REQUEST FOR PROPOSALS

Automated Medication Dispensing System

RFP Field	Information
Issuing Organization	Warm Valley Health Care
Project / Funding Source	Rural Health Transformation Program – Integrated Primary Care Initiative
Department / Service Area	Pharmacy
Primary Contact	Vanessa Sorrels Pharmacy Supervisor Vanessa.Sorrels@warmvalley.health
RFP Release Date	October 26, 2026
Proposal Due Date	November 5, 2026
Anticipated Award Date	November 10, 2026
Requested Implementation Period	November 2026– September 2027

Project Background and Purpose

Warm Valley Health Care (WVHC) seeks an automated medication dispensing system for its pharmacy, including equipment, software, installation, configuration, training, and support.

WVHC is a primary care clinic on the Wind River Indian Reservation in central Wyoming. Established by the Eastern Shoshone Tribe in 2024 under a Title V Compact of the Indian Self-Determination and Education Assistance Act, it provides medical, behavioral health, optical, and dental services.

Funding is through the Rural Health Transformation Program – Integrated Primary Care Initiative. The system must be operational within the approved project period, and costs obligated by the funding deadline, September 2027.

Scope of Supply and Proposal Requirements

Provide a complete system, including hardware, software, licenses, accessories, installation, configuration, training, warranty, maintenance, and support. WVHC uses the Cerner electronic health record. Address the categories below in order. Separate included, optional, separately priced, and planned features; disclose unmet requirements. Incomplete proposals may be considered nonresponsive.

Category	Requirement
Company Overview	State years in business and experience installing and supporting dispensing systems. Provide comparable pharmacy references, identifying each system and services provided.
Proposed System and Capacity	Specify manufacturer, model, units, configuration, storage capacity, supported medications and packaging, dispensing functions, and inventory tracking. State sizing assumptions and unsupported products or tasks.
Pricing	Itemize equipment, software, licenses, interfaces, installation, configuration, training, shipping, travel, and data migration. Separate one-time, recurring, and optional costs. State post-warranty maintenance and support fees, payment milestones, quote validity, exclusions, and anticipated increases.
Technical Specifications	Provide specifications, dimensions, clearances, electrical and network requirements, and workstation or server needs. State dispensing throughput and test conditions. Identify accessories and equipment or software WVHC must supply.
Pharmacy Workflow	Describe loading, replenishment, dispensing, and inventory reconciliation. Explain pharmacist verification, barcode checks, transaction records, stock counts, and expiration tracking, as applicable. Identify manual steps, limitations, and downtime procedures.
Interoperability / Integration	Document Cerner compatibility, supported versions, interface standards, and pharmacy systems. Specify data exchanged, licensing, development, testing, and each party's responsibilities. Distinguish existing interfaces from planned development; disclose third-party approvals, fees, and lead times.
Privacy and Security	Describe authentication, access controls, audit logs, encryption, backups, and recovery. Address remote vendor access, security updates, incident handling, data hosting, WVHC record retrieval, and business associate agreement requirements.
Implementation and Training	Provide milestones for delivery, installation, configuration, interface testing, training, go-live, and post-launch support. Identify responsibilities, prerequisites, lead times, and schedule risks. Describe user and administrator training, materials, and pre-use system and interface testing. State the earliest operational date.
Warranty, Maintenance, and Support	State warranty duration, start date, coverage, and exclusions. Describe preventive maintenance, updates, support hours and time zone, response and repair times, escalation, and onsite service in central Wyoming. List charges for visits, travel, parts, and after-hours support.
WVHC Responsibilities and Exceptions	List facility, electrical, network, licensing, staffing, and workflow requirements for WVHC. Identify subcontractors, third-party dependencies, assumptions, exclusions, and exceptions, including cost or schedule impacts.

Proposal Evaluation Criteria

WVHC will use the weighted criteria below; price alone will not determine selection. Reviewers include the Pharmacy Supervisor, Finance and Grants representatives, Clinical Applications Coordinator, Compliance Officer, and Chief Executive Officer. WVHC may request clarification, negotiate terms, or reject any or all proposals.

Evaluation Factor	Weight
Pharmacy workflow, dispensing functions, and capacity	25%
Technical specifications, reliability, and compatibility with existing systems	20%
Implementation schedule, training, warranty, maintenance, and support	20%
Privacy, security, compliance, and supporting documentation	15%
Itemized pricing, cost reasonableness, and total cost of ownership	15%
Relevant pharmacy installations and capacity to deliver and support the system	5%

Submission Instructions and Terms

Email proposals to Vanessa.Sorrels@warmvalley.health by November 5, 2026. Follow the requirements table order and include itemized pricing. Review is expected to begin within one week of the deadline; anticipated award: November 10, 2026.

Email questions to the primary contact by October 30, 2026. WVHC may share responses with all known prospective vendors.

Award depends on funding, internal approval, required procurement documentation, and compliance with WVHC’s pharmacy, technical, compliance, schedule, and budget requirements.