



COCHISE COUNTY

PROCUREMENT DEPARTMENT

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Attachment 2 – Scope of Work

1.0 Background and Objective:

Cochise County is seeking qualified organizations to provide high quality cost-effective pharmacy services to Detention Health Services. Between 2,000 and 2,500 prescriptions are filled monthly for all areas within the departments however, this is only an estimate of actual quantities. No guarantee is expressed or implied as to the total quantity of medications to be purchased. Current activity consists of:

2.0 Definitions:

1. **Controlled Substances:** Narcotics and other substances deemed to require special handling and inventory controls.
2. **County:** Cochise County, Arizona
3. **Detention Health Services:** Includes all medical services, mental health services, and substance use disorder services provided to the inmate population of Cochise County Detention Facility.
4. **Formulary:** a list of pharmaceuticals approved by the County
5. **MAR:** Medical Administration Record, a monthly day by day record of medication administration individualized for each inmate receiving medications.
6. **Medications:** a pharmaceutical which requires a prescription prior to being dispensed.
7. **OTC:** Over the counter, a drug that does not require a prescription prior to being dispensed.
8. **PRN:** As needed
9. **Unit of Service:** one prescription or OTC dispensed

3.0 Requirements:

- 3.1 **General Requirements:** This service provides for preparing, ordering, and dispensing prescription medications and OTC products to the County Detention Health Services inmates in compliance with Arizona laws, supervision of pharmacists and auxiliary staff and staff education regarding medications.
- a. The contractor must be licensed to do business in the State of Arizona. Proof of licensure must accompany the proposal.
 - b. The Contractor and its professional employees shall possess current valid professional licenses. All pharmacists involved in this Scope of Work must be licensed by the Arizona State Board of Pharmacy. Proof of licensure must accompany the proposal.
 - c. The Contractor shall comply with applicable statutes, rules, regulations, ordinances, guidelines, codes and standards issued, ratified and/or adopted by regulatory entities which have legal authority to address the provision of pharmacy services.
 - d. The Contractor must have capability to interface with current electronic health record (CorrecTek).

3.2 Service Requirements for Prescription Medications:

Dispensing of hard -dose, liquid, and cream medications.

- a. Each medication will be authorized for 365-day refills unless otherwise indicated or prohibited. Refills may be ordered between ten [10] and twenty [20] days after last filled unless otherwise specified and authorized. Medications ordered as PRN may be refilled more frequently at the discretion of the pharmacist in consultation with the ordering provider, Detention Health Services.
- b. Should a medication require compounding, the contractor will obtain formulary and or non-formulary product according to the appropriate procedures. All compounding will be completed in accordance with the rules and regulations of the Arizona Board of Pharmacy.
- c. The contractor, in coordination with the Director- Detention Health Services, ordering providers, and Medical Director for Detention Health Services, shall write appropriate formularies for receiving organization.
 - 1. The formulary is designed, provided, and monitored for cost effectiveness.
 - 2. Formulary medications shall include all medications available in generic form.
 - 3. Generic equivalents of all drugs shall be dispensed when a generic equivalent exists and is requested.

4. If a prescribing physician writes a prescription indicating "No substitution", the contractor shall coordinate with the Director, Detention Health Services in an effort to obtain a generic, formulary substitution. However, the prescribing physician has the final responsibility for "No substitution" medications.
5. The formulary is also designed to ensure safety and security of the inmate population and staff of Cochise County Jail.

- d. The contractor must be licensed to do business in the State of Arizona. Proof of licensure must accompany the proposal.
- e. The Contractor and its professional employees shall possess current valid professional licenses. All pharmacists involved in this Scope of Work must be licensed by the Arizona State Board of Pharmacy. Proof of licensure must accompany the proposal.

3.3 Service Requirements for Over-the-Counter Medications:

- a. OTC medications shall be issued in the amount indicated by the specific prescription.
- b. Stock OTC medications shall be issued in the amount indicated on the order.

3.4 Service Requirements for Dispensing and Delivery of Medications:

- a. The contractor Is not required to keep specific business hours; however, a registered pharmacists shall be on call after hours for emergency services only.
- b. The contractor shall have the capability to receive pharmaceutical orders by fax machine or via the electronic health record interface on a 24-hour basis.
- c. Fax and phone numbers shall be toll-free if these phone numbers are long distance, outside the 520 area code.
- d. The contractor shall ensure "back-up pharmacy" availability and assist in coordinating transfer of prescription when needed. The "back-up pharmacy" may be selected and the choice of the contractor, however, the "back-up pharmacy" must be located in Bisbee, AZ.
- e. The contractor shall ensure delivery of all medications prescribed for Detention Health Services to:
Cochise County Jail
Medical Department
203 N. Judd Drive
Bisbee, AZ 85603

Within twenty-four (24) hours or less of receipt of the prescription into the pharmacy.

Delivery method shall be at the choice of the contractor, however, that method must insure delivery of all items within 24 hours of ordering.

f. The contractor shall initiate and bill all medications to account as follows:

Detention Health Services –
Medical Department
203 N. Judd Drive
Bisbee, AZ. 85603

g. Packaging:

Medication shall be packaged in bubble pack cards, individualized for each inmate and shall contain only one medication and strength per bubble pack card. Each bubble pack shall be identified with the following information:

- Inmate name
- Prescription number
- Medication name and strength
- Quantity dispensed
- Directions for use
- Drug warnings/cautions, if necessary
- Prescriber's name
- Pharmacy name/contact information
- Manufacturer's expiration date

h. Controlled Substances:

- Narcotics and controlled substance require special storage, handling, and inventory procedures. The contractor shall identify bubble pack cards containing narcotics and/or controlled substances with the DEA accepted abbreviation.
- Each controlled substance blister card supplied to any area of Detention Medical Services will have an attached Controlled Substances Inventory Record attached to the blister card.

i. Returns/Credits

The contractor shall accept medications remaining in intact bubble packs (except controlled substances) via mail and/or express delivery and shall credit the County with the cost of these medications. Returns shall be credited within 30 days after receipt of products.

j. Reordering Medications

The contractor shall provide a two-part peel off label for each medication. These labels will then be affixed to the contractor's preferred refill order sheet and faxed to the contractor for filling, as described above.

Medications may also be refilled via the electronic health record interface.

k. Medication Administration Records

- The contractor must ensure capability of interface with the current electronic health record (CorrecTek) and ensure the MAR populates correctly with this interface.

- Contractor will provide in-service and in-person education to all staff regarding the transition and new ordering procedures if needed, prior to the start-up/go-live date.
- Contractor will provide County with all required forms, documents and equipment prior to the startup date of this contract.

4.0 Mandatory Reports

Contractor shall provide County with the following reports on a monthly basis:

- Number of medications ordered
- Monthly medication usage per inmate
- Monthly psychotropic medication utilization
- Narcotic/controlled substance utilization
- Inmate drug allergy/drug interaction report
- Detailed Inmate profiles
- Cost containment recommendation report
- Medications breakdown by specific prescriber
- Invoices containing drug name, NDC and AWP

5.0 Contractor Visits

Contractor shall provide a Pharmacist to visit the Detention Health Services site on a quarterly basis to inspect the medication storage and delivery system, provide consultative service and to provide destruction of narcotics and other controlled substance.