



Macon-Bibb County, Georgia

REQUEST FOR PROPOSALS (RFP)

FOR

INMATE HEALTHCARE SERVICES

948-48
948-74
958-56
958-67
958-70

RFQ NUMBER: 22-030-LH

ISSUED: January 4, 2022

SUBMISSIONS

DUE NO LATER THAN 12:00 NOON ON THURSDAY, February 17, 2022

Macon-Bibb County Procurement Department
700 Poplar Street, Suite 308
Government Center
Macon, Georgia 31201

TABLE OF CONTENTS

SECTIONS

Section	I:	General	Page	3
Section	II:	Background	Page	8
Section	III:	Scope Objective	Page	9
Section	IV:	Scope of Services	Page	9
Section	V:	General Proposal Submission Requirements	Page	16
Section	VI:	Proposal Documentation Preparation	Page	18
Section:	VII:	Selection Process	Page	20

ATTACHMENTS

Attachment	A:	Required Submittal Documents
Attachment	B:	Inventory for Medical
Attachment	C:	Scheduled Events

If any ambiguity, conflict, discrepancy or errors in content or statements are discovered between the RFP sections and attachments, the contents of the RFP attachments take precedence over the RFP sections.

I. General

A. Invitation

Bibb County is requesting competitive sealed Proposals for the provision of Inmate Healthcare Services for the Bibb County Sheriff's office. These services must include **Physical Health, Mental Health and Dental Services**. Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposals (**original (unbound) plus 7 copies (bound) and (1) flash drive**) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **February 17, 2022**.

NO LATE RESPONSES WILL BE CONSIDERED. ANY SUBMITTALS RECEIVED AFTER THE DEADLINES SHALL NOT BE OPENED OR CONSIDERED.

The names of responding firms will be publicly read on **Thursday, February 17, 2022, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located on the **3rd Floor-Suite 308** of City Hall at 700 Poplar Street, Macon Georgia 31201.

It is the responsibility of each proposer to examine this entire RFP, seek clarification in writing as necessary during the question period only, and review its submittal for accuracy. Questions relating to this RFP must be submitted in writing only via email to: lhardwick@maconbibb.us

The deadline for submission of questions relating to this RFP is January 31, 2022 at 5:00 P.M. all questions submitted in writing prior to the deadline, will be compiled and answered in writing in the form of an addendum and posted on the Macon-Bibb County website, www.maconbibb.us/purchasing no verbal questions will be accepted.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Pre-Bid Meeting

A pre-bid conference is scheduled for **10:00 a.m. Wednesday, January 26, 2022**, at the Bibb County Law Enforcement Center, 668 Oglethorpe St., Macon, GA 31202. Enter at the main entrance (flagpole area) and go to the Training Room on the second floor. This conference is **mandatory**, for **Inmate Healthcare Services** only. Submitting firms must be present and sign in on the attendance register.

D. Solicitation Documents

Announcement of this Request for Proposals may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

E. General Information/Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

“22-030-LH Inmate Healthcare Services”

Macon-Bibb County Procurement Department

Attn: Laura Hardwick

700 Poplar Street

Suite 308

Macon, Georgia 31201

lhardwick@maconbibb.us

Proposers seeking an award of a Bibb County Sheriff’s Office contract shall not initiate or continue any verbal or written communication regarding a solicitation with any Bibb County Sheriff’s Office officer, elected official, employee or other County representative between the date of issuance of the solicitation and the date of the final contract award by the Bibb County Sheriff. Alleged violations of this procedure shall be reviewed by the Director of Procurement. If it is determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business shall be disqualified from consideration for award.

From time to time, Macon-Bibb County Procurement Department may have to release written changes to a solicitation. These formal written changes are called addendum or if multiple, addenda. Although Macon-Bibb County Procurement Department will take reasonable steps to ensure that known perspective Proposers have all applicable addenda, it is the ultimate responsibility of the Proposer to ensure that they have all applicable addenda prior to the proposal submission. Therefore, we encourage all Proposers to frequently review the Macon-Bibb County Procurement Office web site: www.maconbibb.us/purchasing.

All addenda forms must be signed and submitted with the proposal. Failure to respond to any addenda or requests for clarification, even after the proposal opening, may result in a non-responsive proposal.

The successful firm’s proposal and all addenda may become a part of the agreement resulting from this document.

Proposers must demonstrate their ability to manage and support the programs they propose. Examples of areas to be discussed include policies and procedures, quality assurance and cost containment.

The current approximate annual contracted costs for Inmate Healthcare is as follows:

\$4,266,645 which is based on a daily inmate census of 750. The current Per Diem rate is \$5.44 per inmate per day when the daily inmate census exceeds 750.

Proposals submitted are not publicly available until an award is made by the Bibb County Sheriff. All proposals and supporting materials, as well as correspondence relating to this RFP, become the property of Bibb County when received. Information submitted by a proposer in the proposal process shall be subject to disclosure after the proposal award in accordance with the Georgia Open Records Act. An entire proposal cannot be marked confidential.

Submissions shall not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Bibb County Sheriff's Office reserves the right to reject any or all proposals, in whole or in part, to negotiate changes in the scope of services and to waive any technicalities as deemed in its best interest.

Bibb County Sheriff requires prices to remain firm for the initial contract period. The contract may be renewed for four (4) additional one (1) year periods provided fees are firm (or subject to a pre-approved increase), service is satisfactory, both parties are willing to renew, and renewal is approved by the Bibb County Board of Commissioners. The contract period will run July 1st through June 30th of each year. No later than March 1st of each renewal year any proposed increase in renewal rates and justifications for increases will be submitted to the Fiscal Services Director of the Bibb County Sheriff's Office for evaluation and discussion.

F. Insurance Requirements

All deductibles shall be paid for by the Contractor.

Required Insurance Coverages. The Contractor also agrees to purchase and have the authorized agent state on the insurance certificate that the Contractor has purchased the following types of insurance coverages, consistent with the policies and requirements of O.C.G.A. 50-21-37.

The minimum required coverages and liability limits are as follows:

Workers' Compensation Insurance. The Contractor agrees to provide, at a minimum, Workers' Compensation coverage in accordance with the statutory limits as established by the General Assembly of the State of Georgia. A group insurer must submit a certificate of authority from the Insurance Commissioner approving the group insurance plan. A self-insurer must submit a certificate from the Georgia Board of Workers' compensation stating the contractor qualifies to pay its own workers' compensation claims.

The Contractor shall require all Trade Contractors/Subcontractors performing work under this Contract to obtain an insurance certificate showing proof of Workers' compensation Coverage and shall submit a certificate on the letterhead of the Contractor in the following language:

This is to certify that all trade contractors/subcontractors performing work on this Project are covered by their own workers' compensation insurance or are covered by the Contractor's workers' compensation insurance.

Employers' Liability Insurance. The Contractor shall also maintain Employer's Liability Insurance Coverage with limits of at least:

- | | | |
|-------|---------------------------------|---------------------------|
| (i) | Bodily Injury by Accident | \$1,000,000 each accident |
| (ii) | Bodily Injury by Disease | \$1,000,000 each employee |
| (iii) | Bodily Injury/Disease Aggregate | \$1,000,000 each accident |

The Contractor shall require all Trade Contractors/Subcontractors performing work under this Contract to obtain an insurance certificate showing proof of Employers Liability Insurance Coverage and shall submit a certificate on the letterhead of the Contractor in the following language:

This is to certify that all trade contractors/subcontractors performing work on this Project are covered by their own Employers Liability Insurance Coverage or are covered by the Contractor's Employers Liability Insurance Coverage.

Commercial General Liability Insurance. The Contractor shall provide Commercial General Liability Insurance (2001 ISO Occurrence Form or equivalent) that shall include, but need not be limited to, coverage for bodily injury and property damage arising from premises and operations liability, products and completed operations liability, lasting and explosion, collapse of structures, underground damage, personal injury liability and contractual liability. The CGL policy must include separate aggregate limits per Project and shall provide at a minimum the following limits:

Coverage	Limits
1. Premises and Operations	\$1,000,000 per Occurrence
2. Products and Completed Operations	\$1,000,000 per Occurrence
3. Personal Injury	\$1,000,000 per Occurrence
4. Contractual	\$1,000,000 per Occurrence
5. General Aggregate	\$2,000,000 per Project

Additional Requirements for Commercial General Liability Insurance are as follows:

Commercial business Automobile Liability Insurance. The Contractor shall provide commercial business Automobile Liability Insurance that shall include coverage for bodily injury and property damage arising from the operation of any owned, non-owned, or hired automobile. The commercial business Automobile Liability Insurance Policy shall provide not less than \$1,000,000 combined Single Limits for each accident.

Additional Requirements for Commercial Business Automobile Liability Insurance are as follows:

Commercial Umbrella Liability Insurance. The Contractor shall provide a commercial Umbrella Liability Insurance to provide excess coverage above the Commercial General Liability, Commercial Business Automobile Liability and the Workers' Compensation and Employers' Liability to satisfy the minimum limits set forth herein. The umbrella coverage shall follow form with the Umbrella limits required as follows:

For Contract Amounts Less Than \$5,000,000:	For Contract Amounts Equal to or Greater than \$5,000,000:
\$2,000,000 Per Occurrence	\$2,000,000 Per Occurrence
\$4,000,000 Aggregate	\$10,000,000 Aggregate

Additional Requirements for Commercial Umbrella Liability Insurance are as follows:

Additional Requirements for Commercial Policies

- (a) The policy shall name as additional Insureds the officers, members, and employees of the Owner and the Using Agency.
- (b) The policy must be on an "occurrence" basis.

Disposition of Insurance Documents. One original certificate of insurance with all endorsements attached must be deposited with Owner for each insurance policy required.

Termination of Obligation to Insure. Unless otherwise expressly provided to the contrary, the obligation to insure as provided herein shall not terminate until the Design Professional/Architect has executed the Certificate of Material Completion.

Failure of Insurers. The Contractor is responsible for any delay resulting from the failure of his insurance carriers to furnish proof of proper coverage in the prescribed form.

Additional Insured: Contractor shall add Owner as an additional insured under the commercial general and automobile policies.

Submissions may not be withdrawn for a period of one hundred and eighty (180) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

G. Bond Requirements

Bid Bond: Each proposal must be accompanied by a bid bond in the amount of 5% of the proposed amount.

H. Performance Bond Requirements

Within fourteen (14) days of the official notification of the contract award, the successful Proposer shall provide, as a condition of the contract, a Performance Bond in an amount of 100% of the contract amount.

Bonding company must be authorized to do business by the Georgia Insurance Department.

Bonding company must have a minimum AM Best rating of A-10 or higher as stated in Insurance Requirements.

The cost of the bonds is solely the responsibility of the Proposer.

I. Responsiveness

To be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

J. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- The Proposer shall have Five (5) continuous years previous experience in administering correction healthcare programs.
- At least Three (3) years of previous experience at Correctional Facilities of a size comparable to that of the Bibb County Law Enforcement Center.
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein

K. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Non-responsive submissions will not be reviewed for potential award.

II Background

The Bibb County Jail consists of a facility utilizing a modular design. The total facility has 966 inmate beds. The main jail located at 668 Oglethorpe Street holds 774 beds. The Detention Center located at 645 Hazel Street holds 192 beds. An additional 12 beds are in the Infirmary located at the 668 Oglethorpe location.

The November 1, 2020-October 31, 2021 average daily population was 818 total inmates with an average female population of 100. There are approximately 4,900 new commitments per year. There are no Juveniles housed at this facility.

III **Scope Objectives**

- A. Provide cost effective medically necessary services and maintain a level of quality in accordance with standards established by the National Commission on Correctional Health Care (NCCHC) the American Correctional Association (ACA) and the National Prison Rape Elimination Council (PREA).
- B. Operate the health services program at full 24-hour staffing and to use only licensed, certified and professionally trained personnel, including 24-hour on-call physicians, mental health counselors capable of providing a 10-13, and dental services.
- C. Operate the health services program in a cost-effective manner with full reporting and accountability to the Bibb County Sheriff or designee.
- D. Maintain an open collaborative relationship with the administration and staff of Bibb County Sheriff's Office, working with the security staff to ensure 24-hour inmate medical attention, relieving the security staff of any medical performing functions, i.e. Medication dispersion, CPR, etc.
- E. Operate the health services program in a humane manner with respect to the inmates' right to basic healthcare services.

IV **Scope of Services**

A. Receiving Screening

A receiving screening shall be performed on all inmates immediately upon their arrival at the Jail Facility, 24 hours a day, seven days a week by trained and qualified healthcare personnel. Individuals brought into the Jail Facility must be medically cleared prior to booking.

At minimum, the receiving screening shall include:

- 1. Documentation of current illnesses and health problems, including medications taken and special health requirements including mental, dental, and communicable diseases.
- 2. Behavior observations, including state of consciousness, mental status, and whether the inmate is under the influence of alcohol or drugs.
- 3. Notation of body deformities, trauma markings, bruises, ease of movement, etc.
- 4. Conditions of skin and body orifices, including infestations, lesions, jaundice, rashes, needle marks or other indicators of drug abuse.

A standard form will be used in the health record of the inmate for purposes of recording the information of the receiving screening.

The screening will identify those individuals with medical conditions, dental needs, mental disorders, inmates in need of segregation or close supervision and those with suicidal tendencies.

The Medical Contractor shall work in conjunction with the Jail Facility's classification staff to provide for appropriate inmate placement such as the following:

- 1. Referral to an appropriate healthcare facility on an emergency basis, or
- 2. Placement in the general inmate population, or
- 3. Placement in special mental-health unit and referral to the appropriate healthcare services, or
- 4. Placement in preventive suicide setting, or
- 5. Placement in a psychological evaluation setting for their protection.

Jail Facility staff will be notified if an inmate refuses any aspect of the intake screening, and the inmate will be recommended for placement in special confinement and segregated from the general population.

The Proposer will implement policies and procedures and forms to ensure compliance with national standards. Proposal will include a plan for completing the screening examinations.

B. Comprehensive Health Assessment

A health assessment will be completed by a qualified healthcare professional (a licensed physician, mid-level provider or an appropriately trained registered nurse) for each inmate within 14 days of the inmate booking and physical placement into the Jail Facility.

Inmates identified with clinically significant findings as the result of a comprehensive receiving screening will receive an initial health assessment no later than two (2) days from the inmate booking and physical placement into the Jail Facility.

Such assessment shall include at a minimum:

1. Review of the receiving screening results by a responsible physician or midlevel provider
2. Additional data necessary to complete a standard history and physical examination
3. Height, weight, pulse, blood pressure and temperature
4. Screening test for tuberculosis, venereal disease, and urinalysis will be performed as clinically indicated. Additional screening will include vision and dental.
5. The health assessments of females will also include: (a) the current use of contraceptive medications (b) the presence of an IUD (c) possible pregnancy.

Any abnormal results of the Health Assessment shall be reviewed by a physician for appropriate disposition.

Annual physicals and dental assessments shall be completed on all inmates incarcerated greater than 365 days.

The Medical Contractor will outline a plan for completing assessments and attach a proposed policy and assessment form.

C. Inmate Requests for Health Care Services

Inmates will have the opportunity to request health care services daily and may do so in writing through use of the kiosk.

Health care personnel will review the requests and determine the appropriate course of action within the following guidelines:

1. Routine: Shall be seen by upper-level provider within five (5) days.
2. Urgent: Shall be seen by upper-level provider within two (2) days.
3. Emergent: Shall be seen by upper-level provider immediately.

The Medical Contractor will outline a plan for handling inmate request and attach a proposed policy and assessment form.

D. Sick Call

Sick call shall be held as listed below (excluding holidays). Inmate accounts will be charged \$10 (\$5.00 for visit and \$5.00 for medication) related to all self-initiated non-emergency requests for medical services, to include routine dental work. Mental health services are excluded from this charge.

Jail Facility: Seven (7) days per week from 8 A.M. – 3 P.M.

Detention Facility: Two (2) hours per day with scheduling to be determined by the Medical Contractor and Jail personnel.

E. Healthcare of Pregnant Inmates

Medical Contractor will establish policies and procedures specific to the health care of pregnant inmates, which will include, at a minimum, the following:

1. Prenatal care including regular monitoring by an obstetrician.
2. Provision of appropriate vitamins and dietary needs.
3. Identification and management of high-risk pregnancies, including appropriate referrals.

The Medical Contractor will not be responsible for the fetus care or care after birth to the baby; however, an after-care plan will be developed for the mother prior to delivery.

The Medical Contractor will outline a plan for the healthcare of pregnant inmates and attach proposed policy and assessment forms.

F. Infirmary Care

Infirmary care will be provided to meet the needs of the inmate population. The infirmary is located inside of the jail facility and consists of 12 beds. There are two (2) negative air pressure rooms.

G. Infectious Disease, Chronic Illness and Special Health Care

Medical Contractor shall establish policies and procedures for the care and handling of inmates diagnosed within infectious disease, chronic illnesses, and other special health care needs.

Medical Contractor will provide an infection control program that focuses on surveillance, prevention, treatment, and reporting. In addition to procedures generic to “infectious diseases,” disease specific programs will be established.

Medical Contractor will establish for the identification, treatment and monitoring of inmates with chronic illnesses and special health care needs.

Upon identification of an inmate with special health care need, the inmate will be referred to the contractor’s Health Care Provider. The Health Care Provider will establish a special needs treatment plan to guide the care of inmates with special needs.

H. Emergency Services

Medical Contractor will establish policies and procedures to address emergency situations. The emergency policies will provide for immediate response by the healthcare staff to stabilize the inmate.

The Medical Contractor will establish and maintain contracts with area providers for emergency services to include transportation to an off-site emergency department.

The Medical Contractor will report emergency transfers to the Jail Major or designee. The report should indicate at a minimum:

1. Inmate name and identification number
2. The date and time the emergency service was requested
3. The date and time the emergency service was initiated
4. The nature of the emergency
5. The date and time the inmate left the facility
6. The current and final disposition

I. Emergency Response Plan

Medical Contractor will establish policies and procedures to address the health aspects of the emergency response plan. The related policies and procedures will be approved by the Jail Major or designee and include:

1. Responsibilities of healthcare staff
2. Procedures for triage
3. Predetermination of the site for care
4. Telephone numbers and procedures for calling healthcare staff and the community emergency response system (hospitals, ambulances etc)
5. Procedures for evacuating patients
6. Alternate backups for each of the plan's elements
7. Respond to all codes called in the facility
8. Provide 24-hour coverage during any disaster situation.

In the event of an emergency, the Medical Contractor shall provide and pay for all emergency care, emergency transportation, and referrals to appropriate hospitals and physicians.

J. Medication Management

Medical Contractor will be responsible for a total pharmaceutical system including but not limited to the following:

1. Ordering medication, receiving prescriptions and over-the-counter requests, packaging medication as prescribed by medical providers and maintaining licensure requirements for appropriate pharmaceutical operations.
2. All prescription and non-prescription medications will be the responsibility of the Proposer and will not be billed to the Bibb County Sheriff's Office.
3. All medications must be ordered by the responsible physician and records of administration of medicine must be maintained.
4. Proposer shall ensure appropriately trained healthcare personnel will administer medications and the administration of each dose will be documented.
5. All controlled substances, syringes, needles, and surgical instruments will be stored and accounted for in a secure location and under appropriate controls.

The Medical Contractor will provide a pharmaceutical program in accordance with federal, state and local laws to meet the needs of the inmate population.

Inmates will not ordinarily be required to come to the infirmary to receive required medications although exceptions may be made on a case-by-case basis.

Guidelines will be established for administering medications to those inmates scheduled to be temporarily out of the Jail Facility for court appearances, work detail, etc.

Medication administration systems to include Direct Observed Therapy (DOT) and Keep-on-Person (KOP) programs for inhalers and other medication as deemed necessary by healthcare staff.

Routine non-urgent medication shall be administered within 24 hours of physician's order with urgent medication provided as required and ordered by physician.

Documentation of inmate education addressing potential medication side effects.

Documentation of an inmate's refusal to take a prescribed medication.

Requirements for physician evaluations prior to the renewal of medication orders to include psychotropic medications. The re-evaluations will be documented in the inmate's health record.

Medications will be maintained under proper conditions and in a secure area. A log indicating the use of stock medications will be maintained.

The Medical Contractor shall provide policies and procedures for the removal and disposal of any and all outdated, unneeded or surplus medications.

The Medical Contractor will provide effective safeguards over the procurement and distribution of DEA Schedule I-II drugs and sharp instruments at all facilities.

K. Mental Health Services

Mental Health staff will conduct an initial mental health screening within fourteen (14) days of the inmate's booking and physical placement into the Jail Facility.

Inmates with positive screens will be referred to the Qualified Mental Health Professional for further evaluation within seven (7) days of referral.

Health care staff will be trained on the identification and treatment of inmates who are at risk for suicidal and/or homicidal acts.

The mental health specialist is responsible for inmates on suicide watch, assessment evaluations, medication monitoring and crisis intervention for the facility.

The Medical Contractor will establish policies and procedures to monitor and supervise the mental health treatment of inmates including medication assessment, therapy decisions, outside referral needs and consultation from outside sources.

L. Dental Health Services

Dental treatment including, but not limited to, temporary fillings, extractions, annual dental cleanings, etc. when the health of the inmate would otherwise be adversely affected as determined by the dentist.

Dental call is currently done one (1) day per week.

M. Laboratory Services

Medical Contractor will ensure the availability of laboratory studies as determined necessary and will review test results with abnormal findings. Medical Contractor will establish policies and procedures to address the timely processing of routine and stat laboratory specimens.

N. Radiological Services

Medical Contractor will ensure access to radiological studies as determined necessary. A board certified or board eligible radiologist will interpret test and written results will be provided in a timely manner.

O. Obstetric/Gynecological Services

Medical Contractor will ensure access to an OB-GYN at the Jail Facility. The schedule will be adequate to accommodate female inmates requiring routine yearly exams, pregnant inmates and other illnesses requiring this specialty.

P. Podiatrist

Medical Contractor will either provide or contract for the provision of Podiatrist services at least once per quarter for the purpose of toenail clipping of long-term inmates. This will primarily serve inmates with diabetes.

Q. Dialysis Treatments

Medical Contractor will ensure access to dialysis treatments at the Jail Facility. Inmates will not be transported to an off-site facility for this service.

R. Ancillary Medical Providers

In addition to those discussed above, the Medical Contractor will establish an off-site Provider Network of ancillary medical providers to ensure accessibility to medically necessary services for inmates when those services cannot be delivered at the Jail Facility.

Medical Contractor shall make referral arrangements with medical specialists, for treatment of those inmates with problems that may extend beyond the scope of services provided on-site. Bibb County Sheriff's Office Jail Major will be notified of the referral arrangements.

Referrals should be to providers located within Bibb County, unless authorized the Bibb County Sheriff's Office. The contractor shall pay all costs of such specialists and services.

Scheduling of off-site appointments will be coordinated with Jail Facility staff to ensure availability of jail staff for transportation.

The costs of all inmate's hospitalization outside of the facility will be the responsibility of the Medical Contractor.

S. Health Records Management

Medical Contractor will establish policies and procedures addressing the health record format and documentation requirements.

All inmates must have a medical record which is kept up to date at all times and which complies with problem oriented medical record format and standards.

Medical Contractor shall ensure that its staff documents all healthcare contacts in the inmate's healthcare record.

The healthcare record shall accompany the inmate at all health encounters and a transfer form will be forwarded to the appropriate facility in the event of a transfer. The medical staff is responsible for compiling the transfer sheets to accompany the transferred detainee.

Medical Contractor will be responsible during the term of the contract for the storage and retention of health records in compliance with mandated statutes of the State of Georgia.

All medical records are the property of the Bibb County Sheriff's Office. The Medical Contractor is the custodian of the records and upon requests by the Bibb County Sheriff or Chief Deputy medical records are to be surrendered.

Maintain complete and accurate records of care in compliance with HIPPA regulations and to collect and analyze health statistics on a regular basis. This statistical information will be available to designated personnel of the Bibb County Sheriff's Office. Take all necessary steps to prevent unauthorized use or disclosure of inmate protected health information (PHI) and any other personal identifiable information.

The proposal will include a provision for a full-service electronic medical record (EMR) system which must be HIPPA compliant and capable of interfacing with the County's Jail Management System, Police Central.

The proposer awarded the new contract must agree to work with the former Medical Contractor to have all medical records transferred into the new medical records system for continuity in inmate care. Such EMR cannot be a proprietary system owned or otherwise controlled by the proposer.

T. Nutritional Services

Medical Contractor will be responsible for cooperating with the established food service program to ensure the provision of medically necessary diets. Any claims to food allergies will be verified before a special diet is ordered. The Doctor/Physician must order the special diet. The following diets may be ordered from food service:

Mechanical soft	Low Lactose
Bland Diet	Gluten Restricted Diet
High Calories	Renal
1800 Calorie Diabetic	Food Allergy Menu
2200 Calorie Diabetic	Diabetic Allergy
Low Sodium	

U. Inmate Compliant/Grievance Procedure

Medical Contractor will establish policies and procedures that address the handling of inmate complaints related to health services to include a process for appeals.

Medical Contractor will receive electronic notices of all medical grievances filed. A Response to grievances shall be initiated within 72 hours of receipt.

Medical Contractor will generate and provide to the Jail Major or designee a monthly report of complaints received. The report should include at a minimum, inmate name and identification number, date the complaint was received, complaint description, date of response and a brief description of the resolution.

V. Onsite Services for Jail Facility Staff and Bibb Sheriff Office Employees/Retirees:

Medical Contractor will not be responsible for the provision of routine health services to Jail Facility staff. However, Medical Contractors staff will provide on-site emergency intervention for staff, inmates and visitors when necessary.

Medical Contractor will hold an annual health fair in the administrative area of 668 Oglethorpe location. The health fair will include at a minimum, annual flu vaccinations, blood pressure check and blood work to include a lipid panel, CMP and PSA test.

W. Administrative

Medical Contractor's staff shall design and implement written policies, procedures and protocol for the healthcare unit and medical staff which shall become the property of Bibb County Sheriff's Office.

Medical Contractor shall be responsible for ensuring that its staff reports any problems to employees of the Bibb County Jail Facility staff with the rank of sergeant or above.

Medical Contractor shall ensure that the healthcare status of inmates admitted to an outside hospital is reviewed daily and a report is sent to the Jail Facility Major each morning to ensure that the duration of the hospitalization is no longer than medically indicated.

Medical Contractor will appear as needed at any trial, hearing, conference, deposition or other legal proceeding regarding inmate healthcare; will produce certified copies of inmate medical records and prepare any requested written summary or timeline concerning healthcare rendered to any inmate.

Periodic meetings (at least once per month) shall be held between facility administrative officials, facility staff and appropriate Medical Contractor personnel to review significant issues.

Medical Contractor shall be responsible for ensuring that all new healthcare personnel are provided with orientation regarding medical and mental health practices on-site. Orientation regarding other facility operations will be the responsibility of the Bibb County Sheriff's Office.

Medical Contractor employees shall attend all mandatory department training. The Sheriff's Office will provide advanced notification of said meetings.

X. Security

Medical Contractor personnel shall be subject to all the security regulations and procedures of both the Bibb County Detention Facility and the Bibb County Jail Facility.

Bibb County will be responsible for running criminal background checks on Medical Contractor personnel. Medical Contractor is responsible for credentialing or any other required checks.

Medical Contractor shall have all county access/ID badges returned immediately to the Jail Facility Major or designee upon employee termination/resignation. Failure to do so will result in a one-time penalty of \$50.00 per access/ID badge.

V General Proposal Submission Requirements

A. Modification and Amendments to the Contract

Changes in contractual provisions of services to be furnished under the contract must be made only in writing and must be approved mutually by an authorized agent of the Medical Contractor and the Bibb County Sheriff.

Should the Bibb County Sheriff and the Medical Contractor mutually agree to a change in the scope of the services during the contract term, the Medical Contractor and/or the Sheriff, will be allowed to adjust the contract mutually agreed upon price accordingly. Any changes to the contract will require an executed change order.

B. Assignment

Medical Contractor shall give full attention to the faithful execution of the contract, shall keep the contract under his control, and shall not by power of attorney or otherwise assign the contract to any other party.

C. Contractor's Cooperation

Medical Contractor shall maintain regular communications with Jail Facility Major and shall actively cooperate in all matters pertaining to this contract.

The Contractor shall always observe and comply with federal, state, local and municipal laws, ordinances, rules, and regulations in any manner affecting the contract.

D. Public Information

Neither the Medical Contractor nor Bibb County shall publish any findings based on data obtained from the operation of this contract without prior written consent of the other party, whose written consent shall not be unreasonably withheld.

E. Research

No research projects involving inmates, other than projects limited to the use of information from records compiled in the ordinary delivery of patient care activities, shall be conducted without the prior written consent of the Bibb County Sheriff. Any research shall be conducted by written guidelines and the written informed consent of each inmate who is a subject of a research project shall be obtained prior to an inmate's participation as a subject.

F. Indemnification

Medical Contractor shall indemnify, defend and hold Bibb County harmless from and against any claims against Bibb County based on Medical Contractor's performance of its obligations hereunder; provided, however, that Medical Contractor will not be responsible for any claim arising out of: Bibb County or its employee or agent preventing an inmate from receiving medical care ordered by Medical Contractor or its agent to exercise good judgement in promptly presenting an ill or injured inmate to Medical Contractor for treatment.

Bibb County shall indemnify, defend, and hold Medical Contractor harmless from and against any claims against contractor arising out of the performance by Bibb County, its employees, agents, officers or contractors in connection with Bibb County's obligations hereunder or other conduct.

G. Requirements Contract

Medical Contractor understands that this is a requirements contract and Bibb County will have no obligation to the Medical Contractor in providing Contractor's services.

H. Payment Schedule

Monthly payments to the Medical Contractor will be based on 1/12 of the annual contract cost and will be billed by the 15th of the month prior to the month of service. Per Diem cost will be billed by the 15th of the month following the last day of the month in which the service was provided.

I. Reports to be Provided

Medical Contractor will provide monthly reports to the Jail Facility Major or designee. These reports shall contain analysis of the healthcare services provided. The actual description and format of such reports will be mutually agreed upon by the contracting parties. From time to time, there will be a need for a report to be drafted so the Public Information Officer or Sheriff may present general information to the press or public. The Medical Contractor shall make every effort to expedite these requests in a timely manner.

J. Disposal of Infectious Waste

Medical Contractor will be responsible to contract for the disposal of biohazards and infectious waste. The providing of sharp containers and the disposal of such items at both the Jail Facility and the Detention Center shall be the responsibility of the Medical Contractor.

K. Right to Audit and Inspect

Bibb County reserves the right to audit and inspect Medical Contractor records regarding Bibb County billings, invoices, claims and other documentation regarding the account at any time.

L. Telemedicine

Medical staff may NOT perform any work for other counties/municipalities while onsite at Bibb County facilities.

VI Proposal Documentation Preparation

Proposal response shall include but not be limited to the following:

A. Introduction:

Company profile to include:

1. Corporate and staff qualifications including title, length of employment, resumes, certifications, licenses and demonstrated qualifications.
2. Demonstration of current and past experience in delivering healthcare programs to facilities with a population of 1,000 or more.
3. The date organized to provide healthcare services in Correctional Facilities.
4. Number of years in business
5. Number of employees.
6. Corporate office organizational structure.
7. Annualized dollars of payroll.
8. List/amount of all litigation your company has been involved in over the past five (5) years. (Explain the circumstances in detail).

B. References/Client Information

References to include:

1. List all current clients with contact information.
2. List of all former clients within the past five years with contact information and the reason the contract was terminated.

3. Have you terminated a contract prior to the completion of its original term in the past five (5) years? Provide the name of the client and a brief description of why you terminated the contract.
4. Has a client terminated a contract with you prior to the completion of its original term in the past five (5) years? Provide the name of the client and a brief description of why the contract was terminated.
5. Describe your company's approach to client acquisition and retention. How many clients have you added in the past two years?
6. Have you ever sued a client or former client? If so describe the circumstances and the outcome.
7. Excluding contractual liquidated damages, provide a detailed list of any fines or penalties your company has had to pay to Federal, State or local agencies or shareholders.
8. Describe all instances in the past five years in which you requested additional money beyond what was agreed to in the initial contract.

C. On-Site and Off-Site Services

Briefly state how all on-site and off-site healthcare services will be provided. The proposer must demonstrate an understanding of each task. Explain your contract negotiation procedure for off-site services.

D. Personnel Services

In this section the vendor should discuss the following topics:

1. Staffing Proposals:
 - a. Each Proposer must submit their approach to providing the standard of care required to meet the needs of the Bibb County Jail Facility. The Sheriff's Office is open to considering alternative staffing scenarios and if desired the Proposer may submit multiple approaches to meeting the staffing needs.
 - b. It is expected that the Medical Contractor will maintain the staffing required to provide the Bibb County Jail Facility with an effective inmate healthcare delivery system that has sufficient numbers and types of healthcare staff to provide adequate, efficient and basic inmate care needs.
 - c. Remaining compliant with NCCHC and ACA standards is mandatory.
 - d. The proposer must provide assurances that vacancies in any category will be replaced immediately but not longer than 30 days of the date of departure. Temporary coverage for such vacancies must be arranged so that there will be no decrease in the total staff time devoted to this operation for any category of staff. A weekly staff report must be provided to the Jail Facility Major identifying the actual staff time by individual and specialty.
 - e. All employees of the Medical Contractor must have current license, certification, as registration required.
2. Recruitment Practices
3. Licensure/Certification Requirements
4. Staff Training and Personnel Development
5. Orientation of New Personnel
6. Continuing Education
7. In-Service Training

E. Medical Equipment

The agency owns the medical equipment and office furnishings shown in (Exhibit B). In the event that additional equipment or furnishings with value of \$250 or more is required during the term of the contract, a written list of equipment and justification of need should be forwarded to the Jail Facility Major for consideration and processing.

If the proposer determines that additional equipment will be required prior to start-up, that list shall be included as part of the proposal.

The provision of equipment and furnishings with a purchase cost of less than \$250 will be the responsibility of the Medical Contractor. Upon contract termination, equipment purchased by the Medical Contractor will become the property of the Agency.

F. Implementation/Transition

Proposers should discuss schedule implementation and methodology of contract transition (for staff, systems, medical records, etc....) for a functioning start date of 7/1/2022.

VII Selection Process

The selection committee will consist of Sheriff's Office personnel. The Proposals will be evaluated to select the firm which rates highest according to the criteria listed above. The selection committee may then short list the highest scoring firms.

The fees of the short-listed firms will then be opened and scored. The highest scoring firm may be selected at this point, or the committee may invite a number of the highest scoring firms to interview. The number of firms short listed and interviewed, if any, will be at the discretion of the selection committee.

If an interview is requested, it will be worth an additional 10 points in the selection process. The Proposer will be responsible for any cost associated with the request for additional information and/or an interview. If unable to reach an agreement with the highest ranked vendor, the Sheriff may negotiate with the second ranked firm and so on until a satisfactory agreement has been reached.

A. Minimum Qualifications

To be considered for award of this contract, the proposer should meet the following minimum qualifications:

1. The Proposer must be organized for the primary purpose of providing correctional healthcare services. The proposer shall have five (5) continuous years previous experience in administering correction healthcare programs and at least three (3) years of previous experience at correctional facilities of a size comparable to that of the Bibb County Law Enforcement Center.
2. The Proposer must demonstrate recruiting capabilities including recruiting personnel and recruiting systems. The Medical Contractor shall recruit, interview, hire, train and supervise all health care staff and such health care staff shall be adequate to meet all conditions and specifications of the contract. All medical staff providing services under the contract shall be licensed to practice in the State of Georgia.
3. The Proposer must have written protocols, policies and procedures explaining systems and processes to be used in administering healthcare services to inmates.
4. The Proposer must have a proven ability for an immediate contract start-up.

TECHNICAL PROPOSAL FORMAT

Firms are required to submit their proposals in the following format:

A. Cover Letter

1. The proposal shall contain a cover letter on corporate letterhead signed by an authorized representative of the company. The respondents' name, address, telephone, facsimile number and email address, and signature shall be clear and legible. By executing the cover sheet, the Proposer acknowledges that it has read this RFP, understands the provisions, and agrees to be bound by its terms and conditions.

B. Proposal

1. One (1) unbound single sided original (designated as the original) and seven (7) bound copies of your proposal shall be submitted. One (1) flash drive copy of the technical proposal only should also be included. All copies of the proposal should be identical. The full cost for proposal preparation is to be borne by the proposing firm. Proposals must be signed in ink by a company official who has authorization to commit resources.
2. Proposals shall be submitted in a sealed envelope/package and addressed to Macon-Bibb County Procurement, City Hall, 700 Poplar Street, 3rd Floor, Suite 308, Macon, Georgia 31201. The envelope/package shall be identified with the proposal number, date of opening and company name on the outside. **Cost proposal to be submitted in a separate sealed envelope with flash drive.**

C. Respondents

1. Respondents are encouraged to submit clear and concise responses. Excessive length, or extraneous information is discouraged. In an effort to ensure our ability to evaluate and choose a successful service provider for this project, respondents are encouraged to be responsive to the specific range of issues requested in this solicitation. Submission of excessive "boiler plate" information, including sales brochures is discouraged. The proposal should provide all the information which Respondents/Proposer considers pertinent to its qualifications for this project.

COST PROPOSAL FORMAT

1. The Proposal must contain a base price quoted to provide the professional staffing and complete program of administrative and health services for a total base census count of 750 inmates incarcerated at the Bibb County Jail Facility and the Bibb County Detention Facility as described in these specifications for a twelve (12) month period from the original contract date.
2. The Proposal shall indicate a per diem charge per inmate which will be paid monthly for any day on which the average daily population exceeds the average daily inmate population upon which the annual base compensation is calculated. The same degree of health care will be provided to excess inmates as is provided to all other inmates.
3. The Proposer at their discretion may provide two cost Proposals based on the two following scenarios:
 - A. The responsibility of the Medical Contractor for the healthcare of an inmate commences with the commitment of an inmate to the custody of the Bibb County Law Enforcement Center. The Medical Contractor is not financially responsible for the cost of services outside of the Bibb County Law Enforcement Center for any medical Treatment or Health Care Services provided to medically stabilize any inmate presented at booking with a life-threatening injury or illness or in immediate need of emergency medical care.
 - B. The responsibility of the Medical Contractor will commence once the inmate has been accepted by Bibb County personnel into the custody of the County. The Medical Contractor will then become financially responsible for the medical treatment, regardless of the nature of the illness or injury occurred prior or subsequent to the individual's incarceration at the Bibb County Law Enforcement Center.
4. The Bibb County Sheriff's Office intends to award a contract to procure healthcare services at the Bibb County Jail for the next five (5) years. The Sheriff seeks cost proposals separated for each year of the contract and not as lump compensation for the entire five (5) year term. The first year of service shall commence on July 1, 2022, and ends June 30, 2023, and is renewable under like terms for an additional four (4) one-year terms, subject to any adjustments as specified above in Section 1. E Information/Submittal. Proposal shall not include any Federal or State Tax.
5. Proposals submitted are not publicly available until after the award. Only the names of the companies submitting a proposal will be read at the opening. All proposals and supporting materials as well as correspondence relating to the RFP become property of the Bibb County Sheriff's Office when received.

TECHNICAL PROPOSAL SELECTION PROCEDURE

1. Clear understanding of Bibb County Sheriff's Office Healthcare Requirements. **Maximum 25 Points:**
 - a. Ability to provide quality health care services
 - b. Clearly states how the operation will run in a cost-effective manner with full reporting and accountability to the Bibb County Sheriff's Office.
 - c. Ability to operate health care program at full staffing with only licensed, certified and professionally trained personnel.
 - d. Written health care plans with clear objectives and policies included.
 - e. Ability to operate the health care program by standards established by NCCHC, ACA and PREA and obtain NCCHC accreditation within 12 months of contract start up.

2. Experience/References. **Maximum 35 Points:**
 - a. Identification of individuals and certifications of individuals assigned to the project.
 - b. Proposer's experience in providing similar Correction Healthcare Programs.
 - c. Consistency and satisfaction of services provided to previous clients.

3. Corporate Stability. **Maximum 15 Points:**
 - a. Financial Stability, years in business, and status of pending litigation.

4. Fee Proposal. **Maximum 25 Points:**
 - a. Annual costs for healthcare services for inmate population of 750.
 - b. Per Diem rate per inmate more than population of 750.
 - c. Annual option to renew increases.

Cost proposal to be submitted in a separate sealed envelope/package and addressed to Macon-Bibb County Procurement, City Hall, 700 Poplar Street, 3rd Floor, Suite 308, Macon, Georgia 31201. The envelope/package shall be identified with the RFP number, date of opening and company name on the outside. In addition, cost proposal shall be included on the flash drive and submitted with the cost proposal.

Maximum Scoring Points Total = 100