



Appendix A

SCOPE OF SERVICES

"REGISTERED PHARMACIST SERVICES FOR HCHHSD"

RFP NO.: 22-0195-08-03-TDL

Request for Proposals:

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

Contents:

The required contents for the RFP 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.

PROJECT OVERVIEW:

The County of Hidalgo is seeking to engage a competent licensed pharmacist to provide services for the Hidalgo County Health and Human Services Department. The pharmacist will be in charge for all County Health Clinic pharmacies and perform the services that include, but are not limited to, as stated herein.

OFFEROR'S MINIMUM QUALIFICATIONS:

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

- Participant must have a minimum of 7 to 10 years experience in Public Health Pharmaceutical services;
- Meet inspections and the other requirements of the Texas Pharmacy Act and related regulations promulgated by the Texas State of Pharmacy;
- Dispense prescription orders;
- 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 drug contained in the formulary;
- Contractor represents and maintain that he is an independent contractor and is not an employee of Hidalgo County, the Hidalgo County Health and Human Services 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 and Human Services Department and/or any agency of the County;

- Contractor will be responsible to coordinate coverage by a licensed Pharmacist at a minimum in the event of a scheduled or unscheduled leave. The Pharmacist must be notify CAO of any planned or unplanned leave. The substitute Pharmacist must meet all Texas State Board of Pharmacy requirements. The Pharmacist will be responsible to compensate and oversee the substitute Pharmacists professional actions.
- The contractor/participant should provide as much background information as to its experience in providing services to City, County, State or any other governmental agencies.

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 participant 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 and the STATE OF TEXAS. The Registered Pharmacist(s) should add copies of their Professional Liability Insurance.

SCOPE OF SERVICES:

Hidalgo County is requesting proposals from experienced Registered Pharmacist(s) to provide all the Pharmacist(s) services required for the "Registered Pharmacist Services" for Hidalgo County Health and Human Services Department. The registered pharmacist(s) services contract will encompass all project-related pharmacist(s) services to the County of Hidalgo including, but not limited to, the following:

- Provide continuous supervision of registered nurses, licensed vocational nurses, physician assistants technicians and assistance carrying out the pharmacy-related provisions;
- 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 ensure that the clinic is following set policies and procedures. The documentation provided by the registered pharmacist(s) consultant shall be as specified in the Texas

Pharmacy Act and related regulations promulgated in the Texas State Board of Pharmacy;

- 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;
- The Pharmacist and the Therapeutics Committee, will participate in a therapeutic committee meeting once a year.
- The Pharmacist shall personally visit each clinic on a monthly basis to ensure that each clinic is following the established policies and procedures.
- 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;
- 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;
- Provide development and periodic review of a policy and procedural manual for the pharmacy in conjunction with the clinics' pharmacy and therapeutic committee.
- Provide the services of compounding TB modifications within 24 hours of request.
- Be responsible for coordinating coverage by a licensed Pharmacist at a minimum in the event of a scheduled or unscheduled leave. The Pharmacist must notify the Chief Administrative Officer of any planned or unplanned leave. The substitute Pharmacist must meet all Texas State Board of Pharmacy Requirements. The Pharmacist will be responsible to compensate and oversee the substitute Pharmacist professional actions. While this Agreement is in effect, the parties intend that the Contractor shall be the exclusive source of performing the Services for the County. However, the County may allow another pharmacist to perform the Services in the event the Contractor is absent or may not be available.
- Ensure that personnel employed by the Pharmacist that are paid by funds provided under this Contract are duly licensed and/or qualified to perform the required services.
- Communicate with HCHHSD administration regarding the administration of Services under this agreement.
- Execute any additional documents required by HCHHSD or the County of Hidalgo, including but not limited to, a Data Use Agreement and Business Associate Agreement, if applicable.

Hidalgo County proposes to pay the "Registered Pharmacist(s)" monthly by check in accordance with the Texas Prompt Payment Act (Tex. Govt. Code Ch. 2251).

PRICING INFORMATION PARTICIPATING RESPONDENTS ARE TO PROVIDE A FEE PROPOSAL (Monthly Flat Rate) WITH THIS SUBMITTAL ON THE ATTACHED FORM

FEE SCHEDULE

“Registered Pharmacists Services for
Hidalgo County Health and Human Services Department”

MONTHLY FLATE RATE


Pharmacy Locations

Clinic	Address
Edinburg Clinic	3105 E Richardson, Edinburg, Texas 78542
Elsa Clinic	708 Edinburg Street, Elsa, Texas 78543
Hidalgo Clinic	702 E Ramon Ayala Dr, Hidalgo, Texas 78577
McAllen Clinic	300 E Hackberry, McAllen, Texas 78501
Mission Clinic	211 N Schuerbach Road, Mission, Texas 78572
Pharr Clinic	300 W Hall Acres, Suite B, Pharr, Texas 78577
Weslaco Clinic	1901 N Bridge, Weslaco, Texas 78596
Pulmonary Clinic	1304 South 25th Avenue, Edinburg, Texas 78542
El Paraiso Clinic	1901 N Los Ebanos Rd, Alton, Texas 78573