



**FRANKLIN COUNTY RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS, FRANKLIN COUNTY, WASHINGTON**

**RE: APPROVAL OF REQUEST FOR PROPOSALS (RFPs) PROVIDING MEDICAL SERVICES FOR OFFENDERS HELD IN THE FRANKLIN COUNTY CORRECTIONS CENTER**

**WHEREAS**, the Franklin County Corrections Center is in need of a fulltime medical service provider to manage the health care services for the offenders held in custody; and

**WHEREAS**, an RFP will provide an opportunity for medical service providers to submit medical management proposals for Franklin County to review and consider for contract approval; and

**WHEREAS**, pursuant to RCW 36.01.010 and RCW 36.32.120 the legislative authority of each county is authorized to enter into contracts on behalf of the county to ensure the care of county property and management of county funds and business; and

**WHEREAS**, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and deems the RFP as being in the best interest of Franklin County

**NOW, THEREFORE, BE IT RESOLVED** the Board of County Commissioners hereby concurs that an RFP supporting medical services for offenders held in the Franklin County Corrections Center is in the best interest of Franklin County, and approves the RFP be advertised as written.

**APPROVED** this 18th day of August, 2020

**BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON**

\_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Clerk to the Board

\_\_\_\_\_  
Member

Original: Franklin County  
Copy : Accounting and Corrections

**REQUEST FOR PROPOSALS**  
**for**  
**OFFENDER MEDICAL SERVICES**  
**for the**  
**FRANKLIN COUNTY CORRECTIONS CENTER**

PASCO, FRANKLIN COUNTY, WASHINGTON

## **GENERAL INFORMATION AND REQUIREMENTS**

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

### **Submission of Proposals**

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

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

**Sealed proposals must be delivered no later than 4:00 p.m. Pacific Standard Time on October 1, 2020.** Proposals received after the above date and time will be returned and unopened.

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

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

### **Opening of Proposals**

**Proposals will be opened and read publicly on October 13, 2020 at 09:00 a.m. Pacific Standard Time in the Franklin County Courthouse, Commissioners Meeting Room.** Proposals will be evaluated and an award, if any, will be made to the proposer who best meets the requirements and is judged best able to provide a healthcare delivery system at the jail facility.

### **Other Information**

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

## **Contacts**

Questions concerning this Request for Proposal must be directed to:

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

**The deadline to submit questions is September 18, 2020 at 4 p.m. Pacific Standard Time.**

### **I. Project Overview**

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

The successful vendor will provide correctional healthcare services, medication assisted treatment services, and an electronic medical records management solution for the offender housed at the Franklin County Jail located at 1016 North 4<sup>th</sup> Avenue, Pasco Washington 99301. Medication assisted treatment services also includes coordinating outside treatment networking.

The facility houses male and female offenders and has an average daily population of 195 offenders. There is approximately one physician assistant visit to the jail three times per week, two RN and / or LPN five days per week, and two medical assistants five days per week for a total of 172 hours per calendar week Sunday through Saturday. These positions shall be stable and relief provided as needed when one is on vacation or sick.

### **II. Objectives**

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

- Deliver high quality offender healthcare services compliant with federal, state, and local laws and applicable standards.
- Operate the healthcare program in a cost-effective manner with full reporting and accountability to Franklin County sheriff/commander.
- Operate the health care program using only licensed, certified, and professionally trained personnel.
- Implement a written health care plan with clear objectives and site-specific policies and procedures.
- Maintain an open, collaborative, and cooperative relationship with the administration and staff of the jail and officials of Franklin County.
- Operate the healthcare program in a humane manner with respect to the offender' right to basic healthcare services.

### **III. Scope of Services**

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

- Physician Services
  - Provision of weekly on-site physician services with physician acting as the site medical director and responsible for all medical decisions.
  - Site medical director on-site to complete all necessary treatment and duties.
- On-Call Availability
  - Availability of physician for emergent needs and medical staff assistance 24/7.
- Nurse Services
  - Provision of RN and / or LPN coverage on-site five days a week, 16 hours daily. Provision of medical assistant coverage on-site seven days per week to ensure 24/7 remaining coverage.
  - Plan for sick call, triaging medical requests, coordination of off-site treatment and services, management and administration of medication, and records management.
  - Attends classification meetings one day a week for offender medical and / or mental health housing

placement.

- Pharmacy / Medication Services
  - Pharmacy access will be with a contracted pharmacy.
  - Coordinate the provision of all pharmaceuticals and over-the-counter medications appropriate for the correctional environment.
  - Provide management of pharmaceutical inventory, ordering, medication set-up and distribution 24/7.
- Health Assessment
  - Provide intake screenings on all offenders within 24 hrs.
  - Provide a reasonable and necessary health care plan for all offenders in need of such care.
- Sick Call
  - Establishment and implement sick call procedures running sick call three days per week.
- Chronic Care Patients
  - Provision of best correctional medical practice care for offenders with chronic illness.
- On-& Off-Site Services
  - Coordination of all on-and off-site services including, but not limited to, hospital services, laboratory, x-ray, consults, MAT/MOUD/OTN specialty services and emergency transportation services up to a specified capped liability limit and excluding treatment and care associated with HIV/ AIDS, Hepatitis, MS, Cancer, or court-ordered. (NOTE: a Capped Liability limit specifies the dollar amount that the vendor is responsible for monthly with Franklin County responsible for any amount over and above. This amount is established based on your previous experience and is designed to cover the majority of expenses barring any unforeseen catastrophic incident).
- Non-Emergency and Emergency Medical Care
  - Plan for emergency and non-emergency medical care to provided to offenders, staff, and visitors as necessary.
- Co-Pay
  - Provision of required documentation of offender medical care as required for the jail to post offender co-pay charges to offender accounts.
- Medical Records
  - Management and maintenance of all offender medical records separate from the jail records of the offender.

- Employment of medical records clerk or medical assistant, care navigator, data coordinator or combination of.
  - Confirmation of sheriff/commander as owner of offender medical records.
- Electronic Medical Records (EMR)
  - Information on EMR system offered by vendor, if applicable.
- Mental Health Services
  - Provision of mental health screening, suicide prevention education, and referral services for all offenders.
  - Coordination with local community providers and provide continuity of care.
  - Availability of licensed Qualified Mental Health Professional (QMHP).
  - Attend classification meetings one day per week for offender medical and / or mental health housing placement.
  - Provide mental health sick call for direct mental health assessments
- Dental Services
  - Provision of dental evaluations, screenings, and hygiene instruction -Coordination of services and off-site care.
- Medication Services
  - Overview of vendor's plan for the provision and maintenance of medications at the facility.
  - Coordination with medication assisted treatment OTN's/MAT/MOUD.
- Medical Supplies
  - Provision of disposable and durable medical supplies required for the treatment and care of all offender housed in the jail facility.
- Biomedical Waste
  - Plan for removal of biomedical waste from the facility medical unit.
- Laboratory and Diagnostic Services
  - Coordination of on-site, mobile, and off-site providers of laboratory and diagnostic services.
  - Description of services provided.
- Policies and Procedures
  - Vendor policies and procedures regarding correctional healthcare administration and compliance with



Franklin County Jail and NCCHC or American Corrections Association (ACA).

- Standards
  - Standards for care and treatment including legal, ethical, organizational, and educational.
- Adhere to Franklin County and its jail security policies and procedures.
- Coordinate body cavity searches, blood draws, and urine analysis in accordance with court orders and within the legal limit of the law.
- Provide required documentation of offender medical information as required for the jail to post offender co-pay charges to offender accounts.
- Provide analysis and reporting of jail medical statistics and overview of jail medical program on a timeframe as established by the vendor and the sheriff/commander and medical grants.
- Provide management services including but not limited to cost containment, continuing quality improvement, utilization management, risk management, and HIPAA compliance.

#### **IV. Vendor Requirements**

Vendor's responsibility shall commence immediately upon the sheriff/corrections officer's completion of booking, or during the booking process if requested and available. In addition, available during Uses of Force to monitor the offender's immediate medical condition post Use of Force.

When medical staff is present, vendor will provide on-site emergency medical treatment to offenders, jail staff, and visitors as needed and appropriate. Vendors will provide on-site medical care to any pregnant offenders 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 offenders. For purposes of this 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 offender's health to deteriorate or cause definite harm to the offender's well-being.

#### **V. Mandatory Proposal Requirements**

Minimum submission requirements include:

1. Corporate History and Key Staff
  - Brief history of firm and a narrative statement

specifying why your firm believes it is especially qualified to undertake this project including resumes of key personnel who will oversee this project.

## 2. Company Information

- Firm name, address, telephone number, fax number, and primary contact.

## 3. Scope of Services

- Examples of specific knowledge and expertise related to this type of project as relevant to items listed in Section III (Scope of Services).

## 4. Transition Plan

- Detailed plan for transitioning to firm's medical program

## 5. Staff Recruitment

- Method for recruiting and hiring medical staff for the facility.
  - a. Job Descriptions
    - o Provision of job descriptions for all staffing positions providing services under contract with Franklin County.
  - b. Background Investigation
    - o Policy regarding background checks for medical staff.
  - c. Approval of Staff
    - o Consent of vendor to provide sheriff, commander, or designee with final approval of all medical staff prior to hiring.
  - d. Licensed Professionals
    - o Confirmation of licensure and certification of all medical staff including maintenance and renewal of credentials.

## 6. Education and Training

- Provision of information on continuing education and training for correctional officers, staff, and offenders.

## 7. References

- If available, list of at least three (3) current clients with similar ADP's including the county name, reference, title, telephone number, and ADP.

## 8. Insurance

- List of the vendor's standard coverage for insurance including liability and malpractice. Vendor must have civil rights insurance coverage. Current copies of certificates of insurance verify each type of coverage set forth in the Insurance Requirements section of this RFP must be included.

#### 9. Cost Containment

- Plan for cost control and a list of any “value-added” services that may be available to the jail and / or county through the vendor with cost analysis demonstrating estimated savings.

#### 10. Cost Proposal

- Provide a Fee Schedule and method for determining program cost and breakdown of cost based on services offered along with a description of any special procedures used to maintain program cost.

#### 11 Claims and Lawsuits

- Full disclosure of all claims and lawsuits against you or your office in the past twenty-four (24) calendar months.

### **Proposal Format**

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

### **Pre-Bid Conference and Site Visit**

**A Pre-bid conference and site tour are scheduled for September 8, 2020 starting at 09:00 a.m. Pacific Standard Time.** Interested vendors planning on attending should notify Commander Stephen Sultemeier by September 1, 2020 with the company name and the names of those planning on attending. In the best interest of Franklin County, proposals may be returned to any vendor who did not attend the mandatory pre-bid conference and site visit.

### **Compliance with the Request for Proposal**

Proposals submitted must be in strict compliance with the terms of this request for proposal (RFP). Failure to comply with all provisions may result in disqualification. Franklin County reserves the right to reject any or all submittals or to waive minor defects or irregularities in any submittal. The final award will be made to the most qualified, responsive, and responsible vendor most advantageous to Franklin County as determined in accordance with the evaluation criteria, policies, and procedures solely identified by the sheriff/jailer. The determination of services to be provided by the selected vendor shall be at the sole discretion of the sheriff/jailer. Franklin County further reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or request additional information from any

and/or all respondents. By submitting a qualification, the vendor thereby agrees Franklin County's decision concerning submittal is final, binding, and conclusive upon it for all purposes, and acknowledges that Franklin County, in its sole and unqualified discretion, may waive or deviate from the procedures and/or timetable described in the RFP. All materials become the property of Franklin County and may be available to the public. All costs incurred in creating the RFP are the responsibility of the contractor.

### **Insurance Requirements**

1. Provider shall furnish Franklin County with a current Certificate of Insurance indicating proof of the following insurance from companies licensed in the State of Washington:
  - Worker's Compensation and Employer's Liability: Worker's Compensation shall be in compliance with Washington State compensation law and Employer's Liability Insurance with a limit no less than \$100,000 each accident.
  - Commercial General Liability with a minimum of \$1,000,000 per occurrence and a \$1,000,000 aggregate combined Single Limit for Bodily Injury and Property Damage Liability.
  - Automobile Liability with a minimum limit of \$1,000,000 per loss and \$1,000,000 aggregate.
  - Professional Liability with a minimum limit of \$1,000,000 per loss and \$3,000,000 aggregate covering the provider and all medical staff assigned or authorized by provider under this agreement.
  - Civil Rights Insurance with a minimum limit of \$1,000,000 per occurrence and a \$1,000,000 aggregate.
2. Such insurance shall include a 90-day notice to the county prior to cancellation or material policy change. The notice given shall be given to the Franklin County sheriff/corrections commander at 1016 North 4<sup>th</sup> Avenue D-101 Pasco, WA 99301.
3. The contractor shall be required to hold harmless, defend, and indemnify Franklin County and its officials, officers, employees and agents from all claims of bodily injury, including death and property damage, arising from or alleged to be caused by the contractor's

acts or omissions related to the performance of the contract.

## **VI. Award Criterion**

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

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

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

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

**VII. Award Date**

Unless unforeseen circumstances arise, the award announced will be sometime during the week of October 19, 2020.