

COUNTY OF COLE – MISSOURI



REQUEST FOR QUALIFICATIONS 2025-PS05: INMATE MEDICAL SERVICES

RESPONSES SHALL BE ACCEPTED THROUGH

FRIDAY, MAY 16, 2025 AT 4:30 p.m. CENTRAL

AND RECEIVED AT:

**COLE COUNTY COMMISSION
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MO 65101**

Company Name (If Applicable)

Direct Contact Name (Typed/Printed)

Mailing Address

Title

City/State/Zip

Email

Office Telephone Number

Direct Line or Extension

COLE COUNTY COMMISSION

PURCHASING

311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MISSOURI 65101

1.0 INTRODUCTION

- 1.1 NOTICE.** Notice is hereby given that the County of Cole (hereinafter “County”) is accepting responses from qualified businesses or professionals for the provision of professional and responsive healthcare services to inmates of the Cole County Jail.

This Request for Qualifications (RFQ) provides interested parties with information needed to formalize their interest in providing the inmate medical services contemplated herein. This process is intended to identify potential vendors with which the County may, at its sole discretion, choose to enter into an agreement. It is expressly understood and agreed that the County is not required or obligated to enter into an agreement with any respondent. All negotiations are subject to consideration and discretionary approval by the Cole County Commission.

- 1.2 GENERAL INSTRUCTIONS.** Before submitting qualifications, each potential respondent is to familiarize itself with this document in its entirety as well as all laws, regulations and other factors potentially affecting its performance.

- 1.3 CONTACT INFORMATION.** Written questions for clarification concerning this opportunity should be directed to:

Jessica Bryant
jbryant@colecouny.org

- 1.4 INSTRUCTIONS.** The County will accept responses through **4:30 pm Central on May 16, 2025.**

Submissions received in response to this RFQ may be delivered electronically to jbryant@colecouny.org or may be delivered in a sealed envelope and addressed as follows:

Cole County Commission Office
Inmate Medical Services
311 East High Street, Room 200
Jefferson City, MO 65101

- 1.5 ESTIMATED TIMELINE.**

DATE	EVENT
April 13, 2025	Issuance of RFQ
May 9, 2025	Responses to all questions received posted at www.colecounty.org
May 16, 2025	Responses due at or before 4:30pm Central

1.6 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.

2.0 SCOPE OF WORK.

2.1 **OVERVIEW.** The County seeks the submittal of information from vendors interested in providing medical services for the Cole County Jail. The County is seeking eight (8), ten (10), or twelve (12) hour medical services with a Registered Nurse (RN) or a Licensed Practical Nurse (LPN) or the combination of both. The County is also seeing to have a Mental Health Counselor/Professional available onsite eight (8) or none (9) hours per week. A psychiatrist must also be available to see inmates in house or via telehealth, as needed. Contractor will provide “as needed” medical service for the Cole County Jail. The Cole County Jail estimates to have 110 County Inmates and 50 Federal Inmates. Cole County will only reimburse contractor at the rates listed in the rate schedule attached. All vendor(s) must comply with the rates listed in this schedule.

The vendor shall perform medical services for the Cole County Jail as specified herein, but not limited to, and in accordance with generally accepted professional standards, and shall comply with all applicable state, federal, and local laws, ordinances, rules, and regulations relating to the services performed here;

- The vendor will provide professional care and treat inmates and other detainees within the Cole County Jail.
- The vendor will provide both routine and emergency medical procedures, if and when is necessary.
- The vendor is responsible for routine health care of inmates with certain preexisting medical conditions. This might include, but not limited to, high blood pressure, diabetes, and seizure disorders. It is also the responsibility of the contractor to treat inmates who have developed an acute or chronic illness.

2.2 **REQUIREMENTS.** All licensed staff assigned to perform under the contract shall maintain their professional licensure in good standing with the State of Missouri throughout the duration of the contract. Professional titles and qualifications of personnel assigned to perform services under the contract shall comply with applicable Missouri Statute, e.g., Chapter 334 RSMo, regarding Medical Practitioners, Chapter 335 RSMo, regarding Nurses, etc.

- The vendor must provide coverage described herein for medical services, and shall provide equal or better substitute coverage in the event scheduled staff cannot be available. Any coverage for which the contractor fails to find substitute staffed shall be credited in full to the County; the County reserves the right or other legal remedies in the event staffing requirements are not met by the vendor.
- When approved by the Sheriff or his authorized designee, hours worked excess of the contracted amount shall be billed monthly to the County at the vendor’s current wage and benefit rate.
- The vendor shall provide on-site licensed nursing coverage. The vendor shall provide pricing for eight (8), ten (10), and twelve (12) hour nursing with a RN and a LPN rates and the combination of using both RN and LPN. The vendor shall provide a Mental Health Counselor/Professional available onsite eight (8) or nine (9) hours per week. A Psychiatrist must also be available to see inmates via in person or telehealth, as needed.

- The vendor's staff including any sub-contracted staff must operate within the requirements of Cole County Sheriff's policies, procedures, and protocols as communicated to the vendor's staff, including sub-contracted staff, by the Sheriff or designee. The vendor shall understand and agree that such policies, procedures, and protocols may change from time to time; in the event of any modification, the Sheriff or designee will promptly notify the vendor's staff. All policies, procedures, and protocols regarding operations within the Cole County Jail shall at all times remain property of the Cole County Sheriff and shall remain at the Jail after termination of the contract.

- The vendor shall provide the County with a complete list of employees assigned to perform medical services under the contract. All employees of the vendor shall be subject to the approval of the County that will include a criminal background check. The vendor shall submit to the Cole County Sheriff's Department the name, date of birth, Social Security Number, and driver's license number. The vendor shall be responsible for keeping the staff listing current and shall immediately notify the Sheriff's Department regarding any employee termination.

- All vendor personnel must follow all County security rules, regulations, and policies. The County reserves the right to reject admittance to any person who may constitute a security risk in the sole opinion of the Cole County Sheriff's Department, or to otherwise require that person's termination for contract work. The vendor shall be responsible for fingerprinting cost.

- The vendor shall provide, and pay for, all disposable medical supplies intended for a one-time use. This would NOT include any reusable medical supplies. Disposable medical supplies include, but are not limited to, Band-Aids, gloves, face masks, medical tape, gauze pads, blood sugar strips, and syringes.

- The vendor shall provide national brand or generic pharmaceuticals prescribed by a physician. The contractor shall provide the generic pharmaceuticals if available as a first choice for any prescription or non-prescription item.

- The practitioner is required to provide appropriate care, make formal decisions, and be held accountable for their position. For example, if the care can be managed within the facility, then the practitioner must accomplish that; **not every medical protocol can be referred to the emergency room.**

2.3 ON-SITE SERVICES

2.3.1 **COUNTY AND NON-COUNTY INMATES.** The vendor shall be required to provide for County inmates, at minimum, the following:

- On-site evaluation and medical care;

- Mental health crisis intervention, as well as including Jail-Based Medication Assisted Treatment (MAT) for opioid addiction, if practical;

- Purchasing, dispensing, recording, administration, and storage of all pharmaceuticals by qualified personnel and for the proper storage of syringes, needles, and instruments. Pharmaceutical distribution to inmates is required seven (7) days per week and may be done by nursing staff;
- On-site laboratory testing to include finger-stick blood sugar, urine dipstick for pregnancy and/or infection;
- TB skin tests for inmates as directed by Sheriff;
- Disposal of all medical waste and disposable medical supplies intended for one-time use, including infectious or hazardous waste. The materials must be removed from the facility and disposed of as regulated by State, Federal, and local laws. All related costs shall be at the expense of the contractor.
- Dental triage screenings, in accordance with criteria established by a licensed dentist, for the purpose of identifying patients in need of serious dental services. Successful vendor shall not provide or be financially responsible for the cost of dental services;
- The County is requesting that a practitioner will visit the facility weekly, or otherwise set up by the County, and must stay at the facility until all their work is complete and all patients have been seen. The practitioner must be available by telephone for the County. The medical staff must be on an on-call basis for twenty-four (24) hours a day, seven (7) days a week.

2.4 **SHERIFF JAIL STAFF.** The vendor shall provide for the Sheriff Jail Staff the following if and as directed by the Sheriff.

- Pre-employment physicals for jail staff
- TB skin tests for jail staff. The vendor's nursing staff will administer TB testing for the Sheriff's employees, as scheduled, and required by the Sheriff, with the County providing the serum. The Sheriff may opt to have the vendor secure the serum through the correctional pharmacy and have the pharmacy invoice the Sheriff directly to all the County to secure the serum at the best possible price.

2.5 **MISCELLANEOUS DUTIES AND OBLIGATIONS**

- **COLLECTION OF DNA/PHYSICAL EVIDENCE.** The vendor shall perform the collection of physical evidence (hair, blood, saliva) for the purpose of DNA testing on-site with signed consent from the inmate in accordance with applicable NCCHC guidelines. Court-ordered collection of physical evidence shall be referred to the appropriate facility or emergency room. Financial responsibility for said costs shall be at the County's.
- **BODY CAVITY SEARCHES.** The vendor shall perform body cavity searches on-site with signed consent from the inmate in accordance with applicable NCCHC guidelines. Court ordered body

cavity searches shall be referred to the appropriate facility or emergency room. Financial responsibility for said costs shall be the County's.

- **INMATE LABOR.** Inmates are not to be employed or otherwise engaged by the vendor in either direct or indirect rendering of any health care services.
- **EMERGENCY CARE.** The medical staff of the vendor will provide emergency treatment to visitors, Sheriff's staff, employees, or subcontractors who become ill or are injured while on the premises. The medical staff will stabilize all patients and refer for recommended treatment or care as needed.
- **HEALTH EDUCATION.** The vendor shall provide health education materials to the jailers for inmate education, as well as the MAT program to work with Mental Health.
- **CARE REPORTS.** The vendor shall, at the scheduled Continuous Quality Improvement quarterly meetings, review the health care reports with the Sheriff or designee concerning the overall operation of the general health of the inmates at the Cole County Jail.
- **MEETINGS.** Vendor shall meet, in accordance with a schedule agreed to by the Sheriff, with the Sheriff or designee concerning procedures within the Cole County Jail and any proposed changes in health-related procedures or other matters, with either party deems necessary.
- **RECORDS.** Vendor shall maintain, cause, or require being maintained complete and accurate medical records for each inmate who has received health care services. Each medical record shall be maintained in accordance with applicable laws, the Missouri Department of Corrections Minimum Standards for Jails and Lockups and the Sheriff's policies and procedures. The medical records shall be kept separate from the inmate's confinement record. A complete copy of the original applicable medical record shall be available to accompany each inmate who is transferred from the Cole County Jail to another location for off-site services or transferred to another institution. Medical records shall be kept confidential, subject to applicable law regarding confidentiality of such records. The vendor shall comply with Missouri and Federal law and the Sheriff's policy with regard to access by inmates and jail staff to medical records. No information contained in the medical records shall be released by the vendor except as provided by the Sheriff's policy, by a court order, or otherwise in accordance with applicable law. At expiration of the contract period, all medical records shall be delivered to and remain with the Sheriff. However, the Sheriff shall provide the vendor with reasonable ongoing access to all medical records even after the expiration of the contract for the purpose of defending litigation.

Inmate medical records shall at all times be the property of the Cole County Sheriff.

The vendor shall make available to the Sheriff, at the Sheriff's request, all records, documents and other papers relating to the direct delivery of health care services to inmates held at the Cole County Jail.

2.6 DUTIES AND OBLIGATIONS OF THE COUNTY

- **SECURITY.** The County will provide security sufficient to enable the vendor and its personnel to safely provide health care services to the inmates. The County shall not be liable for loss or

damage equipment and supplies of the vendor, its agents, employees or subcontractors unless loss or damage was caused by the sole negligence of the County employee(s).

The County shall have full rights to screen the vendor's staff to ensure that they will not constitute a security risk. The County shall have final approval of the employees of the vendor in regards to security/background clearance.

- **OFFICE EQUIPMENT AND UTILITIES.** The Sheriff shall provide use of County-owned office equipment and all necessary utilities in place at the jail's health care facilities.
- **INMATE INFORMATION.** The County shall provide, as needed, information pertaining to inmates that the contract and County mutually identify as reasonable and necessary for the contractor to adequately perform its obligations under this RFQ.

3.0 COMPENSATION AND ADJUSTMENTS

- 3.1 **ANNUAL PRICE/MONTHLY PAYMENTS.** The County and successful respondent shall agree to an annual price and the County shall make monthly payments 1/12th of this amount during the term of this contract.
- 3.2 **QUARTERLY ADJUSTMENTS.** Account reconciliation shall be completed for each fiscal quarter. Adjustments shall be made for variances in the average daily inmate population, non-covered pharmaceuticals purchased, and other expenses such as equipment or services purchased by the successful respondent (with prior approval of the County) on behalf of the County. Per Diem rates for both County and non-County inmates shall be established through the respondents' offer as per the populations stated above.

4.0 EVALUATION AND PROPOSAL REQUIREMENTS.

- 4.1 **EVALUATION.** Evaluation and selection will be based on the information submitted, references, any interviews or presentations that take place, and any other pertinent factors as may arise or be determined.
- 4.2 **SUBMISSION FORMAT.** Qualified parties can formalize their interest in this opportunity by submitting a response outlining their qualifications and experience which shall strictly adhere to the following format:
- 4.2.1 **COVER LETTER.** Respondents should prepare a cover letter, signed by an individual or company representative authorized to bind the individual or company contractually, identifying which portion or portions of the work for which they would like to be considered.
- 4.2.2 **PROFILE AND QUALIFICATIONS.**
- A. **COMPANY HISTORY, EXPERIENCE, AND DEPENDABILITY.** Provide company background as it pertains to the respondent's ability to perform services.
 - B. **REFERENCES.** At least five (5) pertinent, professional references for whom the respondent has serviced similar capacity to what is outline above. Provide the facility name, term of contract, and primary contact name with title and contact information.

- C. **APPROACH.** Describe the Inmate Medical Program being offered, any value-added services that would be provided and any other pertinent information.