

REQUEST FOR LETTERS OF INTEREST



CLINICAL PHARMACIST

RFI Number: 2018-010

County of San Mateo Behavioral Health and Recovery Services

Release Date: October 16, 2018

Responses must be Received
by **4:00 p.m.** Pacific Standard Time on **October 26, 2018**

REQUEST FOR LETTERS OF INTEREST FOR CLINICAL PHARMACIST

Interested respondents must register online with the County at
<http://www.smchealth.org/bhrs/rfp>

Responses must be submitted to:

SAN MATEO COUNTY BEHAVIORAL HEALTH AND RECOVERY SERVICES
Attn: Martha Ugarte-Ortiz, Contract Administrator II
2000 Alameda de las Pulgas, Suite 280
San Mateo, CA 94403

By 4:00 p.m. Pacific Time on Friday, October 26, 2018

RESPONSES WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Note regarding the Public Records Act:

Government Code Sections 6250 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request For Letters of Interest is a public record in its entirety. Also, all information submitted in response to this Request For Letters of Interest is itself a public record **without exception.** Submission of any materials in response to this Request For Letters of Interest constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

INTRODUCTION AND PURPOSE

The San Mateo County Behavioral Health and Recovery Services Division (BHRS) is conducting a Request for Letters of Interest for a Clinical Pharmacist to identify prospective providers. Those interested should submit letters of interest to contract with BHRS to provide pharmaceutical services to seriously mentally ill clients in San Mateo County.

If sufficient interest is demonstrated, BHRS intends to contract with one or more interested, qualified providers.

SCOPE OF SERVICE

BHRS is interested in identifying providers who have experience delivering pharmaceutical services to clients with serious mental illness. Specifically, those requirements include the following:

- Coordinate pharmaceutical services with other divisions, departments and outside agencies
- Establish, facilitate and maintain effective communication between medical, clinical, technical and clerical staff, including staff in other County departments and outside agencies
- Monitor, evaluate and coordinate medication regimens that promote desirable patient outcomes

Services will be monitored and supervised by the BHRS Pharmacy Services Manager.

EXAMPLE OF DUTIES

- Conduct medication regimen review for Total Wellness clients and other BHRS clients.
- Monitor the safety and efficacy of drug therapy through reviews of medication profiles in computerized data bases in BHRS and HPSM.
- Provide clinical judgments necessary for proper utilization and administration of medications in cooperation with the medical and nursing staff.
- Provide patient counseling and medication education services.
- Provide drug information to prescribers and other health care practitioners; assist prescribers in the proper selection and adjustment of drug therapy.
- Track pharmaceutical utilization, costs and prescribing trends to identify opportunities for improvement and outcome measures of related initiatives.
- Share responsibility for formulary review, drug use evaluations, therapeutic drug protocols, drug information, and development and maintenance of clinical pharmacy services.
- Share responsibility for Prior Authorization reviews for BHRS clients
- Perform related duties as assigned.

QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. Interested providers should be able to give evidence to the following:

Education:

Education: Graduation from a School of Pharmacy accredited by the Accreditation Council for Pharmacy Education with a doctor of pharmacy degree (Pharm. D.) or equivalent.

Experience: Two years of recent experience as a clinical pharmacist OR completion of a one-year pharmacy residency accredited by the American Society of Health-Systems Pharmacists (ASHP) and one year of clinical experience.

Knowledge of:

- Pharmacology of prescription and non-prescription drugs.
- Influence of patient's age, sex, concomitant disease states, concurrent drug therapy, foods and diagnostic procedures on drug activity and disposition.
- Major reference sources to answer drug information questions.
- Functions of pharmacy services and the interrelationships of the various disciplines in the health services field.
- Pharmaco-economics and cost/benefit analysis.
- Office administrative practices and procedures, including records management and use of computer systems and applications

Skill/Ability to:

- Effectively counsel patients regarding use, possible side effects and storage of medications.
- Effectively advise and consult with medical, nursing and other personnel regarding properties of drug substances.
- Use and evaluate information in appropriate reference sources and clinical literature.
- Communicate effectively orally and in writing with people of diverse backgrounds and cultures.
- Navigate the various computer databases used in BHRS, HPSM, SMMC to evaluate medication regimens and screen for drug interactions and therapeutic duplications.
- Generate pertinent medication reports from Pharmacy Benefits Manager.

Licensure/Certification:

- Possession of a license and current registration to practice as a Registered Pharmacist issued by the California State Board of Pharmacy.

CONTRACT PERIOD

The contract for these services is expected to start January 1, 2019 through June 30, 2019, for a maximum obligation of \$52,416. The option to renew the contract for another two (2) years is dependent upon program evaluation, availability of funding, and division approval. The maximum obligation per year for FY 2019 -2020 and FY 2020 - 2021 is \$104,831. The contract may be terminated by the Contractor or the Chief of the Health System or designee at any time upon thirty (30) days written notice to the other party.

INSTRUCTIONS TO PROSPECTIVE CONTRACTORS

Interested providers will submit a brief description of interest, qualifications and experience and a statement of service rates in a letter of interest not to exceed two pages. Letters of interest must be received by October 26, 2018 and sent to Martha Ugarte-Ortiz either via email, fax, or mail at the addresses listed below.

Via email to mugarte-ortiz@smcgov.org

Or

Via fax to Martha Ugarte-Ortiz Fax # 650-573-2110

Or

Via postal mail to:

Martha Ugarte-Ortiz, Contract Specialist II
San Mateo County Health System
Behavioral Health and Recovery Services
2000 Alameda de Las Pulgas, Suite 280, San Mateo, Ca 94403

By

October 26, 2018, 4:00 p.m.

Responses will not be accepted after this date and time. No Exceptions.