



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: December 23<sup>rd</sup> 2015

HSS-15-060

Pharmacy PDL and Supplemental Support

for

Division of Medicaid and Medical Assistance

Date Due: February 3<sup>rd</sup> , 2016  
By 11:00 am Local Time

**ADDENDUM # 1 – Q&A**

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Department of Health and Social Services  
 Division of Medicaid and Medical Management  
 Request for Proposals for Professional Services  
 Pharmacy PDL and Supplemental Support  
 RFP Number HSS-15-060  
 December 23, 2015

#	RFP reference point	Question	Response
1	Appendix B: Scope of Work Item 1.7 and 1.8	Will the State consider the positions described by item 1.7 and 1.8 to be fulfilled by the same candidate or do they need to be separate?	These positions can be fulfilled by one individual
2	Appendix B: Scope of Work Item 1.7	Does the State require that the Account Manager be a pharmacist?	No
3	Item 3d	Will any state staff require access to the vendor's software and if so, how many staff needs access?	No access is required
4	Item B.2	The State procurement website lists a suffix to the RFP, <b>RFP# HSS-15-060-PHRPDLSUPP</b> , whereas the RFP lists the number as HSS-15-060 without the suffix. Will the State please clarify which RFP number/identifier is correct?	The RFP # is HSS-15-060 and is the correct reference to the RFP. The Suffix is simply a shorthand form of the actual title of the RFP used as a system identifier. While both are correct versions vendors should reference HSS-15-060 without the suffix.
5	Scope of Work Item 8.0	May the successful vender propose a format for the Therapeutic Class Reviews or is there a particular format the State uses that the successful vendor must follow?	There is no pre-set format for therapeutic class reviews.
6	3.4.10	The guaranteed net price formula uses the CMS rate information to calculate PPAs and current quarter rates. The quarterly CMS rate file generally is available only after the 35th calendar day	Refer to the answer to question 21.

		of quarter. Is the State agreeable to changing this requirement to allow 15 days after a valid CMS file is available?	
7		<b>– is there a single or multiple vendor(s) currently providing the complete set of services as defined in this Scope of Work covered in the RFP? If yes, which vendor is supplying these services?</b>	Multiple- Magellan and Hewlett Packer Enterprises (HPE)
8	1.0 & 1.13	<b>Please clarify the roles of the two organizations related to the PDL development and supplemental contracting functions?</b>	Magellan provides all of the contracting for the states participation in the TOP\$ pool. They provide the cost sheets that evaluate the supplemental offers. HPE provides all of the administrative and operational functions.
9	1.7	<b>Can one person fill multiple roles? Can the AM be the RPh? Must the positions be 100% dedicated to DE work?</b>	Yes Yes No
10	3.4.3	<b>Please explain how the role of the SSDC in developing supplemental contract rates differs from the bidding vendor's role in developing supplemental contract rates and to perform contracting services directly with the manufacturer.</b>	SSDC acquires the rebate bids. The bidding vendor will be responsible for having the actual Delaware contracts signed and filed in both a hard and electronic format.
11	3.4.11	<b>What type of documentation is required?</b>  <b>Is the bidding vendor responsible for supplemental rebate administration functions such as calculations &amp; tabulations by NDC and</b>	The bidding vendor must supply a file with total rebates at the 11 digit NDC level. Invoicing, unit disputes, accounts receivables and reporting will be handled by the DMMA fiscal agent. The bidding vendor will be responsible for working with the labeler if the total unit rebate amount is in dispute.

		<b>manufacturer, allocations, invoicing, accounts receivable management and collections, dispute resolution and reporting on supplemental rebates?</b>	
12	3.4.13	<b>define “assist” and explain the contractor’s role to facilitate dispute resolution? Is the contractor responsible to represent the State directly through contact with the manufacturer or is the contractor only responsible to communicate and support State workers?</b>	See response to first portion in question 11. The contractor can work directly with the manufacturer.
13	IV.B Paragraph 2, page 4	Are the requirements the vendor is to respond to only found in RFP Section III, Appendix A and Attachment B? If not, please identify requirements not in RFP Section III, Appendix A and Attachment B to which vendor is required to respond.	The requirements are all listed.
14	IV.B Paragraph 2 page 4	To ensure equitable evaluation, will the State consider providing a specific format for each vendor to utilize for its pricing file?	No
15	IV.C Paragraph 21 page 13	Are the Evaluation Items and the maximum points available for each listed in the table under Criteria Weight on page 13? If not, please identify each Evaluation Item and the maximum number of points for each. ?  Are there points associated with the price proposal? If	Yes Not applicable  No points are associated with price for this proposal.

		so, please identify the maximum points available.	
16	3 3.0 page 3	How frequently are each of the therapeutic classes reviewed? Annually? Quarterly? How many therapeutic classes are under management?	Annually There are currently 99 categories.
17	3.4.8 page 3	Will the State please provide the format and layout for this electronic file?	<b>9.5 File F - Supplemental /Total Unit Rate</b>
18	3.4.9 page 3	What role does the fiscal agent have relative to supplemental and non-drug rebates?  Is the fiscal agent responsible for invoicing manufacturers?	The fiscal agent handles the preparation of all invoices. The fiscal agent handles all aspects of the dispute resolution not associated with the contracted rebate rate. Yes
19	3.4.13 page 3	How will the disputes be communicated to the contractor?	The rebate rates dispute may be communicated to the bidding vendor by the state, a representative from the SSDC or the fiscal agent.
20	3.4.13 page 3	What is the frequency and format of the communication?  Will contractor be provided with all related documentation (ROSI, PQA, written communication)?	This has not been determined.  The contractor will be provided with all relevant material to the rebate amount dispute.
21	3.4.10 page 3	Would the State consider revising this requirement to reflect production of SURA and NDURA files and contract files to DMMA and its fiscal agent within seven (7) calendar days of CMS posting the URA file in the DDR?	Yes
22	3.4.13 page 4	Is dispute resolution support limited to issues associated with supplemental rebates or	The disputes are limited to only the rates.

		non-drug rebates? If no, please explain.	
23	3.4.13 page 4	Is the "receipt of the dispute" considered the date that the contractor was notified by DMMA (or its designee)?	Yes
24	4 4.0 page 4	Is there a limit on how far back in time a SURA may change due to changes in CMS URA?	2005
25	4.0 page 4	In what format will historical data be provided to the new vendor? Hardcopy contracts, scanned images of executed contracts and or an electronic rate file?	An electronic rate file.
26	6.0 page 4	Is the new vendor expected to use claims data in generating the Quarterly Supplemental Rebate Pricing File? If so, under what circumstances? For example, are there contracts in place with performance guarantees (SURAs will vary depending on claim volume)?	No No
27	6.0 page 4	Please confirm that MCOs report all of their utilization to DMES.  Who is responsible for identifying/resolving issues associated with the data reported to the DMES by the MCOs?  How would the vendor "obtain" this claims	Yes  Fiscal agent  <b>9.2 File C - PDL Utilization File</b>

		information?  Would the DMES be responsible for providing this on a quarterly basis?	<b>(Inbound from DMES)</b>  yes
28	7.0 page 5	Will the contractor be responsible for any of the following:  <ul style="list-style-type: none"> <li>- Finding and paying for suitable meeting space for the meeting</li> <li>- Paying for telephone or web broadcasting associated with the meeting</li> <li>- Paying committee members expenses associated with the meeting</li> <li>- Paying the committee members a stipend or any other compensation for serving on the committee</li> </ul>	No  No  No  No
29	7.0 page 5	Does this mean that all therapeutic classes are reviewed and updated annually?  How many therapeutic classes are reviewed?	Reviewed yes, not all categories have changes.  Currently 99
30	8.04 page 6	Does this mean that only therapeutic classes with new drugs or new formulations require a quarterly review, or are all therapeutic classes reviewed annually but	Yes, categories with new products or formulations are reviewed quarterly. All categories are reviewed annually.

		divided quarterly?  How many therapeutic classes are reviewed?	Quarterly reviews will vary based on the market.
31	8.071 page 7	Is this in conjunction with the annual P&T meeting, the quarterly review, or both?	Both
32	8 8.072 page 6	Under what circumstances would a daily review of the PDL be required?	Proprietary product losing patent and becoming multi source.
33	8.4 page 6	Who is DMMA's drug file vendor (Medi-Span, First Databank)?	The current system uses MICROMEDEX. The drug file after July 1,2016 will be First Databank.
34	8.5 page 7	Who are DMMA's business partners? MCOs? The Fiscal Agent?  Would it be possible for the DMMA's partners to receive files directly from the DMES (data warehouse)?	Hewlett Packard Enterprises Highmark Health Options United Healthcare Community CMS  Not at this time.
35	8.8 page 7	How many versions of this file are anticipated? For example, are each of the MCOs and the Fiscal Agent going to require their own unique files and file layouts, or will MCOs accept the same file layouts as defined in section 9.0?	The files are stipulated in section 9 of the RFP.
36	5.5 page 21	The flow chart shows no link from the MCOs to the contractor. Is MCO utilization subject to the Supplemental Rebate Agreements? If so, how will the MCO utilization be transmitted to the contractor?	The MCO encounters are submitted to the fiscal agent. HPE will create <b>9.2 File C - PDL Utilization File (Inbound from DMES)</b>
37	IV C page 11	how will the proposal criteria on page 13 be applied to	The selection will be blended between the proposal scoring

		select the winning proposal?	the highest based on substance evaluation and overall cost.
38	IV C page 11	How will pricing be used?	Noted in response to question 37.
39	3.0 page 3	What financial reports are needed? Please provide specifications for any financial reports needed.	Reports are not pre-determined. The bidder should provide reports that best meet the needs of evaluating clinical efficacy and fiscal impact.
40	3.0 page 3	What is the format of the report in Section 3.0?	This is to be determined by the bidder.
41	3.0 page 3	What are the frequency and specifications of the report in 3.0?	Refer to answer to question 8 and 40.
42	3.1 page 3	What is the format of the report in Section 3.1?	The format of the report has not been defined.
43	3.1 page 3	What are the frequency and specifications of the report in 3.1?	Refer to answer to question 8 and 40.
44	3.1 page 3	Is there any special authorization, agreement, or security needed to access the Move-It Server?	Yes
45	3.3 page 3	What is the Contractor's responsibility related to item 3.3?	Assist with the development of the Delaware Supplemental rebate contract.
46	3.4.1 page 3	Who stores the contracts—DMMA or Contractor?	Refer to 3.4.7 of the document.
47	3.4.2 3.4.4	Can the entire contract process be conducted electronically?	No
48	3.4.7	Will the Contractor mail the original agreements and contracts?	No
49	3.4.7	If these are mailed, will DMMA be responsible for paying the postage?	No
50	3.4.7	Will DMMA accept electronic signatures as original signatures in place of ink signatures	An ink signature is not required. Not all electronic signatures will qualify as minimally acceptable.
51	3.4.7	What is the anticipated number of agreements or contracts?	Under 100.
52	3.4.8	Please provide specifications for electronic files. Please provide a list of additional specified information that will be required.	<b>9.5 File F - Supplemental /Total Unit Rate</b>
53	3.4.9	What electronic files is this referencing?	Change in supplemental rebate offers or new products.
54	3.4.10	Please provide the expected format template that is	<b>9.5 File F - Supplemental</b>

		acceptable to DMMA.	<b>/Total Unit Rate</b>
55	3.4.11	Please provide the expected format template that is acceptable to DMMA.	<b>9.5 File F - Supplemental /Total Unit Rate</b>
56	3.4.12	Please identify the specified rebate files related to this requirement.	<b>9.5 File F - Supplemental /Total Unit Rate</b>
57	4.1	How far back will the historical files need to be maintained?	2005
58	5.0	Does the 30 days include the State's Governance process for signatures?	No
59	6.0	When is the first quarterly supplemental rebate pricing file needed?	For 3 <sup>rd</sup> quarter CY 2016.
60	7.0	When is the first meeting?	September 2016
61	8.0.3	What is the earliest date DMMA will expect its first monograph?	June 15, 2016
62	8.0.3	What information does DMMA expect a full clinical monograph to contain?	DMMA is not specifying the content.
63	8.0.3	Does 5 full clinical monographs per year include new therapeutic classes?	Yes
64	8.0.3	Is the year a calendar year, fiscal year, or contract year?	To be determined in completion of a contract.
65	8.0.4	Please define the type of review.	Clinical and fiscal review.
66	8.1	Are there existing templates of the documents referenced here?	Yes
67	8.3	Can a list of documents be provided?	Preferred Drug List
68	Required File Naming Convention (table)	Please define and provide an example for YYYY. For 2015, is this 015?	This is a typographical error. YYYY will be the format for this file.
69	Column Name PDL Status	This indicates 2 characters. Is the "P" for preferred left justified? Is the value actually P and space?	The field is left justified.
70	Required File Naming Convention (table)	Is the format for the year CYY or CCYY or something else? The utilization row and MCO row are different from the FFS row.	The format will be CCYY for these files.