

RFP # 14-009-16
Emergency Prescription Program
(Community Service Agency)

Vendor questions and Shelby County Government responses.

The deadline for submitting questions was December 6, 2013.

- 1.) Can you please provide prescription utilization data in the attached template?

Answer: The steps are as follows: (1) Client provides the original prescription; (2) CSA coordinator faxes the utilization request form along with a copy of the prescription over to the participating pharmacy. Prices are quoted. (3) Pricing information is faxed back to the CSA office for review by the client and the counselor. (4) Client's approval is requested and voucher is issued. (5) Usually the medications are picked up by the client the same day.

- 2.) Are we able to provide a bid if the packet is not completed 45 days prior to submitting a bid?

Answer: Your organization can provide a bid packet as long as you have applied for a Vendor number and EOC number with Shelby County Government. The purchasing department will verify that your company Vendor and EOC application submittal is on file and is currently being processed. Your company must have a Vendor number to receive an award.

- 3.) Pertinent to Section IX, 3. and 4., is the Agency requiring certain individuals to be identified or can anyone on staff at the pharmacy work with the Agency coordinator?

Answer: Yes, certain individuals are assigned the responsibility for signing off on the cost request form. Either the pharmacy technician or the pharmacist will authorize the request.

- 4.) Pertinent to Section IX, 5., will the Agency notify the Pharmacy Company when the annual benefit level has been met or will the Agency simply refuse to authorize future prescriptions?

Answer: Yes, an accumulative total is kept in database by CSA staff and we notify the pharmacy when the funds are exhausted. At that point no more clients will be served under the program.