

COUNTY OF BOONE - MISSOURI



**REQUEST FOR PROPOSAL
FOR
MENTAL HEALTHCARE SERVICES FOR INMATES OF THE
BOONE COUNTY JAIL**

RFP #43-19NOV13
Release Date: [October 7, 2013](#)

Submittal Deadline:
[November 19, 2013](#)
not later than 1:30 p.m. Central Time

PRE-PROPOSAL CONFERENCE:
[October 24, 2013, 11:00 a.m. C.T.](#)
Boone County Annex Building
Conference Room
613 E. Ash Street
Columbia, MO 65201

Boone County Purchasing
613 E. Ash Street
Columbia, Missouri 65201

Melinda Bobbitt, CPPO, CPPB, Director
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

BID #: 43-19NOV13 - Mental Healthcare Services for Inmates of the Boone County Jail

A pre-proposal conference has been scheduled for **Thursday, October 24, 2013, at 11:00 a.m.** in the Boone County Purchasing Conference Room, 613 E. Ash Street, Columbia, Missouri.

Sealed proposals will be accepted until **1:30 p.m. on Tuesday, November 19, 2013** in the Boone County Purchasing Office, Boone County Purchasing, 613 E. Ash Street, Columbia, MO 65201.

The Request for Proposal is scheduled to be **opened after 1:30 p.m. on Tuesday, November 19, 2013** in the Boone County Purchasing Department, 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org.

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPO, CPPB
Director, Boone County Purchasing

Insertion: **Wednesday, October 9, 2013**
COLUMBIA MISSOURIAN



1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) If you do not care to submit a proposal, please return the *No Bid Response Form* and note your reason. No fax or electronic transmitted proposals will be accepted, however, the *No Bid Response Form* may be returned by fax.
- b) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- c) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- d) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- e) No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

1.2 **Ambiguity, Conflict, or Other Errors in the RFP:**

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- c) **Implied Requirements:** Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.

d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

1.3 Rejection of Proposals: The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

1.4 Acceptance of Proposals: The County will accept all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

1.5 Requests for Clarification of Proposals: Requests by the Purchasing Department for clarification of proposals shall be in writing.

1.6 Validity of Proposals: Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

1.7 Receipt and Opening of Advertised, Sealed Proposals: The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

- a. Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- b. Proposals will be opened and Offeror's names read aloud during the proposal opening in the Boone County Annex Building, Conference Room, **Tuesday, November 19, 2013 at 1:30 P.M.**, Central Time located at the following address:

Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201

1.8 Withdrawal of Proposals: Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- a. **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other

Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

2.1.1 This document constitutes a request or competitive, sealed proposals for the furnishing of **Mental Healthcare Services for Inmates of the Boone County Jail**, as set forth herein. The intent of this Request for Proposal and resulting contract is to obtain price proposals to establish a multi-year contract for Mental Healthcare Services for Inmates of the Boone County Jail for the Sheriff Department at the County of Boone – Missouri.

2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
 - 2) Introduction and General Information
 - 3) Scope of Services
 - 4) Proposal Submission Information
 - 5) Response/Pricing Page
- Prior Experience
Statement of Offeror's Qualifications
Instructions for Compliance with House Bill 1549
 Work Authorization Certification
 Certification of Individual Bidder
 Affidavit
Certification Regarding Debarment
Boone County Jail Detoxification Protocol
Standard Terms and Conditions
"No Bid" Response Form

2.2. Guideline for Written Questions:

2.2.1 All questions regarding this Request for Proposal should be submitted in writing, prior to the pre-proposal conference, no later than **5:00 p.m., Monday, October 21, 2013**. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, Director of Purchasing. All such questions will be discussed at the pre-proposal conference and answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

- a. Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

2.2.2 The responses and usage will become a part of a written addendum, which will be mailed or faxed prior to proposal opening.

2.3. Pre-Proposal Conference

- 2.3.1. To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for **October 24, 2013, at 11:00 a.m.** in the Boone County Purchasing Conference Room, 613 E. Ash Street, Columbia, Missouri 65201.
- 2.3.2. All potential Offerors are encouraged to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Minutes of the pre-proposal conference will not be recorded or published. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- 2.3.3. Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

2.4. **Designee:** Boone County Sheriff Department, Chief Warren Brewer, 2121 County Drive, Columbia, MO 65202.

2.5. Proposed Solicitation/Award Schedule (these are approximate dates):

2.5.1.	October 7, 2013	Release of RFP
2.5.2.	October 9, 2013	Advertisement of RFP
2.5.3.	October 24, 2013, 11:00 a.m.	Pre-Proposal Conference
2.5.4.	October 21, 2013, 5:00 p.m.	Deadline for submitting questions
2.5.5.	November 19, 2013, 1:30 p.m.	Proposal due date and time
2.5.6.	November 19 – December 15, 2013	RFP Evaluation
2.5.7.	December 31, 2013	Contract Award
2.5.8.	February 1 – December 31, 2014	Initial Contract Period



3.0 SCOPE OF SERVICES

3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as *the County*, hereby solicits formal written proposals from qualified firms for the provision and delivery of **Mental Healthcare Services for Inmates of the Boone County Jail (BCJ)**.

3.2. Background:

3.2.1. The average number of inmate admissions to the Boone County jail is 21 per day. The total incarcerations for the last three years are 23,554 inmates. Of the 23,554 inmates, 17,660 (75%) are released within 48 hours. Our problem population amounts to 5,900 inmates over a three year period.

The average length of stay is equalized between 49 hours to 7 days and 8 days to 45 days. By that, we mean that we have the greater number of the remaining 25% of our initial arrest population falling primarily in this 49 hours to 45 days incarceration time period. Our average is based on figures from 2008, 2009, and 2010, placing the total average between 49 hours and 45 days incarceration.

3.2.2. Mental Healthcare Services for the Inmates of the Boone County Jail has been provided since April 2000 by Behavioral Health Concepts (BHC). Our latest contract with BHC will expire on December 31, 2011. Currently, the Psychiatrist visits the facility one time per week. He/She is on-call twenty-four hours a day, seven days a week. Generally, on-call is answered by the staff nurse or counselor, but if the case requires it, the Psychiatrist will be paged.

3.2.3. Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com>

3.2.4. Although an attempt has been made to provide accurate and up-to-date information, the County of Boone – Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

3.3 Specifications:

Under the resulting contract from this Request for Proposal, the Contractor shall, by way of illustration and not limitation, provide identification of mental healthcare needs, scheduling, and coordination of all mental healthcare services rendered inside and outside the BCJ, including, all medical supplies, laboratory supplies, pharmaceuticals, forms, and related items necessary for the acceptable performance of the contract in accordance with the contract requirements.

No guarantee of mental healthcare services purchased is implied or expressed by this Request for Proposal; mental healthcare services shall be determined by actual need.

Described below is a general outline of the type of service and product to be delivered by the successful Contractor under the direction of the County designee, and the minimally acceptable standards of performance. This outline is intended as a guide for Offeror(s) to describe the nature of the services required and qualifications for the contract.

3.3.1. GENERAL DUTIES OF THE CONTRACTOR

Overview – The Contractor shall:

- 3.3.1.1.** Provide necessary mental healthcare services to a diverse inmate population in the Boone County Jail (BCJ) principally on-site, as effectively and efficiently as possible. The BCJ is a two-level indirect supervision facility. Currently, the average daily population is 190 inmates. The general county inmate population requiring/needing mental healthcare services is approximately 33-39% of our inmate population. This fluctuates daily. **The successful Contractor can expect approximately 160 total sessions per month, seeing between 54 and 75 inmates a month.**
- 3.3.1.2.** Provide a face to face assessment/evaluation session with all inmates within seven (7) calendar days of the date of referral from BCJ staff. Any exceptions must be documented in the record. Provide systematic screening, especially for suicidal risk and prior psychiatric history with further evaluation as indicated.
- 3.3.1.3.** Provide a program designed for a correctional institution environment. The County prefers a program that applies the current National Commission of Correctional Health Care (NCCHC) and the American Correctional Association (ACA) standards for mental healthcare related services in adult local detention facilities. The NCCHC manual entitled *Standards for Health Services in Jails* (2008 may be purchased from www.ncchc.org at a cost of \$69.95).
- 3.3.1.4.** Provide treatment planning to ensure appropriate treatment, with the jail medical and custody staff as part of the team. The treatment plan to include medication protocols shall be reviewed and approved by the medical director of the BCJ as designated by the “Program Administrator”.
- 3.3.1.5.** Provide diagnosis and prescribe medications. Diagnosis and medication prescriptions shall be performed by a psychiatrist. A nurse can assist with medication management and monitoring, including follow through on lab work.
- 3.3.1.6.** Provide crisis intervention and on-call duty. A psychiatrist, social worker or psychiatric nurse or a combination of these persons may perform these duties depending on the situation. Determination of a crises situation shall be at the discretion of BCJ staff and most generally defined as a situation when the safety of staff or inmates is at risk. On-call duty will provide coverage for times when mental healthcare personnel are not at the facility.
- 3.3.1.7.** Provide comprehensive training of BCJ staff on procedures for monitoring and responding to high risk inmates. This would include a comprehensive and ongoing training program for the BCJ staff dealing with, but not limited to, suicidal, depression, substance abuse problems or other mental health issues. Offeror should be able to provide certified training in order for our staff to receive continuing education credits. This training shall be provided at least once

yearly upon coordination with custody staff in the number of sessions necessary to ensure all custody staff have an opportunity to attend said training.

- 3.3.1.8. Provide consultation with BCJ medical and custody staff on inmates' behaviors in order to reduce stress and crises.
- 3.3.1.9. Assist in the development and maintenance of protocols and procedures to be followed by BCJ staff. Development of the protocols and procedures will involve input and review by members of the Boone County Mental Health Board of Trustees, the BCJ medical director and any other agency identified by the Boone County Sheriff's department.
- 3.3.1.10. Provide identification and coordination of mental healthcare services utilizing community resources for obtaining historical mental healthcare information and for aftercare purposes.
- 3.3.1.11. Maintain accurate, complete and confidential mental health treatment records. The Contractor shall document each service provided in the treatment record. In addition to the requirements outlined in the certification standards, progress notes shall include type of service, date, beginning and ending time, notation of related treatment goals, synopsis of the service and signature of the service provider. Progress notes will be written upon delivery of service. Sharing of inmate records with the Medical Director and the medical staff is necessary to ensure a multi-faceted approach to inmate treatment.

3.3.2. DEFINITIONS – The following definitions apply to this Request for Proposal:

- 3.3.2.1. "BCJ", "Institution" or "Detention Facility" means the Boone County Jail located at 2121 County Drive, Columbia, Missouri.
- 3.3.2.2. "Mental Healthcare Services Program" means the mental healthcare services, including substance abuse, at the BCJ and related services described.
- 3.3.2.3. "Medical Program Staff" means the on-site healthcare staff.
- 3.3.2.4. "Program Administrator" means the Contract employee who is responsible for the onsite mental healthcare program providing supervision of all Contract employees as well as overseeing program operations and activities.
- 3.3.2.5. *"Medical Director" means the physician who is designated by the County to be responsible for the provision of combined mental health and medical care in the BCJ.*
- 3.3.2.6. "Inmate" means a person in the custody of the Boone County Sheriff.
- 3.3.2.7. "Sheriff" is the Sheriff of Boone County, Missouri, the Director of the BCJ or his designated representative.
- 3.3.2.8. "County" means the County Commission of the County of Boone, Missouri.
- 3.3.2.9. "Contractor" means the successful winner of the Request for Proposal that contracts with Boone County.

3.3.2.10. "NCCHC Standards" are those Standards that appear in the Standards for Adult Local Detention Facilities, published by the American Correctional Association (ACA), latest edition.

3.3.2.11. "ACA Standards" are those Standards that appear in the Standards for Adult Local Detention Facilities, published by the American Correctional Association (ACA), latest edition.

3.3.3. CONTRACTUAL REQUIREMENTS

3.3.3.1. General:

The Contractor shall provide all mental healthcare services shown, described and required in the Contract Documents for identified persons committed to the custody of the BCJ.

The Contractor shall be the sole supplier and coordinator of all mental healthcare programs affecting the BCJ and shall, in accordance with the contract requirements, implement, modify and continue any and all mental healthcare programs for the BCJ for the duration of the contract term.

The Contractor shall provide as needed, daily management and operation of the BCJ mental healthcare program and assumes all legal, financial, and operational responsibility for the mental healthcare program subject to the contract provisions.

The Contractor shall obtain, at its own expense, all licenses necessary to render mental healthcare services within the BCJ and shall ensure that all of its employees rendering services in the BCJ shall possess all licenses necessary to render mental healthcare services within the BCJ.

The Contractor shall comply with all operational regulations and requirements of the BCJ.

3.3.3.2. Contract Pricing Structure, Billing and Payment

The annual contract price shall be a single total cost for each year of the Contract term for an estimated 33-39% of the average daily population. They have approximately 150 sessions per month and see between 44 and 85 inmates per month. (The estimated average daily population for fiscal year 2009 is 234 inmates. The average daily population for fiscal year 2008 was 204 inmates).

Billing shall be based on twelve billing periods per year, each billing period consisting of one calendar month effective one month after the beginning date of services. The Sheriff shall make payment to the Contractor in twelve equal installments per contract year, each installment being 1/12th of the annual contract price. Final payment shall not occur unless all facets of the training requirement have been satisfied for any given year.

The Contractor shall submit an invoice to the Sheriff at the close of each billing period which shall be payable within 30 calendar days after the close of the billing period. In the event that incorrect invoices are submitted, payment shall be within 30 calendar days of receipt of a corrected invoice.

3.3.3.3. Contract Price Adjustments

The contract price shall be firm through the initial contract period of **February 1, 2014 through December 31, 2014**. The price for each subsequent one-year contract period shall be adjusted (up or down) by the County Purchasing Director based upon an average of the following items:

- a) The U.S. Department of Labor Consumer Price Index for Medical Care in Urban Areas for the twelve month period ending in the month of the current contract year.
- b) The average daily inmate population for the twelve month period ending in the month of the current contract year.
- c) The percentage of inmates receiving mental healthcare services for the twelve month period ending in the month of the current contract year.

3.3.3.4. New Programs

Any new programs not covered by this Agreement which are proposed by the Sheriff or the Contractor for implementation after the contract date, shall be established by mutual agreement between the Sheriff and the Contractor, including agreement on the additional cost, if any, of such new programs. New programs and the costs thereof agreed upon by the parties shall not take effect unless expressed as an amendment to this Agreement as executed by the parties.

3.3.3.5. Subcontracts

The Contractor may enter into subcontracts for components of the mental healthcare delivery program as the Contractor deems necessary to comply with the terms of the contract. All such subcontracts require the prior written approval of the Sheriff or his designated representative.

3.3.3.6. Quality Improvement Program

The Contractor shall form a quality improvement committee which sets expectations, develops plans and implements procedures to assess and improve the quality of the organization's governance, management, and clinical and support processes designed to improve the patient outcomes. A quality improvement program is an effort to continuously work to improve care. The quality improvement committee consists of healthcare providers from various medical disciplines working at the facility who meet frequently with correctional administrators on a fixed schedule to design quality improvement activities and to discuss the results. The committee must meet semi-annually but may meet more times as dictated by necessity.

The Contractor will be expected to coordinate the Mental Healthcare Services Quality Improvement Program with the medical staff of the facility, but they are not required to develop such a program for the general medical services provided at this facility.

In addition, the Contractor shall participate in periodic peer reviews and evaluations of mental healthcare services by the Boone County Mental Health Board of Trustees and the Medical Director of the BCJ. The Boone County Mental Health Board of Trustees and the Medical Director will present a copy of their review to the Boone County Sheriff.

3.3.3.7. Records

Service records of each inmate shall be maintained on-site by the Contractor. These records shall be maintained separately from confinement records and shall be kept secure as required by law. The Contractor shall be the official custodian of these records during the performance of the services under this Agreement. The Sheriff shall have access to all records during the term of this Agreement. Records which are scheduled for destruction under approved retention schedules of the State of Missouri shall be returned to the Sheriff for destruction. At the termination of the Agreement, all records pertaining to the Agreement shall become the property of the Sheriff. The Contractor shall have access to all medical records pertaining to this Agreement after the termination of this Agreement in order to prepare for litigation or anticipated litigation brought by third persons in connection with the services rendered by the Contractor pursuant to this Agreement.

3.3.3.8. Training

The Contractor shall provide annual extensive (estimate 4 to 8 hours) training session for approximately 60 officers in as many sessions as necessary to provide to all custody and medical staff and follow up training for approximately 60 staff members as necessary determined by the Program Administrator. Training will be performed during standard business hours of 6:00 a.m. to 6:00 p.m. CST Monday through Friday.

Training shall include but not be limited to the following items:

- a) What mental illness is and what causes it.
- b) Categories of mental disorders (serious mental illnesses, personality disorders, substance abuse disorders, etc.)
- c) Information about and common indicators of more common serious and persistent mental illnesses including but not limited to depression, detoxification, bipolar disorder, schizophrenia and other related thought disorders.
- d) Guidelines for effective communication with and supervision of inmates with mental illness.
- e) Basic guidelines for effective crises intervention.
- f) Understanding personality disorders and guidelines for effective supervision of inmates with such possible disorders.
- g) Understanding psychiatric medications.
- h) Basic guidelines for suicide prevention.

Training programs are to be coordinated between the Contractor and the Jail Administrator. The Contractor shall provide documentation of successful completion of the training for each staff member to the Jail Administrator. The response must include a plan detailing the scope and proposed scheduling for this training and the professionals who will be administering the various levels of training

3.3.3.9. Contractor Reports

The Contractor shall submit monthly reports to the Sheriff detailing the overall operation of the mental healthcare services program and the general health of the persons committed to the custody of the BCJ. The Contractor shall regularly confer with the Sheriff concerning existing health-related procedures within the BCJ, any proposed changes in health-related procedures, or any other matter pertaining to the performance of the contract.

The Contractor shall submit to the Sheriff a written monthly evaluation of treatments provided to the inmates which shall include a long term illness report and other statistical information covering the inmate population as may be required by the Sheriff. Contractor shall also submit a “year end summary” of services, number of sessions, number of inmates contacted, and number of crisis interventions; and any other data as may be required by the Sheriff.

3.3.3.10. Coordination with other Agencies

Contractor shall develop and maintain a system for referrals of inmates to community treatment providers for ongoing care. The Contractor will work with self-help groups (Alcoholics Anonymous, Narcotics Anonymous, etc.) to coordinate regular meetings within the jail.

3.3.3.11. Pre-Employment Screening of Healthcare Personnel

The Contractor's staff will be required to follow all BCJ security regulations and will be required to successfully pass a pre-employment security and background clearance conducted by the Sheriff. Prior to the Contractor's employee(s) beginning work in the Detention Facility, the employee must first be cleared in writing by the Sheriff and complete the Sheriff's Office orientation. The Program Administrator shall send written notification to the Sheriff or designee, of potential new contract employees including their full name, date of birth, social security number, and expected date of employment.

The Sheriff will screen the healthcare personnel to ensure that such personnel will not constitute a security risk to the institution or to the inmates.

3.3.3.12. Security – BCJ and Inmates

The Contractor shall have no responsibility for the physical security of the BCJ, or for the custody of the inmates. The physical security of the BCJ and the custody of the inmates are responsibilities of the Sheriff.

The Sheriff may refuse admittance to the BCJ of Contractor personnel at any time for security reasons.

The Contractor shall be responsible for following all procedures established or to be established by the Sheriff governing security procedures, as are reasonably placed in effect. The Contractor, however, shares joint responsibility with the Sheriff to assure that security is maintained at all times when treating inmates.

3.3.3.13. Disciplinary Confinement by Sheriff

The Sheriff will not confine any person in any hospital or infirmary for disciplinary reasons.

3.3.3.14. Safety

The Sheriff shall, in accordance with the procedures set forth in the BCJ Policy Manual, current edition, provide as safe an environment as is reasonably possible for mental healthcare services program employees, suppliers, management and other authorized visitors.

3.3.3.15. Periodic Meetings

The Contractor shall meet with the Sheriff or his representative on at least a monthly basis to submit any required reports and to discuss the Contractor's compliance with the contract documents and contractual obligations. The Contractor shall provide weekly group orientation in the intake housing units or as required.

3.3.3.16. Mental Healthcare Staff

The Contractor shall be responsible for the performance of the Contractor's program staff, conduct medication and chart review and establish policies and procedures for the Medical Program, which policies will be reviewed on a six-month basis in accordance with NCCHC Standards and established policy of the Medical Director. No new or revised policy or procedure, which may affect security or operation of the BCJ, shall be established without the advance written approval of the Medical Director and the Sheriff.

The Sheriff will, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the project by the Contractor. If the Sheriff reasonably rejects staff or subcontractors, the Contractor must provide replacement staff or subcontractors satisfactory to the Sheriff in a timely manner and at no additional cost to the Sheriff. The day-to-day supervision and control of the Contractor's employees shall be the sole responsibility of the Contractor.

3.3.3.17. Third Party Payments

In the event that mental healthcare services provided to an inmate are covered by third party payments including, by way of illustration and not limitation, payments issued under no fault insurance or Medicare, the Contractor shall pay these services on behalf of the Sheriff in the same manner as if they were provided by a private physician or health service. Eighty percent (80%) of payments received by third party sources will be reimbursed to the Sheriff, or credited to the catastrophic limit. The Contractor may retain the other twenty- percent (20%) as an administrative fee. In the event that an inmate/patient holds health insurance, it shall be the Contractor's responsibility to coordinate benefits and arrange for such payments to be received in order to reduce the County's costs.

3.3.3.18. Termination

Notwithstanding any other provisions of this document to the contrary, the Contractor shall have the right to terminate the Agreement upon each anniversary date providing the notice of intent to terminate is received by the Sheriff at least 120 days prior to the anniversary date. Should a Contractor terminate under this paragraph, the Contractor will not be allowed to participate in any re-bid of this or similar contracts for the balance of the original term of this contract plus three years. The Sheriff also reserves the right to terminate the contract on each anniversary date without cause or explanation, providing notice is given to the Contractor at least 60 days prior to the anniversary date.

3.3.3.19. Equipment and Space Available

The Contractor shall be responsible for repair or replacement resulting from direct loss or damage to property or equipment of the Sheriff caused by negligence of the mental healthcare staff. The Sheriff shall be responsible for repair or replacement resulting from direct loss or damage to property or equipment of the Contractor caused by negligence of BCJ employees or inmates of the BCJ.

The Sheriff shall provide, at its expense, existing office space for staff employed by the Contractor. The Sheriff shall provide all necessary utilities, including telephone and facsimile service. Offerors should provide a description of the type and duration of space required to administer the program described in this request.

3.3.3.20. Policies and Procedures

Prior to implementation of services under this contract, the Contractor shall develop and maintain a written policy and procedures manual tailored to mental healthcare services provided in the Detention Facility. This manual will be reviewed annually by the Program Administrator and Director of Corrections for any necessary updates. The Contractor shall ensure that policies and procedures meet Missouri Department of Mental Health Standards.

3.3.3.21. Termination of Employment

The Program Administrator shall send immediate written notification to the Sheriff or Jail Administrator, in the event of resignation or any other type of termination of employment with contract employees. Prior to the effective date of such termination the employee shall be required to return all ID's, keys, and any property issued to the employee by the Sheriff or Jail Administrator.

3.3.4. SERVICES TO BE PROVIDED BY THE CONTRACTOR –

It is preferred that the Contractor shall provide all services as set forth in the NCCHC and ACA standards. The following represents an overview of various program functions and physical facilities consistent with these standards.

3.3.4.1. Administration

The Contractor shall operate on an as needed and/or on-call daily basis providing for mental healthcare needs for the Boone County Jail. All Offerors must include a proposed staffing plan with their response.

3.3.4.2. Psychiatric Care & Forensic Unit

The Contractor shall provide psychiatric and psychological services as clinically indicated within the BCJ and in accordance with established Standards. The Contractor shall provide and deliver a systematic program for screening, evaluating, and treating inmates with mental health problems.

Treatment shall entail more than segregation and must include close supervision of inmate/patients. Treatment will require a collaborative effort between Contractor and BCJ staff. Contractor shall provide staff in sufficient numbers to identify and treat, in an individualized manner, those inmates who are suffering from serious mental disorders but who do not require hospitalization. Prescription medications must be supervised appropriately and evaluated in accordance with approved protocol. There shall be a

program for identifying and providing services and supervision of inmates with suicidal tendencies. Complete, accurate and confidential mental health records must be maintained.

Contractor shall train staff members on the appropriate suicide watch protocol. Direct on-going supervision of suicidal inmates will be performed by correctional facility staff at the direction of the Contractor.

The Contractor shall ensure that a Psychiatrist is on-site at the BCJ for the required number of hours per week to address the identified BCJ population. The Psychiatrist will be responsible for treatment and prescribing of medicine for identified inmates. The Contractor shall provide for a 24 hour on call emergency consultation and treatment by a qualified mental healthcare professional.

Offerors shall include with a response a staffing plan and outline of services for mental healthcare.

The Contractor is not responsible for inpatient psychiatric hospitalization confinements or other psychiatric services provided outside the BCJ. However, the Contractor shall assist BCJ staff with necessary referrals and affidavits allowing for commitment to outside agencies.

3.3.4.3. Medications

Contractor is responsible for coordination of medication delivery utilizing qualified mental healthcare professionals. Liquid medication shall be administered in place of capsule or tablet form whenever possible for all psychotropic medications. Delivery of medication shall be performed according to accepted protocol.

3.3.4.4. Pharmaceutical Services

County prefers the use of Contractor's pricing for medications if available and advantageous to the County. Contractor may utilize the existing BCJ pharmacy. Offerors should describe the manner in which this service will be provided under the contractual agreement. Any information regarding pharmaceutical costs to the contractor would be helpful, but not required at this time.

The cost for medication will be billed and paid separately from the monthly mental healthcare service fee if it is a service provided and contracted for as a result of this RFP. Offerors are not required to provide medication costs at this time. Offerors are encouraged to describe the services that may be available and the potential discounts available should the County chose to contract for these services. The Corrections Division Nurse estimates approximately \$3,500 to \$6,500 is spent per month on medications and she further estimates that 65% of the expenditure is for psychotropic medications. The 2010 accounts payable information indicates a total inmate medication expenditure of \$57,808, indicating an approximate average of \$4,850 per month.

3.3.4.5. Substance Abuse Program

The Contractor shall follow current protocol for detoxification. Contractor may change or enhance the current detoxification program in coordination with and upon approval by the Jail Administrator.

Note: Presently, inmates with a serious drug related withdrawal are sent off site. The County presently does not have the expertise or facilities to handle inmates with a serious drug related withdrawal.

Attachment C – *Boone County Adult Detention Facility Medical Department – Alcohol Withdrawal* is a copy of the Boone County Jail Detoxification protocol. If an inmate is receiving mental healthcare services under this contract, the Contractor shall follow and administer services according to the detoxification protocol. If an inmate is not receiving mental healthcare services under this contract, the County is responsible for administering the detoxification protocol.

3.3.4.6. Lab Work

The County has the ability to perform basic lab services on-site. The County currently utilizes Boyce and Bynum Laboratories for processing the lab work. The Contractor will be responsible for ordering any required lab work. The Contractor may choose to utilize the program currently in place or may offer an alternative lab program in their response. The County reserves the right to utilize the lab services providing the lowest possible cost to the County. All lab samples obtained from County inmates must be obtained at the jail site. The cost for lab services will be billed and paid separate from the monthly mental healthcare service fee if it is a service provided and contracted for as a result of this RFP.

3.3.5. INFORMATION TO BE USED IN DEVELOPING FINAL SCOPE OF WORK

3.3.5.1. Proposed plan of implementation and execution of work.

3.3.5.2. Proposed staffing plan that identifies the number and type of workers required and proposed staffing schedules for a typical two-week period showing the number (and title) of each and their duty assignments for each day.

3.3.5.3. Proposed scope and schedules for BCJ staff training and inmate's health education.

3.3.5.4. Proposed general protocol for continuing current valid prescribed medication.

3.3.5.5. Identification of any exceptions taken to the proposed scope of work and the reason(s) for such exceptions.

3.3.5.6. Identification of any exceptions taken to the proposed general terms and conditions of the contract.

3.3.5.7. Identification of any exceptions taken to the proposed insurance requirements.

3.3.6. GENERAL INFORMATION ITEMS

3.3.6.1. Proposed backup plan for replacement of key staff during extended absences of key personnel caused by illness, termination or any other cause.

3.3.6.2. Additional information: Offerors may include selected brochures or other material in this section only to the extent that the information presented has a direct bearing on the services to be provided under the proposed contract (Jail Inmate Mental Healthcare Services).

3.4. CONTRACTOR Requirements:

3.4.1. BOONE COUNTY INSURANCE REQUIREMENTS - The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.

Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit.

Comprehensive General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory written cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

The Contractor shall provide the County with proof of General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum limit of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to the Contractor.

The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$2,000,000.00 and naming Boone County as additional insured.

COMMERCIAL Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

3.4.3. INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

3.4.4. In performing all services under the resulting contract agreement, the Contractor shall comply with all local, state and federal laws.

3.5. Term; Termination of Contract Agreement:

3.5.1. The initial term of the resulting contract agreement from this Request for Proposal for the Mental Healthcare Services for the Inmates of the Boone County Jail will **begin February 1, 2014 and extend through December 31, 2014. The agreement may be automatically renewed for an additional four (4), one-year periods** unless canceled by the Purchasing Director in writing prior to a renewal term. After the fifth renewal, this Agreement will continue on a month-to-month basis until either party terminates this Agreement by providing the other party with the required prior written notice.

3.5.2. The resulting contract agreement may be terminated by the County upon 15 days prior written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In addition, the contract agreement may be terminated at will by the County upon at least 60 days prior written notice to the Contractor.



4. PROPOSAL SUBMISSION INFORMATION

4.1. RESPONSE TO PROPOSAL

4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and six (6) additional copies (total of 7)**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPO, CPPB, Director of Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201

b. The proposal response must be delivered no later than **1:30 p.m. on November 19, 2013**. Proposals will not be accepted after this date and time.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the

solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.1.2. Competitive Negotiation of Proposals: The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- 4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.
- 4.1.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- 4.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- 4.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.1.3. Evaluation and Award Process:

4.1.3.1. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise of Offeror**
- c. **Cost**

4.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.1.4. Evaluation:

4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

4.1.4.2. Provide a listing of all government agencies for which work was performed within the preceding two years and nature of services. In the event your firm has not provided mental healthcare services for governmental entities, then provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If references are unavailable, provide a detailed explanation of why references are not available.

The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP (This information may be shown on the form attached as Attachment B to this RFP or in a similar manner):

- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
- b. Dates and locations of the service/contract; and
- c. A brief, written description of the specific prior services performed and requirements thereof.

4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

4.1.4.3. Resumes of proposed management staff or description of criteria to be used in hiring management staff must be included in the response. The following are the minimum requirements for professionals involved in administering the requirements of this contract:

- a. Licensed Clinical Social Worker – Must be licensed to practice in the State of Missouri and at a minimum possess a masters degree in social work with preferred background and current experience in mental healthcare services.
- b. Licensed Psychiatric Nurse - Must be licensed as a registered nurse to practice in the State of Missouri with preferred background and current experience in mental healthcare services.
- c. Psychiatrist – Must hold a current Missouri license to practice medicine in the State of Missouri with a valid license through the Missouri Department of Health Bureau of Narcotics and Dangerous Drugs with preferred board certification in psychiatry by an appropriate American specialty Board.
 - a. The County **prefers** a board certified psychiatrist perform the management/supervision of this program but does not minimally require it. Supervision/management of this program must be performed by professions meeting the minimum requirements contained in this section. Offerors may propose other professions for service delivery. The County would **prefer** that services under this contract be performed by the professions listed in this section, but will accept proposals including other professional service providers so long as the minimum management/supervision requirements are met. Offerors offering other professions in their proposal must provide the County with a detailed description of the minimum education and experience requirements these positions include.

- 4.1.4.4. Information which demonstrates the Offeror's financial stability and ability to perform the required services. Audited financial statements may be required of those qualified as a result of this RFP.
- 4.1.4.5. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 4.1.4.5. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Bidder's final response rating.
- 4.1.4.6. Where the words "should", "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder's final response rating.
- 4.1.4.7. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.



5. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-Mail Address: _____

5.1. Pricing for Mental Healthcare Services for Inmates of the Boone County Jail

The Offeror shall provide a firm, shall not exceed price contract for the Original Contract Period. All costs associated with the performance of the services shall be included in the firm, shall not exceed price.

The hours of service for the different categories below may be amended during the contract term as needs dictate. The "hours of service" shown below shall not be construed as a maximum for contract audit purposes; rather, the fixed pricing items, the rate per hour of service and the total contract not to exceed dollar amount shall be considered firm for billing audit purposes.

Lump Sum Payment – These lump sum costs plus the 7% overhead will be paid upon completion of the contract documents and receipt of all required insurance certifications and the receipt of an invoice reflecting these costs.

Description of Services Provided	Lump Sum	Overhead	Total Due	Annual Total
Additional Insurance Costs	\$ _____	\$ _____	\$ _____	\$ _____
Training Materials for Officers	\$ _____	\$ _____	\$ _____	\$ _____

Annualized Lump Sum Payments – This service will be paid on a monthly basis at 1/12th of the lump sum rate identified and the 7% overhead, upon receipt of a correct invoice following the month for which services were provided. This fee is paid to cover on-call services twenty-four hours per day seven days

per week. Expected telephone response time shall be within 30 minutes from the time a page is placed. The County will strive to utilize this service in crises situations or when a service issue arises during a period of time when a service provider will not be on site for an extended period of time. Every effort will be made by the County to address standard issues/questions when professional service providers will be on site.

<i>Description of Services Provided</i>	<i>Lump Sum</i>	<i>Overhead</i>	<i>Monthly Payment Amount</i>	<i>Annual Total</i>
On-Call	\$	\$	\$	\$

Hourly Professional Payments – Firm fixed hourly rates plus 7% overhead will be paid on a monthly basis following the receipt of a correct invoice for actual hours of service performed by each profession. These rates are to be paid for any hours for which identified staff are on site with the exception of the successful contract administrator’s position. The Contractor’s Administrator shall document the work performed for the hours billed.

<i>Description of Services Provided</i>	<i>Hourly Rate</i>	<i>Overhead</i>	<i>Cost Per Hour of Service(s)</i>	<i>Maximum Annual Hours of Service</i>	<i>Annual Total</i>
Psychiatrist Supervision Services – 0 Hours Per Week for 12 months	\$	\$	\$	0	\$0.00
Psychiatric Nurse Practitioner – 0 Hours Per Week	\$	\$	\$	0	\$0.00
Psychiatric Primary Care Services – 8 Hours Per Week for 12 months	\$	\$	\$	416	\$
Counselor – 20.6 Hours Per Week	\$	\$	\$	1071	\$
Program Administrator – 2 Hours Per Week	\$	\$	\$	104	\$
Officer Training – 30 Hours	\$	\$	\$	30	\$
Annual “Not to Exceed” Grand Total					\$

5.2. Renewal Option:

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of four additional years. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes _____ No _____

If no, please indicate the maximum percentage of increase or decrease off hourly professional rate pricing for each renewal:

First Renewal (1/1/15 - 12/31/15): + _____% - _____%

Second Renewal (1/1/16 - 12/31/16): + _____% - _____%

Third Renewal (1/1/17 - 12/31/17): + _____% - _____%

Fourth Renewal (1/1/18 - 12/31/18): + _____% - _____%

Note: These renewal options will be used in the evaluation.

5.3. Mid-Missouri Public Purchasing Cooperative:

Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

_____ Yes _____ No

5.4. The Offeror **MUST** state the number of days required before the services described herein could be provided: _____ days after effective date of contract award.



PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name:
Address:

Contact Name:
Telephone Number:

Date of Contract:
Length of Contract:

Description of Prior Services (include dates):

2. Prior Services Performed for:

Company Name:
Address:

Contact Name:
Telephone Number:

Date of Contract:
Length of Contract:

Description of Prior Services (include dates):

3. Prior Services Performed for:

Company Name:
Address:

Contact Name:
Telephone Number:

Date of Contract:
Length of Contract:

Description of Prior Services (include dates):

STATEMENT OF OFFEROR'S QUALIFICATIONS

(File with Response Form)

1. Number of years in business: _____ If not under present firm name, list previous firm names and types of organizations.

2. Contracts on hand: (Complete the following schedule)

Item	Purchaser	Amount of Percent Contract Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. General type of product sold and manufactured:

4. There has been no default in any contract completed or un-completed except as noted below:

(a) Number of contracts on which default was made: _____

(b) Description of defaulted contracts and reason therefore:

5. List banking references:

6. Upon request will you within 3 (three) days file a detailed confidential financial statement?

Yes _____ No _____

Dated at _____

this _____ day of _____, 20 _____.

Name of Organization(s)

By _____
(Signature)

(Title of person signing)

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- _____1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- _____2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- _____3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Certification of Individual Bidder (Option #2))

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

(Please complete and return with Proposal Response)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Boone County Jail Detoxification Protocol

Boone County Adult Detention Facility Medical Department

ALCOHOL WITHDRAWAL

DEFINITION/ETIOLOGY

The Alcohol Withdrawal Syndrome is a rebound phenomenon that reflects the adaptive development of tolerance to ETOH over time. Mild withdrawal symptoms include tremors of outstretched hands, anxiety, sweating, tachycardia, systolic hypertension, nausea/vomiting, diarrhea and sleep disturbances. Severe withdrawal symptoms include Delirium Tremens, which is characterized by confusion (with associated delusions and hallucinations), severe gaitation and generalized seizures.

DEMOGRAPHICS

Adult alcoholics in the U.S. number 10.6 million. Symptoms of alcohol withdrawal often present after an individual has been forced to discontinue ETHOH intake because of incarceration or hospitalization. In 80% - 85% of alcoholic patients, withdrawal is expressed as a mild to moderate abstinence syndrome. Because ETHOH is a short-acting NCS depressant, withdrawal symptoms usually develop 5-10 hours after cessation of drinking, peak in intensity on day two or three, and disappear by day four or five. In 15 – 20% of alcoholics, withdrawal is more severe and may even be life threatening. A small percentage of alcoholics demonstrate one or two generalized seizures (“Rum Fits”) usually within 48 hours of stopping drinking. True Delirium Tremens occurs in less than 1%. The likelihood of developing severe withdrawal symptoms increases with concomitant infections or medical problems, prior history of withdrawal seizures or DTS, and higher quantity and frequency of drinking.

SUBJECTIVE

- A. Frequency and quantity of ETOH intake
- B. Duration of heavy ETOH use
- C. History of previous seizures or DT's with withdrawal/history of any previous ETOH withdrawal severe enough to require hospitalization.
- D. History of other medical problems (particularly cardiovascular disease, epilepsy, severe liver disease).
- E. Recent auditory or visual hallucinations
- F. Difficulty sleeping
- G. Nausea/vomiting

H. Recent convulsion

OBJECTIVE

A. Blood pressure elevation

B. Tremor

C. Agitation

D. Tachycardia

E. Diaphoresis

F. Orientation to place/time/person/situation

ASSESSMENT

1. The Mid-Missouri Mental Health Center Alcohol severity assessment scale (see attached) is to be completed initially and at each evaluation until inmate is stable.

2. SMAC

3. CBC

PLAN NOTE: LIBRIUM CANNOT BE ORDERED FROM PHARMACY WITHOUT PHYSICIAN ORDER.

A. For SA score between 1-5, consider the following taper if unable to monitor client closely, or for clients with history of bad withdrawals:

1. Librium, 25MG One Tablet Q.I.D. X 2 Days
2. Librium, 25MG One Tablet T.I.D. X 2 Days
3. Librium, 25MG One Tablet B.I.D. X 2 Days
4. Librium, 25MG One Tablet DAILY X 2 Days, then discontinue

B. For SA score of 6 or higher:

1. Librium, 25MG Two Tablets Q.I.D. X 3 Days (24)
2. Librium, 25MG Two Tablets T.I.D. X 3 Days (18)
3. Librium, 25MG Two Tablets B.I.D. X 3 Days (12)
4. Librium, 25MG Two Tablets DAILY X 2 Days (4)
5. Librium, 25MG One Tablet DAILY X 2 Days (2), then discontinue

C. Atenolol, 50MG PO X 1 if diastolic 100 or more. Repeat blood pressure at least daily, and administer Atenolol 50MG PO Q Day for continued diastolic elevation above 100.

D. Thiamine, 100MG One Tablet T.I.D. X 5 Days

E. Multivitamin One P.O. Q. D. X 3 Weeks

REFERRAL AND CONSULTATION

Physician Referral or consultation required for any inmate needing to be started on Lithium (physician order required).

A. Individual scores of “3” or greater in any category of the alcohol withdrawal severity assessment.

B. Seizure activity present

C. Worsening of inmate’s condition. Daily consultation with physician until patient’s condition is considered stable.

D. Withdrawing inmates who have multiple medical problems.

FOLLOW-UP

Re-evaluate the patient the following day and then as needed.

WITHDRAWAL SEVERITY ASSESSMENT RECORD

Patient Identification

Blood Alcohol Level on Admission: _____

Date/Time														
BP	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Pulse	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Temp	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Tremor														
Agitation														
Sweating														
Nausea/Vomiting														
Sleeplessness														
Hallucinations														
Total														
Med Given														
Initials														

INITIALS/SIGNATURES

BLOOD PRESSURE:	0	Systolic below 140 mm. or diastolic below 90 mm.
	1	Systolic 140-175 mm. or diastolic 90-100 mm.
	2	Systolic 175-200 mm. or diastolic 100-110mm.
	3	Systolic over 200 mm. or diastolic over 100 mm.
Maximum score of 3 for any BP		

PULSE:	0	Below 90 beats/minute
	1	90-100 beats/minute
	2	100 to 110 beats/minute
	3	110-120 beats/minute
	4	over 120 beats/minute

TEMPERATURE:	0	Below 99 degree F.
	1	99.2 to 100 degrees F.
	2	100.2 to 101 degrees F.
	3	over 101 degrees F.

TREMOR:	0	None
	1	Tremor felt – not visible
	2	Mild tremor
	3	Moderate visible tremor
	4	Marked visible tremor

AGITATION/PANIC:	0	None
	1	Actively increased above normal
	2	Restless, “fidgety”
	3	Restless, pacing, or thrashing about in bed

SWEATING:	0	None
	1	Mild – barely visible
	2	Moderate
	3	Marked, clothes, or bedding soaked

NAUSEA/VOMITING	0	None
	1	No appetite – upset stomach
	2	Nausea
	3	Vomiting
	4	“Dry Heaves”

SLEEPLESSNESS:	0	None
	1	Restless sleep or inability to remain asleep after two hours
	2	Unable to sleep after two hours
	3	Awake four hours after retiring

HALLUCINATIONS: Record presence or absence of auditory, visual, or tactile hallucinations: do not score numerically.

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal

laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.

15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.



ATTACHMENT A

Boone County Purchasing
613 E. Ash Street
Columbia, MO 65201

"No Bid" Response Form

Melinda Bobbitt, CPPO, CPPB, Director
(573) 886-4391 – Fax: (573) 886-4390

"NO BID RESPONSE FORM"

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A PROPOSAL RESPONSE**

If you do not wish to respond to this proposal request, but would like to remain on the Boone County vendor list **for this service**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

Proposal: 3-19NOV13 – Mental Healthcare Services for Inmates of Boone County

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reasons for not bidding:

