



REQUEST FOR PROPOSAL

The RFP Process at the Texas State Board of
Pharmacy

INTRODUCTION

Our Mission



“The Texas State Board of Pharmacy, as a leader **protecting the public health** of the citizens of Texas, [TSBP] shall uphold quality standards for **licensing and facilitate regulation** that promotes innovative, multidisciplinary, and collaborative practices and education which produce quality care and positive patient outcomes.”

The Texas State Board of Pharmacy (TSBP) **DOES NOT** buy, prescribe, or dispense pharmaceuticals.

INTRODUCTION

Submitting a RFP for TSBP



This is an introduction to the request for proposal process at the Texas State Board of Pharmacy (TSBP). Other agencies may differ in details.

- TSBP Purchasers manage the procurement process to make sure the agency gets the best value.
- Purchasers are responsible for ensuring that the agency follows all rules, statutes, and guidelines related to procurement.
- The State of Texas seeks to get the best value through **fair competition** .

INTRODUCTION

What is a RFP?



- A **Request for Proposal** is a type of contract solicitation (typically for services). Price is usually a factor, but the main emphasis is on quality. This type of proposal may also be called a “Request for Offer (RFO).”
- The awarded proposal becomes part of a contract between TSBP and the vendor. **A proposal is an offer of contract.**
- TSBP works under the authority and rules of the State of Texas.

INTRODUCTION

Other Types of Submissions



- Information for Bid (IFB): price is the main factor.
- Request for Qualifications(RFQ): limited to certain professional services (Chapter 2254, Subchapter A, of the Texas Government Code).
- Request for Information (RFI): for information only, no contract awarded.
- Quote Request informal bidding.

INTRODUCTION

Where to submit a RFP?



- **TSBP uses Bonfire eSourcing to accept electronic proposals** (we are paperless).
We have a portal specifically for our solicitations:
<https://pharmacytexas.bonfirehub.com/portal/>
- For technical support, please contact Euna Solutions:
 - [Vendor – Registration](#)
 - [Creating a Bonfire Account \[VIDEO\]](#)
 - [Creating and Uploading a Submission](#)

All Proposals MUST be SIGNED and SUBMITTED by the deadline to be accepted.

RFP TEMPLATE

Title Page & Table of Contents



- The first page has the **RFP's number and name**. The name is a basic description of the services required.
- The **NIGP class and item** are listed. Those are categories for goods and services purchasers and vendors use to connect:
<https://comptroller.texas.gov/purchasing/nigp/>
- The response deadline is given here. It is very important that all **responses must be submitted by the deadline** - failure to meet the deadline WILL disqualify a proposal / potential vendor.
- The Table of Contents tells you where to find particular items in the RFP.

RFP TEMPLATE

Section 1.0 Introduction



- **Section 1.5** sets the number of terms for the contract. TSBP has the option to renew. Keep track of the terms in your contract!
- **Section 1.6** sets the rules for changes to the contract. Contractors must follow the procedures for change.
- **Section 1.8** describes the order of precedence of contract documents: the RFP, the proposal, and related documents become the contract.
- **Section 1.10** lays out the schedule for the RFP **Deadlines are critical.**

RFP TEMPLATE

Section 2.0 Statement of Work



This is the most critical part of any RFP; it's also the most variable, since it all depends on what services the RFP is for.

**Pay close attention to ALL details
in the Statement of Work (SOW).**

RFP TEMPLATE

Section 3.0 Pricing



- Actual bid prices should be answered ~~only~~ on the Bonfire bid table. It's only seen by the purchaser. **We do not want other evaluators to be influenced by price.**
- There will be a Bonfire questionnaire for price escalation, an amount allowed for increasing the price over the life of the contract. Again, those should only be in the Bonfire questionnaire.
- TSBP wants firm, fixed pricing to compare to other proposals **It's difficult to judge proposals that make up their own pricing system.** Please save price negotiations until you are offered a contract.

RFP TEMPLATE

Section 4.0 Evaluation



- Evaluation and Scoring is how the Agency decides which proposal is the best value and who should receive the awarded contract .
- Scoring is typically based on the most critical parts of the SOW and price.
- Pay close attention to the relative value of the scores. A section worth 20 points is twice as important as a section worth 10.
- The evaluation is the heart of the RFP.

RFP TEMPLATE

Section 4.0 Evaluation



- TSBP usually requests references.
 - Make sure your references are current and direct us to a person who is willing to answer simple questions (ex. Did you work with this vendor? Would you work with them again?).
- TSBP is also required to check the vendor in the Texas Vendor Performance System for ratings from other agencies.

RFP TEMPLATE

Section 5.0 Submissions



Section 5.0 lists administrative requirements for state procurements.

- **Section 5.4** relates to the Public Information Act (Chapter 552, Gov't Code). **TSBP must comply with the act so our contractors must comply too.** Specific information may be considered confidential, with suitable justifications.
- **Section 5.5** relates to questions. Proposers can ask questions about the RFP for a limited time. Please ask, but pay attention to the deadlines!
- Pay attention to the requirements for HUB subcontracting (5.6), insurance (5.7), prohibited contracts (5.8), and Form 1295 (5.9). These all become part of any final contract.

ATTACHMENTS

Attachment A: Terms & Conditions



TSBP uses a standard set of terms and conditions with our RFPs.

- These include required clauses supplied by the Comptroller of Public Accounts (who oversees state contracting).
- **Proposals may request exceptions to specific terms in writing . TSBP can negotiate exceptions.**
- Blanket rejection of the terms and conditions is not acceptable and can result in your proposal being disqualified.

ATTACHMENTS

Attachment B: HUB Subcontracting



Historically Underutilized Businesses (HUBs) are a category of vendor.

- RFPs for contracts worth over \$100,000.00 are required to have HUB subcontracting plans. Proposers must either be self-performing or make a good faith effort to find qualified HUBs as subcontractors.
- Failure to include your HUB Subcontracting documents can result in disqualification.
- The State Procurement Division can provide help with understanding HUB requirements.

WHAT'S NEXT

Purchaser Communication



- TSBP sends out announcements about RFPs to vendors on the **the Texas Certified Master Bidder List** and selected other vendors to increase competition.
- Pay attention to the initial announcement and follow ups. They are for EVERY bidder.
- The purchaser will send notices about deadlines, addenda, and other time-sensitive events. Make sure to read them and keep up with them.

WHAT'S NEXT

Questions & Answers



- Questions are allowed early in the process to allow time for answers **questions and answers become an addendum** to the RFP (part of the final contract).
 - Questions should be used to clarify details in the RFP. They can help iron out ambiguous or unclear clauses. They may even change the RFP.
 - Answers must be shared with ALL bidders to be transparent and fair.
 - Answers will not negotiate prices or suggest how to write your proposal.
 - Many administrative questions (ex. deadlines, what a questionnaire is, etc.) are answered in the RFP itself.
- Please send any questions to TSBP by e-mail, through Bonfire, or other written communication.

WHAT'S NEXT

Overview



1. Complete your proposal based on the SOW with special attention to the evaluation sections.
- 2. Fill in the bid tables and questionnaires .** TSBP can explain what they are for.
Euna Solutions can explain how to use them.
3. Make sure the proposal and any addenda (Questions and Answers usually) are signed.
4. Make sure HUB Subcontracting documents are complete and signed.
- 5. Upload the proposal before the deadline .**
6. TSBP will evaluate proposals and contact you if we select your proposal for award.

WHAT'S NEXT

Overview



Your response to the SOW is the key to success in the RFP process.

- Give your best possible response to each section, with extra emphasis on the sections for evaluation.
- Make sure to include sufficient detail to show how you **meet or exceed** the specification.
- TSBP wants the best value.
- Answering “Comply” or offering ad copy is unlikely to earn points in an evaluation.

EVALUATION & AWARD

Overview



The TSBP evaluation process has rules in order to foster fair competition.

- TSBP reviews proposals to ensure they are responsive. **TSBP cannot accept non-responsive proposals.**
- TSBP is willing to negotiate details to make a contract that meets the needs of the agency and the vendor.
- Please be patient. The process takes time to ensure it is done right.

The background of the slide features a large, faint watermark of the Texas State Board of Pharmacy seal. The seal is circular, with the words "STATE BOARD OF PHARMACY" around the top and "TEXAS" at the bottom. In the center is a five-pointed star flanked by two olive branches.

THANK YOU

Questions on the RFP Process?

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