



Knox County Board of Commissioners

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REQUEST FOR PROPOSAL FOR JAIL PHYSICIAN AND SUPPORT STAFF AT THE KNOX COUNTY JAIL - MOUNT VERNON, OHIO

INTENT: The Knox County Commissioners and the Knox County Sheriff's Office wish to solicit proposals from Physicians and/or Correctional Medical providers, which employ physicians and support medical staff for inmate care.

Knox County desires to provide professional and responsive health services to adult inmates and detainees of the Knox County Jail (herein after referred to as "the Jail").

Scope of Services to be provided by the winning bid (herein after referred to as "the Provider").

A. GENERAL

The Provider shall administer the health and mental health services and the management services at the Knox County Jail. These services shall be at the Providers cost, and in exchange for the compensation provided herein.

B. ADMINISTRATIVE SERVICES

1. Assist jail administration in the development, drafting, and maintenance of healthcare related policies and procedures that are in accordance to applicable laws within the State of Ohio and existing or added standards set forth by The Ohio Department of Corrections.
2. Serve as liaison between jail administration and contract health-care staff.
3. Serve as liaison between the Knox County Jail and local hospital(s), specialty clinic(s), health department, EMS system, State Jail Inspector(s), mental health agencies and private community health-care providers.
4. Ensure continuous quality improvement monitoring of all health-care operations.
5. Ensure proper record maintenance and potential improvement(s).
6. Provide healthcare related education and training to jail staff on dates and times mutually agreed upon.
7. Enhance existing services or add-on services as available in the future as agreed upon by both parties such as co-pay programming, over-the-counter (OTC) medications, and biohazardous medical waste removal.

C. STAFFING HOURS/COVERAGE

Provider will arrange for professional on-site physician and nursing services for "the Jail" as follows:

1. A total of one (1) on-site service hour per week of a current Ohio Licensed Physician, to be assigned by the provider.
2. A total of fifty-six (56) on-site service hours per week of a current Ohio Licensed Registered Nurse, to be assigned by the provider.
3. A total of twenty-eight (28) on-site service hours per week of a current Ohio Licensed Practical Nurse.

4. Provider shall have a physician and/or registered nurse on-call, 24 hours per day, 7 days per week, including all major holidays within a calendar year.
5. **SPECIFIC STAFFING SERVICES**
 - a) **ASSESSMENT PROVIDER** - will arrange for health assessment of inmates and/or detainees as soon as possible, but no later than 14 calendar days after the arrival of the inmate and/or detainee. The health assessment will follow the guidelines of the Standards for the Jails in Ohio.
 - b) **SCHEDULED SICK CALL** - Provider shall arrange for a qualified healthcare professional to conduct sick calls on a timely basis and a clinical setting. Provider will also be available to see inmates (3) three hours per week, which can be divided up among the week or on (1) one day or however the medical needs of inmates and/or detainees are met with the given guidelines.
 - c) The Provider will need to have access to FDA approved MOUD/SUD medications for jail assisted treatment (Methadone, Buprenorphine, and Naltrexone) in compliance with American Disabilities Act Title II.
 - d) The Provider will provide mental health screening, counseling, care coordination, linkage, and community re-entry support to inmates.

D. MEDICAL SUPPLIES

Provider shall provide and bear the costs for all medical supplies required for the jail. Medical supplies shall be defined as all medical equipment and commodity items with a unit price of \$100 or less. This shall not include office supplies, paper or access to a printer/fax.

E. OFFICE SUPPLIES AND EQUIPMENT

The Jail shall be responsible for providing office supplies and office equipment, such as pens, paper, copier, fax, and phone services as required for the administrative operations of the medical unit.

F. POLICIES AND PROCEDURES

The Provider shall operate within the requirements of the Jail and the State of Ohio Minimum Jail Standards, which directly relate to the provision of medical services. A complete copy of the current policy for the jail is available per request and can be obtained from the Knox County Jail Administrator.

G. INSURANCE COVERAGE

At all times during the term of any agreement, the provider shall maintain the following coverage and limits:

1. **Professional Liability** - Provider shall have in effect Professional Liability Insurance in the amount of one million dollars (\$1,000,000.00).
2. **General Liability** - Provider shall maintain Comprehensive General Liability Insurance in the amount of one million dollars (\$1,000,000.00).
3. **Worker's Compensation** - Provider shall maintain Worker's Compensation coverage pursuant to the Ohio Compensation Act.
4. **Medical Insurance** - At no time will any person the provider employs, be considered an employee of the Knox County Sheriff's Office or the Knox County Commissioner's and medical insurance, worker's compensation, or the accrual of sick or vacation time be provided by the Jail.

H. STAFF SCREENING

The Knox County Sheriff's Office reserves the right to inspect current screenings or conduct a screening of any and all employees, agents or sub-contractors providing services at the jail, to ensure they do not constitute a security threat to inmates and/or staff at the Knox County Jail.

I. PROVIDER STAFF CHANGES

In the event that the jail believes that the services to the required professional and ethical standards are not being provided by any of the provider's employee(s), the jail may request the reassignment of employee(s). Such requests shall be in writing to the provider only after all practical, reasonable and appropriate attempts have been made by the jail and the provider to reach a mutually satisfactory resolution.

Causes for immediate termination or reassignment:

1. Loss of Ohio Medical License
2. Serious misconduct
3. Material violation of the terms of the agreement, subject to reasonable disputes raised in good faith
4. Repeated conduct inconsistent with accepted professional behavior
5. Violations of the jail rules, regulations, policies or procedures

MEDICAL FACTS REGARDING THE KNOX COUNTY JAIL

1. The Knox County Jail has bed capacity of 100 inmates, with ADP of 75.
2. The current medical staff consists of one (1) Doctor and two (2) Registered Nurses.
3. Medical staffing consists of the following: one (1) Doctor 6-8 hours per week (2 hours/3 days per week), one (1) Registered Nurse for 40 hours per week and one (1) Registered Nurse 8-15 hours per week.
4. The Knox County Jail has twenty-eight (28) Full-time Deputies with a minimum staffing of six (6) Deputies between the hours of 08:00-16:00, five (5) Deputies between the hours of 16:00-00:00 and four (4) Deputies between the hours of 00:00-08:00.
5. Current medical staff will be retiring in 2023.
6. Knox County will be responsible for all medical expenses incurred in the treatment of inmates incarcerated at the Knox County Jail.
7. The Knox County Jail currently conducts two (2) medicine passes per 24-hour period.
8. No inmate is to be in possession of any medication without the direct supervision of jail staff.
9. Medication from an inmates friend and/or family are generally not allowed unless deemed lifesaving to the inmate or the time to receive medication from a pharmacy would be considered too great and would have an adverse effect on the inmate if a medication was not given.
10. The Knox County Jail does not allow any OTC medications to be sold on commissary.
11. The Knox County Jail does not allow any inmate movement during meal passes 05:30-06:00, 11:30-13:00, 16:30-18:00 and Official Inmate Counts, which occur around the last hour of each shift.
12. Jail staff will be made available for every medication pass.
13. Any specialty care (including any dental issues or X-rays) outside of the normal medical staff limitations will be conducted with local resources first such as Knox Public Health or Knox Community Hospital. If needed, resources outside the county can be utilized.
14. The Knox County Jail currently has the following equipment: stethoscope, pulse oximeter, thermometer, blood pressure cuff, glucometer (OTC), first aid kits, AED, ophthalmoscope and exam table.
15. The Jail Administrator or the Sheriff's Administrative Assistant will handle all medical claims that need re-pricing. Any or all re-pricing will be made to reflect Medicaid rates consistent with the Ohio Revised Code.
16. The Knox County Jail currently uses Diamond Pharmacy for all medications and EMARS and Sapphire to pass medications and scan inmate wristbands.
17. Knox County will provide all electronic equipment needed in the treatment of inmates incarcerated at the Knox County Jail. This includes items such as faxes, printers, scanners, computers, paper, pens, internet access and refrigerators.
18. The Knox County Jail currently does not provide a MAT program, however, a 3rd party provider does provide MAT options to inmates interested and soon to be leaving the facility.
19. All jail staff are current "Health Trained Personnel", along with being annually trained in suicide prevention and fire safety.
20. The Knox County Jail averages 100 bookings a month, all of which will have a medical and suicide screening along with a medical folder.