

**INMATE PHARMACY
SERVICES**

**BID NUMBER:
2026-04-06IPS**

Bid Designation: Public

**WASHINGTON PARISH
SHERIFF'S OFFICE**

BID CHECK LIST

Check off each line. Items in bold are required to be returned as part of your Bid submission.

- Vendor has read the “General Terms and Conditions” and the “Bid Specifications.”**
- Vendor has read, signed, and attached “Instructions to Vendors” form.**
- Vendor has completed and attached “New Vendor Registration” form and W9, if applicable.**
- Vendor has attached copy of “Certificate of Liability Insurance” naming WASHINGTON Parish Sheriff’s Office as an additional insured.**
- Signed Bid “Signature Form” and proof of signature authority.**
- Bid is in a sealed envelope and labeled with Company Name and Bid Number.**

WASHINGTON PARISH SHERIFF'S OFFICE
General Terms and Conditions

Sealed bids are to be received by the WASHINGTON Parish Sheriff's Office Purchasing Division; Purchasing Agent's Office, 985-839-3434, 1002 MAIN STREET, FRANKLINTON, LA 70438, until the date and hour specified in the "Bid Comment" section of the bid packet, at which time they will be publicly opened. Late bids will not be accepted.

Read the entire bid. All bids submitted are subject to these general terms and conditions and any special conditions and specifications contained herein, all of which are made part of the bid.

By utilizing the Bid Checklist, provided within the bid packet, you will ensure that your bid is in compliance with the WASHINGTON Parish Sheriff's Office's requirements.

Submittal of Bids

In accordance with LRS 38:2212.1(4) (a), the WASHINGTON Parish Sheriff's Office offer bidders the ability to respond to this bid electronically. *Bids submitted electronically must include a digital signature as required by Louisiana State Law.*

You may access our online bidding application instructions at www.wpsola.gov. Under the "Division" tab, select "Civil".

All bids shall be submitted *using one of the following options*:

- Electronically – LHENRY@WPSO.LA.GOV
- Mail – WPSO Purchasing Division; 1002 MAIN STREET, FRANKLINTON, LA 70438 (sealed envelope and labeled with Company Name and Bid Number)
- Send via any carrier (FedEx, UPS, etc) – WPSO Purchasing Division; 985-839-3434, 1002 MAIN STREET, FRANKLINTON, LA 70438
- Hand delivery, during regular business hours – 8:00-4:30 - to: WPSO Purchasing Division; 985-839-3434, 1002 MAIN STREET, FRANKLINTON, LA 70438

Proper Form and Authorization

Bids are to be clear and legible. Only bids written in ink and/or typewritten, and properly signed by a member of the firm or authorized representative, will be accepted. Pencil and/or photocopies of signature will disqualify bid. In the event that a correction needs to be made, the correction should be initialed by vendor and made in such a manner that the information contained on the bid form can be fairly and reasonably discerned and ascertained. The WASHINGTON Parish Sheriff's Office shall have the right to reject any bid in the event that it is unable to reasonably determine the information and quotations supplied by the bidder as a result of the manner and method by which the bidder has completed the bid form.

Use of Brand Names and Stock Numbers

The product specifications set forth by this bid invitation are described and made pursuant to LRS 38:2212.1 (C) (1) and (2). Wherever in the specifications the name of a certain brand, make, manufacturer, or definite specification is utilized, it is only to denote the quality standard of product desired, and does not restrict bidders to the specific brand, make, manufacturer or specification name. The named brand, make, manufacturer or definite specification is utilized only to set forth and convey to prospective bidder's the general style, type, character, and quality of product desired; and that equivalent products will be acceptable. If a bidder proposes to supply an equivalent product, then the bidder shall provide with bid submittal the name of the brand, make, manufacturer, complete product specifications, and sufficient literature, brochures, etc. needed to prove equality.

Louisiana Preferences

As directed under Louisiana Revised Statute Title 38:2251, a preference is hereby given to materials, supplies and provisions, produced, manufactured, or grown in LOUISIANA, quality being equal to articles offered by competitors outside the State.

To receive consideration for Louisiana preference the Louisiana Preference Claim Form, included in bid packet, must be completed, signed, and submitted with bid proposal.

Taxes

In accordance with LRS 47:301(8) (c), the WASHINGTON Parish Sheriff's Office is exempt from State and local sales tax.

License in Good Standing

All local and state Occupational and Sales Tax licenses must be in good standing.

Delivery

Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in advance" or "C.O.D" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.

Errors Or Omissions

LRS 38:2214 (C) allows for the withdrawal of bids that contain patently obvious, unintentional, or substantial mechanical, clerical or mathematical errors or omissions. The bidder may withdraw the bid if convincing sworn, written evidence of such errors is furnished to the WASHINGTON Parish Sheriff's Office within forty-eight (48) hours of the bid opening, excluding weekends and legal holidays. Any bidder who attempts to withdraw a bid under this provision will not be allowed to resubmit a bid under same Bid Proposal.

Non-Discrimination

By submitting and signing this bid, bidder agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246,

Federal Rehabilitation Act of 1973, as amended, The Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

Any person requiring special accommodation must notify the WASHINGTON Parish Sheriff's Purchasing Department, in writing, not later than seven (7) days prior to the bid opening date of their special accommodation.

Award of Contract

The WASHINGTON Parish Sheriff's Office reserves the right to award items separately, grouped or on an all-or-none basis. Every contract may be awarded to "Lowest Responsible and Responsive Bidder", taking into consideration the conformity with the bid proposal priorities and requirements that were advertised.

Upon acceptance of your bid, the WASHINGTON Parish Sheriff's Office will issue a Purchase Order to the successful bidder. No materials or supplies should be shipped or considered purchased under this bid until receipt of Purchase Order.

Insurance Requirements

Vendor is required to provide a Certificate of Liability Insurance naming WASHINGTON Parish Sheriff's Office as an additional insured.

Right to Reject

The WASHINGTON Parish Sheriff's Office reserves the right to reject any and all bids in whole or in part and to waive all formalities in the best interest of the WASHINGTON Parish Sheriff's Office.

WASHINGTON Parish has the right to prohibit awards of procurement with individuals convicted of certain felony crimes.

LRS 38:2212.3 authorizes the WASHINGTON Parish Sheriff's Office to reject the lowest bid if received from a bidder domiciled in a Communist country, or if the materials or supplies are manufactured in a Communist country, including but not limited to the Soviet Union, China, North Korea and Vietnam, and to award the contract to the next lowest bidder, provided this Section shall not apply to any country having established trade relations agreements or approvals from the government of the United States.

Cancellation of Contract

WASHINGTON Parish Sheriff's Office will have the option to cancel any

contract (with or without cause) with a thirty (30) day written notice to the vendor. In the event of termination of said contract, all obligations of either party under this contract shall cease.

Instructions to Vendors

Note: This form is to be signed and returned with bid proposal. Important:

- Delivery must be available to ALL locations within the Washington Parish Sheriff's Office as indicated in bid documents.
- Prices must include all shipping/fuel charges.
- Products will be ordered on an "as needed" basis and quantities may vary.
- Minimum order requirements will NOT be accepted.
- Awarded product not delivered for two consecutive weeks will be forfeited and award given to the next lowest bidder.

Vendors electing to claim Louisiana preference, as defined by La RS 38:2251, et. seq., must complete the attached Louisiana Preference Claim Form and present it as part of the bid proposal.

By signing and submitting bid, vendor certifies that this is the lowest bid prices for quality products or at prices no greater than the wholesale rate of the same item. Vendor cannot raise prices after bid has been awarded. If vendor does so, it will result in loss of entire bid awarded.

See General Terms and Conditions for additional information.

By signing below I am verifying that I have read and understand the above instructions.

Signature **Date**

WASHINGTON PARISH SHERIFF'S OFFICE
PURCHASING DIVISION
NEW VENDOR REGISTRATION

Company Name _____

Type of Business _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Email _____

Terms of Payment: _____

LA Tax ID # _____ Federal Tax Id# _____

Product or services provided by your company

Does your company offer Louisiana State contracts YES NO

Names of Sales Representative _____

Phone _____ Fax _____

Email _____ Company Web Site _____

Please fax this form along with a copy of your W-9 to the Purchasing Division at 985-839-7804.

Signature Form

In compliance with the Request for Bid and subject to conditions thereof, the undersigned offers and agrees that the bid be accepted and to furnish all items at the prices set opposite each item.

Please PRINT the below information –

Legal Company Name: _____

Individual with Signature Authority: _____

Written Authority to Sign Bid:

Signature on the bid is that of any corporate officer listed on the most current annual report on file with the secretary of state, or the signature on the bid is that of any member of a partnership, limited liability company, limited liability partnership, or other legal entity listed in the most current business records on file with the secretary of state.

Signature on the bid is that of an authorized representative as documented by the legal entity certifying the authority of the person.

The legal entity has filed in the appropriate records of the secretary of state of this state, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the secretary of state shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

Signature: _____
(Individual with Signature Authority)

Title: _____

Date: _____

Mailing Address _____

Phone Number: _____

Bid Title INMATE PHARMACY SERVICES

Bid Start Date In held
Advertised in The Era Leader
March 4th, 11th, & 18th 2026

Bid End Date Monday, April 6, 2026 at 3:00 p.m.

Question & Answer End Date Wednesday, April 1, 2026
Questions must be submitted to lhenry@wpsol.a.gov

Bid Contact Lesa Henry-Chief Civil Deputy
985-839-3434
lhenry@wpsol.a.gov

Contract Duration 3-4 year

Contract Renewal subject to rebid procedures

Bid Comments:

The WASHINGTON Parish Sheriff's Office is requesting sealed bids for INMATE PHARMACY SERVICES.

Sealed bids will be received until Monday, April 6, 2026 by 3:00 PM CST and then opened or downloaded publicly at 3:30pm in the Purchasing Division; Purchasing Agent's Office 1002 MAIN STREET, FRANKLINTON, LA 70438.

- All bids shall be submitted as detailed below: (choose one option)
- Electronically-You may access our online bidding application instructions at www.wpsol.a.gov. Select "Civil" under the "Division" tab.
 - Mail – WPSO Purchasing Division; 985-839-3434, 1002 MAIN STREET, FRANKLINTON, LA 70438 (sealed envelope and labeled with Company Name and Bid Number)
 - Send via any carrier (FedEx, UPS, etc) –WPSO Purchasing Division; 985-839-3434, 1002 MAIN STREET, FRANKLINTON, LA 70438
 - Hand deliver, during regular business hours, to: WPSO Purchasing Division; 985-839-3434, 1002 MAIN STREET, FRANKLINTON, LA 70438

BID SPECIFICATIONS:

The Washington Parish Sheriff's Office (WPSO) is accepting bids for the Inmate Pharmacy Services for the Washington Parish Jail located at 1002 Main Street, Franklinton, Louisiana 70438.

Inmate population currently averages 220. Inmates are housed in one facility.

Pharmacy services may include but are not limited to prescription drugs, over-the-counter medications, and other medical supplies. Proposals of pharmacy services will be for a period of 3-4 years.

I. OBJECTIVES OF THE INVITATION TO BID

The objectives of this invitation to bid are as follows: To result in a contract between the successful bidder and the Washington Parish Sheriff's Office that will meet the following objectives:

- A. To deliver high quality pharmacy services that can be audited against established health standards.
- B. To operate the pharmacy program in a cost-effective manner with full reporting to Washington Parish Sheriff's Office.
- C. To maintain an open collaborative relationship with the administration and staff of Washington Parish Sheriff's Office and other government offices.
- D. To maintain standards established by Washington Parish Sheriff's Office, as well as State of Louisiana and Federal Pharmacy Standards.

II. BID INVITATION CONTENT REQUIREMENTS

Bids shall include the following:

A. PACKAGING

1. Wherever feasible medication should be in unit dose packets, which are inmate specific. Exceptions may be made if the medication is not suitable for unit dose packet.
2. Prescription labels must include the following information:
 - i. Inmate name and number
 - ii. Name of prescription, dosage and description
 - iii. Usage and usage instructions
 - iv. Doctor's name
 - v. Number of refills
3. Alternative packaging (other than unit dose packets) may be suggested and will be considered.

B. QUALIFICATIONS OF BIDDERS

To be considered for award of this contract, the Contractor must meet the following minimum qualifications:

1. The Contractor must be organized for the purpose of providing pharmacy services to institutions comparable in size to the Washington Parish Jail.
2. The Contractor must have five years previous experience with proven effectiveness in administering pharmacy services.
3. The Contractor must have a proven ability for a contract startup date of June 1, 2026.
4. The Contractor must have qualified and trained staff with sufficient back up personnel.

5. The Contractor shall perform onsite visits on a quarterly basis or at the request of the Washington Parish Sheriff's Office.
6. The Contractor shall provide a medication cart for the Washington Parish Sheriff's Office at no cost to the facility.
7. The Contractor shall provide that refills are addressed via an Active Rx, which is to be emailed to the Corrections Nurse for review at least every other week.
8. The Contractor must maintain a compliance packing system that meets federal and state laws and standards.
9. The Contractor shall provide medication storage boxes and inmate labels at no cost to the facility.
10. The Contractor shall provide an electronic medication administration record service at no cost to the facility.
11. The Contractor shall ensure that medication orders are filled and delivered within 12 hours
 - i. If medication is needed before that time, the Contractor shall work with a local pharmacy, approved by the Washington Parish Sheriff's Office, to obtain the medication. The Contractor shall pay all local pharmacy costs and may then bill the Washington Parish Sheriff's Office.
 - ii. The contractor shall also have the capability to segregate between different classifications of inmates such as Department of Correction inmates, Probation and Parole inmates and Parish Government inmates. WPSO will provide inmate classification at time of pharmacy order.
12. The Contractor shall provide 24/7 access to a pharmacy technician and pharmacist.
13. The Contractor shall provide assistance with Formulary Management.
14. The Contractor shall provide medication utilization reports/statistics at the request of the Washington Parish Sheriff's Office and at no cost to the facility.
15. The Contractor shall provide onsite pharmacy training at the request of the Washington Parish Sheriff's Office and at no cost to the facility.
16. The Contractor shall pay all shipping and return shipping of unused medication for disposal.
17. The Contractor shall provide monthly billing statements by email or mail.
 - i. The monthly billing statement shall include at a minimum the inmate's name, name of prescription, date filled and cost.
18. The Contractor shall provide remote order entry.
19. The Contractor shall provide a two-week supply of inmate medication prepackaged with the inmate's name, facility name, medication name, description, strength and physical description and date and time.
20. The Contractor must have the central office capability to supervise and monitor the program, ensuring the satisfactory provision of services. In addition, the vendor must have an alternate emergency preparation plan and/or site in the area.
21. The Contractor shall submit a list of three references, including the name of the institution, address, contact person and telephone number. The institutions should be of comparable size to the Washington Parish Jail.

C. HOLD HARMLESS:

Without regard to the insurance recited herein, the Contractor shall at all times indemnify, keep indemnified, defend and save harmless, the Washington Parish Sheriff's Office and any of its agents, officials employees from all claims,

demands, suits, actions, proceedings, loss, costs, damages of every kind and description including any attorney fees and litigation expenses, which may be brought or made against or incurred by the Washington Parish Sheriff's Office on account of loss or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, professional error, fault, mistake, or negligence of the Contractor, its employees, agents, representatives, or subcontractors, in connection with or incident to the performance of this agreement, or arising out of Workmen's Compensation claims or Unemployment compensation or Unemployment Disability Compensation claims of employees of Contractor or its subcontractors. Obligations under this paragraph shall not extend to any liability caused by the sole negligence of Washington Parish Sheriff's Office employees.

D. SELECTION CRITERIA

The Contractor will be selected based on the bidder's written proposal. The selection committee will review all proposals and make its recommendations for selection. The primary criteria used in selecting will be as follows:

1. The Contractor's demonstrated expertise and experience in supplying pharmacy services. Experience shall include the experience of staff and availability of an emergency plan, an alternative preparation plan and/or site.

E. METHOD OF AWARD

Washington Parish Sheriff's Office shall assemble a committee for the purpose of bid evaluations. The committee will evaluate all proposals and make recommendations based on completeness and accuracy of the proposals. The selection may include a request for additional information.

The Washington Parish Sheriff's Office reserves the right to award this contract not necessarily to the contractor with the lowest price, but to the contractor that demonstrates the best ability to fulfill the requirements of the invitation to bid. The successful bidder will be chosen on the basis of the criteria and qualifications listed in this proposal.

Washington Parish Sheriff's Office reserves the right to reject any or all proposals for any reason, in whole or in part received in response to this invitation. Washington Parish Sheriff's Office will not pay for any information requested nor is it liable for any costs incurred by the bidder.

Contractors whose proposal do not meet the requested or mandatory requirements will be considered non-responsive. After selection of the successful bidder, all bidders will be notified in writing of the selection.

The selected bidder shall begin work only after receiving the executed contract and written notification to proceed from Washington Parish Sheriff's Office. The successful bidder will perform all services in the proposal in compliance with the contract negotiated.

III. PROPOSAL

Contractors must submit a response in the form of a proposal which shall include the following sections:

A. Transmittal Letter

The transmittal letter shall provide the following information:

1. Name and address of vendor;
2. Name, title and telephone number of the contact person for the vendor;
3. A statement that the proposal is in response to this invitation to bid; and
4. The signature, typed name and title of the individual who is authorized to commit the vendor proposal.

IV. SCOPE OF WORK

Contractors will be expected to provide the following services as part of the pharmacy service:

A. DELIVERY

1. The Washington Parish Sheriff's Office shall have access to a 24/7 ordering system, which shall have a local pharmacy pick up availability. The Washington Parish Sheriff's Office will notify the pharmacy of medication needs, preferably by an electronic ordering system.
2. Delivery to the facility by 5:00 p.m. if ordered by 9:00 a.m. the same day. If ordered after 9:00 a.m., delivery no more than 24 hours.
3. Outline of emergency plan for after hour and holiday needs. Emergency phone numbers and contact people must be listed. Washington Parish Sheriff's Office Correctional Facility must receive immediate notification of any changes to the emergency contacts

B. PRICING

1. List all packaging charges. Please include how packaging charges are determined. (i.e. per medication, per day, etc.) All packing slips must include the price of the prescription. Please include a sample of a packing slip with the proposal. An actual breakdown of actual acquisition costs plus any administrative fee and/or delivery cost to be included per prescription, if applicable.
2. List all delivery charges, if any.
3. Price each of the medications using your current price, including any packaging or delivery charges in the cost. List those costs separately. Include the cost to Washington Parish Sheriff's Office Jail of the "name brand" and the generic brand.
4. Indicate how much notice Washington Parish Sheriff's Office receives before a price increase would go into effect.
5. Contractor shall include in detail the return policy of any unused medication. Include any restocking fees, if applicable. Include a sample of the credit invoice. Return of medication should be in accordance with all applicable federal, state and local laws.
6. Generic drugs should be used whenever possible or as prescribed by the facility physician.

7. Submit price per pill for the following: include price for generic if available.

- A. Ibuprofen 800mg Tablet
- B. Melatonin 10mg Capsule and Tablet
- C. Acetaminophen 500mg Tab/Caplet
- D. Pantoprazole 40mg Tablet
- E. Olanzapine 20mg Tablet
- F. Olanzapine 10mg Tablet
- G. Amitriptyline 100mg Tablet
- H. Amlodipine 10mg Tablet
- I. Hydroxyzine Pamoate 50mg Cap
- J. Amlodipine 5mg Tablet
- K. Multivitamin Tablet
- L. Vitamin B-1 100mg Tablet
- M. Loratadine 10mg Tablet
- N. Escitalopram 20mg Tablet
- O. Escitalopram 10mg Tablet
- P. Amitriptyline 50mg Tablet
- Q. Trazodone 100mg Tablet
- R. Meloxicam 15mg Tablet
- S. Long Acting Insulin (Lantus)
- T. Short Acting Insulin (Humalog)
- U. Atrovent Inhaler
- V. Albuterol Inhaler
- W. Cipro
- X. Amosol
- Y. Keflex
- Z. Azithromycin
- AA. Bactrim
- BB. Doxycycline
- CC. Clindamycin

C. REPORTS

Washington Parish Sheriff's Office must have the ability to access reports that include, but are not limited to the following:

1. Monthly medication usage by selected inmate and /or all inmates. This should include name of medication, cost of medication, number of prescriptions per inmate, total doses dispensed to inmate. Management data including medications ordered, processed, delivered and disposed. Data should also include formulary and non-formulary medications dispensed.
2. Summary of the total medication costs. Reports should include information as to cost of medications above and below a cost range.
3. All reports must be able to be run by date and time range.
4. Vendor shall provide an access and training to an electronic medical record platform that interfaces with WPSO inmate case management system. This electronic medical record platform shall be at no cost to the Washington Parish Sheriff's Office.

D. BILLING INFORMATION

1. Washington Parish Sheriff's Office requires two copies of the packing slip/invoice be delivered with the medications.
2. A statement by the 10th day of the month listing all invoices by date, invoice number and invoice date.
3. All credit memos should also be listed in the monthly Statement.

E. TERMINATION OF CONTRACT

1. Termination for Cause: Washington Parish Sheriff's Office may terminate the contract at any time that the contractor fails to carry out its provisions or to make substantial progress under the terms specified in the contract.
 - i. Washington Parish Sheriff's Office shall provide the contractor with 20 days' written notice of conditions endangering performance. If after 20 days written notice the contractor fails to remedy the condition contained in the notice, Washington Parish Sheriff's Office shall issue an order to stop work immediately.
 - ii. Washington Parish Sheriff's Office shall be obligated to reimburse the contractor only for those services rendered prior to the date of notice of termination, less any liquidation damages assessed for nonperformance.
2. Mutual Agreement: With the mutual agreement of Washington Parish Sheriff's Office and the contractor the contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.
3. Lack of Funds and assignability of Contract: Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time not forthcoming, through failure of the Washington Parish Government to appropriate funds, discontinuance of material alteration of the program under which funds were provided, Washington Parish Sheriff's Office shall have the right to terminate the contract without penalty by giving not less than 90 days written notice documenting the lack of funding. Contractor acknowledges that the Washington Parish Government is the legal entity obligated by Louisiana law to provide the services bid upon herein. Contractor consents to the assignment of this contract by the Washington Parish Sheriff's Office to Washington Parish Government at the sole and exclusive direction of the Washington Parish Sheriff's

Office and agrees to abide by the terms and conditions set forth herein in the event of any such assignment.

4. Contract cancellation with or without cause after (30) day notice.

Louisiana Preference Claim Form

Bid Number: _____ **Bid Name:** _____

Louisiana Revised Statute 38:2251, et seq., details the conditions and requirements by which the preference claims may be made for certain materials, supplies, and provisions, produced, manufactured, grown, or assembled in Louisiana.

Specify the percentage of preference claimed, name of the Louisiana product offered, name of the producer or supplier to you, and the location within Louisiana where the product(s) is/are grown, produced, harvested, processed, and/or manufactured as appropriate to the item.

% of Preference Claimed	Name of Louisiana Product	Name of Producer/Supplier	Louisiana Location

I certify that the above information is true and accurate and that the above products meet the criteria of Louisiana products.

Signature: _____

To qualify for a preference the bidder must supply all the above information & sign form.