

Johnson County Sheriff's Office

**Sheriff
Scott W. Munsterman**

**Major
Aaron N. Brown**

**Captain
Mike Hanes**



Requests for Proposals

Correctional Healthcare Services for Johnson County Sheriff's Office

Centerview, Missouri 2024

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GENERAL INFORMATION AND REQUIREMENTS

The Johnson County Sheriff's Office is requesting sealed proposals to provide correctional healthcare services for the inmates housed in the Johnson County Jail, located at 278 SW 871 Rd Centerview, Mo 64019.

One original and 4 copies of the sealed proposal must be delivered to:

**Johnson County Sheriff's Office
278 SW 871 Rd
Centerview, MO 64019**

Sealed proposals must be delivered no later than 9:00 am April 19th, 2024. Proposals received after the above date and time will be returned unopened.

The proposal must be sealed and must be plainly marked in the lower left-hand corner of the package **"Correctional Healthcare Sealed Proposal"**. Failure to submit the proposal in a properly marked envelope may eliminate the proposal from consideration.

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

Opening of Proposals

Proposals will be opened privately on April 23rd, 2024, at 9:00 am at the Johnson County Sheriff's Office, located at 278 SW 871 Rd Centerview, MO 64019. Proposals will be evaluated and an award, if any, will be made to the proposer who best meets the requirements and is judged best able to provide a healthcare delivery system at the jail facility.

Other Information

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

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Contacts

Questions concerning the Request for Proposal must be directed to:

Captain Mike Hanes
278 SW 871 Rd
Centerview, MO 64019
660-747-6469
mhanes@jocomosheriff.org

I. Project Overview

The Johnson County Sheriff's Office is requesting sealed proposals from individual, vendors, partnerships, and corporations having specific experience in providing correctional healthcare services to county jail inmates. The county jails average daily population to be considered in the bidding process would be based on 150 daily inmates with the breakdown average being 70 county inmates and 80 contracted inmates. These correctional healthcare services include:

1. Physician Services
2. Mental Health Services
3. Pharmaceuticals
4. Dental screenings only as it relates to medical condition
5. Medical supplies
6. Medical records management and services

II. Objective

The objective of the RFP is to select the most competitive and qualified vendor capable of providing healthcare services to the Johnson County Sheriff's Office/Jail. The selected proposal must meet the following objectives:

1. To deliver high quality inmate healthcare services that complies with the standards of the National Commission on Correctional Healthcare (NCCHC) or the American Correctional Association (ACA).
2. To operate the healthcare program in a cost-effective manner with full reporting, and accountability to Johnson County.
 3. To operate the healthcare program using only licensed, certified and professionally trained personnel.
4. To implement a written healthcare plan with clear objectives and site-specific policies and procedures.

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5. To maintain an open and collaborative relationship with the administration and staff of the jail.
 6. To maintain complete and accurate records of care and to collect and analyze health statistics on a regular basis.
 7. To operate the healthcare program in a humane manner with respect to the inmates' right to basic healthcare services.

III. Scope of Services

The vendor will implement policies, procedures, and protocols that meet the standards and requirements of the NCHC or ACA and shall perform all work in a manner consistent with the Johnson County Sheriff's Office policies and other relevant laws of the State of Missouri. The vendor must also comply with all requirements of HIPAA to the extent that HIPAA applies to the jail.

1. Physician Services: Provide on-site physician for up to 4 hours a week with the physician acting as the Site Medical Director and responsible for all medical decisions. Telephone on-call services shall be provided 24 hours a day / 7 days a week.
2. Nursing Services: Provide on-site nursing (RN or LPN), the nurse will conduct nurse sick call, triage medical requests, coordinate off-site treatment and services, medication management, and records management. The vendor will train the nurse on all policies, procedures, and protocols related to the provision of healthcare in a correctional environment.
3. Proposals should include bid package at nursing services at 80 hours weekly. Proposing vendor does have the Option to submit a bid of nursing services at 56 hours but not required.
4. Mental Health Services: Option to Provide on-site mental health services of up to 16 hours weekly.
5. Pharmaceuticals: Provide pharmaceuticals and prescribed over-the-counter medications appropriate for the correctional environment with exclusions as stated: managing inventory control, ordering, medication set-up and distribution during working hours. Exclusions include HIV/AIDS, Hepatitis, M.S., Rabies, and Cancer related medications and court-ordered medications.

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- a. The bidding vendor is required to provide a detailed plan for pharmacy and medication management services that ensures safe, secure, and efficient delivery of medications to the inmate population. The plan should address the following:
 - i. Medication procurement
 - ii. Storage and Accountability
 - iii. Dispensing and Administration
 - iv. Payment responsibilities
 6. Dental Services: Provide on-site dental screenings related to underlying medical conditions.
 7. Medical Supplies: Define what is covered under the scope of the contract that would be provided by the vendor. The vendor does have an Option to provide all non-durable medical supplies required for the treatment and care of all inmates housed in the jail facility.
 8. Manage and maintain all inmate medical records separate from the jail's inmate records. Vendor shall provide the Sheriff or County Official with access to said records and, upon request, provide copies.
 9. Conduct body cavity searches, in accordance with court orders and within the legal limit of the law.
 10. Provide required documentation of inmate medical care as required for the jail to post inmate co-pay charges to inmate accounts.
 11. Provide management services including but not limited to Cost Containment, Continuing Quality Improvement, Utilization Management, Risk Management, and HIPAA Compliance.
 12. Provide analysis and reporting of medical statistics and overview of medical program on a time frame as established by the vendor and the Sheriff.
 13. Adhere to jail security policies and procedures.
 14. Must provide their own or use the county provided Electronic MARS and medical management software.
 15. Provided a detailed training program outline for staff training in regards to medical protocols handling sick calls, dispensing/administering medications, any other medical related topics such as common in-custody conditions and symptoms.

IV. Vendor Requirements

Vendor will provide a list of all subcontractors and will provide copies of the contract with each within thirty (30) days of commencement of the contract agreement.

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Vendor's responsibility shall commence immediately upon the Sheriff taking control of said person. "Taking control" shall be defined as any in-custody person entering the booking area and/or housed within the Johnson County Jail.

Vendor will provide on-site medical care to any pregnant inmate as appropriate but will not be responsible for healthcare services provided to an infant following birth.

Vendor will not be responsible for the provision of elective medical care to inmates. For purposes of agreement, "elective care" means medical care that, if not provided, would not, in the opinion of the vendor's medical doctor or contract physician, cause the inmates' health to deteriorate or cause definite harm to the inmates' well-being.

Vendor will retain current facility medical staff as long as said staff member(s) are able to be gainfully employed with the awarded vendor. The pay for the medical staff shall be of like or higher wages.

V. Mandatory Proposal Requirements

Submission requirements include:

1. Vendor name, address, telephone number, fax number, email, and primary contact.
2. Brief history of Vendor.
3. A two-page narrative statement specifying why your business believes it is especially qualified to undertake this project. Information should include, but not be limited to, specialized resources available for this work; demonstrated ability to adhere to project timelines; any awards or recognition received by vendor or individuals for similar work; special approaches or concepts developed by the vendor that are relevant to this project, etc. Respondents may say anything they wish in support of their qualifications and may supplement this proposal with graphic material and photographs.
4. Vendor's specific abilities and financial capacity to provide the required services and qualifications related to the project's requirements. For evaluation purposes, include a proposed staffing plan by professional specialty.
5. Examples of specific knowledge and expertise related to this type of project.
6. Sealed cost proposal.
7. A certificate shall be provided by the vendor specifying that the submitted proposal will remain valid from the proposal submission date for a period of sixty (60) days.

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8. Job descriptions for all staffing positions providing services under contract with Johnson County. All project personnel assigned by the vendor will be required to undergo a criminal background check to be performed by the Sheriff's Office and must be approved by the sheriff prior to working in the facility.
 9. Resumes for all key personnel to be assigned and actually provide services under contract with Johnson County. Resumes should be provided to the Sheriff within 30 days of receiving notification of award.
 10. A detailed list of all projects and clients for the last five (5) years. The client list must include both current and former contracts and include appropriate contact person names, titles, agency, location with address, and phone number as well as email address. Each contract must be identified as current or former and if a prior contract, specify why the contract was lost, when, and to whom.
 11. Minimum of five (5) references with contact name, address, phone number, and email if available. This information must be provided or the proposal may be disqualified.
 12. Full disclosure of all lawsuits and claims against your business in the past 24 calendar months.
 13. A list of the vendor's standard coverage for insurance including liability and malpractice.
 14. A copy of the vendor's contract if available.

Proposal Format

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

Pre-Bid Conference and Site Visit

A Pre-Bid Conference and Site Visit is not mandatory but available upon request from the vendor prior to the closing date of the RFP.

1. To provide prospective bidders with a comprehensive understanding of the Johnson County Correctional Facility's (JCCF) environment and the scope of inmate medical services required, we offer an opportunity for a scheduled site visit. This visit will allow proposers to assess the facility, understand the logistical and operational context, and gather essential information needed to prepare a responsive proposal.

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2. Interest in Site Visit: Interested parties wishing to participate in a site visit must indicate their intent by submitting a formal request. This request should include the names and titles of the individuals who will be attending, along with their contact information.
3. Deadline for Requests: All requests for a site visit must be received by the Johnson County Sheriff's Office (JCSO) no later than April 11th, 2024 at 9:00 AM [Central]. Requests received after this deadline may not be accommodated, as scheduling and security arrangements need to be made in advance to ensure a productive and safe visit for all participants.
4. Scheduling of Visits: Upon receipt of site visit requests, the JCSO will coordinate with the facility and the requesting parties to schedule the visit. The scheduled date and time for the site visit will be communicated directly to the requesting parties, along with any relevant instructions or requirements for entry into the correctional facility.
5. Conduct During Visit: All visitors must comply with the JCCF's security protocols and conduct guidelines during the site visit. Failure to adhere to these guidelines may result in termination of the visit and disqualification from the RFP process.
6. Questions and Clarifications: While questions are encouraged during the site visit, formal responses will not be provided at that time. All questions raised during the visit must be submitted in writing as per the RFP's query submission guidelines, to ensure that all proposers have access to the same information.:
7. Requests for a site visit should be directed to:
Captain Mike Hanes
660-747-6469 mhanes@jocomosheriff.org

Compliance with the Request for Proposal

Proposals submitted must be in strict compliance with the terms of the Request for Proposal. Failure to comply with all provisions may result in disqualification. Johnson County reserves the right to reject any or all submittals or to waive minor defects or irregularities in any submittal. Johnson County further reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or request additional information from any and or all respondents. By submitting a qualification, the vendor thereby agrees that Johnson County's decision concerning submittal is final, binding, and conclusive upon it for all purposes, and acknowledges that Johnson County in its sole and unqualified discretion may waive or deviate from the procedures and/or timetable described in the RFP. All materials become the property of Johnson County and may be available to the public. All costs incurred in connection with the RFP response are the responsibility of the vendor and are not the responsibility of Johnson County.

Insurance Requirements

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1. Provider shall furnish Johnson County with Certificate of Insurance indicating proof of the following insurance from companies licensed in the State of Missouri:
 - a. Worker's compensation and Employer's Liability: Worker's Compensation Statutory in compliance with the compensation law of the state and Employer's Liability Insurance with a limit no less than \$100,000 each accident.
 - b. Comprehensive or Commercial General Liability: with a minimum limit of \$1,000,000 per occurrence/\$1,000,000 aggregate combined Single Limit for bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage:
 - i. Premises – Operations
 - ii. Product and Completed Operation
 - iii. Broad Form Property Damage
 - iv. Contractual
 - v. Personal Liability
 - c. Automobile Liability: with a minimum limit of \$1,000,000 per occurrence / \$1,000,000 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all of the following:
 - i. Owned automobiles
 - ii. Hired automobiles
 - iii. Non-owned automobiles
 - d. Medical Professional Liability: with a minimum limit of \$1,000,000 per loss and \$3,000,000 aggregate.
2. The certificate shall list the Certificate Holder and address.
3. Such insurance shall include under the General Liability and Automobile Liability policies Johnson County, its employees, elected officials, representatives, and members of its commission as additional insureds.
4. Such insurance shall include a ninety (90) day notice to the county prior to cancellation or material policy change. The notice shall be given to Johnson County Commission, 300 N. Holden, Warrensburg, MO 64093.
5. Contractor shall require subcontractor, if applicable, to furnish identical certificates of insurance to Johnson County prior to the contract taking effect.
6. The contractor shall be required to hold harmless, defend and indemnify Johnson County and its officers and employees from all claims of bodily injury, including death and property damage, arising from or alleged to be caused by the contractor's acts or omissions related to the performance of the contract.

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Terms and Conditions

Contract Term: The initial contract term will be for a period of one (1) year, with the option for annual renewal based on performance and mutual agreement unless either party to the Agreement gives notice in writing to the other party no less than ninety (90) days prior to the expiration of any year of the Agreement renewal term. The vendor agrees to be in and maintain the levels of insurance and regulatory compliance standards outlined in the proposals throughout the term of contract.