

# STATE OF ALASKA

Department of Corrections

Division of Health & Rehabilitation Services



## PHARMACY TECHNICIAN RELIEF SERVICES

RFP# 2023-2000-0180

**Amendment #1**

MARCH 8, 2023

**This amendment is being issued to answer questions from potential offerors and amend certain sections.**

**Important Note to Offerors:** You must sign and return this page of the amendment document with your proposal. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

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COMPANY SUBMITTING PROPOSAL

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AUTHORIZED SIGNATURE

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DATE

**Questions submitted by potential offerors and answers from the state:**

**Question 1:** Have these services been procured before?

**Answer:**

Yes.

**Question 2:** If these services were procured during the last fiscal year, what was the number of staff used?

**Answer:**

12 assignments

**Question 3:** What are the incumbent bill rates?

**Answer:**

\$41.00 hourly rate

**Question 4:** How much was spent on these services during the most recent fiscal year?

**Answer:**

\$31,884.00

## Changes to the RFP:

### Change 1:

#### SEC 3.01 Scope of Work

The Department of Corrections, Division of Health & Rehabilitation Services, is soliciting proposals from a State licensed individual or agency that can provide a Pharmacy Technician Relief Services as needed.

- Routine Relief: The contractor will be given, whenever possible, a minimum of 14 days' notice for routine replacement requirements. This may include vacation, planned sick leave, training or other planned absences. The contractor must reply back after request is made within 72 hours or less to confirm coverage.
- Emergency Relief: The contractor may be requested to provide emergency relief services. Relief may be needed for unplanned sick leave or other unplanned absences of the State Pharmacy Technician. In an emergency, relief services may be required with 24 hours' notice. The contractor shall strive to meet the requirements for emergency relief and provide the relief within a 24-hour period after contact.
- Emergency Relief Double Coverage: (Agencies Only.) In the rare event the state pharmacy technician takes unplanned sick leave when the other pharmacy technician is on leave, the contractor may be required to provide two pharmacy technicians relief staff. The contractor shall strive to meet the requirements for double coverage relief and provide relief within a 24-hour period after contact.

**IMPORTANT:** If the contractor fails to comply with the above time frames specified i.e. 24 HRS / 72 HRS, the department has the right to go to another source for services. This service is vital to the department's Pharmacy and any long delays in response to requests can be detrimental.

If the successful contractor fails to provide services more than three times within a 90-day period, the state has the right to terminate the contract. The department will notify the contractor after the second failure to provide service with a cure letter to resolve the issue and be provided a deadline for response.

The Pharmacy Tech will be required to perform the following:

1. Examine prescription requests, determines ingredients, quantities and strengths and dosage prescribed, retrieves medication, prepares, packages and labels prescriptions for final review by pharmacist prior to dispensing. Follows standardized formulas in weighing, measuring, and mixing bulk quantities or routinely used pharmaceuticals such as solutions, ointments, or powders. Prepares, stores, and issues sterile solutions such as irrigating and saline solutions. Refer any questionable prescriptions to the pharmacist. Provides pre-printed information to institution personnel and population regarding drug action, interactions, and possible side effects.
2. Be familiar with drug nomenclatures, generic and brand name equivalents in order to satisfy labeling requirements of drug products and record keeping functions associated with medication repackaging.
3. Fill blister cards using an RX Systems Packaging Machine.
4. Should have working knowledge of computers and standard keyboard operation. Must be able to accomplish these tasks with a high degree of accuracy.

All out of state and in state offerors must ensure that all pharmacy technician providers are located within a **25-mile radius** of Anchorage. No travel will be provided under the resulting agreement.

**All offerors must have an established pool of pharmacy technicians in Alaska to pull from at any time prior to award of a contract. The successful contractor must be available during Alaska business hours Monday through Friday except on holidays.**

**NOTE:** The time difference between Alaska Standard Time (AKST) and Eastern Standard Time (EST) is 4 hours.