

**Request for Proposals  
Jail Inmate Health Services  
Codington County, South Dakota**

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### General Information and Requirements

- 1.1 Codington County, South Dakota is seeking proposals from firm(s) having considerable experience in providing Inmate Health Services to provide comprehensive health care for individuals detained at the Codington County Detention Center (hereafter “the jail”).
- 1.2 Initial term of contract will be for three (3) years with the option of two (2) additional one (1) year renewals, subject to the annual review and recommendation of the Sheriff, Chief Corrections Officer, satisfactory negotiation of terms (including a price acceptable to both Codington County and the selected firm), and the approval of the Codington County Board of Commissioners.
- 1.3 Proposal Submission, Award and Implementation:
  - 1.3.1 Key Dates:
    - 1.3.1.1 **February 5, 2019:** Issuance of RFP
    - 1.3.1.2 **February 22<sup>nd</sup> 2019,** 3:00PM CST: Questions due from potential vendors. Direct questions to: Sheriff Brad Howell (605) 882-6280 [bhowell@codington.org](mailto:bhowell@codington.org) or Chief Corrections Officer Matt Blackwelder (605) 882-6284 [mblackwelder@codington.org](mailto:mblackwelder@codington.org). Use “Questions for RFP-Inmate Health Services” as the email subject line. If emailing, send questions to both the Sheriff and the Chief Corrections Officer.
    - 1.3.1.3 **By February 28<sup>th</sup>, 2019,** 4:00 PM CST. Answers to questions posted on the Codington County website at: ([www.codington.org](http://www.codington.org)). Interested vendors are responsible to access the web site for this information.
    - 1.3.1.4 **March 4<sup>th</sup>, 2019** Last day for scheduled visits of the Jail. Visits can be scheduled by contacting Chief Corrections Officer Matt Blackwelder (605) 882-6284 [mblackwelder@codington.org](mailto:mblackwelder@codington.org). Ability to schedule visits depends on availability of jail staff. Please call well in advance to schedule.
    - 1.3.1.5 **March 5th, 2019** by 9:00 AM CST. Proposals due. To be considered, six (6) copies of a proposal must be received at the following address:

Codington County Auditor  
ATTN: Jail Inmate Health Service  
14 1st Ave SE  
Watertown, SD 57201

Proposals received after the above date and time may be returned unopened. Failure to submit a proposal in a properly addressed envelope may eliminate the proposal from consideration. Use the Proposal Submittal Form (see Appendix A) as the coversheet.

- 1.3.1.6 **March 5th, 2019** Opening of Proposals. Proposals will be opened publicly during the weekly meeting of the County Commissioners at the Codington County Courthouse.
- 1.3.1.7 **March 19, 2019** Target date award of contract.
- 1.3.1.8 **By June 1, 2019** Contract start.

Codington County, SD  
RFP for Jail Inmate Health Services

- 1.3.2 Codington County reserves the right to reject all proposals, to further negotiate with a party submitting a proposal after the proposal is submitted, and to waive irregularities in proposals.
- 1.3.3 All proposals submitted shall be valid for thirty (30) calendar days following the due date, unless otherwise agreed.
- 1.3.4 Codington County shall not be responsible for any costs or expenses of any nature associated with the preparation and submission of a proposal no matter what the reason or circumstance.

## 2 Background

- 2.1 The Codington County Detention Center (the jail) is located behind the courthouse at 14 1<sup>st</sup> Ave SE, facing Maple St, Watertown, South Dakota in northeastern South Dakota. The facility was built in 1974 in a linear (not-podular) configuration. The facility currently has 96 beds. Over 58 jail beds are in parts of the building with no natural light. Most of the jail cells do not meet ACA floor space standards. In 2017, the Codington County Jail had an average daily jail population (ADP) of approximately 78 inmates. In 2018, the ADP was about 68 inmates. Over the past few years, the ADP has spiked to over 90 inmates on occasion. The juvenile ADP has been in the single digits for the past several years. The facility has no infirmary but has a small room that has been adapted for outpatient medical use. More detailed information on the condition of the jail facility is available at <https://www.codington.org/codington-county-justice-advisory-committee/>.
- 2.2 Inmate health services are currently provided as follows:
  - 2.2.1 A local doctor visits the jail once a week to address medical concerns and is on call for urgent medical needs.
  - 2.2.2 In emergency situations, when the doctor is not present, the jail staff calls the Watertown Fire Department for ambulance service to Prairie Lakes Health Service Hospital in Watertown.
  - 2.2.3 Jail staff track, manage and administer medications per the doctor's instructions.
  - 2.2.4 Mental Health
    - 2.2.4.1 Codington County participates in the national-wide "Stepping Up Initiative" in an effort to reduce mental illness in the jail.
    - 2.2.4.2 Mental health screenings and care are provided by a part-time (average of 20 hrs/week) mental health professional (MHP) contracted through the community mental health service, the Human Services Agency (HSA). HSA has indicated a desire to discontinue this current contract.
    - 2.2.4.3 The jail uses the Correctional Mental Health Screen (CMHS) to screen inmates for the possible presence of mental health problems as soon as practicable after booking. Usually the screen is performed by the MHP.
    - 2.2.4.4 The county attempts to track mental health prevalence data using CMHS screening and MHP assessment results. CMHS data is also tracked by the state along with data from 7 other counties.
    - 2.2.4.5 If appropriate, MHP informs the Court about defendant's mental health screening result to assist the Court in determining bond conditions.
    - 2.2.4.6 Due to limited mental health bed space statewide, the jail, on occasion must house small numbers of individuals awaiting restorative therapy resulting from being found incompetent to stand trial.
- 3 **Objective:** The objective of this RFP is to select the most competitive and qualified vendor capable of providing correctional healthcare services to the jail. Codington County seeks a vendor that will:
  - 3.1 Deliver high quality detainee health care services that complies with the standards of the National Commission on Correctional Health Care (NCCCHC), all applicable federal and state law.
  - 3.2 Provide health care appropriate to jail inmates in a cost-effective manner with full reporting and accountability to Codington County.
  - 3.3 Assist the county in establishing control over expenses for inmate medications, outpatient care and emergency medical services.
  - 3.4 Operate the health care program using only licensed, certified and professionally trained personnel, at an appropriate staffing level to perform all aspects of conventional health in a correctional setting, including physicians, nurses and mental health professionals as necessary.

- 3.5 Assist the jail in implementing a health care program with clear objectives and site-specific policies and procedures.
  - 3.6 Implement policies, procedures and protocols that meet the standards and requirements of the NCCHC and ACA in a manner consistent with the jail's policies and relevant federal and state laws in compliance with HIPAA.
  - 3.7 Maintain an open and collaborative relationship with the jail staff.
  - 3.8 Maintain complete and accurate records of care and collect and assist in analyzing health statistics, to include mental health data, on a regular basis.
  - 3.9 Operate the health care program in a humane manner with respect to the detainees' right to basic health care services.
- 4 **Scope of Services:** Codington County envisions a comprehensive inmate healthcare program that provides the services named below in a cost-effective manner that is appropriate for the jail environment. Proposers are free to propose variations that they judge to be appropriate to Codington County's situation:
- 4.1 Healthcare program management to include working with jail staff to develop policies, processes and procedures for all aspects of providing and administering inmate healthcare.
  - 4.2 All on-site medical services to include inmate medical screening, sick call, triage of medical requests and health appraisals for as many inmates as possible as soon as possible after booking.
  - 4.3 Juvenile health assessment screens for all juvenile detainees as required by South Dakota law.
  - 4.4 On call 24/7/365 services. Make medical and mental healthcare personnel available 24 hours per day, 7 days per week, 365 days per year to provide consultation to jail staff for inmate health questions when healthcare staff are not present at the facility. Healthcare staff shall respond to requests with 15 minutes.
  - 4.5 Coordination and monitoring of off-site treatment and services. Maintain contact with the local hospital and know the status of inmates served (outpatient or inpatient) to ensure that hospital care is appropriate and that the duration of the hospitalization is no longer than medically required and to keep jail staff apprised of inmate status.
  - 4.6 Medication management. Assist jail staff in developing a medication administration system. Order and pass pharmaceuticals and over-the-counter medications appropriate for the correctional environment. Manage pharmaceutical inventory, ordering, medication set-up and distribution during work hours. Provide on-site training to jail staff on all medication administration.
  - 4.7 Health records management. Manage and maintain all detainee medical records separate from the jail records of the detainee in accordance with federal, state and local laws, rules and regulations and NCCHC guidelines. The Sheriff is the owner of the medical records.
  - 4.8 Mental health services. Administer the CMHS (Correctional Mental Health Screen) for as many inmates as possible as soon as possible after booking. Provide a mental health assessment for those that screen positive and for others that indicate mental health needs. Provide or coordinate mental health care based on screening and assessment. Work with Codington County to compile and track all mental health screening, assessment and follow-on care data. As appropriate, provide information on CMHS results to the Court.
  - 4.9 As appropriate, provide or coordinate specialty services and emergency transportation services.
  - 4.10 Dental Services: Provide dental referrals to offsite dentist if needed for emergency dental treatment.
  - 4.11 Provide required documentation of detainee medical care as required for the jail to post detainee co-pay charges to detainee accounts.

- 4.12 Provide, analyze and report health statistics, to include mental health data, and an overall assessment of jail healthcare program on a time frame as established by the vendor and the Sheriff.
- 4.13 Provide a minimum of 4 hours annual medical training to all jail staff.
- 4.14 Value Added Services – outline any value-added services your company would provide.

## **5 Vendor Requirements**

### **5.1 Insurance Requirements:**

- 5.1.1 Vendor shall furnish Codington County with a certificate of insurance indicating proof of the following insurance from companies licensed in the State of South Dakota:
  - 5.1.1.1 Worker’s compensation and employer’s liability insurance in compliance with federal and state law with a limit no less than \$100,000 for each accident, \$100,000 for each employee and \$500,000 for the policy.
  - 5.1.1.2 Commercial general liability, to include civil rights insurance, with a minimum of \$1,000,000 per occurrence / \$2,000,000 aggregate combined single limit for bodily injury and property damage liability.
  - 5.1.1.3 Automobile liability with a minimum limit of \$1,000,000 per loss and \$3,000,000 aggregate.
  - 5.1.1.4 Professional liability with a minimum limit of \$1,000,000 covering the vendor and all personnel assigned or employed in the jail by vendor under this agreement.
- 5.1.2 Such insurance shall include a 90-day notice to the county prior to cancellation or any material policy change. The notice given shall be given to the county.
- 5.1.3 The contractor shall be required to hold harmless, defend and indemnify Codington County and its officers and employees from all claims of bodily injury, including death and property damage, arising from or alleged to be caused by the contractor’s acts or omissions related to the performance of the contract.

### **5.2 Staffing Requirements**

- 5.2.1 Codington County expects the vendor to provide an adequate number of personnel with appropriate qualifications to meet the objectives and fulfill the scope outlined in this RFP.
- 5.2.2 The vendor must provide adequate personnel for all required hours. Staffing schedules and patterns must be maintained regardless of training needs, holidays, sick days, vacation or vacancies. Any variances must be mutually agreed upon with the Chief Corrections Officer.
- 5.2.3 The vendor must maintain a current organizational chart of all employees directly related to this contract and provide this chart to jail staff upon request and whenever a change in staffing is made.
- 5.2.4 The vendor shall only hire candidates who are currently licensed or certified in the State of South Dakota. The vendor is expected to offer competitive market rates to attract the best possible candidates.

- 5.2.5 As part of the hiring process, the vendor will complete an exhaustive background investigation of all applicants that should include the following: criminal history check; driver's license check; work history check; educational history check; reference check; professional licensing check; credit check; and drug testing. Typical items that may cause a rejection include: a felony conviction; use of illegal drugs within the last 12 months; illegal use of prescription drugs within that last three years; one or more DWI convictions in the last three years; deception or fraud during the hiring process; dishonorable discharge from the military; three or more employment terminations or resignations in lieu of termination; and lack of proper documentation for non-US citizens. The results of this investigation shall be shared with the Sheriff prior to any offers of employment. If hired, a copy of this investigation will be shared with the Sheriff's Office and stored on-site.
- 5.2.6 Codington County retains the right to be involved in the hiring process. All staffing shall be subject to the approval of the Codington County Sheriff's Office.
- 5.2.7 The vendor is expected to keep personnel files on all of their employees that contain copies of all current licenses, proof of professional certification, DEA numbers, malpractice insurance certificates, evaluations, and signed position descriptions. These files must be kept current and be available to be shared with jail staff a minimum of once per year and upon request.
- 5.2.8 The vendor shall notify and consult with the Sheriff or Chief Corrections Officer prior to discharging, removing, or failing to renew the contracts of any of the professional staff.
- 5.2.9 The vendor staff shall be subject to and shall comply with all security regulations and procedures set forth by the Codington County Sheriff's Office. Violations may result in suspension and/or termination of entry into the jail.
- 5.2.10 The Sheriff's Office will provide security to the vendor's staff consistent with that provided to all Codington County staff.
- 5.2.11 The vendor is expected to provide a comprehensive training program for continuing education of its professional staff in accordance with NCCHC and ACA standards and professional standards or requirements.
- 5.2.12 All personnel shall comply with current and future federal, state, and local laws, regulations, court orders, administrative regulations, administrative directives, and policies and procedures of the Codington County Sheriff's Office.

6 **Proposal Format.** At a minimum, proposals must include the following sections assembled in the order shown.

- 6.1 Proposal Submittal Form (see Appendix A)
- 6.2 Company Information  
Firm name, address, telephone number, fax number, and primary contact.
- 6.3 Qualifications
  - 6.3.1 Describe why your firm is especially qualified to undertake this project.
  - 6.3.2 Include resumes of key personnel who will oversee this project.
- 6.4 Vendor's approach to provision of inmate health services.
  - 6.4.1 Explain how the vendor would help the county accomplish the objective stated in this RFP.
  - 6.4.2 Explain how the vendor would fulfill the scope of services outlined in the RFP.
  - 6.4.3 Demonstrate a clear understanding of the unique circumstances of the Codington County jail.
  - 6.4.4 Describe quality control practices to be employed in fulfilling the contract.

- 6.4.5 As a result of this section of the proposal, the county should have a clear idea of what it would be like to have the vendor providing healthcare services in the jail.
- 6.4.6 Recommended Services. This section may include services recommended by the vendor to help meet the objective and scope of services outlined in the RFP.
- 6.4.7 This section could also include expectations that the vendor has for the county (e.g. office space).
- 6.5 Staffing
  - 6.5.1 Job descriptions for all staffing positions.
  - 6.5.2 Brief resumes on proposed vendor personnel to be assigned to the contract. Note that vendor personnel will have to be approved by the Sheriff based on the requirements outlined in this RFP.
- 6.6 References. Provide listing of three to five clients who have or are receiving services similar to what Codington County requires.
- 6.7 Lawsuits and Claims. Full disclosure of all lawsuits and claims against your firm in the past 24 calendar months.
- 6.8 Insurance. Provide a certificate of insurance indicating proof of insurance as specified in this RFP.
- 6.9 Cost. Explain the cost structure of the vendor's proposed services and the annual cost for services. If the vendor recommends optional services, these should be clearly identified. If vendor recommends that the county provide healthcare equipment, supplies or other items, these should be clearly identified in this section. Describe how the vendor would bill the county.
- 6.10 Supplemental information. Include any additional information deemed pertinent to the intent of this RFP.

## **7 Evaluation Criteria and approximate weighting**

- 7.1 40% - Appropriateness to Codington County's unique situation. This is a combined evaluation of
  - 7.1.1 Qualifications (see 6.3)
  - 7.1.2 Approach (see 6.4)
  - 7.1.3 Staffing (see 6.5)
  - 7.1.4 Supplemental Information (if applicable, see 6.10)
- 7.2 20% - References Do references indicate that vendor would provide quality service for situations similar to Codington County's jail? (See 6.6)
- 7.3 40% - Cost (see 6.9).

Appendix A:  
Proposal Submittal Form

Vendor/Proposer \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_, Email: \_\_\_\_\_

**Annual Cost (see 6.9 of RFP)** \_\_\_\_\_

Alternate/option \_\_\_\_\_ cost \_\_\_\_\_

Alternate/option \_\_\_\_\_ cost \_\_\_\_\_

Bidder has reviewed the following documents:

- RFP
- Answers to Questions
- \_\_\_\_\_

The undersigned vendor agrees, if this proposal is accepted, to enter into an agreement with Codington County to perform and furnish the Work as specified or indicated in the above documents.

By submitting this proposal, the Vendor/Proposer represents that:

1. This proposal will remain valid for thirty (30) calendar days following the due date, unless otherwise agreed.
2. Codington County reserves the right to reject any and all proposals, waive irregularities in proposals, and to accept the proposal or proposals that best serve the interests of Codington County.
3. All expenses, applicable federal and State taxes are included in the cost specified in the proposal.
4. Vendor/Proposer agrees to waive any claim it has or may have against Codington County and its respective employees, arising out of or in connection with the administration, evaluation or recommendation of any proposal.

If this proposal is accepted by Codington County within the time period stated above, we will:

1. Furnish any required certificates of insurance.
2. Commence to provide services by June 1st, 2019 or as coordinated with Codington County.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_