



**SAINT LOUIS COUNTY DEPARTMENT OF PUBLIC HEALTH
REQUEST FOR PROPOSALS
FOR CORRECTIONS MEDICINE SERVICES
July 2015**

BASIS OF THE PROJECT

Saint Louis County Department of Public Health (DPH) currently provides medical services to inmates at the Buzz Westfall Justice Center located at 100 S. Central, Clayton, MO 63105 and the Family Court Juvenile Detention Center located at 501 South Brentwood, Clayton, MO 63105.

DPH is currently seeking proposals from correctional medicine programs (or agencies) to provide accredited, cost effective, safe medical services to the St. Louis County Buzz Westfall Justice Center and the Family Court Juvenile Detention Center. Services provided should meet or exceed local, state and federal standards. In addition, standards by the [National Commission on Correctional Health Care](#) (NCCHC) and the [American Correctional Association](#) (ACA) must be maintained throughout the life of the contract. Both NCCHC and ACA experience is required.

The Buzz Westfall Justice center is a Direct Supervision jail with an average daily population of 1250 and accredited through the ACA. The facility houses local, state and federal inmates. The St. Louis County Family Court Juvenile Detention Center has an average daily population of 35 and is accredited through the NCCHC. Both facilities are located in St. Louis County, Missouri. St. Louis County is actively involved in renovating the Saint Louis County Court building and will include the Family Court Juvenile Detention Center to create a new, unified Courts Complex. Please see the following for updates to the [County Courts Project | St. Louis County Government](#). Floor plans and staffing patterns will be available.

The scope of this proposal presents the necessary qualifications that a contractor for correctional medicine services must meet.

The initial contract period of the contract is January 1, 2016 through December 31, 2019, with options to extend for three (3) additional one-year terms subject to annual performance review and written agreement of both parties.

The contractor should submit a proposal that includes the provision of correctional medicine services.

I. GENERAL CONDITIONS AND REQUIREMENTS

Compliance with Law

The contractor must comply with all federal, state and local laws, ordinances and regulations applicable to the work being performed under the contract.

The contractor must hold and furnish evidence of all insurance, licensure, state registration, and credentialing if applicable, legally required in the State of Missouri to practice such services.

Standard of Work Performance

Staff engaged by the contractor to provide services must conform to the highest professional standards in the industry. Saint Louis County DPH will reserve the right to approve each contractor's representative provided to perform services under the contract, and lacking such approval, the contractor's representative will not render services under the contract.

DPH shall not, however, unreasonably withhold its approval of individual contractor's employees recruited to perform services. All appropriate credentials will be provided to DPH.

Work and services should include, but not limited to the following:

1. Medical records management including appropriate documentation of each patient treated, recommendations, treatment rendered, and medications prescribed according to DPH requirements.
2. The contractor must also prepare reports, narratives, and summaries as required by DPH.
3. Contractor will consult with Director of Community Medical Services or designated staff.
4. Contractor will testify, relative to services rendered under the terms of the contract, in response to a subpoena properly issued from any court and will be available to represent DPH as an expert witness.
5. Contractor will comply with all Policies and Procedures for both the Buzz Westfall Justice Center and the Family Court Juvenile Detention Center.
6. Contractor will comply with all required staff training for both the Buzz Westfall Justice Center and the Family Court Juvenile Detention Center.
7. Contractor must maintain all aspects of the Health Insurance Portability and Accountability Act (HIPAA).
8. Contractor must disclose current quality indicators utilized.
9. Contractor must provide all office, IT and medical equipment needed to perform the work.
10. Contractor must be willing to work with the current St. Louis County IT structure.

II. COUNTY INSURANCE REQUIREMENTS

Professional Liability Insurance

The successful proposer agrees to carry the following insurance coverage during the period of this contract and will provide DPH with Certificates of Insurance on all required coverage prior to commencement of the work under this contract.

The Contractor or the contractor's employee shall maintain in force for the duration of this contract, liability insurance appropriate to their profession. Coverage as required in this Article shall apply to liability for malpractice professional error, act or omission arising out of scope of services as defined in this contract. Contractor shall furnish to DPH, Certificate of Insurance

evidencing that each employee of contractor performing services under this contract is covered by professional liability with limits of not less than one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate. The insurance coverage under such certificates shall be retroactive to the earlier of the date of this Agreement or the commencement of practice with the County, and contractor's employee shall cause the same to remain in effect for period of two (2) years after termination of the contract with the County.

Contractor shall provide DPH with notice of policy cancellation, termination or modification of any kind within thirty (30) calendar days of the change.

Indemnifications

Contractor agrees to defend, indemnify and hold harmless the County, its elected and appointed officials, employees and volunteers from and against any and all liability for damage arising from injuries to persons or damage to property occasioned by any acts or omission of the contractor, subcontractor, agents, servants or employees.

III. SCOPE OF WORK

The Buzz Westfall Justice Center is accredited through the ACA and the Family Court Juvenile Detention Center is accredited through the NCCHC. Maintaining accreditation through the life of the contract for both facilities is required.

Contractor is responsible for all costs and must provide a scope of work that assures ACA standards are maintained at the Buzz Westfall Justice Center. Below are a few key standards. Please see [ACA Standards](#) to define your comprehensive scope of work.

1. Staffing necessary for a facility open 24 hours a day, 7 days a week
2. Initial assessment-Intake screening to assure inmates are fit for confinement
3. Health appraisal within 14 days for all inmates admitted to the facility
4. Physician services
5. Preventive health services and testing (STI, TB, etc.)
6. Chronic care monitoring and treatment
7. Mental health services
8. Suicide prevention program
9. Access to specialty medical services
10. Nursing care
11. Infirmary care
12. Pharmaceutical services
13. Access to hospital care
14. Emergency services and transport
15. Laboratory services
16. All medical supplies
17. Inmate worker health screenings and vaccination
18. Pre-release planning
19. CQI according to ACA standards

20. Justice Service's personnel PPD and vaccinations as required for accreditation

Contractor is responsible for all costs and must provide a scope of work that assures NCCHC standards are maintained at the Family Court Juvenile Detention Center. Below are a few key standards. Please see [NCCHC Standards](#) to define your comprehensive scope of work.

1. Nursing staff Monday through Friday 7:00 a.m. to 3:30 p.m.
2. Pediatric psychiatry
3. Physician services
4. Laboratory services
5. All medical supplies and office equipment
6. Preventive health services and testing
7. Chronic care maintenance and treatment
8. CQI according to NCCHC standards
9. Provide stock medication
10. Provide [Medication certification through Missouri Coalition of Children Agencies](#) for Juvenile Detention staff

TRANSITION PLAN

Submit a transition plan with a timeline to describe how deliverables of the project will be brought to full operational status, including maintaining ACA and NCCHC standards. Provide the details of integrating and maintaining ongoing operations to assure a smooth transition from DPH Corrections Medicine to the contracted agency. DPH currently utilizes Allscripts electronic health record; contractor should include a transition plan specifically for medical records. Contractor should be willing to work within the county IT structure and provide information about any necessary IT interfaces.

COMPENSATION

The work and services to be performed under the terms of the contract shall be compensated at the rate specified by the contractor in agreement with St. Louis County. Pricing Proposed must apply to each year of the contract.

The personnel provided pursuant to this Agreement shall be employees of the contractor and shall not be considered civil service employees, shall not receive benefits associated with civil service and shall in no case be deemed employees of County or DPH. The contractor's employees shall not be covered by Social Security, unemployment compensation, or worker's compensation provided by St. Louis County. The contractor shall be solely responsible for payment of Social Security, FICA and other employment taxes. Neither the County nor the selected provider shall by virtue of this Agreement be deemed a partner or joint venture with the other party.

TERM OF THE CONTRACT AND PAYMENT CONDITIONS

The term of the contract resulting from this solicitation shall be a period of time anticipated to commence on January 1, 2016 and end December 31, 2019, with options to extend for three (3) additional one-year terms subject to annual performance review and written agreement of both parties. Contract renewal is subject to the St. Louis County Council appropriating sufficient funds into the appropriate fund for payment of the services under the Agreement for the renewal year.

Contractor shall submit at minimum, monthly billing for actual services rendered to DPH, by electronic submission to DOHAP@stlouisco.com or addressed to:

Accounts Payable
Saint Louis County Department of Public Health
6121 North Hanley Road
Berkeley, MO 63134

PROJECT SCHEDULE

Qualifications/proposals due by **4:00 p.m. Central Standard Time, Friday, September 4, 2015:**

Lynne Sanderson
Health Services Administrator
C/O Mary Gardner
Saint Louis County Department of Public Health
6121 North Hanley Road
Berkeley, MO 63134

Proposal submitted after the closing date and time will not be accepted.

IV. SUBMITTAL REQUIREMENTS

Contractors are required to submit the following items as a response to the request for the project. Seven (7) bound copies of the proposal are due to County per the project schedule date and an electronic copy to rfp.DOH@stlouisco.com

- 1) Detailed description of related experience and client/peer references;
- 2) Comprehensive list of cost of services;
- 3) History of firm's/individual's performance;
- 4) Other qualifications for consideration;
- 5) Proposal for service that meets County requirements;

V. EVALUATION CRITERIA

Proposals will be evaluated by a committee selected solely at the discretion of DPH. Award selection will be made based on, but not limited to the following criteria; pricing, service guarantee, experience, feedback from references, meeting of proposal specifications, etc. The selection is done at the sole discretion of DPH and the applicant agrees to accept the final determination of DPH.

All proposals submitted become the property of St. Louis County and will be considered a statement of commitment by the applicant. The end of the request for proposal process does not guarantee that any contracts will be accepted.

Miscellaneous Information

Questions

All questions must be submitted by **July 31, 2015** via e-mail at rfp.DOH@stlouisco.com. Questions and answers will be posted on the St. Louis County Government website at www.stlouisco.com.

Site Visits

A vendor site visit/walk-through of the medical site area, infirmary and one housing unit at the Buzz Westfall Justice Center has been scheduled on **August 20, 2015 at 11:00 a.m.** Central Standard Time.

A vendor site visit/walk-through of the medical office and one housing unit for the St. Louis County Family Court/Juvenile Detention Facility has been scheduled on **August 20, 2015 at 9:00 a.m.** Central Standard Time.

Vendors who would like to attend the site visits/walk-through must submit the name of each attendee from the company and/or organization they are representing. Submit names of attendees to Lynne Sanderson via email to lsanderson@stlouisco.com no later than **Tuesday, August 18, 2015 at 4:00 p.m.** Central Standard Time.

Attendees must bring and present a picture I.D. prior to the walk-through. Please do not bring personal items, including cell phones or other electronic devices, purses, etc.

Agency Visits

The selection team will make site visits to other agencies in which the finalist contracts.

Schedule

| | |
|--|--------------------------------------|
| Written Questions Due | July 31, 2015 |
| Site Visit/Walk Through both facilities | August 20, 2015 |
| Proposal Response Deadline | September 4, 2015 |
| Proposal Presentation (for those under consideration) | Week of September 14-18, 2015 |
| Selection and Award | Beginning of October, 2015 |