery fees will be assessed based on the following criteria:

- **Standard Delivery:** \$_____ per delivery
- **Expedited Delivery:** \$_____ per delivery
- **Emergency Delivery (Within X Hours):** \$_____ per delivery
- **Bulk Delivery Discount (if applicable):** _____%

3. Administrative Fees

Administrative fees will cover costs related to order processing, regulatory compliance, and customer service. These fees may be structured as:

- **Flat Monthly Fee:** \$_____ per month
- **Per Order Processing Fee:** \$_____ per order
- **Percentage of Total Medication Cost:** _____%

4. Additional Fees (If Applicable)

- **Special Handling Fees (e.g., cold chain storage, hazardous drugs):** \$_____ per unit
 - **Restocking Fee (for returns if applicable):** \$_____ or _____%
 - **Consultation Services (Pharmacist or Compliance Review):** \$_____ per hour
-

Volume Discount Structure (If Available)

Monthly Spend Threshold Discount % Applied

\$0 - \$10,000 _____ %

\$10,001 - \$50,000 _____ %

\$50,001+ _____ %

Rebate and Incentive Programs (If Available)

- **Rebates for Early Payments:** _____ %
 - **Incentives for High-Volume Orders:** _____ %
-

B. 90 Day Pre-Release Meds

1. Delivery Fees

Delivery fees will be assessed based on the following criteria:

- **Standard Delivery:** \$_____ per delivery
- **Expedited Delivery:** \$_____ per delivery
- **Emergency Delivery (Within X Hours):** \$_____ per delivery
- **Bulk Delivery Discount (if applicable):** _____ %

2. Administrative Fees

Administrative fees will cover costs related to order processing, regulatory compliance, and customer service. These fees may be structured as:

- **Flat Monthly Fee:** \$_____ per month
- **Per Order Processing Fee:** \$_____ per order
- **Percentage of Total Medication Cost:** _____ %

3. Additional Fees (If Applicable)

- **Special Handling Fees (e.g., cold chain storage, hazardous drugs):** \$_____ per unit
 - **Restocking Fee (for returns if applicable):** \$_____ or _____ %
 - **Consultation Services (Pharmacist or Compliance Review):** \$_____ per hour
-

C. REQUEST FOR PROPOSAL (RFP) PRICING SHEET

Medical Supplies

Vendor Information:

- Company Name: _____
- Contact Person: _____
- Phone Number: _____
- Email: _____
- Address: _____

Pricing Table

Item No.	Description	Unit of Measure	Unit Price (\$)	Bulk Pricing (if applicable)	Estimated Quantity	Total Price (\$)
1	[Example: Surgical Masks]	Box (50 pcs)	_____	_____	_____	_____
2	[Example: Nitrile Gloves]	Box (100 pcs)	_____	_____	_____	_____
3	[Example: Syringes (5ml)]	Each	_____	_____	_____	_____
4	[Example: IV Solution (500ml)]	Bottle	_____	_____	_____	_____
5	[Example: Disposable Gowns]	Each	_____	_____	_____	_____
6	[Example: Face Shields]	Each	_____	_____	_____	_____
7	[Example: Thermometers]	Each	_____	_____	_____	_____
8	[Additional Items]	[Specify]	_____	_____	_____	_____

Additional Costs & Terms

- Shipping & Handling Fees: \$_____
- Delivery Lead Time: _____

- **Minimum Order Requirement:** _____
 - **Payment Terms (e.g., Net 30, Net 60):** _____
 - **Discounts Available:** _____
 - **Warranty (if applicable):** _____
 - **Expiration Dates (if applicable):** _____
-

Notes & Special Instructions:

- **Please include any additional fees or charges.**
- **Pricing must be valid for at least ____ days from the proposal submission date.**
- **Submit supporting documentation for bulk discounts and warranties.**

Authorized Signature: _____

Date: _____

Submission Instructions:

- **Complete and submit the pricing sheet along with all required documents before the deadline.**
- **All pricing must be inclusive of applicable taxes and fees unless stated otherwise.**
- **Send completed RFP response to: [Insert Submission Contact Information].**

Terms & Conditions:

1. Prices are subject to periodic review and adjustments based on market fluctuations.
2. Invoices must be paid within _____ days of receipt. Late payments may incur a penalty of _____ %.
3. Contractor agrees to provide itemized invoices with detailed cost breakdowns.
4. Any additional fees or changes to the pricing structure must be mutually agreed upon in writing.

Authorized Signature: _____

Date: _____

Evaluation Criteria	Weight (%)	Score (1-5)	Weighted Score
I. Technical Proposal			
A. Compliance with Scope of Services	15		
B. Medi-Cal Compliance & Billing Capabilities	10		
C. Delivery & Emergency Response Timeframes	10		
D. IT Systems & Integration	10		
E. Pharmacy Operations & Staff Qualifications	5		
F. Inventory Management & Packaging	5		
G. Formulary Management	5		
H. Reporting & Oversight	5		
I. Implementation & Transition Plan	5		
II. Pricing Proposal			
A. Overall Cost Proposal	20		
B. Discount Terms & Cost Controls	5		
C. Clarity & Completeness of Pricing Worksheet	5		0
TOTAL	100		

Tehama Pharmacy Proposal Evaluation Scoring Matrix

Evaluation Criteria	Weight (%)	Description
I. Technical Proposal	70%	
A. Compliance with Scope of Services	15%	Demonstrated ability to meet all required services, including STAT dosing, release meds, etc.
B. Medi-Cal Compliance & Billing Capabilities	10%	Ability to comply with Medi-Cal PA/UM, claims submission via CA-MMIS, and CalAIM JI requirements
C. Delivery & Emergency Response Timeframes	10%	Ability to meet required delivery timelines (standard, STAT, weekends, holidays)
D. IT Systems & Integration	10%	Robust electronic ordering, MAR, EHR integration, and drug interaction screening
E. Pharmacy Operations & Staff Qualifications	5%	Experience in correctional pharmacy services, licensed staff, inspections, training, etc.
F. Inventory Management & Packaging	5%	Compliance with packaging, labeling, expiration, and return policies
G. Formulary Management	5%	Ability to manage Medi-Cal formulary, non-formulary review process, and P&T Committee input
H. Reporting & Oversight	5%	Utilization, inspection, cost reports, performance reviews, corrective actions
I. Implementation & Transition Plan	5%	Clear plan for contract startup, continuity of care, and risk mitigation
II. Pricing Proposal	30%	
A. Overall Cost Proposal	20%	Percent over/under AWP for drugs and supplies, including dispensing fees and delivery
B. Discount Terms & Cost Controls	5%	Early payment discounts, cost review mechanisms, and adherence to least-cost medication policies
C. Clarity & Completeness of Pricing Worksheet	5%	Transparent, itemized pricing per RFP requirements
TOTAL	100%	



Scoring Instructions for Evaluators

- **Rating Scale (per criterion):**
 - **Excellent (5)** – Exceeds requirements with detailed evidence.
 - **Good (4)** – Meets all requirements with minor enhancements.
 - **Satisfactory (3)** – Adequately meets basic requirements.
 - **Marginal (2)** – Partially meets requirements with significant gaps.
 - **Unsatisfactory (1)** – Does not meet the requirements.
- **Final Score Calculation:**
 - Multiply the rating (1–5) for each criterion by its weight (converted to a 0–1 scale).
 - Add all weighted scores to get a total out of 100.