



La Crosse County

Request for Proposal

Jail and Juvenile Detention Medical Services

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Section 1 General Information

1.1 Project Overview

La Crosse County Jail is requesting proposals from individuals, firms, partnerships, and corporations having experience in providing inmate medical services specifically to the county jail inmate and Juvenile Detention population. The Jail currently houses male and female inmates and has an average daily population (ADP) of 200 inmates. The Juvenile Detention Center average daily population (ADP) of 18 juveniles.

The jail is located with the Law Enforcement Center (LEC) at
333 Vine Street
La Crosse, Wisconsin

The Juvenile Detention Center (JDC) is located on the 4th floor of the Health & Human service Building which across 4th street from the LEC:
300 North 4th Street
La Crosse, WI

1.2 Objective

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

- 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.
- To operate the health care program in a cost-effective manner with full reporting and accountability to La Crosse County.
- To operate the health care program using only licensed, certified and professionally trained personnel.
- To implement a written health care plan with clear objectives and site specific policies and procedures.
- To maintain an open and collaborative relationship with the administration and staff of the jail.
- To maintain complete and accurate records of care and to collect and analyze health statistics on a regular basis.
- To operate the health care program in a humane manner with respect to the detainees' right to basic health care services.

This is a 60 month contract with a contractual start date of October 3, 2018.

1.3 RFP Schedule

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on its web site.

Activity	Time	Date
RFP released		6/27/19
Vendor Conference	10 am	7/11/19
Submission of proposals	10 am	7/24/19
Vendor Interviews		7/26/19
Committee Approval *		8/7/19

*Please note that this is the scheduled date as of the release of this RFP. It is the vendor's responsibility to be aware of Committee Meeting times and dates. This information can be accessed on the County web site at <http://www.co.la-crosse.wi.us> via clicking on the Header "Meeting Minutes / Agendas" or by contacting the County Clerk's office at 608-785-9623.

1.4 Vendor's Conference

A pre-proposal meeting and jail tour is scheduled for Wednesday, July 11th at 10 am in the following location:

La Crosse Law Enforcement Center
333 Vine Street
La Crosse, WI

Please enter the building through the Southeast corner (Flags mark the entrance). You will need to pass through a metal detector. Proceed to the Sheriff's Department and ask for Bryan Jostad. Two public parking ramps are located along 3rd Street (borders the LEC to the West). One is directly across 3rd street the other is 1.5 blocks to the South of the LEC.

1.3 RFP location and amendments

This RFP is posted on the La Crosse County web site. The County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site. It is the vendor's responsibility to be aware of amendments that are posted on the web site. The address is:
<http://www.co.la-crosse.wi.us>

1.4 La Crosse County Contact information

Questions should be addressed to:

Bryan Jostad, Finance Department, 608-785-5879

Section 2 Submission of Proposals

2.1 Submitting the Proposal

All proposals shall be submitted in complete original form. No faxed or emailed proposals will be accepted. Proposals shall be sealed and marked "Inmate Medical Services". Vendors shall submit one (1) copy of their proposal in a paper form and one (1) copy in an electronic format such as a CD or jump drive.

Sealed Proposals must be delivered no later than 10 am, July 24, 2018 to:

**Bryan Jostad
Finance Dept, Suite 2500
212 North 6th Street
La Crosse, WI 54601**

Proposals received after the above date and time will be returned unopened.

2.2 Opening of Proposals

The proposals will be publicly opened at 10:05 am, July 24, 2018 in the following location:

**Finance Dept, Suite 2500
212 North 6th Street
La Crosse, WI 54601**

At that time, the names of vendors who properly submitted proposals will be announced. Announcement of the names of the vendors who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

Section 3 – Vendor Qualifications

3.1 Vendor Information

- A. Letter of introduction that includes name of contact person and contact information (email address, phone number, etc.), no more than two (2) pages.
- B. Provide client agency name, contact name, title, address, and phone number of references from at least three clients that have been, or are currently being provided similar service within the last five (5) years.

3.2 Relevant Experience

- A. Experience providing inmate medical services
- B. Experience providing juvenile medical services

3.3 Organization and Key Personnel

- A. Organizational Structure / Hierarchy
- B. Responsibilities and relevant qualifications of key personnel providing services

3.4 Lawsuits and Claims

Full disclosure of all lawsuits and claims finalizing with an award against your firm in the past 36 calendar months.

3.5 Insurance

A list of the vendor's standard coverage for insurance including liability and malpractice.

3.6 Education and Training

Provide information on continuing education and training for correctional officers, staff, and inmates.

3.7 Staff Recruitment

Explain method for recruiting and hiring staff for the facility; attach job descriptions.

Section 4 Scope of Work

Vendors shall describe their approach to provide the following as described herein, including, but not limited to:

Biomedical Waste Disposal: The County will be responsible for the provision of and cost of biomedical waste disposal services *for the medical unit* at the facility. Typical biomedical waste expected in the medical unit would be bandages, dressings, gloves, hypodermic needles, laboratory containers, sharps, and syringes.

Dental Care: The vendor will provide dental hygiene instruction to the inmates. The vendor will also provide dental triage screenings in accordance with criteria established by a licensed dentist for the purpose of identifying inmates in need of serious dental services. When appropriate, the vendor will coordinate off-site dental care.

Elective Care: The vendor will not be responsible for providing elective care to inmates. “Elective care” is care which, if not provided, would not, in the opinion of the vendor’s practitioner (a licensed practitioner employed by the vendor), cause the inmate’s health to deteriorate, or cause harm to the inmate’s well-being. Decisions concerning elective care should be consistent with the applicable American Medical Association (AMA) standards.

Electronic Medical Records The electronic medical records shall be an option to add to the overall medical program.

Emergency Care: When the vendor’s medical staff is on-site, in addition to providing emergency medical treatment for inmates, the vendor’s medical staff must also provide emergency medical treatment for facility staff, subcontractors, and visitors who become ill or injured while on the premises.

Medical Claims Re-pricing: The vendor will be responsible for the re-pricing of medical claims. Once claims are received, the vendor will calculate the applicable discount (if any) and confirm the integrity of the claim prior to payment.

Medical Equipment (durable): The County will remain financially responsible for durable medical equipment, which includes an exam table, exam stool, small refrigerator, and scales

Medical Records: Inmate medical records will at all times be the property of the sheriff. The vendor will employ a medical records clerk who will, at a minimum, manage and maintain the medical records for each inmate who has received healthcare services at the facility. The vendor will keep information contained within the medical records confidential, and must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), to the extent that HIPAA applies to the facility. Medical records will be kept separate from the inmate’s confinement records. A complete copy of the inmate’s medical records will be available to accompany each inmate who is transferred

from the facility to another location for off-site services, or transferred to another institution.

Medical Supplies (disposable): The vendor will provide for inmates disposable medical supplies intended for one-time use, which does not include durable or reusable medical supplies. Disposable medical supplies expected to be in the facility's medical unit includes, at a minimum, tongue blades, Band-Aids, gauze pads, medical tape, sterile water, saline, pregnancy tests, blood sugar strips, peak flow mouth pieces, O2 tubing, urine test strips, syringes, gloves, med cups, lancets, ammonia ampules, cotton-tip applicators, and alcohol preps.

Mobile and/or Off-Site Services: When mobile and/or off-site services are required for medical reasons, the vendor will arrange for those services for inmates in accordance with the facility's policies and procedures. Mobile services may include laboratory and X-ray services. Off-site services may include consultation services, diagnostic testing, hospital services, ambulance transportation, and/or specialty services (medical services that require a physician to be board-certified in a specialty, such as gynecology). The pool will pay for those services.

Non-medical Care of Inmates: The vendor will **NOT** be responsible for providing or paying for any other personal (non-medical) needs of the inmates, including, but not limited to: daily housekeeping services; dietary services, including special supplements, liquid diets, or other dietary needs; building maintenance services; facility cleaning for ectoparasites; personal hygiene supplies and services; clothing; and linen supplies.

Nursing Services: The vendor must provide on-site nursing services (Jail) 24 hours per day / 7 days per week, and develop a plan for making up hours worked over or under the contracted amount.

Office Equipment (durable): The county will provide the vendor use of county-owned office equipment and all of the necessary utilities in the facility's medical unit, including a locking file; paper punch; staple remover; stapler; cabinet for storing medical supplies such as Band-Aids; computer; fax machine; copier / printer; and toner.

Office Supplies (disposable): The County will provide disposable office supplies, including medical charts, paper, pens, staples, and Post-It notes which are required for the provision of inmate healthcare services.

On-Site Testing: The vendor will provide for inmates on-site laboratory testing to include finger-stick blood sugar checks and urine dipstick checks for pregnancy or infection. As needed, the vendor will also provide basic physical examinations for potential inmate workers to ensure the inmate is physically capable of performing assigned work duties. Additionally, the vendor will also provide tuberculosis (TB) skin tests for inmates. The vendor will be financially responsible for the cost of the inmates' TB serum and related supplies. Separately, the vendor will provide TB skin tests for the facility staff. In this case, the county will be financially responsible for the cost of TB serum and related supplies.

Pharmacy Services: The vendor must provide pharmaceuticals including prescription medications, prescribed over-the-counter medications, and psychotropic medications, which are appropriate and safe for the uniqueness of a correctional environment. While all medically necessary medications must be provided by the vendor, payment for pharmaceuticals will come from an annual pool of money. Additionally, all court-ordered medications and treatment will be paid for by the county. Medications related to these treatments will be defined in accordance with medical literature. The vendor will order medication, manage the pharmaceutical inventory, set-up medication, and distribute medication, all during the medical staff's hours on-site. The vendor will also develop and implement a plan for using an inmate's home medications which are brought into the facility. The vendor's plan must include a medication verification procedure.

Policies and Procedures: The vendor will assist the county in drafting and implementing facility-specific medical policies, procedures, and protocols based on the National Commission on Correctional Health Care (NCCHC) and/or American Correctional Association (ACA) standards and the facility's capabilities. Policies, procedures, and protocols will at all times be the property of the facility. The vendor will perform all work in a manner consistent with the facility's policies and procedures, including those which are non-medical.

Practitioner Services: The vendor must provide weekly on-site practitioner services in which the practitioner will remain on-site until all necessary treatment and duties are completed. The practitioner will serve as the facility's medical director and as such, will be responsible for all medical decisions regarding inmates at the facility. A practitioner must be available by telephone to the facility's correctional and medical staff 24 hours a day, 7 days a week.

Pool: The vendor shall provide an annual pool of money to be used for pharmaceuticals, in and out patient hospital services, specialty services, radiology, dental services, lab, and x-ray and ambulance service.

Pregnant Inmates: The vendor will be expected to provide on-site medical services to pregnant inmates, but will not be responsible for providing medical services to an infant following birth.

Prison Rape Elimination Act of 2003 (PREA): The vendor will comply with PREA, applicable PREA standards, and the facility's policies related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within the facility. The vendor will acknowledge that, in addition to self-monitoring, the facility may conduct announced or unannounced monitoring to include on-site monitoring.

Security: The County will at all times be responsible for the physical security of the facility and the continuing security of the inmates. As such, the vendor acknowledges the county's right to screen the vendor's proposed staff to ensure they will not constitute a security risk. The county will have final approval of the vendor's employees in regard to issuing any security or background clearance.

Section 5 How to respond to this RFP

5.1 Provide the requested information in Sections 3 and 4 organized and clearly marked.

5.3 Provide Cost Schedule per section 7

Section 6 Evaluation of Proposals

6.1 Evaluation Criteria

La Crosse County will evaluate the proposals using the criteria described below.

Category	Points
Vendors Qualifications	100
Scope of Work	100
Cost	100
Initial evaluation Total	300
Interview	300
Grand Total	600

6.2 Initial Evaluation

Each proposal shall receive an initial review by an evaluation team. The highest scoring vendors; up to 3; shall be requested to meet with the evaluation team for an interview. **Since the interview date is so close to the proposal due date vendors may call or email Bryan Jostad at 608-785-5879 or bjostad@lacrossecounty.org to schedule a specific interview time on July 26th. Vendors may schedule the interview any time after the RFP has been released.**

6.3 Vendor Interview

Vendor interviews are scheduled for July 26, 2018. Vendors must be available to interview at that time. Interviews will be 60 minutes in length.

Section 7 Cost Schedule

7.1 Vendors shall provide a cost / cost formula for the Inmate Medical Services that is clear and understandable.

7.2 Vendors shall provide a cost / cost formula for the Juvenile Detention Center that is clear and understandable.

Section 8 – Conditions of RFP

- 8.1** The County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.
- 8.2.** The County reserves the right to re-issue any requests for proposals.
- 8.3** Upon the selection of a finalist vendor, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the County, for any reason, is unable to reach a final agreement with this vendor; the County reserves the right to reject such vendor and negotiate a final agreement with the vendor who has the next most viable proposal. The County may also elect to reject all proposals and re-issue a request for proposal.
- 8.4** Clarification of proposals: The County reserves the right to obtain clarification of any point in a vendor's proposal or obtain additional information.
- 8.5** The County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the County.
- 8.6** The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.
- 8.7** The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.
- 8.8** To the extent permitted by law, it is the intention of La Crosse County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of La Crosse County. At that time, all proposals will be available for review in accordance with Wisconsin Public Records Law.
- 8.9** The selected vendor shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.
- 8.10** No reports, information, or data given to or prepared by the firm under contract shall be made available to any individual or organization by the firm without the prior written approval of the County.
- 8.11** Should the selected vendor merge or be purchased by another individual or firm contract continuation would be at the County's option.
- 8.12** The Vendor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Purchaser, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Vendor, or its (their) agents and / or sub-contractors which may arise out of or connected with activities covered by this contract.
- 8.13** Vendor agrees that in order to protect itself as well as La Crosse County, its officers, Boards, and employees under the indemnity provisions set forth in the paragraph (3.11) above, Vendor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in Wisconsin Statutes, the types of insurance coverage and minimum amounts shall be as follows:
- Workers' Compensation: minimum amount statutory

- Comprehensive General Liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage
- Professional Liability (if applicable); minimum amount \$1,000,000
- Excess Liability coverage: \$1,000,000 over the General Liability

La Crosse County shall be given sixty (60) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the Vendor will furnish Purchaser with written verification of the existence of such Insurance. In the event of any action, suit, or proceedings against Purchaser upon any Matter herein indemnified against, Purchaser shall within five (5) working days cause notice In writing thereof to be given to Vendor by certified mail, addressed to its post office Address. Purchaser shall cooperate with Vendor and its attorneys in defense of any Action, suit or other proceedings.

End of RFP Document