



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

P. 815-740-4712
F. 815-740-4604
E. klynn@willcountyillinois.com

County Office Building
302 N. Chicago Street
Joliet, IL 60432

March 13, 2024

To Whom It May Concern:

You are invited to submit your sealed bid for Inmate Medical Services for the Will County Adult Detention Facility and River Valley Juvenile Detention Center.

Complete bid specifications are included, **which will act as the contract and must be filled out and returned as such.**

A **mandatory** pre-bid meeting is scheduled for 10:00 AM Wednesday, April 3rd, 2024, at the Will County Adult Detention Center, 95 S. Chicago Street, Joliet, IL 60436. If you plan to attend the examination of the premises, please contact Kevin Lynn via email at klynn@willcountyillinois.com by **4:00 PM Wednesday, March 27, 2024**, to register your company/attendees. **Pre-registration is mandatory.**

A 10% Bid Bond or Cashier's Check made payable to the Will County Treasurer MUST accompany your bid, or it will not be considered. Money Orders or Company checks will not be accepted.

Sealed bids will be received in the purchasing department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **DUE NOT LATER THAN 3:00 P.M., "AS SO INDICATED BY THE TIME STAMP CLOCK OF WILL COUNTY", WEDNESDAY, MAY 15th, 2024.**

Bids will be publicly opened and read by the Will County Executive or her Representative at **3:05 P.M., WEDNESDAY, MAY 15TH, 2024**, at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL. 60432. You are welcome to attend the meeting.

Should you have any questions regarding this bid, please contact Kevin Lynn in writing at klynn@willcountyillinois.com.

We welcome your bid.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director

ADVERTISEMENT OF BID

RFP# 2024-62 COMPREHENSIVE MEDICAL SERVICES FOR WILL COUNTY ADULT DETENTION
AND RIVER VALLEY JUVENILE DETENTION CENTER (RVJDC)

WILL COUNTY, JOLIET, IL.

SEALED BIDS FOR RFP # 2024-62 FOR COMPREHENSIVE MEDICAL SERVICES FOR WILL COUNTY ADULT DETENTION FACILITY (WCADF) AND RIVER VALLEY JUVENILE DETENTION CENTER (RVJDC) WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF **3:00 P.M. WEDNESDAY MAY 15, 2024.**

A MANDATORY PRE-BID CONFERENCE WILL BE HELD ON **WEDNESDAY April 3, 2024, AT 10:00 AM.** AT WILL COUNTY ADULT DETENTION CENTER 95 S. CHICAGO STREET JOLIET, IL 60436. PLEASE CONTACT KEVIN LYNN VIA EMAIL klynn@willcountyillinois.com BY **WEDNESDAY March 27, 2024, AT 3:05 P.M.** TO REGISTER YOUR COMPANY/ATTENDEES. PRE-REGISTRATION IS MANDATORY

BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HER REPRESENTATIVE AT **3:00 P.M., WEDNESDAY MAY 15, 2024,** AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR, JOLIET, IL. 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.demandstar.com OR www.willcountyillinois.com AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4712 OR BY SUBMITTING REQUEST VIA EMAIL AT purchasing@willcountyillinois.com.

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ALL BIDS, AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY BID RECEIVED IN WHOLE OR PART AS MAY BE SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT.

INSTRUCTIONS TO BIDDERS
COMPREHENSIVE MEDICAL SERVICES FOR WILL COUNTY ADULT DETENTION
AND RIVER VALLEY JUVENILE DETENTION CENTER (RVJDC)
WILL COUNTY, JOLIET, IL

1. GENERAL SPECIFICATIONS

You are invited to submit your bid for #2024-62 FOR COMPREHENSIVE MEDICAL SERVICES FOR WILL COUNTY ADULT DETENTION FACILITY (WCADF) AND RIVER VALLEY JUVENILE DETENTION CENTER (RVJDC).

SEALED BIDS:

Sealed bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 3:00 P.M., WEDNESDAY MAY 15, 2024.** **“as so indicated by the time stamp clock of Will County”.** **BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed bids will be publicly opened and read aloud by the Will County Executive or her representative at **3:05 P.M., WEDNESDAY MAY 15, 2024**, at the Will County Office Building, 302 N. Chicago St., 2nd Floor, Joliet, IL 60432.

Bids must be made in accordance with the instructions contained herein.

Bid forms shall be completely filled out either typewritten or in ink. The **complete set of Contract Documents shall be submitted** with the proposal, with **ONE (1) ORIGINAL, THREE (3) COMPLETE COPIES CLEARLY MARKED AND A DIGITAL COPY ON AN ELECTRONIC STORAGE DEVICE.**

Proposals shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the bidder's name, address, and the notation:

SEALED BID:	2024-62 Comprehensive Medical Services for Will County Adult Detention Facility (WCADF) and River Valley Juvenile Detention Center (RVJDC)
QUESTIONS DUE:	3:00 P.M., THURSDAY, April 11, 2024
ADDENDA RELEASE:	3:00 P.M., MONDAY April 22, 2024
BIDS DUE:	3:00 P.M., WEDNESDAY MAY 15, 2024

Bids shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

SPECIFICATIONS:

Specifications are attached hereto and incorporated herein.

SIGNATURE OF BIDS:

The **signature on bid documents** shall be that of an authorized representative of bidder. An officer or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the proposal and any clarifications to that proposal. The County of Will bears no responsibility in determining whether signer is so authorized. Each bidder, by making his bid, represents that he has read and understands the bidding documents.

Any bid not containing said signed documents shall be non-conforming and shall be rejected.

BIDDING PROCEDURES:

1. All bids must be prepared on the forms provided by the County and with **ONE (1) ORIGINAL, THREE (3) COMPLETE COPIES AND ONE ELECTRONIC COPY ON A DIGITAL STORAGE DEVICE, CLEARLY MARKED**, in accordance with the Instructions to bidders.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for bids or prior to any extension thereof issued to the bidders.
3. Unless otherwise provided in any supplement to the Instructions to bidders, no bidder shall modify, withdraw, or cancel his bid or any part thereof for sixty (60) days after the time designated for the receipt of bids in the Advertisement for bids.
4. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will will not be responsible for any oral instructions. All inquiries shall be directed to Kevin Lynn, Purchasing Director in writing at klynn@willcountyillinois.com. After sealed bids are received, the bidder will make no allowance for oversight.

MANDATORY PRE-BID CONFERENCE:

Each bidder **MUST** attend the mandatory pre-bid conference to examine the premises and satisfy itself fully as to all existing conditions under which it will be obliged to operate in performing its work, or that will in any manner affect the work under its contract.

If you are bidding this project **you must attend** the **Mandatory Site Examination** of premises that will be held on **Wednesday April 3, 2024, at 10:00 A.M.**, at the WILL COUNTY ADULT DETENTION FACILITY 95 S. CHICAGO STREET JOLIET, IL 60436. If you are planning to attend the examination of the premises, please contact Kevin Lynn via email klynn@willcountyllinois.com by **3:00 P.M. March 27, 2024**, to register your company/attendees. **Pre-Registration is mandatory.**

REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject any and all proposals for cause and to waive non-material informality or irregularity in any bid received.

CONTRACT DURATION:

The contract is to commence October 1, 2024, and extend through November 30, 2026. Upon completion of the 3rd year of the contract, the County, in its sole discretion, reserves the option to negotiate two additional one-year periods with the Successful Bidder. The renewals are for a one-year contract period that will be negotiated with the bidder.

NO BIDS:

Those who wish not to bid this project please return your bid plainly marked "**NO BID**" or send email of same to retain company name on bidders list. If you choose not to reply company your name will be removed, and no future bids will be automatically sent.

PRIME CONTRACTOR CERTIFICATION:

Included in this bid package is a prime Contractor certification form. **This form must be filled out, signed, and returned with your sealed bid package or it will not be accepted.**

REFERENCES:

Included in this bid package is a reference form. Please fill out and complete this form citing clients for which you have provided similar services.

PRICES:

Prices shall remain in effect throughout the Contract Period, which is for a (26) twenty- six month period, from October 1, 2024, through November 30, 2026, with two (2) additional one (1) year renewals in the sole discretion of Will County.

You shall include in your bid any and all sums required to execute this work under the existing conditions. No allowance will be made subsequently in this condition on behalf of any Contractor for any error or negligence on his part.

If County extends the optional renewal(s) for year(s) two and/or three, and no amount has been listed on the bid form, the original first year rates shall apply.

WORDS AND FIGURES:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

BID SECURITY:

A 10% Bid Bond or Cashier's Check made payable to the **WILL COUNTY TREASURER**, shall accompany each bid, attached to the front cover, as a guarantee that if the bid is accepted, a contract will be entered into. Please calculate the 10% bid bond on the extended cost of bidder's hourly rate x TOTAL hours per location, for the first year only and include all buildings. **Money Orders or Company checks will not be accepted.** The Bid Bond or Cashier's Check will be returned to the unsuccessful bidders after the Bid has been awarded and will be returned to the successful bidder upon receipt of the Performance Bond, if applicable.

PERFORMANCE BOND:

A Performance Bond for the amount of the annual contract will be required from the **successful bidder** and shall be valid throughout the life of the contract. The Performance Bond will be returned at the completion of the contract. If it is difficult to acquire a Performance Bond by the time the contract is to commence, the County of Will may accept a letter, in its sole discretion, notarized by the Insurance Carrier showing that such Bond is being processed at this time. The amount of the performance bond should be for the extended cost for the first year (total hours times the cost per hour) and will be renewable annually if the county so chooses to extend the contract for a second and third year.

NON-DISCRIMINATION:

The Contractor shall at all times observe and comply with any law, statute, regulation, or the like relating in any way to civil rights, including, but not limited to 775 ILCS 10/1, *et seq.*

DEFAULT:

In case of default by the successful Bidder, the County of Will may procure the articles or services from other sources and may deduct from the unpaid balance due the successful bidder any of its costs resulting from the default, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

Will County reserves the right to cancel the contract if the bidder fails to perform the work required in the bid specifications after efforts to resolve any problems that have been unsuccessful.

TYPES OF INSURANCE:

1. **Statutory Workers' Compensation and Employers' Liability (EL) Insurance.** The Contractor shall procure and maintain during the term of this Contract Worker's Compensation Insurance as required by applicable state law for all of his employees who would be engaged in work on the project. In case any class of employees engaged in any work on the project under this Contract is not protected under the Worker's Compensation Statute, the Contractor shall provide adequate employer's liability insurance in the amount of \$500,000.00.
2. **Comprehensive General Liability Insurance.** The Contractor shall maintain Comprehensive General Liability Insurance during the term of this Contract in a combined bodily injury and property damage occurrence limit of not less than \$1,000,000 per person and \$2,000,000 per occurrence. The policy shall contain blanket contractual liability, products, and completed operations coverage, and independent Vendor's coverage.

3. **Comprehensive Automobile Liability Insurance.** The Contractor shall maintain Comprehensive Automobile Liability Insurance during the term of this Contract in an amount of \$1,000,000 per person and \$2,000,000 per occurrence for Bodily Injury and Property Damage.
4. **Owner's Protective Liability Insurance.** The Contractor shall protect the County or its assignee, if any, from any responsibility arising from the work performed under this Contract by adding these parties as named insured as a rider to the General Contractor specified Comprehensive General Liability policy in an amount not less than \$500,000.00 per occurrence: County of Will, 302 N. Chicago St., Joliet, IL 60432, its officers, agents, employees, or officials.

PROOF OF INSURANCE:

1. The Contractor shall furnish the County of Will at the time of bidding, with Certificates of Insurance showing the type, amount, class, or operations covered, effective dates and dates of expiration of policies, which policies shall specifically refer to the indemnity agreement. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be canceled or materially altered except after 30 days written notice has been received by all named insured."

Any bid not containing said proof of insurance shall be non-conforming and shall be rejected.

2. All Insurance policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
3. All insurance coverage shall be provided by insurance companies maintaining a financial strength and claims paying ability rating no lower than "A" MINUS "VIII" as rated by the 1999 or most current AM Bests Insurance Guide.

CHOICE OF LAW AND VENUE:

Any cause of action related to this bid, or contract related thereto, shall be governed by the laws of the State of Illinois without regard to conflict of law provisions. Venue for any cause of action related to this bid, or any contract related thereto, shall be in the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT:

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140, et. seq.) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending

Contractor's request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if Contractor's proposal is accepted by the County of Will, all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees, or officials), the Contractor Successful Bidder shall provide to the County of Will at no cost and within the time frames of FOIA, a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, Contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, Contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

SUBMITTAL REQUIREMENTS:

Each of the following documents shall be submitted by the bid time mentioned herein in order for the bid to be considered:

1. 10% Bid Bond or Cashier's Check
2. **Signed** Copy of Prime Contractor Certification
3. Reference form
4. **Signed** and completed Bid Form
5. **Signed** and completed Receipt of Addenda Form
6. Proof of Insurance

SECTION 2. DEFINITIONS

The Will County Sheriff and Chief Judge seek a Successful Bidder to provide comprehensive healthcare services, including all medical, mental, and dental and healthcare services, to inmates at the Will County Adult Detention Facility (WCADF) and Residents at the River Valley Juvenile Detention Center (RVJDC). One contract will be awarded for both facilities.

WCADF. Will County Adult Detention Facility.

RVJDC. River Valley Juvenile Detention Center.

Successful Bidder. A vendor that enters into an Agreement with Will County to provide services.

HIPAA. The Health Insurance Portability and Accountability Act is a Rule that provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important healthcare related purposes.

EHR. An Electronic Health Record is a digital collection of medical information about a patient that is stored on a computer, it includes information about a patient's health history, diagnoses, medications, diagnostic tests, allergies, immunizations, and treatment plans.

NCCHC. National Commission on Correctional Health Care.

ACA. American Correctional Association.

PREA. Prison Rape Elimination Act.

MAT. Medication Assisted Treatment.

FTE. Full-Time Equivalent.

SECTION 3. DESCRIPTION OF FACILITIES

WILL COUNTY ADULT DETENTION FACILITY

WCADF
95 South Chicago Street
Joliet, IL 60436

Capacity 909

RIVER VALLEY JUVENILE DETENTION CENTER

RVJDC
3200 West McDonough Street
Joliet, IL 60431

Capacity 83

The average daily population (ADP) over the past three years:

	WCADF (Direct Supervision Jail)	RVJDC
2021	562	19
2022	611	16
2023	560 (October 31)	22

The current average length of stay in WCADF is 28 days.

The current average length of stay in RVJDC is 23 days.

The Successful Bidder shall provide a 24- hour comprehensive healthcare services program for the WCADF and the RVJDC. The Successful Bidder shall provide the initial intake evaluation, sick call, infirmary care, pharmacy services, dental care, chronic health care, mental health care, substance use counseling, comprehensive Medication Assisted Treatment (MAT) services, emergency medical treatment, and healthcare utilization management for treatment in facilities offsite from the facilities. Healthcare services, including claims adjudication, shall be extended to any individual in physical custody of either the WCADF, or RVJDC including those under guard at offsite hospitals.

The program shall include services for both on-site and off-site care, medical, mental health care, and dental services. The program shall comply with current and future federal, state, and local laws, codes, rules, regulations, court order, and administrative and institutional directives. At a minimum, services must meet the standards set by National Commission on Correctional Healthcare (NCCHC), the American Correctional Association (ACA), the Illinois Department of Corrections Jail and Juvenile Standards and County Jail Standards. Failure of Successful Bidder to maintain NCCHC accreditation throughout the contract term will result in a \$50,000 penalty, per facility.

The information provided in this section shall serve as a guideline and should not be considered all-inclusive for the comprehensive healthcare services being requested.

SECTION 4. SCOPE OF WORK

All sections contained in the Scope of Work apply to both WCADF and RVJDC, unless specifically identified in each section.

A. MEDICAL CARE

The WCADF & RVJDC are not responsible for injuries sustained to inmates and residents prior to booking. Medical staff is required to evaluate illness and injuries prior to booking into the facility and may reject an individual for booking into the WCADF and RVJDC for medical reasons. Once the inmate/resident has been accepted for booking he/she will be the financial responsibility of the Successful Bidder.

1.0 Receiving Screening: **WCADF** Qualified medical staff shall be stationed in the Intake area, 24 hours per day, seven days per week. All inmates shall receive a screening by medical staff. The number of screenings for January 1, 2023 – November 30 , 2023, was approximately 5,099. Screening must address, at a

minimum, the following: current and past illnesses; health conditions/unique requirements; disabilities; recent illness symptoms; current medical, mental health, or dental concerns; assessment screening for tuberculosis; infectious disease symptoms; mental illness; history of trauma or sexual assault/abuse; dietary restriction; history or current suicidal/homicidal ideation; current medications; upcoming urgent appointments: such as cancer treatment; known allergies; drug or alcohol use; MAT participation; pregnancy; gynecological issues; health insurance coverage and gender identity.

RVJDC :The number of screenings for January 1, 2023 –November 30, 2023, was approximately 334. New Resident intakes are brought to the medical unit for intake screening and evaluation when nurses are on duty (11:30PM through 7 AM). In the absence of a nurse on duty, the Juvenile Detention Officer (JDO) will complete a medical intake screening form, and the nurse upon arrival for shift at 7AM the following day, will complete a full intake medical screening on each Resident booked the night prior.

1.1 The Successful Bidder will be responsible for requesting information regarding private health insurance.

1.2 Medical staff, when on duty, will be utilized to assess injured or seriously ill inmates or residents prior to admission into the facility for possible deferral for medical treatment.

1.3 Successful Bidders shall have all newly booked inmates/residents sign a Release of Information (ROI) so that prior medical records can be reviewed to ensure continuity of care. Verification of medications and bridging of medications shall occur as part of the intake process through a medication verification web portal, the portal will be the Successful Bidder's financial responsibility.

1.4 Receiving screening is to fulfill four purposes: (1) identify and meet any urgent help needs; (2) identify and meet any known or easily identifiable health needs that require medical intervention; (3) identify and isolate incarcerated persons who appear potentially contagious; and (4) obtain a medical clearance when necessary. The Successful Bidder is expected to have each Receiving Screening completed as soon as possible, but no more than four (4) hours after admission.

For WCAFD. Failure to complete an intake and record it into EHR within four (4) hours will result in a penalty of \$200.00 for each late intake.

For the RVJDC. Failure to complete an intake and record it into EHR within four (4) hours, when nursing staff are on site, will result in a penalty of \$200.00 for each late intake.

2.0 Initial Health Assessment: **For WCAFD.** Inmates shall be provided a comprehensive health assessment, including a physical examination, as soon as possible, but no later than fourteen (14) calendar days after admission to the facility, unless an earlier health assessment is clinically indicated. Kitchen work-aids will receive health clearance within 48 hours of the medical department's receipt of the inmate from the facility classification department. Medical staff shall complete tuberculin skin test, offer STD testing to women \leq 35 years old, men \leq 30 years old, and all pregnant females regardless of age for chlamydia, gonorrhea, and syphilis. Health assessments shall include, but not be limited to, review of the receiving screening, complete history and physical examination, mental health screening, dental screening, vision and hearing screening, laboratory tests and other diagnostic tests as clinically appropriate.

Initial Health Assessments that are completed beyond the NCCHC compliance standard will result in a penalty of \$200.00 for each late Health Assessment.

For RVJDC. Juvenile health assessments shall be completed within seven (7) days of arrival in the facility. Health assessments shall include, but not be limited to, review of the receiving screening, complete history and physical examination, mental health screening, dental screening, vision and hearing screening, laboratory tests and other diagnostic tests as clinically appropriate. Immunization records of juveniles shall be obtained and updated as clinically indicated.

Initial Health Assessments that are completed beyond the NCCHC compliance standard for RVJDC will result in a penalty of \$200.00 for each late Health Assessment.

3.0 Nursing Services: **RVJDC** Routine nursing services will be required in accordance with the staffing matrix. **WCADF** Routine nursing services will be required on a 24 hour per day, seven day per week basis. Routine nursing services shall include, but not be limited to, the following:

- i. Medical housing coverage at all times for WCADF.
- ii. Receiving screening within guidelines listed above for each facility.
- iii. Initial health assessment- completed within 14 days of admission to the WCADF, and within 7 days of admission to the RVJDC
- iv. Medications as prescribed
- v. Sick call held daily; face to face triage encounter within 24 hours of request for sick calls with clinical indication
- vi. Timely responses to medical needs and emergencies
- vii. Physician support services

4.0 Non-Emergency Health Care Requests: All inmates and residents are given the opportunity to submit oral or written health care requests daily.

For WCADF: Inmates shall utilize a tablet/kiosk to facilitate an electronic sick call. The Successful Bidder shall utilize the facility's electronic kiosk communication system for retrieving a medical, mental health or dental sick call. The Successful Bidder shall integrate each sick call into the electronic health record and implement an electronic trackable sick call compliance report. All requests with clinical indications require a face to face nursing triage encounter within 24 hours. Successful Bidder's Nursing Assessment Protocols and Procedures may involve first-aid, nursing care, medication protocol or a follow up with the provider. If an inmate needs assistance submitting a medical request, the Successful Bidder will provide support, including, but not limited to, translation services and accessibility options.

For RVJDC: The residents shall utilize a paper sick call request form to facilitate a sick call request for a medical, mental health or dental sick call. The Successful Bidder shall integrate each sick call into the electronic health record and implement an electronic trackable sick call compliance report. All requests with clinical indications require a face to face nursing triage encounter within 24 hours. Successful Bidder's Nursing Assessment Protocols and Procedures may involve first-aid, nursing care, medication protocol or a follow up with the provider. If a resident needs assistance submitting a medical request, the

Successful Bidder will provide support, including, but not limited to, translation services and accessibility options.

4.1 A compliance tracking report shall be completed each month and include, but not be limited to, the following data metrics:

- Sick call request submission date
- Triage date/time
- Date seen by nursing
- Description of clinical issue noted
- Date seen by Provider, if clinically indicated
- Clinical outcome

5.0 Provider Sick Call: **For WCADF:** Diagnosis and treatment of health problems referred to Physician by triage nursing staff will be accomplished by a sick call procedure. Physician sick call shall be held Monday-Friday. A means of addressing emergencies, including after-hours care must be provided.

For RVJDC: Diagnosis and treatment of health problems referred to Physician by triage nursing staff will be accomplished by a sick call procedure. Physician sick call shall be held at least 2 days per week. A means of addressing emergencies, including after-hours care must be provided.

6.0 Chronic Care Clinics: The Bidders must describe their on-site process from identification through discharge, including clinical protocols, consistent with national clinical practice guidelines to assist with the identification of chronic care diseases, such as, but not limited to:

- Asthma
- Diabetes
- HIV
- Seizures
- Hepatitis
- Hyperlipidemia
- Hypertension
- Mood disorders
- Psychotic disorders
- Pain Management
- GERD
- Vision threatening conditions

7.0 Special Medical/Mental Health Housing: **This section is not applicable to RVJDC.** Successful Bidder is responsible for the admission and discharge of all inmates to and from the medical/mental health housing unit. There are 47 beds dedicated to the medical housing unit, 4 cells are negative pressure.

The intention of this unit is to provide inmates requiring convalescent, chronic or skilled levels of care but who do not require hospitalization in an acute care setting. Inmates located in this area will be assessed each shift by nursing and daily by an MD/APRN. A means of addressing weekend rounds, where clinically

appropriate, shall be developed. The unit must be supervised 24 hours per day, 7 days per week by nursing. Successful Bidder will provide written recommendations for placement in, or discharge from, the Medical/Mental Health housing units.

8.0 Ancillary Services (Onsite): **Successful Bidder is responsible for all of the cost associated with implementing and providing services.** Diagnosis and treatment requiring the following specialization services identified in Section 8.1, 8.2, and 8.3, must be sufficient to provide emergency care and as medically required, for routine care for inmates and residents.

8.1 Radiology: Successful Bidder shall provide timely on site radiology services, to include, but not be limited to: x-ray, mammogram, ultrasound services, and include the taking of x-rays by a registered technician, interpretation by a board-certified radiologist within 48 hours, a written report and scheduling of all x-rays. The on-call provider shall be notified immediately of all STAT reports, and all abnormal radiology results. Results are to be reviewed and signed off by a physician or mid-level provider with a follow up plan of care outlined in accordance with results.

The Successful Bidder shall provide all related supplies and is responsible for all associated costs.

8.2 Diagnostics: The Successful Bidder shall include, at a minimum, EKG/ECG, PT INR, Wound care, etc. services including equipment, supplies, interpretations, and reports necessary to provide this service on site.

8.3 Laboratory testing: The Successful Bidder shall be responsible for all medical laboratory services including the provisions for STAT services and the pick-up and delivery of specimens. A physician shall review and document in the medical record all laboratory results in accordance with NCCCHC standards. The on-call provider shall be notified immediately of all STAT reports, and all abnormal laboratory results. Results are to be reviewed and signed off by a physician or mid-level provider with a follow up plan of care outlined in accordance with results.

9.0 Onsite Specialty Services:

WCADF and RVJDC are each responsible for the clinic cost only, which will be added to the monthly aggregate cap. The Successful Bidder will be responsible for any durable medical equipment or medications. The Bidder must specify which on-site specialty clinics will be provided. Bidders are encouraged to present on-site clinics and telemedicine programs to enhance and expand the current onsite clinic capabilities. An Optometry clinic is currently on site. WCADF and RVJDC would prefer on site clinics to include Dialysis, Optometry, Orthopedics, and Physical Therapy.

9.1 Specialty clinic appointments, which cannot be provided on-site and deemed medically necessary, shall be scheduled without adversely affecting the health of any inmate or resident. The Medical Director may authorize the use of additional offsite specialty care facilities where clinically beneficial or to avoid an interruption in continuity of care with established provider.

9.2 The Successful Bidder shall develop provisions for prenatal care according to accepted prenatal guidelines. Prenatal care is provided through community specialty care clinics and includes:

- Routine appointment
- Testing and medical treatment for opioids at intake
- Routine urine testing for proteins and ketones
- Vital signs and weight
- Assessment of fundal height and heart tone
- Dietary supplement
- Observations for signs of pregnancy complications
- Post-partum care

10.0 Reproductive Care: Contraception is made available as clinically indicated. Emergency contraception is available to women at intake, as clinically indicated.

Please note that NCCHC requires all youth, and not just females, be provided with counseling on reproductive life goals, and that they have access to written information on contraception methods and community resources.

11.0 Emergency Services: Successful Bidder shall make provisions for 24-hour emergency medical and dental care. It is the Successful Bidder's responsibility to arrange for emergency transportation through Facility departmental vehicles, where clinically applicable, or through Emergency Medical Services (EMS).

Cost of transportation by Ambulance and EMS Services will be the financial responsibility of the Successful Bidder.

12.0 Dental Care: Successful Bidder will provide an on-site comprehensive dental program for emergency and routine care. Every inmate and resident must receive a dental screening and examination in accordance with NCCHC and ACA standards. The goals of this program are the relief of pain, elimination of infections, disease, and restoration of function. Temporary fillings and restorative work, as clinically indicated shall be provided.

RVJDC An Oral exam shall be conducted within seven (7) days of admission, while a dental exam shall be conducted by an Illinois licensed Dentist within 60 days of admission.

13.0 Electronic Health Records (EHR): individual electronic medical care records will be initiated and maintained for every inmate and resident regarding medical, dental, or mental health services as a result of the receiving screening process. The current Contractor utilizes ERMA as their EHR.

13.1 When requested, the Successful Bidder shall provide the patient with a copy of their medical records, including copies of all medical services and results, through the medical request process.

14.0 Special Medical and Mental Health Treatment Plans: Written individual treatment plans shall be developed by the responsible physician and/or mental health provider for inmates with special medical and /or mental health conditions requiring close medical supervision, including chronic and convalescent care. The Successful Bidder shall develop a special treatment plan to ensure patient disability aids are well-maintained, including but not limited to, timely response to maintenance requests by disabled patients and the provision of auxiliary aids, services, and accommodations. Any special security concerns should also be noted and communicated to security staff.

15.0 Medication Assisted Treatment (MAT): The Successful Bidder's proposal must provide a comprehensive and detailed plan for MAT services to include verification, continuation, and induction. NCCHC requires a policy addressing the management of inmates or residents on medication assisted treatment, in a harm reduction model, available services 7 days per week, and must include evidence-based treatment for substance use disorder, including, but not limited to, treatment of opioid use disorder utilizing FDA approved medications for opioid use disorder (MOUD).

15.1 Successful Bidder must have within their company resources a DEA licensed clinician (i.e. physician, physician assistant, or advanced practice, nurse) with knowledge and training in the treatment of substance use disorder including opioid use disorder and MOUD, including methadone and buprenorphine education.

15.2 The Successful Bidder will develop, implement, and provide oversight to the MOUD program that must be available for all inmates and residents with an opioid use disorder. Available medications must include all three FDA approved MOUD: methadone, buprenorphine, and an extended-release naltrexone. If the Successful Bidder cannot provide methadone, they must partner with an opioid treatment program to provide this option.

15.3 Access to these medication treatments for MOUD must be made available to inmates and residents within 24 hours of booking and available throughout their incarceration if deemed clinically appropriate. The Successful Bidder shall have providers with active DEA licenses to be able to order and prescribe and administer controlled substances from the facility in full compliance with state and federal regulations for controlled medications.

15.4 Medical intake screening must include screening for opioid use disorder, including assessment of self-reported use and/or urine drug screening referrals for evaluation. Where clinically indicated, these referrals must occur within 24 hours.

15.5 The Successful Bidder shall create a harm-reduction focused treatment model for inmates or residents to encourage enrollment in MAT treatment and to include discharge coordination, and community resources at reentry.

15.6 The bidder shall include a behavioral health counseling program in association with patients enrolled in the MAT program for both verification and induction patients. MAT is the use of medications in combination with counseling and behavioral therapies, which is effective in the treatment of opioid use disorders and can help people sustain recovery.

16.0 Medically Supervised Withdrawal and Treatment: Bidder's proposal must provide a comprehensive and detailed plan for an in-house detoxification program for inmates and residents with substance use disorder who are not eligible or enrolled in the MAT Program.

16.1 The Bidder shall indicate which drug and alcohol withdrawal assessment instrument(s) will be used. Currently in use are the Clinical Instrument Withdrawal Assessment-Alcohol Revised (CIWA-Ar), the Benzodiazepine Withdrawal Scale (BWS-C) and the Clinical (Opiate Withdrawal Scale (COWs). Nurses shall

be expected to record the following, to include but not limited to: vital signs, state of consciousness, speech pattern, nausea, vomiting, anxiety, weakness, restlessness, sweating, shakiness, and muscle twitching on a flow chart.

16.2 The Bidder shall include a behavioral health counseling program for patients on a detox monitoring program.

16.3 The Successful Bidder shall develop a harm-reduction focused overdose prevention plan, including but not limited to: Detox care, MOUD, overdose prevention materials, training, counseling, and care coordination at reentry.

17.0 Transgender and Gender Diverse Health Care: Healthcare staff have a responsibility to ensure the physical and mental health and well-being of inmates and residents. Health care staff should evaluate and treat transgender inmates and residents in a manner that respects their unique transgender medical, mental health, clinical, and psychosocial needs. The healthcare Successful Bidder shall develop policies and procedures for evaluation and management of transgender individuals. Care for transgender inmates and residents shall include, but not be limited to, respect of pronouns and continuation of hormonal therapy.

18.0 Therapeutic Diet Program: The Successful Bidder shall manage and process all therapeutic diets including start and stop dates and have regular meetings with the kitchen supervisor as required. The successful bidder shall be required to medically clear inmate food service workers in accordance with Illinois state standards and statutes. The successful bidder shall provide adequate training to Foodservice staff for the monitoring of staff and inmate workers for communicable disease.

19.0 Health Care Services for Correctional Staff and Visitors: Successful Bidder shall provide emergency treatment only to corrections personnel, visitors and volunteers who are injured or become ill while at the facility.

20.0 Transfer Clearance: Medical clearance for the transfer of an inmate or resident will be completed within 24 hours of receiving the name and booking number.

21.0 Hospital Care: Successful Bidder shall obtain routine outpatient/inpatient services from hospitals to meet the healthcare needs of the inmates and residents. When outside hospitalization is required, the Successful Bidder shall coordinate with facility staff in arranging transportation and officer coverage.

22.0 Successful Bidder is responsible for pre-approvals, case management, utilization review and discharge planning.

22.1 Successful Bidder is expected to make recommendations to enhance cost containment efforts, without impacting quality of care, where clinically able to do so. Currently WCADF and RVJDC predominately utilize Ascension Saint Joseph – Joliet and Silver Cross hospitals.

22.2 Inmates and residents returning from a hospital with an inpatient stay are to be seen and assessed by MD or APRN prior to going to general population. A clinical note regarding this encounter and review of the hospital discharge paperwork with reference to treatment plan in-house must be documented in the electronic health record. In-house treatment plans shall be shared with the inmate or resident.

22.3 Bidders must provide a detailed plan for providing inmates and residents with prompt hospital care while also providing WCADF and RVJDC with utilization and case management, data analytics, methods, and programs that thoroughly review clinical and financial claim data.

23.0 Offsite Medical Costs and Reports: Successful Bidder shall provide detailed monthly offsite cost reports and will adjudicate and pay all claims in a timely manner. The Successful Bidder shall invoice WCADF and RVJDC monthly, and provide financial trend, details, and projected cost summaries for the remainder of the contract year.

23.1 Successful Bidder shall be responsible for the timely management, coordination, payment, and adjudication of all offsite healthcare costs. Successful Bidder shall provide to WCADF and RVJDC monthly detailed statements of all paid claims related to offsite healthcare costs and claims based on documented efforts, to ensure claims are billed correctly and meet all claim invoice approval requirements.

23.2 All claims shall be adjudicated and paid by 180 days after the close of each contract year. Any claims submitted after this date shall be denied, for timely filing, except where an invoice is late because an earlier Reversal or Denial is overturned.

23.3 Bidder shall provide in its Response: a) claims management detailed report(s) that will be utilized by the Successful Bidder to process all offsite medical invoices and claims from offsite healthcare providers; b) a demonstration of real-time adjudication of healthcare claims, the claims auditing process and third-party payment management.

24.0 Continuum of Care and Re-Entry: Successful Bidder shall develop individualized post release continuum of care plans, including but not limited to: Discharge planning for complex medical conditions i.e., HIV, cancer, acute comorbid illnesses, severe mental illness, assistance with post release appointments, Medicaid Enrollment for in-patient hospital admissions over 24 hours while in detention, sufficient medication refills until a community provider assumes care, and assistance with attaining housing, employment, and substance use treatment.

For RVJDC. Juveniles being released from RVJDC shall be referred to the care and custody of the parent/guardian with instructions for follow up treatment.

25.0 Successful Bidder must contract with a translation service company for inmates and residents with translation needs.

B. MENTAL HEALTH SERVICES

1.0 The Successful Bidder shall implement a comprehensive mental health program for the emotional needs of the inmates and residents to include evaluation, treatment and/or referral of mentally ill.

For WCADF. The Successful Bidder shall employ all of their own mental health clinicians, and Psychiatrist/APRN.

For RVJDC. The RVJDC employs their MH clinicians, who work collaboratively with the Successful Bidder's medical staff and Psychiatrist. The RVJDC MH clinicians provide triage services, counseling to the residents, and referrals to the Psychiatrist/APRN for higher level clinical needs and medication assessments. The Successful Bidder shall hire a Psychiatrist or APRN for all medication management services of the residents.

1.1 Each inmate and resident at Medical Intake Screening will receive a mental health assessment by a nurse, as part of the overall intake medical screening process. Those identified as having a mental illness, symptoms of psychotic behavior, or a history of mental health needs will be seen and further assessed by a Master's degree licensed mental health clinician within 14 days of Intake. Clinicians will facilitate Releases of Information (ROI), where applicable, so that prior medical records can be obtained to ensure continuity of care. Those identified as having symptoms of suicidal ideation will receive expedited mental health services, including housing priority.

2.0 Prior to single cell placement or segregation, the inmate or resident's medical record shall be reviewed by a qualified healthcare professional, and if existing medical, dental, or mental health accommodation is warranted, custody staff are immediately notified. Special attention shall be given to vulnerable populations such as first time incarcerated inmates or residents, and those with mental illness.

3.0 Successful Bidder shall provide detailed assessments and appropriate observations and re-evaluation for inmates or residents determined to be suicidal. Successful Bidder will make recommendations for housing, supervision, and services. Successful Bidder shall identify ways to avoid single cell placement without increasing risk to the at-risk inmate or resident.

4.0 An intensive program of drug monitoring shall exist. Psychotropic medication in crushed or liquid form shall be used where clinically appropriate. All inmates or residents placed on psychotropic medication shall be examined by a psychiatrist or psych APRN as soon as possible, but no later than one (1) week from the date of the prescription.

4.1 Prior to the prescription of psychotropic medication, the psychiatrist will inform the inmate or resident about the risks of taking such medication, in accordance with applicable standards of care. Inmates and residents shall receive education as required and will be documented in the medical record. An informed consent will be obtained from the inmate or resident prior to prescribing psychotropic medications.

4.2 Successful Bidder shall provide a psychiatrist or psych APRN for after-hours care, with on-call availability twenty-four (24) hours per day, seven (7) days per week, including holidays. Successful Bidder shall bridge MH medications, where clinically appropriate, from community as part of the intake process. Inmates or residents shall receive continuation of medication, where clinically indicated, within 12 hours of receiving screening.

5.0 Successful Bidder shall implement a program of mental healthcare available to all inmates, which includes, but is not limited to:

- Psychotropic medications
- Case management, individualized treatment planning, and supportive group and individual counseling provided by a Master's level qualified mental health professional; therapeutic options i.e., CBT, DBT, ACT, trauma processing, etc.
- Serious Mental Illness (SMI) educational and supportive groups
- People with suicidal ideation should receive therapeutic visits from a QMHP, as clinically indicated.
- Psychiatric consultation
- Laboratory studies as indicated
- Discharge planning to include follow up appointment with community provider within two weeks and a minimum of fourteen (14) days of prescription medications, thirty (30) days for RVJDC
- Crisis management and intervention
- Dual diagnosis treatment
- Pregnancy and post-partum counseling
- Grief counseling
- Medication assisted treatment behavioral health services

6.0 Mental health staff shall determine if more than fourteen (14) days of medications is clinically appropriate prior to an inmate or resident's release to ensure that the medication is continued until the inmate is able to be seen by an outside provider.

7.0 Successful Bidder shall conduct segregation and special management housing rounds as determined by and in accordance with ACA and NCCHC standards.

8.0 Successful Bidder to describe Behavioral Telehealth Program options, including opportunities that would benefit mental health care outcomes for both inmates and residents.

9.0 Mental Health Housing Units: **Not applicable for RVJDC.**

For WCADF. The Successful Bidder will be expected to utilize the Mental Health Unit, located in the Medical Housing Unit. The mental health unit will be managed by mental health clinicians, who will respond to patient needs 24 hours per day, seven days per week, the use of on call services can be utilized for after-hours calls.

10.0 The Successful Bidder shall describe a process whereby the Mental Health Director will lead daily meetings with a multidisciplinary team that will review clinical and security status of all patients in the MH Housing and in 1:1 cells. The goal of the multidisciplinary team meeting is to reduce the number of days and length of stay within restrictive housing for those inmates with serious mental illness (SMI).

For RVJDC. The mental health clinician will lead these meetings.

11.0 The successful bidder's health care staff shall be required to participate in the administration of the suicide prevention plan of the WCADF and the RVJDC. The bidder's proposal shall include a description of the approach and methodology related to the identification and prevention of suicidal and other self-injurious behaviors. The overall program shall include, but not limited to, identification, training, assessment, monitoring, housing, intervention, notification, reporting, and critical incident debriefing.

C. QUALITY IMPROVEMENT PROGRAM

1.0 The Bidder must detail in its response the design of its Continuous Quality Improvement (CQI) program and how the program will be implemented and maintained.

1.1 Areas to be monitored and addressed through the Quality Improvement Program include, but are not limited to, peer reviews, monthly compliance studies, grievances, medication administration, high acuity cases, offsite quality of care metrics, cost metrics, quarterly compliance audits, and annual patient needs assessments.

1.2 The Successful Bidder shall maintain statistics of grievances filed, incidences of serious infectious diseases treated during the month, hospital admissions, staffing complement including unfilled positions and other statistics as may become needed. Reports will be provided to WCADF and RVJDC on a monthly basis, as per NCCHC and ACA standards. The Successful Bidder shall provide a narrative monthly report delineating the status of the health care program which also identifies potential problems and their resolution. A complete annual report delineating the accomplishments of the Successful Bidder shall also be provided on an annual basis.

2.0 Healthcare Contract Compliance Monitor: The Successful Bidder shall cooperate with the health care contract compliance monitor, whose purpose is to provide comprehensive audits and compliance functions. The Successful Bidder shall provide the monitor with all requested data and information within a mutually agreed timeframe.

3.0 Infection Control Program: In conjunction with local public health officials, the Successful Bidder shall implement an infection control program that follows all applicable standards. The program shall include surveillance of patients, environmental controls, disinfection, and sharps management. The Successful Bidder shall also work collaboratively with local public health for contact tracing and post-exposure prophylaxis, treatment, and the reporting of infections in accordance with local and state laws.

3.1 Confirmed or suspected outbreaks of any communicable disease are to be reported immediately to the WCADF Chief and the RVJDC Superintendent. Follow-up while in custody, will be the responsibility of Successful Bidder in conjunction with local public health department. Community Linkage resources will be coordinated between the Successful Bidder and the Health Dept. Both WCADF, and RVJDC have negative pressure rooms for suspected infectious disease outbreaks.

3.2 **RVJDC** Immunization records of juveniles shall be obtained and updated as clinically indicated. The Successful Bidder shall work with the Will County Public Health Department for the juveniles to participate in the state vaccine program and shall be responsible for the maintenance of all statistics relating to this program.

3.3 The successful bidder is encouraged to work collaboratively with the Will County Health Department for all STD and HIV testing, communicable disease testing, and follow up care. Inmates and residents shall be given Hepatitis A & B, and Flu vaccines when clinically indicated.

For WCADF. The health department currently comes on site to provide STD and HIV testing. The current Contractor works with Agape Program through the Health Dept for management of the HIV medication program, whereby the medication is delivered on site, and free of charge by Walgreens. The Successful

Bidder will be expected to enroll inmates and manage this program and facilitate care and medication processes.

For RVJDC. the Successful Bidder is responsible to draw the lab and urine tests for STD testing on site. The laboratory diagnostics are sent to the STD lab for processing.

4.0 Morbidity and Mortality Review Protocols: The Successful Bidder shall develop and implement a morbidity and mortality review policy and procedure, including protocols. All cases of morbidity or mortality incidences shall require an action plan within thirty (30) business days of the incident. The mortality review data shall be reviewed by the CQI Committee at quarterly meetings.

5.0 In-service Training: The Successful Bidder shall implement and coordinate a training program and curriculum in concert with the WCADF and RVJDC training/education officer, to train WCADF and RVJDC Staff, and Contract personnel on topics to include, but not limited to:

- Emergency response
- Crisis de-escalation training
- Substance abuse, signs of detox
- Communicable Diseases
- Suicide Prevention
- Chronic Disease Awareness
- Medication Assisted Treatment (MAT)
- Substance use and harm reduction model
- Mental Illness Symptoms and Signs
- Medical confidentiality and HIPAA regulations
- Hepatitis Education
- Addressing Grief and Loss Issues
- Managing Stress
- Health and Well-being
- PREA
- Care for Transgender and Sexual Identities

6.0 Employee Health Program - **This section 6.0 is not applicable to WCADF.**

For RVJDC TB Testing shall be administered by the Successful Bidder to RVJDC staff. Staff includes, but is not limited to, administration, security related personnel, teachers, mental health staff, and kitchen workers. Currently, there are approximately 65 TB Tests conducted per year. RVJDC will pay for all associated supplies to administer this program. RVJDC shall maintain the database on all involved staff.

6.1 Emergency Medical Care must be provided by the Successful Bidder for both WCADF and RVJDC, facility staff in an event occurring on site that requires emergency medical response.

D. PHARMACY SERVICES

1.0 A licensed and qualified Pharmacist, subcontracted by the Successful Bidder shall monitor pharmacy and emergency pharmacy services, consistent with state and federal laws that also meet all applicable national standards and regulations. Monitoring shall include documented corrective action and follow up, necessary to ensure that preventative measures are taken.

1.1 Pharmacy services are the sole financial and procurement responsibility of the Successful Bidder, except for HIV, Hepatitis C, and MAT medications, which will be procured by the Successful Bidder but financially reimbursed by WCADF and RVJDC. Successful Bidder shall provide a detailed patient utilization monthly report.

1.2 The Successful Bidder shall provide a written protocol of provision for pharmaceutical services to ensure that prescribed medications are readily available no more than twelve (12) hours after prescribed. Successful Bidder shall have a contract with a local community pharmacy to provide back-up for medications that are unable to be delivered within the 12 hour time frame.

1.3 The Successful Bidder shall be financially responsible to implement a medication verification portal. Prescriptions prescribed by the inmate or resident's doctor shall be evaluated and continued upon entry into the facility, where clinically appropriate. All prescription change rationale shall be noted in the patient's chart.

1.4 Develop a standard formulary that is consistent with community-based medical and mental health providers. The Successful Bidder shall provide a minimum of quarterly pharmacy consultant audits with written reviews by a registered pharmacist.

1.5 Develop a written pharmacy program plan that addresses the administration of medications, and how accountability for narcotics and Class II medications will be completed, and the procedure(s) that will be followed to ensure that incarcerated persons receive their medications as ordered. Federal, State, and local laws/regulations and licenses are the responsibility of the Successful Bidder and shall be maintained.

1.6 A stock supply of the most often utilized medications should be maintained on site.

For WCADF. Medications limited to inhalers, nitroglycerin tablets, topical medication and ointment may be provided directly to the inmate as a keep on person (KOP).

For RVJDC. The resident will receive all medication from the nursing medication administration practice, so no KOP's are allowed.

1.7 Administration of medications will be recorded on an electronic medication administration record (MAR), including documentation when a prescribed medication was not administered.

1.8 Successful Bidder shall develop and implement a compliance report to include, but not be limited to, consecutive days of patient's missed and refused medications. The Report shall be shared between medical and mental health staff for action and reviewed at Daily Clinical and Administrative Meetings.

SECTION 5. STAFFING SPECIFICATIONS

A. The Successful Bidder agrees to provide at both WCADF and RVJDC professional comprehensive health and mental healthcare services, (no MH clinician services at RVJDC), a well-defined staffing matrix, in compliance with the attached detailed job descriptions, and in accordance with the terms and conditions contained herein.

1.0 Detailed listing of all salaries and benefits by category shall be included in the proposal. Proposed staffing will be in accordance with positions required to meet the standards for NCCHC, ACA, and PREA

and fulfill all necessary healthcare operations. Final staffing will be mutually agreed upon by written agreement between the Successful Bidder and WCADF and RVJDC.

2.0 A security clearance, including but not limited to, a criminal background check, shall be required of all employees of the Successful Bidder before they will be allowed into the facility. Such security clearance shall not be unreasonably denied. The Successful Bidder shall, upon request of the Chief, and/or Superintendent remove from service under this contract any individual in the Successful Bidder's employment who the Chief and/ or Superintendent, in their sole opinion, determines to be disorderly, careless, incompetent or to be employed in violation of the terms of this agreement. The Successful Bidder shall promptly replace any such individual so removed, with any replacement employee also being subject to a security clearance.

3.0 Any potential employment offer is contingent upon a negative drug screen produced by the potential employee. The Successful Bidder is financially responsible for providing drug testing for their potential and existing employees.

4.0 The Chief or designee, and Superintendent or designee, may be included in the interview process for any management level position as it relates to this contract.

5.0 Successful Bidder shall keep full and accurate accounts and records in connection with the services provided under this contract. All such records, and electronic copies, shall be the property of WCADF and RVJDC, but remain-in the custody of, and maintained by, the Successful Bidder during the term of this contract. The Successful Bidder shall retain originals and/or copies of such records for a minimum period of seven (7) years. The records may be audited by WCADF and RVJDC at any time. Medical, dental, and mental health records shall be maintained for each inmate or resident at WCADF and RVJDC in conformance with professional and required standards of confidentiality and shall be retained for a period of time as required by the laws of the State of Illinois. Original/electronic medical, dental, and mental health records shall be surrendered to WCADF and RVJDC at the termination of this contract.

6.0 Successful Bidder shall comply with the Illinois Standards for County Correctional Facilities, the Department of Public Health Standards for Correctional Facilities, American Correctional Association, National Commission on Correctional Healthcare, Prison Rape Elimination Act, and other related standards and regulations.

7.0 Staff Qualifications: Staff qualifications must meet the requirements of the Illinois Board of registration in Medicine, the Board of Registration in Nursing, The National Association of Social Workers, the Board of Registration of Allied Mental Health Professionals, the National Commission on Correctional Health Care (NCCHC), and other applicable regulations. In addition, the following minimum requirements shall apply:

- a. Physicians
Site Physician shall be Board Eligible or Board Certified in Family Practice, Internal Medicine, Surgery or Emergency Medicine and currently authorized to practice in their respective field of practice. Physicians who have not graduated from a medical school accredited in the United States shall have performed their residency in the United States.
- b. Mid-level Medical Practitioners

Nurse Practitioners and Physician's Assistants must be licensed by the Illinois Board of Registration, and currently authorized to practice in their respective field of practice.

- c. Nursing: All nursing personnel must have graduated from an accredited R.N. or LPN program and hold applicable licenses, and currently authorized to practice in their respective field of practice.
- d. Mental Health Professionals
 - i. Psychiatrist--Board Certified or Board Eligible, and currently authorized to practice in their respective field of practice.
 - ii. The Mental Health Director and Mental Health Clinicians must have obtained a Master's Degree as either a Social Worker, Licensed Psychologist, Licensed Mental Health Clinician, Licensed Social Worker, or Licensed Educational Psychologist, and currently authorized to practice in their respective field of practice.
- e. Other: All other ancillary personnel (X-Ray Technicians, Physical Therapists, Occupational Therapist, Phlebotomists, Certified Medication Technicians, and Nursing Assistants) must meet applicable Illinois regulatory requirements and community certification/training standards, and currently authorized to practice in their respective field of practice.

B. Personnel

1.0 All contract staff shall be required to have a criminal background check conducted for initial and/or continued employment. This will, at a minimum, include a check for warrants and arrests. The final selection of all contract personnel shall be subject to the approval of WCADF and RVJDC. All contract staff must attend an 8-hour facility orientation and annual in-service education in accordance with NCCHC Standards, and all other applicable Standards.

1.1 Personnel files of all Successful Bidders and contract employees shall be on file at each facility. These files shall include copies of current licenses, proof of professional certification, DEA numbers, training records, malpractice insurance certificates, signed job descriptions, evaluations, and position responsibilities.

2.0 The Successful Bidder shall ensure its employees, including sub-contractors, and independent contractors, abide by a non-fraternization policy with WCADF and RVJDC employees.

2.1 The Successful Bidder and its personnel shall be subject to and shall comply with all security regulations and procedures of each facility. Violations of regulations may result in the employee being denied access to, or removed from, the facility.

2.2 The Medical Director, Psychiatrist or APRN, Health Service Administrator, Director of Nursing, Nursing Supervisor (RVJDC) shall be on call 24 hours per day, 7 days per week.

3.0 The Successful Bidder shall be required to reimburse the WCADF and RVJDC the actual costs of the salary, fringe, and benefits, per discipline as identified in the Matrix, when total hours worked are less than total contract hours, based on the negotiated contracted monthly staffing matrix. Staffing reconciliation reports will be provided monthly to the Chief and Superintendent. Travel time of the providers is not to be included as hours worked that are billed to either facility.

4.0 Successful Bidder shall describe, in detail, recruitment and retention initiatives, with specific reference to the nursing shortage.

SECTION 6. ADMINISTRATIVE

A. WCADF and RVJDC agrees as follows:

1.0 To provide the Successful Bidder with adequate work areas, including desks, and chairs, at the facility with office space, examination rooms, and utilities.

1.1 To provide building maintenance services and non-biohazard rubbish removal from the healthcare services area(s) and shall be responsible for all maintenance of, and any repairs to, all equipment (excluding medical) that has been provided by, and which is the property of, the WCADF and RVJDC.

1.2 To maintain adequate security and support staff that shall be on duty at the medical and mental health service area(s) at all times that the Successful Bidder is required to provide services under this contract.

B. The Successful Bidder agrees as follows:

1.0 The successful bidder shall be responsible for computers, laptops, necessary to provide administrative services for the medical unit, including special line charges relating to IT equipment, telehealth, or provisions for the installation of computers and network lines, specialized services for video conferencing etc.

2.0 The Successful Bidder is responsible for the cost of medically generated bio-hazard waste disposal.

3.0 The Successful Bidder shall be responsible for ensuring that its staff reports any problems and/or unusual incidents to the Health Service Administrator (HSA), includes, but is not limited to, unsafe conditions, patient safety concerns, and injury to staff or visitors.

4.0 Successful Bidder shall have a comprehensive utilization management program that emphasizes cost containment initiatives will not interfere with providing timely and clinically necessary health care services to inmates and residents.

5.0 Medical Co-Pay: WCADF and RVJDC may charge co-pays for any health services received while in custody, in accordance with NCCHC Standards. Successful Bidder will electronically submit inmate and residents medical co-pay fees, fees will be deducted where applicable, and all monies collected will be the property of WCADF and RVJDC.

6.0 Office Supplies: The Successful Bidder shall be responsible for all office and administrative supplies, photocopying, and any additional office equipment.

7.0 Medical Supplies: The Successful Bidder will shall procure and be financially responsible for all medical supplies, including all over-the-counter medication, alcohol prep pads, syringes, etc.

8.0 Medical Equipment: The Successful Bidder shall be responsible for additional medical equipment needed to provide comprehensive health care (i.e., thermometers, scales etc.) that has a unit cost of \$1,000 or less. The Successful Bidder may visually inspect the existing equipment during the site tour. The Successful Bidder is responsible for obtaining and maintaining all certifications and inspections of the

equipment. The Successful Bidder shall purchase any new equipment with a per unit cost of \$1,000 or less, as it deems necessary.

Bidders shall include in their bid proposal a list of medical equipment with costs exceeding a unit cost of \$1,000 for any additional equipment deemed necessary for start-up and management of the medical unit. Any equipment purchased shall remain in the medical unit after the expiration of the contract.

9.0 Clearly defined written site-specific policies and procedures to include, at a minimum, those required by ACA, NCCHC, PREA, Illinois Administrative Regulations (Jail Standards), and in correlation with WCADF and RVJDC policies and procedures for service delivery. A complete set shall be given to the Chief and Superintendent and updated when indicated.

10.0 Clearly defined written site-specific Nursing protocols to include, at minimum, those required by ACA, NCCHC, Illinois Administrative Regulations (Jail Standards, and Juvenile Standards), and in correlation with WCADF and RVJDC policies and procedures for service delivery.

11.0 A comprehensive annual statistic report shall be tendered to the WCADF Chief Deputy/Warden or Designee, and to RVJDC Superintendent or Designee in accordance with NCCHC and ACA standards.

12.0 A Monthly Statistical Report shall be submitted to WCADF Chief and RVJDC Superintendent by the tenth (10th) calendar day of each month, with data from the previous month, to include, but not be limited to:

- Average daily census
- Number of hospital admissions
- Total hospital days
- Outside consultations
- Emergency Room visits
- Outpatient surgery
- Outside x-rays
- In house x-rays
- Number seen by physician or ARNP
- Number seen by dentist
- Number of extractions
- Number of fillings
- Number of refusals
- Number seen by Psychiatrist
- Number seen by Mental Health Clinician
- Number on Prescribed medication
- Number on Prescribed Psychiatric medication
- Number on Prescribed HIV medication for both ADAP and Successful Bidder Pharmacy
- Number on suicide watch
- Suicide attempts
- Suicide completions
- Intake screens
- Number of intakes noncompliant within mandatory 4 hour timeframe
- Number of intake deferrals

- Number of positive TB skin tests
- Number of Infectious Disease encounters
- Number of CIWA/COWS Assessments
- Number of MAT Participants, categorized by medication
- Narcan Doses Administered
- Number of TB skin tests given and read
- Chest X-Ray and/or treatment
- Number of HIV tests
- Number of +HIV tests
- Number of Hepatitis C inmates or residents
- Dialysis
- Morbidity and mortalities
- Total number of Health Service Requests received
- On-site Specialty Clinics
- Off-site Specialty Clinics
- Telemedicine encounters
- Chronic Disease
 - HTN /Cardiac
 - Diabetes
 - TB
 - HIV
- General Medicine
- Seizure Clinical data
- Asthma Clinical data
- PREA Information Clinical data
- Methicillin-resistant Staphylococcus aureus (MRSA) Clinical data

13.0 Daily Statistics Reports shall be submitted by 9:00 am to WCADF Chief and RVJDC Superintendent for the previous twenty-four (24) hours, and shall include:

- Emergency room visits and hospital admissions
- Status of inmate/resident in local hospitals, including number of days incurred for each
- Unusual occurrences
- Suicide Updates (status and precautions)
- Number of inmate/resident on detox monitor, including date, placed on detox protocol and substance(s)
- Number of inmate/resident released from detox monitor
- Number of inmate/resident on MH observation

14.0 On a quarterly basis, the Successful Bidder's Administrative Staff shall have a documented Medical Audit Committee (MAC) meeting with WCADF Chief and RVJDC Superintendent to evaluate the statistics, Health Service Report, off-site care, including financial data analytics, program effectiveness, and related comprehensive healthcare issues. The Successful Bidder's Regional Director will be on site at least monthly and be present for the MAC meeting.

15.0 A written disaster plan identifying healthcare staff's roles and healthcare supplies needed on hand in case of a disaster, both natural and man-made. The disaster plan is to be made available to the Chief and Superintendent within 60 days of the start of the contract and updated annually and made available to the Chief and Superintendent thereafter.

16.0 Contract staff including, but not limited to, the HSA, Medical Director and Mental Health Director will confer with Senior Management staff and attend staff meetings as required, including, but not limited to, multi-disciplinary meetings and coordination of care meetings.

17.0 Copies of clearly defined written agreements or memorandum of understanding establishing rates for 24-hour service with hospitals, physicians, ambulance companies and others involved in providing care to inmates and residents shall be provided to WCADF and RVJDC.

SECTION 7. ELECTRONIC HEALTH RECORD (EHR)

A. Successful Bidder shall provide a correctional-developed, comprehensive, and fully customizable Electronic Health Record (EHR) system which meets all NCCHC, ACA, HIPAA, and Illinois Jail standards. The selected EHR must be fully operational no later than 60 days upon contract start up. The Bidder shall include in its proposal a timeline describing the steps in the implementation of the electronic medical record system to include purchase of hardware, training and roll out of system.

The successful bidder will provide and maintain all required computer hardware for the EHR including but not limited to, servers, workstations, printers, and scanners. The successful bidder will be responsible for all costs related to interfaces between the Jail Management System (JMS) and the EHR, as well as all other necessary interfaces with the EHR (i.e., pharmacy, Xray, lab) required to carry out contractual responsibilities-

1.0 The successful bidder shall agree to abide by all Sheriff's and RVJDC department IT policies with regards to security, virus protection, and control access.

1.1 The EHR must interface with the JMS, including photographs, therapeutic diets, ancillary and telehealth services, and feature, at a minimum, the following requirements:

- a. Successful Bidder is responsible for acquiring, maintaining, and tracking medical records, both active and inactive, throughout the term of the contract. These records shall be kept separate from the jail confinement records of the inmate and resident.
- b. Selected EHR must fully comply with the Illinois Board of Pharmacy prescription ordering and medication administration requirements. Proper electronic documentation and storage of applicable data must also fully comply with these requirements. Electronic Medication Administration records will be utilized.
- c. EHR must feature a Prison Rape Elimination Act (PREA) segment within the Receiving Screening and the electronic capability to generate a report from PREA information obtained.
- d. Reporting capabilities must feature: daily health services statistics; daily, weekly, monthly and

annual reporting; customizable reports; and documentation of all copay charges via expenditure reporting.

e. Utilization management and review must adhere to industry criteria and provide prospective, concurrent, and retrospective review. Data reports analyzing specific offsite costs and trends must be made available.

f. Utilization of Electronic Clinical Institute of Withdrawal Assessment (CIWA, COWS) detoxification program and MAT Program Data.

g. Tracking of off-site scheduling and appointments.

h. Tracking and documentation, including a monthly report for all contract performance measures of all general health care, and chronic care clinics, and be able to establish the criterion for disease management; and preventive services based on patient demographic data.

i. Laboratory, Radiology and on- site Specialty Services results must be interfaced to the EHR, and results stored within the EHR, with and the ability to import data from a variety of medical devices (e.g., blood glucose machines, EKG, ECG, etc.).

j. Provide screen prompts, triggers, and alerts, that will indicate missing or critical information, and allow for automatic scheduling into clinics based on clinical data associated with chronic care or follow-up appointments.

k. The system shall have electronic nursing protocols which are utilized for nursing sick call.

l. Provide automated ongoing updates for standard industry tables. Offsite storage, if needed, is the responsibility of the successful bidder.

m. Provides patient inquiry by name, or booking number, or date of birth.

n. Shall not allow for the deletion of patient information or alteration of the record.

o. Provides live, 24/7, phone support (Help Desk).

p. Retains the health record by booking number. Each patient has one record, divided by period of incarceration.

q. Allows for recording of patient consents both in printable forms and the use of signature pads for electronic signatures.

r. Allows scanned documents to be saved as images.

s. Allows display of numerical results in flow sheets or graphs to allow comparison of the results.

t. Allow WCADF and RVJDC to add data elements and/or reports without a charge.

u. Ability to generate error logs when interfaces or transactions are rejected, along with identifying why the interface file or transaction was rejected.

v. In the event of a hardware/ software failure, the system shall recover to the point of failure. The system shall provide backup data that can be maintained 24 hours per day. The system shall also provide full access to medical records in a “stand-alone” digitalized form upon contract end or termination.

w. The Successful Bidder shall provide, with the Proposal submission, a description of any requirements that WCADF and RVJDC will need to provide (i.e., space to house computer hardware).

x. Submitted plans must address hardware, software, technical support, the process by which files will be left at the termination of the contract, and ownership of the records by WCADF and RVJDC throughout contract terms, and at the termination of the contract.

y. Should this contract terminate, the data shall be made available to each of the facilities’ IT Dept in a format acceptable by WCADF and RVJDC IT staff. Further, the data shall be fully documented as to allow WCADF and RVJDC IT staff conversion to another system.

2.0 Medical Records Contents: NCCHC, ACA, and PREA Standards shall be followed regarding medical records. A confidential electronic health record, compliant with HIPAA, shall be created and maintained using a standardized format to include, but not be limited to:

- a. Identifying information (e.g., name, identification number, date of birth, sex)
- b. A problem list containing medical and mental health diagnoses and treatments as well as known allergies
- c. Progress notes of all significant findings, treatment plans, diagnoses, treatments, and dispositions
- d. Provider orders for prescribed medication and medication administration records
- e. Reports of laboratory, x-ray, and diagnostic studies
- f. Flow sheets
- g. Consent and Refusal forms
- h. Release of Information forms
- i. Results of specialty consultations and off-site referrals
- j. Inpatient stays
- k. Special needs treatment plan, if applicable
- l. Immunization records, if applicable
- m. Electronic medication administration records (MARS) shall be kept on all patients receiving medication
- n. Confidentiality of medical records shall be assured. The medical records shall be kept separate from custody records. Data necessary for the classification, security and control of inmates and Residents shall be provided to the appropriate WCADF and RVJDC personnel on a need-to-know basis. Adherence to applicable federal and state laws and regulations regarding informed consent.

SECTION 8. BUSINESS SPECIFICATONS / BID SUBMISSION

If a Bidder fails to meet any RFP material term, condition, requirement or procedure, the Response

may be deemed unresponsive and disqualified, in the sole discretion of the Sheriff and /or Chief Judge. To be considered for the award of this contract, the Successful Bidder must meet the following minimum qualifications:

A. The Successful Bidder must be organized for the purpose of providing medical/mental/dental health care services in adult jail and must have five years of experience with proven effectiveness in administering health care programs in a jail of 500 ADP or higher. Juvenile detention facility experience is a plus.

B. At all times during the terms of the agreement, the Successful Bidder shall maintain all insurance covering Successful Bidder, employees, sub-contractor, and agents, including professional liability, as required in the RFP.

C. The Successful Bidder must comply with the National Commission on Correctional Health Care (NCCHC) standards, PREA, and any Federal or State regulations applicable to adult and juvenile facilities. The Successful Bidder must also comply with ACA Standards for Adult, and Juvenile Local Detention Facilities. The Successful Bidder agrees to maintain files and other documentation to support compliance with these standards and core jail Illinois Requirements and Standards.

D. The Successful Bidder must agree to adhere to the policies and procedures of WCADF and RVJDC.

E. The Successful Bidder must have the ability for contract start-up within sixty days of the award. In the event circumstances prevent start-up in sixty (60) days, a specific date shall be selected and mutually agreed upon by the Successful Bidder and WCADF and RVJDC.

F. WCADF and RVJDC requires the Bidder to include a detailed narrative outlining Bidder's company including each of the following (identical information for any proposed subcontractor must also be included):

- General company overview and organizational structure
- Years in business
- Reference list of clients
- Current contracts, including ADP
- Jail and juvenile detention contracts lost through rebid and/or termination
- Accreditation report for the company for NCCHC and ACA, including whether accreditation status was ever lost.

G. Bidder Minimum Requirements: The Bidder must submit a written certification statement that it is financially stable. This certification must include a copy of the Bidder's most recent Annual Report with a financial statement. The Bidder's Chief Financial Officer or Accounting Firm must also attest to the facts in a certification statement written on its letterhead. The Bidder must provide identical information for any proposed sub-Successful Bidders, and independent Successful Bidders it includes in this RFP.

H. Reference Requirements: The Bidder shall provide a minimum of three references, two of which must be adult jails with an ADP of 500 or more, and Juvenile Detention Experience, if any. Bidders shall utilize the attached business reference form to identify each reference. Each reference must include reference name, title, address, email, and telephone number.

I. The Bidder shall provide in its RFP Response a Project Plan of Implementation to encompass all phases of this project. The Project Plan shall include a schedule with a detailed description of any transition period addressing the issue of transfer of healthcare responsibility, a timeline of startup events, and important milestones.

J. **Exceptions to RFP Deliverables:** If a Bidder is unable to meet any of the specifications required in this RFP, each Exception must be identified and listed on the EXCEPTION PAGE. Bidder's Response must include an alternative method for meeting such specification by identifying the specification, the proposed alternative, and thoroughly describing how the alternative achieves substantially equivalent or better performance to the performance required in the RFP specification. The evaluation team shall determine if a proposed alternative method of performance achieves substantially equivalent or better performance, in its sole discretion. The determination of the evaluators on the Bidder's proposed alternative method shall be final.

SECTION 9. LITIGATION/CLAIMS HISTORY

The Bidder shall provide a list of all liability claims (including personal injury, wrongful death, and medical malpractice) made against the Bidder in the past three (3) years (if any) identifying such claims by state in which the incident occurred, date of incident and amount paid for settlement, if over \$100,000.00.

SECTION 10. PROJECT MANAGEMENT SPECIFICATIONS

A. The Bidder shall identify a Regional Director responsible for implementation of this agreement and include their resume. The Regional Director shall respond in a timely manner to all information requests from the Chief and Superintendent and be on site at least 1 day each month.

B. The Bidder shall include in its Project Plan a detailed description of how it intends to identify and recruit qualified professionals required under this contract. The Bidder shall identify how their company has managed and facilitated a full complement of staffing with the nursing shortfall crisis.

C. The Project Plan shall include a statement of qualifications and experience (job description) of the following: Health Services Administrator, Director of Nursing, Medical Director, Psychiatrist, Mental Health Director, MAT Program Staff, RVJDC Nursing Supervisor, and any other key staff who will be responsible for management oversight.

D. The Bidder shall provide details on how its company keeps qualified staff in its employment and its plan to prevent employee turnover specifically in this each facility. The bidder shall also provide turnover rates for similar contracts of 500 ADP or more, and separately provide turnover rates for corporate office staff.

SECTION 11. RFP COST REQUIREMENTS

A. The term of this Contract will be for twenty – six (26) months. At the end of the Contract period, this Agreement may be renewable through the mutual agreement (in writing) of the Parties under like terms and conditions for two (2) additional one (1) year terms. WCADF and RVJDC must be bid as 2 separate bids utilizing the below data.

Contract Year 1- October 1, 2024 – November 30, 2024. Provide price for 2 months.
Contract Year 2 - December 1, 2024, through November 30, 2025 - provide annual price, or inflationary CPI% increase.
Contract Year 3 - December 1, 2025, through November 30, 2026 - provide annual price, or inflationary CPI% increase.

B. ADP (Average Daily Population) Compensation: The Bidder shall provide a compensation schedule based upon the average daily population (ADP) level using the following categories:

WCADF

1. Cost of services when the ADP is:
 - a. 500 inmates (+/- 100)
2. The Successful Bidder shall provide a proposed per diem compensation should the ADP exceed 600 or should the population fall below 400 during the contract period.
3. WCADF reserves the right to renegotiate the Contract should the population exceed 700 during the Contract period.

RVJDC

1. Cost of services when the ADP is:
 - a. 50 Residents RVJDC*under or over 50 resident per diem is not applicable. RFP is based on 50 Residents

C. Pharmaceuticals Compensation: Bidder will procure and be financially responsible for all pharmaceuticals, except as outlined below. The Successful Bidder will procure HIV, Hepatitis C, and MAT medication. However, for these specific classes of medication, Successful Bidder will invoice WCADF and RVJDC monthly with specific monthly patient details for use and associated cost metrics per patient usage. The Successful Bidder shall demonstrate exploration of cost saving measures, such as active participation, and management of the ADAP Program, and the 340B Drug Program opportunities. The Successful Bidder is expected to participate and manage all aspects of the ADAP program, as well as additional cost savings medication programs.

D. Medically Generated Biohazardous Waste: Bidder shall be financially responsible for and manage all medically generated biohazardous waste at both WCADF and RVJDC.

E. EMS and Ambulance Services:

For WCADF: Bidder shall be financially responsible for and manage all EMS and Ambulance Services.

For RVJDC: EMS and Ambulance shall be paid for in accordance with state Medicaid laws and guidelines for juveniles, if not Medicaid allowable, the EMS and Ambulance costs will revert to the Successful Bidder.

F. On site Ancillary Services: At both WCADF and RVJDC Bidder shall be financially responsible for and manage all onsite Ancillary Services to include, but not limited to, Xray, laboratory services, and diagnostics.

G. Onsite Specialty Clinics: Bidder shall be responsible to initiate and develop contracts, provide utilization management, manage, and adjudicate all on site specialty clinic claims and invoices. Successful Bidder will invoice WCADF and RVJDC monthly, as part of the Aggregate Cap, with detailed monthly reporting,

including data analytics related to onsite specialty care metrics. There are currently no onsite specialty clinics at RVJDC.

H. Offsite Care (ER, Inpatient, Offsite Specialty Care): Bidder shall be responsible to initiate and develop contracts, provide utilization management, manage, and adjudicate all claims. Successful Bidder will invoice WCADF and RVJDC through a separate monthly invoice process with detailed monthly reporting including data analytics related to off-site care metrics. Bidder will work with offsite billing entities and processes to ensure all legally available billing and reimbursement opportunities are accessed and paperwork completed for all offsite invoices. Bidder shall describe the company's experience with this process, specific to Illinois Medicaid Statutes for both adults and juveniles. Successful Bidder shall provide detailed monthly cost reports including, but not limited to, paid claims, pending claims, open claims, projected claims, and associated costs for each. The Successful Bidder shall work with WCADF and RVJDC to determine metrics for reports to be provided.

I. Aggregate Cap for: Offsite Utilization, On site Specialty Clinics, and Specific Pharmaceuticals as noted above in pharmaceuticals section will be set at:

For WCADF: Three hundred thousand dollars (\$300,000), to be prorated for 2 months (October 1, 2024 - November 30, 2024) for the 1st contract year.

HIV, Hep C, MAT medication, and on site Specialty Clinics are included in the aggregate cap expenditure.

For RVJDC: Forty thousand dollars (\$40,000), to be prorated for 2 months (October 1, 2024 - November 30, 2024) for the 1st contract year.

HIV, Hep C, MAT medication, and on site Specialty Clinics are included in the aggregate cap expenditure.

J. The current Staff Matrix for both the WCADF and the RVJDC is attached for Bidders to use as a template to develop a staff matrix and cost. **It is a mandatory requirement to bid on both WCADF and RVJDC current staffing matrices provided. Bidders are encouraged** to submit an alternate staff matrix and associated pricing that meets the RFP requirements.

K. Rates: Bidders shall break down the cost for each FTE by listing the rate, benefit dollars, and the fully burdened total rate per position in the staffing matrix.

L. Deviations and Exceptions: All deviations or exceptions from the RFP in the proposal must be listed and clearly explained under a special section identified as **"Deviations and Exceptions to the RFP"**.

SECTION 12. EVALUATION CRITERIA

A. Evaluation Process

After receipt of proposals, Will County shall evaluate and rank all responses based on the criteria below. The RFP evaluation committee shall score all proposals based upon the evaluation criteria detailed herein as well as any preferences identified in this RFP. Upon completion of the scoring, the committee shall recommend short-listing the proposals.

Bidders who make the short-list may be invited to interviews with the RFP evaluation committee. The date, time and location of the meetings will be negotiated.

The committee may carry out contract negotiations for the purpose of obtaining best and final offers, terms, and to conduct detailed reference checks on the short listed Bidders.

Upon instruction from Kevin Lynn, Purchasing Director, the evaluation committee members, reserve the right to contact Bidders with requests for clarification.

The Award will be made to the Bidder whose proposal is determined to be the most advantageous to Will County Sheriff and Chief Judge based upon the evaluation factors set forth in this RFP. Proposals will be reviewed by a committee consisting of representatives from:

Will County Adult Detention Facility and River Valley Juvenile Detention Facility.

B. Evaluation Criteria

Price (30%)

The reasonableness and the amount of the cost quoted. Will County makes no guarantee or projection as to the future inmate or resident population at either facility.

Qualifications/Experience (25%)

Accreditation Experience – Experience with maintaining NCCHC, ACA, and PREA accreditation.

Corporate Stability- the Bidder's written certification of financial stability, annual report with all annual audited financial reports, and statement from the CFO or Accounting firm will be reviewed. Annual audited financial reports must be furnished to Will County for the duration of any contract awarded.

Qualifications/Experience- the Bidder's ability to meet the requirements of the RFP by reviewing the Bidder's experience with jails similar in size and scope; the Bidder's track record for delivering similar services on time; litigation history for the last 3 years; and the qualifications of the Bidder's Operational and leadership staff responsible for contract oversight.

Project Plan- Review and assess the Bidder's Project Plan. Evaluation will focus on the Bidder's understanding of the transition requirements, ability to mobilize and hire staff in time, probability of a seamless transition, logical timelines and milestones, ability to recruit personnel and maintain qualified applicants for professional positions for the duration of the contract.

Clinical Utilization Management, Compliance Reports (25%)

Ability to work toward creative cost containment initiatives for offsite and on-site care while providing optimal level health care.

Quality of offsite data metrics- claims adjudication and reporting metrics and functionality for offsite care. Preventive care data mining processes and reports.

Preventative care – data mining processes, and reports that include algorithms for care management.

Quality of compliance reports for on-site contract deliverables – availability of tracking performance measure by electronic reports for timely compliance with, at a minimum, the following performance metrics, intake screening for nursing and mental health, health, and physicals (H&P), nurse sick call, MD/ARNP/PA sick call, mental health sick call, psychiatry sick call, dental sick call, chronic care clinic program timelines, grievances and CQI reports.

Scope of Work, Innovation in Jail and Juvenile Detention Clinical Management (20%)

Comprehensive clinical program(s) that defines innovative clinical and data mining for analytics in a jail setting to identify the demographics to aid in proactive prevention, management, and improved clinical outcomes. Clinical implementation of quality improvement metrics, effectiveness of qualitative safeguards and problem resolution methodology.

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that _____

Company Name

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Authorized Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Inmate Medical Services ADF/RVDC

#2024-62

Name _____ F.E.I.N> # _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Email Address _____

THIS IS NOT AN ORDER

Will County Agency Name:

For additional information contact Kevin Lynn Purchasing Director klynn@willcountyillinois.com

The bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

Submittal Requirement Checklist: Each of the following items must be submitted for the bid to be considered.

- _____ A. 10% Bid Bond or Cashier's Check
- _____ B. Signed copy of Prime Contractor Certification
- _____ C. Reference Form
- _____ D. Signed and Completed Bid Forms
- _____ E. Signed and Completed Receipt of Addenda Form
- _____ F. Proof of Insurance

Will County Adult Detention Facility

FIRST YEAR OF CONTRACT 10/1/24 – 11/30/24

Provide total price for each of the following categories or provide CPI%:

Aggregate Cap *prorated for 2 months	\$50,000
Employee Benefits and Salaries	\$
Ancillary Onsite Medical (radiology, lab, etc.)	\$
Pharmaceuticals* not including HIV, HEP C, MAT	\$
EMS/Ambulance	\$
Malpractice Insurance	\$
Medical Supplies	\$
Electronic Health Record and Network Costs	\$
Additional Costs	\$

TOTAL COST FIRST YEAR	\$
PER DIEM RATE	\$



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Will County Adult Detention Facility

SECOND YEAR OF CONTRACT 12/1/24 – 11/30/25

Provide total price for each of the following categories or provide CPI%:

Aggregate Cap	\$300,000
Employee Benefits and Salaries	\$
Ancillary Onsite Medical (radiology, lab, etc.)	\$
Pharmaceuticals* not including HIV, HEP C, MAT	\$
EMS/Ambulance	\$
Malpractice Insurance	\$
Medical Supplies	\$
Electronic Health Record and Network Costs	\$
Additional Costs	\$

TOTAL COST SECOND YEAR	\$
PER DIEM RATE	\$

Will County Adult Detention Facility

THIRD YEAR OF CONTRACT 12/1/25 – 11/30/26

Provide total price for each of the following categories or provide CPI%:

Aggregate Cap	\$300,000
Employee Benefits and Salaries	\$
Ancillary Onsite Medical (radiology, lab, etc.)	\$
Pharmaceuticals* not including HIV, HEP C, MAT	\$
EMS/Ambulance	\$
Malpractice Insurance	\$
Medical Supplies	\$
Electronic Health Record and Network Costs	\$
Additional Costs	\$

TOTAL COST THIRD YEAR	\$
PER DIEM RATE	\$

Signature: _____ **Title:** _____

Representative of Company



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Inmate Medical Services ADF/RVDC

#2024-62

Name _____ F.E.I.N> # _____
 Address _____
 City _____ State _____ Zip _____
 Contact Person _____ Phone _____
 Email Address _____

THIS IS NOT AN ORDER

Will County Agency Name:

For additional information contact Kevin Lynn Purchasing Director klynn@willcountyillinois.com

The bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

Submittal Requirement Checklist: Each of the following items must be submitted for the bid to be considered.

- _____ A. 10% Bid Bond or Cashier's Check
- _____ B. Signed copy of Prime Contractor Certification
- _____ C. Reference Form
- _____ D. Signed and Completed Bid Forms
- _____ E. Signed and Completed Receipt of Addenda Form
- _____ F. Proof of Insurance

River Valley Juvenile Detention Center

FIRST YEAR OF CONTRACT 10/1/24 – 11/30/24

Provide total price for each of the following categories or provide CPI%:

Aggregate Cap* prorated for 2 months	\$6,666.66
Employee Benefits and Salaries	\$
Ancillary Onsite Medical (radiology, lab, etc.)	\$
Pharmaceuticals* not including HIV, HEP C, MAT	\$
EMS/Ambulance	\$
Malpractice Insurance	\$
Medical Supplies	\$
Electronic Health Record and Network Costs	\$
Additional Costs	\$

TOTAL COST FIRST YEAR	\$
PER DIEM RATE	\$



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

River Valley Juvenile Detention Center

SECOND YEAR OF CONTRACT 12/1/24 – 11/30/25

Provide total price for each of the following categories or provide CPI%:

Aggregate Cap	\$40,000
Employee Benefits and Salaries	\$
Ancillary Onsite Medical (radiology, lab, etc.)	\$
Pharmaceuticals* not including HIV, HEP C, MAT	\$
EMS/Ambulance	\$
Malpractice Insurance	\$
Medical Supplies	\$
Electronic Health Record and Network Costs	\$
Additional Costs	\$

TOTAL COST SECOND YEAR	\$
PER DIEM RATE	\$

River Valley Juvenile Detention Center

THIRD YEAR OF CONTRACT 12/1/25 – 11/30/26

Provide total price for each of the following categories or provide CPI%:

Aggregate Cap	\$40,000
Employee Benefits and Salaries	\$
Ancillary Onsite Medical (radiology, lab, etc.)	\$
Pharmaceuticals* not including HIV, HEP C, MAT	\$
EMS/Ambulance	\$
Malpractice Insurance	\$
Medical Supplies	\$
Electronic Health Record and Network Costs	\$
Additional Costs	\$

TOTAL COST THIRD YEAR	\$
PER DIEM RATE	\$

Signature: _____ **Title:** _____

Representative of Company



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Inmate Medical Services ADF/RVDC

#2024-62

Name _____ F.E.I.N> # _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Email Address _____

THIS IS NOT AN ORDER

Will County Agency Name:

For additional information contact Kevin Lynn Purchasing Director klynn@willcountyillinois.com

The bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

Submittal Requirement Checklist: Each of the following items must be submitted for the bid to be considered.

- _____ A. 10% Bid Bond or Cashier's Check
- _____ B. Signed copy of Prime Contractor Certification
- _____ C. Reference Form
- _____ D. Signed and Completed Bid Forms
- _____ E. Signed and Completed Receipt of Addenda Form
- _____ F. Proof of Insurance

B. STAFF RATES

Position	Hours per Week	FTE	Hourly Rates	Benefits	Fully Loaded Rate

Signature: _____ **Title:** _____

Representative of Company



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Addendum Form

Inmate Medical Services ADF/RVDC

#2024-62

Name _____ F.E.I.N> # _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Email Address _____

THIS IS NOT AN ORDER

Will County Agency Name:

For additional information contact Kevin Lynn Purchasing Director klynn@willcountyillinois.com

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

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No. _____, dated _____, signed _____

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No. _____, dated _____, signed _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Reference Form

Inmate Medical Services ADF/RVDC

#2024-62

Please list three (3) references, other than the County of Will, that you have done similar work, service or supplied similar products to:

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____
