

Notice for Request for Proposals for
Medical and Mental Health Care Services
for the Jackson County Adult Detention Center
and the Jackson County Youth Detention Facility
Pascagoula, Mississippi



Jackson County Board of Supervisors
Jackson County Sheriff's Office

District 1 – Barry Cumbest

District 3 – Ken Taylor

District 5 – Randy Bosarge

Sheriff – John Ledbetter

County Administrator – Brian Fulton

District 2 – Ennit Morris

District 4 – Troy Ross

Chancery Clerk – Josh Eldridge

Board Attorney – Gary Evans

February 2023

REQUEST FOR PROPOSALS

TO PROVIDE COLLECTIVELY OR SEPERATELY HEALTH CARE AND MENTAL HEALTH CARE SERVICES AT THE JACKSON COUNTY ADULT DETENTION CENTER AND THE JACKSON COUNTY YOUTH DETENTION FACILITY IN PASCAGOULA, MISSISSIPPI

The Jackson County Board of Supervisors will receive sealed proposals for collective or separate health care and mental health care services at Jackson County Adult Detention Center (JCADC) and the Jackson County Youth Detention Facility (JCYDF) in Pascagoula, Mississippi. The Adult Detention Center houses both male and female adult inmates. The approximate current average daily population is 400 inmates. Additionally, a sufficient amount of health care and mental health care will be required as part of this proposal for the Jackson County Youth Detention Facility also located in Pascagoula. This facility houses an average daily population of 12 male and female juvenile delinquents.

It is the intent of the Jackson County Board of Supervisors to award a health care and/or mental health care contract for a three-year term with an option for two one-year renewals if agreeable by both parties. The Jackson County Board of Supervisors or the contracting party will have the option to terminate the contract with 90 days written notice for any reason or no reason.

Proposers are encouraged to submit consolidated proposals for all health care and mental health care services; however, proposals submitted for separate health care and mental health care services will be considered.

The Jackson County Board of Supervisors reserves the right to reject, in whole or in part, any and all proposals received in response to this Request for Proposals. The Jackson County Board of Supervisors will neither pay for any information herein requested nor be responsible for any costs incurred by the proposer. All proposals shall become the property of Jackson County Board of Supervisors upon submission. The Jackson County Board of Supervisors reserves the right to negotiate final price subsequent to the submission of proposals from the selected qualified proposer(s). The Jackson County Board of Supervisors reserves the right to waive any irregularities in any proposal.

A pre-proposal conference and tour of the facilities will begin at the Jackson County Adult Detention Center, 65 Bruce Evans Drive, Pascagoula, MS 39567. The date of conference will be **Monday, March 27, 2023 at 10:00 AM CT**. Prior written notification is required from all companies listing their personnel (maximum of three) who will be in attendance. This notification is required to be sent to Director of the Adult Detention Center, Major Michael Wright, by email michael_wright@co.jackson.ms.us as well as mary_ferguson@co.jackson.ms.us no later than **Thursday, March 23, 2019 at 5:00 PM CT**. **This will be the only tour of the facilities available to proposers.** Promptness is a necessity. Comments made during this tour will have no validity unless substantiated in writing by the Jackson County Board of Supervisors following the tour in the form of an addendum. Proposers are asked to review the following information and present in writing any questions that can be addressed in the conference for clarification and/or correction to all proposers. All items discussed or presented during the conference needing clarification and/or correction, as determined by the County, will be addressed in an addendum to the specifications as stated below.

Proposers having questions regarding the specifications, qualifications, or any item of the RFP may contact in writing the following:

Ms. Cindy Steen
Purchasing Agent
P.O. Box 998
Pascagoula, MS 39567
Cindy_Steen@co.jackson.ms.us

Direct contact with any County employee or official, including the Sheriff's Department and the County's Board of Supervisors, other than the above listed contact person is strictly forbidden. Violation of this paragraph may result in disqualification of the proposer's submittal.

Sealed proposals will be received by the Board of Supervisors of Jackson County, MS until 12:00 PM CT on Monday, April 10, 2023. Proposals will be opened and taken under advisement on Monday, April 10, 2023 at 1:00 PM CT in the Board of Supervisor's Meeting Room, 2915 Canty Street, Pascagoula, MS, 39567, Jackson County Services Complex.

Envelopes containing the proposals must be sealed and addressed to Mr. Josh Eldridge, Clerk of the Board, 2915 Canty Street, Suite R, Pascagoula, MS 39567.

Sealed proposals shall be marked **"SEALED PROPOSAL FOR MEDICAL HEALTH AND/OR MENTAL HEALTH CARE SERVICES AT THE JACKSON COUNTY ADULT DETENTION CENTER AND THE JACKSON COUNTY YOUTH DETENTION FACILITY TO BE OPENED AT 1:00 PM, MONDAY, APRIL 10, 2023"** and if any envelope is not so marked, the proposal contained therein will not be considered.

The County reserves the right to reject any or all proposals not conforming to the intent and purpose of the specifications, and to postpone the award of the Contract for a period of time which shall not extend beyond 90 days from the opening date.

MANDATORY REQUIREMENTS FOR ALL PROPOSERS

Proposals do not need to be in any particular format. However, all proposals must contain the following information:

1. All proposals must contain sufficient information regarding the proposed Medical Health Care and Mental Health Care Program for the Jackson County Adult Detention Center and Jackson County Youth Detention Facility to evaluate whether or not the proposer meets "Minimum Qualifications for all Proposers."
2. Proposals shall individually address all services proposed for Health Care and/or Mental Health Care as separate items including separate pricing for each.
3. All proposals must contain the job description of the individual who will be the on-site Program Administrator.

4. All proposals must demonstrate that the proposer has the willingness and ability to comply with the ***Standards for Health Services in Jails***, Latest Edition, developed by the American Medical Association (AMA) and adopted by the established National Commission of Correctional Health Care (NCCHC), the American Correctional Association (ACA) standards, and the constitutional standards for care of inmates. Furthermore, the proposer must also demonstrate the willingness and ability to comply with the Mississippi Juvenile Detention Standards.
5. All proposals must list name, address and administrator of all correctional institutions where proposer is currently providing medical care, as well as the length of time that each contract has been in effect.
6. All proposals must contain a letter of intent from an insurance company authorized to do business in the State of Mississippi stating its willingness to insure the proposer pursuant to the services provided as part of the contract.
7. All proposals must contain a full and complete staffing and organization chart and explain how medical care for inmates at the Jackson County Adult Detention Center, as well as juveniles at the Jackson County Youth Detention Facility, will be delivered.
8. Each proposing company must demonstrate financial stability in order to have their proposal considered.
9. All proposals must contain a specific price per month for a population of 400 adult inmates and 12 juvenile delinquents for all health care and/or mental health care rendered under this contract. If the Provider wishes to state one price per month for the first year of the contract, and another for the subsequent years, that is acceptable. Any other exceptions to the specific price per month shall be stated, such as per diem charge for an increase in average daily population.

Proposers should be aware that this Request for Proposals and all responses thereto are public records. If submitting documents which the proposer contends are exempt from disclosure under the Mississippi Public Records Act, the proposer shall provide a written statement at the time of submittal which shall describe the documents filed and which shall fully explain why the documents are designated as exempt from disclosure and must specifically cite any statute or other legal authority in support of such designation. Any such document shall be clearly designated as such on its face by the proposer and accompanying cover letter at the time of submittal and shall be placed in an envelope other than white. Each page of each document shall be marked "CONFIDENTIAL". Failure to identify confidential and/or proprietary information prior to submission of the proposal may result in such information being subject to release.

MINIMUM QUALIFICATIONS FOR ALL PROPOSERS

The Jackson County Board of Supervisors requires that any proposer meet the following minimum qualifications. Failure to meet each of these qualifications will result in disqualification of the proposer.

- I. The proposer must be organized and existing for the purpose of providing health care and/or mental health care services, and must demonstrate its ability to provide programs that will meet the needs of the Jackson County Adult Detention Center and comply with the minimum constitutional standards for care of inmates as well as the needs of the Jackson County Youth Detention Facility and comply with the Mississippi Juvenile Detention Standards.
2. The proposer must carry professional liability insurance in an amount not less than One Million Dollars, (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate.
3. The proposer must submit the previous two (2) years of independently audited financial statements or three (3) years income tax returns. The financial stability of the proposing company may be considered in the overall selection process.

THE SELECTION PROCESS

The selection of proposers for contract will be made using the following process:

1. In order to be initially selected the proposers must meet the “Minimum Qualifications of the Proposers” as included in the RFP, and their proposal must satisfy both “Mandatory Requirements For All Proposals” and the “Objectives of the RFP,” also contained in this RFP.
2. After the conditions outlined in #1 are met, members of the Jackson County Board of Supervisors, the Board Attorney’s Office, the Sheriff’s Office, the County Administrator’s Office, the Youth Court, and any other designees as so appointed, will evaluate proposers. This evaluation will be based on price, experience, technical approach to the project, financial stability, and other relevant factors. The evaluation of the company in relation to the criteria shall be subjective and wholly in the discretion of the Board of Supervisors and the Sheriff’s Office.

Final selection will be made to the proposer who meets the stated selection criteria, and is deemed best able to provide a health care and/or mental health care system at the Jackson County Adult Detention Center and the Jackson County Youth Detention Facility.

The Jackson County Board of Supervisors may or may not elect to interview or request a presentation from any proposer.

Proposals which do not meet the mandatory requirements will be considered non-compliant and rejected. After the evaluation of the proposals and the selection of the successful contractor, the proposer and Jackson County may then negotiate a contract acceptable to the parties. The contract entered into shall incorporate the Scope of Contract, General Conditions and Specifications contained herein, as well as agreed modifications contained in the accepted proposal.

OBJECTIVES OF THE RFP

Each response will be evaluated as to its achievement and compliance with the following stated objectives:

1. To deliver high quality health care and/or mental health care services that can be audited against established standards.
2. To operate the health care and/or mental health care programs in a cost-effective manner with full reporting and accountability.
3. To operate all programs at full staffing and use only Mississippi licensed certified and professional trained personnel.
4. To implement a written health care and/or mental health care plan with clear objectives, policies, and procedures and annual evaluation of compliance.
5. To operate the health care and/or mental health care programs by standards established by the National Commission on Correctional Healthcare (NCCHC), the American Correctional Association (ACA), the minimum constitutional standards for care of inmates, as well as the Mississippi Juvenile Detention Standards.
6. To maintain an open and cooperative relationship with the administration and staff of the Jackson County Adult Detention Center, the Sheriff's Office, the Jackson County Board of Supervisors, and the Jackson County Youth Detention Facility.
7. To provide a comprehensive program for continuing staff education at the Jackson County Adult Detention Center and the Jackson County Youth Detention Facility.
8. To maintain a complete Quality Assurance system with accurate records of care and to collect and analyze health statistics on a regular basis which meets ACA and the National Commission on Correctional Healthcare guidelines, as well as the Mississippi Juvenile Detention Standards.
9. To operate all programs in a humane manner with respect to the inmate's right to basic health care and/or mental health care services.
10. To provide for a fair and objective evaluation of proposals that will result in a mutually satisfactory contract between the successful proposer and the Jackson County Board of Supervisors.
11. To provide sufficient clerical staff to support the documentation of the services provided, and to facilitate reimbursements for medical treatment to inmates that Jackson County houses for other agencies (City, State).
12. To provide any and all reports necessary and requested by Jackson County to ensure compliance with the contract.

SCOPE OF CONTRACT

Provider shall be the primary supplier and/or coordinator of the health care and/or mental health care services at the Jackson County Adult Detention Center and the Jackson County Youth Detention Facility. Provider shall be responsible for all inmates at the JCADC and the juveniles at the JCYDF Facility. The responsibility of the Provider for the care of an inmate commences with the commitment of the inmate to the custody of the administration of the Jackson County Adult Detention Center/Youth Detention Facility and ends with the discharge of the inmate/juvenile.

SPECIFICATIONS

- A. Health care services must be provided in compliance with the ***Standards for Health Services in Jails***, Latest Edition, developed by the American Medical Association (AMA) and adopted by the established National Commission of Correctional Health Care (NCCHC). More specifically the services provided must meet the NCCHC Standards, the American Correctional Association (ACA) standards, and the constitutional standards for care of inmates. Services at the Youth Detention Facility must comply with the Mississippi Juvenile Detention Standards.
- B. Provider must recruit, interview, hire, train and supervise all staff, and such staff must be adequate to meet all conditions and specifications of this contract. All staff providing services under this contract must be licensed to practice in the state of Mississippi. At a minimum, a full-time, on-site Program Administrator shall be provided who shall have general responsibility for the successful delivery of care for the Jackson County Adult Detention Center and any related facilities pursuant to this solicitation and final contract.
- C. Provider shall perform a Receiving Screening on all new commitments within twenty-four (24) hours of arrival at the receiving facility and before the inmate enters the general population of the facility. Such screening shall be conducted by a qualified medical professional.

At a minimum, the Receiving Screening shall include:

- Documentation of current illnesses and health problems, including medications taken and special health requirements;
- Behavior observations, including state of consciousness, mental status, and whether the inmate is under the influence of alcohol or drugs;
- Notation of body deformities, trauma markings, bruises, ease of movement, etc.;
- Conditions of skin and body orifices, including infestations;
- A standard form will be used for purposes of recording the information of the Receiving Screening and will be included in the health record of the inmate; and
- Referral of the inmate for special housing, emergency health services, or additional medical specialties will be made as appropriate.

- D. Provider shall perform a Comprehensive Health Assessment on any inmate within a reasonable time consistent with the ***Standards for Health Services in Jails***, Latest Edition, developed by the American Medical Association (AMA) and adopted by the established National Commission of Correctional Health Care (NCCHC) and minimum constitutional standards for care of inmates. Furthermore, Comprehensive Health Assessments of juveniles at the Youth Detention Facility must comply with the MS Juvenile Detention Standards. Such assessment shall be performed by a qualified medical professional.

At a minimum, the Comprehensive Health Assessment shall include:

- Timely review of the Receiving Screening results by the Program Administrator or responsible physician.
- Additional data necessary to complete a standard history and physical;
- Tuberculosis and venereal disease testing;
- Screening tests for tuberculosis, venereal disease, as well as urinalysis will be performed, as clinically indicated;
- Additional lab work as directed by the physician for particular medical health problems;
- Additional tests as required, based on the original screening tests;
- Oral screening to determine if inmate needs additional dental care;
- Height, weight, pulse, blood pressure and temperature;
- The health assessment of females will also include an inquiry about menstrual cycle and unusual bleeding, the current use of contraceptive medications, the presence of an IUD, breast masses and nipple discharge and possible pregnancy; and
- A physician for appropriate disposition shall review any abnormal results of the health assessment.

- E. Provider shall perform a Mental Health Evaluation of inmates within a reasonable time consistent with the ***Standards for Health Services in Jails***, Latest Edition, developed by the American Medical Association (AMA) and adopted by the established National Commission of Correctional Health Care (NCCHC) and constitutional standards for care of inmates. Furthermore, the Mental Health Evaluation of juveniles at the Youth Detention Facility must comply with the MS Juvenile Detention Standards. The evaluation shall be performed by a qualified mental health professional. Appropriate care and treatment shall be provided. A mental health care provider shall be available on-call 24 hours per day, seven days a week, for crisis intervention services.

- F. Provider shall identify the need, schedule, and coordinate all non-emergency and emergency medical care rendered to inmates inside or outside the Jackson County Adult Detention Center or Youth Detention Facility. Provider shall administer emergency medical care at the Jackson County Adult Detention/Youth Detention Facility and to any employee or visitor at the Jackson County Adult Detention/Youth Detention Facility who requires such care.
- G. Provider shall identify the need, schedule and coordinate for any inpatient hospitalization or offsite specialty services of any inmate of the JCADC or juvenile detained at the JCYDF. This also includes responsibility for making emergency arrangements for ambulance service to the inpatient facility and reimbursement to the local ambulance organization for the services provided. The Sheriff's Office will furnish all non-emergency transportation for inmates of the JCADC.
- H. Provider shall identify the need, schedule, coordinate and pay for all physician services rendered to inmates inside the Jackson County Adult Detention Center or Youth Detention Facility. At a minimum provider shall identify a "responsible physician" who shall conduct sick calls and generally provide such care as is available in the community; however, such sick calls shall be conducted at a minimum of three (3) times every week at each facility. Provider shall ensure that all inmates written requests for medical, mental, or dental care are to be received daily and the inmates are to be notified in a reasonable period of time concerning their requests. All requests for non-emergency care must be processed within 24 hours and scheduled for sick call within the next 24 hours. The "responsible physician," a nurse under his supervision or another covering physician shall be on call seven (7) days per week, twenty-four (24) hours per day for emergency situations. Provider shall ensure that a physician conducts routine rounds of the inmate housing areas so that each housing unit is visited by the physician at a minimum of one time a month.
- I. Provider shall establish a chronic care program for illnesses which are either ongoing or recurring. This program must have clear guidelines on the delivery of chronic medical and mental health care in accordance with the National Commission on Correctional Health Care guidelines. Individual treatment plans should be developed and reviewed for each patient and shall include at a minimum: instructions regarding medications, therapies, exercise, diet, the type and frequency of laboratory, other diagnostic testing, frequencies of follow up for reevaluation of patient's condition, and adjustment of the treatment plan as needed.
- J. Nurses shall provide dental/oral health screenings and treat pain or infection related to dental/oral health needs. If a Dentist's services are needed, nurses will arrange for treatment by a licensed dentist, with the County being responsible for the cost associated with the dentist. The County must approve dentist.
- K. Mental health clinicians are required to assess suicidal inmates on a daily basis, and enter quality progress notes into the mental health section of the inmate's medical records.
- L. Provider shall comply with all applicable state, federal regulations, ACA standards and National Commission on Correctional healthcare standards in providing medical and mental health care at the JCADC or JCYDF.

- M. A licensed psychiatrist shall be available on call, as needed, for provision of mental health care services as crisis intervention, diagnosing inmate/patients, medication prescriptions and renewals, and other consultation, as appropriate.
- N. Provider shall identify the need, schedule, and coordinate all supporting diagnostic examinations inside and outside the JCADC and JCYDF. Provider shall also provide and pay for all laboratory services as indicated.
- O. Provider shall provide pandemic testing upon request of the JCADC and JCYDF.
- P. Provider shall provide the necessary follow-up for health problems identified by any of the screening tests or laboratory tests. This would include inpatient or outpatient hospitalization, appropriate monitoring and prescription of appropriate medications, consultations with specialty physicians, etc.
- Q. Provider shall identify the need, schedule, coordinate and pay for psychiatric, psychological and counseling services rendered to inmates inside the JCADC and JCYDF.
- R. Provider shall provide annual courses for deputies in cardiopulmonary resuscitation (CPR), basic first aid, suicide prevention, and mental health issues at each facility.
- S. All prescription medications shall be prescribed by the responsible physician or psychiatrist and shall be administered and dispensed by a licensed nurse. All controlled substances, syringes, needles and surgical instruments will be stored under security conditions acceptable to the Jackson County Adult Detention Center and Youth Detention Facility.
- T. A doctor or nurse practitioner prescribing medication at the Jackson County Youth Detention Facility shall be a Medicaid provider. Additionally, regular monitoring of youth on any medication shall be provided.
- U. Provider shall provide a medical detoxification program for drug and/or alcohol addicted inmates, which shall be administered on JCADC or JCYDF properties, as appropriate.
- V. Provider shall provide and pay for all equipment except existing fixtures at the facility. The Provider shall provide supplies used in the health care and/or mental health care delivery system administered under this contract.
- W. Provider shall maintain complete and accurate medical records (electronic preferred) separate from the Jackson County Adult Detention Center records of the inmate. In any criminal or civil litigation where the physical or mental condition of an inmate is at issue, provider shall provide the Sheriff, the Director of the ADC, and the Jackson County Board of Supervisors with access to such records and upon request provide copies subject to any Federal and/or State confidentiality regulations.
- X. The attached Exhibit "A" is a Staffing Example to show the minimal staffing required at the JCADC and JCYDF. The proposer will also have to ensure that their staffing approach meets the requirements of the American Correctional Association (ACA) and the National Commission on Correctional Healthcare (NCCH) as well as the MS Juvenile Detention Standards.

- Y. Proposers may present a consolidated proposal for health care and/or mental health care and/or dental health care programs with separate monthly pricing for each program. Jackson County may accept a consolidated proposer or select a separate proposer for each program.
- Z. Provider shall draw blood from inmates at the request of the arresting officer for the purpose of determining the percentage of Blood Alcohol Concentration (BAC), provided requesting officer has either:
 - a. Consent to search form signed by the inmate in question allowing blood draw for BAC testing purposes, or
 - b. Valid search warrant signed by a Jackson County Judge allowing blood draw for BAC testing purposes
- AA. Exhibit “B” provides additional information regarding the medical services contract.

EXHIBIT A
REQUIREMENTS FOR INCLUSION IN STAFFING PROPOSAL

The proposer is responsible for determining in its proposal the staffing sufficient to meet the requirements of the American Correctional Association (ACA), and the National Commission on Correctional Healthcare (NCCH). It shall be the Proposers sole responsibility to provide sufficient and adequate Medical Care pursuant to these standards. However, the County requires at a minimum, the following staffing levels:

1. One (1) Program Administrator – Full time (40 hrs per week minimum);
2. Primary Care Provider– Three (3) days per week at a minimum of four (4) hours per day, and on-call 24 hours per day, seven (7) days per week. The Primary Care Provider can be comprised of a Nurse Practitioner for up to two (2) of those days; however, there must be a MD present the remaining one (1) or more days.
3. Appropriate Nursing Staff including RNs and LPNs – at the
 - a. Adult Detention Center – At least one RN staffed for 24 hours per day, seven days per week. A sufficient number of RNs and/or LPNs are required to staff the program.
 - b. Youth Detention Facility – At least one Full Time (40 hours per week) RN and/or Nurse Practitioner housed at the Youth Detention Facility
4. Mental Health Services – Full time (40 hrs per week). May include Licensed Psychiatrist, Psychiatric Nurse, Psychologist, Master’s Level Social Worker, Therapist, as necessary. The proposer shall define the provision of these services and means and methods of provision.
5. Proposer shall be responsible for maintaining adequate records on each inmate (electronic medical records system), and sufficient clerical support to maintain records, and administer the program as required by Jackson County, Mississippi, and in accordance with ACA, NCCH, and MS Juvenile Detention Standards. Proposer shall include person responsible, and outline clerical services included in its proposal.

Proposer shall provide a staffing schedule and staffing as part of its proposal. The proposal shall outline the proposed staffing at the Jackson County Adult Detention Center and the Jackson County Youth Detention Facility with a sufficient number of medical care and mental health care providers in order to provide health services and meet the standards/guidelines as established by the National Commission on Correctional Healthcare, the American Correctional Association, and the Mississippi Juvenile Detention Standards.

EXHIBIT B
ADDITIONAL INFORMATION

Jackson County is responsible for the cost of the ER and other outside medical services including hospitalization.

Jackson County has a contract with Acadian Ambulance Service, and there is no-charge to the medical/mental health service provider for transporting an inmate/juvenile to the hospital.

The medical/mental health service provider is responsible for the cost of outside lab and diagnostic examinations for inmates/juveniles.

The service provider is not responsible for billing Medicaid for inmate/juvenile expenses.

The service provider shall provide and maintain the electronic health record (EHR) program. The County currently uses CORE EMR, and prefers to stay with this system.

The County has an electronic Jail Management System – PTS.

The electronic system for inmates to place sick call is Aramark.

Jackson County is responsible for the cost of the pharmaceuticals for the inmates/juveniles.

The facilities do not contain a negative pressure room.

The service provider is responsible for all office supplies needed for this contract.

Dental assessments are included as part of the contract. However, dental services are not.

All off-site medical/mental services are paid by Jackson County.