

COUNTY OF SARATOGA

REQUEST FOR PROPOSALS

Pharmacy Services

Saratoga County Correctional Facility

26-RFP-SDJPS-1



Accepted Until 5:00 p.m. September 24, 2026

SARATOGA COUNTY DEPARTMENT OF CENTRAL SERVICES
JOHN T. WARMT, DIRECTOR OF PURCHASING
50 WEST HIGH STREET BALLSTON SPA, NEW YORK 12020

REQUEST FOR PROPOSALS**Pharmacy Services for the Saratoga County Correctional Facility
26-RFP-SDJPS-1**

Saratoga County, through its Purchasing Division, is requesting proposals from qualified pharmacy service providers to provide pharmacy services, at the Saratoga County Correctional Facility located at 6010 County Farm Road, Ballston Spa, New York.

Proposals, one (1) clearly marked original, one (1) copy, and one (1) electronic copy on a USB (pdf format preferred), will be accepted until 5:00 PM, Thursday, September 24, 2026 at the Saratoga County Department of Central Services, 50 West High Street, Ballston Spa, New York 12020.

All questions regarding this Request for Proposal (RFP) should be directed to Colonel Matthew Martingano (mmartingano@saratogacountyny.gov) at 518-885-2479 and John Warmt, Director of Purchasing (jwarmt@saratogacountyny.gov), at (518) 885-2210. Questions will be answered and made part of an addendum if needed. Questions will be accepted until Friday, September 18, 2026 at 3:00 pm.

FACILITY DESCRIPTION:

The Saratoga County Correctional Facility located at 6010 County Farm Road, Ballston Spa, NY, was constructed in 1985-1988 and has undergone renovations/expansions in 2003, 2015 and 2022 with a gross footprint of approximately 152,000 square feet and is separated into two (2) occupancies: Administration and Jail Area. The Administration area includes the main entrance lobby, offices, training/squad room, locker rooms, breakroom and restrooms. The jail areas include a vehicle Sallyport, booking area with property storage, medical area, holding cells, central control room, kitchen, warehouse, laundry and circulation corridors. Inmate housing areas consist of two (2) pod units, A-Pod and B-Pod, and provide housing for a maximum of 225 incarcerated individuals. The facility has an average population of approximately 209. Approximately 73% - 77% of the population are receiving medications and 50% - 56% are receiving psychotropic and/or MAT medications. The current pharmacy provider delivers twice daily, 7 days/week. CorEMR is currently used for medication tracking/administration with MDTtoolbox/Omnicare currently used for ordering.

REQUIRED SERVICES:

The pharmacy provider selected pursuant to the RFP will be required to provide all aspects of pharmacy services to the correctional facility. Including but not limited to the following:

- NYS-licensed pharmacy services
- Correctional/institutional pharmacy experience
- Prescription and OTC medications
- House-stock medications
- Controlled substances
- Psychotropic and MAT medications
- Specialty medications as required
- Unit-dose/blister-card packaging
- Electronic patient medication profiles
- Drug interaction, allergy and duplicate-therapy review
- Generic medications when clinically appropriate
- Medication return and credit program
- Short/partial fills to reduce medication waste
- Pharmacist consultation and formulary support
- Drug utilization and cost-containment services

DELIVERY/EMERGENCY SERVICES:

- Pharmacy service/delivery 7 days per week
- Approximately two deliveries per day
- 24/7 emergency/STAT medication availability
- Emergency/STAT medication supply
- Weekend and holiday coverage
- Local backup pharmacy/contingency plan
- Drug recall, shortage and backorder notification

TECHNOLOGY/EQUIPMENT:

- Electronic medication ordering
- Ability to integrate/support CorEMR
- eMAR/medication reconciliation capabilities
- Medication carts and necessary pharmacy-related equipment
- Emergency/STAT medication boxes
- Staff training for pharmacy systems/equipment

REPORT/BILLING:

- Detailed monthly invoicing
- Patient-specific medication charges
- House-stock charges
- Returns and credits
- Medication utilization reports
- Cost-containment reporting
- All fees and additional charges clearly identified

PRICING:

- Brand and generic medication pricing
- OTC and house-stock pricing
- Pricing methodology/benchmark
- Dispensing fees
- Delivery/STAT/after-hours fees
- Technology/equipment fees
- Any other applicable fees
- Return/credit methodology
- Pricing of a representative County medication list for comparison

ADDITIONAL REQUIREMENTS:

- Quality Assurance/Continuous Quality Improvement program
- Periodic pharmacist inspections
- Staff education/training
- Transition plan with no interruption of pharmacy services
- References from comparable correctional/institutional facilities
- Compliance with all applicable State and Federal requirements

EVALUATION CRITERIA:

1. Saratoga County reserves the right to any and all proposals.
2. Vendors may be required to make a presentation and/or provide additional information prior to the awarding of the proposal.
3. RFP will be reviewed utilizing the following criteria:
 - a. Completeness of proposal – 10 pts
 - b. Understanding of project – 20 pts
 - c. Experience with similar projects – 20 points
 - d. Cost – 50 pts.

CONTRACT:

The initial contract will be for two (2) years with three (3), one (1) year extensions upon the written agreement of both parties.

INFORMATION TO BE INCLUDED IN PROPOSAL:

1. Understanding of the RFP – The consultant shall state, in a clear and concise manner, its interpretation and understanding of the need for pharmacy services. The description must fully and clearly demonstrate that the consultant has a complete understanding of the request for proposals.
2. Management Team - The respondent shall provide the experience of the specific proposed management team on projects of similar size, type, and complexity. The consultant shall include a description and reference for the most recently completed projects of similar size and complexity completed by this management team.
3. Project Approach - The consultant shall submit a task-by-task description of its approach to complete the Required Services described herein.
4. Schedule - The consultant shall submit a proposed outline of the project schedule.
5. Qualifications and Experience of Key Staff - The consultant shall designate a staff manager responsible for oversight of the project and the specific key staff members that will be assigned to the project and shall provide a detailed resume for each member. The consultant shall describe the proposed project team in both narrative and organizational chart form.
6. Evidence of Pharmacy Experience, Qualifications and Present Capacity - Respondent shall provide evidence with providing services with facilities of similar size and complexity. Consultant should demonstrate that the experience and capabilities of the firm's staff is sufficient to provide the requested services. The consultant shall identify, with references, a minimum of three (3) facilities the firm has , or is, providing pharmacy services for.
7. The services requested may not be inclusive of all functions necessary for successful execution of pharmacy services in a correctional facility. On the basis of experience and expertise, the firm shall include functions deemed necessary to achieve this goal.
8. Cost – As outlined in the pricing section of this RFP.

INSURANCE:

Insurance requirements are attached. Signed Indemnity and Insurance Agreement and other required documents must be signed and returned with the proposal.

* * * * *

VENDOR INFORMATION
FOR THE COUNTY OF SARATOGA

Please complete the following information which is necessary in order for Saratoga County to track vendor applicant information and the County's purchasing process.

Business Name _____

Address _____

Business Type (Sole Proprietorship, Corporation, LLC, etc.) _____

Is your business a Disadvantaged Business Enterprise (DBE)? Yes ☐ No ☐

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? Yes ☐ No ☐

Does your business have a small business status? Yes ☐ No ☐

Any other business status, please provide information: _____

Provide the name of the Certifying Entity (ties): _____

Have you conducted business with the County before? Yes ☐ No ☐

If the answer to the above question is NO, please provide your Federal ID Number and attach a copy of your W-9 Form. FEIN # : _____

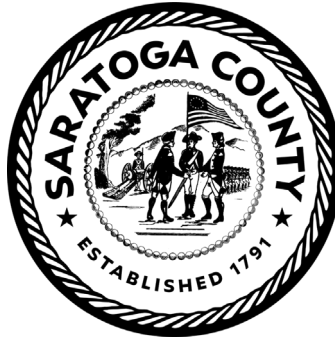
How did you discover this Bid opportunity? _____

Do you use the Empire State Municipal Purchasing Group Website (BidNet)? Yes ☐ No ☐

If Yes, do you find it useful (explain) or if No, why? _____

Completing the above information does not change your chances of being awarded a contract. The information collected will NOT be sold and will not be used to contact you.

Thank you.



**STATEMENT OF REQUIRED
DISCLOSURES, REPRESENTATIONS AND CERTIFICATIONS**

Note: ALL Sections on the following pages must be completed and this Statement must be SIGNED (see Instructions to Bidders for Electronic Signature Requirement)

Name of the Reporting Entity:

Address: _____

Remit to Address if different from above:

FID No.: _____

Name of Individual Completing this form: _____

Title/Position: _____

Telephone Number: (_____) _____

Fax Number: _____

EMAIL address: _____

EMAIL address (for Purchase Orders to be emailed, this is mandatory):

SIGNATORY FIRST & LAST NAME: _____

SIGNATORY TITLE: _____

Disclosure Requirements under New York State Finance Law

Sections 139-j and 139-k

1. Background:

In compliance with New York State Finance Law Sections 139-j and 139-k, any individual or entity applying for this procurement must submit certain disclosures concerning its compliance with the state's procurement lobbying rules.

2. Disclosure of Prior Findings of Non-Responsibility:

The Offeror must disclose whether it has been found non-responsible within the last four years by any governmental entity for:

- Engaging in impermissible contacts under Section 139-j of the State Finance Law, or
- Knowingly and willfully providing false or incomplete information in required disclosures.

3. Required Documentation:

The Offeror is required to submit a signed disclosure form, detailing any such findings of non-responsibility, including the nature of the violation and the entity that made the finding.

If the Offeror has not been found non-responsible, it must certify that no such findings have occurred within the past four years.

4. Consequences of Non-Compliance:

Failure to disclose accurate and complete information as required by Sections 139-j and 139-k could result in a determination of non-responsibility, leading to rejection of the proposal or termination of any awarded contract.

INITIAL: _____

Disclosure of Prior Non-Responsibility Determinations Form
Pursuant to New York State Finance Law
Sections 139-j and 139-k

Name of Proposer: _____

Address: _____

RFP/Contract Title: _____

1. Has any governmental entity made a Finding of Non-Responsibility regarding the Proposer in the last four years?

☐ Yes

☐ No

2. If yes, please provide the following details for each Finding of Non-Responsibility:

Governmental Entity: _____

Year of Finding: _____

Reason for Finding of Non-Responsibility (e.g., impermissible contacts or provision of false or incomplete information):

3. Was the Finding of Non-Responsibility due to a violation of State Finance Law Section 139-j?

☐ Yes

☐ No

4. Was the Finding of Non-Responsibility due to the intentional provision of false or incomplete information?

☐ Yes

☐ No

5. If you answered "Yes" to any of the above questions, please provide an explanation of the circumstances and any steps taken to address the situation:

Section A. AFFIDAVIT OF NON-COLLUSION

(This form must be included with bid package and initialed)

I hereby attest that I am the person responsible within my firm for the final decision as to the prices(s) and amount of this bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, bidder or potential bidder.
2. Neither the price(s), nor the amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to bid opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary bid.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit a complementary bid on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any project, in consideration for my firm's submitting a complementary bid, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.

The person signing this bid, under the penalties of perjury, affirms the truth thereof.

INITIAL:

Section B. COMPLIANCE WITH IRAN DIVESTMENT ACT

Pursuant to General Municipal Law §103-g, which generally prohibits the County of Saratoga from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

[Please Check One]

BIDDER'S CERTIFICATION

- ☐ By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.
- ☐ I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

The undersigned, being duly sworn, says (a) I am duly authorized to execute this Certification and (b) I hereby certify, under penalty of perjury, that the forgoing Certification is in all respects true and accurate.

INITIAL:

Section C. COMPLIANCE FOR THE PREVENTION OF SEXUAL HARASSMENT

Pursuant to State Finance Law §139-l of the State of New York, effective January 1, 2019, where competitive bidding is required for certain public contracts, every bid must contain the following statement affirming that the bidder has implemented a written policy addressing sexual harassment prevention and that the bidder provides annual sexual harassment prevention training, which statement must be signed by the bidder and affirmed by such bidder under the penalty of perjury:

[Please Check One]

BIDDER'S CERTIFICATION

- ☐ By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section 201-g of the labor law.
- ☐ I am unable to certify that I, or my employer, have implemented a written policy addressing sexual harassment prevention in the workplace. The reason(s) why neither I nor my employer can make such certification is/are: _____

_____.

INITIAL:

Section D. TITLE VI NONDISCRIMINATION STATEMENT

The County of Saratoga, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to the advertised bid, that disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. The entire County of Saratoga Title VI Plan can be viewed by going to the Saratoga County website (www.saratogacountyny.gov). A Vendor Information questionnaire is included with this bid which provides an opportunity to disclose any DBE designation.

INITIAL: _____

Section E. Freedom of Information Law (FOIL) Notice

All proposals and other materials submitted in response to this Request for Proposal (RFP) are subject to disclosure under the New York State Freedom of Information Law (FOIL), Article 6 of the Public Officers Law.

Bidders who believe that specific information in their proposal constitutes trade secrets or is otherwise exempt from disclosure under FOIL must clearly mark such information as "CONFIDENTIAL" on each relevant page. Additionally, bidders must provide a written explanation that identifies the specific FOIL exemption(s) applicable and the reason(s) why the information should not be disclosed.

Please note the following:

1. Saratoga County will review all requests for confidentiality and determine whether the information will be withheld in compliance with FOIL.
2. Marking documents as "CONFIDENTIAL" does not guarantee protection from disclosure. All determinations regarding the applicability of FOIL will be made by Saratoga County.
3. When Saratoga County receives a FOIL request for materials marked as "CONFIDENTIAL," the bidder will be notified, and the bidder will have an opportunity to respond before any determination is made regarding the release of such information.
4. Any portions of the proposal that are not clearly identified as confidential will be available for release in response to a FOIL request.

By submitting a proposal, bidders acknowledge that Saratoga County may be required to disclose records in compliance with FOIL and agree not to hold the Saratoga County liable for any damages arising from such disclosure.

INITIAL: _____

Section F. Choice of Law Notice

This Request for Proposal (RFP), any resulting contract, and any disputes arising therefrom shall be governed by and construed in accordance with the laws of the State of New York, without regard to its conflict of law principles. The parties agree that any legal actions or proceedings arising from this RFP or the contract resulting from it shall be brought exclusively in the State of New York.

By submitting a proposal in response to this RFP, the bidder agrees to submit to the jurisdiction of the courts of the State of New York and to waive any claims of forum non conveniens or other objections to venue.

INITIAL: _____

Section G. Non-Binding Notice

This Request for Proposal (RFP) is issued solely for the purpose of obtaining information and proposals for evaluation by Saratoga County. The issuance of this RFP does not obligate Saratoga County to award a contract, nor does it constitute a commitment by Saratoga County to enter into a contract with any bidder.

Any costs incurred by bidders in the preparation and submission of proposals are the sole responsibility of the bidder. Saratoga County reserves the right, at its sole discretion, to accept or reject any or all proposals, to negotiate with any or all bidders, and to cancel this RFP at any time without liability.

Nothing in this RFP, or in any subsequent communications, shall be construed as creating any binding obligation or contract of any kind between Saratoga County and any bidder, unless a definitive agreement is executed and delivered by both parties.

INITIAL: _____

Section H. SIGNATURE

I hereby acknowledge and understand that by signing this form either electronically or by hand that I have read and understand the bid documents including the Instructions to Bidders, the General Terms and Conditions, the Specifications, and the Proposal Page, and that the pricing offered on the proposal pages will be held firm for the time period provided for in the bid documents.

Print Name: _____

Name of person responsible for this solicitation.

I acknowledge the receipt of _____ addendum(s)

Email Address: _____

Direct Phone Number: _____

Fax Number: _____

Date: _____

SIGNATURE: _____

NOTE: This is not a guarantee of Purchase, The County of Saratoga will issue an authorized Purchase Order after the bid has been awarded.