

INVITATION TO RFP

Sealed responses to this Request For Proposal (RFP), subject to the conditions contained herein, will be received by the ONEIDA COUNTY HEALTH DEPARTMENT (OCHD) until **3:30 pm** local time on **Thursday November 1, 2018** for:

Pharmacy Services for the Diagnostic and Treatment Clinic RFP #2018-251

Specifications **MUST** be RECEIVED from the OCHD, Attention: Melanie Adams, 406 Elizabeth Street, Utica, NY 13501, telephone: 315-798-5747 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 OCHD, 185 Genesee St. Utica, NY 13501 office.

The response envelope must be clearly marked with the RFP # and addressed to the OCHD. The OCHD 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.

Melanie Adams
Director of Clinic Services

Dated: October 5, 2018

Request for Proposal-#2018-251

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 OCHD, 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: January 1, 2019 through December 31, 2019 with the OCHD having the option to renew for two additional one-year terms.

Scope of Work:

- a. The 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 OCHD a copy of the Pharmacists' licenses of those who will be performing work under this Agreement.
- b. In accordance with the reporting requirements herein, the Contractor shall submit sufficient documentation for services rendered for each service provided.
- c. 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 OCHD'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 OCHD's Director of Clinic Services aware of, and assist in the interpretation and implementation of, any newly promulgated statutes, rules or regulations. The OCHD 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.
- d. The Contractor will perform annual onsite inspection of pharmaceutical and vaccine storage and handling as a part of the OCHD's annual policy and procedure review.
- e. The Contractor shall immediately contact the OCHD by telephone or e-mail at a designated telephone number or e-mail address provided by the OCHD when services for a scheduled assignment cannot be provided.

- f. 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 OCHD and County policies.

Insurance:

The Contractor shall maintain a professional liability policy and will provide the OCHD 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 OCHD with proof of coverage in the amount of \$1,000,000 per incident and \$2,000,000 aggregate. The Contractor agrees to have Oneida 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 coverage’s required hereunder.

Compensation:

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

Sealed proposals will be accepted until 3:30 PM on Thursday November 1, 2018. 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 3:30 PM on Thursday November 1, 2018 will be reviewed by a team of OCHD Staff members.

PROPOSAL SUBMISSION INFORMATION

Submission Date and Time: 3:30 PM on Thursday November 1, 2018

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:

Melanie Adams, Director of Clinic Services
Oneida County Health Department
406 Elizabeth Street
Utica, New York 13501 or madams@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