

COUNTY OF ROCKLAND  
Department of General Services  
**Purchasing Division**

# Contract Award Notification

Title: **Physician and Medical Services for the Jail**

Contract Period: January 1, 2020 through December 31, 2021 w/3-1-year options

Original Date of Issue: 1/9/20

Date of Revision: 04/27/21

**RFP No:** **RFP-RC-2019-024**

**Ordering:** **Done by formal contract**

Authorized Users: Rockland County Jail

Address Inquires To:

Name: Richard Ryan  
Title: Purchaser II  
Phone: 845-364-3817  
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**Description**

This contract is for various Physician & Medical Services for the Rockland County Jail.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP-RC-2019-024	0000023210	New York Correct Care Solutions 50 Main Street, Suite 100 White Plains, NY 10606 Contact: Dean Reiger or Larry Doll <a href="mailto:Dean.reiger@gmail.com">Dean.reiger@gmail.com</a> <a href="mailto:ldoll@wellpath.us">ldoll@wellpath.us</a>	800-592-2974 443-472-2812    FAX:615-324-5798



Edwin J. Day, County Executive

**TITLE: Physician and Medical Services for the Rockland County Correctional Center  
ADDENDUM #2 REVISED COST PROPOSAL PAGE**

**RFP NUMBER: RFP-RC-2019-024**

### COST PROPOSAL TEMPLATE

Proposers must use this Pricing Form to submit their pricing for the Services described in this RFP. An All-inclusive hourly rate (travel, management, administration, overhead, supplies and materials) for Physician and Medical Services for each subject and item on the Pricing Form must be provided.

**OFFEROR NAME:** NYCCSMS / Wellpath

Description	All Inclusive Monthly Cost						
Physician Services as specified in the Request for Proposal including Medical Director/Physician, Nurse Practitioner, Psychiatrist, Psychologist, and Nurse Educator.	\$127,503.44						
Dental Services as specified in the Request for Proposal including Dentist and Dental Assistant	\$ 4,889.90						
Total Monthly Cost - Base Services Medical Personnel	\$132,393.33						
Optional Diagnostic Testing Services	\$2,128.86						
Optional Pharmacy Services	\$9,367.53						
Optional Medical Laboratory Testing Services	\$1,376.25						
Optional Cost for supplying all Medical and Dental Supplies	\$1,672.22						
Optional Per Diem Relief Position – Registered Nurse	<table> <tr> <td>7AM - 3PM</td><td>\$464.92</td></tr> <tr> <td>3PM – 11PM</td><td>\$484.71</td></tr> <tr> <td>11PM – 7AM</td><td>\$494.60</td></tr> </table>	7AM - 3PM	\$464.92	3PM – 11PM	\$484.71	11PM – 7AM	\$494.60
7AM - 3PM	\$464.92						
3PM – 11PM	\$484.71						
11PM – 7AM	\$494.60						
Optional Per Diem Relief Position – Social Worker	<table> <tr> <td>7AM - 3PM</td><td>\$405.57</td></tr> <tr> <td>3PM – 11PM</td><td>\$425.35</td></tr> <tr> <td>11PM – 7AM</td><td>\$435.25</td></tr> </table>	7AM - 3PM	\$405.57	3PM – 11PM	\$425.35	11PM – 7AM	\$435.25
7AM - 3PM	\$405.57						
3PM – 11PM	\$425.35						
11PM – 7AM	\$435.25						
Optional Nursing and Clerical Staffing including HSA Clerical (1) Head Nurse (1) Assistant Head Nurse (2) Registered Nurses (12 + 3 Relief positions) Medical Billing Clerk (1)	\$222,357.52						



Edwin J. Day, County Executive

**TITLE: Physician and Medical Services for the Rockland County Correctional Center  
ADDENDUM #2 REVISED COST PROPOSAL PAGE**

**RFP NUMBER: RFP-RC-2019-024**

Description	All Inclusive Monthly Cost
Optional Behavioral Health Team Staffing including Social Workers (1) Case Managers (2) Substance Abuse Counselors (1) Mental Health Clerk/Typist (1- PT)	\$40,636.56

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.

**Statement of Work (SOW) –**

To provide Physician and Medical Service as specified in RFP-RC-2019-024 including Medical Director/Physician, Nurse Practitioner, Psychiatrist, Psychologist and Nurse Educator.

To provide Dental services as specified in RFP-RC-2019-024 including Dentist and Dental Assistant.

To provide Per Diem Relief Positions for Registered Nurses and Social Workers on an as needed when requested basis.

**Contract Deliverables –**

**SPECIFICATIONS FOR PATIENT CARE**

It is the goal of the County to have the Respondent provide comprehensive medical and mental health services for the inmates of its correctional facility in coordination with county staff. It is the County's further goal that the health services meet, or exceed, nationally recognized standards, and that they are provided by competent credentialed health care professionals under a program managed by professional administrators in a manner that insures cost-effective results. The Medical Director and Psychiatrists shall provide care consistent with Commission on Accreditation standards and community health standards. All care shall be coordinated with the County's Correctional Health Care Administrator. Proposals shall address:

**A. Provisions for Receiving Screening**

1. Persons who require immediate emergency attention should be referred for off-site emergency care. Persons who need to be seen by a physician or mental health professional are to be referred for such evaluation and care. Screening is to include testing for tuberculosis.
2. A Health Assessment by RN within 4-8 hours.

**B. Mental Health Care**

1. Suicide Risk Identification and Prevention - Inmates thought to be at risk for self-harm are identified at intake by corrections using the NYS Commission of Correction/ Office of Mental Health Suicide Screening Guidelines questionnaire and are evaluated within 24 hours by a psychiatrist or a social worker depending on the level of suicide watch.
2. Screening - All inmates, upon admittance to the jail, receive a mental health screening administered by a registered nurse as part of the inmate's Correctional Health Services Inmate Health History. Inmates with positive screening are referred to Behavioral Health Services for further assessment of their mental health and substance abuse treatment needs.
3. Assessment - New inmates with positive mental health screening are referred by Correctional Health Services to Behavioral Health for assessment and are seen by some and, at times, all members of the Behavioral Health Team using specific criteria regarding the level of mental health need and the presence of past or present substance abuse and treatment. Psychiatrists, social workers and substance abuse counselors' complete evaluations of referred inmates to aid in diagnosis, treatment and discharge planning.

4. Crisis Intervention and Stabilization - New or existing inmates in crisis are evaluated by the psychiatrist and followed up by a social worker as needed as they become stable through medication and, or, counseling.
5. Psychotherapy - The Behavioral Health social workers see inmates, as time allows, for individual therapy. Currently, there is a men's group that meets once weekly.
6. Psycho tropic Medication - Psycho tropic medication evaluation and management are provided by psychiatrists at the jail for inmates with serious and persistent mental illness (SPMI) and others with mental disorders who would benefit from medication.
7. Referrals to Psychiatric Hospitals - Inmates thought to be an imminent danger to themselves or others because of their psychiatric illness and who cannot be stabilized safely in the correctional facility are transferred to state forensic hospitals using Corrections Laws 508 and 402
8. Competency Evaluations - Behavioral Health staff are often instrumental in the court's ordering of CPL 730 mental competency evaluations and assist corrections in the inmate's placement in forensic hospitals when appropriate.
9. Court Ordered Mental Health Evaluations (CPL - 390.30) Behavioral Health social workers complete court ordered mental health evaluations of inmates to aid in the criminal sentencing process.
10. Drug and Alcohol Services - A substance abuse counselor provides assessment, individual counseling, discharge planning and alternatives to incarceration for inmates. The substance abuse counselor works in collaboration with the local treatment courts in assessing and referring inmates to treatment facilities. The substance abuse counselor works with the New York State Division of Parole on providing viable treatment alternatives for incarcerated parolees. Behavioral Health also works with individual courts and attorneys, independently, on substance abuse treatment alternatives to incarceration.
11. Transitional Management - The transitional manager works with the Rockland County Department of Social Services in gaining entitlements, pre-release, for inmates being transferred directly from the jail to inpatient rehabs and residential substance abuse treatment facilities. The transitional manager works with the Single Point of Access Committee (SPOA) in referring mentally ill inmates to local community residences and for case management services. The transitional manager also works with the Rockland County Dept. of Social Services on their Homeless Intervention Project (HIP). If Behavioral Health inmate-clients have no place to return to upon release from the jail HIP will attempt to place those inmates willing to attend treatment upon release into local boarding houses and, if necessary, will, at least, provide bus fare to the nearest homeless shelter. The transitional manager interviews all inmates taking psycho tropic medication and arranges for them to be released with prescriptions for their medication and registers them for the Medication Grant Program which allows them to fill their prescriptions immediately upon release from jail. The transitional manager also arranges intake appointments for Behavioral Health inmate-clients with mental health and substance abuse treatment providers upon their release from jail.

12. Mental Health Alternatives to Incarceration - Behavioral Health staff work formally with referrals of mentally ill inmates to the Mental Health Alternatives to Incarceration Program (MHATI). Staff also works independently with courts and defendants' attorneys on individual treatment alternatives.
13. Interdisciplinary Meetings - Behavioral Health participates with Correctional Health Services and Corrections in daily interdisciplinary meetings that review inmates in crisis and those with special needs.
14. Training - The Behavioral Health Team provides training in the jail. The Behavioral Health Coordinator is a certified Suicide Prevention Trainer and participates in the training of new corrections officers and sheriff's deputies in suicide prevention. The psychiatrist and a county social worker provide mental health training to correctional health service personnel.
15. Behavioral Health Team Staffing Provided by the County.
  - 1 Full Time Social Worker
  - 1 Full Time Substance Abuse Counselor
  - 2 Full Time Case Managers
  - 1 Part Time Clerk = 17 hours

The Behavioral Health Team provides psychiatric evaluation, behavioral health assessments, substance abuse services, medication management and psychiatric stabilization in collaboration with Correctional Health Services and Corrections as part of an ongoing strategic risk management plan at the facility. The Behavioral Health Team provides consultation to Correctional Health and Corrections staff in identifying and managing behavioral health issues that emerge during an inmate's incarceration. Inmates placed on suicide watch as well as inmates with serious and persistent mental illness are a priority focus for the Behavioral Health Team. Behavioral Health works closely with community providers and agencies, criminal justice entities, judicial and legal services and family members to develop post release service plans for the inmates in order to promote continuity of care upon release and alternatives to incarceration. The Behavioral Health Service plays a critical role in the ongoing risk management of the correctional environment.

### **Behavioral Health Program Description**

Suicide Risk Identification and Prevention - Inmates thought to be at risk for self-harm are identified at intake by corrections using the NYS Commission of Correction/Office of Mental Health Suicide Screening Guidelines questionnaire and are evaluated within twenty-four (24) hours by a psychiatrist or a social worker depending on the level of suicide watch.

Screening - All inmates, upon admittance to the jail, receive a mental health screening administered by a registered nurse as part of the inmate's Correctional Health Services Inmate Health History. Inmates with positive screening are referred to Behavioral Health Services for further assessment of their health and substance abuse treatment needs.

Assessment - New Inmates with positive mental health screening are referred by Correctional Health Services to Behavioral Health for assessment and are seen by some and, at times, all members of the Behavioral Health Team using

specific criteria regarding the level of mental health need and the presence of past or present substance abuse and treatment. Psychiatrists, social workers and substance abuse counselors' complete evaluations of referred inmates to aid in diagnosis, treatment and discharge planning.

Crisis Intervention and Stabilization - New or existing inmates in crisis are evaluated by the psychiatrist and followed up by a social worker as needed as they become stable through medication and, or counseling.

Psychotherapy - The Behavioral Health social workers see inmates, as time allows, for individual therapy. Currently, there is a men's group that meets once weekly.

Psycho tropic Medication - Psycho tropic medication evaluation and management are provided by psychiatrists at the jail for inmates with serious and persistent mental illness (SPMI) and others with mental disorders who would benefit from medication.

Referrals to Psychiatric Hospitals - Inmates thought to be in imminent danger to themselves or others because of their psychiatric illness and who cannot be stabilized safely in the correctional facility are transferred to state forensic hospitals using Corrections Laws 508 and 402.

Competency Evaluations - Behavioral Health staff are often instrumental in the court's ordering of CPL 730 mental competency evaluations and assist corrections in the inmate's placement in forensic hospitals when appropriate.

Court Ordered Mental Health Evaluations (CPL - 390.30) Behavioral Health social workers complete court ordered mental health evaluations of inmates to aid in the criminal sentencing process.

Drug and Alcohol Services - A substance abuse counselor provides assessment, individual counseling, discharge planning and alternatives to incarceration for inmates. The substance abuse counselor works in collaboration with the local treatment courts in assessing and referring inmates to treatment facilities. The substance abuse counselor works with the New York State Division of Parole on providing viable treatment alternatives for incarcerated parolees. Behavioral Health also works with individual courts and attorneys, independently, on substance abuse treatment alternatives to incarceration.

Transitional Management - The transitional manager works with the Rockland County Department of social Services in gaining entitlements, pre-release, for inmates being transferred directly from the jail to inpatient rehabs and residential substance abuse treatment facilities. The transitional manager works with the Single Point of Access Committee (SPOA) in referring mentally ill inmates to local community residences and for case management services. The transitional manager also works with the Rockland County Department of Social Services on their Homeless Intervention Project (HIP). If Behavioral Health inmate-clients have no place to return to upon release from the jail, HIP will attempt to place those inmates willing to attend treatment upon release into local boarding houses and, if necessary, will, at least, provide bus fare to the nearest homeless shelter. The transitional manager interviews all inmates taking psycho tropic medication and arranges for them to be released with prescriptions for their medication and registers them for the Medication Grant Program which allows them to fill their prescriptions immediately upon release from jail. The transitional manager also arranges intake appointments for

Behavioral Health inmate-clients with mental health and substance abuse treatment providers upon their release from jail.

Mental Health Alternatives to Incarceration - Behavioral Health staff work formally with referrals of mentally ill inmates to the Mental Health Alternatives to Incarceration Program (MHATI). Staff also works independently with courts and defendants' attorneys on individual treatment alternatives.

Interdisciplinary Meetings - Behavioral Health participates with Correctional Health Services and Corrections in daily interdisciplinary meetings that review inmates in crisis and those with special needs.

Training - The Behavioral Health Team provides training in the jail. The Behavioral Health Coordinator is a certified Suicide Prevention Trainer and participates in the training of new corrections officers and sheriff's deputies in suicide prevention. A psychiatrist and a social worker provide mental health training to health service personnel.

C. Hospital Inpatient and Emergency Care

Inmates requiring this level of care shall be referred to local health care facilities with the County maintaining financial responsibility.

D. Special Needs Patients

Chronically ill, or those who have communicable disease, or who are physically handicapped, or elderly with problems associated with the aging process, or terminally ill, or who have special mental health needs, or are developmentally disabled, including detox cases, and pregnant inmates.

E. Daily Triage, Access to Care, and Sick Call

The plan should indicate how sick call requests will be made and transmitted to health staff, how and when sick call visits will be scheduled, the proposed maximum time to elapse before the inmate sees the appropriate staff member, and the level of staff that will attend to inmates requesting sick call. The Respondent should include in its description how it will respond to non-emergent requests for care, its proposed handling the regular continuing care of patients with chronic illnesses.

F. Special Diets

The Respondent should indicate how it will meet the needs of patients for therapeutic (special) diets through its system for ordering same and any proposed follow-up.

G. Diagnostics

The Respondent should indicate how it will manage the need for diagnostic services, through existing county contracts if the County does not exercise the option for the Provider to provide these services.

H. Specialists, Consultants

The Respondent should indicate how it will manage the need for specialty care, through existing county contracts. Please note that it is in the interest of the County to keep the cost and staffing for transporting inmates off-site for medical consults at a minimum, consistent, however, with proper attention to their medical, dental and mental health needs.

I. HIV Testing



The Contractor will have the responsibility for the (inmate) voluntary HIV counseling and testing.

Proposals may include such other services as the Respondent wishes to identify and provide.

4. **MEDICAL SERVICES**

- A. Each inmate will receive health screening/assessment by RN within 4-8 hours and will be examined by the physician or his/her designee within 14 days.
- B. Every inmate who at the time of admission appears to be physically incapacitated and/or at high risk for withdrawal due to drug or alcohol intoxications shall be examined immediately by the physician, if no Doctor is on duty the inmate shall be referred to a local hospital.
- C. No medication or medical treatment shall be dispensed to an inmate except as authorized or prescribed by the physician.
- D. All prescription medications shall be stored in a safe and secure manner to ensure control only by authorized personnel designated as such by the physician. If a controlled substance or other toxic or dangerous drug is kept at the facility, such facility must maintain additionally secure storage facilities and adequate records of dispensing including perpetual inventory record.
- E. Conduct pre-employment physicals for new hires at the Rockland County Correctional Center and provide emergency medical care for all staff and visitors.
- F. Definite arrangements shall be made to ensure the prompt transportation of an inmate to a hospital or other appropriate medical facility in emergency situations, the cost of which will be paid for by the jail.
- G. Appropriate and optimal use shall be made of community medical and mental health facilities, services and personnel. Dental services are currently provided through a local dentist under an existing contract with the County.
- H. Adequate health service and medical records shall be maintained which shall include but shall not necessarily be limited to such data as: name of inmate, diagnosis of complaint, medication and/or treatment prescribed. A record shall also be maintained of medications prescribed by the physician and dispensed to an inmate by a staff person. The County is currently COREMR for Electronic Medical Records at the jail. The contracted provider will be required to utilize this system.
- I. General nursing and medical standards will be adhered to so that neither the nurse nor the physician operate outside their scope of practice. (For example, all telephone orders taken by the nurse must be countersigned within forty-eight (48) hours for psychiatric issues and two (2) business days for medical issues.
- J. Standing Orders will be developed, amended and reviewed by the Medical Administrator, Medical Director and Chief of Corrections. The Sheriff or his designee can request the Medical Director to attend meetings as needed in relation to the Medical Operation of the Facility.
- K. The Medical Director will work collaboratively with other local physicians. Mental Health Services will be provided through the psychiatrist who will make recommendations for treatment regimens. Diagnosis and best response differences

will be mutually discussed with the Medical Director; however, the final decision on psychiatric care rests with the psychiatrist. It is preferred that the psychiatrist be eligible to be designated by the Commissioner of Mental Health under Mental Hygiene Law Article 9. The Medical Director has the responsibility for full coordination of medical care.

Contractor shall provide medical personnel and comprehensive medical and mental health services for the inmates of the Rockland County Correctional Facility. It is the County's objective that the health services meet, or exceed, nationally recognized standards, and that they are provided by competent credentialed health care professionals under a program managed by professional administrators in a manner that insures cost-effective results.

### **CURRENT STAFFING MATRIX – ROCKLAND COUNTY CORRECTIONAL CENTER**

Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Float	Hrs/Wk	FTE
Medical Director	8	8	8	8	8				40	1
PA/ARNP		8	8	8	8	8			40	1
Psychiatrist	8	8	8	8	8	4	4		48	1.2
Psychologist (1PM-9PM)	8	8	8	8	8				40	1
Dentist								6	6	0.15
Dental Assistant								6	6	0.15
Total Hours/FTE									180	4.5

The Medical Director shall be Board Certified and licensed by the NYS Department of Education to practice medicine in NYS and must be able to present proof of current licensure. Medical Director must have a specialty in family, internal or emergency medicine. The Medical Director must be familiar with Commission of Corrections standards for provision of medical services. Physicians with documented 2-3 years' experience.

The Medical Director shall be responsible for the medical and mental health quality assurance, the professional conduct of the staff and management of the facility in providing services to the inmates consistent with the community standard of care. The position works in collaboration with the Correctional Health Care Administrator and all levels of health and mental health care providers as well as support staff to meet these standards. The position serves as a liaison for clinical matters with medical providers outside the system and to be available to provide on-call physician coverage at the facility. When an inmate is moved to a hospital the medical director will represent the county jail on discussions with the treating physicians of the inmate at the hospital. The position reports directly to the Sheriff, within the bounds of the requirements of professional licensure and medical autonomy in matters of clinical judgment.

The Medical Director must physically be at the jail a minimum of forty (40) hours per week (Monday through Friday; 9 AM – 5PM). When not at the jail, the Medical Director must be able to be reached for on call consultation. The Medical Director must leave with the Nurse and the Chief of Corrections phone numbers where he/she be reached for consultation.

If Medical Director is on a planned or unplanned absence, coverage must be provided to cover the Medical Director's hours at the jail. Nurse practitioner/physician's assistant may be used as an adjunct for Medical Director's coverage but must not be used in lieu of Medical Director's coverage time.

Medical Director must provide a structured program for the purpose of improving the quality of

care provided to the inmates and be amenable to quality assurance review by an outside physician as designated by the county.

Medical Director will be responsible for the medical supervision of the correctional nursing staff. The Chief of Corrections will provide administrative supervision. Written Performance Review for the Medical Director shall occur at least once a year. Medical Performance Review written by Physician and Administration Performance Review written by Chief of Corrections.

The nurse practitioner shall be licensed by the NYS Department of Education to practice medicine in NYS and must be able to present proof of current licensure. Nurse Practitioner must have a specialty in family, internal or emergency medicine. The nurse practitioner shall be familiar with Commission of Corrections standards for provision of medical services. Nurse Practitioners with documented 1-2 years' experience in a correctional facility are preferred.

The nurse practitioner position will work with the Medical Director in providing health care services to the inmates consistent with the community standard of care. The position works in collaboration with the Correctional Health Care Administrator and all levels of health and mental health care providers, as well as support staff, to meet these standards. The nurse practitioner independently provides appropriate primary health care including but not limited to clinical assessments, treatments, diagnosing medical conditions, assessing emergencies, ordering diagnostic studies, and prescribing medication. This position shall also be licensed to provide on-call coverage at the facility when the medical director is not available. It would be highly beneficial for the facility if the nurse practitioner was dually certified to practice in both adult medicine and psychiatry.

The nurse practitioner must physically be at the jail a minimum of forty (40) hours per week (Tuesday through Saturday; 10 AM – 6 PM).

If nurse practitioner is on a planned or unplanned absence, coverage must be provided to cover the nurse practitioner's hours at the jail.

Nurse Practitioner will assist the medical director in the medical supervision of the correctional nursing staff. The Chief of Corrections will provide administrative supervision. Written Performance Review for the nurse practitioner shall occur at least once a year.

The Nurse Practitioner working under the supervision of the psychiatrist can prescribe medications.

The psychiatrist shall be Board Certified and licensed by the NYS Department of Education to practice medicine in NYS and must be able to present proof of current licensure. The psychiatrist shall be familiar with Commission of Corrections standards for provision of medical services. Psychiatrists with documented 1-2 years' experience in a correctional facility are preferred; but not required.

The psychiatrist will work with the Medical Director in providing mental health care services to the inmates consistent with the community standard of care. The psychiatrist addresses the psychiatric treatment needs of the inmate-clients at the jail, ensuring quality of care reflective of the community standard of care, as well as coordination of services.

Psychiatric coverage must be provided, at a minimum of forty-eight (48) hours per week (Sunday through Saturday; daily schedule in accordance with Commission on Corrections regulations). Proposal's shall also include the option of providing psychiatrist services greater than sixty (48) hours based on the needs of the facility. Telepsychiatry can be used on weekends only, and only with prior approval of the County.

When not at the jail, the psychiatrist must be able to be reached for on call consultation. The

psychiatrist must leave with the Nurse and the Chief of Corrections phone numbers where he/she be reached for consultation.

Telepsychiatry may be considered in providing a portion of the required psychiatric services at the correctional center.

The psychologist shall have a PhD. and be licensed by the NYS Department of Education to practice medicine in NYS and must be able to present proof of current licensure. The psychologist shall be familiar with Commission of Corrections standards for provision of medical services. Psychologists with documented 1-2 years' experience in a correctional facility are preferred; but not required.

The psychologist will work with the Psychiatrist and Medical Director in providing mental health care services to the inmates consistent with the community standard of care. The psychologist addresses the psychological treatment needs of the inmate-clients at the jail, ensuring quality of care reflective of the community standard of care, as well as coordination of services.

Psychologist coverage must be provided five days per week, at a minimum of forty (40) hours per week from 1 PM – 9 PM, daily schedule in accordance with Commission on Corrections regulations).

The psychologist will assist in the development of an appropriate treatment plan in conjunction with doctors, social workers, substance abuse counselors, case managers and others from the legal system. The psychologist shall also facilitate therapy groups for violent offenders and other clinical staff to curb the violent impulses of inmates along with the psychiatrist and other clinical team members.

The psychologist shall also work with correctional staff on de-escalation strategies to prevent or decrease incidents between inmates and staff. The psychologist shall also have clinical responsibility and clinical oversight of RCDMH staff while the administrative oversight shall be assigned to the jail correctional medical administrator.

The Psychologist shall work with correctional staff in evaluating inmates that may require 1:1 suicide watch, as well as inmates on precautionary watch. The psychologist shall also authorize the discontinuation of 1:1 based on an evaluation of the inmate.

The psychologist shall provide CPL 730 for individuals incarcerated in the Rockland County Jail, consistent with New York State Law.

The Clinical Nurse Educator shall play a pivotal role in strengthening the nursing staff, serving as role model and providing the leadership needed to implement evidence-based practice. Nurse educator is responsible for designing, implementing, evaluating and revising academic and continuing education programs for staff nurses.

The nurse educator will exhibit exceptional leadership qualities, have excellent communication abilities, and have in-depth, comprehensive knowledge in their given field. Nurse educators are responsible for designing, evaluating, updating, and implementing new and current clinical skills, techniques and procedures.

Provide clinical in-service training for staff RN.

Possession of current NYS RN license.

BSN or MSN degree with nursing education emphasis and minimum of two years' experience working as a nurse educator in a healthcare setting.

The dentist shall provide dental services for Twenty-four hours per month by conducting six (6) four-hour visits per month.

The dentist must be licensed by NYS Department of Education to practice in NYS, **Board Certified** and must be able to present proof of current licensure.

The dental assistant shall provide services for Twenty-four hours per month by conducting six (6) four-hour visits per month.

The dental assistant must be certified by NYSDOH.

### **OPTIONAL SERVICES: When and If Requested**

Diagnostic Services – The provider shall perform or subcontract for all diagnostic exam services and interpretations to include but not limited to X-rays, EKG's, Echocardiograms, Sonograms, Doppler Studies, Holter Monitors and Pacemaker Checks.

The provider shall ensure that all services are compliant with all pertinent provisions of Federal, State, Local, JCAHO and OSHA Laws, Licenses and Regulations. The provider shall be responsible for all planning, coordinating and ensuring the quality of services provided. All personnel, equipment and supplies shall be brought onsite and provided solely by the provider.

The Provider shall only supply diagnostic radiologists who are Board Certified and licensed in the State New York.

Pharmacy Services - The Provider shall arrange for pharmaceutical services for prescription and non-prescription medications and all intravenous solutions ordered by its physicians, mid-level practitioners, and dentists. Provider should contract with one or more pharmaceutical companies to assure the lowest cost of medications. Prescriptions are to be provided in unit dose packaging or multiple dose blister packs. Provider must store all medications in a safe and secure manner controlled by authorized personnel. The manner of control must be consistent with the requirements of 9 NYCRR 7010. Provider must make provisions for on-site medication delivery seven days per week, on-site STAT dose capability for emergencies, and an emergency drug kit. Provider is responsible to furnish and supply to the Facility, and to properly label pharmaceuticals, including psychotropic medications, using a "unit dose method of packaging". As and to the extent provided by law and/or regulation, Provider must maintain a starter dose of medications to prevent compromising any inmate's health status. RNs and/or LPNs may administer all medications to inmates. The Provider must perform routine reviews of all phases of the Facility's pharmacy operation. Provider must oversee the pharmacy operation with a minimum of quarterly consultant visits and written reviews by a licensed, registered pharmacist.

Provider must develop a formulary and must conduct quarterly pharmacy and therapeutic committee meetings. A copy of each responder's proposed formulary should be attached to their proposal. Each responder must include with its proposal, a sample medication administration record to include all information contained on the prescription label and the name of the practitioner who prescribed the medication. Upon discharge from the Facility, inmates may be provided with the remainder of any prescribed blister pack ordered by a physician or psychiatrist.

The Provider must establish a pharmacy and therapeutic committee, which will be responsible for (1) additions and/or deletions to the formulary, (2) monitoring usage of pharmaceuticals, including psychotropic, and (3) identifying prescribing patterns of practitioners. Provider must submit to the County, on quarterly basis, written reviews of the pharmacy from a consultant pharmacist.

Laboratory Services - The provider shall be responsible for all Laboratory tests, including Venereal

Disease Research Laboratory (VDRL) test, and such other diagnostic tests as may be clinically indicated. The Provider shall be responsible for the Review of the results of all laboratory test results by a physician, and for the initiation of therapy, when appropriate.

Medical and Dental Supplies – The provider shall supply all medical and dental supplies, to include OTC medications.

Per Diem Registered Nurse – The Registered Nurse must be licensed by NYS Department of Education to practice in New York State.

Per Diem Social Worker – The Social Worker shall have a NYS MSW issued by the NYS Department of Education.

**Cost/Price & Payment Section** –

Contract Requested Amount as follows:

Contract Period	Services	Estimated Annual Expenditures
1/1/2020 – 12/31/2021	Physician Services as specified in RFP including Medical Director/Physician, Nurse Practitioner, Psychiatrist, Psychologist and Nurse Educator	\$1,597,363.10
1/1/2020 – 12/31/2021	Dental Services as specified in RFP including Dentist and Dental Assistant	\$ 61,260.67
1/1/2020 – 12/31/2021	Per Diem Services (see below details)	\$ 20,880.00*
1/1/2020 – 12/31/2021	Total Requested Expenditures	\$1,679,503.77

**\*These services are on an as needed when needed basis. There is no way to know the amount of these services that may or may not be required.**

There were over 200 Vendors notified of this opportunity. Three Vendors had stated that they would be participating, but only one submitted a proposal.

The County of Rockland Purchasing Division and Rockland County Correctional Center met with New York Correct Care Solutions to review their RFP. The Rockland County Correctional Center has determined that it is in their best interest to make an award to New York Correct Care Solutions for the following:

New York Correct Care Solutions has been successfully providing these services to the Rockland County Correctional Center for the past five (5) years.

Physician and Medical Services as specified in the RFP which includes, but not limited to, Medical Director/Physician, Nurse Practitioner, Psychiatrist, Psychologists and Nurse Educator. Dental Services as specified in RFP including, but not limited to Dentist and Dental Assistant.

Optional Per Diem Relief Positions for Registered Nurse and Social Worker in the event there are shortages in staffing that could not be filled, would be requested on an as needed, when needed basis.

Per Diem Relief Position - Registered Nurse	Cost Per Shift Cost
7 am – 3pm	\$464.92
3 pm – 11 pm	\$484.71
11 pm – 7 am	\$494.60
Per Diem Relief Position – Social Worker	Cost Per Shift Cost
7 am – 3pm	\$405.57
3 pm – 11 pm	\$425.35
11 pm – 7 am	\$435.25

Estimated Amount Requested for this Contract. Expenditures needed for this contract may be greater than or less than requested amount, as there is no way to determine the need of these services. If these services are requested and are higher than the listed requested amount, the Rockland County Correctional Center shall need to request in advance, a Legislative Resolution requesting additional funding.	Annual Amount being Requested: \$20,000.00
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These rates are for the second year of the contract. CPI increases may be requested in each year the contract is renewed as specified in the RFP. The County shall make the final determination on whether a CPI increase is granted.

**The County of Rockland is amending this contract by adding diagnostic services by amendment. New York Correct Care Solutions shall be responsible for diagnostic service costs up to \$12,000.00 per year.**

Diagnostic Testing Services	Rate Each
X-Ray/EKG	\$150.00 STAT- \$75.00 EACH EXAM
General Ultrasound	\$230.00
Doppler Ultrasound	\$260.00
Echocardiogram	\$300.00
Holter Recording	\$75.00
Q0092 Set up	\$29.22

**\*The County reserves the right to add the following additional services in the future should it become necessary. A Resolution Amendment shall be required should these services become necessary.**

Description	Annual Cost
Optional Pharmacy Services	\$112,410.36*
Optional Medical Laboratory Testing Services	\$16,515.00*
Optional Cost for supplying all Medical and Dental Supplies	\$20,066.64*

**\*These services are not being contracted for at this time.** In the event these services become necessary, the RC Correctional Center shall need to request that a Contract and Resolution Amendment be submitted. These rates are for the first year of the contract. CPI increases may be requested in each year the contract is renewed as specified in the RFP.

Description	Annual Cost
Optional Nursing and Clerical Staffing including: HSA Clerical (1) Head Nurse (1) Assistant Head Nurse (2) Registered Nurses (12 + 3 Relief Positions) Medical Billing Clerk (1)	\$2,668,290.20*
Optional Behavioral Health Team Staffing including: Social Worker (1) Case Managers (2) Substance Abuse Counselors (1) Mental Health Clerk/Typist (1 – Part Time)	\$487,638.72*

**\*These services are not being contracted for at this time.** In the event these services become necessary, the RC Correctional Center shall need to request that a Contract and Resolution Amendment be submitted. These rates are for the first year of the contract. CPI increases may be requested in each year the contract is renewed as specified in the RFP.

It is the Rockland County Correctional Center responsibility to make sure that they have all active licenses and certifications for staffing providing these services.

A copy of the Current Contract and Contract Extension, RFP, Schedule "A", Current Insurance Certificates, Statement of Required Disclosures, Representations and Certifications are attached for inclusion.



**STATEMENT OF OBJECTIVES OR DETAILED SCOPE OF WORK****1. BACKGROUND INFORMATION**

The Rockland County Correctional Center is contracting out for the provision of **Physician Services**. The purpose of the contract is to provide sufficient and high-quality medical care for the inmates of the Correctional Center pursuant to state rules and regulations delineating minimum standards of care. At some point in the future the County may decide to contract out for the provision of all medical services for the Correctional Center.

Recent Justice Reforms enacted in New York State are expected to reduce the average population of the facility going forward, however, at this time, the New York State Commissions on Corrections has not modified the minimum healthcare staffing levels that the facility must continue to meet.

The specific services requested under this RFP include:

- Medical Director (Physician 40 hours per week, M-F)
- Nurse Practitioner or Physician's Assistant (40 hours per week, T-Sat)
- Psychiatrist (48 hours per week, M-F 8 hours per day; Saturday & Sunday 4 hours per day) \*\*Note – Telepsychiatry can only be used on weekends and only with prior approval by the County.
- Psychologist (40 Hours per week 1 PM – 9 PM)
- Dentist (Twenty-four hours per month)
- Dental Assistant (Twenty-four hours per month)
- Nurse Educator (5 Hours per month)

The responsibilities of the provider shall be consistent with those in a medical setting or hospital, meaning that other county health care providers have a responsibility to follow through on the physician's orders and recommendations.

The Correctional Center is located at 53 New Hempstead Road, New City, NY 10956. The Correctional Center has a maximum capacity of 294 Inmates and houses both male and female inmates.

The Rockland County Correctional Center/Jail utilizes COR EMR for its Health Information System. It shall be the Provider's responsibility to interface with the Rockland County Correctional Center/Jail and COR EMR.

The average daily population for the last two years (2017-2018) was **165 inmates**. It is important to note; however, this average reflects approximately **2,279 new admittances** per year or an average of 6-7 new admittances per day. The housing units are as follows:

<u>Housing Unit</u>	<u>Max Inmate Population</u>
A-Wing	40 Cells
B-Wing	40 Cells
C-Wing	40 Cells
D-Wing	60 Beds (4 Dorms with 15 Beds per Dorm)
E-Wing	60 Beds (4 Dorms with 15 Beds per Dorm)
F-Wing	36 (22 Cells +14 beds to be used in the event of overcrowding)
Intake Housing	16 Cells
Medical Isolation	<u>2 Cells</u>
	294 Inmates

Historically, the County provided medical care for the inmates through its Summit Park Hospital. In 2015, the County contracted for Physician Services and later added the Dentist, Dental Assistant and Psychologist positions to the physician services contract.

It is the intent of the County to provide the following current positions, which will work with the contracted Medical Services provider in the delivery of quality medical care for the inmates.

- Correctional Health Care Administrator
- HSA Clerical
- Head Nurse
- Assistant Head Nurse
- Registered Nurse Positions (12 FTE and 3 Relief)
- Medical Billing/Records Clerk
- Social Workers (1)
- Case Managers (2)
- Substance Abuse Counselor (1)
- Mental Health Clerical (1-PT)

The above positions retained by the County will report to the County's Department of Health or the Department of Mental Health.

**The County will also entertain optional proposals for the Respondent to absorb the current county medical and mental health employees, as part of the proposed program package.**

The Rockland County Department of Mental Health currently provides a Behavioral Health Care Team for the jail that works closely with Correctional Health Services and Corrections to address and manage the range of Behavioral Health needs and risks presented by the inmate population.

The Rockland County Correctional Facility is accredited through the National Commission of Correctional Health Care for the provision of health and behavioral health services at the jail site. The Behavioral Health Team provides psychiatric evaluation, behavioral health assessments, substance abuse services, medication management and psychiatric stabilization in collaboration with Correctional Health Services and Corrections as part of an ongoing strategic risk management plan at the facility.

The Behavioral Health Team provides consultation to Correctional Health and Corrections staff in identifying and managing behavioral health issues that emerge during an inmate's incarceration. Inmates placed on suicide watch as well as inmates with serious and persistent mental illness are a priority focus for the Behavioral Health Team. Behavioral Health works closely with community providers and agencies, criminal justice entities, judicial and legal services and family members to develop post release service plans for the inmates in order to promote continuity of care upon release and alternatives to incarceration. The Behavioral Health Service plays a critical role in the ongoing risk management of the correctional environment.

The County is requesting optional pricing for the following medical services with each proposal response.

- Pharmacy
- Diagnostic Testing (X-Rays, EKG, Echocardiogram, Sonogram, DVT Studies, Pacemaker Checks, Holter Monitoring)
- Laboratory Testing Services
- Medical and Dental Supplies

The County will continue to provide the following medical services directly and the provider will not be financially responsible for these services.

- Oral Surgeon
- General Surgery
- Orthopedist
- OBGYN
- Podiatrist
- Physical Therapist
- Hospitalizations
- Care at local medical facilities

## 2. **SCOPE OF SERVICES**

The scope of the specifications outlined within this proposal package are to explain the county's desire that the provision of health services for the inmates meet constitutional, state, and national standards. The services shall be compliant with, and provide reporting capabilities in support of, the regulations for NYS Commission of Corrections, Public Health Law, and National Commission on Correctional Health Care, as well as supporting county and internal management requirements.

The services shall include but are not limited to:

- a) Medical & Mental Health Staffing as detailed in the requirements below. Optional staffing will be priced separately.
- b) Specialty referrals to include County Department of Health Clinics.
- c) All forms, business supplies, business equipment and medical records.
- d) Written policies and procedures covering all the mandatory requirements.
- e) Utilization review plan.
- f) Quality assurance plan.

## 3. **STAFFING AND QUALIFICATIONS**

The Respondent shall provide medical personnel and comprehensive medical and mental health services for the inmates of the Rockland County Correctional Facility. It is the County's objective that the health services meet, or exceed, nationally recognized standards, and that they are provided by competent credentialed health care

professionals under a program managed by professional administrators in a manner that insures cost-effective results.

### **CURRENT STAFFING MATRIX – ROCKLAND COUNTY CORRECTIONAL CENTER**

Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Float	Hrs/Wk	FTE
Medical Director	8	8	8	8	8				40	1
PA/ARNP		8	8	8	8	8			40	1
Psychiatrist	8	8	8	8	8	4	4		48	1.2
Psychologist (1PM-9PM)	8	8	8	8	8				40	1
Dentist								6	6	0.15
Dental Assistant								6	6	0.15
<b>Total Hours/FTE</b>									<b>180</b>	<b>4.5</b>

#### **A. MEDICAL DIRECTOR (PHYSICIAN) QUALIFICATIONS AND COVERAGE**

1. The Medical Director shall be Board Certified and licensed by the NYS Department of Education to practice medicine in NYS and must be able to present proof of current licensure. Medical Director must have a specialty in family, internal or emergency medicine. The Medical Director must be familiar with Commission of Corrections standards for provision of medical services. Physicians with documented 2-3 years' experience in a correctional facility are preferred.
2. The Medical Director shall be responsible for the medical and mental health quality assurance, the professional conduct of the staff and management of the facility in providing services to the inmates consistent with the community standard of care. The position works in collaboration with the Correctional Health Care Administrator and all levels of health and mental health care providers as well as support staff to meet these standards. The position serves as a liaison for clinical matters with medical providers outside the system and to be available to provide on-call physician coverage at the facility. When an inmate is moved to a hospital the medical director will represent the county jail on discussions with the treating physicians of the inmate at the hospital. The position reports directly to the Sheriff, within the bounds of the requirements of professional licensure and medical autonomy in matters of clinical judgment.
3. The Medical Director must physically be at the jail a minimum of forty (40) hours per week (Monday through Friday; 9 AM – 5PM). When not at the jail, the Medical Director must be able to be reached for on call consultation. The Medical Director must leave with the Nurse and the Chief of Corrections phone numbers where he/she be reached for consultation.
4. If Medical Director is on a planned or unplanned absence, coverage must be provided to cover the Medical Director's hours at the jail. Nurse practitioner/physician's assistant may be used as an adjunct for Medical Director's coverage but must not be used in lieu of Medical Director's coverage time.
5. Medical Director must provide a structured program for the purpose of improving the quality of care provided to the inmates and be amenable to quality assurance review by an outside physician as designated by the county.

6. Medical Director will be responsible for the medical supervision of the correctional nursing staff. The Chief of Corrections will provide administrative supervision. Written Performance Review for the Medical Director shall occur at least once a year. Medical Performance Review written by Physician and Administration Performance Review written by Chief of Corrections.

**B. NURSE PRACTITIONER QUALIFICATIONS AND COVERAGE**

1. The nurse practitioner shall be licensed by the NYS Department of Education to practice medicine in NYS and must be able to present proof of current licensure. Nurse Practitioner must have a specialty in family, internal or emergency medicine. The nurse practitioner shall be familiar with Commission of Corrections standards for provision of medical services. Nurse Practitioners with documented 1-2 years' experience in a correctional facility are preferred.
2. The nurse practitioner position will work with the Medical Director in providing health care services to the inmates consistent with the community standard of care. The position works in collaboration with the Correctional Health Care Administrator and all levels of health and mental health care providers, as well as support staff, to meet these standards. The nurse practitioner independently provides appropriate primary health care including but not limited to clinical assessments, treatments, diagnosing medical conditions, assessing emergencies, ordering diagnostic studies, and prescribing medication. This position shall also be licensed to provide on-call coverage at the facility when the medical director is not available. It would be highly beneficial for the facility if the nurse practitioner was dually certified to practice in both adult medicine and psychiatry.
3. The nurse practitioner must physically be at the jail a minimum of forty (40) hours per week (Tuesday through Saturday; 10 AM – 6 PM).
4. If nurse practitioner is on a planned or unplanned absence, coverage must be provided to cover the nurse practitioner's hours at the jail.
5. Nurse Practitioner will assist the medical director in the medical supervision of the correctional nursing staff. The Chief of Corrections will provide administrative supervision. Written Performance Review for the nurse practitioner shall occur at least once a year.
6. The Nurse Practitioner working under the supervision of the psychiatrist can prescribe medications.

**C. PSYCHIATRIST QUALIFICATIONS AND COVERAGE**

1. The psychiatrist shall be Board Certified and licensed by the NYS Department of Education to practice medicine in NYS and must be able to present proof of current licensure. The psychiatrist shall be familiar with Commission of Corrections standards for provision of medical services. Psychiatrists with documented 1-2 years' experience in a correctional facility are preferred; but not required.
2. The psychiatrist will work with the Medical Director in providing mental health care services to the inmates consistent with the community standard of care. The psychiatrist addresses the psychiatric treatment needs of the inmate-clients at the jail, ensuring quality of care reflective of the community standard of care; as well as coordination of services.

3. Psychiatric coverage must be provided, at a minimum of forty-eight (48) hours per week (Sunday through Saturday; daily schedule in accordance with Commission on Corrections regulations). Proposal's shall also include the option of providing psychiatrist services greater than sixty (48 hours based on the needs of the facility. Telepsychiatry can be used on weekends only, and only with prior approval of the County.
4. When not at the jail, the psychiatrist must be able to be reached for on call consultation. The psychiatrist must leave with the Nurse and the Chief of Corrections phone numbers where he/she be reached for consultation.
5. Telepsychiatry may be considered in providing a portion of the required psychiatric services at the correctional center.

**D. PSYCHOLOGIST QUALIFICATIONS AND COVERAGE**

1. The psychologist shall have a PhD. and be licensed by the NYS Department of Education to practice medicine in NYS and must be able to present proof of current licensure. The psychologist shall be familiar with Commission of Corrections standards for provision of medical services. Psychologists with documented 1-2 years' experience in a correctional facility are preferred; but not required.
2. The psychologist will work with the Psychiatrist and Medical Director in providing mental health care services to the inmates consistent with the community standard of care. The psychologist addresses the psychological treatment needs of the inmate-clients at the jail, ensuring quality of care reflective of the community standard of care; as well as coordination of services.
3. Psychologist coverage must be provided five days per week, at a minimum of forty (40) hours per week from 1 PM – 9 PM, daily schedule in accordance with Commission on Corrections regulations).
4. The psychologist will assist in the development of an appropriate treatment plan in conjunction with doctors, social workers, substance abuse counselors, case managers and others from the legal system. The psychologist shall also facilitate therapy groups for violent offenders and other clinical staff to curb the violent impulses of inmates along with the psychiatrist and other clinical team members.
5. The psychologist shall also work with correctional staff on de-escalation strategies to prevent or decrease incidents between inmates and staff. The psychologist shall also have clinical responsibility and clinical oversight of RCDMH staff while the administrative oversight shall be assigned to the jail correctional medical administrator.
6. The Psychologist shall work with correctional staff in evaluating inmates that may require 1:1 suicide watch, as well as inmates on precautionary watch. The psychologist shall also authorize the discontinuation of 1:1 based on an evaluation of the inmate.
7. The psychologist shall provide CPL 730 for individuals incarcerated in the Rockland County Jail, consistent with New York State Law.

**E. NURSE EDUCATOR (5 HOURS PER MONTH)**

1. The Clinical Nurse Educator shall play a pivotal role in strengthening the nursing staff, serving as role model and providing the leadership needed to implement evidence-based practice. Nurse educator is responsible for designing, implementing, evaluating and revising academic and continuing education programs for staff nurses.
2. The nurse educator will exhibit exceptional leadership qualities, have excellent communication abilities, and have in-depth, comprehensive knowledge in their given field. Nurse educators are responsible for designing, evaluating, updating, and implementing new and current clinical skills, techniques and procedures.
3. Provide clinical in-service training for staff RN.
4. Possession of current NYS RN license.
5. BSN or MSN degree with nursing education emphasis and minimum of two years' experience working as a nurse educator in a healthcare setting.

**F. DENTIST**

1. The dentist shall provide dental services for Twenty-four hours per month by conducting six (6) four-hour visits per month.
2. The dentist must be licensed by NYS Department of Education to practice in NYS, **Board Certified** and must be able to present proof of current licensure.

**G. DENTAL ASSISTANT**

1. The dental assistant shall provide services for Twenty-four hours per month by conducting six (6) four-hour visits per month.
2. The dental assistant must be certified by NYSDOH.

**H. OPTIONAL SERVICES**

1. Diagnostic Services – The provider shall perform or subcontract for all diagnostic exam services and interpretations to include but not limited to X-rays, EKG's, Echocardiograms, Sonograms, Doppler Studies, Holter Monitors and Pacemaker Checks.

The provider shall ensure that all services are compliant with all pertinent provisions of Federal, State, Local, JCAHO and OSHA Laws, Licenses and Regulations. The provider shall be responsible for all planning, coordinating and ensuring the quality of services provided. All personnel, equipment and supplies shall be brought onsite and provided solely by the provider.

The Provider shall only supply diagnostic radiologists who are Board Certified and licensed in the State New York.



2. Pharmacy Services - The Provider shall arrange for pharmaceutical services for prescription and non-prescription medications and all intravenous solutions ordered by its physicians, mid-level practitioners, and dentists. Provider should contract with one or more pharmaceutical companies to assure the lowest cost of medications. Prescriptions are to be provided in unit dose packaging or multiple dose blister packs. Provider must store all medications in a safe and secure manner controlled by authorized personnel. The manner of control must be consistent with the requirements of 9 NYCRR 7010. Provider must make provisions for on-site medication delivery seven days per week, on-site STAT dose capability for emergencies, and an emergency drug kit. Provider is responsible to furnish and supply to the Facility, and to properly label pharmaceuticals, including psychotropic medications, using a "unit dose method of packaging". As and to the extent provided by law and/or regulation, Provider must maintain a starter dose of medications to prevent compromising any inmate's health status. RNs and/or LPNs may administer all medications to inmates. The Provider must perform routine reviews of all phases of the Facility's pharmacy operation. Provider must oversee the pharmacy operation with a minimum of quarterly consultant visits and written reviews by a licensed, registered pharmacist.

Provider must develop a formulary and must conduct quarterly pharmacy and therapeutic committee meetings. A copy of each responder's proposed formulary should be attached to their proposal. Each responder must include with its proposal, a sample medication administration record to include all information contained on the prescription label and the name of the practitioner who prescribed the medication. Upon discharge from the Facility, inmates may be provided with the remainder of any prescribed blister pack ordered by a physician or psychiatrist.

The Provider must establish a pharmacy and therapeutic committee, which will be responsible for (1) additions and/or deletions to the formulary, (2) monitoring usage of pharmaceuticals, including psychotropic, and (3) identifying prescribing patterns of practitioners. Provider must submit to the County, on quarterly basis, written reviews of the pharmacy from a consultant pharmacist.

3. Laboratory Services - The provider shall be responsible for all Laboratory tests, including Venereal Disease Research Laboratory (VDRL) test, and such other diagnostic tests as may be clinically indicated. The Provider shall be responsible for the Review of the results of all laboratory test results by a physician; and for the initiation of therapy, when appropriate.
4. Medical and Dental Supplies – The provider shall supply all medical and dental supplies, to include OTC medications.
5. Medical and Dental Supplies – The provider shall supply all medical and dental supplies, to include OTC medications.
6. Per Diem Registered Nurse – The Registered Nurse must be licensed by NYS Department of Education to practice in New York State.
7. Per Diem Social Worker – The Social Worker shall have a NYS MSW issued by the NYS Department of Education.



#### 4. **HISTORICAL USAGE DATA**

##### **A. Pursuant to the option of absorbing existing staff, these are the current salaries for the following positions?**

1. HSA Clerical (Senior Typist/Billing): \$50,800
2. Medical Billing Clerk: \$45,040
3. Head Nurse: \$81,075
4. Assistant Head Nurse Positions: \$102,080
5. Registered Nurse Positions: \$58,655 to \$84,780
6. Health Records Assistant: \$66,830
7. Social Workers: \$80,750
8. Case Managers: \$52,495- \$52,970
9. Substance Abuse Counselor: \$56,770
10. Sr. Typist: \$20,625 (PT)

##### **B. Healthcare services statistics on average as follows:**

1. Number of inmates with HIV/AIDS – 1-2 per month
2. Number of inmates with Hepatitis C - 1 per month
3. Number of inmates receiving dialysis treatments - 0 per month
4. Number of dialysis treatments - 0 per month
5. Number of inmates with hypertension - 10 per month
6. Number of inmates with diabetes - 10 per month
7. Number of patients seen in Sick Call – 10-15 per day
8. Number of ER trips – 2-3 per month
9. Number of admissions and number of days patients in hospital - Admitted: 1 per month, Hospital stay: 2-4 days
10. Number of pregnant inmates; number of deliveries – 1
11. Number of inmates on suicide watch - 25 per month
12. Number of suicide attempts. Number of successful suicides - Attempts: 0-1, Successful: 0
13. Number of deaths other than suicides. 1
14. Number of dental visits - 40 per month
15. Number of x-rays taken on-site - 20 per month
16. Number of positive PPDs - 15 per month
17. Average sick calls are 10-15 inmates per day for MD. Total sick calls including triage average about 20 per day.
18. Average inmate trips to the hospital are about 3-4 per week from Jail. Additional trips from triage.
19. Suicide watches: 1-2 per day

##### **C. Diagnostic Services**

###### **X-Ray Usage Analysis:**

	2017-2018	2018-2019
X-Rays	220	252
Stat X-Rays	0	30
EKG	0	50
Stat EKG	0	20
Echocardiogram	0	2
Sonograms	21	25
DVT (Doppler)	1	5



Edwin J. Day, County Executive

**TITLE: Physician and Medical Services for the Rockland County Correctional Center**

**RFP NUMBER: RFP-RC-2019-024**

Pacemaker Checks	0	0
Holter Monitoring	0	0

Annual Estimated Expenditures \$9,000.00

**D. Pharmacy Usage**

Annual Estimated Expenditures: \$200,000 - \$220,000

**E. Laboratory Services**

Annual Estimated Expenditures: \$20,000 - \$25,000

**5. SPECIFICATIONS FOR PATIENT CARE**

It is the goal of the County to have the Respondent provide comprehensive medical and mental health services for the inmates of its correctional facility in coordination with county staff. It is the County's further goal that the health services meet, or exceed, nationally recognized standards, and that they are provided by competent credentialed health care professionals under a program managed by professional administrators in a manner that insures cost-effective results. The Medical Director and Psychiatrists shall provide care consistent with Commission on Accreditation standards and community health standards. All care shall be coordinated with the County's Correctional Health Care Administrator. Proposals shall address:

**A. Provisions for Receiving Screening**

1. Persons who require immediate emergency attention should be referred for off-site emergency care. Persons who need to be seen by a physician or mental health professional are to be referred for such evaluation and care. Screening is to include testing for tuberculosis.
2. A Health Assessment by RN within 4-8 hours.

**B. Mental Health Care**

1. Suicide Risk Identification and Prevention - Inmates thought to be at risk for self-harm are identified at intake by corrections using the NYS Commission of Correction/ Office of Mental Health Suicide Screening Guidelines questionnaire and are evaluated within 24 hours by a psychiatrist or a social worker depending on the level of suicide watch.
2. Screening - All inmates, upon admittance to the jail, receive a mental health screening administered by a registered nurse as part of the inmate's Correctional Health Services Inmate Health History. Inmates with positive screening are referred to Behavioral Health Services for further assessment of their mental health and substance abuse treatment needs.
3. Assessment - New inmates with positive mental health screening are referred by Correctional Health Services to Behavioral Health for assessment and are seen by some and, at times, all members of the Behavioral Health Team using specific criteria regarding the level of mental health need and the presence of past or present substance abuse and treatment. Psychiatrists, social workers and substance abuse counselors' complete evaluations of referred inmates to aid in diagnosis, treatment and discharge planning.

4. Crisis Intervention and Stabilization - New or existing inmates in crisis are evaluated by the psychiatrist and followed up by a social worker as needed as they become stable through medication and, or, counseling.
5. Psychotherapy - The Behavioral Health social workers see inmates, as time allows, for individual therapy. Currently, there is a men's group that meets once weekly.
6. Psycho tropic Medication - Psycho tropic medication evaluation and management are provided by psychiatrists at the jail for inmates with serious and persistent mental illness (SPMI) and others with mental disorders who would benefit from medication.
7. Referrals to Psychiatric Hospitals - Inmates thought to be an imminent danger to themselves or others because of their psychiatric illness and who cannot be stabilized safely in the correctional facility are transferred to state forensic hospitals using Corrections Laws 508 and 402
8. Competency Evaluations - Behavioral Health staff are often instrumental in the court's ordering of CPL 730 mental competency evaluations and assist corrections in the inmate's placement in forensic hospitals when appropriate.
9. Court Ordered Mental Health Evaluations (CPL - 390.30) Behavioral Health social workers complete court ordered mental health evaluations of inmates to aid in the criminal sentencing process.
10. Drug and Alcohol Services - A substance abuse counselor provides assessment, individual counseling, discharge planning and alternatives to incarceration for inmates. The substance abuse counselor works in collaboration with the local treatment courts in assessing and referring inmates to treatment facilities. The substance abuse counselor works with the New York State Division of Parole on providing viable treatment alternatives for incarcerated parolees. Behavioral Health also works with individual courts and attorneys, independently, on substance abuse treatment alternatives to incarceration.
11. Transitional Management - The transitional manager works with the Rockland County Department of Social Services in gaining entitlements, pre-release, for inmates being transferred directly from the jail to inpatient rehabs and residential substance abuse treatment facilities. The transitional manager works with the Single Point of Access Committee (SPOA) in referring mentally ill inmates to local community residences and for case management services. The transitional manager also works with the Rockland County Dept. of Social Services on their Homeless Intervention Project (HIP). If Behavioral Health inmate-clients have no place to return to upon release from the jail HIP will attempt to place those inmates willing to attend treatment upon release into local boarding houses and, if necessary, will, at least, provide bus fare to the nearest homeless shelter. The transitional manager interviews all inmates taking psycho tropic medication and arranges for them to be released with prescriptions for their medication and registers them for the Medication Grant Program which allows them to fill their prescriptions immediately upon release from jail. The transitional manager also arranges intake appointments for Behavioral Health inmate-clients with mental health and substance abuse treatment providers upon their release from jail.

12. Mental Health Alternatives to Incarceration - Behavioral Health staff work formally with referrals of mentally ill inmates to the Mental Health Alternatives to Incarceration Program (MHATI). Staff also works independently with courts and defendants' attorneys on individual treatment alternatives.
13. Interdisciplinary Meetings - Behavioral Health participates with Correctional Health Services and Corrections in daily interdisciplinary meetings that review inmates in crisis and those with special needs.
14. Training - The Behavioral Health Team provides training in the jail. The Behavioral Health Coordinator is a certified Suicide Prevention Trainer and participates in the training of new corrections officers and sheriff's deputies in suicide prevention. The psychiatrist and a county social worker provide mental health training to correctional health service personnel.
15. Behavioral Health Team Staffing Provided by the County.
  - 1 Full Time Social Worker
  - 1 Full Time Substance Abuse Counselor
  - 2 Full Time Case Managers
  - 1 Part Time Clerk = 17 hours

The Behavioral Health Team provides psychiatric evaluation, behavioral health assessments, substance abuse services, medication management and psychiatric stabilization in collaboration with Correctional Health Services and Corrections as part of an ongoing strategic risk management plan at the facility. The Behavioral Health Team provides consultation to Correctional Health and Corrections staff in identifying and managing behavioral health issues that emerge during an inmate's incarceration. Inmates placed on suicide watch as well as inmates with serious and persistent mental illness are a priority focus for the Behavioral Health Team. Behavioral Health works closely with community providers and agencies, criminal justice entities, judicial and legal services and family members to develop post release service plans for the inmates in order to promote continuity of care upon release and alternatives to incarceration. The Behavioral Health Service plays a critical role in the ongoing risk management of the correctional environment.

### **Behavioral Health Program Description**

**Suicide Risk Identification and Prevention** - Inmates thought to be at risk for self-harm are identified at intake by corrections using the NYS Commission of Correction/Office of Mental Health Suicide Screening Guidelines questionnaire and are evaluated within twenty-four (24) hours by a psychiatrist or a social worker depending on the level of suicide watch.

**Screening** - All inmates, upon admittance to the jail, receive a mental health screening administered by a registered nurse as part of the inmate's Correctional Health Services Inmate Health History. Inmates with positive screening are referred to Behavioral Health Services for further assessment of their health and substance abuse treatment needs.

**Assessment** - New Inmates with positive mental health screening are referred by Correctional Health Services to Behavioral Health for assessment and are seen by some and, at times, all members of the Behavioral Health Team using specific criteria regarding

the level of mental health need and the presence of past or present substance abuse and treatment. Psychiatrists, social workers and substance abuse counselors' complete evaluations of referred inmates to aid in diagnosis, treatment and discharge planning.

Crisis Intervention and Stabilization - New or existing inmates in crisis are evaluated by the psychiatrist and followed up by a social worker as needed as they become stable through medication and, or, counseling.

Psychotherapy - The Behavioral Health social workers see inmates, as time allows, for individual therapy. Currently, there is a men's group that meets once weekly.

Psycho tropic Medication - Psycho tropic medication evaluation and management are provided by psychiatrists at the jail for inmates with serious and persistent mental illness (SPMI) and others with mental disorders who would benefit from medication.

Referrals to Psychiatric Hospitals - Inmates thought to be in imminent danger to themselves or others because of their psychiatric illness and who cannot be stabilized safely in the correctional facility are transferred to state forensic hospitals using Corrections Laws 508 and 402.

Competency Evaluations - Behavioral Health staff are often instrumental in the court's ordering of CPL 730 mental competency evaluations and assist corrections in the inmate's placement in forensic hospitals when appropriate.  
Court Ordered Mental Health Evaluations (CPL - 390.30) Behavioral Health social workers complete court ordered mental health evaluations of inmates to aid in the criminal sentencing process.

Drug and Alcohol Services - A substance abuse counselor provides assessment, individual counseling, discharge planning and alternatives to incarceration for inmates. The substance abuse counselor works in collaboration with the local treatment courts in assessing and referring inmates to treatment facilities. The substance abuse counselor works with the New York State Division of Parole on providing viable treatment alternatives for incarcerated parolees. Behavioral Health also works with individual courts and attorneys, independently, on substance abuse treatment alternatives to incarceration.

Transitional Management - The transitional manager works with the Rockland County Department of social Services in gaining entitlements, pre-release, for inmates being transferred directly from the jail to inpatient rehabs and residential substance abuse treatment facilities. The transitional manager works with the Single Point of Access Committee (SPOA) in referring mentally ill inmates to local community residences and for case management services. The transitional manager also works with the Rockland County Department of Social Services on their Homeless Intervention Project (HIP). If Behavioral Health inmate-clients have no place to return to upon release from the jail, HIP will attempt to place those inmates willing to attend treatment upon release into local boarding houses and, if necessary, will, at least, provide bus fare to the nearest homeless shelter. The transitional manager interviews all inmates taking psycho tropic medication and arranges for them to be released with prescriptions for their medication and registers them for the Medication Grant Program which allows them to fill their prescriptions immediately upon release from jail. The

transitional manager also arranges intake appointments for Behavioral Health inmate-clients with mental health and substance abuse treatment providers upon their release from jail.

Mental Health Alternatives to Incarceration - Behavioral Health staff work formally with referrals of mentally ill inmates to the Mental Health Alternatives to Incarceration Program (MHATI). Staff also works independently with courts and defendants' attorneys on individual treatment alternatives.

Interdisciplinary Meetings - Behavioral Health participates with Correctional Health Services and Corrections in daily interdisciplinary meetings that review inmates in crisis and those with special needs.

Training - The Behavioral Health Team provides training in the jail. The Behavioral Health Coordinator is a certified Suicide Prevention Trainer and participates in the training of new corrections officers and sheriff's deputies in suicide prevention. A psychiatrist and a social worker provide mental health training to health service personnel.

**C. Hospital Inpatient and Emergency Care**

Inmates requiring this level of care shall be referred to local health care facilities with the County maintaining financial responsibility.

**D. Special Needs Patients**

Chronically ill, or those who have communicable disease, or who are physically handicapped, or elderly with problems associated with the aging process, or terminally ill, or who have special mental health needs, or are developmentally disabled, including detox cases, and pregnant inmates.

**E. Daily Triage, Access to Care, and Sick Call**

The plan should indicate how sick call requests will be made and transmitted to health staff, how and when sick call visits will be scheduled, the proposed maximum time to elapse before the inmate sees the appropriate staff member, and the level of staff that will attend to inmates requesting sick call. The Respondent should include in its description how it will respond to non-emergent requests for care, its proposed handling the regular continuing care of patients with chronic illnesses.

**F. Special Diets**

The Respondent should indicate how it will meet the needs of patients for therapeutic (special) diets through its system for ordering same and any proposed follow-up.

**G. Diagnostics**

The Respondent should indicate how it will manage the need for diagnostic services, through existing county contracts if the County does not exercise the option for the Provider to provide these services.

**H. Specialists, Consultants**

The Respondent should indicate how it will manage the need for specialty care, through existing county contracts. Please note that it is in the interest of the County to keep the cost and staffing for transporting inmates off-site for medical consults at a minimum,



consistent, however, with proper attention to their medical, dental and mental health needs.

*I.* HIV Testing

The Contractor will have the responsibility for the (inmate) voluntary HIV counseling and testing.

Proposals may include such other services as the Respondent wishes to identify and provide.

**6. MEDICAL SERVICES**

- A. Each inmate will receive health screening/assessment by RN within 4-8 hours and will be examined by the physician or his/her designee within 14 days.
- B. Every inmate who at the time of admission appears to be physically incapacitated and/or at high risk for withdrawal due to drug or alcohol intoxications shall be examined immediately by the physician, if no Doctor is on duty the inmate shall be referred to a local hospital.
- C. No medication or medical treatment shall be dispensed to an inmate except as authorized or prescribed by the physician.
- D. All prescription medications shall be stored in a safe and secure manner to ensure control only by authorized personnel designated as such by the physician. If a controlled substance or other toxic or dangerous drug is kept at the facility, such facility must maintain additionally secure storage facilities and adequate records of dispensing including perpetual inventory record.
- E. Conduct pre-employment physicals for new hires at the Rockland County Correctional Center and provide emergency medical care for all staff and visitors.
- F. Definite arrangements shall be made to ensure the prompt transportation of an inmate to a hospital or other appropriate medical facility in emergency situations, the cost of which will be paid for by the jail.
- G. Appropriate and optimal use shall be made of community medical and mental health facilities, services and personnel. Dental services are currently provided through a local dentist under an existing contract with the County.
- H. Adequate health service and medical records shall be maintained which shall include but shall not necessarily be limited to such data as: name of inmate, diagnosis of complaint, medication and/or treatment prescribed. A record shall also be maintained of medications prescribed by the physician and dispensed to an inmate by a staff person. The County is currently COREMR for Electronic Medical Records at the jail. The contracted provider will be required to utilize this system.
- I. General nursing and medical standards will be adhered to so that neither the nurse nor the physician operate outside their scope of practice. (For example, all telephone orders taken by the nurse must be countersigned within forty-eight (48) hours for psychiatric issues and two (2) business days for medical issues.

- J. Standing Orders will be developed, amended and reviewed by the Medical Administrator, Medical Director and Chief of Corrections. The Sheriff or his designee can request the Medical Director to attend meetings as needed in relation to the Medical Operation of the Facility.
- K. The Medical Director will work collaboratively with other local physicians. Mental Health Services will be provided through the psychiatrist who will make recommendations for treatment regimens. Diagnosis and best response differences will be mutually discussed with the Medical Director; however, the final decision on psychiatric care rests with the psychiatrist. It is preferred that the psychiatrist be eligible to be designated by the Commissioner of Mental Health under Mental Hygiene Law Article 9. The Medical Director has the responsibility for full coordination of medical care.

## **7. SELECTION CRITERIA**

### **A. Evaluation**

Proposals will be evaluated in accordance with applicable County of Rockland procurement policies and procedures. Evaluation will be performed to determine the offeror's understanding of work to be performed, technical approach, potential for completing the work as specified in the Statement of Objectives, cost reasonableness, the probable cost to the County, and ranking with competing offerors.

The evaluation of proposals will be conducted in two phases. In Phase I, the technical portion of the proposals will be read. Any submission packages that are not complete and do not address all the categories in the RFP will not be given further consideration. Complete submission packages will be review and rated, resulting in a scored evaluation which will move them to Phase II – Final Selection.

#### **Criteria for Evaluation of Technical Proposal – Phase I**

- Completeness of Submission Package
- Overall credibility, experience and credentials of proposed management team and primary /secondary officers of the Proposer's Organization, including their professional ability to implement new programs while maintaining top quality accredited care
- Comprehensive Health Services Program Plan: Does it demonstrate an ability to provide cost-effective quality care, experienced management, and a successful organizational track record. Is it evident in the service delivery model and well documented in the operational and programmatic sections of the Plan?
- Has the Proposer been consistently successful in maintaining acceptable levels of staffing and demonstrated ability to retain adequate human resources within various institutional settings?
- Submission Packet addresses new and innovative ways to provide service and technology
- Credentials and performance records of proposed on-site supervision staff/management team
- Provider/management candidate resumes and interviews if necessary.



- Quality assurance, experience and success with accreditation and relationship with NYCOC.
- Proposed Cost

**Final Selection - Phase II**

- After proposals are reviewed by a selection committee, interviews and presentations shall be conducted with the highest ranked organizations. Proposers should be prepared to make presentations
- The final selection will be based on those operational factors determined to be in the County's and the Rockland County Correctional Center's best interest. The County is not obligated to take the lowest annual Cost Proposal.

**B. Rejection of Proposals**

The County reserves the right to reject in whole or in part, any and all proposals received by reason of this Request for Proposals. The County will not pay for any information herein requested, nor will the County be responsible for any costs incurred by the Proposers in developing their response to the RFP. All proposals shall become the property of the County upon submission.

**C. Award**

The final award will be made to the Proposer who best meets the above stated criteria and who, in the sole and exclusive judgment of Rockland County, is best able to manage and provide the medical and health care delivery system required at the Rockland County Correctional Center. All Proposers will be notified as to the County's decision upon completion of proposal selection. Upon selection, the designated Provider will enter into a formal contract with the County like the Sample Contract in the RFP. A pre-contract meeting will be required.

**DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION**

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**Paul Brennan, FNIGP, CPPO**  
*Director of Purchasing*

**ADDENDUM # 2**

**RFP #RFP-RC-2019-024**

**Physician and Medical Services for the Rockland County Correctional Center**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

**NOTE: Page 9, Section 2C – SCOPE OF WORK – Delete this section**

**Question #1: Page 12 #7, The Psychologist shall provide CPL 730 for individuals incarcerated in the Rockland County Jail, consistent with New York State Law. Does this requirement intend for the Psychologists to conduct competency evaluations for the court? If so, are the evaluations for the same inmates that the Psychologist is treating for general mental health issues?**

**Response #1: CPL - We may request that the psychologist complete a 730 CPL. The psychologist may or may not be treating the inmate.**

**Question #2: Page 17 #8 and #9, Competency Evaluations and Court ordered Mental Health Evaluations. Are these evaluations required to be completed by MHPs who provide the inmate's treatment?**

**Response #2: CPL 730 – The CPL can only be completed by PhD or an MD. Other behavioral staff can complete other behavioral health assessments.**

**Question #3: Page 5, Price Guarantee. Please confirm that the Medical Services component of the CPI will be the applicable CPI Index??**

**Response #3: Yes.**

**Question #4: Page 24 Section 4, Protected Information. Will it be acceptable to include confidential information as a separate file labeled as such?**

**Response #4: Yes**

**Question #5: Page #14, #2, Pharmacy Services. Will the County accept a cost proposal for pharmacy services that carves out the financial responsibility for medications used for the treatment of infectious diseases, such as HIV/AIDS and Hepatitis C?**

**Response #5: Yes.**

**Question #6: Page 24, #2C – It appears that the requirement for a Statement of Work may not be applicable since detailed information about the Contractor’s approach to achieving the County’s goals and objectives will be provided in the course of responding to the requirements of Section 2. A and 2. B on page 24. Please confirm whether the SOW is required or not.**

**Response #6: Page 24, #2C – Remove this section as a Statement of Work is not applicable.**

**Question #7: Page 26, Cost Proposal Template. Please confirm that the All Inclusive Daily Cost for the per diem Registered Nurse and the per diem social worker is for an Eight hour shift. Also, should a separate cost be provided based on a specific shift (day, evening, night and/or the day of the week (weekday or weekend)?**

**Response #7: Yes. It is an eight (8) hour shift. See new attached Cost Proposal Pages.**

**Question #8: Page 26, Cost Proposal Template. Should a separate per diem cost be provided based on the specific shift (day, evening, night) and/or the day of the week (weekday or weekend)?**

**Response #8: Yes. See new attached Cost Proposal Pages.**

**Question # 9: Page 26, Cost Proposal Template. Please confirm that the All Inclusive monthly cost for the Optional Nursing and Clerical Staffing should include two (2) Assistant Head Nurses?**

**Response #9: Yes. See new attached Cost Proposal Pages.**

**Question #10: Page #26, Cost Proposal Template. Please confirm that the All Inclusive monthly cost for the Optional Behavioral Health Team should include a Mental Health Clerk/Typist (1-PT) is for twenty (20) hours per week? Will the County provide an update form reflecting this?**

**Response #10: Yes, the Mental Health Clerk (1-PT) shall be required for 20 Hours per week.**

**SIGNED:**

*Paul J. Brennan*

**PAUL J. BRENNAN, FNIGP, CPPO  
DIRECTOR OF PURCHASING**

**ADDENDUM  
10/10/19**