

# COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



## FINANCE DEPARTMENT

### PURCHASING DIVISION

100 TENTH STREET, COLUMBUS, GEORGIA 31901

P. O. Box 1340, COLUMBUS, GEORGIA 31902-1340

706-225-4087, Fax 706-225-3033

[www.columbusga.org](http://www.columbusga.org)

Date: October 12, 2021

<b>REQUEST FOR PROPOSALS:</b>  <b>RFP No. 22-0016</b>	Qualified firms are requested to submit proposals, subject to conditions and instructions as specified, for the furnishing of:  <b>COMPREHENSIVE INMATE HEALTHCARE SERVICES FOR MUSCOGEE COUNTY JAIL (ANNUAL CONTRACT)</b>
<b>GENERAL SCOPE</b>	Columbus Consolidated Government, on behalf of the Muscogee County Sheriff's Office, is seeking proposals for the provision of healthcare services for offenders incarcerated at the Muscogee County Jail. The requested services consist of medical, dental, and mental health, as well as healthcare personnel.  Medical services include but not are limited to x-ray, laboratory, and prescription drug services for an average daily population of approximately 975 inmates.
<b>DUE DATE</b>	<b>NOVEMBER 5, 2021 - 5:00 PM (EASTERN)</b>
<b>SUBMISSION REQUIREMENTS</b>	See Appendices A through D for information and instructions on how to register and submit a proposal through <b>DemandStar</b> .
<b>ADDENDA</b>	The Purchasing Division will post addenda (if any) for this project at <a href="https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm">https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm</a> . It is the vendors' responsibility to periodically visit the web page for addenda, before the due date and prior to submitting a response.
<b>NO SUBMITTAL</b>	If you are not interested in this solicitation, complete and return page 3.

**Andrea J. McCorvey,**  
**Purchasing Division Manager**



# **IMPORTANT INFORMATION**

## **E-Notification**

The City uses the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Marketplace to receive future procurement notifications at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

**If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:**

**Telephone: 404-657-6000**

**Fax: 404-657-8444**

**Email: [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)**

# STATEMENT OF "NO PROPOSAL SUBMISSION"

**Notify the Purchasing Division if you do not intend to submit a Proposal:**

Email: [BidOpportunities@ColumbusGa.org](mailto:BidOpportunities@ColumbusGa.org)

Fax: 706-225-3033

**Attn: Della Lewis, CPPB, GCPA**

Columbus Consolidated Government

Purchasing Division

P. O. Box 1340

We, the undersigned decline to submit a proposal for **RFP No. 22-0016** for **Comprehensive Inmate Healthcare Services for Muscogee County Jail (Annual Contract)** for the following reason(s):

- ☐ Specifications are too "tight", i.e., geared towards one brand or manufacturer (explain below)
- ☐ There is insufficient time to respond.
- ☐ We do not offer this product and/or service.
- ☐ We are unable to meet specifications.
- ☐ We are unable to meet bond requirements.
- ☐ Specifications are unclear (explain below).
- ☐ We are unable to meet insurance requirements.
- ☐ Other (specify below)

Comments:

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COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTION 3-110 OF THE PROCUREMENT ORDINANCE. ALL PROPOSALS WILL BE KEPT CONFIDENTIAL UNTIL AFTER AWARD.**

**3-110. Competitive Sealed Proposals (Negotiations)**

**(1) Conditions for Use**

When the Purchasing Manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the City, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services, specialized equipment or supplies.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than \$25,000.00, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by [article 3-104](#), Purchasing Limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

**A. Request for Proposals**

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

**B. Public Notice**

The public will be given adequate notice of the request for proposals, provided that, adequate notice shall mean at least fifteen (15) business days before the due date, which is stated in the request. ***The City reserves the right to seek request for proposals in a shorter period, if necessary, as determined by the Purchasing Manager.***

Notice shall be published in a reasonable time before due date, contain a description of the procurement in general terms, as well as, the place and due date for proposals, and appear in a newspaper(s) of general circulation, specifically the City's legal organ. In addition to publication in newspapers, notice shall also be made by electronic means, including posting on the internet and on the City's government access television channel.

Public works construction projects shall be advertised in accordance with Georgia State Law.

The City reserves the right to mail or e-mail invitations directly to vendors under the following circumstances:

- Solicitations for specialized equipment/supplies.
- Solicitations for specialized services.
- Re-bid of solicitations where normal advertising procedures netted no responses.
- Whenever deemed necessary by the purchasing manager.

**C. Receipt of Proposals**

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

**D. Evaluation Factors**

The request for proposals shall identify the relative importance of cost (when applicable) and other evaluation criteria.

**E. Evaluation Process**

An odd number of voting members of a Selection or Evaluation Committee shall evaluate all proposals received based upon the criteria stated in the request for proposals. Each voting committee member shall grade each submitted proposal based upon the evaluation criteria.

**F. Discussion with Responsible Offerors and Revisions to Proposals**

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

**G. Award**

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After Council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, it may direct that further negotiations may take place with the recommended offeror, or that negotiations begin with the next most qualified offeror. Council may also exercise the option to reject all offers and instruct the Purchasing Manager to begin the procurement process again. The contract file shall contain the basis on which the award is made.

After contract award, the contract file, will be made public. Unsuccessful offerors will be afforded the opportunity to make an appointment with the Purchasing Division for a debriefing. After the award, the contract file and the unsuccessful proposals will become subject to disclosure under the Georgia Open Records Act.

## **DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?**

**COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.**

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

**ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION.** BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION.

**ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.**

# QUESTION/CLARIFICATION FORM

Date: \_\_\_\_\_

To: Della Lewis, Buyer Specialist  
Email [BidOpportunities@ColumbusGA.org](mailto:BidOpportunities@ColumbusGA.org) or  
Fax (706) 225-3033

Re: **RFP No. 22-0016 - Comprehensive Inmate Healthcare Services for Muscogee County Jail (Annual Contract)**

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**Questions and requests for clarification must be submitted at least five (5) business days before the due date:**

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From:

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Company Name

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Website

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Representative

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Complete Address

\_\_\_\_\_  
City

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State

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Zip

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Telephone Number

\_\_\_\_\_  
Fax Number

# **COLUMBUS CONSOLIDATED GOVERNMENT GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS**

## **Comprehensive Inmate Healthcare Services for Muscogee County Jail (Annual Contract) - RFP No. 22-0016**

Columbus Consolidated Government, on behalf of the Muscogee County Sheriff's Office, is seeking proposals for the provision of healthcare services for offenders incarcerated at the Muscogee County Jail. The requested services consist of medical, dental, and mental health, as well as healthcare personnel.

Medical services include but not are limited to x-ray, laboratory, and prescription drug services for an average daily population of approximately 975 inmates.

### **A. PROPOSAL SUBMITTAL DATE:**

**PROPOSALS ARE DUE: NOVEMBER 5 2021 NO LATER THAN 5:00 PM (Eastern). *Submit one electronic response via DemandStar.***

**After award of Contract by Columbus Council, awarded vendor will be notified to provide an identical hard copy of submitted proposal, with original signatures.**

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

### **B. RECEIPT OF PROPOSALS:**

Unless otherwise stated in the technical specifications of the RFP, the City will accept one, and only one, proposal per Offeror. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the City and prime contractor.

### **C. SUBCONTRACTING:**

Should the offeror intend to subcontract all or any part of the work specified, names and address of subcontractors must be provided in proposal response. The offeror shall be responsible for subcontractors' full compliance with the requirements of the RFP specifications. If awarded the contract, payments will only be made to the offerors submitting the proposal. The Columbus Consolidated Government will not be responsible for payments to subcontractors.

### **D. QUESTIONS ABOUT THE RFP:**

Communication concerning any solicitation currently advertised must take place in writing and addressed to the Purchasing Division. See page titled "Do You Have Questions ..." within this proposal package. **Questions and Requests for Clarification will be received until five business days prior to the proposal due date.**

### **E. PUBLIC INFORMATION:**

All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.



**F. ADDENDA:**

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer's responsibility to contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

**G. CONTRACT:**

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

**H. NON-COLLUSION:**

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

**I. INDEMNITY:**

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

**J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:**

Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

**K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:**

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

**L. SPECIFICATION DESCRIPTIONS:**

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent

or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

**M. TAXES:**

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

**N. DRUG-FREE WORKPLACE:**

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

**O. FEDERAL, STATE, LOCAL LAWS:**

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

**P. PROVISIONS OF THE PROCUREMENT ORDINANCE:**

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. The procurement ordinance is codified on Section 2-3.03 of the Columbus Code and can be accessed through the City's web-site at

[https://library.municode.com/ga/columbus/codes/code\\_of\\_ordinances](https://library.municode.com/ga/columbus/codes/code_of_ordinances).

**Q. INSURANCE:**

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

**R. HOLD HARMLESS AGREEMENT:**

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

**S. TERMINATION OF CONTRACT:**

1. **Default:** If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract

to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.
3. **Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

**T. TIME FOR CONSIDERATION:**

Due to the evaluation process, proposals must remain in effect for at least **180 days** after date of receipt.

**U. CONTRACT AWARD:**

Award of this contract will be made in the best interest of the City.

**V. REQUEST FOR EVALUATION RESULTS:**

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity by appointment only.

**W. GOVERNING LAW:**

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

**X. FINAL CONTRACT DOCUMENTS:**

It is understood that the final contract shall include the following: **1)** The RFP; **2)** Addenda; **3)** Awarded Vendors(s) response; **4)** Awarded Vendor(s) Clarifications; **5)** Negotiated Components; and **6)** Awarded Vendor(s) Business Requirements.

**Y. PAYMENT DEDUCTIONS:**

The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

**Z. PAYMENT TERMS:**

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

**AA. RIGHT TO PROTEST:**

- (1) Right of Protest. Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.
- (2) The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.
- (3) A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.
- (4) Stay of Procurement During Protests. If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

**NOTICE TO VENDORS**

**Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.**

Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

**Sec. 2-3.06. - Same—By members of boards, authorities, commissions.**

No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)

**GENERAL SPECIFICATIONS**  
**Comprehensive Inmate Healthcare Services for**  
**Muscogee County Jail (Annual Contract)**  
**RFP No. 22-0016**

**I. SCOPE**

Columbus Consolidated Government, on behalf of the Muscogee County Sheriff's Office, is seeking proposals for the provision of healthcare services for offenders incarcerated at the Muscogee County Jail. The requested services consist of medical, dental, and mental health, as well as healthcare personnel.

Medical services include but not are limited to x-ray, laboratory, and prescription drug services for an average daily population of approximately 975 inmates.

**Technical Specifications begin on page 20.**

**II. RFP TIMELINE (*Subject to change*)**

October 12, 2021 – November 5, 2021	- RFP Posting
November 8, 2021 - December 2, 2021	- Evaluation Process
December 3, 2021	- Presentations/Interviews ( <i>if necessary</i> )
December 14, 2021	- Award Recommendation to Columbus Council
December 15, 2021 - January 31, 2022	- Award Notification/Transition Period ( <i>if applicable</i> )
February 1, 2022	- Contract Commences

**III. TERM OF CONTRACT**

- A.** The initial term of the contract will be for two years, with the option to renew for three additional twelve-month periods. Contract renewal shall be contingent upon the mutual agreement of the City and the Contractor.

Notice of intent to renew will be given to the contractor in writing by the City Purchasing Manager, normally sixty days before the expiration date of the current contract period.

It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and program approvals have been granted by the Council of the Consolidated Government of Columbus, Georgia. In the event that the necessary funding is not approved, then the affected multi-year contract becomes null and void, effective July 1st of the fiscal year for which such approval has been denied.

**B. Termination for Convenience:**

For the protection of both parties, either party giving 90 days prior notice, in writing, to the other party, may cancel this contract.

#### **IV. INDEMNITY CLAUSE**

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the “City”) from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor’s intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

Additionally, the Contractor shall indemnify, defend and hold harmless the Columbus Consolidate Government, its elected officials, its Sheriff, officers, agents and employees, from and against any claims, loss, injury, damages or other liability arising out of the Contractor’s performance or non-performance of its obligations hereunder specifically including, but not limited, to personal injury and death; provided that the Contractor will not be responsible for any claim arising out of the sole negligence or willful misconduct of the Columbus Consolidated Government or any employees within the Muscogee County Sheriff’s Office.

The Contractor shall be responsible from the execution date or from the time of the beginning of the Work, whichever shall be the earlier, for all injury or damage of any kind resulting from the Work to persons or property, including employees and property of the Muscogee County Sheriff’s Office. The Contractor shall exonerate, indemnify, and save harmless the Muscogee Sheriff’s Office, Columbus Consolidated Government, its elected officials, officers, employees, agents and servants, hereinafter collectively referred to in this section as “the City of Columbus/Columbus Consolidated Government indemnitees,” from and against all claims or actions based upon or arising out of any damage or injury (including without limitation any injury or death to persons and any damage to property) caused by or sustained in connection with the performance of this Contract or by conditions created thereby or arising out of or any way connected with Work performed under this Contract, as well as all expenses incidental to the defense of any such claims, litigation, and actions. Furthermore, Contractor shall assume and pay for, without cost to the Columbus Consolidated Government Indemnitee’s, the defense of any and all claims, litigation, and actions suffered through any act or omission of the Service Provider, or any Subcontractors, or anyone directly or indirectly employed by or under the supervision of any of them. Notwithstanding any language or provision in this Contract, Service Provider shall not be required to indemnify any MCSO indemnitee against claims, actions, or expenses based upon or arising out of the MCSO Indemnitee's sole negligence. As between the MCSO Indemnitees and the Contractor as the other party, the Contractor shall assume responsibility and liability for any damage, loss, or injury, including death, of any kind or nature whatever to person or property, resulting from any kind of claim made by Contractor’s employees, agents, vendors, Suppliers or Subcontractors caused by or resulting from the performance of Work under this Contract, or caused by or resulting from any error, omission, or the negligent or intentional act of the Contractor’s, vendors, Suppliers, or Subcontractors, or any of their officers, agents, servants, or employees. The Contractor shall defend, indemnify, and hold harmless the MCSO Indemnitees from and against any and all claims, loss, damage, charge, or expense to which they or any of them may be put or subjected by reason of any such damage, loss, or injury. The Contractor expressly agrees to provide a full and complete defense against any claims brought or actions filed against the MCSO Indemnitees, where such claim or action involves, in whole or in part, the subject of the indemnity contained in this Contract, whether such claims or actions are rightfully or wrongfully brought or filed. The MCSO has the sole discretion to choose the counsel who will provide the defense. No provision of this Contract and nothing herein shall be construed as creating any individual or personal liability on the part of any elected official, officer, employee, agent or servant of the MCSO, nor shall the Contract be construed as giving any rights or benefits

hereunder to anyone other than the parties to this Contract. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

## V. INSURANCE

The vendors shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist (Form 7)**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder's ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will name Columbus Consolidated Government as an additional insured, **as well as list the applicable project or annual contract name, and/or Solicitation name and number.** The Certificate of Insurance will be included with the contract documents prior to signing.

## VI. E-VERIFY AFFIDAVIT

Pursuant to O.C.G.A. § 13-10-91, a public employer shall not enter into a contract for the performance of services unless the contractor registers and participates in the federal work authorization program. If a supplier is providing services under a contract with a total compensation amount of \$2,500 or greater, (even if such services will be performed outside of the State of Georgia), Columbus Consolidated Government requires a notarized affidavit from the supplier attesting to the following:

- (A) The affiant has registered with, is authorized to use, and uses the federal work authorization program;
- (B) The user identification number and date of authorization for the affiant;
- (C) The affiant will continue to use the federal work authorization program throughout the contract period; and,
- (D) The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required by subparagraphs (A), (B), and (C) of this paragraph.

Additional information regarding the State's E-Verify requirements can be found at: <http://www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html>. **A completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's or individual's proposal non-responsive and ineligible for award consideration.**

## VII. PROPOSAL PREPARATION AND SUBMISSION

*See Appendices A through D for information and instructions on how to register and submit proposals through DemandStar.*

Firms should submit proposals that address each of the sections specified below. *With the exception of the E-Verify Affidavit (Form 1) and the form titled “Communication Concerning This Solicitation” (Form 2),* the City reserves the right to request any omitted information. Firms shall be notified, in writing, and shall have two (2) days, after notification, to submit the omitted information. If the omitted information is not received within two (2) days, the firm shall be deemed non-responsive, and the proposal will not receive further consideration.

**Section 1: Transmittal Letter**

The transmittal letter shall:

- A. Introduce the business; describe the ownership; include complete address, phone, and fax numbers (if applicable), and include the name and email address(es) of contact person(s) during this proposal process.
- B. List the complete address, telephone number and fax number for the corporate office as well as for the office/branch that will administer the contract.
- C. Include a statement to the effect that the proposal is binding for at least 180 days from the proposal date. An authorized agent of the business must sign the transmittal letter.

**Section 2: E-Verify Affidavit (Form 1)**

*A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm’s proposal non-responsive and ineligible for further consideration.* Additional information regarding the State’s E-Verify

requirements can be found at:

<https://www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html>

**Section 3: Communication Concerning This Solicitation (Form 2)**

Complete the form titled *Communication Concerning This Solicitation*.

**Section 4: Addenda Acknowledgement (Form 3)**

Use **Form 3** to acknowledge receipt for all addenda (if any). Addenda will be posted at: [https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm). It is the vendors’ responsibility to periodically visit the web page for addenda before the due date and before submitting a proposal.

**Section 5: Exceptions to RFP**

- A. List **ANY AND ALL** exceptions to the RFP specifications in this section of proposal submission. Exceptions listed in other areas of the vendor’s submission will not be considered. All exceptions will be vetted during the RFP process, and if found unacceptable, the vendor’s proposal will be rejected and no longer considered for award. Exceptions shall be considered by the Evaluation Committee. The vendor’s proposal may not receive further consideration if exceptions are not acceptable and/or cannot be clarified to the Committee’s satisfaction. Vendors shall be notified in writing if exceptions are not acceptable. **PLEASE NOTE: EXCEPTIONS TO THE RFP GENERAL PROVISIONS WILL NOT BE CONSIDERED, AND IF SUBMITTED WILL AUTOMATICALLY RENDER THE RESPONSE NON-RESPONSIVE.**

- B. **VENDOR AGREEMENT/CONTRACT FORM:** Exceptions also include the terms of any contract or other agreements which the vendor or any subcontractors will require to be executed by the City.



**C. If there are no exceptions, vendor must include a statement for this Section stating the following: No Exceptions.**

**Section 6: Client Work History (Form 4)**

List the last five clients for which your company has provided the same or similar services. Include entity name, street address, phone number, fax number, contact name and email address.

**Section 7: Experience and Qualifications**

- A. Summarize your company's strong points and how its experience, particularly with similar responsibilities, will benefit the stakeholders.
- B. Include the date your company was organized to provide healthcare service, your company's experience, number of employees, and facilities currently accredited including name of facility and accrediting agency.
- C. Highlight achievements in providing correctional healthcare services.
- D. Indicate if your company is registered and authorized to perform business in the state of Georgia.
- E. Demonstrate your experience in attaining and maintaining NCCHC accreditation and re-accreditation in correctional facilities. Include a detailed plan for how they will attain and maintain NCCHC accreditation and their timeframe for doing so.
- F. Describe how your company meets the specified minimum abilities and qualifications.

**Section 8: Management Summary**

Provide a brief summary for management, which includes:

- A. State in succinct terms your understanding of the major objectives of this RFP.
- B. Briefly describe your company's qualifications, intended processes and responsibilities to address these objectives.
- C. Identify important steps that will be taken to meet the Columbus Consolidated Government's expectations.

**Section 9: Recommendation**

Provide a comprehensive recommendation for the required services with focus on the scope, general specifications and technical specification. Emphasis on clarity and detail is an important consideration in evaluation of the responses:

- A. How onsite and offsite healthcare services will be provided and/or accessed. The Respondent must demonstrate an understanding of each task. Each task should be identified along with an explanation of how the Respondent plans to approach the task. *A restatement of tasks taken from the RFP will not be considered responsive.*
- B. Describe the proposed pharmaceutical purchase program.
- C. Provide details of your proposed innovations.
- D. Identify your relationships and the nature of the relationships in Muscogee County, and the network you will have available to provide off-site or specialty services.
- E. What expertise does your organization have in behavioral health specialty areas, i.e., suicide prevention, behavior modification, effective therapies for corrections populations, co-occurring disorders, etc.?
- F. Staffing:
  - 1. Indicate if you will adhere to the Staffing Matrix on page 30.

2. Provide a chart with the staff you are committing to the contract and the number of hours along with shifts that the staff will be scheduled. Show lines of authority and communication and provide a brief role description with responsibilities for each person as they relate to the contract.
3. In addition, the Respondent should discuss recruitment practices, equal employment opportunities, licensure/certification requirements, training including in-service, staff and continuing education, orientation of new personnel, employee assistance program and performance review.

**Section 10: Program Support Services**

- A. Indicate the method to be used in instituting and maintaining a Medical Audit Committee.
- B. Specify the guidelines for your proposed Quality Improvement Program.
- C. Detail your proposed Grievance Procedure that will address inmate grievances in accordance with NCCHC and the Muscogee County Jail regulations.
- D. Describe your proposed reporting methodology for the specified daily and monthly statistics and attach sample reports.

**Section 11: Cost Proposal** *(subject to negotiations)*

- A. Use **Form 5** to provide guaranteed annual fees for medical services, which will be paid in twelve (12) equal monthly installments, and the percentage for pharmacy services.
- B. Delineate other associated costs that are required to provide the services but are not included in the annual fee.
- C. Provide a detailed plan for the implementation and operation of a cost containment and incentives-based programs. Addressed in this section shall be the mechanism by which the Respondent plans to control healthcare costs, areas in which cost savings will be achieved, and evidence of the success of such a program at other contract sites, and billing of insurance companies, and other third parties to recover costs associated with healthcare services.

**Section 12: Contract Signature Page**

Complete **Form 6**. City officials will sign the copies after Columbus Council approves the contract award with the successful firm *(see note below)*. Per the General Provisions, Page 12, Item X, the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendor(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

***Please note: After award of contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.***

**Section 13: Proof of Insurance**

Provide Insurance Checklist (**Form 7**) or Certificate of Insurance.

**Section 14: Form W-9, Request for Taxpayer Identification Number and Certification**

Complete and return **Page 1** of the Form W-9, which is available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Section 15: Business License (Occupation License)**

Provide a current copy of the Business License (Occupation License) or Articles of Incorporation that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact Yvonne Ivey, Revenue Division Manager, at telephone 706-225-3091.

**VIII. EVALUATION**

Each submittal will be evaluated to determine the ability of each offeror to provide the required services. The following criteria will be used to evaluate proposals and are weighted as follows:

Criteria for Evaluation Weight	Weight
A. Experience and Qualifications	30%
B. Recommendation	30%
C. Client Work History	25%
D. Program Support Services	10%
E. Cost Proposal ( <i>subject to negotiations</i> )	5%

Each of the above criteria (A-E) will be given a rating, of 1 through 100, by each member of the Evaluation Committee. The ratings are as follows:

RATING	DESCRIPTION
1-20	Poor
21-40	Fair
41-60	Good
61-80	Excellent
81-100	Superior

After the review and rating of proposal(s) by the evaluation committee, individual scores will be averaged and ranked. Offerors will be ranked in descending order of numerical predominance.

**TECHNICAL SPECIFICATIONS**  
**Comprehensive Inmate Medical Services for**  
**Muscogee County Jail (Annual Contract)**  
**RFP No. 22-0016**

**I. OBJECTIVE**

The objective of this Request for Proposals (RFP) is to contract with a qualified company that will provide:

- A. Quality health services for inmates in custody and control of the Muscogee County Jail.
- B. Development and implementation of a health care plan with clear objectives, policies and procedures, and with a process of documenting ongoing achievement of contract obligations.
- C. Operation of a health services program, 24 hours a day, 7 days a week, at full staffing, using only licensed, certified, and professionally trained personnel.
- D. Administrative leadership that provides for both cost accountability and responsiveness to the contract administrator.

**II. MINIMUM ABILITIES AND QUALIFICATIONS**

A. Respondent shall demonstrate at minimum the following abilities:

- 1. To deliver and maintain appropriate healthcare services that conform with all applicable standards including established National Commission of Correctional Healthcare (NCCHC).
- 2. To comply with all local, State and Federal laws, rules, reporting responsibilities and regulations applicable to this Contract and the work to be done including those laws, rules or regulations enacted during the contract term, specifically including but not limited to the training requirement for individuals and Contractors working in correctional facilities that is found in the Prison Rape Elimination Act (PREA).
- 3. To provide healthcare services within the scope of this RFP with the staffing plan provided and to use only licensed, certified, and professionally trained personnel.
- 4. To provide healthcare services in a cost-effective manner with full reporting and accountability to Detention Administration.
- 5. To maintain an open collaborative relationship with the administration and staff of the Muscogee County Jail Facility and the Office of the Sheriff.
- 6. To provide appropriate healthcare education for both Inmate and County staff.
- 7. To maintain complete and accurate records of all healthcare service, to collect and analyze health statistics, and provide monthly reports to the Lieutenant Colonel/Commander of the Muscogee County Jail.

B. To be considered for award of this contract, the Respondent must meet the following minimum qualifications:

1. The Respondent must be organized for the purpose of providing healthcare services and must have at least five years of Georgia experience with proven effectiveness in administering healthcare programs.
2. The successful Contractor must procure and maintain the following insurance coverage applicable to the work to be performed:

Professional Liability insurance covering medical malpractice, errors and omissions, in the amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate annually. Such policy shall include as additional insured all professional employees and Respondents of the bidder. The policy shall be written on an “occurrence” form, or in the alternative, on a “claims made” basis with an automatic “tail” extension of coverage for a period of at least five years.

3. The Respondent must demonstrate experience in attaining and maintaining NCCHC accreditation and re-accreditation in correctional facilities. Respondent shall provide a detailed plan for how they will attain and maintain NCCHC accreditation and their timeframe for doing so.
4. The Respondent must demonstrate its ability to provide a system of technical and medical support to the onsite personnel.
5. The Respondent must demonstrate the ability to begin providing services on February 1, 2022 (*subject to change*).
6. The Respondent must have demonstrated recruiting capabilities including professional recruiting personnel and have the ability to fill any positions that become vacant during the contract term in a timely and permanent manner. The respondent will ensure continuity of care and services is maintained while filling vacancies.
7. The Respondent must have central office capability to supervise and monitor the program ensuring satisfactory provision of services.
8. The Respondent must provide adequate quality control and monitoring of off-site services and billing processes.

### **III. SCOPE OF SERVICES**

Columbus Consolidated Government assumes responsibility for inmate care when an inmate is physically within the Jail Facility. All inmate healthcare services shall be provided in accordance with NCCHC standards and all applicable administrative rules for Muscogee County Jail Facility.

The successful Contractor shall provide the following services:

#### **A. Health History Interview, Physicals, and Dental Exams**

All examinations required by the NCCHC standards must be completed by a qualified healthcare professional.

## B. Triaging of Complaints

Health complaints from inmates must be processed at least daily as follows:

1. Health trained personnel shall receive and act upon all complaints with referrals to qualified healthcare personnel as required.
2. The responsible physician or qualified healthcare professional shall determine the appropriate triage mechanism to be utilized for specific categories of complaints.

## C. Sick Call

Sick call shall be held seven days per week with a nurse. If an inmate's custody status precludes attendance at a sick call session or routine sick call location, arrangements must be made to provide sick call services at the place of the inmate's confinement.

## D. Hospital Care

There is a 15-bed space medical housing unit at the Muscogee County Jail Facility.

When hospitalization of an inmate is required, Contractor shall be responsible for the arrangement and monitoring of hospital care. The Contractor shall be responsible for the \$300,000.00 hospital/pharmacy split caps/limits of coverage to be provided.

## E. Specialty Services

As with hospital care, inmates will periodically require the services of a medical specialist. Contractor shall be responsible for the arrangement and payment of all specialty care. Respondent may propose alternative limits of coverage for this area.

## F. Emergency Services

1. Contractor shall make provisions for 24-hour emergency medical, mental health and dental care including, but not limited to, 24-hour medical on-call services and ambulance services when necessary.
2. In addition to 24-hour a day emergency services coverage, the hours for routine nurse sick call shall be at levels which allow for all inmates needing medical services to be seen within 24-hours from the time of the request for such services.

## G. Ancillary Services

Contractor shall make provisions when necessary for ambulance services, onsite x-ray providers, prescription drugs, laboratory services, and bio-hazard disposal/providers.

## H. Referrals

Contractor shall make referral arrangements with medical specialists for treatment of those committed persons with problems which may extend beyond the scope of services provided onsite.

## I. Medical Records

1. Digital medical records are required. The Contractor's software systems and associated costs are the responsibility of the Contractor. In addition, Contractor is responsible for recordkeeping in the existing Muscogee County Jail Management System and the costs to connect the Jail Management System and Contractor's provided systems.
2. All inmates must have a medical record that is kept up-to-date and complies with problem-oriented medical record format and standards. All procedures concerning the confidentiality of the medical record, including HIPAA compliance and applicable standards, shall be followed. All inmate medical records are the property of the Office of the Sheriff.
3. In any case where medical care is at issue, or in any criminal or civil litigation where the physical or mental condition of an inmate is at issue, the Contractor shall make all records accessible to the Sheriff, Jail Commander, Prosecutor, or County Attorney. The Respondent additionally acknowledges compliance with and understanding of all applicable HIPAA requirements.
4. The Office of the Sheriff Jail Administration shall be the absolute and qualified owner of all inmates' medical records. Contractor shall ensure that inmate health information is available to meet the needs of continued patient care, legal requirements, research, education, and other legitimate uses. Respondents shall include recommendations in their proposal for the electronic housing of inmate medical records at the Facility.

## J. Medical and Office Supplies

1. All medical supplies, forms, and office equipment necessary for the Contractor's business needs shall be provided by the Contractor (computers for provision of inmate medical services and associated record keeping will be provided by the County). Contractor also will supply a copy machine, including all supplies and maintenance.
2. All hard drives within said copy machines will become and remain the property of the Office of the Sheriff. All office supplies, medical records, books, periodicals, dentures, and prosthetic devices will be the responsibility of the Contractor,
3. The Contractor should be prepared to provide any stock supplies required to perform under the contract. The Contractor will also supply at its expense, all other supplies required to carry out its performance. Said supplies will include, but not be limited to, forms, books, manuals, medical record folders, alpha indexes and forms, laboratory fees, prosthetics, hand instruments, needles and sharps, special medical items, testing devices, containers and clinical waste receptacles, inmate information brochures, individual and group materials, gloves and coverings, and disinfectants.
4. All supplies purchased for use in the performance of the contract shall be the property of Columbus Consolidated Government and shall remain on site at the termination of the contract.
5. The Contractor shall conduct a site and equipment review of all medical and office equipment currently owned by the Columbus Consolidated Government and shall be

responsible to replace and furnish all required equipment to maintain the level of care required in this contract and industry standard practices. Please see the below listed major equipment:

- 2 Dental Chairs (both in good repair)
- Dental x-rays
- Centrifuges
- Doppler's,
- Nebulizers,
- EKG machines
- Suction devices
- Automated vital sign machines

The clinic also has copiers, 14 computers, and a number of color printers. We have 3 exam tables and adequate desks and cabinets in every exam room.

#### K. Pharmaceutical Services

1. The Contractor shall provide pharmaceutical services to assure the availability of prescribed medications within twenty-four (24) hours for all medications. Pharmaceutical services shall be consistent with State and Federal regulations and must be monitored by a licensed qualified pharmacist. The Contractor shall be responsible for the \$300,000.00 pharmacy/hospital split caps/limits of coverage to be provided.
2. The responsible physician must order all medications and be responsible to maintain records of administration.

#### L. Health Education

As part of primary healthcare, health education services will be an important and required component of the total healthcare delivery system. Health education includes patient education, in-service education, first aid, CPR training, SUD, withdrawal, and MAT, and blood- borne and airborne pathogen training for all Sheriff Office employees.

### IV. STAFFING AND PERSONNEL REQUIREMENTS

- A. The Contractor is responsible for hiring adequate healthcare personnel, who are properly licensed and qualified to provide the specified services. The Contractor shall, at all times, maintain discipline and good order among their employees, and shall not employ any unfit person or persons or anyone unskilled in the work assigned. This shall include staffing of physicians, dentists, nurses, clerical staff, and the administrative and other personnel required to comply with the purpose and intent of this RFP.
- B. The relationship between Columbus Consolidated Government and the Contractor shall be that of owner and independent Contractor. The Contractor, its officers, agents, servants, employees, and any Subcontractors shall *not* be entitled to any of the Columbus Consolidated Government's employee benefits including, but not limited to social security, insurance, paid annual leave, sick leave, worker's compensation, free parking, or retirement benefits.

All services provided by Contractor shall be by employees of the Contractor or its subcontractors, and subject to supervision by the Muscogee County Sheriff's Office. No



officer or employee of Contractor or any subcontractor shall be deemed an officer or employee of the MCSO.

- C. All Respondents must submit a response to the staffing matrix provided on page 30. Alternate staffing will not be permissible.
- D. Should the level of services to inmates required by the contract decline due to a position vacancy, the Contractor will be responsible for replacement personnel. It is preferred that permanent personnel be in place and the use of temporary personnel be minimized.
- E. Each candidate will be interviewed by the Contractor based upon technical expertise, emotional stability, and motivation. The final selection shall be subject to concurrence by the Administration of the Muscogee County Sheriff's Office.
- F. An onsite visit to the Muscogee County Jail Facility must be made by all screened candidates prior to formal decision of employment.
- G. Initial and continued employment of staff shall be subject to approval of the Office of the Sheriff. This applies to compliance with Muscogee County Jail security regulations.
- E. All personnel shall be required to pass a background investigation conducted by the Muscogee County Sheriff's Office as a requisite for initial and continued employment.
- F. All personnel shall comply with current and future state, federal, and local law, regulations, court orders, Administrative Regulations, Administrative Directives, and policies and procedures of the Muscogee County Jail Facility. All personnel will sign an adherence waiver.
- G. Contractor will be required to comply with all Office of the Sheriffs policies, procedures, protocols and post orders.
- H. Administrative
  - 1. Contractor staff shall design and implement policies, procedures and protocol for the healthcare unit and medical staff in conjunction with Muscogee County Detention Facility staff.
  - 2. Contractor shall be responsible for ensuring that staff report any problems and/or unusual incidents to the Detention Administrator or his designee.
- I. Schedules
  - 1. Contractor's personnel will attend all facility briefings as agreed to with Sheriff's Department Administration.
  - 2. Respondent shall provide an overview of proposed schedules for all staff/shifts and areas using the staffing matrix provided on page 30.
- J. Security

Contractor's personnel shall be subject to all the security regulations and procedures of the Office of the Sheriff.

#### K. In-Service Training

Contractor shall provide appropriate in-service education programs. All healthcare staff, except for dentist and physicians, will receive in-service training. Selected topics which require staff training will be identified on an ongoing basis through the Quality Improvement Program, as described further in these technical specifications.

#### L. Orientation of New Employees

Contractor shall be responsible for ensuring that all new healthcare personnel are provided with orientation regarding medical practice onsite at the Muscogee County Jail Facility.

#### M. Contractor shall distribute a written job description to each member of the healthcare staff which clearly delineates his/her assigned responsibilities. Contractor shall monitor performance of healthcare staff to ensure adequate job performance in accordance with these job descriptions.

#### N. Staff Emergency Services

Emergency services including first aid, assessment, stabilization, and the coordination of transport of employees or visitors who become ill or injured in the Facility and provide appropriate incident report.

### V. MONTHLY AND DAILY STATISTICS

#### A. A statistical report with narrative on noteworthy accomplishments or events will be due on the fifth calendar day of each month to the Contract Administrator that includes, but is not limited to, the following:

1. Inmates seen at sick call
2. Inmates seen by physician
3. Inmates seen by dentist
4. Inmates seen by psychiatrist
5. Medical specialty consultation referrals
6. Off-site hospital admissions
7. Emergency Room visits
8. Infirmary admissions, patient days, average length of stay
9. Intake medical screening
10. Fourteen (14) day physicals
11. Lab Work

#### B. A report of the previous twenty-four (24) hours that captures, but is not limited to, the following data shall be submitted to the Detention Administrator on a daily basis:

1. Transfers to off-site hospital emergency departments
2. Communicable disease reporting
3. Suicide data (i.e., attempts and precautions taken)
4. Report of status of inmates in local hospitals
5. Report of status of inmates in jail medical area
6. Inmates visit distribution by gender and age group
7. Referrals by type (diagnostic, specialty)

## **VI. PROGRAM SUPPORT SERVICES**

In addition to providing onsite services, offsite services and personnel services, the Contractor shall also provide professional management services to support the healthcare program at the Muscogee County Jail facility. These additional program support services are as follows:

### **A. Medical Audit Committee**

1. The Medical Audit Committee is to meet monthly and shall be responsible for developing and implementing all policies and procedures necessary for the operation of the medical program.
2. The objective of the committee is to assure that quality healthcare services are available to all inmates.
3. In addition to members of the contracted firm, the Muscogee County Sheriff's Office (MCSO) will appoint two MCSO employees to serve on the committee.

### **B. Quality Improvement Program**

The Contractor's medical director will establish a Quality Improvement Program for assuring that quality healthcare services will be provided to inmates. The Quality Improvement Program will evaluate the healthcare provided to inmates both onsite in the Muscogee County Jail Facility and at offsite facilities for quality, appropriateness and continuity of care.

### **C. Grievance Procedure**

The Contractor shall establish an inmate Grievance Procedure for all aspects of the healthcare delivery system, in accordance with NCCHC and regulations of the Muscogee County Jail.

### **D. Policies and Procedures**

The Contractor shall establish Healthcare Policies and Procedures

### **E. Accreditation**

The Contractor shall possess or obtain NCCHC accreditation.

## **VII. ADDITIONAL CONTRACT REQUIREMENTS**

### **A. Adjustment to Price**

Should the Muscogee County Sheriff's Office and the Contractor mutually agree to a change in the scope of the program during the contract term, the Contractor may be allowed to adjust the contract price as mutually agreed. Adjustments are contingent upon funding availability and approval by Columbus Council.

### **B. Modification and Amendments to the Contract**

1. Changes in contractual provisions of services to be furnished under this contract may be made only in writing and must be approved mutually by an authorized agent of the Contractor and the Muscogee County Sheriff's Office.

2. The contract amendment must then be approved appropriate officials of Columbus Consolidated Government.

#### C. Abandonment or Delay

If the work to be done under this contract shall be abandoned or delayed by the Contractor, or if at any time the Office of the Sheriff is of the opinion and shall so certify in writing that work has been abandoned or delayed by the Contractor, the Muscogee County Sheriff's Office may annul the contract or any part thereof if the Contractor fails to resolve the matter within one day of Columbus Consolidated Government's notice.

#### D. Contractor's Cooperation

1. The Contractor shall maintain regular communications with the Muscogee County Jail Administration and shall actively cooperate in all matters pertaining to this contract.
2. The Office of the Sheriff and Columbus Consolidated Government shall have the unfettered right to monitor the Contractor's work in every respect. In this regard, the Contractor shall provide its full cooperation, and ensure the cooperation of its employees, agents, and sub-respondents. Further, the Contractor shall make available for inspection and/or copying when requested, original time sheets, invoices, charge slips, credentialing statements, continuing education and training records, and any other data, records and accounts relating to the Contractor's work and performance under the contract. In the event the Contractor does not hold such material in its original form, a true copy shall be provided.

#### E. Laws, Ordinances, Rules, and Regulations

The Contractor shall at all times observe and comply with all federal, state, local and municipal laws, ordinances, rules and regulations in any manner affecting the contract whether in place now or enacted at any time during the term of the contract.

#### F. Public Information

The Contractor shall not publish any findings based on data obtained from the operation of this contract without the prior written consent of the Office of the Sheriff or Jail Bureau Administration.

#### G. Research

No medical research projects will occur involving inmates of the Muscogee County Jail.

#### H. Georgia Law Governs

The laws of the State of Georgia shall govern the construction of this Contract without regard for conflicts of laws. Should any provision of this Contract require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party, by reason of the rule of construction, that a document is to be construed more strictly against the party who itself or through its agent prepared same; it being agreed that the agents of all parties have participated in the preparation hereof, and all parties have had an adequate opportunity to consult with legal

counsel. In interpreting this Contract in its entirety, the printed provisions of this Contract, and any additions written or typed hereon, shall be given equal weight, and there shall be no inference by operation of law or otherwise; that any provision of this Contract shall be construed against either party hereto.

**I. Venue**

The resulting contract shall be deemed to have been made and performed in Muscogee County, Georgia. For the purposes of venue, all suits or causes of action arising out of this Agreement shall be brought in the courts of Chattahoochee Judicial Circuit, Columbus, Georgia.

**J. Subcontractors**

1. The Contractor shall supervise and direct the work under this contract, including the work of any and all Subcontractors.
2. The Contractor shall only subcontract with persons skilled in the type of work which they are to perform. The relationship between the MCSO and the Contractor shall be that of owner and independent Contractor. Other than the consideration set forth herein, the Contractor, its officers, agents, servants, employees, and any subcontractors shall not be entitled to any of the MCSO employee benefits including, but not limited to social security, insurance, paid annual leave, sick leave, worker's compensation, free parking, or retirement benefits. All services provided by Contractor shall be by employees of Contractor or its subcontractor and subject to supervision by Contractor. No officer or employee of Contractor or any subcontractor shall be deemed an officer or employee of the MCSO. Personnel policies, tax responsibilities, social security payments, health insurance, employee benefits and other administrative policies, procedures or requirements applicable to the Work or services rendered under this Contract shall be those of the Service Provider, not the Muscogee County Sheriff's Office.

**VIII. LIQUIDATED DAMAGES**

Refer to pages 31 and 32 for performance requirements and liquidated damages that will be imposed.

**STAFFING MATRIX OF CURRENT CONTRACTOR**  
**Comprehensive Inmate Healthcare Services for**  
**Muscogee County Jail (Annual Contract)**  
**RFP No. 22-0016**

<b>Position</b>	<b>FTE</b>	<b>Hours/Week</b>
Medical Director*	.60	24
Midlevel Provider*	1.00	40
Health Services Administrator	1.00	40
Director of Nursing	1.00	40
RN House Supervisor	4.20	168
Administrative Assistant	1.00	40
LPN (Clinic Sick Call)	2.00	80
LPN (Infirmary)	4.20	168
LPN (Intake)	4.20	168
LPN (Pill Team)	6.30	252
Medical Technician (Intake)	4.20	168
Supervisor (Medical Records)	1.00	40
Technician (Medical Records)	1.00	40
Dentist	.50	25
Dental Assistant	.50	25
<b>Total</b>	<b>32.70</b>	<b>1318</b>

*\*May be provided onsite or via telemedicine.*

**PERFORMANCE REQUIREMENTS & LIQUIDATED DAMAGES**  
**Comprehensive Inmate Healthcare Services for Muscogee County Jail (Annual Contract)**  
**RFP No. 22-0016**

#	REQUIREMENT	LIQUIDATED DAMAGES	INSTANCE
1	Failure to maintain NCCHC certification	\$20,000/\$1,000	Each Occurrence/Per Day
2	Medical Director position remained unfilled after one day	\$5,000/\$2,000	Each Occurrence/Per Day
3	Health Services Administrator and/or Director of Nursing position(s) remained unfilled after seven days	\$3,000/\$1,500	Each Occurrence/Per Day
4	Registered Nurse Supervisor position remained unfilled after 21 days	\$2,000/\$1,000	Each Occurrence /Per Day
5	Psychiatrist position remained unfilled after three days	\$5,000/\$1,000	Each Occurrence /Per Day
6	Changes to the contracted staffing matrix without the approval of the Muscogee County Sheriff's Office	\$500	Each Occurrence
7	Physician or Psychiatrist not on-call for 24 hours a day	\$1,000	Per Day/Each Occurrence
8	Invoice does not include penalty deductions		Double the Penalty for the Month
9	New health care personnel not provided with orientation regarding medical practices	\$500	Each Occurrence
10	New health care personnel that did not complete the eight (8) hours of Orientation by the Muscogee County Sheriff's Office	\$500	Each Occurrence
11	Medical employees that did not sign-in or sign-out of the Muscogee County Sheriff's Office	\$50	Each Occurrence below a 95% monthly threshold
12	Quality Assurance corrective action plans not followed	\$500/\$100	Each Occurrence/Each Day
13	Failure to document medical data into electronic record before the end of each shift	\$500	Each Occurrence
14	Inmates not screened within four (4) hours	\$500	Each Occurrence
15	Physical exams not completed within 14 days	\$500	Each Occurrence below a 95% monthly threshold
16	Unless urgent, Inmates requesting care shall be seen within 48 hours of receipt of the request (72 hours on weekends)	\$500	Each Occurrence below a 95% monthly threshold
17	Failure to provide hospital invoices over \$25,000 within forty-five (45) days after receipt	\$1,000	Each Occurrence

#	REQUIREMENT	LIQUIDATED DAMAGES	INSTANCE
18	Failure to maintain Board Certification for Specialists	\$2,000	Per Day
19	Weekend and Work Release Inmates not provided physical exams within 48 hours	\$500	Each Occurrence below a 95% monthly threshold
20	Annual exam not provided to inmates	\$1,000	Each Occurrence
21	Critical medical services not held as scheduled or cancelled without authorization	\$500	Each Occurrence
22	Inmate charge slips not competed or completed inaccurately	\$50	Each Occurrence
23	Critical medical delivery issues after 4:00 pm not referred to Correctional and Medical Shift Supervisor	\$500	Each Occurrence
24	Dental examination not completed within ninety days of admission	\$500	Each Occurrence below a 95% monthly threshold
25	Summary of file not provided to receiving jurisdiction when medical is notified of a scheduled inmate transfer	\$500	Each Occurrence
26	Controlled medications not properly stored, inventoried and/or accounted for	\$500	Each Occurrence
27	Prescription medication not administered within 24 hours after being ordered	\$500	Each Occurrence
28	Inmates with scheduled release released without a thirty (30) day supply of medications	\$500	Each Occurrence
29	Medical file not reviewed for each inmate released consistent with standards of the Muscogee County Sheriff's Office	\$500	Each Occurrence
30	Needles/syringes not inventoried daily, or unbalanced inventory not reported immediately	\$500	Each Occurrence
31	Muscogee County Sheriff's Office, NCCHC, or other health care standards audit not 100% compliant, within the allotted time frame for any corrective action plan	\$10,000	Each Deficiency Noted
32	Staff PPD's not completed by February 15 of each calendar year	\$500	Per Day
33	Failure to adequately document justification for inmates refusing services	\$500	Each Occurrence below a 95% monthly threshold



## E-VERIFY AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of **Columbus Consolidated Government** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

---

Company ID Number (*numerical, 4-7 digits*)

Date of Authorization

**\*\*See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

---

Name of Contractor**Comprehensive Inmate Healthcare Services for Muscogee County Jail (Annual) – RFP No. 22-0016**

Name of Project

**Columbus Consolidated Government**

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

---

Signature of Authorized Officer or Agent

---

Printed Name and Title of Authorized Officer or Agent

*Subscribed and sworn before me on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.*

---

NOTARY PUBLIC

*My Commission Expires:*

---

**A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.**

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR’S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR’S RESPONSE NON-RESPONSIVE.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED “QUESTION/CLARIFICATION FORM” TO FAX OR EMAIL QUESTION. **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: \_\_\_\_\_

Print Name of Authorized Agent: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_

**ADDENDA ACKNOWLEDGEMENT**  
**Comprehensive Inmate Healthcare Services for**  
**Muscogee County Jail (Annual Contract)**  
**RFP No. 22-0016**

The Purchasing Division will post addenda (if any) on the Bid Opportunities page: [https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm). It is the vendors' responsibility to periodically visit the page to check for addenda, ***both before the due date and prior to submitting a response in DemandStar.***

**IF ADDENDA WERE ISSUED:**

By signing below, I acknowledge 1) I have received the addenda (if any) as indicated below, 2) my submittal reflects the changes to the specifications, and 3) my submittal includes the most recently revised forms:

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

**IF NO ADDENDA WERE ISSUED:**

By signing below, I acknowledge that I reviewed the Bid Opportunities page referenced above on \_\_\_\_\_ and did not see any addenda listed for this solicitation.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
**Business Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Print Name**

**CLIENT WORK HISTORY**  
**Comprehensive Inmate Healthcare Services for**  
**Muscogee County Prison (Annual Contract) - RFP No. 22-0016**

List the last five clients for which your company has provided the same or similar services.

Client Name:	Contract Begin Date:
Contact Name:	Contract End Date:
Inmate Population:	Annual Contract Value:
Address:	Telephone Number:
	E-Mail Address:
Description of Services:	

Client Name:	Contract Begin Date:
Contact Name:	Contract End Date:
Inmate Population:	Annual Contract Value:
Address:	Telephone Number:
	E-Mail Address:
Description of Services:	

Client Name:	Contract Begin Date:
Contact Name:	Contract End Date:
Inmate Population:	Annual Contract Value:
Address:	Telephone Number:
	E-Mail Address:
Description of Services:	

**Company Name****Authorized Signature****Print Name of Signatory****Date**

**CLIENT WORK HISTORY**  
**Comprehensive Inmate Healthcare Services for**  
**Muscogee County Prison (Annual Contract) - RFP No. 22-0016**

List the last five clients for which your company has provided the same or similar services.

Client Name:		Contract Begin Date:	
Contact Name:		Contract End Date:	
Inmate Population:		Annual Contract Value:	
Address:		Telephone Number:	
		E-Mail Address:	
Description of Services:			
Client Name:		Contract Begin Date:	
Contact Name:		Contract End Date:	
Inmate Population:		Annual Contract Value:	
Address:		Telephone Number:	
		E-Mail Address:	
Description of Services:			

<hr/> <b>Company Name</b>	<hr/> <b>Authorized Signature</b>	<hr/> <b>Print Name of Signatory</b>	<hr/> <b>Date</b>
---------------------------	-----------------------------------	--------------------------------------	-------------------

**COST PROPOSAL**  
**Comprehensive Inmate Healthcare Services for**  
**Muscogee County Jail (Annual Contract)**  
**RFP No. 22-0016**

<b>A. GUARANTEED ANNUAL FEES, PER DIEM RATES AND PHARMACY MANAGEMENT FEE</b>			
<b>Description</b>	<b>Monthly Fee</b>	<b>Guaranteed Annual Fee</b>	<b>Per Diem Rates</b>
Healthcare Services for Year 1	\$	\$	\$
Healthcare Services for Year 2	\$	\$	\$
Healthcare Services for Year 3	\$	\$	\$
Healthcare Services for Year 4	\$	\$	\$
Healthcare Services for Year 5	\$	\$	\$
Pharmacy services at pass-through cost with a management fee _____% Management Fee			
<b>B.</b> On separate sheets of paper, delineate other associated costs that are required to provide the services but are not included in the guaranteed annual fee.			
<b>C.</b> On separate sheets of paper, provide a detailed plan for the implementation and operation of a cost containment and incentives-based programs. Addressed in this section shall be the mechanism by which the Respondent plans to control healthcare costs, areas in which cost savings will be achieved, and evidence of the success of such a program at other contract sites, and billing of insurance companies, and other third parties to recover costs associated with healthcare services			

*Notes:    The monthly and guaranteed annual fees shall be inclusive of all specified healthcare services.*

*Per diem rate shall be the cost per inmate, per day, when the daily population census is greater than 1050.*

*All fees and rates are subject to negotiations.*

<b>Company Name</b>	<b>Authorized Signature</b>	<b>Print Name of Signatory</b>	<b>Date</b>
---------------------	-----------------------------	--------------------------------	-------------

**CONTRACT SIGNATURE PAGE**  
**Comprehensive Inmate Healthcare Services for**  
**Muscogee County Jail (Annual Contract) - RFP No. 22-0016**

**THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.**

\_\_\_\_\_  
Witness as to the signing of the contract

\_\_\_\_\_  
Signature of Authorized Representative      Date

\_\_\_\_\_  
Witness as to the signing of the contract

\_\_\_\_\_  
Print Name and Title of Signatory

*Corporate seal (if applicable)*

\_\_\_\_\_  
Company Name

***Company Street Address***

***Company Payment Address***

\_\_\_\_\_  
Contact: \_\_\_\_\_

\_\_\_\_\_  
Contact: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

\_\_\_\_\_  
Fax: \_\_\_\_\_

\_\_\_\_\_  
Fax: \_\_\_\_\_

**CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA**

Accepted this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
Isaiah Hugley, City Manager

\_\_\_\_\_  
Clifton C. Fay, City Attorney

**ATTEST:**

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

**INSURANCE CHECKLIST**

**Comprehensive Inmate Healthcare Services for  
Muscogee County jail (Annual Contract)  
RFP No. 22-0016**

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE  
AND ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
<b>X</b>	1. Worker's Compensation and Employer's Liability		
	Employer's Liability by Accident	\$1 Million per Accident	
	Employer's Liability by Disease	<b>\$1 Million Policy Limit</b>	
	Employer's Liability by Disease, per employee	<b>\$1 Million</b>	
	<b>Comprehensive General Liability</b>		
<b>X</b>	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
<b>X</b>	3. Independent Contractors and Sub - Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	<b>Automobile Liability</b>		
<b>X</b>	7. *Owned/Hired/Non-Owned Vehicles/ Employer non ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	<b>Others</b>		
<b>X</b>	8. Umbrella/Excess Liability	\$5 Million Bodily Injury, Property Damage and Personal Injury per occurrence/\$5 million aggregate	
	9. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	



Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
X	10. Professional Liability, Medical Malpractice, and Miscellaneous Errors and Omissions	\$1 Million per occurrence/\$3 million in the aggregate annually	
	11. Architects and Engineers	\$1 Million per occurrence/claim	
	12. Asbestos Removal Liability	\$2 Million per occurrence/claim	
X	13. Medical Professional Liability	\$1 Million per occurrence/claim	
	14. Dishonesty Bond		
	15. Builder's Risk	Provide Coverage in the full amount of contract	
	16. XCU (Explosive, Collapse, Underground) Coverage		
	17. USL&H (Long Shore Harbor Worker's Compensation Act)		
	18. Contractor Pollution Liability	\$2 Million per occurrence/claim	
	19. Environmental Impairment Liability	\$2 Million per occurrence/claim	
X	20. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X	21. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X	22. The City shall be named Additional Insured on all policies		
X	23. Certificate of Insurance shall show Solicitation Number and Bid Title		
	24. Pollution:	\$2 Million per occurrence/claim	

\*If offeror's employees will be using their privately owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

**BIDDER'S STATEMENT:**

If awarded the contract, I will comply with contract insurance requirements.

BIDDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

## DEMANDSTAR SUBMISSION INFORMATION

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. **Effective immediately, responses must be submitted via DemandStar. See Appendices B, C & D for Submission Requirements Checklist, Registering for DemandStar and Responding to an Electronic Bid in DemandStar.**

There is no cost to submit responses electronically through DemandStar; you will only incur a fee if you opt to receive e-notifications directly from DemandStar. You must select "Columbus Consolidated Government" as your free agency (see registration instructions). Solicitations may be accessed thru the DemandStar link that is posted at

[https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm).

Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on DemandStar shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at

[https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid\\_tabulations.htm](https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid_tabulations.htm).

**Failure to submit electronic responses, via DemandStar, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.**

The Purchasing Division sincerely appreciates your cooperation during these unprecedented times.

## APPENDIX B

### **ELECTRONIC SUBMITTAL CHECKLIST** **Comprehensive Inmate Healthcare Services for Muscogee County Jail (Annual Contract) - RFP No. 22-0009**

#### **Submit your electronic response as instructed below:**

1. Vendors shall submit **only** the required documents listed using the “**Bidder Response ALL Documents**” function.
2. **Zip files with multiple files are not acceptable; vendors shall submit one PDF file of their submittal.**
3. **Due to file size limitations, please do not resend the City’s full specifications as this information is already on file.**
4. **In the event DemandStar requires a dollar value for your submittal, enter “0”.**

- ☐ 1. Transmittal Letter
- ☐ 2. E-Verify Affidavit (*Form 1*)
- ☐ 3. Communication Concerning this Solicitation (*Form 2*)
- ☐ 4. Addenda Acknowledgement (*Form 3*)
- ☐ 5. Exceptions to RFP
- ☐ 6. Client Work History (*Form 4*)
- ☐ 7. Experience and Qualifications
- ☐ 8. Management Summary
- ☐ 9. Recommendation
- ☐ 10. Program Support Services
- ☐ 11. Cost Proposal (*Form 5 as well as items B and C*)
- ☐ 12. Contract Signature Page (*Form 6*)
- ☐ 13. Insurance Checklist (*Form 7*) or Certificate of Insurance
- ☐ 14. **Page 1** of Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- ☐ 15. Business License/Occupation License or Articles of Incorporation

***Please note: After award of contract by Columbus City Council, awarded vendor will be notified to provide one (1) identical hard copy of submitted proposal, with original signatures.***

## APPENDIX C

# Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

**It's EASY!** Get started with these 3 easy steps!

## 1 REGISTER

Go to:

<https://www.demandstar.com/registration>

### Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

☐ I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



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206.940.0305

## 2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

### ← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis 

Narrow down your search by selecting a state and county.

State	County
Select State ▼	Select County ▼

- ☐ City of Metropolis – Board of Commissioners
- ☐ City of Metropolis Purchasing
- ☒ Metropolis Technical College

## 3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

You have chosen **Metropolis Technical College** as your free agency.  
Add additional government agencies below for \$25 per County,  
Statewide and National subscriptions available.

My Subscriptions  [0]

**Nation (0)**

**States (0)**

**Counties (0)**

		Your Current Rate
Total	(0 subscriptions)	\$0/year

Proceed to Checkout

Skip for Now

**SIGN UP**

Visit [www.demandstar.com](http://www.demandstar.com)



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206.940.0305

## APPENDIX D

# Responding to an Electronic Bid

5 Step Instructions

# Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a web application with a top navigation bar containing links: Dashboard, Bids, Quotes, Coming Soon! Activities, Coming Soon! Messages, and Responses. Below the navigation bar is a large orange arrow pointing right with the word "Bids" in white. To the right of the arrow is a "Sort By" dropdown menu set to "Due Date". Below these elements is a list of three bid items, each with a title, description, ID, broadcast and due dates, number of planholders, and a "Watch" button. The first item is highlighted with a red arrow pointing to its title.

Bid Title	Description	ID	Broadcast	Due	Planholders	Watch
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	ID: BID-TSEBIDVINO24JAN01-G-	Broadcast: 1/24/2020	Due: 3/1/2020	3	Watch
AA-BB-CC-DD-EE	agency2.0, Texas, FL	ID: EBID-001-946-00-0-2020/AD	Broadcast: 2/4/2020	Due: 2/29/2020	0	Watch
TESTBID	agency2.0, Texas, FL					

## Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID

Active

### Bid Details

Agency Name	Agency A
Bid Writer	Agency A
Bid ID	8810-12345678-123456
Bid Type	E-BID - E-BID
Broadcast Date	12/18/2020 2:40 AM Eastern
Fiscal Year	2020
Due	12/18/2020 11:59 PM Eastern
Bid Status Text	BID STATUS

### Scope of Work

SCOPE OF WORK

### Documents

Filename	Type	Date Modified	Status
File	Attachment	12/18/2020	Complete

### Distribution Info

Bid Bond	None
Plan (Blueprint)	None
E-Bidding	Submit
Distributed By	Demarcus
Distribution Method	Download and Print
Distribution Options	Bid has no blueprints associated with it
Project Estimated Budget	\$120,000.00
Distribution Notes	None

### Publications

View Legal Aid

### Pre-Bid Conference

No Pre-Bid Conference Data Found

### Commodity Code

[001-945-00] FINANCIAL SERVICES

Submit E-Bid Proposal



## Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”

**Enter “0” as your bid (proposal) amount.**

(As cost proposals remain confidential until after contract award (if any), Columbus Consolidated Government will not consider proposed costs, fees, revenues, etc., that are entered directly into DemandStar.)

The screenshot shows the DemandStar web application interface for an E-Bid Response. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The left sidebar shows the 'E-Bid Progress' menu with three items: 'Contact Information' (selected), 'Documents Upload', and 'Review Bid'. The main content area is titled 'E-Bid Response' and contains a 'Contact Information' section with various input fields. The 'Bid Amount' field is highlighted with a red border and contains the value '127,000', with a red 'Invalid' message below it. The 'Alternate Bid Amount' field is also present. A 'Next' button is at the bottom right.

DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Gallardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

### Bid Details

Agency Name agency2.0  
Bid Number EBID-123456-0-2020/AD  
Bid Due Date 02/29/2020 (PST)  
Bid Opening 23 days, 04 hours, 23 minutes, 54 seconds Remaining  
Bid Name TESTBID

### E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

### E-Bid Response

#### Contact Information

Company Name  
Calgon Carbon Corporation

Address 1  
P. O. Box 717

Address 2  
Address 2 (optional)

City  
Pittsburgh

Country United States of Ame... State/Province Pennsylvania

County Select... Postal Code 15230-0717

Phone Number 4127876810 Extension Extension (optional)

Bid Amount 127,000 Invalid Alternate Bid Amount Alternate Bid Amount (optional)

Notes  
For the full 6 month contract (optional)

Next

## Step 4

After you click NEXT on the Contract Information page, you will be directed to enter the documents required.

Create one (1) file containing **only** the required documents listed on the "Electronic Proposal Submission Checklist" page of the specifications and upload using the "Bidder Response ALL Documents" function.

**NOTE:** Do not enter information using the "Supplemental Documents" function.

**Due to file size limitations, please do not include the City's specification document in your uploaded response as this information is already on file. Font and page limitations may also apply.**

**BEST PRACTICE TIP:** In some instances, multiple addenda may be issued for a solicitation. To avoid having to re-upload your firm's response file multiple times, it is **recommended** that vendors upload within five (5) business days of the due date. The City posts all documents, to include addenda, on the Finance Department Bid Opportunities web page:  
[https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm).

The screenshot displays the DEMANDSTAR E-Bid Response interface. On the left, the 'Bid Details' section shows information for Agency Name 'agency23', Bid Number '000-123456-0-000000', Bid Due Date '12/01/2024 (PST)', Bid Opening '23 days, 04 hours, 17 minutes, 21 seconds Remaining', and Bid Name 'T137000'. Below this is the 'E-Bid Progress' section with a progress bar and steps: 'Contract Information', 'Documents Upload', and 'Review Bid'. The main 'E-Bid Response' section on the right includes a 'Required Documents' header, a list of 'Agency Accepted File Formats' (Adobe Acrobat (.PDF), AutoCAD Drawing (.DWG), etc.), and a table for 'Required Document', 'Submission Option', and 'Uploaded Document'. A green arrow labeled 'UPLOAD COMPLETE FILE' points to the 'Required Document' section. A red arrow labeled 'DO NOT USE SUPPLEMENTAL DOCUMENTS' points to the 'Supplemental Documents' section, which has a warning: 'You can upload additional documents here.' and an 'Add Document' button. The interface also includes 'Previous' and 'Next' buttons at the bottom.

## Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web application interface for reviewing an e-bid response. The top navigation bar includes links for Dashboard, Bids, Quotes, Activities, Messages, and Responses. The user is logged in as Robyn Gallardi.

**Bid Details:**

- Agency Name: Agency 2.0
- Bid Number: EBID 123456-0-0000AD
- Bid Due Date: 02/09/2020 (PST)
- Bid Opening: 22 days, 04 hours, 00 minutes, 47 seconds Remaining
- Bid Name: TESTBID

**E-Bid Progress:**

- Contact Information
- Documents Upload
- Review Bid

**Contact Info:**

- Company Name: Calgon Carbon Corporation
- Address 1: P.O. Box 717
- Address 2:
- City: Pittsburgh
- State: Pennsylvania
- Country: United States of America
- Postal Code: 15200-0717
- Phone Number: 4127876810
- Fax:
- Bid Amount: \$127,000.00
- Alternate Bid Amount:
- Notes: For the full 6 month contract

**Agency Required Documents:**

- Service Doc agency 2.0 (Electronic/Online)

**Supplemental Documents:**

- References (Electronic/Online)

**After clicking "Submit Response" the following process will:**

1. We will verify that your response is complete as entered.
2. You will see a confirmation page with your confirmation number and date/time stamp of your upload.
3. You will receive a confirmation e-mail indicating a successful response submitted.
4. You may track your response submission under the Responses page.

If you do not receive any of the above, please call Supplier Services at (204) 840-0005.

Buttons: Previous, Submit Response