



**NORTH RENFREW
FAMILY HEALTH TEAM**

**117 Banting Drive
Deep River, ON K0J 1P0
613-584-1037**

- Three year service agreement for the provision of pharmaceutical services for North Renfrew Family Health Team (NRFHT) patients.
- Release date: **March 6, 2015**
- Deadline for questions: **March 13, 2015 2 pm.**
- Closing date, March 24, 2015, NRFHT 117 Banting Drive, 4 pm.
- Contact: Jennifer Kennedy, Executive Director, NRFHT, 117 Banting Drive, Deep River, ON K0J 1P0, fax (613) 584-3107, Jennifer.Kennedy@drdh.org
- **(Please note Jennifer will be on vacation March 16-20th inclusive)**

Information required of the bidder

- Business name, address, telephone and fax numbers and E-mail address;
- Contact person's name; and
- The name and signature of a person authorized to bind the company to the statements made in the proposal.

Project Overview:

North Renfrew Family Health Team is a hospital-sponsored Family Health Team serving patients from the northern part of the Renfrew County. NRFHT provides acute & episodic care to approximately 3,800 enrolled patients drawing from the communities of Petawawa, Chalk River, Deep River, and Head, Clara & Maria. Established in 2006, it has always offered the contracted services of a pharmacist. However, with rapid growth in patient enrollment over the past two years and static funding from the Ministry of Health, a RFP seemed prudent.

The Bidder would be responsible for the complete provision of clinical pharmaceutical services for North Renfrew Family Health Team.

This would include a mixture of face-to-face and telephone appointments for patient care, INR monitoring and other internal clinical tracking, answering clinicians' queries and participation in monthly team meetings/case conferences. The services would cover four hours per week.

Support in the development and delivery of the pharmacy component to any NRFHT programming (example Smoking Cessation, Heart Health programming) would be optimal, but would be dependent on budget and time constraints.

There would be some flexibility in scheduling as determined with the Executive Director. More time would be allocated by the Executive Director for any necessary training as well as any start-up related to specific FHT projects.

The Electronic Medical Record used at NRHT is TELUS Practice Solutions.

Request for Proposal Process

Enquiries

All enquiries related to this RFP are to be directed in writing, by hand, courier, E-mail or fax to the contact person identified on the cover page.

Closing date and location

Each Bidder must deliver [one] original and [three] copies of its Proposal, in a sealed package, which must be received before 2:00 p.m. local time 117 Banting Drive, Deep River, Ontario.

Proposals must have the RFP title and the Bidder's name clearly marked on the sealed package.

Late proposals

It is the responsibility of each Bidder to ensure that its proposal is received at the Closing Location before the Closing Time. Proposals received at the Closing Location after the Closing Time will not be considered and may be returned to the Bidder unopened.

Conflict of interest

Proposal will not be evaluated if the Bidder's current or past corporate or other interests may, in NRFHT's opinion, give rise to a conflict of interest in connection with this RFP.

Evaluation and selection

Evaluation of Proposals will be performed by the NRFHT Executive Director and Lead Physician.

Negotiation delay

The contract for pharmacist services for North Renfrew Family Health Team will be administered by the Deep River & District Hospital. If a Contract cannot be negotiated with the highest ranking Bidder within a period of time satisfactory to NRFHT/DRDH. NRFHT/DRDH may, at its sole discretion, terminate negotiations with that Bidder and either negotiate a Contract with another Bidder or choose to terminate this RFP process and not enter into a Contract with any of the Bidders.

Proposal content and format

1. Title page: include RFP number, Bidder's name, contact person, address, telephone number and E-mail address
2. Signed RFP Cover Page
3. Table of Contents: use page numbers
4. Executive Summary: Briefly describe the key features of the Proposal (maximum 2 pages)
5. Corporate Profile: Include a profile of the corporate history including the length of time in business, number of employees, organizational structure (maximum 2 pages)

6. Corporate Experience: Describe projects of a similar size and nature for which you have provided similar goods or services (maximum 3 pages)
7. References: Demonstrate your ability and experience in providing the goods or services detailed in this RFP by including the names of at least three clients. Specifically include:
 - o Name and address
 - o Title, telephone, and E-mail address for contact person
8. Services description: Demonstrate an understanding of the objectives, scope of work and deliverables and provide a detailed solution describing how the requirements will be met.
9. Pricing: Provide a detailed breakdown and summary of costs.