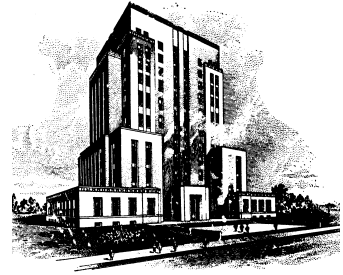


Racine County Finance Department

Racine County Courthouse
730 Wisconsin Avenue
Racine, WI 53403-1238
Phone (262) 636-3700
Fax (262) 636-3763

Duane McKinney
Purchasing Coordinator



July 12, 2019

Dear Prospective Vendor:

You are invited to submit a proposal to provide Inmate Medical Services for the Racine County Jail. Sealed proposals are due on or before 10:00am. local time on Friday, August 30, 2019 at the above address. Late bids will not be accepted.

Responses must be in a sealed envelope/container and show the firm's name, address, and solicitation number/name on the cover as instructed. Your response must be manually signed and dated and include all requested information.

Any questions regarding this Request for Proposal must be submitted in writing and directed to:

Duane McKinney, Purchasing Coordinator
Racine County
Facsimile: 262-636-3763
duane.mckinney@racinecounty.com

No other Racine County employee or representative is authorized to provide information or interpret any portion of this solicitation. No contact from any Vendor to any Racine County employee or elected official should be made during this process unless authorized by the Racine County Finance Department.

A mandatory pre-proposal conference and site tour will be held on Wednesday July 24, 2019 at 10:00 a.m. While any firm interested in potentially submitting a proposal must attend, such participation does not obligate the vendor to submit a proposal. If you plan on attending, please complete and fax/email the attached registration form no later than 3:00 p.m. on Friday July 19, 2019. Only those vendors completing the mandatory pre-proposal conference/tour will be permitted to submit a proposal.

Sincerely,

Duane McKinney
Racine County Purchasing Coordinator

Encl: Proposal Package

VENDOR LETTER OF REGISTRATION FOR PRE-PROPOSAL MEETING

INMATE MEDICAL SERVICES Proposal # 19-RCJ-01

The undersigned intends to attend the mandatory pre-proposal conference at 10:00 a.m. on July 24, 2019 at the Racine County Law Enforcement Center, 717 Wisconsin Avenue, Racine, WI 53403. Meet in Lobby Area after proceeding through security.

Representative's Signature

Date

Representative's Printed Name

Company Name and Legal Name for Business within Wisconsin

Telephone Number and Extension

Facsimile Number

E-Mail Address

The following individuals listed below are planning to attend the mandatory pre-proposal conference:

Name

Title

1. _____

2. _____

3. _____

Note: This form is mandatory, if the vendor intends to or has any interest in responding to this RFP and is required to obtain security clearance for individuals scheduled to attend the requisite pre-proposal conference. No more than three individuals may participate for any one vendor. However, neither this letter of intent nor the company's participation in the pre-proposal conference obligates the vendor to actually submit a proposal in response to the RFP for INMATE MEDICAL SERVICES. Official photo identification is required to enter the facility.

FAX FORM TO 262-636-3763 or E-mail to duane.mckinney@racinecounty.com no later than 3:00 p.m. on Friday, July 19, 2019.

REQUEST FOR PROPOSAL

INMATE MEDICAL SERVICES

Proposal # 19-RCJ-01

I. PROJECT OVERVIEW

Racine County is accepting proposals from qualified service providers with specific experience in correctional facilities to provide medical services for the inmates within Racine County Jail (RCJ) located at 717 Wisconsin Avenue, Racine, Wisconsin. The primary focus for medical services will be the inmates of RCJ. The inmate medical services include necessary healthcare personnel and ancillary services as may be needed.

Vendors shall submit proposals that address the required services for RCJ as described on pages 9-13 of this Request for Proposal (RFP).

II. OBJECTIVE

The objective of this RFP is to identify and select the most competent and qualified firm, individual, partnership, or corporation capable of providing inmate medical services for the Racine County Jail. From this selection process, it is anticipated Racine County and the selected vendor will enter into a contract for a three (3) year period commencing January 1, 2020, with an option of two (2) one-year extensions for a potential contract term not to exceed five (5) years. The contract between the successful vendor and Racine County will meet the following objectives:

1. To deliver high-quality cost-effective healthcare services that comply with the administration standards of the Wisconsin Department of Corrections.
2. To operate the Inmate Medical Services Program using Wisconsin-licensed, certified, and professionally trained medical personnel.
3. To operate the Inmate Medical Services Program in a cost-effective manner with full reporting and accountability to Racine County.
4. To review, develop and implement specific healthcare policies, procedures and protocols for Racine County and provide evidence of compliance.
5. To maintain standards established by Wisconsin State Statutes and Wisconsin Department of Corrections Administrative Code for inmate healthcare services in jails.
6. To offer a comprehensive program for continuing healthcare education for RCJ staff.
7. To establish and maintain an open collaborative relationship with the administration and staff of RCJ related to the provision of healthcare services to inmates.
8. To maintain confidential, complete, and accurate records of care, and to collect and analyze healthcare statistics on a daily basis for generation of monthly and annual reports. Analysis should include information that will assist all parties in justifying current services and identify any need for enhanced medical services. These records of care will be the property of the Racine County Sheriff or the Sheriff's custodian of records and will be maintained for a period of eight (8) years, in accordance with Wisconsin Department of Corrections standards.
9. To establish policies and procedures to ensure that medical records generated as a result of contractual services to the public or to public or private officials without first obtaining prior written authorization from the Racine County Sheriff and Racine County Corporation Counsel shall not be released.
10. To operate within the state and federal privacy laws.

11. To operate the Inmate Medical Services Program humanely and respect inmates' rights to basic healthcare services.

III. BACKGROUND

Racine County is located on the western shore of Lake Michigan in southeastern Wisconsin, approximately 65 miles north of Chicago, Illinois, and 25 miles south of Milwaukee, Wisconsin. The est. 2012 census estimated population of the county was 194,797. The county seat is the City of Racine, which has a culturally diverse population estimated at 78,303.

The Racine County Jail is located at 717 Wisconsin Avenue in Racine and is an 876-bed "podular" design (indirect supervision) facility. In 2018, the average daily population of the Jail was 765 inmates, including 22 Huber inmates. In 2018, the jail facility processed 7,782 inmates with a total of 276,321 prisoner days. In the first 4 months of 2019, the RCJ had an average daily population of 720, including 28 Huber inmates. Note: Huber inmates are inmates that work outside the jail and pay room & board.

A. Population Demographics:

2018 RCJ Average Daily Population (ADP): 765

B. Present correctional medical services consist of:

- A total of 144 hours per week of Registered Nurse service coverage;
- A total of 144 hours per week of Licensed Practical Nurse service coverage;
- A total of 40 hours per week of Nurse Practitioner service coverage;
- Medical office coverage, comprised of a total of 40 hours per week of medical records clerk services;
- 8 hours/week on-site physician coverage which shall consist of 2 visits per week up to 4 hours per visit, 24 hour on-call availability;
- 4 hours/week on-site psychiatrist coverage, 24 hour on-call availability;
- 80 hours/week of bachelor level social worker coverage on site;
- The current vendor has a \$100,000 liability cap which includes but not limited to:
 - Hospitalization and medical supplies
 - Pharmaceuticals
 - Ambulance services
 - Off-site emergency and non-emergency medical care
 - Off-site dental service as needed
 - On-site X-ray services

C. Event averages per month for 2018:

- Inmate sick call visits: nurse - 200
- Inmates requiring off-site medical services: 37
- Inmate TB testing and health assessment: 166
- Inmate suicide watches: 178
- Inmate hypertension checks: 113
- Inmate labs and x-rays: 75
- Staff TB testing: 8

IV. INSTRUCTIONS TO PROPOSERS

A. General Information

Based on the Scope of Services, Vendor Requirements and the Mandatory Proposal Requirements described on pages 9-13, please submit a detailed proposal to Racine County Purchasing.

B. Projected Timetable

Issue Request for Proposal	07-12-19
Pre-Proposal Conference and Tour	07-24-19 10:00 a.m. Local Time
Questions In Writing Due	07-31-19 5:00 p.m. Local Time
Addendums Issued By	08-05-19 5:00 p.m. Local Time
Proposals Due	08-30-19 10:00 a.m. Local Time
Evaluation of Proposals	08-30-19 through 09-06-19
Oral Presentations (If any)	09-09-19
Selection Committee Approval	09-24-19
Contract Signed	11-26-19
Contract Start Date	01-01-20

C. Vendor Questions

Vendors are reminded to carefully examine the RFP and Scope of Work upon receipt. If the Vendor does not fully understand the RFP or is in doubt as to the County's ideas or intentions concerning any portion of the services required, questions shall be submitted in writing to Duane McKinney, Purchasing Coordinator, by July 31, 2019 at 5:00 p.m. local time either by fax or e-mail for interpretation or correction of any printed material.

Fax: 262-636-3763

E-mail: duane.mckinney@racinecounty.com

Answers to all questions will be sent to vendors who attended the pre-proposal conference by August 5, 2019 in the form of an addendum. If necessary, an extension will be made to the RFP opening date. The RFP and any addenda will be posted on Racine County's web site www.racineco.com under Bids/Proposals.

D. Mandatory Pre-Proposal Conference/Tour

A mandatory pre-proposal conference and tour will be held at **10:00 a.m. local time, on Wednesday, July 24, 2019**, in the Sheriff's conference room of the Racine County Law Enforcement Center located at 717 Wisconsin Avenue, Racine, WI. Vendors are to meet in the lobby area after proceeding through security.

The conference will be for the purpose of answering questions related to the RFP and the services to be contracted. A tour of the RCJ facility will also be included.

E. Proposal and Presentation Costs

Racine County will not be liable for any costs incurred by the vendors in the preparation of their proposals in response to this RFP, for any oral presentations/interviews (if requested) or participation in any discussions or negotiations.

F. Addenda

Any changes made as a result of a written request will be issued via RFP addenda to all vendors that attend the pre-proposal conference/tour and if necessary, an extension will be made to the RFP opening date. Addenda will be posted to the Racine County Website (www.racineco.com) under Bids/Proposals. Vendors are responsible for checking this website for any future addenda or other documents prior to the opening date. All addenda must be signed and returned with your bid as specified in the addenda. Vendors who do not return the addenda may have their bids rejected. If you are unable to access the internet, contact Racine County Finance Department at 262-636-3129 for a hard copy.

If the Vendor receives a proposal packet from any source or entity other than the Racine County Finance Department, the Vendor is responsible for contacting the Racine County Finance with their company contact information and timely submitting a Vendor Letter of Registration for Pre-Proposal Meeting. Failure to do so will result in the proposal package being rejected.

G. Six Copies are Required

The vendor shall submit **one (1) flash drive, one (1) original and five (5) copies** of their proposal in response to this RFP.

H. Due Date

Proposals are to be received by 10:00 a.m. local time on Wednesday, August 30, 2019 in the office of the Racine County Purchasing Coordinator. The proposals will then be publicly opened and the names of the proposers read aloud. Sealed proposals received after 10:00 a.m. local time as dictated by www.time.gov will be considered late, not accepted and returned unopened.

I. Addressing of Proposals

Proposals shall be submitted in a sealed envelope/container. The sealed envelope/container shall be marked with proposer's return address and addressed as follows:

Purchasing Coordinator
Racine County Courthouse
730 Wisconsin Avenue
Racine, WI 53403

And in lower left-hand corner note:

INMATE MEDICAL SERVICES, DUE: 10:00 A.M., August 30, 2019

J. Additional Data with Proposal

Vendors may submit, on the firm's letterhead only, additional data and information deemed advantageous to Racine County. Consideration of such data and information is to be held optional to Racine County.

K. Late Proposals

Formal proposals, amendments thereto, or requests for withdrawal of proposals received by Racine County after time specified for opening will not be considered.

L. Vendor Supplied Information

All vendor-supplied materials, including the vendors' proposals, become the property of Racine County. We will work with vendors to meet their confidentiality requirements, provided those requirements are within reason, as determined by Racine County.

M. Withdrawal of Proposals

Any proposal may be withdrawn up until the date and time set for the deadline for the proposals, 10:00 a.m. local time, August 30, 2019. Any proposals not so withdrawn shall constitute an irrevocable offer for a period of 90 days or until one of the proposals has been duly accepted and Racine County executes a contract, whichever occurs first.

N. Proposals Binding – 90 Days

Unless otherwise specified, all proposals submitted shall be binding for ninety (90) calendar days following bid opening.

O. Oral Presentations

Racine County may require oral presentations from selected vendors on Monday, September 9, 2019. If presentations are necessary, the vendor will be contacted by Wednesday, September 4, 2019, or earlier to request that an oral presentation be scheduled.

P. Proprietary Information

All vendor-supplied materials, including the vendor's proposal, become the property of Racine County. Racine County will work with vendors to meet their confidentiality requirements if they are within reason. All vendor confidential and proprietary material must have each page clearly marked as confidential. Wisconsin "Open Records Laws" apply.

V. TERMS AND CONDITIONS

A. Responsibility of Racine County

Racine County shall provide office space, appropriate furniture and equipment as exists in the RCJ medical office.

It will be the responsibility of Racine County to maintain and replace County provided equipment if maintenance or replacement is warranted due to normal usage, wear and tear. In the event of damage or replacement due to neglect or intentional misuse by the vendor, the vendor will be responsible for said replacement or repair.

B. Responsibility of Vendor

It is the responsibility of the vendor to view existing equipment during the mandatory pre-proposal conference and tour scheduled on Wednesday, July 24, 2019 at 10:00 a.m.

The successful vendor at their expense shall be responsible for providing any and all additional furniture, fixtures, and equipment deemed necessary by the vendor to fulfill the requirements of service under this RFP.

C. Agreement Development

Any subsequent agreement between Racine County and the successful vendor shall be governed by the laws of Wisconsin. The court of competent jurisdiction for this agreement shall be the Racine County, Wisconsin, Circuit Court.

D. Contract

The successful vendor shall execute a contract with Racine County incorporating the terms of this RFP and all or part of the vendor's proposal.

E. Contract Term/Duration

The period of performance contracted will be for three (3) years with two (2) one-year renewal options, resulting in a potential contract term of five (5) years.

This Agreement may be canceled without penalty or obligation of any kind, except as may otherwise be specifically set forth as an exception to this clause, by Racine County by, for or on behalf of itself or its agencies, departments, officers, agents or employees immediately upon written notice to all parties that sufficient funds have not been budgeted by the County Board of Supervisors to pay for the obligations under this agreement for the next budget year.

F. Termination by County for Cause

If the vendor fails to fulfill its obligations under the contract resulting from this RFP in a timely and proper manner, or violates any of its provisions, County may thereupon have the right to terminate the agreement by giving thirty (30) days written notice of termination, return receipt required, specifying the alleged violations and effective date of termination. The contract may not be terminated if, upon receipt of the notice, the vendor promptly cures the alleged violation prior to the end of the notice period. In the event of termination, Racine County will only be liable for services rendered and expenses incurred through the date of termination and not for the uncompleted portion and for any materials services purchased or paid for by the vendor for use in completing the contract.

G. Unrestricted Right of Termination by County without Cause

Racine County further reserves the right to terminate this contract at any time for any reason by giving any vendor a minimum of sixty (60) days written notice by return receipt mail of such termination. In the event of said termination, vendor shall not reduce its activities hereunder unless agreed in advance by Racine County. The vendor will be paid according to the contract for services rendered through the date of termination.

H. Termination by Contractor

The successful vendor may, at its option, terminate the contract, once executed, upon the failure of Racine County to pay any amount that may become due hereunder for a period of sixty (60) days following submission of appropriate billing and supporting documentation. Upon said termination, vendor shall be paid the compensation due for all services rendered through the date of termination. Written notification of termination must be delivered to Racine County at least one hundred twenty (120) days before the effective date of termination.

In the event of termination by the vendor, notice shall be delivered by the vendor in writing with return receipt required to:

Jail Administrator
Racine County Sheriff's Office
717 Wisconsin Avenue
Racine, WI 53403

I. Cooperation Upon Termination

The vendor must cooperate with Racine County in the event of termination so as to ensure that Racine County can maintain continuity of service delivery. Such cooperation will include the provision to Racine County of the names, addresses and telephone numbers of personnel, independent contractors and subcontractors as well as salaries, organizational charts, certifications, lists of all subcontractors with names, addresses and telephone numbers, inventory lists of medical, dental and office supplies and pharmaceuticals, equipment lists and condition by site and all policies, procedures, protocols, manuals and forms, all consolidated medical records, statistical reports and other information and data specific to Racine County. Vendor must provide said information prior to the effective date of the termination or contract end.

J. Indemnification

The vendor shall indemnify, defend, and hold harmless Racine County, the Sheriff, and their officers, agents, servants, and employees from any and all claims, suits, actions, costs, and fees arising from, growing out of, or connected with allegations of the negligent or willful or wanton performance of this Agreement, tortious disputes or claims of whatsoever kind involving employees of the vendor; however, the vendor will not be responsible for any claim arising out of: a.) Racine County or its employees or agent intentionally preventing an inmate from receiving medical care ordered by the vendor or its agent or vendor; or b.) the negligence of Racine County's employee or agent in promptly presenting an injured or ill inmate to the vendor for treatment if it should have been obvious to a non-medical individual that the inmate was in serious need of immediate medical attention.

K. Insurance Requirements

In addition to Section V.J. above, the vendor further agrees that in order to protect itself and Racine County, it will at all times during the term of this agreement maintain at least the following insurance coverage and limits:

<u>Coverage</u>	<u>Limits</u>
Medical Professional Liability	\$1,000,000 per loss \$3,000,000 aggregate
Comprehensive General Liability	\$1,000,000 per occurrence \$3,000,000 aggregate
Business Automobile	\$1,000,000 per occurrence \$3,000,000 aggregate
Worker's Compensation (Employees Only)	Statutory Cov. A. \$500,000, \$500,000 liability

This insurance shall name the vendor, its employees, officers, agents, and independent vendors within the coverage and limits stated above. Said insurance coverage will survive the termination of this Agreement and will provide coverage at any date a claim is made against any of the insured whether or not any relationship exists between Racine County and the vendor. The vendor and its subcontractors shall also maintain, at their expense, Worker's Compensation for all employees in the statutory amounts.

Certificates of Insurance: Within thirty (30) days of award, the vendor shall deliver to Racine County certificates of insurance naming Racine County, the Sheriff, jail administrator, and jail staff of the Racine County Sheriff's Office as additional insured parties for each of the above specified types of insurance. Certificate shall be addressed to:

Captain Bradley Friend
Racine County Jail
717 Wisconsin Ave
Racine, WI 53403

Changes in Insurance Coverage: The vendor shall notify Racine County of changes in insurance coverage in writing within thirty (30) days, but under no circumstances will the types or amounts of coverage be changed without the prior written consent of Racine County.

Insurance Rating: All of the above-specified types of insurance shall be obtained from companies that have at least a triple "A" rating in Best's Guide or the equivalent.

L. Notice of Lawsuit

Within sixty (60) days of service of process, Racine County or the Sheriff shall notify the vendor of any lawsuit involving the indemnification provided for above. Failure to provide such notice shall not relieve the vendor of its obligations to provide indemnification. However, Racine County shall be responsible for any additional costs of defense incurred due to their failure to provide such notice within sixty (60) days.

M. Choice of Legal Counsel

The vendor shall provide coverage as provided in this Agreement and retains the right to choose legal counsel subject to the approval of the Racine County Corporation Counsel. However, Racine County may elect to defend against or to join as co-counsel in any claim or lawsuit in which Racine County, the Sheriff or any agent, employee or officer of the Sheriff or Racine County is involved without waiving the hold harmless and indemnification provisions set forth in the Indemnification section above.

N. Pricing Structure

RCJ proposal pricing shall be an annual lump sum amount using the Jail ADP (see section V.P. Average Daily Population for Pricing) plus an inmate per diem adjustment calculated as stated below.

1. Monthly invoices shall be submitted by the vendor for one-twelfth of the proposed total lump sum amount during the term of this agreement and any extensions of the agreement.
2. Adjustments to monthly compensation shall be submitted quarterly based on the average daily population (including indigent Huber work-release inmates) for each month of the quarter. The ADP shall be determined from jail records. The following formula shall be used for each month. The difference between the total number of inmate days for the month and the contractual average daily population times the days in the month will be calculated. That number will be multiplied by the per diem cost proposed by the vendor in the proposal. That number shall be either a credit to the vendor if the total number of inmate days for the month exceeds the contract ADP times the days in the month or shall be a debit against the

vendor's account if the contractual ADP times the days in the month exceeds the total number of inmate days for the month.

O. Billing / Payments

Vendor shall submit monthly invoices to RCJ for one-twelfth of the total lump sum amount during the term of this agreement and any extensions of the agreement. Vendor shall submit quarterly adjustments based on the average daily population (excluding indigent Huber work-release inmates) for each month of the quarter for actual ADP over the period or increased services.

Payment will be made by RCJ to the vendor within thirty (30) days of invoice receipt. Quarterly adjustments will be credited or debited to the first monthly invoice/statement of the subsequent quarter or as soon as possible after reconciliation between vendor and Racine County.

P. Average Daily Population for Pricing

The RCJ average daily population as identified by Racine County to be bid upon by each vendor submitting a proposal is 739 inmates, total ADP less Huber.

2018 ADP	765
2018 Huber	26

Q. Transition and Implementation Plan

Each vendor must submit a comprehensive Transition Implementation Plan. The quality, breadth and depth of the plan are critical to the success of the contract start-up and the conversion from current provider.

Plan Components – The plan must describe activities during the thirty (30) days prior to the initiation of on-site services in preparation for the start-up and for the first sixty (60) days of the contract implementation to ensure uninterrupted service delivery and continuity of care. The plan must be approved by Racine County. The plan must address key aspects that are critical to the success of the transition.

Nursing Shortage Response – The plan must address the vendor's initiative to ensure adequate staffing coverage for this contract. The vendor is to submit a plan that addresses the shortage of staff continuing to be an issue (at what point will there be a penalty enforced). There should be a separate penalty clauses for Physician, Nurses, Psychiatrist, Social Worker, and Medical Records Clerk hours.

R. Affirmative Action

Racine County is committed to fulfilling its role as an affirmative action/equal opportunity employer. We request your vigorous support of our affirmative action efforts. Our relationship with your agency is based upon your willingness to accept and comply with Executive Order 11246, as amended, and other federal laws requiring equal employment opportunity without regard to race, religion, color, national origin, sex, disability or veteran status. By signing the Certification of Vendor page, you indicate your acceptance and compliance.

S. Non-Discrimination

In connection with the performance of work under this contract, the vendor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wisconsin Statute S.51.01 (5)(a), sexual orientation, or national origin. This provision shall include, but not be limited to the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the vendor further agrees to take affirmative action to ensure equal employment opportunities. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause [(Wisconsin Statutes S.16.765 (2).]

VI. SCOPE OF SERVICES

A. Inmate Medical Services – Base Service Plan

Vendor is to clearly define the services being provided and describe any minor changes that vendor feels are necessary. Vendor's responsibility hereunder as to each individual inmate/detainee of RCJ shall commence immediately upon the commitment of such person to the control of the sheriff at the RCJ.

1. Staffing

Vendor is required to provide the following staffing. Include specific information as to total number of positions, position titles, and number of hours (FTEs) worked by each position:

- Physician – (2) visits to the facility each week for a total of (4) hours on site or until the work is complete; 24/7 on-call.
- Nurses – on site coverage to include 288 total hours per week, with guaranteed 24/7 coverage.
 - RN - 144 hours on site per week
 - Other nursing services (RN or LPN) -144 hrs on site per week
- Nurse Practitioner – (40) hours on site per week.
- Psychiatrist – (4) hours on site per week, 24/7 on-call.
- Social Worker – (80) hours per week on site; with at least Bachelor level education.
- Medical Records Clerk - minimum 40 hours on site per week.
- Medical Director – a single contact to manage the scope of healthcare services and notification of any changes of Medical Director during the term of the contract.
- Site Supervisor must be licensed as a RN (minimum).

Vendor is required to credit RCJ for the actual cost of service hours not provided by any vendor medical staff position from the initial date of non-service. Examples are any medical staff (physicians, nurses, etc.) hours of coverage agreed to and scheduled but not filled, or services agreed to and scheduled but not provided. Any vendor medical staff positions not present, prepared, and able to assume duties as scheduled per staffing plan will constitute an immediate discount and a possible penalty.

2. Other Services

Vendor is also required to provide the following medical services:

- Pharmacy services to include the cost of all prescription and non-prescription over-the-counter medications prescribed by a duly licensed prescriber. Prescribing, dispensing, and administering of medications shall comply with all State and Federal laws and regulations.
- Pathology/radiology services.
- Crisis intervention services.
- Opioid withdrawal monitoring & intervention program including Vivitrol injections immediately prior to inmate release as part of a grant funded program Racine County is currently participating in.
- Removal and proper disposal of medical waste.
- Emergency ambulance services.
- Detoxification and management of intoxicated inmates.
- Completing health transfer sheets for inmates being transferred to other facilities.
- Ordering special diets and other medical needs (ex.: extra mattress, extra blanket, etc).
- Other general health care services such as scheduled sick calls, oral screening, and emergency dental.
- Off-site emergency medical care, as required, at local emergency rooms.
- Hospitalization and medical supplies.
- TB testing and assessment of all inmates that are still in the jail for 14 days or longer.
- Annual TB testing for the Racine County Sheriff Office staff.

- Doctor's orders in writing, including all standing orders.
- All medical services to Huber inmates except prescription medications, pathology/radiology services, mental health services, emergency ambulance services costs, emergency dental, and off-site emergency medical care.
- On-site emergency medical treatment to inmates, visitors and RCJ staff as needed and appropriate.
- Healthcare services to inmates during pregnancy only. Healthcare services for infants following birth and delivery are not the vendor's responsibility.

3. Vendor Responsibilities

Vendor is responsible for all of the following services and shall:

- Submit schedules and staffing patterns for all medical services that reflect coverage agreed upon by Racine County Jail administration on a weekly and monthly basis.
- Manage inmate medical records.
- Provide statistical and management reporting systems as required by Racine County and Department of Corrections.
- Implement a Medical Grievance Procedure program including tracking grievances.
- Submit copies of all employee evaluations annually to the Racine County Sheriff's Office.
- Educate/train corrections staff and inmates.
- Seek recovery of monies for inmate medical care from third party reimbursements as appropriate and available.
- Bill inmates' accounts for County's co-pay medical physician/nurse visits and for prescriptions filled.
- Administer medications to all inmates.
- Complete an independent annual compliance evaluation.
- Adhere to Jail security procedures.

Vendor is not responsible to provide the following services:

- Elective medical care to RCJ inmates. For purposes of the Agreement, "elective medical care" means medical care that, if not provided, would not, in the opinion of the vendor's medical doctor, cause the inmate's health to deteriorate or cause definite harm to the inmate's well being.
- Healthcare services for infants following birth and delivery.

B. Inmate Medical Services – Optional Service Plans

Vendor is required to include the following two optional service packages as separate cost packages.

Option A – Raise Liability Cap \$150,000

As an option to Liability Cap - Vendor is to raise the liability cap to \$150,000. In event that the cap is not reached, the vendor will reimburse the County in a form of a rebate.

Option B – Raise Liability Cap \$200,000

As an option to Liability Cap - Vendor is to raise the liability cap to \$200,000. In event that the cap is not reached, the vendor will reimburse the County in a form of a rebate.

***Note: All proposals need to include pricing for Options A, & B.**

C. Inmate Medical Services – Alternate Service Plans

Vendor may include alternate service plans as separate proposals. Any alternate proposal shall be in the format as requested in Sec. VIII and reviewed by the evaluation committee using the criteria listed in Sec. IX. As an example, the current vendor had a past program providing "Moral Reconciliation Therapy" as part of the Mental Health Services.

VII. VENDOR REQUIREMENTS

As a part of the ensuing contractual agreement, the vendor shall:

- Implement policies, procedures, and protocols that meet the standards and requirements of Wisconsin Department of Corrections Administrative Code (Chapter 350),
- Implement policies, procedures, and protocols that meet the standards of the National Commission on Correctional Health Care (NCCHC).
- Perform all work in a manner consistent with the above the Administrative Code and NCCHC plus any other relevant laws of the State of Wisconsin.
- Comply with all requirements of HIPAA to the extent that HIPAA applies to the Jail.
- Have a Continuous Quality Improvement program with monthly and yearly statistical reporting to the Jail Administration.
- Provide a weekly staffing report and schedule to the Jail Administration.
- Allow the County's quality control officer total access to the on-site medical office and all medical files, reports, schedules, grievances, charts, etc. required to verify that the contractor is following all policies, procedures and contract requirements.

VIII. MANDATORY PROPOSAL REQUIREMENTS

A. Proposal Requirements

Minimum submission requirements include:

1. Certification of Vendor - firm name, address, telephone number, facsimile number, and primary contact person (see page 18). Please make this the first page of your proposal package.
2. Brief history of the firm.
3. A two-page narrative statement specifying reasons 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. Respondents may say anything they wish in support of their qualifications. Respondents may supplement this proposal with graphic material and photographs.
4. Firm's specific abilities and financial capacity to provide the required professional services and qualifications related to the project's 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. Proposal for the cost of base services and Options A, and B as detailed under Scope of Services, Section VI.
7. Comprehensive transition implementation plan.
8. Certification that the submitted proposal will remain valid from the proposal submission date for a period of 90 days.
9. Resumes for all key personnel to be assigned and actually provide services under contract with Racine County.
10. Job descriptions of all staffing positions providing services under contract with Racine County. All project personnel assigned by the Vendor will be required to undergo a criminal history background check to be performed by the Racine County Sheriff's Office and must be approved by the Sheriff.
11. A detailed list of all projects and clients for the last three (3) years. The client list must include both current and former contracts and include appropriate contact person names

and title, agency (city, county, state, federal, etc.), location with address and telephone number as well as facsimile number and e-mail address (if in existence). Each contract must be identified as current or former and if a prior contract, why the contract was lost, when and to whom. Locations must be included where services were provided even if no executed agreement was ever reached.

12. Minimum of three (3) references identified by the company with the information listed immediately above. Forms are included within this RFP for this specific purpose (see Vendor References page 15-17) and must be submitted with the proposal. This information must be provided or the submission may be disqualified.
13. Full disclosure of all lawsuits and claims filed against your firm in the past 24 calendar months.
14. A list of the vendor's standard coverage for insurance including liability and malpractice.
15. A list of specific provisions that need to be included in the contract or a copy of vendor's standard contract if available.
16. Description of recruitment and retention strategies for licensed personnel.

B. Proposal Format

Vendors' submissions should be formatted in the sequence as listed in Section VIII.A. Proposal Requirements. Any supporting documentation the vendor feels should be included to support their response should be added after the required documentation.

C. 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 of the RFP may result in disqualification. Racine County reserves the right to reject any and all submittals or to waive minor defects or irregularities in any submittal. Racine 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 proposal, the Vendor thereby agrees that Racine County's decision concerning any submittal is final, binding, and conclusive upon it for all purposes, and acknowledges that Racine County in its sole and unqualified discretion may waive or deviate from the procedures and/or timetable described in the RFP. All materials submitted become the property of Racine County and may be available to the public.

D. Implied Requirements

Products and services that are not specifically addressed in this RFP but which are necessary to provide functional capabilities proposed by the respondent must be included in the proposal.

IX. AWARD CRITERION

Award shall be made to the Vendor whose proposal is determined to be in the best interest of Racine County, taking into consideration cost and other evaluation factors listed in the RFP.

Proposals submitted will be evaluated based on criteria including, but not limited to the following:

1. General quality and adequacy of response - 5%
 - a. Completeness and thoroughness
 - b. Understanding of the project
 - c. Responsiveness to terms and conditions
 - d. The listing of any exceptions or conditions detailed by the vendor to the specifications as written
2. Experience & qualifications of firm and assigned staff - 25%
 - a. Experience of firm
 - b. Qualifications of personnel
 - c. Experience of personnel

3. Reasonableness of cost estimates - 40%
 - a. Annual lump sum cost
 - b. Inmate per diem rate
 - c. Unit cost for any other services as may be proposed by the vendor that are not included in the inmate per diem calculation
 - d. Evidence of efficient use of resources
 - e. Total cost of each service option
4. Services - 15%
 - a. Ability to commence January 1, 2020
 - b. Plan for transition
 - c. Detail and responsiveness of the Transition Implementation Plan
5. References / Client Lists - 15%

X. AWARD PROCEDURES

A. Conditions of Award

The County of Racine, through its duly authorized agents reserves the right to reject any or all proposals, to waive all technicalities and to accept the proposal deemed most advantageous to Racine County. All vendors, by submission of their respective proposals, agree to abide by the rules, regulations, and procedures of Racine County. An intent to award will not be made and agreement will not be executed until Racine County, at its sole discretion, accepts a proposal.

B. Disqualification

Award will not be made to any person, firm, or company in default of a contract with Racine County, or to any vendor having as its sales agent, representative or any member of the firm, any individual previously in default or guilty of misrepresentation.

C. Negotiate

Racine County reserves the right to negotiate price with successful vendor prior to awarding contract and during the contact period.

D. Notice of Acceptance

Racine County will notify the selected vendor as soon as practical of the selection. Written notice of award to vendor in the form of a letter, contract or otherwise, mailed or delivered to the address shown on the proposal will be considered sufficient notice of acceptance of proposal.

E. Proposal Results

Vendors may secure information pertaining to results of the proposals by request in writing to Racine County Finance Department, Monday through Friday, between 8:00 a.m. and 5:00 p.m.

INMATE MEDICAL SERVICES
Proposal # 19-RCJ-01

VENDOR REFERENCES
Page 1

1) Agency Name _____

Agency Address _____

Contact Person _____ Contact Number _____

E-Mail _____ Fax Number _____

Number of Sites _____ Number of Inmates _____

Facility Type ___ Jail ___ Prison ___ Juvenile ___ Other

Accreditation ___ ACA ___ NCCHC ___ JCAHO ___ Other

Contract Term (original, extensions, renewals, rebids) _____

_____ Current Contract _____ Prior Contract

Contract End Date _____
If terminated, specify by whom ___ agency ___ vendor

Reason _____

_____ Lost in Rebid, if so specify award recipient _____

Reason _____

_____ Other, specify (i.e. returned to self-operated, transition to University)

Reason _____

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Proposal # 19-RCJ-01

VENDOR REFERENCES
Page 2

2) Agency Name _____

Agency Address _____

Contact Person _____ Contact Number _____

E-Mail _____ Fax Number _____

Number of Sites _____ Number of Inmates _____

Facility Type ___ Jail ___ Prison ___ Juvenile ___ Other

Accreditation ___ ACA ___ NCCHC ___ JCAHO ___ Other

Contract Term (original, extensions, renewals, rebids) _____

_____ Current Contract _____ Prior Contract

Contract End Date _____
If terminated, specify by whom ___ agency ___ vendor

Reason _____
_____ Lost in Rebid, if so specify award recipient _____

Reason _____
_____ Other, specify (i.e. returned to self-operated, transition to University)

Reason _____

CERTIFICATION OF VENDOR
Proposal # 19-RCJ-01

INMATE MEDICAL SERVICES

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposal and declares that the attached proposal and pricing are in conformity therewith.

The undersigned attests to the following:

- I have reviewed in detail the RFP and all related attachments and information provided by Racine County before submitting this proposal.
- I have full authority to make such statements and to submit this proposal as the duly recognized representative of the Proposer.

SIGNATURE: _____

PRINT/TYPE NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE #: _____ FAX #: _____

E-MAIL: _____

DATE: _____