



Highlands County Sheriff's Office

Susan Benton, Sheriff
434 Fernleaf Avenue
Sebring, Florida 33870
863-402-7200

REQUEST FOR PROPOSAL

The Highlands County Sheriff's Office will receive sealed proposals in the Purchasing Department for:
RFP 10-01 DETENTION - MEDICAL

RFP with criteria, requirements, copy of scope of work may be downloaded from the web: www.highlandssheriff.org or will be provided upon written request by contacting: Deb Olson, Purchasing Manager, Highlands County Sheriff's Office, 434 Fernleaf Avenue; Sebring, Florida 33870 Phone: 863-402-7359; Fax: 863-402-7344; or by E-Mail: mwohl@highlandssheriff.org.

Proposal submissions must be sealed and marked with the name of the proposer, and the RFP number and title "**RFP 10-01 – Detention Medical Services**" so as to identify the enclosed proposal. Each submittal shall include (1) one original and (6) six copies of the proposal. Proposals must be delivered to Highlands County Sheriff's Office Purchasing Department, 434 Fernleaf Ave., Sebring, FL 33870, so as to reach said office no later than **2:00 P.M., Thursday; July 15, 2010**, at which time they will be opened. Proposals received later than the date and time as specified will be rejected. The Highlands County Sheriff's Office will not be responsible for the late deliveries of proposals that are incorrectly addressed, delivered in person, by mail or any other type of delivery service.

Highlands County Sheriff's Office Local Vendor Preference Policy will apply to the award of this bid.

The Highlands County Sheriff's Office reserves the right to accept or reject any or all proposals or any parts thereof, and the award, if an award is made, will be made to the most responsible respondent whose proposal and qualifications indicate that the award will be in the best interest of Highlands County. The Highlands County Sheriff's Office reserves the right to waive irregularities in the proposal.

The Highlands County Sheriff's Office does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Sheriff's functions, including one's access to, participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26 Florida Statutes should contact Ms. Kathy Fluharty, Human Resource Administrator: 863-402-7263 (Voice), or via Florida Relay Service 711, or by e-mail: kfluharty@highlandssheriff.org Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

Highlands County Sheriff's Office
Purchasing Department
Highlands County, Florida
www.highlandssheriff.org

RFP 10-01 DETENTION - MEDICAL SERVICES

SECTION 1.0 GENERAL TERMS AND CONDITIONS

- A. All responses shall become the property of the Sheriff's Office.
- B. Florida Statutes 287.087, on Drug Free Work Place, 287.133(3)(a) on Public Entity Crimes, and Section 287.134, on Discrimination will be complied with.
- C. The County will not reimburse respondent(s) for any costs associated with the preparation and submittal of any response.

SECTION 2.0: LOCAL PREFERENCE

- A. Local vendor preference is considered when the lowest responsive, responsible, qualified bidder is a regional or non-local business, then all bids received from responsive, responsible, qualified "local business" bids are decreased by the respective percentage as defined below in preference for bidding and request for proposals. The original bid amount is not changed; the decrease is calculated only for the purposes of determining local preference. All procurement documents including but not limited to bid documents and request for proposal documents shall include a notice to vendors of the Sheriff's local preference policy.
- B. Local Business - For purposes of this section, "local business" shall mean a business which:
 - 1. Has had a fixed office or distribution point located in and having a street address within Highlands County for at least six (6) months immediately prior to the issuance of the request for quotations, competitive bids or request for proposals by the Sheriff; and
 - 2. Holds any business license required by the County, and/or, if applicable, the Cities or Townships; and
 - 3. Employs at least one full-time employee, or two part-time employees whose primary residence is in Highlands County, or, if the business has no employees, the business shall be at least fifty (50) percent owned by one or more persons whose primary residence is in Highlands County.
- C. Any vendor claiming to be a local business as defined above shall certify in writing to the General Services Unit. The certification shall provide all necessary information to meet the requirements outlined above. It is also the responsibility of any vendor claiming to be a local business to include a copy of their certification in their bid or proposal. The General Services Unit shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."
- D. Exceptions to Local Preference - Purchases or contracts which are funded, in whole or part, by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of that preference; and purchases made or contracts let under emergency or noncompetitive situations, or for litigation related legal services shall be exempt from this preference. The preference established in this policy does not prohibit the right of the General Services Unit to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, or corporations submitting quotations, bids or proposals. Application of local preference to a particular purchase, contract, or category of contracts for which the Sheriff's Office is the awarding authority may be waived upon written justification and recommendation by the Chief of Staff to the Sheriff or designee.
- E. Preference in Bidding – In purchasing of, or letting of contract for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of the Sheriff's Office may provide a preference to local businesses in making such purchase or awarding such contract, in an amount of five (5) percent of the bid price for purchases under \$250,000, and two (2) percent of the bid price for purchases \$250,000 and above. The maximum cost differential shall not exceed \$40,000. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.
- F. Preference in (RFP) Requests for Proposals - In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of not more than five (5) percent of the total score may be assigned for a local preference. Based upon analysis of the market place for each project, staff shall make a determination for inclusion of

a local preference in the criteria for consideration for each request for proposal.

SECTION 3.0 INTRODUCTION

This Request for Proposal (RFP) is to obtain bids from firms who specialize in providing Medical Services. The successful firm shall be capable of providing comprehensive and continuing healthcare for inmates located at the Highlands County Sheriff's Office Detention Facility.

Proposals will be selected for evaluation only from firms that demonstrate in their proposal that they satisfy the minimum qualifications as defined in Section 6.0.

The Highlands County Sheriff's Office invites all interested firms who wish to participate in the process to submit sealed responses in accordance with the guidelines outlined in this Request For Proposals (RFP). Awarded contract will be for one year at signing with an option of (5) five (1) one year renewals if both parties are in agreement.

SECTION 4.0 BACKGROUND

The Highlands County Sheriff's Office intends to award a contract for Medical Services for the Detention Facility.

The facility that requires these services is located at:

338 S. Orange Avenue
Sebring, FL 33870

The average daily population at the facility is 385 and has a bed capacity of 524.

SECTION 5.0 SCOPE OF SERVICES

The Highlands County Sheriff's Office (SHERIFF) specifically requests the following services:

1. MEDICAL SERVICES

A. Contractor shall be in complete charge of all aspects of the medical services rendered at the Detention Facility.

B. Contractor shall complete and maintain detailed and accurate, complete and up-to-date medical records, charts and reports for all patients treated at the Detention Facility. The provider shall have unlimited access to patient medical records located at the Detention Facility.

C. Contractor shall comply with all state and federal laws and regulations with respect to medical services rendered.

D. Contractor shall assist in the development and implementation of patient management plans, recording progress notes and assisting in the provision of continuity of care.

E. Contractor shall perform physical examinations; delineate health problems and record data.

F. Contractor shall discuss patient concerns, treatment regimens and assessments with Nursing Administrator.

G. Contractor shall order appropriate therapy and treatments, prescribe appropriate medications to relieve symptoms and start new or discontinue current medications.

H. Contractor shall perform and interpret routine diagnostic procedures or order routine or specific procedures and interpret (i.e. laboratory, radiological, cardiographic, etc).

I. Contractor shall perform routine procedures such as, but not limited to, injections, immunizations, suturing, and wound care, managing simple conditions produced by infection or trauma, assisting in the management of more complex illnesses and injuries.

J. Contractor shall instruct and counsel patients regarding compliance with prescribed therapeutic regimens, or other areas, such as general health maintenance.

SECTION 5.0 SCOPE OF SERVICES continued

K. Contractor shall complete and maintain all reports, documentation and records of patient services and comply with applicable laws and regulations concerning the confidentiality of medical records and medical information, including, without limitation, the federal Health Insurance Portability and Accountability Act of 1996 ("HIPPA").

L. Contractor shall be present at the facility four (4) days a week for at least three (3) consecutive hours.

M. Contractor shall provide twenty four (24) hour emergency call coverage

SECTION 6.0 MINIMUM QUALIFICATIONS

The following are minimum qualifications for consideration by the Office of the SHERIFF. Respondents not meeting these minimum qualifications as of the due date for the proposals will not be considered.

1. MEDICAL SERVICES

- A. Contractor shall be Board Certified and licensed to practice medicine in Florida.
- B. Contractor shall be an active or provisional active member in good standing.
- C. Contractor shall demonstrated ability and willingness to provide medical services to the inmate patients at the Detention Facility
- D. Contractor shall be physically and mentally capable of performing the required duties and responsibilities as set forth in Section 5.0.
- E. Contractor shall, at its own expense, provide professional liability insurance in the amount of two hundred and fifty thousand dollars (\$250,000) per claim and seven hundred and fifty thousand dollars (\$750,000) annual aggregate

SECTION 7.0 PROPOSAL SUBMISSIONS

Each submission shall include, but not be limited to the following items:

- a. All applicable licenses and certifications
- b. Proof of insurance
- c. Experience
- d. Pricing of services listed in Section 5.0

SECTION 8.0 DESIGNATED CONTACTS FOR THESE RFP'S

For questions regarding bid submittal procedures and insurance requirements:

Highlands County Sheriff's Office
Deb Olson, Purchasing Manager
434 Fernleaf Avenue
Sebring, FL 33870
Phone: 863-402-7311
E-Mail: iburley@highlandssheriff.org

For questions regarding the details of the RFP:

Highlands Sheriff's Office
Major David Paeplow, Detention Bureau
434 Fernleaf Avenue
Sebring, FL 33870
Phone: 863-402-7221
Email: dpaepow@highlandssheriff.org

Any other contacts may be considered as lobbying and could result in disqualification of the involved vendor from further consideration in this RFP. Decisions regarding lobbying shall be made at the sole discretion of the Sheriff's Office.