

**STATE OF TEXAS
TEXAS STATE BOARD OF PHARMACY**

**REQUEST FOR QUALIFICATIONS NO. 515-16-0001
REVIEW OF NON-THERAPEUTIC DISPENSING CASES**

Reference: RFP 515-16-0001

CLASS: 961 ITEM: 50

Posting Date: 10/14/2015

RESPONSE DEADLINE: 08/31/2016 @ 5:00 PM CT

SUBMIT RESPONSES BY US MAIL or DELIVERY SERVICE TO:
Texas State Board of Pharmacy
Attn: David Hardy
333 Guadalupe St., Ste. 3-600
Austin, TX 78701

ORGANIZATION NAME or PERSONAL NAME

ADDRESS

TAX ID/VENDOR IDENTIFICATION NUMBER

The vendor's authorized agent must sign below. By signing this document, the respondent acknowledges that all information contained in the document is true and correct and that respondent agrees to comply with all terms and conditions. Failure to sign will disqualify this bid. By signing this bid, respondent certifies that if a Texas address is shown as the address of the respondent, respondent qualifies as a Texas Bidder as defined in 34 TAC Rule 20.32(68).

Signature

Title

Date

1.0 INTRODUCTION

1.1 General Information

The Texas State Board of Pharmacy (TSBP) is the state agency that regulates the practice of pharmacy in Texas. The Legal Division of TSBP primarily focused on disciplinary action against licensees and registrants under our enabling statute and other applicable laws and rules.

1.2 Purpose

TSBP seeks to qualify vendors to provide review of non-therapeutic dispensing cases. Under the terms of this RFQ, the TSBP intends to select qualified vendors for case review on an immediate, as-needed, as-requested basis. Issuance of contracts under this RFQ is at the sole discretion of TSBP. No quantities are guaranteed under this RFQ.

1.3 Definitions

TSBP - Texas State Board of Pharmacy

Fiscal Year - September 1 to August 31

Respondent - Any individual submitting a timely proposal in response to this RFQ.

RFQ - Request for Qualifications

State - State of Texas

CV – Curriculum Vitae

1.4 Term of Agreement

Vendors qualified under this RFQ will be considered eligible to provide services for no more than four years. TSBP will offer contracts for services to qualified vendors as needed, at TSBP's sole discretion.

A contract, if any, will be effective upon signing by the TSBP and any vendors qualified by the evaluation process. Contracts will be for the provision of specific services and will expire upon completion of services.

1.5 Order of Precedence

In the event of conflicts or inconsistencies between this contract and its exhibits or attachments, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of priority: Signed Contract (or Purchase Order), Attachments to the Contract (or Purchase Order), and Response to Request for Qualifications.

1.6 Agency contact

The point-of-contact for this RFQ is:

David Hardy, CTPM

333 Guadalupe St., Ste. 3-600

Austin, TX 78701

Phone: 512-305-8023

Fax: 512-305-8009

E-mail: david.hardy@pharmacy.texas.gov

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All questions are to be directed to the agency point-of-contact. Upon publication of this RFQ, besides written inquiries as described in Section 3.4 Questions, employees and representatives of TSBP will not answer any questions or otherwise discuss the contents of the RFQ with any potential provider or their representatives. If a potential provider fails to observe this restriction, that provider's response to this RFQ may be disqualified.

1.7 Schedule

TSBP will evaluate responses as they arrive. Respondents who qualify as vendors will be notified of their status as qualified vendors when TSBP completes the evaluation process. Responses are due by 8/31/2016, 5:00 PM Central Time.

Questions may be directed to the agency point-of-contact at any time prior to the response due date. Answers will be posted on the agency website.

This schedule of events is subject to change by the TSBP.

2.0 STATEMENT OF WORK

2.1 Case Reviewer Duties

TSBP is seeking to qualify pharmacists for the review of non-therapeutic dispensing cases. Selected vendors would be expected to review pharmacy records for evidence of non-therapeutic dispensing. The review process includes provision of expert opinion in written form. In some cases, selected vendors would be requested to provide testimony at hearings conducted under the auspices of the State Office of Administrative Hearings based in Austin, Texas.

2.2 Qualifications

Respondents must include a CV with their response.

Respondents must have an RPh and a Pharmacist License issued by the State of Texas. All other degrees and pharmacy licenses must be included on respondents' CV.

Respondents must have a minimum of five years' experience in a pharmacy practice. The type(s) of pharmacy practice must be noted on respondents' CV.

Respondents must include any disciplinary history on their CV.

Respondents should include as applicable the following items on their CVs:

- Trade association membership
- Preceptorship
- Publications
- Previous experience as an expert witness and testimony service
- Teaching experience
- Experience as a conference speaker
- Specialized health-related certifications and licenses

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- Pharmacy ownership or management
- Current location of pharmacy practice

2.3 Confidentiality

Qualified vendors are expected to maintain confidentiality of pharmacy records reviewed, and outside of an agreement entered with the TSBP is prohibited from disclosing any information reviewed or generated as a result of this contract for services. This includes written reports and testimony provided under a contract entered into as part of this RFQ.

2.4 Pricing

Responses must provide the hourly rate for services under this RFQ. Qualified vendors may expect to spend ten hours of review per case. Rates are to remain good for the duration of qualification under this RFQ.

HOURLY RATE _____

2.5 Payment

Vendors will be paid a mutually agreed upon fee for each service rendered by the vendor. Qualified vendors must provide itemized invoices, noting the hours of service provided and rates, as well as relevant purchase order numbers, tax IDs, etc. See Sec. 2.6 for travel reimbursement.

Pursuant to Texas Government Code, Subtitle F, §2251.021, the TSBP will make payments within thirty (30) days of receipt of a correct invoice and any required supporting information. In addition, TSBP will pay any interest due on overdue payments according to the provisions of Texas Government Code, Subtitle F, §2251.026. TSBP will not provide cash advances to vendors. Vendors shall only submit invoices after providing the service being invoiced.

2.6 Travel Expenses

Travel to Austin, Texas may be required. No reimbursement is allowed for travel of less than twenty-five (25) miles. Vendors will be required to provide receipts for reimbursement of relevant expenses. Travel expenses will be reimbursed at state rates. Travel expenses are limited to food, lodging, air fare, transportation, and mileage.

2.7 Evaluation

Responses will be scored. For respondents to qualify, they must score a minimum of 75 points out of 100. Scoring will be as follows:

Experience 45 points maximum

Degrees and certifications 35 points maximum

Other qualifications & experience 20 points maximum

3.0 Submission Requirements

3.1 Submissions

Responses may be forwarded by USPS, delivery service, e-mail, or fax. Responses must be

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clearly marked RFQ#515-16-0001 and “Attention: David Hardy.” Un-signed responses will not be accepted.

Proprietary and confidential information must be clearly marked. If the response includes proprietary information, the respondent must include one (1) redacted copy in addition to the un-redacted copy. The redacted copy must have all confidential or proprietary information redacted.

TSBP’s Office is open Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. The TSBP is located in Tower III on the 6th floor of the William P. Hobby Building, 333 Guadalupe St., Austin, Texas. The mailing address is:

Texas State Board of Pharmacy
333 Guadalupe Street, Suite 3-600
Austin, TX 78701-3943
E-mail: david.hardy@pharmacy.texas.gov
Fax: 512-305-8009

3.2 Cost of Submissions

The cost of preparing and submitting any response is solely that of the respondent. TSBP will not reimburse directly or indirectly respondents for any cost of responding to this RFI.

3.3 Public Information

TSBP will comply with the Texas Public Information Act (Chapter 552, Gov't Code) as interpreted by judicial opinions and opinions of the Attorney General of the State of Texas. Information, documentation, and other material in connection with this solicitation or any resulting contract may be subject to public disclosure pursuant to the Texas Public Information Act.

3.4 Questions

Any person wishing to obtain clarifying information about this Request for Proposals may contact:

David Hardy
E-mail: david.hardy@pharmacy.texas.gov
FAX: 512-305-8009

(Written documentation of all interaction is required. Email is preferred.)