



Vendor Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M.
PURCHASING AGENT

ROB COX, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

RFQ NO. 2017-140

**REQUEST FOR QUALIFICATIONS
FOR
CONSULTANT
PHARMACIST/PHARMACIST-IN-CHARGE**

**RESPONSES DUE JULY 13, 2017
2:00 P.M.**

RFQ NO. 2017-140

TABLE OF CONTENTS

PRE-QUALIFICATION CONFERENCE	1
OPENING DATE, TIME, PROCEDURES, CONTACTS	2
GENERAL CONDITIONS	2
SPECIAL TERMS AND CONDITIONS OF THE CONTRACT	6
SPECIFICATIONS	
I. STATEMENT OF WORK	9
II. SUBMITTALS TO TARRANT COUNTY	12
III. EVALUATION CRITERIA AND AWARD PROCESS	12
TARRANT COUNTY HUB POLICY.....	13
RESPONSE FORMS AND QUESTIONNAIRE	
DISADVANTAGED BUSINESS ENTERPRISES FORM	17
REFERENCES	18
SIGNATURE FORM	20
FORM HB 1295 INFORMATION	22
COMPLIANCE WITH FEDERAL AND STATE LAWS FORM	23
DEFICIENCIES AND DEVIATION FORM	24
QUESTIONNAIRE	25

This Table of Contents is intended as an aid to respondents and not as a comprehensive listing of the RFQ package. Respondents are responsible for reading the entire RFQ package and complying with all specifications.

PRE-QUALIFICATION CONFERENCE

All Respondents are encouraged to attend a Pre-Qualification Conference. It is NOT necessary to attend the Pre-Qualification Conference to submit a response. The Conference is to be held:

DATE: TUESDAY, JUNE 27, 2017
TIME: 3:00 P.M.
LOCATION: TARRANT COUNTY PUBLIC HEALTH
1101 S. MAIN STREET
FORT WORTH, TEXAS 76104

Note: There is No opportunity for remote attendance of this meeting.

RSVP: Respondents planning to attend the pre-qualification conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Monday, June 26, 2017.

Send RSVPs to Elaine Johnson, Senior Buyer, at (817) 884-2629.

Questions from Respondents will be addressed at the pre-qualification conference. Any Respondent who submits a response without attending the scheduled pre-qualification conference does so at his own risk. Respondents who submit a response and do not attend the scheduled pre-qualification conference waives any right to assert claims due to undiscovered conditions.

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

Tarrant County is soliciting qualifications for **CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE** for **PUBLIC HEALTH**.

BY MAIL VIA US POSTAL SERVICE

ORIGINAL AND TWO (2) COPIES

OF

**COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT**

**AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104**

ON OR BEFORE JULY 13, 2017 AT 2:00 P.M.

BY COURIER, FEDERAL EXPRESS, UPS

ORIGINAL AND TWO (2) COPIES

OF

**COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT**

**AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76102**

ON OR BEFORE JULY 13, 2017 AT 2:00 P.M.

All responses, including a "NO RESPONSE", are due in the Purchasing Department by the due date, in sealed envelopes or boxes. All responses must be clearly marked with the RFQ Number, the name of the company submitting the qualifications package, and the date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Original response must be clearly marked "ORIGINAL" and contain all original signatures.

Any response received after the advertised date and hour set for the RFQ opening will not be accepted. Respondent will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at respondent's expense, or destroyed with written authorization of the Respondent. If responses are sent by mail to the Purchasing Department, the Respondent shall be responsible for actual delivery of the qualifications package to the Purchasing Department before the advertised date and hour set for the RFQ opening. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the advertised date and hour set for the RFQ opening, responses thus delayed will not be considered and will be disposed of as authorized.

Responses may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Respondent guaranteeing authenticity. After the official opening, responses become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax. Therefore, only applicable taxes must be included in this response.

No oral explanation by County officials or employees in regard to the meaning of the request for qualifications will be made and no oral instructions will be given before the award of the contract. Request from interested respondents for additional information or interpretation of the information included in the qualifications package should be directed in writing to:

**ELAINE JOHNSON, SENIOR BUYER
FAX: (817) 884-2629**

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

All documents relating to this RFQ including but not limited to, the RFQ document, questions and their responses, addenda and special notices will be posted under the RFQ number on the Tarrant County website and available for download by respondents and other interested parties. No documents will be faxed or e-mailed after the initial Notice of Intent prior to award. It is the Respondents' sole responsibility to review this site and retrieve all related documents prior to the RFQ due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth time, Friday, June 30, 2017. After the question deadline, all questions and responses will be posted on the website and available for download.

All Response Forms and Questionnaires must be fully completed and included in your response. Detailed specifications have been provided and any deviations or exceptions must be referenced on the form provided. Unless deviations are specifically stated herein, services will be provided according to the specifications at no additional charge.

This RFQ is issued in compliance with the Chapter 2254 of the Government Code. Negotiations shall be conducted with responsible vendor(s) who submit responses determined to be reasonably susceptible of being selected for award.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable in the Open Records Act. Trade secrets or confidential information **MUST** be placed in a separate envelope marked **"CONFIDENTIAL INFORMATION"** and **EACH PAGE** must be marked **CONFIDENTIAL INFORMATION.** Tarrant County will make every effort to protect these papers from public disclosure as outlined in LCG, Texas Government Code, Chapter 552.

Responses shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All responses that have been submitted shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

The successful Respondent shall defend, indemnify, and hold harmless Tarrant County from any and all liability or loss of any nature whatsoever arising out of or relating to the Respondent performing work on County premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

Continuing non-performance of the Vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days' notice prior to cancellation.

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

Responses will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

Tarrant County reserves the right to accept or reject in part or in whole any response submitted, and to waive any technicalities for the best interest of the County. Responses may be rejected, among other reasons, for any of the following specific reasons:

1. Responses received after the time limit for receiving proposals.
2. Responses containing any irregularities.
3. Unbalanced value of any items.

Respondents may be disqualified and their responses not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Respondents.
2. Reasonable grounds for believing that any Respondent is interested in more than one Response for the work contemplated.
3. The Respondent being interested in any litigation against the County.
4. The Respondent being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work which in the judgment of the County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.

It is the Respondent's sole responsibility to print and review all pages of the RFQ document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide signature on this form renders response non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Compliance with Federal and State Laws Form, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire response.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Respondent. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the respondent to determine the full extent of the exposures.

Respondent may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

RESPONDENT AGREES THAT IT WILL PROTECT, DEFEND, INDEMNIFY AND SAVE WHOLE AND HARMLESS TARRANT COUNTY, AND ALL OFFICERS, AGENTS AND EMPLOYEES OF TARRANT COUNTY (HEREINAFTER "THE INDEMNIFIED PARTIES") FROM AND AGAINST ALL CLAIMS, DEMANDS, CAUSES OF ACTION, DAMAGES, JUDGMENTS, LOSSES AND EXPENSES, INCLUDING ATTORNEY'S FEES, LITIGATION EXPENSES AND COURT COSTS OF WHATSOEVER NATURE, CHARACTER OR DESCRIPTION THAT ANY PERSON OR ENTITY HAS OR MAY HAVE ARISING FROM OR ON ACCOUNT OF ANY EMPLOYMENT RELATED MATTER ASSERTED BY ANY OF ITS EMPLOYEES AGAINST THE INDEMNIFIED PARTIES OR FOR ANY INJURIES OR DAMAGES (INCLUDING, BUT NOT RESTRICTED TO, DEATH) RECEIVED OR SUSTAINED BY ANY PERSON, PERSONS OR PROPERTY, ON ACCOUNT OF, ARISING OUT OF, OR IN CONNECTION WITH THE PERFORMANCE OF THE WORK, INCLUDING WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY NEGLIGENT ACT OR OMISSION OF RESPONDENT OR ANY AGENT, SERVANT, EMPLOYEE OR SUBCONTRACTOR OF RESPONDENT IN THE EXECUTION OR PERFORMANCE OF THIS AGREEMENT. RESPONDENT FURTHER AGREES TO PROTECT, INDEMNIFY AND HOLD THE INDEMNIFIED PARTIES HARMLESS AGAINST AND FROM ANY AND ALL CLAIMS AND AGAINST AND FROM ANY AND ALL LOSS, COST, DAMAGE, JUDGMENTS OR EXPENSE, INCLUDING ATTORNEY'S FEES, LITIGATION EXPENSES AND COURT COSTS ARISING OUT OF THE BREACH OF ANY OF THE REQUIREMENTS AND PROVISIONS OF THIS AGREEMENT BECAUSE OF ANY FAILURE OF RESPONDENT, ITS EMPLOYEES, OFFICERS, AGENTS, CONTRACTORS, INVITEES OR ASSIGNS IN ANY RESPECT TO COMPLY WITH AND PERFORM ALL THE REQUIREMENTS AND PROVISIONS HEREIN.

THE SUCCESSFUL RESPONDENT(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

RESPONDENT(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS AND PAY ALL TAXES, AND INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. RESPONDENT ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. RESPONDENT ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective October 1, 2017 through September 30, 2018. At Tarrant County's option and approval by the Vendor, the contract may be renewed for three (3) additional twelve (12) month periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**
2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Vendor for three (3) additional twelve (12) month periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the County exercises the right in writing, the Vendor shall update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds and must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, the County will rescind its option and seek a new RFQ solicitation.
3. **CHOICE OF LAW:** The contract will be governed by the laws of the State of Texas. Any lawsuit regarding the contract must be filed in the state or federal district courts located in Tarrant County, Texas.
4. **MINIMUM INSURANCE REQUIREMENTS:**
 - A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
 - 1) Workers' Compensation/Employer's Liability
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2) Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage —
\$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3) Professional Liability — \$1,000,000 per occurrence
\$2,000,000 aggregate
 - B. The County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
 - C. Required Provisions:
 - 1) Proof of Carriage of Insurance - All certificates of insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street.

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

- 2) All certificates shall provide Tarrant County with an unconditional thirty (30) days written notice in case of cancellation or any major change.
- 3) As to all applicable coverage, certificates shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
- 4) All copies of the certificates of insurance shall reference the project name and bid number for which the insurance is being supplied.
- 5) Vendor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
- 6) Vendor is responsible for making sure any sub-contractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

5. **CRIMINAL BACKGROUND CHECK:**

All vendor designated personnel performing work for Tarrant County to include on-site or remote access will be required to undergo a Criminal Justice Information Services (CJIS) Criminal Background Check.

- a. Vendor shall provide information, including, but not limited to, name, date of birth, and driver's license number for each individual who will be performing work for Tarrant County.
- b. Personnel who perform work for Tarrant County must submit to and pass a CJIS Criminal Background Check. That status must be maintained by all Vendor personnel for the duration of the contract.
- c. Criminal Background checks conducted by Vendor for vetting purposes are desired but are not acceptable due to particular requirements. Tarrant County reserves the right to conduct additional Criminal Background Checks as it deems necessary.
- d. Failure of the Vendor to supply personnel who pass a CJIS Criminal Background Check could result in termination of the contract.

Note: The CJIS Criminal Background Check applies to the individual and not the Company.

6. **The following is not relevant to all engagements, but instead is applicable when there is a hosted or cloud solution.**

Confidentiality, Integrity, Availability (CIA)

Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All County information must remain private and permit redaction of protected information before publication, and audit trails cannot be altered.

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

Breach Notification

Vendor agrees that upon discovery of unauthorized access to Tarrant County data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspects unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.

Data

All Tarrant County data will remain in the 48 contiguous states at all times.

Right to Audit

Tarrant County reserves the right to audit vendor datacenters which house Tarrant County data or receive SSAI 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

I. STATEMENT OF WORK:

Tarrant County seeks qualifications for professional Pharmacist(s) to provide services as a Consultant Pharmacist/Pharmacist-In-Charge for Tarrant County Public Health (TCPH).

A. **Background:**

Tarrant County Public Health provides public health and medical services through Clinical Services, Family Health Services, Health Protection and Response, and Disease Control and Prevention wherein such actions may include:

1. Diagnosis and treatment of conditions and subsequent administration of intramuscular, intravenous, oral, or topical medications.
2. Use of prophylaxis for the prevention of disease prior to or immediately following exposure.

B. **Consultant Pharmacist/Pharmacist-In-Charge Primary Responsibility:**

Provision of services as a registered pharmacist as required to complete the activities as indicated and applicable for the operation of Class D pharmacies in the clinics and public health centers associated with Tarrant County Public Health.

C. **Basic Functions of Consultant Pharmacist/Pharmacist-In-Charge:**

1. As applicable and appropriate, be responsible for compliance with the Texas Pharmacy Laws and Regulations of Class D Pharmacies for all clinics and public health centers associated with TCPH.
2. Supervise MD/DOs, APNs, RNs, LVNs, PAs, technicians, MAs and assistants carrying out the pharmacy-related aspects of provision of drugs including, but not limited to, direct and indirect, as applicable and appropriate, supervision of said staff regarding re-packing and re-labeling of drugs.
3. As applicable, conduct on-site visits in each clinic and public health center for the purpose of an internal inspection of the clinics and public health centers to ensure compliance with policies, procedures and state regulations as specified in the Texas Pharmacy Laws and Regulations (relating to Operational Standards § (h) and 291.94 (a)).
4. As applicable and as appropriate, organize and chair the Pharmacy and Therapeutics Committee and assist in the development and annual review of the TCPH Drug Management Policies and Procedures Manual and the clinics and public health centers formularies.

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

5. Conduct in-service training at least annually for supportive personnel who provide drugs; such training shall be related to actions, contraindications, adverse reactions and pharmacology of the drugs contained in the formularies, as well as an update of any changes to the TCPH Drug Management Policies and Procedures Manual and the Texas Pharmacy Laws and Regulation.
6. Develop for distribution a monthly correspondence of instructional and/or educational content.
7. Be responsible for the supervision of the receipt and dispensing of the Strategic National Stockpile received by TCPH from Texas Department of State Health Services and/or distribution and dispensing of cached medications held by TCPH during a declared disaster or public health emergency.
8. Be responsible for maintenance of records relating to all transactions of the pharmacy as is required by applicable law, and as may be necessary to maintain accurate control over and accountability for all drugs and/or devices.
9. Be responsible for monitoring of pharmacy-related practices, policies and procedures.
10. Be responsible for monitoring drug return and destruction as needed.
11. Be an active participant on the Research Review Committee at TCPH, especially when proposed projects involve investigating new or changed pharmaceutical interventions.

D. Eligibility:

1. Any profit or non-profit agency or sole proprietor / individual are eligible to apply.

E. Contract:

1. Successful Respondent(s) will be required to sign a Professional Services Contract with Tarrant County.
2. The Respondent will be reimbursed sixty-five dollars (\$65) per hour.
3. Approximately twenty-six (26) hours per month is currently budgeted, but as indicated to a declared disaster or public health emergency, additional hours will be expected, authorized and paid at the negotiated rate.

F. Qualifications:

1. Must be at least eighteen (18) years of age and of good moral character.
2. Must be currently registered by the Texas State Board of Pharmacy (TxSB0P) to practice pharmacy in the State of Texas.

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

3. Education:
 - a. Must be a graduate from a college of pharmacy with an accredited Bachelor of Science in Pharmacy (BS) or Doctor of Pharmacy (Pharm D). Graduates of a foreign college of pharmacy must show that their pharmacy education meets U.S. standards by passing the foreign pharmacy graduate equivalency exam.
 - b. Must have completed an internship of one thousand five hundred (1,500) hours.
 - c. Must have passed a licensure examination given by the Texas State Board of Pharmacy.
4. Experience:
 - a. Six (6) months experience as a Consultant Pharmacist/Pharmacist-In-Charge preferred.
 - b. Six (6) months experience in a public health setting and as applicable, with a Class D Pharmacy, preferred.
 - c. Five (5) years' experience in a clinic or retail pharmacy preferred.
 - d. One (1) year experience with informed consent processes and Institutional Review Board (IRB) issues preferred.
 - e. No previous TxSBoP license infractions or investigations within the last five (5) years. Minor violations may be discussed.
 - f. No previous Texas DPS Controlled Substance Division or DEA license infractions or investigations.
5. Licensure or Certification:
 - a. Current unrestricted Texas State Board of Pharmacy (TxSBoP) license not scheduled to expire within six (6) months of contract award.
6. Knowledge or Skills:
 - a. Working knowledge of preferred compounding processes.
 - b. Working knowledge of anti-tuberculosis medications.
7. References:
 - a. Ability to provide three (3) positive references from current/previous employers.
8. Work Hours:
 - a. Minimum availability of four (4) hours per week during Monday through Friday from 9:00 a.m. to 5:00 p.m.
 - b. Available for on-call emergencies.

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

II. SUBMITTALS TO TARRANT COUNTY:

A. Required Forms:

1. RFQ Signature Form with signature.
2. Compliance With Federal and State Laws Form with signature.
3. Addendum Cover Pages with signature (if applicable) – It is the Respondents' sole responsibility to continue to review the Tarrant County website and retrieve all addenda and related documents that may be posted prior to the RFQ due date.
4. Disadvantaged Business Enterprises Form with copy of applicable certificates. If you are not a DBE firm, mark form "N/A".
5. Completed Questionnaire.

B. Qualification Summary:

1. This section should contain a discussion of the Respondent's qualifications in conducting the RFQ requirements. Ability to perform the basic functions and requirements of this position should be demonstrated. Include the following information in response:
 - a. Résumé(s).
 - b. Previous experience in similar projects.
 - c. Education, Certifications and Licenses.
 - d. Knowledge and Skills.
 - e. References.

IV. EVALUATION CRITERIA AND AWARD PROCESS:

A. Responses for this RFQ will be evaluated using the following criteria:

1. Responsiveness:
 - a. Requested information included and thoroughness of response.
 - b. Documented understanding of the project.
2. Experience.
3. Education and Certifications.
4. Knowledge and Skills
5. References.

B. Qualification Statements will be reviewed and ranked by the evaluation committee. A vendor short list will be compiled. Interviews will be conducted with the firm(s)/individual(s) determined to be the most qualified and additional information may be requested at that time. Award recommendations will be presented to the Tarrant County Commissioners Court for final approval.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, responses and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise responses on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those responses will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of responses and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Price Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with response.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO . _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

REFERENCES

Please list five (5) references, **other than Tarrant County**, who can verify your performance as a Respondent. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Respondent's ability to provide the intended goods or service of this Proposal. The County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Respondent's company provides and that the company has completed a project of similar size and scope of work in the Proposal. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your Proposal.

Failure to supply required references will deem Respondent as non-responsive and it will not be considered for award.

Respondent involvement with reference checks is not permitted. Only Tarrant County or their designee will conduct reference checks. Any deviation to this will result in rejection of the

*****DO NOT LIST TARRANT COUNTY AS A REFERENCE*****

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

THE ORIGINAL AND TWO (2) COPIES OF THIS FORM MUST BE RETURNED WITH RESPONSE!

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE FOUR

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE FIVE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

THE ORIGINAL AND TWO (2) COPIES OF THIS PAGE MUST BE RETURNED WITH RESPONSE!

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this RFQ becomes the property of Tarrant County after the official opening.

The undersigned affirms the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a response.

The undersigned agrees, on behalf of Respondent, that if this response is accepted, to furnish all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this response will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this RFQ has not been prepared in collusion with any other Respondent, nor any employee of Tarrant County, and that the contents of this RFQ have not been communicated to any other Respondent or to any employee of Tarrant County prior to the official opening of this RFQ.

Respondent hereby assigns to purchase all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this RFQ package. ***Failure to sign and return this form will result in the rejection of the entire response.***

Signature _____ **X**
Authorized Representative

NAME AND ADDRESS OF COMPANY:

Date _____
Name _____
Title _____
Tel. No. _____ FAX No. _____
E-Mail Address: _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND TWO (2) COPIES MUST BE RETURNED WITH RESPONSE!



Did you provide References,
sign your Response and/or
your Addendum?

If not, your Response
will be rejected.

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

_____ Corporation organized & existing under the laws of the State of _____

_____ Partnership consisting of _____

_____ Individual trading as _____

_____ Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

THE ORIGINAL AND TWO (2) COPIES OF THIS FORM MUST BE RETURNED WITH RESPONSE!

FORM 1295 INFORMATION

**The following information applies ONLY
to an awarded Respondent**

Certificate of Interested Parties (Form 1295)

In 2015, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 of the Government Code. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity. The disclosure of interested parties will be submitted online via Form 1295 and must be submitted to the governmental entity prior to any signed contract and/or vote by the governing authority.

The Filing Process:

1. Prior to award by Commissioners Court, Bidder will be required to log in to the Texas Ethics Commission, https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and fill out the Electronic Filing Application.
2. Once submitted, the system will generate an electronic Form 1295 displaying a "Certificate Number." Respondent must print, sign and notarize Form 1295.
3. **Within ten (10) business days** from notification of pending award by the Tarrant County Purchasing Agent, the completed Form 1295 **must** be submitted to Tarrant County.
4. Respondent will need to repeat this process and obtain a separate Form 1295 each time it enters into a new contract, renews a contract or makes modification and/or amendments to a Tarrant County contract.

Instruction and information are available at <https://www.ethics.state.tx.us/tec/1295-Info.htm> or you may call the Texas Ethics Commission at (512) 463-5800.

**BY SIGNING ON THE "COMPLIANCE PAGE"
RESPONDENT AGREES TO ADHERE TO HB 1295 REFERENCED ABOVE.**

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Proposal submission and time of award, the Respondent will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL

Effective September 1, 2017, Contractor/Vendor verifies that it/he/she does not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017.

DISCLOSURE OF INTERESTED PARTIES

By submitting a Proposal in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Visit https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm for more information.

Signature _____ X

THIS FORM MUST BE **SIGNED**.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND TWO (2) COPIES MUST BE RETURNED WITH PROPOSAL!

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

DEFICIENCIES AND DEVIATIONS FORM

Following is a listing of ALL deficiencies and deviations from the requirements and/or provisions as outlined in the Request for Qualifications. Unless specifically listed here, your response will be considered to be in FULL compliance with the RFQ. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of the RFQ stipulated must be fulfilled at no additional expense to Tarrant County.

THE ORIGINAL AND TWO (2) COPIES OF THIS FORM MUST BE RETURNED WITH RESPONSE!

RFQ FOR CONSULTANT PHARMACIST/PHARMACIST-IN-CHARGE

QUESTIONNAIRE

1. Are you currently registered by the Texas State Board of Pharmacy to practice pharmacy in the State of Texas?

Yes No

2. Have you had any TxSBoP license infractions or investigations within the last five (5) years?

Yes No

If you answered yes, please explain in detail: _____

3. Have you had any previous Texas DPS Controlled Substance Division or DEA license infractions or investigations?

Yes No

If you answered yes, please explain in detail: _____

4. Do you have experience with compounding processes?

Yes No

5. Do you have experience working with anti-tuberculosis medications?

Yes No

6. Are you flexible in your work schedule and willing to accommodate clinic schedules?

Yes No

THE ORIGINAL AND TWO (2) COPIES OF THIS FORM MUST BE RETURNED WITH RESPONSE!