



City of San Antonio

Agenda Memorandum

File Number:20-2648

Agenda Item Number: 16.

Agenda Date: 4/16/2020

In Control: City Council A Session

DEPARTMENT: Health

DEPARTMENT HEAD: Dawn Emerick, Ed.D, Director

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Authorizing an agreement with Carvajals, Inc. d/b/a Carvajal Pharmacy for the San Antonio Metropolitan Health District's Class D Pharmacy at a cost of \$15,000.00 annually.

SUMMARY:

An ordinance authorizing the execution of a professional services agreement with Carvajals, Inc. d/b/a Carvajal Pharmacy (Carvajal Pharmacy) for the overseeing of the Class D Pharmacy operations for the San Antonio Metropolitan Health District's Class D Pharmacy. This agreement is for a total amount not to exceed \$75,000.00 for the contract term of one, initial year and four (4) optional one year renewals. The term of the proposed agreement begins on June 1, 2020 through May 31, 2021.

BACKGROUND INFORMATION:

A Request for Proposal (RFP 20-003) was issued on November 8, 2019 to select a qualified Class D Pharmacy that could provide assurance that all policies and procedures are in compliance with the Texas State Board of Pharmacy and shall include but not limited to: staffing, compliance, medication management, medication preparations, labeling, dispensing, consulting, and training. Metro Health's Class D Pharmacy operation is funded through the City of San Antonio General Fund. Carvajal Pharmacy's purpose is to manage and administer the role of Pharmacist-In-Charge (PIC) at Metro Health's pharmacy. The RFP was advertised in the San Antonio Express-News, TVSA channel, TVSA channel, San Antonio e-Procurement System, and an email notification was released to a list of potential Respondents identified by San Antonio Metropolitan Health District. Responses were due on December 10, 2020 and a total of (3) firms responded to the RFP and were deemed eligible for review.

The proposals were reviewed by the selection committee on January 7, 2020 which included representatives from the Metropolitan Health District. Proposals were evaluated and score based on Experience, Background, and Qualifications (35 points); Proposed Plan (20 points); Price (20 points); the Small Business Prime Contract Program (5 points) and the Minority Women Owned Business Prime Contract Program (5 points), Local Preference Program (10 points) and Veteran Owned Small Business Preference Program (5 points).

Historically, Metro Health has contracted with Carvajal Pharmacy to manage Class D Pharmacy medications, review monthly inventory, and remove expired medications. Monthly inventory is required to be submitted to the Fiscal Department and all medications must be accounted for. Through an agreement with Carvajal Pharmacy, Metro Health's Class D Pharmacy will be able to provide a PIC and ensure that documents and activities meet state requirements in order to provide medication to several Metro Health programs.

ISSUE:

Metro Health is requesting approval of the agreement with Carvajal Pharmacy to provide a PIC in order for the Class D Pharmacy to remain in compliance with the Texas State Board of Pharmacy. The Class D Pharmacy is housed at STD, but supplies medications to Immunizations, TB, and Epidemiology. These medications are provided to community members in need.

Through the agreement, the contractor will be expected to:

- Make sure all policies and procedures are in compliance with the Texas State Board of Pharmacy.
- Conduct in-service trainings of all supportive staff with respect to following policies and procedures.
- Document all visits to Metro Health. Pharmacist visit must be at least once a month to conduct a physical inventory.
- Be responsible for the security and storage of the drugs and will consult with supportive staff and explain the importance of security of these drugs to maintain safeguard against theft or diversion of these drugs.
- Be available 24/7 for any emergencies that may arise.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Carvajals, Inc. d/b/a Carvajal Pharmacy is a small, minority-owned firm that received 10 evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area.

In accordance with Local Preference Program, the recommended respondent received 10 points for being headquartered within the incorporated San Antonio city limits

The Veteran-Owned Small Business Preference Program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a veteran-owned small business.

ALTERNATIVES:

Should this agreement not be authorized, Metro Health will not be able to meet the requirements of the Texas State Board of Pharmacy. Metro Health would need to identify other professionals in the community that can provide similar services.

FISCAL IMPACT:

This ordinance authorizes an agreement with Carvajal Pharmacy for a period beginning on June 1, 2020 through May 31, 2021 which may be renewed for four, one year terms at a cost of \$15,000.00 annually and a total compensation value not to exceed \$75,000.00. This agreement is funded by City of San Antonio General Fund.

RECOMMENDATION:

Staff recommends approval of the ordinance to execute an agreement with Carvajal Pharmacy to provide oversight of the Class D Pharmacy operations for the San Antonio Metropolitan Health District's Class D Pharmacy.

This contract was procured by means of a Request for Proposal and the Contract Disclosure Form is attached.