

REQUEST FOR PROPOSAL #12-0415FL CORRECTIONAL CENTER HEALTHCARE SERVICE

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other legal entities (licensed and qualified Correctional Center Healthcare Services Provider) authorized to do business in the State of Florida, for the purpose of obtaining professional services for a comprehensive healthcare service for the Correction facilities managed by the Manatee County Sheriff's Office.

MANDATORY PREPROPOSAL and SITE VISIT CONFERENCE: To insure that all prospective Proposers have sufficient information and understanding of the County's needs, a **Mandatory Preproposal and Site Visit Conference** will be held **March 23, 2012 at 9:30AM** at the Manatee County Sheriff's Office Central Jail Facility see page 15 for details.

DEADLINE FOR CLARIFICATION REQUESTS: **March 27, 2012 at 5:00 PM** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request For Proposals to the Manatee County Purchasing Office. This deadline has been established to maintain fair treatment for all potential bidders or proposers, while ensuring an expeditious transition to a final agreement.

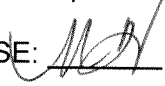
TIME AND DATE DUE: Proposals will be received until **April 13, 2012 at 3:00 P.M.** at which time they will be **publicly opened**. All interested parties are invited to attend this opening.

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NOTE: A prohibition of Lobbying is in place. Please review Section A item A.16 carefully to avoid violation and possible sanctions.

FOR INFORMATION CONTACT:
Frank G. Lambertson, Purchasing Division Contracts Negotiator at (941) 749-3042, FAX (941)749-3034, Manatee County, Financial Management Department, Purchasing Division

AUTHORIZED FOR RELEASE: 

SECTION A: INFORMATION TO PROPOSERS

A.01 OPENING LOCATION

These proposals will be publicly opened at Manatee County Purchasing, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205, in the presence of County officials at the time and date stated on the cover sheet. All proposers or their representatives are invited to attend.

A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

Bids and Proposals on <http://www.mymanatee.org>

Bid or Proposal documents and the Notices of Source Selection related to those Bids or Proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals". You may view and print these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have it.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the RFP Tool web page on the Chambers website: <http://www.Manateechamber.com> to post Bid and Proposal documents in a portable document format (.PDF) file and made available to the its' members. This step is in addition to the posting on Manatee County Government web pages.

Manatee County may also use an internet service provider to distribute Bids and Proposals. A link to that service <http://www.DemandStar.com>, is provided on this website under the Tab "DemandStar". Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Note: The County posts the **Notice of Source Selection** seven (7) calendar days prior to COMMENCING NEGOTIATIONS with the selected firms.

IT IS THE RESPONSIBILITY OF EACH PROPOSER, PRIOR TO SUBMITTING THEIR PROPOSAL, TO CONTACT THE MANATEE COUNTY PURCHASING OFFICE (see contact information on page one of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR PROPOSAL.

A.03 PROPOSAL FORM DELIVERY REQUIREMENTS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their proposal delivered to the Manatee County Purchasing office for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Purchasing Office. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense.

Proposals must be submitted in the format specified in Section B hereof. The contents of each proposal shall be **separated and arranged with tabs in the same order as listed in the Subsections within Section B** identifying the response to each specific item thereby facilitating expedient review of all responses.

A.04 CLARIFICATION & ADDENDA

Each proposer shall examine all Request for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request For Proposal shall be made in writing through the Manatee County Purchasing Office. The County shall not be responsible for oral interpretations given by any County employee, representative, or agent.

The issuance of a written addendum by the Purchasing Official's Office is the only official method whereby interpretation, clarification or additional information can be given.

Addenda shall be posted on <http://www.mymanatee.org>

It shall be the responsibility of each proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Office at (941)748-4501, ext. 3053 to determine if addenda were issued and to acknowledge Addendum(s) where indicated on the Proposal Signature Form.

DEADLINE FOR CLARIFICATION REQUESTS

???? ??, 2012 at 5:00 PM shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request For Proposals to the Manatee County Purchasing Office.

This deadline has been established to maintain fair treatment for all potential bidders or proposers, while ensuring an expeditious transition to a final agreement.

A.05 SEALED & MARKED

One (1) signed Original (marked Original) and Seven (7) Copies (marked Copy) of your proposal shall be submitted in one sealed package, clearly marked on the outside "**Sealed Proposal #12-0415FL**" and addressed to:

Manatee County Purchasing
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership, individual, joint venture). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the proposer.

A.08 EXAMINATION OF OFFER

The examination of the proposal and the proposer generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Proposals become "Public Records" Thirty days (30) after the proposal opening or if an award decision is made earlier than this time as provided by Florida Statute 119.071 (1) (b). **No review of the proposal documents shall be conducted at the public opening of the proposals.**

Manatee County will make public at the opening the names of the business entities of all that submitted an offer and any amount presented as offers by location without any verification of the mathematics or the completeness of the offer.

A.10 ERRORS OR OMISSIONS

Once a proposal is submitted, the County shall not accept any request by any proposer to correct errors or omissions in the proposal.

A.11 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the contract to a responsible proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final.

Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.12 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Code of Laws 2-26, as amended.

Procedures and deadlines concerning protests related to this Request For Proposals shall be those which are set forth in §2-26-61 of the County Code.

A.13 CODE OF ETHICS

With respect to this proposal, if any proposer violates or is a party to a violation of the Code of Ethics of Manatee County per Manatee County Code of Laws, Article III, Ethics in Public Contracting, and/or Florida criminal or civil laws related to public procurement

including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work or for goods or services for Manatee County.

The County presumes that all statements made and materials submitted in a proposal will be truthful. If a proposer is determined to be untruthful in its proposal or any related presentation, such proposer may be disqualified from further consideration regarding this Request for Proposals.

A.14 COLLUSION

By offering a submission to this Request For Proposal the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, the proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.15 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, 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.

In addition, Manatee Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the purchasing official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, the Code requires all persons or entities desiring to contract with the County to execute and file with the purchasing official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with the County. **Proposer is to complete Attachment "A"**

A.16 LOBBYING

After the issuance of any Request For Proposals, prospective proposers or any agent, representative or person acting at the request of such proposer shall not contact, communicate with or discuss any matter relating in any way to the Request For Proposals with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request For Proposals. This prohibition begins with the issuance of any Request For Proposals and ends upon an award of the final contract, when all solicitations have been rejected, or when the request has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Code of Law Chapter 2-26.

A.17 EQUAL EMPLOYMENT OPPORTUNITY

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective proposers that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

A.18 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the public meetings specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity to request accommodations.

END SECTION A

SECTION B: FORM OF PROPOSAL

This section identifies specific information which must be contained within each proposal. The contents of each proposal shall be **separated** and **arranged with tabs** in the same order as listed in **Sections B.01 through B.04**, identifying the response to each specific item.

The information that you provide shall be used to determine those Proposers with perceived ability to perform the Scope of Services as stated in this Request for Proposal which may overall best meet the needs of Manatee County. A review with those Proposers reasonably susceptible of being selected for award may be conducted for the purposes of clarification of both ability and benefit to Manatee County. See Section C Selection.

B.01 MINIMUM QUALIFICATIONS TO BE CONSIDERED:

Proposer must: 1.) be certified and licensed in the State of Florida to provide the healthcare services proposed (Provide certifications and licenses); and 2.) have **No less than THREE (3) contracts with correctional facilities in the United States providing the proposed services.** **Firms and/or individuals qualifications must be detailed as follows:**

Qualifying Correctional Center Healthcare Service Agreements. References to be given are to be limited to those agreements which include all of the following work elements performed by the proposer:

- a. **Each** qualifying agreement must have been for the provision of General Medical, Psychiatric, Dental, and Pharmacy services.
- b. Agreement must be of duration of not less than one (1) year.
- c. The inmate populations served pursuant to any single qualifying agreement shall not be less than 1,000.
- d. No less than one of the qualifying agreements shall include one facility which achieved and maintained an American Correctional Association (ACA) accreditation during the term of the agreement.
- e. Statement on surety company letterhead of the unencumbered bonding capacity for your business entity and statement that a \$500,000 Performance Bond for these services will be issued to Manatee County Government upon request.

B.02 ADMINISTRATIVE SUBMITTAL

- a. Proposal Signature Form.
- b. Public Contracting and Environmental Crimes Certification (Attachment A).
- c. Proposer shall submit their firm's policy or program as it relates to maintaining a zero tolerance drug free workplace. This response will be considered with the other criteria described herein.

B.03 INFORMATION TO BE SUBMITTED

If consultants or subcontractors were included in the agreements given to meet the minimum qualifications, detail the business entities and the services provided in the same level of detail as the Proposer is required to respond as follows:

For Each of the THREE (3) agreements given as references, meeting all of the preceding minimal standards, provide the following details:

- a. Name and location of the Client and the facility(ies), the year service began, duration of the agreement, and termination date. Specify the name and telephone number for the government's contract manager for the facility.
- b. The names of your business entity's key staff which served the facility in roles such as: Director of Medical Services; On-site Program Manager; Director of Psychiatric Services; Director of Dental/Oral Surgery Services; or certified Pharmacist. Provide the average length of employment at the facility for each of these staff.
- c. The names and telephone numbers of the persons representing the individual agencies with which the identified key staff worked.
- d. The requirements, standards, or sources of performance criteria used for the services at the facility.
- e. Specify the number of days from commencement of the engagement required for the Transition Plan from the prior service provider to your business entity completely providing all services.
- f. The staffing levels provided for the named services and the inmate populations served. Detail how many total employees were utilized including temporary, seasonal, and part time employees. List the ratio of full time employees to part time, temporary, and seasonal employees for each agreement. Provide the average length of employment at the facility for full time employees.
- g. State examples of cost savings achieved by the change from the prior service provider to your business entity.

B.04 SPECIFIC MANATEE COUNTY PROPOSAL INFORMATION TO BE SUBMITTED

- a. Provide an explanation of the business entity which you represent. Parent company, relationships to other service providers, and specify the Proposer's business entity, which holds and maintains the required licensing and which proposes to directly provide the services outlined herein to the County, and is registered with the Florida State Bureau of Professional Regulation as required by law.
- b. Identify all consultants or subcontractors which you propose to supplement the expertise of your business entity's staff and the special work which they will contribute to the project. Specify the percentage of work to be performed by the

principal (proposer) and the consultant or subcontractor for each special work service that is proposed to be provided from an entity other than the entity known as the Proposer. Identify the "key personnel" from each consultant or subcontractor business entity who will be professionally associated with this specific engagement and describe the tasks that would be assigned to that person.

- c. Experience using the proposed consultants or subcontractors: Provide a summary of the history of the Proposer's business entity as described in item a as it relates to prior projects using the consultants or subcontractors identified in item b.
- d. Detail the number of years the Proposer's business entity as described in item a has been in the business of providing correctional healthcare services.
- e. Provide a brief history of your organization and its capacity to support providing these proposed services.
- f. Provide a listing of all contracts for correctional healthcare services provided since the year 2000. For each contract specify the dates of service (beginning to end); detail specifically what services and how these services were provided; the annual amount paid for the services; and the names and phone numbers of references who can address the quality of delivered services(s).
- g. In a separate list of State of Florida experiences for each reference given in response to item f, detail wherein the standards and requirements of the Florida Model Jail Standards, American Correctional Association, were applied to the services provided.
- h. Disclose any ownership interest in other entities involved in Correctional Healthcare Services which may be a potential participant in the Request For Proposals. This ownership disclosure shall be included, whether such ownership occurs by the proposer through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership of each.
- i. Disclose any circumstance in which any of the proposer's officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the proposer's business entity and who are also active in any other entity which provides Correctional Healthcare Services similar to those in this Request For Proposals. Provide names of each individual, the position held and the entity's name and the circumstances.
- j. Describe any changes in the mode of conducting business your business entity has made in the past five (5) years, including any mergers, acquisitions, consolidations, downsizing or bankruptcy proceedings or filings. Disclose any such changes that are currently in progress which are public domain information.
- k. Provide a list of agreements your business entity or the client has terminated or was not renewed in the past three (3) years and state the circumstances.
- l. Detail the proposed steps and time frames to assure that services are fully operational at the beginning of the contract period. Describe screening, hiring procedures and time frames required for meeting all accreditation and licensure

requirements.

- m. Describe in detail the system that will be used to ensure administrative and medical service delivery during the transition period from the current provider, to include transitional inmate treatments being rendered through referrals to specialists and coordination of billings with current provider.
- n. Provide a listing of all proposed personnel by job title. Provide job descriptions and organizational chart for the program. Detail how many total employees are proposed, including temporary, seasonal, and part time employees. List the ratio of full time employees to part time, temporary, and seasonal employees.
- o. Attach copies of all resumes and credentials of such positions as: Director of Medical Services; On-site Program Manager; Director of Psychiatric Services; Director of Dental/Oral Surgery Services; certified Pharmacist.
- p. Describe the methods and practices your organization proposes to utilize to evaluate and provide appropriate medical services to inmates (to include referrals to specialists). Provide written response to the scenarios provided by the County as follows:
 - 1. Describe methods and procedures for handling arrested people who are either: 1) on Methadone or Suboxone Treatment; or 2) are HIV/AIDS positive; or 3) are pregnant. Explain how continued treatment would be made available during the person's incarceration.
 - 2. Describe how medication and treatment would be continued for inmates that work outside of the facility, leave early for court, or are not on the facilities premises during the routine schedule for treatment. Explain methods and procedures for identifying these patients and delivering medication to them at a later time.
 - 3. Provide criteria used to decide whether an inmate will be accepted or rejected based on health concerns.
- q. Describe the methods and practices your organization proposes to utilize to assure cost containment with respect to inmate medications, efficient utilization of staff(taking into consideration functional relationships and distances between facilities), specialist visits, and inmate transportation. Provide four (4) examples of successful cost containment using the proposed plan.
- r. Disclose the pending law suits made by or against the Proposer's business entity as described in item h or any of the consultants or subcontractors identified in item i. Disclose claims against the Proposer's business entity as described in item 1 or any of the consultants or subcontractors identified in item i which have been adjudicated in favor of the plaintiff or have been otherwise settled in the past five (5) years.
- s. Proposers shall provide a statement detailing the source of from where the required equipment shall be provided. Detail equipment from the County's existing inventory or proposed to be transferred from other business entities or service locations for the purposes of this agreement. List and give budget figures for all new or replacement equipment which the proposer represents that is

required. The negotiated agreement shall bind the provider to performance at their sole expense with a finite list of accepted equipment for a certain duration. Failure to appropriately list the actual needs for performance may result in termination of negotiations.

- t. Proposers shall specify the proposed requirements for office space, facilities (including telephones) and office furniture necessary to render services, as well as utilities sufficient to enable the provider to perform its obligations.
- u. The Sheriff currently maintains a separate agreement for bio-medical waste disposal services. Proposers shall specify coordination efforts to be made with the Sherriff for bio-medical waste.
- v. Discuss additional services your firm has previously implemented or proposes to implement to add value to the jail medical system of care in the following areas:
 - 1. Provision of in-jail wellness, prevention, and education programs.
 - 2. Provision of services after inmate release to promote continuity of care, including post-release advice provision.
 - 3. Obtaining 3rd party provider information from inmate, providing information to outside provider and obtaining 3rd party payments as appropriate for jail medical services.
 - 4. Collaboration with appropriate parties should a change in method of jail medical service provision become necessary during contract term.
 - 5. Implementation of any changes resulting from Medicaid expansion under the Patient Protection and Affordable Care Act (PPACA) of 2010, and/or any other health reform measures. Response to include provision for change and/or decrease in County cost, and provision for change and/or increase in services provided.
- w. Proposers shall detail the proposed fees for services based on the items detailed in the information to be submitted, items a through v, inclusive. The fee structures shall state the maximum levels of medical costs to be incurred by the proposer under the base cost for services as follows:
 - 1. Any single illness or injury requiring hospitalization or medical treatment shall be limited to:_____.
 - 2. Aggregate cost for illness or injury affecting more than one inmate requiring hospitalization or medical treatment shall be limited to:_____.
 - 3. Explain all optional costs with detailed explanation of how each would be incurred.
- x. Submit your firm's policy or program as it relates to maintaining a zero tolerance drug free workplace.

- y. Short listed proposers will be required to submit copies of relevant policies and procedures.
- z. Provide any supplemental information which you feel will be valuable to Manatee County in evaluating the qualifications of your business entity and key personnel qualifications to provide Correctional Center Healthcare Services.

NOTE (1):

The County reserves the right to make such investigation and solicit additional information or request additional submission of information as it deems necessary to determine the ability of any proposer to perform the Scope of Services stated in this Request for Proposal.

END SECTION B

SECTION C: SELECTION

C.01 EVALUATION FACTORS

Evaluation factors are price and perceived ability of the Proposer to perform the Scope of Services as stated in this Request for Proposal in the most efficient manner. These evaluation factors shall determine the proposal which will overall best meet the needs of Manatee County as determined from the responses to this Request for Proposal and subsequent investigation by the County.

C.02 RELATIVE IMPORTANCE OF EVALUATION FACTORS

No weight has been assigned to the Evaluation Factors stated above.

C.03 PRELIMINARY RANKING

A Selection Committee shall determine from the responses to this Request For Proposals and subsequent investigation as necessary, the proposer(s) most susceptible of being selected for award.

C.04 REVIEW OF PROPOSERS AND PROPOSALS

In-person reviews may be conducted with responsible proposers who are deemed reasonably susceptible of being selected for award, for the purposes of assuring full understanding of (a) conformance to the solicitation requirements, (b) the abilities of the proposer, and (c) the proposal submitted.

Proposers shall be available for presentations to and interviews with the Selection Committee, upon notification from the Purchasing Office. The date(s) and time(s) of any such presentations / interviews shall be determined solely by the County.

C.05 SELECTION FOR NEGOTIATION

The Proposer whose ability and proposal is determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in this Request for Proposal, shall be selected to negotiate an agreement for the stated Scope of Services.

C.06 AWARD

Award of an agreement is subject to the successful negotiations and the vote of the Board of County Commissioners to authorize execution of the agreement.

END SECTION

SECTION D: NEGOTIATION OF THE AGREEMENT

D.01 GENERAL

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

D.02 AGREEMENT

The selected proposer shall be required to negotiate an agreement, in a form and with provisions acceptable to Manatee County.

Negotiated Agreements may or may not include all elements of this RFP or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

Negotiated Agreements may or may not include all elements of this RFP or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

The Manatee County Board of County Commissioners will be presented the negotiated agreement(s) as the best and final offer for consideration of award and execution. The Board of County Commissioners shall determine if award of the agreement is to be: considered; rejected and direct further negotiations; rejected and terminate negotiations; or accepted, authorizing the County Administrator or his designee to execute the agreement.

D.03 Duration

It is the intent of the County to enter into a three (3) year initial term contract, with one (1) additional four (4) year term. The anticipated start date is July 1, 2012.

END SECTION D

SECTION E: SCOPE OF SERVICES

E. 01 PURPOSE

The purpose of this proposal is to obtain the provision of comprehensive healthcare services, healthcare personnel, and program support services for Manatee County and the Correction Bureau of the Manatee County Sheriff's Office. The scope of services provides a general description of the requirements. Proposer shall submit technical Proposal(s) based upon a plan of work that will accomplish the intended purpose as set forth herein.

Health care delivery is to be in accordance with American Correctional Association (ACA) standards. Collaborative, working communication is to occur among provider, correctional and County staff.

Comparable to the local medical industry, medical costs are increasing and there is a high acuity level of inmates.

The Correctional Complex is currently undergoing accreditation review by The Florida Correction Accreditation Commission (FCAC).

E.02 MANDATORY PREPROPOSAL AND SITE VISIT CONFERENCE

Mandatory Preproposal and Site Visit Conference **shall be conducted on March 23, 2012** at the Manatee County Sheriff's Office Central Jail Facility, 14470 Harlee Road, Palmetto, FL 34221.

Registration shall begin at 9:30 A.M. It is critical that the Proposer's business entity be identified during this registration process (allow thirty (30) minutes for gaining access to the facility prior to registration).

The Mandatory Conference shall begin at 10:00 A.M. After this time, no additional proposers shall be accepted for registration.

Interested proposers are invited to meet at the Manatee County Sheriff's Office Central Jail Facility, 14470 Harlee Road, Palmetto, FL 34221 for this conference and tour of the facilities. The County has afforded all proposers THREE WEEKS NOTICE to plan and consider allocating time for this conference and tour. It is estimated that this tour of the facilities and conference shall require THREE HOURS of participation.

The MANDATORY conference shall begin at **10:00 A.M.** and shall conclude with a final review following the tour of the facilities. The purpose of the conference will be to offer all interested parties the opportunity to discuss the Proposal process, the responses requested by this Request For Proposals, and to consider questions about the current health delivery needs.

The County shall not be responsible for oral interpretations given by any County employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

Failure to be registered and to attend the MANDATORY CONFERENCE shall result in the County terminating consideration of a proposal from any unregistered **business entity**.

E.03 SCOPE OF SERVICES

a. Facilities to be served

The Manatee County Sheriff's Office Correctional Complex consists of two buildings housing inmates, located on just over 70 acres, located near Port Manatee on Harlee Road on the Northern County line between Hillsborough County and Manatee County.

The following facilities are located at the Correctional Complex:

Central Jail

14470 Harlee Road
Palmetto, Florida 34221

Rated Bed Capacity: 988
Total Bed Space: 1360

Annex

14490 Harlee Road
Palmetto, Florida 34221

**Rated Bed Capacity and
Total Bed Space: 480**

TOTAL Rated Capacity: 1,468
TOTAL Bed Space: 1,840

b. Population to be Served

Inmates who, pursuant to State and/or Federal law, are County prisoners and are incarcerated in correction facilities under the supervision of the Manatee County Sheriff's Office.

Definition: Population hereinafter shall be referred to collectively as "inmates".

Note **Attachment B** - Average Daily Population.

Note **Attachment C** - Aggregate Inmate Medical Profiles.

c. Specifications and Program Requirements

The proposer shall be required to meet the following minimum specifications and program requirements. This listing is not intended to be inclusive, but to serve as a guideline for the development of a health care program.

The proposer shall provide comprehensive services that are legally defensible and which meet the requirements of all federal, state and local laws and ordinances governing health care services, in addition to all applicable health care requirements/standards associated with functions conducted within specific facilities as listed:

<u>Facility</u>	<u>Florida Medical Jail Standards</u>	<u>American Correctional Association</u>	<u>Florida Correction Accreditation Commission</u>
Central Jail	X	X	X (pending)
Annex	X	X	X (pending)

NOTE: Proposers shall elaborate on their plans for assuring that these program specific requirements are adhered to. Negotiated Contractual Performance penalties may be imposed in the event that identified deficiencies in compliance with applicable standards/requirements are not corrected within a specified period of time.

d. Services To Be Provided

1. GENERAL MEDICAL SERVICES

- a. Provide necessary, adequate, and reasonable medical services:
 - i. Within the institutions
 - ii. Inpatient hospital care and services
 - iii. Outpatient care and services
- b. Maintain medical records for each inmate booked into the facilities. All original medical records shall be owned by the Sheriff's Office, physically remain in the appropriate correction facility, be maintained pursuant to applicable laws, and be kept separate from inmate confinement records and files. Medical records will be made available to Sheriff's Office and/or County personnel when required to defend any action, formal or informal by any inmate against the Sheriff and/or the County. Provider shall cooperate with the Sheriff and/or County in responding to public record requests.
- c. Provide emergency medical services for inmates needing transfer to treatment facilities.
- d. Provide detoxification services to include medical assessment, counseling and referral services when standards or requirements specify this action to be appropriate.
- e. Provide each inmate with required history and physical assessment as well as the opportunity for sick call according to Specifications and Program Requirements. Negotiated Contractual Performance penalties may be imposed in each instance in which the allowed time frames to conduct such required history and physical assessment (pursuant to applicable standard) is exceeded.
- f. Provide primary health care to include convalescent care and preventive maintenance.
- g. Provide all specialty medical services as required by standards or requirements.

- h. Provider shall not provide elective medical care to inmates or health care services to an infant following birth. Elective medical care means any medical care which, if not provided, in the opinion of Provider's Medical Director, would not seriously jeopardize or impair the inmates health or which is not otherwise required by law, regulation or contract.
- i. Conduct specimen collection (blood draws, oral swabs etc.) from inmates, or other persons presenting for such services to satisfy certain orders of the court to meet the requirements of F.S. 796.08 (Prostitution Screenings and HIV Screenings), F.S. 943.325 (DNA Database) and/or F.S. 960.003 (Victim Notification of Results), and F.S. 943.325 (Comparative Analysis). The Manatee County Health Department currently performs HIV screenings.
- j. Provide staff (M.D., P.A., A.R.N.P., R.N., L.P.N., etc) necessary to provide General Medical Services. Negotiated Contractual Performance penalties shall be imposed in the event that positions are left un-staffed beyond a specified period of time.
- k. Appoint a Director of Medical Services who shall have medical and administrative responsibility on a twenty-four (24) hour basis, whether in attendance or on call. The Director of Medical Services shall be an M.D. or D.O. licensed in the State of Florida.
- l. Provide an On-site Program Manager to oversee Provider's medical services staff and to be available to answer questions of correction staff a minimum of 5 days per week, 8 hours/day.
- m. Establish procedures and policies for the provision of medical services and treatment according to Program Specifications and Requirements and Corrections Operating Procedures.
- n. Supervise and direct the activities of all health care providers concerning inmate medical services.
- o. Establish policies and procedures to ensure compliance with those requirements/standards, identified in this RFP, and to ensure adequate staffing and preparation for any review/accreditation activities.
- p. Establish policies and procedures to ensure adequate staffing and preparation for increased numbers of inmate admissions, primarily due to law enforcement "sweeps" activities.
- q. Establish policies and procedures to ensure provision of certain medical services, as applicable, through subcontract or other negotiated arrangement by other medical specialty providers.
- r. Establish policies and procedures for continuity of health care coordination/discharge planning and provide a specifically assigned staff person to provide these activities. It is anticipated that this coordination will target inmates with chronic or ongoing health

concerns, and will be provided during inmate incarceration and offered upon their release from custody. These activities will include: the identification, arrangement and coordination of community-based health care and human services required/requested by inmates; outreach to community health care and human services providers; development of formalized working arrangements with community health care and human services providers; and participation in community initiatives as applicable.

- s. Establish policies and procedures to ensure service provision to an increasing number of inmates with psychiatric conditions, severe substance abuse conditions or with a dual diagnosis of both, whose behavior may be disruptive or harmful to themselves, other inmates or to staff.
- t. Establish policies and procedures to ensure service provision to an increasing number of inmates with HIV/AIDS and to an increasing number of pregnant inmates.

2. PSYCHIATRIC SERVICES

- a. Provide necessary, adequate, and responsible psychiatric and counseling services for inmates and establish procedures and policies related to services which provide for the detection, diagnosis, treatment, and referral of inmates with mental health problems.
- b. Provide necessary support personnel.
- c. Monitor services of support personnel.
- d. Provide continuity of care within the community.
- e. Provide and supervise staff (psychiatrists and support staff) necessary to provide Psychiatric Services on a twenty-four (24) hour per day basis, whether in attendance or on call.
- f. Appoint a Director of Psychiatric Services who shall have medical administrative responsibility for providing services as set forth under this scope of services.

3. DENTAL SERVICES

- a. Perform dental screening and examinations as applicable to each facility accreditation standard.
- b. Provide emergency dental treatment.
- c. Provide dental/oral surgery services to include:

Dental examinations; Treatment of pain; Removal of teeth; Incision and drainage; Temporary fillings; Repair lacerations; Treatment of trauma cases and emergency care; and Restorations or dentures when required.

- d. Provide maxillofacial surgery services when required by standards or requirements.
- e. Maintain dental records.
- f. Provide and supervise staff (dentists, dental surgeons and support staff) necessary to provide services.
- g. Supervise and direct the activities of support personnel.
- h. Appoint a Director of Dental/Oral Surgery Services who shall have medical and administrative responsibility for providing the services as required by standards or requirements on a twenty-four (24) hour basis, whether in attendance or on call.
- i. Establish procedures and policies related to dental/oral surgery services and treatment.

4. PHARMACY SERVICES

- a. Provide a certified pharmacist to the institutions in accordance with the Department of Professional Regulation, Board of Pharmacy Rule 64B16-27.400 Florida Administrative Code (Practice of Pharmacy).
- b. Establish a Policy and Procedures Manual for the safe handling and controlling of medications in the institutions in accordance with Rule 64B16-27.400 FAC (Practice of Pharmacy).
- c. Handle all communications with the State Board of Pharmacy concerning changes in Policies and Procedures and obtain approval from such body.
- d. Develop and maintain a specific drug formulary and insure that the Policies and Procedures Manual contains definite information as to drugs and strengths. Determine specific controlled substances to be stocked to accommodate the treatment objectives.
- e. Insure that Proof-of-Use record sheets are maintained for all Schedule II, III, and IV Controlled Substances.
- f. Insure that drugs are properly labeled and stored securely, consistent with the requirements necessary for control, and meet all State regulatory requirements.
- g. Insure that perpetual inventory records are maintained for all controlled substances and medications and that all medications are administered to inmates by qualified medical staff according to the directive of a designated physician.
- h. Regularly perform on-site inspections and reviews not less than once per month. Maintain records of such inspections and reviews signed

by the Pharmacist for a period of not less than two (2) years.

- i. Provide staff and supervision necessary to provide Pharmacy Services.
- j. Provide necessary equipment, forms, supplies, and pharmaceuticals related to providing Pharmacy Services.

5. Office Space, Utilities

Proposers shall specify the proposed requirements for office space, facilities (including telephones) and office furniture necessary to render services, as well as utilities sufficient to enable the provider to perform its obligations.

6. Telephone Service

Toll free phone and toll free fax service will be provided at no cost to Provider. Language line charges and long distance charges for telephone and fax services will be the responsibility of the Provider.

7. Transportation of Inmates

Provider shall coordinate non-emergency transportation of inmates, in need of necessary medical services at locations other than those Facilities to be served in this RFP, with the Sheriff who shall provide such transportation.

8. Biomedical Waste

The Sheriff currently maintains a separate agreement for bio-medical waste disposal services. Proposers shall coordinate activities with the Sheriff for bio-medical waste.

9. Attire

Provider's personnel shall be dressed in attire approved by the Sheriff while providing services in the facility.

10. Access to Records

Provider shall have reasonable access to inmate records and property, as necessary, to enable Provider to appropriately invoice for services rendered. Sheriff/County shall have the complete and unlimited right to access any and all information, in whatever form maintained by Provider, which may be needed to insure compliance with contract terms and conditions, and to monitor contract, and to comply with state and federal laws governing public records.

11. Equipment and Existing Supplies

Some equipment and supplies necessary to provide the services described herein are currently on hand. Equipment not purchased by the current provider shall remain the property of the County. Note the requirement of a

response as to the adequacy of the existing inventory and condition of equipment. Supplies shall be purchased and maintained by Provider as deemed necessary by Provider.

12. Housekeeping Duties

Heavy cleaning duties in the infirmary, to include floors, bathrooms, showers, etc., shall be the responsibility of Sheriff's Office staff. Provider shall be responsible for maintaining supplies in an orderly fashion and maintaining cleanliness of counter and work areas.

13. Emergent Medical Needs of ANY Person on the Premises

Provider shall respond to emergent medical needs and document services provided.

END OF SECTION E

**PROPOSAL SIGNATURE FORM
RFP #12-0415FL**

Firm Name

Mailing Address:

City, State, Zip Code

() _____
Telephone Number

The undersigned certifies to his (her, their) authority to submit this proposal and the statements in the proposal are true and correct. If the firm is selected by the County the undersigned certifies that he/she will negotiate in good faith to establish an agreement to provide **Correction Center Healthcare Services** for Manatee County, according to the requirements of this **RFP #12-0415FL**.

Signature

Telephone Number

Name and Title of Above Signer

Email Address

Date: _____

Acknowledgement of Addendums

Addendum# _____ Dated _____

Addendum# _____ Dated _____

Addendum# _____ Dated _____

Addendum# _____ Dated _____

Addendum# _____ Dated _____

Addendum# _____ Dated _____

ATTACHMENT "A"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

**SWORN STATEMENT PURSUANT TO
MANATEE COUNTY CODE OF LAW**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____
[print individual's name and title]

_____ for _____
[print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no

FEIN, include the Social Security Number of the individual signing this sworn statement: _____

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such an entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____ by _____.

Personally known _____ OR Produced identification _____
[Type of identification]

Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

ATTACHMENT "B"

**AVERAGE DAILY POPULATION (ADP) FOR THE MANATEE COUNTY
SHERIFF'S OFFICE CORRECTION BUREAU FOR THE PAST 3 PLUS YEARS**

ADP by Year/Total	ADP by Facility
2011 (9 months) / 1043	Central Jail.....1012 Annex*ADP two (2) months.....31
2010 / 1074	Central Jail.....1074 Annex.....0
2009 / 1172	Central Jail.....1172 Annex*ADP four (4) months.....293
2008 / 1295	Central Jail.....990 Annex.....305

ATTACHMENT "C"
AGGREGATE INMATE MEDICAL PROFILES

Type of Profile	Total Year 2010	Total Jan. – Sept. 2011
Receiving Screenings	15,254	11,054
Health Assessments	4,422	3,323
Sick Call RN/LPN	9,201	7,039
Clinic Visits MD/PA	6,978	5,359
Pregnant Females	197	175
Off-Site Specialty Visits	618	504
Mental Health Visits MD/MHC	4,366	3,323
MHC Specialty Unit Visits	469	361
Dental Exam Visits	1,351	942
Emergency Room Visits	218	166
In-Patient Hospital Days	297	125
One Day Outpatient Surgeries	30	8
Infirmary Days	11,915	9,130
Inmates on Prescription Medication	5,051	3,263
Inmates on Psychotropic Medication	1,348	794
Inmates on HIV/AIDS Medication	95	84
Chronic Care Clinic Visits - Endocrine	377	313
Chronic Care Clinic Visits - Pulmonary	361	332
Chronic Care Clinic Visits - Cardiac/Hypertension	922	724

ATTACHMENT "D" MAP OF THE CORRECTIONAL COMPLEX

CHRISTIE LN

JOHN POTTS LN

PAT GLASS BLVD

HARLEE RD

Bldg. No.	Bldg. Description
1	CENTRAL JAIL
2	REST ROOMS
3	GUARD SHACK
4	PAVILION
5	BOOTCAMP YOUTH ACADEMY
6	OMEGA 10
7	A BLDG
8	WALK IN COOLER
9	MEAT PROCESSING
10	PAVILION
11	OFFICER TRAINING
12	TELECOMMUNICATIONS OFFICE
505	BLOG OF MSO-CENTRAL JAIL
506	BOOTCAMP STORAGE
507	C BLDG
508	STORAGE
509	BOOTCAMP BARACKS
510	BLOG OF MSO-CENTRAL JAIL
511	M BLDG
512	BOOTCAMP STORAGE
513	BOOTCAMP MESS HALL
514	BLOG OF MSO-CENTRAL JAIL
515	BOOTCAMP COMPUTER ROOM

Port Manatee
MSO/Jail Facility

County Owned Building
County Boundary

