



GOVERNMENT OF PUERTO RICO

Department of Health  
Auction Office

**Invitation to Formal Auction  
Contracting of Professional Services**

November 23, 2022

**SP-2022-2023-018-RW**

Description	For a Pharmacy Benefits Manager (PBM) and a Health Insurance Assistance Program (HIAP)
Deadline	<b>December 16, 2022, until 4:00 PM</b>

In compliance with the principles of sound administration and transparency in the process of selecting and awarding Professional Services contracts, the Department of Health requests Professional Services for a Pharmacy Benefits Manager (PBM) and a Health Insurance Assistance Program.

Any proposal submitted must meet at least the following parameters:

**1. In General:**

Contractor must provide a proposal that addresses the following core program components:

- Determine client eligibility in coordination with the ADAP and PRDoH Medicaid Program.
- Register, manage and transmit electronic transactions for each medication dispensed to ADAP eligible participants.
- Establish system controls and coordination of pharmacy benefits to assure compliance with payer of last resort requirement.
- Guarantee the continuation and possible expansion of the ADAP pharmacy network.
- Generate drug utilization reports and disburse coinsurance, co-payments and/or deductibles to participating pharmacies for eligible clients who are underinsured (with limited pharmacy coverage, that is, their health insurance does not cover all ARVs, has a drugs' cap or requires high coinsurance, co-payments and/or deductibles to access medications).

**Other administrative services required:**

- Maintain compliance with the National Council of Prescription Drug Program's (NCPDP) standards for pharmacy drug claims and coordination of benefits (located at <http://www.ncdp.org/>).
- Provide designated PRDoH staff with electronic access to a computer system that will allow to view live claims adjudication. Contractor shall also provide training, as directed, to designated ADAP staff on the use of the system.
- Contractor shall comply with all applicable federal and state statutes and regulations, including, but not limited to:
  - ---Commonwealth of Puerto Rico Law # 81 of 1912, as amended.
  - ---Commonwealth of Puerto Rico Law # 248 of 2018, as amended.
  - ---Chapter 6A (Public Health Service) of Title 42 (The Public Health and Welfare) of the United States Code, as amended;  
<https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter6A&edition=prelim>
- Contractor shall comply with all applicable state and federal policies, standards, and guidelines, including, but not limited to:
  - ---Health Information Portability and Accountability Act (HIPAA) Regulations and Standards; Public Health Law 104-191; Health Insurance and Accountability act of 1996; <http://aspe.hhs.gov/admsimp/pl104191.htm>
  - ---National Standards to Protect the Privacy of Health Information;  
<http://www.hhs.gov/ocr/hipaa/>
  - ---National Security standards for the security of health care information.  
<http://www.cms.hhs.gov/SecurityStandard/>
- Contractor is responsible for maintaining access to current laws, standards, and guidelines, along with any other applicable documents under this contract, for its employees working on activities under this Contract.

- Contractor shall fully cooperate with all programmatic performance-monitoring activities initiated by and/or on behalf of, PRDoH.
- PRDoH reserves the right, where allowed by legal authority, to redirect funds in the event of unanticipated financial shortfalls. PRDoH ADAP Program will monitor Contractor's expenditures on a quarterly basis. If expenditures are below that projected in Contractor's total contract amount as shown in SECTION V, CLAUSE F BUDGET/ESTIMATED COSTS, Contractor's budget may be subject to a decrease for the remainder of the contract term. Vacant positions existing after ninety (90) days may result in a decrease in funds.

**SERVICES REQUESTED AS A PHARMACY BENEFITS MANAGER, AMONG OTHERS:**

- Definition, handling, and management of the ADAP pharmacy coverage.
- Design, implement and maintain a program to determine eligibility through the current ADAP eligibility process.
- Program prescriptions' adjudication system.
- Develop and implement a Coordination of Benefits (COB) Program integrated with the claims/ prescription's adjudication with all private health insurance companies in Puerto Rico, in which any ADAP individual is enrolled.
- Develop and implement a Maximum Allowable Cost (MAC) list by National Drug Code (NDC) and Generic Product Identifier (GPI)
- Design a procedure to update the ADAP Drug Formulary in the claims processing system, as per request of the ADAP.
- In the event a need arises to interface with the PBM data bank contracted by the Health Insurance Administration (ASES, for its Spanish acronym), which administers the Government of Puerto Rico Health Insurance Plan (PRHIP), the proponent must have the capability to develop procedures according to such need.
- Develop procedures to interface with the management inventory control system developed by the Ryan White Part B/ ADAP Program to process requisition orders, obtain and reconcile inventory information from ADAP pharmacies and the PRDoH Drug Distribution Center (DDC).
- Provide support in the evaluation of new FDA approved ARV medications.
- Perform drug utilization review, analysis, and history.
- Establish a Fraud and Abuse (FWA) program, including a strong Pharmacy auditing program.
- Contractor shall issue and deliver to the ADAP Program in a monthly electronic download via an FTP file, CD and in hard copy format, a set of reports set forth and described in the Data Requirements Section of this RFP.
- Contractor must enter a contract with each pharmacy of the ADAP network where it comprises the terms and conditions establish by the Ryan White Part B/ ADAP Program to manage and dispense ADAP drugs, including 340B and ADAP prices regulations.
- Create and maintain a Pharmacy Support and Service center for ADAP pharmacy network (access 24-7) that will provide technical assistance.
- Establish, implement, and manage a patient help desk (access 24-7).
- Develop, implement, and manage a pre-authorization process for certain specific drugs, as instructed by the ADAP.
- Develop and implement a training program for ADAP central offices personnel and ADAP pharmacy network.
- Issue monthly reports about inappropriate Antiretroviral Regimen Components prescriptions included in the most recent US Public Health Service Guidelines, "Antiretroviral Regimens or Components That Should Not Be Offered at Any Time" and "Antiretroviral Regimens or Components that should not be offered for treatment of Human Immunodeficiency Virus (HIV) Infection in Children".
- Pay a Dispensing Fee to the pharmacies that belong to the ADAP Pharmacy Network. This Dispensing Fee will be paid for the dispensation of medications included in the ADAP Drugs Formulary processed electronically through the PBM system to ADAP eligible patients as described below.

**SERVICES REQUESTED AS THE ADMINISTRATOR OF THE HEALTH INSURANCE ASSISTANCE PROGRAM (HIAP): DISBURSING COINSURANCE, CO-PAYMENTS AND/OR DEDUCTIBLES TO PBM PHARMACY NETWORK, AMONG OTHERS**

- Definition, handling, and management of the pharmacy coverage.
- Oversee implementation of the HIAP to the payment of private health insurance pharmacy coverage coinsurance, co-payments, and deductibles for Puerto Rico residents enrolled in a private health insurance with high coinsurance, co-payments and/or deductibles to access HIV drugs.

- Develop and implement a Coordination of Benefits (COB) Program integrated with the claims/ prescription's adjudication with all private health insurance companies in Puerto Rico, in which any ADAP individual is enrolled.
- Coordinate coverage and benefits with private health insurers to ensure that applicable expenditures are credited toward meeting the enrollee's pharmacy expenditure cap, if applicable. As part of this duty, Contractor shall participate in the electronic data exchange processes, which are available in the market.
- Develop and implement a program to disburse coinsurance, co-payments and/or deductibles to participating pharmacies for eligible ADAP clients who have health insurance with high coinsurance, co-payments and/or deductibles to access HIV drugs.

For more details, please request the Specifications of this call in [subastas@salud.pr.gov](mailto:subastas@salud.pr.gov). You can also find the direct link to download the Specification next to the announcement on the Department of Health (DoH) page.

Period of services is subject to the formalization of the contract between the DoH and the Proposer, and the availability of funds.

To clarify any doubts or questions about this, you can send an email to: [subastas@salud.pr.gov](mailto:subastas@salud.pr.gov) no later than **November 30, 2022, until 4:00 PM AST**. The Department will have until **December 7, 2022, until 4:00 PM AST** to answer any doubts or questions.

The DoH, through its Secretary or through the personnel designated by him, will review the applications received and determine if any of them is capable of signing a professional services contract with the concerned agency of the Government of Puerto Rico.

Any proposal will be accompanied by the Single Certificate of Suppliers (RUP) issued by the General Services Administration of the Government of Puerto Rico (ASG), through which it accredits its inclusion in the Single Registry of Professional Service Providers, as provided in Law No. 73-2019, as amended, known as the "General Services Administration Act for the Centralization of Government Purchases of Puerto Rico of 2019".

The Proponent must submit the proposal accompanied by all the required documentation at the Auction Office located in Building H, Second floor, Office 223. **You must deliver one (1) original, two (2) hard copies and one (1) digital copy on a USB (PDF format), on or before December 16, 2022, until 4:00 PM AST.**

The selection of the potential contractor will be notified by email.

By submitting a solution pursuant to this notice, the proposer acknowledges that:

1. All information submitted is true and verification may be requested.
2. The proposal containing any false or incorrect information shall be immediately discarded.
3. At its sole discretion, the DoH or its designee may communicate with individuals and / or companies that submit solutions to clarify any doubt or coordinate an interview and presentation in person or virtually, without requiring the presence of the other proposers.
4. The purpose of this notice is to disseminate that the Government of Puerto Rico has a need for service that will potentially result in the contracting of professional services.
5. As a result of this process, no type of right is generated that would oblige the Government of Puerto Rico to sign a professional services contract.
6. It has the power to bind and comply with all parameters and requirements applicable to government contracting of professional services.
7. As part of the consideration of the request for proposal, the signing of a non-disclosure agreement may be required.

### Calendar and Information

<b>Applicant Unit:</b>	Department of Health Ryan White Part B / ADAP Program
<b>Contact Information:</b>	Denise Marrero Santana 787-765-2929, ext. 4475
<b>Application Number:</b>	<b>SP-2022-2023-018-RW</b>
<b>Application Name:</b>	Professional Services for a Pharmacy Benefits Manager (PBM) and the Administration of a Health Insurance Assistance Program (HIAP)
<b>Service Category (Technology, Management Consulting, Etc.):</b>	Request for Professional Services
<b>Date of Publication of the Application:</b>	November 23, 2022
<b>Deadline for submitting questions:</b>	November 30, 2022, until 4:00 PM AST
<b>Deadline to answer questions:</b>	December 7, 2022, until 4:00 PM AST
<b>Submit Proposal at the Auction Office:</b>	Department of Health Auction Office, Building H, Office 223, Second floor.
<b>Deadline for Submission of Proposals:</b>	December 16, 2022, until 4:00 PM AST
<b>Form Request and Related Documentation request it to:</b>	<a href="mailto:subastas@salud.pr.gov">subastas@salud.pr.gov</a>