



1112 Manatee Ave. West
Bradenton, FL 34205
purchasing@mymanatee.org

Solicitation Addendum

Addendum No.: 2
Solicitation No.: 18-R068859AJ
Project No.:
Solicitation Title: Correctional Health Care Services
Addendum Date: June 28, 2018
Procurement Contact: Abigail Jenkins

RFP 18-R068859AJ IS AMENDED AS SET FORTH HEREIN. RESPONSES TO QUESTIONS POSED BY PROSPECTIVE PROPOSERS ARE PROVIDED BELOW. THIS ADDENDUM IS HEREBY INCORPORATED IN AND MADE A PART OF RFP 18-R068859AJ

Add:

EXHIBIT 2, PROPOSAL RESPONSE, 2.02 PROPOSAL FORMAT, B. TAB 2 – MINIMUM QUALIFICATION REQUIREMENTS

The following Item 12 has been added to Exhibit 2, Proposal Response, 2.02 Proposal Format, B. Tab 2 - Minimum Qualification Requirements:

12. Attendance to the Information Conference and Facility Tour is Mandatory. Proposals will only be evaluated from Proposers whose Representatives registered and attended the mandatory Information Conference and Facility Tour.

County will verify attendance from the Information Conference Sign-In Sheet and the Manatee County Sheriff's Office Corrections Bureau Facility Entry Log.

NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added or changed. All other terms and conditions remain as stated in the RFP.

End of Addendum

INSTRUCTIONS:

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

AUTHORIZED FOR RELEASE: 

Purchasing Department
 Manatee County Government
 1112 Manatee Ave W, Suite 803
 Bradenton, FL 34205
 Phone: 941-748-4501



MANDATORY PRE-BID INFORMATION CONFERENCE ATTENDANCE

RFP NO. 18-R068859AJ RFP Title: **CORRECTIONAL HEALTH CARE SERVICES**

Time: 10:00 Date: 25-Jun-18

NAME (Please Print)	COMPANY NAME	PHONE	FAX	EMAIL
Jennifer Shadman	Corizon	615-604-7574		jennifer.shadman@corizonhealth.com
Percy L Fether	NaphCare	(205) 536-8490		perc.y.good@naphcare.com
Heather Fether	NaphCare	(813) 247-0816		heather.fether@naphcare.com
Jim Guzman	Centurion	703-749-4400		JGuzman@CENTURIONHCARE.COM
Victoria Love	Centurion	954-445-9274		VL0VE@CENTURIONOFFL.COM
EVERETT CUMPLER	COVIZOR HEALTH	615-600-1426		everettk.cumpler@covizorhealth.com
Rodney Allen	Rodney Allen and Associates LLC	918-896-2463		Rodney.a.Allen@gmail.com
Paula Margarete	Corizon	941-288-0951		Paula.margarete@corizonhealth.com
Charlene Gandy	MHHA	703-749-4600		cgandy@mh-services.com
Zela Gurrea	CAGE	361-569-5094		zela.gurrea@cagecar.com
Don Morgan	Armer	763-330-8770		donald.h.morgan@qmail.com
Meghan Taylor	Armer	913-486-0539		mtaylor@arnoldandbeal.com
Heather Fether	Armer	321-840-4248		heather.garza@arnoldandbeal.com
Heather Fether	Armer	724-484-5016		h.fether@arnoldandbeal.com
Polly W. Berner	Armer	940-779-7220		KBerner@correctionalsolutions.com



Soil Tours

MANATEE COUNTY SHERIFF'S OFFICE
CORRECTIONS BUREAU
FACILITY ENTRY LOG



DATE	TIME IN	AGENCY	VISITORS NAME (PLEASE PRINT LEGIBLY)	PURPOSE OF VISIT (INMATE NAME)	DESTINATION (HOUSING / DORM / AREA)	TIME OUT
6/25/18	11:50A	County Gov	Joshua Barnett	RFP Tour	Dining Rm / Tour	2:00
6/25/18	11:50A	County Gov	Abigail Jenkins	RFP Tour	Dining Rm / Tour	2:00
6/25/18	12:40	CESTRON	Tim Glick	RFP Tour	Tour	2:00
6/25/18	12:40	MHM	Charlene Sandy	RFP Tour	Tour	1:40
6/25/18	12:40	NopCare	Heather Fether	RFP Tour	Tour	2:00
6/25/18	12:40	NopCare	Frey Spill	RFP Tour	Tour	2:00
6/25/18	12:40	CMAC	Jeanne Barnes	RFP Tour	Tour	2:00
6/25/18	12:40	Centurion	Victoria Lewis	RFP Tour	Tour	1:40
6/25/18	12:50	Cozy	Ruba Mangala	RFP Tour	Tour	2:00
6/25/18	12:50	Cozy	Estrella Ramirez	RFP Tour	Tour	2:00
6/25/18	12:47	CMGC	Zela Guirao	RFP Tour	Tour	2:00
6/25/18	12:49	OS	Heather Rayko	RFP Tour	Tour	2:00
6/25/18	12:49	OS	Holly Werner	RFP Tour	Tour	2:00



Mandatory Solicitation Information Conference

RFP NO. 18-R068859AJ

Due Date: July 23, 2018 @ 3:00 P.M.

Please silence your cell phone.



Agenda

- Introductions
- Lobbying Limitation
- Notifications
- Solicitation Schedule
- Instruction for Facility Tour
- Evaluation of Proposals
- Background
- Specifications / Scope
- Minimum Qualifications
- Mistakes That Could Cost You



Lobbying Limitation

Lobbying prohibition limits communication between:

- Prospective offerors or their agents, representatives, or persons acting at the request of such offeror,
- and
- County officers, agents or employees other than the Procurement Official (e.g., County Commissioners, County Administrator, County Consultants)

Includes copying such person on written communications but does not apply to interviews / presentations / demonstrations to the evaluation committee or at a commission meeting where the Commission is considering approval of a proposed contract.



Lobbying Limitation

- The limitation against lobbying begins at the date and time solicitations advertise and ends upon execution of the final contract.
- All inquiries/communications regarding RFP must be submitted to purchasing@mymanatee.org
- Attn: Abigail Jenkins
- Violations of the Lobbying Limitation can result in



Notifications

- The County utilizes the following methods for notification and distribution of solicitation opportunities:
 - County Website www.mymanatee.org
 - DemandStar www.demandstar.com
 - Request via email purchasing@mymanatee.org
 - Hard copies are available at County Administration Bldg, 8th fl
- These are the only authorized methods
- Bidder must verify the validity of all RFP documents and solicitation information received from other sources



Solicitation Schedule

ACTIVITY	DATE
Applications due for security background checks (Exhibit 5) to attend the mandatory Facility Tour.	June 21, 2018, 4:00 p.m.
Mandatory Information Conference, 1112 Manatee Ave. West, Bradenton, FL Ste. 803	June 25, 2018, 10:00 a.m.
Mandatory Facility Tour, Sheriff's Office Central Jail Facility	June 25, 2018 immediately following the Information Conference
Question and Clarification Deadline	July 2, 2018
Final Addendum Posted	July 9, 2018
Proposal Response Due Date and Time	July 23, 2018, no later than 3:00 p.m.
Technical Evaluation Meeting	August 2, 2018
Technical Evaluation Meeting	August 6, 2018
Interviews/Presentations (if conducted)	August 13, 2018
Best and Final Offers Due (if requested)	August 15, 2018
Final Evaluation Meeting	August 16, 2018



Facility Tour

- Jail Tour Start Time: 1:00 PM
- Jail Tour Guide: Captain Susan Jones
- Designated Spot for Attendees to Arrive/Wait:
Upon arrival at the Manatee County Jail Central Jail front desk Lenell or a designee will meet you and bring you to the administration floor and we will kick off the tour from the situation room.
(Transportation **will not** be provided to and from the facility)
- ID are required to enter the facility
- Lockers will be provided for personal items, please do not bring any items larger than a small hand bag.



Due Diligence Evaluation of Proposals

- During the due diligence review, proposals are evaluated to determine whether each Proposer is responsive and responsible.
- A responsible Proposer means a Proposer that meets the qualification requirement(s) of this RFP.
- A responsive Proposer means a Proposer that has submitted a Proposal that conforms in all material respects to the requirements in the RFP.



Background

- The Manatee County Sheriff's Office (MSO) and Neighborhood Services Department in Partnership is seeking proposals for Correctional Health Care Services (CHS) for Manatee County Jail, located at 14470 & 14490 Harlee Road, Palmetto, FL 34221, with a daily average inmate population of 1,084 which is a 13.7% 4 year growth rate.
- Correctional Health Care Services are needed to address the continued increase in medical cost and the high inmate health needs in the County.
- The purpose of this proposal is to establish the provision for comprehensive healthcare services, healthcare personnel and program support services for Manatee County and the Correction Bureau of the Manatee County Sheriff's Office.



Minimum Qualifications

- Proposer must be registered with the State of Florida. Division of Corporations to do business in Florida.
- Proposer and/or its subcontractor(s) must hold certifications and/or licenses to practice in the State of Florida for each of the following (as applicable): (a) Medical Doctor (MD), (2) Doctor Osteopathy (D.O.), (3) Physician Assistant (PA), (3) Advanced Registered Nurse Practitioner (ARNP), (4) Registered Nurse (RN), (5) Licensed Practical Nurse (LPN), (6) Psychiatrist, (7) Doctor of Dental Medicine/Doctor of Dental Surgery (DMD/DDS), and (8) Pharmacist.



Minimum Qualifications

- In addition to Florida Statutory requirements governing the provision of services and the requirements of this RFP, Proposer must agree to provide services per the standards and requirements of the following:
 - American Correctional Association (ACA)
 - Florida Model Jail Standards (FMJS)
 - The Florida Correction Accreditation Commission (FCAC) standards
 - Prison Rape Elimination Act (PREA).
- Must have provided Correction Health Care services for at least 1 clients since 2012, which included a facility that achieved and maintained an American Correctional Association (ACA) accreditation during the term of the agreement.



Minimum Qualifications

- Must NOT be listed on the Florida State Board of Administration, Scrutinized List of Prohibited Companies.
- If submitting as a joint venture, must file the required documents with the Florida Department of Business and Professional Regulation.
- Must have no reported conflict of interest in relation to this RFP.



Minimum Qualifications

- Proposer must attest its agreement, sign and submit Attachment E attesting to providing services in accordance with all applicable federal State and local laws and the Specifications, Standards, and Requirements of FMJS, ACA, FCAC, and PREA.
- Proposer must provide a statement from Proposer' surety, on surety company letterhead and signed by an authorized official of surety, that Proposer has the unencumbered bonding capacity of at least \$500,000 for a Performance and Payment Bond and if Proposer is awarded, will issue such bond to Manatee County BCC upon request.



Background

- Manatee County is Florida's 15th most populous county with about 370,000 residents, with a projected 5.4% growth increase by 2020.
- Average daily population of jail is 1,084 which is a 13.7% 4-year growth rate.
- Average length of stay at jail is 33 days; Average Sentence is 6 months.
- Custody: 15% Maximum, 40% Medium, 25% High Medium, 20% Minimum.
- Rated Jail Capacity: 1,468 (Annex 480 and Central Jail 988); Operational Capacity: 1,844 (Annex 480 and Central Jail 1,364).
- Offenders:
 - Age Range 15-83
 - Gender 81% Male
 - Race 65% White/Caucasian, 35% Black/African American
- Health Considerations:
 - Five (5) attempted suicides per year on average



Specifications/Scope

- Proposer shall furnish all equipment, labor, materials, supplies, licensing, transportation, and other components necessary to provide Correctional Health Services that will meet the requirements of the County as describe in detail in the RFP documents.

- | | |
|-------------------------------|-------------------------|
| • Medical Services | Equipment and supplies |
| • Psychiatric Services | Housekeeping Duties |
| • Dental Services | Emergency Medical Needs |
| • Pharmacy Services | |
| • Discharge /Intake /Services | |
| • Telephone Services | |
| • Transportation of inmates | |

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Insurance

- Workers' Compensation - statutory limits.
- Employers' Liability –
 - not less than \$100,000 for each accident,
- Comprehensive General Liability Insurance:
 - not less than \$1,000,000.00 per occurrence
 - \$2,000,000.00 in the aggregate for Bodily Injury and Property Damage.
- Professional Liability Insurance
 - not less than \$1,000,000.00 bodily injury and Property Damage each Occurrence
 - \$3,000,000.00 in the General aggregate



Contract Term

- Three (3) Year Base Years
- Renewal options: Four (4) renewal options



Trade Secrets

- Proposers must identify any trade secret being claimed in accordance with Florida Statute and the instructions in Exhibit 2 of the RFP.
- **Designation of the entire Proposal as ‘Trade Secret’, ‘Proprietary’ or ‘Confidential’ is not permitted and may result in a determination that the Proposal is non-responsive and therefore will not be evaluated or considered.**
- Trade secret material must be segregated from the portions of the Proposal that are not being declared as trade secret.



Evaluation Criteria

Criteria	Maximum Points
Capacity	20
Approach to Quality Services	15
Approach to Intake and Discharge	15
Proposer and Team's Experience	25
Technical Requirements	10
Fees	10
Interviews	5

* If interviews/presentations are not conducted, no points will be given for this criterion.



Proposal Response

- Statement of Organization
- Minimum Qualifications
- Proposer and Team's Experience
- Capacity
- Approach to Quality Services
- Approach to Intake and Discharge
- Technical Requirements
- Fees Proposal



Mistakes That Could Cost You!

- Delivering the response after the deadline.
- Failing to provide the information requested for the “Minimum Qualifications”
- Not presenting questions regarding minimum requirements, scope/specifications, terms and conditions, or other provisions prior to the deadline for delivery of questions.



Mistakes That Could Cost You!

- Providing information that is not legible, too small or blurry
- Failing to acknowledge addenda
- Failing to sign the response



Lobbying Limitation

- The limitation against lobbying begins at the date and time solicitations advertise and ends upon execution of the final contract.
- All inquiries/communications regarding RFP must be submitted to purchasing@mymanatee.org
- Attn: Abigail Jenkins