



COORDINATING COMMITTEE

**PUR-1423
ADDENDUM NO. 3
REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS AND EXPERIENCE,
TECHNICAL PROPOSALS AND PRICE PROPOSALS
COMPREHENSIVE HEALTH CARE FOR INMATES**

DATE: Tuesday, April 23, 2019

Proposals Due: Friday, May 3, 2019
(Revised Due Date via Addendum No. 3) 4:00 P.M.

To Proposers:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and/or clarify the original Request for Proposal (RFP) documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of eight (8) pages and one (1) attachment.

NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible, and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include, but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: All references in the Request for Proposal document made to the submittal deadline for Qualifications & Experience / Technical Proposals and Price Proposals have been extended to no later than **4:00 P.M. (EDST), Friday, May 3, 2019.**

ITEM NO. 2: *Inquiry:* What company is the current provider for health care services for inmates in Washington County?

Response: The contract was awarded to Conmed in 2014 who then became Correct Care Solutions and currently are named Wellpath.

100 West Washington Street, Room 3200 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331 | TDD: 711

ITEM NO. 3: Inquiry: What is this the annual contract amount for the most current year? (We see that medical expenditures in FY 18 were \$1,381,406.94 but want to know if that is the amount of the contract or if that includes any additional medical expenditures paid by the County.)

Response: The contract amount for FY '19 is \$1,470,712.18; however, the actual expenditure is dependent upon increases or decreases in facility population. The FY '18 contract amount was \$1,447,551.36 with actual expenditures based upon decreases in facility population.

ITEM NO. 4: Inquiry: RFP Attachment No. 2
Please clarify whether the County is providing property insurance and insures the facility for all-risk property fire insurance.

Response: Property and casualty insurance is provided by the County.

ITEM NO. 5: Inquiry: RFP Item I.R, p 3
Who is financially responsible for hospitalizations that occur prior to booking – the County or the Contractor?

Response: Once an individual is committed to the Detention Center the contractor is financially responsible for hospitalizations even if the individual has not been processed in Central Booking.

ITEM NO. 6: Inquiry: RFP Item III.B.1.e, p 6
Please clarify whether the County is requesting two (2) full-time Mental Health Professionals in addition to the full-time Masters level social worker under the grant.

Is it the County's intention to continue the grant funding of three hours of Psychiatrist time in the new contract?

Response: The contractor will be responsible for providing two (2) full-time MD licensed Mental Health Professionals Master's Level (total of 80 hours per week) and one Psychiatrist for eight (8) hours per week. There is no grant funding for Psychiatrist expected.

ITEM NO. 7: Inquiry: RFP Item III.D, p 6
Is it the County's intent that only emergency care is expected in Central Booking (as per RFP Item 3.BB, p 9)?

If not, please describe the services required.

Response: The contractor will provide emergency care and assist Central Booking staff by determining if an individual is medically stable enough to be accepted from an arresting agency.

ITEM NO. 8: Inquiry: RFP Item III.J, p 7
Please confirm that "institutional charges" refer to hospitalization charges. If it includes anything else, please describe.

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

Response: Yes, hospitalization charges.

ITEM NO. 9: Inquiry: RFP Item III.X, p 9
Is it the County's intent that the Contractor is financially responsible for medical expenses for an arrestee who is hospitalized prior to being booked?
If so, please describe the process for reimbursement to the Contractor.

Response: The contractor is financially responsible for medical expenses of all inmates committed by the court system to the custody of the Sheriff's Office. The contractor is not responsible until a commitment is issued.

ITEM NO. 10: Inquiry: RFP Item VIII.C.1, p 12
Please clarify. Page 12 requires the respondent to provide the monthly cost for an ADP of 400; however, the Proposal Form (Attachment No. 3) requires the monthly cost for an ADP of 450. Should the 400 ADP price be indicated (a) in our narrative or (b) somewhere on the form?

Response: Attachment No. 3 should read ADP of 400 the same as page 12. Please see the Attached **Revised** Form of Proposal.

ITEM NO. 11: Inquiry: Please provide a copy of the current health services agreement to include any and all addendums.
a. Was the current health services provider assessed any fines or penalties for the following years, and if so what were the total amounts for each year?
i. 2019 (to date)
ii. 2018
iii. 2017

Response: No fines or penalties were assessed.

ITEM NO. 12: Inquiry: In accordance with the RFP, III Scope of Work, paragraph J: The Contractor shall pay for any in-patient hospitalizations as well as all out-side physician services. Please confirm this is a full vendor risk proposal.

Response: Yes, this is a full vendor risk proposal.

ITEM NO. 13: Inquiry: In accordance with the RFP, III Scope of Work, paragraph W: The Washington County Detention Center shall file for reimbursement, with appropriate documentation from the Contractor, pursuant to Maryland Code Correctional Services Article, Section 9-405 for reimbursement for individual inmates medical expenses in excess of \$25,000.00. Please confirm all funds received for individual inmates medical expenses shall be reimbursed to the Contractor.

Response: All funds reimbursed by the State pursuant to Maryland Code Correctional Services Article, Section 9-405 shall be reimbursed to the contractor upon receipt of funds

from the State of Maryland.

- ITEM NO. 14:** Inquiry: Please the total 2018 expenses for:
- a. Hospitalizations
 - b. Outside / Specialty Consults
 - c. Phaimacy

Response: The County is unable to provide this information.

- ITEM NO. 15:** Inquiry: May alternative pricing proposals be submitted that conform to all aspects of the RFP to include, but not limited to, a risk sharing model for medical expenses?

Response: No, the bidders shall bid the RFP specifications as written.

- ITEM NO. 16:** Inquiry: In accordance with the RFP, VIII Submittal Instructions, paragraph C and Pricing Form Attachment 3 Work, paragraph B: There appears to be a contradiction in the number of inmates to use for forecasting the base monthly charge. Submittal instructions, paragraph C states 400 inmates and the Pricing Form specifies 450 inmates. In order to accurately price the RFP please clarify the number of inmates to use in forecasting the base monthly charge.

Response: Attachment No. 3 should read ADP of 400 the same as page 12. Please see the attached **Revised** Form of Proposal.

- ITEM NO. 17** Inquiry: Are there any changes to the requirements in the RFP that are different from the current health services agreement to include:
- a. Line staff hours
 - b. Provider hours
 - c. Staffing penalties
 - d. Catastrophic Caps

Response: Yes, III. B. 1. f (3) Night shift. Minimum of two (2) full-time LPN. Current agreement is one (1).

- ITEM NO. 18:** Inquiry: Please provide a copy of any additional health services contracts/ agreements (for services provided to inmates at the Facilities), that are in addition to the base contract, to include pricing for:
- a. Hospitals
 - b. Outside / Specialty Consults
 - c. Pharmacy Services
 - d. Laboratory Services
 - e. Radiology Services
 - f. Dialysis Services

Response: The County is unable to provide this information.

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

ITEM NO. 19: *Inquiry* Does the current staffing pattern differ from the staffing pattern in the RFP?

Response: Yes.

ITEM NO. 20: *Inquiry:* May a Psychiatric PA/CRNP be used to satisfy the Psychiatric hourly requirements?

Response: No, the bidders shall bid the RFP specifications as written.

ITEM NO. 21: *Inquiry:* Are there any other additional staffing requirements that are contained in the language of the RFP that are not included in the staffing pattern provided?

Response: The County requirements are listed in section III. B. 1 of the RFP. Any additional staffing is at the discretion of the current contractor.

ITEM NO. 22: *Inquiry:* Please provide a list of the current vacancies.

Response: One (1) Full-Time Mental Health Professional, One (1) Full-Time LPN, Three (3) Part-Time LPN.

ITEM NO. 23: *Inquiry:* Please provide a detailed list or register of all employees and subcontractors currently working in the medical department to include their names, titles, credentials and years of service (Example: Health Services Administrator, Medical Director, Psychiatrist, Dentist, Physician Assistants, Nurse Practitioners, RN's, LPN's, MA's)

Response: This is proprietary information between the County and the present Contractor.

ITEM NO. 24: *Inquiry:* In accordance with the RFP, I Introduction, paragraph I and III Scope of Work, paragraph B: There appears to be a contradiction in the minimum staff requirements. Paragraph identifies a full time Administrative Assistant while paragraph B does not include the position. In order to accurately price the medical department staffing pattern a staffing matrix by shift by day of the week is required. Please clarify this requirement for the Administrative Assistant position and please provide the minimum medical department staffing matrix by shift and day of the week.

Response: The County requirements are listed in section III. B. 1 of the RFP. The Administrative Assistant position was not required by the County in the previous RFP or the current RFP.

ITEM NO. 25: *Inquiry:* Are any members of the current medical staff represented by a union or collective bargaining unit?

- a. If so, can we be provided with a copy of the current union agreement?

Response: No representation.

ITEM NO. 26: Inquiry: Are there any consent decrees, law suits or litigation pending that will affect this new contract?

Response: No.

ITEM NO. 27: Inquiry: Is internet access available to the health services provider?

Response: Yes.

ITEM NO. 28: Inquiry: Is the health services provider able to assess and treat inmates via:

- a. Tele-Medicine
- b. Tele-Psychiatry
- c. Tele-Psychology

Response: No, the bidders shall bid the RFP specifications as written.

ITEM NO. 29: Inquiry: Please provide the total number of Administrative Staff and /or Correctional Officers who require:

- a. PPD
- b. Hepatitis B Vaccine

Response: The Center has 133 allotted positions when fully staffed that require PPD. The number of Hepatitis B Vaccines depends upon the number of new hires. In 2018 there were eleven (11) new hires. There are currently eight (8) correctional vacancies.

ITEM NO. 30: Inquiry: Please confirm that the selected contractor will not be financially responsible for Administrative Staff and /or Correctional Officers who require:

- a. Chest X-Rays
- b. Hepatitis A Vaccine
- c. Flu Vaccine

Response: The selected contractor will not be financially responsible for Administrative Staff and/or Correctional Officers requiring Chest X-Rays, Hepatitis A Vaccine or Flu Vaccine.

ITEM NO. 31: Inquiry: Who is financially responsible for the replacement or repair of the medical department's equipment? (Example: exam tables, medication carts, dental chair, and dental x-ray)

Response: The items listed in section I. G. are owned by the County and are the responsibility of the County to repair or replace. The medication carts are the property of

the pharmacy.

ITEM NO. 32: *Inquiry:* Please provide the number of inmates at Washington County Detention Center who died while incarcerated in the following years:

- a. 2018
- b. 2017
- c. 2016
- d. 2015

Response: a. zero, b. zero, c. zero, d. one.

ITEM NO. 33: *Inquiry:* Please provide the number of inmates at Washington County Detention Center who attempted suicide in the following years:

- a. 2018
- b. 2017
- c. 2016
- d. 2015

Response: a. zero, b. one, c. two, d. four.

ITEM NO. 34: *Inquiry:* Please provide the number of inmates at Washington County Detention Center who were treated for detoxification in the following years:

- a. 2018
- b. 2017
- c. 2016
- d. 2015

Response: a. three hundred, sixty-three, b. three hundred, eighteen, c. two hundred, sixty-four, d. two hundred, eighty-three.

ITEM NO. 35: *Inquiry:* Please provide the number of inmates at Washington County Detention Center who were treated for Hepatitis A, B, and C in the following years:

- a. 2018
- b. 2017
- c. 2016
- d. 2015

Response: The information for 2015 is not available.

Hepatitis A	Hepatitis B
2018 – one	2018 - zero
2017 – one	2017 - zero
2016 – zero	2016 – five


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Comprehensive Health Care Services for Inmates
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- ITEM NO. 36:** Inquiry: Please provide the number of lawsuits arising out of the medical care provided at the Washington County Detention Center that were filed in the following years:
- a. 2018
 - b. 2017
 - c. 2016
 - d. 2015

Response: a. three, b. zero, c. one, d. one.

- ITEM NO. 37:** Proposers shall submit the **Revised** Form of Proposal as their Price Proposal submittal no later than **4:00 P.M., (EDST), Friday, May 3, 2019.**

By Authority of:



Rick Curry, CPPO
Director of Purchasing

PUR-1423
COMPREHENSIVE HEALTH CARE SERVICES FOR INMATES
REVISED PROPOSAL FORM

The Firm of: _____

Hereby agrees to provide the requested services as defined in the proposal, attachments thereto, and Addenda No. _____, Dated _____; No. _____, Dated _____; No. _____, Dated _____ at the following contract prices for: (Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

Item No.	Item	Written Price	Figures
1A	Monthly Fee Based on 400 Inmates	_____ Dollars (Written) _____ Cents (Written)	\$ _____
1B	Fee Subtotal (12 months) (12 mos. x 1A)	_____ Dollars (Written) _____ Cents (Written)	\$ _____

Item No.	Item	Written Price	Figures
2A	Fee Per Inmate Over/Under 400 Inmates Per Month	_____ Dollars (Written) _____ Cents (Written)	\$ _____
2B	Fee Subtotal (Based on an Additional 50 Inmates Per Day x 365 Days)	_____ Dollars (Written) _____ Cents (Written)	\$ _____
Total Proposal Based on Monthly Average of 450 Inmates (Sum Total Item Nos. 1A through 2B)		_____ Dollars (Written) _____ Cents (Written)	\$ _____ (Written Numerals)

PROPOSER MUST SIGN HERE

Firm Name: _____

Address: _____

Signature of Officer of Firm: _____

Printed Name and Title: _____

Telephone No.: _____ Fax No.: _____

E-mail Address: _____ Federal Employer's Identification No.: _____

Remarks/Exceptions: _____

For Informational Purposes Only: Has your company/firm been certified by the State of Maryland as a Minority Business Enterprise?
(Please check below.)

_____ Yes _____ No