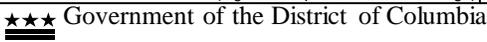
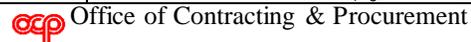


AWARD/CONTRACT		1. Reserved for later use		Page of Pages			
		1		81			
2. Contract Number DOC204659		3. Effective Date 1/1/2016		4. Requisition/Purchase Request/Project No.			
5. Issued By Office of Contracting and Procurement Health and Human Care Services 441 4th Street NE Suite 700 South Washington, DC 20002		Code		6. Administered By (If other than line 5) Department of Health Care Finance 441 4th Street NE Suite 900 South Washington, DC 20002 Attn: Helena Barbour			
7. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			8. Delivery <input checked="" type="checkbox"/> FOB Origin <input type="checkbox"/> Other (See Schedule Section F)				
			9. Discount for prompt payment				
			10. Submit Invoices to the Address shown in <input type="checkbox"/> Item (2 copies unless otherwise specified)				
Code		Facility					
11. Ship to/Mark For Department of Health Care Finance 441 4th Street NE Suite 900 South Washington, DC 20002 Attn: Helena Barbour		Code		12. Payment will be made by Department of Health Care Finance 441 4th Street NE Suite 900 South Washington, DC 20002 Attn: Helena Barbour			
13. Reserved for future use		14. Accounting and Appropriation Data					
15A. Item	15B. Supplies/Services	15C. Qty	15D. Unit	15E. Unit Price	15F. Amount		
Total Amount of Contract <input type="checkbox"/>							
16. Table of Contents							
(X)	Section	Description	Pages	(X)	Section	Description	Pages
	PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES		
	A	Solicitation/Contract Form	1		I	Contract Clauses	53
	B	Supplies or Services and Price/Cost	2		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS		
	C	Description/Specifications/Work Statement	5		J	List of Attachments	60
	D	Packaging and Marking	20		PART IV - REPRESENTATIONS AND INSTRUCTIONS		
	E	Inspection and Acceptance	21		K	Representations, Certifications and Other Statements of Offerors	61
	F	Deliveries or Performance	22				
	G	Contract Administration Data	25		L	Instructions, conditions & notices to offerors	65
	H	Special Contract Requirements	30		M	Evaluation factors for award	77
Contracting Officer will Complete Item 17 or 18 as Applicable							
17	<input checked="" type="checkbox"/>	CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return <input type="checkbox"/> 1 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)			18	<input type="checkbox"/>	AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number <input type="checkbox"/> , including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.
19A. Name and Title of Signer (Type or print)				20A. Name of Contracting Officer Helena Barbour			
19B. Name of Contractor		19C. Date Signed		20B. District of Columbia		20C. Date Signed	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			
 Government of the District of Columbia				 Office of Contracting & Procurement		DC OCP 201 (7-99)	

SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

B.1 The Department of Health Care Finance (DHCF), Health Care Accountability Administration (HCCA), Office of Pharmacy Management (OPM) (District) seeks a Contractor to develop and administer the District’s Preferred Drug List (PDL) and Supplemental Rebate (SR) Program for its 43,000 Fee-for-Service beneficiaries.

B.2 CONTRACT TYPE

The District contemplates the award of a fixed price contract.

B.3 PRICE SCHEDULE-FIRM FIXED PRICE

B.3.1 BASE PERIOD OF PERFORMANCE –DATE OF AWARD TO 12 MONTHS THEREAFTER

Contract Line Item No. (CLIN)	Item Description	Total Price
0001	Develop and administer the District’s Preferred Drug List (PDL) and Supplemental Rebate (SR) Program as described in Section C.3	\$800,000.00

B.3.2 OPTION YEAR ONE

Contract Line Item No. (CLIN)	Item Description	Total Price
0101	Develop and administer the District’s Preferred Drug List (PDL) and Supplemental Rebate (SR) Program as described in Section C.3	\$800,000.00

B.3.3 OPTION YEAR TWO

Contract Line Item No. (CLIN)	Item Description	Total Price
0201	Develop and administer the District's Preferred Drug List (PDL) and Supplemental Rebate (SR) Program as described in Section C.3	\$800,000.00

B.3.4 OPTION YEAR THREE

Contract Line Item No. (CLIN)	Item Description	Total Price
0301	Develop and administer the District's Preferred Drug List (PDL) and Supplemental Rebate (SR) Program as described in Section C.3	\$800,000.00

B.3.5 OPTION YEAR FOUR

Contract Line Item No. (CLIN)	Item Description	Total Price
0401	Develop and administer the District's Preferred Drug List (PDL) and Supplemental Rebate (SR) Program as described in Section C.3	\$800,000.00

Period of Performance	Price
Base Period of Performance Year One (B.3.1.1)	\$800,000.00
Option Year One Period of Performance (B.3.2)	\$800,000.00
Option Year Two Period of Performance (B.3.3)	\$800,000.00
Option Year Three Period of Performance (B.3.4)	\$800,000.00
Option Year Four Period of Performance (B.3.5)	\$800,000.00
Grand Total	\$4,000,000.00

B.4 CBE REQUIREMENTS

An offeror responding to this solicitation which is required to subcontract shall be required to submit with its proposal, any subcontracting plan required by law. Proposals responding to this RFP may be rejected if the offeror fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with **section H.9.1**.

A Subcontracting Plan form is available at <http://ocp.dc.gov>, click on “Required Solicitation Documents”.

SECTION C DESCRIPTION, SPECIFICATION, STATEMENT OF WORK

C.1 SCOPE

The Department of Health Care Finance Contracts and Acquisition Division (CAD) on behalf of the Health Care Accountability Administration (HCAA), Office of Clinicians, Pharmacy and Acute Provider Services (District) seeks a Contractor to develop and administer the District's Preferred Drug List (PDL) and Supplemental Rebate Program for its 43,000 Medicaid Fee-for-Service beneficiaries.

C.1.1 Applicable Documents

The following documents are applicable to this procurement and are hereby incorporated by this reference.

Document	Document Type	Title	Date/Version
1	Federal Law	Section 1927 of the Social Security Act Requirement for Rebate Agreement http://www.ssa.gov/OP_Home/ssact/title19/1927.htm	Most Recent
2	Code of Federal Regulation	Title 42 Public Health Part 440 Services: General Provisions http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title42/42cfr440main_02.tpl	Most Recent
3	Code of Federal Regulation	Title 42 Public Health Part 447 Payments for Services http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title42/42cfr447main_02.tpl	Most Recent
4	D.C. State Plan Amendment	State Plan Under Title XIX of the Social Security Act - Section 3 Services: General Provisions Index, Attachments and Supplements 3.1 Amount, Duration and Scope of Services Supplement 1 to Attachment 3.1-A page 18, 19, 20 http://dhcf.dc.gov/dhcf/frames.asp?doc=/dhcf/lib/dhcf/information/state_health/attach3.1a.pdf	02/01/07
5	D.C. State Plan Amendment	State Plan Under Title XIX of the Social Security Act Section 3 Services: General Provisions Index, Attachments and Supplements 3.1 Amount, Duration and Scope of Services	02/01/07

		Supplement 1 to Attachment 3.1-B Page 17, 18, 19 http://dhcf.dc.gov/dhcf/frames.asp?doc=/dhcf/lib/dhcf/information/state_health/attach3.1bcombined.pdf	
6	Notice of Public Meeting	Mayor's Order 2007-46, dated January 23, 2007	1/23/07

C.1.2 Definitions

- C.1.2.1 Centers for Medicare and Medicaid Services (CMS):** The Centers for Medicare and Medicaid Services (formerly known as the Health Care Financing Administration) of the United States Department of Health and Human Services, or any successor or renamed agency carrying out the functions and duties heretofore carried out by such office.
- C.1.2.2 Department of Health Care Finance (DHCF):** the District of Columbia's state Medicaid agency to improve health outcomes by providing access to comprehensive, cost-effective and quality healthcare services for residents of the District of Columbia.
- C.1.2.3 Drug Rebate and Dispute Resolution:** Process to identify and resolve issues with disputed calculations of drug rebate unit totals, invoiced amounts and prior period adjustments.
- C.1.2.4 Food and Drug Administration (FDA):** The agency of the United States Department of Health and Human Services responsible for the safety regulation of most types of foods, dietary supplements, drugs, vaccines, biological medical products, blood products, medical devices, radiation-emitting devices, veterinary products and cosmetics.
- C.1.2.5 Medical PDA Software:** Proprietary medical software that makes drug formularies and preferred drug lists accessible to clinicians and pharmacists via handheld and online references.
- C.1.2.6 Medicaid Management Information System (MMIS):** An integrated group of procedures and computer processing operations (subsystems) developed at the general design level to meet principal objectives. The objectives of this system and its enhancements include the Title XIX program control and administrative costs; service to recipients, providers and inquiries; operations of claims control and computer capabilities; and management reporting for planning and control.
- C.1.2.7 Multi-State Medicaid Pooling Agreement:** CMS approved Supplemental Drug Rebate program wherein several States combine or "pool" their respective Medicaid-covered beneficiary lives to enhance bargaining power in negotiating rebates with individual pharmaceutical manufacturers that are in addition to required national drug rebates.
- C.1.2.8 National Drug Code (NDC-11):** The identifying drug number maintained by the Food and Drug Administration (FDA). For the purposes of this contract, the complete eleven

(11) digit NDC number will be used including labeler code (which is assigned by the FDA and identifies the manufacturer), product code (which identifies the specific product or formulation), and package size code.

- C.1.2.9 Personal Digital Assistant (PDA):** A personal digital assistant (PDA), also known as a palmtop computer, is a mobile device which functions as a personal information manager and has the ability to connect to the internet. The PDA has an electronic visual display enabling it to include a web browser, but some newer models also have audio capabilities, enabling them to be used as mobile phones or portable media players. Many PDAs can access the internet, intranet or extranets via Wi-Fi, or Wireless Wide Area Networks (WWANs). Many PDAs employ touch screen technology. Examples of such devices include: smartphones and tablets.
- C.1.2.10 Pharmacy and Therapeutics Committee (P&T):** Established pursuant to the requirements of Mayor's Order 2007-46, dated January 23, 2007 for the purpose of consulting with the Department of Health Care Finance responsible for administering the Participating Medicaid Program toward adoption of a Preferred Drug List for the Participating Medicaid Program.
- C.1.2.11 Pharmacy Benefit Manager (PBM):** is a third party administrator of prescription drug programs. They are primarily responsible for processing and paying prescription drug claims. They also are responsible for developing and maintaining the formulary, contracting with pharmacies, and negotiating discounts and rebates with drug manufacturers.
- C.1.2.12 Prior Authorization (PA):** Process by which States may limit access to certain drugs through requirements that pharmacists or physicians receive prior authorization before the drug is dispensed to Medicaid enrollees.
- C.1.2.13 Preferred Drug List (PDL):** States may create a list of preferred drugs to which there is ready access. The preferred medications may be based on clinical efficacy and safety as well as cost to the Medicaid program. Drugs excluded from a state's preferred drug list may be available through a prior authorization process and/or at higher co-payments.
- C.1.2.14 Therapeutic Class:** A group of drugs that is similar in chemical structure, pharmacological effect, and/or clinical use.
- C.1.2.15 Supplemental Unit Rebate Amount (SURA):** Any cash rebate or other program that offsets the District's Medicaid expenditure and supplements a CMS National Rebate.
- C.1.2.16 Supplemental Drug Rebate:** Negotiated manufacturer rebate received by a State in addition to those required under the national drug rebate agreement.

C.2 BACKGROUND

C.2.1 DHCF MISSION

The Department of Health Care Finance (DHCF) is the District of Columbia's State Medicaid Agency. The mission of the DHCF is to improve health outcomes by providing access to comprehensive, cost-effective and quality healthcare services for eligible residents of the District of Columbia. In addition to the Medicaid program, DHCF administers insurance programs for immigrant children, the State Child Health Insurance Program (S-CHIP or CHIP) and the Healthcare Safety Net Alliance (HSNA) (a locally funded program).

C.2.2 DHCF and the Health Care Delivery Management Administration (HCDMA) Office of Clinicians, Pharmacy and Acute Provider Services (CPAPS) intent via contract award of these services is to continue the Preferred Drug List (PDL) as a cost containment tool for the District Medicaid program to control pharmacy spending growth while providing beneficiaries with ready access to a clinically sound selection of therapeutically equivalent medications. PDLs and supplemental rebate programs help contain the rising cost of pharmaceutical drugs in an approach that is clinically appropriate. The District's utilization of the PDL and its integrated supplemental rebate program has been an effective tool to manage pharmacy costs and maintain access to pharmacy benefits for vulnerable, low-income populations. DHCF currently participates in the National Medicaid Pooling Initiative (NMPI) multi-state Medicaid pooling program that has been approved by the Centers for Medicare and Medicaid Services (CMS) for the purpose of qualifying for Medicaid level rebates.

C.2.3 CURRENT OPERATING ENVIRONMENT

The Department of Health Care Finance currently contracts with Magellan Medicaid Administration to negotiate state supplemental rebates with drug manufacturers for the District. Based on these negotiations, the District received \$3.5 million in supplemental rebates in FY 2013 and \$3.6 million in FY 2014. The PDL's current structure and relevant components impact and interact with both the MMIS and PBM Systems. The District utilizes a Move IT server which is a secure FTP platform for data exchanges.

C.2.4 GOALS/OBJECTIVES

DHCF goals and objectives for this solicitation are to accomplish the following:

- C.2.4.1** Continued reduction in drug costs for the affected programs through effective PDL management and negotiation of supplemental rebates;
- C.2.4.2** Continued ability to identify opportunities for new Supplemental Rebate Agreements and negotiated strategies;
- C.2.4.3** Implementation of cost-effective services in a manner that causes the least amount of disruption to the program providers, prescribers, and clients;

- C.2.4.4 Maintenance of a continued positive relationship between DHCF and the provider community; and
- C.2.4.5 Implementation of a medical PDA software system that makes drug formularies and preferred drug lists accessible to clinicians and pharmacists via handheld and on-line reference devices.

C.3 REQUIREMENTS

C.3.1 Preferred Drug List (PDL)

C.3.1.1 The Contractor shall develop and provide support, management and coordination of all activities related to the management and maintenance of the PDL program in order to promote clinically appropriate utilization of pharmaceuticals in a cost-effective manner.

C.3.1.2 The Contractor shall review and evaluate new US Food and Drug Administration (FDA) approved drugs for potential inclusion or exclusion on the District's current PDL (**Attachment J.7**) and present information at the next scheduled P&T Committee meeting to the extent possible.

C.3.1.3 The Contractor shall provide electronic files containing updates for the PDL to DHCF within two (2) working days after each (P&T) committee meeting. Files shall be in a format agreed upon by the involved parties.

C.3.2 Maintain PDL

C.3.2.1 The Contractor shall at a minimum develop and provide the following clinical review and related information in support of the maintenance of the PDL:

C.3.2.1.1 Clinical review of new brand name drugs for clinical safety and efficacy;

C.3.2.1.2 Clinical review of new generic drugs for clinical safety and efficacy;

C.3.2.1.3 Clinical review of existing PDL drugs for new indications or changes to indications;

C.3.2.1.4 Review of new product formulations and strengths; and

C.3.2.1.5 Development of and changes to criteria based on new information.

C.3.3 Financial Analysis

C.3.3.1 The Contractor shall develop and provide financial analysis by therapeutic class to include at a minimum the fiscal and strategic impact to the District.

C.3.4 Prior Authorization (PA) Criteria Support Services

C.3.4.1 The Contractor shall provide at a minimum the following in support of the PDL prior authorization services:

- C.3.4.1.1** Develop, maintain and electronically transmit to the PBM contractor the list of drugs requiring prior authorization due to the level of participation on the PDL.
- C.3.4.1.2** Coordinate and cooperate with the DHCF PBM contractor to assure seamless transfer of information required to maintain optimal performance of the supplemental rebate invoicing process in accordance with Section F.3 Deliverables.
- C.3.5 Pharmacy and Therapeutics (P&T) Committee Administration and Operations**
- C.3.5.1 P&T Committee Meeting Administration**
- C.3.5.1.1** The Contractor shall attend and provide clinical pharmacist representation at P&T Committee meetings held on a quarterly basis.
- C.3.5.1.2** The Contractor shall develop and provide a “Notice of Public Meeting” 45 days prior to each scheduled P&T meeting (Attachment J.10).
- C.3.5.1.3** The Contractor shall prepare an agenda and meeting minutes for each P&T meeting. The Contractor shall prepare and distribute approved meeting minutes to P&T Committee members within five (5) business days of the P&T Committee meeting.
- C.3.5.1.4** The Contractor shall provide administrative and coordination assistance as requested by DHCF or the P&T Committee.
- C.3.5.1.5** The Contractor shall provide light refreshments to include but not limited to coffee, juice, assorted sandwiches and pastries for the P&T Committee members, approximately 15 in number, during the executive break-out session for each quarterly meeting.
- C.3.5.1.6** The Contractor shall provide monthly progress reports which include meetings, classes reviewed, contracts with pharmaceutical manufacturers, along with accompanying timelines.
- C.3.5.2 P&T Committee Meeting Operations**
- C.3.5.2.1** The Contractor shall provide clinical pharmacists to review new medications as approved by the FDA.
- C.3.5.2.2** The Contractor shall formulate, develop and provide to the P&T Committee recommendations for preferred drug(s) in each reviewed therapeutic class including any new drugs approved by the US Food and Drug Administration for possible inclusion on the District’s PDL, typically 10 to 15 therapeutic classes per meeting. In cases where more than one drug in a therapeutic class has been determined to have equal effectiveness and therapeutic value, the Contractor shall review each drug and provide a recommendation based on the cost. The Contractor shall also include other brand name drugs in this class if an appropriate supplemental rebate is obtained from the manufacturer.
- C.3.5.2.2.1** The Contractor shall develop and provide complete product information and review for each therapeutic class of drugs scheduled for review by the P&T Committee at a minimum 30 days prior to the P&T Committee meeting. The Contractor shall ensure

that the information presented shall be accurate, medically sound, reflect recent cost and clinical outcomes information, and be based on acceptable clinical review protocols and nationally, peer review evidenced based research. The product information and review shall include at a minimum the following for each drug class to be reviewed:

- a. Description of products scheduled for review at the meeting;
- b. Clinical, safety and cost-effectiveness information for each drug class including a summary of relative safety and efficacy of each drug within the therapeutic class;
- c. Cost analysis from both a clinical and cost perspective;
- d. Savings estimations shall be included but coded to protect the confidentiality of rebate information, in a format agreed to by DHCF and the contractor;
- e. Monographs, supplemental rebate negotiations, and savings analysis for each therapeutic class.

C.3.5.2.2.2 The Contractor shall develop and submit a format for providing product information and review for each therapeutic class of drugs for the review and approval of the District.

C.3.5.2.3 The Contractor shall present information developed in C.3.5.2.2 at each scheduled P&T Committee meeting.

C.3.5.2.4 The Contractor shall assist the P&T Committee in identifying which classes of drugs to include on the PDL, based on recipient utilization, health outcomes, and pricing data received from DHCF.

C.3.6 PDL Reporting

C.3.6.1 Quarterly Updates

The Contractor shall develop and provide a quarterly update and posting of the District's PDL on the Contractor's website in a pdf format that is readily accessible by beneficiaries, providers and the general public within two (2) business days after adoption or amendment.

C.3.6.2 Annual Reports

C.3.6.2.1 The Contractor shall develop and provide an annual report that details the compliance of Medicaid providers to the PDL.

C.3.6.2.2 The Contractor shall prepare and submit a formal annual report outlining the District's Medicaid PDL Program Overview and Results.

C.3.7 Medical PDA Software Implementation

C.3.7.1 Implementation

C.3.7.1.1 The Contractor shall customize DHCF PDL information and load it into medical PDA software permitting the downloading of the District's PDL to any prescriber's or pharmacist's Personal Digital Assistant (PDA). A PDA device includes smartphones, tablets and laptop computers. The Contractor shall develop and provide an implementation plan to include at a minimum the steps to complete this requirement and the Contractor's approach to complete the required service.

C.3.7.1.2 The Contractor shall obtain on behalf of DHCF the required proprietary medical software licensing agreements. Ownership of the licensing agreements shall remain the property of DHCF.

C.3.7.2 Maintenance

C.3.7.2.1 The Contractor shall ensure that information on preferred drugs and prior authorization requirements is accessible via the internet on the Contractor's website and updated at a minimum quarterly.

C.3.7.2.2 The Contractor shall provide medical software updates, following each scheduled P&T Committee meeting. Updating of handheld devices will be the responsibility of Providers to make sure that they have the most current version of the PDL.

C.3.7.2.3 The Contractor shall provide and maintain licenses renewal and maintenance for the Medical PDA software.

C.3.8 Multi-State Pooling/Supplemental Rebate Agreements

C.3.8.1 The Contractor shall analyze and negotiate Supplemental Rebate (SR) Agreements and implement a Multi-State Pooling/Supplemental Rebate Program comparable in scope to and projected cost savings equal to or greater than the District's existing Medicaid pooling program as specified in C.2.3. The Contractor shall ensure that the Supplemental Rebate/Multi-State Pooling Program shall at provide or include at a minimum:

C.3.8.1.1 Multi-state pooling initiatives in accordance to guidelines established by CMS in State Medicaid Director's Letter (SMDL #04-006) (Applicable Document #7) and outlined in the District of Columbia Medicaid State Plan (Applicable Document #4). In addition, the Contractor shall maintain a clear understanding of Federal and District statues and regulations governing the Medicaid Program, Medicare Part D and state supplemental rebates;

C.3.8.1.2 Ability to tailor final PDL determinations to reflect the District's needs;

- C.3.8.1.3 Acknowledge and provide for the fact that all policies, procedures, and criteria for the PDL, PA, and any other related issues will be determined by DHCF;
- C.3.8.1.4 Provide the capability to negotiate in a multi-state purchasing pool approved by CMS;
- C.3.8.1.5 Provide for the submission of 100% of all revenue generated from the Multi-State Pooling/Supplemental Rebate Program to the District.

C.3.9 Supplemental Rebate (SR) Negotiation

- C.3.9.1 The Contractor shall manage all aspects of the supplemental rebate process, including but not limited to the following:
 - C.3.9.1.1 Identify and provide list of pharmaceutical manufacturers that are potential candidates for supplemental rebate agreements;
 - C.3.9.1.2 Develop and provide a template for the review and approval of the CA to be used in the development of the SR agreements. The SR template shall meet CMS standards and including the following:
 - C.3.9.1.2.1 Methodology for calculating the District’s supplemental rebates to be paid by pharmaceutical manufacturers
 - C.3.9.1.2.2 A predictive pricing methodology that incorporates rebate and administration cost algorithms to estimate DHCF net costs associated with individual PDL decisions.
 - C.3.9.1.2.3 Instructions on the submission of the rebates to the District of Columbia Treasury.
 - C.3.9.1.3 Negotiate and execute new SR agreements with pharmaceutical manufacturers on behalf of the District.
 - C.3.9.1.4 Negotiate District SR Agreements for each therapeutic class selected for the PDL. In these negotiations, the preferred drug list may be adjusted to limit brand name drug products in each therapeutic class.
 - C.3.9.1.5 Maintain or renegotiate existing SR agreements.
 - C.3.9.1.6 Provide the CA a copy of each executed SR agreement within three (3) business days of execution of the agreement.
- C.3.9.2 The Contractor shall provide a process that provides manufacturers the opportunity to offer SR for their products to DHCF based on such product’s Preferred Drug List (PDL) position within defined competitive classes.

C.3.10 Supplemental Rebate Administration

- C.3.10.1 The Contractor shall provide administration of the supplemental rebate program including but not limited to the following:

- C.3.10.1.1** Provide a detailed work plan to successfully place the District into a purchasing pool including milestones and time frames to identify significant events, District/Contractor responsibilities;
- C.3.10.1.2** Provide the Supplemental Unit Rebate Amount (SURA) data in a DHCF approved text file format;
- C.3.10.1.3** Coordinate the supplemental rebate invoice submission with submission of traditional Federal rebate invoices.
- C.3.10.1.4** Provide necessary documentation to DHCF to support the supplemental rebate billings along with amounts to submit to the manufacturers at the National Drug Code NDC level in a format as specified by DHCF and the rebate agreements;
- C.3.10.1.5** Provide dispute resolution services with pharmaceutical manufacturers as they pertain to SURA calculations and to support the supplemental rebate process.
- C.3.10.1.6** The Contractor shall provide quarterly reports that summarize performance metrics related to supplemental rebate resolution services performed on behalf of DHCF.
- C.3.10.1.7** Provide DHCF with a quarterly report listing all NDCs with zero (“0”) SURAs;
- C.3.10.1.8** Analyze current PDL and PA processes and provide recommendations for the implementation and transition to a comprehensive PDL within ten (10) days following the selection as DHCF contractor.
- C.3.10.1.9** Appear before the D.C. Council or other interested parties, as requested by the CA; the CA will provide the Contractor at a minimum 48 hours notification of the date, time, and subject matter of the meeting/presentation.
- C.3.10.1.10** Develop recommendations and provide detailed strategies for maximizing the DHCF’s annual savings resulting from the implementation of the PDL. These recommendations shall provide specific written suggestions for enhancing rebates and lowering net pharmacy costs through PDL products and other areas as requested by DHCF.
- C.3.10.1.11** Provide a report on the supplemental rebate process on a quarterly basis that analyzes drug utilization for each contracted manufacturer and calculates the impact of aggregated lives associated with DHCF.
- C.3.10.1.12** Compile and distribute drug rebate invoices, maintain rate tables, reconcile payments, apply prior period adjustments, create reports upon request of DHCF and maintain rebate accounts receivable records, and support dispute resolution.
- C.3.10.1.13** Provide performance reports and Deliverables, in Section F to the District of Columbia on-line through the Contractor’s secure web interface.
- C.3.10.1.14** Ensure that all rebates collected on behalf of the District of Columbia shall be collected for the sole benefit of the District of Columbia share of costs.

C.3.10.1.15 Ensure manufacturers and labelers remit rebates to the District of Columbia Treasurer as specified in the approved standard SR agreements between the Contractor and each manufacturer.

C.3.10.1.16 Maintain electronic copies of all executed SR Agreements in pdf format.

C.3.10.1.17 The Contractor shall negotiate amendments to SR Agreements as necessary. The Contractor shall provide the CA with copies of executed amendments within three (3) days of execution of the amendment.

C.3.10.1.18 The Contractor shall include the negotiation and invoicing of rebates on non-drug items and diabetic supplies.

C.3.10.1.19 SR Reports

C.3.10.1.19.1 SR – Monthly

The Contractor shall provide monthly SR Status Report showing the status of the District's Supplemental Rebate Agreements with each manufacturer along with the therapeutic class, and national drug code (NDC) information effective dates and covered products, no later than 15 days after the end of each calendar month.

C.3.10.1.19.2 SR Quarterly

The Contractor shall provide projections of quarterly savings broken down by supplemental rebates and market shift.

C.3.10.1.19.3 SR Annual

The Contractor shall provide an annual review of the supplemental rebate program to designated DHCF staff to present utilization data, cost-effectiveness of PDL classes and specific suggestions for enhancing rebates and/or lowering net pharmacy costs.

C.3.11 Data File Exchange Capability

C.3.11.1 The Contractor shall provide the data file exchanges needed to maintain the effective operation of the PDL program in the software format specified by DHCF, e.g. Excel, rtf, Word or text file..

C.3.11.2 The Contractor shall prepare quarterly NDC-11 level data claims extracts to include phase-in and phase-out dates, in a file format to be specified, to be exchanged with the District's PBM contractor and/or fiscal agent for supplemental rebate invoicing purposes.

C.3.12 Staffing and Organization

C.3.12.1 Key Personnel

C.3.12.1.1 Contract Manager

C.3.12.1.1.1 The Contractor shall provide a licensed pharmacist to function as the full-time Contract Manager to provide overall project coordination between the program's clinical and operational aspects in support of DHCF's PDL.

C.3.12.1.1.2 The Contract Manager's responsibilities shall include but are not limited to the development, enhancement and maintenance of the multi-state Medicaid pooling process and operational functions, program staffing, policy and clinical support, clinical therapeutic class review presentation at P&T Committee meetings. In addition, the Contract Manager shall:

- a. Communicate regularly, either by telephone or in person, with the Contract Administrator (CA) to report program progress, establish priorities;
- b. Provide the required supervision and oversight of the PDL and Supplemental Rebate Agreements/Multi-State Pooling services;
- c. Ensure the timely and accurate production of information to establish the PDL and Multi-State Pooling programs including the required reporting and analytical data required; and
- d. Meet or exceed the following education and experience requirements and be acceptable to DHCF:
 - a. Doctorate in Pharmacy; or
 - b. Bachelor's Degree in Pharmacy and a minimum of two (2) years' experience in any of the following areas:
 1. public sector pharmacy benefit administration;
 2. pharmacy benefit management;
 3. State Medicaid programs;
 4. healthcare insurance companies;
 - c. Current District of Columbia pharmacist license; or

- d. DC licensure eligible or license obtained within 90 days of contract award;
- e. Excellent oral and written communication skills.

C.3.12.2 Other Staff

The Contractor shall maintain a complement of qualified staff to successfully perform the required services.

C.3.12.3 Organization

The Contractor shall develop and provide an Organizational Chart showing key staff and other staff to contribute to the successful performance of the required services.

C.3.13 Quality Assurance

C.3.13.1 The Contractor shall develop and implement a quality assurance plan that documents the Contractor's process to be used in assuring the quality of services provided for each requirement described in Section C.3. The quality assurance plan will be used to monitor the quality, impact, and effectiveness of services provided under the contract.

C.3.13.2 The Quality Assurance Plan shall be provided for the review and approval of the CA within (90) days from contract award.

C.3.13.3 The Contractor shall ensure the Quality Assurance Plan is reviewed at a minimum annually to:

- a. Determine if the Contractor has met its goal for the year;
- b. Update and set goals and milestones for the next year;
- c. Analyze outcomes and effectiveness of services; and
- d. Identify areas and opportunities for improvements.

C.3.14 Transition

C.3.14.1 The Contractor recognizes that the services provided under this contract are vital to the District of Columbia and must be continued without interruption and that, upon contract expiration or termination, a successor, either the District Government or another Contractor, at the District's option, may continue to provide these services. In accordance therewith the Contractor shall cooperate fully with the District and/or the new Contractor in any transition activities that the Contracting Officer deems necessary

during the term of the contract. To that end, the Contractor shall exercise its best efforts and cooperation to effect an orderly and efficient turnover in accordance with the following turnover tasks:

- C.3.14.2** Contractor shall provide to DHCF a Turnover Plan within one (1) month of Contract award for the turnover of the PDL operations to DHCF and/or another contractor selected by DHCF. The plan should include, but not be limited to the following:
- C.3.14.3** Contractor's Turnover Plan shall, at a minimum:
 - C.3.14.3.1** Detail the process for the continued provision of Contractor services during the turnover and the process for integrating and working with a successor Contractor;
 - C.3.14.3.2** Detail the process for the turnover of 1) Supplemental Rebate Information, 2) P&T Committee Meeting related information, 3) Invoicing Information, and 4) Savings and other material related to operations;
 - C.3.14.3.3** Detail the Contract close out process and the level of Contractor services to be provided during the close out; and
 - C.3.14.3.4** Detail how Contractor shall continue to fulfill responsibilities towards existing staff, facilities and other resources during the turnover.
 - C.3.14.3.5** Contractor shall provide affirmative cooperation with any successor contractor.
- C.3.15** **Reports**
 - C.3.15.1** The Contractor shall provide monthly performance reports to DHCF online through the Contractor's secure web interface and shall include the following information: manufacturers and labelers that have been invoiced, rebates collected and outstanding rebates.
 - C.3.15.2** The Contractor shall provide any additional reports as necessary in a format agreed upon by DHCF and the Contractor.
- C.3.16** **Corrective Action Plan**
 - C.3.16.1** Contractor shall create a Corrective Action Plan (CAP) in the event DHCF determines Contractor is unable to meet contract objectives for any of the contract requirements in Section C.3 or meet due date for deliverables in Section F.3 within three (3) days of DHCF notification.
 - C.3.16.2** Contractor shall submit the CAP to DHCF for prior approval within five (5) days of the three (3) day notification.
 - C.3.16.3** A CAP shall include, at a minimum, the following requirement:

- C.3.16.3.1** Detailed project schedule with milestones that address activities required to accomplish requirements and/or deliverables in the new timeframe;
- C.3.16.3.2** Method to recoup lost time and any expenses incurred by DHCF as a result of Contractor's delay in performance;
- C.3.16.3.3** Risk management plan to identify and assess project and risk mitigation strategies;
- C.3.16.3.4** System for internal quality control monitoring to produce the required deliverables accurately, efficiently, and in a timely manner; and
- C.3.16.3.5** Communication plan detailing Contractor's method for keeping DHFC informed about the progress of the project in a timely manner.

C.3.17 IMPLEMENTATION

- C.3.17.1** The District owns its utilization data but respects the confidential nature of the current vendor's supplemental rebate unit pricing methodology. A successor contractor shall sign a non-disclosure agreement limiting the Contractor's use of supplemental rebate data to invoicing, collections and dispute resolution activities associated with the District's rebate accrual while a participant in the NMPI.
- C.3.17.2** Contractor shall develop an implementation plan that demonstrates continuity of the required services described in C.3 including, at a minimum, management and maintenance of the PDL program, clinical review and related information in support of maintaining the PDL, financial analysis by therapeutic class, prior authorization services, P&T committee meeting administration and operations, medical PDA software maintenance, analyze and negotiate SR agreements and implement a Multi-State Pooling/SR Program, provide administration and oversight of the SR program, submit required reports and other PDL and SR related activities.

SECTION D: PACKAGING AND MARKING

This section is not applicable to this procurement.

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SECTION E: INSPECTION AND ACCEPTANCE

E.1 The inspection and acceptance requirements for this contract shall be governed by Clause Number (6), Inspection of Services of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007. (Attachment J.1)

E.2 INSPECTION AND ACCEPTANCE –DESTINATION

Inspection and acceptance of the supplies/services to be furnished hereunder shall be made at destination by the Contract Administrator (CA) or his or her duly authorized representative.

E.3 INSPECTION AND ACCEPTANCE- RIGHT TO ENTER PREMISES

The District of Columbia Department of Health Care Finance, Office of Contracting and Procurement, or any authorized representative of the District of Columbia, the U.S. Department of Health and Human Services, the U.S. Comptroller General, the U.S. Government Accountability Office, or their authorized representatives shall, at all reasonable times, have the right to enter Contractor's premises or such other places where duties under the Contract are being performed to inspect, monitor, or otherwise evaluate (including periodic systems testing) the work being performed. Contractor and all subcontractors shall provide reasonable access to all facilities. All inspections and evaluations shall be performed in such a manner as will not unduly delay work.

E.4 MONITORING OF PERFORMANCE

E.4.1 The District will utilize a variety of methods to determine compliance with Contract requirements and measure the quality of performance.

E.4.2 The District may employ corrective action, fines, remedies, and sanctions to address issues of non-compliance and performance with Contractor.

E.4.3 Failure to submit timely, accurate deliverables will result in Contractor being out of compliance with the terms of the Contract and may result in sanctions and liquidated damages for this non-compliance as described in Section G.3.

SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 TERM OF CONTRACT

The term of the contract shall be for a period of twelve (12) months from date of award specified on the cover page of this contract.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract for a period of four (4) one (1) year Option Periods by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

F.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.3 The price for the option period shall be as specified in the Section B of the contract.

F.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

F.3 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District’s requirements and submit each deliverable to the Contract Administrator (CA) identified in section G.9 in accordance with the following:

Number	Deliverable	Format and Method of Delivery	Due Date
1	Annual Presentation C.3.10.1.19.3	Onsite Presentation	60 days prior to end of the fiscal year
2	Quarterly update and posting of District’s PDL on Contractor’s website (C.3.6.1)	pdf format	Within 2 business days of PDL approval by DHCF
3	Annual Report details compliance of Medicaid providers to the PDL (C.3.6.2)	Excel	60 days prior to end of the fiscal year

4	Updated list of drugs requiring prior authorization (C.3.1.3)	Electronically to PBM	Within 5 working days after each P&T committee meeting
5	Notice of Public Meeting (C.3.5.1.2)	Both Pdf and Word format	45 days prior to P&T committee meeting
6	P&T Committee Agenda (C.3.5.1.3)	Word format	45 days prior to P&T committee meeting
7	P&T Committee Meeting Minutes (C.3.5.1.3)	Word format	Within five (5) business days after each P&T committee meeting
8	light refreshments (C.3.5.1.5)		At each P&T committee meeting
9	Monthly Progress Reports (C.3.5.1.6)	Excel format	By the 10 th of each month
10	Quarterly SR Reports C.3.10.1.19.2	Excel format	5 business days after the end of each calendar quarter
11	Monthly SR Reports C.3.10.1.19.1	Excel format	By the 10 th of each month
12	Financial Analysis by Therapeutic class (C.3.3.1)	Excel format	Quarterly as scheduled
13	Clinical Therapeutic Class Review Analysis and Presentation C.3.1.2	Pharmacy and Therapeutics Committee (P&T) Meetings	Quarterly as scheduled
14	Monthly Performance Reports on Rebate Amounts Invoiced, Collected and Outstanding C.3.10.1.4	Excel format	No later than 10 th day of the following month

17	Supplemental Rebate Dispute Resolution Activity Summary C.3.10.1.11	Excel format	10 business days after the end of each calendar quarter
20	Quarterly Supplemental Rebate Extract File C.3.11.2	NDC-11 data level claims extract file with phase in, phase out dates	5 business days after the end of each calendar quarter
21	Proprietary medical software PDL PDA Implementation C.3.7	Customize DHCF PDL information and load it into proprietary medical software	Completed within the Base Year of the Contract
22	Quality Assurance Plan C.3.13	PDF format	Ninety (90) days from the execution date of the contract
23	Transition Plan C.3.14	PDF format	Within one (1) month of contract award
24	Corrective Action Plan (CAP) C.3.16	PDF format	Within five (5) days of DHCF notification.

F.3.1 The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor shall not be paid pursuant to section G.3.2.

SECTION G: CONTRACT ADMINISTRATION

G.1 INVOICE PAYMENT

- G.1.1** The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G.1.2** The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 INVOICE SUBMITTAL

- G.2.1** The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer with concurrent copies to the CA specified in Section G.9 below. The address of the CFO is:

Darrin Shaffer
Office of The Controller/Agency CFO
Department of Health Care Finance
441 4th St. NW
Suite 960 N
Washington, DC 20001

- G.2.2** To constitute a proper invoice, the Contractor shall submit the following information on the invoice:
- G.2.2.1** Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal);
- G.2.2.2** Contract number and invoice number;
- G.2.2.3** Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
- G.2.2.4** Other supporting documentation or information, as required by the Contracting Officer;
- G.2.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- G.2.2.6** Name, title, phone number of person preparing the invoice;
- G.2.2.7** Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and

G.2.2.8 Authorized signature.

G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.

G.3.2 No final payment shall be made to the Contractor until the agency CFO has received the Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

G.4 PAYMENT

Should be based upon Section B (Price Schedules) and Section F (Deliverables).]

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

G.5.1 In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this contract.

G.5.2 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

G.5.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

“Pursuant to the instrument of assignment dated _____, make payment of this invoice to (name and address of assignee).”

G.6 THE QUICK PAYMENT CLAUSE

G.6.1 Interest Penalties to Contractors

G.6.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 *et seq.*, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or

c) the 15th day after the required payment date for any other item.

G.6.1.2 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.6.2 Payments to Subcontractors

G.6.2.1 The Contractor must take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under this contract:

- a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.6.2.2 The Contractor must pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.6.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.6.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.6.3 Subcontract requirements

G.6.3.1 The Contractor shall include in each subcontract under this contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code §2-221.02(d).

G.7 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officer is:

Helena Barbour
Contracting Officer
Office of Contracting and Procurement
441 4th Street N.W. Suite 900 South
Telephone: 202-442-5817
E-mail address: helena.barbour@dc.gov

G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

G.8.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.

G.8.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.

G.8.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.9 CONTRACT ADMINSTRATOR (CA)

G.9.1 The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:

G.9.1.1 Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;

G.9.1.2 Coordinating site entry for Contractor personnel, if applicable;

G.9.1.3 Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure;

G.9.1.4 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and

G.9.1.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

G.9.2 The address and telephone number of the CA is:

Charlene Fairfax
Senior Pharmacist
Health Care Accountability Administration
Department of Health Care Finance
441 4TH Street Suite 900 South
Washington, DC 20002

G.9.3 The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor;
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

G.9.4 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

H.1.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

H.1.1.1 At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.1.2 The Contractor shall negotiate an Employment Agreement with the Department of Employment Services ("DOES") for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination No. 2005-2103, Revision No: 13 dated June 19, 2013, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 *et seq.*, and incorporated herein as Section J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

H.3 PUBLICITY

The Contractor shall at all times obtain the prior written approval from the CO before it, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

H.4 FREEDOM OF INFORMATION ACT

The District of Columbia Freedom of Information Act, at D.C. Official Code §2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the CA who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the CA will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records

to the CA within the timeframe designated by the CA. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.5.1 The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 *et seq.* (“First Source Act”).

H.5.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement, (Section J.4) in which the Contractor shall agree that:

- (1) The first source for finding employees to fill all jobs created in order to perform this contract shall be the DOES; and
- (2) The first source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall submit to DOES, no later than the 10th of each month following execution of the contract, a First Source Agreement Contract Compliance Report (“contract compliance report”) to verify its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

- (1) Number of employees needed;
- (2) Number of current employees transferred;
- (3) Number of new job openings created;
- (4) Number of job openings listed with DOES;
- (5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
- (6) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:
 - (a) Name;
 - (b) Social security number;
 - (c) Job title;
 - (d) Hire date;
 - (e) Residence; and
 - (f) Referral source for all new hires.

H.5.4 If the contract amount is equal to or greater than \$100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.

H.5.5 With the submission of the Contractor’s final request for payment from the District, the Contractor shall:

- (1) Document in a report to the CO its compliance with section H.5.4 of this clause; or
- (2) Submit a request to the CO for a waiver of compliance with section H.5.4 and include the following documentation:

- (a) Material supporting a good faith effort to comply;
- (b) Referrals provided by DOES and other referral sources;
- (c) Advertisement of job openings listed with DOES and other referral sources; and
- (d) Any documentation supporting the waiver request pursuant to section H.5.6.

H.5.6 The CO may waive the provisions of section H.5.4 if the CO finds that:

- (1) A good faith effort to comply is demonstrated by the Contractor;
- (2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
- (3) The Contractor enters into a special workforce development training or placement arrangement with DOES; or
- (4) DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.

H.5.7 Upon receipt of the contractor's final payment request and related documentation pursuant to sections H.5.5 and H.5.6, the CO shall determine whether the Contractor is in compliance with section H.5.4 or whether a waiver of compliance pursuant to section H.5.6 is justified. If the CO determines that the Contractor is in compliance, or that a waiver of compliance is justified, the CO shall, within two business days of making the determination forward a copy of the determination to the agency Chief Financial Officer and the CA.

H.5.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.5.5, or deliberate submission of falsified data, may be enforced by the CO through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in this contract any decision of the CO pursuant to this section H.5.8.

H.5.9 The provisions of sections H.5.4 through H.5.8 do not apply to nonprofit organizations.

H.6 SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded programs and activities. See 29 U.S.C. § 794 *et seq.*

H.7 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of this contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 *et seq.*

H.8 WAY TO WORK AMENDMENT ACT OF 2006

- H.8.1** Except as described in H.8.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) (“Living Wage Act of 2006”), for contracts for services in the amount of \$100,000 or more in a 12-month period.
- H.8.2** The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage published on the OCP website at www.ocp.dc.gov.
- H.8.3** The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.
- H.8.4** The DOES may adjust the living wage annually and the OCP will publish the current living wage rate on its website at www.ocp.dc.gov.
- H.8.5** The Contractor shall provide a copy of the Fact Sheet attached as J.6 to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.5 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.
- H.8.6** The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.
- H.8.7** The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*
- H.8.8** The requirements of the Living Wage Act of 2006 do not apply to:
- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
 - (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
 - (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
 - (4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
 - (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
 - (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;
 - (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;

- (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
- (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
- (10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.8.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

H.9 SUBCONTRACTING REQUIREMENTS

H.9.1 Mandatory Subcontracting Requirements

(a) Mandatory Subcontracting Requirements

- (1) Unless the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver in writing, for all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
- (2) If there are insufficient SBEs to completely fulfill the requirement of paragraph (a)(1), then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- (3) A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections (a)(1) and (a)(2) of this clause.
- (4) Except as provided in (a)(5) and (a)(7), a prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- (5) A prime contractor that is a certified joint venture and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

- (6) Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- (7) A prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

(b) Subcontracting Plan

If the prime contractor is required by law to subcontract under this contract, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section (a) of this clause. The plan shall be submitted as part of the proposal and may only be amended after award with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan after award shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (1) The name and address of each subcontractor;
- (2) A current certification number of the small or certified business enterprise;
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor will pay each subcontractor.

(c) Copies of Subcontracts

Within twenty-one (21) days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, CA, District of Columbia Auditor and the Director of DSLBD.

(d) Subcontracting Plan Compliance Reporting.

- (1) If the Contractor has a subcontracting plan required by law for this contract, the Contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:
 - (A) The price that the prime contractor will pay each subcontractor under the subcontract;
 - (B) A description of the goods procured or the services subcontracted for;
 - (C) The amount paid by the prime contractor under the subcontract; and
 - (D) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.
- (2) If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

(e) Annual Meetings

Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the CO, CA, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

(f) Notices

The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

(e) Enforcement and Penalties for Breach of Subcontracting Plan

- (1) A contractor shall be deemed to have breached a subcontracting plan required by law, if the contractor (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.
- (2) A contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.
- (3) If the CO determines the Contractor's failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default provisions in **clause 8 of the SCP, Default.**

H.10 DISTRICT RESPONSIBILITIES

DHCF will schedule all quarterly P&T Committee meetings to meet DHCF's objectives and requirements and identify and secure venues for both P&T committee meetings and executive sessions.

H.11 CONTRACTOR RESPONSIBILITIES

Contractor shall provide services on and/or off DHCF premises as required to meet the objectives of the contract.

H.12 HIPAA PRIVACY COMPLIANCE

This HIPAA Compliance Clause is the standard language that must be included in contracts which involve access to the District's HIPAA protected data (protected health information) or creation of the same. When needed, agencies are encouraged to add business-specific language. This language should also be adapted and used where 1. an agency complies with the best practices of HIPAA, 2. where an agency facilitates access to HIPAA protected data, or 3. where agencies otherwise wish to protect similar data. Finally, where applicable, to ensure HIPAA compliance, this language must be adapted and incorporated or attached to miscellaneous agreements or arrangements such as Memoranda or Understanding, Memoranda of Agreement, Donation Agreements or small purchase arrangements.

For the purpose of this agreement [AGENCY], a covered component within the District of Columbia's Hybrid Entity will be referred to as a "Covered Entity" as that term is defined by the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA") and associated regulations promulgated at 45 CFR Parts 160, 162 and 164 as amended (the "HIPAA Regulations") and [INSERT VENDOR INFORMATION], as a recipient of Protected Health Information or electronic Protected Health Information from [AGENCY], is a "Business Associate" as that term is defined by HIPAA.

Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the HIPAA Regulations.

Definitions

- a. *Business Associate* means a person or entity, who, on behalf of the District government or of an organized health care arrangement (as defined in this section) in which the covered entity participates, but other than in the capacity of a member of the workforce of the District or arrangement, creates, receives, maintains, or transmits protected health information for a function or activity for the District, including claims processing or administration, data analysis, processing or administration, utilization review, quality assurance, patient safety activities listed at 42 CFR 3.20, billing, benefit management, practice management, and repricing; or provides, other than in the capacity of a member of the workforce of such covered entity, legal, actuarial, accounting, consulting, data aggregation (as defined in 45 CFR § 164.501), management, administrative, accreditation, or financial services to or for the District, or to or for an organized health care arrangement in which the District participates, where the provision of the service involves the disclosure of protected health information from the District or arrangement, or from another business associate of the District or arrangement, to the person. A covered entity may be a business associate of another covered entity.

A Business Associate includes, (i) a Health Information Organization, E-prescribing Gateway, or other person that provides data transmission services with respect to protected health information to a covered entity and that requires access on a routine basis to such protected health information; (ii) a person that offers a personal health record to one or more individuals on behalf of the District; (iii) a subcontractor that creates, receives, maintains, or transmits protected health information on behalf of the business associate.

A *Business Associate* does not include: (i) a health care provider, with respect to disclosures by a covered entity to the health care provider concerning the treatment of the individual; (ii) a plan

- sponsor, with respect to disclosures by a group health plan (or by a health insurance issuer or HMO with respect to a group health plan) to the plan sponsor, to the extent that the requirements of 45 CFR § 164.504(f) apply and are met; (iii) a government agency, with respect to determining eligibility for, or enrollment in, a government health plan that provides public benefits and is administered by another government agency, or collecting protected health information for such purposes, to the extent such activities are authorized by law; iv) a covered entity participating in an organized health care arrangement that performs a function, activity or service included in the definition of a Business Associate above for or on behalf of such organized health care arrangement.
- b. *Covered Entity* means a health plan, a health care clearinghouse, or a health care provider who transmits any health information in electronic form in connection with a transaction covered by 45 C.F.R. Parts 160 and 164 of HIPAA. With respect to this HIPAA Compliance Clause, *Covered Entity* shall also include the designated health care components of the District government's hybrid entity or a District agency following HIPAA best practices.
- c. *Data Aggregation* means, with respect to Protected Health Information created or received by a business associate in its capacity as the business associate of a covered entity, the combining of such Protected Health Information by the business associate with the Protected Health Information received by the business associate in its capacity as a business associate of another covered entity, to permit data analyses that relate to the health care operations of the respective covered entities.
- d. *Designated Record Set* means a group of records maintained by or for the Covered Entity that are:
- i. The medical records and billing records about individuals maintained by or for a covered health care provider;
 - ii. The enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or
 - iii. Records used, in whole or in part, by or for the Covered Entity to make decisions about individuals.
- e. *Health Care* means care services, or services, or supplies related to the health of an individual. Health care includes, but is not limited to, the following:
- iv. Preventive, diagnostic, therapeutic, rehabilitative, maintenance, or palliative care, and counseling, service, assessment, or procedure with respect to the physical or mental condition, or functional status, of an individual or that affects the structure or function of the body; and
 - v. Sale or dispensing of a drug, device, equipment, or other item in accordance with the prescription.
- f. *Health Care Components* means a component or a combination of components of a hybrid entity designated by a hybrid entity. *Health Care Components* must include non-covered functions that provide services to the covered functions for the purpose of facilitating the sharing of Protected Health Information with such functions of the hybrid entity without business associate agreements or individual authorizations.

- g. *Health Care Operations* shall have the same meaning as the term “health care operations” in 45 C.F.R. § 164.501.
- h. *Hybrid Entity* means a single legal entity that is a covered entity and whose business activities include both covered and non-covered functions, and that designates health care components in accordance with 45 C.F.R. § 164.105(a)(2)(iii)(C). A *Hybrid Entity* is required to designate as a health care component, any other components of the entity that provide services to the covered functions for the purpose of facilitating the sharing of Protected Health Information with such functions of the hybrid entity without business associate agreements or individual authorizations. The District of Columbia is a Hybrid Covered Entity. Hybrid Entities are required to designate and include functions, services and activities within its own organization, which would meet the definition of Business Associate and irrespective of whether performed by employees of the Hybrid Entity, as part of its health care components for compliance with the Security Rule and privacy requirements under this Clause.
- i. *Record* shall mean any item, collection, or grouping of information that includes Protected Health Information and is maintained, collected, used, or disseminated by or for the Covered Entity.
- j. *Individual* shall have the same meaning as the term "individual" in 45 C.F.R. § 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).
- k. *Individually Identifiable Health Information* is information that is health information, including demographic information collected from an individual, and;
 - vi. Is created or received by a health care provider, health plan, employer, or health care clearinghouse;
 - vii. Relates to the past, present, or future physical or mental health or condition of an individual; or the past, present, or future payment for the provision of health care to an individual; and
 - viii. That identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.
- l. *National Provider Identifier (NPI) Rule:* "National Provider Identifier" shall mean the Standard Unique Health Identifier for Healthcare Providers; Final Rule at 45 C.F.R. Part 162.
- m. *Privacy and Security Official.* The person or persons designated by the District of Columbia, a *Hybrid Entity*, who is/are responsible for developing, maintaining, implementing and enforcing the District-wide Privacy Policies and Procedures, and for overseeing full compliance with the Privacy and Security Rules, and other applicable federal and state privacy law.
- n. *Privacy Officer.* “Privacy Officer” shall mean the person designated by the District’s Privacy and Security Official or one of the District’s covered components within its Hybrid Entity, who is responsible for overseeing compliance with the Covered Agency’s Privacy Policies and Procedures, the HIPAA Privacy Regulations, HIPAA Security Regulations and other applicable federal and state privacy law(s). Also referred to as the agency Privacy Officer, the individual shall follow the guidance of the District’s Privacy and Security Official, and shall be responsive to and report to the District’s Privacy and Security Official on matters pertaining to HIPAA compliance.

- o. *Privacy Rule.* "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and part 164, subparts A and E.
- p. *Protected Health Information.* "Protected Health Information" (PHI) or "Electronic Protected Health Information" (ePHI) means individually identifiable health information that is created or received by the Business Associate from or on behalf of the Covered Entity, or agency following HIPAA best practices, which is:
 - ix. Transmitted by, created or maintained in electronic media; or
 - x. Transmitted or maintained in any other form or medium;

Protected Health Information does not include information in the records listed in subsection (2) of the definition in 45 C.F.R. §160.103. Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 C.F.R. § 164.103.
- q. *Secretary.* "Secretary" shall mean the Secretary of the United States Department of Health and Human Services or his or her designee.
- r. *Security Officer.* The person designated by the Security Official or one of the District of Columbia's designated health care components, who is responsible for overseeing compliance with the Covered Agency's Privacy Policies and Procedures, the Security Rules, and other applicable federal and state privacy law(s). The Covered Agency's security officer shall follow the guidance of the District's Security Official, as well as the Associate Security Official within the Office of the Chief Technology Officer, and shall be responsive to the same on matters pertaining to HIPAA compliance.
- s. *Security Rule* "Security Rule" shall mean the Standards for Security of Individually Identifiable Health Information at 45 C.F.R. part 164.
- t. *Workforce.* "Workforce" shall mean employees, volunteers, trainees, and other persons whose conduct, in the performance of work for a covered entity or business associate, is under the direct control of such entity, whether or not they are paid by the covered entity or business associate.

2. Obligations and Activities of Business Associate

- a. The Business Associate agrees not to use or disclose Protected Health Information or electronic Protected Health Information (hereinafter "PHI" or Protected Health Information") other than as permitted or required by this HIPAA Compliance Clause or as Required By Law.
- b. The Business Associate agrees to use appropriate safeguards and comply with administrative, physical, and technical safeguards requirements in 45 C.F.R. §§ 164.308, 164.310, 164.312 and 164.316 as required by § 13401 of the Health Information Technology Economic and Clinical Health ACT (February 18, 2010) ("HITECH"), to maintain the security of the Protected Health Information and to prevent use or disclosure of such Protected Health Information other than as provided for by this Clause. Business Associate acknowledges that, pursuant to HITECH, it must comply with the Security Rule and privacy provisions detailed in this Clause. As such, Business Associate is under the jurisdiction of the United States Department of Health and Human Services and is directly liable for its own compliance. A summary of HIPAA Security Rule standards, found at Appendix A to Subpart C of 45 C.R.R. Part 164 is as follows:

Administrative Safeguards

Security Management Process	164.308(a)(1)	Risk Analysis (R) Risk Management (R) Sanction Policy (R) Information System Activity Review (R)
Assigned Security Responsibility	164.308(a)(2)	(R)
Workforce Security	164.308(a)(3)	Authorization and/or Supervision (A) Workforce Clearance Procedure Termination Procedures (A)
Information Access Management	164.308(a)(4)	Isolating Health care Clearinghouse Function (R) Access Authorization (A) Access Establishment and Modification (A)
Security Awareness and Training	164.308(a)(5)	Security Reminders (A) Protection from Malicious Software (A) Log-in Monitoring (A) Password Management (A)
Security Incident Procedures	164.308(a)(6)	Response and Reporting (R)
Contingency Plan	164.308(a)(7)	Data Backup Plan (R) Disaster Recovery Plan (R) Emergency Mode Operation Plan (R) Testing and Revision Procedure (A) Applications and Data Criticality Analysis (A)
Evaluation	164.308(a)(8)	(R)
Business Associate Contracts and Other Arrangement	164.308(b)(1)	Written Contract or Other Arrangement (R)

Physical Safeguards

Facility Access Controls	164.310(a)(1)	Contingency Operations (A) Facility Security Plan (A) Access Control and Validation Procedures (A) Maintenance Records (A)
Workstation Use	164.310(b)	(R)
Workstation Security	164.310(c)	(R)
Device and Media Controls	164.310(d)(1)	Disposal (R) Media Re-use (R) Accountability (A) Data Backup and Storage (A)

Technical Safeguards (see § 164.312)

Access Control	164.312(a)(1)	Unique User Identification (R) Emergency Access Procedure (R) Automatic Logoff (A) Encryption and Decryption (A)
Audit Controls	164.312(b)	(R)
Integrity	164.312(c)(1)	Mechanism to Authenticate Electronic Protected Health Information (A)
Person or Entity Authentication	164.312(d)	(R)
Transmission Security	164.312(e)(1)	Integrity Controls (A) Encryption (A)

- c. The Business Associate agrees to name a Privacy and/or Security Officer who is accountable for developing, maintaining, implementing, overseeing the compliance of and enforcing compliance with this Clause, the Security Rule and other applicable federal and state privacy law within the Business Associate’s business. The Business associate reports violations and conditions to the

District-wide Privacy and Security Official and/or the Agency Privacy Officer of the covered component within the District's Hybrid Entity.

- d. The Business Associate agrees to establish procedures for mitigating, and to mitigate to the extent practicable, any deleterious effects that are known to the Business Associate of a use or disclosure of Protected Health Information by the Business Associate in violation of the requirements of this Clause.
- e. The Business Associate agrees to report to Covered Entity, in writing, any use or disclosure of the Protected Health Information not permitted or required by this HIPAA Compliance Clause or other incident or condition arising out the Security Rule, including breaches of unsecured protected health information as required at 45 CFR 164.410, to the District-wide Privacy and Security Official or agency Privacy Officer within ten (10) days from the time the Business Associate becomes aware of such unauthorized use or disclosure. However, if the Business Associate is an agent of the District (i.e., performing delegated essential governmental functions), the Business Associate must report the incident or condition immediately. Upon the determination of an actual data breach, and in consultation with the District's Privacy and Security Official, the Business Associate will handle breach notifications to individuals, the HHS Office for Civil Rights (OCR), and potentially the media, on behalf of the District.
- f. The Business Associate agrees to ensure that any workforce member or any agent, including a subcontractor, agrees to the same restrictions and conditions that apply through this Clause with respect to Protected Health Information received from the Business Associate, Protected Health Information created by the Business Associate, or Protected Health Information received by the Business Associate on behalf of the Covered Entity.
- g. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information
- h. Initially, within ten (10) days following the commencement of this Contract, or within ten (10) days of a new or updated agreement with a subcontractor, the Business Associate agrees to provide the District a list of all subcontractors who meet the definition of a Business Associate. Additionally, Business Associate agrees to ensure its subcontractors understanding of liability and monitor, where applicable, compliance with the Security Rule and applicable privacy provisions in this Clause.
- i. The Business Associate agrees to provide access within five business days, at the request of the Covered Entity or an Individual, **at a mutually agreed upon location, during normal business hours, and in a format** [as directed by the District Privacy Official or agency Privacy Officer, or as otherwise mandated by the Privacy Rule or applicable District of Columbia laws, rules and regulations, to Protected Health Information in a Designated Record Set, to the Covered Entity or an Individual, to facilitate the District's compliance with the requirements under 45 C.F.R. §164.524.
- j. The Business Associate agrees to make any amendment(s) within five business days to the Protected Health Information in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 CFR 164.526 **in a format** [*agency should insert appropriate terms for amendment if applicable*] or as directed by the District Privacy Official or agency Privacy Officer in order to facilitate the District's compliance with the requirements under 45 C.F.R. §164.526.
- k. The Business Associate agrees to use the standard practices of the Covered Entity to verify the identification and authority of an Individual who requests the Protected Health Information in a

Designated Record Set of a recipient of services from or through the Covered Entity. The Business Associate agrees to comply with the applicable portions of the [*Insert Applicable Agency Identity And Procedure Verification Policy*], attached hereto as Exhibit C and incorporated by reference.

- l. The Business Associate agrees to record authorizations and log such disclosures of Protected Health Information and information related to such disclosures as would be required for the Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528 and applicable District of Columbia laws, rules and regulations.
- m. The Business Associate agrees to provide to the Covered Entity or an Individual, within five (5) business days of a request **at a mutually agreed upon location, during normal business hours, and in a format designated** [*delete bolded material and insert agency appropriate terms if applicable*] by the District's Privacy and Security Official or agency Privacy Officer and the duly authorized Business Associate workforce member, information collected in accordance with Paragraph (i) of this Section above, to permit the Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528, and applicable District of Columbia laws, rules and regulations.
- n. The Business Associate agrees to make internal practices, books, and records, including policies and procedures, and Protected Health Information, relating to the use and disclosure of Protected Health Information received from the Business Associate, or created, or received by the Business Associate on behalf of the Covered Entity, available to the Covered Entity, or to the Secretary, within five (5) business days of their request and **at a mutually agreed upon location, during normal business hours, and in a format designated** [*delete bolded material and insert negotiated terms if applicable*] by the District Privacy and Security Official or agency Privacy Officer and the duly authorized Business Associate workforce member, or in a time and manner designated by the Secretary, for purposes of the Secretary in determining compliance of the Covered Entity with the Privacy Rule.
- o. To the extent the business associate is to carry out one or more of covered entity's obligation(s) under Subpart E of 45 CFR Part 164, the business associate agrees to comply with the requirements of Subpart E that apply to the covered entity in the performance of such obligation(s).
- p. As deemed necessary by the District, the Business Associate agrees to the monitoring and auditing of items listed in paragraph 2 of this Clause, as well as data systems storing or transmitting protected health information, to verify compliance.
- q. The Business Associate may aggregate Protected Health Information in its possession with the Protected Health Information of other Covered Entities that Business Associate has in its possession through its capacity as a Business Associate to other Covered Entities provided that the purpose of the aggregation is to provide the Covered Entity with data analyses to the Health Care Operations of the Covered Entity. Under no circumstances may the Business Associate disclose Protected Health Information of one Covered Entity to another Covered Entity absent the explicit written authorization and consent of the Privacy Officer or a duly authorized workforce member of the Covered Entity.
- r. Business Associate may de-identify any and all Protected Health Information provided that the de-identification conforms to the requirements of 45 C.F.R. § 164.514(b) and any associated HHS guidance. Pursuant to 45 C.F.R. § 164.502(d)(2), de-identified information does not constitute Protected Health Information and is not subject to the terms of this HIPAA Compliance Clause.

3. Permitted Uses and Disclosures by the Business Associate

- a. Except as otherwise limited in this HIPAA Compliance Clause, the Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, the Covered Entity as specified in the Contract, provided that such use or disclosure would not violate Subpart E of 45 CFR Part 164 if the same activity were performed by the Covered Entity or would not violate the minimum necessary policies and procedures of the Covered Entity.
- b. Except as otherwise limited in this HIPAA Compliance Clause, the Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.
- c. Except as otherwise limited in this HIPAA Compliance Clause, the Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that the disclosures are Required By Law, or the Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used, or further disclosed, only as Required By Law, or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it has knowledge that the confidentiality of the information has been breached.
- d. Except as otherwise limited in this HIPAA Compliance Clause, the Business Associate may use Protected Health Information to provide Data Aggregation services to the Covered Entity as permitted by 45 C.F.R. § 164.504(e)(2)(i)(B).
- e. Business Associate may use Protected Health Information to report violations of the Law to the appropriate federal and District of Columbia authorities, consistent with 45 C.F.R. § 164.502(j)(1).

4. Additional Obligations of the Business Associate

- a. Business Associate shall submit a written report to the Covered Entity that identifies the files and reports that constitute the Designated Record Set of the Covered Entity. Business Associate shall submit said written report to the Privacy Officer no later than thirty (30) days after the commencement of the HIPAA Compliance Clause. In the event that Business Associate utilizes new files or reports which constitute the Designated Record Set, Business Associate shall notify the Covered Entity of said event within thirty (30) days of the commencement of the file's or report's usage. The Designated Record Set file shall include, but not be limited to the identity of the following:
 - i. Name of the Business Associate of the Covered Entity;
 - ii. Title of the Report/File;
 - iii. Confirmation that the Report/File contains Protected Health Information (Yes or No);
 - iv. Description of the basic content of the Report/File;
 - v. Format of the Report/File (Electronic or Paper);
 - vi. Physical location of Report/File;
 - vii. Name and telephone number of current member(s) of the workforce of the Covered Entity or other District of Columbia Government agency responsible for receiving and processing requests for Protected Health Information; and
 - viii. Supporting documents if the recipient/personal representative has access to the Report/File.

- b. Business Associate must provide assurances to the Covered Entity that it will continue to employ sufficient administrative, technical and physical safeguards, as described under the Security Rule, to protect and secure (the Covered Entity's) ePHI entrusted to it. These safeguards include:
- i. The Business Associate agrees to administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the ePHI that the Business Associate creates, receives, maintains or transmits on behalf of the covered entity.
 - ii. The Business Associate agrees to report to the covered entity any security incident of which it becomes aware, including any attempts to access ePHI, whether those attempts were successful or not.
 - iii. This Business Associate Agreement may be terminated if the covered entity determines that the business associate has materially breached the agreement.
 - iv. The Business Associate agrees to make all policies and procedures, and documents relating to security, available to the Secretary of HHS for the purposes of determining the covered entity's compliance with HIPAA.
 - v. This agreement continues in force for as long as the Business Associate retains any access to the Covered Entity's ePHI.
 - vi. With respect to the subset of PHI known as electronic PHI (ePHI) as defined by HIPAA Security Standards at 45 C.F.R. Parts 160 and 164, subparts A and C (the "Security Rule"), if in performing the Services, Business Associate, its employees, agents, subcontractors and any other individual permitted by Business Associate will have access to any computer system, network, file, data or software owned by or licensed to Provider that contains ePHI, or if Business Associate otherwise creates, maintains, or transmits ePHI on Provider's behalf, Business Associate shall take reasonable security measures necessary to protect the security of all such computer systems, networks, files, data and software. With respect to the security of ePHI, Business Associate shall: (A) Implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the ePHI that it creates, receives, maintains, or transmits on behalf of the Provider; (B) Ensure that any agent, including a subcontractor, to whom it provides such information agrees to implement reasonable and appropriate safeguards to protect it; and (C) Report to the Provider any security incident of which it becomes aware.
 - vii. Business Associate agrees not to electronically transmit or permit access to PHI unless such transmission or access is authorized by this Addendum and the Agreement and further agrees that it shall only transmit or permit such access if such information is secured in a manner that is consistent with applicable law, including the Security Rule. For purposes of this Addendum, "encrypted" shall mean the reversible conversion of readable information into unreadable, protected form so that only a recipient who has the appropriate "key" can convert the information back into original readable form. If the Covered Entity stores, uses or maintains PHI in encrypted form, or in any other secured form acceptable under the security regulations, Covered Entity shall promptly, at request, provide with the key or keys to decrypt such information and will otherwise assure that such PHI is accessible by upon reasonable request.

- viii. In the event Business Associate performs functions or activities involving the use or disclosure of PHI on behalf of Covered Entity that involve the installation or maintenance of any software (as it functions alone or in combination with any hardware or other software), Business Associate shall ensure that all such software complies with all applicable standards and specifications required by the HIPAA Regulations and shall inform of any software standards or specifications not compliant with the HIPAA Regulations.
- c. At the request of the Covered Entity, the Business Associate agrees to amend this agreement to comply with all HIPAA mandates.

5. Sanctions

Business Associate agrees that its workforce members, agents and subcontractors who violate the provisions of HIPAA or other applicable federal or state privacy law will be subject to discipline in accordance with Business Associate's Personnel Policy and applicable collective bargaining agreements. Business Associate agrees to impose sanctions consistent with Business Associate's personnel policies and procedures and applicable collective bargaining agreements with respect to persons employed by it. Members of the Business Associate Workforce who are not employed by Business Associate are subject to the policies and applicable sanctions for violation of this Compliance Clause as set forth in business associate agreements. In the event Business Associate imposes sanctions against any member of its workforce, agents and subcontractors for violation of the provisions of HIPAA or other applicable federal or state privacy laws, the Business Associate shall inform the District Privacy Official or the agency Privacy Officer of the imposition of sanctions.

6. Obligations of the Covered Entity

- a. The Covered Entity shall notify the Business Associate of any limitation(s) in its Notice of Privacy Practices of the Covered Entity in accordance with 45 C.F.R. § 164.520, to the extent that such limitation may affect the use or disclosure of Protected Health Information by the Business Associate.
- b. The Covered Entity shall notify the Business Associate of any changes in, or revocation of, permission by the Individual to the use or disclosure of Protected Health Information, to the extent that such changes may affect the use or disclosure of Protected Health Information by the Business Associate.
- c. The Covered Entity shall notify the Business Associate of any restriction to the use or disclosure of Protected Health Information that the Covered Entity has agreed to in accordance with 45 C.F.R. § 164.522, to the extent that such restriction may affect the use or disclosure of Protected Health Information by the Business Associate.

7. Permissible Requests by Covered Entity

Covered Entity shall not request the Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule and Subpart E of 45 CFR Part 164 if done by the Covered Entity.

8. Representations and Warranties.

The Business Associate represents and warrants to the Covered Entity:

- a. That it is duly organized, validly existing, and in good standing under the laws of the jurisdiction in which it is organized or licensed, it has the full power to enter into this HIPAA Compliance Clause and it, its employees, agents, subcontractors, representatives and members of its workforce are licensed and in good standing with the applicable agency, board, or governing body to perform its obligations hereunder, and that the performance by it of its obligations under this HIPAA Compliance Clause has been duly authorized by all necessary corporate or other actions and will not violate any provision of any license, corporate charter or bylaws;
- b. That it, its employees, agents, subcontractors, representatives and members of its workforce are in good standing with the District of Columbia, that it, its employees, agents, subcontractors, representatives and members of its workforce will submit a letter of good standing from the District of Columbia, and that it, its employees, agents, subcontractors, representatives and members of its workforce have not been de-barred from being employed as a contractor by the federal government or District of Columbia;
- c. That neither the execution of this HIPAA Compliance Clause, nor its performance hereunder, will directly or indirectly violate or interfere with the terms of another agreement to which it is a party, or give any governmental entity the right to suspend, terminate, or modify any of its governmental authorizations or assets required for its performance hereunder. The Business Associate represents and warrants to the Covered Entity that it will not enter into any agreement the execution or performance of which would violate or interfere with this HIPAA Compliance Clause;
- d. That it is not currently the subject of a voluntary or involuntary petition in bankruptcy, does not currently contemplate filing any such voluntary petition, and is not aware of any claim for the filing of an involuntary petition;
- e. That all of its employees, agents, subcontractors, representatives and members of its workforce, whose services may be used to fulfill obligations under this HIPAA Compliance Clause are or shall be appropriately informed of the terms of this HIPAA Compliance Clause and are under legal obligation to the Business Associate, by contract or otherwise, sufficient to enable the Business Associate to fully comply with all provisions of this HIPAA Compliance Clause. Modifications or limitations that the Covered Entity has agreed to adhere to with regards to the use and disclosure of Protected Health Information of any individual that materially affects or limits the uses and disclosures that are otherwise permitted under the Privacy Rule will be communicated to the Business Associate, in writing, and in a timely fashion;
- f. That it will reasonably cooperate with the Covered Entity in the performance of the mutual obligations under this Agreement;
- g. That neither the Business Associate, nor its shareholders, members, directors, officers, agents, subcontractors, employees or members of its workforce have been excluded or served a notice of exclusion or have been served with a notice of proposed exclusion, or have committed any acts which are cause for exclusion, from participation in, or had any sanctions, or civil or criminal penalties imposed under, any federal or District healthcare program, including but not limited to Medicare or Medicaid, or have been convicted, under federal or District law (including without limitation following a plea of *nolo contendere* or participation in a first offender deferred adjudication or other arrangement whereby a judgment of conviction has been withheld), of a criminal offense related to (a) the neglect or abuse of a patient, (b) the delivery of an item or service, including the performance of management or administrative services related to the delivery of an item or service, under a federal or District healthcare program, (c) fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct in connection

with the delivery of a healthcare item or service or with respect to any act or omission in any program operated by or financed in whole or in part by any federal, District or local government agency, (d) the unlawful, manufacture, distribution, prescription or dispensing of a controlled substance, or (e) interference with or obstruction of any investigation into any criminal offense described in (a) through (d) above. The Business Associate further agrees to notify the Covered Entity immediately after the Business Associate becomes aware that any of the foregoing representations and warranties may be inaccurate or may become incorrect

9. Term and Termination

- a. *Term.* The requirements of this HIPAA Compliance Clause shall be effective as of the date of the contract award, and shall terminate when all of the Protected Health Information provided by the Covered Entity to the Business Associate, or created or received by the Business Associate on behalf of the Covered Entity, is confidentially destroyed or returned to the Covered Entity within five (5) business days of its request. The Protected Health Information shall be returned in a format mutually agreed upon by and between the Privacy Official and/or Privacy Officer or his or her designee and the appropriate and duly authorized workforce member of the Business Associate. If it is infeasible to return or confidentially destroy the Protected Health Information, protections shall be extended to such information, in accordance with the termination provisions in this Section and communicated to the Privacy Official or Privacy Officer or his or her designee. The requirement to return Protected Health Information to the District at the end of the contract term or if the contract is terminated applies irrespective of whether the Business Associate is also a covered entity under HIPAA. Where a business associate is also a covered entity, Protected Health Information provided by the District, or created or received by the Business Associate on behalf of the District, a duplicate of the record may be acceptable if mutually agreed.
- b. *Termination for Cause.* Upon the Covered Entity's knowledge of a material breach of this HIPAA Compliance Clause by the Business Associate, the Covered Entity shall either:
 - i. Provide an opportunity for the Business Associate to cure the breach or end the violation and terminate the Contract if the Business Associate does not cure the breach or end the violation within the time specified by the Covered Entity; or
 - ii. Immediately terminate the Contract if the Business Associate breaches a material term of this HIPAA Compliance Clause and a cure is not possible.If neither termination nor cure is feasible, the Covered Entity shall report the violation to the Secretary.
- c. *Effect of Termination.*
 - i. Except as provided in paragraph (ii) of this section, upon termination of the Contract, for any reason, the Business Associate shall return in **a mutually agreed upon format or confidentially destroy** [*delete bolded material and insert negotiated terms and conditions if applicable*] all Protected Health Information received from the Covered Entity, or created or received by the Business Associate on behalf of the Covered Entity within five (5) business days of termination. This provision shall apply to Protected Health Information that is in the possession of ALL subcontractors, agents or workforce members of the Business Associate. The Business Associate shall retain no copies of Protected Health Information in any form.
 - ii. In the event that the Business Associate determines that returning or destroying the Protected Health Information is infeasible, the Business Associate shall provide written notification to the Covered Entity of the conditions that make the return or confidential destruction infeasible. Upon determination by the agency Privacy Officer that the return

or confidential destruction of the Protected Health Information is infeasible, the Business Associate shall extend the protections of this HIPAA Compliance Clause to such Protected Health Information and limit further uses and disclosures of such Protected Health Information for so long as the Business Associate maintains such Protected Health Information. Additionally, the Business Associate shall:

- (1) Retain only that protected health information which is necessary for business associate to continue its proper management and administration or to carry out its legal responsibilities;
- (2) Return to covered entity [or, if agreed to by covered entity, destroy] the remaining protected health information that the business associate still maintains in any form;
- (3) Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as business associate retains the protected health information;
- (4) Not use or disclose the protected health information retained by business associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out at [Insert section number related to paragraphs (e) and (f) above under "Permitted Uses and Disclosures By Business Associate"] which applied prior to termination; and
- (5) Return to covered entity [or, if agreed to by covered entity, destroy] the protected health information retained by business associate when it is no longer needed by business associate for its proper management and administration or to carry out its legal responsibilities.

The obligations outlined in Section 2. Obligations and Activities of Business Associate shall survive the termination of this Contract.

10. Miscellaneous

- a. *Regulatory References.* A reference in this HIPAA Compliance Clause to a section in the Privacy Rule means the section as in effect or as amended.
- b. *Amendment.* The Parties agree to take such action as is necessary to amend this HIPAA Compliance Clause from time to time as is necessary for the Covered Entity to comply with the requirements of the Privacy Rule and HIPAA. Except for provisions required by law as defined herein, no provision hereof shall be deemed waived unless in writing and signed by duly authorized representatives of the Parties. A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any other right or remedy under this HIPAA Compliance Clause.
- c. *Survival.* The respective rights and obligations of the Business Associate under Section 9. Term and Termination of this HIPAA Compliance Clause and Sections 9 and 20 of the Standard Contract Provisions for use with the District of Columbia Government Supply and Services Contracts, effective April 2003, shall survive termination of the Contract.
- d. *Interpretation.* Any ambiguity in this HIPAA Compliance Clause shall be resolved to permit compliance with applicable federal and District of Columbia laws, rules and regulations, and the

HIPAA Rules, and any requirements, rulings, interpretations, procedures, or other actions related thereto that are promulgated, issued or taken by or on behalf of the Secretary; provided that applicable federal and District of Columbia laws, rules and regulations shall supersede the Privacy Rule if, and to the extent that they impose additional requirements, have requirements that are more stringent than or provide greater protection of patient privacy or the security or safeguarding of Protected Health Information than those of the HIPAA Rules. .

The terms of this HIPAA Compliance Clause amend and supplement the terms of the Contract, and whenever possible, all terms and conditions in this HIPAA Compliance Clause are to be harmonized. In the event of a conflict between the terms of the HIPAA Compliance Clause and the terms of the Contract, the terms of this HIPAA Compliance Clause shall control; provided, however, that this HIPAA Compliance Clause shall not supersede any other federal or District of Columbia law or regulation governing the legal relationship of the Parties, or the confidentiality of records or information, except to the extent that the Privacy Rule preempts those laws or regulations. In the event of any conflict between the provisions of the Contract (as amended by this HIPAA Compliance Clause) and the Privacy Rule, the Privacy Rule shall control.

- e. *No Third-Party Beneficiaries.* The Covered Entity and the Business Associate are the only parties to this HIPAA Compliance Clause and are the only parties entitled to enforce its terms. Except for the rights of Individuals, as defined herein, to have access to and amend their Protected Health Information, and to an accounting of the uses and disclosures thereof, in accordance with Paragraphs (2)(f), (g) and (j), nothing in the HIPAA Compliance Clause gives, is intended to give, , or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons.
- f. *Compliance with Applicable Law.* The Business Associate shall comply with all federal and District of Columbia laws, regulations, executive orders and ordinances, as they may be amended from time to time during the term of this HIPAA Compliance Clause and the Contract; to the extent they are applicable to this HIPAA Compliance Clause and the Contract.
- g. *Governing Law and Forum Selection.* This Contract shall be construed broadly to implement and comply with the requirements relating to the Privacy Rule, and other applicable laws and regulations. All other aspects of this Contract shall be governed under the laws of the District of Columbia. The Covered Entity and the Business Associate agree that all disputes which cannot be amicably resolved by the Covered Entity and the Business Associate regarding this HIPAA Compliance Clause shall be litigated before the District of Columbia Contract Appeals Board, the District of Columbia Court of Appeals, or the United States District Court for the District of Columbia having jurisdiction, as the case may be. The Covered Entity and the Business Associate expressly waive any and all rights to initiate litigation, arbitration, mediation, negotiations and/or similar proceedings outside the physical boundaries of the District of Columbia and expressly consent to the jurisdiction of the above tribunals.
- h. *Indemnification.* The Business Associate shall indemnify, hold harmless and defend the Covered Entity from and against any and all claims, losses, liabilities, costs, and other expenses incurred as a result or arising directly or indirectly out of or in connection with (a) any misrepresentation, breach of warranty or non-fulfillment of any undertaking of the Business Associate under this HIPAA Compliance Clause; and (b) any claims, demands, awards, judgments, actions and proceedings made by any person or organization, arising out of or in any way connected with the performance of the Business Associate under this HIPAA Compliance Clause.
- i. *Injunctive Relief.* Notwithstanding any rights or remedies under this HIPAA Compliance Clause or provided by law, the Covered Entity retains all rights to seek injunctive relief to prevent or stop the unauthorized use or disclosure of Protected Health Information by the Business

Associate, its workforce, any of its subcontractors, agents, or any third party who has received Protected Health Information from the Business Associate.

- j. *Assistance in litigation or administrative proceedings.* The Business Associate shall make itself and any agents, affiliates, subsidiaries, subcontractors or its workforce assisting the Business Associate in the fulfillment of its obligations under this HIPAA Compliance Clause and the Contract, available to the Covered Entity, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against the Covered Entity, its directors, officers or employees based upon claimed violation of HIPAA, the Privacy Rule or other laws relating to security and privacy, except where the Business Associate or its agents, affiliates, subsidiaries, subcontractors or its workforce are a named adverse party.
- k. *Notices.* Any notices between the Parties or notices to be given under this HIPAA Compliance Clause shall be given in writing and delivered by personal courier delivery or overnight courier delivery, or by certified mail with return receipt requested, to the Business Associate or to the Covered Entity, to the addresses given for each Party below or to the address either Party hereafter gives to the other Party. Any notice, being addressed and mailed in the foregoing manner, shall be deemed given five (5) business days after mailing. Any notice delivered by personal courier delivery or overnight courier delivery shall be deemed given upon notice upon receipt.

If to the Business Associate, to

If to the Covered Entity, to

Attention: _____

Attention: _____

Fax: _____

Fax: _____

- l. *Headings.* Headings are for convenience only and form no part of this HIPAA Compliance Clause and shall not affect its interpretation.
- m. *Counterparts; Facsimiles.* This HIPAA Compliance Clause may be executed in any number of counterparts, each of which shall be deemed an original. Facsimile copies hereof shall be deemed to be originals.
- n. *Successors and Assigns.* The provisions of this HIPAA Compliance Clause shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and permitted assigns, if any.
- o. *Severance.* In the event that any provision of this HIPAA Compliance Clause is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the provisions of this HIPAA Compliance Clause will remain in full force and effect. In addition, in the event a Party believes in good faith that any provision of this HIPAA Compliance Clause fails to comply with the then-current requirements of the Privacy Rule, such party shall notify the other Party in writing, in the manner set forth in Section 10. Miscellaneous, Paragraph 1 k. Notices. Within ten (10) business days from receipt of notice, the Parties shall address in good faith such concern and amend the terms of this HIPAA Compliance Clause, if necessary to bring it into compliance. If, after thirty (30) days, the HIPAA Compliance Clause fails to comply with the Privacy Rule, then either Party has the right to terminate this HIPAA Compliance Clause upon written notice to the other Party.

- p. *Independent Contractor.* The Business Associate will function as an independent contractor and shall not be considered an employee of the Covered Entity for any purpose. Nothing in this HIPAA Compliance Clause shall be interpreted as authorizing the Business Associate workforce, its subcontractor(s) or its agent(s) or employee(s) to act as an agent or representative for or on behalf of the Covered Entity.

- q. *Entire Agreement.* This HIPAA Compliance Clause, as may be amended from time to time pursuant to Section 10. Miscellaneous, Paragraph b. Amendment, which incorporates by reference the Contract, and specific procedures from the District of Columbia Department of Health Privacy Policy Operations Manual, constitutes the entire agreement and understanding between the Parties and supersedes all prior oral and written agreements and understandings between them with respect to applicable District of Columbia and federal laws, rules and regulations, HIPAA and the Privacy Rule, and any rules, regulations, requirements, rulings, interpretations, procedures, or other actions related thereto that are promulgated, issued or taken by or on behalf of the Secretary.

Attachments:

Exhibit A *Identity and Procedure Verification*

SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March 2007 (“SCP”) are incorporated as part of the contract. To obtain a copy of the SCP go to www.ocp.dc.gov, click on OCP Policies under the heading “Information”, then click on “Standard Contract Provisions – Supplies and Services Contracts”.

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

The Contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 RIGHTS IN DATA

I.5.1 “Data,” as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

I.5.2 The term “Technical Data”, as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to contract administration.

I.5.3 The term “Computer Software”, as used herein means computer programs and computer databases. “Computer Programs”, as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data

processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.

- I.5.4** The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.
- I.5.5** All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.
- I.5.6** The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:
- I.5.6.1** Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;
- I.5.6.2** Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;
- I.5.6.3** Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.
- I.5.7** The restricted rights set forth in section I.5.6 are of no effect unless
- (i) the data is marked by the Contractor with the following legend:

RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure is subject to restrictions stated in Contract No. _____ with (Contractor's Name); and

- (ii) If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractor may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.

- I.5.8** In addition to the rights granted in Section I.5.6 above, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.5.6 above, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this contract. Unless written approval of the CO is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.
- I.5.9** Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use this clause, I.5, Rights in Data, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.
- I.5.10** For all computer software furnished to the District with the rights specified in Section I.5.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in Section I.5.5. For all computer software furnished to the District with the restricted rights specified in Section I.5.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.
- I.5.11** The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.
- I.5.12** Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.
- I.5.13** Paragraphs I.5.6, I.5.7, I.5.8, I.5.11 and I.5.12 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractor at the time of delivery of such work.

I.6 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.7 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 INSURANCE

- A. **GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.
1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
 2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction

with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

- B. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. NOTIFICATION. The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.
- G. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Helena Barbour
Contracting Officer
441 4th Street N.W. Suite 900 South
Washington, DC 20001
202-442-5817
helena.barbour@dc.gov

- H. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against

the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.3. An award cannot be made to any offeror who has not satisfied the equal employment requirements.

I.10 ORDER OF PRECEDENCE

The contract awarded as a result of this RFP will contain the following clause:

ORDER OF PRECEDENCE

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract document
- (3) Standard Contract Provisions
- (4) Contract attachments other than the Standard Contract Provisions
- (5) RFP, as amended
- (6) BAFOs (in order of most recent to earliest)
- (7) Proposal

I.11 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS

Any contract in excess of \$1,000,000 shall not be binding or give rise to any claim or demand against the District until approved by the Council of the District of Columbia and signed by the CO.

I.12 GOVERNING LAW

This contract, and any disputes arising out of or related to this contract, shall be governed by, and construed in accordance with, the laws of the District of Columbia.

SECTION J: ATTACHMENTS

The following list of attachments is incorporated into the solicitation by reference. *[However, include ONLY J.1, J.2, J.5 and J.6 in the final contract.]*

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (March 2007) available at www.ocp.dc.gov click on “Solicitation Attachments”
J.2	U.S. Department of Labor Wage Determination No. 2005-2013, Revision No: 13 dated June 19, 2013
J.3	Office of Local Business Development Equal Employment Opportunity Information Report and Mayor’s Order 85-85 available at www.ocp.dc.gov click on “Solicitation Attachments”
J.4	Department of Employment Services First Source Employment Agreement available at www.ocp.dc.gov click on “Solicitation Attachments”
J.5	Way to Work Amendment Act of 2014 - Living Wage Notice available at www.ocp.dc.gov click on “Solicitation Attachments”
J.6	Way to Work Amendment Act of 2014 - Living Wage Fact Sheet available at www.ocp.dc.gov click on “Solicitation Attachments”
J.7	Tax Certification Affidavit available at www.ocp.dc.gov click on “Solicitation Attachments”
J.8	Bidder/Offeror Certifications available at www.ocp.dc.gov click on “Solicitation Attachments”

SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

Bidder/Offeror Certification Form

available at www.ocp.dc.gov click on "Solicitation Attachments"

K.1 AUTHORIZED NEGOTIATORS

The offeror represents that the following persons are authorized to negotiate on its behalf with the District in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators).

K.2 TYPE OF BUSINESS ORGANIZATION

K.2.1 The offeror, by checking the applicable box, represents that:

a. It operates as:

- a corporation incorporated under the laws of the state of: _____
- an individual,
- a partnership,
- a nonprofit organization, or
- a joint venture.

(b) If the offeror is a foreign entity, it operates as:

- an individual,
- a joint venture, or
- a corporation registered for business in _____ (Country)

K.3 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS

Mayor's Order 85-85, "Compliance with Equal Opportunity Obligations in Contracts", dated June 10, 1985 and the Office of Human Rights' regulations, Chapter 11, "Equal Employment Opportunity Requirements in Contracts", promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for contracts subject to the order. Failure to complete the certification may result in rejection of the

offeror for a contract subject to the order. I hereby certify that I am fully aware of the content of the Mayor's Order 85-85 and the Office of Human Rights' regulations, Chapter 11, and agree to comply with them in performance of this contract.

Offeror _____ Date _____

Name _____ Title _____

Signature _____

Offeror ____ has ____ has not participated in a previous contract or subcontract subject to the Mayor's Order 85-85. Offeror ____ has ____ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed subofferors. (The above representations need not be submitted in connection with contracts or subcontracts which are exempt from the Mayor's Order.)

K.4 BUY AMERICAN CERTIFICATION

The offeror hereby certifies that each end product, except the end products listed below, is a domestic end product (See Clause 23 of the SCP, "Buy American Act"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

_____ EXCLUDED END PRODUCTS
_____ COUNTRY OF ORIGIN

K.5 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION

Each offeror shall check one of the following:

_____ No person listed in Clause 13 of the SCP (Attachment J.1), "District Employees Not To Benefit" will benefit from this contract.

_____ The following person(s) listed in Clause 13 of the SCP (Attachment J.1), "District Employees Not To Benefit" may benefit from this contract. For each person listed, attach the affidavit required by Clause 13.

K.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) Each signature of the offeror is considered to be a certification by the signatory that:

- 1) The prices in this contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any offeror or competitor relating to:

K.7 TAX CERTIFICATION

Each offeror must submit with its offer, a sworn Tax Certification Affidavit, incorporated herein as Attachment J.10.

K.8 CERTIFICATION OF ELIGIBILITY

The offeror’s signature shall be considered a certification by the signatory that the offeror, or any person associated therewith in the capacity of owner, partner, director, officer, principal, or any position involving the administration of funds:

A. is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility under any federal, District or state statutes;

B. has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal, District or state agency within the past three (3) years;

C. does not have a proposed debarment pending; and

D. has not been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Indicate below any exception to your certification of eligibility and to whom it applies, their Position in the offeror’s organization, the initiating agency, and dates of action. Exceptions will not necessarily result in denial of award, but will be considered in determining responsibility of the offeror. Providing false information may result in criminal prosecution or administrative sanctions.

SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 CONTRACT AWARD

L.1.1 Most Advantageous to the District

The District intends to award **one** contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

L.1.2 Initial Offers

The District may award a contract on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the offeror's best terms from a standpoint of cost or price, technical and other factors.

L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT

L.2.1 One original and *[seven (7)]* copies of the written proposals shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point font size on 8.5" by 11" bond paper. Telephonic, telegraphic, and facsimile proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. *[insert solicitation number, title and name of offeror]*".

L.2.2 Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. The offeror shall respond to each factor in a way that will allow the District to evaluate the offeror's response. The offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services and delivery thereof. The information requested below for the technical proposal shall facilitate evaluation for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise response fully reflecting the manner in which the offeror proposes to fully meet the requirements in Section C.

L.3 PROPOSAL CONTENT AND ORGANIZATION

L.3.1 Volume I - Technical Proposal Content Instructions

The Offeror's Technical Proposal shall be organized and presented in the following clearly marked separate sections:

L.3.1.1 Technical Approach and Methodology

The information contained in this section shall facilitate the evaluation of the Offeror's technical approach and methodology to . The Offeror shall provide at a minimum the following information:

L.3.1.1.1 Technical Approach and Methodology Narratives

The Offeror shall provide the following narratives:

- a. A description of the Offeror's understanding of the District's objectives (C.2.4) and overall understanding of the District's requirements (C.3);
- b. A discussion of the Offeror's knowledge of the Applicable Documents referenced in C.1.1 and the application of these documents to the successful performance of the District's requirements (C.3);
- c. A discussion of the Offeror's technical approach and methodology to develop and x the District's preferred drug list program including the following:
 - 1. develop
 - 2. maintain
 - 3. P&T Committee
 - 4. Prior Authorization
 - 5. PDA
- d. A discussion of the Offeror's technical approach and methodology to develop and x the District's supplemental rebate program including the following:
 - 1. negotiations
 - 2. administration
 - 3. operation
- e. A discussion of the Offeror's technical approach and methodology to develop and x the District's Multi-state pooling agreement

L.3.1.1.2 Technical Approach and Methodology Attachments

The Offeror shall provide the following attachments:

- a. Conceptual policies and procedures for the research and clinical review protocols, for the District's PDL;
- b. Conceptual presentation and supporting documentation for P&T Committee for three (3) different categories of drugs to include at a minimum the following:
 1. clinical review
 2. financial analysis
 3. financial projections
 4. recommendation and supporting analysis⁰
- c. Conceptual policies and procedures for the District's SR program;
- d. Conceptual policies and procedures for the District's Multi-state pooling agreement;
- e. Sample reports of (a) monthly rebate performance; (b) quarterly reports summarizing rebate resolution performance metrics; (c) annual review of PDL utilization data and cost savings.

L.3.1.2 Technical Expertise

The information contained in this section shall facilitate the evaluation of the Offeror's technical expertise. The Offeror shall provide at a minimum the following information:

L.3.1.2.1 Describe the Offeror's experience, coordination and approach in the Administration of the Pharmacy and Therapeutics Committee, to include policies and procedures for the research and clinical review protocols, and negotiations used to prepare presentations to the P&T Committee as described in as described in C.3.5.1 through C.3.5.2.4.

L.3.1.2.2 Describe the Offeror's approach to Multi-State Pooling/Supplemental Rebate Agreements design, implementation, and administration to include Supplemental Drug Rebate process to include but not limited to invoicing criteria and frequency, payment reconciliation, accounts receivable record maintenance as described in C.3.8. through C.3.8.1.4.

L.3.1.2.3 Provide an overview of the Offeror's Supplemental Rebate negotiation process as described in C.3.9.

L.3.1.2.4 Describe the Offeror's capability to provide Supplemental Rebate Administration as described in C.3.10.

L.3.1.2.5 Describe the Offeror's capability to provide system maintenance services for the ongoing support of system interfaces and data file exchanges as described in C.3.11.1.

L.3.1.2.6 Describe the Offeror's approach to the preparation of quarterly NDC-11 level data claims extracts to include phase-in and phase-out dates, for exchange with the District's PBM contractor for supplemental rebate invoicing purposes, to include proposed timeline and file format requirements as described in C.3.11.2.

L.3.1.2.7 Describe the Offeror's approach to report preparation and timely delivery of monthly performance reports described in C.3.15 to C.3.15.2.

L.3.1.2.8 Describe the Offeror's approach to providing a Dedicated Contract Manager with responsibility for the development enhancement and maintenance of the multi-state Medicaid pooling, process, operational functions, program staffing, policy and clinical support, clinical therapeutic class review presentation at P&T Committee meetings and provider education as described in C.3.12.1 through C.3.12.1.1.2.

L.3.1.2.9 Describe Offeror's experience in developing quality assurance plans to be used to assure the quality of services provided for each requirement as described in C.3.13.

L.3.1.2.10 Describe Offeror's experience and approach to the development of a transition plan to effect an orderly and efficient transition as described in C.3.14.

L.3.1.3 Corporate Qualifications

Offeror shall provide summary information about the offeror's organization and its ability to satisfy provisions of this RFP. This section shall include an organizational chart displaying the offeror's overall structure. The information requested in this section shall facilitate the evaluation of the Offeror's Corporate Qualifications, including Offeror's Past Performance and Previous Experience to perform the required services as described in Section C and Section H.

L.3.1.4 Past Performance

L.3.1.4.1 Past Performance Narratives

L.3.1.4.1.1 Describe the extent of the Offeror's demonstrated expertise and quality of performance in preferred drug list and supplemental rebate program management services and how Offeror gained such expertise.

L.3.1.4.1.2 Describe the number of the Offeror's years of experience in preferred drug list and supplemental rebate program management services as describe in C.3.

L.3.1.4.1.3 Describe the scope of the Offeror's previous or current contracts relating to preferred drug list and supplemental rebate program management services as described in C.3.

L.3.1.4.1.4 Past Performance Attachments

L.3.1.4.1.5 List three (3) references related to the Offeror's experience performing preferred drug list and supplemental rebate program management services.

L.3.1.4.1.6 List the following information for contracts and subcontracts under which the Offeror has performed work similar to that identified in this RFP (please list in order of largest to smallest contract or subcontract value):

L.3.1.4.1.6.1 Name of contracting activity;

L.3.1.4.1.6.2 Contract number;

L.3.1.4.1.6.3 Contract type;

L.3.1.4.1.6.4 Contract duration (or Period);

L.3.1.4.1.6.5 Total contract value;

L.3.1.4.1.6.6 Type of work performed;

L.3.1.4.1.6.7 Contracting Officer's Name, Address and Telephone;

L.3.1.4.1.6.8 Project Manager's Name, Address and Telephone; and

L.3.1.4.1.6.9 A description of any major problems encountered in performing the contract and corrective actions taken/

L.3.1.5 Organizational Structure Narratives

L.3.1.5.1 This section requests information about the Offeror's organizational and management structure to include an overview of the organizational structure in the proposal narrative, indicating the responsibilities of each department for the functions delineated in this statement of work.

L.3.1.5.2 Describe the Offeror's process for project management and identify the expected level of on and off site involvement.

L.3.1.5.2.1 Organization and Staffing Attachments:

L.3.1.5.2.1.1 An organizational chart showing:

L.3.1.5.2.1.1.1 The names and Positions of the Offeror's employees who will provide or contribute to the services to be performed under the Contract, including, at a minimum;

L.3.1.5.2.1.1.2 Subcontractors that will be performing services for the Offeror under the Contract; and

L.3.1.5.2.1.1.3 The reporting lines and accountability among the Offeror's staff and subcontractors as applicable.

L.3.1.5.2.1.1.4 The resume of the Key Personnel as described in Section C.3.12. If a Key Personnel position is currently vacant, please provide a job description.

L.3.1.5.2.1.1.5 The resumes of the staff and subcontractors Offeror considers to be relevant additional personnel. If a position is currently vacant, provide a job description.

L.3.1.5.2.1.1.6 A list of all members of the Board of Directors and current officers of the corporation and list any financial interests in the corporation.

L.3.1.5.2.1.1.7 Documentation of judgments and licensing actions involving Offeror in other states or jurisdictions

L.3.1.6 Representations and Certifications

Offeror shall include the following representations and certifications:

Completed information in the Equal Employment Opportunity Forms, Attachment J.4;

First Source Employment Agreement, Attachment J.5.;

Tax Certification, Attachment J.10;

K.1 Authorized Negotiators

K.2 Type of Organization

K.3

K.4

K.8 Certification of Eligibility

L.3.5.2.3.4 Completed information in Section K, Representations, Certification and Other Statements of Offerors.

L.3.2 Volume II: Price Proposal

L.3.2.1 Offeror's Price Proposal shall contain a Table of Contents and organized and presented in the following clearly marked separate sections.

L.3.2.1.1 Price Schedule Section B

The Offeror shall include a completed Section B.3 Price Schedule.

L.3.2.1.2 Cost and Price Data/Price Certification

The Offeror shall include a completed Cost/Price Data including the Price Certification (Attachment J.8). The Offeror may provide the Offeror's cost/price data in any format that the Offeror may provide their total budget worksheets in whatever formats they believe will convey the data clearly, so long as the specified minimum level of detail in the Cost/Price tables in Attachment J.15 is met.

L.3.2.1.3 Price Proposal Narrative

The Offeror shall provide a price proposal narrative to include explanations and justifications of each of the Offeror's cost elements. The information provided shall clearly and logically show the rationale and methodology used by the Offeror to arrive at the proposed totals for each cost element

L.3.2.1.4 The Offeror shall include a completed K. 6 Independent Price Determination

This pro-forma contract budget will show the "total costs" that Offeror anticipates incurring in the performance of the contract requirements

L.4 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS

L.4.1 Proposal Submission

Proposals must be submitted no later than *[Insert the time and date specified in Section A.9.]* Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- (a) The proposal or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;
- (b) The proposal or modification was sent by mail and it is determined by the CO that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or
- (c) The proposal is the only proposal received.

L.4.2 Withdrawal or Modification of Proposals

An offeror may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, but not later than the closing date and time for receipt of proposals.

L.4.3 Postmarks

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither Postmark shows a legible date, the proposal, modification or request for withdrawal shall be deemed to have been mailed late. When the Postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the offeror can furnish evidence from the postal authorities of timely mailing.

L.4.4 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.4.5 Late Proposals

A late proposal, late modification or late request for withdrawal of a proposal that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful proposals resulting from this solicitation.

L.5 EXPLANATION TO PROSPECTIVE OFFERORS

If a prospective offeror has any questions relating to this solicitation, the prospective offeror shall submit the question in writing to the contact person, identified on page one. The prospective offeror shall submit questions no later than *[insert number]* days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than *[insert number]* days before the date set for submission of proposals. The District will furnish responses promptly to all prospective offerors. An amendment to the solicitation will be issued if the CO decides that information is necessary in submitting offers, or if the lack of it would be prejudicial to any prospective offeror. Oral explanations or instructions given by District officials before the award of the contract will not be binding.

L.6 FAILURE TO SUBMIT OFFERS

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the CO, Helena Barbour, 441 4th N.W Street Suite 900 South Washington, DC 20001 , 202-442-5817, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the CO of the reason for not submitting a proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the CO that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L.7 RESTRICTION ON DISCLOSURE AND USE OF DATA

L.7.1 Offerors who include in their proposal data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a contract is awarded to this offeror as a result of or in connection with the submission of this data, the District will have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets)."

L.7.2 Mark each sheet of data it wishes to restrict with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.”

L.8 PROPOSALS WITH OPTION YEARS

The offeror shall include option year prices in its price/cost proposal. An offer may be determined to be unacceptable if it fails to include pricing for the option year(s).

L.9 PROPOSAL PROTESTS

Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than ten (10) business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial proposals shall be filed with the Board prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting Officer for the solicitation.

L.10 SIGNING OF OFFERS

The offeror shall sign the offer and print or type its name on the Solicitation, Offer and Award form of this solicitation. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

L.11 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

L.12 RETENTION OF PROPOSALS

All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the offerors.

L.13 PROPOSAL COSTS

The District is not liable for any costs incurred by the offerors in submitting proposals in response to this solicitation.

L.14 ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS

In addition to other proposal submission requirements, the offeror must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code §2-534, in order for the District to comply with §2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District proposals following award of the contract, subject to applicable FOIA exemption under §2-534(a)(1).

L.15 CERTIFICATES OF INSURANCE

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submit certificates of insurance giving evidence of the required coverage as specified in Section I.8 to:

Helena Barbour
Contracting Officer
441 4th Street Suite 900 South
Washington, DC 20001
202-442-5817
helena.barbour@dc.gov

L.16 ACKNOWLEDGMENT OF AMENDMENTS

The offeror shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A, Solicitation, Offer and Award form; or (c) by letter, telegram or e-mail from an authorized negotiator. The District must receive the acknowledgment by the date and time specified for receipt of proposals. An offeror's failure to acknowledge an amendment may result in rejection of its offer.

L.17 BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted, all offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at the designated date and time. Best and final offers will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provisions of the solicitation. After receipt of best and final offers, no discussions will be reopened unless the CO determines that it is clearly in the District's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify contractor selection and award based on the best and final offers received. If discussions are reopened, the CO shall issue an additional request for best and final offers to all offerors still within the competitive range.

L.18 LEGAL STATUS OF OFFEROR

Each proposal must provide the following information:

- L.18.1** Name, address, telephone number and federal tax identification number of offeror;
- L.18.2** A copy of each District of Columbia license, registration or certification that the offeror is required by law to obtain. This mandate also requires the offeror to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862, if the offeror is required by law to make such certification. If the offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- L.18.3** If the offeror is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

L.19 FAMILIARIZATION WITH CONDITIONS

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered, and the conditions under which the work is to be accomplished. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.20 GENERAL STANDARDS OF RESPONSIBILITY

The prospective contractor must demonstrate to the satisfaction of the District its capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit the documentation listed below, within five (5) days of the request by the District.

- L.20.1** Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.
- L.20.2** Evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- L.20.3** Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- L.20.4** Evidence of compliance with the applicable District licensing and tax laws and regulations.
- L.20.5** Evidence of a satisfactory performance record, record of integrity and business ethics.

- L.20.6** Evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.
- L.20.7** Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- L.20.8** If the prospective contractor fails to supply the information requested, the CO shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective contractor to be nonresponsible.

**SECTION M
EVALUATION FACTORS**

M.1 EVALUATION FOR AWARD

The contract will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

M.2 TECHNICAL RATING

M.2.1 The Technical Rating Scale is as follows:

Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

M.2.2 The technical rating is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the offeror’s score for each factor. The offeror’s total technical score will be determined by adding the offeror’s score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the District evaluates the offeror’s response as “Good,” then the score for that evaluation factor is 4/5 of 40 or 32.

If sub-factors are applied, the offeror’s total technical score will be determined by adding the offeror’s score for each subfactor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, with two sub-factors of twenty (20) points each, using the Technical Rating Scale above, if the District evaluates the offeror’s response as “Good” for the first subfactor and “Poor” for the second subfactor, then the total score for that evaluation

factor is 4/5 of 20 or 16 for the first subfactor plus 1/5 of 20 or 4 for the second subfactor, for a total of 20 for the entire factor.

M.3 EVALUATION CRITERIA

The total sum of the maximum points for Technical Criteria and Price Criterion is 100 points

M.3 Evaluation Factors

M.3.1 In accordance with Section M.1, the District will make a best value award to the responsible Offeror(s) whose offer conforms to the solicitation and is most advantageous to the District, cost or price and technical factors listed below considered.

M.3.2 Proposals will be evaluated based on the following technical evaluation factors which are listed in descending order of importance:

M.3.2.1 Technical Capability

M.3.2.2 Corporate Qualifications

M.3.2.2.1 Past Performance

M.3.2.2.2 Organization and Staffing

M.4 Evaluation Criteria

M.4.1 The technical evaluation criteria set forth below have been developed by agency technical personnel and have been tailored to the requirements of this particular solicitation. Contractor is informed that these criteria will serve as the standard against which all proposals will be evaluated and serve to establish the evaluation criteria including the evaluation factors and significant sub factors which Contractor should specifically address in complying with the requirements of the solicitation as described in Section C and instructions and notices to Offerors described in Section L.

M.4.2 The relative probabilities of the Offeror to accomplish the requirements of the solicitation will be evaluated based on the specific information requested in Section L.3 in accordance with the evaluation factors described below. Contractor should respond to each factor and significant sub factor in a way that will allow the District to evaluate Contractor's response. The scoring for each evaluation factor will be based on the District's determination of the degree to which the Offeror satisfies the requirements within the evaluation factor and significant sub factors. Deficiencies and weaknesses identified in the proposal as well as the District's risk will also be considered.

M.4.3	Factor 1 – Technical Capability	35	Points
	Factor 2 – Past Performance	25	Points
	Factor 3 – Organization and Staffing	20	Points
	Factor 4 - Price	20	Points

M.4.4 Price Criteria

M.4.4.1 Price evaluations will account for up to ten (10) points of the total score. Unlike the technical evaluation, the price evaluation will be objective. Hence, the Offeror with the lowest price within an acceptable range will receive the maximum points. All other proposals will receive a proportionately lower total score.

M.4.4.2 Actual points assigned to each Offeror in this category will be based on the Offeror’s total price as provided in the Offeror’s Price Proposal (Section L.3.2 and information the Offeror provides in the Table in Section B.5) in accordance with the following formula.

$$\frac{\text{Lowest Price Proposal}}{\text{Price of Proposal Being Evaluated}} \times (10) = \frac{\text{Evaluated}}{\text{Price Score}}$$

M.4.5 Preference Points will be awarded in accordance with Section M.5 below for a total six (6) preference points on a one hundred point (100) point scale.

M.4.6 Total Points

M.4.6.1 The total points awarded under the solicitation are one hundred.

Technical Evaluation Factors		
0 – 100 Points		
Evaluation Factor/ Significant Subfactor	Point Value	Point Assigned
Factor 1 - Technical Capability	0 - 35	
<p>Scoring of this factor will be based on the overall technical capabilities relative to sub-factors as described in each segment of L.3.1.1. through L.3.1.2.10</p> <ol style="list-style-type: none"> 1. Offeror’s understanding, technical approach, methodology, experience and proven capability in the design, analysis and support of a preferred drug formulary. 2. Offeror’s understanding, technical approach, methodology, experience and proven capability of its supplemental drug rebate program to pool purchasing power with other state Medicaid programs to negotiate lower pharmaceutical prices and supplemental rebates on behalf of the District. 3. Offeror’s understanding, technical approach, methodology, experience and proven capability to provide and document supplemental rebate dispute resolution to support the supplemental rebate process. 4. Offeror’s understanding, technical approach, methodology, experience and proven capability of administration and support of a Pharmacy and Therapeutics Committee including, but not limited to therapeutic class review research and presentation, written analysis of clinical 		

<p>guidelines and cost savings projection, administrative reports, staffing and meeting coordination services.</p> <p>5. Offeror's presentation of technical capability based on attachments.</p>		
<p>Factor 2 - Past Performance</p>	<p>0 – 25</p>	
<p>Scoring of this factor will be based on the Offeror's expertise and past performance and Letters of Reference using the following sub-factors as described in Section L.3.1.4 thru L.3.1.4.1.6.9</p> <p>1. Offeror's demonstrated expertise and quality of performance in preferred drug list and supplemental rebate program administration.</p> <p>2. Three (3) letters of reference from the most recent clients with respect to similar services that the Offeror has provided. Offeror letters should be formatted to communicate the Offeror's specialized experience in understanding and executing the proposed services to exemplify the Offeror's approach to pharmacy management and staffing services. Letters should reflect the following:</p> <p>Project Name;</p> <p>Project Location;</p> <p>Nature or Type of System Development and/or implementation;</p> <p>Project Estimate or Completed Price;</p> <p>Current Project Status (Completed or on-going);</p> <p>Project Owner's Name, Address & Contact Phone Number; and</p>		

Summation of Offeror’s overall performance.		
Factor 3 - Organization and Staffing	0 – 20	
Scoring of this factor will be based on the 1. Offeror’s organization and proposed staffing to sub-factors as described in Section L.3.1.5 through Section L.3.1.5.2.1.1.7 2. Overview of Offeror’s organizational structure (including an organizational chart) and description of the Offeror’s process for project management. 3. Resumes of Key Personnel with skill level and expertise of proposed contract manager.		
Price Evaluation 0 – 10 Points		
Price	0 – 20	
Preference Points 0 – 12 Points		

M.4.7 EVALUATION OF OPTION YEARS

The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base year. Evaluation of options shall not obligate the District to exercise them. The total District’s requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.