



County of El Paso Purchasing Department
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ADDENDUM 4

To: All Interested Proposers

From: Linda Gonzalez, Inventory Bid Technician

Date: November 24, 2008

Subject: RFQ# 08-137, (RFQ) Inmate Medical Services for the Detention Facility and Jail Annex

The Purchasing Department received questions relating to the above referenced proposal; the response to the following question:

1. Inmate Medical Services Specifications (RFQ page 4)
Can you provide any further clarification to the anticipated contract start and end dates?
[This a request for qualifications](#)
2. Section I, 5., Objectives (RFQ page 7)
What specific functions does the County envision will be served by the Claims Adjudication Model? Does this include contracting with providers for offsite services? Who will be responsible for the actual payment of the claims: the contractor or the County?
[No/El Paso County](#)
3. Section I, 7, Objectives (RFQ page 7)
What is the status of both detention facilities' ACA readiness? Does the County have an accreditation officer for the facilities?
[Preparing for initial accreditation/Cmdr. C. Porter, Accreditation manager](#)

4. Section I., 10, Objectives (RFQ page 7)
Please provide health services statistical reports for the past 12 months.
[Refer to Attachment III](#)

5. Section III. (RFQ page 8)
How many Detention system employees are subject to annual TB testing? What, if any, responsibility does the vendor have for Detention System employees that have a history of positive TB tests or converts to a positive TB test status? Does annual TB testing of Detention System employees include chest X-rays and sputum collection and culturing when indicated? Are Detention System employees that convert to a positive TB test status referred to the Health Department for continued assessment and care? Does the Detention System have an Employee Health Nurse or other practitioner?
[600](#)

6. Section III (RFQ page 8)
The RFQ states that the responsibility of the Provider "for the medical care of an inmate commences with the legal commitment of the inmate to the custody of the El Paso County Sheriff's Office and ends with the discharge of the inmate." Will the County clarify the meaning of "legal commitment?" Does this mean at the time of arrest or once the inmate is actually booked into the Facility?
[Once a prisoner is accepted at Intake in the facility.](#)

7. Section III (RFQ page 8)
Does the County cover the costs for annual TB testing of Detention System employees?
[No](#)

8. Section III (RFQ page 9)
The County requires the Provider to submit forms utilized to deliver care to inmates along with an actual Table of Contents from the Healthcare Policies and Procedures Manual. Will the County keep confidential all information submitted by Provider that is marked "CONFIDENTIAL" or "PROPRIETARY"?
[Yes](#)

9. Section V., C. (RFQ page 10)
Please provide the form(s) used and identify the process (i.e. NICS) that the County uses to conduct background investigations on potential employees. Please define all conditions that exclude an individual from working with the Detention System. Is the criteria for contract employee's identical to that for County employees? If the criteria is not the same for contract and County employees, please specifically define the differences.
[Criteria is the same as for El Paso County employees.](#)

10. Section V., C. (RFQ page 10)
How long do background investigations and approval by the Sheriff typically take for facility staff? Who bears the cost for the background investigations?
[Backgrounds usually take 1 to 2 months/The Sheriff's Office covers the cost and does the background.](#)
11. Section V., D. (RFQ page 10)
During the pre-bidders conference a discussion took place regarding the type of position that would conduct intake screening being undetermined. However, the RFQ seems to specify an RN or LPN is required for this function. Please clarify the license requirement to conduct intake screening.
[Intake screening to be conducted by an LVN with a CMA to work along side.](#)
12. Section V., E. 7. (RFQ page 11)
Would a Nurse Practitioner or Physician's Assistant functioning within their scope of practice satisfy the requirement of reviewing abnormal health assessment results?
[No](#)
13. Section V. H., Specifications (RFQ page 11)
Please verify that the Provider is not responsible for costs of offsite medical services provided to inmates. Are there currently or plans for any outside medical providers to conduct their services onsite? If so, who would be responsible for reimbursing these providers? Is it correct to assume that the County has an agreement with a dialysis provider?
[Correct/No/County](#)
14. Section V. H., Specifications (RFQ page 11)
Please clarify that the Provider is responsible for only those laboratory and radiology tests that are performed at the Detention Facility and Jail Annex.
[Yes](#)
15. Section V. H., Specifications (RFQ page 11)
The RFQ states that the Provider shall administer emergency medical care at the El Paso County Detention System to any employee of the jail who requires such care. Does this include visitors as well?
[Yes](#)
16. Section V. I., Specifications (RFQ page 11)
Will the County cover costs incurred for emergency transportation by ambulance when deemed necessary as described in this section?
[Yes](#)

17. Section V., J. (RFQ page 12)
Can a Nurse Practitioner or Physician's Assistant functioning within their scope of practice cover physician on-call duties during times in which the physician may be unavailable such as vacation time, etc?
No
18. Section V., M. (RFQ page 12)
Is the vendor expected to provide or reimburse for forensic psychiatry services related to criminal investigation or determine competency of a detainee as it relates to their criminal case?
No
19. Section V., N. (RFQ page 12)
If Nurse Practitioners or Physician's Assistants are accepted components of the staffing plan/service delivery program, can the proposer assume that they will be allowed to prescribe medications within their scope of practice and licensure?
Yes
20. Section V., O. (RFQ page 12)
Is the current vendor providing a detoxification and withdrawal program that satisfies the requirements defined in RFQ Section V., O.? How many inmates are managed for detoxification and withdrawal on a monthly basis for alcohol and drug use both onsite and offsite? Is there a Methadone program administered at either Detention System property? If so, who administers this program and who pays the cost of the program to include cost of the Methadone?
Current vendor provides detoxification programs that meet or exceed the requirements of the RFQ. Currently stats are not keep on how many inmates are detoxed per month.
21. Section V., O. (RFQ page 12)
Please clarify whether Provider is expected to provide a methadone maintenance/ detoxification program onsite. Is such a program currently in place? If so, would the County provide the policies and procedures governing the program? Is the program licensed? If so, is the license held by the County or by the Provider? If the license is held by the Provider, is it transferable?
No
22. Section V., P. (RFQ page 12)
Who is responsible to provide office furniture for the healthcare units at both facilities? Does the County provide computers and access for medical vendor staff to access the Detention Systems' inmate management system in order to provide services for which information within this system is necessary? How is phone service provided for the medical vendor's staff? Will the County allow the medical vendor to establish internet connectivity for business e-mail accounts and access to the vendor's corporate intranet site?
Both /Some/ County service/Limited

23. Section V., Q. (RFQ page 12)
Who is responsible for the cost of medical record jackets and forms? Where are medical record archives maintained, and who is responsible for filing and retrieval of archived medical records? Can the medical vendor charge outside parties (individuals not party to investigation and prosecution of a case or party for defense of the County, Detention System or law enforcement or party to the continuity of care for the patient) for copies of medical records?
[Provider/Onsite and offsite, provider](#)
24. Section V., R. (RFQ page 12)
The RFQ states that the Provider shall provide a consultation service to the El Paso County Sheriff's Office on any and all aspects of the healthcare delivery system at the Detention Facilities, evaluations and recommendations concerning new programs, architectural plans, staffing patterns for new facilities, alternate pharmaceutical and other systems. Is the County planning to open a new Facility?
[No new facility, expansion of current Annex facility](#)
25. Section VI., Staffing (RFQ page 13)
The RFQ references a "National Average Ratio 1:34". What is the resource for this National Average Ratio? Please clarify what staff positions are included in this ratio, i.e., nursing, physician, all healthcare staff, etc.
[All healthcare staff](#)
26. Section VI., Staffing (RFQ page 13)
The RFQ states that staffing must be sufficient to provide 24/7 coverage in both facilities. Please define the following:
- Whether assignment of on-call staff is considered coverage;
[No](#)
 - What disciplines are expected to be available 24/7, i.e., nursing, physician, both?
[Both](#)
 - Except for the Intake area, are there any additional areas expected to have nursing coverage 24/7 at the Downtown Jail and Annex?
[Medical Clinics](#)
27. Conflict of Interest Questionnaire
If no conflicts exist, is the Contractor required to complete the Conflict of Interest Questionnaire and if so, what is to be completed?
[Yes, there is a box to state that their isn't a Conflict of Interest](#)

28. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status and Non-discrimination statutes and Implementing Regulations (page 16)

The RFQ indicates that institutional applicants must certify compliance with the non-discrimination statutes and implementing regulations. Is there a separate form available for that certification?

No.

29. Solicitation Checklist (page 27)

The RFQ states that bidders should include a completed and signed Conflict of Interest Form whether a relationship exists or not. Must the form also be filed with the El Paso County Clerk if no relationship exists?

Yes

General Questions

30. Please provide the total dollar amount assessed in liquidated damages and staffing paybacks to the current vendor for each of the last three years.

None

31. Please provide a listing of current vacant positions and how long each position has been vacant.

1 LVN position/one week

32. Is any of the medical staff covered under a collective bargaining agreement? If so, please provide a copy of the agreement.

No

33. Does El Paso County or its current medical vendor have any pending litigation, court settlements, or decrees that would impact the delivery of medical care? If so, please describe this activity.

No

34. Please provide a copy of the current medical staffing plan, by facility, including shift and day of the week.

These records are not kept by the Sheriff's Office. These are the current provider's records.

35. Please provide as much of the following information as available for the past three calendar years:

- Number/percentage of inmates on medication and the total annual cost of medications
- Average number of HIV positive inmates

- Average number of HIV positive inmates on medication
- Average number of Hepatitis C positive inmates
- Average number of Hepatitis C positive inmates on medication
- Average number of active TB patients
- Average number of Medical Ward admissions and average length of stay in the Medical Ward
- Average number of diabetic inmates
- Average number of inmates receiving psychotropic medications
- Average number of inmates receiving mental health services
- Average number of physician and nurse sick call encounters
- Name of chronic care clinics and average number of chronic care clinic encounters
- Number of completed suicides

Combined stats for Sept 07 to Aug 08

	Patients	Charts	Intake Response	Healthcare Requests	Health Appraisals	
MD	6353	165615				
PA-C	6105	15098				
MH MD	2653	2326				
MHP	2219	5520				
Dentist	1925					
RN			56827	16253	9640	

Chronic Care Clinic	
Diabetic	1506
COPD/Asthma	1996
CV & Hypertension	2600
Infectious Disease	553
Renal (Dialysis)	24
Medical Diets (special)	355
Avg. special diets per day	168.38
Hypertensive Low Sodium	35
Diabetic 1800	89
Cardiac Low Cholesterol	60
Renal (Dialysis)	20

- **Health service requests**
16253
- **Health appraisals** 9640
- **Offsite specialty services** 2246
- **ER visits** 475
- **Hospitalizations and Length of Stay**
155 (13.02 days average stay)
- **Psychotropic prescriptions**
7930

- **Chronic Care Clinics**

Statistics are Sep 07-Aug 08

36. Is a new contractor required to hire all existing healthcare staff or can we accept applications from all existing employees and put them through our typical recruitment and selection process?
No
37. Who is responsible for the provision of staff for direct observation and/or wellness checks for inmates under suicide watch or other behavioral health watches?
Provider
38. Can the County provide copies of the policies and procedures for inmate health and mental health services?
No
39. What is the capacity for segregation at the Downtown and Jail Annex?
Currently 448
40. Please provide actual current wages for all classification of staff.
No, present provider dictates this
41. Is there a keep on person (KOP) program for inmates at the Downtown Jail or Jail Annex? If so, can you provide a copy of the KOP policy?
No
42. Please define the scope of services provided onsite in the medical observation areas for both facilities. Does the Detention System consider these areas to be infirmaries? To the extent available, please provide statistics that demonstrate utilization of these areas over the past 12 months.
The medical area is not an infirmary. It is a medical observation unit.
43. Please identify all routine Detention System meetings requiring the attendance of medical staff leadership.
Weekly staff meeting/quarterly MAC meeting/committee meetings as required by ACA
44. Please identify all routine Medical Department meetings in which Detention System leadership attend.
Quarterly MAC meeting
45. Optometry services are not discussed in the RFQ; please define the vendor's responsibility as it relates to these services.
None
46. Who is responsible for the cost of any prosthesis (other than dentures) that an inmate patient may require?
Provider

47. Does inmate housing have access to electricity for patients that may require medical devices utilizing an electrical power source such as CPAP or Oxygen concentrator?
Yes
48. Please provide the current staffing matrix. Does the County consider this staffing matrix sufficient to meet RFQ performance requirements?
No.
50. Please provide a copy of the current medical vendor's contract including all addenda and appendices.
See attachment II
51. To the extent available, please provide offsite appointment and inpatient utilization data for the past 12 months including Emergency Room visits and Dialysis treatment.
These records are not kept by the Sheriff's Office.
52. Please provide a copy of the Therapeutic Formulary currently being utilized.
No
53. Will the County consider a second round of questions to be submitted to clarify or follow up on answers to previously submitted questions?
No, deadline for questions has passed.
54. Where are inmates on suicide watch housed? Who is responsible for monitoring inmates on suicide watch?
Housing areas/Detention staff
55. Is Discharge planning for inmates with chronic medical or mental health conditions being provided by the current vendor?
Yes
56. Is there designated office space for the psychiatrist and mental health staff to provide mental health services? If yes, where is this space located? If no, please indicate where psychiatric and mental health staff sees inmates for services.
Yes/adjacent to the clinic
57. Please describe the Suicide Watch procedure at the Downtown Jail and Annex.
Security staff place inmate on observation and notify clinic personnel for follow up and schedule visit to see the doctor.
58. What aspect(s) of mental health services does the County view as requiring improvement or enhancement?
More psych. hours

59. Is the County currently, or anticipated to be, or has the County been within the last two (2) years, under investigation, audit, or review by any federal, state or local governmental authority or regulatory agency for medical, dental or mental health services provided?
- Is any visit/audit/inspection currently scheduled or pending?
 - Is the County waiting for the results of any report from any prior inspection/audit review?
 - Will the County share such reports of audits or visits previously conducted?
- No
60. Will the County provide the number of inmate healthcare lawsuits currently pending in which the County, its employees or agents are a named party? Also, will the County provide a list of the inmate healthcare cases closed over the last two (2) years and the outcome of the cases including the amount of any payments (judgments or settlements) made by the County over the course of the last two (2) years?
- No
61. Is the County currently bound by any consent decrees or injunctive orders at the Facility that would affect the provision of medical, dental or mental health services? If so, please provide a copy of the decree(s).
- No