

**OUTAGAMIE COUNTY**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**PHARMACY SERVICES**  
**FOR**  
**BREWSTER VILLAGE**

**Due By: April 8, 2026– 1:00 pm CT**

## 1.0 Introduction and Background

Brewster Village (located at 3300 W Brewster St in Appleton, WI) provides short-term rehabilitation as well as long-term nursing home services designated to meet individuals' social and medical needs. Brewster Village is able to accommodate 204 villagers (i.e. residents) and the facility has an average daily census of 121 with the goal of increasing census to 149.

## 2.0 Scope of Services

We are seeking a pharmacy services provider for Brewster Village. The pharmacy services required include short-term medication, long-term medication, and contingency medication. IV therapy, over the counter medications, and routine vaccinations are also included in this service.

### General Requirements

1. Provider shall provide a drug and supply distribution system that complies with nursing home Wisconsin State statute DHS 132.65.
2. Provider will provide pharmacist consultation in accordance with Federal Regulation.
3. Provider must have at least one staff pharmacist who specializes in geriatric pharmacy.
4. Provider will bill depending on the situation Brewster Village, Private Pay or Medicare.
5. Provider must be able to deliver to Brewster Village twice daily, Monday through Friday and once daily on Saturdays (excluding Sundays and holidays). The provider, not a contracted courier service, must do the deliveries. Deliveries are made to five (5) areas throughout the building, not to one common receiving area.
6. Provider must be able to provide STAT medication delivery within 2 hours (24x7x365).
7. If a resident is admitted to Brewster Village and brings their own medication, the provider must have the ability to bubble pack this existing medication. This happens very infrequently.
8. Routine medication is provided in bubble packs and is returnable, even if some medication has been used (other than medications that are deemed "non-returnable").
9. Ability to provide Payroll Based Journal (PBJ) reporting for pharmacist hours.

Providers are to complete and return Exhibit A and include with their proposal.

Reference the spreadsheet titled "Historic Data" for one-year of usage.

## 3.0 Vendor Questions

The deadline for vendor questions is Noon CT March 12, 2026. Email questions to Nicole.Schultz@outagamie.org Questions will be answered online at [www.outagamie.gov](http://www.outagamie.gov) > Bids & Proposals then this project by end of day March 24<sup>th</sup>.

## 4.0 Contract

We are seeking an initial contract to commence at a mutually agreed upon date and continue for one year. There will be the option of three (3) 2-year extensions with mutually agreed upon terms.

## 5.0 Insurance and Indemnification

The awarded vendor shall indemnify and maintain insurance as referenced in Attachment A. Complete and return Attachment A with your proposal, the Certificate of Insurance is only required from the awarded provider.

## 6.0 **Proposal Submittal**

Provide the following in your proposal:

- Proposal Form
- Exhibit A
- Attachment A

## 7.0 **Contact Information**

### **Purchasing Policy and Procedure Information**

Nicole Schoultz

Procurement Coordinator, Outagamie County

(920) 832-6083

[Nicole.Schoultz@Outagamie.org](mailto:Nicole.Schoultz@Outagamie.org)

## 8.0 **Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the County's contact person(s). A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County is relying on the proposer to provide its professional (experience and expertise with regard to industry standards for the service requested). If a provider believes specifications are not within industry standards, they must bring their objection or concern to the County's attention.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda, which will be posted on the County's website [www.outagamie.gov](http://www.outagamie.gov) under RFPs & Bids. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

## 9.0 **County Reservation**

- This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- Outagamie County has the sole discretion and reserves the right to cancel this proposal and

to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.

- Outagamie County reserves the right to request clarifications for any proposal.

**10.0 Closing Date**

Proposals will be received up to 1:00 p.m. CT April 8, 2026.

**11.0 Proposal Submittal**

Email proposals to: [Nicole.Schultz@outagamie.org](mailto:Nicole.Schultz@outagamie.org)

**12.0 Taxes**

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

**13.0 Method of Procurement**

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

**14.0 Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

**15.0 Status of Proposal**

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site [www.outagamie.org](http://www.outagamie.org) under Bids & Proposals.

**OUTAGAMIE COUNTY PROPOSAL FORM**  
**Pharmacy Services**

**Proposals Due:** April 8, 2026 - 1:00 CT

**Email Proposals To:** [Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

**Include Exhibit A and Attachment A with your proposal**

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name / Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_