Request for Proposal

Saluda County is requesting proposals from qualified vendors to provide health care services at the Saluda County Detention Center located at 205 East Church Street, Saluda, South Carolina. The facility houses both male and female detainees and sentenced inmates with an average daily population of **38** with the maximum being **65**. The average length of stay for inmates is 15.7 days.

Interested vendors will be required to submit an original and five copies of their proposal along with a "Mandatory Information Form" at the following physical address no later than 3:00 P.M., Tuesday, May 3, 2016. Proposal packages can be obtained by contacting:

Regina Turner
Saluda County Administration
400 West Highland Street
Saluda, South Carolina 29138
Phone: (864) 445-4500 ext. 2250
E-mail: R.Turner@SaludaCounty.SC.Gov
Website: SaludaCounty.SC.Gov

This request for proposal does not commit Saluda County to award a contract or to procure or contract for the services. Saluda County reserves the right to reject, in whole or in part, any and all proposals, to negotiate with any or all responsible and responsive offerors, and in its sole discretion, to determine the responsiveness of the proposals. Proposals which do not meet the mandatory requirements, will be considered non-compliant and rejected if it is in the best interest of the county to do so.

Request for Proposal
Saluda County

Saluda County is requesting proposals from qualified vendors to provide health care services at the Saluda County Detention Center located at 205 East Church Street, Saluda, South Carolina. Provider shall be responsible for all medical and pharmaceutical care for all inmates and be the sole supplier and coordinator of health care at the detention center.

Proposals must include:

- Certificate of Liability Insurance including Workers Compensations coverage (1,000,000.00 General liability minimum requirement)
- W-9 Form
- Qualifications of Company and Responsible Staff
- List of five Local Government References
- Mandatory Information Form

All proposals must contain a complete staffing plan and explain with how medical care for inmates at the detention center will be delivered. Proposal is to be based on inmate population average of **38** with a maximum up to **65**. The health care system must conform to applicable federal or state standards for medical services as established by the South Carolina Department of Corrections and be in compliance with the Jail Health Standards published by the National Commission on Correctional Health Care.

Proposals must contain an annualized price for the base population of 38 inmates with all services provided. Provider may state one price for the first year of the contract and another annualized price (or price escalation factor) for subsequent years. Any other exceptions to the specific price shall be stated, such as per diem charge for an increase/decrease in average daily population above/below base level. It is the intent of Saluda County to award a health care contract for a one-year term beginning July 1, 2016 and ending June 30, 2017. Saluda County intends to include in the contract a right to automatically extend the term of the contract for additional one-year terms, provided such extensions are in the best interest of Saluda County.

Provider shall have professional liability insurance, malpractice, workers compensation and general liability coverage. Failure to maintain such insurance shall be grounds for immediate termination of contract. This insurance must cover the proposer organization and all of its employees and sub-contractors used.

*Any sub-contracted vendor and their services must be approved by the Sheriff and Jail Administrator before services are provided.

The responsibility of provider originates with the commitment of the inmate into custody of the Detention Center until discharge. Provider will:

- Review "receiving screening form" completed by detention officers within 24 hours of an inmate's arrival by a licensed medical professional. Provider must hire, train and supervise all health care staff which will be licensed to practice in the state of South Carolina.
- Provider will implement a written health care plan with clear objectives and site specific policies and procedures. Health care program must operate in a cost-effective manner with full reporting and accountability to the Sheriff, Jail Administrator and Saluda County.
- Provider will maintain complete and accurate medical records separate from the Detention Center records of the inmate.
- Provider will maintain an open and cooperative relationship with the administration and staff of the Detention Center.
- Provider will identify the need, schedule, coordinate and pay for all non-emergency and emergency medical care rendered to inmates inside or outside the Detention Center. This shall include all institutional charges, physician charges and any and all additional charges for medical care. This also includes responsibility for making emergency arrangements for ambulance service to the inpatient facility and reimbursement to the local ambulance organization for the services provided.
- Provider shall identify a responsible covering physician for on call emergency situations to coordinate inmate care with the nurse seven days per week, twenty-four hours a day.
- Provider is to implement a pharmaceutical system beginning with the physician's prescribing medication, the filling of the prescription, the dispensing of medication, and the necessary record keeping. All controlled substances, syringes, needles and surgical instruments will be stored under security conditions acceptable to the Detention Center.

Health Care provider will not have responsibility for security or custody of any inmate at any time, such responsibility is solely that of the Detention Center. Provider will have sole responsibility in all matters of medical care. In any criminal or civil litigation where the physical or mental condition of an inmate is at issue, the Sheriff or County Official will be provided access to or copies of records upon request.

The Sheriff or his designee retains the right to review and approve policies and procedures of the provider in any area affecting the performance of his responsibilities or areas that impact upon the security and general administration of the Detention Center under law.

All proposals must contain a full and complete **30 hour** staffing plan with a statement as to the staff positions and titles (nurse, physician, mental health or other agencies) and the number of actual hours per week to be worked on-site at the detention center. Also, the proposal must state clearly how any temporary vacancy will be handled and whether each scheduled shift will be worked during such vacancy.

Vendor will submit with the proposal all recommendations, qualifications and general information necessary to present a clear concise proposal. ***Offerors are to include all applicable***

requested information and are encouraged to include any additional information or services offered they wish to be considered.

If you would like to visit the detention center and view the medical work area, companies may contact the Jail Administrator, Janice Ergle at (864-445-0286) to request a tour. A site visit is not required at this time, it is only optional.

Vendors will be required to submit in a sealed envelope marked "Health Care" an original and five copies of their proposal along with a "Mandatory Information Form" at the following physical address no later than 3:00 P.M., Tuesday, May 3, 2016.

Saluda County Administration Building
400 West Highland Street
Saluda, South Carolina 29138

Names of offerors will be made available promptly after opening. Details of proposals will not be made available until after award. Evaluation of proposals will be based on quality of proposal and service offered, references, experience, qualifications and cost. Proposers **may** be invited to make an oral presentation or answer questions for a selected committee.

Offerors must clearly mark as "Confidential" each part of their bid, which they consider to be proprietary or personal information under Code Section 30-4-40 et seq. of the South Carolina Code of Laws 1976, as amended (Freedom of Information Act). If any part is designated as "Confidential", there must be attached to that part an explanation of how this information fits within one or more categories considered exempt under the Freedom of Information Act. Saluda County reserves the right to determine whether this information should be exempt from disclosure, within its interpretation of the South Carolina Freedom of Information Act.

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Mandatory Information Form
Saluda County

The undersigned, on behalf of the health care provider, certifies that: (1) this proposal is made without previous understanding, agreement or connection with any county employee / elected official or company making a proposal on the same project; (2) the person whose signature appears below is legally empowered to bind the business whose name is entered; (3) provider has read the complete request for proposal and understands all specifications.

1. Company submitting proposal _____

2. Proposal must remain valid 60 days form submission date.

Total Proposal Cost Per Year _____
(Please list any optional cost on an attached sheet.)

3. Contact information:

Address _____

_____

Phone _____

Fax _____

E-mail _____

4. Tax ID Number _____

5. Printed name of person binding quote _____

Signature _____

Date _____