

Ellisville State School At South Mississippi Regional Center



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Director
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Contractor Quote Sheet

Ellisville State School at South Mississippi Regional Center seeks to contract for certain professional services through a competitive bid process as they relate to Pharmaceutical Reviews for our Poplarville Community Homes. Use of this form for submission of a competitive bid constitutes acceptance of the terms of the contract to be awarded.

The contract for services shall be for one (1) twelve (12) month period from July 01, 2024 through June 30, 2025. An option to renew the contract for up to four (4) one (1) year periods at the same terms and conditions may be utilized at the discretion of the Agency. The successful bidder agrees to the price or rate of pay quoted on this form.

The successful bidder must provide a Certificate of Insurance (COI) naming Ellisville State School as an additional named insured for the statutory minimum amount of coverage for the State of Mississippi: \$1,000,000.00 for General Liability.

In a competitive bid process, a contract shall be awarded based solely on price (or rate) to the most responsive and responsible bidder. Attachment A "Scope of Work" of this quote form shall be made part of the Contract.

All bids may be submitted on this quote sheet to: Heather Rozar-Abney, Procurement Officer: Ellisville State School; 1101 Highway 11 South, Ellisville, MS 39437; Heather.Rozarabney@ess.ms.gov; 601-477-5615.

Bids must be submitted by May 1, 2024, 4:00 PM CST, via hand delivery, USPS, or electronically to the above email address. Hand delivered bids will be accepted between the hours of 8:00 am and 4:30 pm Monday through Friday.

PRICE PER CHART REVIEW

MS VENDOR ID NUMBER

NAME OF FIRM/COMPANY

AUTHORIZED REPRESENTATIVE (Print)

ADDRESS (TO INCLUDE CITY/STATE/ZIP)

PHONE NUMBER

EMAIL ADDRESS

AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

Attachment A
Scope of Work
Pharmaceutical Reviews
Poplarville Community Homes

The Nature and scope of services shall be:

1. Provide pharmaceutical reviews on a quarterly basis to include a review of individual's medication records and laboratory studies irregularities for not more than 40 reviews per quarter.
2. Provide recommendations in regard to drug interactions, reactions, contraindications, dosages and duplications.
3. Ensure that all individual's medications are in compliance with physicians orders.
4. Ensure incompatible drugs are not administered simultaneously.
5. Provide each Community Home Director with a quarterly report of all incidents should discrepancies, errors and/or drug interactions occur.
6. Ensure emergency medication kits are maintained. One kit is to be maintained at each location.
7. Order and replace expired or utilized medications. Assist with medication disposal. Ensure expired medications are destroyed according to state and federal regulations.
8. Must be or become registered as a vendor for the State of Mississippi. Register at; <https://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/> and <http://www.paymode.com/mississippi/>.
9. Must be a Licensed Pharmacist in the State of Mississippi and a Certified Pharmacy Consultant.