

QUESTIONS AND ANSWERS – 1<sup>ST</sup> ROUND  
RFP 1637-DLTC-SM  
PHARMACY MANAGEMENT SERVICES  
For the Department of Health Services

- Q1. Who currently provides pharmacy management services at Sand Ridge Secure Treatment Facility?

Answer: Phillips Pharmacies, Phillips Drug Store, Mauston, WI, is the current contractor at Sand Ridge.

- Q2. What type of dispensing system is currently being used at each facility (i.e. pill card, unit dose, ATC)?

Answer: The automated packing system used at Sand Ridge is Baxter ATC Unit Dose System. Vendor supplies a unit dose narcotic system per patient using a control cube system. A unit-dose system utilizing an ATC machine is used at MMHI, WMHI and CWC. SWC and NWC dispensing is currently through a contractor.

- Q3. Will the DHS provide a copy of the current contract for Sand Ridge Secure Treatment Center upon request?

Answer: There is no separate written contract for the services at this time. The agreement is based on the previous RFB, vendor response and subsequent purchase order.

- Q4. When will the vendor tours be scheduled at each facility?

Answer: There are no facility tours offered in the RFP. You may have been referring to Sections 2.6 and 2.7. These sections are standard language for state RFP's and may or may not apply/be executed. Section 2.6 generally relates to visits to a proposer's site of operation. Section 2.7 relates to potential demonstration of product/service and may be at a vendor's site, state site or other. If there is a contract award, a vendor may be asked to demonstrate and/or verify a product or service proposed at a determined location.

- Q5. Is the DHS open to any other methods of dispensing that may be more efficient and cost effective than those contained in the RFP (i.e. industry standard, pill card, unit dose, ATC)?

Answer: Vendors may propose methods of dispensing other than the methods listed in the RFP but the method described must show that it meets the requirements in the RFP.

- Q6. What is the procedure for dosage changes that are made for residents whose medications have been filled by an ATC machine? Who actually changes the

medication, how is the new medication provided and the previous medication removed?

Answer: Each facility uses a slightly different method. For example: Mendota Mental Health Institute receives the physician order for a change in medication. The order is transcribed by a pharmacist into the pharmacy database. The information is transmitted to the ATC, which fills the order with the remaining doses for the cart fill. A label with full information is also printed. Both the medication and the label are taken to the living unit. The label is compared to the physician order and accuracy confirmed by the RN. That label is attached to the MAR as part of the MAR. Unused medication is returned to the pharmacy.

- Q7. If Northern Wisconsin Center, Central Wisconsin Center and Southern Wisconsin Center are all state MR/DD facilities governed under the same regulations, why are the pharmacist responsibilities/requirements different at Central Wisconsin Center than those at Northern Center and Southern Centers?

Answer: Although the three Centers are MR/DD facilities, the populations are different with different acuity levels. Proposers should address the requirements described in the RFP appendices.

- Q8. Must the successful respondent provide a pharmacist at Central Wisconsin Center to comply with requested pharmacist requirements? If so, please explain how Central Center differs from Northern Center and Southern Center?

Answer: An on-site pharmacist at Central Wisconsin Center is not a mandatory requirement of the RFP. A vendor's proposal must show how it will meet the pharmacist requirements described in the RFP.

- Q9. In addition, to separate responses to the RFP's for each facility, if it is most cost effective and feasible, is the DHS open to receiving a global technical and cost proposal package for service to all facilities which would include responses to all technical and cost requirements that are common to each facility along with responses for specific requirements of each individual facility?

Answer: Vendors are required to respond separately with a fully complete response to the RFP main document and Appendix for each facility the vendor wishes to submit a response to. However, after meeting that requirement, a vendor may also submit an additional alternate proposal that combines the technical and cost response for those facilities as long as all common and specific requirements are addressed in the additional alternate proposal(s). The alternate must be fully complete on its own without using reference to any individual facility response the vendor has submitted.