

Request for Proposal: On call Physicians

The Plumas County Sheriff's Office is responsible for the Plumas County Correctional Facility, and the inmates which are held in that facility. Among the responsibilities of the Plumas County Sheriff's Office is to provide quality, respectful medical services to the inmates of the facility.

The purpose for this Request for Proposal is to seek and enter into a contract with a Medical Director to oversee the medical services contractors.

Scope of Work

Services to be provided by the contractor to the Plumas County Correctional Facility, and the amounts of the services, shall be as follows:

- A) On-Call: Physicians shall provide on-call services between 5 p.m. and 8 am. Monday through Friday, as well as weekends and holidays. Physicians will respond within thirty minutes to perform screening medical triage as defined below.
- B) Triage: Triage will consist of phone conversations with jail nurse and/or correctional officers to determine urgency of medical need and appropriate plan for further medical evaluation.
- C) Medical Evaluation: Urgent life threatening inmate issues shall be handled through the Emergency Medical System while simultaneously notifying the on-call physician. No delay should be incurred by waiting for the on-call physician to respond. Physician may mitigate EMS services through direct communication with paramedics or EMTS.
 - 1) Semi-urgent, non-life threatening issues will be handled through direct communication between the on-call physician and the on-call nurse. In most cases, the on-call nurse shall evaluate the inmate in person in a time frame reasonable to appropriately address the medical need at hand.
 - 2) Non-urgent issues shall generally be addressed by the jail nurse during normal "sick call" hours.
- D) Supervision: Physicians agree to provide "sick call", "call-back" and "on-call" supervision to jail nurse via phone consultation. This may include telemedicine when deemed appropriate, when

equipment becomes available. Physicians agree to report any medical service issues and work with the contracted Medical Director to rectify medical services to inmates.

- E) Site Visits: Contracted physicians will perform site visits once weekly to perform face-to-face medical evaluations on inmates referred by the jail nurse. Physician will address any concerns brought forward by the jail staff. This onsite visit will generally occur on Fridays at 8:00 a.m. but may vary to accommodate physician schedules.
- F) Medications: Physicians shall be solely responsible for prescribing inmate medications. Physician may direct the jail nurse to carry out dispensing of medications in conjunction with correctional officers.
- G) Procedures: Minor office and surgical procedures may be performed by contracted physicians (i.e. joint injections, wound debridement, splinting, etc) as deemed medically appropriate. Traumas, including suspected fractures, dislocations, lacerations requiring repair, head injuries or injuries requiring imaging, i.e. x-rays, will be evaluated in the emergency room.

Other Minimum Qualifications

Physicians shall have all necessary licenses from the appropriate licensing agencies, and such licenses shall be current and in good standing. The contractor shall provide copies of those licenses to the Plumas County Sheriff's Office upon request.

The contractor and all professionals providing services under this contract must be covered by general commercial liability and professional malpractice liability insurance policies with minimum coverage limits no less than \$1,000,000. Responding parties shall submit Certificates of Insurance evidencing such coverage as part of their proposals. Failure to include these Certificates of Insurance in a proposal may result in the rejection of that proposal.

Contract Term

The Plumas County Correctional Facility is currently under contract with a nursing services provider. The term of the contract is one (1) year and ends on June 30th, 2024. This Request for Proposals is for the one-year period beginning July 1, 2024 and ending June 30, 2025. Up to two (2) County-held one-year renewal options may be negotiated.

Submission of Proposals

Each proposal must contain an original signature of a party authorized to act as an agent of the responding contractor. All proposals shall be submitted, in triplicate, in a sealed envelope to:

Commander Steve Clark
1400 East Main Street
Quincy, Ca 95971
(530) 283-6390

Proposals must be received by the Sheriff's Office staff no later than 1159 p.m. on April 25th, 2023. Upon receipt, proposals shall be marked with the date and time of the receipt and shall be stored in a secure place until the date and time set for the opening of proposals. Telephonic, telegraphic, emailed, or faxed proposals will not be accepted. Proposals received after 1159 p.m. on April 25th, 2023 will be considered non-responsive and will be rejected.

Questions regarding this Request for Proposals shall be directed to Assistant Sheriff Dean Canalia, at the address and phone number listed above.

The Plumas County Sheriff's Office reserves the right to issue one or more addenda to this RFP if the PCSO deems it necessary to revise or clarify this original RFP.

The Plumas County Sheriff's Office reserves the right to reject any and all submittals and to waive any informality, technical defect or clerical error in any submittal. This RFP is not an offer to contract. The accepted proposal may become part of the contract agreement for furnishing the services.

The cost of developing the proposal and its attachments or enclosures, is the sole responsibility of the responding contractor. The Plumas County Sheriff's Office is not liable for any costs incurred by those responding to this RFP by submitting a proposal.

Evaluation and Award

Proposals will be initially reviewed by a panel appointed by the Plumas County Sheriff's Office administration to verify that each proposal meets all of the minimum, mandatory, and administrative requirements. Those proposals not meeting the minimum, mandatory, and administrative requirements may be deemed non-responsive and given no further consideration. Those remaining after the initial review will then be reviewed by the panel for in-depth evaluation as set forth in the Request for Proposal. Evaluations of the proposals will be made by the panel, which will note any exceptions and record each proposal's scores based on the established criteria. Scores shall be summarized and recorded when the evaluations have been completed.

The evaluation criteria will not be based solely on lowest cost, although cost will be a significant consideration. The review panel will also consider the following additional factors:

1. Experience consistent with the standard of care, diligence and skill ordinarily exercised by professionals in this field.
2. Familiarity with Title 15 of the California Code of Regulations(i.e., correctional health regulations) and all laws that may affect the contractor's performance.
3. Demonstrated ability to work with inmates.
4. Demonstrated ability to work in an unfriendly environment.
5. Demonstrated ability to work within the confines of a correctional facility.
6. Reputation, financial resources, and past performance history.

Discussions and/or interviews may be conducted with responding contractors who have submitted proposals determined to be reasonably susceptible of being selected for award. The evaluation panel may re-evaluate the proposals and revise proposal scores after these discussions and/or interviews. The evaluation panel shall then make a written award recommendation to the Plumas County Sheriff based on its final proposal scores. The Plumas County Sheriff shall then make the final selection, subject to the approval of the Plumas County Board of Supervisors. The Plumas County Sheriff's Office shall notify in writing all parties that submitted proposals of the award recommendation and the proposed award date.

The winning contractor will be required to execute a contract on the Plumas County standard form contract. A copy of the contract is available on request from the Plumas County Sheriff's Office.

Protests and Appeals

Any directly affected party who is aggrieved in connection with the solicitation or award of a purchase order or contract issued through a formal sealed proposal procedure may protest the procurement action taken. Such protests must be filed in writing with:

County of Plumas
Purchasing Agent
520 Main Street, Room 309
Quincy, CA 95971

Protests must be filed in writing within five (5) working days from the time of the occurrence generating the protest. Protests received after this time will not be considered. Any protest shall include the following information:

1. The date and action taken resulting in a protest, and
2. Identify the material issue, including a detailed explanation of the basis for the protest, and the remedy sought.

Upon receipt of protest, the Purchasing Agent will convene, at the earliest possible convenience, discussions between the protesting party and appropriate County staff to seek informal resolution and/or to clarify the issues. If the protest is not resolved by mutual agreement, the Purchasing Agent shall provide a written response to the protesting party within fifteen (15) working days following the informal meeting. The response shall state the Purchasing Agent's decision, the facts supporting the decision, and shall inform the protesting party of its right to appeal the decision to the Board of Supervisors.

Plumas County RFP for Plumas County Correctional Facility	
Date: 03/18/2024	Release of RFP
Date: 04/02/2024	Written questions from Offeror's due 4: P.M.
Date: 04/15/2024	RFP closing date
Date: 04/16/2024	Begin evaluation of proposals
Date: 05/15/2024	Recommendation of Award presented to Board of Supervisors for approval.
Date: 07/01/2024	Contract start date.

-Please refer all questions to Commander Steve Clark, sclark@pcso.net.

-Submit proposals to 1400 E. Main Street, Quincy, Ca, 95971.

Approved as to form:



Joshua Brechtel, Attorney
County Counsel's Office