

Washington County Arkansas

RFQ 2015-04, Comprehensive Detainee Medical Care at the Washington County Detention Center

1.0 PURPOSE & INTRODUCTION

Washington County, Arkansas is soliciting statements of qualifications from qualified firms or individuals to provide comprehensive detainee medical care at the Washington County Detention Center. The Respondents shall show, to the satisfaction of the County, that it has the necessary resources to furnish services in a satisfactory and professional manner. The Washington County Detention Center serves adults, however, in accordance with Section IV, part 32 below, the successful applicant for this contract will also provide services to persons under the age of 18 charged as adults and housed at the Washington County Juvenile Detention Center.

At a minimum, Respondent is required to address the following:

1. Health screening, assessment, and treatment;
2. Triage;
3. Sick call;
4. Doctor call;
5. Medication passes by nursing staff;
6. 24/7 medical staffing by nurses;
7. Medical Director and Medical Administrator;
8. Arranging for hospitalization or specialty services;
9. Emergency services;
10. Ancillary services;
11. On-site dental services for 3 hours per week;
12. Coordination of off-site dental services, if on-site dental services are temporarily unavailable;
13. Doctor services for 6 hours per week, but available for calls 24/7;
14. Mental health services for 40 hours per week;
15. Pharmaceuticals to jail standards;
16. Coordination with detention center staff;
17. Policies and procedures;
18. Monthly reports to include, without limitation amounts of money expended, an accounting for pool money and numbers of detainees going to the hospital ;
19. Quality assurance;
20. Liability to include malpractice policy limits per occurrence and in the aggregate;
21. Paperless record keeping, by utilizing their own computer software for electronic medical records or by using the software that the County already has established;
22. Provide all Additional Nursing Duties listed in Section IV.

Statements of Qualifications will be received at the office of the Purchasing Administrator, Suite 533, 280 N. College Avenue, Fayetteville, AR 72701 by Monday,

November 16, 2015 at 2:00 PM. A nonresponsive or incomplete qualification statement will not be considered. **The qualification statement shall be submitted electronically, in addition to one (1) hard copy. Please submit your documents on a properly labeled CD.** Documents formatted for Adobe Acrobat (PDF) are highly recommended.

The County welcomes any questions regarding this solicitation. Questions should be addressed in writing to Washington County Purchasing, via e-mail at purchasing@co.washington.ar.us. The deadline for submitting written questions is 12:00PM on November 13, 2015. All questions will be answered in the form of an addendum available on the County website.

SECTION I - TRANSMITTAL LETTER

Include a short (one to three pages) Transmittal Letter that shall include:

1. A Summary of why the Respondent believes itself to be the most qualified.
2. A statement indicating that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate.
3. A statement granting the County and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance.

SECTION II - FIRM/INDIVIDUAL EXPERIENCE

1. Firm/Individual Experience;
2. The Respondent's areas of specialization;
3. Total number of professionals organized by seniority (i.e., 75 professionals 25 of whom have 20 or more years with the firm, 35 that have 10 or more years with the firm ...);
4. Internal resources (i.e. , accounting, legal, support staff);
5. Firm history and references;
6. Location of home and branch offices;
7. Names and licensures of the principal officers of the firm;
8. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.;
9. Identification of the major consultants;
10. Key Professionals: Identify the key members of your team that would be involved in providing services and describe their area of expertise and what role they will perform in providing services;
11. Resumes: Provide a resumes or CV of each person identified as a key professional. The resumes should contain the following:
 - A. Name
 - B. Professional registrations
 - C. Educational background.
 - D. Employment history.
 - E. Proposed role in the services.
 - F. Other information you believe to be relevant.

12. Respondent Contact Information: Provide the following information about the person who is designated to be the Respondent's key contact with the County:
- A. Name
 - B. Title
 - C. Office phone number
 - D. Facsimile number
 - E. E-Mail address

SECTION III - SCHEDULE

The County would like to enter into a contract and start receiving services on January 1, 2016.

SECTION IV – ADDITIONAL NURSING DUTIES

- 1. Complete sick call every day
- 2. Provide TB skin tests to employees and detainees within time allowed by state standards
- 3. Complete initial Workers Compensation assessment and drug screen
- 4. Obtain all needed medical records
- 5. Reorder medication
- 6. Inventory and order supplies
- 7. Promptly respond to radio traffic for medical
- 8. Review blood sugars weekly
- 9. Review diet lists and coordinate with food service provider
- 10. Call for outside appointments
- 11. Complete pre-employment physicals
- 12. Complete academy physicals
- 13. Provide Hepatitis B shots for employees
- 14. Clean, stock and check medications and supplies on medication carts
- 15. Coordinate medical care with the A.D.C. for their detainees according to A.D.C. standards
- 16. Coordinate medical care with the U.S. Marshals for their detainees according to U.S. Marshal Service standards
- 17. Coordinate with A.D.C., U.S. Marshals and outside medical providers for billing
- 18. Coordinate Medicare billing with outside medical providers for services in accordance with the Affordable Care Act
- 19. Provide drug screens for 309's when they are returning from their furlough
- 20. Report TB results to the TB Director at Washington Regional
- 21. Fax medical appointment & procedure requests to the U.S. Marshals for approval
- 22. Answer medical requests from the detainees utilizing Request Manager
- 23. Answer medical grievances from the detainees utilizing Request Manager
- 24. Conduct Doctor call once per week
- 25. Dispense and track distribution of detainee medication
- 26. Complete and intake medical screening
- 27. Complete lab draws
- 28. Provide on-site diagnostic/x-ray services
- 29. Provide on-site sutures, staples and casting
- 30. Provide dialysis services

31. Provide OBGYN services
32. Maintain juveniles charged as adults at JDC

2.0 RFQ TERMS & CONDITIONS

All submitted documents must be clearly marked "RFQ 2015-05, CPA".

1. It shall be clearly understood that any costs incurred by the Respondent in responding to this request is at the Respondent's own risk and expense as a cost of doing business, and Washington County is not liable for reimbursement to the Respondent for any expense so incurred, regardless of whether or not the proposal is accepted.
2. Any inquiries or requests for explanation in regard to Washington County's requirements should be made promptly to the above listed number. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms that have indicated an interest or intention to submit qualification statements, but the names of any firms submitting any questions, clarifications, or requests will not be disclosed until after the deadline for submission.
3. Any conditions or expectation on the part of the Respondent for performance by the County must be set forth in the qualification statement. Washington County is not obligated to consider the Respondent's post submittal terms and conditions.
4. At the discretion of Washington County, one or more firms may be asked for more detailed information before final selection, which may also include oral interviews. Washington County will not be responsible for misdirected qualification statements. Respondent should call the Purchasing Office at (479) 444-1707 to insure receipt of their documents prior to opening time and date listed above.