

March 28, 2016

NOTICE TO THE PUBLIC  
REQUEST FOR PROPOSAL

Rappahannock Shenandoah Warren Regional Jail  
RFP 2016-01 "Request for Physician and Psychiatrist Services"

The Rappahannock Shenandoah Warren Regional Jail (herein after referred to as RSW Regional Jail) will accept sealed proposals until 2:00 PM on April 29, 2016 in the Office of the Administrative Support Captain, 6601 Winchester Road Front Royal, VA 22630, from qualified vendors to provide Physician and Psychiatrist Services beginning on or about July 01, 2016, with a **renewal option of two (2) additional one year periods unless terminated in accordance with contractual agreements.**

Copies of this document may be obtained upon request from Chris Williams, Administrative Support Captain, telephone (540) 622-8696, or they may be picked up at the above location.

Offerors should carefully examine the specifications and fully inform themselves as to all conditions and matters, which would in any way, affect the equipment/materials/service or cost thereof. Should an offeror find discrepancies in, or omissions from the specifications of this document, he or she should notify the Administrative Support Captain and obtain clarification prior to submitting proposals. Only questions answered by formal written Addenda will be binding; oral and other interpretations or classifications will be without legal effect.

The right is reserved, as the interest of RSW Regional Jail may require, to revise or amend the specifications prior to the date set for opening sealed proposals; the opening date may be postponed if deemed necessary by the RSW Regional Jail Superintendent. Such revisions and amendments, if any, will be announced by written Addenda to the specifications. ***In addition, RSW Regional Jail reserves the right to accept or reject any and all proposals and waive informalities.***

Offerors are to provide four (4) copies of their proposals packaged together, sealed and **clearly marked, "RFP 2016-01 Request for Physician and Psychiatrist Services."** Proposals are to be submitted as specified in Appendix A and mailed or delivered to:

Rappahannock Shenandoah Warren Regional Jail  
Attention: Captain Chris Williams  
Administrative Support Captain  
6601 Winchester Road  
Front Royal, VA 22630

**BACKGROUND INFORMATION:**

The RSW Regional Jail Authority owns and operates a Regional Jail at 6601 Winchester Road Front Royal, Virginia. The average daily inmate population between July 1, 2014 and July 1, 2015 was 320 inmates with the ability to hold approximately 520 inmates. Medical care and psychiatric services are provided in accordance with standards prescribed by the American Medical Association (herein after AMA) and the Virginia Department of Corrections (herein after DOC). Care is provided to adult male and female inmates, both within the facility and, when necessary, by outside specialists and/or treatment facilities on a referral basis.

The Medical Department consists of one Registered Nurse (RN) Director, 4 Licensed Practical Nurses (LPN), 1 Medical Assistant and 2 Administrative Support Personnel. The Mental Health Section consists of one Qualified Mental Health Professional. Dental support is provided by contractual arrangements.

### **SUBMISSION OF PROPOSALS**

1. Offerors must submit a curriculum vitae and a letter of interest emphasizing professional qualifications, experience and current and projected private practice caseload pertinent to these services.
2. In order that a proper evaluation of each proposal can be made, each Offeror will provide information regarding his/her ability to perform requirements listed in the scope of work
3. Offerors must provide at least four (4) references from agencies in which the Offeror entered into a contract to provide physician and psychiatric services. The provided information must include the name of the agency, address, telephone number, point of contact, the period of contract, and if not current, the reason for contract termination.
4. RSW Regional Jail reserves the right to reject any and all proposals.
5. This is a request for professional services and therefore, offerors shall not furnish estimates of man-hours or cost for services with their proposals.

### **DELIVERY OF PROPOSALS**

1. Proposals are due no later than 2:00 PM on April 29, 2016 at which time all proposals will be opened and names of the responder(s) will be read. RSW Regional Jail has the right to reject any or all proposals.
2. No proposal or amendment to a proposal will be opened or considered if received after the due date and time. Proposals received prior to the time of opening will remain unopened until the due date and time. No responsibility shall be attached to the Superintendent or his representative for the premature opening of a proposal not properly addressed and identified as specified herein.
3. Email or facsimile submitted proposals will not be accepted and any proposal received in such a manner will not be considered.

### **BASIS FOR SELECTION/EVALUATION OF PROPOSALS**

Proposals will be evaluated based on the following minimum criteria:

- a. Physician's and Psychiatrist's curriculum vitae (10%)
- b. Physician's and Psychiatrist's previous experience providing and directing medical services in a correctional environment (15%)
- c. Physician's and Psychiatrist's experience at achieving and maintaining standards of service and practice as set forth by the AMA, and the Virginia DOC. (15%)
- d. The Offeror's proposal for fulfilling the scope of work. (50%)
- e. Responses received from Offeror's contract references (10%)

At the discussion stage, the public body may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. In accordance with § 2.2-4342, proprietary information from competing offerors shall not be disclosed to the public or to competitors. At the conclusion of discussion, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the public body shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Notwithstanding the foregoing, if the terms and conditions for multiple awards are included in the Request for Proposal, a public body may award contracts to more than one offeror. Should the public body determine in writing and in its sole discretion that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror. Upon final contract negotiations, the Offeror will be notified in writing. A notice will be publicly posted for 10 days in the Lobby of the RSW Regional Jail announcing the decision to award the contract for public information.

### **COMPENSATION**

As the Physician and Psychiatrist is self-employed and is not an employee of RSW Regional Jail or its fiscal agent, all parties agree that no deductions for withholding taxes will be made and the Offeror and his or her employees are not entitled to any RSW Regional Jail benefits.

So long as the Offeror complies with the provisions of the contract, payment will be made monthly upon receipt of an invoice for services rendered by the Offeror. Payment will be made preferably by check from the Finance Department of the RSW Regional Jail.

### **QUESTIONS AND CLARIFICATIONS**

Requests for additional information or clarifications regarding the specifications will be addressed in writing via fax or email to the following:

**Chris Williams, Administrative Support Captain**

**Rappahannock Shenandoah Warren Regional Jail**

**6601 Winchester Road**

**Front Royal, VA 22630**

(540) 662-8696

Fax # (540) 622-2846

[chris.williams@rswregionaljail.com](mailto:chris.williams@rswregionaljail.com)

The Offeror is requested to submit any question(s) in writing by 9:00 AM April 15, 2016 to allow time to prepare any response to all Offerors of Proposals. Written responses, including the question(s) will be provided to all Offerors. Only questions answered by formal written Addenda will be binding; oral and other interpretations will be without legal effect.

## **QUALIFICATIONS-OFFERORS**

The Offeror must meet the Code of Virginia qualifications and licensure requirements and be adequately insured. Physicians, Psychiatrists and staff providing services at the facility must maintain copies of current licenses at the Rappahannock Shenandoah Warren Regional Jail.

## **SPECIFICATIONS/SCOPE OF WORK**

The selected Offeror will:

1. Serve as Medical Director for the Rappahannock Shenandoah Warren Regional Jail (hereinafter referred to as the "Jail") and its medical staff as pertains to medical care of inmates.
2. Ensure the all physicians and psychiatrists maintain and comply with all qualifications and licensing requirements of Chapter 8, Title 54, Code of Virginia, and be adequately insured.
3. Develop, provide and direct such medical and psychiatric mission statements, policies, forms, protocols, and procedures as may be necessary to administer a program of inmate medical and psychiatric care in a correctional environment in accordance with Federal, Commonwealth of Virginia, and local laws, ordinances, and regulations.
4. Ensure that all medical and psychiatric care provided in accordance with this agreement by anyone other than a fully qualified physician is provided in accordance with a written protocol.
5. Ensure that health care and psychiatric services that are properly coordinated among multidisciplinary health care providers and that the care provided conforms to standards of practice promulgated by the American Medical Association (AMA) and the Virginia Department of Corrections.
6. Conduct Clinic and Chronic Care Calls at the Jail a minimum of one (1) day each week for (8) hours at the jail. Additional days or hours if needed will be mutually agreed upon by both parties. The day(s) of the week during which these services will be provided will be mutually agreed upon by both parties. Clinic Call will include, as a minimum:
  - a. Examination and treatment of inmates referred in accordance with approved protocols;
  - b. Review of all laboratory and medical consultation results;
  - c. Fulfilling health care related requests by the medical staff;
  - d. Medical record reviews of inmate's medical records received from outside agencies;
  - e. Review all daily sick-call logs and nurse's notes for compliance with protocols and other appropriate medical standards;
  - f. Physical examination of inmates designated to participate in state or local special correctional programs;
  - g. Coordinate care of inmate with mental health care team if need be;
  - h. The submittal of notes, suggestions, continuance of care, medication orders, etc. in inmate electronic file;
  - i. Reviews of inmate health appraisals conducted by medical staff;

- j. Reviews of inmate medication sheets monthly;
  - k. Other services as may be necessary to assure proper medical care of inmates in accordance with applicable laws and regulations.
7. Conduct psychiatric call at a minimum of once per week for a minimum of (4) hours. Additional days or hours if needed will be mutually agreed upon by both parties. The day(s) of the week during which these services will be provided will be mutually agreed upon by both parties. Psychiatric call may be conducted in person at the jail or via tele psychiatry as agreed upon by both parties. Psychiatric Call shall include, as a minimum:
- a. Assessment and treatment of inmates referred in accordance with approved protocols;
  - b. Review of laboratory consultation results;
  - c. Fulfill psychiatric request from mental health/medical staff;
  - d. Coordinate care of inmate with medical physician if need be;
  - e. The submittal of notes, suggestions, continuance of care, medication orders, etc. in inmate electronic file;
  - f. Review psychiatric records that are on file and/or as received from outside agencies;
  - g. Review all logs and notes in written and/or electronic format to ensure compliance with proper protocols and appropriate standards;
  - h. Review of inmate psychiatric appraisals conducted by mental health staff;
  - i. Review and coordination of inmate medication needs;
  - j. Other services as may be necessary proper psychiatric care of inmates in accordance with applicable laws, regulations, and standards of care.
8. Provide emergency telephonic consultation services 24 hours each day, 7 days per week.
9. Respond to emergencies within the facility as may be requested by the Superintendent or his designee.
10. Review Jail medical and security policies and procedures annually.
11. Assist the Superintendent or his designee in the formulation of medical section staffing requirements and assignment policy.
12. Participate in the interview and hiring process of specialized jail medical personnel, such as Nursing Director & Qualified Mental Health Counselor.
13. Provide pertinent training to medical staff each quarter in regards to symptomology, new treatment methods/ procedures, and/or that will contribute not only to their professional development but satisfy the needs of the Jail as well.

14. Provide suicide education and prevention training to all jail personnel on an annually. Training shall be provided by Physician or Qualified Mental Health Professional.
15. Appear and testify during litigation on behalf of the Jail Authority, Superintendent, and/or Jail staff as may be required.
16. Develop and provide a medication formulary
17. Chair the Pharmaceutical and Therapeutic Committee and attend quarterly committee meetings at the jail.
18. Within 60 days of both parties accepting this agreement, conduct a review of medical section management practices and staffing requirements, and provide recommendations for improving performance to the Superintendent or his designee.

### **RESPONSIBILITY OF THE JAIL SUPERINTENDENT**

The Jail Superintendent will:

1. Provide facilities and other resources for inmate medical care and services that meet or exceed standards dictated by law, regulations, the AMA, and Virginia DOC.
2. Develop and implement policies to maintain a healthy and safe living environment within RSW Regional Jail.
3. Place no restrictions or requirements upon the Offeror, which will unduly restrict or compromise the professional credentials of the Offeror or its physicians or staff who work for them.
4. Provide a medical and mental health clinic within RSW Regional Jail, suitably prepared with the equipment, supplies and materials necessary to maintain a program of medical and mental health care and treatment.
5. Transport and guard inmates requiring care or treatment conducted outside RSW Regional Jail.
6. Grant Offeror's physician and psychiatrist supervisory control over duties assigned to the Medical Staff and Mental Health Staff of RSW Regional Jail, which pertain to medical and mental health matters.

### **PROPOSAL FORMAT**

Offerors will develop and submit their proposals in the following format:

1. The identity, phone number, fax number, and email of the person preparing the proposal.
2. The Plan for fulfilling the scope of work.
3. A list of exceptions and/or proposed additions to the scope of work, including explanation.
4. Submit Acknowledgement of Payment Procedures for confirmation of compliance with Appendix A requirements. (This form is the last page of this document)