



# CITY OF HOUSTON

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February 20, 2014

Subject: Letter of Clarification No. 3  
Emergency Medical Equipment, Supplies and Pharmaceuticals for Various Departments

Reference: Invitation to Bid (ITB) No.: S21-S24712

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:

In Section B, Page 7 of 22, Provision 8.0 has been **changed**: "attached page 7 of 22, marked revised 02/20/2014."

- To answer the following questions:

1. Question: *"Must you be a member of the 340B Prime Vendor Program to bid on Groups III and IV?"*

Answer: "Yes."

2. Question: *"If not a 340B PVP, can a supplier bid on Groups III and IV?"*

Answer: *"Please refer to answer no. 1."*

3. Question: *"Is the 340B PVP a suggestion or requirement?"*

Answer: *"This is a requirement."*

This Letter of Clarification will be considered part of the solicitation referenced above. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s).

Furthermore, it is the responsibility of each BIDDER to obtain any previous Letter(s) of Clarification associated with this solicitation.

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TECHNICAL SPECIFICATIONS FOR EMERGENCY MEDICAL EQUIPMENT, SUPPLIES AND PHARMACEUTICALS FOR VARIOUS DEPARTMENTS, CONTINUED:

**5.0 REPORTS**

Supplier shall be able to provide various reports electronically when requested by the City. The reports shall be in a Microsoft Excel format and submitted electronically to the Strategic Purchasing Division and or each participating Department within 30 days of the end of each quarter. The end of the quarter is defined as every fourth month of the calendar year. Supplier shall submit one of the various reports independently or in combination three times per calendar year until the end of the term.

**5.1 Itemized Report** for all items purchased by each participating Department for the previous quarter. The report shall include **item descriptions, item numbers, unit of measure, quantity purchased and total cost for purchase orders and procurement card transactions.**

**5.2 Department Report** shall include department name, account number, date of last purchase, and total dollars purchased for the previous quarter.

**5.3 Fill Rate Report** by participating Department, shall include the number of orders received, orders processed, back orders, partially filled orders and re-orders. In addition, the Supplier shall provide a list of products on manufacturer back order during the quarter. The name of the manufacturer shall be listed with each product.

**5.4 Manufacturer Back Order/Discontinued/Recall Report** shall be by manufacturer by ordering Department.

**6.0 QUICK SHIP PROGRAM**

Supplier shall provide a quick ship program which supports one day (next day) delivery. In order to facilitate the quick ship program, ordering departments shall accurately communicate the supplies and order quantities that they will normally order to support their operations. The Supplier will proactively anticipate the requirements of the ordering departments to have sufficient inventory of normally ordered products in stock or on hand in the Supplier's warehouse. One day (next day) delivery is applicable between the hours of 7:00 am - 3:00 pm Monday through Friday, with the exception of City holidays. Scheduled City holidays will be provided to the awarded Supplier.

**7.0 EXPIRATION OF MEDICATIONS**

The expiration of medications delivered to the City's authorized participating Departments is expected to meet the good manufacturing practices as determined by the Food and Drug Administration (FDA), under the Code of Federal Regulations, Title 21 Section 211.137. Under no circumstances is the Supplier authorized to deliver product with less than one (1) year of expiration for any storage or reconstitution of drug products and is required to obtain written/verbal approval from the medical directors for the ordering Department.

**8.0 340B PROGRAM OVERVIEW & PRIME VENDOR PROGRAM**

8.1 The Houston Department of Health and Human Services (HDHHS) has been federally qualified as a 'covered entity' and as an eligible participant will use this status to purchase family planning aids, contraceptives and vaccines for its patients at a maximum discounted price through the 340B Prime Vendor Program (340B PVP). HDHHS operates out of one (1) pharmacy, four (4) clinic sites, and one (1) immunization site.

8.2 Suppliers/distributors bidding on Groups III, Family Planning and Group IV, Vaccines must be authorized distributors and hold existing agreements with manufacturers referenced at the 340Bpvp.com secure website.