

**Requests for Proposals**  
**For**  
**Correctional Healthcare Services**  
**For**  
**Pettis County Sheriff's Office**

**Sedalia, MO**

**09/17/2024**

## GENERAL INFORMATION AND REQUIREMENTS

The Pettis County Sheriff's Office is requesting sealed proposals to provide correctional healthcare services for the inmates housed in the Pettis County Jail, located at 333 S. Lamine Ave. Sedalia, Mo 65301.

One original and 4 copies of the sealed proposal must be delivered to:

**Nick LaStrada - Pettis County Clerk**  
**215 E. 5<sup>th</sup> Street**  
**Sedalia, MO 65301**

*Sealed proposals must be delivered no later than 9:00 am October 21, 2024.* Proposals received after the above date and time will be returned unopened.

The proposal must be sealed and must be plainly marked in the lower left-hand corner of the package "**Correctional Healthcare Sealed Proposal**". Failure to submit the 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 an extension.

### Opening of Proposals

Proposals will be opened and read publicly on October 21, 2024 at 9:00 am in the Pettis County Commission Chambers located at 415 S. Ohio Ave., Sedalia, MO 65301. 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

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

### Contacts

Questions concerning the Request for Proposal must be directed to

Sheriff Brad Anders  
319 S. Lamine Ave.  
Sedalia, MO 65301  
660-827-0052

## **I. Project Overview**

The Pettis County Sheriff's Office is requesting sealed proposals from individual, firms, partnerships, and corporations having specific experience in providing correctional healthcare services to county jail inmates. These correctional healthcare services include:

1. Physician Services
2. Mental Health Services
3. Pharmaceuticals
4. Dental screenings only as it relates to medical condition
5. Medical supplies
6. Medical records management and services

## **II. Objective**

The objective of the RFP is to select the most competitive and qualified vendor capable of providing healthcare services to the Pettis County Sheriff's Office/Jail. The selected proposal must meet the following objectives:

1. To deliver high quality inmate healthcare services that complies with the standards of the National Commission on Correctional Health Care (NCCHC) or the American Correctional Association (ACA).
2. To operate the health care program in a cost-effective manner with full reporting, and accountability to Pettis 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 inmates' right to basic health care services.

## **III. Scope of Services**

The vendor will implement policies, procedures, and protocols that meet the standards and requirements of the NCCHC or ACA and shall perform all work in a manner consistent with the jail's administrative policies and other relevant laws of the State of Missouri. 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 for 6 hours a week with the physician acting as the Site Medical Director and responsible for all medical decisions. Telephone on-call services shall be provided 24 hours a day / 7 days a week.

- Nursing Services: Provide on-site nursing (RN or LPN), for a minimum of forty (40) hours weekly. The nurse will conduct nurse sick call, triage medical requests, coordinate off-site treatment and services, medication management, and records management. The vendor will train the nurse on all policies, procedures, and protocols related to the provision of healthcare in a correctional environment.
  - Bid for 84 hour and 124 hour a week.
- Mental Health Services: Provide on-site mental health services, for a minimum of thirty-two (32) hours weekly and 24 hours a day / 7 days a week telephone on-call services.
  - Bid for 32 hour and 40 hour a week.
- Pharmaceuticals: Provide pharmaceuticals and prescribed over-the-counter medications appropriate for the correctional environment with exclusions as stated: managing inventory control, ordering, medication set-up and distribution during working hours. Exclusions include HIV/AIDS, Hepatitis, M.S., Rabies, and Cancer related medications and court-ordered medications.
  - Bid for pharmaceutical pool.
- Dental Services: Provide on-site dental screenings as it relates to medical conditions.
- Medical Supplies: Provide all non-durable medical supplies required for the treatment and care of all inmates housed in the jail facility.
- Manage and maintain all inmate medical records separate from the jail records of the inmate. Vendor shall provide the Sheriff or count Official with access to said records and, upon request, provide copies.
  - Electronic Medical Records
- Conduct body cavity searches, in accordance with court orders and within the legal limit of the law.
- Provide required documentation of inmate medical care as required for the jail to post inmate co-pay charges to inmate accounts.
- Provide management services including but not limited to Cost Containment, Continuing Quality Improvement, Utilization Management, Risk Management, and HIPAA Compliance.
- Provide analysis and reporting of medical statistics and overview of medical program on a time farm as established by the vendor and the Sheriff.
- Adhere to jail security policies and procedures.
- Electronic MARS and medical management software.
- Assist with CLEA & DEA licenses for the Sheriff's Office.

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

Vendor will provide a list of all subcontractors and will provide copies of the contract with each within thirty (30) days of commencement of the contract agreement.

Vendor's responsibility shall commence immediately upon the Sheriff taking control of said person. "Taking control" shall be defined as any in-custody person entering the booking area and/or housed within the Pettis County Jail.

Vendor will provide on-site medical care to any pregnant inmate 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 inmates. 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 inmates' health to deteriorate or cause definite harm to the inmates' well-being.

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

Minimum submission requirements include:

1. Firm name, address, telephone number, fax number, email, and primary contact.
2. Brief history of firm.
3. A two-page narrative statement specifying why your firm believes it is especially qualified to undertake this project. Information should include, but not be limited to, specialized resources available for this work; demonstrated ability to adhere to project timelines; any awards or recognition received by firm or individuals for similar work; special approaches or concepts developed by the firm that are relevant to this project, etc. Respondents may say anything they wish in support of their qualifications any may supplement this proposal with graphic material and photographs.
4. Firm's specific abilities and financial capacity to provide the required services and qualifications related to the projects requirements. For evaluation purposes, include a proposed staffing plan by professional specialty.
5. Examples of specific knowledge and expertise related to this type of project.
6. Sealed cost proposal.
7. A certificate shall be provided by the vendor specifying that the submitted proposal will remain valid from the proposal submission date for a period of sixty (60) days.
8. Job descriptions for all staffing positions providing services under contract with Pettis County. All project personnel assigned by the vendor will 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.
9. Resumes for all key personnel to be assigned and actually provide services under contract with Pettis County. Resumes should be provided to the Sheriff within 30 days of receiving notification of award.
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, titles, agency, location with address, and phone number as well as email address. Each contact must be identified as current or former and if a prior contact, specify why the contract was lost, when, and to whom.

11. Minimum of five (5) references with contact name, address, phone number, and email if available. This information must be provided or the proposal may be disqualified.
12. Full disclosure of all lawsuits and claims against your firm in the past 24 calendar months.
13. A list of the vendor's standard coverage for insurance including liability and malpractice.
14. A copy of the vendor's contract if available.

### Proposal Format

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

### Pre-Bid Conference and Site Visit

A Pre-Bid Conference and Site Visit is not mandatory but available upon request from the vendor prior to the closing date of the RFP.

### 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. Pettis County reserves the right to reject any or all submittals or to waive minor defects or irregularities in any submittal. Pettis 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 Pettis County's decision concerning submittal is final, binding, and conclusive upon it for all purposes, and acknowledges that Pettis 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 Pettis County and may be available to the public. All costs incurred in connection with the RFP response are the responsibility of the vendor and are not the responsibility of Pettis County.

### Insurance Requirements

1. Provider shall furnish Pettis County with Certificate of Insurance indicating proof of the following insurance from companies licensed in the State of Missouri:
  - a. Workers 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. Comprehensive or Commercial General Liability: with a minimum limit of \$1,000,000 per occurrence/\$1,000,000 aggregate combined Single Limit for bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage:
    - i. Premises – Operations
    - ii. Product and Completed Operation

- iii. Broad Form Property Damage
    - iv. Contractual
    - v. Personal Liability
  - c. Automobile Liability: with a minimum limit of \$1,000,000 per occurrence / \$1,000,000 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all of the following:
    - i. Owned automobiles
    - ii. Hired automobiles
    - iii. Non-owned automobiles
  - d. Medical Professional Liability: with a minimum limit of \$1,000,000 per loss and \$3,000,000 aggregate.
- 2. The certificate shall list the Certificate Holder and address.
- 3. Such insurance shall include under the General Liability and Automobile Liability policies Pettis County, its employees, elected officials, representatives, and members of its commission as additional insureds.
- 4. Such insurance shall include a ninety (90) day notice to the county prior to cancellation or material policy change. The notice shall be given to Pettis County, 415 S. Ohio Ave. Sedalia, MO 65301.
- 5. Contractor shall require subcontractor, if applicable, to furnish identical certificates of insurance to Pettis County prior to the contract taking effect.
- 6. The contractor shall be required to hold harmless, defend and indemnify Pettis 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.