

**REQUEST FOR PROPOSALS
INMATE MEDICAL SERVICES PROGRAM
AND
INMATE MENTAL HEALTH SERVICES PROGRAM
FOR THE BALDWIN COUNTY CORRECTIONS CENTER
AND BALDWIN COUNTY JUVENILE DETENTION CENTER**

Overview of Request for Proposal

The Baldwin County Commission in Baldwin County, Alabama seeks proposals from service providers to provide both a medical services program and mental health services program to inmates in the Baldwin County Corrections Center as well as the Baldwin County Regional Juvenile Detention Facility. This request for proposal is divided into two distinct parts – part 1 is adult and juvenile medical services and part 2 is adult and juvenile mental health services. Each portion of this request for proposals has distinct requirements and responsibilities for any service provider who seeks to provide these services. Service providers who can provide both medical and mental health services are preferred and shall be given priority over service providers who are not capable of delivering both.

Submission Procedures, Requirements

One (1) original and four (4) copies of the proposal must be received by the County prior to **2:00 P.M. (Central Standard Time) on Tuesday, October 7, 2025**. All copies of the proposal must be under sealed cover and plainly marked. No emailed or faxed proposals will be accepted. Proposals should be delivered or mailed to:

Wanda Gautney, Purchasing Director
312 Courthouse Square, Suite 15 (mailing address)
257 Hand Avenue (physical address)
Bay Minette, AL 36507
Phone: (251) 580-2520

Inquiries and Questions

Inquiries and questions should be submitted by email only to Wanda Gautney, Purchasing Director, at wgautney@baldwincountyal.gov no later than **2:00 P.M., Central Standard Time, on Friday, September 12, 2025**. All inquiries or questions should be consolidated by each vendor and emailed prior to the deadline of September 12, 2025. All questions that are submitted will be answered and given to all vendors attending the mandatory Pre-Proposal Meeting on September 24, 2025.

Pre-Proposal Conference

A mandatory Pre-Proposal Conference will be held at the Baldwin County Commission Chambers located at 312 Courthouse Square, Bay Minette, Alabama on **Wednesday, September 24, 2025, at 2:00 P.M. (Central Standard Time)**. The conference will include a thorough discussion of Request for Proposal specifications and Medical Vendor questions. To promote complete understanding of the conditions, operation, location, requirements, and space availability, a tour of the facility will be conducted at the pre-proposal conference. ALL INTERESTED VENDORMUST ATTEND. Vendors will not be allowed to

submit a proposal for this project if they or a representative of their company does not attend the Pre-Proposal Conference.

Service Provider Responsibility

The successful Service Provider shall assume responsibility for delivery of services and application performance, regardless of whether the Service Provider subcontracts any of these items and services. The Service Provider shall be the sole point of contact regarding Agreement matters, including the performance of services and the payment of all charges resulting from Agreement obligations. Service Provider shall be totally responsible for all obligations outlined under this RFP.

Service Provider Qualifications

All service providers, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular, and without limitation, all service providers must:

- a. Be licensed and permitted in accordance with the Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt.
- b. Be prepared to submit to the County non-confidential evidence or documentation demonstrating that they are presently licensed and permitted to do business under Alabama law. Such non-confidential evidence or documentation is encouraged to be submitted with the Proposal and contain service provider's Registration Number shall be provided on the Proposal Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division. LINK: www.sos.alabama.gov/business-entities
- c. Be compliant with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents shall be included with award documents. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at www.baldwincountyal.gov.
- d. Be organized and existing for the purpose of providing correctional behavioral health care services, and must currently have active agreement relationships with a County Jail or State Prison facility.
- e. Have at least five (5) continuous years of corporate experience in administering correctional medical and mental health care programs.
- f. Carry professional liability insurance in an amount of \$1,000,000 per occurrence and \$5,000,000 in the annual aggregate. This insurance must cover the Provider organization and all of its employees, and Provider must provide proof of the same level of coverage for sub-contractors used. A certificate of insurance naming Baldwin County as additionally insured must be submitted prior to execution of any contract.
- g. Demonstrate its ability to provide a behavioral health care system specifically for a correctional facility similar to Baldwin County Corrections Center and Baldwin County Regional Juvenile Detention Facility.
- h. Be able to demonstrate that it can complete the start-up process in 60 days from the agreement award date, and that it has a proven system of recruiting staff and adequate support staff in its central office capable of competently supervising and monitoring its operation.

Adult Detention Facility and Population

The Baldwin County Corrections Center is a 654-bed facility with a projected ADP of 1038 over the next three years. The center located in Bay Minette, Alabama, the county seat of Baldwin County. The original facility was constructed in 1964, and since then there have been expansions that have taken place in 1985, 1992, 1996 and currently with a potential completion year of 2025. The facility houses pre-trial inmates, federal inmates (including Homeland Security during inmate transit), convicted county inmates and work release inmates. The facility also has a agreement as a holding facility for one local municipality - except for inmates held for safekeeping.

The medical includes three observation rooms which are included in the total bed count. The intake area includes a medical post to access arrestees. Inmates are accessed/screened by docket staff using a medical questionnaire on arrival. The arrestees are referred to medical upon booking unless the pre-booking population prevents the initial assessment at the time of booking. Any inmates not accessed/ screened during intake, medical shall meet with the inmates within 24 to 48 hours of their arrest once they are processed into the jail population.

Baldwin County Regional Juvenile Detention Facility and Population

The Baldwin County Regional Juvenile Detention Center (JDC) is a 30-bed facility located in Bay Minette, Alabama. The facility was opened June 2, 1992, and houses juveniles who are awaiting adjudication or have been adjudicated and are awaiting placement into a state program.

Basis for Computation of Plan Costs

Population: To assist with the determination of the proposed Agreement price for the Adult Detention Facility and Juvenile Detention Facility, population statistics and projections are as follows:

The medical services and mental health services proposed for the Adult Detention Facility shall apply to inmates that are housed in the Adult Detention Facility and included in the base population. The base population for proposal purposes shall be **900**.

The Baldwin County Regional Juvenile Detention Center (JDC) is a 30-bed facility located in Bay Minette, Alabama with a current **MINIMUM ADP of 25 detainees**. The facility houses juveniles who are awaiting adjudication or have been adjudicated and are awaiting placement into a state program. Annual population figures for the Juvenile Detention Facility (JDC) are listed below for reference.

Agreement Year	Total	Male Juveniles	Female Juveniles
2016	651	513	138
2017	566	448	118
2018	656	519	137

REQUEST FOR PROPOSAL - PART 1

INMATE MEDICAL SERVICES PROGRAM **FOR THE BALDWIN COUNTY CORRECTIONS CENTER** **AND BALDWIN COUNTY JUVENILE DETENTION CENTER**

Section 1. Purpose

The primary objective of the Inmate Medical Services Program is to provide cost effective medically necessary services and maintain a level of quality in accordance with standards established by the National Commission on Correctional Health Care (NCCHC), the American Correctional Association (ACA), National Institute for Jail Operations (NIJO)

Any description of the services included in this request for proposal are guidelines based upon national accreditation standards. Service Providers are encouraged to describe their approach to meeting each requirement based upon their understanding of ACA, NCCHC, and NIJO accreditation requirements. The Baldwin County Commission seeks creative responses. Service Providers are invited to submit variations from the specific requirements provided the level and quality of services are maintained. Such variations should be described as enhancements in the narrative response. Any variations or enhancements that require modification of general terms and conditions or additions to the base price proposed must be noted in the service provider's business proposal, according to instructions in Section 6 - Contract Price.

Specific objectives for the Inmate Medical Services Program include the following:

1. To design, establish and maximize the use of an on-site Inmate Medical Services Program to meet the medical needs of inmates (e.g., initial physical assessments, ongoing evaluation and treatment of minor medical conditions, reduction of offsite trips, and stabilization of urgent and emergency medical conditions).
2. To design and establish an on-site Dental Services program to meet the basic dental needs of inmates (e.g., initial assessment, extractions, examinations, and emergency treatment).
3. To establish an off-site Provider Network of hospitals, physicians, and other ancillary medical providers to provide medical services to inmates when those services cannot be delivered at the detention facility.
4. To submit a current policy to address medical needs of inmates.

The successful service provider shall negotiate in good faith with the Baldwin County Commission to formalize an Agreement for inmate medical services.

**Section 2. Scope of Services and Conditions Relating to the
Baldwin County Corrections Center Medical Services Program (Adult Facility)**

A. Onsite Inmate Medical Services

1. Intake Screening

A licensed Registered Nurse shall perform an intake screening on incoming inmates upon admission to the Detention Facility. Individuals brought into the Detention Facility to be placed in custody must be medically stable prior to booking. The registered nurse shall evaluate the inmate to make a reasonable assessment to determine admission status. If the arrestee isn't medically stable for admission; the nurse shall be required to provide a medical recommendation conducive to center policy. The normal intake screening shall identify those individuals with chronic medical conditions, acute dental needs, mental disorders, inmates in need of segregation or close supervision, and those with suicidal tendencies. Inmates are booked and admitted into the Detention Facility 24 hours a day, seven days a week. The Service Provider shall:

- a. Implement a policy and procedure and forms to ensure compliance with accreditation standards. Proposals shall include a plan for completing the screening examinations. Please attach a copy of the Service Provider's screening policy and screening forms to Service Provider's submission.
- b. Implement a policy and procedure for when immediate referrals to an appropriate external health care service are clinically indicated, based on the capabilities of Service Provider's personnel and the medical facilities at the corrections center, and outlining when and how local health care services should be considered if medically possible.
- c. Implement a policy, procedure and written forms to notate the disposition of the inmate's health status, such as an immediate referral to an appropriate health care service, approval for placement in the general inmate population with a later referral to an appropriate health care service, or approval for placement in the general inmate population.
- d. Implement a policy, procedure and written forms identifying that the inmate's immediate needs are identified and addressed and indicating that potentially infectious inmates are isolated.
- e. Implement a policy, procedure and written forms indicating screening for tuberculosis disease and Covid 19 are completed upon presentation of symptoms or at the request of correction center administration. Other agencies may request test documentation prior to an inmate being transported. Any such medical screening may be requested by administration at any time.
- f. Work in conjunction with the Detention Facility's classification and security staff to provide for appropriate inmate placement. Considerations for such placement shall include, but not be limited to the following:
 - (1) Placement in the general inmate population.

- (2) Placement in the general inmate population and referral to the appropriate health care service at the Detention Facility.
 - (3) Immediate referral to a physician or physician's assistant when indicated; and
 - (4) Referral to an appropriate off-site preferred provider/facility for emergency treatment.
- g. Immediately notify Detention Facility staff if an inmate refuses any aspect of the intake screening and establish a policy and procedure whereby the inmate shall be recommended for placement in special confinement for medical reasons (segregated from the general population) until the intake screening is completed.

2. Transfer Screening

A transfer screening shall be performed at the Detention Facility by qualified health care professionals on all inmate transfers within 12 hours of arrival at the Detention Facility to ensure continuity of care. Any such screening shall be implemented following notification provided by the Detention Facility administration to the Service Provider prior to arrival of transfers and such screening shall be completed in accordance with the time restraints outlined in this section.

3. Health Assessment

Service Provider shall establish policies and procedures for inmate health assessments, which shall be subject to review and comment by the Sheriff or his designee at any time.

A licensed physician, mid-level provider or an appropriately trained registered nurse shall complete health assessments within 24 - 48 hours of the inmate's booking and physical placement into the Detention Facility.

- a. Any health assessment should be comprehensive and shall meet all afore-mentioned accreditation standards. The Service Provider shall outline a plan for completing assessments and attach a proposed policy and assessment form.
- b. Any health assessment protocol shall also include airborne communicable disease screening if the inmate is symptomatic.

4. Inmate Requests for Health Care Services

The Service Provider shall establish policies and procedures for handling and responding to inmate requests for health care services. Service Provider policies and procedures shall be subject to review and comment by the Sheriff or his designee at any time.

Inmates shall have the opportunity to request health care services daily. Inmates may request services in writing. Health care personnel shall review any requests and determine the appropriate course of action to be taken to include immediate intervention or scheduling for nursing sick call or a provider evaluation.

5. Assessment Protocols

The Service Provider shall establish assessment protocols to facilitate any sick call processes. The assessment protocols shall be appropriate for the level of skill and preparation of the nursing personnel who are responsible for their execution. Assessment protocols shall be in compliance with relevant state professional standards or nurse practice acts and shall be approved by the health authority.

6. Segregation Rounds

Qualified health personnel shall perform medical checkup rounds on inmates who are segregated from the general population (whether for disciplinary, administrative, or protective reasons) to determine the inmate's health status and to ensure access to health care services a minimum of three times per week. This requirement does not apply to inmates who are undergoing ongoing observation by Detention Facility staff. Inmates under medical or suicide observation shall require medical rounds at shift change and pill calls in the area. A record of the segregation rounds shall be maintained, and all clinical encounters shall be noted in the inmate's health record by Service Provider. Service Provider shall perform continuous hourly evaluations by qualified health personnel of any inmate confined to the restraint chair or restraint bed. Such evaluations shall continue until the inmate is released from the restraint chair or restraint bed.

7. Women's Preventive Health Care

The Service Provider shall be responsible for the provision of medically necessary health services to the female inmate population to include, at a minimum, the following:

- a. Annual pap smear testing as needed.
- b. Mammograms, as determined necessary by age, medical history or examination.

The Service Provider shall establish policies and procedures specific to the health care of pregnant inmates, which shall include, at a minimum, the following:

- a. Pre-natal care, including regular monitoring by an obstetrician.
- b. Provision of appropriate vitamins and dietary needs; and
- c. Identification and management of high-risk pregnancies, including appropriate referrals to qualified medical professionals.

The Service Provider shall not be responsible for fetal care or care of a baby after birth born to an inmate. However, Service Provider shall develop an after-care plan for the inmate mother prior to delivery.

8. Infirmary Care

Infirmary care shall be provided to meet the needs of the inmate population. The current infirmary is located inside of the detention facility and consists of 3 beds. These are negative air pressure rooms. Service Provider shall coordinate with Detention Facility security staff to

determine the appropriate placement of inmates in this area.

9. Infectious Disease

The Service Provider shall establish policy and procedures for the care and handling of inmates diagnosed with infectious disease, chronic illnesses and other special health care needs.

The Service Provider shall provide an infection control program that focuses on surveillance, prevention, treatment and reporting. In addition to procedures generic to "infectious diseases," disease specific programs shall be established to include:

- a. CoVid-19 – The Service Provider shall administer, at a minimum, a rapid CoVid-19 test to all incoming inmates that are symptomatic. The Service Provider shall develop a CoVid-19 surveillance, treatment and monitoring program consistent with prevailing community standards.

If an inmate tests positive for CoVid-19 or any of its variants, the Service Provider shall immediately enact proper medical protocols as prescribed by the Centers for Disease Control (CDC), notify the Detention Facility's Shift Supervisor to determine appropriate housing parameters and also notify the Detention Facility's Commander of Corrections or his/her designee of such situation.

Service Provider shall generate a weekly report to the Detention Facility's Commander of Corrections and/or his/her designee indicating high profile inmates with infectious diseases.

- b. Airborne Communicable diseases– The Service Provider shall develop a treatment and monitoring program for airborne communicable diseases consistent with prevailing medical community standards.

If an inmate tests positive for any airborne communicable disease, medical personnel shall schedule an appropriate follow up appointment for treatment, including isolation, if required.

- c. Sexual Transmitted Diseases – STD testing and counseling shall be done on a confidential basis to inmates experiencing symptoms which prevent proper medical care.

A physician shall evaluate inmates identified as having a sexual transmitted disease. Inmates that have a positive test for STD shall have access to infectious disease specialists and medications as determined as medically necessary. If the inmate is required to receive medication, the Service Provider shall utilize any private or government resources available to reduce the cost of said medications.

A committee (quality improvement) is responsible for the infectious control program (positive PPD, TB, hepatitis, etc.) in accordance with the standards established by the National Commission on Correctional Health Care (NCCHC), the American Correctional

Association (ACA) and National Institute for Jail Operations (NIJO).

10. Chronic Illness and Special Needs

The Service Provider shall establish a plan for the identification, treatment and monitoring of inmates with chronic illnesses and special health care needs. Upon identification of an inmate with a special health care need, the inmate shall be referred to the Service Provider's health care personnel and the Service Provider shall establish a special needs treatment plan to guide the care of any inmate with special medical needs.

11. Onsite Specialty Services

The Service Provider shall provide onsite specialty clinics, if deemed necessary and feasible to reduce the volume and duration of offsite services. The Service Provider shall provide additional medical equipment if needed to provide medical services safely within the Detention Facility. The Service Provider shall make a reasonable effort and coordinate with Detention Facility personnel to reduce the logistical concerns related to transporting inmates to offsite appointments.

12. Emergency Services

The Service Provider shall establish policies and procedures to address emergency medical situations. The medical emergency policies shall provide for immediate response by Service Provider's personnel to medically stabilize the inmate. Emergency services, to include first aid and cardiopulmonary resuscitation services, shall be provided on-site by Service Provider.

The Service Provider shall establish and maintain service agreements with area emergency services providers for emergency services to include transportation to an off-site emergency medical facility or department.

The Service Provider shall immediately report emergency transfers of inmates to the Sheriff and/or his designee. The report should indicate, at a minimum:

- Inmate name and identification number, and
- The date and time of the emergency service requested, and
- The date and time of the emergency service initiated, and
- The nature of the emergency, and
- The date and time the inmate left the facility, and
- The current and final disposition, if known.

13. Emergency Response Plan

The Service Provider shall establish policies and procedures to address the inmate health-related aspects of the emergency response plan. The emergency response related policies and

procedures shall be approved by the Sheriff or his designee and shall, at a minimum, include:

- Clearly outlined responsibilities of Service Provider's staff, and
- Established procedures for triage, and
- Predetermination of the site for care based on the nature of the emergency, and
- Telephone numbers and procedures for calling Service Provider's health staff and affected community emergency response system (e.g., hospitals, ambulances), and
- Procedures for evacuating patients, and
- Alternate backup plans for each of the plan's elements, and
- Response protocols for all medical-related codes called in the Detention Facility, and
- Provision of 24-hour medical-related services coverage during any disaster situation.

Any medical-related aspects of the emergency plan shall be tested and/or the subject of drills or mock incidents, as required by NCCHC, ACA, or NIJO standards. These drills shall be observed and critiqued in a written report submitted to the Sheriff or his designee.

14. Medication Management

The Service Provider shall provide a pharmaceutical drug program as part of its duties in accordance with federal, state, and local laws to meet the needs of the inmate population. Medications shall be administered to inmates by Service Provider as prescribed. Appropriately trained health care personnel shall administer medications, and the administration of each dose shall be documented. The program shall also include guidelines for administering medications to those inmates scheduled to be temporarily out of the Detention Facility (e.g., for court appearances).

The Service Provider's pharmaceutical program shall address, at a minimum, the following:

- a. Any medication ordering process.
- b. Any medication administration systems to include Direct Observed Therapy (DOT) and Keep-on-Person (KOP) programs for inhalers and other medication approved by the Sheriff or his designee. Prescribed narcotics shall be reviewed on a case-by-case basis by the Medical Director and the Sheriff or his designee.
- c. Routine/non-urgent medication shall be administered within 24 hours of a physician's order with urgent medication provided as required and ordered by physician.
- d. Documentation of inmate education addressing potential medication side effects.
- e. Documentation of medication administration to inmates utilizing the medication administration record.
- f. Documentation of an inmate's refusal to take the prescribed medication.

- g. Requirements for physician evaluations prior to the renewal of medication orders to include psychotropic medications. Any re-evaluation shall be documented in the inmate's health record.

Medications shall be maintained under proper conditions and in a secure area. A log indicating the use of stock medications shall be maintained. The Service Provider shall provide policies and procedures for the removal and disposal of all outdated, unneeded, or surplus medications without jeopardizing the security of the Detention Facility or public safety.

15. Laboratory Services

The Service Provider shall ensure the availability of laboratory studies as determined necessary. Routine and Stat laboratory specimens shall be processed, and written reports shall be provided in a timely manner. A Service Provider shall review all test results with abnormal findings.

The Service Provider shall provide equipment and supplies to perform on-site laboratory testing as required by NCCHC, ACA, and NIJO standards.

16. Radiological Services

The Service Provider shall ensure access to radiological studies as determined necessary. Routine and Stat radiology services shall be processed, and written reports shall be provided in a timely manner. A board certified or board eligible radiologist shall interpret test results.

17. Health Records Management

The **Service Provider** shall establish policies and procedures for addressing health record formatting and documentation requirements as outlined in this RFP. The Service Provider shall ensure that health records are maintained in a standardized format in accordance with prevailing medical regulations for confidentiality, retention, and access. A problem-oriented health record format shall be utilized.

A health record shall be established for each inmate who receives care beyond the initial intake screening.

The Service Provider shall be responsible for the storage and retention of health records in compliance with applicable statutes of the State of Alabama.

Any proposal shall include a provision for a full-service electronic medical record (EMR) designed specifically for corrections. Such EMR must be HIPAA compliant, capable of interfacing with the Baldwin County Jail Management System, the Detention Facility's Commissary provider and current EMR. **Such system shall not be a proprietary system exclusively owned or otherwise exclusively controlled by the Service Provider.**

18. Nutritional Services

The **Service Provider** shall be responsible for cooperating with the established food service program at the Detention Facility to ensure the provision of medically necessary diets. Any claim of food allergies shall be honored at the time of the intake screening; the inmate shall be required to consent to the release of his/her medical records. The request for a special diet must be confirmed within seven (7) days of the intake screening. If the inmate's records are not obtainable, the inmate shall be scheduled for an appointment with service provider's physician. The following diets shall be available for order from food services and shall be changed to reflect the special medical diets available at the Detention Facility.

- Mechanical soft
- Low sodium
- ADA Diabetic
- Full liquid
- Clear liquid
- Pregnancy Diet

19. Inmate Complaint/Grievance Procedure

The Service Provider shall establish policies and procedures that address the handling of inmate complaints related to health services. Such policy shall include a process for appeals.

The Service Provider shall be given access to the Detention Facility Grievance Software which shall be used to answer grievances and for tracking of complaints from receipt to resolution. The Service Provider shall initiate its response to grievances within 72 hours of receipt of the grievance.

The Service Provider shall generate and provide to the Sheriff or his designee a monthly report of all grievances or complaints received. The reports shall include, but not be limited to, inmate name and identification number, date the complaint was received, complaint description, date of response, and a brief description of the resolution. The Service Provider shall generate and provide corrections administration a list of inmate grievances or complaints including those inmates who require close supervision. The Service Provider shall also be required to attend weekly Detention Facility command meetings to brief Detention Facility command of any potential issues and treatment updates.

20. Inmate Co-Payment Processing Procedures

The Service Provider shall participate and track the inmate co-pay program. The inmate fees collected shall be for the use of the Detention Facility not the Service Provider. The Service Provider shall not collect, handle or be entitled to receive any inmate funds.

21. Dental Care

Dental care shall be provided by Service Provider under the direction and supervision of a licensed dentist.

The Service Provider shall provide dental treatment based on a list of dental priorities and shall not be limited to extractions, when the health of the inmate would otherwise be adversely affected as determined by the dentist.

The Service Provider shall provide inmates with an oral screening by dentist-trained staff within thirty (30) days of admission, including dental education and oral hygiene instruction. A dentist shall perform an oral examination within one (1) year of admission.

The dental clinic shall be staffed and operated on a set schedule and for a sufficient number of hours as indicated in the staffing plan included in this RFP. The Service Provider shall specify the number of hours in response to this proposal if different from the staffing plan.

22. Orthoses, Prostheses and Other Aids to Impairment

The Service Provider shall provide medical and dental orthoses or prostheses and other aids to impairment when the health of the inmate would be adversely affected, as determined by the Service Provider Medical Director. All costs associated with the provision of these shall be included in the annual aggregate cap.

23. Discharge Planning

The Service Provider shall provide discharge planning services that include the arrangement for a three (3) day supply of current medications when advance notice shall allow. Patients receiving psychotropic or HIV medications shall be issued up to a 30-day supply. A Discharge Planning program shall be implemented for patients with chronic medical or mental health diagnoses, which shall include arrangements with or referrals to community providers. Whenever possible, advance notification shall be provided by the facility to assure compliance.

24. Quality Improvement

The Service Provider shall implement a continuous quality improvement (CQI) program. The CQI program shall be utilized to evaluate the health care program on a continual basis for quality, appropriateness, and continuity of care. A CQI committee shall be formed by the health care provider. The committee shall be responsible for implementation of the CQI program and shall meet at least once quarterly. Written records shall be kept of all CQI plans and activities.

The Service Provider shall actively seek out opportunities for program improvement based on CQI outcomes.

25. Onsite Services for Detention Facility Staff

The Service Provider shall provide the following medical services for Detention Facility Staff:

- Annual tuberculin skin testing and referral as appropriate; and

- Emergency intervention for on-site injuries.

The Service Provider shall not be responsible for the provision of routine health services to Detention Facility staff. However, Service Provider's staff shall provide on-site emergency intervention for Detention Facility staff, inmates, and visitors when necessary.

B. Offsite Medical Services

The Service Provider shall deliver comprehensive medical services including medical specialty consultations, outpatient treatment, and hospitalization by coordinating care with community-based medical providers and hospitals.

1. Provider Network

The Service Provider shall develop an offsite Provider Network which shall be local to the Detention Facility when possible, to provide medically necessary service that cannot be reasonably provided at the Detention Facility. At a minimum, the following providers are essential to ensuring comprehensive health care and shall be included in this Provider Network:

1. A general hospital facility to provide treatment for those inmates requiring inpatient hospitalization, emergency department services, mental health care, and outpatient (diagnostic and treatment) services.
2. A tertiary care hospital facility for treatment of those inmates requiring specialty hospital services not typically provided by community general hospitals.
3. Individual practitioners and/or group specialty physician practices to provide specialty consultations in a wide range of medical specialties to ensure access to medically necessary services
4. Community health and mental health providers to promote continuity of care and consistency with community standards of care.

2. Provider Agreements

To the extent possible, the Service Provider shall secure written agreements with medical and health service providers. Evidence that the Service Provider has the capacity to develop networks including descriptions of existing networks and letters from providers may be included with proposals.

3. Coordination of Services

The Service Provider shall establish policies and procedures for referring inmates to specialty care providers when determined necessary by the Service Provider's personnel.

- b. The Service Provider shall coordinate any arrangements for off-site care with

appropriate Detention Facility staff for the transportation of inmates.

- c. The Services Provider shall generate and complete an appropriate Request for Consultation form for inmates who require specialty care services. This completed form shall accompany the inmate during transport from the Detention Facility to a specialty care provider for treatment.
- d. The Service Provider's personnel are solely responsible for supplying the offsite specialty care provider with necessary medical information, as well as any relevant health plan and payer information collected about the inmate.
- e. Each off-site referral shall result in a legible consultation/treatment report from the offsite specialty care provider to be filed in the inmate's medical record. The Service Provider's personnel shall review the consultant report. This report shall contain, but not be limited to:
 - The reason for consult;
 - Any appropriate exam/lab findings;
 - Any diagnosis;
 - Any treatment plan(s); and
 - Any follow-up appointment (if necessary).
- e. Recommendations involving any special procedures or non-routine follow-up shall be communicated between the offsite specialty care provider and the appropriate Service Provider personnel.

4. Utilization Management

- a. The Service Provider shall be responsible for determining the medical necessity of off-site medical services
- b. The Service Provider shall establish a utilization management program for the review and analysis of off-site referrals to preferred providers, including sub-specialty and inpatient stays. The program shall include non-urgent hospitalization pre-certification, concurrent hospitalization review, discharge planning, and prior authorization of targeted procedures. The utilization management program shall demonstrate that the use of off-site services has been appropriate (medically indicated) and that the length of stay (if applicable) is neither longer nor shorter than medically indicated.

5. Offsite Statistical Reports

The Service Provider shall generate and provide the Sheriff or his designee a monthly report of specialty care referrals. The report should indicate, at a minimum:

- Date and time the initial medical and/or after-hours medical request were received, and
- Inmate name and identification number, and

- Date and time of examination by a physician, and
- Date and time the referral was made, and
- Current and final disposition.

Section 3. Staffing and Human Resources

A. Staff and Schedule

The Service Provider shall provide sufficient staff, schedules and human resources support to maintain stable and productive staffing and management onsite to provide the specified inmate medical services while meeting national standards.

The Service Provider shall propose sufficient staff in a Staffing Plan including at least the positions and shift assignments shown on the minimum staffing schedule included in this Request for Proposal.

The Service Provider shall include a rationale for the proposed staffing for each position and modifications to the minimum staffing levels shall be considered as needed or required. Any proposal shall include an explanation of the cost/benefit of the overall staffing proposal. To facilitate comparison of proposals, the Service Provider shall provide a price for the minimum staffing and the proposal price for the recommended staffing.

The Staffing Plan and schedule shall ensure that the following conditions are met:

1. A Physician or PRN (Nurse Practitioner) is on-call 24 hours per day, seven days per week.
2. Hours worked by health personnel shall be spent on-site at the Detention Facility, except as otherwise authorized by the Detention Facility.
3. Contractual employees shall be required to comply with sign-in and sign-out procedures as set forth by the Detention Facility as well as requirements to wear an identification badge at all times at the facility.
4. Records of hours worked, and the staff schedule shall be available, upon request, to the Detention Facility Administrator for review.

B. Recruitment

The Service Provider shall demonstrate that it has proven personnel recruitment capabilities for necessary medical personnel.

1. Recruitment Resources and Plan. The Service Provider shall describe its resources and approach to recruiting for all staff.

2. Onsite Medical Leadership and Management. The Service Provider shall demonstrate the ability to provide experienced and qualified leadership in key onsite positions by defining required experience, describing performance in similar facilities, and outlining plans to maintain leadership in place continuously. Key positions for this proposal are:
 - a. Health Systems Administrator / Director of Nursing
 - b. Medical Director / Onsite Primary Care Physician
 - c. Assistant to the Director of Nursing (LPN)
 - d. Director of Mental Health Services (Licensed Mental Health Professional)
 - e. Certified Medical Assistant

C. Hiring and Credentials

The Service Provider shall employ only licensed and qualified staff with all Contracted Health Care Providers meeting licensure or certification requirements in their respective health care professions. The Service Provider shall:

1. Require all candidates to visit the Detention Facility for an interview or to visit the facility prior to offering the selected candidate a position.
2. Interview staff candidates with special focus on technical expertise, employment history, and motivation.
3. Provide current medical staff with an opportunity to apply for continued employment under any new Contract.
4. Complete a credentialing process, consistent with community standards for each licensed health care professional. A copy of the application, credentialing verification documents, complete work history, license, and degree shall be maintained on file. The Detention Facility Administrator shall have access to this information upon request.
5. Require personnel to pass a background investigation conducted by and at the expense of the Baldwin County Commission as a prerequisite for initial and/or continued employment. Rejection of any job applicant by the Detention Facility shall be final. Background investigations shall be completed within a reasonable timeframe.
6. Ensure that medical personnel shall comply with current and future county, federal, and local laws, regulations, court orders, administrative regulations, administrative directives, and the policies and procedures of the Detention Facility.
7. Ensure that health care personnel are trained and certified in Basic Life Support-Cardiopulmonary Resuscitation (BLS-CPR) with recertification provided as required by the regulatory body.
8. All employees of the Service Provider, including full-time, part time, and agency staff shall be required to complete in-house security training provided by the Detention Facility within fourteen (14) days of their start date or remedial training if indicated. Failing to complete this

mandatory training may cause their access to the facility to be suspended or revoked.

D. New Employee Orientation

The Service Provider is responsible for ensuring that new health care employees are provided with an orientation addressing the policies, procedures and practices of the on-site health care program. Orientation regarding other facility operations shall be the responsibility of the Detention Facility.

E. Ongoing In-Service Training

The Service Provider shall provide annual in-service training for qualified health services personnel as required by NCCHC and ACA standards. In-service training hours and subject matter shall be consistent with previously stated accreditation requirements.

F. Position Descriptions

The Service Provider shall provide a written position description for each member of the health care staff. The job description shall delineate the employee assigned responsibilities and shall meet requirements of the American Disabilities Act.

G. Performance Appraisals

The Service Provider shall monitor the performance of health care staff to ensure adequate job performance, in accordance with position descriptions. Contracted management staff shall properly complete employee evaluations for those employees under their direct supervision, in accordance with applicable laws.

H. Administrative Procedures

The Service Provider's management staff (e.g., Project Manager/HSA, Medical Director, and Director of Nursing) shall represent the health unit in discussions with local civic groups or visiting officials as mutually agreed upon by the Service Provider and the Detention Facility Administrator.

I. Security

Service Provider personnel are subject to the security regulations and procedures of the Detention Facility. Service Provider personnel are subject to be removed from the facility at any time for security reasons as determined by the Detention Facility Administrator or his/her designee. Service Provider personnel shall not perform any actions that jeopardize the security and safety of the facility. Service Provider personnel shall report directly to the chain of command provided at the time the Agreement was awarded. Medical personnel shall monitor tasks to comply with the center policies.

J. Training and Information for Detention Staff

The Service Provider shall provide detention personnel with ongoing structured health education as well as health information to include infectious disease, mental health issues, management of emergency situations and other topics required by NCCHC standards, ACA, NIJO standards, and other applicable standards. Service Provider's personnel shall be present when OC Spray and Taser training is being conducted. Service Provider's personnel are required to attend security training provided by the Detention Facility immediately upon their being hired at the Detention Facility and thereafter on an annual basis as in-service training.

Section 4. Agreement Administration

The Service Provider shall provide expert management and resources to support the inmate medical services program and to maintain full compliance with the Request for Proposal and negotiated final agreement.

A. Management Plan

The Service Provider shall propose a management plan to demonstrate the capability to supervise and monitor the on-site program at the Detention Facility. The management plan shall include:

1. A description of corporate resources planned to support the onsite medical services managers and staff.
2. A description of the Service Provider's approach to implementing the proposed agreement services during any transition between Service Providers or term of any previous and new medical services provider agreements.
3. The assignment of regional management and designated agreement representative with an outline or organizational chart showing lines of communication and reporting.
4. A program of on-going agreement operations reviews and program evaluation.

B. Clinical Program Implementation

The Service Provider shall demonstrate the ability to prepare and implement protocols, policies, and procedures that comply with NCCHC, ACA, NIJO standards and requirements set forth herein.

C. Cost Containment

1. Aggregate Caps
 - a. The Service Provider shall clearly set forth an annual limit on offsite liability, including all services provided outside of the detention facility and emergency transportation. This annual limit shall be an amount sufficient to cover all offsite care.

- b. The Service Provider shall also set forth an annual limit on pharmacy costs. This annual limit shall be an amount sufficient to cover all pharmacy costs.
- c. For each of these limits, the Service Provider must propose a plan for managing any excess expenditures incurred above this annual limit.
- d. In the event annual costs for Offsite services and/or Pharmacy expenditures incurred are less than the established annual limits, The Service Provider shall refund these amounts to the Baldwin County Commission.

2. Cost Reports

The Service Provider shall report monthly on costs incurred for offsite medical services and pharmacy expenses applicable to the annual caps to both the Sheriff and to the Baldwin County Commission Director of Finance.

D. Statistical and Management Reporting

The Service Provider shall compile monthly statistical utilization reports of services provided, which are to be used to create quarterly service reports to the Sheriff or his designee. The Service Provider shall describe the methods to be used in implementing a management information system for collecting and analyzing trends in the utilization of the medical services provided. The Service Provider shall provide an annual agreement summary report to the Sheriff and to the Baldwin County Commission Director of Finance.

E. Hazardous Waste Management

The Service Provider shall be responsible for the removal and disposal of medically generated hazardous and pharmaceutical waste materials. Removal and disposal shall be in accordance with applicable local, county, and federal rules, regulations, and codes. Hazardous and pharmaceutical materials shall be stored in a secure location prior to disposal. The Service Provider shall be responsible for generating a plan with a disposal schedule compatible with the needs of the Detention Facility. If any hazardous or pharmaceutical waste is present in additional areas within the Detention Facility, the Service Provider shall be responsible for the immediate collection and disposal of those items.

F. Insurance

Upon award of this Agreement, entry into a Agreement is expressly conditioned upon the Service Provider obtaining certificates of insurance indicating that the insurance requirements below listed are in force.

1. Indemnity and Hold Harmless Agreement

To the fullest extent allowed by law, the Service Provider shall indemnify, defend and hold Baldwin County, Alabama, the Baldwin County Sheriff's Office, The Baldwin County Sheriff, Baldwin County Commissioners, Baldwin County Officers, and their affiliates, employees, agents, and representatives (collectively "County") of the above-named

individuals or entities harmless from and against any and all claims, demands, liabilities, damages, losses, judgments, costs, and expenses including, without limitations, attorneys' fees, and costs for any and all personal injury (including death) and property damage of any kind or nature whatsoever, incurred by, asserted against, or imposed upon County, as a result of or in any manner related to provision of services pursuant to this agreement, or any act or omission, by Service Provider or its affiliates, employees, agents, subcontractors or representatives. Provider shall provide County with proof of the insurance coverage required herein, including without limitation, general liability coverage including the County as an additional insured. This indemnification requirement shall survive the expiration or termination of this agreement.

2. Instructions

The Service Provider shall not commence work under this Agreement until the Service Provider has obtained all insurance required under this section and such insurance has been approved by the Baldwin County Commission or its representative, nor shall the Service Provider allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor has been obtained and approved. Certificates of insurance shall have Baldwin County, Alabama, the Baldwin County Sheriff's Office and the Detention Facility named as an "Additional Named Insured" for the proposed goods, work and services provided under this Contract.

3. Workers' Compensation Insurance and Employer's Liability Insurance

The Service Provider shall secure and maintain during the life of this agreement the Workers' Compensation Insurance with statutorily required coverages. This policy shall be obtained from an insurance provider authorized to write such insurance in Baldwin County, Alabama as well as all counties wherein Service Provider's employees are located, which covers all Service Provider's employees. In the case of any subcontract or sublet entered into by Service Provider for the provision of services under this Agreement, the Service Provider shall require the Service Provider's subcontractors similarly to provide statutory Workers Compensation Insurance for all subcontractor's employees.

4. Commercial General Liability Insurance

The Service Provider shall maintain during the life of this Agreement such Commercial General Liability Insurance as shall protect the Service Provider against claims for damages resulting from bodily injury, including wrongful death and property damage, which may arise from operations under this agreement whether such operations are undertaken by the Service Provider or by any of its subcontractors. The minimum acceptable limits of liability to be provided by such General Liability Insurance shall be as follows:

Each Occurrence: \$1,000,000

General Aggregate: 2,000,000

5. Professional Liability Insurance

The Service Provider shall maintain, during the life of this Agreement, such Professional

Liability Insurance as shall protect the Service Provider against claims for damages resulting from medical incidents, which may arise from operations under this Agreement, whether such operations are by the Service Provider or the Service Provider's staff. The minimum acceptable limits of liability to be provided by such Professional Liability Insurance shall be as follows:

Each Incident: \$1,000,000

Aggregate: 3,000,000

6. Certificate of Insurance

The Service Provider shall furnish the Baldwin County Commission with a copy of the certificate(s) of insurance evidencing policies required in Sections F(3), F(4) and F(5) listed above. The Service Provider shall give the Baldwin County Commission at least thirty (30) days written notice in the event of cancellation of, or material change in, any of the insurance policies. If coverage on said certificate(s) is shown to expire prior to completion of all terms of this Agreement, the Service Provider shall furnish a certificate of insurance evidencing renewal of such coverage to the Baldwin County Commission. The certificates of insurance shall clearly show this agreement number.

7. Subcontractor's Insurance

The Service Provider shall require each subcontractor to obtain and maintain during the life of the subcontract the same insurance coverage conditions and amounts as required under Sections F(3), F(4) and F(5) above, including the extensions of coverage required under those paragraphs. The Baldwin County Commission, depending on the particular service(s) being performed by the subcontractor, and in its sole discretion, may grant exceptions. Each subcontractor shall furnish to the Service Provider two (2) copies of a certificate of insurance, and such certificate shall contain the same information required in Section F(6) above. The Service Provider shall furnish one copy of any such certificate to the Baldwin County Commission.

G. Other Terms and Conditions

The Service Provider shall confirm its acceptance of the following general terms and conditions:

1. Agreement Period

The Service Provider shall furnish labor, materials, and supplies necessary to provide complete health services to inmates, as per the accepted proposal and subject to the execution of an agreement with terms and conditions deemed necessary by the Baldwin County Commission. It is the intent of the Baldwin County Commission to award this agreement for a thirty-six (36) month period. This agreement shall be effective and commence immediately upon the same date as its full execution.

2. Termination of Agreement

The Baldwin County Commission shall have the authority to submit a written recommendation to terminate the agreement for Service Provider's default or breach of the terms of this Agreement. This recommendation shall be supported through specific documented instances of a breach of the specific terms of this Agreement and/or failure of Service Provider to fulfill its obligations as set out hereunder. Following written notice to Service Provider, Service Provider shall have a maximum of 10 days to cure any deficiencies to the satisfaction of the Baldwin County Commission. Provided Service Provider cures the deficiencies specified in the notice to the satisfaction of the Baldwin County Commission, no termination of this Agreement shall occur as a result of that specific breach, ground or deficiency.

Either party shall have the option to terminate the Agreement for any reason with or without cause, including the convenience of the party based upon ninety (90) days written notice.

3. Penalties

Beginning 90 days after the commencement of this Agreement, the Service Provider shall be assessed penalties for deficiencies according to a schedule negotiated by the parties following any award of this agreement. Any penalty imposed upon Service Provider shall be as a direct result of the failure of Service Provider to provide certain essential services, including but not limited to intake screenings, history and physicals, chronic care clinics, and medication administration. Such penalties shall be assessed and applied when such services are not provided in a satisfactory manner or delivered outside the time frames as defined by applicable accreditation standards.

All medical claims that have a negotiated Agreement in place must be processed by the Service Provider within thirty (30) days of receipt of the claim and returned to Baldwin County for payment.

Penalties shall not be assessed when failure is the result of conditions beyond the Service Provider's control including such conditions as physical plant limitations, strikes or labor disputes, inmate disturbances, and restricted access to inmates.

4. Non-Discrimination

The Service Provider shall agree to comply with the policies of the Detention Facility and all applicable federal, state and local laws, rules and regulations whereby discrimination is prohibited on the grounds of race, religion, color, sex, age, national origin or disability.

Section 5. Service Provider's Qualifications and Experience

The Service Provider shall be an experienced provider of comprehensive inmate medical services including all of the specified services under all-inclusive Contracts with correctional agencies.

A. Minimum Qualifications

The Service Provider shall meet the following minimum requirements to be considered for award of this Contract.

1. The Service Provider shall be organized for the primary purpose of providing correctional health services.
2. The Service Provider shall have a minimum of five years of medical correctional health care experience or demonstrated equivalent experience.
3. The Service Provider shall have demonstrated experience managing a minimum of two correctional facilities with an average daily population of 1,000 or more inmates for at least a three-year period.

B. Summary of Experience

1. The service provider's proposal shall describe the Service Provider's past performance and effectiveness in similar work as it relates to the requirements to be provided in this Agreement. The proposal shall describe its experience in providing and supporting the delivery of quality services for the requirements of this Agreement over an extended period.
2. The proposal shall include a list of all current clients including contact names, mailing address, telephone number and email addresses.
3. The proposal shall include a list of all former clients including contact names, mailing address, telephone number and email addresses. This list shall indicate whether the Service Provider or the Contracting Agency terminated the Agreement and the reason for the termination.
4. The proposal shall include a detailed list providing a detailed list of any fines or penalties (excluding the Agreement liquidated damages) the Service Provider has had to pay to state, local, or federal agencies, or shareholders.
5. The proposal shall include a description of all instances in the past five years in which the Service Provider has requested additional money beyond what was agreed to in the initial Agreement. This does not pertain to routine Agreement renewals or extensions, but rather any instances in which the Service Provider requested an adjustment to its original bid after it started operating the Contract.
6. The proposal shall include a brief description of the Service Provider's approach to client acquisition and retention, including a list of all new clients added in the past two years.

C. Key Medical Services Staff

The Service Provider shall submit a list consisting of the names, title, and qualifications of key medical services staff as it applies to the proposal. The list may include corporate executive management with responsibilities related to the proposed Agreement, individuals assigned to organize and implement the inmate medical services, and candidates to assume onsite positions, if available. The Service Provider shall provide resumes giving the educational background, professional experience, and special qualifications of personnel providing services in accordance with this agreement.

D. Litigation History

1. The Service Provider shall submit a listing of all litigation filed against the company, closed and pending, relating to inmate health services, problems or disputes over the Service Provider's performance on Agreements or projects held during the last five years, specifying the jurisdiction of the case, (i.e. state or federal) and individual or class action. Cases should be separated by type of litigation, i.e. tort malpractice, federal civil rights violation cases, or related to Agreement terms, termination, breach or failure to perform. Service Provider shall indicate the status of each case, i.e. active, dismissed, or settled and the names of counsel for the plaintiff as well as counsel for Service Provider. Further, for the purposes of the Baldwin County Commission's due diligence in whether to award this Agreement to Service Provider by submitting the RFP to the Baldwin County Commission, Service Provider waives any objection to its counsel discussing the details of any such litigation or settlements and/or waives any confidentiality restrictions it maintains due to any settlement or outcome of a claim filed against Service Provider by a third party. Failure to disclose such information may be grounds for the Baldwin County Commission to reject the proposal and eliminate it from further consideration.
2. The Service Provider shall also provide a comprehensive description, including outcome, of any jails, prisons, counties, states, clients, former clients, employees/agents of clients, and competitors that the Service Provider has sued. Failure to disclose such information may be grounds for the Baldwin County Commission to reject the proposal and eliminate it from further consideration.
3. List all Agreements terminated early by the Service Provider and provide an explanation for each early termination. Failure to disclose such information may be grounds for the Baldwin County Commission to reject the proposal and eliminate it from further consideration.
4. List all Agreements cancelled in the last 4 years by the Service Provider and provide an explanation for each cancellation. Failure to disclose such information may be grounds for the Baldwin County Commission to reject the proposal and eliminate it from further consideration.

E. Subcontractors

If subcontracting is to be used:

1. The Service Provider shall submit a list of those subcontractor personnel who shall be assigned for direct work on the Agreement and the approximate time each shall be devoting to work on the resultant Agreement. The Service Provider shall provide resumes giving the educational background, professional experience, and special qualifications of personnel providing services in accordance with this Agreement.
2. The Service Provider shall describe the proposed subcontractor's past performance and effectiveness in similar work. The respondent shall submit a list of the types of similar work performed by the subcontractor(s) within the last three (3) years. The respondent shall submit references, government and/or private sector, which can provide knowledgeable input about prior performance.

Section 6. Price

Any pricing submitted by Service Provider to the Baldwin County Commission shall include the furnishing of all professional services, labor, supplies, insurances, and licenses necessary or proper for completion of the scope of work as described herein, based on present statutes, law and standards of care.

1. Medical Equipment and Furnishings

For purposes of this Agreement, the Baldwin County Commission owns the existing medical equipment and office furnishings at the Detention Facility. In the event that additional equipment or furnishings with a value of \$250 or more is/are required during the term of the Agreement, a written list of equipment and justification of need should be forwarded to the Detention Facility's command for consideration and processing. If the Service Provider determines that additional equipment shall be required prior to start-up, that list shall be included as part of the proposal.

The provision of equipment and furnishings with a purchase cost of less than \$250 shall be the responsibility of the Service Provider. Upon termination of Agreement for any reason, equipment purchased by the Service Provider shall become the property of the Baldwin County Commission.

Section 7. Evaluation of Proposals Submitted

The evaluation of any proposal submitted per this request for proposal shall be as follows:

1. Criteria

The criteria used for objectively evaluating each proposal and determining the selection committee's recommended award shall include the following:

- A. The extent to which the proposed medical health care services meet the Detention Facility's current and expected general requirements as specified in the Request for Proposal.
- B. The extent to which the proposed services meet the guidelines prescribed by the American Correctional Association (ACA), the National Commission on Correctional Health Care (NCCHC), the American Medical Association (AMA), National Institute for Jail Operations (NIJO) and any other applicable local, county, or federal guidelines, rules, regulations, code, and/or laws.
- C. The extent to which the proposal meets all other RFP requirements specified herein;
- D. References from current and former clients/customers;
- E. Qualifications, expertise, and experience in providing the required services;
- F. The qualifications, expertise, and experience of the professionals proposed by the Service Provider to subcontract to provide services.
- G. Any other pertinent criteria as determined by the Detention Facility Administrator, as designated by the Sheriff, and the Baldwin County Commission; and
- H. Cost.

Section 8. Special Conditions Relating to the Baldwin County Regional Juvenile Detention Facility Medical Services Program

The Service Provider shall provide for the delivery of a professional physician and related healthcare services to the juvenile detainees under the custody and control of the Baldwin County Regional Juvenile Detention Center according to the terms and conditions that follow:

Section 1. Scope of Services

A. PRIMARY CARE

The Service Provider shall provide primary healthcare services for all persons committed to the custody of the Baldwin County Regional Juvenile Detention Center (Detention Center) and assume the responsibility for medical care of all juvenile detainees. Such responsibility shall begin upon the physical placement of the juvenile detainee at the Detention Center. All treatments, examinations, and medical services shall be conducted within a reasonable time of admission or the request for care.

Service Provider shall establish policies and procedures for juvenile detainee health assessments consistent with the assessment requirements contained in Section 2 (A) of this request for proposal for adult inmates. These policies and procedures shall be subject to review and comment by the Sheriff or his designee at any time.

A licensed physician, mid-level provider or an appropriately trained registered nurse shall complete health assessments within 24 - 48 hours juvenile detainee's physical placement into the Detention Center.

Any health assessment should be comprehensive and shall meet all afore-mentioned accreditation standards referenced in this request for proposal. The Service Provider shall outline a plan for completing assessments and attach a proposed policy and assessment form.

Any health assessment process shall also include airborne communicable disease screening if the inmate is symptomatic.

All physician sick calls, admission exams, screenings, physical assessments, and all other primary medical services shall be conducted on-site, at the Juvenile Detention Center for juvenile detainees.

B. STAFFING

The Service Provider shall provide the staffing coverage necessary for the rendering of primary healthcare services to juvenile detainees at the Juvenile Detention Center.

Services hereunder shall be consistent with Section 3 (C) of this request for proposal and provided by licensed, certified, or registered personnel as appropriate under Alabama law, in their respective areas of practice.

Service provider shall maintain copies of all continuing education and licensure requirements for personnel.

All personnel shall be subject to a criminal background check and shall be required to follow the Detention Center's rules and policies regarding security and safety while in the Detention Center.

C. PHYSICIAN/MEDICAL DIRECTOR

A Physician shall visit the Juvenile Detention Center on an as-needed basis. A physician shall be available by telephone to the JDC's administrative staff and medical staff on an on-call basis, seven (7) days per week, twenty-four (24) hours per day. For scheduled visits that fall on HOLIDAYS, coverage may be provided by phone only.

Substitute physician visits with visits by a mid-level practitioner if appropriate and prudent in the medical opinion of the physician, and if compliant with applicable laws and professional standards. The physician shall be designated as the Detention Center's Medical Director. The Medical Director shall be responsible for all medical decision-making, and for the establishment and implementation of policies and procedures for the provision of primary healthcare services, at the Detention Center.

D. HEALTH SERVICES ADMINISTRATOR.

The services provider shall designate a person as Health Services Administrator ("HSA"), who shall be a Registered Nurse (RN). The HSA shall be responsible for management of the day-to-day operations of the medical unit at the Detention Center.

E. NURSING

The Service Provider shall provide on-site nursing coverage, consisting of both

Registered Nurses ("RN") and Licensed Practical Nurses ("LPN") at the Detention Center as needed and for such periods of time which are sufficient to accomplish the objectives of this agreement. As a specific component of this request for proposal, and in addition to other nursing services provided hereunder for the Baldwin County Regional Juvenile Detention Facility Service Provider shall provide a part-time nurse a minimum of 5 days per week from 10:00 a.m. to 5 p.m. each day to specifically assist with pill call, medical intake, sick call, or other assigned tasks. Any scheduled hours and personnel shall be reviewed periodically to ensure the objectives of this agreement are being met.

F. CARE REPORTS

The Service Provider shall provide reports and meet regularly with Baldwin County Commission or its designee regarding the overall operation of the medical services program and then general health of juvenile detainees therein.

G. DISPOSABLE MEDICAL SUPPLIES

The service provider shall provide all juvenile detainee disposable medical supplies intended for one-time use.

I. HEALTH EDUCATION

The Service Provider shall provide to Detention Center staff health education materials as well as annual CPR/first aid, suicide prevention, and other medical-related training as requested by the Baldwin County Commission.

J. HEALTH EVALUATIONS

The Service Provider shall provide all juvenile detainees on-site health evaluations and medical care within the National Commission on Correctional Health Care ("NCCHC") guidelines and consistent with the requirements of Section of this request for proposal.

K. MEDICAL RECORDS

The Service Provider shall maintain, cause, or require being maintained, complete and accurate medical records for each juvenile detainee who has received healthcare services from service provider or off-site services provider. Each medical record shall be maintained in accordance with applicable laws and standards.

Juvenile detainee medical records shall be kept separate from the juvenile detainee's confinement record. A summary of the original applicable medical record shall be available to accompany each juvenile detainee who is transferred from the Detention Center to another location for off-site services or transferred to another entity or institution. Medical records shall be kept confidential, subject to applicable laws regarding confidentiality of such records, and such records shall be kept in compliance with state and federal law. No information contained in the juvenile detainee medical records shall be released except as provided by the Detention Center's policy, a court order, or otherwise in accordance with applicable laws. JUVENILE medical records shall at all times be the property of the Juvenile Detention Center.

L. MEDICAL WASTE REMOVAL

The **Service Provider** shall be responsible for medical waste removal services at the Juvenile Detention Center consistent with all applicable laws.

M. OFF-SITE AND/OR SPECIALTY SERVICES

In the event off-site medical services and/or hospital care is required for medical reasons, the Service Provider shall be responsible for arranging inpatient and/or outpatient hospital services, mobile services, specialty services, X-ray, diagnostic testing, consultation services, off-site mental health services, and medically indicated ground ambulance transportation for juvenile detainees.

N. CHRONIC CARE CLINICS

The Service Provider shall establish a plan for the identification, treatment and monitoring of juvenile detainees with chronic illnesses or special healthcare needs.

Such "chronic care clinics" for juvenile detainees identified as having specified chronic illnesses and conditions such as diabetes, hypertension, mental illness, HIV/AIDS, tuberculosis, asthma, seizures, etc.

Chronic care clinics shall provide:

- a. an effective and efficient healthcare delivery system for chronically ill patients,
- b. identify the number of juvenile detainees with specific chronic conditions, and
- c. develop individual treatment plans for each juvenile detainee which shall include instructions regarding medications; the type and frequency of laboratory work; other diagnostic testing; frequencies of follow up for reevaluation of the juvenile detainee's condition; and adjustment of the treatment plan as needed.

O. On-Site and Off-Site Testing

The Service Provider shall provide juvenile detainee on-site laboratory testing, which shall include, but not be limited to, drug screens, finger-stick blood sugar and urine dipstick for pregnancy and/or infection. Service provider shall also provide TB skin tests for juvenile detainees as directed by the Baldwin County Commission.

P. PHARMACEUTICALS

The Service Provider shall provide pharmaceutical management, administration, distribution, and policies, and shall provide all medications required for the provision of adequate medical services, through use of a pharmacy vendor suitable to the Detention Center as outlined in Section 2 (A)(14) of this request for proposal. Per these requirements, service provider personnel shall administer pharmaceutical medications to juvenile detainees during pre-determined "pill calls" and/or medication rounds that occur while medical personnel are on-site.

REQUEST FOR PROPOSAL - PART 2

INMATE MENTAL HEALTH SERVICES PROGRAM FOR THE BALDWIN COUNTY CORRECTIONS CENTER AND BALDWIN COUNTY REGIONAL JUVENILE DETENTION CENTER

The Baldwin County Commission in Baldwin County, Alabama seeks proposals from service providers to provide both a medical services program and mental health services program to inmates in the Baldwin County Corrections Center as well as the Baldwin County Regional Juvenile Detention Facility. The following information concerns Part 2 of the request for proposal and deals with the provision of mental health services for adult inmates of the Baldwin County Corrections Center as well as juvenile detainees at the Baldwin County Regional Juvenile Detention Facility. The successful service provider (hereinafter “Provider”) will provide for mental health staffing and services that meet or exceed the NCCHC standards including Correctional Mental Health Care standards and Medication Assisted Treatment Programs (MAT) standards. The successful provider will be expected to remain current, including all updates throughout the life of the contract. Service providers who can provide both medical services and mental health services are preferred and shall be given priority over service providers who are not capable of delivering both.

Services to be provided include a comprehensive mental health services program in which all adults and juveniles in custody who request or are referred for services are assessed by a mental health professional. The selected provider will supply all labor, materials and supplies necessary to perform the agreement. The County will supply interview space, office space and equipment and existing connectivity with which Provider may conduct these services.

The current program requirements include but are not limited to: inmate mental health screening, admissions evaluation, MH consultations, MH triage, care of medically fragile inmates, pharmacy services in consultant with medical provider, psychiatric screening, suicide risk assessments, mental health clearances for intra and inter-agency transfers, and the continuing care of identified health problems, detoxification, Medication Assisted Treatment, involuntary medications, offsite services such as visits to specialists, hospitals, or other community providers, discharge planning and care, and emergency services.

Service Provider Responsibly

The successful Service Provider shall assume responsibility for delivery of services and application performance, regardless of whether the Service Provider subcontracts any of these items and services. The Service Provider shall be the sole point of contact regarding Agreement matters, including the performance of services and the payment of all charges resulting from Agreement obligations. Service Provider shall be totally responsible for all obligations outlined under this RFP. The Provider who is selected to provide the services described in this RFP shall be the sole supplier and/or coordinator of the behavioral mental health care delivery system at the Adult Jail & Juvenile Detention Facility, (the “Facility”). Provider shall be responsible for all behavioral mental health care for all inmates at the facility. This responsibility of Provider for the behavioral mental care of an inmate commences with the commitment of the inmate to the custody of the administration of the facility and ends with the discharge (or temporary release) of the

inmate from the custody of the County at the facility.

Service Provider Qualifications

All service providers, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular, and without limitation, all service providers must:

- a. Be licensed and permitted in accordance with the Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt.
- b. Be prepared to submit to the County non-confidential evidence or documentation demonstrating that they are presently licensed and permitted to do business under Alabama law. Such non-confidential evidence or documentation is encouraged to be submitted with the Proposal and contain **service provider's Registration Number and shall be provided on the Proposal Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division. LINK: www.sos.alabama.gov/business-entities**
- c. Be compliant with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents shall be included with award documents. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at www.baldwincountyal.gov.
- d. Be organized and existing for the purpose of providing correctional behavioral health care services and must currently have active agreement relationships with a County Jail or State Prison facility.
- e. Have at least five (5) continuous years of corporate experience in administering correctional medical and mental health care programs.
- f. Carry professional liability insurance in an amount of \$1,000,000 per occurrence and \$5,000,000 in the annual aggregate. This insurance must cover the Provider organization and all of its employees, and Provider must provide proof of the same level of coverage for sub-contractors used. A certificate of insurance, naming Baldwin County as additionally insured must be submitted prior to execution of any contract.
- g. Demonstrate its ability to provide a behavioral health care system specifically for a correctional facility similar to Baldwin County Corrections Center and Baldwin County Regional Juvenile Detention Facility.
- h. Be able to demonstrate that it can complete the start-up process in 60 days from the agreement award date, and that it has a proven system of recruiting staff and adequate support staff in its central office capable of competently supervising and monitoring its operation.

Adult Detention Facility and Population

The Baldwin County Corrections Center is a 654-bed facility with a projected ADP of 1038 over the next three years. The center located in Bay Minette, Alabama, the county seat of Baldwin County. The original facility was constructed in 1964, and since then there have been expansions that have taken place in 1985, 1992, 1996 and currently with a potential completion year of 2025. The facility houses pre-trial inmates, federal inmates (including Homeland Security during inmate transit), convicted county inmates and work release inmates. The facility also has a agreement as a holding facility for one local municipality - except for inmates held for safekeeping.

The medical includes three observation rooms which are included in the total bed count. The intake area includes a medical post to access arrestees. Inmates are accessed/screened by docket staff using a medical questionnaire on arrival. The arrestees are referred to medical upon booking unless the pre-booking population prevents the initial assessment at the time of booking. Any inmates not accessed/screened during intake, medical shall meet with the inmates within 24 to 48 hours of their arrest once they are processed into the jail population.

Baldwin County Regional Juvenile Detention Facility and Population

The Baldwin County Regional Juvenile Detention Center (JDC) is a 30-bed facility located in Bay Minette, Alabama with a current **MINIMUM ADP of 25 detainees**. The facility was opened June 2, 1992, and houses juveniles who are awaiting adjudication or have been adjudicated and are awaiting placement into a state program.

Basis for Computation of Plan Costs

Population: To assist with the determination of the proposed Agreement price for the Adult Detention Facility and Juvenile Detention Facility, population statistics and projections are as follows:

The medical services and mental health services proposed for the Adult Detention Facility shall apply to inmates that are housed in the Adult Detention Facility and included in the base population. The base population for proposal purposes shall be **900**.

The Baldwin County Regional Juvenile Detention Center (JDC) is a 30-bed facility located in Bay Minette, Alabama with a current **MINIMUM ADP of 25 detainees**. The facility houses juveniles who are awaiting adjudication or have been adjudicated and are awaiting placement into a state program. Annual population figures for the Juvenile Detention Facility (JDC) are listed below for reference.

Agreement Year	Total	Male Juveniles	Female Juveniles
2016	651	513	138
2017	566	448	118
2018	656	519	137

Mandatory Requirements for All Proposals:

Proposals need not be in any particular form. All proposals, however, must contain the following special information:

1. All proposals must contain a complete staffing plan with a statement as to the staff positions and titles, and the number of hours per week to be worked on-site at the Facility. This should include the specific item or classification of cost and the assigned responsibility for covering the cost for each item should be explained fully. The following listing should be used for a checklist. Any item not explained, with respect to which contracting party is responsible for the cost, will be assumed to be an additional cost to the County, and thus added to the total cost

of contracting with that Provider. The line items or categories of costs are listed below:

- a) Staff wages and benefits
- b) Psychiatrist and/or Psychiatric Nurse Practitioner medical director
- c) Policies and Procedures development
- d) Clinical lab procedures
- e) Travel expenses
- f) Any necessary pharmacy licenses/permits
- g) All required insurance as specified in this RFP
- h) On Call Costs
- i) Training for officers in the Facility on various behavioral health topics
- j) Off-site behavioral health services, if needed/applicable
- k) Formulary & Non-formulary prescription mental health medications for inmates

Each line above must be assigned to a responsibility either for Provider to pay, County to pay, or Provider to pay with limitations, and if limited, then a reference to the proposal section where the limits are explained.

Provider must be willing to sign an agreement within **10 days** of agreement award date and be ready to begin services within **60 days** of the contract award date.

Section 2. Scope of Services and Conditions Relating to the Baldwin County Corrections Center and Baldwin County Regional Juvenile Detention Facility Mental Health Services Program

1. Mental Health Screening and Assessment.

Provider shall perform a comprehensive Mental Health Assessment on requested inmates and Juvenile detainees based on pre-screening in-bookings and other assessments. This assessment should be performed within **twenty-four (24)** hours of official request or as soon as possible. Such assessment shall be performed by a qualified mental health professional (QMHP). Provider shall promptly advise the Detention Facility Administrator or designee in writing of any potential mental health situation that could place inmates or juvenile detainees and staff in jeopardy.

The extent of the mental health appraisal is defined by the responsible behavioral health authority. However, any assessment shall include at a minimum:

- a. Review of intake screening forms.
- b. Collection of additional data regarding complete psychiatric histories.
- c. Collection of any outside data regarding the inmate's or juvenile detainee's mental health history, to include any verification of medication.
- d. Initiation of therapy when appropriate, to include any suicide prevention orders.
- e. Completion of treatment plan form and clearance to be released into general population.

- f. Full time licensed psychologist or mental health practitioner on call 24 hours per day 7 days a week. Must be capable of prescribing mental health medications.
- g. On site a minimum of 3 days per week.
- h. Provide onsite assessments on a weekly basis for inmates with clinical symptoms.

Any emergent mental health needs of the inmate or juvenile detainee based on the initial screening will be handled as appropriate and applicable, to include any emergency medication orders of psychotropic medication.

2. Consults – Mental Health

Routine diagnosis and treatment of behavioral health problems should be handled through a consultative process. MH consults shall be conducted daily by behavioral health personnel. If an inmate's custody status precludes attendance at a MH consult session, arrangements must be made to provide MH consult services at the place of the inmate's confinement, including the segregation or medical units. Behavioral staff shall utilize triage protocols and shall ensure all appropriate follow-up care is provided. Inmates on critical or mental watches should be given priority. Psychiatrist/Psychiatric Nurse Practitioner shall provide regular visits at least weekly to the facility inmates to provide comprehensive mental health care, i.e., diagnosis, treatment, prescribing of appropriate medications. The length of the visit shall be as long as necessary to ensure that evidence-based, best practice mental health care is provided to those inmates in need of treatment.

Qualified, licensed mental health clinicians under the supervision of the psychiatrist must be available on an "on-call" basis to provide emergency treatment of inmates, on a 24-hour basis. Response time must be no longer than **one-hour**.

3. Weekly Critical Care Review

Provider shall participate in weekly critical care team meetings to review plan of care for the week and management of behavioral watches and any psychiatric episodes. Provider should initiate involuntary committal processes on inmates in which it deems necessary and assist in documentation associated with this process.

4. Hospital Care

Provider shall identify the need, schedule, and coordinate any hospital care of any inmate of the Facility. This shall include all institutional charges, physician charges and any and all additional charges for hospitalization based on mental health care. Provider shall provide diagnoses and referrals to State Mental Health facilities for those inmates requiring more extensive treatment.

5. Specialty Services – Chronic Care / Mental Health Clinic

To support the delivery of comprehensive behavioral health services, specialty consultations are occasionally necessary. The provider shall provide on-site specialty clinics specific to mental health when feasible to reduce the number of off-site referrals. In the event an inmate requires the services of behavioral health specialist, the provider shall make referral arrangements and coordinate the delivery of the specialist's visits off-site.

Provider shall ensure the participation of Veterans' Administration and Hospital staff for those inmates who are qualified for veterans' benefits.

6. Emergency Services

The provider shall make provisions for 24-hour emergency mental health care to inmates. This includes on-call availability by the Psychiatric Medical Director and Behavioral Health Staff.

7. Ancillary Services

Routine laboratory procedures should be performed on-site at the facility when possible. Provider shall provide the necessary follow-up for behavioral health problems identified by any of the screening tests or laboratory tests.

8. Pharmaceuticals

Provider shall provide a total pharmaceutical system for the Facility beginning with the Psychiatrist/Psychiatric Nurse Practitioners prescribing of medication, the filling of the prescription, the administration of medication, and the necessary record keeping. The pharmaceutical system shall include prescription medications. All prescription psychotropic medications shall be prescribed by the responsible Psychiatrist/Psychiatric Nurse Practitioner. All controlled substances, syringes, needles and surgical instruments will be stored under security conditions acceptable to the Facility. All scripts must be recorded in facility EMR system.

Provider must have procedures in place for involuntary medication of inmates at facility who are in a mental health crisis, gravely disabled or either dangerous to self or others. Provider must participate in due process panel to determine involuntary medication protocol.

9. Medical Records

Provider shall be primarily responsible for the preparation, maintenance, security and confidentiality of the medical records documenting the care and treatment provided to inmates and shall develop a system allowing access by the County and Sheriff. Provider shall have the capacity to enter all applicable healthcare information into the Electronic Medical Records (EMR) of the County and Sheriff. Each medical record will be maintained in accordance with applicable Alabama and Federal laws and County's and Sheriff's policies and procedures, including the requirements of the Alabama Data Breach Notification Act of 2018 and the Health Insurance Portability and Accountability Act (HIPAA). This includes the disclosure of inmate PHI without authorization to correctional and onsite medical staff.

10. Mental Health Education

In-service training for all health care staff and officers to be conducted on behavioral health topics, when

requested, or at least 8 hours annually, and at the time of new hire.

11. Consultation Services

The provider shall provide a consultation service to the County on any and all aspects of the behavioral health care delivery system at the facility, including evaluations and recommendations concerning new programs, future architectural plans, staffing patterns for new or remodeled facilities, alternate grants and/or programs, and on any other matters relating to this contract upon which the County seeks the advice and counsel of the provider.

12. Quality Assurance and Improvement

The provider shall institute a Medical Quality Assurance/Improvement Program, which may include but may not be limited to audit and medical chart review procedures. When deficiencies are noted, a plan of corrective action (improvement) shall be put into place.

13. Monthly Metrics

Narrative reports shall be submitted each month with data reflecting the previous month's activity by facility to include:

- i. Inmate's requests for mental health services
- ii. Inmates seen at consults for mental health services
- iii. Inmates seen by psychiatrist and psychiatric nurse practitioner
- iv. Mental Health admissions off-site
- v. Intake medical screening specific to mental health services
- vi. Psychiatric evaluations for chronic care clinics
- vii. Pharmacy report of inmate population dispensed medication
- viii. Off-site hospitalization for mental health

Section 3. Staffing

1. Adequate qualifications.

Provider must recruit, interview, hire, train and supervise all behavioral health care staff and such behavioral health care staff must be adequate to meet all conditions and specifications as set forth in this RFP, the proposal selected, and the resulting contract. All personnel shall comply with current and future state, federal, and local laws, regulations, court orders, administrative regulations, and administrative directives.

2. Suggested Staffing.

In order to maintain continuity in the proposal process and to ensure comparable staffing arrangements, the below staffing plan has been suggested. The County reserves the right to negotiate alterations to the suggested staffing plan after a supplier/vendor has been selected.

For Baldwin County Corrections Center:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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MHP	8a-4:30p	8a-4:30p	8a-4:30p	8a-4:30p	8a-4:30p		
MHP		8a-4:30p	8a-4:30p	8a-4:30p	8a-4:30p	8a-4:30p	
MHP			8a-4:30p	8a-4:30p	8a-4:30p	8a-4:30p	8a-4:30p
PSY/PNP			8a-Noon				

For Baldwin County Regional Juvenile Detention Facility:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MHP	-----	-----	-----	Minimum 8 hours/week during normal working hours	-----	-----	-----
MHP/ Therapist	9a- 3p	9a- 3p	9a- 3p	9a- 3p	9a- 3p	9a- 3p	-----

3. Telehealth

The provider shall have the capability to perform telehealth services to patient population at facility, but it should not be the primary consultative medium. Please provide any information regarding usage of telehealth services and how they might be used within your program.

4. Care Continuum

Provider shall provide behavioral release planning within ten (10) days prior to the release or transfer of any inmate requiring or receiving mental health treatment, and shall include referrals to local mental health providers of the inmate's county of residence (including appointment and bridging supply of medication for seven (7) days, or until the date of follow up appointment, whichever is first) to ensure continuity of care.

5. Exceptions

Any and all deviation from the above specifications and requirements must be listed and prominently displayed in proposal materials and should be clearly stated by the provider on a separate section titled "Exceptions to Specifications".

General Conditions Regarding Request for Proposal Parts 1 and 2

1. Further Information

Baldwin County Commission may request respondents to present oral and/or provide demonstrations of the information contained in their response to this request for proposal.

2. Timeframes for Process

The timeframes for the request for proposal process will be as follows:

- a. Distribute RFP on September 2, 2025
- b. Q&A on RFP are due on September 12, 2025, by 2:00 P.M. Central Standard Time
- c. Receive RFP Proposals from Service Providers due on October 7, 2025, by 2:00 P.M. CST

3. Incorporation of Service Provider Proposal

THE RFP PROPOSAL SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER, TOGETHER WITH THE REPRESENTATIONS MADE BY THE SUCCESSFUL SERVICE PROVIDER, SHALL BE INCORPORATED INTO A MASTER AGREEMENT BETWEEN THE BALDWIN COUNTY COMMISSION AND THE SUCCESSFUL SERVICE PROVIDER.

In the event of a conflict between the terms of the successful Service Provider's RFP or the master agreement terms relating to this RFP, the order of precedence set forth in the master agreement shall apply.

Attachment A: Cover Sheet

RFP for Inmate & Juvenile Medical Services Program

Proposal Date: _____

Out of State _____ **or** _____ **If yes,** _____
Yes, **No** **Registration Number**

Company Name: _____

Name of Company Representative: _____

Position: _____

Address: _____

Email Address: _____

Company Web Page: _____

Phone: _____

Fax: _____

Date: _____

Signature: _____