



Cal Henderson, Sheriff

HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601

PURCHASING OFFICE
P.O. BOX 3371
PHONE 813-247-8054
FAX 813-247-0907

April 7, 2000

FISCAL BUREAU
2008 E. 8th Avenue
Tampa, FL 33605

Carolyn Hendrickson, Senior Buyer
(813) 247-8054

PROPOSAL TITLE: Inmate Health Care

PROPOSAL NUMBER: 09-00

INSTRUCTIONS TO PROPOSERS

Included herein are General Terms and Provisions (Part A); the Special Provisions (Part B); the Technical Specifications (Part C); and the Proposal Response (Part D), which together with all attachments, constitute the entire "Proposal Package". Said proposal package must be the basis upon which all proposals are offered and the same (the entire proposal package) must be kept together and returned, intact, by the time and at the place herein specified. The proposer must manually sign the General Terms and Provisions (Part A) and Proposal Response (Part D). The Sworn Statement on Public Entity Crime must be both signed and notarized. Any questions concerning this proposal package should be directed to the Buyer whose name appears above.

When awarded, this proposal package will become part of the "**Contract Document**". The Proposer's signature on the proposal constitutes Proposer's agreement to the terms therein. **READ THE ENTIRE PROPOSAL CAREFULLY BEFORE SIGNING.**

NOTICE TO PROPOSERS

WHEN SUBMITTING A SEALED PROPOSAL, ALL PROPOSALS SHOULD BE CLEARLY MARKED AS A PROPOSAL DOCUMENT. THIS IDENTIFICATION SHOULD INCLUDE THE PROPOSAL NUMBER, PROPOSAL TITLE AND DATE DUE ON THE OUTSIDE OF THE ENVELOPE.

**REQUEST FOR PROPOSAL FOR INMATE HEALTH CARE
HILLSBOROUGH COUNTY SHERIFF'S OFFICE
PROPOSAL NUMBER 09-00**

LETTER OF INTENT

The undersigned acknowledges the General Terms and Provisions of the Proposal and intends to respond to the Proposal for the Hillsborough County Sheriff's Office. We understand that any changes, clarification and addenda to the Proposal will be promptly communicated to the individual authorized below to receive this information.

NAME

COMPANY NAME

ADDRESS

TELEPHONE NUMBER

FAX NUMBER

_____ will attend the proposal conference for our firm.

NOTE: THIS FORM SHOULD BE RETURNED IF YOU PLAN ON ATTENDING THE PROPOSAL CONFERENCE. THIS FORM MAY BE SENT BY FAX TO 813-247-0907.

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HILLSBOROUGH COUNTY SHERIFF'S OFFICE
2008 E 8th Avenue
Tampa, FL 33605

April 7, 2000

VENDOR:

(Include your company name and address here)

SUBJECT: Request for Proposal Number 09-00

PROPOSAL TITLE: Inmate Health Care Services

CLOSING DATE & TIME: May 30, 2000 at 3:00 P.M.

PLACE: Sheriff's Operation Center
Purchasing Office, Room 125
2008 E. 8th Avenue
Tampa, Florida 33605

Proposals will be received until the time and date shown and will be read aloud immediately thereafter at the "Place" indicated above.

Proposer's Conference: April 27, 2000 at 10:00 A.M.
Orient Road Jail
1201 Orient Road
Tampa, Florida 33619

PART A - GENERAL TERMS AND PROVISIONS:

1. Proposals Must be contained in a SEALED envelope addressed to: Cal Henderson, Sheriff, 2008 E 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the proposal package must be marked as a PROPOSAL DOCUMENT (including the proposal number) on the outside of the envelope.

If our specifications, when included in our Request for Proposal, are not returned with your proposal, and no specific reference is made to them in your proposal, it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, vendor's or manufacturer's specifications which accompany the proposal contain information that can be construed or is intended to be a deviation from our specifications, such deviations must be specifically referenced in your proposal response.

2. The responsibility for getting the proposal to the Sheriff's Office on or before the stated time and date will be solely and strictly the responsibility of the vendor. The Sheriff will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The vendor shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Proposals will not be accepted after the time specified for receipt. Such proposals shall be returned to the vendor unopened with the notation "This Proposal Was Received After the Time Designated For the Receipt and Opening of Proposals".

3. Postponement of Date for Presentation and Opening of Proposals

The Sheriff reserves the right to postpone the date for receipts and opening of proposals and will make a reasonable effort to give at least five (5) calendar days notice of any such postponement to each prospective proposer.

4. On-Line Documents: The Hillsborough County Sheriff's Office is publishing documents on it's web page for the convenience of vendors wanting to do business with the Sheriff and to save tax dollars. This service is public record and the Sheriff is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a proposal.

5. Time for Consideration: Vendors warrant by virtue of proposing that the prices quoted in his proposal will be good for

an evaluation period of sixty (60) calendar days from the date of proposal opening unless otherwise stated. Vendors will not be allowed to withdraw or modify their proposals after the opening time and date.

The Hillsborough County Sheriff's Office requires that, at the conclusion of the selection process, the contents of all proposals be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to the Request for Proposal will be handled in accordance with applicable Hillsborough County procurement regulations.

6. Prices: All proposals submitted must show the net proposal price after any and all discounts allowable have been deducted. **Price(s) offered are to be F.O.B. Destination.** State sales tax and federal excise taxes shall not be included as the Sheriff's Office is tax-exempt for materials sold directly to them. The Sheriff will issue exemption certificates to the successful vendor when requested.

The Vendor's attention is directed to the fact that the tax laws of the State of Florida, including but not limited to Chapter 212, Florida Statutes, apply to this proposal matter and that all applicable taxes and fees shall be deemed to have been included in the Vendor's proposal as part of his materials cost, when applicable.

7. Proposal Errors: When errors are found in the extension of the proposal prices, the unit price will govern. Proposals having erasures or corrections must be initialed in ink by the vendor.
8. Proposal Obligation and Disposition: The contents of the proposal and any clarifications thereto submitted by the successful vendor shall become part of the contractual obligation and incorporated by reference into the ensuing contracts. All proposals become the property of the Hillsborough County Sheriff's Office and will not be returned to the vendor.
9. Laws, Statutes and Ordinances: The terms and conditions of the Request for Proposal and the resulting contract or activities based upon the Request for Proposal shall be construed in accordance with the laws, statutes and ordinances applicable to Hillsborough County. Where State Statutes and regulations are referenced, they shall apply to this Request for Proposal and to the resulting contract.
10. Information and Descriptive Literature: Vendor must furnish all information requested in the proposal. If specified, each vendor must submit cuts, sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with previous proposal will not satisfy this provision. Proposals which do not comply with these requirements will be subject to rejection.
11. Proposal Submittal Costs: Submittal of a proposal is solely at the cost of the vendor and the Sheriff's Office in no way is liable or obligates itself for any cost accrued to the vendor in coming up with the submitted proposal.
12. Public Entity Crimes: Pursuant to Florida Statute 287-132-133, effective July 1, 1989, the Hillsborough County Sheriff, as a public entity, may not accept any proposal from, award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017, F.S., for Category Two (currently \$10,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to Section 287.133 (3)(f), F.S.

If you submit a proposal in response to this request, you are certifying that Florida Statute 287.132 and 287.133 does not restrict your submission.

13. No Proposal: If the receipt of this request for Proposal is not acknowledged, Vendor's name may be removed from the vendors' mailing list.
14. Compliance with Occupational Safety and Health Act: Vendor certifies that all material, equipment, etc., contained in his proposal meets all O.S.H.A. requirements.
15. Acceptance and Rejection: The Sheriff, Hillsborough County, Florida, reserves the right to reject any or all proposals, for cause, to waive irregularities, if any, in any proposal, and to accept the proposal or proposals which in the judgement of the Sheriff is in the best interest of Hillsborough County.

The Sheriff reserves the right to select the proposer that will most meet the needs of the Hillsborough County Sheriff's

Office, and the selection will not necessarily be made solely on the cost as the proposal process utilized is not a competitive bid process. Persons or entities submitting proposals which do not meet the mandatory requirements will be considered in non-compliance and will be disqualified. After evaluation of proposals and approval by the Sheriff's Office, all vendors will be notified of the selected vendor.

- 16. Public Record: Any material submitted in response to this Request for Proposal will become a public document pursuant to Section 119.07, Florida Statutes. This includes material which the respondent might consider to be confidential or trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, Florida Statutes.
- 17. It is important that vendor visit sites where services, if applicable, are to be provided to familiarize himself with the scope of the effort required.
- 18. Specifications are attached.

CAL HENDERSON, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

“Signature On File”

By _____
J. H. Shillady
Comptroller

- 19. General Terms and Provisions outlined above are acknowledged. Our proposal is attached.

Date _____ Signed _____
Company Officer

Company Name

NOTE: THIS MUST BE RETURNED WITH YOUR PROPOSAL AFTER COMPLETING PARAGRAPH 19. EACH VENDOR PROPOSAL AND ANY CLARIFICATIONS TO THAT PROPOSAL SHALL BE SIGNED BY AN OFFICER OF THE COMPANY OR A DESIGNATED AGENT EMPOWERED TO BIND THE FIRM IN CONTRACT. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED ON THE SPECIFICATION PAGE OR ON THE EXCEPTION FORM.

SCHEDULE OF PROPOSAL PROCESS

The following is a schedule of events concerning the proposal process.

<u>Event</u>	<u>Date</u>
RFP Available on our Web Site	April 7, 2000
Return Letter of Intent to Offer by	April 14, 2000
Submittal of Questions Regarding RFP, No Later Than	April 21, 2000
Vendor's Conference	April 27, 2000
Tour of Jail Facilities Following Vendor's Conference	April 27, 2000
Proposal Closing	May 30, 2000
Notification of Intent of Award	June 30, 2000
Commence Contract Negotiations	July 10, 2000
Commence Services (7:00 a.m.)	October 1, 2000

PART B - SPECIAL TERMS AND CONDITIONS

1. IN GENERAL

The purpose of these specifications is to solicit sealed proposals for the provision of health care services, health care personnel and program support services for the Hillsborough County Sheriff's Office. The specifications set forth are for informational purposes and to provide a general description of the requirement. Proposer shall be responsible to submit technical proposal(s) based upon their design that will accomplish the intended purpose as set forth herein.

All questions about the meaning or intent of this Request for Proposal are to be directed, in writing, to:

Carolyn Hendrickson
Purchasing Section
Hillsborough County Sheriff's Office
2008 - 8th Avenue
Tampa, Florida 33605
Telephone: (813) 247-8054
Fax (813) 247-0907
E-Mail chendrickson@hcsso.tampa.fl.us

Interpretations or clarifications considered necessary by the Hillsborough County Sheriff's Office in response to such questions will be issued by addenda mailed or delivered to all parties recorded by the Fiscal Bureau as having received the Request for Proposal. Questions received less than five (5) days prior to the date of the opening of proposals may not be answered. Oral or other interpretations or clarifications will be without legal effect.

A tour of the jail facilities will be scheduled following the proposal conference on April 27, 2000, at 9:00 A.M. Proposers will meet at Orient Road Jail, Conference Room, 1201 Orient Road, Tampa, Florida. The purpose of the conference will be to offer all interested parties an opportunity to discuss the proposal process, conditions of the Request for Proposal and to answer additional questions about the current health delivery needs. Attendance is not mandatory at this conference but highly recommended for any firms wishing to be considered. All questions to be discussed at the conference shall be submitted in writing prior to the Proposer's Conference. Unofficial responses to verbal questions will be offered, however, any substantive questions will be addressed officially in written response.

All interested proposers, including those proposers who plan to attend the conference, as well as those who chose not to attend, must submit the "Letter of Intent to Offer" at least seven (7) calendar days prior to the Proposer's Conference. Failure to do so may result in rejection of the Proposer.

Any changes made to this Request for Proposal will be shared with all registered proposers within six (6) calendar days following the conference. Any and all changes will be addressed officially in writing.

2. SCOPE

The Hillsborough County Sheriff's Office currently operates a work release center and jails at the following locations:

MORGAN STREET JAIL 1301 North Morgan Street Tampa, Florida 33602	ORIENT ROAD JAIL 1201 Orient Road Tampa, Florida 33619
FALKENBURG ROAD JAIL 520 Falkenburg Road Tampa, Florida 33619	WORK RELEASE CENTER 1800 Orient Road Tampa, Florida 33619

The scope of these specifications involve providing services at all four (4) locations. Further description of the requirements of this service are contained in Part C, Technical Specifications.

3. PREPARATION AND SUBMITTAL OF PROPOSALS

- A. All proposals shall be signed in ink by the authorized principles of the firm.
- B. All attachments to the request for proposals requiring executing by the proposer are to be returned with the proposal.
- C. Proposals are to be returned in a sealed container. The face of the container shall indicate the RFP name, number, time, and date of public opening.
- D. Proposals must be received by the Hillsborough County Sheriff's Purchasing Office not later than the time and date shown on Part A, page 1. Requests for extensions of this time and date will not be granted. Firms mailing their proposals should allow for normal mail time to ensure receipt of their proposals prior to the time and date fixed for the acceptance of the proposals. Proposals or unsolicited amendments to proposals, received by the Sheriff's Office after the acceptance date will not be considered. Proposals will be publicly opened at the time and date specified.
- E. All proposals will be submitted in SIX (6) copies on the forms provided in this document and assembled, in page number order, to insure that each proposal is reviewed and evaluated properly. The original copy WILL BE MARKED AS SUCH on the front of the document. If additional pages are required for further description, 8-1/2" x 11" sheets must be used. If a cover letter is provided, it shall be no longer than two (2) pages in length and shall serve as an introduction to and summary of the proposal. DO NOT DEVIATE FROM THIS FORMAT. Proposals should be as concise as possible without omitting any necessary details.

4. BOND REQUIREMENTS

A. PROPOSAL SECURITY

Each Proposal shall be accompanied by a proposal security made payable to the Hillsborough County Sheriff's Office pledging that the Proposer will enter into a contract with the Hillsborough County Sheriff on the terms stated in his Proposal and will furnish bonds as described hereunder in this section of these specifications covering the faithful performance of the Contract and the payment of all obligations arising thereunder. Should the Proposer refuse to enter into such contract or fail to furnish such bonds, when required, the amount of the proposal security shall be forfeited to the Hillsborough County Sheriff as liquidated damages, not as a penalty.

The amount of the proposal security shall be \$25,000. Security shall be either a certified check, cashier's check, treasurer's check, bank draft, or proposal bond issued by a surety company licensed to conduct business in the State of Florida. Bonds shall be written on the surety company's standard form, and the Attorney-In-Fact who executes the bond on behalf of the surety company shall affix to the bond a certified and current copy of his Power of Attorney, indicating the monetary limit of such power.

The Hillsborough County Sheriff will have the right to retain the proposal security of Proposer to whom an award is being considered until either the (a) Contract has been executed and bonds have been furnished, or (b) the specified time has elapsed so that Proposals may be withdrawn, or (c) all proposals have been rejected.

B. PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

1) Bond Requirements: The Hillsborough County Sheriff shall, prior to the execution of the Contract, require the successful Proposer to furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising thereunder in such form and amount as listed hereunder. Premiums for Bonds shall be paid by the successful Proposer.

The Surety company shall be licensed to transact surety business in Florida, shall be certified to issue the total amount of the bond on any one risk, and shall be otherwise acceptable to the Hillsborough County Sheriff's Office.

2) Time of Delivery and Form of Bonds: The successful Proposer shall deliver the required bonds to the Hillsborough County Sheriff no later than the date of execution of the Contract.

"Performance and Payment Bond" shall be in the amount of One Million Dollars (\$1,000,000.00) in behalf of the Hillsborough County Sheriff. The bonds shall be written on the Surety company's standard form. In the event the successful proposer files for bankruptcy or reorganization under the bankruptcy laws of the United States, such filing is prima facie evidence of the company's insolvency and said performance bond is hereby waived in favor of the Sheriff of Hillsborough County.

The successful Proposer shall require the Attorney-In-Fact who executes the required bonds on behalf of the Surety company to affix to the bond a certified and current copy of his Power of Attorney, indicating monetary limit of such power.

3) Alternative Forms of Security: In lieu of the bond required by this section, the successful Proposer may file with the Hillsborough County Sheriff's Office, an alternative form of security which shall be in the form of cash, money order, certified check, cashier's check, or irrevocable letter of credit. Such alternative forms of security shall be for the same purpose and shall be subject to the same conditions as those applicable to the bond required by this section. The determination of the value of such alternative forms of security shall be made by the Hillsborough County Sheriff's Office.

4) Release of Bonds: Bonds will be released after all conditions of the contract have been met, final acceptance has been given and all inspections have been satisfied and a statement of warranty and release of lien has been issued.

5. EVALUATION OF PROPOSALS

An Awards Committee will evaluate all proposals and make a recommendation to the Hillsborough County Sheriff based on the following criteria.

A. All proposals submitted will initially be evaluated for the following:

1) Evidence that the appropriate licenses, permits, or other documents required to operate in the State of Florida and Hillsborough County have been obtained by the proposer or evidence that such documents can be obtained in sufficient time to commence operations on October 1, 2000.

2) Financial statement and evidence that the proposer has sufficient financial resources to execute the contract should it be awarded.

B. Proposals which the committee judges to be deficient in either of the above may be rejected without further evaluation.

C. Proposals which the committee judges to have satisfactorily complied with the above minimum requirements will then be evaluated based on:

1) Program Capability (30 Points Maximum):

a) Proposer's qualifications (10 Points);

b) Prior experience in delivering health care services in an institutional, large jail or correctional setting, including documentation from each site confirming service delivery (10 Points);

c) Documentation of institutional accreditation by appropriate accrediting body, i.e. ACA, NCCHC, JCAH (10 Points).

2) Detailed Plan (70 Points Maximum):

a) Outline of services to be provided (10 Points);

b) Intake screening (5 Points);

c) History and physical examination (5 Points);

d) Physician services (5 Points);

- e) Nursing services (5 Points);
- f) Dental services (5 Points);
- g) Sick call (5 Points);
- h) Mental health services (5 Points);
- i) Medication administration (5 Points);
- j) Medical support services - laboratory, X-ray, EKG & pharmaceutical needs & staffing (5 Points);
- k) Records maintenance (5 Points);
- l) Data collection procedures, processing and reporting (5 Points);
- m) Quality assurance and utilization reviews procedures (5 Points).

3) Organizational Capability (40 Points Maximum):

- a) Rationale for number and types of staff (10 Points);
- b) Job descriptions (10 Points);
- c) Post descriptions (10 Points);
- d) Staff orientation program (10 Points).

4) Proposed Contract Price & Composition (120 Points Maximum):

6. METHOD OF AWARD

The Hillsborough County Sheriff's Office reserves the right to award this contract to the proposer submitting the proposal that in the opinion of the Sheriff, best serves the requirements of the Sheriff's Office. The successful proposal will be determined utilizing both price and evaluation criteria outlined in paragraph 5 above. Once each member of the Proposal Analysis Group had independently read and rated each proposal to determine compliance with technical and administrative requirements, a proposal evaluation matrix will be completed. A composite evaluation will then be prepared which indicates the group's collective ranking of the highest rated proposals in a descending order. At this point, the Proposal Analysis Group may conduct interviews with the top ranked firms they have determined are technically and administratively compliant with our requirements. The Sheriff's Office intends to make a selection announcement no later than thirty (30) calendar days after the closing date for proposals. Upon selection, the Sheriff's Office will issue a Letter of Intent to the Selected Contractor. Contract negotiations must be completed no later than thirty (30) calendar days or the Sheriff's Office may elect to cancel the Letter of Intent and award the contract to the next most successful proposer.

7. TERMS OF CONTRACT

- A. The contract shall cover a three (3) year period. Upon mutual agreement, the contract may be renewed for two (2) additional two-year extensions based upon negotiations of service delivery and costs. Changes in the contractual provisions or services to be furnished under the contract may be made only in writing, and must be approved by the Sheriff and the agent of the contractor. Should a decision be made to increase the scope of the contract, the Sheriff and the contractor will mutually agree, in writing, to an adjusted contract price.
- B. Hold Harmless Clause - Proposals shall provide for the firm holding harmless the Sheriff's Office and the representatives thereof from all suits, actions, or claims of any kind brought on account of any injuries or damages sustained by any person or property in consequence of any neglect in safeguarding contract work, or on account of any act or omission by the firm or its employees, or from any claims or amounts arising or uncovered under any law, by-law, ordinance, regulation or decree.
- C. Insurance - The Awardee shall not commence any work in connection with this Contract until he has obtained

all the following types of insurance and such insurance has been approved by the Hillsborough County Sheriff's Office, nor shall the Awardee allow any Sub-Contractor to commence work on his sub-contract until all similar insurance required of the Sub-Contractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida.

Worker's Compensation Insurance

The Awardee shall take out and maintain during the life of this Contract, Worker's Compensation Insurance for all of his employees connected with the work of this project and, in case any work is sublet, the Awardee shall require the Sub-Contractor similarly to provide Worker's Compensation Insurance for all the Latter's employees unless such employees are covered by the protection afforded by the Awardee. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any hazardous work under this contract at the site of the project is not protected under the Worker's Compensation statute, the Awardee shall provide, and cause each Sub-Contractor to provide adequate insurance, satisfactory to the Hillsborough County Sheriff's Office, for the protection of his employees not otherwise protected.

Worker's Compensation and Employer's Liability Statutory Coverage for Florida \$1,000,000 Employer's Liability Broad Form All States Endorsement

Contractor's Public Liability and Property Damage Insurance

The Awardee shall take out and maintain during the life of this Contract, Comprehensive General Liability Insurance and Comprehensive Automobile Liability Insurance and shall protect him from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by himself or by anyone directly or indirectly employed by himself, and the amounts of such insurance shall be the minimum limits as follows:

Comprehensive General	\$300,000 bodily injury and property Liability damage combined single limit.
Automobile	\$300,000 bodily injury and property damage combined single limit.
<u>Other Insurance</u>	
Professional Liability	\$1,000,000 per occurrence \$6,000,000 aggregate

Extended Business Liability Endorsement

Products/Completed Operations (to be provided for minimum of 24 months after completion of work)

Broad Form Contractual Liability

Personal Injury Liability

- D. Equal Employment Opportunity - The successful proposer shall comply with all provisions of Federal, State and local regulations to ensure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, age, handicap or national origin.
- E. Warranty Against Contingent Fees - The successful proposer will agree to warrant that no person or selling agency has been employed or retained to solicit this contract upon an agreement of understanding for commission, percentage, brokerage or contingency, except bona fide employees or selling agents maintained by the proposer for the purpose of securing business.
- F. Subcontracts - The Hillsborough County Sheriff's Office must approve, in advance, all subcontracts entered into by the proposer for the purpose of completing the provisions of this contract. The proposer will not sell, assign, transfer, nor convey any of its rights except with the written consent of the Sheriff or his designee.
- G. Security of Inmate Health Care Records - Medical and psychiatric records are of a confidential nature. The proposer will agree to establish those procedures necessary to maintain the confidentiality of health care records as required by law.

- H. Proposer Personnel - The Hillsborough County Sheriff's Office may request replacement of any proposer personnel believed unable to carry out the responsibilities of the contract and shall approve all appointments to the positions of administrator, medical director, supervising nurses, and other proposer personnel. All proposer personnel will be subject to a security/background check by the Office of the Sheriff.
- I. Proposer Cooperation - The successful proposer shall, at all times observe and comply with all Federal, State, local and municipal laws, ordinances, rules and regulations in any way affecting the contract. The proposer shall maintain regular communications with the Commander of the Detention Department, or his designees, and shall actively cooperate in all matters pertaining to this contract.
- J. Termination - The Hillsborough County Sheriff's Office may terminate the contract resulting from this Request for Proposal at any time the proposer fails to carry out its provisions. The Sheriff's Office shall give the proposer notice of such termination with stated reasons for the termination. If, after such notice, the proposer fails to cure the conditions within the specified time period contained in the notice, it shall be to the discretion of the Sheriff's Office to order the proposer to stop work immediately and leave the premises or to reinstate the contract based upon corrective action. Either party may terminate the agreement, without cause, upon giving the other party not less than one hundred twenty (120) calendar days written notice of termination.
- K. Failure to Perform - The services rendered under this contract will be critical to the mandated responsibilities of the Sheriff. Therefore, the proposer will reimburse the Sheriff for all expenses incurred by the Hillsborough County Sheriff's Office in providing services which are the responsibility of the proposer. Such expenses shall be reduced from the monthly payment due the proposer. In the event the agreement is terminated prior to its expiration, all finished or unfinished documents, studies, correspondence, reports and other products prepared by or for the contractor under this agreement shall become the exclusive property of the Sheriff's Office. Notwithstanding the above, the proposer shall not be relieved of liability to the Sheriff for damage sustained by the Sheriff's Office by virtue of any breach of the agreement by the proposer.
- L. Immunity From Liability - The successful proposer agrees to indemnify and hold harmless the Sheriff, his agents, servants and employees from any and all claims, actions, lawsuits, judgments or liabilities of any kind whatsoever deriving from acts or omissions of the proposer, its agents or sub-contractors. The proposer shall carry malpractice insurance with the limits set forth in their proposal, evidenced by additional insured endorsement adding the Hillsborough County Sheriff's Office and its officers and employees as additional insured.
- M. Payment for Services - The Hillsborough County Sheriff's Office shall pay the successful proposer for provision of designated services during the term of the contract, in the amount of the proposal or other agreed upon sum, which shall be payable in equal monthly payments.
- N. Third Party Reimbursement - Proposer will, where possible, seek third party or insurance reimbursement for inmate medical services performed by the proposer. The proposer will be entitled to a 25% service fee on all reimbursements collected by proposer. The proposer will share all documentation received on insurance of third party claims with the Sheriff's Office. The vendor will routinely pursue all insurance claims, and other means of subrogation, for medical treatment provided.
- O. Obligations of the Sheriff of Hillsborough County - The Sheriff shall provide space, limited housekeeping, linens, laundering, facility fixtures, utilities, telephone service (excluding long distance charges), and security. The disposal of all contaminated medical waste shall be the responsibility of the proposer. Disposal of these wastes must be in accordance with all Federal, State and local laws.
- P. Public Information - Neither the proposer nor the Sheriff shall publish any findings based on data obtained from the operation of a contract agreement without the prior consent of the other party, whose written consent shall not be unreasonably withheld.
- Q. Research - No medical research projects involving inmates, other than projects limited to the use of information from records compiled in the ordinary delivery of patient care activities, shall be conducted without prior written consent of the Sheriff or his designee. The conditions under which research shall be conducted shall be agree to by the proposer and the Sheriff or his designee, and shall be governed by written guidelines. In every case, the written informed consent of each inmate who is a subject of a research project shall be obtained prior to the participation of an inmate as a subject.

- R. Compliance with American Correctional Association (ACA) and National Commission on Correctional Health Care (NCCHC) Standards -Proposer will provide health care services which meet or exceed ACA and NCCHC Standards and will maintain medical accreditation for each facility by the NCCHC. The contractor will agree to pay the Hillsborough County Sheriff's Office a five hundred thousand dollar (\$500,000) liquidated damages fee if National Commission re-accreditation is not obtained for any facility and/or maintained during contract period. Failure to meet or maintain medical accreditation shall constitute a material breach for contract termination.
 - S. Compliance with State Minimum Jail Standards - The successful proposer will provide services which comply with the Rules of the Florida Department of Corrections, Florida Model Jail Standards, Florida Administrative Code, County and Municipal Detention Facilities.
 - T. Access to Management Information - The Sheriff shall have the complete and unlimited right to access any and all information maintained by proposer which may be needed to insure compliance with the contract terms and conditions, and to monitor contractual compliance. The proposer shall make available all records or data requested.
 - U. Permits and Licenses - All permits and licenses required by Federal, State or local laws, rules and regulations necessary for the implementation of the work undertaken by the proposer pursuant to the contract shall be secured and paid for by the proposer. It is the responsibility of the proposer to have and maintain the appropriate certificate(s) valid for work to be performed and valid for the jurisdiction in which the work is to be performed for all persons working on the job for whom a certificate is required.
8. EXCEPTIONS TO PROPOSAL: All proposals must clearly and with specificity detail all deviations to the exact requirements imposed upon the Proposer by the General Terms and Provisions (Part A), THE Special Provisions (Part B) and the Technical Specifications (Part C). Such deviations should be stated upon the Proposal (Part D) or appended thereto. Proposers are hereby advised that the Hillsborough County Sheriff will only consider proposals that meet the specifications and other requirements imposed upon them by this package. In instances where an exception is stated upon the Proposal (Part D), said proposal will be subject to rejection by the Hillsborough County Sheriff in recognition of the fact that said proposal does not meet the exact requirements imposed upon proposer by the General Terms and Provisions (Part A), the Special Provisions (Part B) and the Technical Specifications (Part C).

PART C - TECHNICAL SPECIFICATIONS

1. BACKGROUND INFORMATION

A) MORGAN STREET JAIL - is located in downtown Tampa and has an authorized capacity of 200 beds. Inmates are housed on two floors. An infirmary/clinic area is located on the first floor and currently provides 16 beds. Morgan Street Jail houses federal inmates as well as some juvenile and female inmates in the infirmary.

Health appraisals (within fourteen days) are performed at this facility. Inmates with medical complaints are initially evaluated and treated by nursing personnel during sick call. Pursuant to treatment protocol, minor treatment or over-the-counter medication may be recommended for the inmate by the nursing personnel during this time. More problematic cases are referred for physical evaluation or follow-up. A dental operator is also located in the clinic area. Equipment is provided by the Sheriff's Office.

B) ORIENT ROAD JAIL - is located approximately seven miles east of Morgan Street Jail. This facility has a rated capacity of 1714 inmates. The facility is a direct supervision facility where services are taken to the inmates. The complex houses female and juvenile inmates also. Additionally, intake and booking requirements for Hillsborough County's entire detention system are performed within this structure.

At the present time, all inmates are being medically screened at Orient Road Jail. Health appraisals (within fourteen days) are performed at this facility. A clinic and dental operator are located on-site (equipment is supplied by the Sheriff's Office). There are 44 male infirmary beds located at this complex.

The complex also provides medical services to Work Release, a 175 bed facility, which is across the street (Orient Road) from the complex.

C) FALKENBURG ROAD JAIL - is currently a 1280 bed facility. Falkenburg Road Jail is located approximately three (3) miles east of Orient Road Jail. Health appraisals (within fourteen days) are performed at this facility. A clinic and dental operator are located on-site (equipment is supplied by the Sheriff's Office).

Inmates at Falkenburg Road Jail receive all health services.

2. CONTINUITY OF SERVICE

Continuity of service is a must with this contract. Assuming a new company is awarded the contract, the Sheriff's Office would expect complete coordination between the incoming and outgoing contractors to facilitate a smooth transition.

3. RESPONSIBILITIES OF THE SHERIFF

The Hillsborough County Sheriff's Office owns the existing clinic equipment. If additional equipment is required during the term of the contract, a written list of equipment, with justification, should be forwarded to the Medical Services Manager who will forward it to the Fiscal Director for consideration and processing. If you determine that additional equipment will be required prior to start-up, that list shall be included as part of your proposal on the proposal response form.

The Sheriff's office will provide a reasonable amount of office furniture to include desks, chairs, and filing cabinets for successful vendor. A written list of furniture, with justification, should be forwarded to the Fiscal Director for consideration and processing during contract negotiations.

The Sheriff's Office will provide telephones, the health care provider will reimburse the Sheriff's Office for any long distance calls. Our phone system will provide accountability for phone usage by the extension number.

4. PRICE

To assist with the determination of proposed contract price, assume a 24 hour population of 3,250. Projections for the

year 2000 is 3,300 population; projections for the year 2001 is 3,460 population; and, projections for the year 2002 is 3,620 population. See additional population information on page 23 at the back of this section.

The price is to include the furnishing of all professional services, labor, materials, equipment, insurances, licenses and applicable taxes necessary or proper for the completion of the work. The price should be in accordance with the schedule as shown on the Proposal Response Form, Part D, number 2, beginning on page 32. The methodology used in determining these prices should be included in the proposal.

Tampa General Hospital has a written memorandum of understanding with the Sheriff's Office for providing off-premises in-patient health care services. They have agreed to charge the Sheriff's Office a reduced rate of \$905.00 per day per inmate for in-patient care. The Sheriff's Office anticipates that this rate will also be extended to our on-premises health care provider.

5. OBJECTIVES OF THE REQUEST FOR PROPOSAL (RFP)

- A) To provide prospective proposers data necessary for preparation of proposals;
- B) To provide a fair method for objectively analyzing submitted proposals;
- C) To result in a contract between the successful proposer and the Hillsborough County Sheriff's Office that will provide generally for the following:
 - 1) Quality Health services for inmates in Sheriff's Office Jail facilities;
 - 2) Development and implementation of a health care plan with clear objectives, policies and procedures that are compatible with those of the Sheriff's Office, and with a process for documenting ongoing achievement of contract obligations;
 - 3) Utilization of appropriate personnel in accordance with their scope of practice who are certified and licensed by the appropriate bodies as required in the State of Florida;
 - 4) Administration leadership that provides for both cost accountability and responsiveness to the contract administrator (Sheriff or his designee);
 - 5) Assurance that Federal, State, and local requirements and standards of care are met;
 - 6) Continuing education for staff;
 - 7) A health care system that is operated in such a way that is respectful of inmate rights to basic health care;
 - 8) Indemnification and insurance.

6. PROPOSER QUALIFICATIONS

Proposals shall be considered only from firms who can clearly demonstrate to the Sheriff's Office a professional ability to perform the type of work specified within the Request for Proposal. Proposers must be able to demonstrate adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the Sheriff. In the determination of the evidence of responsibility and ability to perform the contract by the proposer, the Sheriff reserves the right to investigate the financial condition, experience record, personnel, equipment, facilities and organization of the proposer. The Sheriff shall determine whether the evidence of responsibility and ability to perform is satisfactory, and will make awards only when such evidence is deemed satisfactory. The Sheriff reserves the right to reject a proposal when evidence indicates the inability to perform the contract by a proposer.

7. SPECIFICATIONS AND PROGRAM REQUIREMENTS

The successful proposer will be expected to meet the following specifications and program requirements. This listing is not intended to be all inclusive, but serves as a guideline with recommendation for the development of a health care program for the inmate population in the custody of the Sheriff of Hillsborough County. This includes the responsibility for providing primary medical, dental and mental health services. This responsibility provides for medical screening,

admission evaluation, sick call, infirmary care, pharmacy services, medical clearances for intra and inter-agency transfers, food handling and work clearances, the continuing care of identified health problems, detoxification and emergency services. The successful proposer shall be responsible for payment of medical care costs for inmates with a pre-existing illness or injury, including injuries suffered during the course of arrest by any law enforcement agency and subsequently remanded to the custody of the Sheriff.

The successful proposer will be expected to provide comprehensive services that are legally defensible and which meet the ACA and NCCHC Standards for Health Services in Jail facilities, Federal, State (including Health and Rehabilitative Services), Florida Model Jail Standards and local laws, statutes and ordinances governing health care service delivery. Proposers are encouraged to elaborate on their specific plan for providing services.

A. Administrative Requirements

- 1) A singular designated physician (medical director) with responsibility for assuring the appropriateness and adequacy of inmate health care.
- 2) A full-time health authority administrator with the authority to oversee the administrative requirements of health care programs such as recruitment, staffing, data gathering, financial monitoring, policy and procedure development and review, contracts, medical record keeping, and other management services.
- 3) Copies of clearly defined written agreements or understanding for twenty-four (24) hour service with hospitals, physicians, ambulance companies, and others involved in providing care to inmate will be provided to and approved by the Hillsborough County Sheriff's Office. All subcontracts of every nature are subject to the approval of the Sheriff.
- 4) Well defined operational policies and procedures to include, at a minimum, those required by the ACA and NCCHC standards, and in concert with Hillsborough County Sheriff's Office policies and procedures for service delivery. The Sheriff's Office shall develop the policies and procedures necessary to specify the role of medical services in a jail setting and to provide liaison between the medical and security staff.
- 5) A comprehensive annual statistical report will be forwarded to the Sheriff in accordance with ACA and NCCHC standards. In addition, monthly and daily statistics will be required by site and in total:

a) Monthly Statistics

Narrative reports shall be submitted on the fifth calendar day of each month to the Detention Department Commander, Jail Division III, Division Commander, and the Medical Services Manager with data reflecting the previous month's workload, to include:

- Inmates requests for various services
- Inmates seen at sick call
- Inmates seen by physician
- Inmates seen by dentist
- Inmates seen by psychiatrist
- Inmates seen by psychologist
- Infirmary admission, patient days, average length of stay
- Mental Health admissions
- Off-site hospital admissions
- Medical specialty consultation referrals
- Intake medical screening
- Fourteen (14) day history and physical assessments
- Psychiatric evaluations
- Diagnostic studies
- Report of third party reimbursement, pursuit and recovery
- Percentage of inmate population dispensed medication
- Inmates testing positive for venereal disease
- Inmates testing positive for AIDS or AIDS Antibodies
- Inmates testing positive for TB
- Inmate mortality
- Number of hours worked by entire medical staff, specifying each post or shift

- Other data deemed appropriate by the Detention Department Commander

b) Daily Statistics

A narrative report for the previous twenty-four (24) hours, capturing the following data shall be submitted to the Jail Division III Division Commander and Medical Services Manager on a daily basis prior to 9:00 a.m., to include:

- Transfers to off-site hospital emergency departments
- Communicable disease reporting
- Suicide data (i.e., attempts and precautions taken)
- Report of status of inmates in local hospitals and infirmaries
- Staffing
- Submit completed medical incident report copies
- Submit completed medical grievance report copies
- A list of lost medical files
- History and Physical status report

6) On a scheduled basis, the central administrative staff shall have documented monthly meetings with Detention Department administrators to evaluate statistics, program needs, problems, and coordination between custody and medical personnel.

7) Documentation of health care staff roles in the jail disaster plan. The contract provider for medical services shall, in times of emergency or threat thereof, whether accidental, natural or caused by man, provide medical assistance to the Hillsborough County Sheriff's Office to the extent or degree required by Sheriff's Office policy and procedure.

B. Level of Service

1) These are set as a guide for minimum requirements to perform this service. However, final staffing for the delivery of medical services will be as mutually agreed upon by written contract between the proposer and the Hillsborough County Sheriff's Office. The one (1) current registered nurse employed by the Sheriff's Office is part of the Hillsborough County Civil Service System and must be retained as part of the health care services program with all rights, privileges, and benefits appertaining to Civil Service employees. Salaries and benefits of this person will be paid by Sheriff's Office and reimbursed by proposer. The Hillsborough County Sheriff's Office will not replace this nurse in the event she leaves the Civil Service System. In any event, adequate health care personnel are required for twenty-four (24) hour per day inmate health care services, at each facility.

2) Physician Services must be sufficient to provide the required needs of the day and assure medical evaluation/follow up within twenty-four (24) hours of post nursing triage referral (including weekends and holidays). In addition, twenty-four (24) hour physician on-call services with availability for consultation and on-site needs system-wide is required.

3) Nursing services must be available to provide for the following:

- a) Infirmery coverage at all times;
- b) Intake screening on all inmates' at time of admission.;
- c) Histories and physicals on inmates within fourteen (14) days of admission;
- d) Medications as prescribed;
- e) Sick call triage and follow up on a daily basis;
- f) Appropriate and timely responses to medical needs and emergencies;
- g) Physician support services;

4) Sufficient clerical support staff must be available to support the medical contract.

5) Written job descriptions and post orders to define specific duties and responsibilities for all assignments at each facility must be available at each site.

6) Copies of staffing schedules encompassing all health care staff are to be posted in designated areas and

submitted to the Jail Division III Division Commander, and Medical Service Manager on a weekly basis, with updates regarding changes.

7) Successful proposer will be required to credit the Sheriff's Office for twice the actual costs of service hours not provided by any medical staff position from the initial date of non-service. Any positions not filled will constitute an immediate discount. The Sheriff's Office uses a 5.34 relief factor when computing full time equivalents. Use the relief factor you deem suitable in your organization.

8) The successful proposer shall provide the name, date of birth, local address, previous employment, social security number and copy of driver's license for all employment applicants. Prior to Sheriff's Office approval for employment, an applicant screening shall be conducted, coordinated with the Sheriff's Office, to include fingerprints and background check. Applicable licenses and/or certificates for all professional staff must be on file with the Hillsborough County Sheriff's Office prior to employment. In addition, malpractice insurance must be on file for all Physicians and Nurse Practitioners, and other professional or paraprofessional employees, if applicable.

9) The successful proposer shall provide a written plan for orientation and staff development/training appropriate to their health care delivery activity for all health care personnel. This plan must outline the frequency of continuing training for each staff position. Sheriff's Office nurses shall be included in all appropriate educational offerings. All employees of the successful proposer will be required to attend all Employee Orientations and In Staff Training Sessions required by the Sheriff's Office for all employees. These sessions will be provided tuition free to the successful vendor by the Sheriff's Office training staff.

10) Provisions for pharmaceutical services to assure the availability of prescribed medications within eight (8) hours of the order of issue being written. Pharmacy services, and emergency pharmacy service, consistent with State and Federal laws and/or regulations, monitored by a licensed, qualified pharmacist must be maintained.

11) Recording the administration of medications in a manner and on a form approved by the health care authority to include documentation of the fact that inmates are receiving and ingesting their prescribed medications. Documentation will also be required when an inmate's ordered medication was not administered and the reason given. A limited self medication program is in place.

12) Dental services sufficient to provide for emergency and medically required dental care for inmates at jail facilities within a reasonable period must be available.

13) The Hillsborough County Sheriff's Office may prohibit entry to any secure facility, or remove therefrom, a contract employee who does not perform his/her duties in a professional manner.

14) The Hillsborough County Sheriff's Office reserves the right to search any person, property or article entering its facilities.

C. Care and Treatment Requirements

1) Contractor will provide for twenty-four (24) hour a day emergency or immediate medical services. Service will include emergency transportation and acute hospital services with one or more health care provider or physician.

2) In addition to twenty-four (24) hour a day emergency service coverage, the hours for routine nurse sick call at each site shall be at levels which allows for all inmates needing medical services to be seen on the same day that they request such services, should the need arise outside the scheduled sick call rounds done in the housing units.

3) Written manual of standardized policies and defined procedures approved by the health care authority and the Hillsborough County Sheriff's Office must be reviewed at least annually and revised as necessary under direction of health care authority with approval of the Sheriff's Office.

4) Provision for necessary laboratory, EKG and x-ray services. All abnormal laboratory and x-ray results shall be reviewed and signed off by a physician or ARNP. A follow up plan of care shall be furnished.

5) Development of a mental health program for evaluation, treatment and/or referral to include but not be limited to the following:

- a) When isolated for psychiatric purposes, inmates shall be examined by a physician or designee within forty-eight (48) hours after confinement.
- b) Medical evaluation must support medical confinement of inmates based on risk of physical danger to self or others.
- c) All inmates who are segregated from the general population must be seen by qualified health personnel a minimum of three (3) times per week.
- d) A physician or his medical designee will be responsible to determine when an inmate should be sent or returned to general population, with documentation in the medical record regarding these decisions.
- e) All inmates referred for mental health evaluation will receive a comprehensive diagnostic examination including a psycho-social history and mental status evaluation. This examination will include an assessment of suicidal risk, potential for violence, and special housing needs.
- f) Psychotropic medication will be used where appropriate. To maximize the effectiveness of pharmacotherapy and to reduce the toxicity and side effects of medication, an intensive program of drug monitoring shall exist. All inmates placed on drug therapy will be seen within one(1) week by the psychiatrist. Precautions to be followed will include:

1) The psychiatrist will review the inmate's medical record to determine which medications the patient has been receiving prior to prescription of psychotropic medication.

2) Prior to the prescription of psychotropic medication, inmates will be informed by a member of the mental health staff about the risks of taking such medication, in accordance with applicable standards of care. All female inmates will be so informed by a member of the mental health staff about the risks of taking such medication while pregnant. A pregnancy test will be provided prior to the prescription of psychotropic medication to female inmates wishing such a test, if such a test has not already been provided upon intake.

All patients placed on medication will be evaluated for signs of toxicity. Blood pressure will be regularly checked and drug levels monitored where appropriate with documentation of this information to be placed routinely in the inmate's medical record.

- g) Alcoholism services will be offered to those inmates who are referred to the program for health problems and who also have alcohol related problems. These services will be provided by medical and mental health professionals and should include case findings, referrals, liaison work and post release planning.

6) Development of special medical program which exists for inmates requiring close medical supervision, including chronic and convalescent care needs including in house dialysis and chronic care convalescence needs. This section must include specific guidelines for housing standards of these inmates. Requirements to be included are:

- a) Each inmate assigned this classification must have a written individualized treatment plan approved by a physician.
- b) Inmates committed under the influence of alcohol or drugs must be separated from the general population and kept under close observation for a reasonable time period.
- c) Inmates with suicidal tendencies and those with a history of having seizures, as determined by medical authority, must be assigned to quarters that have close observation.
- d) Pharmacological support care must be determined by a physician.

7) Sheriff's Office and medical and mental health staff shall share relevant information including, but not limited to communicable disease and behavior problems/disorders.

8) Define a program for meeting the special needs of the female population; e.g., pregnancy.

9) A written plan with specifics for provision of specialty health care services shall be followed.

10) Provision for examinations and medical clearance for all inmate workers (trusties, Work Release inmates, inmates assigned to work programs outside jail facilities) prior to placement in the assignment. Inmate worker medical clearances must include:

- a) Relevant past medical history, including communicable disease, heart problems, respiratory problems, allergies, back problems;
- b) Questions for current signs and symptoms of illness;
- c) Current vital signs, including blood pressure, pulse, temperature;
- d) General examination for overall physical and mental health, with specific reference to (1) and examination for evidence of communicable disease to include, but not be limited to, skin problems such as rash, wounds, sores, boils, etc; and, (2) heart and lung examinations;
- e) Current test for tuberculosis.

11) Documented inmate health screening immediately upon arrival at the facility must be based on structured inquiry and observation, performed by qualified health care personnel, twenty-four (24) hours a day, seven (7) days a week.

- a) No unconscious person or a person who appears to be seriously injured shall be admitted to the jail system. They must be referred immediately for emergency medical attention and their admission or return to the jail system is predicated upon written medical clearance.
- b) Receiving screening findings should be recorded on a printed form approved by the health authority and the Detention Department, and shall be provided by the vendor.
- c) At a minimum, the screening must include inquiry into:
 - (1) Current illness and health problems including mental, dental and communicable diseases;
 - (2) Medications taken and special health requirements;
 - (3) Use of alcohol and drugs, including types, methods, amounts, frequency, date/time of last use and history of problems related to stoppage;
 - (4) For females, a history of gynecological problems and pregnancies;
- d) At a minimum, the screening must include the observation of:
 - (1) Behavior, including state of consciousness, mental status, appearance, conduct, tremors, sweating;
 - (2) Notation of body deformities, trauma, markings, ease of movement;
 - (3) Condition of skin and body orifices, including rashes and infestations, needle marks, or other indications of drug abuse;
 - (4) TB testing;
 - (5) Recording of Vital Signs.

- e) Inmates must be medically cleared before they are sent to general population;
- f) All new admissions/screening charts are to be reviewed and signed by the MD/PA/NP within twenty-four (24) hours;
- g) DNA testing as required by Florida Statute.

12) Each inmate shall be given a health appraisal, including a physical examination by qualified health care personnel within fourteen (14) calendar days after admission to the jail system, based on the criteria listed in Florida Administrative Code and Florida Model Jail Standards. Anytime an inmate has been out of the custody of the Hillsborough County Sheriff's Office, an H & P will be required.

- a) The extent of the health appraisal, including the physical examination, is defined by the responsible health authority, however, it will include at a minimum:

- (1) Review of intake screening forms;
- (2) Collection of additional data regarding complete medical, dental, psychiatric and immunization histories;
- (3) Appropriate follow-up laboratory and diagnostic tests to detect communicable disease (Venereal Disease and Tuberculosis);
- (4) Recording vital signs (height, weight pulse, blood pressure, temperature);
- (5) Physical examination with comments about mental and dental status. A gynecological assessment must be included for females;
- (6) Review of physical examination and test results by a physician for problem identification;
- (7) Initiation of therapy when appropriate;
- (8) Other tests and examinations as appropriate.

- b) The form used for the health appraisal must be approved by the facility physician and the Detention Department, and shall be provided by the vendor.

- c) The Detention Department policy and procedure requiring a health appraisal must be contained in the standard operating procedures of the medical section.

- d) Inmates referred for treatment as a result of the health appraisal must be seen the following day unless the provider making the referral orders them to physician sick call on another day.

- e) Successful proposer will be required to credit the Sheriff's Office \$1,000.00 per day for each day over 14 calendar days that any health appraisal is not complete.

13) Medical staff shall be responsible for all housekeeping duties in the infirmary with the exception of the floors, bathrooms and showers and vents.

14) Medical staff shall respond to acute medical needs of Hillsborough County Sheriff's Office staff on duty and document services provided.

15) Inmates will not be allowed to provide any health care services, including record keeping.

16) Copies of all inspection reports shall be provided to the Detention Department Commander, Jail Division III Division Commander and Medical Services Manager.

17) All outside medical consultations/treatment shall be coordinated in advance with the Detention Department Transportation Section.

18) The successful proposer shall be responsible for the disposal of all contaminated waste. This material must be removed from within the facility to a secured area and disposed of as required.

19) The successful proposer shall make arrangements for body cavity searches to be conducted by medical personnel other than those who currently provide care to inmates in the custody of the Sheriff, in accordance with ACA and NCCHC Standards.

D. Medical Records Requirements

1) Individual health care records will be initiated and maintained for every inmate regarding medical, dental or mental health services as a result of the inmate screening process, or for services rendered following assignment to a housing area.

- a) Inmates returning from outside hospital stays or clinic visits are to be seen by the MD/NP staff. A note regarding this review with reference to follow up in-house must be documented in the inmate medical record.
- b) The results of tuberculin tests shall be read and documented on a daily basis.
- c) Medical staff shall perform reviews, medical examinations, medical summaries or certifications as are necessary for intra-system or inter-system transfers, food handling and work clearances. Medical summaries must accompany inmates.
- d) Medical summaries shall be prepared and sent with inmates being transferred to other than intra-system facilities.

2) The inmate health record shall include, but not be limited to:

- a) Intake screening form;
- b) Health appraisal form;
- c) Physician order/treatment plans;
- d) Prescribed medications administered or not administered, date, time and by whom;
- e) Complaints of illness or injury;
- f) Findings, diagnoses, treatments and dispositions;
- g) Health service reports;
- h) Consent and refusal forms;
- i) Release of information forms;
- j) Inmate medical request forms;
- k) Medical grievance forms;
- l) Laboratory, radiology and diagnostic studies.;
- m) Consultation, emergency room and hospital reports and discharge summaries;
- n) **Each documentation shall include the date, time, signature and title of each documentor.**

3) Confidentiality of medical records will be assured. The medical and psychiatric records will be kept separate from the custody record. Data necessary for the classification, security and control of inmates will be provided to the appropriate Sheriff's Office personnel. Medical records will be made available to Sheriff's

Office personnel when required to defend any caused action by any inmate against the Sheriff.

4) Adherence to applicable informed consent regulations and standards of the local jurisdiction must be maintained.

5) Inactive medical records will be maintained in accordance with the laws of the State of Florida and the ACA and NCCHC. After two years, inactive medical records will be converted to microfilm at the provider's cost.

6) Information concerning any court or legal documents affecting inmates and the medical contract provider must be provided, in writing to the designated Sheriff's Office representative in the Detention Department prior to the close of the shift of service/receipt.

7) If an inmate's medical record cannot be located within eight (8) hours of the discovered loss, the successful proposer's Administrator and the Hillsborough County Sheriff's Office Medical Services Manager shall be verbally notified and a duplicate record shall be immediately generated. Any clearance information that cannot be determined shall be repeated. Upon location of the missing record and after a duplicate file has been created, the two files shall be joined to form one file.

E. Quality/Assurance Requirements

A quality assurance program will be on-going consisting of regularly scheduled audits of inmate health care services with documentation of deficiencies and plans for correction of deficiencies. The quality assurance plan shall include a provision for program and contract monitoring (peer review) by an "outside" correctional health care consultant on an annual basis, the results of which shall be made available to the Sheriff and the Detention Department Commander. The cost will be paid by the successful proposer.

F. Financial Requirements

The successful proposer will be responsible for all costs related to inmate health care services at each location including, but not limited to:

- 1) Pharmaceutical/medical supplies;
- 2) Office equipment and supplies to include forms, books, etc;
- 3) Ambulance services;
- 4) Personnel;
- 5) Required off-site emergent and non-emergent services (hospital, specialty services, dental, laboratory, radiology);
- 6) Prosthesis;
- 7) Sufficient copying equipment to support the contract;
- 8) Reimbursement for all long distance telephone charges incurred using Sheriff's Office telephone extensions;
- 9) Contaminated waste disposal.

8. HEALTH CARE CONTRACT

The successful proposer must enter into a contract with the Sheriff, the terms and conditions of which must be acceptable to the Sheriff, whether addressed in this request for proposal or not. A tentatively selected health care proposer that fails to meet the contractual terms of the separate needed subcontract shall be rejected.

ADDITIONAL POPULATION INFORMATION

BOOKING INFORMATION:

In 1998 60,270 persons were booked
 In 1999 59,926 persons were booked;
 The first quarter of 2000, 15,102 persons have been booked.

In 1999 22,136 H & P's were performed. Projection for 2000 is 69,497.

Generally 13% of the population is female. This amount has been increasing slightly on a yearly basis. Females are currently housed at Orient Road Jail, Morgan Street Jail and Work Release.

As of this date we have an average of 80 pre-trial juveniles in population.

HILLSBOROUGH COUNTY JAIL
 AVERAGE INMATE POPULATION
 (OVER 24 HOURS)

MONTH	1999	2000 to DATE
JANUARY	3070	3320
FEBRUARY	3087	_____
MARCH	2965	_____
APRIL	2876	_____
MAY	3032	_____
JUNE	3115	_____
JULY	3222	_____
AUGUST	3152	_____
SEPTEMBER	3183	_____
OCTOBER	3175	_____
NOVEMBER	3151	_____
DECEMBER	<u>3036</u>	_____
	3089 Average	

Summary of Inmate Bed
 Space

CURRENT

MORGAN STREET JAIL	200
ORIENT ROAD JAIL	1714
FALKENBURG ROAD JAIL	1280
WORK RELEASE	175
TOTAL	3369

NOTE: Inmate bed space is not slated to change until October 2002.

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D
O
R

(Insert your company name and address here)

The undersigned has carefully examined the proposal package and all conditions affecting the cost of the service required by the Hillsborough County Sheriff's Office.

The undersigned certifies that any exceptions to the proposal specifications are noted on the attached exceptions form. All specifications not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award, may be cause for cancellation of award.

We hereby propose to furnish the services described herein in accordance with the proposal package, except as noted on attached Exceptions Form:

A. COST FIRST YEAR OF CONTRACT (This cost will be the total of all price breakdowns as listed below and should be based on an assumed billable population of 2,145 inmates) \$ _____

Provide informational lump-sum prices for the following categories:

Employee Benefits and Salaries	\$ _____
Contract Fees	\$ _____
Medical Expenses (outside facility care)	\$ _____
Medical Supplies	\$ _____
Pharmaceuticals	\$ _____
Malpractice Insurance	\$ _____
Administrative Costs	\$ _____
Federal, State and Local Taxes and Licenses	\$ _____

B. COST OF SECOND YEAR OF CONTRACT (This cost will be the total of all price breakdowns as listed below) \$ _____

Provide informational lump-sum prices for the following categories:

Employee Benefits and Salaries	\$ _____
Contract Fees	\$ _____
Medical Expenses (outside facility care)	\$ _____
Medical Supplies	\$ _____
Pharmaceuticals	\$ _____
Malpractice Insurance	\$ _____
Administrative Costs	\$ _____
Federal, State and Local Taxes and Licenses	\$ _____
TOTAL COST FIRST TWO YEARS	\$ _____

LIST ADDITIONAL EQUIPMENT REQUIRED PRIOR TO START UP:

3. Include here an overview of your company indicating the background of your general management and staff. Provide insight as to how you propose to begin your service to our facilities.

We would expect to see reference to prior experience in this field along with documentation of staffing and personnel turnover.

Use back of page, or additional sheet(s) if necessary.

4. List Staffing Plan by Facility, Post and Shift - Specify hours per shift (use back of page, or additional sheet(s) if necessary).

A. MORGAN STREET JAIL

4. List Staffing Plan by Facility, Post and Shift - Specify hours per shift (use back of page, or additional sheet(s) if necessary).

B. ORIENT ROAD JAIL

4. List Staffing Plan by Facility, Post and Shift - Specify hours per shift (use back of page, or additional sheet(s) if necessary).

C. FALKENBURG ROAD JAIL

4. List Staffing Plan by Facility, Post and Shift - Specify hours per shift (use back of page, or additional sheet(s) if necessary).

D. WORK RELEASE CENTER

5. We require a copy of your audited financial statement from your most recent fiscal year. Indicate by what state(s) you are licensed (use back of page, or additional sheet(s) if necessary).

Indicate if you have any law suits pending and the nature of same. Describe all claims against you which have been adjudicated in favor of the plaintiff or have been otherwise settled in the past five (5) years. Describe all pending claims (use back of page, or additional sheet(s) if necessary).

REFERENCES

Provide business references on this form. References shall be facilities of comparable size currently or previously under contract where same or similar services have been provided. These should be facilities where certification by NCCHC has been attained.

1.	Firm Name	_____
	Contact	_____
	Title	_____
	Mailing Address	_____
	Phone	_____
	FAX	_____
2.	Firm Name	_____
	Contact	_____
	Title	_____
	Mailing Address	_____
	Phone	_____
	FAX	_____
3.	Firm Name	_____
	Contact	_____
	Title	_____
	Mailing Address	_____
	Phone	_____
	FAX	_____
4.	Firm Name	_____
	Contact	_____
	Title	_____
	Mailing Address	_____
	Phone	_____
	FAX	_____

ACCREDITATIONS

List all facilities at which your program has been accredited by NCCHC. Provide copies of the accreditation certificate(s).

3. VENDOR:

Check One: () Individual
() Partnership
() Corporation

(Insert your company name and address here)

FEDERAL TAXPAYER IDENTIFICATION NUMBER _____

WAREHOUSE ADDRESS IF DIFFERENT FROM ABOVE: _____

TELEPHONE NUMBER FOR PLACING ORDERS: (_____) _____

FAX NUMBER FOR PLACING ORDERS: (_____) _____

CONTACT PERSON: _____

OUR COMPANY HAS BEEN IN BUSINESS UNDER ITS PRESENT NAME SINCE: _____

At this present time we understand all requirements and state that as a serious proposers we will comply with all the stipulations included in the proposal package.

The above named Proposer affirms and declares:

1. that the Proposer is of lawful age and that no other person, firm or corporation has any interest in this proposal or in the contract proposed to be entered into;
2. that this proposal is made without any understanding, agreement, or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud;
3. that the Proposer is not in arrears to Hillsborough County or the Sheriff upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the Sheriff;
4. That no officer or employee or person whose salary is payable in whole or in part from the County Treasury is, shall be or become interested, directly or indirectly, surety or otherwise in this proposal; in the performance of the contract; in the supplies, materials, equipment, and work or labor to which they relate; or in any portion of the profits thereof.

The undersigned also agrees, that this proposal shall remain open for an evaluation period of sixty (60) calendar days following the opening of proposals.

Respectfully submitted,

PLEASE PRINT - By _____

Title _____

Date _____

Signature _____

PROPOSAL EVALUATION MATRIX

Firm Name _____

POINTS AWARDED
THIS CATEGORY

1) Program Capability (30 Points Maximum):

- a) Proposer's qualifications (10 Points); _____
- b) Prior experience in delivering health care services in an institutional or correctional setting, including documentation from each site confirming service delivery (10 Points); _____
- c) Documentation of institutional accreditation by appropriate accrediting body, i.e. ACA, NCCHC, JCAH (10 Points). _____

Total This Category _____

2) Detailed Plan (70 Points Maximum):

- a) Outline of services to be provided (10 Points); _____
- b) Intake screening (5 Points); _____
- c) History and physical examination (5 Points); _____
- d) Physician services (5 Points); _____
- e) Nursing services (5 Points); _____
- f) Dental services (5 Points); _____
- g) Sick call (5 Points); _____
- h) Mental health services (5 Points); _____
- i) Medication administration (5 Points); _____
- j) Medical support services & staffing (5 Points); _____
- k) Records maintenance (5 Points); _____
- l) Data collection procedures, processing and reporting (5 Points); _____

m) Quality assurance and utilization reviews procedures (5 Points).

Total This Category

3) Organizational Capability (40 Points Maximum):

a) Rationale for number and types of staff (10 Points);

b) Job descriptions (10 Points);

c) Post descriptions (10 Points);

d) Staff orientation program (10 Points).

Total This Category

4) Proposed Contract Price & Composition (120 Points Maximum):

Total This Category

TOTAL OVERALL POINTS

What are the strongest points of this firm? _____

What are the weakest points of this firm? _____

General comments/clarifications/questions _____

Name of evaluator _____ Date _____