

Exhibit A



RFP # 695  
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

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Clark County Washington  
Release date: Wednesday, June 24, 2015

Request for Proposal for:

**Medical Services for Inmates**

**PROPOSALS DUE: Monday, August 31, 2015 by 3:00 p.m.**

Proposal(s) shall be sealed and clearly marked on the package cover with RFP #, Project Title and Company name.

**Submit one (1) original, ten (10) copies, and one (1) write protected electronic copy of the Proposal to: complete copies of the Proposal to:**

Clark County  
Office of Purchasing  
P.O. Box 5000  
1300 Franklin Street, 6<sup>th</sup> Floor, Suite 650  
Vancouver, Washington 98660  
(360) 397-2323

**Refer Questions to:**

Project Manager:  
Mike Anderson  
Commander, Clark County Sheriff's Office  
Mike.anderson@clark.wa.gov

## General Terms and Conditions

**ADMINISTRATIVE REQUIREMENTS** - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

**AUTHORSHIP** - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

**CANCELLATION OF AWARD** - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

**CONFIDENTIALITY**: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information."

**CONFLICT OF INTEREST** - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

**CONSORTIUM OF AGENCIES** - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

**COST OF PROPOSAL & AWARD** - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

**DISPUTES**: Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

**DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS** - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

**ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM** - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html>

**INDEPENDENT PRICE DETERMINATION** - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

**INTERLOCAL AGREEMENT** - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

**LIMITATION** - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

**LATE PROPOSALS** - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

**ORAL PRESENTATIONS**: An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

**OTHER AUDIT/MONITORING REQUIREMENTS** - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

**PRICE WARRANT** - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

**PROTESTS** must be submitted to the Purchasing Department.

**PUBLIC SAFETY** may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

**REJECTION OF PROPOSALS** - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

**SUBCONTRACTING** - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

**VERBAL PROPOSALS**: Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

**WORKERS COMPENSATION INSURANCE** - The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

**FOR ALTERNATIVE FORMATS**  
**Clark County ADA Office; V (360) 397-2025;**  
**TTY (360) 397-2445; [ADA@Clark.wa.gov](mailto:ADA@Clark.wa.gov)**

# Request for Proposals Table of Contents

<b>PART I</b>	<b>PROPOSAL REQUIREMENTS</b>
	Section IA: General Information
	1. Introduction
	2. Background
	3. Scope of Project
	4. Project Funding
	5. Timeline for Selection
	6. Employment Verification
	Section IB: Work Requirements
	1. Required Services
	2. County Performed Work
	3. Deliverables and Schedule
	4. Place of Performance
	5. Period of Performance
	6. Public Safety
	7. Insurance/Bond
	8. Plan Holders List
<b>PART II</b>	<b>PROPOSAL PREPARATION AND SUBMITTAL</b>
	Section IIA: Pre-Submittal Meeting/Clarification
	1. Pre-Submittal Meeting
	2. Proposal Clarification
	Section IIB: Proposal Submission
	1. Proposals Due
	2. Proposal
	Section IIC: Proposal Content
	1. Cover Sheet
	2. Project Team
	3. Management Approach
	4. Respondent's Capabilities
	5. Project Approach and Understanding
	6. Proposed Cost
<b>PART III</b>	<b>PROPOSAL EVALUATION &amp; CONTRACT AWARD</b>
	Section IIIA: Proposal Review and Selection
	1. Evaluation and Selection
	2. Evaluation Criteria Scoring
	Section IIIB: Contract Award
	1. Consultant Selection
	2. Contract Development
	3. Award Review
	4. Orientation/Kick-off Meeting
<b>ATTACHMENTS</b>	A: Proposal Cover Sheet
	B: Letter of Interest
	C: Clearance Request
	D: Jail Population Statistics
	E: Current Vendor 2014 usage statistics
	F: Current Staffing Matrix
	G: Current Co-Pay Policy

# Request for Proposal # 695

## Medical Services for Inmates

### Part I Proposal Requirements

#### Section IA

#### General Information

##### 1. Introduction

Clark County, Office of Purchasing located in Vancouver, Washington is seeking proposals for health care for individuals detained at the Clark County Sheriff's Office Main Jail, Jail Work Center and the Clark County Juvenile Detention Facility.

The goal of this Request for Proposal is a contract with an entity to provide comprehensive health care for adult and juvenile inmates. It is further the goal that the provided health services meet nationally recognized standards and are provided by competent credentialed health care professionals by means of a program managed by professional health care managers/administrators in a manner that ensures cost-effective results. To this end, the County is seeking proposals from those qualified to provide this specialized health care service for persons incarcerated.

##### 2. Background

Detention officer and Corrections Staff are trained in and specialize in the safe and secure management of inmates within Clark County. Medical care, while necessary and mandated is more efficiently provided by those specializing in that field. A compliment of medically trained staff cares for the medical needs of those incarcerated in Clark County.

##### 3. Scope of Project

The entity contracted to provide service will be performing duties within the facilities and with the populations described below.

The main jail was constructed in 1983 and occupied in 1984. It is comprised of 4 indirect supervision pods with approximately 140 inmates to each pod. The housing is mostly double bunked. The fifth full time living unit is "A" pod with contains 5 high security cells, with 5 single bunks for acute suicide watch; and 8 high security cells with double bunks that are used for disciplinary segregation or administrative segregation, depending on the population characteristics and housing needs. There are six double bunked medical observation cells adjacent to the medical unit. There are two negative pressure cells. The jail work center housing is dormitory style housing with two 25 bed female dorm; the remaining 6 dormitories are for male inmates..

A chart of statistics is provided by Clark County in Attachment D describing the combined populations housed in the Main Jail, Jail Work Center and Juvenile Detention Center for 2012, 2013 and 2014. A chart of workload statistics provided to Clark County, by the current medical vendor is supplied to complete the population information and is Attachment E.

The juvenile facility is comprised of two floors and four pods. The housing consists of 52 single cells, 4 double cells and 4 dormitories. The medical unit is comprised of a medical exam room, medical records/medication/supply area and an office. There is limited on-site capacity for dental and dental x-ray equipment.

##### 4. Project Funding

Allocation of funds for this RFP will be established based on the funds requested in the selected proposal.

# Request for Proposal # 695 Medical Services for Inmates

## 5. Timeline for Selection

The following dates are the **intended** timeline:

Non-Mandatory One time only Pre-Bid Tour	August 4, 2015
Proposals due	August 31, 2015
Proposal review/evaluation period	August 31, 2015
Proposal review/evaluation period	September 2015
Interviews / Presentations	October 13, 2015
Selection committee recommendation	October 15, 2015
Contract negotiation/execution	October & November 2015
Contract intended to begin	Midnight February 1, 2016

## 6. Employment Verification

“Effective November 1<sup>st</sup>, 2010, to be considered responsive to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within 24 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, which ever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. Fax to (360) 397-6027, or;
3. Call Purchasing at (360) 397-2323 for a current email address.

*Note : Sole Proprietors are exempt.*

# Request for Proposal # 695

## Medical Services for Inmates

### Section IB

### Work Requirements

#### 1. Required Services

The following are the general service requirements that the successful Contractor is expected to meet as a result of its services under a contract with the County. Not all requirements may apply to all awarded services. These requirements shall apply as they relate to the specific services awarded to the contractor, in one or more of the following areas: (1) general medical services; (2) mental health services; and (3) pharmacy services.

#### A). Administrative

1. Contractor shall operate the program in a cost-effective manner, with full reporting and accountability to the Sheriff's Office (SO).
2. Contractor shall implement a written services plan with clear objectives, policies, procedures and an annual evaluation of compliance.
3. Contractor shall maintain an open and cooperative relationship with other SO contractors and the staff of the SO.
4. Contractor, in coordination with the SO, shall develop and implement policies for inmate population services. The Contractor shall develop site specific procedures and protocols for its service unit and staff.
5. Contractor shall be responsible for ensuring that any problems and/or unusual incidents are reported by its staff to the Sheriff's Contract Manager or designee.
6. Contractor will specify procedures for Contractor and the SO to identify, discipline and terminate unsatisfactory employees.
7. Contractor shall ensure that the healthcare status of inmates admitted to outside hospitals is reviewed to ensure that the duration of the hospitalization is no longer than medically indicated.
8. Contractor shall ensure that its staff documents all healthcare contacts in the detainee's healthcare record in the problem oriented electronic medical record format.
9. Contractor shall maintain complete and accurate electronic records of detainee care and collect and analyze health statistics on a regular basis.
10. Contractor shall operate the program in a constitutionally humane manner with respect to the inmates' rights to basic medical and mental health services.
11. Contractor shall be responsible for full, current and detailed knowledge of, and compliance with, the pertinent requirements of Federal and Washington State Law and the implementation of regulations and guidelines promulgated thereunder as they pertain to the services requested herein.
12. Contractor shall assume complete responsibility for the cost and timely accomplishment of all activities and duties required by the contract and carry them out in a competent manner.
13. Contractor shall date stamp all correspondence forms, documents, notice and any other material pertinent to the administration of the contract.
14. Contractor shall utilize forms that conform to all federal, state and local rules and regulations.
15. Contractor shall immediately notify the SO of any changes in the persons authorized to bind the contract.
16. Contractor shall maintain a dedicated on-site administrative organization, sufficient in number as determined by the SO, for the Contractor to discharge its contractual responsibilities. This contractual obligation shall require the contractor to maintain staff who shall be directly accessible to SO staff. The SO shall be notified in writing and in advance of all reductions in staff below the levels required by the contract, and any such reductions shall require written approval of the SO.
17. Contractor shall maintain the level of liaison contract and cooperation with the SO necessary for proper and timely performance of all contractual responsibilities.
18. Contractor shall immediately notify the SO upon learning of any situation that might reasonably be expected to adversely affect the SO's operation or reputation in the community. Within one (1) business day, Contractor shall provide a written

## Request for Proposal # 695 Medical Services for Inmates

description of the situation and include a recommendation for resolution whenever possible.

19. Contractor shall recognize and agree that any and all services performed outside the scope of the contract or without consent of the SO shall be deemed by the SO to be gratuitous and not subject to charge by the contractor.
20. Contractor shall meet with the SO Contract Manager and/or SO designee at a minimum of weekly during the initial three (3) months of operation, or as otherwise agreed upon with the SO. Thereafter, meetings will occur as needed. This may require monthly meetings with more frequent informal contracts by telephone. Contractor's manager shall prepare and deliver to the SO Contract Manager monthly summary reports on procedure development, staffing levels, problems or backlogs encountered, planned activities for the next two (2) months, meetings held and other information deemed necessary by the SO or the Contractor.
21. Contractor shall provide, on a monthly basis, those statistical reports deemed necessary by the SO on Contractor operations. Failure to provide these reports will result in a penalty being assessed against the Contractor. The penalty imposed will be a ten percent (10%) reduction in the monthly amount due under the contract.

### **B). Personnel**

1. Contractor must operate the program at full staffing and use only qualified Washington State licensed, certified and professionally trained personnel to perform duties within their licensure. Contractor must provide adequate personnel for all shifts. This staffing is to include all personnel required to comply with the Contractor's applicable scope of services outlined in this RFP. Contractor shall maintain a current organizational chart, which shall be provided to the SO upon request and or annually
2. The contractor shall only recruit and interview candidates who are currently licensed or certified in the State of Washington. Each candidate shall be interviewed by the contractor with a special focus on technical expertise, job fit characteristics, and motivation. The Jail Command Staff or designee shall retain the right to be involved in the interviewing process. It is recommended that the health administrator be CCHP certified.
3. All screened candidates, prior to on call, part or full time employment, will attend an on-site tour of the main jail facility.
4. The contractor and its personnel shall be subject to and shall comply with all security regulations and procedures of the County and the detention facilities. Violations of regulations may result in the employee being denied access to the detention facility. In this event, the contract shall provide alternate personnel.
5. Initial and continued employment of staff and subcontractors shall be subject to approval of the County. The County reserves the right to prohibit any of the contractor's employees and/or independent contractors from performing service with regard to this contract.
6. The County shall provide security for the contractor's employee and agents consistent with security provided to other Clark County Sheriff's Office Main Jail employees.
7. All personnel shall be required to pass an exhaustive background investigation conducted by the County for initial and or continued employment. Additionally, all personnel performing on-site services may be required to undergo random urinalysis or blood test. Additional testing may be required if there is "reasonable suspicion" of current use of drugs/alcohol that is affecting the employees ability to perform their assigned duties. All test results (negative or positive) will be provided to medical vendor and designated jail medical liaison. Additional testing will be paid for the compelling party.
8. Items that are reviewed in a typical background may include, but be not limited to most of the following components;: Criminal History Check, Driver's License Check, Work History Check, Educational History Check, Reference Check, Neighbor Check, Professional License Check, Credit Check and Drug Testing.
9. Typical Items that will not pass this background check: Conviction of a Felony; use

## Request for Proposal # 695 Medical Services for Inmates

of illegal drugs within the last 12 months; illegal use or misuse of Prescribed Drugs in the past 3 years; 1 or more DUI convictions; deception or fraud during hiring process; non-availability for shift work; dishonorable discharge from military; 3 or more employment terminations or resignation in lieu of termination; and lack of proper documentation for non-US citizens.

10. All personnel shall comply with current and future state, federal and local laws and regulations, court orders, administrative directives, institutional directives, NCCHC standards, ACA standards, and standards, policies and procedures of the County, the Clark County Sheriff's Office and the contractor.
11. Personnel files of all subcontractors and contract employees shall be maintained in a locked file at the facility. The files shall be made available to the Jail Command Staff or designee upon request. These files shall include at minimum: copies of current licenses, proof of professional certification, DEA numbers, malpractice insurance certificates, evaluations, E-Verify information and position responsibilities.
12. The contractor shall provide the names of corporate or regional management personnel assigned to this contract. A resume of the regional manager shall be included with this proposal. Any replacement personnel information shall be provided to the County.
13. Contractor will notify Jail Administration when personnel who are not full time at Clark County wish to visit. This will allow sufficient time to activate a jail clearance, typically 10 days.
14. The contractor shall notify and consult with the Facility Administrator prior to discharging, removing or failing to renew contracts of professional staff or vendors.
15. The contractor is prohibited from entering into covenants "Not To Compete or Non-Competition Clauses" with either employees or independent contractors, or any party specifically related to the performance of any obligation required under this agreement, which would prohibit said independent contractor or employee from competing, directly or indirectly, in any way with the contractor. For the purpose of this paragraph, the term "competing directly or indirectly, in any way with the contractor" shall mean the entering into or attempting to enter into any similar business with that carried on by the contractor with any individual, partnership, corporation, or association that was or is the same or related business as the contractor.
16. The contractor shall implement an aggressive hiring stance to keep full staffing levels.
  - a. Contractor shall engage only Washington State licensed and qualified personnel to provide professional medical, mental health, dental or pharmaceutical coverage.
  - b. Initial and continued employment of Contractor's staff shall be subject to the approval of the SO.
  - c. All personnel provided shall meet the minimum requirements established by the SO, the ACA and NCCHC.
  - d. Contractor shall provide a comprehensive training program for continuing education of its professional staff in accordance with the ACA and NCCHC standards and consent decrees. Selected topics that require staff training will be identified on an on-going basis through the Quality Assurance Program, which is covered in a later section.
  - e. Contractor's personnel shall comply with current and future federal, state and local laws and regulations and court rulings (both federal and state case law) relating to performance under the contract. This includes training as required by the Prison Rape Elimination Action (PREA).
  - f. Contractor understands that all personnel must pass a security background check to the satisfaction of the SO prior to performing services under the contract.
  - g. While working in county facilities, the Contractor's personnel shall adhere to the same standards in place for county employees with regards to harassment, alcohol and drug free workplace, violence in the workplace, as well as all security rules, regulations and procedures.
  - h. Contractor shall maintain personnel files in its unit, including photographs,

**Request for Proposal # 695  
Medical Services for Inmates**

which will be made available to the SO administration staff upon request.

- i. A synopsis of the contractors benefit program should be included in the proposal
- 17. The contractor shall agree to credit the County the full value (salary and fringe benefits) of service hours not provided by classification based on 13 weeks as contained in the staffing plan.
- 18. The contractor shall also make provisions in their staffing plan to cover periods of vacation, educational staff or sick time by including appropriate relief factors and per diem staff. The contractor shall specify in their staffing plan relief factors. Every effort will be made to use contractor's employees not agency or temporary staff.

**C). Schedules**

- 1. All working hours shall be spent on-site at the jail, jail work center or juvenile detention facilities, except as are otherwise agreed to by both parties.
- 2. All full-time contractual employees shall be on-site for at least forty (40) hours per week.
- 3. The County is contracting for a satisfactory level of staff and services to be provided by the Contractor. The Contractor will be responsible for replacement personnel. The SO will not, at any time, be asked to relieve any of the Contractor's personnel so they may respond to other problems that arise elsewhere in any of the facilities. Contractor ensures that enough properly trained staff is available to cover all shifts at all times. All Contractor replacements shall be subject to the approval of the SO.
- 4. All contractual staff (both employees and independent contractors) shall be required to comply with sign-in and sign-out - procedures as specified by the County.
- 5. As is evident from the proposal, the Clark County Sheriff's Office Main Jail must be staffed 24 hours every day. These personnel must be able to respond to all medical emergencies by providing basic emergency care, as well as service the needs of the general population, inmate, staff or visitor.

Staffing will be population dependent. Current population levels and demographics are listed earlier in this RFP. Staffing levels and positions must be approved by the Jail Command Staff. Administration staff will be dependent upon the contractor to establish a schedule based on their needs to complete necessary duties and maintain relations with the County staff. Existing staffing levels for medical personnel are as follows:

Position as per Contract	Shift	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours per Week
Health Service Administrator	Day		8	8	8	8	8		40
Administrative Assistant	Day		8	8	8	8	8		40
Medical Records Clerk	Day		8	8	8	8	8		40
Medical Director - Main	Day			2			3		5
Mid-Level (PA/NP)-Main	Day		7	7	7	7	7		35
Dentist	Day			8					8
Dental Assistant	Day			8					8
Psychiatrist	Day						3		3
Psychiatric ARNP	Day		6	6	8	6	6		32

**Request for Proposal # 695  
Medical Services for Inmates**

Mental Health Professional	Day	24	24	24	24	24		120
Director of Nurses, IC/CQI								
Nurse	Day	8	8	8	8	8		40
Clinic Nurse (RN)	Day	12	12	12	12	12	12	84
Clinic Nurse (RN)	Night	12	12	12	12	12	12	84
Clinic Nurse (LPN)/Med Pass	Day	10	10	10	10	10	10	70
Clinic Nurse (LPN)/Med Pass	Night	12	12	12	12	12	12	84
C.N.A. Intake Booking	Day	8	8	8	8	8	8	56
C.N.A. Intake Booking	Day	8	8	8	8	8	8	56
C.N.A. Intake Booking	Day	8	8	8	8	8	8	56
<b>Juvenile Facility</b>								<b>0</b>
Medical Director - Juvenile	Day						1	1
Mid-Level (PA/NP)-Juvenile	Day		1	1	1	1	1	5
Clinic Nurse (RN)	Day	10	10	10	10	10	10	70
Dentist	Day		0					0
<b>Jail Work Center</b>								
Clinic Nurse (LPN)/Med Pass	Day	2	2	2	2	2	2	14
Clinic Nurse (LPN)/Med Pass	Night	0	0	0	0	0	0	0

The following are stipulations to the sample staffing chart provided above:

- Staff Triage/respond to urgent cases per protocol
- Schedule to be adjusted based on daily patient care needs
- Nursing positions currently work 12 hr. shifts
- Immediate response for urgent needs is continuous for the JDC at all times
- At least one RN shall be on site each shift at all times
- RN on call list is to be used to cover RN call off, to supervise LPN & to ensure an RN is physically on site at all times.

The County is interested in exploring the economics of the following changes:

- Upgrading C.N.A positions to LPN or RN positions
- Increasing hours of the Physician, Mid-level Psychiatric provider, and Psychiatrist.
- Providing emergency on call psychiatric services to the Juvenile site.

Considering the economic challenges facing Clark County government, bidders are not bound by the current staffing levels and are encouraged to propose staffing levels by classification, total hours, hours of work, shifts and schedules based on the population data and workload data submitted by the current provider in Attachment E.

Contractors may submit an alternate-staffing plan if they feel that it would be beneficial to the County. Include in the alternate staffing plan all mandates the contractor believes are compliant with the Washington State Revised Code of Washington, or Washington Administrative Code.

**D). Security**

1. Contractor's personnel shall be subject to all the security regulations and procedures of the SO.

## Request for Proposal # 695 Medical Services for Inmates

2. Contractor's personnel will be required to receive security training as agreed upon and stipulated by SO.

### **E). Referrals**

1. Contractor shall make referral arrangements with healthcare specialists/agencies, subject to the approval of the SO, for treatment of those inmates with problems which extend beyond the scope of services provided on-site, only after every effort has been made to accommodate services on site .
2. In the event of an emergency, Contractor shall provide and pay for all emergency care, emergency transportation and referrals to appropriate hospitals and physicians if the detainee is not admitted to the hospital or out of the jail for 24 hours or less.
3. Contractor should make use of the SO's agreement with the Health Care Authority to pursue Medicaid coverage..

### **F). Quality Assurance/Action Programs**

1. Contractor shall provide in-service medical education programs for SO staff and Contractor personnel. These education programs shall include CPR, first aid and suicide prevention
2. Contractor shall institute a quality assurance program consistent with ACA and NCCHC Medical Quality Assurance Program, which may include but not be limited to audit and medical chart review procedures.
3. Monthly meetings shall be held between detention officials, facility staff and appropriate contractual personnel to review significant issues and changes and to provide feedback relative to the Quality Assurance/Action Plan program, so that any deficiencies or recommendations may be acted upon. Also, when requested by the SO, Contractor will provide appropriate personnel to participate in department meetings.
4. Weekly or bi-weekly interdisciplinary meetings shall be held to discuss inmates of high liability or high risk.

### **G). Security of Detainee Files**

Detainee files are confidential. Full time contractor's employees shall be allowed access to these files only as needed for their duties related to the contract and in accordance with the rules established by the SO. Contractor shall honor all laws, policies, and procedures for protecting files and safeguarding the confidentiality of these files.

### **H). Public Information**

Neither Contractor nor the County shall publish any findings based on data obtained from the operation of the contract without prior written consent of the other party, consistent with applicable public records/disclosure local, state and federal statutes

### **I). Liability**

1. Contractor assumes complete responsibility for any liability arising from the administration or delivery of its services to the county.
2. Contractor will defend all lawsuits and pay associated legal costs and settlements regarding any claims under the contract
3. Contractor will carry adequate insurance for all necessary professional and malpractice liability claims.
4. Contractor shall not be responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, civil disobedience, riots, rebellions, acts of God and similar occurrences beyond the control of the Contractor that made performance impossible or illegal.

## Request for Proposal # 695 Medical Services for Inmates

### **J). Notification of Deficiencies**

1. The SO shall use a system of progressive disciplinary letters to notify Contractor of its concerns with Contractor's performance. Nothing shall preclude the SO from implementing financial remedies or termination clauses if, in the SO's opinion, the deficiencies warrant such action. In the course of normal business, however, the SO shall use three (3) types of notification to Contractor upon the discovery of a deficiency. These shall be an "Alert" letter, a "Warning" letter, and a "Notice of Intent to Take Action" letter as described below.
2. An "Alert" letter is the least severe of the three (3) letters. An "Alert" letter shall be sent when the SO observes performance which if left uncorrected could, in the opinion of the SO, result in unsatisfactory performance on behalf of the Contractor. An "Alert" letter shall be issued if monthly reports or performance standards as outlined elsewhere in this RFP fall below the minimal acceptable monthly figures or expectations. An "Alert" letter may also be to document a change to contractual services that fails to conform to contractual standards as well as non-compliance.
3. A "Warning" letter will follow if two (2) "Alert" letters have been issued on a specific deficiency and the situation has not been corrected or a written corrective action plan has not been implemented. A "Warning" letter shall also be issued if quarterly performance statistics fall below minimum acceptable levels or if a compliance audit reveals performance deficiencies of such magnitude that corrective action is needed.
4. A "Notice of Intent to Take Action" letter shall be issued by the SO when Contractor fails to implement corrective action after receiving two (2) "Warning" letters on the same deficiency; or such other situation arises of such grievous nature as determined by the SO as to warrant immediate and strong action by Contractor to correct the deficiency.
5. In all cases, Contractor shall respond to the SO Contract Manager within ten (10) calendar days of receiving such notices described under this section from the SO. Contractor's responses shall include a corrective action plan with timetables acceptable to the SO, and Contractor's plans to take action to remedy any pattern of problems or compliance issues raised in the Contractor's letter for deficiencies. If the issues still cannot be resolved, the SO may, in the exercise of its discretion, implement all applicable provisions of the contract.

### **K). Contract Monitor**

The County shall employ a contractor to monitor the health care contract. The contractor shall agree to allow the contract monitor to have unfettered access to all medical records, statistical reports, quality assurance reviews, personnel files, personnel training records, databases and attendance at quarterly CQI meetings, as the contract monitor deems necessary to fulfill his/her duty. Assessment of contract compliance, particularly in the provision of health care services, may also involve clinical observations, chart reviews and patient tracer activity by a clinical consultant. The contractor shall be responsible for payment of \$50,000 annually to cover the expenses of the contract monitor. Price this service on a separate line item in the budget.

### **L). Accreditation**

The contractor may obtain accreditation by NCCHC for the Correctional Facility at its own option. The contractor shall be responsible for the payment of all costs associated with accreditation including but not limited to fees.

### **M). Scope of Services**

The contractor is to provide comprehensive health care services for Clark County Jail, Jail Work Center and Juvenile Detention Center. The program is to

## Request for Proposal # 695 Medical Services for Inmates

meet constitutional, professional and community standards and, as a minimum, meet the Standards of the National Commission on Correctional Health Care; the American Correctional Association, Clark County Jail Standards regarding the provision of health services in jail facilities and the tenets of the John Doe vs. Clark County Consent Decree No C89-460TB (Appendix B), Washington State RCW, Washington State Licensure restrictions and all other applicable health care standards. Contractor shall provide on a monthly basis, those static reports deemed necessary by the SO on contractor operations, such as; treatments, sick call visits, grievances, pharmaceuticals, etc. A consistent computer tracking system shall be used to collect data for actuary and statistical reasons.

### **N). Receiving Screening**

The Arresting Agency shall be responsible for pre-booking injuries incurred during the arrest process. When requested by the county, a preliminary health triage will be conducted by the contractor to determine if the arrestee will be accepted for detention or referred to outside acute care or emergency medical facility before admittance to the jail facility. It is expectation that the Contractor's personnel will perform a receiving screening on all new or transferred inmates immediately upon their arrival at the Jail or Juvenile Detention Center. The screening process may change to follow all or updated elements of the NCCHC standard for Receiving Screening, with the intent of identifying potential emergency situations. At a minimum, the Receiving Screening must interview the detainee/juvenile on the following issues:

- Current and past illnesses, health conditions, or special health requirements
- Past serious infectious diseases
- Recent communicable illness symptoms
- History of or current suicidal ideation
- Dental problems
- Allergies
- Legal and illegal drug use (including type, amount, and time of last use)
- Drug withdrawal symptoms
- Current or recent pregnancy, and
- Other health problems as designated by the responsible physician.

Also to be recorded are the screening observations during the time of interview, including:

- Appearance (such as sweating, tremors, anxious, disheveled)
- Behavior (such as disorderly, appropriate, insensible)
- State of consciousness (such as alert, responsive, lethargic)
- Ease of movement (such as gait, body deformities)
- Breathing (such as persistent cough, hyperventilation) and
- Skin (such as jaundice, rashes, infestations, tattoos, needle marks, bruises, scars, signs of abscess or skin infection).

Persons who require immediate medical attention will be referred for off-site emergency care and clearance at the responsibility of the arresting agency, excluding WSP. Medical and mental health preliminary review for all others is to be completed by a qualified health care professional. Persons who need to be examined by a physician or mental health professional are to be referred for such evaluation by the on-duty Registered Nurse before the end of shift and care arranged as soon as possible. Health trained probation officers or detention officers conduct a medical and mental health intake on admission at the Juvenile Detention Center.

The finding of the preliminary screening and evaluation will be recorded on a form approved by the County and entered into the detainee's or juvenile's medical

## Request for Proposal # 695 Medical Services for Inmates

record. Appropriate disposition based upon the findings of the receiving screening shall occur and be documented. When health trained custody staff perform the receiving screening and identify problems with a juvenile, they shall call RN health staff to review the interview form, see the detainee and decide on the disposition. Nursing staff shall be expected to review the findings of all the receiving screenings before the end of each shift or earlier, upon request. Nursing staff shall be expected to make medical and / or mental health referrals to medical, mental health and dental service providers in the jail based on their preliminary triage. An explanation of procedures for accessing medical, mental health and dental services shall be provided to inmates/juveniles orally and in writing upon their arrival to the facilities

### **O). Intoxication and Withdrawal**

The contractor will ensure that specific procedures and protocols are in place and implemented for inmates under the influence of alcohol or other drugs or those undergoing withdrawal. Such protocols must be approved by the responsible physician, be current, and consistent with nationally accepted guidelines. Detoxification is only to be done under physician supervision in accordance with local, state and federal laws.

Inmates/juveniles experiencing severe, life-threatening intoxication (overdose) or withdrawal are to be transferred to an acute care facility. Contractor shall ensure that special needs of inmates undergoing withdrawal are addressed, such as the appropriate level of observation status and pregnant inmates with a history of opiate use.

### **P). Health Appraisal**

Contractor will ensure that a full health appraisal is completed by an RN, midlevel practitioner or physician for each detainee or juvenile within fourteen (14) days or less after arrival at a Detention Center.

The full health appraisal must include the following:

- review of the initial receiving screening;
- complete medical, dental and mental health history
- physical examination by a physician, physician assistant, nurse practitioner or RN
- recording of vital signs, height, and weight;
- mental health evaluation;
- dental screening;
- vision and hearing screening;
- skin testing for tuberculosis
- Laboratory and/or diagnostic tests for communicable diseases, such as a syphilis test, and other diagnostic tests as clinically indicated;
- review of the results of the health appraisal by a physician or midlevel practitioner;
- initiation of therapy, when appropriate.
- work detail screening
- initiation of a problem list , along with a diagnostic or therapeutic plan for each problem
- Elements that may be subsequently added by the Washington State Legislature through the Revised Code of Washington and or Washington Administrative Code; ACA or the NCCHC; or as a result of litigation against the Contractor or SO.

For juveniles, an immunization history shall be taken as part of the history and physical exam. Immunization vaccines shall be updated as indicated.

## Request for Proposal # 695 Medical Services for Inmates

### **Q). Non-English Speaking Inmates**

The Clark County Sheriff's Office makes use of a third party telephone interpreter service. This service is available to be used by contract staff only if contract staff has been unable to locate interpreter services after positive effort has been documented as expended toward that goal. Should these interpretive services being used by Clark County, be used by Medical Contract Staff they shall follow County procedures for billing and tracking purposes. The County reserves the right to charge the Medical Contractor for these services if used, but should the use be de minimus, these charges will be absorbed at the discretion of the County, with their normal fees

### **R). Periodic Health Appraisals**

Contractor shall conduct annual physicals on all inmates and juveniles that have been incarcerated at the facility for over one year. A protocol or narrative defining the extent of the health assessment shall be discussed or included with this section.

### **S). Non-emergency Health Care Requests and Services**

Contractor shall conduct sick call according to NCCHC standards for jail facilities. An on-site registered nurse, midlevel practitioner or physician shall conduct the sick call clinics. In conducting these clinics, health care staff shall utilize triage protocols and shall ensure all appropriate follow-up care is provided. Oral or written requests for care are to be received daily by health staff and triaged within 24 hours. All inmates are to be seen at their site's sick call within 48 hours (72 hours for weekends or holidays) of their submission of a request for health services – sooner if the situation warrants.

There is a co-pay program in place for the jail facility for which contract staff is expected to supply timely, appropriate, complete and thorough information. There is no co-pay for the juvenile detention center. A copy of the co-pay program is found in Attachment G. The Contractor shall comply with recommendations and findings of the local or state auditor as related to the administration of the inmate co-pay system.

### **T). Urinalysis (UA)**

The contractor will be responsible for paying for 1200 Urinalysis (UA) drug tests per year.

### **U). Sick Call/Segregation Unit (Intake, A and B Pods)**

Contractor will ensure that healthcare assessments shall be conducted a minimum of three times weekly in the segregation units. RN staff or mental health staff will conduct assessments (to determine whether medical, mental health or dental needs contraindicate the placement or require accommodation) and provide appropriate follow-up care on a day-to-day basis. Documentation of the RN's segregation rounds (done seven days a week) will be made on individual cell logs and in the detainee's health record and includes the date and time of the contact and the signature or initials of the health professional making the rounds. Any significant health findings are documented in the detainee's health record.

### **V). Clinician Clinics**

Contractor will provide routine clinician clinics on weekdays. Inmates will be scheduled to see a physician or midlevel practitioner according to clinical priority. Clinician's shall see non-urgent sick call requests in a timely fashion, based on their immediacy of need and the intervention required.

## Request for Proposal # 695 Medical Services for Inmates

### **W). Hospital Care**

Contractor shall make every effort to accommodate appropriate care on site. Contractor shall coordinate, in cooperation with SO staff, routine outpatient/inpatient services from hospitals to meet the health care requirements of the detainee. When outside hospitalization is required, the contractor shall coordinate with the security staff in arranging transportation and correctional deputy coverage. All transport information shall be kept confidential from inmates for security reasons.

The contractor is responsible for utilization review for all law enforcement inmates, who are arrested and subsequently booked into the Clark County Jail, Jail Work Center or Juvenile Detention Center, within 10 days of utilization of outpatient/inpatient services, to include pre-approvals, case management, discharge planning.

Local area hospitals include Peace Health Southwest Medical Center and Legacy – Salmon Creek. There are no secure units or wards at either hospital.

Contractor shall be responsible for quality assurance for all costs associated with outside consults and inpatient hospitalizations. This shall include but not be limited to the pre-notification of all outside vendor use and the hospitalization of all inmates.

Contractor shall avail themselves of the CCSO's agreement with the Health Care Authority to enroll detained personnel in Medicaid.

### **X). Specialty Care and Referrals**

Contractor shall make every effort to accommodate appropriate care on site. Contractor shall make referral arrangements with specialists for the treatment of those inmates with health care problems, which may extend beyond the healthcare services provided on-site. All outside referrals shall be coordinated with the County for security arrangements that will be kept confidential from inmates.

Whenever feasible, contractor shall operate on-site specialty clinics at the Main Jail or Juvenile facility. Contractor shall identify, in their staffing plan, specialty clinics to be conducted on-site as justified by the clinical workload and availability of specialists. Currently, there are no clinics provided on site. Clinics that are desirable include orthopedics and OB/GYN.

The contractor shall be responsible for all supplies used or ordered by the specialist, including recommended prosthetics, braces, special shoes, glasses, dentures, hearing aids, orthopedic devices, etc. The contractor shall establish policies and site specific procedures for the provision of such items, regarding frequency of eligibility etc. The contractor shall pay for the items when the safety or well-being of the detainee/ juvenile would be adversely affected.

All specialists must be Board Certified or eligible in their respective specialty. The utilization review process developed by the contractor for approval of outside consultations or inpatient care shall be completed within five (5) working days of the request.

The contractor shall develop provisions for prenatal care. According to accepted prenatal guidelines, prenatal care shall include:

- medical examinations;
- laboratory and diagnostic tests (including offering HIV testing and prophylaxis when indicated);
- advice on appropriated levels of activity, safety precautions, and nutritional guidance and counseling;
- dietary supplement;
- observation for signs of toxemia; a list of specialized obstetrical services is maintained; there is documentation of appropriate postpartum care; and a list is kept of all pregnancies and their outcomes.

There were no deliveries last year at the jail or juvenile detention facility. At any given time there are approximately 3-4 pregnant women or juveniles included in the population.

## Request for Proposal # 695 Medical Services for Inmates

Regardless of personal or professional beliefs, female prisoners are legally entitled to abortions. Medical Contractor should have proposal include procedures for dealing with this issue

### **Y). Chronic Care Patients**

Contractor shall develop and implement a chronic disease program to decrease the frequency and severity of symptoms, prevent disease progression and complications, and improve function of affected inmates and juveniles. The responsible physician shall establish and annually approve clinical protocols consistent with national clinical practice guidelines. These clinical protocols for the management of chronic diseases include, but are not limited to:

- Asthma
- Diabetes
- High blood cholesterol
- HIV
- Hypertension
- Seizure disorder
- Mental illnesses

The chronic care provided shall entail the development and implementation of an individual treatment plan(s) by the responsible physician specifying instructions on: diet, medication, diagnostic testing, frequency of follow-up medical evaluation, and adjustment of treatment modalities as clinically indicated. Chronic care patients shall be provided a review by a physician, minimally every three months. Upon completion of detainment, these individuals shall be provided with either a paid prescription or a 14-day supply of prescription medication(s) for on-going health issues, per 'Wakefield v. Thompson, 177 F.3d 1160 (9th Cir. 05/27/1999)' They shall also, as necessary, be transported to an appropriate care facility. A roster of chronic care patients shall be maintained.

### **Z). Emergency Care**

The contractor shall provide Red Cross certified First Responder emergency medical services on-site at the main jail facility 24 hours per day seven (7) days per week. Arrangements must be made for required emergency services beyond on-site capabilities with appropriate community resources. The contractor shall be responsible for arranging all emergency transportation including ambulance services. Contractor will be responsible for providing emergency treatment to visitors, staff, employees, or subcontractors of the County who become ill or are injured while at the Clark County Law Enforcement Center (Sheriff's Office), Jail Work Center or Juvenile Detention. Contractor will be responsible for training staff and maintaining emergency response kits or bags. These bags/kits will include an AED device among other items deemed necessary by Contractor and County. Treatment will consist of stabilization and referral to a personal physician or local hospital. The medical director and health administrator shall be on-call 24 hours per day.

### **AA). Medical Observation Unit**

The contractor shall operate a 6 – cell medical observation unit. This unit has two negative pressure rooms. A separate inpatient record (or separate section in the patient's ambulatory care record) is to be created upon a detainee's admission to the unit. RN coverage shall be adequate to care for inmates admitted to the unit. In certain unique circumstances, jail staff may house people in this unit that do not have medical problems (e.g. high profile individuals).

There are no medical observation cells or housing available at the juvenile detention center

## Request for Proposal # 695 Medical Services for Inmates

### **BB). Oral Care**

The contractor must provide the following dental services:

- Oral screening by a dentist or qualified health care professional trained by a dentist within fourteen (14) days or sooner, of booking;
- Dental treatment which includes fillings and extractions provided upon clinical indications;
- Prevention of dental disease and oral hygiene education provided within one (1) month of booking;
- Referral to a dental specialist if needed;
- Provision for emergency care;
- Provision of all dental prosthetics and lab services; and
- Provision of maxillofacial surgery services when indicated.

There is an on-site dental operatory at the Main Jail.

### **CC). Ancillary Services**

The contractor shall utilize on-site facility ancillary services to their fullest extent and shall be responsible for the cost of all on-site and off-site laboratory, x-ray, and other diagnostic services as required, indicated and ordered by contractor or outside specialist from contractor referrals. The contractor shall arrange for regular laboratory, x-ray, ultra-sound and EKG services. Contractor staff shall receive training on performing EKGs. Contractor shall have a contract with a certified laboratory to perform lab services

A clinician shall review all laboratory results within 24-48 hours after receipt of test results to assess the follow-up care indicated and to screen for discrepancies between the clinical observations and laboratory results. The clinician on-call will be notified immediately of all STAT reports as well as all critically abnormal results. A list of critically abnormal lab values will be available for healthcare staff reference at all times.

All routine x-rays shall be provided by contractor on-site at the facility by utilizing on-site portable x-ray services at the jail and mobile x-ray services at the juvenile facility. X-rays shall be read by a Board Certified or eligible radiologist and taken by a registered technician. Abnormal x-ray results shall be called or faxed to the healthcare staff and relayed to the clinician in house or on call immediately for disposition. Contractor shall ensure that all results are reported to the institution and placed in the medical record within twenty-four hours. Under the current "sight and sound" laws, juveniles may not be brought to the main jail for services. It is necessary that a mobile x-ray contract be used for the juvenile detention facility.

### **DD). Therapeutic Diet Program**

Contractor will monitor and make recommendations for inmates with regard to therapeutic diets. A registered or licensed dietitian contracted to the County evaluates regular and therapeutic diets for nutritional adequacy at least every six months. Current food services are provided by the County at the respective facilities. For further information regarding the therapeutic diet program during the contract, contractors may call Food Services Manager. Protein or nutritional supplements ordered by the contractor are the fiscal responsibility of the contractor.

### **EE). Pharmacy Services**

The contractor will ensure that pharmacy services and contractor staff comply with all applicable state and federal regulations regarding prescribing, dispensing, administering, procuring and storing pharmaceuticals.

Prescriptions are to be provided in unit dose and are received within 24 hours after they are ordered. Contractor, if using a remote pharmacy, will have an agreement with a local pharmacy to provide emergency orders.

Contractor shall establish and maintain procedures that allow for delivery six

## Request for Proposal # 695 Medical Services for Inmates

days a week. There is a "keep on person" medication policy for certain prescriptions and certain inmates at the Jail Work Center. Licensed Practical Nurses or Registered Nurses shall administer all other medication.

The contractor shall maintain starter doses of medications which, if not readily available, could compromise the detainee's health status. Additionally, the contractor will ensure that all inmates have access to their prescribed medications, whether in a facility, on work detail, in court or in transport.

The contractor shall provide routine consultations regarding all phases of the institution's pharmacy operation. The contractor shall provide oversight of the pharmacy operation with a minimum of quarterly consultant pharmacy visits and written reviews by a registered pharmacist at all three sites; Main Jail, Jail Work Center and Juvenile Detention.

Contractor shall include a medication administration record to include all information contained on the prescription label and the name of the practitioner who prescribed the medication. Every dose of medication shall be recorded on this record, with the time administered and the name or initials of the person who administered the dosage. The medication record shall have a signature/initials log on every sheet.

The contractor is strongly encouraged to use liquid psychotropic medications, if possible, on patients that have a history of violence and non-compliance with medication policies.

Contractor shall supply paid prescription at a local pharmacy (and near proximity of the facility) or medication for 14 days of necessary continuing medication that for released inmates. 'Wakefield v. Thompson, 177 F.3d 1160 (9th Cir. 5/27/1997)'

Pharmacy services shall include the availability of Methadone, typically only for pregnant females.

Contractor shall supply a list of their standard medication formulary with proposal and liquid alternatives for inmates with swallowing issues, or history of hording (palming or "cheeking") medications and causing a jail security situation.

### **FF). Mental Health**

The contractor will be responsible for the provision of mental health counseling, and psychiatric services at the Jail and Jail Work Center.

Contractor will provide 24-hour on-call psychiatric services for inmates in all contracted facilities experiencing crisis, psychosis, active or potentially suicidal ideation, depression, emotional/cognitive disorder, or other acute or chronic mental health issues.

Mental health services will consist of psychiatric and mental health counseling services to include:

- crisis intervention and referral and/or commitment for inmates who require more intense care than available at the institution;
- mental health evaluation of inmates exhibiting unusual or bizarre behavior;
- step up housing and services program for inmates under psychiatric or mental health counseling in conjunction and consultation with the main jail classification supervisor or duty supervisor;
- monitoring of all inmates receiving psychotropic medication;
- development of policies and procedures for distribution of psychotropic medication to maximize the potential for safety and compliance;
- development of suicide prevention procedures; step up program from acute suicide watch to be followed by health care in conjunction with existing policies and procedures used by security staff;
- active and effective communication between corrections staff and Mental Health Services regarding need to know information to ensure the safety of inmates and staff.
- thorough documentation of service delivery in the health record; and
- maintenance of logs, reports, and service delivery;

## Request for Proposal # 695 Medical Services for Inmates

- cooperation with the main jail discharge planners to develop a discharge plan for the inmates release to recommended or required mental health services;

The Contractor will assist, when requested, in post-trauma incident debriefings and critiques.

The contractor shall participate and cooperate with the Mental Health Services. The Mental Health Services explores alternative placement and approaches for mentally ill minor offenders. Contractors shall cooperate with other community mental health agencies to coordinate the care of these inmates.

### **GG). Health Education Of Inmates**

Contractor will ensure that the health record documents that inmates receive individual health education and instruction in self-care for their health conditions.

Contractor shall develop and implement a health education program, which includes formal, and information sessions, pamphlets, videos, etc.

Contractor shall work closely with corrections staff (specifically reentry personnel) to provide proper assistance and programming for successful inmate recidivism reduction.

### **HH). Transfer of Medical Information**

All detainee transfers received from other agencies or transferred to the Clark County Law Enforcement Center or Juvenile Detention Center shall be screened by medical personnel for acute or chronic conditions, communicable diseases, mental status evaluation and current medications.

The contractor shall develop, implement and maintain a procedure for the transfer of pertinent medical information to emergency facilities and outside specialty consultants and for inmates that are transferred to the State prison or other detention institutions.

### **II). Medical Records**

Contractor shall implement an electronic medical record system utilizing its own chart forms in compliance with best practices and industry standards. At a minimum, the health record contains and utilizes the following:

- Identifying information (name, ID number, date of birth, sex)
- Problem list (known medical and mental health diagnoses/treatments, allergies)
- Receiving screening and health assessment forms
- Progress notes, notes of all significant findings, diagnoses, treatments, and dispositions,
- Clinician orders for prescribed medications and medication administration records
- Reports of laboratory, x-ray, and diagnostic studies
- Flow sheets; including chronic conditions and pregnancy
- Consent and refusal forms
- Release of information forms
- Results of specialty consultations and off-site referrals
- Discharge summaries of hospitalizations and other in-patient stays
- Special needs treatment plans, if applicable
- Immunization records, if applicable
- Place, date and time of each clinical encounter
- Signature and title of each documenter.
- MARS

## Request for Proposal # 695 Medical Services for Inmates

Records shall ensure that accurate, uniformly organized, comprehensible, segregated, legible, up-to-date medical information is maintained on each detainee under its care. Medical records will be considered confidential. Contractor shall ensure specific compliance with standards regarding confidentiality, informed consent, and access/disclosure. Procedures will be instituted for the receipt and filing of all outside consults, emergency room visits and inpatient hospitalizations.

The contractor shall comply with Washington State statute regarding retention of health records. All medical records are the property of the County. All personal information shall be handled appropriately per State and Federal Laws. This shall be included in Policy and Procedures manuals. County will be responsible for the removal and destruction of confidential information.

Contractor shall be responsible to transfer or interface to retrieve existing EMR from previous vendor's EMR system.

### **JJ). Infectious Waste Disposal**

Contractor shall make provision for and cover the cost of collection, storage, and removal of medical waste and sharps containers in accordance with state and federal regulations.

The Clark County Sheriff's Office makes use of a third party vendor for this service. This service may be available to be used by contract staff only if contract staff has been unable to locate services after positive effort has been documented as expended toward that goal. Should these services being used by Clark County, be used by Medical Contract Staff they shall follow County procedures. The County reserves the right to charge the Medical Contractor for these services if used, but should the use be de minimus, these charges will be absorbed at the discretion of the County, with their normal fees.

### **KK). Supplies and Equipment**

The contractor is responsible for the cost of all additional supplies and equipment needed to provide health care. Contractor must ensure that such items remain in good working order. Contractors may make a visual inspection of equipment during the tour. The contractor will be responsible for the repair, maintenance, and required calibrations of equipment. Contractor shall supply office equipment utilized by the health staff in the performance of their duties such as desks, chairs, fax machines and computers, etc. All equipment provided will remain the property of the County. Contractor shall be responsible for special line charges relating to facsimile or computer equipment Contractor shall be responsible for provisions for the installation of computers. Copy machine and supplies are County owned and maintained.

Contractor shall be responsible for procuring and stocking all medical and pharmaceutical supplies for the routine and specialty care of all inmates. All remaining supplies shall be converted to County inventory at the termination of the contract.

The contractor will keep at least three Automated External Defibrillator (AED) on site. The contractor will ensure that medical staff is trained in its use.

### **LL). Facility and Security Responsibilities**

The County will provide, at its discretion, the contractor with office space, examination rooms, and utilities, except for long-distance phone services (which will be credit card or billed by the contractor) to enable the contractor to perform its obligations and duties under the contract.

The County shall provide security staff for off-site supervision and transportation of inmates for medical services.

The County may provide security services for the medical personnel. Contractor may present optional proposals. Juvenile will be responsible for any security measures at that site.

## Request for Proposal # 695 Medical Services for Inmates

The County shall provide housekeeping, cleaning supplies and laundry services on existing normal schedules.

### **MM). Disaster Plan**

Contractor shall develop procedures for a disaster plan in the event of a man-made or natural disaster. Development of the plan shall be coordinated with the institution's security plan, incorporated into the overall emergency plan, and made known to all personnel. Review of the health aspects of the disaster plan shall be part of the initial orientation of new personnel and drilled annually with all health care staff. The drills will be captured on a drill form and post-drill analysis will result in the development of an action plan for improvement.

### **NN). Program Support Services**

In addition to providing on-site, off-site and personnel services, the contractor shall also be expected to provide professional management services to support the medical program. These additional support services are as follows:

#### **1) Continuous Quality Improvement Committee**

The contractor shall institute a multidisciplinary continuous quality improvement (CQI) committee within the first quarter of the contract that will monitor the health services provided. Formulation discussion should include committee membership, frequency of meetings, thresholds for evaluation, collection of data, corrective action plans and communication of results. The CQI program shall complete at least one process and one outcome study annually regarding fundamental aspects of the health care system. In the case of a death of a detainee, the contractor shall ensure that an administrative review, a clinical mortality review and, in the case of a suicide, a psychological autopsy are conducted, as defined by NCCHC standards.

#### **2) Medical Audit Committee**

The contractor shall institute a medical audit program that will include regular chart reviews by physicians and RN healthcare staff of outpatient and inpatient medical records to evaluate the timeliness and appropriateness of the health care provided to the inmates. Chart reviews, deliberations, and actions taken as a result of reviews shall be documented. Reports will be provided to the Sheriff's Office administration by the 10<sup>th</sup> of the following month following the meeting or action.

#### **3) Infection Control**

An effective infection prevention and control program shall be implemented by the contractor that includes concurrent surveillance of patients and staff, preventive techniques, and treatment and reporting of infections in accordance with local and state laws. The program shall comply with CDC guidelines and OSHA regulations. The responsible health authority ensures that:

- Appropriate medical, dental and laboratory equipment and instruments are decontaminated
- Sharps and biohazard wastes are disposed of properly
- Surveillance to detect inmates with serious infectious and communicable disease is effective
- Immunizations to prevent disease are provided when appropriate,
- Infected patients receive medically indicated care, and
- If appropriate, inmates with contagious diseases are medically isolated.
- The contractor shall be responsible to file all reports required by local, state, and federal laws and regulations. A written exposure control plan and the use of standard precautions are required. Active communication and coordination with the local health department regarding communicable disease and public health issues is encouraged. Contractor shall follow Washington State Law on the

## Request for Proposal # 695 Medical Services for Inmates

reporting of notifiable conditions to the local health department.

### 4) Detainee Grievances/Complaints

The contractor shall specify the policies and procedures to be followed in dealing with detainee complaints regarding any aspect of the health care delivery system. The contractor shall maintain monthly statistics of grievances filed i.e. those with and without merit as well as a process to identify any trends developing over time which might indicate an ongoing problem with service(s). All grievance procedures shall be in accordance with the County's current and subsequent policies, procedures, practices and method of acceptance and response (examples include but are not limited to an electronic inmate submission and response system to replace the current pen and paper process). The County reserves the right to review any detainee complaint and review the contractor's actions. The contractor must implement the County's recommendations in disputed cases. Contractor will follow county's timelines for responses.

### 5) Detainee Litigation

The contractor shall immediately notify the Sheriff or his/her designee, when served with potential or actual process regarding detainee litigation and cooperate with County Officials in any legal matters relating to correctional health care involving Clark County as a named party.

### 6) Policy & Procedure

The contractor shall be responsible for the development, maintenance, and annual review of administrative and operational policies and site specific procedures, in coordination with the Sheriff's Office personnel. All of the operational aspects of health care delivery discussed previously in this RFP are to be addressed by written and electronic policy and site specific procedures. Policies and procedures shall be site specific, fully implemented and will define the health care operations and accurately reflect the actual workflows and interventions by personnel. Fully operational procedures shall be in place by the end of the first quarter of the contract. Failure to meet this requirement shall result in a notification of deficiency. All policies and procedures shall be designed to meet NCCHC, ACA and Clark County Jail Standards. Contractor's policies shall be congruent with those of the Clark County Sheriff Office, Main Jail, Jail Work Center and Clark County Juvenile Detention Center. Contractor will also familiarize themselves and their staff with the policy and procedures of the Clark County Sheriff's Office, Main Jail, Jail Work Center and Clark County Juvenile Detention Center.

### 7) Utilization Review

The contractor shall establish a utilization review program for the review and analysis of the utilization of off-site referrals including subspecialty and inpatient stays. The program shall include non-urgent hospitalization, pre-certification, urgent hospital certification, concurrent review, prospective denial, discharge planning, and prior authorization of targeted procedures, e.g., MRI and CAT scans. The utilization management program shall demonstrate that the use of outside service has been appropriate (medically indicated) and that the length of stay (if applicable) is neither longer nor shorter than medically indicated. This information will be presented to Jail Administration within 15 days of the end of referral.

The contractor shall not offer financial rewards to its employees or subcontractors as an incentive to limit care or the availability of care or to use excessive referrals to outside providers.

### (8) Strategic Planning and Consultation

The contractor shall indicate its capability and willingness for strategic operational planning and medical and administrative consultation concerning new construction, operational planning etc. should such a need arise.

## **Request for Proposal # 695 Medical Services for Inmates**

### **9) Credentialing**

The contractor shall specify its credentialing procedures for professional staff employed at the facility, based on the current NCCHC standards. Procedures shall meet the requirements of local and state jurisdictions. Copies of all current nursing and physician licenses, DEA numbers, and Board Certification information shall be kept on-file in the nursing administrator's office in a locked cabinet, and supplied to Jail Administration during the Clearance process. This information shall be made available to Sheriff's Office administration upon request. All licensure and credentialing shall be completed by the Contractor for position applicants prior to the request for security clearance. Professional personnel shall consist of Physicians, Physician's Assistant, Nurse Practitioners, Registered Nurses, Licensed Practical Nurses, and Licensed Social Workers. If Nursing Assistants may be utilized as supportive staff to nursing personnel. All personnel shall have current licenses or certification to practice unencumbered in the state of Washington.

### **10) Risk Management and Mortality Review**

The contractor shall indicate its risk management plan and discuss its procedures for dealing with critical incidents. The contractor shall be responsible for establishing and providing evidence of a formal mortality review process on all cases that involve a death or near death. The County's attorney, risk manager or designee shall be included in any mortality review. Copies of such reports will also be given to the appropriate facility representative after such review, upon request.

### **11) Pharmacy and Therapeutics Committee**

The contractor shall implement a pharmacy and therapeutic committee, which shall be responsible for additions/deletions to formulary lists, monitoring usage of pharmaceuticals including psycho tropics and identifying prescribing patterns of practitioners. Quarterly written consultation reviews of the pharmacy by a consultant pharmacist shall be required for each site: Main Jail, Jail Work Center and Juvenile Detention.

### **12) Safety and Sanitation Inspections**

The contractor shall coordinate monthly safety and sanitation inspections of the institution food service, housing and work areas with designated County personnel. The contractor shall make appropriate recommendations for corrections on discrepancies or citations noted.

### **13) Administrative Meetings and Reports**

The contractor shall coordinate with the Jail medical designee to discuss health care services. Minutes or summaries shall be maintained and distributed to attendees and contract file with copies retained for future reference. The contractor shall conduct at minimum; a monthly management meeting attended by the Jail medical designee and Independent Contract Monitor and submits a daily report of unusual or relevant information, which includes detainee hospitalization.

The contractor shall conduct and maintain minutes of health staff meetings conducted on a monthly basis. Meetings related to infection control and quality improvement shall be held on a quarterly basis.

The contractor shall prepare and participate in external reviews, inspections and audits as requested and shall participate in the preparation of responses to critiques. The contractor shall develop and implement plans to address/correct identified deficiencies.

Minutes and reports from all committee meetings, minutes and inspections, etc. shall be forwarded to the Jail medical liaison, contract file, and the independent contract monitor within ten (10) days of the item.

### **14) Statistical Data**

The contractor shall describe its management information system; this shall be computerized for audit and reckoning purposes. The contractor shall be required to keep statistical data related to the detainee health care program, which shall include

## Request for Proposal # 695 Medical Services for Inmates

utilization of service statistics and other areas that the contractor and County agree would be useful to evaluate the health care program and anticipate future needs. The contractor shall prepare statistical reports on a monthly basis. The contractor shall provide a narrative monthly report delineating the status of the health care program, which also identifies potential problems and discusses their resolution. A complete annual report of utilization statistics and narrative summary delineating accomplishments of the contractor shall also be provided on an annual basis. The contractor shall also provide amounts required for staffing and pharmaceuticals on a monthly basis for county's auditing and payment purposes. All statistics shall be available to the County on the 10th of the following month (e.g. February 10 for January information).

### 15) Cost Containment Program

The contractor shall specify a detailed plan for the implementation and operation of a cost containment program. Addressed in this section shall be the mechanism(s) by which the contractor plans to control costs, areas in which cost savings will be achieved and evidence of the success of such a program at other contractor sites.

### 16) Medical Billing

All billings and billing communications for care provided outside the facility shall come to Jail Administration.

All diagnostic services are the responsibility of the contractor.

All Emergency Department visits that do not result in admittance or the admitted/observation stay is for less than 24 hours will be the responsibility of the contractor - including related transportation costs.

All other outside medical services will be the responsibility of the County. Contractor will make every effort to minimize outside vendors while providing community standard health care to inmates.

Contractor is encouraged to make use of County's agreement with Washington State's Health Care Authority. Contractor has 10 days from determination of detainee's acceptance or denial to notify Jail Administration so that appropriate and timely billing may be affected.

## OO). Contract Transition

The contractor must demonstrate how it would make the transition from the current contract provider. The timetable for transition is 15-30 days. The transition plan should address an orderly and efficient start-up. The contractor should emphasize their past experience in implementing contracts and successes in this area.

A detailed plan should be submitted with the proposal that addresses at a minimum how the following issues will be handed and transferred:

- Recruitment of current and new staff including physicians
- Subcontractors and specialists
- Hospital services
- Pharmaceutical, laboratory, radiology, and medical supplies
- Identification and assuming of current medical care cases
- Equipment and inventory
- Medical record management
- Orientation and Clearance of new staff

The contractor should include personnel that will be assigned to supervise and monitor the transition from the current system to the contractor's system, which should include timetables for completion

The County shall provide security for the contractor's employees and agents consistent with

## Request for Proposal # 695 Medical Services for Inmates

2. County Performed Work security provided to other Clark County Sheriff's Office and Main Jail employees.
- Any person entering the facility will be subject to a criminal history check to be granted clearance to the facility. All personnel shall be required to pass an exhaustive background investigation conducted by the County for initial and or continued employment. Additionally, all personnel performing on-site services may be required to undergo random urinalysis or blood test. Additional testing may be required if there is "reasonable suspicion" of current use of drugs/alcohol that is affecting the employees ability to perform their assigned duties. All test results (negative or positive) will be provided to medical vendor and designated jail medical liaison.
- Items that are reviewed in a typical background may include most, if not all, of the following components: Criminal History Check, Driver's License Check, Work History Check, Educational History Check, Reference Check, Neighbor Check, Professional License Check, Credit Check and Drug Testing.
- Typical Items that will not pass this background check: Conviction of a Felony; use of Illegal substance within the last 12 months; misuse of Prescribed Drugs in the past 3 years; 1 or more DUI convictions; deception or fraud during hiring process; non-availability for shift work; dishonorable discharge from military; 3 or more employment terminations or resignation in lieu of termination; and lack of proper documentation for non-US citizens.
3. Deliverables & Schedule Included in 1B1 is an overarching description of medical services that contains several deliverables and schedules. Those are better defined within that portion of the text of this request. All reports however are due no later than 10 days after incident or close of reporting period.
4. Place of Performance Contract performance may take place in the County's facility, the Proposers facility, a third party location or any combination thereof. Buildings and areas are described in 1A3, Scope of Project and may be toured in the mandatory pre-bid meeting described later in 2A1
5. Period of Performance A contract awarded as a result of this RFP will be for three (3) years and is intended to begin on February 1, 2016 and end January 31, 2019.
- Clark County reserves the right to extend the contract resulting from this RFP for a period of three (3) one (1) year periods, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.
6. Public Safety Public safety may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.
- All contractor's personnel inside the facilities will be required to wear and display appropriate and Jail Administration approved identification badges.
- Since contractor's personnel will be working in a 24/7 environment of a public safety entity work will need to continue regardless of disasters caused by man or nature.
7. Insurance/Bond
- A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one year policy period. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be

## Request for Proposal # 695 Medical Services for Inmates

more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

### B. Automobile

If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

### C. Professional Liability (aka Errors and Omissions)

The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$2,000,000 per occurrence, with a maximum deductible of \$25,000. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

### D. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best's Rating of A-VII or better.

## 8. Plan Holders List

All proposers are required to be listed on the plan holders list.

- ✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser.

Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.htm>

If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion. See Attachment B.

Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

**Request for Proposal # 695  
Medical Services for Inmates**

**Part II Proposal Preparation and Submittal**

**Section IIA Pre-Submittal Meeting / Clarification**

1. Pre-Submittal Meeting

One tour of the facility will be provided for the purposes of proposal development. The date and time of the one conference will be August 4, 2015. All bidders attending the conference must submit for and successfully obtain facility clearance by July 21, 2015. The clearance form is attachment C. Only two representatives for each bidder will be allowed to attend the tour. **No other conferences will be scheduled or conducted.**

2. Proposal Clarification

Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is seven calendar days prior to the due date for proposals.

An addendum will be issued no later than six calendar days prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

**Section IIB Proposal Submission**

1. Proposals Due

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal

Proposals must be clear, succinct and not exceed **200 pages**. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

# Request for Proposal # 695

## Medical Services for Inmates

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers's providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should be included with each copy unless otherwise specified.

### Section IIC

### Proposal Content

#### 1. Cover Sheet

This form is to be used as your proposal Cover Sheet

See Cover Sheet - Attachment A

#### 2. Project Team

- Provide the name, a brief history and description of your firm. Include your firm's most recent annual report. Specify experience in providing health care
- Name and title of person(s) authorized to bind the Contractor, together with the main office address, and telephone number (including area code). Once awarded, successful bidder will continue to keep this information up to date.
- Name and title of person(s) who will be managing the local site, including telephone number. Once awarded, successful bidder will continue to keep this information up to date.
- Detail your firm, group or corporation's experience with health care services for similarly sized populations and types of facilities. Highlight evidence of achievements in this area. While not restrictive, of particular interest would be experience with detained or closed populations.

#### 3. Management Approach

#### 4. Respondent's Capabilities

- Provide a list of present clients including
  - A contact persons
  - Date of original contract with expiration date;
  - Number of renewals (if applicable);
  - Type and size of population
  - Dollar amount of contract
  - Urgent care experience
  - Chronic care experience
  - Emergent care experience

#### 5. Project Approach and Understanding

- Detail your firm, group or corporation's experience with health care services for similarly sized populations and types of facilities. Highlight evidence of achievements in this area. While not restrictive, of particular interest would be experience with detained or closed populations.
- Specify facilities that you operate that are currently accredited by ACA, NCCHC or JCAHO. State whether or not the facility was accredited by your organization.
  - Include the following information:
  - Name of facility;
  - Accrediting agency (e.g., ACA, NCCHC, JCAHO);
  - Include dates of re-accreditation.

#### 6. Proposed Cost

#### Base Price

Provide a base price for the program. After the base price, please provide a line item cost for salary and benefits as well as prescription prices. The County draws on various budgets for this contract and needs the break out of costing. A monthly adjustment for population is typical. County's current agreement for such is as follows:

## Request for Proposal # 695 Medical Services for Inmates

The County and Contractor agree that the annual base price is based on the monthly average daily population (ADP) of 700 inmates (combined applicable adults and juveniles). If daily inmate population is greater than or less than 700 inmate for the month, the compensation payable by the County to the Contractor is subject to adjustment by a variable cost per diem rate of \$1.96. The variable cost per diem rate will apply to any adult /juvenile inmate combined population greater than fifty (50) individuals higher or lower than the base ADP of 700. The daily inmate resident population shall be calculated by adding the total adult and juvenile population by head count totals taken each morning and subtracting the work release inmates who are outside the terms of this agreement. The headcount for each day will be totaled at the end of the month and divided by the number of days in the month to determine the ADP for the month. The ADO will be compared to the base population range of 650 to 750 (700 plus or minus 50). The number of inmates over or under the range will be calculated for the month. This total will then be multiplied by the variable cost per diem rate and by the number of days in the month to arrive at the net adjustment to the base compensation payable to the Contractor, or as a credit to the County, for the month.

### Annual Adjustment

Percentage increase or decrease in the base price for subsequent year terms. The annual adjustment may not exceed 5% or the medical component of the consumer price index during the initial three-year term, whichever is lower without negotiating.

### Alternate pricing arrangement.

Identify any alternative pricing and describe the program as well as potential risks or benefits to the County.

### 7. Employment Verification

***Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County. Current vendors on file can be viewed at:  
<http://www.clark.wa.gov/general-services/purchasing/documents/e-verifylog.pdf>***

**Request for Proposal # 695  
Medical Services for Inmates**

**Part III Proposal Evaluation & Contract Award**

**Section IIIA Proposal Review and Selection**

- 1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Board of Commissioners.
- 2. Evaluation Criteria Scoring: Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

**A two tier rating system will be used. Those who place in the top tier in the scoring of the written proposals will be invited to present for a second score. A one hundred (200) point system will be used, weighted against the following criteria:**

<b><i>Written proposal criteria</i></b>	
Proposal approach/quality	25
Creativity / Experience	10
Work history / Examples	10
Product Demonstration	15
Cost	5
References	25
Criteria Specific to your project needs	10
<b>Total Points</b>	<b>100</b>
<b><i>Presentation criteria</i></b>	
Contractor's Comprehension of the required Scope of Services	35
Contractor Qualification	20
Total Proposed Price	20
Client References	10
Staffing	15
<b>Total Points</b>	<b>100</b>

**Section IIIB Contract Award**

- 1. Consultant Selection: *The County will award a contract to the highest scoring Proposer. Should the County not reach a favorable agreement with the highest scoring Proposer, the County shall terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.*
- 2. Contract Development: The proposal and all responses provided by the successful Proposer will become a part of the final contract.  
  
*The form of contract shall be the County's Contract for Profession Services. (samples available for viewing)*
- 3. Award Review: The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

## **Request for Proposal # 695 Medical Services for Inmates**

4. Orientation/Kick-off Meeting      Contact negotiations will be completed following the presentations on October 13, 2015. CCSO intends to complete negotiations late October 2015. Following Clark County Council and Administrator authorization of the contract at the first available meeting, scheduling for transition will begin.

**Request for Proposal # 695  
Medical Services for Inmates**

**Attachments:**

*Dependant on your requirements, you may use the "Total Funds Requested" on the Summary page, or you may choose to delete that sentence and rely solely on the "Propose Cost section in IIC.6" for cost information.*

**Attachment A COVER SHEET**

General Information:

Legal Name of Applicant/Company/Agency \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Program Location (if different than above) \_\_\_\_\_ Email address \_\_\_\_\_

Tax Identification Number \_\_\_\_\_

**ADDENDUM:**

Proposer shall insert number of each Addendum received. If no addendum received, please mark "**NONE**".

No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_

**NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.**

→ Does the proposal comply with the requirements contained within the RFP?  
A "No" response may disqualify the proposal from further consideration.

Yes  No

→ Did outside individuals or agencies assist with preparation of this proposal?

Yes  No (if yes, describe.)\*\*

**Total Funds Requested Under this Proposal \$ \_\_\_\_\_**

*(PM \* See Directions regarding method of response from proposer for cost of project – section IIC.6)*

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Commissioners.

\_\_\_\_\_  
**Signature, Administrator of Applicant Agency\***  
*(\*Enter the appropriate signature title)*

\_\_\_\_\_  
**Date**

**Request for Proposal # 695  
Medical Services for Inmates**

**Attachment B LETTER OF INTEREST**

Legal Name of Applicant Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Program Location (if different than above) \_\_\_\_\_

Email address \_\_\_\_\_

- All proposer's are required to be included on the plan holders list. If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: [Beth.Balogh@clark.wa.gov](mailto:Beth.Balogh@clark.wa.gov)

Clark County web link:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

**This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.**

**Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.**

**Request for Proposal # 695  
Medical Services for Inmates**

- Attachment C: Jail Clearance Request Form**
- Attachment D: Jail Population Statistics**
- Attachment E: Current Vendor's Usage Statistics**
- Attachment F: Current Staffing Matrix**
- Attachment G: CCSO Co-Pay Policy**