**Pre-proposal Conference:**

**Meeting Minutes for UF BPA/ADP**

**May 18, 2016**

**1:00 PM to 2:00 PM MDT**

**Covering**

**HT9402-16-Q-0008**

**DoD P&T Committee Reviews**

1. Attendance

Industry Liaison, DHA Pharmacy Operations Division

Contracting Officer, DHA Contract Management

Jr. Contract Analyst – DHA Contract Management

1. **New** look of the Website: <http://www.health.mil/About-MHS/Other-MHS-Organizations/DoD-PT-Committee> Mr. Conrad covered the new webpage, and highlighted the changes.
2. Drug Classes:
	1. **Acne Agents – Topical and Rosacea Agents**
	2. **Migraine Agents - Triptans**
	3. **Alcohol Deterrents – Narcotic Antogonists**
3. Questions and Answers on the drug classes
4. Under the Acne agents it states Prior Authorization may apply, can you clarify that?

Answer: Unfortunately no, this is up to the P&T Committee deliberations and recommendations.

1. Question on an innovator drug?

Answer: This is a specific manufacturer request and was handled off line.

1. Under Migraine Agents, is the step a single step? Trial or generic?

Answer: 2 different generic Triptans must be tried before the step branded agent.

1. Under the Acne Agents, is there a finite number of slots for the 1st step?

Answer: No finite number, the condition set provides for 1 or more branded agents on the UF.

1. On the Utilization dataset, there used to be a roll-up page covering WAC. Why did that go away?

Answer: that information was more for internal use by our cost analysts. The current utilization uses pivot tables and slicers to drill down to the respective points of service, etc.

1. Ms. Cardinal retouched on the webpage and covered the new look of the Request for Quotation
2. The links to the RFQ, the appendices, the Utilization Dataset and the TRICARE Retail Refund Program Information
3. The name change from VARR to ADP
4. The links in the table of contents
5. Part 2.4 of the instructions and notices: information will change quarterly
6. Part 2.5 covers the information for the pre-proposal teleconference
7. Part 3 covers the U.F. considerations and the Evaluation criteria
8. Part 5 covers the definitions and the acronyms
9. The UF BPA and UF ADP signature pages, 1 page vs. multiple fill in the blank areas
10. Fields are fillable
11. There will be no change to this new format, the only change is going to be the dates and times in section 2.4
12. Quote Submissions
	1. Due date for all original quotes and email duplicates is July 1, 2016 at 11:00 AM MDT, 1:00 PM EDT. Any quote submitted after that will be considered late and will not be accepted.
	2. Suppliers are encouraged to submit their quotes early. For overnight delivery, it is suggested suppliers use FedEx Priority mail. Mr. Conrad stated there is no penalty for submitting a quote early; this will give contracting an opportunity to review and coordinate concerns.
	3. Other
		1. Quote submission documents are fillable.
		2. An original signed UF BPA and UF ADP quote must be submitted for each different drug.

 Example: If a quote is submitted for Avage and Zecuity, they must each have their own original signed quote.

* + 1. All solicitation documents (UF BPA Template, UF ADP Template and Appendices) are locked to prevent unnecessary editing. However, the manufacturer is permitted to complete appropriate fields needed. Fill in the appropriate fields before printing out the documents for submission.

* + 1. Do not print duplex for original quotes. Submit all hard copies as single-sided pages. Do not submit double-sided quotes.
1. Lessons Learned: Responsiveness

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

Past Reasons for non-responsive quote submissions:

|  |  |
| --- | --- |
| **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 UF BPA terms and conditions is not submitted on time  | http://www.health.mil/About-MHS/Other-MHS-Organizations/DoD-Pharmacy-and-Therapeutics-Committee/Drug-Classes-New-Drugs-Under-Review/August-2016 |
| Ensure calculations are correct and to two decimal places | UF BPA Paragraph 10 Line 13 |
| Price per dosage unit will be the same for all package sizes | UF BPA Paragraph 8.b |

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

8. Closing:

Mr. Mitterer asked if there was any feedback on the new design of the RFQ documents? One representative thought it was helpful, it was all in one document and easier to follow.

Mr. Conrad stated that there is no penalty for submission of one or the other UF BPA/ADP even if you submit zero % on the ADP.