

**RFQ NAME: Pharmacy Services  
RFQ SPECIFICATIONS  
AND SUBMISSION REQUIREMENTS**

**City of Marianna  
Marianna Health and Rehabilitation Center  
RFQ**

The City of Marianna, Florida is requesting proposals for pharmacy services for Marianna Health and Rehabilitation Center (MHRC).

Proposals shall contain five (5) original documents in a single sealed envelope bearing the name and address of the submitter, the words "RFQ – Pharmacy Services" and mail to P.O. Box 936 Marianna, FL 32447 or deliver to City Clerk, 2898 Green Street, Marianna, Florida 32446 on or before Tuesday, March 1, 2022 at 2:00 PM (CST). Should you have any questions, please contact Melinda Gay, Administrator, MHRC, at (850) 482-8091 or mgay@mhrc.care.

**STATEMENT OF QUALIFICATIONS**

Company must have provided pharmacy services in the State of Florida for the last five (5) years. The pharmacy must identify a minimum of five (5) skilled nursing facilities to which you are currently providing pharmacy services. A list should be provided that includes facility name, address, contact person, number of beds and if the facility is utilizing an electronic medication administration record system.

**SCOPE OF WORK**

MHRC is a 180-bed skilled nursing facility that currently has three distinct nurses stations and six halls. MHRC utilizes a bingo card/blister package style medication dispensing system and also utilizes an electronic medication administration record (EMAR). Alternative medication dispensing system will be considered. The pharmacy's EMAR system must interface with PointClickCare.

**SERVICES TO BE PROVIDED:**

24/7 pharmacy delivery; 24 hour access to a Pharmacist; EMAR system; hardware and software; fax machines; emergency delivery; ability to fax and/or scan orders; medication carts; treatment carts; emergency supply kits; generic substitution; continuing education for staff; consultant pharmacist services that provide regulatory compliance assistance to minimize risk and reduce issues during facility surveys; nursing policy and procedure manual; routine reports; routine communications with physicians; designated account manager; accurate medication, billing and medical records; and back-up pharmacy services.

**REQUEST FOR QUALIFICATIONS RESPONSE CRITERIA**

The following material **MUST BE RECEIVED** no later than the date and time designated in this RFQ packet.

**REQUIREMENTS:**

- ✓ The five (5) original documents shall include the following:  
The name and address of the legal entity. Telephone numbers and an email address of a contact person; and the date of the proposal.

A narrative on why Proposer should be selected, including:

- a. A brief overview of the companies philosophy on customer service.
- b. How your company works with customers to ensure excellent resident care management.
- c. What systems or resources can you provide to minimize med errors?

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- d. Where are you located? Where will deliveries originate?
  - e. Please provide some specifics regarding what delivery schedule we can expect.
  - f. Please describe your philosophy and procedures regarding emergency med supply.
  - g. Please discuss your pharmacy procedures during times of emergency and/or natural disasters.
  - h. Please provide a sample of your routine reports and note if these reports are weekly, monthly, quarterly, annual, or as needed.
  - i. How do you assist with identifying unnecessary drugs?
  - j. Please provide information about your return policy on unused medications.
  - k. Discuss your billing practices and provide a sample of an invoice for both Medicare and Private Pay residents.
  - l. Please tell us about your consultant pharmacists. Please provide references for the consultant you propose to assign to MHRC.
  - m. If available, provide information on infusion therapy.
  - n. Please provide a detailed list of all equipment that would be provided. Note any costs that MHRC would incur for the use of this equipment.
  - o. Please discuss your EMAR solutions. The EMAR must demonstrate interfacing with PointClickCare.
  - p. Please provide an estimate on start-up costs, monthly maintenance charges, and any other fees associated with your EMAR solutions.
  - q. Do any processes change relative to holidays?
  - r. Do you provide continuing education and training free of charge to customers?
  - s. Proposers must be licensed professionals in accordance with Florida State law and shall be familiar with all applicable federal, State of Florida, regulations and laws. Copies of current, active Florida Pharmacy license and Consultant Pharmacists licensed in the State of Florida.
  - t. Proof of commercial liability insurance required.
  - u. How would you address alternative medication selection to prevent client from paying costs on prescribed medications?
  - v. Must disclose any and all previous litigation/lawsuits, State or Federal, which have been filed against your organization, subsidiaries, or principals within the past five (5) years, if there are none, so state.

## GENERAL REQUIREMENTS

The purpose of the submittal is to present qualifications, competence and capacity of the company to undertake the pharmacy services for MHRC. As such, the substance of the proposal will carry more weight than form or manner of presentation. The proposal should demonstrate the qualifications of the company and particular staff to be assigned. It should also specify the company's experience with other Florida skilled nursing homes that demonstrate its' ability to meet the required standards.

## EVALUATION CRITERIA

The Selection Committee shall score submittals in accordance with following point schedule;

- |  |                 |
|--|-----------------|
| ✓ Completeness of submittal                              | up to 20 points |
| ✓ Experience and qualifications of company               | up to 20 points |
| ✓ Experience and qualifications of personnel             | up to 20 points |
| ✓ Knowledge and ability to provide satisfactory services | up to 20 points |
| ✓ Historical Performance                                 | up to 20 points |

The highest scoring proposal will be ranked first, the next highest scoring proposal will be ranked second, etc.

The City reserves the right to accept or reject proposals in whole or in part, and to award proposals in the manner the City determines to be in its best interest.

Please read the provisions of Subsection 287.133 Florida Statutes: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or

replay on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or replay on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s.287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.