

**REQUEST FOR QUALIFICATIONS
FOR
COMPREHENSIVE INMATE HEALTH CARE SERVICES
TO BE FURNISHED TO THE
PACIFIC COUNTY Jail
South Bend, WA**

Pacific County Sheriff's Office Request for Qualifications for Inmate Health Care Services at the Pacific County Jail.

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions must be received by the County of Pacific (the "County") at the Sheriff's Office at 300 Memorial Drive in South Bend, WA by December 13, 2021 at 1:00 P.M.

PURPOSE

The purpose of this Request for Qualifications is to solicit interest from qualified firms and/or individuals to provide inmate health care services for the Pacific County Jail. A qualified firm and/or individual will be selected through a fair and open process at the sole discretion of the County as recommended by the Sheriff's Office.

PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS

Two (2) copies of the qualifications must be submitted to the Pacific County Sheriff's Office, c/o Jail Superintendent Corey Flynn, P.O. Box 27 South Bend, WA 98586. Submissions must be submitted in a sealed envelope with the name of the firm or individual submitting the qualifications clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above referenced due date and time. Submission by fax, telephone or email are not permitted. The final selection shall be made at the sole discretion of the County.

All questions regarding the Request for Qualifications should be made in writing to Jail Superintendent Corey Flynn at P.O. Box 27 South Bend, WA 98586.

CRITERIA FOR EVALUATION OF QUALIFICATIONS

Each response shall be evaluated to determine if the respondent meets the qualification criteria of the solicitation and if the technical specifications in the response are acceptable. Discussions may be held with individual respondents who meet the qualifications and experience criteria in order to clarify any technical specifications in their response.

The responses to the RFQ will be evaluated for content based on the proposer's qualifications (i.e., organization's history and background), the proposer's financial capability to perform the requirements outlined in the RFQ, the merits of its proposed program of services related to the delivery of comprehensive inmate health care services (technical specifications) and the cost considerations associated with their response. The ultimate award, when made, will be awarded to the organization determined by the County, at its discretion; taking into consideration the proposer's qualifications and proposed program of services. However, the County reserves the unqualified right to award this contract to the individual or entity they feel are best suitable to furnish Comprehensive Inmate Health Care Services for the Pacific County Jail.

In addition, the County may elect to negotiate specifications, terms and conditions, including final contract price with one or more of the proposers receiving favorable consideration, all at the sole discretion of the County.

COLLUSION AMONG RESPONDENTS

Multiple responses from an individual, firm, partnership, corporation or association under the same or different names are subject to rejection unless specifically permitted in the solicitation. Reasonable grounds for believing that a respondent has an interest in more than one response for the work contemplated may result in rejection of all responses in which the respondent is interested. Any or all responses will be rejected if there is any reason for believing that collusion exists among the respondents. Participants in such collusion may not be considered in future bids or proposals for the same work. Each respondent, by submitting a response, certifies that it is not a party to any collusive action. Nothing in this section will preclude a firm acting as a subcontractor to be included as a subcontractor for two or more prime contractors submitting a response for the work.

EXPENSES INCURRED IN PREPARING RESPONSE

The County of Pacific accepts no responsibility for any expense incurred in the preparation and presentation of a response. Such expense is to be borne exclusively by the respondent.

QUALIFICATION OF RESPONDENTS

Each respondent may be required, before the award of any contract, to show to the satisfaction of the County that it has the necessary facilities, ability, credentials, licensing, and financial resources to furnish the services herein specified in a satisfactory and professional manner. The respondent may also be required to show past history and references which will enable the County to be satisfied as to the respondent's qualifications (see Respondents Response Requirement section below). Failure to qualify according to the foregoing requirements will justify response rejection by the County.

DEPARTMENT STATUS

By submitting a response, the respondent certifies that it is not currently debarred from submitting requests for qualifications contracts with Pacific County, Washington or any political subdivision or agency of the state of Washington, and is not an agency of any person or entity that is currently debarred from contracting with Pacific County, Washington or any political subdivision or agency of the state of Washington.

OBJECTIVES OF THE RFQ

Each respondent to the RFQ will be evaluated as to its achievements and compliance with the following stated objectives:

1. To deliver high quality health care services that can be audited against established standards.
2. To operate the health care program in a cost-effective manner with full reporting and accountability to the Sheriff and or his designate.
3. To operate the health care program at full staffing and use only licensed, certified, and professionally trained personnel.
4. To implement a written health care plan with clear objectives, policies, and procedures for annual evaluation of compliance.
5. To operate the health care program in compliance with standards established by the National Commission on Correctional Health Care (NCCHC).
6. To maintain an open and cooperative relationship with the administration and staff of the Pacific County Jail.
7. To provide a comprehensive program for continuing staff education at the Pacific County Jail.
8. To maintain complete and accurate records of care and to collect and analyze health statistics on a regular periodic basis.
9. To operate the health care program in a humane manner with respect to the inmate's right to basic health care services.
10. To provide for fair and objective negotiation that will result in a mutually satisfactory contract between the successful proposer and the Pacific County Jail.

RESPONSE REQUIREMENTS

The County requires respondents to meet the following requirements. Failure to meet each of these requirements will result in the Respondent's disqualification from further consideration.

Responses, including all appropriate documentation, should be provided for each requirement in the order the requirement is listed hereafter.

1. The respondent should be an organization capable of providing comprehensive health care services (including medical, dental, and mental health services) to the jail.
2. The respondent will be required to provide resumes of their proposed onsite management team and (the Medical Director and Program Administrator) who will direct the operations of the Health Care Program at the Pacific County Jail in their proposal or within two weeks after notification of favorable consideration and negotiation. The respondent's Medical Director must be licensed in the State of Washington.

3. The respondent must carry professional liability insurance in a minimum amount of one million dollars (\$1,000,000) per occurrence and five million dollars (\$5,000,000) in the aggregate annually or greater. The policy must name the County as an additional insured and have a forty- five (45) day cancellation notice if cancelled or altered. If the policy is cancelled or altered, the Contractor shall notify the County of the change within five (5) days of receiving notice from the insurance company. The Contractor agrees that its medical malpractice insurance shall be primary to the County's in the event that a claim or suit for damages is brought against both the Contractor and the County. The Contractor shall provide a Certification of Insurance including the forty-five (45) day notice provision and any and all endorsements to the County.
4. The respondent shall be responsible at its own expense to provide any and all employment insurance coverage, including but not limited to, unemployment insurance, worker's compensation insurance, etc., for any and all of its employees as might apply.
5. Respondent should submit with their proposal a letter of intent from an insurance company authorized to do business in the state of Washington stating its willingness to insure the respondent to the terms of the contract.
6. The respondent must also comply with the medical standards for the state of Washington.
7. Records involved in the services provided under the proposed agreement may be deemed to be "Public Records" under the public disclosure act in the state of Washington. Any agreement with the County of Pacific will contain language that will require the contractor to turn over in a prompt fashion any records that are requested under the Act that are deemed by the County to be a public record.

SCOPE OF SERVICES

This section describes the Health Care Delivery System and Services that will be required by the Pacific County Jail under the contract for inmate health care. All requested and inmate health care services shall be in accordance with the American Medical Association (AMA) Standards, the state of Washington, and the National Commission on Correctional Health Care, relating to health services in correctional institutions and will comply with all applicable state and federal laws and regulations, relating to medical services in correctional institutions in the state of Washington.

A. Receiving Screening and Access to Treatment

Immediately upon the arrival of each inmate at the jail, correctional personnel will perform a preliminary health assessment or receiving screening. Screening must take place to comply with time periods established by the NCCHC standards. A standard form in accordance with NCCHC standards approved by the Sheriff or his designee will be used to record the information gathered during this receiving screening process.

At a minimum, the preliminary process will include the following:

1. Documentation of current illnesses and health problems, including medications taken and special health requirements

2. Screening of health problems
3. Behavior observation, including state of consciousness, mental status, and whether the inmate is under the influence of alcohol or drugs or poses a risk of suicide.
4. Notation of body deformities, trauma markings, bruises, lesions, ease of movement, etc.
5. Condition of skin and body orifices, including infestations;
6. Status classification to succinctly identify the inmate's health status.
7. Referral of the inmate for emergency health services, or additional health services, as maybe necessary.

If, as a result of the receiving screening, it is apparent that an inmate requires medical attention, then the inmate will be immediately referred for treatment. The appropriate level of treatment (i.e., treatment in-house by a member of the professional health services staff or referral out to a hospital or some other community-based health services) will be determined after an evaluation of the inmate's condition.

The AMA Standards require that information regarding access to the health care services be communicated orally and in writing to inmates upon their arrival at the jail. To meet this essential standard, the jail has developed notices, printed in both English and Spanish that will be posted and pointed out to all inmates upon arrival at the jail to advise them of how to access the Health Care Delivery System.

B. Detoxification

In connection with the receiving screening process, it is frequently determined that a new inmate is suffering from drug and/or alcohol abuse. If this diagnosis is made, an appropriate course of treatment, including a medically approved and supervised detoxification program, if needed will be initiated. An in-house detoxification protocol will be developed by the successful bidder.

The jail requires that all inmates be screened during the receiving screening process and evaluated during the health assessment for their use of or dependence on drugs and/or alcohol.

Inmates reporting the use of alcohol, opiates, stimulates, sedative hypnotic drugs or other legal or illegal substances shall be evaluated for their degree of reliance on and potential for withdrawal from these substances.

The contractor will establish formal detoxification procedures for staff to follow for inmates who are classified as "ambulatory detoxifying patients", and thus appropriately treated inside the jail.

C. Health Assessment

NCCHC Standard Health Assessment calls for comprehensive medical history and physical examination to be performed within fourteen (14) days of the inmate's admission to the facility by a licensed professional health care provider. The health appraisal will include, as required or if clinically indicated:

1. Review of the preliminary health evaluation performed during the intake screening.

2. Additional data necessary to complete a standard history and physical examination.
3. Height, weight, pulse, blood pressure and temperature.
4. For females' inquiry about menstrual cycle and unusual bleeding, contraceptive medications, the presence of an IUD, breast masses and nipple discharge and possible pregnancy; pre-natal and post-natal care and delivery, if applicable.

When it is determined that inmates require medical treatment, they will be referred to see the physician or other qualified person at the next sick call or, if deemed necessary, will receive immediate medical treatment as directed by the health services provider.

Inmates incarcerated for over a year will be given an annual physical examination.

In accordance with NCCHC Standards-“Special Needs Treatment Planning”, if the health appraisal establishes that an inmate has a chronic health problem, such as HIV, Hepatitis C, Diabetes, Epilepsy, etc., the health services provider will initiate a Specialized Treatment Plan for the individual inmate.

D. Daily Triage of Complaints

In order to assure that inmate health problems and complaints are handled promptly and to assure that the appropriate level of medical services is provided in the most efficient manner, the contractor will operate the Health Care Delivery System in a structured triage modality.

The responsible physician or qualified person will implement the triage system, which will be followed by all health care personnel. This will assure that inmates receive the appropriate level of care and that their complaints are properly processed and resolved.

Inmate health complaints (written and oral) will be received daily by the jail staff. As the first step in the triage system, the inmate may be seen by a mid-level provider (i.e. nurse practitioner or physician's assistant) and receive appropriate treatment within the scope of the provider's license. Those inmates requiring a higher level of services will be referred to a physician, dentist or an appropriate mental health professional.

If the physician, or dentist determines that the inmate's condition requires specialized treatment or medical resources beyond those available within the jail's health care system, then an appropriate referral to outside medical services will be made.

E. Sick Call

Sick Call will be conducted at least once a week by physician or other professional medical personnel. As noted previously, the majority of inmates to be seen by the physician or other qualified personnel will have been screened as part of the formal triage system. The total hours of sick call will be at the discretion of both the contractor and the county as mutually agreed upon.

An inmate's custody status can preclude his or her attendance at sick call, and arrangements will be made to provide sick call services to segregated inmates.

Of necessity, appropriate documentation will be recorded and maintained for all inmates seen at Sick Call. This information will be incorporated into the inmate's permanent medical record. An inmate's medical record will contain appropriate entries documenting each sick call encounter (i.e., an inmate's specific health complaints, the assessment of the health care professional who saw the inmate, the prescribed treatment plan, and any follow-up encounters up to the point of medical resolution of the problem). This will assure that all inmates' health complaints are promptly and properly handled, documented and followed through to a satisfactory resolution.

F. Contracted Jail Health Services

The following services shall be provided:

1. A physician or nurse practitioner on site at a minimum of one day per week for no less than 2 hours per week.
2. A physician or other qualified personnel on-call twenty-four (24) hours per day.
3. A manual of jail health care procedures & policies.
4. A separate and complete medical record for each inmate

G. Hospital Care

When it is medically necessary to transfer an inmate to an acute care hospital for treatment, the contractor will be notified. It is preferred that the contracted provider for the jail has medical privileges at the local hospital.

The contractor will arrange for, monitor and review all inpatient hospitalizations.

Throughout any inpatient confinement, the contractor will continually monitor the medical necessity for the confinement and will seek to have the inmate discharged as soon as conditions permit. To provide continuity of care, a Discharge Summary will be obtained from the hospital upon the inmate's release.

H. Specialty Services

If an inmate has a condition, which can only be treated by a medical specialist or in a clinic, the contractor will communicate with staff to make arrangements with outside specialists for the provision of specialty care. The contractor will communicate with staff to schedule, coordinate and review all charges for this care.

I. Emergency Services

The Contractor shall assure the nurse practitioner or physician will be available for questions 24 hours a day, 7 days a week.

In the event of an emergency, the Contractor will be notified. If necessary, other medical personnel will be notified and will respond. The inmate will be stabilized and, if warranted, transferred to a hospital Emergency Room or Emergency Care Center for further treatment.

The ranking custody officer (Shift Commander) shall have the authority to order any inmate transported to the emergency room for evaluation regardless of objections by the Contractor.

J. Ancillary Services

The contractor will perform any routine laboratory tests at their discretion, which can appropriately be conducted inside the jail. When it is necessary to use outside laboratory services, the on-site health care personnel will be expected to draw all specimens and prepare them for transport to the appropriate laboratory. All specimens will be collected in accordance with accepted laboratory standards.

All results, when returned, will be checked by the medical professional on duty. The results will be forwarded to the staff physician for reading and then filed as part of the inmate's medical record.

K. Dental Care

Basic dental care will be provided to each inmate under the direction and supervision of a licensed dentist either locally or on-site at the jail. Dental symptoms or conditions will be recorded. The inmate will receive immediate dental treatment if an emergency condition exists, or be scheduled for a follow-up appointment within three months.

L. Medical Records

The Pacific County Jail has established the following policies and procedures concerning medical records: The Contractor will be expected to adhere to the following:

1. Inmates will not have access to medical records unless proper procedure for review are followed.
2. Each inmate will have a separate and complete medical record.
3. Medical records will be maintained separately from an inmate's legal/confinement records.
4. All health care professionals, i.e., physicians, psychiatrists, nurses, etc., will record all patient contacts on one charge. Separate charts should not be maintained by each professional or specialty.
5. The physician must sign off on every x-ray, lab or specialty consult report before it is placed in the charge. This will assure continuity of care.
6. All medical records will be kept locked and be secured from routine traffic. Only medical staff will be permitted access to the records. The Sheriff or his designee shall have unrestricted access to any and all records.
7. A Medical Flow Sheet will be transferred with an inmate when the inmate is transferred to another institution unless otherwise requested by the Jail Administration.
8. Upon written authorization of an inmate, medical record information will be released

- to specific, designated physicians or other qualified medical personnel in the community.
9. All records will be retained for a minimum of seven (7) years, or as long as legally required.
 10. The person in charge of medical records will maintain a current list of inmates who are convalescing or who have chronic conditions. The physician or other qualified personnel will review the care and treatment plans for these inmates at least weekly.
 11. The file folder and other equipment costs needed to provide medical records shall be the responsibility of the contractor.
 12. Any medical records generated shall be computerized within the existing Inmate Management System at the Pacific County Jail.

M. Pharmaceutical

The contractor shall be responsible for prescribing or reviewing any pharmaceuticals issued to inmates and shall communicate with the contracted pharmacy.

N. Special Needs Treatment Planning

The contractor will provide all special health care services required including, but not limited to, chronic and convalescent care.

Individual treatment plans will be developed for all chronically ill and convalescing inmates.

Examples of chronic illness include diabetes, hypertension, asthma, and epilepsy.

Convalescing inmates include those recovering from fractures, inpatient surgical procedures, and hepatitis and other communicable diseases. The type of treatment would be determined by the needs of the individual inmate, but would include such things as medications, special diets, physical therapy, laboratory tests or dressing changes. Each treatment plan would be initiated by the physician or other qualified personnel and detailed in the individual medical record.

Medical preventative maintenance and health education will also be available to all inmates.

O. Health Education

The successful contractor shall provide health education services, including inmate health education. The Contractor will develop a health care orientation and ongoing training program for jail staff.

P. Coordination with the Administration and Staff

The successful contractor shall provide a plan to assure that appropriate coordination with correctional administration and staff is maintained.

Q. Policies and Procedures

The successful contractor shall review Pacific County Jail's existing health policies and shall update and or develop new comprehensive written health care program policies and procedures.

R. Quality Assurance

The contractor shall provide a written plan of quality assurance procedures/program with the proposal.

S. Staffing

Each member of the Contractor's health care staff must be properly licensed, and must receive appropriate orientation and training before assuming responsibilities within the Pacific County Jail. The staff will follow the security procedures established by the Jail. The Sheriff or his designee reserves the right to have any contractor-employee removed/terminated from working at the facility.

Jail staffing is provided during each inmate assessment. Each respondent must determine the appropriate mix of staff they feel will adequately allow for the provision of health care delivery within the Jail.

T. Liability

The contractor assumes responsibility for any liability arising from the administration or delivery of health care services. The contractor, not the county, will handle all lawsuits and pay all associated legal costs and settlements, if any. The contractor will provide necessary professional and malpractice liability coverage, general liability coverage, workers' compensation and employers' liability coverage's. The contractor shall name the County of Pacific as the "additional insured" on its insurance policies.

The contractor must submit in writing that they will agree to indemnify, hold harmless and defend the County of Pacific, its agents, servants and employees from any and all claims, actions, lawsuits, damages, judgments or liabilities of any kind whatsoever arising or allegedly arising out of the provision of medical care at Pacific County Jail or in the operation and maintenance of the aforesaid program of health care services conducted by the contractor, its subcontractors, and its agents, servants, employees and medical staff, it being the express understanding of the parties hereto the contractor shall provide or arrange for, the actual health care services, and have complete responsibility for the health care services. Such claims, actions, lawsuits, damages and liabilities shall relate to both the medical treatment and care omitted by the contractor.

U. Services to be provided by Contractor

The decision for elective medical care shall be the sole responsibility of the contracted medical provider.

The contractor will not be responsible for providing elective medical care to inmates. For purposes of the agreement, "elective medical care" means medical care, which, if not provided, would not, in the opinion of the Medical Director, cause the inmate's health to deteriorate or cause definite harm to the inmate's well being. Decisions concerning elective medical care shall be consistent with the applicable American Medical Association (AMA) Standards.

1. Injuries Incurred Prior to Incarceration

The contractor will not be financially responsible for the costs of any medical treatment or health care services provided to any prisoner prior to the prisoner's formal booking and commitment into the facility unless they are under court order to incarceration in the jail prior to the formal booking process.

2. Inmates outside the Facilities

Health Care Services are intended only for those inmates in the actual physical custody of the Pacific County Jail. This includes inmates, or persons committed by a court order to jail, under guard in outside hospitals.

3. Cost Proposals

The contractor will provide comprehensive inmate medical health care services and administrative staffing and services to the Pacific County Jail as described in this proposal at a base negotiated price. The base price will be for the guaranteed and agreed upon term limit.

Pacific County will compensate the contractor on a monthly basis. The Contractor shall submit an itemized statement of the time and services rendered on a monthly basis. Hours of service shall be documented to the satisfaction of the Sheriff or his designee. The County shall pay contractual charges within thirty (30) days of receiving an itemized bill from the Contractor.

The parties agree that the Contractor is an independent contractor, and not an employee of the County. The Contractor hereby agrees not to make any representations to any third party, nor to allow such third party to remain under any misimpression that the Contractor is an employee of the County.

The County will provide no additional compensation, benefits, or any other remuneration beyond the contract amounts set forth immediately hereinabove. If the Contractor is scheduled to work, but is unable to work due to illness, the Contractor shall notify the Sheriff's Office as soon as possible.

The Contractor agrees to pay any local, state, or federal taxes applicable to compensation or income received by the Contractor pursuant this agreement.