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Contract Number

18-672 A-3

SAP Number

4400010313

Department of Public Health

Department Contract Representative	<u>Lisa Ordaz, HS Contracts</u>
Telephone Number	<u>(909) 388-0222</u>
Contractor	<u>Comprehensive Pharmacy Services, LLC</u>
Contractor Representative	<u>Dr. Andrew Lowe/Phil Bruno</u>
Telephone Number	<u>(909) 435-5622/(631) 521-6941</u>
Contract Term	<u>09/01/2018 through 08/31/2021</u>
Original Contract Amount	<u>\$896,932</u>
Amendment Amount	<u>\$363,000</u>
Total Contract Amount	<u>\$1,259,932</u>
Cost Center	<u>9300991000</u>

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 3

It is hereby agreed to amend Contract No. 18-672, effective January 6, 2021, as follows:

SECTION II. SERVICE RESPONSIBILITIES

Paragraph R is added to read as follows:

- R. Fulfill all activities and deliverable as delineated in the Preparedness and Response Pharmacist Scope of Work (Attachment B).

SECTION V. FISCAL PROVISIONS

Paragraph A is amended to read as follows:

- A. The maximum amount of payment under this Contract shall not exceed \$1,259,932 and shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem. It includes the original contract amount and all subsequent amendments and is broken down as follows:

Original Contract	\$298,466	September 1, 2018 through August 31, 2019
Amendment No. 1	\$298,466	September 1, 2019 through August 31, 2020
Amendment No. 2	\$300,000	September 1, 2020 through August 31, 2021
Amendment No. 3	\$363,000	January 6, 2021 through June 30, 2021

Paragraph B is amended to read as follows:

- Contractor shall be reimbursed for all activities/deliverables as delineated in the Scope of Work (Attachments A, A1, and A2) and shall not exceed the following, effective September 1, 2020 through August 31, 2021:

Deliverable	Limitation/Note	Cost
Consultant Services	All-inclusive rate of \$127.02 per hour. Not to exceed 2080 hours per year.	\$264,202
Specialist Support*	All-inclusive rate of \$162.23 per hour. Not to exceed 220 hours.	\$35,798
Total		Total cost not to exceed \$300,000

The initial inclusion for a Pharmacy Technician was previously recommended, but based on review and the program's higher level needs, a Specialist Support classification is better suited to address the continuous maintenance of the 340 Pharmacy program.

*Specialist Support will include those services from Contractor needed to optimize the pharmacy operations. These may include, but may not be limited to, ongoing operational support of County's 340B program and enrollment (excluding compliance or regulatory audits or legal guidance), Operational, Specialty Pharmacy, Project Management, and Administrative support services.

- Contractor shall be reimbursed for all activities/deliverables as delineated in the Pharmacist Scope of Work (Attachment B), effective January 6, 2021 through June 30, 2021.

Deliverable	Limitation/Note	Cost
Pharmacists** Up to three (3) FTE's	All-inclusive rate of \$127.02 per hour. Not to exceed 115.5 hours per week combined. In addition, a 10% differential will be paid for hours worked between 6:00 p.m. to 11:00 p.m. PST	\$363,000
Total		Total cost not to exceed \$363,000

** Due to the recent COVID-19 pandemic, there is an identified need to increase pharmacy support services to augment the current community efforts implemented by the Preparedness and Response Program. These may include, but may not be limited to, ensuring regulatory compliance with COVID-19 vaccine disbursement and other medication needs. Pharmacists will be assigned to the Preparedness and Response Program medication room and support the distribution of COVID-19 vaccine and related COVID-19 medications, test kits and specimens, and medical ancillary supplies.

ATTACHMENTS

- ATTACHMENT B – Add Pharmacists Scope of Work for Preparedness and Response Program (January 6, 2021 – June 30, 2021)

All terms and conditions of Contract No.18-672 remain in full force and effect.

COUNTY OF SAN BERNARDINO

▶ 
Leonard X. Hernandez, Chief Executive Officer

Dated: 1/22/2021

Comprehensive Pharmacy Services, LLC
(Print or type name of corporation, company, contractor, etc.)

By ▶ 
Jeffrey D. Foreman (Jan 21, 2021 15:55 EST)
(Authorized signature - sign in blue ink)

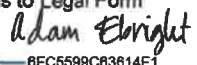
Name Jeffrey D. Foreman
(Print or type name of person signing contract)


Title Group President
(Print or Type)

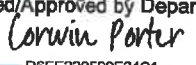
Dated: 01-21-2021

Address 655 Metro Place South, Suite 450
Dublin, OH 43017

FOR COUNTY USE ONLY

Approved as to Legal Form
By 
Adam Ebright, County Counsel
Date January 21, 2021

Reviewed for Contract Compliance
By 
Jennifer Mulhall-Daudel, HS Contracts
Date January 21, 2021

Reviewed/Approved by Department
By 
Corwin Porter, Director
Date January 21, 2021

SAN BERNARDINO COUNTY DEPARTMENT OF PUBLIC HEALTH (DPH)
 Comprehensive Pharmacy Services (CPS)
 for the Preparedness and Response Program (PRP)
 (January 6, 2021 – June 30, 2021)

Pharmacist Scope of Work

Overview

The purpose of this Scope of Work (SOW) is to describe the duties and timeline for completion of responsibilities given to pharmacist(s) appointed to the Preparedness and Response Program (PRP) medication room.

PRP is requesting up to three (3) full time equivalent (FTE) pharmacists to support the distribution of COVID-19 vaccine and related COVID-19 medications, treatment, test kits and specimens, and medical ancillary supplies. If PRP determines more than 2.2 FTE pharmacist(s) are needed, PRP shall submit such request in writing (email being sufficient) to Phil Bruno at Philip.Bruno@cpspharm.com (providing at least forty-eight (48) hours prior notice) for Contractor to determine whether such request can be fulfilled. The total number of pharmacists will not exceed three. Scheduling will be coordinated between PRP and Contractor.

Daily Coverage including weekends: 6:30 A.M. – 6:00 P.M. (total hours per week: 88 hours); however, PRP may request coverage in writing, as specified above, until 11:00 P.M. (for total hours per week: 115.5 hours); however, PRP must provide Contractor at least forty-eight (48) hours prior written notice (email being sufficient).

Contractor to provide monthly invoice including all support documentation representing hours worked and activities performed for hours claimed for reimbursement.

Required knowledge

Pharmacist(s) assigned must be familiar with:

- Business and Professions Codes 4160-4169 and 4053
 - CDC and CDPH guidance for vaccine storage and handling
 - California state and federal laws relating to the distribution of dangerous drugs/devices and/or controlled substances
 - Quality control systems
 - United States Pharmacopoeia standards relating to the safe storage and handling of drugs
 - Prescription terminology, abbreviations, dosages, and formats
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Roles and Responsibilities

Pharmacist(s) responsibilities will include:

- Ensuring:
 - Medication room is secure at all times and only authorized staff are provided access.
 - Quality control and assurance of medical supplies received (test kits, medication, vaccine ancillary supplies, therapies, etc.).
 - Fulfillment of resource requests for medication room assets.

- Prepare, pick and pull deployed medical supplies to requested facilities/agencies and any medical room assets (including test kits, vaccine, therapies, etc.).
- Tracking and reconciling of inventories for:
 - Warehouse and medication room supplies.
 - Test kits and supplies.
 - COVID-19 vaccine allocations and ancillary supplies.
- Conducting check in and transfer of custody for all medication room assets.
- Documenting all incoming supplies, outgoing deployments and fulfilled resource requests.
- Maintaining cold chain of COVID-19 vaccine and therapies including medications, specimens, etc. according to regulatory requirements.
- Developing and reviewing standard operating procedures for medication room.
- Anticipating/forecasting potential resource needs for future events.
- Coordinating the procurement of items and supplies needed for the medication room.

Expectations Pharmacist(s) will be expected to complete the duties within the timeframe shown below.

Task	Due Date	Required Documentation
Ensure security alarm mechanisms are in place for ULS and freezers	January 31, 2021	Invoice
Assessment of medication room needs	February 19, 2021	Comprehensive report outlining all key elements and deadlines for completion required for a successful Pharmacy Program for the emergency response
Provide quality assurance oversight of vaccine handling (i.e. cold chain logs, etc.)	As needed	Summary report (bi weekly)
Coordinate calibration testing for temperature monitoring devices (TMD)	As needed	Calibration logs
Ensure temperature logs are recorded at end of day	Daily	Temperature logs
Coordinate regular maintenance of refrigerators, freezers, and ultra-low storage (ULS) containers	Monthly	Maintenance logs
Record of ULS opening and closing	Daily	ULS log

Training of medication room support staff to ensure compliance	As needed	Training logs to include topics and individuals trained
Notify all couriers/handlers of vaccine of changes to vaccine protocols	As needed	Memo/Checklist Updates

Reporting requirements

Pharmacist(s) will be required to report the following:

Report	Frequency	Recipient
Inventory of all stored vaccines by 5PM	Daily	DOC Logistics or designee
Reconciliation of medical room assets	As needed	DOC Director or designee
Ensure adequate supplies for the medication room; review and order supplies in coordination with the Designated Representative in Charge	Weekly	PRP Designated Representative in Charge or designee
Temperature monitoring device (TMD) calibration testing status	Monthly	PRP Designated Representative in Charge or designee
Others, as needed	TBD	DOC Director or designee

Position evaluation

Pharmacist positions will be evaluated prior to June 30, 2021 for possible extension through the end of the year based on SOW and continued need throughout the COVID-19 pandemic.