



## 1. Proposal Summary

A. Central City Concern (“CCC”) is seeking proposals from qualified firms for a 340B Independent Audit in accordance with the Scope of Work specified in this Request for Proposal.

B. Request for Proposal (RFP) sent via email. Proposals to be returned via email.

1. Day of week	August 1 <sup>st</sup> , 2017	RFP Issued
2. Day of week	August 7 <sup>th</sup> , 2017	Last day for questions
3. Day of week	August 11 <sup>th</sup> , 2017	Proposals Due 5:00 p.m. (PST)

C. Entity Submitting RFP: The terms “vendor”, “proposer”, “applicant”, “firm”, “consultant”, “company”, or “contractor” used in this RFP or any subsequent documents or communications related to this RFP are interchangeable. These terms mean the entity submitting a proposal and seeking to enter into a contract for the services requested in this RFP.

## 2. Project Overview

A. CCC Overview: CCC is a 501(c)(3) nonprofit corporation based in Portland, Oregon that provides a broad portfolio of health, housing, employment, and other social services to people who are affected by poverty, addiction, and homelessness. CCC’s mission is to provide comprehensive solutions to ending homelessness and achieving self-sufficiency. CCC meets this mission through innovative, outcome-based strategies that support personal and community transformation.

B. Pharmacy Overview: Healthcare services at CCC are provided through its Federally Qualified Health Center (“FQHC”), funded under section 330(h) as a Health Care for the Homeless grantee. Healthcare services include primary care, recuperative care, mental health counseling, substance abuse inpatient and outpatient services and a 340B pharmacy. The Central City Concern Pharmacy located in Old Town Clinic (OTC) fills prescriptions for Central City Concern clients served from OTC, Old Town Recovery Center (OTRC), Bud Clark Clinic (BCC) and Eastside Concern.

Pharmacy Operations:

- Central City Concern Pharmacy Hours: Monday – Friday 8:30 a.m.- 5:30 p.m. (Wednesday 9:30 a.m.- 5:30 p.m.)
- Staffing:
  - 9 FTE of pharmacists
  - 12 FTE of technicians
  - 0.5 FTE of on-call pharmacist
  - 1 FTE of clerk
  - 1 FTE of hepatitis C coordinator
- Prescription volume: approximately 1200 per day



### 3. Scope of Work

CCC seeks a 340B Independent Auditor to evaluate its 340B Program. CCC is requesting an analysis of its 340B program to include identifying risks, detailed self-auditing procedures, and opportunities to improve as well as maximize benefits. CCC is also requesting an independent assessment to review current policies/procedures and make recommendations to improve policies/procedures required for 340B compliance.

### 4. Proposal Submittal

A. Proposals must conform to all requirements stated below and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal. Before submitting a proposal, each firm shall familiarize itself with the entire RFP, including Scope of Work, proposal form, and all laws, regulations, and other factors affecting performance of the Scope of Work. The firm shall be responsible for fully understanding the requirements of a subsequent contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of the Scope of Work.

The submission of a proposal will constitute a representation of compliance by the firm. There will be no subsequent financial adjustment for lack of such familiarization. All proposal materials must be attached to an email with a read receipt enabled. The applicant is responsible for delivery of their proposal by the deadline, notwithstanding any claims of error or failure to perform by email systems. No proposals or proposal modifications may be submitted by any means other than email.

If selected, the firm will be required to sign CCC's Professional Services Agreement (PSA) and Business Associate Agreement (BAA) (Attachment 1). If the firm is unwilling to agree to any terms in the PSA or BAA, they must specify any objections in the proposal. Such objections will be considered when scoring firms for selection. If selected as the firm for this project, no objections to the terms and conditions in the PSA or BAA will be considered by CCC if they were not raised by the firm in the proposal.

B. The applicant's proposal should be organized in sections as outlined below:

1. **Cover Letter:** All proposals must include a cover letter submitted under the firm's name on the firm's letterhead, containing the signature and title of a person who is authorized to commit the firm to a potential contract with CCC. The cover letter must also identify the primary contact for this proposal, include reference to "Request for Proposal: 340B Independent Audit", and contain contact information (email, telephone, and mailing address).
2. **Proposal Form:** All proposals must include the complete Proposal Form signed by a person authorized to commit the firm to a potential contract with CCC.
3. **Firm overview:** The firm is to describe its industry competence and specialization in 340B and/or pharmacy auditing business, its experience in serving other covered

entities, indicating those of which have undergone a HRSA audit and subsequent results. Additionally the firm is to provide corporate references.

4. **Qualifications:** The proposal verbiage must describe the applicant’s qualifications to provide the requested product and/or services, relevant experience of the types of staff assigned to CCC with sample biographies, 340B-specific ongoing training conducted for the team (including 340B University attendance as well as the Advanced 340B Operations Certificate Program by Apexus, 340B Continuing Education, relevant proficiencies, etc.), and level of involvement of key partners and managers.
5. **Audit Methodology and Project Management:** The firm is expected to identify specific risks and areas of focus including how to address each under the audit approach and a description outlining the detailed testing procedures of each audit phase. The firm is also to provide a method and approach used to manage the overall project and client correspondence, an assessment of engagement time expectations on-site and off-site, and detailed descriptions of data needed by audit firm.
6. **Audit Findings and Recommendations at the Conclusion of the Assessment:** The firm will provide a detailed technical report; methodologies employed, vulnerability findings with risk ratings. Other recommendations will include a corrective action plan to include immediate and long-term steps for remediation, necessity of a self-disclosure, and a plan for on-going preventative strategies/education/auditing.
7. **Assistance with Remediation:** The firm is expected to describe its capacity to provide support to CCC regarding any necessary remediation efforts, such as self-disclosure and implementation of a corrective action plan.
8. **Exceptions Requested:** Any exceptions to the requirements of this RFP that the applicant requests CCC to consider must be placed in this section. Each alternate or exception should be addressed separately with specific reference to the requirement. If there are no proposed alternates or exceptions, a statement to that effect must be included in this section of the proposal. Any proposed terms and conditions, contracts, waivers, licenses, or agreements required by the firm should be included here with a brief explanatory introduction.
9. **Proprietary Information:** In the event that any applicant shall include in the proposal any information deemed “proprietary” or “protected,” such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. CCC discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. CCC cannot and does not warrant that proprietary information will not be disclosed. CCC shall have the right to use any and all information included in the proposals unless the information is expressly restricted by the applicant.
10. **Proposed Cost Structure:** A detailed cost proposal (description of pricing structure) must be provided in the proposal.
11. **Appendix:** The proposal appendix must include:

- a. Details of any litigation your company or any of its subsidiaries or affiliates has had in the past five years related to the performance of services provided by your firm.
- b. Statement that neither the firm, nor any member of the firm's proposed staff on this project, is debarred, suspended, or otherwise prohibited from entering into a contract by any federal, state or local agency. The firm agrees to notify CCC of any change in this status.
- c. If the firm intends to use any cooperative, subcontract, third party agreement, or the like to perform under their proposal, the firm must supply the name, address, qualifications and criteria used by the firm for selection of any third party, and the intended services to be performed. The services provided under the scope of work proposed, in part or in whole, shall not be subcontracted or assigned without prior written permission of CCC, except that the contractor may, without prior approval and without being released from any of its responsibilities hereunder, assign the contract to any affiliate or wholly owned subsidiary of the contractor.
- d. Samples of any documentation or form that the applicant will request that CCC sign.
- e. Evidence of Minority, Women and Emerging Small Business (MWESB) contracting certification, if applicable.
- f. Willingness to execute the PSA and BAA referenced above, or the changes, if any, that your firm requests be made to the PSA or BAA.

## 5. Evaluation Criteria

Proposals will be evaluated based on the requirements set forth in the RFP. Selection of the firm will be made by a team of CCC staff based upon the following criteria:

- Proposed audit methodology
- Demonstrated ability to perform the Scope of Work set forth in this RFP
- Knowledge of regulations and program requirements related to 340B Independent Audits
- Knowledge of regulations and program requirements related to FQHCs
- Cost competitiveness
- References
- MWESB certification, if applicable
- Willingness to execute the PSA and BAA referenced in Section 4 above, or extent of the changes, if any, that your firm requests be made to the PSA or BAA

## 6. Miscellaneous terms:

A. This is not a "low-bidder gets contract" bidding process. This rather is an RFP process in which CCC reserves all of its rights regarding the review and evaluation of proposals, selection of a firm and award of a contract. CCC expressly reserves its rights to (i) select a firm and award a contract to that firm, with or without prior negotiations, (ii) select one or more firms and then

negotiate with them jointly or collectively before making an award decision, (iii) select no firm and award no contract, with or without prior negotiations, (iv) proceed with another RFP or other selection process, after selecting no firm or awarding no contract, (v) delay or cancel this project, after selecting no firm or awarding no contract and (vi) waive and disregard any defects, irregularities, omissions, discrepancies, inconsistencies, lack of “responsiveness,” absence of “responsibility” and any other shortcomings in any firm’s proposal. In exercising these rights, CCC also reserves the right to use the evaluation criteria set out in Section 5 of this RFP or to make its selection and award decisions based, in whole or in part, on any and all additional or different factors and considerations that it chooses in its discretion.

B. By submitting a proposal, your firm agrees that it, and not CCC, will be responsible for paying all costs and expenses that your firm incurs in (a) preparing and submitting its proposal and (b) negotiating with CCC after submitting its proposal, including without limitation attorneys’ fees and other cost incurred in negotiating with CCC regarding the terms of a contract. Your firm acknowledges and agrees that in no event will CCC be responsible, under any circumstances, for costs and expenses incurred by proposing firms, either directly or by others on their behalf, in preparing or submitting their proposals or negotiating with CCC thereafter regarding the terms of their proposals, regarding the terms and conditions of the contract, or regarding any other issues or matters related to or arising out of this RFP or this project.

C. By submitting a proposal, your firm represents as follows: (i) that it has read and understands the terms and conditions set out this RFP, (ii) that it agrees to be bound by all such terms and conditions except as explicitly and expressly stated otherwise in its proposal, (iii) that it understands and acknowledges that its statement of any such exception may, in CCC’s discretion, result in CCC’s rejection of the firm’s proposal and (iv) that CCC in its discretion may accept the firm’s proposal as submitted without any negotiation, notwithstanding stated objections, or engage the firm in negotiations regarding one or more of its stated exceptions.

## **8. Submit Questions and Proposals:**

A. Questions pertaining to this Request for Proposal (RFP) must be communicated in writing and be received via email by August 7<sup>th</sup>, 2017, at 5:00 p.m. (PST). Questions must be sent to the email address below and should include a reference to the appropriate page and section number of the RFP: [april.higdon@ccconcern.org](mailto:april.higdon@ccconcern.org)

B. The deadline for receipt of proposals is: August 11<sup>th</sup>, 2017, at 5:00 p.m. (PST). Proposals must be received by this deadline by one of the following methods:

Mail to address:

Central City Concern  
Attn: April Higdon  
232 NW Sixth Avenue  
Portland, Oregon 97209

Email to address:

[april.higdon@ccconcern.org](mailto:april.higdon@ccconcern.org)



**C. Any proposal received after the date and time listed above will be returned and will not be considered.**

## 9. Proposal Form

Date:

Proposal of \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_; a partnership consisting of \_\_\_\_\_; an individual trading as \_\_\_\_\_.

Request for Proposal: 340B Independent Audit

To: Central City Concern

1. In compliance with your Request for Proposal, 340B Independent Audit, the undersigned hereby offers to furnish the services designated in the RFP, in strict accordance with the RFP, upon written notice of acceptance of this Proposal at any time within thirty (30) days after the date of opening of the Proposals, and to execute the Contract in accordance with the Proposal as accepted within five (5) days after the Contract is presented for signature.

2. The undersigned Applicant understands that CCC reserves the right to reject any or all Proposals or to waive any formality or technicality, as determined by CCC in its sole discretion, in any Proposal in the interest of CCC.

3. The undersigned Applicant hereby certifies and affirms that the Proposal is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned Applicant has not directly or indirectly induced or solicited any other Proposal to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the Applicant has not in any manner sought by collusion to secure for itself an advantage over any other Applicant.

4. The undersigned certifies that to the best of his/her knowledge (check only one):

- There is no officer or employee of CCC who has, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request.
- The names of any and all public officers or employees of CCC who have, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included here:

5. The certifications in paragraphs 3 and 4 of this Proposal are material representations of fact upon which reliance will be placed when making an award. If it is later determined that the Applicant knowingly rendered an erroneous certification, in addition to other remedies available to CCC, CCC may terminate the contract resulting from this solicitation for default.



REQUEST FOR PROPOSAL  
340B Independent Audit

Official Name of Firm

Signature

Print Name

Complete Business Address

Email Address