

REQUEST FOR PROPOSALS



Pharmacy Oversight for the Pender County Health Department

RFP # 210901-206

Date of Issue: September 1st, 2021

Questions Due: September 3rd, 2021 by 5pm

Answers Issued via Addendum: September 7th, 2021

Proposals Due: September 9th, 2021 by 5pm

**Pender County Health
Department**

**803 S. Walker St.
Burgaw, NC 28425
Phone: 910.259.1908
Fax: 910.259.1258
cjsmith@pendercountync.gov**

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INTRODUCTION

The County of Pender is seeking letters of proposal from North Carolina licensed Pharmacists experienced within Public Health to provide oversight for the Pender County Health Department. The successful candidate shall provide consultant services, pharmacy training, medication record reconciliation and serve as a resource for nursing staff. A high level of professionalism and strong interpersonal skills are required.

SCOPE OF WORK

Contractor Responsibilities:

- Verify accuracy of pharmacy records; maintain records accurately to manage risk.
- Assist the health department in maintaining Public Health pharmacy requirements and assure compliance with all rules and regulations.
- Develop and maintain considerable knowledge of the principles and practices of health department programs.
- Provide training, guidance, support, and feedback to Public Health Nurses.
- Maintain high standards of accuracy in performing duties and responsibilities, exercising immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

County Responsibilities:

- Provide needed supplies for staff, and general patient care, said supplies to be purchased by the County and kept at the Pender County Health Department.

CONTRACT TERMS:

- The contract term will be five (5) years. The contract may be automatically renewed for (1) additional term of five (5) years upon mutual agreement by both parties.
- Modifications and/or changes to the contract including but not limited to cost and services shall be in writing.
- Either party may cancel the contract by providing the other party a (30) day written notice of cancellation.

SELECTION CRITERIA

The factors to be considered in awarding the contract are as follows:

- The contractor’s professional experience with public health.
- The contractor’s demonstrated ability to meet the requirements under scope of responsibilities
- The contractor’s ethical and professional standing
- The contractor’s monthly rate

SUBMITTAL PROCESS

- Any questions related to this Request for Proposal should be submitted in writing via e-mail to Chasity Smith, Purchasing Agent at cjsmith@pendercountync.gov by September 3rd, 2021 at 5:00pm EST. Answers will be provided and attached as addendum 1 on September 7th, 2021
- **Proposals are due on or before 5:00 pm EST on September 9, 2021.** The submittal package should be clearly marked “RFP # 210726-206 Pharmacy Oversight” and clearly identify the contractor submitting the proposal.
- Proposals shall be addressed to the **attention of Chasity Smith, Purchasing Agent** at the one of the following addresses:

In person, by mail, by courier:
803 S. Walker St
Burgaw, NC 28425

By email:
cjsmith@pendercountync.gov

CLOSING

All responses submitted become the property of the Pender County Government. Submitting a proposal in response to this RFP does not commit Pender County to award a contract or pay any costs incurred in preparation, or travel to Pender County. The County reserves the right to contract with one or more vendors. Additionally, the County reserves the right to cancel this Request for Proposal in part or in its entirety.