

**REQUESTS FOR PROPOSALS**  
**for**  
**INMATE MEDICAL SERVICES**  
**for**  
**Sauk County Jail**

Baraboo, Wisconsin

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## GENERAL INFORMATION AND REQUIREMENTS

Sauk County Sheriff's Department is requesting sealed proposals to provide inmate medical services for the detainees housed in the Sauk County Jail, located at 1300 Lange Court, Baraboo, Wisconsin, 53913.

### Submission of Proposals

One original and 2 copies of the sealed proposal must be delivered to:

Sauk County Sheriff's Office  
Attn: Lewis Lange  
1300 Lange Ct  
Baraboo, WI 53913

**Sealed proposals must be delivered no later than 4 PM on November 7, 2016.** 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 "Inmate 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 (November 8, 2016) at (9:00 AM) at the Sauk County Law Enforcement Center. 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 health care delivery system at the jail facility.

### Other Information

Sauk 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 Sauk County.

### Contacts

Questions concerning this Request for Proposal must be directed to:

Lt. Lewis Lange  
1300 Lange Court  
Baraboo, Wisconsin, 53913  
608-355-3482

[llange@co.sauk.wi.us](mailto:llange@co.sauk.wi.us)

The deadline to submit questions is October 28<sup>th</sup>, 2016 at 4:00 PM.

## **I. Project Overview**

Sauk County Jail is requesting sealed proposals from individuals, firms, partnerships and corporations having specific experience in providing inmate medical services to county jail detainees. These correctional healthcare services include onsite RN coverage of 104 hours per week, onsite Doctor once a week, organization of medical records, direct medical health services for inmates, and coordination of off-site medical care, hospitalization, dental and other services that may be needed. The ability to conform to all necessary requirements outlined in WI Administrative Code DOC 350 as it relates to health care of inmates.

The successful vendor will provide correctional healthcare services for the detainees housed at the Sauk County Jail and Huber Facility located at 1300 Lange Court, Baraboo, Wisconsin, 53913. The facility houses male and female detainees and has an average daily population of 167. There are approximately 131 county inmates, and 36 out of county inmates housed at this location. Currently, the medical unit is operated between the hours of 7:00 am and 10:00 pm, Monday through Friday, as well as 12 hours each weekend day.

## **Objective**

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

1. To deliver high quality detainee health care services that complies with the standards of the National Commission on Correctional Health Care (NCCHC), all applicable state statutes, and WI administrative Code.
2. To operate the health care program in a cost-effective manner with full reporting and accountability to Sauk County.
3. To operate the health care program using only licensed, certified and professionally trained personnel.
4. To implement a written health care plan with clear objectives and site specific policies and procedures.
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 health care program in a humane manner with respect to the detainees' right to basic health care services.

## **II. Scope of Services**

The vendor will implement policies, procedures and protocols that meets the standards and requirements of the NCCHC or ACA and shall perform all work in a manner consistent with the jail's administration policies and other relevant laws of the State of Wisconsin. The vendor must also comply with all requirements of HIPAA to the extent that HIPAA applies to the jail.

- Physician Services: Provide on-site physician services with the physician acting as the Site Medical Director and responsible for all medical decisions. Physician will remain on-site as long as necessary to complete all medical duties and work with medical staff.
- Nursing Services: Provide nursing on-site up to 104 hours weekly. The nurse will conduct sick call, triage medical requests, coordinate off-site treatment and services, medication management and records management.
- Pharmaceuticals: Order and Pass pharmaceuticals and over-the-counter medications appropriate for the correctional environment. Medications and treatment for HIV/AIDS, Multiple Sclerosis, Hepatitis, Cystic Fibrosis, Biologicals, Anti-Rejection and Court Ordered procedures will remain the responsibility of the County. Provider will be responsible to manage pharmaceutical inventory, ordering, medication set-up and distribution during work hours.
- On- & Off-Site Services: Provide all on- and off-site services including but not limited to hospital services, laboratory, x-ray, consults, specialty services and emergency transportation services up to a specified Capped Liability Limit. (NOTE: A Capped Liability Limit specifies the dollar amount that the vendor is responsible for aggregate monthly with the Sheriff 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.) Please insert the dollar amount the County prefers.
- Dental Services: Provide dental referrals to offsite dentist if needed for emergency dental treatment.
- Manage and maintain all detainee medical records separate from the jail records of the detainee. The Sheriff is the owner of the medical records.

- Provide required documentation of detainee medical care as required for the jail to post detainee co-pay charges to detainee accounts.
- Provide management services including but not limited to Utilization Management and Risk Management.
- Provide, analyze and report medical statistics and overview of medical program on a time frame as established by the vendor and the Sheriff.
- Adhere to jail security policies and procedures.
- Provide a minimum of 4 hours annual medical training to all jail staff.
- Value Added Services – outline any value added services your company will provide.

### **III. Vendor Requirements**

Vendor's responsibility shall commence immediately upon the Sheriff taking control of said person. This takes place once jail staff accept custody of an inmate from the arresting agency.

Vendor will provide on-site emergency medical treatment to detainees, jail staff and visitors as needed and appropriate.

Vendors will provide on-site medical care to any pregnant detainees 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 detainees. 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 detainee's health to deteriorate or cause definite harm to the detainee's well-being.

### **IV. Mandatory Proposal Requirements**

Minimum submission requirements include:

1. Company Information  
Firm name, address, telephone number, fax number, and primary contact
2. Corporate History  
Brief history of firm
3. Qualifications  
A narrative statement specifying why your firm believes it is especially qualified to undertake this project. Include resumes of key personnel who will oversee this project.
4. Scope of Services  
Examples of specific knowledge and expertise related to this type of project.
5. Transition Plan  
Firm must provide information regarding transitioning over to a managed healthcare company.

6. Job Descriptions  
Job descriptions for all staffing positions providing services under contract with Sauk 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.
7. Education and Training  
Provide information on continuing education and training for correctional officers, staff, and inmates.
8. References  
Provide listing of all clients current and previous with county name, reference, title, telephone number, and ADP. Please note date of contract start and if no longer a client, the termination date. Provide a listing of sites that your company has followed in another vendor. (For example, Main County previously had "ABC vendor" prior to "Our Company" obtaining the contract.) This information must be provided or the proposal may be disqualified.
9. Lawsuits and Claims  
Full disclosure of all lawsuits and claims finalizing with an award against your firm in the past 24 calendar months.
10. Insurance  
A list of the vendor's standard coverage for insurance including liability and malpractice.
11. Value-Added Services  
Provide list of any "Value Added" services that may be available to the Jail/County through the vendor.

## 12. Cost Proposal

Breakdown cost options for each service.

### Proposal Format

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

### Pre-Bid Conference and Site Visit

A mandatory Pre-Bid Conference and Site Visit is scheduled for (October 21, 2016) starting at (0900). Interested vendors planning on attending should notify (Lewis Lange) by (October 14<sup>th</sup>, 2016) with the company name and the names of those planning on attending. Proposals will 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 the Request for Proposal. Failure to comply with all provisions may result in disqualification. Sauk 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 as determined in accordance with the evaluation criteria, policies, and procedures solely identified by the Sheriff. The determination of services to be provided by the selected vendor shall be at the sole discretion of the Sheriff. Sauk 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 Sauk County's decision concerning submittal is final, binding, and conclusive upon it for all purposes, and acknowledges that Sauk 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 Sauk 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 Sauk County with a Certificate of Insurance indicating proof of the following insurance from companies licensed in the State of Wisconsin:
  - 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. Commercial General Liability with a minimum of \$1,000,000 per occurrence / \$1,000,000 aggregate combined Single Limit for Bodily Injury and Property Damage Liability.
  - C. Automobile Liability with a minimum limit of \$1,000,000 per loss and \$3,000,000 aggregate.
  - D. Professional Liability with a minimum limit of \$1,000,000 covering the Provider and all physicians, nurses, etc... assigned or authorized by Provider under this agreement.
  - E. Civil Rights Insurance with a minimum limit of \$1,000,000 per occurrence/ \$3,000,000 aggregate.
2. Such insurance shall include a ninety (90) day notice to the county prior to cancellation or material policy change. The notice given shall be given to Sauk County, 1300 Lange Court, Baraboo, Wisconsin, 53913.



3. The contractor shall be required to hold harmless, defend and indemnify Sauk 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.

## **V. Award Criterion**

Award shall be made to the vendor whose proposal is determined to be in the best interest of Sauk 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. Detainee per diem
  - c. Value Added Services to offset costs
  - d. Total costs with breakdown of individual services.
5. Services
  - a. Understanding of services required
  - b. Ability to commence (January 1, 2017)
  - 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

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