



**WILL COUNTY, ILLINOIS**

**PURCHASING DEPARTMENT**

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WILL COUNTY EXECUTIVE

**KEVIN LYNN**  
DIRECTOR

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302 N. Chicago Street  
Joliet, IL 60432

**2024-62 Inmate Medical Services**

**Addendum #1 4/3/2024**

**Please see the attached staffing matrix referenced in the solicitation documents.**

**EXHIBIT A**

**Staffing Matrix**

**ADULT**

Will County, IL (Adult)									
Title	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hrs/WK	FTE
<b>Days</b>									
Health Services Administrator	8	8	8	8	8			40	1
Medical Director**	8	8	8	8	8			40	1
Director of Nursing	8	8	8	8	8			40	1
Registered Nurse	8	8	8	8	8	8	8	56	1.4
Registered Nurse	8	8	8	8	8	8	8	56	1.4
Registered Nurse	8	8	8	8	8	8	8	56	1.4
Licensed Practical Nurse	8	8	8	8	8	8	8	56	1.4
Medical Records Clerk	8	16	8	16	12			60	1.5
Medical Assistant	16	16	16	16	16	8	8	96	2.4
Administrative Assistant	8	8	8	8	8			40	1
Psychiatric Nurse Practitioner	8	8	8	8	3			35	0.875
Mental Health Director	8	8	8	8	8			40	1
Mental Health Professional	16	16	16	16	16			80	2
Dentist	8		8					16	0.4
Dental Assistant	9		9					18	0.45
<b>TOTAL HOURS/FTE-Day</b>								<b>729</b>	<b>18.225</b>
<b>Evenings</b>									
Registered Nurse	8	8	8	8	8	8	8	56	1.4
Registered Nurse	8	8	8	8	8	8	8	56	1.4
Licensed Practical Nurse / Pharm Tech	8	8	8	8	8	8	8	56	1.4
Medical Assistant	8	8	8	8	8	8	8	56	1.4
<b>TOTAL HOURS/FTE-Evenings</b>								<b>224</b>	<b>5.6</b>
<b>Nights</b>									
Registered Nurse	8	8	8	8	8	8	8	56	1.4
Registered Nurse	8	8	8	8	8	8	8	56	1.4
Licensed Practical Nurse	8	8	8	8	8	8	8	56	1.4
Medical Assistant	8	8	8	8	8	8	8	56	1.4
<b>TOTAL HOURS/FTE-Nights</b>								<b>224</b>	<b>5.6</b>
<b>TOTAL</b>								<b>1177</b>	<b>29.425</b>

\*\* 2 hours of Midlevel Nurse Practitioner coverage may be substituted for 1 hour of Medical Director

**JUVENILE**

Will County, IL - Juvenile									
Title	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hrs/WK	FTE
<b>Days</b>									
Medical Director**		3			3			6	0.15
Registered Nurse (Nursing Supervisor)	8	8	8	8	8			40	1
Licensed Practical Nurse						8	8	16	0.4
Medical Record Clerk/ AA/CMA	8	8	8	8	8			40	1
Psychiatric NP					5			5	0.125
<b>TOTAL HOURS/FTE-Day</b>								<b>107</b>	<b>2.675</b>
<b>Evenings</b>									
Licensed Practical Nurse	8	8	8	8	8	8	8	56	1.4
<b>TOTAL HOURS/FTE-Evenings</b>								<b>56</b>	<b>1.4</b>
<b>TOTAL</b>								<b>163</b>	<b>4.075</b>

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