Introduction

The purpose of the Request for Quote is to solicit, through competitive negotiations, the procurement of (Consultant Pharmacist Services) for the Village of Eagle Nest Emergency Medical Services.

BACKGROUND INFORMATION

The Village of Eagle Nest is a Local Public Body that conducts business as such, and is responsible for providing its consumers with various services and utilities, such as street lighting, water/waste water services, solid waste/recycling center, road maintenance as well as other services that provide for public safety- (Police Department) and public health- (Fire Department and Emergency Medical Services). A Licensed Pharmacist is needed to help the Village meet and comply with the New Mexico Board of Pharmacy Standards (TITLE 16 CHAPTER 19 PART 24 NMAC) Via Consultant Pharmacist Services.

ARTICLE 1. SCOPE OF WORK

Contractor will perform the following services:

1. Four (4) onsite inspections per year for the Eagle Nest Emergency Medical Services Department, ensuring the that the EMS is in compliance with all New Mexico Board of Pharmacy Standards for such facilities.
2. Assist with the application and licensure process, including the development of the Clinic Policy and Procedures as required by the Board of Pharmacy.

3. Serve as a Consultant Pharmacist for the Eagle Nest, Emergency Medical Service fulfilling New Mexico Board of Pharmacy requirements as a Consultant Pharmacist for such facilities.

4. Submit site visit reports and timely invoices to Village of Eagle Nest. These reports shall include a summary of inspection finding, a description of any problems that may be impeding Class B or Class C Clinic/EMS performance along with suggested corrective action, and a schedule status for the Clinic’s (or EMS) Plan of Correction (POC). The report shall be submitted one week after the inspection date.

5. Perform monthly oversight regarding medication administration by EMS personnel through Imagetrend software. Make quality assurance recommendations to the EMS Medical Director.

PROFESSIONAL QUALIFICATIONS

The following professional qualifications are required. Supporting information, affirmation statements or copies of documents to verify credentials must be provided to be considered for this contractual agreement.

A. Licensed and, or Certified in the State of New Mexico to conduct business.

B. License and, or Certified in good standing through the New Mexico Board of Pharmacy.

Thank you in advance for consideration of this Request of Quote.

Questions about this Scope of Work may be emailed or by telephone to:
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