



October 9, 2014

Request for Proposal

Police Department
Municipal Jail Medical and Dental Services
RFP #1308

ADDENDUM #2

The City of Springfield is hereby amending the above mentioned RFP. The original document can be found on the City's website at www.springfield-or.gov. By selecting the hyperlink *Purchasing/Contracts* from the menu on the left side of the home page, interested parties will be linked to the RFP/ITB page.

1. **Question:** Is the contractor responsible for providing all the equipment and supplies?

City's Response: *The jail medical infirmary is equipped with an exam table, a desk for the medical staff and a computer with internet access. Other supplies are procured by the vendor and paid for by the City.*

2. **Question:** Also, is it possible to submit a proposal for only the dental services portion?

City's Response: *We currently do not provide dental care. Inmates requiring dental care may be furloughed or transported to a dentist by Police staff. We are open to considering a proposal for regular dental services, but the main goal of this RFP is for medical services.*

3. **Question:** What is the current staffing plan for all clinical and non-clinical staff related to the medical department at the Springfield Municipal Jail?

City's Response: *The current contract calls for 15 hours of a licensed nurse practitioner and 35 hours of EMT time. The City is open to scaling those staffing levels up or down depending on cost, need, and the professional recommendation of the proposer.*

4. **Question:** Does the jail use a physician, physician assistant, or nurse practitioner as your provider and for how many hours a week?

City's Response: *The current provider is a nurse practitioner who works 15 hours per week, and is overseen by a physician. There are additional hours worked by EMTs.*

5. **Question:** Is the staffing plan in place sufficient for the jail's current needs?

City's Response: *We believe the hours called for in the contract are sufficient. See our response to Question 3.*

6. **Question:** Do clinical staff or jail personnel conduct screening intakes for inmates?

City's Response: *Jail personnel conduct the initial intake screening.*

7. **Question:** What community agencies do you coordinate with in the release process?

City's Response: *Jail staff makes courtesy contacts with local service providers for mental health or medical issues when needed, but there is no formal coordination.*

8. **Question:** What has the jail's ADP been for the past three years?

City's Response: *As stated in the RFP, the ADP has been approximately 60 over the last three years.*

9. **Question:** Does the jail anticipate an increase to the full capacity of 100 in the next year?

City's Response: *No. The jail is built with 100 beds for inmates. We occasionally reach populations into the 80s for short periods of time.*

10. **Question:** Who is the current pharmaceutical vendor for the Springfield Municipal Jail?

City's Response: *The current vendor arranges their own pharmaceutical procurement and we believe that is Diamond Pharmaceutical.*

11. **Question:** Would you clarify whether the vendor is responsible for the cost of pharmaceuticals under this contract?

City's Response: *The vendor does the ordering, but the actual costs for the pharmaceuticals are in addition to the medical services contract costs.*

12. **Question:** How much does the City pay for pharmaceuticals per year?

City's Response: *Approximately \$50,000.*

13. **Question:** What staff education programs are currently conducted at the jail and how frequently (e.g., suicide prevention, PREA, etc.)?

City's Response: *Staff receive suicide prevention and PREA training as part of their basic academy instruction and as part of the Field Training Program (FTEP). Ongoing training is provided as requested by staff and as staffing and budget allow.*

14. **Question:** Does the city expect the vendor to manage offsite medical services and who is responsible for the cost?

City's Response: *No. We typically rely on the vendor's recommendation for outside medical and then either furlough the inmate or provide transport. Those costs are paid for by the City.*

15. **Question:** Would the County ((sic)City) share the costs for the last two years relating to:

- a. inpatient care
- b. outpatient/specialist care
- c. emergency department
- d. medical supplies

City's Response: *Because the jail is a municipal facility, inmates who require inpatient care or extensive outpatient care are generally furloughed. There is no cost to the vendor.*

16. **Question:** Are there current vendors that provide services for the jail outside the scope of the medical contract described in the RFP?
- City's Response:** *Not currently.*
17. **Question:** What, if any, mobile provider does the Springfield Municipal Jail use for laboratory and radiology services?
- City's Response:** *The current vendor does their own lab work on site on an as-needed basis. The City may consider a vendor in the future for mobile radiology (for TB x-rays).*
18. **Question:** Does the city currently have an arrangement with a dental provider? If so, can you share the contracted rate and number or service hours provided per week/month? If dental services are contracted separately, will this contract be directly through the medical services contractor? In other words, should we include costs for the dental provider in our bid?
- City's Response:** *There is no current arrangement with a dental provider.*
19. **Question:** What mental health services are available for inmates? Is there an offsite psychiatric service provider? When are psychiatric referrals made (see I.B in Attachment 1, p.10)?
- City's Response:** *There is no offsite psychiatric service provider. Mental health evaluations are provided when ordered by the Court and arranged for then paid by the city.*
20. **Question:** Does the jail currently use paper medical records? If so, are there clerical resources currently available to help manage these files?
- City's Response:** *The current record system relies on paper records. There is a computer available to medical staff, and it is the provider's option. However, medical records become the property of the City. The City does not provide clerical support that is the responsibility of the provider.*
21. **Question:** In composing and calculating the cost of the itemized list of start-up medical supplies and medications, is the vendor to assume that there is no current inventory on hand, or can a list of current inventory be provided?
- City's Response:** *There is a current stock on hand, which is owned by the City and which will be available at startup of the new contract. Any additional supplies can be worked out and ordered at the City's cost.*
22. **Question:** What is the City's expectation as it relates to reviewing medical provider claims? Is the vendor expected to pay the claims, review the claims to ensure the services provided were in accordance with the services requested, and/or provide the city with an estimated payment amount?
- City's Response:** *Unsure what this means. We don't process insurance claims.*
23. **Question:** Will the payment and performance bonds be the value of one year's contract (item #17 of addendum 1) or another amount determined by the city (addendum 1, page 1)so vendors can account for the pricing of the premium in our fee proposal?
- City's Response:** *The payment and performance bond would be \$100,000 and the cost is borne by the provider.*

24. **Question:** Please supply a list of the medical equipment (not including disposable supplies) currently available to the medical services vendor.

City's Response: *As stated in Attachment 2 of the RFP, the municipal jail is equipped with an exam table, a desk, chair, and cabinets for supplies.*

25. **Question:** The RFP states that the city would like the vendor to provide various vaccinations for inmates and staff. Would you provide the number of vaccinations for inmates and staff for the past two fiscal years? Could you please share any policies regarding the type and frequency of vaccinations for either inmates or staff? If possible, please answer in the table below. Is the vendor responsible for the cost of these vaccinations?

Fiscal Year	# of Inmates & Municipal Jail Staff
2013	1. # of TB tests: 2. # of Hep B vaccines (set of three for staff only): 3. influenza: 4. other:
2012	1. # of TB tests: 2. # of Hep B vaccines (set of three for staff only): 3. influenza: 3. other:

City's Response: *To clarify, the current practice only requires testing inmates for TB if they have been incarcerated for 7 days and have not been screened in the previous six months. The City estimates between 5 and 15 tests/screenings per week.*

26. **Question:** Is a physician required in order to respond to this RFP or can the response come from another medical provider licensed in the state of Oregon that is able to practice independently of a physician, such as a Nurse Practitioner?

City's Response: *The program will be required to have an MD licensed in the State of Oregon to oversee the program.*

In the event that it is necessary to further amend, revise or supplement any part this ITB, additional addenda will be posted on the City's website at <http://www.springfield-or.gov> (select the **Purchase Contracts** hyperlink and RFP 1308 Addendum 2 Municipal Jail Medical and Dental Services). As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers to whom City provided the initial RFP. This addendum shall be considered part of the specification of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

ALL BIDDERS SHOULD ACKNOWLEDGE AND INCLUDE THIS ADDENDA #2 AS PART OF THEIR SUBMITTAL PACKAGE.