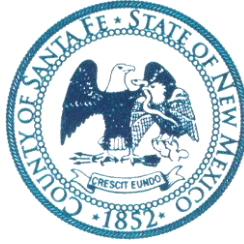


**Henry P. Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Rudy N. Garcia**  
Commissioner, District 3



**Anna T. Hamilton**  
Commissioner, District 4

**Ed Moreno**  
Commissioner, District 5

**Katherine Miller**  
County Manager

May 6, 2019

**RFP# 2019-0169-CORR/CW**  
**Professional Psychiatric Services at the Santa Fe County Adult Detention Facility and the**  
**Santa Fe County Youth Development Program**  
**ADDENDUM #1 Responses to Submitted Questions**

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 2. This documentation shall become permanent and made part of the departmental files.

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- a. Please provide the current positions and their qualifications serving this need for the county.  
**This procurement is Offeror qualification-based and therefore the requested information is immaterial for the Offeror's initial response.**
- b. Please provide the contracts or Memos of Understanding for all current providers of the service.  
**This procurement is Offeror qualification-based and therefore the requested information is immaterial for the Offeror's initial response.**
- c. Will the current medical care provider supply, pay for, and distribute medications prescribed by the provider to the youth and inmates within this new contract?  
**To be negotiated with the selected Offeror.**
- d. The Warden wasn't sure of the number of inmates in the adult jail on psychotropics at the meeting, can you provide an estimate of number or percentage?  
**Approximately 40% give or take depending on intakes and releases.**
- e. The provider for this contract will utilize the EHR system in place by the current contracted Health Care Provider for the adult population, will there be any charge for the contract provider for this RFP to utilize the EHR system?  
**No, there will be no charge, but contracted employees will adhere to Santa Fe County's IT/ Corrections policies and procedures that are set in place for Santa Fe County Employees. Will be required to sign documentation acknowledging this.**
- f. Will the county provide the connectivity to utilize the EHR system?  
**Yes.**
- g. In discharge planning, it was indicated that the adult released inmates are provided with a 30-day prescription for current medications but the team was not sure of release medications for juvenile releases – can you provide that information? Who is responsible for the cost of the medications on the release scripts?

The adult detention does not supply a 30-day release of medication; they supply a 7-day release of medication free of charge for prescription meds only, not OTC. 30-days can be accommodated if the patient has insurance.

- h. Is Wi-Fi available throughout the adult and juvenile facilities?  
Not available at YDP, but available at ADF.
- i. Will there be a charge for utilizing internet access whether wireless or wired?  
No there will be no charge, but contracted employees will adhere to Santa Fe County's IT/Correction's policies and procedures that are set in place for Santa Fe County Employees. Will be required to sign documentation acknowledging this.
- j. It was indicated at the conference that there was ample space for the staff for this new contract service. Is there typical office furniture in place also? (chairs, desks, file cabinets, etc.)  
No, but it can be accommodated.
- k. Is the electronic equipment in place for this contract or will the contractor need to purchase the equipment? (computers, printers, copier, etc.)  
No, but it can be accommodated.

- 1. Through the RFP, the county is requesting proposals for Professional Psychiatric Services, however, the RFP does not specify requirements related to coverage levels. How many hours per week is the county requiring the Psychiatric Nurse Practitioner to be on-site at the Santa Fe County Adult Detention Facility (ADF)? How many hours per week is the county requiring the Psychiatric Nurse Practitioner to be on-site at the Santa Fe County Youth Development Program (YDP)?

To be negotiated with the selected Offeror.

It is essential that the county bases its RFP and scores all responses on the exact same requirements to ensure consistency and allowing the county the ability to easily compare providers for Santa Fe County. Please consider implementing firm requirement of all bidders throughout this RFP.

- 2. It is proven that tele-psychiatry services are highly effective in adult and juvenile facilities, as services are quickly accessible anytime 24/7, they are beneficial in emergent situations and it reduces costs. Would the county allow for the use of tele-psychiatry services at both the ADF and the YDP? If so, how many hours of tele-psychiatry services will the county agree to?

To be negotiated with the selected Offeror for the adult population. On-site psychiatric mental health services are required for the juvenile population.

- 3. Please explain the county's expectations relative to the successful provider's daily and weekly function, role and responsibilities with the Professional Psychiatric Services at both the ADF and the YDP.

This procurement is **Offeror qualification-based** and therefore the requested information is immaterial for the Offeror's initial response.

- 4. Does the county employ any Re-Entry Specialists? If so, please provide their weekly schedule and describe their specific roles, function and responsibilities. Please explain how the county envisions the Psychiatric Nurse Practitioner to work with the Re-Entry Specialists and any other positions critical to ensuring quality patient care.

Yes, there are Re-Entry Specialists available to the adult and juvenile populations. This procurement is **Offeror qualification-based** and therefore the remaining requested information is immaterial for the Offeror's initial response.

- 5. Please specify and provide detail for the type of supplies, equipment, other expenses and indirect costs should be modeled for the provision of these Professional Psychiatric Services.

- To be negotiated with the selected Offeror
6. In order to develop an accurate model for Professional Psychiatric Services, it is essential to understand the population. Please provide monthly psychiatric statistics for the past 12-months at both the ADF and the YDP.  
3-5 youth per week. Estimated 30-40 per week at ADF; some are follow up appointments.
  7. Will the successful provider utilize their own forms, or does the county expect the provider to utilize the county's forms?  
The provider must utilize the Correction's Department forms.
  8. Understanding the county currently manages its inmate medical healthcare services itself, is the county interested in the successful provider to manage and support professional recruitment services for the county's inmate medical healthcare program and/or any other services which supports this program?  
No.
  9. Section C. PROPOSAL FORMAT on page 19 of the RFP requires, "All proposals shall be limited to twenty (20) pages with exception of required attachments added appendices." Would the county please consider omitting the page limit, or extending it to fifty (50) pages?  
No.
  10. Please cite the average number of suicide watches manages daily. Monthly?  
Daily—1 per day; monthly--30
  11. Please cite the average number of inmates placed under special management housing per month?  
25-30 per month
  12. Please explain and describe the process where suicidal adult inmates and/or juveniles are placed in special management housing units.  
This procurement is **Offeror qualification-based** and therefore the requested information is immaterial for the Offeror's initial response.
  13. Is the county requiring the successful provider to utilize and prescribe medications from its (the county's) formulary and preferred drug list, or will the successful provider be utilizing their formulary? If so, please provide a copy of the formulary and preferred drug list.  
The selected Offeror will utilize and prescribe medications from the Count's formulary and preferred drug list. This procurement is **Offeror qualification-based** and therefore the remaining requested information is immaterial for the Offeror's initial response.
  14. How many inmate-patients are currently prescribed, and receive psychotropic medications?  
We currently have 179 inmates who are on psychotropic medications.  
With a current population of 477, this equals 37.5% of inmates housed at SFCADF
  15. The second paragraph on page 5 of the RFP cites, "medication management". Will the successful bidder be responsible for the cost of psychotropics? If so, what is the annual cost of psychotropics?  
No.

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Please add this Addendum #2 to the original bid documents and refer to bid documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Bidders are reminded that any questions or need for clarification must be addressed to Coralie G. Whitmore, Senior Procurement Specialist at [cgwhitmore@santafecountynm.gov](mailto:cgwhitmore@santafecountynm.gov) .