

BILL C. PEACOCK
Director - Purchasing



DOUGLAS COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT

8700 Hospital Drive • Douglasville, GA 30134
Telephone (770) 920-7247 • Fax (770) 920-7219

May 13, 2015

Ladies and Gentlemen:

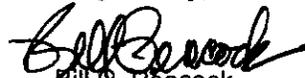
The Douglas County Board of Commissioners is accepting sealed Proposals for Inmate Healthcare Provider services to be provided at the Douglas County Sheriff's Department Correctional Facility ("Jail") located at 8470 Earl D. Lee Blvd, Douglasville, Georgia 30134.

All information for interested Proposers and Proposal documents may be obtained from the Douglas County website www.celebratedouglascounty.com on the Purchasing Department pages under current bids, or at the office of the Douglas County Purchasing Department, (770.920.7263), located on the third floor of the Douglas County Courthouse, at 8700 Hospital Drive, Douglasville, Georgia.

The Proposal Due Date is June 12, 2015 no later than 2:00 PM ET.
Proposals will be opened at 2:00 PM ET on the Proposal Due Date in the Purchasing Proposal Opening Room on the third floor of the Courthouse. You are invited to attend, or submit your Proposal prior to the deadline. Each response should be marked on the outside of the envelope with: **"Sealed Proposal Inmate Healthcare Provider, Sol. No. 15-008, June 12, 2015"**. Proposals may be mailed or personally delivered to the Purchasing Department.

We look forward to your participation in this competitive proposal process.

Respectfully,


Bill C. Peacock
Director Purchasing

Enclosure

DOUGLAS COUNTY, GEORGIA, BOARD OF COMMISSIONERS

Purchasing Department

REQUEST FOR PROPOSAL

INMATE HEALTHCARE PROVIDER

Douglas County Sheriff's Department - Detention

Solicitation No. 15-008

5/13/2015

The Douglas County Board of Commissioners is accepting sealed Proposals to provide medically necessary, comprehensive healthcare to inmates housed in the Douglas County jail facility. The general scope of that healthcare shall include, at a minimum, all professional health services, mental health services, basic dental care and all associated administrative and medical record management.

Proposal shall include a single point of contact to manage the overall inmate healthcare services for the Douglas County Jail and all costs associated with providing the minimum staffing as follows:

- Staffing of a licensed Physician as "Medical Director" who shall be the responsible medical authority for the jail. The physician must be prepared to conduct inmate sick call at the jail a minimum of two days per week and be able to render general medical care similar to that available in the community. Physician services must also include being "on call" to nursing staff 24/7 for necessary medical situations.
- Staffing of a mid-level healthcare provider such as a Nurse Practitioner or Physician's Assistant to supplement the physician's care. This mid-level practitioner must be able to provide clinic type care, chronic care, and other necessary medical service at the jail a minimum of two days per week opposite the physician's sick call.
- Staffing of a Nursing Supervisor who is, at a minimum, a Registered Nurse and can provide on-site clinical management of the daily healthcare program. This on-site Nursing Supervisor must be assigned to the jail a minimum of 40 hours per week and will be responsible for the overall management of the nursing and lower level medical staff.
- Staffing of a sufficient number of competent Licensed Practical Nurses and Emergency Medical Technicians and/or Certified Medical Assistants to provide adequate medical staff coverage 24 hours, 7 days per week at the jail facility. This nursing staff shall conduct sick call triage, dispense medications, conduct medical screenings for incoming arrestees and see any inmate who might need immediate medical attention.

- Staffing of a Mental Health Professional to oversee the mental healthcare of inmates confined in the jail. This Mental Health Professional must conduct mental health evaluations as often as the circumstances at the jail require but must be on-site a minimum of one day per week. This person must also be available for consultation and mental health emergencies.
- Staffing of a Dentist for necessary, basic dental care on-site at the jail as required but a minimum of one day per week.

Douglas County expects high quality healthcare services that are consistent with the medical standards for Correctional Healthcare as established by the Medical Association of Georgia and the National Commission on Correctional Healthcare.

A Pre-Proposal meeting and site visit shall be conducted to provide general information associated with the proposal. The Pre-Proposal meeting and site visit are **mandatory**:

Date: Wednesday, May 27, 2015
 Time: 10:00 A.M
 Location: Purchasing Conference Room
 Third Floor - Douglas County Courthouse
 8700 Hospital Drive
 Douglasville, GA 30134.

Anticipated RFP Process and Selection Schedule:

- | | |
|--------------------------------------|------------------------|
| 1. RFP Available | Wednesday May 13, 2015 |
| 2. Pre-Proposal Meeting & Site Visit | Wednesday May 27, 2015 |
| 3. Deadline for Submitting Questions | Monday June 1, 2015 |
| 4. Response to Questions Issued | Thursday June 4, 2015 |
| 5. RFP Due | Monday June 12, 2015 |

All information for interested Proposers and Proposal documents may be obtained from the Douglas County website www.celebratedouglascounty.com on the Purchasing Department pages under Current Bids / Advertisements, or at the office of the Douglas County Purchasing Department, (770.920.7263), located on the third floor of the Douglas County Courthouse, at 8700 Hospital Drive, Douglasville, Georgia.

Sealed Proposals in response to this Invitation will be received by the:

Douglas County Board of Commissioners
 Bill Peacock - Purchasing Director
 3rd Floor
 8700 Hospital Drive
 Douglasville, Georgia 30134

The Proposal Due Date is June 12, 2015 no later than 2:00 PM ET. Proposals will be opened at 2:00 PM ET on the Proposal Due Date in the Purchasing Proposal Opening Room on the third floor of the Courthouse. You are invited to attend, or submit your Proposal prior to the deadline. Each response should be marked on the outside of the envelope with: **“Sealed Proposal Inmate Healthcare Provider, 6/12/2015”**. Proposals may be mailed or personally delivered to the Purchasing Department.

Douglas County reserves the right to waive any informalities, to reject any and all Proposals, to evaluate Proposals, to accept portions of any Proposals and to accept any Proposal, which in its opinion, may be in the best interest of the County. The County reserves the right to add to or delete from the contract after the contract has been awarded.

No Proposal will be received or accepted after the above specified date and time of the Proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the Proposer.

No Proposals may be withdrawn within thirty (30) days after the Proposal opening and all Proposals shall remain firm during this period.

REQUEST FOR PROPOSAL

Service: Inmate Healthcare Provider

Location: Douglas County Jail
8470 Earl D Lee Blvd
Douglasville, Georgia 30134

Average Daily Inmate Population:

Housed on site: 750

The Douglas County Jail requests proposals to provide medically necessary, comprehensive healthcare to inmates housed in the county jail facility. The general scope of that healthcare shall include, at a minimum, all professional health services, mental health services, basic dental care and all associated administrative and medical record management. These services will be described in more detail below.

Proposal shall include a single point of contact to manage the overall inmate healthcare services for the Douglas County Jail and all costs associated with providing the minimum staffing as follows:

- Staffing of a licensed Physician as “Medical Director” who shall be the responsible medical authority for the jail. The physician must be prepared to conduct inmate sick call at the jail a minimum of three days per week and be able to render general medical care similar to that available in the community. Physician services must also include being “on call” to nursing staff 24/7 for necessary medical situations.
- Staffing of a mid-level healthcare provider such as a Nurse Practitioner or Physician’s Assistant to supplement the physician’s care. This mid-level practitioner must be able to provide clinic type care, chronic care, and other necessary medical service at the jail a minimum of two days per week opposite the physician’s sick call.
- Staffing of a Nursing Supervisor who is, at a minimum, a Registered Nurse and can provide on-site clinical management of the daily healthcare program. This on-site Nursing Supervisor must be assigned to the jail a minimum of 40 hours per week and will be responsible for the overall management of the nursing and lower level medical staff.
- Staffing of a sufficient number of competent Licensed Practical Nurses and Emergency Medical Technicians and/or Certified Medical Assistants to provide adequate medical staff coverage 24 hours, 7 days per week at the jail facility. This nursing staff shall

conduct sick call triage, dispense medications, conduct medical screenings for incoming arrestees and see any inmate who might need immediate medical attention.

- Four LPN at Intake Screening (1 per 12 hour shift)
 - Four LPN for Medication and Triage (1 per 12 hour shift)
 - Two LPN for Health Assessment and Sick Call
 - One Medical Records Personnel
- Staffing of a Mental Health Professional to oversee the mental healthcare of inmates confined in the jail. This Mental Health Professional must conduct mental health evaluations as often as the circumstances at the jail require but must be on-site a minimum of two days per week. This person must also be available for consultation and mental health emergencies.
 - Staffing of a Dentist for necessary, basic dental care on-site at the jail as required but a minimum of one day per week.

Staffing Descriptions

The Sheriff currently operates a new 1500 bed jail facility with an average daily population of approximately 750 inmates. The following is the scope of work currently being provided and the minimum requirements necessary for a responsive bid:

Staffing Levels

Licensed Physician	3 days per week
Mid-Level-NP or PA	2 days per week
Licensed Psychiatrist	2 days per week
RN- Nursing Supervisor	40 hours per week
Dentist	1 day per week
(4) LPN @ Intake Screening (1 per 12 hour shift)	24/7/365
(4) LPN for Medication & Triage (1 per 12 hour shift)	24/7/365
(2) LPN for Health Assessment & Sick Call	40 hours per week
(1) Medical Records	40 hours per week

Intake Screening & Health History (1 LPN position)

Hours- 24/7/365

Trained medical staff shall be provided to screen all persons arrested and booked into the jail. This screening shall include a comprehensive health history, identification of acute or chronic conditions, communicable diseases, mental health and any immediate medical needs for clearance to enter the facility.

Medical Assessment (1 RN or LPN)

Hours- as required

Each inmate who is housed at the Douglas County Jail must receive a hands-on initial medical assessment within fourteen (14) days after being booked into the facility. This assessment includes the completion of any medical, psychiatric and dental history; chronic care evaluation; height, weight, temperature, pulse and blood pressure; any other assessment required according to NCCHC and MAG standards

Mental Health Care

Hours- as required

All arrestees shall receive an initial mental health screening to identify chronic mental health conditions, suicide risk, and the need for immediate crisis intervention. Inmates shall receive ongoing mental health care and any required psychotropic medications as determined by a licensed mental health provider.

Triage & Sick Call

Hours- 7 days week

Inmate sick call shall be provided 7 days per week. Licensed nursing staff may be utilized to address minor injuries and illnesses using standard nursing protocols. A licensed physician shall be available on-site for doctor call a minimum of 3 days per week and a mid-level medical provider a minimum of 2 days per week. (A physician may be utilized 5 days per week if mid-level services not provided)

Dental Care

Hours- 1 day week

On-site dental services shall be provided for inmates on a weekly basis. Initial screenings, care and treatment of inmate dental conditions needing immediate attention are required. Off-site dental care must be arranged for issues which exceed the scope of care within the facility.

Pharmacy Services

Hours- as required

Provider shall be required to provide all prescription medications for inmates in accordance with medical treatment and protocol. Pharmacy services shall be provided in accordance with all federal and state laws and inspected by a Registered Pharmacist on, at least, a quarterly basis.

Medication Distribution

Hours- 2 to 3 daily

Provider shall employ sufficient nursing staff to administer all inmate medications throughout the facility on a daily basis as required by the attending physician's directions, normally 2 to 3 times per day. This process will allow trained personnel to monitor inmate compliance and response to the medication prescribed.

Laboratory & Radiology Services

Hours- as required

On-site laboratory and radiology services will be provided as required. Provider staff shall provide point-of-service testing and shall collect all required specimens for any off-site processing. Provider shall

establish on-site radiology services for non-emergency cases which include Radiologist and Physician reviews.

Medical Records

Hours- as required

A comprehensive electronic medical records system shall be provided to ensure a complete and thorough medical records for all inmates is established and maintained. Sufficient staff shall be provided to ensure all medical records are created, updated, reviewed and maintained for all inmate interactions. Any provider will be responsible for the security and confidentiality of all medical records related to HIPAA.

On-Call Services

Hours- 24/7/365

A physician and psychiatrist shall be on-call on a 24 hour basis to provide nursing staff with immediate medical support and assistance. This shall not take the place of necessary emergency response but will afford nursing staff an opportunity to consult with a physician in the normal course of business.

Special Services

Hours- as required

Screening of all inmate workers in accordance with NCCHC and MAG standards

New hire physical examinations for all Sheriff's employees

Any physical examinations required for Sheriff's staff to attend state certification training

Administration of annual flu vaccine for staff

All providers submitting bids are required to furnish their own medical and office supplies that are used in the daily delivery of medical services. This shall include any necessary medical equipment under \$500.00. The Sheriff shall be responsible for any capital equipment with a value of over \$500.00.

The facility is currently accredited by the Medical Association of Georgia and any responsive bids must include the necessary staffing, protocols, and practices to meet these standards and maintain this accreditation. The agency welcomes additional certifications from organizations such as the National Commission on Correctional Health Care (NCCHC).

Douglas County expects high quality healthcare services that are consistent with the medical standards for Correctional Healthcare as established by the Medical Association of Georgia and the National Commission on Correctional Healthcare.

Provider shall only utilize the services of qualified, licensed, certified and professionally trained healthcare staff. Provider shall be responsible for **all** costs associated with medical staff employed by or contracted with Provider. These associated costs include all recruitment, advertisement costs, professional dues, health benefits, retirement, unemployment, worker's compensation, uniforms, professional and/or malpractice insurance coverage, general liability insurance, legal representation, bookkeeping, payroll or other human resource issues.

Provider must operate the healthcare at the jail in the most cost effective and efficient manner possible with complete reporting and accountability to the Sheriff of Douglas County. This

includes an open and effective relationship with the Jail Command Staff and following the security guidelines set forth by Departmental Policies and Procedures. Provider staff are also required to perform their duties in such a manner as to respect the rights of the inmates and provide care in an efficient and humane manner.

All scheduling of staff, sick call, etc...will be mutually agreed to by the Provider and the Sheriff or his designee. Any replacement of medical staff who are unavailable for work is the sole responsibility of the Provider except for those county employees listed under special conditions below. Provider will ensure that each medical staff member is given an orientation and a written job description covering facility operations and a delineation of employee responsibilities. Medical provider staff shall be given access to inmate arrest files and are required to keep all information confidential and follow agency policies and procedures regarding those files.

Provider shall also include in their proposal complete costs associated with the following general services to be performed on-site at the jail:

- Intake Medical Screening for all arrestees coming into the jail facility which includes current medical conditions, need for immediate medical treatment, communicable diseases, verification of medication and mental health condition.
- General Health Appraisals are required for any inmate who remains in the custody of the jail more than fourteen (14) days. This is a general medical and mental health analysis should be based on standards set out by the Medical Association of Georgia and the National Commission on Correctional Healthcare.
- Screenings and examinations of inmates with mental health issues and assessment and coordination of mental health medications and treatment.
- Triage of inmate healthcare complaints on a daily basis and referrals for follow-up care as required.
- Provide sick call on a daily basis as required.
- Provide medical and mental health services to inmate housing units for inmates who are sick and/or injured that cannot be moved to the Medical Department.
- Respond to medical or mental health emergencies as needed.
- Provide Dentist call on a weekly basis or as required to meet the needs of the inmate population.
- Provider shall be responsible for all necessary ancillary services to include x-rays, laboratory, dialysis, etc...except as provided during in-patient hospital stays or by an outside specialist referred to by provider.
- Provider shall supply all medical supplies, office supplies and disposal of medical waste products that are utilized to provide medical and mental health services as required.
- Provider shall prescribe, order, evaluate, provide and dispense all pharmaceuticals to inmates in their housing units as required on a daily basis.

- Provider shall supply all necessary equipment, software, staffing, files, supplies, etc...to create, manage and maintain an accurate medical file record for every inmate encountered by medical staff. This record shall be a managed record but shall be available to certain Sheriff's Command Personnel or County Legal Services as necessary within guidelines of state and federal law.
- Provider shall manage and provide close medical supervision of chronically ill inmates and those assigned to the Jail's Infirmary housing area.
- Provider shall be responsible for coordinating all off-site healthcare services for inmates to include hospital services, specialty physician services, laboratory and other medical testing and diagnostics services, etc...
- Provider shall be responsible for ALL costs associated with the provision of medical care or mental health care administered on-site. The only exceptions will include costs associated with inmate security, inmate transportation or office and infirmary space assigned to the provider by the Sheriff.
- Provider shall be responsible for collecting any medical care co-payment authorized by law from the inmate receiving the medical service and transfer these funds to the Sheriff on at least a quarterly basis.
- Provider shall provide a monthly report to the Sheriff's designee outlining an analysis of the healthcare services provided during the previous month in a mutually agreed upon format.

Costs associated with providing the following special provisions shall be included in any proposal submitted for consideration:

- Provider must be willing to work with the current and any future medical billing/claims and stop loss insurance contractor (currently Administrative Solutions, Inc.) and to provide them with all necessary information to effectively represent Douglas County's interest in the payment of all required inmate medical claims assigned to them.
- Provider must be willing to supervise two current county employees in their assignment to the Medical Department with all costs of their employment remaining the responsibility of Douglas County. These county positions are as follows:
 - 1- Licensed Practical Nurse
 - 1- Certified Medical Assistant

Hours, duties, and assignment of these staff members will be mutually agreed to by the Provider and the Sheriff or his designee.

- Provider must be willing to conduct pre-employment physicals and drug screens for candidates for employment with the Douglas County Sheriff's Office and for those staff members assigned to attend State Mandate Training.

In order to provide an efficient and effective healthcare program for inmates housed at the Douglas County Jail and ensure that safety and security is maintained, a direct line of communication must be maintained between any Provider and Sheriff's Command staff. Any

healthcare provider is required to provide the Sheriff or his designee with contact information for all management levels associated with the provider company. The initial and continued employment of any provider staff member or professional contractor shall be subject to the approval of the Sheriff of Douglas County or his designee. Provider shall be required to complete background checks and drug screens on all medical staff assigned to the jail and provide a copy to the Sheriff.

Provider shall be required to provide statistical data on inmate healthcare issues to Sheriff's Command staff upon request and must be willing to participate in, at least two "in-service" training sessions for jail staff annually.

Any proposal shall not include any of the following which shall be the responsibility of the Sheriff of Douglas County or the inmate:

- All costs associated with inmate transportation
- All costs associated with inmate security
- All costs associated with medical office and infirmary space at the jail including all utilities, phones, internet connection, current medical equipment, etc...
- All costs associated with a medical billing and claims processing
- All costs associated with inmate healthcare stop-loss insurance
- Healthcare costs for inmates housed in other facilities
- Costs associated with any Elective Medical Care
- Costs associated with hospital inpatient or outpatient care
- Costs associated with off-site medical specialists or diagnostics except as described above
- Costs associated with county Emergency Medical Services and ambulance response

To ensure all proposals are adequately and equally evaluated, proposals should include, but are not limited to the following common basic information:

- A. Introduction and profile of the company with number of years in business and organizational structure.
- B. Complete contact information of references.
- C. Statement of how basic on-site and off-site services will be handled.
- D. Process utilized by Provider to recruit, screen, evaluate and develop their staff.
- E. Brief explanation of Financial Stability
- F. Brief explanation of Medical Records Management

- G. Statement outlining Provider's Quality Assurance and Cost Containment strategies
- H. Overall staffing plan for implementation at the Douglas County Jail
- I. Brief explanation of Provider's Emergency Operations Plan