



August 14, 2025
Addendum #1
FOR IMMEDIATE ATTENTION

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposal:

For Delivery To:

Proposals Due:

RFP 001-0-2026/SB On-Site Pharmacy Services

Newport News Public Schools

August 27, 2025 at 2:00 PM EST

The above is hereby changed to read:

- a. **Change to VI. Special Terms and Conditions, Letter D. Insurance:** Insurance requirements are hereby changed to the following:

Forms

Workers' Compensation

Automobile Liability

Commercial General Liability

General Aggregate (other than products/
completed operations)

General Liability – products/completed
operations

Personal and Advertising Injury

Fire Damage Legal Liability

Umbrella/Excess Liability

Professional Liability/Malpractice

Cyber Liability

Abuse & Molestation Coverage

Limits

Statutory Virginia Limits

\$1,000,000 each accident - Combined Single Limit

\$1,000,000 – each occurrence including contractual liability

\$2,000,000

\$2,000,000

\$1,000,000

\$100,000

\$2,000,000 per occurrence and in the aggregate

\$2,000,000 per occurrence (or limit in accordance with statute for Medical
Professionals)

\$2,000,000 per occurrence

\$1,000,000 per occurrence (required if pharmacy dispenses medication to
a minor where one on one contact or consultation is to be provided)

b. Pre-Proposal Questions and Responses:

1. What is the address of the proposed pharmacy location?
12507 Warwick Boulevard, Newport News, VA, 23606
2. How many employees, spouses, dependents and pre-65 retirees are eligible to use the pharmacy
 - a. 8173 people will have eligibility
 - i. **2756 employees**
 - ii. **5367 spouses and dependents**
 - iii. **50 pre-65 retirees**
 - b. Are spouses and dependents eligible? **Yes**
3. Confirming that post-65 (Medicare) will not be eligible? **That is our understanding at this time, yes.**

4. Would Newport News Public Schools be open to alternate models of Pharmacy Services which also include access to Direct Primary Care for employees/spouses/dependents on the health plan? **Yes, per Section K. Evaluation of Proposals #6, on page 13, Offerors may submit alternative models.**
5. As a follow up, would it be possible if we could be provided with the following information to better provide a response to your RFP:
 - a. A deidentified census file with home address for Employees on the health plan. **USI will provide through secure link; no identifiable information (home addresses) will be included in the file. It is acceptable to provide city and zip code but not street addresses.**
 - b. 1 or 2 years of medical claims data **USI will provide through secure link.**
 - c. 1 year PBM (pharmacy benefits manager) data **USI will provide through secure link**
 - d. Total number of employees, spouses, dependents on the health plan. **This response is addressed in question #2.**
6. Are there any other languages in which you would prefer services to be offered? **Newport News Public Schools would also like to offer print services in Spanish. Access to interpretive services would be welcomed. Please address any language interpreting services that your firm offers in your proposal response.**
7. PBMs often bill insurers higher prices than they reimburse pharmacies, keeping the difference. With PBMs like Caremark (which manages Carelon Rx) facing scrutiny and investigations for inflating drug prices, underpaying independent pharmacies, and steering members to their own pharmacies such as CVS, what guarantees do we have that NNPS's PBM will support our partnership and treat our independent pharmacy fairly and not use similar tactics that threaten our partnership's financial operations? **Carelon Rx is aware of this onsite pharmacy RFP and provides its full support. The consultants facilitating the RFP with Newport News public schools also employs a pharmacy consulting team, who work with the PBM to ensure a successful partnership is maintained.**
8. Since this is a zero commission RFP, will your team consider using a pass-through PBM to promote pricing transparency, ensure fair reimbursement for pharmacy providers, and help maintain low drug costs and benefits for NNPS members? **Newport News Public Schools intent is to utilize the current PBM, however, Offeror may provide an alternative proposal to provide additional information about their PBM and how this would work with NNPS' current Rx provider.**
9. Could you please provide me with access to the information needed to submit the proposal (ie census data, plan experience, current plan documents, provider information, and cost exhibit). **USI provided through secure link to requester.**
10. For email submission, what is the file size limit? **Emailed proposal submissions shall not be accepted. Please refer to page 1 of the RFP, Electronic Submission. The Commonwealth of Virginia Department of General Services (DGS) manages the eVA website and all proposals shall be submitted through eVA. For questions, please contact eVA Customer Care at 1-866-289-7367 or via email at eVACustomerCare@DGS.Virginia.gov. If your firm is not registered, eVA will provide assistance.**
11. Will NNPS accept electronic signature in lieu of a wet signature? **Yes, NNPS will accept electronic signatures.**
12. What is the expected award date for this RFP? **Please refer to the RFP, Section I. Purpose, page 4.**
13. The RFP states respondents need to provide deviations from requested services (attachment D), but there isn't an attachment D in the RFP or on eVA. Where will we find attachment D? **Please provide any alternate proposal under separate cover/tab II in your proposal submission. "Attachment D" is hereby deleted.**
14. On page 10, Tab 1, there is a reference to our ability to meet the Minimum Required Services provided in Section 2, but the Minimum Required Services are listed in Section III, please clarify. **Page 10, Tab 1: Minimum Required Services is hereby deleted and replaced with Section II: Background and Section III: Statement of Needs.**
15. On page 10 of RFP, Tab 1 states to list each term and condition in Section II but Section II is "Background." Please clarify. **In the event the Offeror takes exception to Terms and Conditions, those exceptions shall be listed in accordance with the RFP, Letter M. Preparation of Proposal #6, Exceptions/Alternatives on page 13.**

c. Pre-Proposal Conference Agenda and Attendees:
See below.



Optional Pre-Proposal Conference Agenda

August 6, 2025 at 10:00 AM EST

RFP #001-0-2026/SB On-Site Pharmacy Services

Location: Zoom Virtual Meeting

Introductions:

Shannon Bailey, Director of Procurement (facilitator)

Scarlett Minto, Chief Financial Officer

Rusty Fairheart, Chief Operations Officer

JoAnn Armstrong, Supervisor Compensation & Benefits

Dr. Nina Farrish, Director of Human Resources

Dr. Yvette Smith, Executive Director of Human Resources

Cathy Alexander, Executive Director of Child Nutrition

Brooke Barnes, USI Consulting – Account Executive

Prospective Offerors on the Zoom Call:

OnSite Rx – Josh Sanders

OnSite Rx - Michelle Woodruff

Potomac Health Care Solutions – Robert Askew

Sentara Health – Sunil Patel

Sentara Health - Mark DeAngelo

Asthenis – Eugenio Fernandez

Optional Pre-Proposal Conference: This conference is held to answer any questions regarding the RFP. Any changes determined necessary as a result of this conference will be formally addressed by the issuance of an addendum on eVA and the NNPS Purchasing webpage. Attending is not mandatory, but it is advisable.

1. **Purpose:** The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from highly qualified firms for management services for an onsite pharmacy to be available for eligible employees and retirees of Newport News Public Schools (NNPS). This pharmacy will dispense retail prescriptions and provide over-the-counter medications. The tentative award date of the new contract will be March 1, 2026, with the anticipated date of clinic opening January 1, 2027. The objectives and intent of this RFP are:
 1. To provide eligible employees and retirees with a quality onsite pharmacy responsive to the diverse needs of employees.
 2. To provide excellent customer service.
 3. To have a positive impact on cost reduction while improving clinical outcomes; and
 4. To responsibly utilize taxpayer dollars.

NNPS invites any qualified Offeror to submit a proposal. Offerors responding to this request must be responsible, regularly and practically engaged in providing the services requested in this RFP and possess ample resources for doing this work.



2. **Contact with NNPS Staff:** Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this RFP or any subject related to this RFP is expressly **prohibited** except with the prior knowledge and permission of the Purchasing Agent. All questions and communication shall only be made with the Procurement Officer facilitating the RFP.
3. **RFP Deadline:** Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Information for Proposal. Proposals received after the specified date and time (time stamped 2:01 P.M. or later) will not be considered and will be retained in the Purchasing Office and marked "Late". **Proposals are due August 27, 2025 at 2:00 PM EST, unless otherwise changed in a subsequent addendum.**
4. **Deadline for Questions:** Offerors must submit questions regarding the Request for Proposal in writing to the Issuing Office to Brooke.barnes@usi.com with copy to Shannon.bailey1@nn.k12.va.us no later **than August 13, 2025 at 3:00 pm EST**. Necessary replies will be issued to all Offerors of record as addenda that shall become part of the contract documents. Oral discussions do not form a part of the Proposal documents.
5. **RFP Submission:** Per the VPPA § 2.2-4303. (Effective January 1, 2025) Methods of Procurement, Newport News Public Schools now provides an option to submit electronic copies of the requested proposal through electronic means. All proposals must be submitted electronically online via eVA using the Bidder's established eVA Supplier Account. The entire proposal response including any / all attachments and any / all addenda must be submitted electronically via eVA no later than the closing date and time stated in the solicitation posting. Faxed or emailed bids will not be accepted.

If you wish to redact any information, submit trade secrets or other proprietary information under separate cover in a sealed envelope clearly marked "PROPRIETARY" or your firm can submit a redacted version of your proposal submission marked "REDACTED."

6. **Evaluation of Proposals:**

CRITERIA	PERCENTAGES
Services offered	30%
Demonstrated Experience and References	25%
Quality of Administration, Services and Website	20%
Staffing Model	15%
Quality of Proposal and Overall Responsiveness of Offeror	10%



7. **Terms and Conditions:** Please review and pay close attention to the General and Special Terms and Conditions of the RFP.
8. **Turn over to USI Consulting and take questions from Prospective Offerors**

End of Addendum #1

All other provisions of the RFP shall remain unchanged.

Sincerely,

Shannon Bailey, VCCO, VCO
Director of Procurement
shannon.bailey1@nn.k12.va.us
757-591-4560 x10752

Name of Firm

Signature/Title

Date