

**COUNTY OF RACINE
FINANCE & HUMAN RESOURCES COMMITTEE**

Supervisor Robert N. Miller, Chairman
Supervisor Brett Nielsen, Vice Chairman
Supervisor Q.A. Shakoor, II, Secretary
Supervisor Janet Bernberg
Supervisor Mike Dawson

Supervisor Thomas H. Pringle
Supervisor John A. Wisch
Zachary Eifert, Youth in Governance Representative
Keilani Trujillo, Youth in Governance Representative

*** THIS LOCATION IS HANDICAP ACCESSIBLE. If you have other special needs, please contact the Racine County Board Office, 730 Wisconsin Avenue, Racine, Wisconsin 53403 (262) 636-3571, fax (262) 636-3491 or the TTD/RELAY 1-800-947-3529. ***

NOTICE OF MEETING OF THE

FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **TUESDAY NOVEMBER 5, 2019**

TIME: **6:00 P.M.**

PLACE: **IVES GROVE OFFICE COMPLEX
CONFERENCE ROOM BEHIND COUNTY BOARD CHAMBERS
14200 WASHINGTON AVENUE
STURTEVANT, WISCONSIN 53177**

AGENDA –

1. Convene Meeting
2. Closed Session – 6:00 P.M. (Approximately 20 Minutes) - IT IS ANTICIPATED THAT THE FINANCE AND HUMAN RESOURCES COMMITTEE WILL MEET IN A CLOSED SESSION PURSUANT TO SECTION 19.85(1)(e) OF THE WISCONSIN STATE STATUTES TO DELIBERATE AND/OR NEGOTIATE THE EXPENDITURE OF PUBLIC FUNDS WHERE COMPETITIVE OR BRGAINING REASONS REQUIRE A CLOSED SESSION, SPECIFICALLY TO DISCUSS THE INMATE HEALTH SERVICES CONTRACT NEGOTIATIONS.

THE COMMITTEE RESERVES THE RIGHT TO RECONVENE IN REGULAR SESSION TO TAKE POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION
3. Regular Session – 6:20 p.m. (Approximate)
4. Possible Action for Closed Session.
5. Sheriff's Office – Captain Bradley Friend – Resolution Authorizing a Three-Year Contract with Two Optional Years with MEnD Correctional Care, PLLC for the Provision of Comprehensive Inmate Health Services Within the Racine County Jail – 2019 – Resolution – Action Requested: 1st Reading at the November 5, 2019 County Board Meeting.
6. Adjournment

REQUEST FOR COUNTY BOARD ACTION

YEAR	2019	X	Resolution Request
			Ordinance Request
			Report Request

Requestor/Originator: Sherff's Office - Jail Division - Sheriff Christopher Schmaling

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Captain Brad Friend
 If a person is not in attendance the item may be held over.

Does the County Executive know of this request: yes

If related to a position or position change, Does the Human Resources Director know of this request: _____

Does this request propose the expenditure, receipt or transfer of any funds? _____
 If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 11/5/2019 Date of County Board Meeting to be Introduced: 11/5/2019

1st Reading: 1st & 2nd Reading: *

* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:

Authorizing a Three-year contract with Two Optional years with MEnD Correctional Care, PLLC for the provision of comprehensive Inmate Health Services within the Racine County Jail

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the title.

SUBJECT MATTER:

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

FISCAL NOTE RESOLUTION NO:

EXHIBIT "A"

Fiscal Year: **2019**

THE TERM OF THE CONTRACT IS FOR 3 YEARS WITH TWO ADDITIONAL 1 YEAR TERMS

	Yrly Amt	Change	% Change
Year 1	1,643,000		
Year 2	1,675,860	32,860	2.00%
Year 3	1,709,377	33,517	2.00%
Year 4 - Opt	1,743,565	34,187	2.00%
Year 5 - Opt	1,778,436	34,872	2.00%

In order to train the incoming new staff the Sheriff's Office is requesting the current vendor and the new vendor overlap for half month at an estimated cost of \$25,000

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.

REASONS

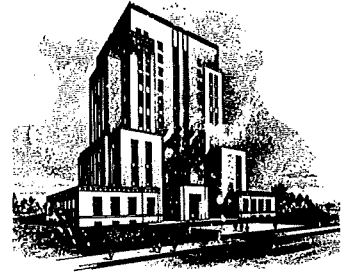
FOR

AGAINST

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, tortuous 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 _____

INMATE MEDICAL SERVICES
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 _____

INMATE MEDICAL SERVICES
Proposal # 19-RCJ-01

VENDOR REFERENCES
Page 3

3) 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: _____



Initials _____ Date _____

Position Title:	Medical Director	Position Purpose:	Prescribing medical services to county jail inmates
Position Type:	Full-Time	Hourly/Salaried:	Salaried
Location:	Various	Travel Required:	Between MEnD facilities
Supervision Received:	Chief Medical Officer	Supervision Exercised:	Implied authority over site-specific medical staff
Job Duties:	<ul style="list-style-type: none"> • Evaluates inmates referred for presence of illness. • Performs comprehensive evaluations on inmates and occasionally for jail employees (pre-employment physicals). • Provides information by answering questions and requests by staff, inmate, and outside sources. • Ensures medical staff is providing quality care that meets regulatory standards through chart auditing, mentoring and educating staff, and responding to Department of Corrections inspections and recommendations. • Monitors the effectiveness of medications, side effects, and determines the need for any treatment plan changes for inmates. • Performs medical provider performance review and chart audits. • Works in partnership with the CMO to develop and implement ongoing programs to measure, assess, and improve quality of medical care, treatment, and services delivered to inmates in assigned facilities. • Participates in site-specific meetings and all other meetings associated with jail medical providers and directors. • Intervenes in crisis situations and investigates all unusual incidents. • Collaborates and communicates effectively with the MEnD Correctional Care team. This team includes psychiatric prescribing providers, mental health professionals, nurses, health technicians, and administrative assistants. • Maintains professional and technical knowledge by attending educational workshops/seminars, reviewing professional publications, establishing personal networks, and participating in professional societies. • Maintains a professional appearance and demeanor. • Contributes to team effort by accomplishing related tasks, being a member of the MEnD team, assisting with expansion of the MEnD jail health philosophy, and going "above and beyond" typical job duties. • Other various duties as assigned by MEnD Correctional Care within the scope of the position. This may include travel to various trade shows, conferences, and other jails managed by MEnD, etc. 		
Job Skills	<ul style="list-style-type: none"> • Able to provide independent, critical thinking skills necessary for the medical provider role. • Understand and possess up-to-date pharmacology, safety, and medical skills necessary to perform the medical provider/director role. 		



Initials _____ Date _____

Job Skills (cont.)	<ul style="list-style-type: none"> • Must be able to deal effectively with difficult inmates at times. • Ability to learn the security features needed to work safely in this setting. • Demonstrates ability to adjust medical techniques to accommodate the needs of the specialized population of the jail setting. This includes communication between medical staff and jail staff about the care of the inmate while understanding and adjusting for the unique security issues of the jail. 		
Required Education/ License/Certifications:	<ul style="list-style-type: none"> • Graduate of an accredited prescribing medical school (MD or DO) • Valid, unrestricted, state medical provider license • Current DEA Certificate of Registration • Basic Life Support (CPR) Certified (at minimum) • At least 2 years of clinical experience in same or similar setting (i.e. county jail, prison, juvenile correctional facility, hospital, clinic, urgent care, ER, etc.) 		
Application Materials:	<ul style="list-style-type: none"> • Cover Letter • Resume • 3 Professional References 	Application Contact Information:	MEnD Correctional Care Attn: Janelle Kolle 1908 Kruchten CT S Sartell, MN 56377 320-774-1080 (Phone) 320-774-1083 (Fax) jkolle@mendccare.com

Printed Name: _____

Signature: _____

Date: _____



CORRECTIONAL CARE

Position Title:	Medical Provider	Position Purpose:	Providing medical services to county jail inmates.
Position Type:	Various	Hourly/Salaried:	Dependent on position type
Location:	Various	Travel Required:	Between MEnD facilities
Supervision Received:	Direct: Medical Director Second: Chief Medical Officer	Supervision Exercised:	Dependent on position
Job Duties:	<ul style="list-style-type: none"> Evaluates inmates referred for presence of illness. Performs comprehensive evaluations on inmates (and assists the Medical Director with pre-employment physical examinations when necessary). Provides information by answering questions and requests by staff, inmate, and outside sources. Assists in ensuring medical staff is providing quality care that meets regulatory standards, through mentoring and educating staff, and assisting the Medical Director with performance reviews and training. Monitors the effectiveness of medications, side effects, and determines the need for any changes for inmates. Works in partnership with the Medical Director to implement ongoing programs to measure, assess, and improve quality of medical care, treatment, and services delivered to inmates in respective MEnD facilities. Participates in staff meetings and all other meetings associated with jail medical providers. Intervenes in crisis situations and assists with medical investigations. Collaborates and communicates effectively with the MEnD Correctional Care team. This team includes nurses, health techs, administrative assistants. Assists with communicating between the medical unit and the correctional staff in the facilities we serve. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publication, establishing personal networks, and participating in professional societies. Maintains a professional appearance. Contributes to team effort by accomplishing related tasks, being a member of the MEnD team, assisting with expansion of the MEnD jail health philosophy, and going "above and beyond" typical job duties. Other various duties as assigned by MEnD Correctional Care within the scope of the position. This may include travel to various trade shows, conferences, and other jails managed by MEnD, etc. 		
Job Skills	<ul style="list-style-type: none"> Able to provide independent, critical thinking skills necessary for the medical provider role. Understand and possess advanced pharmacology, safety, and medical skills necessary to perform the medical provider role. Must be able to deal effectively with difficult inmates (and employees) at times. Ability to learn the security features needed to work safely in this setting which includes secured doors and radio communications. 		



CORRECTIONAL CARE

Job Skills (cont.)	<ul style="list-style-type: none">• Demonstrates ability to adjust medical techniques to accommodate the needs of the specialized population of the jail setting. This includes communication between medical staff and jail staff about the care of the inmate while understanding and adjusting for the unique security issues of the jail.		
Required Education/ License/Certifications:	<ul style="list-style-type: none">• Graduate of an accredited medical provider program (MD, DO, PA, or NP)• Valid, unrestricted medical provider license• Current DEA Certificate of Registration• Basic Life Support (CPR) Certified• At least 2 years of clinical experience in same or similar setting (i.e. county jail, prison, juvenile correctional facility, hospital, home care, urgent care, ER, etc.)		
Application Materials:	<ul style="list-style-type: none">• Cover Letter• Resume• 3 Professional References	Application Contact Information:	MEnD Correctional Care Attn: Janelle Kolle 1908 Kruchten CT S Sartell, MN 56377 320-774-1080 (Phone) 320-774-1083 (Fax) jkolle@mendcare.com



CORRECTIONAL CARE

Position Title:	Mental Health Professional	Position Purpose:	Providing mental health services to county jail facilities.
Position Type:	Full-time, approximately 40-45 hours per week, which could include weekends or holidays	Hourly/Salaried:	Salaried
Location:	Various	Travel Required:	Between MEnD facilities
Supervision Received:	Primary: Mental Health Director Secondary: Chief Medical Officer	Supervision Exercised:	None
Job Duties:	<ul style="list-style-type: none"> • Delivers mental health care of county jail inmates utilizing MEnD Correctional Care’s mental health policies, procedures, and protocols. These processes include assessment, planning, implementation, and evaluation of inmate’s mental health issues. • Collaborates and communicates effectively with MEnD Correctional Care team members. These members include medical providers, nurses, health techs, administrative assistants. The Mental Health Professional is also responsible for communicating between the medical unit and correctional staff. • Accountable for mental health documentation, tracking, evaluation, non-prescribing orders, and follow-up of the inmates’ mental health care. • Be able to recommend treatment options to the medical provider when necessary. • Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies. • Maintains a professional appearance. • Contributes to team effort by accomplishing related tasks, assisting with expansion of the MEnD jail health philosophy, and going “above and beyond” typical job duties. • Other various duties as assigned by MEnD Correctional Care within the scope of the position. This may include travel to various trade shows, conferences, and other jails managed by MEnD, etc. 		
Job Skills:	<ul style="list-style-type: none"> • Able to provide independent, critical thinking skills regarding an inmate’s mental health in the jail setting. • Understand and possess pharmacology, safety, and mental health skills necessary to perform the Mental Health Professional role. • Must be able to deal effectively with difficult patients at times. • Ability to learn the security features needed to work safely in this setting which includes secured doors and radio communications. • Demonstrate the ability to adjust mental health techniques to accommodate the needs of the specialized population of the jail setting. This includes communication between mental health staff, medical staff, and jail staff about the care of the inmate while understanding and adjusting for these unique security issues. 		



CORRECTIONAL CARE

Job Skills (cont.):	<ul style="list-style-type: none">• Ability and willingness to apply motivational interviewing skills, cognitive behavioral therapy, and reality therapy.• Demonstrates ability to diagnosis and treat symptoms that are current and present and not based solely on patient report.• Be familiar and comfortable with identifying malingering behaviors and symptoms.• Assertive and confident decision making given this demanding population.		
Required Education/ License/Certifications:	<ul style="list-style-type: none">• Master’s Degree in Clinical or Psychiatric Social Work or other Psychology, plus 2 years of post-master’s supervised clinical experience.• Valid Social Work license (LICSW) or Licensed Mental Health Professional• Prefer 2-5 years of mental health experience in same or similar setting (i.e. county jail, prison, juvenile correctional facility, hospital, home care, urgent care, ER, etc.)		
Application Materials:	<ul style="list-style-type: none">• Cover Letter• Resume	Application Contact Information:	MEnD Correctional Care Attn: Janelle Kolle 1908 Kruchten CT S Sartell, MN 56377 320-774-1080 (Phone) 320-774-1083 (Fax) jkolle@mendcare.com



CORRECTIONAL CARE

Position Title:	Nursing Director	Position Purpose:	Accountable for directing professional, paraprofessional, and clerical services in assigned facilities.
Position Type:	Full-time, approximately 40-45 hours per week, which may include weekends and holidays	Hourly/Salaried:	Salaried
Location:	Various	Travel Required:	Daily between MEnD facilities
Supervision Received:	Director of Nursing Services	Supervision Exercised:	All MEnD professional, paraprofessional, and clerical staff in assigned facilities.
Job Duties:	<ul style="list-style-type: none"> • Directs staff and operation of jail medical units. • Responsible for coordinating and scheduling nursing coverage for facilities. • Hires new nursing staff and develops productive work teams with current staff. • Ensures nursing staff is providing quality care that meets regulatory standards through chart auditing, mentoring and educating staff, and responding to Department of Corrections inspections and suggestions. • Evaluates staff during reviews and, when applicable, for disciplinary issues, with input from the Director of Nursing Services (DON). • Supervises or directs supervision of nursing students and interns when assigned to the facilities. • Develops company policies and protocols which incorporate current nursing strategies and professionally recognized standards. • Works in partnership with the DON and Chief Medical Officer (CMO) to develop and implement ongoing programs to measure, assess, and improve quality of nursing care, treatment, and services delivered to inmates in all MEnD facilities. • Leads and participates in staff meetings and all other meetings associated with jail nursing. • Intervenes in crisis situations and investigates all unusual incidents. • Assists jail providers and nurses with grievances when necessary. • Assists with the management of budget items and issues under the direction of the DON, including collecting data and periodic reports. • Maintains contacts with individuals both within and outside of company who might have an impact on jail medical function. • Participates in strategic planning for company growth and expansion. • Promotes and supports MEnD's mission, vision and strategic plan across care areas. • Assists other Nursing Directors with supervision duties and provides back-up support in other facilities when necessary. • Collaborates and communicates effectively with the MEnD Correctional Care team. This team includes medical providers, nurses, health techs, administrative assistants. The nurse is also responsible for communicating between the medical unit and the correctional staff in the facilities we serve. • Provides back-up nursing duties when needed utilizing MEnD Correctional Care's nursing policies, procedures, and protocols. These processes include assessment, planning, implementation, and evaluation of inmate's health issues. 		



CORRECTIONAL CARE

<p>Job Duties (Cont.):</p>	<ul style="list-style-type: none"> • Maintains professional and technical knowledge by attending educational workshops, reviewing professional publication, establishing personal networks, and participating in professional societies. • Maintains a professional appearance. • Contributes to team effort by accomplishing related tasks, being a member of the MEnD team, assisting with expansion of the MEnD jail health philosophy, and going “above and beyond” typical job duties. • Other various duties as assigned by MEnD Correctional Care within the scope of the position. This may include travel to various trade shows, conferences, and other jails managed by MEnD, etc. • Performs other related duties as assigned or directed by the DON. 		
<p>Job Skills</p>	<ul style="list-style-type: none"> • Able to provide independent, critical thinking skills necessary for the nursing director role. • Understand and possess pharmacology, safety, and nursing skills necessary to perform the nursing director role. • Must be able to deal effectively with difficult inmates and employees at times. • Ability to learn the security features needed to work safely in this setting which includes secured doors and radio communications. • Demonstrates ability to adjust medical techniques to accommodate the needs of the specialized population of the jail setting. This includes communication between medical staff and jail staff about the care of the inmate while understanding and adjusting for the unique security issues of the jail. • Professional and organizational skills required for management level tasks. • Advanced reporting and analyzing skills required for policy and protocol creation. 		
<p>Required Education/ License/Certifications:</p>	<ul style="list-style-type: none"> • Graduate of an accredited school of nursing • Valid, unrestricted, Minnesota Registered Nurse license • Basic Life Support (CPR) Certified • At least 5 years of nursing experience in same or similar setting (i.e. county jail, prison, juvenile correctional facility, hospital, home care, urgent care, ER, etc.) • At least 2 years of managerial/supervisory experience in same or similar setting (i.e. county jail, prison, juvenile correctional facility, hospital, home care, urgent care, ER, etc.) 		
<p>Application Materials:</p>	<ul style="list-style-type: none"> • Cover Letter • Resume 	<p>Application Contact Information:</p>	<p>MEnD Correctional Care Attn: Janelle Kolle 1908 Kruchten CT S Sartell, MN 56377 320-774-1080 (Phone) 320-774-1083 (Fax) jkolle@mendcare.com</p>



CORRECTIONAL CARE

Position Title:	Supervisory Nurse	Position Purpose:	Providing daily nursing services to county jail inmates. Supervises at least one other MEnD employee at their facility.
Position Type:	Full-time, approximately 40-45 hours per week, which may include rotating weekends and holidays	Hourly/Salaried:	Salaried
Location:	Various	Travel Required:	Between MEnD facilities
Supervision Received:	Nursing Director	Supervision Exercised:	All MEnD nursing professional and clerical staff in assigned facility.
Job Duties:	<ul style="list-style-type: none"> • Responsible for daily nursing operations of assigned jail. • Liaison between Jail Administration and MEnD clinic regarding inmate grievances, personnel issues, and disciplinary issues of MEnD employees in coordination with management team. • Responsible to ensure all quarterly data and quality control checks are completed, documented, and forwarded to Corporate as needed in a timely manner. • Ensure all medications, sharps, tools, glucometers, other items are counted, calibrated, and checked as scheduled in jails without a lead health tech. • Assist with special projects and attend additional meetings as assigned by nursing director. • Coordinates the medical care of county jail inmates utilizing MEnD Correctional Care’s nursing policies, procedures, and protocols. These processes include assessment, planning, implementation, and evaluation of inmate’s health issues. • Collaborates and communicates effectively with the MEnD Correctional Care team. This team includes medical providers, nurses, health techs, administrative assistants. This nurse is also responsible for communicating between the medical unit and the correctional staff in the facilities we serve. • Accountable for the daily documentation, tracking, procedures, orders, medications, and follow-up of the inmates’ care. • Maintains professional and technical knowledge by attending educational workshops, reviewing professional publication, establishing personal networks, and participating in professional societies. • Maintains a professional appearance. • Contributes to team effort by accomplishing related tasks, being a member of the MEnD team, assisting with expansion of the MEnD jail health philosophy, and going “above and beyond” typical job duties. • Other various duties as assigned by MEnD Correctional Care within the scope of the position. This may include travel to various conferences and other jails managed by MEnD. 		
Job Skills:	<ul style="list-style-type: none"> • Able to provide independent, critical thinking skills necessary for the nursing role in the jail setting. • Understand and possess nursing, leadership, and safety skills necessary to perform this supervisory role. • Must be able to deal effectively with difficult patients at times. 		



CORRECTIONAL CARE

Job Skills (cont.):	<ul style="list-style-type: none">• Ability to learn the security features needed to work safely in this setting, which includes secured doors and radio communications.• Demonstrates ability to adjust medical techniques to accommodate the needs of the specialized population of the jail setting. This includes communication between medical staff and jail staff about the care of the inmate while understanding and adjusting for the unique security issues of the jail.		
Required Education/ License/Certifications:	<ul style="list-style-type: none">• Graduate of an accredited school of nursing• Valid, unrestricted Registered Nurse license• Basic Life Support (CPR) Certified• At least 5 years of nursing experience in same or similar setting (i.e. county jail, prison, juvenile correctional facility, hospital, home care, urgent care, ER, etc.)• At least 2 years of managerial/supervisory experience in same or similar setting (i.e. county jail, prison, juvenile correctional facility, hospital, home care, urgent care, ER, etc.)		
Application Materials:	<ul style="list-style-type: none">• Cover Letter• Resume	Application Contact Information:	MEnD Correctional Care Attn: Janelle Kolle 1908 Kruchten CT S Sartell, MN 56377 320-774-1080 (Phone) 320-774-1083 (Fax) jkolle@mendcare.com

Position Title:	Registered Nurse	Position Purpose:	Providing daily nursing services to county jail inmates.
Position Type:	Full-time, approximately 40-45 hours per week, which includes rotating weekends and holidays	Hourly/Salaried:	Salaried
Location:	Various	Travel Required:	Between MEnD facilities
Supervision Received:	Primary: Supervisory Nurse Secondary: Nursing Director	Supervision Exercised:	None
Job Duties:	<ul style="list-style-type: none"> • Coordinates the care of county jail inmates utilizing MEnD Correctional Care’s nursing policies, procedures, and protocols. These processes include assessment, planning, implementation, and evaluation of inmate’s health issues. • Collaborates and communicates effectively with the MEnD Correctional Care team. This team includes medical providers, nurses, health techs, administrative assistants. The nurse is also responsible for communicating between the medical unit and the correctional staff in the facilities we serve. • Accountable for the daily documentation, tracking, procedures, orders, medications, and follow-up of the inmates’ care. • Maintains professional and technical knowledge by attending educational workshops, reviewing professional publication, establishing personal networks, and participating in professional societies. • Maintains a professional appearance. • Contributes to team effort by accomplishing related tasks, being a member of the MEnD team, assisting with expansion of the MEnD jail health philosophy, and going “above and beyond” typical job duties. • Other various duties as assigned by MEnD Correctional Care within the scope of the position. This may include travel to various trade shows, conferences, and other jails managed by MEnD, etc. 		
Job Skills	<ul style="list-style-type: none"> • Able to provide independent, critical thinking skills necessary for the nursing role in the jail setting. • Understand and possess pharmacology, safety, and nursing skills necessary to perform the nurse role. • Must be able to deal effectively with difficult patients at times. • Ability to learn the security features needed to work safely in this setting which includes secured doors and radio communications. • Demonstrates ability to adjust medical techniques to accommodate the needs of the specialized population of the jail setting. This includes communication between medical staff and jail staff about the care of the inmate while understanding and adjusting for the unique security issues of the jail. 		
Required Education/ License/Certifications:	<ul style="list-style-type: none"> • Graduate of an accredited school of nursing • Valid, unrestricted, Registered Nurse license • Basic Life Support (CPR) Certified • Prefer 1 year of nursing experience in same or similar setting (i.e. county jail, prison, juvenile correctional facility, hospital, home care, urgent care, ER, etc.) 		



CORRECTIONAL CARE

Application Materials:	<ul style="list-style-type: none">• Cover Letter• Resume	Application Contact Information:	MEnd Correctional Care Attn: Janelle Kolle 1908 Kruchten CT S Sartell, MN 56377 320-774-1080 (Phone) 320-774-1083 (Fax) jkolle@mendcare.com
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Position Title:	Lead Health Technician	Position Purpose:	Providing daily health tech services to county jail inmates.
Position Type:	Full-time, approximately 40-45 hours per week, which may include rotating weekends and holidays	Hourly/Salaried:	Salaried
Location:	Various	Travel Required:	Potentially between facilities
Supervision Received:	Primary: Supervisory Nurse Secondary: Nursing Director	Supervision Exercised:	General supervision over staff health techs with collaboration with Supervisory Nurse.
Job Duties:	<ul style="list-style-type: none"> • Responsible for ordering medical supplies for jail clinic. • Responsible for procuring routine medications, including medications for monthly medication exchange or short-stay inmates. • Responsible to ensure all quarterly data and quality control checks are completed, documented, and provided to Supervisory Nurse as directed. • Ensure all medications, sharps, tools, glucometers, emergency kits, and other items are counted, calibrated, and checked as scheduled. • Alert nursing staff of any abnormalities indicated on inmate flow sheets (i.e. blood pressure, weight, etc.). • Responsible for scheduling staff health techs to maintain proper staffing coverage for the facility. Provide back-up coverage when other options are exhausted. • Brings any health tech personnel and disciplinary issues to the attention of Supervisory Nurse for follow-up and management. • Provides care under the direction of the medical staff. These cares may include vitals, simple dressing/treatments, assistance with inmate ADL's when necessary, reporting information to nurse on-call, assisting for sick call visits with inmates. Additional treatments and cares may be assigned based on Lead Health Tech's licensure, credentials, and skillset. • Assist with the operation of equipment, preventative maintenance, calling for repairs, maintaining equipment inventories, and evaluating new equipment/techniques. • Provides information by answering questions and requests by staff, inmates, and outside sources. • Assists with supply inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies. • Completes assigned tasks given by medical staff as well as tasks in line with the duties of the position. • Responsible for medication passes, which includes assisting with self-administration of medications by inmates within the jail facility. • Responsible for the maintenance and stocking of the items in the medication cart and other areas associated with the self-administration of medications to the inmate population. 		

<p>Job Duties (cont.):</p>	<ul style="list-style-type: none"> • Maintains professional and technical knowledge by attending educational workshops, reviewing professional publication, establishing personal networks, and participating in professional societies. • Maintains a professional appearance. • Contributes to team effort by being a positive, productive, and dependable member of the MEnD team, assisting with expansion of the MEnD jail health philosophy, and occasionally going “above and beyond” typical job duties. • Other various duties as assigned by MEnD Correctional Care within the scope of the position. This may include travel to various trade shows, conferences, and other jails managed by MEnD, etc. 		
<p>Job Skills</p>	<ul style="list-style-type: none"> • Licensed Practical Nurse skills and education. • Experience in a similar or related field. This includes other medical settings and/or correctional care. • Must be able to work independently in an environment with locked doors, inmate populations, security on multiple levels, and have the ability to document, with precision, all duties preformed. • Organization, professionalism, problem-solving, supply management, Inventory control, verbal communication, and team work skills are a must in this position. 		
<p>Required Education/ License/Certifications:</p>	<ul style="list-style-type: none"> • Graduate – Accredited LPN school • Valid, unrestricted licensure in associated facility state • Basic Life Support (CPR) Certified • Preferred - At least 1 year of experience in same or similar setting (i.e. county jail, prison, juvenile correctional facility, hospital, home care, urgent care, ER, etc.) • Preferred - At least 1 year of supervisory experience in same or similar setting (i.e. county jail, prison, juvenile correctional facility, hospital, home care, urgent care, ER, etc.) 		
<p>Application Materials:</p>	<ul style="list-style-type: none"> • Cover Letter • Resume • 3 Professional References 	<p>Application Contact Information:</p>	<p>MEnD Correctional Care Attn: Janelle Kolle Human Resources Director 1908 Kruchten CT S Sartell, MN 56377 320-774-1080 (Phone) 320-774-1083 (Fax) jkolle@mendcare.com</p>



CORRECTIONAL CARE

Position Title:	Administrative Assistant	Position Purpose:	Provide daily administrative support services to the county jail facility.
Position Type:	Full-time, approximately 40-45 hours per week, which may include weekends and holidays	Hourly/Salaried:	Salaried
Location:	Various	Travel Required:	Between MEnD facilities
Supervision Received:	Primary: Supervisory Nurse Secondary: Nursing Director	Supervision Exercised:	None
Job Duties:	<ul style="list-style-type: none"> • Maintains jail inmate files according to current regulations. This may include the creation of new inmate files, retention of current files, and destruction of old files. • Files inmate paperwork in a timely fashion. • Coordinates the release of information (ROIs) to other facilities under the direction of the Supervisory Nurse. • Ensures all current copies of MEnD forms are being used and the appropriate copies are available to the nursing and health tech staff. • Enters inmate charges for medical services and OTC items if requested to enter by facility. • Distributes and posts all relevant memos for MEnD staff's information. • Helps to coordinate the collection of quarterly stats for the facility and forwards these items to Corporate Office under direction of Supervisory Nurse. • Ensures operation of office equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques. • Maintains jail office supply inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. • Maintains professional and technical knowledge by attending educational workshops, reviewing professional publication, establishing personal networks, and participating in professional societies. • Maintains a professional appearance. • Contributes to team effort by accomplishing related tasks, being a member of the MEnD team, assisting with expansion of the MEnD jail health philosophy, and going "above and beyond" typical job duties. • Other various duties as assigned by MEnD Correctional Care within the scope of the position. This may include travel to various trade shows, conferences, and other jails managed by MEnD, etc. 		
Job Skills:	<ul style="list-style-type: none"> • Professionally answer phone calls, emails, and in person inquiries. • Maintain paper and electronic filing systems for records and messages. • Route and distributing incoming postal mail and email. • Uses correct spelling and grammar to ensure accurateness. • Operate fax machines, copiers, videoconferencing and phone systems, and other office tools. • Use computer for spreadsheets, word processing, database management, and additional applications. 		



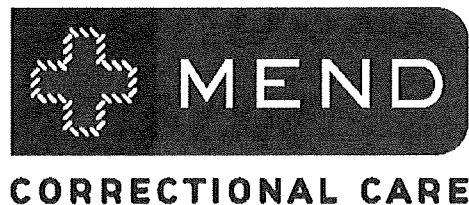
CORRECTIONAL CARE

Required Education/ License/Certifications:	<ul style="list-style-type: none">• High school diploma or GED equivalent required.• Two year post-secondary degree preferred.• At least 2 years of experience in same or similar setting (i.e. county jail, prison, juvenile correctional facility, hospital, home care, urgent care, ER, etc.)• Ability to multi-task, meet deadlines, and be a self-starter.• Proficient with MS Office Suite preferred.		
Application Materials:	<ul style="list-style-type: none">• Cover Letter• Resume	Application Contact Information:	MEnD Correctional Care Attn: Janelle Kolle 1908 Kruchten CT S Sartell, MN 56377 320-774-1080 (Phone) 320-774-1083 (Fax) jkolle@mendcare.com

***PROPOSAL
FOR
JAIL MEDICAL SERVICES:***

RACINE COUNTY JAIL

Prepared By:



MEnD Correctional Care, PLLC

Todd Leonard MD CCHP-P
President & Chief Medical Officer

August 27, 2019

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Company History

MEnD Correctional Care Mission Statement

Our mission is to provide the highest quality of correctional healthcare feasible, while delivering our services in a cost-effective manner which also saves money and resources for the counties we serve.

Firm Profile

MEnD combines decades of clinical, correctional, and public healthcare experience in our correctional care model. Our corporate headquarters is based in Sartell, Minnesota:

1908 Kruchten Ct. S.
Sartell, MN 56377
info@mendcare.com

Phone: (320) 774-1080
Fax: (320) 774-1083
www.mendcare.com

RFP Contact: Todd Leonard MD CCHP-P, President & Chief Medical Officer

MEnD Correctional Care, PLLC was legally formed in 2008, established to continue the work that Todd Leonard, MD had previously implemented in a consulting capacity with Minnesota county jails. Our company has significantly grown and expanded since our humble beginnings. We now partner with 42 county jails in the upper Midwest, and we employ approximately 180 individuals, expecting to be well above these levels over the next several months.

Our employees include physicians, physician assistants, nurse practitioners, registered nurses, licensed mental health professionals, medical assistants, health technicians, and administrative support personnel. In particular, our mental health program is robust and nationally recognized. We have grown to serve five Midwest states (Minnesota, Wisconsin, Illinois, Iowa, and South Dakota) and are expecting to significantly expand in all of these areas as we move into 2020.

Why MEnD?

MEnD is particularly suited for your facility for a variety of important reasons. We have many years of experience working in partnership with county jail facilities that hold similar attributes to Racine County Jail. We have honed our services with these clients to accomplish several goals in exemplary fashion:

1. Effectively staff and perform our services with best practices for an ADP like your facility.
2. Excel with secondary agencies, such as the DOC, ICE, and the US Marshal Service.
3. Responsive – we act quickly when any unforeseen issues or circumstances arise – we have dealt with some of the most unique facility challenges in our industry and take pride in solving problems.
4. We mirror our policies, protocols, and procedures to NCCHC standards – this includes individual CCHP certification for all nursing staff and above in every facility we serve.
5. Leaving no stone unturned - regarding advocating for you as our partner, we frequently examine all sources of expenses and purchases, as well as each and every procedure we touch together; ensuring you are always getting the most cost-effective service.
6. Passion – you’ll see this with our leadership in everything we tackle and achieve for you
7. Collaboration & Partnership Culture – our reputation revolves around a company culture of a partnering customer service model. You’ll see our Nursing Director almost every day, with sleeves rolled and an unwavering work ethic.
8. Expertise – we now have company leadership who are recognized as some of the foremost experts in correctional healthcare. This includes lectures, presentation, consultation, and expert witness work, advancing our industry standards and expectations in the process.
9. Reputation – we take great pride in the reputation we’ve built in this industry and work diligently every day to retain our level of recognition and respect.

We are now recognized both regionally and nationally regarding our reputation of quality and expertise. We regularly receive complimentary statements from national & state auditors and inspectors, describing our system as “showcase quality” and “gold standard”. However, instead of sitting on our laurels, our accomplishments continue to fuel our professional growth. When receiving ACA accreditation in 2017, the ACA board met with us for our interview. During this interview, instead of questioning us regarding ACA standards, they inquired overall about our organization, very curious as to how we grew to where we are today, wondering when we could market their region!

Most importantly, we strongly believe that our established partnership and mutual, effective communication will take medical headaches off your plate, not add to them.

Firm Abilities & Capacity

MEnD's correctional healthcare expertise has been gained through many years of direct correctional care experience, previous community and public health experience, and ongoing activities with national and state correctional agencies and associations. We routinely work in facilities with average daily populations from 12 up to 700 detainees.

Our executive management team has well over 30 years of combined experience in correctional healthcare. We have worked with not only county inmates but have extensive experience in working with multiple state DOC organizations, the U.S. Marshal Service, and the Immigration and Customs Enforcement (ICE) agency. As stated above, we have also achieved American Correctional Association (ACA) accreditation with Sherburne County Jail.

We attend local and national conferences every year regarding updates and trends in this industry. Each year we provide some of our exemplary and leadership staff the opportunity to attend the National Commission on Correctional Health Care (NCCHC) conference. We methodically certify our healthcare professional staff to hold CCHP certification (or more advanced) through the NCCHC. This designation demonstrates that each member has significant education, experience, and resulting expertise in correctional healthcare.

As you are already aware, our training program will be comprehensive, using dedicated staff who excel in training both medical and non-medical staff. We will ensure that all correctional staff are comfortable and knowledgeable in pertinent medical issues. This will include regularly scheduled training sessions throughout the year, for both new and existing correctional staff.

A medical staffing grid is included in the Appendix section of this proposal.

Firm Knowledge & Expertise

Given that we believe that the NCCHC is the gold standard in correctional healthcare standards, it's no surprise that we developed our policies, protocols, and procedures with their standards in mind. Of note, we anticipate that we will achieve NCCHC accreditation in Sherburne County Jail by the end of 2020.

Dr. Leonard and other MEnD staff provide lectures and presentations to regional educational conferences. We have nursing staff attend many different district meetings of Correctional Healthcare Nurses, and they have already been instrumental in changing and revising some local standards in Minnesota. Lastly, we host our own correctional healthcare nursing conference twice each year for MEnD staff and community professionals' education and training. These events have been highly regarded by jail administrators, correctional officers, and Department of Corrections' leadership.

One example of our unique approach to correctional care lies with our staffing model. We routinely witness facilities with staffing shortages and an inability to competently perform essential healthcare duties. State nursing regulations rarely align with traditional nursing staffing models. We take a different approach to nurse staffing. While we certainly use LPN's within our staffing model, we predominantly fortify our structure with RN's. Given that nursing staff are generally the center of correctional healthcare, it is critical that this position be well represented with RN's vs your ADP, and that LPN usage complements RN's, but doesn't replace them. This leads to overall better care, while allowing appropriate flexibility for scope of practice with both positions.

Cost Proposal

Our annual pricing plan includes all clinical providers, nursing, and resources required by MEnD to complete our scope of work as previously outlined. Your facility will obtain the benefits of the expertise and experience we offer in providing high quality correctional healthcare, 24/7/365 availability, along with all our tools designed to effectively manage healthcare costs in the variety of ways previously mentioned.

Initial Annual Fee **\$1,830,000**

Recommended Annual Cost Pool Cap **\$300,000**

Total Annual Fee **\$2,130,000**

Option A (\$235k + \$150k Cap) – Total Initial Annual Fee **\$2,215,000**

Option B (\$235k + \$200k Cap) – Total Initial Annual Fee **\$2,265,000**

Costs included in our cost pool are the following:

- All Prescription Pharmaceuticals
- All Off-site care
 - Hospitalization
 - Ambulance Services
 - Dental Services
 - Emergency & non-emergency specialty care
- Laboratory and radiology costs

Costs included in our proposal are medical & office supplies (including Tuberculosis screening for detainees and correctional staff), over-the-counter medications, and medical equipment. We respectfully request that our service fees include a modest cost of living increase annually of 2%. Lastly, if the average daily population (ADP) of your facility rises significantly, represented as 10% over your established ADP consistently for three or more months, we request that there be good faith negotiations regarding increased medical services and resources required for that increased workload. These increased services would likely include an additional 1.0 FTE of RN services per week, and likely increasing both medical provider and mental health professional hours.

Transition Implementation Plan

Upon award of this contract, our transition plan for implementation of our services will be multi-pronged, including employee recruitment along with operational endeavors necessary to proceed with go-live on January 1st. Our strategy is composed of the following, all occurring simultaneously:

- ✦ Initiate additional background clearance for nursing leadership, training staff, and overall staff cross-coverage and redundancy in your area – estimate ~2-3 weeks for process
- ✦ Initiate employee recruitment – estimate ~3 weeks for hiring process and ~4 weeks for background clearance and orientation:
 - Additional Medical Director
 - Additional Nursing Director
 - Medical Provider
 - Nursing Staff
 - Health Technician Staff
 - Administrative Assistant
- ✦ Orient Float and cross-coverage staff
- ✦ Re-allocate additional corporate administrative support for this account – estimate ~4 weeks to complete
- ✦ Pre-flip meeting with jail administration – represents intense orientation for both parties, including detailed logistical information and tour; will coordinate timing of daily medical services and vendor discussion – approximately 30 days prior to go-live
- ✦ Resource allocation & purchase – based on overall assessment and pre-flip meeting – estimate ~1 week to complete
- ✦ MEnD Vendor assessment – estimate ~6 weeks
- ✦ Staff training – group & individual – continuously until go-live with retained employees
- ✦ Re-train medical and correctional staff regarding new scheduling grid and duties & responsibilities – estimate ~4 weeks for full completion (this can extend into go-live timeframe)

Once implemented, our strategy during the first 60 days of services will transpire as follows:

- ✦ Initial medical staff training – ongoing, but intense with company leadership during the first two weeks of service
- ✦ Correctional Staff Training – we will coordinate with jail administration a schedule for this training over the first 30 days. These sessions will be flexible for scheduling purposes and may include evening sessions as well.
- ✦ While any significant employee position absences are being filled, company leadership, float staff, and training leadership will maintain any potential gaps in staff coverage.
- ✦ Ongoing vendor debugging and process fine-tuning will occur
- ✦ Daily jail administration meetings throughout the initial 2 weeks, and weekly meetings thereafter during the first 60 days – these will ensure any systemic issues are addressed early, ensuring a proactive logistical strategy.

As with any organization engaged in professional healthcare service staffing, occasional absences are commonplace. However, we will commit to coverage consistency of >80% of total shifts. When this goal is not met within a fiscal quarter, we offer a quarterly reimbursement representing the difference in shift coverage from our 80% threshold. This reimbursement will be at a mutually agreed upon hourly rate per position.

Proposal Expiration

This proposal will remain valid until November 29, 2019.

[MEND reserves the right to change the structure and/or price of this proposal in the event of any requested change of services by Racine County.]

Key Personnel Resumes/Bios

Todd Leonard MD CCHP-P

President & Chief Medical Officer

Dr. Leonard has been working exclusively in correctional healthcare for almost 13 years. He had worked originally as the Medical Director of Sherburne County Jail and has been instrumental in designing and implementing healthcare systems for jails with all varieties of size and scope. He has worked closely with the U.S. Marshals and ICE, and he has helped shape correctional healthcare policy, working in a consulting capacity with the Minnesota Department of Corrections (MN-DOC). He has become a national expert in our industry.

Dr. Leonard's background is in Family Medicine, and he has been nationally board certified in this specialty for over 20 years. He became a Certified Correctional Health Professional (CCHP) in 2010, and subsequently he was certified as one of the first physicians to pass the national examination as a Certified Correctional Health Professional – Physician (CCHP-P) in October 2015. He continues to be actively involved in local and national conferences, presenting on hot-button topics in correctional healthcare and has provided expert witness services in correctional healthcare litigation across the U.S.

Michelle Skroch RN CCHP-RN

Director of Nursing Services

Ms. Skroch has been the Director of Nursing Services for MEnD Correctional Care for almost three years now. Her current position was preceded by the positions of Nursing Director and Training Director for MEnD, where she had previously shown exemplary performance, helping reshape training activities and nursing structure for our company.

Ms. Skroch joined the MEnD team in 2010, beginning her career in correctional healthcare as a Lead Nurse in central Minnesota. She was quickly recognized for having strong leadership, training, and logical organizational process skills. Ms. Skroch was CCHP certified in 2012, and then attained her CCHP-RN certification in 2015. She assumed Training Director duties later in 2012 and thrived in implementing, and continually improving upon, company-wide curriculum and presentations, as well as new officer and annual jail staff training sessions.

Ms. Skroch continued to develop her skills through participation in Crisis Intervention Training and championing PREA education and training. Now, she focuses on all nursing services and has most recently worked closely with the American Correctional Association (ACA) and ICE, regarding accreditation and their national standards and functions as we achieved ACA

accreditation in one of our facilities. She will be instrumental in that same facility achieving NCCHC accreditation in 2020.

Technical Approach & Job Descriptions

Management Team and Operational Philosophy

The responsible health authority (RHA) will be MEnD Correctional Care. The Health Services Administrator will initially be James Sweeney RN CCHP-RN. Having said this, Dr. Leonard and Ms. Skroch will be intimately involved in the implementation of our services and staffing within your facility. All our strategies, staffing models, policies, procedures, and protocols mirror both Wisconsin Department of Corrections' regulations (specifically Chapter 350) and NCCHC standards and position statements.

Medical Staffing

Medical Director & Medical Provider

Our Chief Medical Officer will initially serve as Medical Director for your facility. Our assigned Medical Director will be expected to work up to approximately 8 hours per week directly and indirectly within your facility, assisting patients and staff. Our chosen medical provider will work 40 hours per week within the facility.

Our Medical Director and Provider will typically perform the following clinical and administrative duties:

- ❖ Primary care healthcare management
- ❖ Basic mental health medication management and collaboration with mental health staff
- ❖ Minor office procedures where appropriate
- ❖ Consultation with medical and correctional staff regarding healthcare issues
- ❖ Discussion with Jail Administration regarding significant medical topics
- ❖ Regular executive administrative meetings
- ❖ Quality Improvement Committee involvement
- ❖ Medical grievance and medication error review
- ❖ Laboratory ordering & interpretation
- ❖ Medical chart review

In addition to these services, there will be a medical provider available on-call, 24/7/365.

Prescribing Psychiatric Provider

The credentialed prescribing psychiatric provider will directly serve detainees up to 4 hours per week. This is in addition to basic mental health medication management already conducted by

our primary care medical providers. More complicated cases will be referred to this position and managed in collaboration with our entire medical team. These referrals may be directly upon realization of need or may be from the medical provider after basic treatment management has proved more complicated and difficult. Either way, this provider will have ongoing, effective communication with our mental health clinicians.

Our prescribing psychiatric provider will typically perform the following clinical and administrative duties:

- ❖ Medical chart and medical records review regarding complicated mental health cases
- ❖ Advanced mental healthcare medication management
- ❖ Detailed collaboration with mental health and medical staff (including medical providers)
- ❖ Consultation with medical and correctional staff regarding healthcare issues
- ❖ Discussion with Jail Administration regarding significant topics involving mental health issues
- ❖ Regular executive administrative meetings
- ❖ Quality Improvement Committee involvement (where needed)
- ❖ Medical grievance and medication error review (where needed)

Mental Health Clinician

The MHC will serve detainees for approximately 48 hours per week. There will be a MHC working directly with detainees 7 days per week, and will also include on-call services for off-site days and hours, 24/7/365. The MHC will be directly involved in every significant mental health case within the facility and will be responsible for working effectively with all facets of our medical and mental health team. Urgent mental health referrals will be seen promptly, and this position will also use ongoing therapy modalities for particular cases of need. Given Wisconsin state regulations, detainees placed on watch for imminent suicidal risk will be reported to our MHC within 12 hours, and these patients will initially be evaluated within 24 hours.

Our MHC will typically perform the following clinical and administrative duties:

- ❖ Medical chart and medical records review regarding all significant mental health cases
- ❖ Extensive mental health assessments – initial and ongoing clinical visits
- ❖ Detailed collaboration with mental health and medical staff (including prescribing providers)
- ❖ Consultation with medical and correctional staff regarding overall issues or mental health safety
- ❖ Discussion with Jail Administration regarding significant topics involving mental health issues
- ❖ Regular executive administrative meetings

- ❖ Quality Improvement Committee involvement (where needed)
- ❖ Medical grievance and medication error review (where needed)

Nursing Staff

The adult facility clinic will be regularly staffed with 7 FTE of registered nurses (RN), and 3 FTE of licensed practical nurses (LPN), which will include one Supervisory Nurse. This nursing staff will conduct services on-site from approximately 6:00 until 23:00 each day. In addition, there will always be a RN available, on-call, 24/7/365. Our staff will conduct comprehensive health assessment screening visits early in incarceration, including physical and mental health triage. The majority of these visits will occur on the same day of detainee arrival in the facility, while the rest will typically occur within the first 72 hours of incarceration. Moreover, given our commitment to this project, our assigned Nursing Director (or HSA) will be on-site an average of 32 hours per week.

With our nursing staff conducting most health assessments on inmates early in their incarceration, this will ensure medical issues are addressed promptly, and potential significant consequences of those issues are avoided. This can be particularly important when addressing healthcare issues that are not often self-disclosed to correctional staff during the booking process. All appropriate tuberculosis screening and testing will be performed during this time. Lastly, mental health issues and any dental concerns will also be screened during each nursing health assessment.

To summarize, typical responsibilities of our nursing staff are the following:

- ❖ Review screening/booking questionnaires multiple times per day
- ❖ Routine health assessments throughout each shift (including dental and mental health issues)
- ❖ Nursing sick call – 7 days per week
- ❖ Mantoux (Tuberculosis) testing
- ❖ Lab draws
- ❖ Medical record coordination/evaluation
- ❖ Coordination of on and off-site medical care and testing
- ❖ Medication verification
- ❖ Patient invoicing tasks
- ❖ Mental Health/Suicide Risk screening/scoring
- ❖ Drug and alcohol withdrawal screening and scoring
- ❖ Jail staff screening activities
- ❖ Opioid Use Disorder screening and organization (for MAT purposes)
- ❖ Patient Education duties

Our nurses will hold required licensing credentials and will stay current with continuing education credits. This will include having proper CPR certifications in place. Our expectation is that our nursing staff will attain, and retain, CCHP certification through the NCCHC as they become eligible.

Health Technician Staff

Our Health Technician (HT) staff will include 2.6 FTE of staffing time. These positions typically carry certified medical assistant (CMA) or certified nursing assistant (CAN) registration. The HT staff will serve with a blend of full and part-time shifts each day to ensure appropriate coverage for these services. All medication passes will be conducted by our staff.

Usual responsibilities of Health Technicians include the following:

- ❖ Deliver medications during medication passes (including diabetic medications and testing)
- ❖ Organize and maintain medication cart inventory and medication administration records (MAR)
- ❖ Assist nursing staff with disease screening, vital signs, and medical cares
- ❖ Biomedical Waste Management
- ❖ Adjunctive clerical support for the entire medical team
- ❖ Assist with communications with outside clinics and vendors
- ❖ Maintaining medical supply inventory counts and reordering of supplies

By utilizing HT staff in the manner that we currently do, our other professional staff can focus more on advanced medical tasks and processes. This overall staffing strategy has proven very effective over several years in facilities where the ADP is over 250.

Administrative Assistant

Given the complexities of care, and responsibilities with nursing staffing, we will institute one full-time Administrative Assistant (AA) within the clinic. The AA will primarily work during office hours during weekdays and will support all medical staff in a variety of ways involving clerical responsibilities. This position will be important in preserving continuity of administrative support tasks. Lastly, this position will certainly function as our medical records clerk, ensuring HIPAA compliance and effective communication with outside medical providers.

Staff Training and Education

We will institute a correctional staff training program consistent with our standards involving timing for new hires, with ongoing correctional officer academies for existing staff. Our program will include all DOC-mandated training necessary, both at initial employment and through annual refreshers. Within this training program will include basic first aid, procedures for referring inmates to medical, medication administration tasks and techniques, and disease states of particular interest, including a host of mental health issues and medical issues such as the following:

- ❖ Suicide Prevention Plan and Process
- ❖ Mental health disorders – including depression and psychosis
- ❖ Hyperglycemia and hypoglycemia (especially associated with Diabetes education)
- ❖ Seizures and pseudo-seizures
- ❖ Intoxication and withdrawal states from drugs (both illicit and prescription)
- ❖ Communicable Disease and bloodborne pathogens
- ❖ Effective Communication and Partnership with the medical team

Direct Healthcare Services Discussion

Suicide Prevention

Suicide prevention is a critical component of our services. This begins with training and preparation of correctional and medical staff, culminating in the accurate recognition of suicide risk and required interventions. Effective communication between medical and jail staff will be paramount for these efforts. We will continue to foster effective strategies together with you, incorporating both medical provider and mental health services.

The Medical Director, medical provider, MHC, registered nursing team, and prescribing psychiatric provider collaborate in initiating treatment for inmates at high-risk for suicide, and our team may use psychological and/or medication treatment early in that process. The key is to have close scrutiny of these individuals with appropriate monitoring and treatment until they are comfortably designated to be again at reasonable, lower risk for suicidality.

Aftercare

We take aftercare very seriously within our correctional care model. We search for medical ways to assist in reducing the recidivism rate of inmates. We account for contributing medical factors for each inmate, and we look for solutions within the jail facility during an inmate's incarceration, facilitating appropriate treatment plans and referrals following the inmate's release. At the heart of these efforts is our ongoing battle with Opioid Use Disorder (OUD) and implementation and use of medication-assisted treatment (MAT), building on the current use of Naltrexone within your facility. We expect to continue these efforts and also implement an

expanded use of Buprenorphine as we collectively move forward. This will include expanded effective communication with internal and external stakeholders involved in this care.

Infectious Disease Control

Given the ever-increasing threat of infectious diseases, infection control and containment are very important in jail facilities. We will continue to use an effective system of early identification and management, and appropriate medical segregation for communicable disease. The obvious goal is to reduce spread of these illnesses, while preserving the overall health of the facility. These efforts will also include infectious disease training in our annual training curriculum.

Chemical Withdrawal

One area of universal importance surrounds the treatment of intoxicated inmates, or inmates suffering from drug or alcohol withdrawal. With the mounting number of these cases over the past several years, it is critical to have a successful treatment plan for these patients. We will continue our current process and protocols of withdrawal management. With 24/7/365 nursing services, this will enable us to provide closer scrutiny over their medical condition, and offload most of these tasks away from correctional staff.

Indirect Healthcare Services Discussion

State and Federal Regulations

All areas of medical care, including policies, procedures, and protocols will be addressed in a universal manual for the jail clinic. It will be comprehensive and evaluated regularly by our executive team, the Medical Director, and other relevant staff. Some areas of interest within our handbook will be the following:

- ❖ Typical medical protocols for routine non-prescription care
- ❖ Forms and policies on inmate medical screening
- ❖ Communication within the jail facility between medical and jail staff
- ❖ HIPAA compliance issues
- ❖ Mechanisms for preventing and dealing with medical errors
- ❖ Grievance mechanism (using provider review and follow up with Jail Administration)
- ❖ Staff training programs and issues

All the care, and the copyrighted policies, protocols, forms and documentation that accompanies this care will meet federal and state regulations governing correctional care. We are well versed in major policy resources including the Wisconsin Department of Corrections' regulations (Chapter 350), as well as the U.S. Marshals Service's No. 100 guide, and the U.S. Immigration and Custom Enforcement's strict national detention standards for detainees.

Specialty & Off-Site Care

We will coordinate all outside specialty care involvement directly for the jail. This will include both outpatient medical and dental care, and inpatient specialty services when required. In addition, we will monitor existing partnerships with vendors who have relationships with medical staff. These partnerships may be revised or even renegotiated when deemed beneficial for your facility. We will work closely with transportation to ensure a smooth, streamlined scheduling process for all involved. Costs for these services, including ambulance services, will be drawn from our proposed cost pool.

Laboratory and Radiological Tests

All aspects of inmate testing will be coordinated by our medical team. This will include laboratory and radiological testing. We will perform laboratory testing via lab draws on-site and processed off-site. Radiology services should typically be performed on-site for routine x-rays. Unique radiological imaging may require off-site facilities. The medical provider will always be responsible for decisions involving laboratory and radiological testing, including consultation with Jail Administration when important and necessary for safety and security of the facility. These costs will also be drawn from our proposed cost pool.

Medical Supplies & Hazardous Waste Management

MEnD will also work closely with Jail Administration to garner the most cost-effective relationships with medical equipment and supply vendors. We have incorporated the costs for medical supplies into our proposal through our cost pool. Furthermore, we have also incorporated all costs for Tuberculosis screening (with both inmates and correctional staff) into our bid.

Pharmaceutical Plan

Regarding pharmaceutical medication delivery, MEnD will be responsible for not just the ordering and delivering of prescription medications, but we will also assist in delineating which over-the-counter (OTC) medications should be available to inmates and ensuring that proper emergency medications are available within the jail clinic.

We will manage reconciliation of medications, returns, billing, and insurance issues with the chosen pharmacy provider. We plan on utilizing Omnicare pharmaceutical services for our chosen vendor. They represent a CVSHealth Company and have tremendous presence and resources to serve us well. We will hold periodic meetings with their pharmacy management team. Our obvious expectations from Omni will be to have medications delivered daily, promptly, frequently, and using blister pack medication cards.

We anticipate conducting three medication passes through the jail system each day. As stated previously, our HT staff will perform these medication pass deliveries each day. We will also manage diabetic glucose checks up to four times each day (depending on their individual

treatment plan) and will obviously provide additional cares such as dressing changes and serial checks for all types of medical conditions each day.

We have incorporated the costs for all prescription pharmaceuticals into our cost pool. Over The Counter (OTC) medications are incorporated into our overall bid. Our preferred medication list will mirror the Wisconsin Department of Corrections' formulary and we will liberally use generic over trade name medications whenever feasible.

MEnD will be responsible to ensure that all hazardous waste is removed from the jail facility properly. We will assist in securing the most cost-effective system for hazardous waste removal. We have incorporated the costs of this waste removal into our bid.

Health Record Management

We will institute detailed procedures for preserving medical confidentiality within this system. These procedures and accompanying standards will be encompassed within our policies and protocols, as well as a medical record checklist. This includes criteria for appropriate management of Release of Information (ROI) requests, and standards for divulging confidential medical information.

Health records will be kept in full compliance with all governing regulations, NCCHC standards, and HIPAA regulations. They will be organized in a typical, primary care clinic style. Appropriate documentation will occur timely after each encounter with an inmate.

This chart documentation will include the following items when required:

- ❖ Demographic and identifying information
- ❖ Current medical information and problem list updated regularly
- ❖ Orders and expired medication administrative forms
- ❖ All assessment and screening forms
- ❖ Diagnostics
- ❖ Progress notes and written responses from nursing and medical provider staff
- ❖ Health request forms or "kyles"
- ❖ Consultation and discharge/transfer summaries
- ❖ Dental service visit notes
- ❖ Flow Sheets and special needs documentation
- ❖ Ancillary forms such as consents and refusals

Quality Improvement Committee

We will initiate a multi-disciplinary Quality Improvement Committee (QIC) within the first 90 days of service implementation. We will conduct regular projects aimed to improve a variety of identified functions between medical and correctional staff related to medical care tasks and processes. This committee will hold monthly meetings and submit progress reports associated with these meetings. The obvious goal is to identify areas for improvement and grow from these experiences, continuing to fine tune our system and processes.

Effective Communication

One area of significant importance alluded to within this proposal is our medical team fostering an effective communication strategy with Jail Administration and correctional staff. This will include discussions with the shift supervisor on duty regarding inmate issues of health and classification. Also, our Supervisory RN will hold frequent meetings with jail leadership throughout each week. Lastly, our leadership team will hold quarterly meetings with Jail Administration to discuss issues surrounding healthcare within the jail facility.

We will submit monthly invoice reports for all expenditures related to our cost pool mechanism. These will clearly and transparently outline allocation of monies and remaining cost pool balance. We will have quarterly statistical reports for jail administration review. These reports will incorporate all pertinent information related to healthcare delivery. In this way we will be able to clearly state our healthcare objectives and be able to evaluate our efforts on a quarterly and ongoing basis. This will also include preparation and completion of DOC inspections.

Staff Job Descriptions

All pertinent job descriptions are found within the Appendix section of this proposal.

Client List & References

Client List

Our current correctional care clients include the following counties:

- ❖ WCRJC MN - 2019
- ❖ Codington County SD - 2019
- ❖ Benton County IA - 2019
- ❖ Becker County MN - 2019
- ❖ Jackson County MN - 2019
- ❖ Pine County MN - 2018
- ❖ Watonwan County MN - 2018
- ❖ Rock Island County IL - 2017
- ❖ Cottonwood County MN - 2017
- ❖ Hubbard County MN - 2016
- ❖ Hardin County IA – 2016
- ❖ Chippewa County MN - 2015
- ❖ Pennington County MN - 2015
- ❖ Clearwater County MN - 2015
- ❖ Wilkin County MN - 2015
- ❖ Fillmore County MN - 2015
- ❖ Houston County MN - 2015
- ❖ Douglas County WI - 2015
- ❖ Sherburne County MN – 2006/14
- ❖ Clay County MN - 2014
- ❖ Wright County MN - 2014
- ❖ Wadena County MN - 2016
- ❖ Story County IA - 2016
- ❖ Redwood County MN - 2016
- ❖ Traverse County MN – 2016
- ❖ Olmsted County ADC MN - 2016
- ❖ Olmsted County JDC MN - 2016
- ❖ Meeker County MN - 2015
- ❖ Renville County MN - 2015
- ❖ Kandiyohi County MN - 2015
- ❖ Carver County Jail MN – 2015
- ❖ Aitkin County MN - 2015
- ❖ Dakota County ADC MN - 2013
- ❖ Dakota County JSC MN - 2013
- ❖ St. Louis County MN - 2012
- ❖ Nobles County MN - 2012
- ❖ Beltrami County MN - 2012
- ❖ Otter Tail County MN - 2012
- ❖ Crow Wing County MN - 2011
- ❖ Morrison County MN - 2010
- ❖ Douglas County MN – 2010
- ❖ Mille Lacs County MN - 2007

A complete spreadsheet of our existing clients, as well as our Vendor Reference forms, are found in the Appendix section.

Additional References

Douglas County Jail - Wisconsin

January 2015 to Present

Average Daily Population: ~180

Address: 1310 North 14th Street, Superior, WI 54880

Contact: Tyler Edwards, Jail Administrator

Email: edwardstyler@ci.superior.wi.us

Phone: 715-395-1565

Douglas County Jail - Minnesota

January 2010 to Present

Average Daily Population: ~85

Address: 509 3rd Avenue W., Alexandria, MN 56308

Contact: Jackie Notch, Jail Administrator

Email: jackien@co.douglas.mn.us

Phone: 320-762-2139

Carver County Jail - Minnesota

June 2015 to Present

Average Daily Population: ~75

Address: 606 E. 4th Street, Chaska, MN 55318

Contact: Tracy Dotas, Jail Administrator

Email: tdotas@co.carver.mn.us

Phone: 952-361-1233

Litigation History

While we have had claims brought against our company, the *vast majority* of these suits have been dismissed with no action or settlement. We have had one lawsuit end in settlement, and our loss run history since 2012 is attached to this proposal in the Appendix Section.

Standard Insurance Coverage

Our standard insurance coverage is outlined in our document in the Appendix section.

Contractual Provisions

These are the items within the RFP that we would respectfully request additional discussion and negotiation regarding their presence within the final agreement:

1. Termination by Provider for Cause: RFP, Part V.H. provides that we may terminate the contract if the county fails to pay us within 60 days after date of invoice (standard payment obligation under the RFP is 30 days after invoice – see Part V.O.). However, then we must give an additional 120 days’ notice of termination.
 - a. This means that 150 days would pass from the time a payment is first overdue until the contract is terminated. This seems unduly long, especially since the trigger is the county’s failure to pay, which is in its control. We would appreciate this additional timeframe be shortened considerably for non-payment.
2. The RFP does not permit the Provider to terminate the agreement without cause, whereas our usual, standard agreements have allowed termination without cause by either party upon 90 days’ notice. While we haven’t used this provision within our agreements, we request that this be included.
3. Indemnification: RFP, Part V.J. provides that MEnD will indemnify the county for actions of our employees but will not be responsible for claims by the county that prevent prompt medical care of inmates. However, in your current agreement, you went further and agreed to indemnify ACH for the actions of county employees relating to healthcare matters.
 - a. We request mutual indemnification and would appreciate discussion regarding broader language related to indemnification a bit beyond only healthcare matters.
4. Notice of Lawsuit: In the RFP, Part V.L., it provides that the county must notify us within 60 days after a lawsuit is started, and that if you fail to give timely notice, you are not responsible for additional costs of defense that result from the delayed notice. In our experience, when this notion is addressed in an agreement, our typical clause provides that a failure to provide prompt written notice will relieve the indemnifying party of its obligations to the extent its ability to defend the claim is materially prejudiced by such failure. This is obviously broader than just costs of defense.
 - a. We would respectfully request that this language be revisited, and you consider modification to reflect the typical provision we described above.
 - b. Also, 60 days is a long period of time for such a notice, and much could happen in that time. For example, an answer to a complaint usually needs to be submitted within 30 days after a lawsuit is served, and both the timing and the content of the answer can affect the ability to defend the case successfully. We would appreciate that length of time be decreased within the agreement.
5. Pricing Structure: In the RFP, Part V.N., it describes your proposed pricing structure. The key difference from our typical payment structure is that there is a quarterly adjustment based on changes in ADP, and those adjustments may either increase or reduce payments made to us.

- a. We respectfully request that there be discussion related to a revised version of quarterly adjustments that resolves broader staffing issues, rather than focusing on detailed ADP numbers. This could be good faith negotiations for changing staffing levels if the ADP rises above, or falls below, a specified percentage of our original ADP.

6. Credits to the County: In the RFP, Part VI.A., it provides that MEnD will credit the county for service hours contracted for but not actually provided. While we understand significant staffing shortages threaten healthcare continuity, we believe there should be an appropriate, acceptable staffing absence level, commensurate to similar professional services companies (as we described earlier in the narrative above).

7. Body Cavity Searches: As well as collection of DNA. Per NCCHC standards, we typically refrain from having medical staff engaged in evidentiary exams or collections. Having said this, we often have agreements that permit us to collect DNA samples for registration of detainees. We would appreciate further discussion regarding these topics.

8. Hiring of Existing Personnel: In your existing agreement with ACH, there is a section (2.3) that relates to the hiring of existing staff. It does not address the issue of a competing correctional healthcare hiring their staff, and we would want clarification of this topic prior to agreement finalization.

Employee Recruitment & Retention

Given the ultra-competitive healthcare industry, recruiting and retaining quality professional healthcare employees is more difficult than ever. At MEnD, we've traditionally treated our employees as our most prized resource. Our quality and reputation are built on the work that our incredible team provides every day with our client partners.

We work hard to discover and retain the best talent in our industry and feel strongly that we compete aggressively with all of the healthcare industry. Our employee turnover rate is quite low compared to the correctional healthcare environment. We achieve this in several ways:

- ✓ **Employee appreciation** – we have many events and programs designed to remind our employees of their value to our team. These also include holiday programs, and regional teambuilding events
- ✓ **Open-door management philosophy** – we believe that by providing a management style that reflects our changing employee engagement environment, we have provided value-added appreciation and support for our employees. This culture is built from the owner on down to each employee.
- ✓ **Competitive Wage & Benefits** – We continue to strive to be creative with not only pay, but with unique benefits and opportunities for all employees, especially full-time staff.
- ✓ **Educational and professional support** – this is an area where we feel we excel at the highest level. Not only do we provide excellent regular learning and educational opportunities, we also host educational conferences and offer additional certification and national opportunities for additional professional growth
- ✓ **Performance & Milestone Recognition** – we ensure that employees feel valued by recognizing important milestones and exemplary performance. We offer additional incentives for employees with significant longevity.
- ✓ **Employee & Facility Achievement Awards** - we offer quarterly and annual awards for employees and facility teams that exhibit excellence, growth, and improvement.

- ✓ **Opportunities for promotion & advancement** – this is where our executive leadership team has the most pride with our team. We regularly promote from within and foster professional growth so that we stay ahead of the curve with some of the best leadership in our industry!

Conclusion

We are confident that our proposal will meet all the needs of Racine County Jail. One of the significant goals of MEnD is to provide our services in a cost-effective manner without compromising quality of healthcare. We are confident that using our system, protocols, and processes will lead to improved outcomes, and we provide this value in a variety of ways:

- ❖ Contain **more prompt, direct medical care within the jail** appropriate in scope for your facility
- ❖ **On-call services** to assist jail and medical staff with medical decisions after clinic hours, reducing unnecessary emergency department referrals
- ❖ Negotiate and manage the most **cost-effective vendor relationships** with outside care delivery, including pharmacy services, laboratory and radiology diagnostics, and medical supplies
- ❖ Generous use of **generic prescription medications**
- ❖ Cost-effective use of OTC medications
- ❖ **Liability risk reduction** using effective protocols, procedures, and standards of care

We are immediately available for further discussion regarding this proposal.

Thank you for your consideration of MEnD!

Todd Leonard MD CCHP-P

Appendix

County Jail	Current / Former	ADP	Contact Person	Title	County Agency	Facility Address
Aitkin County Jail	Current	65	Karen White	Jail Admin	County	217 2nd NW, Aitkin MN 56431
Becker County Jail	Current	95	Paula Peterson	Jail Admin	County	1428 Stony Road, Detroit Lakes, MN 56501
Beltrami County Jail	Current	120	Calandra Allen	Jail Admin	County	626 Minnesota Ave NW, Bemidji MN 56601
Benton County Jail - IA	Current	35	John Lindamann	Jail Admin	County	113 E. 3rd Street, Vinton, IA 52349
Benton County Jail - MN	Former	80	Susan Johnson	Jail Admin	County	581 Hwy 23 PO Box 159, Foley MN 56329
Carver County Jail	Current	90	Reed Ashpole	Jail Admin	County	606 E 4th St, Chaska MN 55318
Chippewa County Jail	Current	15	JT Schacherer	Jail Admin	County	629 N 11th St Suite 14, Montevideo MN 56265
Clay County Jail	Current	75	Julie Savat	Jail Admin	County	915 9th Ave N, Moorhead MN 56560
Clearwater County Jail	Current	30	Clarence LaCroix	Jail Admin	County	213 Main Ave N Dept 102, Bagley MN 56621
Codington County Jail	Current	80	Matt Blackwelder	Jail Admin	County	14 1st Ave SE, Watertown, SD 57201
Cottonwood County Jail	Current	18	Kristi Sell	Jail Admin	County	902 5th Ave, Windom MN 56101
Crow Wing County Jail	Current	240	Heath Fosteson	Jail Admin	County	313 Laurel St, Brainerd MN 56401
Dakota County Jail	Current	250	Pat Enderlein	Commander of Detention Services	County	1580 Hwy 55, Hastings MN 55033
Dakota County Juvenile Center	Current	30	Laura Weber	Supervisor	County	1600 Hwy 55, Hastings MN 55033
Douglas County Jail (MN)	Current	80	Jacki Notch	Jail Admin	County	509 3rd Ave W, Alexandria MN 56308
Douglas County Jail (WI)	Current	185	Tyler Edwards	Jail Admin	County	1310 N 14th St, Superior WI 54880
Fillmore County Jail	Current	12	Jamie Fenske	Jail Admin	County	901 NW Houston St, Preston MN 55965
Hardin County Jail	Current	85	Nick Whitmore	Jail Admin	County	1116 14th Ave, Eldora IA 50627
Houston County Jail	Current	35	Mark Schiltz	Jail Admin	County	306 S Marshall St, Caledonia MN 55921
Hubbard County Jail	Current	55	Joe Henry	Jail Admin	County	301 Court Ave, Park Rapids MN 56470
Jackson County Jail	Current	18	Gary Reif	Jail Admin	County	400 Sherman Street, Jackson, MN 56143
Kandiyohi County Jail	Current	160	Matt Akerson	Jail Admin	County	221 23rd St N Suite 101, Willmar MN 56201
Meeker County Jail	Current	40	Jodi Bean	Jail Admin	County	326 N Ramsey Ave, Litchfield MN 55355
Mille Lacs County Jail	Current	100	Bradley Hunt	Jail Admin	County	640 3rd St SE, Milaca MN 56353

Morrison County Jail	Current	65	Scott Mackissock	Jail Admin	County	213 SE 1st Ave, Little Falls MN 56345
Nobles County Jail	Current	70	Monette Berkevich	Jail Admin	County	1530 Airport Rd, Worthington MN 56187
Olmsted County Jail	Current	240	Macey Tesmer	Operations Captain	County	101 4th St SE, Rochester MN 55904
Olmsted County Juvenile Center	Current	15	Eric Phillips	Director	County	2118 Campus Dr SE, Rochester MN 55904
Otter Tail County Jail	Current	80	Jim Stewart	Jail Admin	County	416 S Mill St, Fergus Falls MN 56537
Pennington County Jail	Current	35	Dan Casanova	Jail Admin	County	102 1st St W, Thief River Falls MN 56283
Pine County Jail	Current	95	Rod Williamson	Jail Admin	County	635 Northridge Dr NW, Pine City, MN 55063
Redwood County Jail	Current	20	Jim Hildebrandt	Jail Admin	County	303 E 3rd St, Redwood Falls MN 56283
Renville County Jail	Current	80	Ned Wohlman	Jail Admin	County	104 S 4th St, Olivia MN 56277
Rock Island County Jail	Current	240	Mitch Lee	Jail Admin	County	1317 3rd Ave Rock Island, IL 61201
Sherburne County Jail	Current	660	Patrick Carr	Jail Admin	County	13880 Business Center Dr NW, Elk River MN 55330
St. Louis County Jail	Current	230	Robyn Wojciechowski	Jail Admin	County	4334 Haines Rd, Duluth MN 55811
Stearns County Jail	Former	160	Mark Maslonkowski	Jail Admin	County	807 Courthouse Square, St. Cloud MN 56303
Story County Jail	Current	80	John Asmussen	Jail Admin	County	1315 South B Ave, Nevada IA 50201
Traverse County Jail	Current	15	Brenda Bartz	Jail Admin	County	PO Box 826, 203 7th St N, Wheaton MN 56296
Wadena County Jail	Current	25	Bryan Savaloja	Jail Admin	County	415 Jefferson St S, Wadena MN 56482
Watsonwan County Jail	Current	18	Julie Carr	Jail Admin	County	715 Third Ave S, St. James, MN 56081
W Central Reg Juvenile Center	Current	40	James O'Donnell	Superintendent	Regional	729 11th Street N, Moorhead, MN 56561
Wilkin County Jail	Current	15	Erik Dohman	Jail Admin	County	515 Dacotah Ave, Breckenridge MN 56520
Wright County Jail	Current	210	Patrick O'Malley	Jail Admin	County	3800 Braddock Ave NE, Buffalo MN 55313

Loss Run Report

Mend Correctional Care, PLLC

Data as of: 07/15/2019

Policy #: 003089500 **Product:** Misc Medical PL **P/E:** Primary **Term:** 3/3/2017-3/3/2018 **Date Closed:**

Claim #: HCL00064872 **Status:** Open **Date of Incident:** 3/3/2017 **Date Rec'd by Ironshore:** 7/31/2017

Claimant: Multiple **Insured:** Multiple **Accident State:** Minnesota

Loss Description: Bordereau 03.03.2017 - 2018

Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	0	0	0	0	0
Total					
0	0	0	0	0	0

Non-Ironshore SIR/Deductible Financials

SIR/DED Paid		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	0	0	0	0	0
Total					
0	0	0	0	0	0

Claim #: HCL00066263 **Status:** Closed **Date of Incident:** 9/1/2015 **Date Rec'd by Ironshore:** 9/14/2017 **Date Closed:** 12/7/2018

Claimant: Trinidad Jesus Garcia **Insured:** Mend Correctional Care, PLLC **Accident State:** Minnesota

Loss Description: Pro se inmate plaintiff alleging failure to treat his injured leg, knee and ankle and failure to provide dentures.

Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	0	0	0	0	0
Total					
0	0	0	0	0	0

Non-Ironshore SIR/Deductible Financials

SIR/DED Paid		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	6,184	0	0	0	6,184
Total					
0	6,184	0	0	0	6,184

Claim #: HCL00066279 **Status:** Open Pending **Date of Incident:** 11/3/2016 **Date Rec'd by Ironshore:** 9/15/2017 **Date Closed:**

Claimant: Abby Rudolph **Insured:** Mend Correctional Care, PLLC **Accident State:** Minnesota

Loss Description: Attorney LOR putting insured and Clay County on notice of claim arising from death of incarcerated inmate from Abby Rudolph.

Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	22,708	0	0	325,000	29,871
Total					
0	22,708	0	332,164	325,000	29,871

Non-Ironshore SIR/Deductible Financials

SIR/DED Paid		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	21,204	0	0	0	50,000
Total					
0	21,204	0	28,796	0	50,000

Claim #: HCL00068228 **Status:** Closed **Date of Incident:** 8/7/2017 **Date Rec'd by Ironshore:** 11/6/2017 **Date Closed:** 9/25/2018

Claimant: Steven Jacob Goldmann **Insured:** Mend Correctional Care, PLLC **Accident State:** Minnesota

Loss Description: Summons & Complaint - Prisoner suit alleging failure to provide needed medications and violations of his civil rights.

Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	22,708	0	0	325,000	29,871
Total					
0	22,708	0	332,164	325,000	29,871



Mend Correctional Care, PLLC

Data as of: 07/15/2019

Loss Run Report

Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total
0	0	0	0	0	0	0	0	0	0	0	0

Non-Ironshore SIR/Deductible Financials

SIR/DED Paid				SIR/DED Case O/S				SIR/DED Case Incurred			
Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total
0	4,370	4,370	0	0	0	0	4,370	4,370	0	0	0

Claim #: HCL00070093 Status: Closed

Claimant: George Edward Washington, Sr.

Date of Incident: 1/7/2018

Loss Description: Unexpected death of inmate George Washington that occurred in Kandiyohi County. It did not appear initially to be a suicide.

Insured: Mend Correctional Care, PLLC

Date Rec'd by Ironshore: 1/16/2018

Accident State: Minnesota

Date Closed: 10/1/2018

Paid Indemnity and Expense				Case O/S Reserve				Case Incurred			
Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total
0	0	0	0	0	0	0	0	0	0	0	0

Non-Ironshore SIR/Deductible Financials

SIR/DED Paid				SIR/DED Case O/S				SIR/DED Case Incurred			
Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total
0	0	0	0	50,000	50,000	0	50,000	50,000	0	50,000	50,000

Claim #: HCL00071460 Status: Open

Claimant: Ronald Dean Weaver

Loss Description: Wrongful death of Ronald Dean Weaver.

Date of Incident: 7/10/2017

Insured: Mend Correctional Care, PLLC

Date Rec'd by Ironshore: 2/27/2018

Accident State: Minnesota

Date Closed:

Paid Indemnity and Expense				Case O/S Reserve				Case Incurred			
Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total
0	0	0	50,000	0	50,000	0	0	0	50,000	0	50,000

Non-Ironshore SIR/Deductible Financials

SIR/DED Paid				SIR/DED Case O/S				SIR/DED Case Incurred			
Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total
0	0	0	0	50,000	50,000	0	50,000	50,000	0	50,000	50,000

Policy # 003089600 Summary of Ironshore Financials

Total # Claims: 6

Paid Indemnity and Expense				Case O/S Reserve				Case Incurred			
Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total
0	22,708	22,708	375,000	7,164	382,164	0	29,871	29,871	0	0	0

Policy # 003089600 Summary of Non-Ironshore SIR/Deductible Financials

Total # Claims: 6

SIR/DED Paid				SIR/DED Case O/S				SIR/DED Case Incurred			
Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total
0	31,757	31,757	0	128,796	128,796	0	160,554	160,554	0	160,554	160,554

Policy #: 003089600 Product: Misc Medical PL

No Claims for this Policy

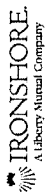
Term: 3/3/2017-3/3/2018

P/E: Excess

P/E: Primary

Term: 3/3/2018-3/3/2019

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Loss Run Report

Mend Correctional Care, PLLC

Date as of: 07/15/2019

Claim #: HCL00073117 Status: Open

Claimant: Dylan James Brenner

Loss Description: Request for medical records.

Date of Incident: 10/7/2017

Insured: Mend Correctional Care, PLLC

Date Rec'd by Ironshores: 4/11/2018

Accident State: Minnesota

Date Closed:

Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	0	0	0	50,000	0
Non-Ironshore SIR/Deductible Financials					
SIR/DED Paid		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	0	0	0	0	50,000
<p>Claim #: HCL00074183 Status: Open</p> <p>Claimant: Stephanie Bunker</p> <p>Loss Description: Attorney is looking into the suicide of an inmate -Stephanie Bunker- that occurred 7/1/2017. She was in custody that day and committed suicide.</p>					
Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	0	0	0	0	0

Date Rec'd by Ironshores: 5/15/2018

Accident State: Minnesota

Date Closed:

Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	0	0	0	0	0
Non-Ironshore SIR/Deductible Financials					
SIR/DED Paid		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	0	0	0	0	50,000
<p>Claim #: HCL00077715 Status: Open</p> <p>Claimant: James C. Lynas</p> <p>Loss Description: Suicide of inmate and allegations of failure to monitor/assess inmate for drug withdrawal and failure to assess/monitor inmate for suicide watch</p>					
Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	0	0	0	0	0

Date Rec'd by Ironshores: 8/7/2018

Accident State: Minnesota

Date Closed:

Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	0	0	0	50,000	0
Non-Ironshore SIR/Deductible Financials					
SIR/DED Paid		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	0	0	0	0	50,000
<p>Claim #: HCL00081744 Status: Open</p> <p>Claimant: Andrew Erik Heidersheid</p> <p>Loss Description: Threats on plaintiff's life, cruel and unusual punishment</p>					
Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Indemnity	Expense	Recovery	Total	Indemnity	Expense
0	0	0	0	50,000	0

Date Rec'd by Ironshores: 11/1/2018

Accident State: Minnesota

Date Closed:



Mend Correctional Care, PLLC

Data as of: 07/15/2019

Loss Run Report

SIR/DED Paid		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Indemnity	Expense	Indemnity	Expense
0	0	0	50,000	0	50,000
Total		Total		Total	
0	0	0	50,000	0	50,000

Claim #: HCL00081951 Status: Open
 Claimant: Harold Sherrill
 Loss Description: Matter related weapons charges and patient passed away in Jail.
 Date of Incident: 9/2/2018 Date Rec'd by Ironshore: 11/8/2018
 Insured: Mend Correctional Care, PLLC Accident State: Minnesota Date Closed:

Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Expense	Recovery	Indemnity	Expense	Indemnity	Recovery
0	0	0	0	0	0
Total		Total		Total	
0	0	0	0	0	0

Non-Ironshore SIR/Deductible Financials		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Indemnity	Expense	Indemnity	Expense
0	0	0	50,000	0	50,000
Total		Total		Total	
0	0	0	50,000	0	50,000

Claim #: HCL00081980 Status: Open
 Claimant: Austin Dunlop
 Loss Description: Suit alleged claimant not provided with appropriate dental treatment
 Date of Incident: 3/3/2018 Date Rec'd by Ironshore: 11/8/2018
 Insured: Mend Correctional Care, PLLC Accident State: Minnesota Date Closed:

Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Expense	Recovery	Indemnity	Expense	Indemnity	Recovery
0	0	0	0	0	0
Total		Total		Total	
0	0	0	0	0	0

Non-Ironshore SIR/Deductible Financials		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Indemnity	Expense	Indemnity	Expense
0	0	0	50,000	0	50,000
Total		Total		Total	
0	0	0	50,000	0	50,000

Claim #: HCL00098143 Status: Open
 Claimant: Albert White
 Loss Description: Medical Malpractice
 Date of Incident: 3/3/2018 Date Rec'd by Ironshore: 3/23/2019
 Insured: Mend Correctional Care, PLLC Accident State: Minnesota Date Closed:

Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Expense	Recovery	Indemnity	Expense	Indemnity	Recovery
0	0	0	0	0	0
Total		Total		Total	
0	0	0	0	0	0

Non-Ironshore SIR/Deductible Financials		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Indemnity	Expense	Indemnity	Expense
0	0	0	50,000	0	50,000
Total		Total		Total	
0	0	0	50,000	0	50,000

Claim #: HCL00098143 Status: Open
 Claimant: Albert White
 Loss Description: Medical Malpractice
 Date of Incident: 3/3/2018 Date Rec'd by Ironshore: 3/23/2019
 Insured: Mend Correctional Care, PLLC Accident State: Minnesota Date Closed:

Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Expense	Recovery	Indemnity	Expense	Indemnity	Recovery
0	0	0	0	0	0
Total		Total		Total	
0	0	0	0	0	0

Non-Ironshore SIR/Deductible Financials		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Indemnity	Expense	Indemnity	Expense
0	0	0	50,000	0	50,000
Total		Total		Total	
0	0	0	50,000	0	50,000

Claim #: HCL00098143 Status: Open
 Claimant: Albert White
 Loss Description: Medical Malpractice
 Date of Incident: 3/3/2018 Date Rec'd by Ironshore: 3/23/2019
 Insured: Mend Correctional Care, PLLC Accident State: Minnesota Date Closed:

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Mend Correctional Care, PLLC

Date as of: 07/15/2019

Loss Run Report

0	0	0	0	50,000	0	50,000	0	50,000	0	50,000
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Policy # 003089601 Summary of Ironshore Financials

Paid Indemnity and Expense			Case O/S Reserve			Case Incurred					
Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total
0	0	0	0	300,000	0	0	300,000	300,000	0	0	300,000

Policy # 003089601 Summary of Non-Ironshore SIR/Deductible Financials

SIR/DED Paid			SIR/DED Case O/S			SIR/DED Case Incurred					
Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total
0	0	0	0	0	350,000	0	350,000	0	350,000	0	350,000

Product: Misc Medical PL

Policy #: 003094101

P/E: Excess

Term: 3/3/2018-3/3/2019

P/E: Primary

Terms: 3/3/2019-3/3/2020

Product: Misc Medical PL

Status: Open

Date of Incident: 3/3/2019

Claimant: Multiple

Insured: Multiple

Date Rec'd by Ironshore: 3/25/2019

Loss Description: Bordereau as of 03.03.2019 - 20

Accident State: Minnesota

Date Closed:

Paid Indemnity and Expense			Case O/S Reserve			Case Incurred					
Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total
0	0	0	0	0	0	0	0	0	0	0	0

Non-Ironshore SIR/Deductible Financials

SIR/DED Paid			SIR/DED Case O/S			SIR/DED Case Incurred					
Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total
0	0	0	0	0	0	0	0	0	0	0	0

Policy #: HCL00104533

Status: Open

Date of Incident: 3/3/2019

Claimant: Larry Dion Jackson

Insured: Mend Correctional Care, PLLC

Date Rec'd by Ironshore: 6/6/2019

Loss Description: Violation of civil rights.

Accident State: Minnesota

Date Closed:

Paid Indemnity and Expense			Case O/S Reserve			Case Incurred					
Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total
0	0	0	0	50,000	0	0	50,000	50,000	0	0	50,000

Non-Ironshore SIR/Deductible Financials

SIR/DED Paid			SIR/DED Case O/S			SIR/DED Case Incurred					
Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total	Indemnity	Expense	Recovery	Total
0	0	0	0	0	0	0	0	0	0	0	0

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Mend Correctional Care, PLLC

Data as of: 07/15/2019

Loss Run Report

SIR/DED Paid		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Indemnity	Expense	Indemnity	Expense
0	0	0	50,000	0	50,000
Total		Total		Total	
0		50,000		50,000	

Claim #: HCL00104926 Status: Open Date of Incident: 3/3/2019 Date Rec'd by Ironshores: 6/11/2019 Date Closed:
 Claimant: Marvin Spencer Insured: Mend Correctional Care, PLLC Accident State: Minnesota
 Loss Description: Plaintiff had to be taken to the outside hospital for treatment but failed to protect him from cruel and unusual punishment of his medical situation that they knowingly, willfully and intentionally denied him the outside hospital care that he needed, resulting in the loss of 2 toes.

Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Expense	Recovery	Expense	Recovery	Expense	Recovery
0	0	0	0	0	0
Total		Total		Total	
0		0		0	

Non-Ironshore SIR/Deductible Financials

SIR/DED Paid		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Indemnity	Expense	Indemnity	Expense
0	0	25,000	25,000	25,000	25,000
Total		Total		Total	
0		50,000		50,000	

Claim #: HCL00105185 Status: Open Date of Incident: 3/3/2019 Date Rec'd by Ironshores: 6/20/2019 Date Closed:
 Claimant: James Paul Aery Insured: Mend Correctional Care, PLLC Accident State: Minnesota
 Loss Description: Alleging failure to administer pain medications to claimant.

Paid Indemnity and Expense		Case O/S Reserve		Case Incurred	
Expense	Recovery	Expense	Recovery	Expense	Recovery
0	0	0	0	0	0
Total		Total		Total	
0		0		0	

Non-Ironshore SIR/Deductible Financials

SIR/DED Paid		SIR/DED Case O/S		SIR/DED Case Incurred	
Indemnity	Expense	Indemnity	Expense	Indemnity	Expense
0	0	0	0	0	0
Total		Total		Total	
0		0		0	

Policy # 003089602 Summary of Ironshore Financials Total # Claims: 4
 Paid Indemnity and Expense Case O/S Reserve

Expense	Recovery	Total	Indemnity	Expense	Recovery	Total	
0	0	0	50,000	0	0	50,000	
Total		Total		Total		Total	
0		0		50,000		50,000	

Policy # 003089602 Summary of Non-Ironshore SIR/Deductible Financials Total # Claims: 4
 SIR/DED Paid SIR/DED Case O/S SIR/DED Case Incurred

Indemnity	Expense	Total	Indemnity	Expense	Total	Indemnity	Expense	Total
0	0	0	25,000	75,000	100,000	25,000	75,000	100,000
Total			Total			Total		
0			100,000			100,000		

Policy #: 003094102 Product: Misc. Medical PL P/E: Excess Term: 3/3/2019-3/3/2020
 No Claims for this Policy

Grand total For: Mend Correctional Care, PLLC of Ironshore Financials		Case O/S Reserve		Case Incurred	
Expense	Recovery	Expense	Recovery	Expense	Recovery
0	0	0	0	0	0
Total		Total		Total	
0		0		0	

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Markel
 4521 Highwoods Parkway
 Glen Allen, VA 23060
 Toll-Free: (800) 446-6671

Date: 10/09/2018
Time: 1:52:26 PM
Id: 3801703

Loss Run For Insured: MEND CORRECTIONAL CARE PLLC DR TODD LEON
Requested By: Keith Moore

Policies:

<u>Policy Number</u>	<u>Policy Inception</u>	<u>Policy Expiration</u>	<u>Policy Status</u>	<u>UW Payments</u>	<u>UW Reserves</u>	<u>UW Incurred</u>	<u>No. of Claims</u>
SM905507	02/01/2015	02/01/2016	Renewal	\$12,219.49	\$0.00	\$12,219	3
SM898878	02/01/2014	02/01/2015	Renewal	\$1,041,276.92	\$0.00	\$1,041,277	1
SM892139	02/01/2013	02/01/2014	Renewal	\$0.00	\$0.00	\$0	0
SM884951	02/01/2012	02/01/2013	Renewal	\$66,680.20	\$0.00	\$66,680	2
SM877858	02/01/2011	02/01/2012	Renewal	\$0.00	\$0.00	\$0	1
SM870363	02/01/2010	02/01/2011	New	\$0.00	\$0.00	\$0	0

The information contained herein is proprietary. It is to be used by the insured and his or her insurance agent for the purpose of obtaining insurance coverage only. It is not to be given to any other party for any other purpose. The reserve amounts stated herein are our estimates of the potential cost of the loss based on the information known about the loss at the time. They are not an admission of coverage or liability. The reserve amounts are subject to change without notice.

***** Asterisks in the UW Payments, UW Reserves and UW Incurred columns indicate that reserve information for the claim is not currently available and is not included in any tot

Amounts are net of insured's deductible and/or co-payment obligation and do not include supervisory expense if there is any.



Markel
 4521 Highwoods Parkway
 Glen Allen, VA 23060
 Toll-Free: (800) 446-6671

Date: 10/09/2018
Time: 1:52:26 PM
Id: 3801703

Loss Run For Insured: MEND CORRECTIONAL CARE PLLC DR TODD LEON

Requested By: Keith Moore

Policies:

<u>Policy Number</u>	<u>Policy Inception</u>	<u>Policy Expiration</u>	<u>Policy Status</u>	<u>UW Payments</u>	<u>UW Reserves</u>	<u>UW Incurred</u>	<u>No. of Claims</u>
Total:	6			\$1,120,176.61		\$1,120,176.61	7

The information contained herein is proprietary. It is to be used by the insured and his or her insurance agent for the purpose of obtaining insurance coverage only. It is not to be given to any other party for any other purpose. The reserve amounts stated herein are our estimates of the potential cost of the loss based on the information known about the loss at the time. They are not an admission of coverage or liability. The reserve amounts are subject to change without notice.

***** Asterisks in the UW Payments, UW Reserves and UW Incurred columns indicate that reserve information for the claim is not currently available and is not included in any tot

Amounts are net of insured's deductible and/or co-payment obligation and do not include supervisory expense if there is any.



Markel
 4521 Highwoods Parkway
 Glen Allen, VA 23060
 Toll-Free: (800) 446-6671

Date: 10/09/2018
 Time: 1:52:26 PM
 Id: 3801703

Loss Run For Insured: MEND CORRECTIONAL CARE PLLC DR TODD LEON

Requested By: Keith Moore

Claims:

<u>Policy Number</u>	<u>File-Claim</u>	<u>Claim Status</u>	<u>Claim Handler</u>	<u>Date Claim Made</u>	<u>UW Payments</u>	<u>UW Reserves</u>	<u>UW Incurred</u>	<u>Claimant</u>
SM905507	SM278207	-1 Closed	Daberkow, Lynnae	01/22/2016	\$6,170.18	\$0.00	\$6,170	WILKES LARRY
SM905507	SM276116	-1 Closed	Daberkow, Lynnae	06/15/2015	\$2,028.16	\$0.00	\$2,028	STAI THERAN
SM905507	SM277048	-1 Closed	Daberkow, Lynnae	08/26/2015	\$4,021.15	\$0.00	\$4,021	WILSON JOSEPH (PRO SE)
SM898878	SM272872	-1 Closed	Daberkow, Lynnae	10/02/2014	\$1,041,276.92	\$0.00	\$1,041,277	BAXTERJENSEN KYLE ALLAN (DEC'D)
SM884951	SM263208	-1 Closed	Daberkow, Lynnae	05/08/2012	\$16,007.13	\$0.00	\$16,007	VASQUEZ ORLANDO RAY
SM884951	SM264555	-1 Closed	Daberkow, Lynnae	10/02/2012	\$50,673.07	\$0.00	\$50,673	GIERSDORF TERRY
SM877858	SM261813	-1 Closed	Daberkow, Lynnae	12/12/2011	\$0.00	\$0.00	\$0	HOLSCHER RANDY

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***** Asterisks in the UW Payments, UW Reserves and UW Incurred columns indicate that reserve information for the claim is not currently available and is not included in any tot

Amounts are net of insured's deductible and/or co-payment obligation and do not include supervisory expense if there is any.



Markel
 4521 Highwoods Parkway
 Glen Allen, VA 23060
 Toll-Free: (800) 446-6671

Date: 10/09/2018
Time: 1:52:26 PM
Id: 3801703

Loss Run For Insured: MEND CORRECTIONAL CARE PLLC DR TODD LEON

Requested By: Keith Moore

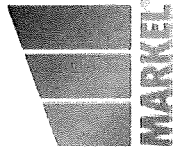
Claims:

<u>Policy Number</u>	<u>File-Claim</u>	<u>Claim Status</u>	<u>Claim Handler</u>	<u>Date Claim Made</u>	<u>UW Payments</u>	<u>UW Reserves</u>	<u>UW Incurred</u>	<u>Claimant</u>
Total:	7				\$1,120,176.61		\$1,120,176.61	

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***** Asterisks in the UW Payments, UW Reserves and UW Incurred columns indicate that reserve information for the claim is not currently available and is not included in any tot

Amounts are net of insured's deductible and/or co-payment obligation and do not include supervisory expense if there is any.



Loss run report

Risk Placement Services, Inc.

MENd Correctional Care, PLLC/Dr. Todd Leonard

Report date: 7/19/2019 3:04:25 PM (UTC)

Policy	Effective date	Expiration date	Claim count	Indemnity	LAE	Total
SM884951	2/1/2012	2/1/2013	2	Paid: \$0.00 Reserved: \$0.00 Incurred: \$0.00	\$70,645.82 \$0.00 \$66,680.20	\$70,645.82 \$0.00 \$66,680.20
SM898878	2/1/2014	2/1/2015	1	Paid: \$850,000.00 Reserved: \$0.00 Incurred: \$850,000.00	\$191,276.92 \$0.00 \$191,276.92	\$1,041,276.92 \$0.00 \$1,041,276.92
SM905507	2/1/2015	2/1/2016	3	Paid: \$0.00 Reserved: \$0.00 Incurred: \$0.00	\$12,219.49 \$0.00 \$12,219.49	\$12,219.49 \$0.00 \$12,219.49
Policy count = 3				\$850,000.00	\$270,176.61	\$1,120,176.61

Claims detail

Insured:	MEND CORRECTIONAL CARE, PLLC/DR. TODD LEONARD					
Policy no:	SM884951					
Period:	2/1/2012 to 2/1/2013					
Risk state:	MN					
Risk location:	13355 GEORGE WEBER DRIVE					
Risk address line 2:	ROGERS					
Risk city:	Evanston Insurance Company					
Writing company:	SM263208-1					
Claim number:	Claim status:			Closed		
Date of error:	Coverage type:			Claims Made		
Date reported:	Date of loss:			1/1/2012		
Loss state:	Claim made date:			5/8/2012		
Examiner:	Lynnae Daberkow (3rd)					
Case reserve		Paid amount		Deductible recovered		Case incurred amount
Loss	\$0	\$0	\$0	\$0	\$0	\$0

ALAE	\$0	\$16,007.13	\$0	\$16,007.13
Total	\$0	\$16,007.13	\$0	\$16,007.13

	Salvage recovered amount	Subrogation recovered	Case incurred net of recoveries
Loss	\$0	\$0	\$0
ALAE	\$0	\$0	\$16,007.13
Total			\$16,007.13

Claim number:	SM264555-1	Claim status:	Closed
Date of error:		Coverage type:	Claims Made
Date reported:	10/2/2012	Date of loss:	1/1/2012
Loss state:	MN	Claim made date:	10/2/2012
Examiner:	Lynnae Daberkow (3rd)		
Case reserve			
Loss	\$0	Paid amount	\$0
ALAE	\$0	Deductible recovered	\$54,638.69
Total	\$0	Case incurred amount	\$54,638.69

	Salvage recovered amount	Subrogation recovered	Case incurred net of recoveries
Loss	\$0	\$0	\$0
ALAE	\$0	\$3,965.62	\$50,673.07
Total			\$50,673.07

Claims detail

Insured:	MEND CORRECTIONAL CARE, PLLC/DR. TODD LEONARD
Policy no:	SM898878
Period:	2/1/2014 to 2/1/2015
Risk state:	MN
Risk location:	Risk address line 1: 67 10TH AVENUE SOUTH
	Risk address line 2:
	Risk city: WAITE PARK
Writing company:	Evanston Insurance Company

Claim number:	SM272872-1	Claim status:	Closed
Date of error:		Coverage type:	Claims Made
Date reported:	10/2/2014	Date of loss:	12/4/2010
Loss state:	MN	Claim made date:	10/2/2014
Examiner:	Lynnae Daberkow (3rd)		
Case reserve		Deductible recovered	
Loss	\$0	Paid amount	\$850,000.00
ALAE	\$0		\$0
Total	\$0		\$0
			\$191,276.92
			\$1,041,276.92

Salvage recovered amount		Subrogation recovered		Case incurred net of recoveries	
Loss	\$0		\$0		\$850,000.00
ALAE	\$0		\$0		\$191,276.92
Total					\$1,041,276.92

Claims detail

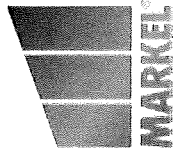
Insured:	MEND CORRECTIONAL CARE, PLLC/DR. TODD LEONARD
Policy no:	SM905507
Period:	2/1/2015 to 2/1/2016
Risk state:	MIN
Risk location:	Risk address line 1: 67 10TH AVENUE SOUTH
	Risk address line 2: WAITE PARK
Risk city:	WAITE PARK
Writing company:	Evanston Insurance Company

Claim number:	SM276116-1	Claim status:	Closed
Date of error:		Coverage type:	Claims Made
Date reported:	6/15/2015	Date of loss:	2/1/2015
Loss state:	MN	Claim made date:	6/15/2015
Examiner:	Lynnae Daberkow (3rd)		

Case reserve		Deductible recovered		Case incurred amount	
Loss	\$0	Paid amount	\$0		\$0
ALAE	\$0		\$2,028.16		\$2,028.16
Total	\$0		\$2,028.16		\$2,028.16

Loss	\$0	\$0	\$0
ALAE	\$0	\$0	\$6,170.18
Total			\$6,170.18

In a small number of cases the Subrogation Recovered Amount includes the return of Loss/ALAE overpayments. Typically on first party claims, Deductibles are represented as \$0 (zero) as they are netted from paid amounts. Insured Managed Deductibles (e.g. paid to 3rd parties by the insured) are not included in the Deductible Amounts represented.



Loss run report

Risk Placement Services, Inc.

MEND CORRECTIONAL CARE PLLC DR TODD LEON

Report date: 7/19/2019 3:03:54 PM (UTC)

Policy	Effective date	Expiration date	Claim count	Indemnity	LAE	Total
SM870363	2/1/2010	2/1/2011	0	Paid: \$0.00 Reserved: \$0.00 Incurred: \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
SM877858	2/1/2011	2/1/2012	1	Paid: \$0.00 Reserved: \$0.00 Incurred: \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
SM892139	2/1/2013	2/1/2014	0	Paid: \$0.00 Reserved: \$0.00 Incurred: \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Policy count = 3			1	\$0.00	\$0.00	\$0.00

Claims detail

Insured:	MEND CORRECTIONAL CARE PLLC DR TODD LEON						
Policy no:	SM877858						
Period:	2/1/2011 to 2/1/2012						
Risk state:	MN						
Risk location:	13355 GEORGE WEBER DRIVE						
	Risk address line 2: SUITE L						
	Risk city: ROGERS						
Writing company:	Evanston Insurance Company						
Claim number:	SM261813-1			Claim status:	Closed		
Date of error:				Coverage type:	Claims Made		
Date reported:	12/12/2011			Date of loss:	2/1/2011		
Loss state:	MN			Claim made date:	12/12/2011		
Examiner:	Lynnae Daberkow						
Loss	\$0	Case reserve	\$0	Paid amount	\$0	Deductible recovered	\$0
						Case incurred amount	\$0

ALAE	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

	Salvage recovered amount	Subrogation recovered	Case incurred net of
Loss	\$0	\$0	\$0
ALAE	\$0	\$0	\$0
Total			\$0

In a small number of cases the Subrogation Recovered Amount includes the return of Loss/ALAE overpayments. Typically on first party claims, Deductibles are represented as \$0 (zero) as they are netted from paid amounts. Insured Managed Deductibles (e.g. paid to 3rd parties by the insured) are not included in the Deductible Amounts represented.
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Racine County Jail Medical Staffing Grid

Registered Nurses - 7 FTE

		Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Day	6-2:30pm	RN	RN	RN	RN	RN	RN	RN
		RN	RN	RN	RN	RN		
		RN	RN	RN	RN	RN		
Evening	2:15-10:45pm	RN	RN	RN	RN	RN	RN	RN
		RN	RN	RN	RN	RN		
		RN	RN	RN				

Nursing Director - 0.8 FTE

		Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Day	8-4:30pm	ND	ND		ND	ND		

LPN/Health Technician - 5.6 FTE (using full time and part time)

		Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Day	6-2:30pm	LPN	LPN	LPN	LPN	LPN	HT/LPN	HT/LPN
		HT	HT	HT	HT	HT	HT/LPN	HT/LPN
Evening	2:15-10:45pm	LPN	LPN	LPN	LPN	LPN	HT/LPN	HT/LPN
		HT	HT	HT	HT	HT	HT/LPN	HT/LPN

Administrative Assistant - 1 FTE

		Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Day	8-4:30pm	AA	AA	AA	AA	AA		

Mental Health - 2 FTE

		Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Day	7-3:30pm	MH x 2	MH x 2	MH x 2	MH x 2	MH		
	8am-12pm						MH	MH

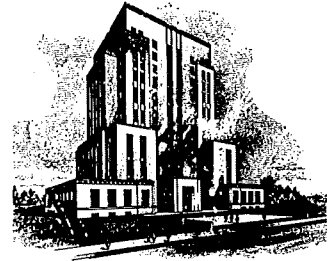
Medical Providers

		Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Mid-Level (1.0 FTE)	7-4:30pm	ML	ML	ML	ML	ML		
Physician (8 hrs)	8am-12pm	Phys			Phys			
Psychiatric (4 hrs)	8am-12pm		Psy					

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, tortuous 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 Sherburne County Jail

Agency Address 13880 Business Center Drive NW, Elk River, MN 55330

Contact Person Jail Commander - Pat Carr Contact Number 763-765-3801

E-Mail pat.carr@co.sherburne.mn.us Fax Number _____

Number of Sites One Number of Inmates approximately 700

Facility Type Jail Prison Juvenile Other

Accreditation ACA Pursuing NCCHC JCAHO Other

Contract Term (original, extensions, renewals, rebids) Original - 2006; restructured - 2014

Current Contract Prior Contract

Contract End Date N/A
If terminated, specify by whom _____ agency _____ vendor

Reason N/A

Lost in Rebid, if so specify award recipient _____

Reason N/A

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

Reason N/A

INMATE MEDICAL SERVICES
Proposal # 19-RCJ-01

VENDOR REFERENCES
Page 2

2) Agency Name St Louis County Jail

Agency Address 4334 Haines Road, Duluth, MN 55811

Contact Person Robyn Wojciechowski Contact Number 218-726-2345

E-Mail wojor@stlouiscountymn.gov Fax Number _____

Number of Sites Three Number of Inmates approximately 200

Facility Type Jail Prison Juvenile Other

Accreditation ACA NCCHC JCAHO Other

Contract Term (original, extensions, renewals, rebids) Original - 2012

Current Contract Prior Contract

Contract End Date N/A
If terminated, specify by whom _____ agency _____ vendor

Reason N/A

Lost in Rebid, if so specify award recipient _____

Reason N/A

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

Reason N/A

INMATE MEDICAL SERVICES
Proposal # 19-RCJ-01

VENDOR REFERENCES
Page 3

3) Agency Name Wright County Jail

Agency Address 3800 Braddock Avenue NE, Buffalo, MN 55313-3662

Contact Person Patrick O'Malley Contact Number 763-682-7659

E-Mail patrick.omalley@co.wright.mn.us Fax Number _____

Number of Sites One Number of Inmates approximately 180

Facility Type Jail Prison Juvenile Other

Accreditation ACA NCCHC JCAHO Other

Contract Term (original, extensions, renewals, rebids) Original - 2014; Extension - 2016 & 2017, & 2018

Current Contract Prior Contract

Contract End Date N/A
If terminated, specify by whom agency vendor

Reason N/A
 Lost in Rebid, if so specify award recipient _____

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

Reason N/A

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: Todd Leonard MD CCHP-P

TITLE: President & Chief Medical Officer

COMPANY: MEnD Correctional Care PLLC

ADDRESS: 1908 Kruchten Court S

CITY, STATE, ZIP: Sartell, MN 56377

TELEPHONE #: 320-774-1080 FAX #: 320-774-1083

E-MAIL: tleonard@mendcare.com

DATE: August 27, 2019

RACINE COUNTY JAIL RFP
QUESTIONS AND DISCUSSION

1. Mend's client listing is predominantly throughout Minnesota with only one current client in Wisconsin. Southeastern Wisconsin is a very competitive market for those professionals looking for careers in the healthcare field. We have two new healthcare facilities being constructed that will put an additional strain on the pool of qualified individuals. How does MEnD plan to successfully recruit, hire and retain quality healthcare professionals to fulfill the contract?

While MEnD hasn't previously worked directly in Southeastern Wisconsin, we understand the healthcare landscape in your area well and have extensively researched trends and employee wages. We have a very robust system and process regarding recruiting and retaining high-quality talent. A few points of discussion regarding this are as follows:

- **Competitive Wage & Benefits** – we typically pay above average compared to the overall healthcare industry. When comparing our pay vs direct competitors for these types of positions that we hold, we pay considerably above average. Also, our benefits package is quite formidable, especially our retirement funding component.
- **Educational and professional support** – this may be our greatest strength and advantage in healthcare. Not only do we hold regular training sessions with each facility we work in throughout each year, we host our own annual nursing conference (see below), we encourage and support advanced certification in correctional healthcare nursing (CCHP), and even pick a select number of nurses who are sponsored to attend the best national conference on correctional healthcare (through the NCCHC). We provide numerous training modules and individualized work with our staff on a regular basis. We also hold a quarterly leadership meeting for all facility nursing leadership positions. These meetings bolster all new and reviewed standards and practices. Professional support is quite simply the cornerstone of our company, and our employees regularly rave about our efforts in this regard.
- **Teambuilding endeavors & company events** – we host an annual correctional healthcare nursing conference which has received excellent reviews from our employees and other nurses within the upper Midwest. This conference includes tremendous opportunity for fun and teambuilding endeavors as well. Most nursing staff have all of their continuing educational credits fulfilled by this conference. We also host periodic regional-based social events for facility teams to get more acquainted with their neighboring teams and share insight and build overall fellowship within our company.
- **Performance & Milestone Recognition** – we recognize major milestones in regard to longevity within our company, but also regularly call out staff who have exemplified the highest quality of work, or who went the extra mile in their work.
- **Employee & Facility Achievement Awards** – we have quarterly and annual awards for individual excellence as well as most improved and best overall small and large jail facilities.

- Open-door management philosophy – we preach a culture of open, respectful, and professional communication. We pride ourselves on being responsive, not only to our customers such as yourselves, but to individual employees. These situations can include personal issues or needs, all the way to systemic concerns within a facility that require addressing them promptly. Through peer review and audits, we also encourage the educational side to growth and improvement. Lastly, this philosophy includes personal accountability which has historically led to greater professional growth for individual staff.
- Opportunities for promotion & advancement – this represents one of our proudest times with what we do each day. We take great joy in supporting quality employees and watching their growth lead to advancement within our company. Given our tremendous growth over the past few years, we regularly have opportunities to continue this trend. Our executive management team have largely originated from internal promotion after showing great potential.
- Employee appreciation – we have a myriad of ways in which we simply reward our employees for being a part of our team, including holiday and birthday gifts, and designated professional weeks or days recognition. One example of this is our “12 Days of Christmas” which has provided great fun for our staff, where we have drawings for progressively better gifts each day leading up to Christmas Day. We also have random giveaways throughout the year, including sporting event tickets.

2. With Racine County’s ADP of 739 do you feel that the proposed staffing plan is adequate to cover the needs of the inmates at our facility? If so, please give an example of a facility of similar ADP size in which you currently have a contract wherein this staffing plan is shown to be effective.

We believe that our current staffing plan will allow us to succeed at our high standard of care that we have established. One similar example involves Sherburne County Jail (MN) where the ADP is quite similar to yours, and annual intakes are also similar. Within Sherburne we hold very medically complicated cases, working with federally contracted detainees from ICE and the US Marshal Service. We regularly house the most complicated medical cases from neighboring counties as well. Our overall nursing plan is similar to the one we are proposing here, and it has proven to be successful given that complex environment.

Having said this, one area that wasn’t addressed within the RFP that in our opinion deserves discussion now, relates to an electronic medical record. While we hadn’t initially included an EMR within our bid, we strongly recommend consideration be given for such software. We currently use Fusion Centricity within some of our facilities, and plan on implementing that same software in Sherburne County soon, replacing an older software which wasn’t ideal for correctional healthcare. Implementation of this EMR would be approximately \$107,000 and the annual licensing and support agreement would be approximately \$38,000 annually. This important tool would improve efficiency of our staff multi-fold, would certainly ensure that we are able to provide the level of service that your facility demands, and reduces even further the risk of human error within a busy facility such as yours.

3. Do you believe that your cost proposal is adequate to attract and retain staff long term?

As we stated earlier above, we absolutely believe that our proposal will allow us to recruit and retain high-quality staff. Also, as we continue to expand in your area, we will increase our redundancy of staffing between facilities, which will provide additional professional support above what we already have in place. Given our efforts for employee appreciation that we described above, and the culture that we have created, we feel strongly that our staff turnover will be dramatically less than what you have experienced previously. Our turnover rate for nursing staff is significantly below average compared to our direct competitors in correctional healthcare, and still below average for all healthcare entities.

4. Does your cost pool include dialysis?

Yes, we have included any outside or off-site healthcare in this total. Obviously having any patient on dialysis will burn through that funding much more quickly, but it is definitely included with our total. If our expectation grows regarding the need for dialysis services, we will work closely with you to create a working partnership with a local dialysis services, in hopes of on-site services. We have implemented such a partnership and system within Sherburne County Jail. That system has led to a dramatic reduction in direct healthcare and transportation costs and has obviously improved safety and security risk for all involved.

Todd Leonard MD CCHP-P
President & Chief Medical Officer
MEnD Correctional Care PLLC