Request for Statements of Qualifications

Jefferson Parish
Community Justice Agency
Primary Healthcare Services for the Jefferson Parish Correctional Center

The Jefferson Parish Community Justice Agency hereby solicits Statements of Qualifications from experienced individuals and/or firms interested in providing primary healthcare services, mental health services, and infirmary care to inmates at the Jefferson Parish Correctional Center beginning June 1, 2015. All services must be carried out in full compliance with all local, state and federal laws or regulations concerning healthcare services. (Deadline Date: 12/4/14)

Scope of Services shall include the following:

1. Contractor shall provide primary healthcare services, mental health services, and infirmary care to approximately 1193 inmates housed at the Jefferson Parish Correctional Facility;
2. Contractor must have a minimum of five years experience providing primary health care services to a correctional facility with a capacity of at least 1000 inmates;
3. Contractor shall develop and direct a medical program which meets the accreditation standards of the National Commission on Correctional Health Care (NCCHC) within budgetary limitations as set forth by the Jefferson Parish Council;
4. Contractor shall perform all clinical and administrative duties necessary for operation of the medical program;
5. Contractor shall develop and implement policy, procedures, and guidelines for administration of the medical program including, but not limited to, personnel management, support services, in house OB/GYN services (labor and delivery is handled offsite at a hospital), care and treatment, regular and special services, management of an eighteen bed acute care infirmary, provide and implement an electronic medical records management system with redundancy; provide and implement an electronic pharmaceutical management system, provide and implement technology allowing for clinical care at a distance (i.e. telemedicine)
6. In compliance with the accreditation standards set forth by the National Commission on Correctional Health Care (NCCHC) contractor shall hire and supervise personnel qualified by virtue of education training and/or experience to assist in providing required on-site medical services for the medical program;
7. Contractor shall procure all pharmaceuticals, supplies, x-rays, blood work, and services necessary for the medical program;
8. Contractor shall organize and implement training programs for correctional center officers and screening programs for the protection of personnel and inmates from communicable diseases in accordance with the National Commission on Correctional Health Care (NCCHC);
9. Contractor shall provide necessary liaison with local, state and federal agencies with jurisdiction over health care and medical care in the correctional environment;
10. Contractor shall utilize, where possible, public agencies such as mental health services, substance abuse services, and public health services, to reduce costs to the Parish to include but not limited to the tuberculosis clinic provided by the Office of Public Health (OPH); HIV screening, testing and informational materials provided by OPH; specialty clinic services and hospitalization provided by University Medical Center, including surgical or orthopedic, prenatal, elective and emergency hospital services; specialty services for HIV including medications provided by the Medical Center of Louisiana; and forensic social work services;
11. Contractor shall maintain a quality assurance program for the medical program, develop a system for routine medical audits, and generate monthly reports for Jefferson Parish;
12. Contractor shall be required to testify at judicial, administrative, or other proceedings with respect to medical services and to the extent permitted by contract and law provide all records related to any such services in question at such proceedings;
13. Contractor shall maintain and submit monthly reports to Jefferson Parish of all activities conducted pursuant to any agreement negotiated including, but not
limited to, the number and types of screenings, number and types of examinations, number of prescriptions, transports, and admission into other health care facilities, as well as personnel changes;

14. Contractor shall maintain an accounting system for personnel salaries, pharmaceuticals, all medical supplies, laboratory work, x-rays, and other expenditures;

15. Contractor shall submit monthly financial statements and submit to Jefferson Parish an annual expenditure report;

16. Contractor shall secure and maintain such insurance that will protect itself and the Parish from claims under the Workmen’s Compensation Act and from claims for bodily injury, death or property damage which may arise from the performance of such health care services at the Correctional Center. Contractor shall also secure primary, professional liability insurance/medical malpractice insurance covering provider and any personnel eligible for such insurance coverage by virtue of their status as a health care provider in accordance with La. R.S. 40:1299.41, et seq., as well as participate in the Louisiana Patients’ Compensation Fund;

17. Contractor shall be responsible for providing on-premises primary health care services and shall not be required to provide specialty care such as dentures, bridgework or bridge repairs, eyeglasses, orthopedic shoes or other devices or any prosthetic devices, wheelchairs, walkers or quad-canines or for providing any outside private medical care, abortions or surgery of any type;

18. Contractor shall maintain complete medical records with the highest regard for the inmate’s privacy. To the extent consistent with all applicable federal, state and local laws, rules, regulations, and orders, contractor shall comply with inmate access and confidentiality provisions;

19. Contractor pricing shall be inclusive of all services and invoiced on a per inmate per day basis according to the daily census of inmates.

Submittals must include the following:

1. Statement of Qualifications Questionnaire;
2. Affidavits as required by Jefferson Parish;
3. Response to the above Scope of Services;
4. Price Proposal in accordance with the Scope of Services number 19;
5. Proof of experience in providing health care services to a correctional facility with a capacity of at least 1000 inmates.

Persons or firms shall be evaluated individually under the five (5) criteria listed below,

1. Proposer’s qualifications and experience (40 points);
2. Demonstrate administrative and financial management ability (25 points);
3. Ability to implement electronic medical records management system with redundancy (20 points);
4. Ability to implement electronic pharmaceutical management system (15 points).

All firms (including sub-consultants) must submit a Statement of Qualifications. Please obtain the latest Questionnaire by calling the office of the Parish Clerk at (504) 364-2626 or using our web address: jeffparish.net. Interested persons or firms must send one (1) original and thirteen (13) copies of their submittals to the Jefferson Parish Council, c/o Eula Lopez, Parish Clerk, General Government Building, 200 Derbigny Street, Suite 6700, Gretna, LA 70053, no later than 4:30 p.m. on December 4, 2014 No Statements will be accepted after the deadline. Resolution No. 123903