

CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. 2 TO BID NO. RFP13-0054-5

**FOR: ANNUAL CONTRACT FOR INMATE HEALTHCARE SERVICES FOR
CHATHAM COUNTY DETENTION CENTER**

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NOTE: Proposal due date and time has changed to – **5:00 p.m., August 22, 2013**
(Local Time)

Responses for Questions received to date for Inmate Healthcare Services

1. Please provide a copy of all inmate health care claims for the year 2012 and thus far in 2013. We would like to see CPT codes, amounts billed and amounts paid for all on-site, off-site and specialty care. **The County entered into a full risk contract with PHS/Corizon in 2009 wherein the vendor assumed risk for all services both on and offsite; the individual costs for items such as offsite and pharmacy are confidential and proprietary to Corizon.**
2. Please provide statistical data for all aspects of the health care program for 2011, 2012 and 2013 to date. **See answer to # 2; see stats**
3. Please provide pharmaceutical data including costs for 2011, 2012 and 2013. Please break out the data for HIV+ inmates and for inmates on psychotropic medications. **See answer to # 2; see stats**
4. Does Chatham County currently utilize an Electronic Health Record for inmate medical records? What is the name of the EHR? **See question 7**
5. Does Chatham County currently utilize an Electronic Medication Administration Record? What is the program? **See question 7**
6. Is Catalyst your EMAR system? Do you utilize the Pack4U system? Will you consider an alternative system to Catalyst? **See question 7**
7. Regarding Section 5.20 of the RFP, please summarize the functionality of Catalyst and provide copies of reports generated by Catalyst. **Catalyst is a Corizon software program. Corizon is contractually obligated to provide the data in a useable format upon completion of their contract.**

8. Please identify all of the subcontractors currently utilized by the Medical Contractor. **Dental**
9. Please provide a current staffing summary of all staff utilized by the Medical Contractor. Also, please provide a sample weekly schedule of all health care staff. **See addendum 1**
10. We understand the County's preference for full time staff members. Does the current contractor have any part time staff other than the Dentist? If so, how many and what discipline? **Whether or not the current provider has part time staff is not known to us and should not affect your staffing plan.**
11. Please confirm that the contractor is responsible for providing a psychiatrist, a CNS-MH and Mental Health Professionals (LCSW). **Yes. 40 hours weekly.**
12. Does the Facility currently utilize telehealth. If so, please provide statistics relating to the use of telehealth. **Yes, at least weekly.**
13. We understand that there is a requirement for a 5% Bid Bond and a requirement for a 25% Performance Bond within 14 days of the NOA. Are there requirements for any other type of bond? If so, please state the requirement. **The County may require payment and performance bonds.**
14. Is Blue Cross Blue Shield the health insurance carrier for the employees of Chatham County? **Yes**
15. Please confirm that you are requesting 40 hours per week of psychiatric time at the Detention Center. Can some of these hours be filled by a Mid-Level Psychiatric Provider? **Yes 40hours weekly.**
16. On page 29, section 5.8 the contractor will perform a basic or routine employment physical on a new employee of the Chatham County Detention Center. Please provide an annual number of new employees for whom we will provide physicals. Also, please provide a copy of the form currently in use for employee physicals. **The number will vary and will depend on vacancies as they occur. Please provide your proposed cost for employee physicals.**
17. Please confirm that the contractor has full risk for all costs relating to the health care of all inmates housed in the detention center. **Yes. Refer to 4.3 sole provider.**
18. Will the county consider alternatives to a bond that provides the same security for performance without the additional significant cost associated with a bond (e.g., withhold of final payment until all vendor obligations are complete)? **The County may consider other forms of security subject to approval by the County Attorney.**

19. Please provide the contract, memorandum, letter or interagency agreement under which the agency identified, Gateway Behavioral Health Services (Gateway), staffs the inmate mental health program. **Mental Health Services are provided by county employees with the exception of the psychiatrist.**
20. Identify the management staff member who represents Gateway on matters related to inmate mental health services. Confirm that collaboration with Gateway either is/is not permitted under Chatham County procurement rules prior to submittal of a competitive response to this RFP. **See answer to question 19**
21. Please describe all professional and support personnel who are dedicated to the Gateway inmate mental health service? Include the following information:
- a. Name
 - b. Credential and licensure
 - c. Hours assigned to be at the Detention Center each week
 - d. Typical daily schedule
 - e. Job description or post assignment
- See answer to question 19.**
22. Please provide all statistical reports submitted by the agency, Gateway, to I indicate the specific types of services rendered, number of encounters, and other workload measures. **Refer to question number 19.**
23. Please confirm that Gateway complies with Detention Center health services policies and procedures as defined by the contracted health services provider. **See answer to question 19.**
24. Is the service provided by Gateway funded by any time limited or restricted grant awards? **See answer to question 19.**

Other questions regarding mental health services:

25. How many patients are on psychotropic medications currently? Of those how many on average per month are prescribed anti-psychotic medications. **See stats**
26. How many patients does that facility average per month on psychotropic medications? **See stats**
27. How many patients are placed on suicide precaution on average per month? **Not available**
29. Have there been any completed suicidal acts in the past 2 years? If so, how many? None

29. Are patients deemed suicidal kept on precaution at the Detention Center? **Yes**
30. How many mentally ill patients were sent out to this Detention Center's appropriate catchment mental health facility per month on average? **See stats**
31. Are patients deemed too acute to house in the Detention Center sent to a public mental health facility or does the Detention Center currently have a contract with a private mental health facility? **If the patient has no insurance, they would go to a state facility. Otherwise insurance and family dictate.**
- 1)32. Does this facility utilize any approved psychiatric restraint devices (4 or 5 point restraint beds etc.)? If so, how many patients per month are placed in those devices on average? **No, this Facility does not use a four or five point restraint device for psychiatric inmates. A restraint chair may be used approximately three times a month for an extremely disorderly inmate.**
33. How many patients have been sent out on a 1013 to the hospital in the past year? **See stats**
34. Please provide a copy of the current contract along with any amendments and attachments. **Contact Kathleen Scott directly to request**
35. Please provide the current base compensation paid to the incumbent. **This data is in the RFP**
36. Please provide the current staffing plan by day, shift, and post. **See addendum 1**
37. Section 6.3 states that the county desires full risk catastrophic coverage through the provider. In order to submit accurate prices for offsite services, the following actuarial data will be required. **Full risk contract the county does not have that information.**
38. Please provide the TOTAL dollars spent on offsite by year for the last three years. **Full risk contract the county does not have that information.**
- 39.. Please provide the DOLLARS spent on offsite services by year for the last three years by the categories below:
- a. Hospitalizations
 - b. Emergency room visits
 - c. Specialty visits
 - d. Outpatient surgeries
 - e. Diagnostics.
- Full risk contract the county does not have that information**

40. Please provide the offsite EVENTS by year for the last three years by the categories below:

- a. Hospital days
- b. Hospital admissions
- c. Emergency room visits
- d. Specialty visits
- e. Outpatient surgeries
- f. Diagnostics.

See stats

41. To provide the best and most accurate price, would the county consider an aggregate limit on offsite services? **No.**

42. What specialty services are currently provided onsite (i.e. OB/GYN, optometry, orthopedics)? **Dialysis**

43. Please provide a list of equipment that will be available for use by the contracted providers. **All examination rooms equipment, all clinical equipment, all furnishings, all implements, all dental equipment and implements.**

44. Please clarify if the provider is financially responsible for prior to booking cases and bedside bookings? **See RFP**

45. Please clarify Section 6.5. Is the provider required to provide an electronic medical records system? A strict interpretation might suggest that electronic storage is acceptable. Please confirm that, instead, an actual record system is required in proposals. **Chatham County Sheriff's Office/Jail is in the process of creating a paperless system for all of its records. As a part of this action the Medical contractor would also move into a paperless system.**

46. Please provide the following by year for the last three years:

- a. Average monthly number of patients on HIV medications
 - b. Average monthly number of patients on psychotropic medications
 - c. Average monthly number of patients on hepatitis medications
 - d. Average monthly number of patients on blood products relating to hemophilia
 - e. HIV medications dollars
 - f. Psychotropic medications dollars
 - g. Hepatitis medications dollars
 - h. Blood products relating to hemophilia dollars
- See stats

47. Please provide the amounts relating to staffing withholds or performance withholds incurred by the incumbent by year for the last three years. None

48. Section 6.4.1: Please confirm if bed-side booking by the Sheriff's Office are considered the contracted provider's financially responsible or not?

As stated in 6.4.1, once an inmate becomes the responsibility of the Chatham County Sheriff's Office/Jail he becomes the responsibility of the contracted provider.

49. Section 6.4.1 Please clarify if Pre-commitment (pre-booking) inmates arrested by the sheriff's office are the vendor's financial responsibility? Or, is the vendor only responsible once an inmate is screened and accepted at the Detention Center complex. **Yes, as stated previously, once an inmate/arrestee becomes the responsibility of the Sheriff's Office/Jail he becomes the responsibility of the contracted provider.**

50. Is there any contractual relationship between the Detention Center and the local hospital for treating inmates and if so, what are the terms. **There is not a contracted relationship between the Detention Center and a local hospital.**

51. We understand that the provider is responsible for administering a PPD test/TST to all employees on an annual basis. Please clarify if the provider is also financially responsible? Is it the Sheriff's intent to continue reimbursing the contractor? Is the amount indicated actual cost or a negotiated fee? **Please see RFP. County is requesting a proposed cost to provide this service.**

52. In Section 5.8, the County requests a cost proposal to provide a basic physical or routine employment physical on new Detention Center employees.

a. Are all new employees to participate in the program?

b. That is meant by the phrase "as requested by the administration?" (This infers that only certain employees will need this service and they are performed "on demand".) Please explain the scope of the potential service.

c. How many of these exams are to be included as the basis for our price?

d. Are you requesting a fee-for-service proposal?

e. Please define the exam to be performed by the specific procedures, tests, services and reports that will be included.

We are asking for the cost per standard physical. The number of physicals will vary but if the proposal is cost effective, then we will allow the provider to perform that task.

53. Section 2.35 requires submittal of a "statement of disclosure". Does this requirement refer to Attachment C in the RFP which is titled: "Disclosure of

Responsibility Statement?" If so, then does inclusion of a completed form, Attachment C meet the requirement stated in Section 2.35? **Yes**

54. To respond fully to the Document Check List on RFP page 2, is it acceptable to include the entire RFP document as part of our proposal in order to include the required general information, proposal schedule, legal notice and required attachments? **Yes**
55. Is the County asking for the county tax certificate for the county where the company's corporate office is located when a prospective provider may not have current operations in Chatham County? Please clarify, under those conditions, what documentation is required? Further, is this in addition to the business license requirement described in Section 2.19? The tax certificate is the same as the business license and will be required of the successful bidder.
56. Please identify the local pharmacy referred to during the pre-bid tour as the current pharmacy vendor serving the Detention Center? **Quick RX.**
57. Please provide contact information for this pharmacy so that Offerors may consult regarding continuation of pharmacy contract services.
Ron Stephens - (912) 966-5665 (owner).
58. Is the Sheriff's Office satisfied with the service and cost of pharmacy operations, especially the services of this pharmacy? **Yes.**
59. Will the sheriff's office accept proposals to engage other pharmacy vendors?
The pharmacy used is up to the provider and their contract with the pharmacy.
60. Is the medication dispensing system the property of the Sheriff's department or the pharmacy? Will this system remain in place if new vendor is selected?
a. The pharmacy.
b. As the equipment in questioned is not owned by Chatham County, it would be the result of a contractual agreement with the service provider to determine the machines remaining.
61. Logos on the dispensing equipment read: MDG ServerRX. Please confirm this is the product name. **Yes.** Please provide a contact name who can advise us about system capabilities with respect to electronic health record interface, training, and other features to ensure continued use, if the Sheriff's Office wishes to continue operation of this system. **Quick RX. See above for contact.**
62. Please confirm that the dispensing system interfaces with the Catalyst electronic health record? **Yes**

63. Will the Department consider use of a different pharmacy if the dispensing system (ServerRX) system can remain unchanged and interfaced with the new EMR installed by the contracted inmate health care provider?
If a contract agreement is offered between the two parties.
64. How many prescriptions per month on average are ordered for the inmates in your facility? **See stats**
65. What percentage of your medications ordered each month is stock vs. patient specific prescriptions? **We use both, do not track.**
66. What medications are in the emergency medication kit? **Very few same as most jails.**
67. Does the facility have high speed internet connectivity-Broadband, DSL, or dial up? **Yes.**
68. What are the pricing terms of your current pharmacy agreement? (i.e. average wholesale price less a discount, or acquisition cost plus a dispensing fee, etc.).
This is a full risk contract inclusive of pharmacy the county does not have that information.
69. How much does your facility currently spend annually for pharmacy services?
This is a full risk contract inclusive of pharmacy the county does not have that information.
70. Please provide three years of drug utilization, preferably in an electronic format.
This is a full risk contract inclusive of pharmacy the county does not have that information.
71. How many inmates receive Hep C treatment? What is the nature of the treatment? **See stats; community standard.**
72. How many inmates receive Hemophilliac medications?
None at this time.
73. How are current medication orders being transcribed to pharmacy?
Electronic, verbal, and fax.
74. Medication pass:
a. Who currently administers medications to patients? **Licensed Nurse**
b. How often are meds given? **As ordered by physician**
c. What times are meds passed at each site? **As clinically ordered**
d. Are meds passed on each housing unit at all facilities? **Yes.**

75. Med Carts:

e. How many MedCarts are in the facility? **10 plus 1 tower**

f. Who owns the medications cart(s)? **Quick Rx**

g. How and where are med carts deployed within the facility? **Deployed daily by nursing staff**

76. How are medications delivered and dispensed: patient-specific or stock/pill line?
We use both.

77. Please provide a list of KOP medications approved by facility. **As ordered by MD**

78. What form of psychotropic medications is currently being used – liquid or tablet?
Please address the use of atypical antipsychotics. **Both are used.**

79. Please provide the number of prescriptions per inmate. **See stats**

80. Please provide the number of HIV patients and the number of inmates on HIV therapy by drug type. **See stats.**

82. Does the current pharmacy provider offer credit for full and partial returns of medication? If so, please provide their return policy.
This is a full risk contract inclusive of pharmacy the county does not have that information.

83. Does the current pharmacy provider offer drug destruction for outdated/expired drugs? If so, please provide the destruction policy. **This is a full risk contract inclusive of pharmacy the county does not have that information.**

84. Are there current medications awaiting destruction?
Yes unclaimed inmate property meds.

85. Does the current pharmacy provider offer monthly/quarterly pharmacy consultation/inspection? If so, please describe.
Quarterly, per Georgia Board of Pharmacy guidelines.

86. Does current pharmacy vendor provide utilization reports/pharmacy reports? If so, how often? **As requested.**

87. Does CCDC have a DEA License? If so, whose name is under licensure?
This is the responsibility of contracted provider.

Does CCDC have a current pharmacy license? **This is the responsibility of contracted provider.**

88. Where are inmates personal medications kept upon booking?
- At booking, all medications are placed in a safe and moved to the Medical area by medical personnel if the inmate is not released.**
 - If a detainee is incarcerated, his medication is moved to a secured locked cabinet and discharged with him at his release.**
89. Please confirm that bidders have the option, but are not required, to use the current pharmacy vendor. **Yes.**
90. Please provide all terms and conditions regarding purchases, returns, and management fees that will be applied regarding pharmacy vendor.
These are the responsibilities of the successful bidder to maintain, return unused and purchase medication required by the facility inmates.
91. Please provide the current and projected number of: (a) Federal inmates; (b) ICE detainees; and (c) detainees in the custody of other agencies outside of Chatham County. Are these inmates included in the total population numbers provided?
- 25 current/150 maximum**
 - Chatham County is the local jail for all county agencies**
 - Yes. All inmates are a part of this count of the facility.**
92. Please provide:
- The number of detainees booked who were arrested by the Sheriff's Office, **4,545 Individuals arrested from July 1, 2012 through June 30, 2013**
 - The number of detainees booked who were arrested by other local agencies, **13,664 individuals arrested from July 1, 2012 through June 30, 2013**
 - The number of detainees who were diverted to the emergency department as a result of the nurse's pre-booking screen. **Between 1/1/13 and 7/31/13 there were 10 detainees diverted.**
93. Please provide the name and contact information for:
- Contact info can be obtained on-line**
 - the current pharmacy vendor - **Quick Rx**
 - the current mobile x-ray vendor – **Global Dx**
 - the current biohazard waste disposal company - **Stericycle**
 - current lab vendor – **Bio-reference**
 - ambulance provider - **County**
94. Please provide:
- Number of CXRs for the past two years. – **See stats**
 - Number of x-rays for the past two years. – **See stats**
 - Number of ultrasounds performed for the past two years. – **See stats**
95. What is the expected completion date of the construction project? Will the new units be open immediately, if not, when is the expected opening date of new housing units? **September 30, 2013**

The new units initially will house existing units until they can be

- 96.RFP, page 21, 3.7states: "the provided number of full-time staff members is 37.1 FTE's". Does this number represent full-time and part-time employees total? **See staffing matrix**
- 2)97.What is the current amount/fee per physical exam paid to the hospital by the Chatham County detention center for employees? **The Facility currently pays a fee of \$45.00 for each new hire. After employment the employee falls within/under the County Insurance Plan.**
- 98.RFP, page 30, 5.10 describes the possibility of introducing a co-pay system. Does the administration wished to implement a co-pay system? The system is described as "computer based". Is it part of the Detention Center's JMS? **Not at this time, Chatham County may opt to do this in the future. Yes, it is.**
- 99.Please name the software or describe the Detention Center's Jail Management System. **The facility developed its own JMS approximately 9 years ago, which is county owned and is not intergrated with the Medical Management system.**
- 100.Please provide the number of cases and the total cost of cases exceeding \$50,000 by year for the past three years. **This is a full risk contract for all off site services therefore that number is not tracked.**
- 101.Please provide health care statistical reports submitted by Corizon, monthly reports for the last year which are submitted to the County as therefore could be considered public information. **See addendum 1.**
- 102.Is high speed wireless internet available facility wide? Will the awarded provider have access to internet? If so, describe the capacity. **Yes**

Questions about medical records:

103. Is the Catalyst-CCDC record a complete inmate health record? **No.** Are any parts of the CCDC health record held in manual format? **Yes**
- 104.The RFP in Section 5.20, on page 31 includes the phrase "complete and accurate medical and dental records." Are mental/behavioral health records maintained electronically as part of the Catalyst record? ? **Chatham County Detention Center Mental Health workers have access and some utilize the Catalyst system.** Are mental health and other health records consolidated and held electronically? **No.**

105. Would the County consider implementation of a customized electronic health record within 90 days of contract award with a transition period during which a blended manual and electronic health record will be maintained and stored in electronic format? **Yes**
106. Does the current contracted staffing matrix provide adequate clinical services to the medical unit? Is the current contractor providing more than the contracted number of FTEs? **General Staffing – the present matrix provides sufficient staff excluding the additional areas identified in the RFP compared to the prior contract. (ie: numbers of psychiatric hours). No they are not.**
107. When K building opens, how many housing units will you have operational with inmates housed in them? **K – bldg is already open (Medical Section) and with R&D there will be eight units open.**
108. What is your anticipated average daily population (ADP) for the next year? **We believe it will be between 1,650 and 1,750.**
109. When do you anticipate reaching an ADP of 1,800 inmates? **Unknown**
110. How many federal inmates do you currently have and how many do you project having within the next 12 months? **30 federal inmates, we are contracted for 150 inmates but we cannot say if we will receive that many.**
111. Do you have licensed mental health counselors to support the 20-hour per week County psychologist and 40-hour per week vendor-supplied psychiatrist? **None of the counselors are licensed, however, they all are required to have a B.S. Degree in a Behavioral Science and have experience in working with the mentally ill.**
112. The RFP states the psychiatrist will develop and be responsible for all standing mental health orders. NCCHC prohibits the use of standing orders. Please clarify. **The Psychiatrist is the only one that write standing orders for mental health detainees.**
113. The RFP states the vendor's psychiatrist will work in concert with the county psychologist in providing mental health services. What duties will the psychologist have and will the psychologist release inmates from suicide watch and provide follow-up services after the inmate is released from suicide watch? **The Psychiatrist and Psychologist will work together to provide the Mental Health Services for the detainees housed at Chatham County Jail.**

The duties of the Psychologist are but not limited to evaluating all referrals made by the Mental health Director, Mental health Counselors, nurses or any other jail staff. She/he will provide certain stabilization diagnosis as

well as individual counseling to those detainees that are referred. She/he will also provide assessments to those detainees that are on suicide watches to determine if the watches are to be continued or discontinued. If a detainee is on a suicide watch the Psychologist will make a return visit to the detainee within 1-2 days to determine what course of treatment should be given to the detainee. The Psychologist will work in concert with the Psychiatrist to determine the treatment route.

114. The RFP states a physician will perform a basic or routine employment physical on any new employee of the Chatham County Detention Center. During the pre-bid conference, one of the county representatives stated the employment physical could be done by a nurse practitioner or physician assistant. Would it be possible to have the nurse practitioner or physician assistant perform the physical and have the physician co-sign? Also, how many routine employment physicals do you expect to have per month? **We expect to have 10 -20 per month. We would like the proposer to provide a cost per physical aso that we can compare to our current cost.**

115. If the ServeRx machines, tower and/or mounted computers require repair, who is financially responsible? **The ServeRx machines do not belong to the county so the contract provider must repair or service.**

116. Does the current contracted staffing matrix provide adequate clinical services to the medical unit? Is the current contractor providing more than the contracted number of FTEs? If so, how many more FTEs and in what positions **The present matrix provides sufficient staff excluding the additional areas identified in the RFP compared to the prior contract. (ie: numbers of psychiatric hours). No they are not.**

THE PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES AND MUST ACKNOWLEDGE RECEIPT OF ADDENDUM.

8/9/13
DATE


MARGARET H. JOYNER, PURCHASING
CHATHAM COUNTY, GEORGIA