

June 24, 2015

INMATE MEDICAL & MENTAL HEALTH SERVICES

Dear Prospective Vendor:

You are invited to submit a proposal to provide INMATE MEDICAL & MENTAL HEALTH SERVICES for the Marinette County Jail. Sealed proposals are due on or before 4:00 p.m. local time on July 24, 2015 at the address listed below. Late bids will not be accepted.

Responses must be in a sealed envelope/container and show the firm's name, address, and solicitation number/name on the cover as instructed. Your response must be manually signed and dated and include all requested information. Responses shall be addressed and delivered to the **Marinette County Jail Administrator, 2161 University Drive, Marinette, WI 54143.**

Any questions regarding this Request for Proposal must be submitted in writing and directed to:

**Robert Majewski
Marinette County Jail Administrator
2161 University Drive
Marinette, WI 54143
Phone: 715-732-7630
Facsimile: 715-732-7632
Rmajewski@marinettecounty.com**

A pre-proposal conference and site tour will be held on Tuesday, July 7, 2015 at 1:30 p.m. While any firm interested in potentially submitting a proposal may attend, it is not mandatory, and such participation does not obligate the Vendor to submit a proposal. If you plan on attending, please complete and fax/email the attached registration form no later than Thursday, July 2, 2015.

Sincerely,

Robert Majewski
Jail Administrator

Encl: Pre-Proposal Meeting Registration
Request for Proposal #15-040-52

**VENDOR LETTER OF REGISTRATION FOR PRE-PROPOSAL MEETING
FOR: RFP#15-040-52
INMATE MEDICAL & MENTAL HEALTH SERVICES**

The undersigned intends to attend the pre-proposal conference at 1:30 p.m., July 7, 2015 at the Marinette County Law Enforcement Center, 2161 University Drive, Marinette, WI 54143. Meet in Lobby Area.

Representative's Signature	Date
Representative's Printed Name	
Company Name and Legal Name for Business within Wisconsin	
Telephone Number and Extension	Facsimile Number
E-Mail Address	

The following individuals listed below are planning to attend the pre-proposal conference:

	<u>Full Name</u>	<u>Date of Birth</u>	<u>Title</u>
1.			
2.			
3.			

Note: This form is mandatory and is required to obtain security clearance for individuals scheduled to attend the pre-proposal conference. While any firm interested in potentially submitting a proposal may attend, it is not mandatory. No more than three individuals may participate for any one vendor. Neither this letter of intent nor the company's participation in the pre-proposal conference obligates the vendor to actually submit a proposal in response to the RFP for INMATE MEDICAL & MENTAL HEALTH SERVICES. Official photo identification is required to enter the facility.

FAX FORM TO 715-732-7632 or EMAIL TO: Rmajewski@marinettecounty.com NO LATER THAN Thursday, July 2, 2015.

MARINETTE COUNTY, WISCONSIN



REQUEST FOR PROPOSAL
#15-040-52 (UPDATED)
FOR
INMATE MEDICAL & MENTAL HEALTH CARE SERVICES
AT THE MARINETTE COUNTY JAIL

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REQUEST FOR PROPOSAL #15-040-52

INMATE MEDICAL & MENTAL HEALTH SERVICES

PROJECT OVERVIEW

Marinette County is accepting proposals from qualified service providers with specific experience in correctional facilities to provide medical and mental health services for the inmates within the Marinette County Jail (MCJ) located at 2161 University Drive, Marinette, Wisconsin. The health care services shall include on site health care personnel, direct medical and mental health services for inmates, and coordination of off-site medical care, hospitalization, dental and other services that may be needed.

OBJECTIVE

The objective of this RFP is to identify and select the most competent and qualified firm, individual, partnership, or corporation capable of providing INMATE MEDICAL & MENTAL HEALTH SERVICES for Marinette County. From this selection process, it is anticipated Marinette County and the selected vendor will enter into a contract for a three (3) year period commencing March 1, 2016 at 12:01 AM, and may be renewed or extended with an option of up to two (2) two-year renewal options at the County's discretion for a potential contract term not to exceed seven (7) years.

BACKGROUND

The Marinette County Jail is a 165-bed facility. Populations are as follows:

- 2014 MCJ Average Daily Population (ADP) was 112.69 (2014 ADP of 128.29 minus 2014 Huber Average of 15.6), with a low of 107.84 and a high of 136.48.
- Estimated MCJ ADP for 2015 is 115.90 inmates per day (2015 Estimated ADP of 127.90 minus 2015 Estimated Huber Average of 12).

Huber inmates are generally responsible for their own health care. For the purpose of this proposal and any subsequent agreement ADP will be defined as not including Huber inmates. This contract will primarily focus on services for the inmates and indigent/unemployed Huber (work release) inmates. The contract will also include the overseeing of all inmate medications within the Jail.

All Providers submitting proposals must have the ability to provide services onsite at the Marinette County Jail. The Provider will be responsible for the medical care and treatment of inmates and detainees housed at the Jail.

Marinette County's Health & Human Services Department Clinical Services unit provides some mental health crisis intervention and other services. The mental health services to be provided under this RFP will be to augment those services by providing on-site supplemental mental health services.

INSTRUCTIONS TO PROPOSERS

General Information

Based on the Scope of Services, Vendor Requirements and the Mandatory Proposal Requirements described on pages 8-12, please submit a detailed proposal to the Marinette County Jail Administrator.

Projected Timetable

RFP Posted:	June 24, 2015, 2:00 p.m. CST
Registration Due:	July 2, 2015, 4:00 p.m. CST
Pre-Proposal Conference and Tour:	July 7, 2015, 1:30 p.m. CST
RFP Questions Due:	July 13, 2015, 2:00 p.m. CST
RFP Answers Posted on Website:	July 15, 2015, 2:00 pm. CST

Proposals Due: July 24, 2015, 4:00 p.m. CST
Evaluation of Proposals: July 24, 2015 through August 10, 2015
Committee Approval: August 10, 2015 (estimate)
Contract Start Date: March 1, 2016

Vendor Questions

All questions related to this RFP must be submitted not later than 2:00 p.m. CST, July 13, 2015, via e-mail to Rmajewski@marinettecounty.com. Clearly mark the e-mail “**Questions for RFP#15-040-52 Inmate Medical and Mental Health Services**”. Phone call or faxes questions will not be accepted.

Answers to questions will be posted in the form of an addendum to the RFP and placed on the Marinette County website <http://www.marinettecounty.com> on July 15, 2015, not later than 2:00 p.m. CST. It is the responsibility of all interested vendors to access the website for this information. If Addendum(s) are posted, vendors must fill out and submit Attachment C – Addendum Sheet with their proposal. Calls for assistance with the website may be made to (715) 732-7419.

Pre-Proposal Conference/Tour

A pre-proposal conference and tour will be held at **1:30 p.m. local time, on Tuesday, July 7, 2015**, in the Jail conference room of the Marinette County Law Enforcement Center located at 2161 University Drive, Marinette, WI. Vendors are to meet in the lobby area.

The conference will be for the purpose of answering questions related to the RFP and the services to be contracted. A tour of the MCJ facility will also be included. Registration is required for the tour. Registration form must be submitted by Thursday, July 2, 2015.

Proposal and Presentation Costs

Marinette County will not be liable for any costs incurred by the vendors in the preparation of proposals in response to this RFP, for any oral presentations/interviews or participation in any discussions or negotiations.

Three Copies are Required

The vendor shall submit one (1) original and two (2) copies of their proposal in response to this RFP.

Due Date

RFP's are to be received by **4:00 p.m. local time on Friday, July 24, 2015** by the Marinette County Jail Administrator. Sealed proposals received after 4:00 pm central time will be considered late, not accepted and returned unopened.

Addressing of Proposals

Proposals shall be submitted in a sealed envelope/container. The sealed envelope/container shall be marked with proposer's return address and addressed as follows:

Robert Majewski, Jail Administrator
Marinette County Jail
2161 University Drive
Marinette, WI 54143

In lower left-hand corner note: **RFP#15-040-52 - INMATE MEDICAL & MENTAL HEALTH SERVICES**

Proposal Must Include

Attachment A, Bid Proposal and Signature Sheet
Attachment B, Option A – Additional Mental Health Services
Attachment C, References – Page 1, 2 and 3
Attachment D, Statement of Understanding of Proposal
Attachment E, Addendum Sheet

Additional Data with Proposal

Vendors may submit, on the firm's letterhead only, additional data and information deemed advantageous to Marinette County. Consideration of such data and information is to be held optional to Marinette County.

Late Proposals

Formal proposals, amendments thereto, or requests for withdrawal of proposals received by Marinette County after time specified for opening will not be considered.

Vendor Supplied Information

All vendor-supplied materials, including the vendors' proposals, become the property of Marinette County. Any proposal / response and any all supporting materials submitted in conjunction with this request will become a public record, subject to public inspection.

Vendors are to list in their proposal any consultants or subcontractors that may be used in the provision of the services of this request. Marinette County's Jail Administrator must approve any subcontracted providers that are hired by the selected provider.

Withdrawal of Proposals

Any proposal may be withdrawn up until the date and time set for the deadline for the proposals, 4:00 p.m. local time, July 24, 2015. Any proposals not so withdrawn shall constitute an irrevocable offer for a period of 120 days or until one of the proposals has been duly accepted and Marinette County executes a contract, whichever occurs first.

Proposals Binding-120 Days

Unless otherwise specified, all proposals submitted shall be binding for One hundred twenty (120) calendar days following bid opening.

Oral Presentations

Marinette County may require oral presentations from selected vendors. If presentations are needed, the vendor will be contacted to arrange a date and time.

TERMS AND CONDITIONS**Responsibility of Marinette County**

Marinette County shall provide office space, appropriate furniture and equipment as exists in the MCJ medical office. A list of such equipment and supplies is attached and marked Schedule A.

It will be the responsibility of Marinette County to maintain and replace county provided equipment if maintenance or replacement is warranted due to normal usage, wear and tear. In the event of damage or replacement due to neglect or intentional misuse by the vendor, the vendor will be responsible for replacement or repair.

Responsibility of Vendor

It is the responsibility of the vendor to view existing equipment during the site visit, Wednesday, July 7, 2015.

The successful vendor at their expense shall be responsible for providing any and all additional furniture, fixtures, and equipment deemed necessary by the vendor to fulfill the requirements of service under this RFP.

Agreement Development

Any subsequent agreement between Marinette County and the successful vendor shall be governed by the laws of Wisconsin. The court of competent jurisdiction for this agreement shall be the Marinette County, Wisconsin, Circuit Court.

Contract

The successful vendor shall execute a contract with Marinette County incorporating the terms of this RFP and all or part of the vendor's proposal.

Contract Term/Duration

The period of performance contracted will be for a three (3) year period commencing March 1, 2016 at 12:01 a.m., and may be renewed or extended with an option of up to two (2) two-year renewal options at the County's discretion, for a potential contract term not to exceed seven (7) years.

Termination by County for Cause

If the vendor fails to fulfill its obligations under the contract resulting from this RFP in a timely and proper manner, or violates any of its provisions, County may thereupon have the right to terminate the agreement by giving thirty (30) days written notice of termination, return receipt required, specifying the alleged violations and effective date of termination. The contract may not be terminated if, upon receipt of the notice, the vendor cures the alleged violation within 30 days. In the event of termination, Marinette County will only be liable for services rendered and expenses incurred through the date of termination and not for the uncompleted portion and for any materials services purchased or paid for by the vendor for use in completing the contract.

Unrestricted Right of Termination by County without Cause

Marinette County further reserves the right to terminate this contract at any time for any reason by giving vendor a minimum of sixty (60) days written notice by return receipt mail of such termination. In the event of said termination, vendor shall not reduce its activities hereunder unless agreed in advance by Marinette County. The vendor will be paid according to the contract for services rendered through the date of termination.

Cooperation upon Termination

The vendor must cooperate with Marinette County in the event of termination so as to ensure that Marinette County can maintain continuity of service delivery.

Indemnification

The vendor shall indemnify, defend, and hold harmless Marinette County, the Sheriff, and their officers, agents, servants, and employees from any and all claims, suits, actions, costs, and fees arising from, growing out of, or connected with allegations of the negligent or willful or wanton performance of this Agreement, tortious disputes or claims of whatsoever kind involving employees of the vendor; however, the vendor will not be responsible for any claim arising out of: a.) Marinette County or its employees or agent intentionally preventing an inmate from receiving medical care ordered by the vendor or its agent or vendor; or b.) the negligence of Marinette County's employee or agent in promptly presenting an injured or ill inmate to the vendor for treatment if it should have been obvious to a non-medical individual that the inmate was in serious need of immediate medical attention.

Insurance Requirements

The vendor agrees that in order to protect itself and Marinette County, it will at all times during the term of this agreement maintain at least the following insurance coverage and limits:

<u>Coverage</u>	<u>Limits</u>
Medical Professional Liability	\$1,000,000 per loss \$3,000,000 aggregate
Comprehensive General Liability	\$1,000,000 per occurrence \$3,000,000 aggregate
Business Automobile	\$1,000,000 per occurrence \$3,000,000 aggregate
Worker’s Compensation (Employees Only)	Statutory Cov. A. \$500,000, \$500,000 liability

This insurance shall name the vendor, its employees, officers, agents, and independent vendors within the coverage and limits stated above. Said insurance coverage shall provide it will survive the termination of this Agreement and will provide coverage at any date a claim is made against any of the insured whether or not any relationship exists between Marinette County and the vendor. The vendor and its subcontractors shall also maintain, at their expense, Worker’s Compensation for all employees in the statutory amounts.

Certificates of Insurance: Within thirty (30) days of award, the vendor shall deliver to Marinette County certificates of insurance naming Marinette County and the Marinette County Sheriff as additional insured parties for each of the above specified types of insurance. Certificate shall be addressed to:

Jail Administrator
Marinette County Jail
2161 University Drive
Marinette, WI 54143

Changes In Insurance Coverage: The vendor shall notify Marinette County of changes in insurance coverage in writing within thirty (30) days, but under no circumstances will the types or amounts of coverage be changed without the prior written consent of Marinette County.

Insurance Rating: All of the above-specified types of insurance shall be obtained from companies that have at least a triple “A” rating in Best’s Guide or the equivalent.

Notice of Lawsuit

Within sixty (60) days of service of process, Marinette County or the Sheriff shall notify the vendor of any lawsuit involving the indemnification provided for above. Failure to provide such notice shall not relieve the vendor of its obligations to provide indemnification. However, Marinette County shall be responsible for any additional costs of defense incurred due to their failure to provide such notice within sixty (60) days.

Choice of Legal Counsel

The vendor shall provide coverage as provided in this Agreement and retains the right to choose legal counsel subject to the approval of the Marinette County Corporation Counsel. However, Marinette County may elect to defend against or to join as co-counsel in any claim or lawsuit in which Marinette County, the Sheriff or any agent, employee or officer of the Sheriff or Marinette County is involved without waiving the hold harmless and indemnification provisions set forth in the Indemnification section above.

Pricing Structure

MCJ proposal pricing shall be an annual lump sum amount using the Jail ADP (see section V.P. Average Daily Population for Pricing).

1. Monthly invoices shall be submitted by the vendor for one-twelfth of the proposed total lump sum amount during the term of this agreement and any extensions of the agreement.
2. Per Diem credit/cost adjustments for ADP shall not be made.

Billing / Payments

Vendor shall submit monthly invoices to MCJ for one-twelfth of the total lump sum amount during the term of this agreement and any extensions of the agreement.

Payment will be made by MCJ to the vendor within thirty (30) days of invoice receipt.

Transition and Implementation Plan

Each vendor must submit a comprehensive Transition Implementation Plan. The quality, breadth and depth of the Plan are critical to the success of the contract start-up and the conversion from current provider.

1. Plan Components – The plan must describe activities during the thirty (30) days prior to the initiation of on-site services in preparation for the start-up and for the first sixty (60) days of the contract implementation to ensure uninterrupted service delivery and continuity of care. The Plan must be approved by Marinette County. The Plan must address key aspects that are critical to the success of the transition.

Affirmative Action

Marinette County is committed to fulfilling its role as an Affirmative Action/Equal Opportunity Employer. Vendor must accept and comply with Executive Order 11246, as amended, and other federal laws requiring equal employment opportunity without regard to race, religion, color, national origin, sex, disability or veteran status.

Non-Discrimination

In connection with the performance of work under this contract, the vendor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wisconsin Statute S.51.01 (5)(a), sexual orientation, or national origin. This provision shall include, but not be limited to the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause [(Wisconsin Statutes S.16.765 (2).]

SCOPE OF SERVICES

Marinette County is requesting formal competitive proposals for the provision of on-site inmate medical services to provide health care services for the Marinette County Sheriff's Office, Jail Division. The health care services shall include health care personnel, direct medical and mental health services for inmates, and coordination of off-site medical care, hospitalization, dental and other services that may be needed. The successful firm shall be able to provide these services for the Marinette County Sheriff's Office Jail Division which has a capacity of 165 Adult inmates; average daily population for 2014 was 128.29 which includes Huber inmates.

This contract will primarily focus on services for the inmates and indigent/unemployed Huber (work release) inmates. The contract will also include the overseeing of all inmate medications within the Jail.

Inmate Medical and Mental Health Services – Base Service Plan

Vendor is to clearly define the services being provided and describe any minor changes that vendor feels are necessary. Vendor's responsibility hereunder as to each individual inmate/detainee of MCJ shall commence immediately upon the commitment of such person to the control of the Sheriff at the MCJ.

VENDOR REQUIREMENTS

As a part of the ensuing contractual agreement, the vendor shall:

- Deliver and maintain high quality, cost effective health care and mental health services. Implement policies, procedures, and protocols with clear objectives for the Marinette County Jail that meet the standards and requirements of Wisconsin Department of Corrections Administrative Code (Chapter 350), standards of the National Commission on Correction Health Care (NCCHC) and the American Correctional Association (ACA).
- Comply with all requirements of HIPAA to the extent that HIPAA applies to the Jail.
- It is mutually understood and agreed that an independent contractor relationship is established under the terms and conditions of the agreement; that employees of the selected provider are not nor shall be deemed employees of the Marinette County Jail and that employees of the Marinette County Jail are not nor shall be deemed to be employees of the selected provider.
- Operate the inmate medical and mental health care services program using Wisconsin licensed, certified, and professionally trained personnel to perform all aspects of conventional health in a correctional setting, including physicians, registered nurses, and licensed practical nurses as necessary.
- Provide a licensed physician or physician assistant available to provide consultation with Marinette County Jail Staff 24 hours/day, 7 days/week, 365 days/year, when healthcare staff is not present at the facility. A physician or physician assistant shall respond to requests within 15 minutes.
- Maintain a quality assurance program and provide information on the same. Monthly meetings shall be scheduled with vendor staff and Jail Administration to review issues, statistical information, suggested changes, and provide feedback about the medical services being provided by the vendor.
- Offer a comprehensive annual training program for medical and mental healthcare education for the Marinette County Sheriff's Deputies and Jail Staff. Training topics to be reviewed with the Marinette County Jail Administrator and will comply with the Administration Standards of the Wisconsin Department of Corrections, and standards of the National Commission on Correctional Health Care (NCCHC).
- Maintain an open, collaborative relationship with the administration and staff of the Marinette County Jail, and Marinette County Health and Human Services staff that provide services to Marinette County inmates.
- Conduct an ongoing health education programs for adult inmates. Topics shall include but not be limited to: personal hygiene, nutrition, alcohol and drug abuse, sexually transmitted diseases, effects of smoking and anger management.

- Operate the health services program in a humane manner with respect to inmate’s rights to basic healthcare services.
- Maintain confidential, complete and accurate records of care. Collect and analyze healthcare statistics on a daily basis for generation of monthly and annual reports. Analysis should include information that will assist all parties in justifying current services and identify any need for enhanced services. These and all records of care will be the property of the Marinette County Sheriff’s Office and will be maintained in accordance with Wisconsin Department of Corrections standards.
- Allow the Jail Administrator or designee total access to the onsite medical files, reports, schedules, grievances, charts, etc.

Staff Schedule

Vendor must provide adequate healthcare personnel required for the services listed in this request for proposal. Vendor is must provide the following staffing:

- Physician/Physician Assistant – two (2) hours on site every other week, 24/7 on-call.
- Nurses – on site coverage to include 40 total hours per week, with guaranteed 24/7 coverage.
- Wisconsin licensed Mental Health professional-on site coverage eight (8) hours per week.
- Healthcare and mental health staff response to requests within 15 minutes.
- Medical services contract manager on site supervisory visits at least once per month.
- Mental health services contract manager on site supervisory visit at least once per month.

The proposal must include a specific schedule including the number of positions, position titles, and number of hours (FTEs) worked by each position.

Staffing schedule and patterns must be maintained regardless of training needs, holidays, sick days, vacation or vacancies and shall be mutually agreed upon.

Personnel

All personnel shall be required to pass a background investigation conducted by the Marinette County Sheriff’s Office prior to placement at the job site. The cost of the background investigation will be the responsibility of Marinette County.

The successful provider’s staff shall also be subject to all security regulations and procedures of the Marinette County Jail.

Continued assignment of staff shall be subject to the approval of the Marinette County Sheriff’s Office through the Jail Administrator.

Only Wisconsin licensed, certified, and professionally trained medical personnel shall provide professional coverage.

The successful provider shall provide appropriate in-service training and education programs as required by law and/or license regulations for their staff. Vendor must provide comprehensive training to their staff on how to work effectively, professionally, and safely in a correctional facility.

All personnel shall comply with current and future state, federal and local laws, regulations, court orders, administrative regulations, administrative directive, and policies and procedures of the Marinette County Sheriff’s Office.

Required Services and Supplies

- Correctional staff currently completes the medical and mental health screening during the booking process. Those screenings must be reviewed within 72 hours by the vendor's medical staff. A medical and mental health plan will be documented by the vendor for each inmate as deemed necessary.

- A health appraisal examination must be completed by the vendor's qualified healthcare professional for each inmate within fourteen (14) days of an initial confinement. Examinations must be completed within the guidelines of the Wisconsin Department of Corrections Administrative Code standards of the National Commission on Correctional Health Care (NCCHC).

- The vendor shall obtain all prescription and non-prescription medications, medical supplies and other supplies. The jail physician shall order all medications and must maintain all administration records. Prescribing, dispensing, and administering of medications shall comply with all State and Federal laws and regulations. All costs will be the responsibility of the successful firm.

- The vendor's medical staff are responsible for making an initial review and set up a of the inmate's Medication Administrative Record (MAR). When staff is not on duty, jail personnel may set up the MAR for the inmate. Medical review will be completed by the vendor staff as soon practical.

- The vendor's medical staff when on site shall respond to inmate sick calls daily.

- The vendor's medical staff when on site shall make daily segregation and receiving cells visits daily.

- In addition, the vendor is required to provide the following medical services and supplies:
 - Pharmacy services to include the cost of all prescription and non-prescription over-the counter medications prescribed by a duly licensed prescriber. Prescribing, dispensing, and administering of medications shall comply will all State and Federal laws and regulations.
 - Pathology/radiology services
 - Medical staff when on site shall be available for crisis intervention services
 - Removal and proper disposal of medical waste
 - Other general health care services such oral screening, and emergency dental
 - Medical supplies
 - TB testing and assessment of all inmates that are still in the jail for 14 days or longer
 - Annual TB testing for the Marinette County Sheriff department staff
 - Doctor's orders in writing, including all standing orders
 - All medical and mental health services to inmates housed from other counties or government agencies
 - On-site emergency medical treatment to inmates
 - Healthcare services to pregnant inmates. Healthcare services for infants following birth and delivery are not the vendor's responsibility
 - Conduct an ongoing health education program for adult inmates and detainees. Health education includes patient education in self-care skill, posters and pamphlets. Topics shall include, but not limited to: personal hygiene, nutrition, AIDS, effects of smoking, anger management and similar education. Topics will be assessed based on the needs of the inmates and approved by Jail Administrator or designee.

- Provide training for Marinette County Sheriff Department employees offering a comprehensive program for continuing healthcare education of Sheriff Department staff. Training to include, but not limited to, First Aid, Blood Borne pathogens, Communicable diseases, Diabetes, Illicit Drugs & Effects, and similar topics.
- Vendor must provide procedures for handling inmate grievances.
- Stock first aid kits/emergency response kits, sharps disposal boxes, spill kits, protective gowns, booties, facemasks, and other similar supplies.

Vendor Responsibilities

Vendor is responsible for all of the following services and shall:

- Submit schedules and staffing patterns for all medical services that reflect coverage as per the agreement.
- Manage and maintain inmate medical records.
- Provide statistical and management reporting systems as required by Marinette County and Department of Corrections.
- Implement a Medical Grievance Procedure program.
- Submit copies of all employee evaluations annually to the Marinette County Sheriff's Department.
- Educate/train corrections staff and inmates.
- Complete an independent annual compliance evaluation.
- Adhere to Jail security procedures and codes of conduct.
- Maintain a collaborative working relationship with MCJ staff and with Marinette County's Health & Human Clinical Services staff providing services to MCJ.

Vendor is not responsible to provide the following services:

- Elective medical care to MCJ inmates. For purposes of the Agreement, "elective medical care" means medical care that, if not provided, would not, in the opinion of the vendor's medical doctor, cause the inmate's health to deteriorate or cause definite harm to the inmate's well being.
- Healthcare services for infants following birth and delivery.

INMATE MEDICAL & MENTAL HEALTH SERVICES – Optional / Alternate Service Plans

Vendor may include the following optional service packages as separate costs to their proposals. They must include a detailed description of the services being provided with each option.

- **Option A – Extended Mental Health Services**

As an option to Staffing – Vendor shall provide onsite mental health services for 12 hours per week. All other required services remain the same.

- **Option B – 24 Hours / Day Crisis Intervention**

As an option – Vendor shall provide 24 hours / 7 days/week, 365 days/year crisis intervention, when healthcare staff is not present at the facility. Qualified staff that meet the requirements to work with mentally ill patients per the NCCHC and ACA standards shall respond by phone within 15 minutes of initial contact, and within two hours in person.

- **Option C – Hospitalization**

Vendor will arrange and bear the cost of hospitalization related to medical services for an inmate who, in the opinion of the treating physician and/or vendor's chief medical officer or designee, requires hospitalization.

- Option D - **Alternate Service Plans**

Vendor may include alternate service plans as separate proposals. Any alternate proposal shall be reviewed by the evaluation committee using the same award criteria as in this proposal.

MANDATORY PROPOSAL REQUIREMENTS

Proposal Requirements

Minimum submission requirements include:

1. Table of contents.
2. Attachment A – Bid Proposal and Signature Page, Pages 16 & 17 should be completed and submitted with the proposal. Please make this the **first page** of your proposal package.

Attachment D, page 21 – Statement of Understanding of Proposal – must be completed and submitted with the proposal. Please make this the **second page** of your proposal package.

Attachment E, page 22 – Addendum Acknowledgement Sheet – should also be completed and submitted. Please make this the **third page** of your proposal package.

Attachment C “Vendor References”, Pages 1 – 3, on pages 18-20 of the proposal must be completed and submitted with the proposal package. Please make these **page #4-6** of your proposal package.

3. Copy of current certificate of insurance.
4. Brief history of the firm.
5. Proposal for the cost of base services. Options A – D are not mandatory, but will be reviewed in the same manner.
6. Comprehensive transition implementation plan.
7. Certification that the submitted proposal will remain valid from the proposal submission date for a period of 120 days.
8. Resumes for all key personnel to be assigned and actually provide services under contract with Marinette County.
9. Job descriptions of all staffing positions providing services under contract with Marinette County. All project personnel assigned by the vendor will be required to undergo a criminal history background check to be performed by the Marinette County Sheriff’s Department and must be approved by the Sheriff.
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 and title, agency (city, county, state, and federal), location with address and telephone number as well as facsimile number and e-mail address. Each contract must be identified as current or former. Locations must be included where services were provided even if no executed agreement was ever reached.
11. Minimum of three (3) references identified by the company with the information listed immediately above. Forms are included within this RFP for this specific purpose and must be submitted with the proposal. This information must be provided or the submission may be disqualified.

12. Full disclosure of all lawsuits and claims filed against the vendor, or its predecessors, in the past 48 calendar months.
13. A list of the vendor's standard coverage for insurance including liability and malpractice.
14. A list of specific provisions that need to be included in the contract or a copy of vendor's standard contract if available.

Proposal Format

Vendor submissions should be formatted in the sequence listed in the Mandatory Proposal Requirements - Proposal Requirements Section (page 12). Any supporting documentation the vendor feels should be included to support their response should be added after the required documentation.

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 of the RFP may result in disqualification. Marinette County reserves the right to reject any and all submittals or to waive minor defects or irregularities in any submittal. By submitting a proposal, the vendor agrees that Marinette County's decision concerning any submittal is final, binding, and conclusive upon it for all purposes, and acknowledges that Marinette County in its sole and unqualified discretion may waive or deviate from the procedures and/or timetable described in the RFP. All materials submitted become the property of Marinette County and may be available to the public.

Implied Requirements

Products and services that are not specifically addressed in this RFP but which are necessary to provide functional capabilities proposed by the respondent must be included in the proposal.

AWARD CRITERION

Award shall be made to the vendor whose proposal is determined to be in the best interest of Marinette County, taking into consideration cost and 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 - 10%
 - 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. Experience & qualifications of firm and assigned staff - 25%
 - a. Experience of firm
 - b. Qualifications of personnel
 - c. Experience of personnel
3. Reasonableness of cost estimates - 45%
 - a. Annual lump sum cost
 - b. Unit cost for any other services as may be proposed by the vendor
 - c. Evidence of efficient use of resources
 - d. Total cost of each service option
4. Services - 10%

- a. Ability to commence March 1, 2012
 - b. Plan for transition
 - c. Detail and responsiveness of the Transition Implementation Plan
5. References / Client Lists - 10%

AWARD PROCEDURES

Conditions of Award

The County of Marinette, through its duly authorized agents reserves the right to reject any or all proposals, to waive all technicalities and to accept the proposal deemed most advantageous to Marinette County. All vendors, by submission of their respective proposals, agree to abide by the rules, regulations, and procedures of Marinette County. An intent to award will not be made and agreement will not be executed until Marinette County, at its sole discretion, accepts a proposal.

Disqualification

Award will not be made to any person, firm, or company in default of a contract with Marinette County, or to any vendor having as its sales agent, representative or any member of the firm, any individual previously in default or guilty of misrepresentation.

Notice of Acceptance

Marinette County will notify the selected vendor as soon as practical of the selection. Written notice of award to vendor in the form of a letter, contract or otherwise, mailed or delivered to the address shown on the proposal will be considered sufficient notice of acceptance of proposal.

Proposal Results

Vendors may secure information pertaining to results of the proposals by request in writing to Marinette County Jail Administrator, Monday through Friday, between 8:00 a.m. and 4:00 p.m.

EXHIBIT A
MEDICAL EQUIPMENT AT THE JAIL FACILITY

- One (1) exam table
- One (1) stool
- One (1) small refrigerator
- One (1) scale
- Two (2) medical carts
- One(1) computer, printer and fax
- One (1)Medtronic AED
- One (1) Pulse Oximeter
- Two (2) Wheel Chairs
- One (1) Shower Chair

ATTACHMENT A
RFP#15-040-52 - INMATE MEDICAL & MENTAL HEALTH SERVICES
BID PROPOSAL AND SIGNATURE PAGE

VENDOR _____

(There will be no per diem credit/cost adjustments for ADP)

Base Amount for Health Care Services per the specifications provided in this request for proposal:

2016_____	Rate for Dr._____	Nurse_____
2017_____	Rate for Dr._____	Nurse_____
2018_____	Rate for Dr._____	Nurse_____

Option A – Extended Mental Health Services (detailed description of services provided must be attached):

2016_____

2017_____

2018_____

Option B – 24 Hours / Day Crisis Intervention (detailed description of services provided must be attached):

2016_____

2018_____

2019_____

Option C – Hospitalization (detailed description of services provided must be attached):

2016_____

2017_____

2018_____

Option D – Alternate Service Plans (detailed description of services provided must be attached):

2016_____

2017_____

2018_____

We, the undersigned, propose to provide inmate healthcare services to the inmates of the Marinette County Jail at the pricing listed above:

Provider: _____

Address: _____

Telephone: _____

Signer: _____ **Title:** _____

Printed Name: _____ **Date:** _____

ATTACHMENT D
RFP#15-040-52 - INMATE MEDICAL & MENTAL HEALTH SERVICES
STATEMENT OF UNDERSTANDING OF PROPOSAL

Vendor name

Vendor's address

City

State

Zip code

Contact person's name & position

Contact person's e-mail address

Vendor's Phone number

Vendor's Fax Number

We have read the County's Request for Proposals (RFP) for RFP#15-040-52 Inmate Medical and Mental Health Services and fully understand its intent. We certify that we have adequate personnel, equipment, and license to perform said services. We understand our ability and fitness to perform shall be judged solely by Marinette County. In addition, we certify that:

- (a) Our proposal is not made in the interest or on behalf of any person not named therein;
- (b) We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing;
- (c) We have not in any manner sought by collusion to secure an advantage over any other vendor;
- (d) We have thoroughly examined the RFP requirements, and our proposed fees cover all costs for service/equipment we have proposed; and
- (e) We acknowledge and accept all the terms and conditions included in the RFP

Signature of Vendor or Vendor's Representative

Date

ATTACHMENT E
RFP#15-040-52 - INMATE MEDICAL & MENTAL HEALTH SERVICES
ADDENDUM ACKNOWLEDGEMENT SHEET
(If Addendums exist for this project, please sign, date, and submit with Proposal.)

The undersigned acknowledges receipt of the following addenda:

Addendum #1 _____	Initials _____
Addendum #2 _____	Initials _____
Addendum #3 _____	Initials _____
Addendum #4 _____	Initials _____
Addendum #5 _____	Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the response to proposal from the plans and specifications and have checked the same in detail before submitting to Marinette County.

Name _____
Signature _____

Date _____

All vendors are responsible to check for addenda, posted on the county website at www.marinettecounty.com, for this project prior to the due date. No notification will be sent if addenda are posted unless there is an addendum within three (3) business days of RFP due date.

All vendors receiving initial notification of project will be notified by Marinette County of all addenda issued within three (3) business days prior to due date. If a RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. A new RFP response must be submitted by vendor if addendum affects costs.

Vendors that do not have internet access are responsible to contact Marinette County at 715-732-7419 to ensure receipt of addenda issued. RFPs that do not acknowledge addendums may be rejected.

All RFPs submitted shall be sealed. Envelopes are to be clearly marked with required information. Sealed RFPs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.