REQUEST FOR PROPOSALS (RFP)
Specification No. 14-10821-C
FOR
PHARMACY SERVICES
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

Dear Proposer:

The City of Berkeley is soliciting written proposals from qualified firms or individuals to provide prescription psychiatric medications to persons referred by the City of Berkeley Mental Health Division. As a Request for Proposal (RFP) this is not an invitation to bid and although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). Proposals must be received no later than 2:00 pm, on Thursday, February 27, 2014. All responses must be in a sealed envelope and have “PHARMACY SERVICES” and Specification No. 14-10821-C clearly marked on the outer most mailing envelope. Please submit one (1) original and five (5) copies of the proposal as follows:

Mail or Hand Deliver To:
City of Berkeley
Finance Department/General Services Division
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

For questions concerning the anticipated work, or scope of the project, please contact Jeffrey Johns, Psychiatrist Supervisor, via email at jjohns@cityofberkeley.info no later than Friday, February 14, 2014. Answers to questions will not be provided by telephone. Rather, answers to all questions or any addenda will be posted on the City of Berkeley’s site at http://www.cityofberkeley.info/ContentDisplay.aspx?id=7128. It is the vendor’s responsibility to check this site. For general questions concerning the submittal process, contact purchasing at 510-981-7320.

We look forward to receiving and reviewing your proposal.

Sincerely,

Henry Oyekanmi
General Services Manager
I. BACKGROUND

The Berkeley Department of Health Services: Mental Health Division currently sees approximately 500 adult and juvenile clients. The majority of these clients have been prescribed a psychiatric medication by the psychiatrists employed by the City. While clients who have insurance are free to purchase their medications from any pharmaceutical provider, the City purchases medication for its uninsured clients. Approximately 35-40 clients receive subsidized medication at any given time. The majority of clients are prescribed medications which are available as a generic. For those patients who require non-generic medications, the City assists them in applying for free medications through Patient Assistance Programs administered by the pharmaceutical companies. Many of the clients are on more than one medication and the City has been purchasing an average of 80 prescriptions per month. (See Attachment J for 3 months of actual prescription data).

II. SCOPE OF SERVICES

a. The term of the proposed contract shall be a three (3) year contract from the date of approval or July 1, 2014, whichever is later, through June 30, 2017 and may be renewed for two (2) two (2) years extensions thereafter for a period of up to seven (7) years upon consent of both parties.

b. Services shall include, but not be limited to:

1) Prompt filling of psychiatric and other medication prescriptions to identified clients at the lowest available unit price either in person in an Alameda County location or via delivery.

2) A fixed cost basis for all prescription medications showing the percentage discount from the Average Wholesale Price ("AWP") for brand name and generic medications. Brand name medication will be changed to generic pricing as soon as one generic manufacturer is available.

3) Provision of specialized containers when ordered by the physician such as pre-packaged “bubble” packs, strip packs, and unit dosing and/or vials.

4) Provision of information to clients about the medications which is conveyed in a manner sensitive and appropriate to their disabled status.

5) Ability to accommodate language needs of clients.

6) Pharmacy benefits management information capability including data on costs, usage, medications dispensed, third-party billing (both allowed and disallowed), and a documented delivery log when applicable, and notification within 14 calendar days of client failure to pick up.

7) Detailed monthly and quarterly accounting of all filled prescriptions by client name, prescribing staff, prescription type and dosage, brand or generic, per unit cost, and verification of third-party denials.

8) A process for quality assurance, quality improvement, and procedures for error avoidance.

9) Obtaining Treatment Authorization Requests ("TAR") for non-formulary medications.

10) Establishment of procedures for continuous refills and deliveries of chronic medications based upon written prescription instructions, including a system to prevent premature refills.

11) Development and maintenance of a client database which is in compliance with HIPAA and other federal regulations regarding protected health information.

12) The City of Berkeley shall be the payer of last resort. Establish a process to identify prescriptions incorrectly billed to the City of Berkeley as indigent and reverse those claims, including re-billing to the correct insurer.

13) Submission of monthly invoices by the 15th of the following month.

14) Provide a pharmacist licensed by the California Board of Pharmacy be available by telephone during all working hours.

15) If requested, split a prescription into two (2) different labeled bottles.

16) Inform BMH if an active medication does not have refills available prior to dispensing when a patient receives medications in bubble packs containing multiple medications.

c. The successful bidder must be able to begin providing prescriptions within 30 days of award of contract.

d. City of Berkeley psychiatric staff will be available during normal business hours for consultation.

e. Payment will be made to contractor within 30 days of receipt of a detailed monthly accounting and invoice as described in II.b.6.
III. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

1. Contractor Identification:

   Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number.

2. Client Qualifications:

   The Pharmacy must be licensed by the California Board of Pharmacy. The Pharmacy must provide a copy all permits, licenses and professional credentials necessary to supply product, perform billing to public and private insurance carriers, and perform other services as specified under this RFP.

3. Price Proposal:

   The proposal shall include pricing for all services. Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet. The Proposal shall itemize all services, including 1) amount of discount from AWP for brand name and generic medications, 2) per item dispensing fee including in-person and delivery rates, and 3) an itemization of all other charges related to completion of the work. This information shall be reported on the document entitled “Informational Costs” attached hereto and labeled Attachment I.

4. Contract Terminations:

   **If your organization has had a contract terminated in the last five (5) years, describe such incident.** Termination for default is defined as notice to stop performance due to the vendor’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

   Submit full details of the terms for default including the other party’s name, address, and phone number. Present the vendor’s position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

   If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

IV. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is hired.

1. Responsiveness to Scope of Work: 60%

2. Cost: 40%

A selection panel will be convened of staff from the City of Berkeley and Alameda County.

V. PAYMENT

**Invoices:** Invoices must be fully itemized as explained above, and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed. Mail invoices to the Project Manager and reference the contract number.
VI. CITY REQUIREMENTS

A. Non-Discrimination Requirements:

Ordinance No. 5876-N.S. codified in B.M.C. Chapter 13.26 states that, for contracts worth more than $3,000 bids for supplies or bids or proposals for services shall include a completed Workforce Composition Form. Businesses with fewer than five employees are exempt from submitting this form. (See B.M.C. 13.26.030)

Under B.M.C. section 13.26.060, the City may require any bidder or vendor it believes may have discriminated to submit a Non-Discrimination Program. The Contract Compliance Officer will make this determination. This applies to all contracts and all consultants (contractors). Berkeley Municipal Code section 13.26.070 requires that all contracts with the City contain a non-discrimination clause, in which the contractor agrees not to discriminate and allows the City access to records necessary to monitor compliance. This section also applies to all contracts and all consultants. **Bidders must submit the attached Non-Discrimination Disclosure Form with their proposal.**

B. Nuclear Free Berkeley Disclosure Form:

Berkeley Municipal Code section 12.90.070 prohibits the City from granting contracts to companies that knowingly engage in work for nuclear weapons. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that engages in nuclear weapons work. If your company engages in work for nuclear weapons, explain on the Disclosure Form the nature of such work. **Bidders must submit the attached Nuclear Free Disclosure Form with their proposal.**

C. Oppressive States:

The City of Berkeley prohibits granting of contracts to firms that knowingly provide personal services to specified Countries. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that is covered by City Council Resolution No. 59,853-N.S. If your company or any subsidiary is covered, explain on the Disclosure Form the nature of such work. **Bidders must submit the attached Oppressive States Disclosure Form with their proposal.**

D. Conflict of Interest:

In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract or has a direct or indirect interest in the contract.

Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, at its sole option, may disqualify any proposal on the basis of such a
conflict of interest. **Please identify any person associated with the firm that has a potential conflict of interest.**

E. **Berkeley Living Wage Ordinance:**

Chapter 13.27 of the Berkeley Municipal Code requires that contractors offer all eligible employees with City mandated minimum compensation during the term of any contract that may be awarded by the City. If the Contractor is not currently subject to the Living Wage Ordinance, cumulative contracts with the City within a one-year period may subject Contractor to the requirements under B.M.C. Chapter 13.27. A certification of compliance with this ordinance will be required upon execution of a contract. The Living Wage rate is currently $13.34 (if medical benefits are provided) or $15.56 (if medical benefits are not provided). The Living Wage rate is adjusted automatically effective June 30th of each year commensurate with the corresponding increase in the Consumer Price Index published in April of each year. If the Living Wage rate is adjusted during the term of your agreement, you must pay the new adjusted rate to all eligible employees, regardless of what the rate was when the contract was executed.

F. **Berkeley Equal Benefits Ordinance:**

Chapter 13.29 of the Berkeley Municipal Code requires that contractors offer domestic partners the same access to benefits that are available to spouses. A certification of compliance with this ordinance will be required upon execution of a contract.

G. **Statement of Economic Interest:**

The City’s Conflict of Interest Code designates “consultants” as a category of persons who must complete Form 700, Statement of Economic Interest, at the beginning of the contract period and again at the termination of the contract. The selected contractor will be required to complete the Form 700 before work may begin.

VII. **OTHER REQUIREMENTS**

A. **Insurance**

The selected contractor will be required to maintain general liability insurance in the minimum amount of $1,000,000, automobile liability insurance in the minimum amount of $500,000 and a professional liability insurance policy in the amount of $2,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the City, its officers, agents, volunteers and employees as additional insureds.

B. **Worker’s Compensation Insurance:**

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker’s Compensation Insurance.

C. **Business License**

Virtually every contractor that does business with the City must obtain a City business license as mandated by B.M.C. Ch. 9.04. The business license requirement applies whether or not the contractor has an office within the City limits. However, a "casual" or "isolated" business transaction (B.M.C. section 9.04.010) does not subject the contractor to the license tax. The infirm, warehousing businesses and charitable organizations are the only entities specifically exempted in the code from the license requirement (see B.M.C. sections 9.04.290, 9.04.295 and 9.04.300). Non-profit organizations are granted partial exemptions (see B.M.C. section 9.04.305).
Vendor must apply for a City business license and show proof of application to Purchasing Manager within seven days of being selected as intended contractor.

The Customer Service Division of the Finance Department located at 1947 Center Street, Berkeley, CA 94704, issues business licenses. Contractors should contact this division for questions and/or information on obtaining a City business license, in person, or by calling 510-981-7200.

D. **Recycled Paper**

**All reports to the City shall be on recycled paper that contains at least 50% recycled product** when such paper is available at a cost of not greater than ten percent more than the cost of virgin paper, and when such paper is available at the time it is required. If recycled paper is not available the Contractor shall use white paper. Written reports or studies shall be **printed on both sides of the page** whenever practical.

E. **Privacy and Security of Protected Health Information (PHI)**

The selected contractor will be required to protect the privacy and provide for the security of PHI disclosed to the contractor pursuant to any executed contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (“the HITECH Act”), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable federal laws. The selected contractor shall also comply with the provisions of the California Welfare and Institutions Code section 5328, part of the Lanterman-Petris-Short Act, and all other applicable state laws. Upon contract execution, the selected vendor shall enter into a business associate’s agreement as required under the provisions of HIPAA.

VIII. **SCHEDULE (dates are subject to change)**

- **Issue RFP to potential bidders**: January 22, 2014
- **Proposals due from potential bidders**: February 27, 2014
- **Complete Selection Process**: March 14, 2014
- **Council Approval of Contract (over $50k)**: May 6, 2014
- **Award of Contract**: May 7, 2014
- **Sign and Process Contract**: May 12, 2014
- **Notice to proceed**: July 1, 2014

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your proposal.
Attachments:

- Check List of Required items for Submittal Attachment A
- Non-Discrimination/Workforce Composition Form Attachment B
- Nuclear Free Disclosure Form Attachment C
- Oppressive States Form Attachment D
- Living Wage Form Attachment E
- Equal Benefits Certification of Compliance Attachment F
- Right to Audit Form Attachment G
- Insurance Endorsement Attachment H
- Informational Chart of Costs Attachment I
- Actual Prescription Utilization data Attachment J

Upon award, the City will enter into a Contract with the successful bidder. For informational purposes only, a sample of a standard Personal Services Contract has been attached as Exhibit A.
CHECKLIST

- Proposal describing service (one (1) original and five (5) copies)
- Contractor Identification and Company Information
- Client Qualifications (licenses, permits, professional credentials)
- Costs proposal by task, type of medication
- The following forms, completed and signed in blue ink (attached):
  - Non-Discrimination/Workforce Composition Form Attachment B
  - Nuclear Free Disclosure Form Attachment C
  - Oppressive States Form Attachment D
  - Living Wage Form Attachment E
  - Equal Benefits Ordinance Certification of Compliance (EBO-1) Attachment F
  - Informational Costs Attachment I

ADDITIONAL SUBMITTALS REQUIRED FROM SELECTED VENDOR AFTER COUNCIL APPROVAL TO AWARD CONTRACT.

- Provide original-signed in blue ink Evidence of Insurance
  - Auto
  - General Liability
  - Worker’s Compensation
  - Professional Liability
- Right to Audit Form Attachment G
- Commercial General & Automobile Liability Endorsement Form Attachment H
- Berkeley Business License

For informational purposes only: Sample of Personal Services Contract Exhibit A
NON-DISCRIMINATION/WORKFORCE COMPOSITION FORM FOR NON-CONSTRUCTION CONTRACTS

To assist the City of Berkeley in implementing its Non-Discrimination policy, it is requested that you furnish information regarding your personnel as requested below and return it to the City Department handling your contract:

Organization: _____________________________________________________________________________________
Address: _______________________________________________________________
Business Lic. #: ___________

<table>
<thead>
<tr>
<th>Occupational Category:</th>
<th>Total Employees</th>
<th>White Employees</th>
<th>Black Employees</th>
<th>Asian Employees</th>
<th>Hispanic Employees</th>
<th>Other Employees</th>
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</thead>
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<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
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<td>Official/Administrators</td>
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<td>Professionals</td>
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<td>Technicians</td>
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<td>Protective Service Workers</td>
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<td>Para-Professionals</td>
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<td>Office/Clerical</td>
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<td>Skilled Craft Workers</td>
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<tr>
<td>Service/Maintenance</td>
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<td>Other (specify)</td>
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<td>Totals:</td>
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</tbody>
</table>

Is your business MBE/WBE/DBE certified? Yes _____ No _____ If yes, by what agency? _______________________
If yes, please specify: Male: _____ Female: _____ Indicate ethnic identifications: ___________________________
Do you have a Non-Discrimination policy? Yes: _____ No: _____

Signed: ________________________________ Date: __________________
Verified by: ________________________________ Date: __________________
City of Berkeley Contract Compliance Officer

Attachment B
Occupational Categories

Officials and Administrators - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy superintendents, unit supervisors and kindred workers.

Professionals - Occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training that provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, and kindred workers.

Technicians - Occupations that require a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences) and kindred workers.

Protective Service Workers - Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers, fire fighters, guards, sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.

Para-Professionals - Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of a staff development and promotion under a "New Transporters" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.

Office and Clerical - Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearings reporters, statistical clerks, dispatchers, license distributors, payroll clerks, and kindred workers.

Skilled Craft Workers - Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairpersons, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, and kindred workers.

Service/Maintenance - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, and construction laborers.
CITY OF BERKELEY
Nuclear Free Zone Disclosure Form

I (we) certify that:

1. I am (we are) fully cognizant of any and all contracts held, products made or otherwise handled by this business entity, and of any such that are anticipated to be entered into, produced or handled for the duration of its contract(s) with the City of Berkeley. (To this end, more than one individual may sign this disclosure form, if a description of which type of contracts each individual is cognizant is attached.)

2. I (we) understand that Section 12.90.070 of the Nuclear Free Berkeley Act (Berkeley Municipal Code Ch. 12.90; Ordinance No. 5784-N.S.) prohibits the City of Berkeley from contracting with any person or business that knowingly engages in work for nuclear weapons.

3. I (we) understand the meaning of the following terms as set forth in Berkeley Municipal Code Section 12.90.130:

"Work for nuclear weapons" is any work the purpose of which is the development, testing, production, maintenance or storage of nuclear weapons or the components of nuclear weapons; or any secret or classified research or evaluation of nuclear weapons; or any operation, management or administration of such work.

"Nuclear weapon" is any device, the intended explosion of which results from the energy released by reactions involving atomic nuclei, either fission or fusion or both. This definition of nuclear weapons includes the means of transporting, guiding, propelling or triggering the weapon if and only if such means is destroyed or rendered useless in the normal propelling, triggering, or detonation of the weapon.

"Component of a nuclear weapon" is any device, radioactive or non-radioactive, the primary intended function of which is to contribute to the operation of a nuclear weapon (or be a part of a nuclear weapon).

4. Neither this business entity nor its parent nor any of its subsidiaries engages in work for nuclear weapons or anticipates entering into such work for the duration of its contract(s) with the City of Berkeley.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: ___________________________________ Title: ____________________________________________

Signature: ___________________________________ Date: ________________________________________________

Business Entity: ________________________________________________________________________________

Contract Description/Specification No: Pharmacy Services – 14-10821-C

Attachment C
CITY OF BERKELEY

Oppressive States Compliance Statement

The undersigned, an authorized agent of ________________________________ (hereafter “Vendor”), has had an opportunity to review the requirements of Berkeley City Council Resolution No. 59,853-N.S. (hereafter “Resolution”). Vendor understands and agrees that the City may choose with whom it will maintain business relations and may refrain from contracting with those Business Entities which maintain business relationships with morally repugnant regimes. Vendor understands the meaning of the following terms used in the Resolution:

"Business Entity" means "any individual, firm, partnership, corporation, association or any other commercial organization, including parent-entities and wholly-owned subsidiaries” (to the extent that their operations are related to the purpose of the contract with the City).

"Oppressive State" means: Tibet Autonomous Region and the Provinces of Ado, Kham and U-Tsang

“Personal Services” means “the performance of any work or labor and shall also include acting as an independent contractor or providing any consulting advice or assistance, or otherwise acting as an agent pursuant to a contractual relationship.”

Contractor understands that it is not eligible to receive or retain a City contract if at the time the contract is executed, or at any time during the term of the contract it provides Personal Services to:

a. The governing regime in any Oppressive State.
b. Any business or corporation organized under the authority of the governing regime of any Oppressive State.
c. Any person for the express purpose of assisting in business operations or trading with any public or private entity located in any Oppressive State.

Vendor further understands and agrees that Vendor’s failure to comply with the Resolution shall constitute a default of the contract and the City Manager may terminate the contract and bar Vendor from bidding on future contracts with the City for five (5) years from the effective date of the contract termination.

The undersigned is familiar with, or has made a reasonable effort to become familiar with, Vendor's business structure and the geographic extent of its operations. By executing the Statement, Vendor certifies that it complies with the requirements of the Resolution and that if any time during the term of the contract it ceases to comply, Vendor will promptly notify the City Manager in writing.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name: ___________________________________ Title:________________________________________

Signature: ___________________________________ Date:__________________________________________

Business Entity: _______________________________________________________________

Contract Description/Specification No.: Pharmacy Services – 14-10821-C

I am unable to execute this Statement; however, Vendor is exempt under Section VII of the Resolution. I have attached a separate statement explaining the reason(s) Vendor cannot comply and the basis for any requested exemption.

Signature: ___________________________________ Date:__________________________________________

Attachment D
CITY OF BERKELEY  
Living Wage Certification for Providers of Services

TO BE COMPLETED BY ALL PERSONS OR ENTITIES ENGAGING IN A CONTRACT FOR PERSONAL SERVICES WITH THE CITY OF BERKELEY.

The Berkeley Municipal Code Chapter 13.27, Berkeley's Living Wage Ordinance (LWO), provides that contractors who engage in a specified amount of business with the City (except where specifically exempted) under contracts which furnish services to or for the City in any twelve (12) month period of time shall comply with all provisions of this Ordinance. The LWO requires a City contractor to provide City mandated minimum compensation to all eligible employees, as defined in the Ordinance. In order to determine whether this contract is subject to the terms of the LWO, please respond to the questions below. Please note that the LWO applies to those contracts where the contractor has achieved a cumulative dollar contracting amount with the City. Therefore, even if the LWO is inapplicable to this contract, subsequent contracts may be subject to compliance with the LWO. Furthermore, the contract may become subject to the LWO if the status of the Contractor's employees change (i.e. additional employees are hired) so that Contractor falls within the scope of the Ordinance.

Section I.

1. IF YOU ARE A FOR-PROFIT BUSINESS, PLEASE ANSWER THE FOLLOWING QUESTIONS

   a. During the previous twelve (12) months, have you entered into contracts, including the present contract, bid, or proposal, with the City of Berkeley for a cumulative amount of $25,000.00 or more?

   YES _____  NO _____

   If no, this contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If yes, please continue to question 1(b).

   b. Do you have six (6) or more employees, including part-time and stipend workers?

   YES _____  NO _____

   If you have answered, “YES” to questions 1(a) and 1(b) this contract IS subject to the LWO. If you responded "NO" to 1(b) this contract IS NOT subject to the LWO. Please continue to Section II.

2. IF YOU ARE A NON-PROFIT BUSINESS, AS DEFINED BY SECTION 501(C) OF THE INTERNAL REVENUE CODE OF 1954, PLEASE ANSWER THE FOLLOWING QUESTIONS.

   a. During the previous twelve (12) months, have you entered into contracts, including the present contract, bid or proposal, with the City of Berkeley for a cumulative amount of $100,000.00 or more?

   YES _____  NO _____

   If no, this Contract is NOT subject to the requirements of the LWO, and you may continue to Section II. If yes, please continue to question 2(b).

   b. Do you have six (6) or more employees, including part-time and stipend workers?

   YES _____  NO _____

   If you have answered, “YES” to questions 2(a) and 2(b) this contract IS subject to the LWO. If you responded "NO" to 2(b) this contract IS NOT subject to the LWO. Please continue to Section II.

Section II

Please read, complete, and sign the following:

THIS CONTRACT IS SUBJECT TO THE LIVING WAGE ORDINANCE. ☐

THIS CONTRACT IS NOT SUBJECT TO THE LIVING WAGE ORDINANCE. ☐

Attachment E

Revised August 2013
The undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, hereby certifies that he or she is fully aware of Berkeley's Living Wage Ordinance, and the applicability of the Living Wage Ordinance, and the applicability of the subject contract, as determined herein. The undersigned further agrees to be bound by all of the terms of the Living Wage Ordinance, as mandated in the Berkeley Municipal Code, Chapter 13.27. If, at any time during the term of the contract, the answers to the questions posed herein change so that Contractor would be subject to the LWO, Contractor will promptly notify the City Manager in writing. Contractor further understands and agrees that the failure to comply with the LWO, this certification, or the terms of the Contract as it applies to the LWO, shall constitute a default of the Contract and the City Manager may terminate the contract and bar Contractor from future contracts with the City for five (5) years from the effective date of the Contract termination. If the contractor is a for-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 25% or more or their compensated time engaged in work directly related to the contract with the City. If the contractor is a non-profit business and the LWO is applicable to this contract, the contractor must pay a living wage to all employees who spend 50% or more or their compensated time engaged in work directly related to the contract with the City.

These statements are made under penalty of perjury under the laws of the state of California.

Printed Name: ___________________________________ Title: ___________________________________

Signature: ___________________________________ Date: ___________________________________

Business Entity:  ______________________________________________________________________________

Contract Description/Specification No:  Pharmacy Services – 14-10821-C

Section III

● * * FOR ADMINISTRATIVE USE ONLY -- PLEASE PRINT CLEARLY * * *

I have reviewed this Living Wage Certification form, in addition to verifying Contractor's total dollar amount contract commitments with the City in the past twelve (12) months, and determined that this Contract IS / IS NOT (circle one) subject to Berkeley's Living Wage Ordinance.

______________________________________________  __________________________________________
Department Name  Department Representative

Attachment E (page 2)
CITY OF BERKELEY
CERTIFICATION OF COMPLIANCE WITH EQUAL BENEFITS ORDINANCE

If you are a contractor, return this form to the originating department/project manager. If you are a vendor (supplier of goods), return this form to the Purchasing Division of the Finance Dept.

SECTION 1. CONTRACTOR/VENDOR INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Vendor No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>Fax No.:</td>
</tr>
</tbody>
</table>

SECTION 2. COMPLIANCE QUESTIONS

A. The EBO is inapplicable to this contract because the contractor/vendor has no employees.
   - Yes [ ] No [ ]
   (If “Yes,” proceed to Section 5; if “No,” continue to the next question.)

B. Does your company provide (or make available at the employees’ expense) any employee benefits?
   - Yes [ ] No [ ]
   (If “Yes,” continue to Question C. If “No,” proceed to Section 5. (The EBO is not applicable to you.)

C. Does your company provide (or make available at the employees’ expense) any benefits to the spouse of an employee?
   - Yes [ ] No [ ]

D. Does your company provide (or make available at the employees’ expense) any benefits to the domestic partner of an employee?
   - Yes [ ] No [ ]

If you answered “No” to both Questions C and D, proceed to Section 5. (The EBO is not applicable to this contract.) If you answered “Yes” to both Questions C and D, please continue to Question E. If you answered “Yes” to Question C and “No” to Question D, please continue to Section 3.

E. Are the benefits that are available to the spouse of an employee identical to the benefits that are available to the domestic partner of the employee?
   - Yes [ ] No [ ]

If you answered “Yes,” proceed to Section 4. (You are in compliance with the EBO.) If you answered “No,” continue to Section 3.

SECTION 3. PROVISIONAL COMPLIANCE

A. Contractor/vendor is not in compliance with the EBO now but will comply by the following date:
   - [ ] By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor submits evidence of taking reasonable measures to comply with the EBO; or
   - [ ] At such time that administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor’s infrastructure, not to exceed three months; or
   - [ ] Upon expiration of the contractor’s current collective bargaining agreement(s).
B. If you have taken all reasonable measures to comply with the EBO but are unable to do so, do you agree to provide employees with a cash equivalent?* .............................................. □ Yes □ No

* The cash equivalent is the amount of money your company pays for spousal benefits that are unavailable for domestic partners.

SECTION 4. REQUIRED DOCUMENTATION

At time of issuance of purchase order or contract award, you may be required by the City to provide documentation (copy of employee handbook, eligibility statement from your plans, insurance provider statements, etc.) to verify that you do not discriminate in the provision of benefits.

SECTION 5. CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am authorized to bind this entity contractually. By signing this certification, I further agree to comply with all additional obligations of the Equal Benefits Ordinance that are set forth in the Berkeley Municipal Code and in the terms of the contract or purchase order with the City.

Executed this _______day of _________________, in the year __________, at __________________, ____________
(State) (City)

Name (please print)________________________________ Signature________________________________________
Title____________________________________________ Federal ID or Social Security Number____________________

FOR CITY OF BERKELEY USE ONLY

□ Non-Compliant (The City may not do business with this contractor/vendor)
□ One-Person Contractor/Vendor □ Full Compliance □ Reasonable Measures
□ Provisional Compliance Category, Full Compliance by Date: _____________________________________________
Staff Name(Sign and Print): ________________________________ Date: _______________________________
CITY OF BERKELEY
Right to Audit Form

The contractor agrees that pursuant to Section 61 of the Berkeley City Charter, the City Auditor’s office may conduct an audit of Contractor’s financial, performance and compliance records maintained in connection with the operations and services performed under this contract.

In the event of such audit, Contractor agrees to provide the Auditor with reasonable access to Contractor’s employees and make all such financial, performance and compliance records available to the Auditor’s office. City agrees to provide Contractor an opportunity to discuss and respond to any findings before a final audit report is filed.

Signed:__________________________________    Date:__________________

Print Name & Title:_______________________________________________________

Company:_______________________________________________________________

Contract Description/Specification No: Pharmacy Services – 14-10821-C

Please direct questions regarding this form to the Auditor's Office, at (510) 981-6750.
CITY OF BERKELEY
Commercial General and Automobile Liability Endorsement

The attached Certificates of Insurance are hereby certified to be a part of the following policies having the following expiration dates:

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Company Providing Policy</th>
<th>Expir. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

The scope of the insurance afforded by the policies designated in the attached certificates is not less than that which is afforded by the Insurance Service Organization's or other "Standard Provisions" forms in use by the insurance company in the territory in which coverage is afforded.

Such Policies provide for or are hereby amended to provide for the following:

1. The named insured is ____________________________________________.

2. CITY OF BERKELEY ("City") is hereby included as an additional insured with respect to liability arising out of the hazards or operations under or in connection with the following agreement:
   ________________________________________________________________.

   The insurance provided applies as though separate policies are in effect for both the named insured and City, but does not increase the limits of liability set forth in said policies.

3. The limits of liability under the policies are not less than those shown on the certificate to which this endorsement is attached.

4. Cancellation or material reduction of this coverage will not be effective until thirty (30) days following written notice to ________________________, Department of ________________________, Berkeley, CA.

5. This insurance is primary and insurer is not entitled to any contribution from insurance in effect for City.

   The term "City" includes successors and assigns of City and the officers, employees, agents and volunteers.

   ________________________________________________________________
   Insurance Company

   Date: ___________   By: ________________________________
   Signature of Underwriter's Authorized Representative

Contract Description/Specification No: Pharmacy Services – 14-10821-C

Attachment H
## INFORMATIONAL CHART OF COSTS

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Unit of Measure</th>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount for Brand Medication (AWP-Brand)</td>
<td>Percentage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discount for Generic Medication (AWP-Generic)</td>
<td>Percentage</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Additional Generic Discount</td>
<td>Percentage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dispensing Fee (Per Prescription)</td>
<td>EACH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescriptions Adjudication Fee (Per Prescription)</td>
<td>EACH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescription Rejection Fee (Per Prescription)</td>
<td>EACH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescription Reversal Fee (Per Prescription)</td>
<td>EACH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blister Packing Fee (Per Medication/1 week Card)</td>
<td>EACH</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Delivery Fee Per Address</td>
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<tr>
<td>Medication Disposal Fee</td>
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<tr>
<td>PAP Medication/ Prescription Dispensing Fee</td>
<td>EACH</td>
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<tr>
<td>Prior Authorization Fee</td>
<td>EACH</td>
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<tr>
<td>Any Eligibility-Loading Fee (Monthly and Per New Client)</td>
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<tr>
<td>Formulary Change Fee</td>
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<tr>
<td>MD Addition/Deletion Fee</td>
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<tr>
<td>All User-Driver Query Associated Fees</td>
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<tr>
<td>All Programming and Reporting Fees</td>
<td>HOUR</td>
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</tr>
</tbody>
</table>

* Please note that bidder will be expected to provide the goods and services listed above at the rates quoted during the contract term. These quotations will not be used in the evaluation of cost. Bidder agrees that the price(s) quoted are the maximum they will charge during the term of any contract awarded.
## ACTUAL PRESCRIPTION UTILIZATION DATA

<table>
<thead>
<tr>
<th># of Clients</th>
<th>Oct. 2010</th>
<th>Nov. 2010</th>
<th>Dec. 2010</th>
<th>Average #</th>
</tr>
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<tbody>
<tr>
<td><strong>Prescriptions</strong></td>
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<tr>
<td>Trazodone</td>
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<td>9</td>
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<td>8</td>
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<tr>
<td>Bupropion</td>
<td>4</td>
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<td>Fluoxetine</td>
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<td>Abilify</td>
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<td>Risperidone</td>
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<tr>
<td>Sertraline</td>
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<td>Citalopram</td>
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<td>Seroquel</td>
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<td>Lamotrigine</td>
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<td>Lorazepam</td>
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<tr>
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<td>Geodon</td>
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<tr>
<td>Lithium Carbonate</td>
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<td>Mirtazapine</td>
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<td>Zolpidem</td>
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<td>Temazepam</td>
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<td>Haloperidol</td>
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<td>Benztropine</td>
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<td>Concerta</td>
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<tr>
<td>Divalproex-Dr</td>
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<tr>
<td>Docusate Sodium</td>
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<td>Lexapro</td>
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<tr>
<td>Naltrexone</td>
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<tr>
<td>Nortriptyline</td>
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<td>Risperdal</td>
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<tr>
<td>Thioridazine</td>
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<tr>
<td>Carbamazepine</td>
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<td>Clomipramine</td>
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<tr>
<td>Desipramine</td>
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<tr>
<td>Topiramate</td>
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<td>Diazepam</td>
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<td>Hydroximine/Pamoate</td>
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<td>Methylin</td>
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<tr>
<td>Melatonin</td>
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<tr>
<td>Cogentin</td>
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<tr>
<td>Cymbalta</td>
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<tr>
<td>Diphenhydramine</td>
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</tr>
<tr>
<td><strong>Total Prescriptions</strong></td>
<td>67</td>
<td>92</td>
<td>81</td>
<td>80</td>
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</table>