

## INVITATION TO RFP

Sealed RFPs, subject to the conditions contained herein, will be received by the ONEIDA COUNTY HEALTH DEPARTMENT until **1:30 pm** local time on **Monday, October 23, 2017** for:

### **Pharmacy Services for the Diagnostic and Treatment Clinic RFP #2017-211**

Specifications **MUST** be RECEIVED from the Oneida County Health Department, Attention: Patrice Bogan, 185 Genesee St. Utica, NY 13501, telephone: 315-798-6400 or downloaded from the Oneida County website at <http://www.ocgov.net> (Public Notice Section).

Copies of the described RFP may be examined at no expense at the Oneida County Health Department Office.

The return envelope must be clearly marked with the RFP # and addressed to the Oneida County Health Department. The Oneida County Health Department reserves the right to reject any of all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex, or handicap.

Dated: October 6, 2017

Patrice Bogan  
Deputy Director of Health

## Request for Proposal-#2017-211

### **GENERAL INFORMATION**

#### Background:

The Oneida County Health Department (OCHD) is a full service health department of the County of Oneida, with its main offices located in Utica, New York. The OCHD is part of the County's public health infrastructure that provides the resources needed to deliver essential public health services. OCHD operates a Diagnostic and Treatment Clinic, which provides numerous services to patients, including treatment for tuberculosis. Many of these services involve the dispensing of medication, which must be overseen by a duly licensed pharmacist.

#### Invitation to Bid:

The Oneida County Health Department, under New York Education Law Article 137, is seeking a Pharmacist to provide Pharmacy services to the OCHD Diagnostic and Treatment Clinic, including but not limited to overseeing the dispensing of medicine and the OCHD policies relating thereto.

Term: November 1, 2017 through June 30, 2019 with two subsequent one-year options to renew.

#### Scope of Work:

- a. The Contractor shall provide the services of a New York State licensed Pharmacist to dispense medications. The Contractor may also employ a pharmacy technician, who may assist the Contractor's Pharmacist in performing the duties hereunder, and who shall work under the immediate supervision and management of a licensed pharmacist. Contractor shall assure that its personnel who dispense medication have the appropriate certifications and/or licensing as required by Federal, State and local law. The Contractor shall provide to the Agency a copy of the Pharmacists' licenses of those who will be performing work under this Agreement.
- b. The Contractor shall render services requested by the Agency according to the patient's plan of care as developed by the Agency in consultation with the patient's physician and all other appropriate providers of care.
- c. The Contractor shall render all requested services in accordance with the Agency's established patient care policies, including but not limited to the Agency's Pharmacy Policy; Tuberculosis Pharmacy Policy; Vaccine Storage and Handling Policy and Procedure; and Adverse Drug Reaction Policy and Procedure.
- d. In accordance with the reporting requirements herein, the Contractor shall submit sufficient documentation for services rendered for each service provided.
- e. The Contractor will dispense from stock medication to individual pill containers supplied by the Agency. Agency will also supply medication labels for pill

containers. This dispensing may be done at the Agency's Diagnostic and Treatment Center at 406 Elizabeth Street, Utica, New York.

- f. The Contractor will review policies and procedures for the storage, handling, and provision of medication and biologicals on an annual basis. The policies and procedures to be reviewed by the Contractor shall include but not be limited to Agency's Pharmacy Policy; Tuberculosis Pharmacy Policy; Vaccine Storage and Handling Policy and Procedure; and Adverse Drug Reaction Policy and Procedure. In reviewing these policies and procedures, the Contractor shall make the Agency's Director of Clinic Services aware of, and assist in the interpretation and implementation of, any newly promulgated statutes, rules or regulations. The Agency shall provide these policies to the Contractor for review and the Contractor shall review and respond with comments and proposed edits within thirty (30) days of receipt.
- g. The Contractor will perform annual onsite inspection of pharmaceutical and vaccine storage and handling as a part of the Agency's annual policy and procedure review.
- h. The Contractor shall immediately contact the Agency by telephone at a designated telephone number provided by the Agency when services for a scheduled assignment cannot be provided.
- i. The Contractor agrees that its services performed pursuant to this Agreement shall be provided in accordance with applicable Federal, State, local statutes and the New York State Codes, Rules and Regulations, and shall be provided by qualified personnel. Contractor shall conform and comply with the Agency and County policies.

Insurance:

The Contractor shall maintain a professional liability policy and will provide the Agency with proof of coverage in the amount of \$1,000,000 per incident and \$2,000,000 aggregate during the term of this agreement. The Contractor shall also maintain general liability insurance and will provide the Agency with proof of coverage in the amount of \$1,000,000 per incident and \$2,000,000 aggregate. The Contractor agrees to have the County named as "additional insured," on the general liability policy and to provide the County with certificates from said insurance company or companies showing proof of insurance as stated heretofore. The Contractor further agrees to provide that such coverage shall not be terminated without prior notice to the County of at least thirty (30) days. The Contractor grants Oneida County a limited power of attorney to communicate with Contractor's insurance provider and/or agent for the express purpose of confirming the coverages required hereunder.

Compensation:

The Consultant will be compensated for these services at a billable rate per visit.

**Sealed proposals will be accepted until 1:30 PM on Monday, October 23, 2017 No late proposals will be accepted and the Health Department assumes no responsibility for proposals not received by the deadline.**

Evaluation of Proposals:

Proposals received by 1:30 PM on Monday October 23, 2017 will be reviewed by a team of Health Department Staff members.

PROPOSAL SUBMISSION INFORMATION

Submission Date and Time: 1:30 PM on Monday October 23, 2017

Clearly mark the submitted package with the appropriate title(s) of the RFP and the name of the individuals. Please submit one (1) original and (2) copies. Only those RFP responses received prior to the date and time indicated above will be considered. No e-mail or facsimile copies will be accepted. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

Please submit one (1) original and two (2) copies to:

Patrice Bogan  
Deputy Director  
Oneida County Health Department  
Adirondack Bank Building, 5th floor  
185 Genesee Street  
Utica, New York 13501

LOCAL GOVERNMENT REPRESENTATIVE

Please direct all questions by email or by writing to:

Sandra Pejcic, Director of Clinic Services  
Oneida County Health Department  
406 Elizabeth Street  
Utica, New York 13501 or [spejcic@ocgov.net](mailto:spejcic@ocgov.net)

PROPOSAL REQUIREMENTS

All proposals must include the following:

1. Individual's name
2. Experience with scope of work
3. Compensation Proposal at a billable rate per visit
4. Qualifications
5. References