

**Pre-proposal Conference:
Meeting Minutes for UF BPA/VARR
February 18, 2015
10:30 AM to 11:30 AM CST**

**Covering
Quotes of May 2015
DoD P&T Committee Reviews**

1. Attendance

LTC Robert Conrad – Deputy Chief, Operations Management Branch – Industry Liaison, DHA Pharmacy Operations Division – San Antonio

Matthew Halbe – Jr. Contract Analyst – DHA Contract Management

Bruce Mitterer – Contracting Officer – DHA Contract Management

2. POD Website: http://pec.ha.osd.mil/pt_review_May2015.php

Some changes to the website include consolidation of BPA and VARR appendices into one document hyperlinked to the drug class/drug name. Drug Class Information page for each drug class is consolidated under one document that can be found on the bottom titled “BPA VARR Information” at the top of the page.

Make sure all instructions are read carefully, follow the steps, print out all the applicable documents, and submit by the due date listed.

3. Drug Classes:

- a. **Newer Oral Anticoagulants and Warfarin**
- b. **Hepatitis Antivirals (Hepatitis C)**
- c. **Designated Newly Approved Drugs**
 - i. **Belsomra®**
 - ii. **Plegridy®**
 - iii. **Diclegis®**

4. Quote Submissions

- a. Due date for all original quotes and email duplicates are April 3, 2015 at 1:00 PM EST

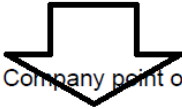
All original quotes and email duplicates are due on April 3, 2015 by 1:00 PM EST (11:00 AM MST). Suppliers are encouraged to submit their quotes early. For overnight delivery, it is suggested suppliers use FedEx Priority mail.

- b. New DHA Point of Contact: Matthew Halbe, and change of email address matthew.r.halbe.ctr@mail.mil, Ph: (303) 676-3529
 - i. Other: Documents are fillable

All solicitation documents (BPA Template and Appendices) are locked to prevent unnecessary editing. However, the appropriate fields allow the supplier to fill in where they need to. Fill in the appropriate fields before printing out the documents for submission.

For Example: The fillable fields allow you to type in your company information while keeping the integrity of the document intact.

11. Send all submissions to: Pharmacy Contracting Officer/COD
 Defense Health Agency
 16401 East Centretch Parkway
 Aurora, CO 80011-9043



12. The Company point of contact for the administration and management of this agreement is:

Name	John Smith	Phone	555-5555
Title	Contract Manager	Fax	
Address		Email	

FOR THE COMPANY

BY: (signature) _____ Date _____

ii. Do not print duplex for original quotes

Submit all hard copies as single-sided pages. Avoid double-sided quotes.

5. Lessons Learned: Responsiveness

It is important that suppliers respect the process that is in place by carefully reading the BPA, VARR and all instructions that accommodate it to ensure the quoting procedure is properly followed.

Past Reasons for non-responsive:

Non-Responsive Reason	Citation
Company does not hold an FSS contract, or the FSS contract has expired	UF BPA Paragraph 10 "The company must have an existing FSS Contract for any pharmaceutical agent(s) quoted in this UFBPA at the time the quote is submitted, and at the time the UFBPA is executed"
Signed BPA terms and conditions is not submitted on time	http://pec.ha.osd.mil/pt_review_Feb2015.php
Ensure calculations are correct and to four decimal places	BPA Paragraph 10 Line 13
Price per dosage unit will be the same for all package sizes	BPA Paragraph 8.b

Company name on the BPA will be the company that receives the BPA, and must match the FSS. No subsidiaries, affiliates, or DBA's are allowed.

Questions During Teleconference:

Q. What if we have a FSS contract that will expire and a new one will be in place?

A: The current FSS contract number is required to be input under 10.b. of the BPA. Since the uniform formulary evaluation and selection process takes months from the time of submission to selection, it is understood and acknowledged that the current FSS contract number can be different. If a company modifies its bid accordingly before selection/award, the contracting officer has discretion to accept the modification of an otherwise successful bid in accordance with FAR 14.304(b).

Q. If one of the branded products is selected for BCF, will clinicians be required to prescribe the BCF product before prescribing a UF designated product if the MTF has both on formulary? If not, what is the advantage of the BCF position?

A: No, prescribers will not be required to use a BCF product unless there is a step in place requiring use of the BCF product before all other agents. Condition sets which include step therapy are annotated within the UF BPA appendices.

Participants - Please mute your telephone if you are not actively participating in the teleconference.

Anything said during this teleconference does not change the solicitation on the POD website. If there are any conflicts between what is stated during the teleconference and the written solicitation, the written solicitation applies.