



Fire Marshal/Chief of EMS

Alfredo A. Montoya
Deputy Fire Marshal
Delilah N. Jaramillo

Rio Arriba County

Fire & Emergency Services

COMMISSIONERS

James J. Martinez
Chairman, District I

Christine Bustos
District II

Moises Morales
District III

COUNTY MANAGER

Lucia F. Sanchez

DEPUTY MANAGER

Matthew Casados.

July 14, 2022

Re: Request for quotes for Rio Arriba County Fire & Emergency Services Contract Pharmacist.

Rio Arriba County Fire & Emergency Services is seeking quotes for a Contract Pharmacist for our Fire & EMS Districts. Below is a scope of work. Please respond via e mail no later than 3pm on July 25, 2022. Please send estimates to aamontoya@rio-arriba.org.

Scope of Services:

The Contract Pharmacist shall provide the following services described below.

- Review and update all standard operating guidelines and procedures that are organization specific and related to medication programs, in either hard copy or electronic form, as needed or on an annual basis.
- Utilize the standard operating guidelines that are currently in place.
- Perform administrative/executive updates and information.
- Complete annually/quarterly required site visits per New Mexico Board of Pharmacy requirements.
- Engage in usual and customary communications via email/text/phone calls with Chief of EMS and Medical Director.
- Document all medical areas reviewed with a report, including leaving the reports on-site and/or on some occasions emailed as necessary.
- Review charts as required by New Mexico Board of Pharmacy requirements of medication administrations.
- Maintain drug formulary of authorized medications.
- Contractor will continue to make quarterly site visits to the following Rio Arriba County Fire and Rescue Mobile Transport Vehicles and satellite stations pertaining to them:
Dixon, Ojo Sarco, Hernandez, El Rito, Lindrith, Santa Clara, Coyote, Abiquiu and

1122 Industrial Park Road * Española, NM 87532 * Phone (505) 747-6367 * Fax (505) 747-2338

Española Admin. Site visits to satellites and mobile transport vehicles will be repeated quarterly to ensure New Mexico Board of Pharmacy requirements are met.

- Comply with all applicable State of New Mexico Board of Pharmacy Regulations.
- Comply with all applicable federal regulations.
- Maintain current professional licensure as required by the State of New Mexico.

Contractor's Qualifications:

The Contract Pharmacist must possess the following qualifications:

- Licensed to practice pharmacy in the State of New Mexico.
- Prior experience as a contract pharmacist for EMS services in New Mexico.
- Current experience and knowledge in emergency medical services and the care of patients who are acutely ill or traumatized.
- Current experience and knowledge of the laws and regulations affecting local EMS services, the practice of EMT's, and the methods of quality assurance of pre-hospital care and related standards of care.

Respectfully,

Alfredo Montoya, Fire Marshal