

REQUEST FOR PROPOSAL (RFP)

Service: Inmate Healthcare Provider

Location: Campbell County Detention Center
601 Central Ave.
Newport, Kentucky 41071

Kentucky Department of Corrections Certificate of Occupancy:

Detention Center Main Jail: 532

Restricted Custody Center (work camp) 124

Issue Date: August 21, 2025

The Campbell County Detention Center (hereinafter "CCDC") and Campbell County Fiscal Court (hereinafter "County") requests proposals to provide medically necessary, comprehensive healthcare to inmates housed at CCDC. The general scope of that healthcare shall include, at a minimum, all professional health services, mental health services, basic dental care and all associated administrative and electronic medical record management. The above medical care and services to be supplied by the chosen vendor (hereinafter "Provider"). These services and optional opt out sections will be described in more detail below.

Proposals are requested for a three (3) year contract with two (2) one (1) year mutually agreed renewal periods. The County reserves the right to cancel the contract by giving the Provider sixty (60) days written notice.

An original and three copies of your proposal must be delivered to CCDC at the address above no later than 4:00 PM, local time, on September 3, 2025. In addition, a copy of the proposal must be submitted on a thumb drive. All proposals must be delivered in a sealed package addressed to James A. Daley, Jailer and identified on the outside as "Inmate Healthcare Proposal".

Minimum Criteria used to evaluate Providers and proposals. The failure to meet any of the following criteria may, in the discretion of the Jailer, disqualify a proposal from further consideration.

- a. Does Provider have a minimum of five years' experience delivering described medical services to an inmate population in facilities with a daily average population of at least 450 inmates?
- b. Is Provider qualified to diagnose and assess patients for drug abuse disorders including opioid use disorder and is Provider qualified to develop, administer, and

otherwise participate in Medication Assisted Treatment programs for inmates diagnosed with these disorders, including opioid use disorder?

- c. Will all of Provider's personnel and subcontractor's employees be trained in and compliant with the Prison Rape Elimination Act (hereinafter "PREA") standards and guidelines, through Provider's training or CCDC required training prior to providing healthcare services to CCDC?
- d. Does Provider agree to adhere to the policies and procedures of CCDC?

Proposal shall include a single point of contact to manage the overall inmate healthcare services for CCDC and all costs associated with providing the minimum staffing as follows:

- Staffing of a Kentucky licensed physician as "Medical Director" who shall be the responsible medical authority for CCDC. The physician/nurse practitioner must be prepared to conduct inmate sick calls at CCDC a minimum of two days per week and be able to render general medical care similar to that available in the community. Physician medical services must also include being "on call" and available to nursing staff 24/7 for necessary medical situations.
- Staffing of a nursing supervisor who is, at a minimum, a Kentucky fully licensed registered nurse (hereinafter "RN") and can provide on-site clinical management of the daily healthcare program. This on-site nursing supervisor must be assigned to CCDC a minimum of 40 hours per week and will be responsible for the overall management of the nursing and subordinate medical staff.
- Staffing of a sufficient number of Kentucky fully licensed competent RNs, Kentucky fully licensed practical nurses (hereinafter "LPN") and/or certified medical assistants (hereinafter "CMA"), as agreed by the Jailer pursuant to a negotiated agreement, to provide adequate medical staff coverage 24 hours, 7 days per week at CCDC. This nursing staff shall conduct sick call triage, dispense medications, conduct medical screenings for incoming arrestees and see any inmate who might need immediate medical attention. It is the preference of CCDC that RNs fill all nursing positions rather than LPNs or CMAs if fiscally reasonable and pursuant to a negotiated agreement.
- Staffing of a Kentucky licensed mental health professional (hereinafter "MHP") to oversee the mental health care of inmates confined in CCDC. This MHP must conduct mental health evaluations as often as the circumstances at CCDC requires but must be on-site a minimum of forty hours per week. This person must also be available for consultation and mental health emergencies.

- Staffing of a dentist for necessary, basic dental care on-site at CCDC as required but a minimum of two days per month.

The Jailer is open to negotiation of various staffing models to facilitate the recruitment and retention of personnel. The Jailer will maintain input and final decision-making authority regarding pay, benefits, and personnel policies.

CCDC expects high quality healthcare services that are consistent with and in compliance with Kentucky Revised Statutes (KRS), Kentucky Administrative Regulations (KAR) and the National Commission on Correctional Healthcare.

Provider shall only utilize the services of qualified, fully licensed, certified and professionally trained healthcare staff. Provider shall be responsible for all costs associated with medical staff employed by or contracted with Provider. These associated costs include all recruitment, advertisement costs, professional dues, health benefits, retirement benefits, unemployment insurance, worker's compensation insurance, uniforms, professional malpractice insurance coverage, general liability insurance, legal representation, bookkeeping, payroll or other human resource matters.

Provider must operate the healthcare at CCDC in a cost effective and efficient manner while providing adequate medical services to the inmate population. Provider shall be accountable to the Campbell County Jailer and provide regular and complete reports of medical activity at the Jailer's request. This includes an open and effective relationship with CCDC command staff and following the security guidelines set forth by CCDC. Provider staff is also required to perform their duties in such a manner as to respect the rights of the inmates and provide care in an efficient and humane manner.

All scheduling of staff will be mutually agreed to by the Provider and the Jailer or his designee. Any replacement of medical staff that are unavailable for work is the sole responsibility of the Provider except for those county employees listed under special conditions below. Provider will ensure that each medical staff member is given an orientation and a written job description covering facility operations and a delineation of employee responsibilities. Provider's staff shall be given access to inmate arrest files and are required to keep all information confidential and follow agency policies and procedures regarding those files.

Provider shall also include in their proposal complete costs associated with the following general services to be performed on-site at CCDC:

- Intake medical screening for all arrestees coming into CCDC which includes current medical conditions, need for immediate medical treatment, communicable diseases, verification of medication and mental health condition.
- General health assessments are required for any inmate who remains in the custody of the Detention Center more than fourteen (14) days. This general medical and mental

health assessment should be based on standards set out by the Medical Association of Kentucky and the National Commission on Correctional Healthcare and should be conducted by an RN (at a minimum).

- Triage of inmate healthcare complaints on a daily basis and referrals for follow-up care as required.
- Provide sick call on a daily basis as required.
- Provide medical and mental health services to inmate housing units for inmates who are sick and/or injured that cannot be moved to the medical department.
- Respond to medical or mental health emergencies as needed.
- Provider shall supply all medical supplies, office supplies and disposal of medical waste products that are utilized to provide medical and mental health services as required.
- Provider shall prescribe, order, evaluate, provide and dispense all pharmaceuticals to inmates in their housing units as required on a daily basis.
- Provider shall supply all necessary equipment, software, staffing, files, supplies, etc., to create, manage and maintain an accurate electronic medical file record for every inmate evaluated or treated by medical staff. Medical records shall be maintained within the electronic medical records section of CCDC's jail management software unless otherwise agreed upon by the Jailer. Provider shall make reasonable effort to access local healthcare systems patient records management systems to exchange patient records for continuity of patient care.
- Provider shall manage and provide close medical supervision of chronically ill inmates and those assigned to CCDC's Infirmary housing area.
- Provider shall be responsible for coordinating off-site healthcare services for inmates to include hospital services, specialty physician services, laboratory and other medical testing and diagnostics services, etc.
- Provider shall provide a monthly report to the Jailer's designee outlining an analysis of the healthcare services provided during the previous month in a mutually agreed upon format.
- Provider must be willing to work with the current and any future medical billing/claims and stop loss insurance contractor and to provide them with all necessary information to effectively represent CCDC's interest in the payment of all required inmate medical claims assigned to them.

Provider shall have the option to include or exclude the cost of services below (items typically performed by a third-party vendor), or include multiple options. In the event these costs are excluded from the RFP and are to be paid by CCDC, Provider shall still be responsible for procuring and coordinating these services.

- Provide dental call on a semi-monthly basis or as required to meet the needs of the inmate population. Dental services must provide consultation, diagnosis, and treatment (no preventative or cosmetic dental care). Must be available 24/7 (telephonic on-call acceptable) for advice and consultation to nursing staff. An

emergency dental provider shall be available for chronic cases that cannot wait for the scheduled dental visit.

- Provider shall be responsible for all necessary ancillary services to include x-rays, laboratory, dialysis, etc., except as provided during in-patient hospital stays or by an outside specialist referred to by provider.
- Mental health services: These services include providing a qualified MHP to evaluate inmates identified as having mental health problems upon intake into the jail, crisis intervention and management of acute psychiatric episodes. Provide stabilization of the mentally ill, prevention of psychiatric deterioration, and referral for psychiatric and other identified mental health services/specialists, including the identification, treatment and referral of individuals deemed a danger to self or others in collaboration with medication, evaluation and monitoring. Must be available for advice and consultation to nursing staff. Offer face to face consultative mental health and psychiatric services forty (40) hours per week. These psychiatric services shall exclude mental health assessment / triage upon high risk inmates. These services are currently and will continue to be provided by Jail Triage. The Provider shall work with these services and inmates to aid in their reintegration into the general population and/or reduce psychiatric episodes.
- Participate in the development and implementation of mental health care protocols.
- Provide maintenance of health and medical records and charting of information.

Providers are invited to submit proposals in multiple possible scenarios: 1) all services listed above to include mental health services, dental and/or ancillary services, OR 2) all services listed above LESS mental health services, dental and/or ancillary services (or any combination thereof). Should a Provider be awarded the proposal for services less the excluded options, it should be anticipated that a collaborative functioning agreement or memorandum of understanding will be required to ensure effective and efficient medical service program operations between the two service providers. The preference is that Provider perform all listed services.

In order to provide an efficient and effective healthcare program for inmates housed at CCDC and ensure that safety and security is maintained, a direct line of communication must be maintained between any Provider and Jailer's command staff. Provider is required to provide the Jailer or his designee with contact information for all management levels associated with the Provider company. The initial and continued employment of any Provider staff member or professional contractor shall be subject to the approval of the Jailer of Campbell County or his designee. Provider shall be required to complete background checks and drug screens on all medical staff assigned to CCDC. CCDC specifically reserves the right to remove the security clearance for any medical staff member. Should security clearance be withdrawn the person will no longer be allowed to enter the secure perimeter of the facility.

Provider shall be required to provide statistical data on inmate healthcare issues to Jailer's command staff upon request and must be willing to participate in, at least two "in-service" training sessions for CCDC staff annually.

All proposals shall not include any of the following which shall be the responsibility of the Jailer of Campbell County or the inmate:

- All costs associated with inmate transportation
- All costs associated with inmate security
- All costs associated with medical office and infirmary space at CCDC including all utilities, telephones, internet connection, current medical equipment, etc.
- All costs associated with medical billing and claims processing
- All costs associated with inmate healthcare stop-loss insurance
- Healthcare costs for inmates housed in other facilities
- Costs associated with any elective medical care
- Costs associated with hospital inpatient or outpatient care
- Costs associated with off-site medical specialists or diagnostics except as described above
- Costs associated with county emergency medical services and ambulance response

To ensure all proposals are adequately and equally evaluated, proposals should include, but are not limited to the following common basic information:

- A. Introduction and profile of the company with number of years in business and organizational structure.
- B. A minimum of three (3) references, with complete contact information, from jails that have been serviced by Provider for a minimum of one (1) year.
- C. Statement of how basic on-site and off-site services will be handled.
- D. Process utilized by Provider to recruit, screen, evaluate and develop their staff.
- E. Brief explanation of Provider financial stability.
- F. Brief explanation of electronic medical records management.
- G. Statement outlining Provider's quality assurance and cost containment strategies.
- H. Overall staffing plan for implementation of services at CCDC.
- I. Brief explanation of Provider's emergency operations plan.
- J. Statement of professional liability insurance coverage with limits of at least

\$3,000,000 per occurrence and \$5,000,000 in the annual aggregate under such coverage. This insurance shall specifically cover Provider and the services provided under this contract. Evidence of such insurance shall be presented to the County prior to the execution of the contract. Failure to maintain such insurance shall be grounds for immediate termination of Provider's contract. Provider shall provide for indemnity to CCDC and County for claims resulting from all medical malpractice and/or directly the result of provision of medical care by Provider and its employees.

K. Provider shall provide a currently valued, three (3) years loss run relative to the medical professional liability claims for Provider.

L. Provide a list of lawsuits filed against Provider's company and all subsidiaries and affiliated entities, that allege medical malpractice, denial of civil rights or breach of contract to provide medical services, including any settlements made (with or without filing a lawsuit) within the last five (5) years. Include the court, name, case caption, and docket number.

M. Cost Proposal.

The RFP will be mailed out to potential providers, posted on CCDC's website and advertised beginning August 18, 2025. The advertisement will be posted as prescribed by KRS guidelines.

A walk through of the facility is available for each prospective Provider. The walk-through visit shall be conducted on August 27, 2025, at 9:00 A.M., and is expected to take one hour. The Jailer/Designee and one or more staff members will be available after the walk through to answer questions from prospective Providers. The question and answer session will be conducted with all interested Providers from the particular day present so that all can hear the questions and answers. If there are questions on this process please contact Jailer James Daley at jdaley@campbellcountky.gov. These visits shall be an opportunity to see the facility and to provide further clarification as needed.

Potential providers may submit written questions for further clarification to Jailer James Daley at jdaley@campbellcountky.gov no later than August 29, 2025. All prospective Providers will receive an email response to all submitted questions by September 2, 2025. These responses will also be posted on the CCDC website for all potential Providers to review.

Final submissions shall be received at the Detention Center no later than 4:00 PM on September 3, 2025.

The Detention Center intends to review and create a final list of potential Providers no later than September 12, 2025. As soon thereafter as is reasonable the final candidates will be presented to the Campbell County Fiscal Court for consideration.

The intent is to have a final recommendation of the selected provider no later than September 24, 2025. Once final selection is made the parties will negotiate a contract and set a transition and start date for Provider.

CCDC will make every effort to comply with these dates. However, it is to be understood that some flexibility may be necessary.

This RFP is designed to set minimal requirements and some areas may be subject to enhancement and or negotiation at the discretion of CCDC.

All documents submitted as part of the vendor's proposal will be deemed available to all parties subsequent to the proposal opening date and time designated on the front cover of the RFP. All applicable information will be subject to public disclosure in accordance with the Kentucky Open Records Statutes.

Campbell County Fiscal Court reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities and to negotiate the best qualified proposal if they deem it to be in the best interest of the County to do so. Also, the County reserves the right to disregard all non-conforming, non-responsive proposals.

The attached "Additional Information for Healthcare Providers", is provided for informational purposes only and based on CCDC's past experience soliciting medical proposals. Prospective Providers should verify the information relative to their own proposals.

All terms and conditions of these instructions to proposers and the specifications for this solicitation shall constitute part of and incorporate into the contract between the County and the successful provider.

Please attach the two following affidavits to your proposal submission.

Authentication of Bid and Affidavit of Non-Collusion and Non-Conflict of Interest

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 432.170: That I am the bidder (if the bidder is an individual, a partner (if the bidder is a partnership) or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);

That the attached bid or bids covering Campbell County Fiscal Court, has been arrived at by the bidder independently and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other vendor or materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition;

That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids;

That the bidder is legally entitled to enter into the contracts with the Campbell County Fiscal Court and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 164.390, 16.092, 61,096 and 42.990; and

(Applicable to corporations only) That as a foreign corporation we are registered with the Secretary of State, Commonwealth of Kentucky, and authorized to do business in the State _____or,

That as a domestic corporation we are in good standing with the Secretary of State, Commonwealth of Kentucky _____. (Check the statement applicable.

That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

NOTICE

Any agreement of collusion among bidders or prospective bidders which restrains, tend to restrain, or is reasonably calculated to restrain completion by agreement to bid at a fixed price, or to refrain from bidding or otherwise, is prohibited. The provision of KRS 355.080 and 305.000 which permit the regulation of resale price by contract do not apply to sales to the State, no sales to Local Governments.

Any person who violates any provisions of Kentucky Revised Statue 42.076 shall be guilty of a felony and shall be punished by a fine not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year no more than five years, or both such fine and imprisonment. Any firm,

Corporation or association which violates any of the provision of KRS 42.076 shall, upon conviction, be fined not less than ten thousand dollars no more than twenty thousand dollars.

In submitting this bid on the Bid Price Sheet, it is expressly agreed that upon proper acceptance by the Campbell County Fiscal Court of any or all items bid, a contract shall hereby be created with respect to the items accepted.

Signed by: _____ Date _____

Firm/Company _____

Address _____

Phone _____

Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status

For Bids and Contracts in General:

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
 - a. Filed Kentucky corporate income taxes;
 - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
 - c. Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY (Campbell County Fiscal Court) reserves the right to request documentation supporting a bidder's claim of resident bidder statue. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

_____	_____
Signature	Printed Name

_____	_____
Title	Date

Company Name: _____

Address: _____

Subscribed and sworn to before me by: _____

Affiant	Title
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of _____ this _____ day of _____, 20____.

(Company Name)

_____	_____/_____/_____
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Notary Public

My commission expires