



**REQUEST FOR PROPOSALS
FOR
INMATE HEALTH SERVICES
LEON COUNTY FLORIDA
TALLAHASSEE, FLORIDA**

SHERIFF WALT MCNEIL

PROPOSAL NUMBER D-22-01

***ALL PROPOSERS MUST PARTICIPATE VIA ZOOM
FOR MANDATORY PRE PROPOSAL CONFERENCE
MARCH 21, 2022 @ 10:00 AM***

***RFP SUBMITTAL DEADLINE APRIL 14, 2022 @ 2:00 PM
LATE PROPOSALS WILL BE REJECTED***

I. INTRODUCTION

1.1. ***Leon County Sheriff's Office is accepting proposals from qualified Contractors for Inmate Health Services.***

The primary objective of this contract is to provide necessary and comprehensive inmate medical, dental, and mental health services (hereinafter referred to collectively as "Health Services") that are cost effective and maintain a level of quality in accordance with standards established by the Florida Model Detention Facility Standards (FMJS); The Florida Corrections Accreditation Commission (FCAC); and the National Commission on Correctional Health Care (NCCHC). The facility is currently FMJS, and FCAC accredited. The expectation is that the provider will maintain these current accreditations and be compliant with NCCHC for the duration of the Contract. Failure to do so will result in the imposition by the Sheriff of a \$50,000 penalty as liquidated damages.

- The services under this contract shall apply to all inmates that are housed in or in the custody of the Leon County Sheriff's Office ("LCSO"). This contract is to provide for medically necessary health services that are cost effective.

- It is expected that services under this Contract resulting from this RFP will begin October 1, 2022, for a term through September 30, 2025, a term of three (3) years, with the option to renew for two (2) additional one-year periods which is a maximum of five (5) years. For each of the years for the initial term, the bidder will specify a price for each year of the proposal individually, with a monthly amount further specified within each year.

- LCSO requests proposals from qualified Contractors to provide a comprehensive program of inmate health care to include:
 - *An on-site medical services program to meet the comprehensive health needs of inmates, e.g., initial physical assessments, ongoing evaluation and treatment of medical conditions, stabilization of urgent and emergency medical conditions, discharge planning and medical management.*
 - *An on-site dental services program to meet the needs of inmates, e.g., initial assessment, extractions, examinations and emergency treatment. An off-site preferred provider network of hospitals, physicians, and other ancillary medical providers to provide medically necessary services to inmates which cannot be provided on-site at the Detention Facility.*
 - *An on-site mental health care delivery program to meet the needs of the inmates; This will include Psychiatric assessments, psychiatric medication management, mental health case management, group and individual therapy, psychosocial rehabilitation, crisis intervention, substance abuse, and discharge planning.*

II. LEON COUNTY DETENTION FACILITY OVERVIEW

The Leon County Detention Facility, hereinafter referred to as the "Detention Facility" is operated by the Leon County Sheriff, a Constitutional Officer, recognized under the laws of the State of Florida. There are no satellite Detention Facility locations. The main detention facility is located at 535 Appleyard Drive in Tallahassee. The Detention Facility follows FMJS and is an accredited FCAC facility and expects the successful proposer to maintain these accreditations and be compliant with NCCHC. The site is under the guidance of an Assistant Sheriff and personnel with ranks ranging from Deputy through Chief, as well as non-sworn personnel.

Historically, the Detention Facility has secured services for the welfare of its inmates in one contract that combined medical and mental health services, with a budget that is appropriated to the Sheriff through the County Commission for this particular purpose. Inmate health services covered under this budget are for occurrences that occur while an inmate is housed at the Detention Facility. The purpose of this solicitation is to seek proposals from an entity to provide comprehensive medical, dental, and mental health services (hereinafter “health services”) for inmates. The Detention Facility also contracts with a third-party administrator to negotiate with and pay for outside medical services provided by local medical facilities for medical matters that cannot be handled within the Detention Facility. The Detention Facility also contracts with a community public health provider regarding treatment and prescription medications for inmates with AIDS/HIV.

The average daily population for the Detention Facility for February 2022 was 1,024, with a maximum capacity of 1,250.

Physical characteristics at the Detention Facility provide for pods, housing units, and medical infirmaries. A table depicts that relationship below: Number/Name Capacity

Number/Name	Capacity
A	94
B	94
C	94
D	94
E1	10
E2	36
F1	36
F2	36
G1	24
G2	24
H	48
I	94
J	94
K	94
L	94
M	74
N	64
O	64
P	64

III. GENERAL INSTRUCTIONS

- A. Response Address: The response to the proposal should be submitted in a sealed envelope/package addressed in the following manner:

Proposal Number D-22-01: Inmate Health Services
Leon County Sheriff's Office

*Purchasing Bureau
2825 Municipal Way
Tallahassee, FL 32304*

- B. Proposal Copies: **One ORIGINAL, five (5) copies and one electronic copy** of the Response (“Proposal”) must be furnished via hand delivery or mail on or before the deadline in a sealed envelope marked **“RFP 21-11: Inmate Medical Health Services.”** Faxes and e-mails will not be considered as responsive to this solicitation. Any proposals received after the deadline will not be considered and remain unopened. Responses will be retained as property of the Sheriff’s Office. **The ORIGINAL of the reply must be clearly marked “Original” on its face and must contain an original, non-electronic signature of an authorized representative of the responding firm or individual,** all other copies may be photocopies and should be printed double-sided.

The contents of the proposal from the successful Proposer will become part of the contractual obligations. Responses to this procurement shall constitute an irrevocable offer, for a period of at least (90) days, to provide the Sheriff adequate time to award the Contract for services specified in this solicitation.

- C. Schedule of Events: Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. **LCSSO reserves the right to make changes or alterations to the schedule as LCSSO determines is in the best interest of the public.** If any changes to the Schedule of Events are made, LCSSO will post the changes on the website as an addendum, as applicable. **It is the responsibility of Plan holders and other interested persons and parties to review the website to stay informed of the Schedule of Events, and addenda to the RFP.**

The website address is:

<https://leoncountysoc.com/departments/administration/purchasing-opportunities>

Table 1 - Schedule of Events	
Date and Time (all eastern standard time)	Event
March 15, 2022 9:00 AM	RELEASE OF THE RFP
March 21, 2022 10:00 AM via ZOOM Invite Topic: LCSO RFP Meeting Time: 10:00 AM Eastern Time (US and Canada) Join Zoom Meeting Brandy Coxwell is inviting you to a scheduled Zoom meeting. Topic: Inmate Health Service - Mandatory Pre Proposal Meeting Time: Mar 21, 2022 10:00 AM Eastern Time (US and Canada) Join Zoom Meeting https://us06web.zoom.us/j/9837060645?pwd=ZlVNMW5RWG1INkpMaU9PY2JRTDJodz09 Meeting ID: 983 706 0645 Passcode: 2zv80s	MANDATORY PRE PROPOSAL CONFERENCE (VIRTUAL): To access this Mandatory Conference, see link.
March 23, 2022 10:00 AM at Detention Facility	LIMITED ACCESS FACILITY TOUR: Limit of two (2) representatives per Vendor Entity. Multiple representatives from a single Vendor will not be accepted. Attendance at Mandatory Pre Proposal Virtual Conference is required for the Tour, so keep this in mind for the attendees at the Mandatory Pre Proposal conference. COVID 19 Protocols must be observed at all times. Masks shall be required for entry and during the duration of the Limited Access Tour. NO EXCEPTIONS.
March 28, 2022 2:00 PM	QUESTIONS/INQUIRIES DEADLINE: Date and time by which written questions and inquiries regarding the RFP <i>must be received</i> by the Leon County Sheriff's Office, Purchasing Bureau, via e-mail submittal to Property Specialist, Marcia Hare, harem@leoncountyfl.gov
April 6, 2022 2:00PM	RESPONSES TO QUESTIONS/INQUIRIES DEADLINE:

	Date and time by which written responses to questions and inquiries regarding the RFP will be released to all plan holders by Leon County Sheriff's Office, Purchasing Bureau, via e-mail submittal to Property Specialist, Marcia Hare, harem@leoncountyfl.gov
April 14, 2022 2:00 PM	PROPOSALS DUE Date and time by which Proposals must be physically received by the Leon County Sheriff's Office, Purchasing Bureau. 2825 Municipal Way Tallahassee FL 32304. Faxes and e-mails will not be accepted.
April 15, 2022 10:00 AM	Bid Opening. Leon County Sheriff's Office, Purchasing Bureau. 2825 Municipal Way Tallahassee FL 32304.
Week of April 25, 2022	APPLICANT INTERVIEWS/PRESENTATIONS (VIRTUAL) To be Announced, <i>if deemed necessary.</i>
Week of May 2, 2022	APPLICANT SELECTION
Week of May 9, 2022	CONTRACT AWARD
October 1, 2022 at 00:01 AM	CONTRACT COMMENCEMENT OF WORK

D. Information: Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be provided in **writing** Property Specialist, Marcia Hare, harem@leoncountyfl.gov.

Each Vendor shall examine the request for proposal documents carefully, and, no later than the date listed above, make a written request to LCSO for either interpretations, corrections of any ambiguity, inconsistency or error which he/she may discover.

All interpretations or corrections will be issued as addenda. LCSO will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any LCSO employee prior to the opening of proposals.

Only those communications which are in **writing** from LCSO may be considered as a duly authorized expression on the behalf of LCSO. Also, only communications from firms which are in writing and signed will be recognized by LCSO as duly authorized expressions on behalf of proposers.

E. Prohibited Communications: Any Form of communication, except for written communication with the Purchasing Bureau requesting either clarifications or questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

1. Any person or person's representative seeking an award from such competitive solicitation;
2. Any LCSO and Leon County Board of County Commission staff.

3. Any member of the Leon County Commission.
4. Any member of the Evaluation Committee.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential Subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time LCSO awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Sheriff, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, the Sheriff, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes, as amended.

- F. Special Accommodation: Any person requiring a special accommodation at a Bid/RFP opening because of a disability should call the Purchasing Bureau at (850) 606-3211 at least five (5) workdays prior to the Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Bureau by using the Florida Relay Service which can be reached at 7-1-1 or 1 (800) 955-8771 (TDD).
- G. Proposal Deadline: Your Proposal prepared in response to this RFP must be received by the Purchasing Bureau at the above listed address no later than the Bid Due Date (April 14, 2022, at 2:00 PM) as identified in the Schedule of Events, to be considered.
- H. Receipt and Opening of Vendor Responses: Vendor responses will be opened on the date and time identified in the Schedule of Events as the Opening Date.

Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered. The Purchasing Bureau will not be responsible for the premature opening of a proposal not properly addressed and identified by Proposal number on the outside of the envelope/package.

Sealed bids, proposals, or replies received by LCSO pursuant to a competitive solicitation are exempt from public records disclosure until such time as LCSO posts an intended decision or until 30 days after opening of the documents, whichever is earlier.

- I. Timely Delivery: It is the Proposers responsibility to assure that the proposal is delivered at the proper

time and location. Responses received after the scheduled receipt time will be marked "TOO LATE." Late proposals may be returned unopened to the vendor.

- J. Preparation Costs: LCSO is not liable for any costs incurred by Contractors prior to the issuance of an executed contract.
- K. Preparation and Changes: Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- L. Reservation of Rights: *LCSO reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of LCSO. Further, LCSO reserves the right to withdraw this solicitation at any time prior to final award of contract.*
- M. Cancellation: The contract may be terminated by LCSO without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. LCSO may terminate this agreement at any time as a result of the Contractor's failure to perform in accordance with these specifications and applicable contract. LCSO may retain/withhold payment for nonperformance if deemed appropriate to do so by LCSO.
- N. Public Entity Crimes Statement: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, Subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.
- O. Certification Regarding Debarment, Suspension, and Other Responsibility Matters: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
- P. Licenses and Registrations: The Contractor shall be responsible for obtaining and maintaining throughout the contract period any licenses or registrations required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the Contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the bid.

Failure to provide the above documentation may result in the proposal being non-responsive.

- Q. Audits, Records, and Records Retention: The Contractor shall agree:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by LCSO under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of LCSO, the Contractor will cooperate with LCSO to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by LCSO.
5. Persons duly authorized by LCSO and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE RECORDS BUREAU AT THE LEON COUNTY SHERIFF OFFICE:

**LEON COUNTY SHERIFF'S OFFICE, RECORDS BUREAU
ATTN: ELETHIA CHASE, DIRECTOR, RECORDS
2825 MUNICIPAL WAY
TALLAHASSEE, FLORIDA 32304
PHONE: (850) 367-4018
EMAIL: chasee@leoncountyfl.gov**

- R. Monitoring: To permit persons duly authorized by LCSO to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure LCSO of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, LCSO will deliver to the provider a written report of its findings and will

include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by LCSO within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of LCSO, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by LCSO; and (3) the termination of this contract for cause.

S. Preference in Contracting and Subcontracting

1. Preference in requests for proposals. Continuity of care following release of an inmate who has received health services within the Detention Facility, is of significant importance to LCSO. Therefore, LCSO may give preference to a Contractor, located within Leon County, Florida, that provides health services to persons within Leon County, to ensure continuity of care of inmates upon release.
2. LCSO encourages the use of Minority, Women, and Small Owned Business Enterprises certified by the Tallahassee-Leon County Office of Economic Vitality in the delivery of services or products as a contractor or subcontractor. Therefore, LCSO may give preference to a contractor that will utilize such enterprises in the delivery of services or products. A bidder that intends to utilize such enterprises should include those enterprises in the contractor or subcontractor list in their submission.

T. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Bureau will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Purchasing Bureau to verify any addenda issued. The receipt of all addenda must be acknowledged on the **Proposal Response Cover Sheet**.

U. Unauthorized Alien(s): The Contractor agrees that unauthorized aliens shall neither be employed nor utilized in the performance of the requirements of this solicitation or any work authorized thereunder. LCSO shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by LCSO. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

V. Employment Eligibility Verification

1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification. Contractor further agrees to provide to LCSO, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
2. Contractor further agrees that it will require each Subcontractor that performs work under this

contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the Subcontractor, whichever is later. The E-Verify System is located at <https://www.uscis.gov/E-Verify>. The Contractor shall obtain from the Subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.

3. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including Subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including Subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
 4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its Subcontractors as provided above, and to make such records available to LCSO or other authorized state entity.
 5. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and LCSO may treat a failure to comply as a material breach of the contract.
- W. Award of RFP and Protest: The proposal will be awarded as soon as possible to the responsive, responsible Contractor(s) who rank highest in the evaluation process, unless otherwise stated elsewhere in this document. LCSO reserves the right to waive any informality in proposals and to award a proposal in whole or in part when either or both conditions are in the best interest of LCSO.

Notice of the Intended Decision will be posted on LCSO's website at: <https://leoncountyso.com/departments/administration/purchasing-opportunities> for a period of seventy-two (72) consecutive hours, which does not include weekends or Sheriff observed holidays. Any Bidder/Contractor who desires to protest the Intended Decision must file a notice of intent to protest in writing within seventy-two (72) hours after the posting of the Notice of Intended Decision. Any bid award recommendation may be protested on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the proposal. Such notice of intent to protest shall be made in writing to Property Specialist, Marcia Hare, and sent by email to harem@leoncountyfl.gov.

Protestor shall file a formal written protest within 10 days after the date in which the notice of intent to protest has been submitted. Failure to file a notice of intent of protest or failure to file a formal written protest shall constitute a waiver of all rights granted under this section. The Contractor shall

be responsible for inquiring as to any and all award recommendation/postings.

The formal written protest will be reviewed by the LCSO Chief Financial Officer (CFO). The CFO will notify the protestor of her decision within ten(10) business days of receipt of the protest. The decision of the CFO regarding the protest is final. Florida Statutes Chapter 287 is not applicable to the Sheriff as a County Constitutional Officer, and this process constitutes the entirety of the bid protest as regards the LCSO.

Should concerns or discrepancies arise during the procurement process, vendors are encouraged to contact the Purchasing Bureau prior to the scheduled proposal opening. Such matters will be addressed and/or remedied prior to an opening or award whenever practically possible. Vendors are not to contact other persons or units within LCSO regarding the vendor complaint.

- X. Errors and Omissions: LCSO and its representatives shall not be responsible for any errors or omissions in the RFP. Due care and diligence have been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful proposer.
- Y. Additional Terms and Conditions: LCSO objects to and shall not consider any additional terms or conditions submitted by a Contractor, including any appearing in documents attached as part of a Contractor's response. In submitting its response, a Contractor agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response or placing a Contractor in default.
- Z. Work: Contractor understands that no amount of work is guaranteed to it nor is LCSO under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by LCSO personnel or under separate contract. Any work to be performed shall be upon the written request of LCSO Purchasing Bureau or representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed. LCSO reserves the right to negotiate with the successful bidder/proposer for any related products or services not specifically stated in this solicitation.
- AA. Addenda To Specifications: If any addenda are issued after the initial specifications are released, LCSO will post the addenda on the Leon County Sheriff's Office website at:
<https://leoncountyso.com/departments/administration/purchasing-opportunities>

IV. SCOPE OF SERVICES

Maintaining Accreditation

The Detention Facility Health Services Provider is required to maintain NCCHC Accreditation.

Paybacks and Credits

There are a number of paybacks and credits established within this RFP to protect LCSO and to ensure

that contracted hours are provided according to the tables submitted with the proposal. The intent of the paybacks and credits is to retrieve dollars for LCSO from the Contractor, that were not paid out to employees or independent Contractors because hours were not provided according to the agreement as stipulated by the Contractor in the plan with the proposal.

For each of the positions included in the Staffing Plan, which shall become an Exhibit to the final contract, the Contractor will pay back LCSO for any unfilled hours. For each unfilled hour of staff time, LCSO will deduct from its monthly payment to the Contractor at the average hourly salary rate for the positions as agreed upon with the Contractor during contract negotiations. The staffing reconciliation will be based on an Exhibit to the contract which will be updated annually, no later than October 1st of each year to reflect blended average rates and benefits by position. In all cases, employees not currently working required position hours may be used to cover like positions when their credentials are equal to or exceed the credentials required for such similar position. In the case where a lower licensed staff covers higher licensed staff hours, only the difference of the payback rate will be paid.

Liquidated Damages and Penalties

Given the nature of the services being provided – health care to a large number of incarcerated individuals on a daily basis, and the inherent difficulties in proving loss to LCSO or otherwise obtaining an adequate remedy for a Contractor breach, any agreement entered into under this RFP will include a liquidated damages and penalties provision as set out below. By submitting a proposal, the offerer agrees that such liquidated damages and penalties provision is reasonable and appropriate. The goal of LCSO is not to impose liquidated damages, but instead to ensure that the Contractor delivers the required services. LCSO does not budget or project liquidated damages in its operational planning, and no liquidated damages would be owed if the offerer remains in compliance with the contract terms and conditions.

Vacancy

If any position identified in the staffing table submitted by the Contractor in the proposal and agreed upon in the contract remains vacant of a permanent position for more than thirty (30) days, there will be an assessment of a penalty to include the hourly rate plus an additional twenty-five (25) percent to account for benefits consideration. The penalty will be initiated at the 30-day mark and not at the original date of vacancy. This penalty applies regardless of the type of position. If the staffing payback credit is also applied for absent hours and the vacancy extends beyond the thirty (30) days, LCSO will take the additional 25% penalty. The hourly rate will be credited only one time with the potential for the additional 25% assessment.

Temporary Agency Personnel

If temporary, PRN and/or agency personnel usage exceeds 10% of the total hours provided according to the contracted hours, LCSO may invoke a penalty of \$1,000 per month of occurrence. However, LCSO will allow a thirty (30)-day cure period when this level of usage is identified. If the usage returns to a level below the penalty point, no penalty will be assessed. This penalty applies regardless of the type of

position that the agency staff is filling and is not specific only to nursing jobs.

Waivers (Associated with Liquidated Damages/Penalties)

The Contractor may appeal any assessment of liquidated damages or penalties to the Sheriff. The Sheriff retains the sole and final authority to grant, suspend or deny the Contractor's request for a waiver based on the quality of the argument and documentation provided. The Sheriff may waive the penalty in whole or in part or may delay assessment of the penalty.

Paybacks or credits may not be appealed to any level and will be taken according to the RFP requirements based on information and documentation provided by the Contractor to LCSO.

Staffing Plan

The Contractor shall submit a detailed staffing plan/table that includes titles, hours scheduled (full-time or part-time), shifts, days of the week, etc. to demonstrate appropriate clinical coverage throughout the Leon County Detention Facility. These staffing tables shall show staffing levels with regard to the types and number of health professionals by discipline, by shift and day of the week. Staffing levels shall adequately reflect the size of the institution's intake screenings conducted annually, transfer summaries completed, and the comprehensive scope of services available on-site. Full-time work shall consist of a 40-hour work period, excluding the lunch period, with a 5-day workweek. Any schedule for full-time to be scheduled fewer than 5 days per week will require the advance approval of LCSO, e.g., a 4-day work week of 10 hours per day. A copy of the current Contractor's Staffing Plan is attached as an Exhibit to this RFP.

Existing Inmate Health Staff at LCSO

LCSO is interested in the Inmate Health Services Contractor's proposed staffing plan for services at LCSO to include the below services. The following sets forth the current staffing provided by the current provider (excluding current mental health professionals) as a guide but not dictated or required. Data on services provided to inmates is also included within the documents enclosed in this RFP.

Day Shift (7am – 7pm)

- 1.0 FTE (40 hours) Medical Director (Monday-Friday)
- 1.0 FTE (40 hours) Physician Assistant/ARNP (Monday-Friday)
- 0.4 FTE (16 hours) Dentist (Two weekdays, Monday-Friday)
- 0.4 FTE (16 hours) Dental Assistant (Two weekdays, Monday-Friday)
- 1.0 FTE (40 hours) Health Services Administrator (Monday-Friday)
- 1.0 FTE (40 hours) Nursing Director (Monday-Friday)
- 1.0 FTE (40 hours) Administrative Assistant (Monday-Friday)
- 1.0 FTE (40 hours) RN H & P (Monday-Friday)
- 1.0 FTE (40 Hours) RN QI/IC Education (Monday-Friday)
- 2.1 FTE (84 hours) RN – Infirmary (7 days a week)
- 1.0 FTE (40 hours) LPN Sick Call (Monday-Friday)
- 1.25 FTE (50 hours) LPN Pharmacy Tech (Monday-Friday)

- 4.2 FTE (168 hours) LPN – Med Nurse (7-days a week)
- 2.1 FTE (84 hours) LPN/MA/Paramedic - Booking (7 days a week)
- 1.0 FTE (40 hours) LPN – Courts (Monday-Friday)
- 1.0 FTE (40 hours) MA/CNA – Clinical Assistant (Monday-Friday)
- 1.4 FTE (56 hours) MA/CNA – Infirmery Assistant (7 days a week)
- 1.5 FTE (60 hours) Medical Records Clerk (Monday-Friday)

Night Shift (7pm – 7am)

- 2.1 FTE (84 hours) RN – Infirmery (7 days a week)
- 1.4 FTE (56 hours) LPN/CNA/MA – Infirmery Care Tech (7 days a week)
- 4.2 FTE (168 hours) LPN – Med Nurse (7 days a week)
- 2.1 FTE (84 hours) LPN/MA/CNA/Paramedic – Booking (7 days a week)
- 0.7 FTE (28 hours) LPN (Monday – Friday)

Existing Mental Health Staff at LCSO

The current mental health component for inmate mental health services consists of the following:

Day shift

- 0.4 FTE (16 hours) Psychiatrist (Flexible scheduling – inmate needs and custody requirements)
- 0.75 FTE (30 hours) Mental Health Professional (Monday – Friday)
- 1.0 FTE (40 hours) Licensed Mental Health Worker (Monday – Friday)

LCSO is interested in the Inmate Health Services Contractor’s proposed staffing plan for services at LCSO to include the below services, which are intended to significantly expand and improve the expansion of the current Mental Health Program for Inmates. The following is a guide but not dictated or required:

- 1.0 FTE (40 hours) Psychiatric NP
- .5 FTE (20 hours) Psychiatrist
- 1.0 FTE (40 hours) Mental Health Director (Licensed MHP)
- 1.0 FTE (40 hours) Masters Level MHP
- 1.0 FTE (40 hours) Mental Health Discharge Planner
- 1.0 FTE (40 hours) Master’s level MHP Case Manager for Mental Health Pod
- 2.0 FTE (80 hours) Bachelor’s level Behavioral Health Technicians
- 1.0 FTE (40 hours) Master’s level Therapist for Individual and Group Counseling
- 1.0 FTE (40 hours) Mental Health Assistant

The Inmate Health Services Contractor is expected to have designated staff on-call 24/7 for emergencies and on-site seven days a week.

Credentialing

The Inmate Health Services Contractor shall ensure that all medical, dental, and mental health professionals are fully credentialed and appropriately licensed/certified/registered according to state

and federal laws and regulations. The credentialing process shall include physicians, psychiatrists, psychologists, mid-level providers/physician assistants, mental health professionals and counselors, and social workers if applicable. Primary source verification shall be completed, and the credentials file shall include documentation regarding employment history, state licensure/renewal, DEA registration, ACLS certification (or BCLS/CPR/AED), evidence of malpractice coverage, medical school training, internship, residency, foreign medical graduate verification, and board eligibility/certification through the American Board of Medical Specialties (ABMS). Contractor shall ensure that the National Practitioner Data Bank is checked for each physician candidate and that the Florida-licensing agency has no findings or censure against the individual. Credentials files shall be complete within 90 days of hire or contract on-site and temporary credentials prior to that time shall minimally include licensure and DEA information as well as evidence of current malpractice insurance. These files are subject to review and inspection by LCSO upon request and become the property of LCSO upon contract termination.

Personnel Qualifications

The Contractor shall provide qualified health care personnel whose duties and responsibilities are governed by job descriptions that include qualifications and specific duties and responsibilities. Job descriptions shall be kept on file in the Detention Facility. If inmates are treated at the facility by health care personnel other than a licensed provider, the care is provided pursuant to either written standing or direct orders by personnel authorized by law to give such orders.

Approval

Initial appointment of, and future changes in, the positions of Psychiatrist or Director of Mental Health, Health Services Administrator, Medical Director, and Nursing Director must have the prior approval of the Sheriff. Proposed individuals should be identified with this proposal.

The Contractor shall submit the resumes of the proposed Psychiatrist or Director of Mental Health, Health Services Administrator, Medical Director, and Nursing Director with the response to this RFP. Each candidate is subject to review and approval of LCSO. The Contractor shall update resumes throughout the contract if these personnel turn over.

Job Descriptions

The Contractor shall establish written job descriptions that are specific and unique to the LCSO within 90 days of start-up. Initial start-up may include more generic job descriptions; however, these job descriptions shall be modified as appropriate to be specific to LCSO facilities. These job descriptions shall be approved by Contractor as well as LCSO. These job descriptions shall be reviewed at least annually with documentation of the review maintained.

In addition to job descriptions, the Contractor shall establish post orders for nursing staff and mental health professionals to adequately document detailed assignment expectations per shift per task(s) assigned. These post orders shall be in place within the first 90 days of the Contract.

Personnel Files

Personnel files (or copies thereof) of Contractor employees assigned to LCSO shall be maintained at LCSO and shall be available to the LCSO for review.

Staff Signature File

The medical records department shall maintain a signature file for all individuals making clinical notations in the medical record. This file shall contain the individual’s name, full legal title (profession), licensure, credentials, signature and initials. If computer entries are utilized for order entry, the system shall ensure security of individual passwords and entry verification/authentication.

Personnel Security Requirements

The Contractor shall ensure Contractor employees including employees of its Subcontractors and agents cooperate and comply with LCSO security criminal history checks and clearances, substance abuse screening, photo identification, vehicle registration procedures, and searches of their person and possessions while on or in LCSO property.

Medical Services

The Contractor shall provide comprehensive health services to the inmate population of LCSO. These services shall consist of medical, nursing, medical records, mental health, dental, lab, x-ray, ancillary services, as well as off-site emergency, outpatient specialty and inpatient hospitalization services. It is the goal of LCSO to provide as many services as possible on-site, within the confines of the Detention Facility to minimize community trips. LCSO has a contract with a provider that negotiates prices for offsite medical providers, and the Contractor will work with and share information regarding that contractor to assist in the provision of off-site medical care.

Meetings

The Contractor shall ensure that the following administrative meetings and reports occur and be generated on a regular basis according to contract requirements and professional standards.

Medical Health Staff Meetings

The Contractor shall conduct medical health staff meetings on a regularly scheduled basis at least monthly. Communication of the information shared and exchanged during these staff meetings shall be in place for all shifts through the availability of minutes and participation of shift staff as feasible. Staff meetings shall include all medical health staff. Individual disciplines may conduct additional staff meetings but they do not meet this requirement.

Medical Audit Committee (MAC) Meetings

The Contractor shall be available on a monthly basis to meet with key individuals designated by the Sheriff. The Contractor shall ensure that the Health Services Administrator, Mental Health

Director, Nursing Director, and Medical Director are available at these meetings. Other individuals may participate with the approval of the Sheriff, based upon the agenda items identified in advance. At these meetings, detention administrative staff will be briefed by health services management teams regarding current trends in the inmate population, significant medical cases, special needs inmates, hospitalizations, program activity, and utilization.

Quality Improvement Committee Meetings

The Contractor shall have an active Quality Improvement Committee and that group shall meet on a monthly basis. Each discipline shall be represented, and staff participation is expected and encouraged.

Reports

The Contractor shall provide LCSO periodic reports delineating utilization statistics on a monthly basis, with year-to-date information and an annual summary. Time reports indicating hours worked, benefit hours paid, and hours contracted with the resultant variance, if applicable, as identified in the staffing table shall also be submitted by position/discipline, date and shift on a monthly and annual basis. Any hours worked by agency or temporary personnel shall be identified by position title, date and hours worked, and the name of the individual. A monthly vacancy report shall be submitted to LCSO with the facility, position title, position hours and date the position became unoccupied. With the vacancy report monthly, a list identifying individuals hired or terminated shall be attached and include data regarding position title, shift, individual filling position and position status (full-time, part-time, or PRN). In addition, any independent Contractors or Subcontractors' staff changes shall be reported. On a monthly basis, the Contractor shall identify the actual dollars paid out to Subcontractors. With the monthly statistical report, the Contractor shall submit information regarding any lawsuits filed during the previous month with the name of the inmate, the reason for the suit, the individuals named, and the date filed. The Contractor shall prepare and submit reports according to the needs identified by LCSO, with the information content and expected frequency of submission approved in advance with Department of Detention Facility Administration. As part of their proposals, Contractors should describe in detail their capability for collecting, storing and reporting medical records data.

Policies and Procedures

Development and Review

The Contractor shall ensure that comprehensive and thorough policies and procedures exist for all aspects of the health care delivery system. These policies and procedures must be approved by the Medical Health Director and by the Mental Health Director for the Contractor and by the Sheriff or designee. Each policy and its procedure shall be reviewed on an annual basis and documentation of this review shall be in evidence through appropriate dates and signatures. All policies and procedures shall be in compliance with federal and state laws, rules, regulations and guidelines as well as with professional standards of the NCCHC, FMJS, and FCAC. Each policy and procedure shall cross-reference the NCCHC, FMJS, and FCAC standards applicable for ease of reference. All inmate health services forms shall be cross-referenced to the applicable policy.

Site Specificity

The Contractor shall ensure that policies and procedures and related medical health record

forms are specific to the unique environment of the LCSO within 90 days of start-up of this contract. Routine updates and training on all policies and procedures shall be provided to health services staff and such information sharing shall be documented and available for inspection. Each new staff member shall be oriented thoroughly on all medical health-related policies and procedures and documentation of such orientation and training shall be maintained in the employee's (or independent Contractor's) personnel and training files. Policy manuals shall be available to all health services staff, independent Contractors or Subcontractors, at all times.

Remain LCSO Property

All policies and procedures, protocols, manuals (such as quality improvement and medical health forms, etc.) shall remain the property of LCSO at the termination of this contract and shall be available to LCSO at all times during the contract term and at termination, upon request, electronically in Microsoft Word format. The electronic version shall be maintained as current at all times and the Contractor shall ensure that all policy and procedure manuals throughout the facilities are current with the latest version of the required documents.

Quality Improvement Program

The Contractor shall ensure a system is in place to provide health care internal review and quality assurance in accordance with NCCHC, FMJS, and FCAC standards.

The Contractor shall participate in a comprehensive quality improvement program on-site to evaluate and review quality, timeliness and appropriateness of the care provided to the inmate population, with a committee meeting monthly. Results shall be shared on an at least quarterly basis with the LCSO, and an annual summary prepared and presented. Efforts shall include all on-site disciplines. LCSO personnel, including the Sheriff or Designees, shall be participants. The quality improvement activity shall be comprehensive with consideration to risk management and litigation, inmate complaints and grievances, policy and procedure review, statistical utilization reporting, safety and sanitation issues, infection control (subcommittee activity), seclusion and restraint data, etc.

Peer-Review and Supervision

The Contractor shall ensure an external peer review program for physicians, medical health professionals, psychiatrists, mental health midlevel providers, mental health professionals, and dentists is implemented. The review shall be conducted no less than annually.

Professional supervision shall be included as an aspect of care for the quality improvement program. The Medical Director shall receive peer review by a designated physician from the parent company on a yearly basis and shall provide that same peer review for the staff physician once per year. The information to be gathered and the format of that documentation shall be provided to LCSO; however, the peer review documents themselves, specific to the individual, are to remain a confidential component of the quality improvement process.

The Medical Director and staff physicians shall be responsible to review the documentation of mid-level providers on an annual basis to review representative charts for intake, physical

exams, sick call, chronic disease management, and infirmary care.

The Nursing Director shall be responsible to review the documentation of nursing and paraprofessional personnel used to assist nursing. Review shall include medication and pharmacy documentation, sick call, wellness rounds and screening or other relevant work components for nursing staff. The comprehensive quality improvement policy and procedure shall describe the supervision aspects fully and in details and shall be subject to approval by LCSO.

The Psychiatrist shall receive peer review by a designated physician from the parent company on a yearly basis and shall provide that same peer review for the staff physician once per year. The information to be gathered and the format of that documentation shall be provided to LCSO; however, the peer review documents themselves, specific to the individual, are to remain a confidential component of the quality improvement process.

The Director of Mental Health shall be responsible to review the documentation of the Mental Health Psychiatric Social Workers on an annual basis to review representative charts for intake, crisis intervention, suicide prevention, treatment planning, housing and special needs management and aftercare planning.

Emergency Plan

The Contractor shall ensure that a current and up-to-date emergency plan, specific to the LCSO Detention Facility is developed and implemented within the initial thirty (30) days of the contract start-up. Emergency drills shall be conducted on a quarterly basis that include all shifts and coordinated with Detention Facility Administration and Court Services. The drill shall involve Emergency Medical Service (EMS), hospitals, and others as deemed appropriate.

The Plan shall include minor and major equipment, availability and storage of supplies, oxygen, suction, backboards, wheelchairs, etc. Evacuation criteria shall be included as well. All personnel shall be trained on how patients will be categorized and classified and what areas will be used for patient stabilization prior to transport. A comprehensive listing of all personnel contacts must be current at all times. In the event that the Detention Facility becomes unavailable or inaccessible an alternate location shall be secured and identified in the Plan.

Privacy of Care

Inmate health service care encounters, including interviews, examinations, and procedures shall be conducted in a setting that respects the inmates' privacy. Female inmates are provided a female escort for encounters with male mental health care providers.

The Contractor shall ensure that all patient encounters are sufficiently private to ensure that other inmates or staff cannot overhear the conversation between the inmate and the provider. Where

space is open and physical reconstruction is difficult, privacy screens shall be utilized to the extent feasible. Only in the situation of a high security risk or dangerous individual, may a security member be present in the room during the provider encounter. While respecting security requirements, encounters shall be private to the extent possible within the environment.

Death in Custody

The Contractor shall have a protocol that describes actions to be taken in the event of the death of an inmate. In the event of an inmate death, either in the LCSO or in an outside hospital, the Contractor shall immediately notify LCSO. The Contractor shall cooperate with LCSO in the development of a procedure for full notification within LCSO offices in such a situation. LCSO will then notify the appropriate individuals within the government hierarchy and the family or next of kin as designated. Contractor shall cooperate with LCSO in the event of a medical examiner/coroner inquest or autopsy/postmortem request.

The Contractor shall participate in a mortality review within 15 days of any inmate death, regardless of the location of the death. The Contractor shall track all deaths and maintain a database as to demographics and date of death. The mortality review is a component of the quality improvement plan and shall be utilized by the Contractor to improve responsiveness or services as appropriate. The Contractor will be required to conduct a Psychological Autopsy on any death that is the result of a suicide, within 30 days of the date of death.

Inmate Grievances

The Contractor shall work cooperatively with LCSO in the administration of LCSO's inmate grievance procedure to ensure systematic review of and response to inmate complaints, concerns or inquiries. Grievance or complaint response shall include a face-to-face component for clinical issues but may involve written correspondence for simple questions and answers. Response shall be timely and not to exceed seven (7) days. The Contractor will be responsible for tracking, monitoring and providing a corrective plan of action.

Any inquiries or complaints by family members, lawyers, or other interested parties such as advocacy groups shall be responded to utilizing the same procedure and in the same timeframe. A copy shall be maintained in an inmate-specific correspondence file for ease of retrieval. Inmate grievances/complaints related to mental health services shall be reviewed routinely and discussed during the quality improvement committee meeting. Complaints shall be categorized and classified according to demographics, housing location, nature of the complaint, etc. and a database maintained and reviewed to determine any patterns or problematic issues.

Copies of all grievances and the Contractor's response shall be provided to the LCSO's Assistant Sheriff for Detention and Judicial Services and Contract Monitor for review.

Managing a Safe and Healthy Environment

The Contractor shall establish a written Infection Control Program Plan that addresses the management

of infectious and communicable diseases. At a minimum, the following case management of inmates with infectious diseases such as HIV, TB, HCV, HBV, MRSA, and sexually transmitted diseases should be addressed. Further the inclusion of COVID 19 protocols must also be identified. A written plan to address bio-hazardous waste that complies with applicable, local, state, and federal regulations shall be in place.

Health Care Services Support

Pharmaceuticals

The Contractor management of pharmaceuticals shall include:

- *Establish a formulary in conjunction with the contracted medical Contractor and LCSO.*
- *A formalized method for obtaining non-formulary medications.*
- *Prescription practices, including, requirements that medications are prescribed only when clinically indicated as one facet of a program of therapy, and a prescribing provider re-evaluates a prescription prior to its renewal.*
- *Medication procurement, receipt, distribution, storage, dispensing, administration and disposal will be the responsibility of the inmate health services Contractor.*
- *Secure storage and perpetual inventory of all controlled substances, syringes, and needles will be the responsibility of the inmate health services Contractor.*
- *Administration and management in accordance with state and federal law and supervision by properly licensed personnel will be the responsibility of the inmate health services Contractor.*
- *Administration of medications by persons properly trained and under the supervision of the health authority and facility or program administrator or designee will be the responsibility of the inmate health services Contractor.*
- *Accountability for administering and distributing medications in a timely manner and according to physician orders will be the responsibility of the inmate health services Contractor.*

- **Commonly Used Health Medications**

The Contractor shall establish a list of stock supply of commonly used medications (over the counter, legend and controlled substances) for administration to inmates prior to receipt of their actual patient-specific prescription. This stock shall be managed and maintained in a safe and secure environment with a perpetual inventory tracking system to ensure accountability by the Medical Contractor. These stock medications shall be determined by the Medical Director, Nursing Director, Mental Health Director, and Psychiatrist with the approval of LCSO (and the state pharmacy board if necessary). Volume shall be monitored closely to ensure that no medications are being diverted.

- **Stock Medications**

This stock supply shall include emergency drugs for the emergency supplies as determined by the Medical Director in collaboration with the Mental Health Director and Psychiatrist. Additionally, stock shall include items for poison control, antidote and overdose management, again determined by the Medical Director. All Contractor staff that work with medications shall be oriented fully to pharmacy procedures and to poison control numbers.

- **Formulary**

The Contractor shall establish a formulary in conjunction with LCSO. This formulary must be

current with community standards of practice within managed care environments. A comprehensive policy and procedure shall describe the use of the formulary and procedures for non-formulary approval. It shall be the responsibility of the on-site Psychiatrist to approve or deny any non-formulary requests for psychotropic medications. The Contractor shall submit a draft formulary with their proposal.

A formulary for OTC products shall also be established and shall coordinate with the use of approved nursing protocols for minor, self-limiting illnesses among the inmate population. Again, a non-formulary process shall be established for any such request for an OTC product not identified as formulary.

- HIV Medications

LCSO contracts with Bond Community Health (“Bond”) regarding provision of health care services for inmates with HIV/Aids, and as part of that agreement obtains and pays for all necessary medications for such inmates through Bond for such treatment. The Contractor will cooperate with the terms of that agreement regarding obtaining medications for such patients, and the sharing of information as required regarding the treatment of such inmates.

- Pharmacy and Therapeutics Committee

The Contractor shall participate in a quarterly Pharmacy and Therapeutics Committee meeting to include review of the formulary and non-formulary usage, provider prescribing practices, drug utilization review, educational information, drug costs and other relevant topics to pharmacy operations. The Medical Director, Psychiatrist, and Mental Health Director shall participate, and the consulting pharmacist shall chair the committee. All providers on-site shall participate, and the meeting is mandatory.

- Medication Administration and Distribution

Medications are to be administered to the inmate population by Contractor nursing personnel or for unique requirements may be Keep on Person (KOP) by the inmates depending upon the medications involved and the assigned housing unit. No controlled substances, TB, HIV or psychoactive medications shall be KOP but rather shall be administered on a dose-by-dose basis by licensed nursing staff. KOP medications shall be monitored within the population and the Contractor shall work with LCSO on implementation of the process and the training of security staff regarding search and seizure situations. Security staff will contact a designated health service staff member regarding any questions about inmate medication during admission or during a subsequent search. Inmates in disciplinary settings will not be allowed KOP medications unless approved by the Detention Facility Administration. It is expected that items of a critical and emergent nature such as nitroglycerin or an inhaler will be allowed KOP.

- Disposal/Destruction of Medications

The Contractor shall coordinate with the contracted pharmacy to establish a formal process, in concert with state and federal laws, regarding the destruction or disposal of medications, including patient-specific dispensed medications, stock medications, controlled substances (whether stock or dispensed), and psychotropic medications. Medications shall be purged routinely so that the on-site quantity does not build up. Documentation of all destruction and

disposal shall be complete, thorough and available for review upon request.

- Safety of Storage

The Contractor shall ensure that all medications are maintained in a safe and secure manner and that counts of controlled substances occur on a per-shift basis by the oncoming and off going nurses together. Counts shall be conducted with two personnel at all times. Any waste shall be documented appropriately. Controlled substance stock shall be managed and documented appropriately with no cross-outs, whiteouts, etc. The pharmacist conducting the routine inspections shall monitor this documentation for completeness and accuracy as shall the charge nurse or nursing supervisor and Director of Nursing as these aspects are critical to the performance evaluations and ongoing supervision of nurses managing these medications.
- Sharps Management and Inventory

All syringes and sharps shall be stored and managed in a safe and secure environment with double lock. These items shall be counted per shift and require the participation of two nursing staff. Dental sharps may be managed by the Dentist and Dental Assistant; however, the same counting requirement applies for dental instruments, needles, etc. All staff utilizing sharps shall maintain a perpetual inventory or checklist of which items were used during their shift.
- Intake Medications

The Contractor shall establish a policy and procedure for the handling of medications coming into the facilities with inmates upon intake. If utilized in any way for that specific individual inmate, a nurse must verify that the medication received is the medication described/prescribed. Every effort shall be made to verify existing orders from outside sources if the inmate comes in with a current medication prescription. If not utilized, these medications shall be seized upon admission and stored and controlled by the Contractor until the inmate's release. Inmates arriving at intake who are currently on psychoactive drugs shall be continued on the same medications as verified, even if non-formulary, until such time as seen by the psychiatrist and evaluated for a change to a formulary medication. A non-formulary request shall be completed in the event of the intake continuation of a verified community prescription that is not on the current formulary.
- Order Procedures

The Contractor shall ensure that medications are only administered according to a legitimate order by a practitioner including physician, psychiatrist, mid-level provider or dentist and are received by the inmate within 24 hours of the order initiation. Protocols for legend drugs to be administered by nursing personnel are acceptable and may require a telephone order by a licensed provider. The Contractor shall ensure that all telephone or verbal orders are countersigned within the time allotted by law within Florida. Nursing may distribute OTC medications in accordance with approved nursing protocols.
- Dispensing Guidelines

Given the short length of stay in general, it is preferred that the Medical Contractor not dispense more than a full month blister card. Blister pack packaging is the preferred method

of packaging due to familiarity with that process. However, liquid medications, particularly psychotropic and controlled substances shall be made available upon the order of the Medical Director or Psychiatrist in specific cases such as an individual with wired jaws or a history of stockpiling medications. Any change from blister pack would require the approval of LCSO. Reuse of medications by the pharmacy shall be within applicable state and federal laws.

- **Discharge Medications**

The Contractor shall establish a policy and procedure for the management of legend medications upon inmate discharge. If the Contractor is aware of the inmate's pending release and the medications are maintained by nursing, the inmate shall be given at least a thirty-day prescription upon release to ensure continuity for follow-up care. If the inmate has the medication as KOP, then the remainder of the prescription will be given to the inmate upon release. If the prescription is for an antibiotic or other necessary medication that is not a controlled substance, the inmate may be given the remainder of the blister pack, not to exceed a two-week supply. Controlled substances may be provided up to a three-day supply based on the approval of the responsible physician given the potential for abuse or overdose. Contractors will be required to submit, with their proposals, their plan for providing discharge medications prescriptions, and their plan for linking discharged inmates with community services. The Contractor shall provide for continuity of care and to avoid disruption of prescribed medications, particularly those life-sustaining or for chronic illness management. The duration of release medications will be negotiated.

Office Furnishings and Equipment

Office Furnishings and Equipment, owned by LCSO, will be available for use by the Contractor. The Contractor may purchase additional office furnishings and equipment at their own expense. As office furnishings and equipment become unserviceable, the Contractor shall contact the LCSO for disposition instructions. Replacement office furnishings and equipment shall be purchased and provided by the Contractor.

Office furnishings and equipment purchased by the LCSO during the term of the contract shall be the property of LCSO and shall remain on site at the termination of the contract. Office furnishings and equipment purchased by the Contractor during the term of the contract shall be the property of the LCSO and shall remain on site at the termination of the contract.

Office furnishings and equipment purchased by the Contractor shall not be connected to LCSO's network without the express written permission of LCSO.

Information Technology Requirements

LCSO currently utilizes CorrecTek Healthcare Management System. If the Contractor chooses not to utilize the system provided, the Contractor will be responsible for the cost to implement the system of their choice. At the conclusion of this contract, this system will belong to LCSO and LCSO will become the licensee and will be responsible for all maintenance and license fee at the same negotiated price provided to the Contractor.

Supplies

The Contractor shall provide, at the Contractor's own expense, all supplies required to perform under this contract. Supplies shall include, but not be limited to: paper, envelopes, pencils, pens, toners, ribbons, forms, books, manuals, medical record folders and forms, inmate information, individual and group materials. Sufficient on-site supplies shall be maintained within the facility to ensure appropriate availability for inmate treatment and staff use equipment.

Medical and Diagnostic Services

The Contractor shall ensure the availability of laboratory, x-ray and EKG Diagnostic services on-site within the facilities. With regards to lab services, the Contractor shall be responsible for all lab services. On-site lab tests shall be completed to the extent possible. Off-site lab tests shall be contracted by the Contractor. Stat lab tests shall be available with a two-hour turn-around time.

Dialysis, phlebotomy, EKG, and radiology services shall be provided on site. Other specialty services such as mammography, CT scans, MRI, ultrasound, fluoroscopy, EEG, EMG and so forth shall be provided in the community through agreements.

Hospital and Specialized Ambulatory Care

The Contractor shall establish agreements with specialists and sub specialists for outpatient services upon consultation with the Medical Director and Nursing Director.

Translation/Interpretation Services

The Contractor shall have access to Translation/Interpretation services through the use of Contractor's staff or through commercially available sources as necessary to meet the health needs of the inmate population. The Contractor shall not use other inmates for translation.

Inmate Care and Treatment

The Contractor shall provide qualified health staff in the intake/admissions area to ensure that all new inmate arrivals have a comprehensive initial health assessment and medical screening within four (4) hours of arrival to the facility.

Transferring Inmates

Protocols shall be established for inmate transfers to institutions outside of LCSO Detention Facility.

Health Assessment/Appraisal

The Contractor shall complete a full health assessment/history and physical examination within the first fourteen (14) days of an inmate's arrival at LCSO Detention Facility. Priority for the health assessment shall be identified during the booking process.

Forensic Testing

Medical Health services staff that have a patient provider relationship shall not carry out court-ordered forensic testing or specimen collection. Individuals with no treatment responsibility, such as a medical assistant or phlebotomist, may be utilized; however, the preference is that no on-site health care staff participates in the process of forensic specimen collection, including HIV, DNA, blood for paternity determination, etc. Rather, outside providers from LCSO or an outside contracted lab shall obtain such specimens. The Contractor is not responsible for the cost of forensic testing; however, if a physician orders a toxicology screen for an inmate suspected of overdose for diagnostic or treatment reasons, the Contractor is responsible.

Non-Emergency Medical Requests

The Contractor shall establish a system to respond to inmate requests for medical health services. Individuals shall be seen by the appropriate level of a health care team member for medical health requests within the timeframe prescribed by NCCHC, FMJS, and FCAC whichever is sooner. A psychiatric social worker shall screen all mental health requests including those requesting to be seen by the psychiatrist. The level of provider seen shall be established through the triage process by nursing staff.

Inmates in disciplinary areas shall have access to sick call on a routine basis with the same frequency as the general population. Nursing staff shall conduct rounds daily in any restricted or administrative segregation area and take note of any inmate complaints or medical issues. A log system may be utilized to document completion of this function, with inmate name, identification number, complaint, disposition and staff member name and date. Rounds shall be conducted daily in these areas with the medication administration process.

Inmate Requests

Inmate Requests, (commonly referred to as sick call requests), are readily available to inmates in their housing units and are used by inmates to express their needs and concerns to Leon County Detention Facility staff, including the medical, dental and mental health departments. Inmate requests shall be picked up by the medical Contractor's nursing staff from the housing units on a daily basis. These requests shall be triaged daily by health professionals. A priority system shall be used to schedule clinical services. The triage disposition shall be documented on the inmate request indicating disposition and name, date and time of the person carrying out triage. Inmate requests shall be triaged within 24 hours of receipt of the request. Clinical services for mental health shall be available to inmates in a clinical setting a minimum of five days a week and shall be performed by a Psychiatrist, or Psychiatric Nurse Practitioner

The Contractor shall group and file inmate requests chronologically in the inmate's medical record.

The Contractor shall return one copy of the answered inmate request to the inmate.

Sick Call

Actual sick call encounters shall be conducted by nursing or physician staffing for medical complaints, nursing or dental staff for dental complaints and a QMHP for mental health issues, after being triaged by nursing staff. Nurse sick call shall be available on-site daily including weekends and holidays. Physician sick call shall be conducted not less than five days per week at the LCSO. The Contractor will be responsible for tracking,

monitoring and reporting on the status of requests.

Sick Call Visit Environment

Medical exams and procedures shall be carried out in an appropriate clinical environment and not in open areas, hallways, or corridors where privacy is lacking, and confidentiality is at risk. Exam and treatment rooms shall be properly equipped. If hand washing facilities are not available in each room, then appropriate antibiotic/antiseptic cleansing gel shall be utilized.

Triage

If the inmate is seen by a nurse at a sick call visit and the nurse determines that the individual needs to see a higher level of medical or mental health professional, the inmate shall be scheduled for a provider visit. Non-emergent physician appointments shall be scheduled for the physician's next available appointment time, normally within two business days.

Written and Verbal Clinicians' Orders

Written, verbal or telephone orders may be initiated by a mid-level provider, physician, dentist or psychiatrist within the detention health services. Health care staff may only respond to a verbal or telephone order and shall not initiate orders. Health care staff shall note the provider orders within six to eight hours of appointment. If a medical unit clerk or ward clerk transcribes orders, the order must still be noted by a nurse within the eight-hour time frame. Orders shall be carried out according to instruction. A physician shall cosign verbal or telephone orders within 72 hours.

Documentation with Off-Site Encounters

Both routine and emergency transportation shall include at least minimal medical documentation. If the transport is for an off-site medical health appointment, a consult request shall be included and a copy of the latest lab, x-ray or other diagnostic information may be attached. If the transport is for an emergency, a transfer summary shall be completed. In either case, the medical record document shall be sealed in an envelope and nursing shall provide the envelope to the escorting security staff for delivery to the off-site or emergency provider. Return documentation should be included as well with a consult follow-up or other progress note and plan from a specialty visit and a disposition form from the emergency room. Return documentation should be handled by the security escort staff and returned to the nursing staff member designated at the sites.

Dental Program

Dental services shall be scheduled for full days and be carried out at least two (2) days per week. Services shall include a licensed dentist and dental assistant.

Mental Health Program

Mental health services shall include as a minimum:

- *Screening for mental health problems on intake on the approved validated brief detention mental health screening form as approved by the mental health professional and as provided in NCCHC, FMJS, and FCAC standards.*

- *Referral to the Contractor's psychiatrist for the detection, diagnosis, and treatment of mental illness.*
- *Crisis intervention and management of acute psychiatric episodes.*
- *Stabilization of the mentally ill and the prevention of psychiatric deterioration in the County Jail setting.*
- *Referral and admission to licensed mental health facilities for inmates whose psychiatric needs exceed the treatment capability of the Jail facility.*
- *Obtaining and documenting informed consent.*

The Contractor's mental health services and activities shall be approved by the appropriate mental health authority.

Mental Health Evaluation

The mental health evaluation shall be one key component of the comprehensive detention mental health program established by the Contractor. The clinical services provided shall be consistent with the community while emphasizing prevention, identification, early intervention and aggressive treatment of mental disorders with the goal of reducing the frequency and duration of episodes of serious mental illness. The goal shall be to provide services to the inmate such that s/he is able to function to the best of their potential ability. All inmates shall be considered as eligible for mental health services with the priority given to those individuals identified as most severely impaired by serious mental disorder, the most dangerous to themselves or others, and those who exhibit an inability to function within the general population setting of the detention facilities. The existence of a mental disease or disorder as categorized within the American Psychiatric Association's Diagnostic and Statistical Manual (5) of Mental Disorders shall be the basis for service consideration. Axis II disorders including antisocial and borderline personality disorders shall be evaluated for group intervention based on individual need. The mental health team shall also work with preventive or promotive programs including psycho-educational or cognitive behavior programs focusing on topics such as anger management, impulse control, or substance abuse, as examples.

Evaluation Priority

The Contractor shall establish a process for the systematic mental health evaluation of inmates within the timeframe prescribed by NCCHC, FMJS, and FCAC whichever is sooner.

Documentation Guidelines

Documentation of the mental health evaluation shall be consistent and standardized and placed within the confidential medical record. All mental health records and dental documentation shall be placed in the one comprehensive medical record. The one medical record, identified by the inmate's Name Number, shall be the single repository for all documentation related to health or mental health care regardless of the profession of the individual staff member completing the form or note.

Crisis Intervention and Disposition

Any individual inmate found to be in need of urgent follow-up is identified by the mental health professional/QMHP at the time of the booking screening or mental health evaluation unless previously referred by members of the security or health care staff or other detention staff person. If the inmate is in need of immediate intervention, the QMHP shall determine the appropriate disposition among the options available – emergency inpatient mental health transfer through civil commitment (limited availability or use), placement in a mental health special needs area (where suicide watch or therapeutic restraint occur) or placement in mental health housing for the more chronic mentally ill. Written criteria and protocol shall be implemented for each potential mental health placement option and a referral process delineated in detail.

Evaluation Components

The mental health evaluation/appraisal shall be in accordance with NCCHC, FMJS, and FCAC standards and minimally consist of a structured patient interview with a mental health professional (mental health professional defined primarily as independently licensed clinical social worker, QMHP, but may also include psychiatry or licensed doctoral level psychology staff, or advanced practice registered nurse with a psychiatric clinical specialty) prior to the 14th day of inmate custody within the detention facility. Inmates who are referred as a result of the mental health screening or by staff referral will receive a comprehensive mental health evaluation by a licensed mental health professional within 14 days of the referral. Mental health examinations must include a minimum of:

- *Review of mental health screening and appraisal data*
- *Assessment of current mental status and condition with direct observations of behavior*
- *Assessment of current suicidal and person specific circumstances that increase suicide potential.*
- *Assessment of violence potential and person specific circumstances that increase violence potential.*
- *Review of available historical records of public or private inpatient and outpatient psychiatric treatment, psychotherapy, psycho-educational groups, classes or support groups.*
- *Review of history and current treatment with psychotropic medication*
- *Review of History and current drug and alcohol treatment.*
- *Review of history of sexual abuse-victimization and predatory behavior*
- *Assessment of drug and alcohol abuse and/or addiction*
- *Collection and review of additional data from individual diagnostic interviews and test assessing personality, intellect and coping abilities.*
- *Use of additional assessment tools, as indicated.*
- *Referral to treatment as indicated.*
- *Development of a treatment/management plan, including recommendations concerning housing, job assignment, and program participation.*
- *History of child abuse.*
- *History of serious head trauma with even momentary loss of consciousness.*
- *History of seizure activity and cause if identified – alcohol, withdrawal, head trauma, etc.*

- *Transfer to a mental health facility for inmates whose psychiatric needs exceed the treatment capability of the facility.*

Intellectual Functioning

If an inmate is identified as potentially mentally challenged/developmentally disabled during the booking process, receiving screening, mental health evaluation, or otherwise, the inmate shall be referred to a mental health professional for assessment. Mental health staff shall work together with education staff in basic screening for intelligence and in obtaining prior documentation from a community setting regarding these needs, school or state's Agency for mentally handicapped and developmentally disabled individuals. If the inmate has difficulty in functioning within general population due to his limited intelligence or may be victimized, this inmate shall be considered by the mental health staff for placement into one of several mental health housing units that provide a more sheltered and protected environment.

Mental Health Referrals

The Contractor shall ensure inmates referred for mental health treatment receive a comprehensive evaluation by a licensed mental health professional. The evaluation shall be completed within 14 days of the referral request date.

Mental Illness and Developmental Disability

Inmates with severe mental illness or who are severely developmentally disabled shall receive a mental health evaluation. Where appropriate, these inmates are referred for placement in non-detention facilities or in units specifically designated for handling this type of individual.

Transfer

The Contractor shall ensure due process is ensured prior to a transfer that results in an inmate's placement in a non-correctional facility or in a special unit within the facility, specifically designated for the care and treatment of severely mentally ill or developmentally disabled. Procedures for transfer shall comply with federal, state, and local law. In emergency situations, a hearing is held as soon as possible after the transfer.

Mental Health Pod

In an effort to provide wrap-around mental health services to all identified inmates LCSO is seeking for the Contractor to develop a mental health pod at the detention facility where residents of the pod will receive standard psychiatric and medication management services. Inmates housed here will attend up to two psychosocial rehabilitation groups each weekday and have easy access to therapy services with an additional in-pod master's level Therapist.

Admission Criteria for the Mental Health Pod will be based on referrals from Medical Contractor staff who have

identified at intake, inmates who require mental health services. Outreach screening based on those referrals and pre-screening will be done to determine appropriateness. Legal status, willingness to participate in treatment programming as well as input from LCSO will help determine eligible inmates. Factors that will be considered will be age, diagnosis of a major mental illness under DSM, agreement to treatment with psychotropic medications, ability to participate in group and individual programming, and individuals who are free of chronic inappropriate behaviors which disrupts a therapeutic environment or causes harm to self or others. Inmates will be discharged from the mental health pod and program when sentencing is complete, case dispositions is reached, when they no longer wish to participate or if they are no longer deemed appropriate to reside on the Mental Health Pod. The Mental Health Pod Clinical staff will provide intensive behavioral health services to promote engagement in treatment during incarceration in order to increase compliance with outpatient treatment when the participant re-enters the community. The Mental Health Pod staff will facilitate daily activities that encourage peer support and a sense of community to enhance prosocial behavior.

Continuity of Care

The Contractor shall provide continuity of care from admission to transfer or discharge from the facility, including referral to community-based providers, when indicated.

The intake receiving screening is the initiation of continuity of care for the inmate patient upon admission to the detention facilities. If the individual is on medications, attempts shall be made to obtain prior records or at least prior prescription history, verbal if not written. The transfer summary upon movement among the facilities ensures that there is no interruption in the health service delivery through the sharing of relevant health information.

Aftercare is a significant challenge for a detention setting given the extremely rapid turnaround of most of the individuals. Linkage with community clinics, health departments, indigent care facilities, shelters and mental health facilities shall be established for release planning. The Contractor shall consider providing a discharge planner and establishing a referral network and consolidate this information into a concise folder for staff use when coordinating linkage for care upon release in collaboration with the medical Contractor. This manual shall include local resources available, primarily for indigent or Medicaid care, sexually transmitted diseases, infectious diseases such as HIV or Hepatitis, chronic illnesses and the mentally ill. When the medical health care staff is aware in advance of the inmate's pending departure, a designee shall make every attempt to schedule follow-up in the community after release. Every attempt should be made by the detention staff to inform health services of pending releases or transfers with as much notice as possible to ensure continuity of care. Regardless of advance notice of pending release, health services staff shall inform and educate inmates about local resources available through such means as a community resource manual and discussion of these resources during incarceration. Contractor shall coordinate with LCSO staff to facilitate enrollment of eligible inmates in Medicaid upon reentry.

If there is advance notice of the inmate's release, the Contractor's staff shall prepare a discharge summary, like a transfer summary, that provides the inmate with a summary of his/her care and needs. Providing this to the inmate for him/her to carry and to use with the next provider in the community is of benefit.

Health Evaluation of Inmates in Restricted Housing

Nursing Rounds

Contractor's Nursing staff shall conduct routine rounds within the disciplinary or restricted housing areas daily in conjunction with medication administration. These screening rounds may be documented on a log or other group format listing individuals and dispositions or they may be documented individually on progress notes. If an inmate is removed from his/her cell to an examination room or interview room to see a nurse or other healthcare or mental health care professional, a progress note shall correspond with the staff name, title and date. Inmates within restricted housing shall have the same access to health care as the general population and sick call shall be available on the same frequency.

Mental Health Rounds

In addition, a designated mental health professional shall conduct rounds in the restricted housing areas seven (7) days per week to make contact with inmates in this setting and to determine if any individuals are decompensating within the restrictive environment due to mental illness. Furthermore, inmates with serious mental illness who receive disciplinary action resulting in punitive restricted housing shall be assessed by a mental health professional as to the appropriateness of the placement timing given the mental condition of the inmate.

Special Needs and Services

Communication on Special Needs Patients

Open Communication

The Contractor shall ensure timely and accurate communication with Detention Facility staff regarding any inmate with special needs and the impact of those special conditions on admission to the Detention Facility, housing and placement, work/school/program assignments, disciplinary actions, transfers among the facilities and release/aftercare planning. Special needs inmates include those individuals with physical disability, geriatric, communicable diseases, chronic debilitating illnesses, the physically handicapped, mentally handicapped and developmentally disabled, mentally ill inmates and pregnant inmates. The Contractor shall develop a formal process for review of and communication regarding these special needs individuals. Special needs treatment plans shall be developed in conjunction with the admission physical. Transfer to another jurisdiction shall require the completion of a transfer summary by the health care staff to ensure continuity of care and sharing of information. When immediate action is required, consultation to review the appropriateness of the action occurs as soon as possible, but no later than 72 hours.

Case Conferences

Inmates identified as special needs will be discussed, at a minimum, at the monthly Medical Audit Committee Meeting to facilitate a multi-disciplinary approach for communicating and collaborating among the professions regarding a consistent treatment approach for a specific

challenging individual. Additional case management meetings may be called by either the Contractor or Detention Facility Administration as they see fit, and the case review shall be scheduled within three business days. Detention Facility Administration may designate security staff, program staff or other LCSO employees to participate. The Medical Health Contractor shall cooperate and participate in such special needs case conferences.

Special Needs Treatment Plans

The Contractor shall establish a treatment plan for inmates who require close supervision, including chronic and convalescent care. The plan shall include directions to health care and other personnel regarding their role in the care and supervision of the patient. The plan shall be approved by the appropriate licensed physician, dentist, or mental health practitioner for each inmate.

Special needs inmates, including chronically ill, those with infectious diseases, mentally ill or mentally challenged/developmentally disabled, frail elderly, terminally ill or disabled physically, are those that the Contractor shall establish a written special needs treatment plan. Either a mid-level provider or physician can develop the treatment plan or, in the case of mental illness, the psychiatric social worker or psychiatrist. When feasible, treatment plans should maintain connections between inmates and the community agencies that have been or will be serving them.

These special needs treatment plan shall minimally include information regarding medications, therapeutic diet, specialty appointments and consults, any diagnostic work-up that is ordered, housing assignment disposition, impact on ability to function in general population if any, impact on programming and school, and frequency of follow-up indicated. These treatment plans shall be initiated in conjunction with the health assessment and initial physical examination.

Frequency of review and update is based on the orders of the provider and must be specified although the orders may be changed on each visit depending on the clinical presentation of the inmate. In any event, orders shall not be written for duration of longer than 180 days without an encounter with a provider. Standardized forms and format shall be utilized and all materials to enter the health record shall contain the provider's name, title and date (may also include time). The mental health treatment plan for special needs mentally ill patients will be established by the mental health staff with the provisions established by the Psychiatrist and Mental Health Director.

Suicide Prevention

The Suicide Prevention Program is approved by the Mental Health Director, the staff psychiatrist and in collaboration with the Medical Contractor. It includes specific procedures for handling intake, screening, identifying, and supervising of a suicide-prone inmate and is signed and reviewed annually. The program includes staff and inmate critical incident debriefing that covers the management of suicidal incidents, Suicide Watch, and death of an inmate or staff member. It ensures a review of critical incidents by administration, security, and health services. The Medical Health Contractor's program shall provide training on program implementation, on an annual basis, for all staff with the responsibility of inmate

supervision.

Suicide Prevention Program and Plan

The Contractor shall develop a comprehensive and thorough suicide prevention program that encompasses all aspects and staff training within the Detention Facility including security staff, health and mental health staff, and inmates. The program must be approved by LCSO and shall minimally include the following elements: training (security, health/mental health), identification and assessment, referral, monitoring, housing assignment/placement, communication among all disciplines for one treatment approach by all staff, intervention and notification, reporting and quality improvement review of each gesture or attempt.

Suicide Plan Contents

The Contractor shall establish a suicide prevention plan that begins with an aggressive early identification program with health, mental health and security staff at the booking process. At-risk individuals shall be identified and referred regardless of current actions or behavior as a preventive step and these at-risk individuals shall be defined by a licensed mental health professional, i.e., intoxicated, under the influence of unknown substances, mentally ill, prominent citizen, or first arrest. The admission to detention is one of the highest risk times while others include return from court, receiving a significant sentence, loss of appeal, loss of loved one or loss of children to foster care/adoption, or sexual assault. The Contractor shall take these aspects into consideration in the suicide prevention plan.

Suicide Watch

The suicide prevention guidelines shall clearly identify how a suicide watch is initiated, what the definition of a watch is, and the potential levels of observation involved, the process involved in clearing an individual from watch, recommended frequency of observation, staff performing observation, and suggested documentation guidelines for all involved in the process.

Utilization Statistics

The Medical Health Director shall produce monthly statistics that provide insight and information regarding the inmate population. A report containing these statistics shall be delivered to the Sheriff or Designee and Contract Monitor on a monthly basis. Suicide attempts, gestures and ideation shall be defined and differentiated when reported. The report shall also include statistical information regarding inmate contacts by the QMHPs and M.D., and types of mental health diagnoses identified within the inmate population. Additional statistics include inmates on psychotropic medications as a percent of population and in raw numbers, the top five psychiatric medications utilized by price, the top five psychotropic utilized by frequency and volume, a total list of the psychotropic orders by drug name and dosage with identification of formulary v. non-formulary, indications of continuation of medications from admission v. change of medication to another therapeutic

agent. The Medical Health Director will work closely with the pharmacy provider to ensure the monthly availability of this information for review and submission to LCSO.

Psychological Autopsy

Any successful suicide shall receive a specialized mortality review, to a psychological autopsy within 30 days of the incident in accordance with NCCHC standards. This quality improvement initiative shall focus on the individual from admission through death and identify key points and reactions. Every effort shall be made to use this opportunity as a learning experience rather than assignment of fault or blame. This “psychological autopsy” shall include a quality improvement / debriefing session chaired by the Mental Health Director and shall include at a minimum inmate health staff including Psychiatrist, the Medical Director, Health Services Administrator, Nursing Director, and Detention Facility staff designated by the Sheriff. The purpose of this session would be quality improvement: prevention of future suicides. A similar debriefing and quality improvement meeting should be held whenever there has been a serious suicide attempt.

Order Process

The ordering of medical restraints shall be authorized by the Medical Director in the case of an individual whose restraint is critical to prevent the inmate from removing intravenous lines, etc. The use of mental health restraints shall be ordered by a psychiatrist or as otherwise lawfully authorized, with as little utilization of these techniques as is feasible while maintaining patient and staff safety and security. The limited duration of restraint, frequency of review by nursing for circulation, frequency of review by a mental health professional and the psychiatrist, frequency of review by security staff, the positioning of the individual (in a position to limit potential harm to the individual), the location of the restraints (unit or cell), the specific body parts to be restrained and points of restraint, and the process for removing an individual from mental health restraints shall be fully described and comply with both federal and state law as well as community standard. There shall be a detailed treatment plan. Documentation shall include reference to the other techniques that applied and failed for this individual that were less restrictive and describe how and why other less restrictive treatment options are not considered appropriate for the inmate.

Seclusion

Mental health seclusion shall be described by the Mental Health Contractor with the same considerations and defined criteria for both placement and authorized removal, frequency of observation, personal property and clothing, and interaction with other individuals such as security staff or other inmates. The use of mental health seclusion will be documented within the medical record as to the necessity of this treatment intervention versus other options considered within a detailed treatment plan.

Security Restraints

Members of the mental health or health care staff will not be involved in security restraints or use of force situations other than to observe, treat an individual inmate or staff member if injury is incurred, or to check circulation or other aspects of health status as a nursing function. The Contractor shall ensure that nursing staff is familiar with the process and that nurses are also obligated to the patient to report any observations regarding the improper application of security restraints.

Channeling of information

The Contractor shall ensure that LCSO receives information daily regarding the use of medical restraint, mental health restraint or seclusion and a summary of the facts surrounding the case. The monthly report shall include essential elements of documentation regarding how often these methods were ordered, for what duration and basic reason utilized.

Intoxication and Withdrawal

The Medical Director shall establish a detoxification protocol for on-site treatment of mild to moderate intoxication and/or withdrawal. Individuals in acute withdrawal shall be rejected at admission by the Intake health care staff and referred for immediate inpatient hospital treatment and evaluation. Pregnant inmates who are entering the stages of withdrawal shall be promptly triaged.

Management of Chemical Dependency

The Contractor shall insure that inmates have access to a chemical dependency treatment program. A practice for early identification, assessment, intervention and treatment shall be established to identify any inmate in need of these services.

Orthoses, Prostheses, and Other Aids to Impairment

The Contractor shall provide these devices when the health of the inmate would otherwise be compromised. Vision and Hearing aids to assist impaired inmates will be upon recommendation of the Medical Director to prevent further deterioration.

Infirmity Care

The Contractor shall develop an infirmity care plan and manual that defines the scope of services to be available and health care professionals to be assigned to that operation.

Elective Procedures

Forced Psychotropic Medication

The Contractor shall comply with all state and federal laws, rules and regulations regarding the use of

forced medication of any kind, including psychoactive medications. The Contractor shall describe the process and documentation necessary for the use of emergency medication for either medical or mental health rationale as well as the necessary approval of the Medical Director. The involuntary administration of any medication, e.g., against the patient's will with a refusal of treatment, requires the existence of a life-threatening emergency with threat to the inmate or to others, by the inmate. Documentation within the comprehensive mental health treatment plan shall include each and every less restrictive alternative attempted, failed, or why these tactics were not considered sufficient in this case. Additionally, the Contractor shall ensure that laws and community standard are in operation with regard to forced non-emergent psychotropic medication with the involvement of at least two psychiatrists, one not involved in the ongoing care of the individual. In general, only individuals with an existing court order for forced mental health drugs may receive involuntary medication in other than a life-threatening and emergent situation.

Forensic Information

The Contractor's direct care staff is prohibited from involvement with forensic specimen collection or the obtaining of forensic information. Individuals with a patient/provider relationship will not be involved with forensic issues. Rather, an individual without a provider relationship or external to the on-site staff may be involved at the discretion of LCSO. Given the detainee nature of a large portion of the population, forensic information gathering is to be expected and the Contractor shall develop policy and procedure surrounding the specific situations most likely to occur within the Detention Facility. While court-ordered procedures may be performed by Contractor staff with the inmate's consent, no involuntary collection of specimens or information is allowed.

Informed Consent

The Contractor shall ensure informed consent standards of the jurisdiction are observed and documented for inmate care in language understood by the inmate. In the case of minors, the informed consent of a parent, guardian, or legal custodian or court appointed attorney applies when required by law. When health care is rendered against the patient's will, it is in accordance with state and federal laws and regulations. Otherwise, an inmate may refuse, in writing, medical, dental, and mental health care. If the inmate declines to sign the refusal form, it must be signed by at least two witnesses. The form must then be sent to medical and reviewed by a qualified health care professional. If there is a concern about the decision-making capacity, an evaluation is done, especially if the refusal is for critical or acute care.

The Contractor's health record manual shall address the applicability and necessity of informed consent. The medical records supervisor shall oversee the process regarding the documentation required, forms utilized, and criteria applied for informed consent. Practice shall comply with federal and state requirements and community standard.

Right to Refuse Treatment

The inmate's right to refuse treatment shall be clearly delineated and defined according to Florida statute and professional standards by the Contractor. In addition to the approval of LCSO, the approval of LCSO's General Counsel may also be required for the practice involving informed consent and the right to refuse treatment. The policy and procedure shall address the various scenarios of

refusal and potential exceptions, i.e. a dialysis patient when the refusal may be immediately life-threatening, a diabetic refusing insulin or refusing to eat, a patient refusing chronic medication, competency of the individual involved, involvement of family members/spouse, situations involving communicable disease, with practices regarding a hunger strike including definition, documentation, frequency of review and evaluation by health care staff, observation requirements and placement.

The Contractor shall require that any refusal of treatment require documentation of the inmate with a witness, or if the inmate is declining to sign the refusal document the signature of two witnesses with one being a health professional. All refusals shall be specific and include documentation regarding the procedure or care refused and the counseling given to the inmate regarding the potential adverse impact of refusal. No blanket refusals or refusal of care upon admission shall be acceptable. If the inmate refuses the rectal or vaginal examination during a physical examination, the provider shall document the refusal on the health assessment form as well as obtain the inmate's signature on a refusal form specifying the procedure refused.

Inmates that fail to present for an appointment shall not be assumed by the Contractor to be refusals of care. Rather, the Contractor shall determine the cause of the omission such as conflict with court schedule, already released, legal visit, etc.

Medical Research

The Contractor shall comply with federal law and national, NCCHC, FMJS, and FCAC standards regarding the involvement of inmates in medical research. No data, even anonymously, may be collected from the health records without the advance written approval of LCSO. Inmates may only participate in Phase III clinical trials where the individual may anticipate benefit from the intervention. Inmates shall not be involved in Phase I or Phase II clinical studies. Any medical research project within LCSO facilities shall require the prior documented authorization from LCSO and the study must be approved by a recognized human subject's review board.

This prohibition against or limiting of medical research involving inmates in no way prohibits the Contractor from seeking additional funding sources for inmate mental health care programs through grants or contracts. Any such pursuit of grant funding shall involve the advance approval of the Sheriff.

Inmates from Outside Agencies

LCSO houses in its facilities, inmates for various outside agencies which include the Federal Government, States other than Florida, Counties, Cities and Detention facilities in Florida. The Contractor shall provide the same level of care for inmates from these agencies as they would for LCSO inmates.

For those inmates held for the Federal Government, and other contracted agencies the Contractor shall comply with the Federal Government regulations and contract agency requirements regarding pre-authorization of off-site medical services, psychiatric care, pharmacy billing and any other requirements.

Notification

The Contractor shall cooperate with LCSO to ensure individuals designated by the inmate are notified in case of a serious illness, serious injury, or death, unless security reasons dictate otherwise. If possible, permission for notification is obtained from the inmate.

V. REQUIRED SUBMITTALS

Proposals are to be submitted bound by binder clips only. No manner of plastic, comb or wire bindings, three ring binders, or staples are acceptable. All copies of proposals are to be printed double-sided, on paper.

Each Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below.

- A. Firm name or Joint Venture, business address and office location, telephone number.
- B. If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm.
- C. Address of the office that is to perform the work.
- D. Federal Identification Tax Number or Social Security Number.
- E. The age of the firm, brief history, and average number of employees over the past five years.
- F. Present size of firm, nature of services offered, and breakdown of staff by discipline.
- G. Provide the total number of professionals in your organization and the estimated number of professionals and working hours of these professionals, to be assigned to this project at peak.
- H. Names and descriptions of major projects for which the firm is presently under contract.
- I. If a joint venture, has this joint venture previously worked together? If yes, what projects? A copy of the joint venture agreement should be provided, if available at this time. If the joint venture agreement is not available at this time, then the selection of the firm will be subject to LCSO receiving and approving the joint venture agreement, prior to negotiating the contract.
- J. If the Contractor is not a joint venture, list outside consultants anticipated to be used on this project. When listing consultants, give the respective specialty of the firm.
- K. Give brief resume of key persons to be assigned to the project including but, not limited to:
 - 1) Name & title
 - 2) Job assignment for other projects

- 3) Percentage of time to be assigned full time
 - 4) How many years with this firm
 - 5) How many years with other firms
 - 6) Experience
 - a) Types of projects
 - b) Size of projects (Inmate Population) and Amount of Contract Award (dollar value)
 - c) Define specific project involvement
 - 7) Education
 - 8) Active registration
 - 9) Other experience and qualifications that are relevant to this project
 - 10) Note which projects were fast tracked
- L. List the projects which best illustrate the experience of the firm and current staff which is being assigned to this project. (List no more than 10 projects, nor projects which were completed more than three (3) years ago.)
- 1) Name and location of the project
 - 2) The nature of the firm's responsibility on this project
 - 3) Project Owner's representative name, address and phone number
 - 4) Project user agency's representative name, address and phone number
 - 5) Date project was completed or is anticipated to be completed
 - 6) Fee for this project
 - 7) Project manager and other key professionals involved and specify the role of each
- M. Describe how you would approach this project and outline the specific services to be provided.
- N. Describe clearly and concisely the tasks and activities that you will perform. Include a time/task schedule. Develop a chart showing the overall sequence of events and time frame for this project.
- O. Show the organization chart as it relates to the project indicating key personnel and their relationship. It should be understood that it is the intent of LCSO to insist that those indicated as the project team in the RFP response actually execute the project.
- Develop a chart (Staffing Plan) of individual professionals to be assigned responsibilities and number of days to be provided for each staff member.
- If a joint venture, indicate how the work will be distributed between the joint venture partners.
- P. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
- Q. Describe how the team will implement project control systems for time, budget, and quality for this project.
- R. Complete and submit the following included forms: Proposal Response Cover Sheet; Corporate Resolution Granting Signing Authority and Authority to Conduct Business; Equal Opportunity/Affirmative Action Statement; Insurance Certification Form; Certification Regarding

Debarment, Suspension, And Other Responsibility Matters, Primary Covered Transactions; Affidavit Certification Immigration Laws; Non-Collusion Affidavit; Drug-Free Workplace; Proposed Subcontractors Form; Litigation and Claims History; Client Reference Form; Fee Proposal Form.

- S. A Performance Bond in the form attached to this Proposal may be requested by the Sheriff as part of contract negotiations and should be valid for at least the first year of the contract.

VI. SELECTION PROCESS

- A. An Evaluation Committee comprised of three (3) to five (5) members will review and evaluate all written proposals deemed responsive based on parameters which shall include, but not necessarily be limited to, the Consultant’s understanding of the project, the approach to meet the scope of services, Consultant’s qualifications and personnel to be assigned, location, workload, client references, unique abilities, Subcontractors, *if any*, financial stability, proposed fee, ability to meet deadlines, budget development, cost containment, and completion of all required forms and certifications. The Sheriff reserves the right to award a contract to a Consultant *other than the lowest fee* proposed in response to this solicitation. The Committee may select one or more firms to interview for virtual presentations.

Written responses to this solicitation should consider the parameters outlined immediately above in their submittals.

The scoring matrix for this proposal anticipates a maximum of 125 points. One-hundred (100) maximum points for the written proposal and twenty-five (25) points for an optional virtual presentation, *if necessary*.

Understanding of the Project:	25 points
Project Approach:	25 points
Project Manager:	10 points
Project Team:	20 points
Project Schedule:	10 points
Proposal Organization:	5 points
Proposal Fee:	5 points
TOTAL	100 points
Optional Virtual Presentation	25 points

The Evaluation Committee will not be impressed with excessive amounts of boilerplate, numbers of resumes, photographs, and projects performed at distant sites *with personnel that will not be assigned to this project location.*

Meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings except for any portion of a meeting at which a negotiation with a Contractor is conducted pursuant to a competitive solicitation, at which a Contractor makes an oral presentation as a part of the competitive solicitation, or at which a Contractor answers questions as a part of a competitive solicitation. Also, any portion of a meeting at which negotiation strategies are discussed are exempt from being a public session.

Notice of all meetings shall be posted on the LCSO website at <https://leoncountyo.com/departments/administration/purchasing-opportunities> and in the Purchasing Bureau no less than 72 hours (excluding weekends and holidays).

- B. The Evaluation Committee will recommend to the Sheriff in order of preference (ranking), *up to five (5) firms* deemed to be most highly qualified to perform the requested services.
- C. The Sheriff or representative, will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the Sheriff determines is fair, competitive, and reasonable for said services.
- D. Should LCSO be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be terminated. LCSO shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm LCSO shall terminate negotiations. LCSO representative shall then undertake negotiations with the third most qualified firm. Failing accord with the third most qualified firm LCSO shall terminate negotiations.
- E. Should LCSO be unable to negotiate a satisfactory contract with any of the three (3) most qualified firms, LCSO may select additional firms whose proposals were deemed responsive to continue negotiations. Should the Sheriff be unable to negotiate a satisfactory contract with any of the responsive firms, then the Sheriff's Office may reject all bids and restart the process with the acceptance of new proposals. The Sheriff's decision on this matter shall be binding on all parties.

VII. INDEMNIFICATION

The Contractor shall indemnify and hold harmless, pay the cost of defense, including reasonable attorney's fees, and save the Sheriff, his officers, appointees, agents and employees from any claim, action, lawsuit, loss, damage, cost, charge, judgments, liabilities, or expense of any kind whatsoever arising out of any act, action, neglect, omission and/or failure to act by the Contractor, including, but not limited to, any claims, amounts or injuries covered under the Worker's Compensation laws, except as a third party claim outside Worker's Compensation, resulting or arising from Contractor's obligations and duties under this Agreement, except that neither Contractor nor any of its Subcontractors shall be liable for any injury or damage caused by or resulting from the sole negligence of the Sheriff and employees, agents and Contractors of LCSO.

Contractor agrees that indemnification of the Sheriff shall extend to any and all work performed by the Contractor, its Subcontractors, employees, agents, servants or assigns. This obligation shall in no way be limited in any nature whatsoever by any limitation on the amount or type of Contractor's insurance coverage. This indemnification provision shall survive the termination of the Contract between the Sheriff and the Contractor.

Nothing contained herein shall constitute a waiver by the Sheriff of its sovereign immunity, the limits of liability or the provisions of FSS 768.28.

VIII. EQUAL OPPORTUNITY POLICIES

Equal Opportunity/Affirmative Action Requirements

The Contractors and all Subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

In addition to completing the Equal Opportunity Statement, the Contractor shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

IX. INSURANCE

Contractor's attention is directed to the insurance requirements below. Contractors should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent proposer fails to strictly comply with the insurance requirements, that proposer may be disqualified from award of the contract, or otherwise found non-responsive.

Contractor shall maintain at all times of the contract a policy from a licensed insurance company that has a rating from A.M. Best Company, Inc. of not less than A, that provides professional liability insurance coverage (the "Professional Liability Insurance Policy") of which the Contractor is the named insured that covers the employees, officers and agents of the Contractor in the minimum amount of at least one million dollars (\$1,000,000) per occurrence and five million dollars (\$5,000,000) in the aggregate. Mental health Providers (such as but not limited to, physicians, physicians assistants, psychologists, nurses, licensed mental health counselors, and licensed clinical social workers) provided by the Contractor will be included in the coverage under the Professional Liability Insurance policy. After the expiration or termination of the Agreement, a tail policy or a policy that continues coverage for the services performed during the term of the Agreement, including extensions, will be maintained for an appropriate period in accordance with the applicable statute of limitations under the laws of the State of Florida and Federal law. The Professional Liability Insurance shall list the Sheriff as an additional insured and in the event its insurance changes, the Contractor shall provide the Sheriff with written notice of such changes within a reasonable time, but in no event to exceed thirty (30) days from the happening thereof. Moreover, the Professional Liability Insurance Policy must provide that the Sheriff is to be notified, in writing, at least 30 days in advance of the cancellation of the Professional Liability Insurance Policy.

Contractor shall maintain over the course of the Agreement, Comprehensive General Liability coverage of at least \$1,000,000 each claim, \$3,000,000 in the aggregate, through an insurance policy procured from a licensed insurance company that has a rating from A.M. Best Company, Inc. of not less than A. The Contractor shall also provide the same coverage for any vehicles owned, leased or used by Contractor and its employees, agents and Subcontractors.

Contractor will maintain over the term of the Agreement, Worker's Compensation Insurance Coverage through a policy of insurance procured from a licensed insurance company that has a rating from A.M. Best Company, Inc. of not less than A, for all employees connected with the work of the Agreement, and in any case of subcontracting, will require that the Subcontractor have sufficient coverage as well. Such insurance will comply with the Florida Worker's Compensation law.

Contractor shall furnish LCSO with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by LCSO before work commences. LCSO reserves the right to require complete, certified copies of all required insurance policies at any time.

X. ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any LCSO employee, or for any LCSO employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a Subcontractor under a contract to the prime Contractor or higher tier Subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. LCSO reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the LCSO may deny award or cancel the contract if it determines that unethical business practices were involved.

XI. AGREEMENT

After the proposal award LCSO will, at its option, prepare an agreement specifying the terms and conditions resulting from the award of this bid. The Contractor will have thirty (30) calendar days after receipt to execute the agreement.

The Sheriff reserves the right to award contracts to more than one (1) Contractor as determined to be in

the best interest of the Sheriff's Office.

If the successful Contractor is adjudged bankrupt, either voluntary or involuntary, the Sheriff may terminate the contract effective on the day and at the time the bankruptcy petition is filed and may proceed to provide inmate mental health services.

This Agreement shall be governed in accordance with the laws of the State of Florida. Venue shall be in Leon County.

The performance of LCSO of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the solicitation specifications.

This Agreement may not be assigned without the express written consent of the Sheriff.

In the performance of this Agreement, the Contractor will be acting in the capacity of an Independent Consultant and not as an agent, employee, partner, joint venture, or associate of the Sheriff. The Contractor shall be solely responsible for the means, methods, technique, sequences, and procedures utilized by the Contractor in the full performance of this Agreement.

XII. PURCHASES BY OTHER PUBLIC AGENCIES

With the consent and agreement of the successful Contractor(s), purchases may be made under this solicitation by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or services independently.

XIII. PENALTIES

PROPOSALS MAY BE REJECTED AND/OR BIDDER(S)/PROPOSERS DISQUALIFIED FOR THE FOLLOWING REASONS:

1. Failure to perform according to contract provisions.
2. Conviction in a court of law of any criminal offense in connection with the conduct of business.
3. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
4. Clear and convincing evidence that the bidder has attempted to give any employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Sheriff's purchasing activity.
5. Other reasons deemed appropriate by the Sheriff.

PROPOSAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Leon County Sheriff’s Office reserves the right to accept or reject any and/or all proposals in the best interest of the Sheriff.

Brandy Coxwell, Director of Purchasing

This solicitation response is submitted by the below named firm/individual by the undersigned authorized representative.

(Firm Name)

BY _____
(Authorized Representative)

(Printed or Typed Name)

ADDRESS _____

CITY, STATE, ZIP _____

E-MAIL ADDRESS _____

TELEPHONE _____

FAX _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials _____

Addendum #2 dated _____ Initials _____

Addendum #3 dated _____ Initials _____

Addendum #4 dated _____ Initials _____

Addendum #5 dated _____ Initials _____

Addendum #6 dated _____ Initials _____

(Insert Name of Corporation)

**CORPORATE RESOLUTION GRANTING SIGNING AUTHORITY
AND AUTHORITY TO CONDUCT BUSINESS**

The Board of Directors (“Directors”) of _____, a
(insert name of company)
_____ corporation (the “Corporation”), at a duly and properly
(insert state of incorporation)
held meeting on the _____ day of _____, 2022, did hereby consent to, adopt,
ratify, confirm and approve the following recitals and resolutions:

WHEREAS, the Corporation is a duly formed, validly existing corporation in good standing under the laws of the State of _____ and is authorized to do business in the State of Florida; and

WHEREAS, the Corporation desires to grant certain persons the authority to execute and enter into contracts and conduct business on behalf of the Corporation.

NOW, THEREFORE, BE IT RESOLVED, that any of the following officers and employees of the Corporation listed below are hereby authorized and empowered, acting along, to sign, execute and deliver any and all contracts and documents on behalf of the Corporation, and to do and take such other actions, including but not limited to the approval and execution of contracts, purchase orders, amendments, change orders, invoices, and applications for payment, as in his or her judgment may be necessary, appropriate or desirable, in connection with or related to any bids, proposals, or contracts to, for or with Leon County Sheriff, a Constitutional Officer of the State of Florida:

NAME	TITLE
_____	_____
_____	_____
_____	_____
_____	_____

RFP Title: Inmate Health Services
Proposal Number: D-22-01
Opening Date: April 15, 2022

BE IT RESOLVED THAT, these resolutions shall continue in full force and effect, and may be relied upon by Leon County Sheriff, until express written notice of their rescission or modification has been received by the Purchasing Agent of Leon County Sheriff. Any revocation, modification or replacement of these resolutions must be accompanied by documentation satisfactory to the Purchasing Agent of Leon County Sheriff, establishing the authority for the changes.

IN WITNESS WHEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this _____ day of _____, 2022, and do hereby certify that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors of the Corporation and that said meeting was held in accordance with state law and the Bylaws of the Corporation, and that the resolution is now in full force and effect without modification or rescission.

(Corporate Seal) Secretary of the Corporation

By: _____

(Print Secretary's Name)

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The Contractors and all Subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The Contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____

Title: _____

Firm: _____

Address: _____

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

LCSO will not intentionally award contracts to any Contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act (“INA”).

LCSO may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County Sheriff.**

PROPOSER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____ Title: _____

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 2021.

Personally known _____
NOTARY PUBLIC

OR Produced identification _____
Notary Public - State of _____

(Type of identification) My commission expires: _____

Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

LCSO RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

NON-COLLUSION AFFIDAVIT

I, _____ of the city of _____ according to law on my oath, and under penalty of perjury, depose and say that:

1. I am _____

of the firm of _____

in response to the Request for Proposals for:

Inmate Health Services for LCSO, and that I executed the said proposal with full authority to do so.

2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor; and, no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

3. The statements contained in this affidavit are true and correct, and made with full knowledge that LCSO relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

(Signature of Responder)

(Date)

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ who, after first being sworn by me, (name of individual signing) affixed his/her signature in the space provided above on this ____ day of _____ 2022.

NOTARY PUBLIC

My Commission Expires: _____

DRUG-FREE WORKPLACE FORM

The undersigned Contractor in accordance with Florida Statute 287.087 hereby certifies that:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under response/bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under response/bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Responder's Signature

Date

PROPOSED SUBCONTRACTORS FORM

Name of Primary Contractor: _____
Name of Proposed SubContractor: _____
Address: _____
Scope of Work to be Performed: _____
Total \$ Value: \$ _____ % of Total BID/RFP: _____%

Name of Primary Contractor: _____
Name of Proposed SubContractor: _____
Address: _____
Scope of Work to be Performed: _____
Total \$ Value: \$ _____ % of Total BID/RFP: _____%

Name of Primary Contractor: _____
Name of Proposed SubContractor: _____
Address: _____
Scope of Work to be Performed: _____
Total \$ Value: \$ _____ % of Total BID/RFP: _____%

Name of Primary Contractor: _____
Name of Proposed SubContractor: _____
Address: _____
Scope of Work to be Performed: _____
Total \$ Value: \$ _____ % of Total BID/RFP: _____%

Name of Primary Contractor: _____
Name of Proposed SubContractor: _____
Address: _____
Scope of Work to be Performed: _____
Total \$ Value: \$ _____ % of Total BID/RFP: _____%

If additional space is required for your subContractor listing, make copies of this Exhibit and submit with you bid package.

LITIGATION AND CLAIMS HISTORY EXPERIENCE

Submit a listing of all legal claims closed and pending relating to inmate medical and/or mental health services contracts for the last five (5) years, specifying the outcome of the case.

Likewise, the Contractor should disclose any legal actions that it has filed against former clients for the last five (5) years, specifying the outcome of the case.

Utilize one form for each Legal Claim.

CLIENT REFERENCES

List five (5) client references providing information described below. At least three (3) references must be from current Detention Facility contracts with an average daily inmate population of at least 800 and a maximum capacity of at least 1,000. Contracts with these Detention Facilitys must have been in effect for at least one year.

Utilize one form for each Reference.

Agency Name _____

Agency Address _____

Contact Person _____ Contact Phone Number _____

Number of Inmates _____

Facility Type _____ Detention Facility _____ Prison _____ Juvenile

_____ Other

Describe Other _____

Facility Accreditation _____ ACA _____ NCCHC _____ FCAC _____ Other

Describe Other _____

Contract Term (original, extensions, renewals, re-bid) _____

Contract Start _____ Contract End _____

Reason Contract Ended _____

FEE PROPOSAL FORM
INMATE MEDICAL HEALTH
BASE SERVICES FEE

RFP NUMBER: #21-11

INITIAL PERIOD Award Date 10/1/2022 - 09/30/2025	1ST RENEWAL PERIOD 10/1/2025 - 9/30/2026	2ND RENEWAL PERIOD 10/1/2026 – 9/30/27

CONSULTANT: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

PHONE # _____

DATE: _____

PERFORMANCE BOND

CONTRACTOR (PRINCIPAL)

COMPANY (LEGAL NAME):
PRINCIPAL BUSINESS ADDRESS (No PO Box):
TELEPHONE NUMBER:

SURETY

COMPANY (LEGAL NAME):
PRINCIPAL BUSINESS ADDRESS (No PO Box):
TELEPHONE NUMBER:

OWNER (OBLIGEE)

NAME: Leon County Sheriff
PRINCIPAL BUSINESS ADDRESS: 2825 Municipal Way, Tallahassee, Florida 32304
TELEPHONE NUMBER: (850) 606-3300

CONTRACT DETAILS

DATE EXECUTED:
AMOUNT:
GENERAL DESCRIPTION:
STREET ADDRESS OF PROJECT: 3333 NE 39th Avenue Gainesville, Florida 32609
RFP # D-22-01 Inmate Medical Health Services

BOND

BOND NUMBER:
DATE:
AMOUNT:

RFP Title: Inmate Health Services

Proposal Number: D-21-01

Opening Date: April 15, 2022

KNOW ALL MEN BY THESE PRESENTS:

That Principal, hereinafter called Contractor, and Surety, as identified above, are bound to the Leon County Sheriff of Leon County, Florida, as Obligee, hereinafter called the Sheriff, in the amount identified above, for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally. WHEREAS, Contractor has by written agreement entered into a contract, identified above, with Sheriff, which contract documents are by reference made a part hereof, and for the purposes of this Bond are hereafter referred to as the "Contract";

THE CONDITION OF THIS BOND is that if Contractor:

1. performs the Contract between Contractor and the Sheriff, at the times and in the manner prescribed in the Contract; and
2. pays Sheriff all losses, damages, including liquidated damages and damages caused by delay, expenses, costs and attorneys fees including appellate proceedings, that Sheriff sustains as a result of default by Contractor under the Contract; and
3. performs the guarantee of all work and materials furnished under the Contract for the time specified in the Contract;

then THIS BOND IS VOID, OTHERWISE IT REMAINS IN FULL FORCE AND EFFECT.

Whenever Contractor shall be, and is declared by Sheriff to be, in default under the Contract, and Sheriff having performed Sheriff's obligations there under, the Surety may promptly remedy the default, or shall promptly:

1. complete the Contract in accordance with its terms and conditions; or
2. obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by Surety of the lowest responsible bidder, or, if Sheriff elects, upon determination by Sheriff and Surety jointly of the lowest responsible bidder, arrange for a contract between such Bidder and Sheriff, and make available as work progresses sufficient funds, paid to Sheriff to pay the cost of completion and other costs and damages for which the Surety may be liable hereunder.

No right of action shall accrue on this bond to or for the use of any person of corporation other than Sheriff named herein.

The Surety, for value received, hereby stipulates and agrees that no changes, extensions of time, alterations or additions to the terms of the Contract or other Work to be performed hereunder, or the specifications referred to therein shall in any way affect its obligations under this bond, and it does hereby waive notice of any such changes, extensions of time, alterations or additions to the terms of the Contract or to Work or to the specifications.

This instrument shall be construed in all respects as a common law bond. It is expressly understood that the time provisions and statute of limitations under Section 255.05, Florida Statutes, shall not apply to this bond.

In no event will the Surety be liable in the aggregate to Obligee for more than the penal sum of this Performance Bond regardless of the number of suits that may be filed by Obligee.

Signed and sealed this _____ day of _____, 20_____.

CONTRACTOR (PRINCIPAL)

Signed, sealed and delivered
in the presence of:

Witnesses as to Contractor

By: _____
Name: _____
Title: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ___ day of _____, 20___, by _____, as _____ of _____, a _____ corporation, on behalf of the corporation. He/she is personally known to me **OR** has produced _____ as identification.

Notary Public (Signature) _____

Printed Name _____ My Commission Expires: _____

(AFFIX NOTARY SEAL)

SURETY

SIGNATURE: _____

SEAL

PRINTED NAME AND TITLE: _____ ATTORNEY IN FACT

BACKGROUND MATERIALS

1. **Current Staffing Plan**
2. **FY 2019-2020 Operating Statistics for Inmate Medical and Mental Health Services for the Period Ending September 30, 2020**
3. **FY 2020-2021 Operating Statistics for Inmate Medical and Mental Health Services for the Period Ending August 31, 2021**

POSITION	Scheduled Hours							Hrs/Wk	FTEs *
	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Day Shift									
Medical Director	-	8	8	8	8	8	-	40	1.00
Physician Assistant/ARNP	-	8	8	8	8	8	-	40	1.00
Dentist	-			8		8	-	16	0.40
Dental Assistant	-			8		8	-	16	0.40
Psychiatrist**	-	8	8	-	-	-	-	16	0.40
Health Services Administrator	-	8	8	8	8	8	-	40	1.00
Director of Nursng	-	8	8	8	8	8	-	40	1.00
Adminstrative Assistant	-	8	8	8	8	8	-	40	1.00
RN Physicals		8	8	8	8	8	-	40	1.00
RN QI / IC/Education		8	8	8	8	8		40	1.00
								-	-
RN - Infirmiry	12	12	12	12	12	12	12	84	2.10
LPN Sick Call	-	8	8	8	8	8	-	40	1.00
LPN Pharmacy Tech		10	10	10	10	10		50	1.25
LPN - Med Nurse	24	24	24	24	24	24	24	168	4.20
LPN /MA/Paramedic Booking	12	12	12	12	12	12	12	84	2.10
LPN - Courts	-	8	8	8	8	8	-	40	1.00
MA/C.N.A. Clinical Assistant	-	8	8	8	8	8	-	40	1.00
MA/C.N.A. Infirmiry Assistant	8	8	8	8	8	8	8	56	1.40
Mental Health Professional	-	6	6	6	6	6	-	30	0.75
Licensed Mental Health Worker	-	8	8	8	8	8	-	40	1.00
Medical Records Clerk	-	12	12	12	12	12		60	1.50
								-	-
	-	-	-	-	-	-	-	-	-
Evening Shift									
								-	-
								-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
								-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Night Shift									
RN Infirmiry	12	12	12	12	12	12	12	84	2.10
LPN/C.N.A./ M.A. Infirmiry Care Tech	8	8	8	8	8	8	8	56	1.40
LPN Med Nurse	24	24	24	24	24	24	24	168	4.20
LPN/Paramedic/MA/C.N.A. Booking	12	12	12	12	12	12	12	84	2.10
LPN		6	6	6	6	4		28	0.70
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
TOTAL HOURS/FTEs per week	112	242	242	250	234	248	112	1,440	36.00
Day Shift Total	56	180	180	188	172	188	56	1,020	25.50
Evening Shift Total	-	-	-	-	-	-	-	-	-
Night Shift Total	56	62	62	62	62	60	56	420	10.50

* FTE represents 2,080 annually inclusive of paid leave (sick, vacation, holiday, etc.)
 ** Scheduling is flexible based upon custody requirements and the needs of the population.
 Day shift 7am - 7pm; Night shift 7pm - 7am for nursing positions scheduled.
 Evening shift 3pm - 11pm.

Fiscal Year 2021 (October 1, 2020 – September 30, 2021)



FY2021.xlsx

Fiscal Year 2022 (October 1, 2021 – January 31, 2022 *only*)



FY2022.xlsx