

**48575**

**DATE:** September 17, 2015

**TO:** Board of Acquisition and Contract

**FROM:** Sherlita Amler, MD  
Commissioner of Health

**RE:** Authorization to Amend an Agreement with Registered Pharmacist for Hire, PC to Provide Professional Services for the Westchester County Department of Health's Pharmacy Operations That Serve Its District Office Sexually Transmitted Disease (STD) and Tuberculosis (TB) Clinics, for the Period January 1, 2015 through December 31, 2015, in order to increase the Amount Not-to-Exceed by \$5,000 for a total revised Amount Not-To-Exceed \$75,000, for additional services to be provided and to be paid at the stated contract rates

By a Resolution approved on December 18, 2014, your Honorable Board authorized the Westchester County Department of Health ("WCDH") to enter into an agreement with Registered Pharmacist for Hire, PC ("RPH") to provide professional services for the WCDH's pharmacy operations which support our District Office Sexually Transmitted Disease (STD) and Tuberculosis (TB) clinic programs, for the period January 1, 2015 through December 31, 2015, in the not-to-exceed amount of \$70,000, to be paid at the stated contract rates. This contract has been executed.

Under the terms of the agreement, RPH provides to the WCDH a fully licensed and permitted pharmacy under which a supervisory pharmacist, pharmacist and pharmacy technicians provide the services required to fill patient prescriptions, both in liquid and pill form, that are dispensed in the district office clinics; that assists with the implementation and management of a web-based electronic health record system, which includes an integrated pharmacy system for district office-based medical providers to order medications and electronically send prescriptions for dispensing by the pharmacy. The use of this electronic health record system requires a record created for every patient to capture all clinician medical notes and prescription activity that are required by law and Article 28 regulations. This allows for improved quality assurance and management for overall district office operations, inventory of medication and supplies, contributing to patient health and safety.

During the contract term there has been an increase in requests for expedited delivery of prescriptions ordered by TB medical providers. Also, due to a recent prescription filling policy change which has reduced the medication amount per refill, the number of prescription refills for each patient has increased. This increased activity also requires additional clinic patient data and prescription dispensing updates into the electronic health record system, as well as updates to the system for ordering and tracking inventory for laboratory supplies. Therefore, additional pharmacist and pharmacy technician services are required to fulfill these patient-specific and other operational changes.

The WCDH is requesting authorization to amend the existing contract in order to increase the amount not-to-exceed by \$5,000 for a total revised amount not-to-exceed \$75,000 for the provision of additional services, to be paid at the stated contract rates, and which will only be utilized to the extent needed.

The above additional services are consistent with RPH's contractual duties to ensure that WCDH's pharmacy system continues to meet and comply with current NYSDOH and FDA regulatory requirements for dispensing, tracking and managing pharmaceuticals and potential medication recalls, managing inventory and ordering and repackaging of bulk supplies of pharmaceuticals.

This contract will promote the public health and general welfare of County residents by providing the required supervision of WCDH's pharmacy operations in order to ensure compliance with state regulations regarding the repackaging and correct dispensing of patient-specific medications. In lieu of having personnel to perform these services, RPH provides these services to the WCDH on an as-needed basis. The goal is to ensure that WCDH patients who are being treated and monitored for critical communicable diseases, such as STDs and TB, receive their prescriptions in accordance with proper clinical and treatment regimens. The objective is to minimize the public health risk by providing pharmacological intervention to these patients and improve their overall well-being.

This program will be tracked and monitored by WCDH's clinician monthly reviews of medications dispensed and accuracy for orders by requesting clinics, ongoing assessment of other contracted pharmacy operations and data collection through the electronic medical record system. In addition, pharmacy operations staff and clinicians will meet semi-annually to review and update the medication formulary and dispensing protocols. On an annual basis, approximately 7,500 prescription medications are repackaged and labeled for patients treated in the district offices.

All other terms and conditions of the original contract will remain unchanged. Approval of the attached resolution is respectfully requested.

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/15/15 JOAN COOK, SECRETARY

## RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF HEALTH, be it hereby

- RESOLVED, that the County of Westchester, acting by and through its Department of Health ("WCDH"), is authorized to amend an existing agreement with Registered Pharmacist for Hire, PC to provide professional services for the WCDH's pharmacy operations which support our District Office Sexually Transmitted Disease (STD) and Tuberculosis (TB) clinic programs, for the period January 1, 2015 through December 31, 2015, in order to increase the amount not-to-exceed by \$5,000 for a total revised amount not-to-exceed \$75,000, for the provision of additional services to be paid at the stated contract rates; and, be it further
- RESOLVED, that all other terms and conditions of the original agreement will remain unchanged; and, be it further
- RESOLVED, that this Agreement is subject to County Appropriations; and, be it further
- RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and, be it further
- RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute all appropriate contracts or documents necessary to effectuate the purposes of this resolution in the manner prescribed by law.

Department of Health  
 County of Westchester  
 10 County Center Road, 2<sup>nd</sup> Floor  
 White Plains, New York 10607  
 September 17, 2015

Original Agreement	\$70,000
First Amendment	\$
<b>This Amendment</b>	<b>\$ 5,000</b>
<b>TOTAL</b>	<b>\$75,000</b>

Agreement # HLT1597400

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub-Object	Trust Account	Dollars
	101	27	0010 - HSSN	4380/39		\$ 5,000
Budget Funding Year(s) (must match resolution) <u>2015</u> Start Date <u>1/01/15</u> End Date <u>12/31/15</u>						
Funding Source	Tax Dollars	<u>\$3,200 (64%)</u>				
	State Aid	<u>\$1,800 (36%)</u>				
<b>\$5,000</b>	Federal Aid					
(must match resolution)	Other					