

Request for Proposal for Correctional Health Care Services for the Toombs County Detention Center
FOR PROJECT NO. 2025-HLTH-001

I. INTRODUCTION

Toombs County, Georgia is seeking proposals for Correctional Health Care Services for the Toombs County Detention Center. The Detention Center (DC) located at 357 NW Broad Street, Lyons, Georgia is a 220 Bed facility with a daily average of 137 for the last six (6) months. The original DC was build in 1993 with a 120 bed capacity. Renovations and expansions done in 2023 added an additional 100 beds, bringing capacity to 220.

Request for Proposal (RFP) seeks to identify the most qualified potential providers of the above-mentioned services. Vendors who respond to this RFP and who wish to submit a proposal are encouraged to notify HELEN HARRIS at TOOMBS CO COMMISSIONERS OFFICE to be placed on a list to receive any updates and/or changes to this RFP. All respondents to this RFP are subject to instructions communicated in this document and additional terms and conditions that may be provided later. Toombs County reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at the discretion of the owner.

II. GENERAL CONDITIONS

The vendor will provide medical services as defined below in Section IV. Scope of Work.

The expectation is for the vendor to be compliant with all federal and state labor laws and all other professional related medical standards and Federal & State Licensing requirements.

The successful applicant will:

- Maintain a physical location presence and a permanent place of business
- Demonstrate they have the appropriate and adequate technical experience required
- Adequate personnel and equipment, as needed, to perform the work in a professional, efficient and expeditiously manner
- Able to comply with the required or proposed schedule
- Has a satisfactory record of performance
- Has adequate financial means to meet obligations to the work
- Such other factors as appear pertinent to either the RFP or work.

All cost related to the preparation, submittal, or presentations of your RFQ and possible proposal, if requested, are the sole responsibility of the respondent and will not be assumed in full or part by Toombs County.

Toombs County will provide medical equipment, office equipment, EMR and medication.

Evaluation of the proposals and interviews with the selected firms will be conducted by Captain Amanda Brown.

III. BACKGROUND

The DC was recently renovated and expanded with an additional Pod to primarily house inmates incarcerated in Toombs County. Toombs County seeks to find a viable partner to provide adequate medical care to the residents.

IV. SCOPE OF WORK

The anticipated scope of work includes, but is not limited to:

Nurses will be on-site 12 hours per day, 7 days per week.

There will be an on-site manager.

Medical staff will screen inmates for reported dental issues as part of the intake screening history and assessment

Medical Staff will prepare and pass all medications to the inmate population within the facility

Medical Staff will perform inmate physical appraisals and TB testing, manage chronic care, and hold regular sick-call sessions

Vendor will act as the Records Custodian beginning with Start Date, however it is understood that the Sheriff's Office is the owner of said records.

Vendor will conduct Pre-Employment physical form requirements as agreed upon with the DC.

Vendor will conduct continual training to officers working in the DC to clarify the responsibilities between the nurses and the officers

Vendor will provide additional medical training about various topics of importance in DC settings

Any other value-added services to be provided

V. PROPOSAL SUBMISSION INSTRUCTIONS

All information requested is required. The submission of a proposal is certification to the factual truth of all information presented. All proposals shall be signed and dated by the owner, partner, or senior member of the responding firm that has the authority to legally submit a proposal on behalf of the firm.

1. Information Page
2. Pricing Sheet and Fee Schedule

3. Years firm has been in business including:
 - a. Date of Incorporation
 - b. US State of Incorporation
4. List names and addresses of all officers.
5. List categories in which firm is legally qualified to do business. Include licenses and registration where applicable.
6. Has your firm defaulted on a contract, failed to complete any work awarded, or been involved in work related litigation? If yes, please explain.
7. Please provide a brief resume of the educational training and experience of the management team
8. Please provide a list and background information on other DC's serviced by your firm in the last five years.

VI. FEE PROPOSAL

The total fee proposed shall be considered to be inclusive of all fees which will be generated by your firm as required to complete the work described in Section IV, Scope of Work. If the responding firm anticipates that services will be required to complete the work which will involve items not outlined in the Scope of Work, the Fee Proposal should describe these items in a distinct line item. The responding firm shall describe completely any expected reimbursable expenses and provide rates and/or per-diem fees if applicable. Any annual increases that are anticipated should be outlined clearly and fully. Any unexpected increases or decreases in services needed such as unexpected inmate population changes or unexpected increases in the Consumer Price Index that are beyond the control of the vendor or the county, handling of such changes should be appropriately outlined in the proposal.

VII. SELECTION PROCEDURE

Proposal will be evaluated by the Evaluation Committee based on their relative responsiveness to the following criteria:

1. Proposed fee plus additional rate should additional work be required outside the scope of the RFP.
2. Experience in the management of facilities of similar size, type and scope of this project.
3. Evaluation of previous work, management of projects, and feedback from references.
4. Professional experience of proposed management and proposed on-site staff.
5. The location of the firm and their accessibility to the DC.
6. Estimated time for preparation and timeframe of begin date.

Finalists may be selected for an interview and will be chosen based upon the criteria and will be contacted for a presentation by Captain Amanda Brown, of the Toombs Co Sheriff's Office.

VIII. RESERVATIONS

Toombs County reserves the following rights:

- Rejection of any and/or all proposals or any portion thereof.
- Negotiate change in the Scope of Work
- Negotiation of services to be provided.
- Negotiate fee proposal.
- Waive the right to any and all formalities and technicalities.
- Re-advertise for proposals.

