Letter of Clarification #1
Temporary Staffing Services – Pharmacists and Pharmacy Technicians

To: All Vendors

From: Frances Otto, Buyer II

Cc: Sharon Brauner, Buyer III, Senior Purchasing Coordinator
Nina Cook, Purchasing Manager

Date: May 16, 2018

RE: Letter of Clarification #1 Temporary Staffing Services – Pharmacists and Pharmacy Technicians

For the benefit of all Vendors submitting Proposals and to avoid possible confusion, the Proposal documents are clarified as follows. Please note this Letter of Clarification #1 and all attachments are hereby incorporated into the Proposal document.

CLARIFICATION

1. Can you please provide the current incumbent vendors providing Licensed Pharmacist Services?

Answer 1: The current incumbent vendor is Soliant.

2. Can you please provide the current incumbent hourly bill rates for Licensed Pharmacist Services?

Answer 2: The current incumbent hourly bill rates for Licensed Pharmacist Services cannot be given out at this time.

Text of the Texas Public Information Act
2014 Public Information Handbook
Office of the Attorney General
§ 552.104. Exception: Information Related to Competition or Bidding, (a) Information is excepted from the requirements of Section 552.021 if it is information that, if released, would give advantage to a competitor or bidder.

A formal written Open Record Request may be requested after contract is awarded for this RFP.

3. What was the total annual expenditure of the current contract in 2016, 2017, and YTD 2018?

Answer 3: The total annual expenditure of the current contract in 2016, 2016 and YTD 2018 cannot be given out at this time.

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4. What type of equipment will the Pharmacists be utilizing?

   Answer 4: The Pharmacists will be utilizing computers, Parata medication dispensing, Script Pro medication dispensing and Pyxis.

5. On average/estimate how many Pharmacists would be needed weekly?

   Answer 5: The average/estimate is unknown at this time since it will be on an as needed basis.

6. On average/estimate how many Pharmacy Technicians would be needed weekly?

   Answer 6: The average/estimate is unknown at this time since it will be on an as needed basis.

7. On average/estimate how many hours do you expect our Pharmacist work per week?

   Answer 7: The average/estimate is unknown at this time since it will be on an as needed basis.

8. On average/estimate how many hours do you expect our Pharmacy Technician work per week?

   Answer 8: The average/estimate is unknown at this time since it will be on an as needed basis.

9. Will there be one contact that provides all the details for the PRN needs or separate contacts for each facility?

   Answer 9: There will be one contact.

10. How much notice will be given before we are contact for each PRN need?

    Answer 10: The majority of the time twenty-four (24) hours’ notice will be given.

11. Will our Pharmacist be required to be available Mon-Fri or Mon-Sun?

    Answer 11: The inpatient setting pharmacy is open Monday – Sunday and the clinic pharmacies are open Monday – Friday. This information can be found in the RFP on page 11, item D “Hours and Locations”.

12. What hours of availability would our Pharmacist be required to have?

    Answer 12: The inpatient setting pharmacy hours are 9:00am to 9:00pm and the clinic pharmacies hours are 8:00am to 5:30pm. This information can be found in the RFP on page 11, item D “Hours and Locations”.

13. Who is the current contracted pharmacy staffing vendor?

    Answer 13: The current contracted vendor is Soliant.

14. What is the current (2018) contract rate for the following:

   Pharmacists Direct Hourly Rate, Mark Up % and Final Billing Hourly Rate for Regular pay?
   Pharmacists Direct Hourly Rate, Mark Up % and Final Billing Hourly Rate for Holiday pay?
   Pharmacists Direct Hourly Rate, Mark Up % and Final Billing Hourly Rate for Weekend pay?
Pharmacy Technician Direct Hourly Rate, Mark Up % and Final Billing Hourly Rate for Regular pay?
Pharmacy Technician Direct Hourly Rate, Mark Up % and Final Billing Hourly Rate for Holiday pay?
Pharmacy Technician Direct Hourly Rate, Mark Up % and Final Billing Hourly Rate for Weekend pay?
Pharmacist Placement Fee for: 30-days, 60-days, 90-days?
Pharmacy Technician Placement Fee for: 30-days, 60-days, 90-days?

**Answer 14:** The current (2018) contract rates cannot be given out at this time.

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Office of the Attorney General
§ 552.104. Exception: Information Related to Competition or Bidding, (a) Information is excepted from the requirements of Section 552.021 if it is information that, if released, would give advantage to a competitor or bidder.

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15. How many hours were contracted/billed for:
   Pharmacists in 2015, 2016 and 2017? (Please note hours for EACH INDIVIDUAL YEAR)
   Pharmacy Technicians in 2015, 2016 and 2017? (Please note hours for EACH INDIVIDUAL YEAR)

**Answer 15:** Please see the contracted/billed hours for Pharmacists and Pharmacy Techs:
Pharmacists:
FY2015 - 0
FY2016 – 175.25
FY2017 – 0

Pharmacy Technicians:
FY2015 - 0
FY2016 – 569.25
FY2017 – 963.5

16. What is the Harris Center's work week? (ex: Monday – Sunday or Sunday – Saturday)

**Answer 16:** The inpatient setting pharmacy hours are Monday through Sunday, 9:00am to 9:00pm and the clinic pharmacies hours are Monday through Friday, 8:00am to 5:30pm. This information can be found in the RFP on page 11, item D “Hours and Locations”.

17. What software system is currently used in the Harris Center's sites?

**Answer 17:** The software used is Etreby Cerner, Pyxis, Scriptpro and Parata.

18. What software system is currently used in the jail sites?

**Answer 18:** Not Applicable.

19. Does the Harris Center offer PMAB training to agency staff prior to their start or will our candidates need to participate in an independent program prior to starting? If there is an outsourced training cost, is it billable to the Harris Center?

**Answer 19:** Reference page 11 of 41, Section C. Qualifications in the RFP.
20. Section IV - Proposal Stipulation and Requirements, Item P "Safety": Can you further clarify how "discharge of the safety function" training pertains to pharmacy staffing services? We staff a number of county mental health and jail facilities but are not aware of this term or training.

   Answer 20: The contracted vendor is asked to provide description of the performance of their Safety Program for their employees.

21. Will a Texas Secretary of State Certificate of Fact suffice for fulfilling this requirement? If not, please clarify what should be submitted.

   N. Licensure
   The Vendors shall submit, with their Proposal, a copy of any license(s), certification(s), registration(s), etc. as required by authorities having jurisdiction; local, state, county, and/or federal for the Vendors to operate.

   Answer 21: No, a Certificate of Fact in Texas is utilized to confirm the status and/or existence of a business. You can submit a Certificate of Fact if you are trying to demonstrate the current status of the business entity. However, if you operate a business entity that requires you to have a specific license or permit then you must also supply a copy of that license, certificate or registration. A certified copy is preferred but not required for the RFP. However, In the event your business is awarded a contract then a certified copy will be required at the time of contracting.

22. What is the approximate spend for just this section? (The overall The Harris Center budget is mentioned, and for all operations, but not this specific subset)

   Answer 22: The approximate spend is unknown at this time.

23. How many vendors are currently supporting this item?

   Answer 23: There is currently one vendor.

24. How many vendors will be selected?

   Answer 24: One vendor will be selected.

25. What are the hours that the bid can delivered?

   Answer 25: Proposals can be delivered during The Harris Center business hours which are Monday through Friday, 8:00am to 5:00pm. Remember the proposal due date of May 22, 2018, 10:00am. No proposals will be accepted after the 10:00am deadline.

26. When will those agencies accepted be announced?

   Answer 26: Reference page 2, Section II “Request for Proposal (RFP) Timeline and Events”. The anticipated award date is upon recommendation and board approval.

27. How will the announcement be communicated?

   Answer 27: The award announcement will be sent via email.

28. Description of Company Safety Plan, could you be more specific as to what plan you are looking for. We have several safety plans.

   Answer 28: Describe your safety plan as it relates to doing business with The Harris Center.
29. Is it possible to list references from other parts of the country rather than just references located in Texas?

   Answer 29: It is permitted to list references from other parts of the country as well as references located in Texas.

Reminder: Turn in Section IX, Signature Page, located on page 19 of 41. This page, signed by an authorized representative, must be included in the response. Proposals that do not include Section IX, Signature Page will not be accepted.

This Letter of Clarification #1 is hereby incorporated in the Proposal document and shall supersede any previous specification or provision in conflict with the Letter of Clarification #1. All Vendors are directed to propose accordingly. Vendors are required to add this Letter of Clarification #1 to the original Proposal document.