

REQUEST FOR PROPOSALS
for
INMATE MEDICAL SERVICES
for the
FRANKLIN COUNTY CORRECTIONS CENTER

PASCO, FRANKLIN COUNTY, WASHINGTON

GENERAL INFORMATION AND REQUIREMENTS

Franklin County is requesting sealed proposals to provide inmate medical services for the detainees housed in the Franklin County Corrections Center (Franklin County Jail), located at 1016 North 4th Avenue, Pasco, Washington 99301.

Submission of Proposals

One original and two copies of the sealed proposal must be delivered to:

Franklin County Corrections Center
Attn: Commander Stephen Sultemeier
1016 North 4th Avenue D-101
Pasco, Washington 99301

Sealed proposals must be delivered no later than 4:00 p.m. Pacific Standard Time on October 15, 2018. Proposals received after the above date and time will be returned and unopened.

The proposal must be sealed and must be plainly marked in the lower left-hand corner of the envelope **“Inmate Medical Sealed Proposal.”** Failure to submit a proposal in a properly marked envelope may eliminate the proposal from consideration.

All proposals submitted shall be binding for sixty (60) calendar days following the due date, unless the vendor(s) upon request of the county agree to the extension.

Opening of Proposals

Proposals will be opened and read publicly on October 16, 2018 at 09:00 a.m. Pacific Standard Time in the Franklin County Courthouse, Commissioners Meeting Room. Proposals will be evaluated and an award, if any, will be made to the proposer who best meets the requirements and is judged best able to provide a healthcare delivery system at the jail facility.

Other Information

Franklin County is not liable for any costs incurred in replying to the Request for Proposal. The county reserves the right to reject any and all proposals and to select the proposal considered most advantageous to Franklin County.

Contacts

Questions concerning this Request for Proposal must be directed to:

Franklin County Corrections Center
Attn: Commander Stephen Sultemeier
1016 North 4th Avenue D-101
Pasco, Washington 99301

The deadline to submit questions is October 10, 2018, 4 p.m. Pacific Standard Time.

I. Project Overview

Franklin County Jail is requesting sealed proposals from individuals, firms, partnerships, and corporations having specific experience in providing inmate medical services to male and female county jail detainees. These correctional healthcare services include physician services, nursing services, pharmaceuticals, on-and off-site medical services, dental, laboratory, x-ray, disposable medical and office supplies, medical records management, and management services.

The successful vendor will provide correctional healthcare services and an electronic medical records management solution for the detainees housed at the Franklin County Jail located at 1016 North 4th Avenue, Pasco Washington 99301. The facility houses male and female detainees and has an average daily population of 195 detainees. There is approximately one physician assistant visit to the jail three times per week, two RN and / or LPN five days per week, and two medical assistants five days per week for a total of 172 hours per calendar week Sunday through Saturday. These positions shall be PRN'd as needed.

II. Objectives

The objective of this RFP is to select the most competitive and qualified vendor capable of providing correctional healthcare services to Franklin County Jail. The selected proposal must meet the following objectives:

- Deliver high quality detainee healthcare services compliant with federal, state, and local laws and applicable standards.
- Operate the healthcare program in a cost-effective manner with full reporting and accountability to Franklin County

- sheriff/commander.
- Operate the health care program using only licensed, certified, and professionally trained personnel.
- Implement a written health care plan with clear objectives and site-specific policies and procedures.
- Maintain an open, collaborative, and cooperative relationship with the administration and staff of the jail and officials of Franklin County.
- Operate the healthcare program in a humane manner with respect to the detainees' right to basic healthcare services.

III. Scope of Services

The vendor will implement policies, procedures, and protocols that meet the standards and requirements of the National Commission on Correctional Health Care (NCCHC) or American Correctional Association (ACA) and shall perform all work in a manner consistent with the jail's administration policies and other relevant laws. The vendor must also comply with all requirements of HIPAA to the extent that HIPAA applies to the jail.

- Physician Services
 - Provision of weekly on-site physician services with physician acting as the site medical director and responsible for all medical decisions.
 - Site medical director on-site to complete all necessary treatment and duties.
- On-Call Availability
 - Availability of physician for emergent needs and medical staff assistance 24/7.
- Nurse Services
 - Provision of RN and / or LPN coverage on-site five days a week, 16 hours daily. Provision of medical assistant coverage on-site seven days a week 16 hours coverage Tuesday thru Thursday and 8 hours coverage Friday thru Monday.
 - Plan for sick call, triaging medical requests, coordination of off-site treatment and services, management and administration of medication, and records management.
 - Attend classification meeting one day a week for inmate medical and / or mental health housing placement.
- Pharmacy Services
 - Provision of pharmaceuticals and over-the-counter

- medications appropriate for the correctional environment.
- Medications and treatment for HIV/AIDS, multiple sclerosis, hepatitis, cystic fibrosis, biologicals, anti-rejection and court-ordered procedures will remain the responsibility of the county.
 - Management of pharmaceutical inventory, ordering, medication set-up and distribution during work hours.
- Health Assessment
 - Description of 14-day health assessment for inmates.
 - Sick Call
 - Establishment and implementation of sick call procedures running sick call three days a week.
 - Chronic Care Patients
 - Provision of care for inmates with chronic illness.
 - On- & Off-Site Services
 - Coordination of all on-and off-site services including, but not limited to, hospital services, laboratory, x-ray, consults, specialty services and emergency transportation services up to a specified capped liability limit and excluding treatment and care associated with HIV/ AIDS, Hepatitis, MS, Cancer, or court-ordered. (NOTE: a Capped Liability limit specifies the dollar amount that the vendor is responsible for monthly with Franklin County responsible for any amount over and above. This amount is established based on your previous experience and is designed to cover the majority of expenses barring any unforeseen catastrophic incident).
 - Non-Emergency and Emergency Medical Care
 - Plan for emergency and non-emergency medical care to be provided to inmates, staff, and visitors as necessary.
 - Co-Pay
 - Provision of required documentation of inmate medical care as required for the jail to post inmate co-pay charges to inmate accounts.
 - Medical Records
 - Management and maintenance of all inmate medical records separate from the jail records of the inmate.
 - Employment of medical records clerk or medical assistant.
 - Confirmation of sheriff/commander as owner of inmate medical records.

- Electronic Medical Records (EMR)
 - Information on EMR system offered by vendor, if applicable.
- Mental Health Services
 - Provision of mental health screening, suicide prevention education, and referral services for all inmates.
 - Coordination with local community providers and provide continuity of care.
 - Availability of licensed Qualified Mental Health Professional (QMHP).
 - Attend classification meeting one day a week for inmate medical and / or mental health housing placement.
- Dental Services
 - Provision of dental evaluations, screenings, and hygiene instruction -Coordination of services and off-site care.
- Pharmacy Services
 - Overview of vendor's plan for the provision and maintenance of pharmaceuticals at the facility.
- Medical Supplies
 - Provision of disposable and durable medical supplies required for the treatment and care of all detainees housed in the jail facility.
- Biomedical Waste
 - Plan for removal of biomedical waste from the facility medical unit.
- Laboratory and Diagnostic Services
 - Coordination of on-site, mobile, and off-site providers of laboratory and diagnostic services.
 - Description of services provided.
- Policies and Procedures
 - Company policies regarding correctional healthcare administration and compliance with facility procedures.
- Standards
 - Standards for care and treatment including legal, ethical, organizational, and educational.
- Adhere to Franklin County and its jail security policies and procedures.
- Coordinate body cavity searches, in accordance with court orders and within the legal limit of the law.
- Provide required documentation of inmate medical

information as require for the jail to post inmate co-pay charges to inmate accounts.

- Provide analysis and reporting of jail medical statistics and overview of jail medical program on a time frame as established by the vendor and the sheriff/commander.
- Provide management services including but not limited to cost containment, continuing quality improvement, utilization management, risk management, and HIPAA compliance.

IV. Vendor Requirements

Vendor's responsibility shall commence immediately upon the sheriff/corrections officer's completion of booking, or during the booking process if requested and available.

When medical staff is present, vendor will provide on-site emergency medical treatment to inmates, jail staff, and visitors as needed and appropriate. Vendors will provide on-site medical care to any pregnant inmates as appropriate, but will not be responsible for healthcare services provided to an infant following birth. Vendor will not be responsible for the provision of elective medical care to inmates. For purposes of agreement, "elective care" means medical care that, if not provided, would not, in the opinion of the vendor's medical doctor or contract physician, cause the inmate's health to deteriorate or cause definite harm to the inmate's well-being.

V. Mandatory Proposal Requirements

Minimum submission requirements include:

1. Corporate History and Key Staff
 - Brief history of firm and a narrative statement specifying why your firm believes it is especially qualified to undertake this project including resumes of key personnel who will oversee this project.
2. Company Information
 - Firm name, address, telephone number, fax number, and primary contact.
3. Scope of Services
 - Examples of specific knowledge and expertise related to this type of project as relevant to items listed in Section III (Scope of Services).
4. Transition Plan
 - Detailed plan for transitioning to firm's medical program
5. Staff Recruitment

- Method for recruiting and hiring medical staff for the facility.
 - a. Job Descriptions
 - Provision of job descriptions for all staffing positions providing services under contract with Franklin County.
 - b. Background Investigation
 - Policy regarding background checks for medical staff.
 - c. Approval of Staff
 - Consent of vendor to provide sheriff, commander, or designee with final approval of all medical staff prior to hiring.
 - d. Licensed Professionals
 - Confirmation of licensure and certification of all medical staff including maintenance and renewal of credentials.
- 6. Education and Training
 - Provision of information on continuing education and training for correctional officers, staff, and inmates.
- 7. References
 - If available, list of at least three (3) current clients with similar ADP's including the county name, reference, title, telephone number, and ADP.
- 8. Insurance
 - List of the vendor's standard coverage for insurance including liability and malpractice. Vendor must have civil rights insurance coverage. Current copies of certificates of insurance verify each type of coverage set forth in the Insurance Requirements section of this RFP must be included.
- 9. Cost Containment
 - Plan for cost control and a list of any "value-added" services that may be available to the jail and / or county through the vendor with cost analysis demonstrating estimated savings.
- 10. Cost Proposal
 - Provide a Fee Schedule and method for determining program cost and breakdown of cost based on services offered along with a description of any special procedures used to maintain program cost.
- 11 Claims and Lawsuits
 - Full disclosure of all claims and lawsuits against you or your office in the past twenty-four (24) calendar months.

Proposal Format

Vendor's response should be formatted in the sequence listed under Section V. Any supporting documentation should be included after the required documents.

Pre-Bid Conference and Site Visit

A Pre-bid conference and site tour are scheduled for October 5, 2018 starting at 09:00 a.m. Pacific Standard Time. Interested vendors planning on attending should notify Commander Stephen Sulzemeier by October 1, 2018 with the company name and the names of those planning on attending. Proposals will be returned to any vendor who did not attend the mandatory pre-bid conference and site visit.

Compliance with the Request for Proposal

Proposals submitted must be in strict compliance with the terms of this request for proposal (RFP). Failure to comply with all provisions may result in disqualification. Franklin County reserves the right to reject any or all submittals or to waive minor defects or irregularities in any submittal. The final award will be made to the most qualified, responsive, and responsible vendor most advantageous to Franklin County as determined in accordance with the evaluation criteria, policies, and procedures solely identified by the sheriff/jailer. The determination of services to be provided by the selected vendor shall be at the sole discretion of the sheriff/jailer. Franklin County further reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or request additional information from any and/or all respondents. By submitting a qualification, the vendor thereby agrees Franklin County's decision concerning submittal is final, binding, and conclusive upon it for all purposes, and acknowledges that Franklin County, in its sole and unqualified discretion, may waive or deviate from the procedures and/or timetable described in the RFP. All materials become the property of Franklin County and may be available to the public. All costs incurred in creating the RFP are the responsibility of the contractor.

Insurance Requirements

1. Provider shall furnish Franklin County with a current Certificate of Insurance indicating proof of the following insurance from companies licensed in the State of Washington:
 - Worker's Compensation and Employer's Liability: Worker's

Compensation Statutory in compliance with the compensation law of the state and Employer's Liability Insurance with a limit no less than \$100,000 each accident.

- Commercial General Liability with a minimum of \$1,000,000 per occurrence and a \$1,000,000 aggregate combined Single Limit for Bodily Injury and Property Damage Liability.
- Automobile Liability with a minimum limit of \$1,000,000 per loss and \$1,000,000 aggregate.
- Professional Liability with a minimum limit of \$1,000,000 per loss and \$3,000,000 aggregate covering the provider and all medical staff assigned or authorized by provider under this agreement.
- Civil Rights Insurance with a minimum limit of \$1,000,000 per occurrence and a \$1,000,000 aggregate.

2. Such insurance shall include a 90-day notice to the county prior to cancellation or material policy change. The notice given shall be given to the Franklin County sheriff/corrections commander at 1016 North 4th Avenue D-101 Pasco, WA 99301.
3. The contractor shall be required to hold harmless, defend, and indemnify Franklin County and its officials, officers, employees and agents from all claims of bodily injury, including death and property damage, arising from or alleged to be caused by the contractor's acts or omissions related to the performance of the contract.

VI. Award Criterion

Award shall be made to the vendor whose proposal is determined to be most advantageous to Franklin County, taking into consideration cost and the other evaluation factors listed in the RFP.

Proposals submitted will be evaluated based on criteria including, but not limited to the following:

1. General quality and adequacy of response
 - a. Completeness and thoroughness
 - b. Understanding of the project
 - c. Responsiveness to terms and conditions

- d. The listing of any exceptions or conditions detailed by the vendor to the specifications as written.
2. Technical approach
 - a. Approach to problem analysis
 - b. Clarity and organization in concept and development
 - c. Quality and quantity of services to be rendered
 3. Organization, personnel and experience
 - a. Qualifications of personnel
 - b. Experience of personnel
 - c. Experience of firm
 4. Reasonableness of cost proposal
 - a. Annual cost to the jail
 - b. Inmate per diem
 - c. Value added services to offset costs
 - d. Total costs
 5. Services
 - a. Understanding of services required
 - b. Ability to commence (DATE)
 - c. Detail and responsiveness of the transition implementation plan
 6. References
 - a. Ability to confirm types and lengths of service contracts
 - b. Overall satisfaction of current and prior clients

Franklin County reserves the right to negotiate with the provider who, in the county's opinion, offers the best program of service.