

EXHIBIT A
REQUIREMENTS

HIDALGO COUNTY
REQUEST FOR QUALIFICATIONS AND PROPOSAL

Registered Pharmacist Services

RFQ/P NO:

Hidalgo County is inviting statements of qualifications and proposals from qualified * firms to provide for Registered Pharmacist Services * . The County of Hidalgo is seeking to enter into a * services contract(s) with a state-Registered (Texas) * firm. The Hidalgo County Purchasing Department will receive sealed envelopes containing statements of qualifications and proposals for the provision of "**Registered Pharmacist Services**" as specified herein. Statements of qualifications and proposals will be accepted until **9:30 A.M., Wednesday, _____** ANY RFQ&P RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.

Deliver Submittal to:

RFQ&P No:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
100 E. Cano, 4th Floor
Edinburg, Texas 78539

The Submittal Envelope Must Show the RFQ&P Number, Name and Acceptance Date.

The following outlines the Request For Qualifications and Proposal:

SECTION I GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION:

Hidalgo County is requesting that statements of qualifications and proposals be routed to Martha L. Salazar, CPPB, Purchasing Agent at 100 E. Cano, 4th Floor, Edinburg, Texas 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN Wednesday, _____, at 5:00 P.M. at (956) 948-2629. Responses will be sent to all applicants via facsimile by Friday, _____.** **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

PROPOSER'S AFFIDAVIT:

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

NON-DISCRIMINATION:

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF BIDS:

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT:

Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:

It is the responsibility of the submitter to review the Request for Qualifications and Proposal (RFQ&P) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

PROPOSAL DELIVERY:

Hidalgo County requires submitters, when hand delivering qualifications, to have a Purchasing Department representative time/date stamp and initial the envelope when dropping RFQ&P off.

SIGNING OF QUALIFICATIONS:

In order to be considered all submittals must be signed. **Please sign the original in blue ink.**

WAIVING OF INFORMALITIES:

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING:

The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

DAVIS BACON ACT:

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

SECTION II RFQ&P REQUIREMENTS

Request For Qualifications and Proposal:

The required contents and limitations for the preparation of the RFQ&P are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFQ&P. A total of **one (1) original and seven (7) copies** of the RFQ&P shall be submitted to the address on the cover letter.

Contents:

The required contents for the RFQ&P are presented below in the order they should be incorporated into the submitted document.

Understanding of the Project:

This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

Firm Qualifications:

The County of Hidalgo is seeking to contract with a competent * firm(s) Registered and licensed to practice in the State of Texas, that has had experience in, but not limited to, the following areas:

QUALIFICATIONS:

1. Meet inspections and other requirements of the Texas Pharmacy Act and related regulations promulgated by the Texas State Board of Pharmacy;
2. Dispense prescription orders;
3. Conduct in -service training at least annually for supportive personnel who proved drugs, which training shall be related to actions, contraindications, adverse reactions and pharmacology of drugs contained in the formulary.
4. Contractor represents and maintain that he is an independent contractor and is not an employee of Hidalgo County, the Hidalgo County Health Department or any agency thereof, and represents and warrants that he does not desire or request any fringe benefits provided to employees of the County, County's Health Department and/or any agency of the County;
5. Contractor may not assign the obligation or rights under this Contract to any person without the prior written consent of County,

Additionally, this section should include a description of the firm's project personnel and their most recent similar projects. For each project, a client contract name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

Personnel and Staffing

The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

Required Certifications and Submittal:

This section will contain any licenses and certifications as required by HIDALGO COUNTY, the STATE OF TEXAS, the * , etc.. The * firm(s) should add copies of their Professional Liability Insurance.

SCOPE OF SERVICES:

Hidalgo County is requesting proposals from experienced consultants to provide all the consulting services required for *(Project) for *(Department). The * services contract will encompass all project-related * services to the County of Hidalgo including, but not limited to, the following:

SPECIFICATIONS AND/OR TERMS & CONDITIONS:

The County of Hidalgo is seeking to contract a competent Registered Pharmacist, to provide services to the clinics of the County of Hidalgo Health Department. This section will contain the minimum requirements to qualify a competent Registered Pharmacist, including but not limited to,

- A. Provide continuous supervision of registered nurses, licensed vocational nurses, physician assistants technicians and assistance carrying out the pharmacy -related provisions;
- B. Provide documented periodic on-site visits as specified in the Texas Pharmacy Act and related regulations promulgated in the Texas State Board of Pharmacy to insure that the clinic is following set policies and procedures. The documentation provided by consultant shall be as specified in the Texas Pharmacy Act and related regulations promulgated in the Texas State Board of Pharmacy;
- C. Provide development of a formulary for the clinics, in conjunction with the clinics' pharmacy and therapeutic committee consisting of drugs and/or devices needed to meet the objectives of the clinic;
- D. Provide for a method and procedures for procurement and storage of drugs and/or devices and determine specifications of all drugs and/or devices procured by the County's Clinic;
- E. Maintain records of all transactions of the pharmacy as may be required by applicable law and as may be necessary to maintain accurate control over and accountability for all drugs and/or devices;
- F. Provide development and periodic review of a policy and procedural manual for the pharmacy in conjunction with the clinics' pharmacy and therapeutic committee;

Term of Agreement:

The term of the agreement will be for an initial period of 2 years with the County's option to renew for an additional 1 year term under the same rates, terms and conditions.

PROPOSERS ARE NOT TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann. 2254.001, et seq. Once selected, proposer is to provide a fee proposal based on the scope of work.

NUMBER OF COPIES TO BE SUBMITTED:

Hidalgo County requires **one (1) original submittal and seven (7) copies.**

PART III-SELECTION AND SCHEDULES

SELECTION PROCEDURES:

The RFQ&P shall be submitted according to the schedule below.

Proposal Ranking:

A Departmental Committee will evaluate and rank the written RFQ&Ps. After the RFQ&Ps have been ranked, the department will make a recommendation to the Hidalgo County Commissioners' Court.

Negotiation Process:

If negotiations prove unsuccessful, the next highest ranked firm will be contacted. The County of Hidalgo reserves the right to reject any and all RFQ&Ps.

Any contract awarded to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.

PROPOSAL SUBMITTED TO:

An original and seven (7) copies of RFQ&Ps should be submitted to:

Martha L. Salazar, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building; 100 E. Cano, 4th Floor
Edinburg, Texas 78539

RFQ&Ps must be submitted by **no later than 9:30 a.m. on Wednesday**.

EVALUATION:

The evaluation system consists of a 100-point system. The firms will be ranked after evaluation. Categories under the 100-point system include response to RFQ&P. RFQ&P submittal evaluation will be based on the criteria outlined in Exhibit B.

DRAFT

EXHIBIT B
SELECTION CRITERIA

HIDALGO COUNTY
REQUEST FOR QUALIFICATIONS AND PROPOSAL

“Registered Pharmacist Services”

RFQ/P NO:

EVALUATION CRITERIA

RFQ&P Evaluation Criteria

The submitter's RFQ&P will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "RFQ&P Evaluation Form."

1. Staffing of Project Team (25)

The firm should provide information on their proposed professional team members, i.e. applicable certifications/registrations and other pertinent information that demonstrates their qualification to perform the contract. The professional team members shall have experience in performing similar contracts for counties, cities, or other clients as stated in the Request For Qualifications and Proposal (RFQ&P). Similar experience gained through other clients should be substantiated by reference. A list of, and scope of, similar projects for comparative purposes shall be included in an appendix.

2. Experience of Project Team/Ability to Commit Resources (25)

The provider shall designate experienced legal staff to completely and efficiently perform the work. The designated individuals may not be replaced during the project unless approved by the County. The proposal shall identify the project team composition, project leadership, reporting responsibilities and address how sub-providers, if any, will fit into the management structure. Résumés of the key technical staff members, limited to two (2) pages per person, must be included in an appendix, as well as narrative descriptions of projects proposed as similar work experience. Also in this section, outline the firm's contingency plans for servicing the project in the event that one or more key personnel are not available for any reason during the period of performance.

3. Methodology (25)

The RFQ&P should provide a description of the firm's approach to the methodology and management to the scope of services for the project.

4. Understanding of Project/Similar Projects (25)

The proposal shall include the following:

- * demonstrate an understanding of the scope of services
- * address appropriate Federal/State/Local regulations and policies
- * identify information to be gathered or obtained

The firm should provide as much background information as to its experience in providing similar services to City, County or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers.

RFQ&P EVALUATION FORM

	<u>Selection Criteria</u>	<u>*RIF Range</u>	<u>*RIF Max.</u>	<u>Score</u>
1.	Staffing of Project Team	20-25	(25)	= ()
2.	Experience of Project Team Ability to Commit Resources	20-25	(25)	= ()
3.	Methodology	20-25	(25)	= ()
4.	Understanding of Project/ Similar Projects	20-25	(25)	= ()
		Total	100%	Total Score _____

Provider: _____

Evaluator: _____ Date: _____

* The Relative Importance Factor (RIF) is the relative importance (or weight) of each criterion as it relates to the particular project, and must be within the specified acceptable range. The RIF is expressed as a percentage of the total importance of the project, and always totals 100%.



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

TO: Eduardo Olivarez, Director
Hidalgo County Health Department
Via Facsimile: 956-383-3229

FROM: Vangie Y. Garcia, Buyer *[Signature]*
Hidalgo County Purchasing Department

DATE: November 30, 2006

RE: Approval of Disapproval of Specifications for:
"Registered Pharmacist Services"

Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by marking approve or disapprove and signing below. If your answer is **DISAPPROVE**, please make any modifications necessary to the specifications and return to designated Buyer at the Purchasing Department by no later than Monday, December 4, 2006, at 10:00 a.m.

APPROVE

DISAPPROVE

[Signature]

Hidalgo County Health Department
Authorized Signature
Eduardo Olivarez

12/4/06

Date

Account Number: 6-1100-441-00-340-003-0-337