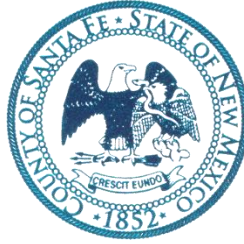


Henry P. Roybal
Commissioner, District 1

Anna Hansen
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Katherine Miller
County Manager

October 4, 2018

RFP# 2019-0075-CORR/BT
BEHAVIORAL/MENTAL HEALTH CARE AND MEDICAL PSYCHIATRIC
SERVICES
ADDENDUM #2 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.

1. How many current needs to you have?

The requested services are provided to an annual populations of between 9,000 to 10,000 incarcerated individuals that progress to the community or another secure facility during that year. Approximately 67% of the individuals have behavioral/mental health care needs, particularly involving substance abuses. Less than 10% require acute care.

2. What specialties are needed for services?

Most individuals need assessment and diagnosis; if appropriate, treatment will be provided. Psychiatric medical services, behavioral/mental health care management, and persons to deliver the direct client services are *examples* of the specialties needed.

3. Will they work full time (40 hours) and be needed for call and weekend?

Please refer to page 5 of the RFP under "Scope of Work".

4. Is the adult correctional facility and youth development program on the same campus?

No. The adult facility is located at 28 Camino Justicia, Santa Fe and the juvenile program is located at 4250 Airport Road, Santa Fe.

5. Is a clinic/office location provided onsite?

Yes.

6. Is the corrections department looking for an agency or individual to provide these services?

Agency.

7. Are you looking for a Managed Service Program?

Santa Fe County requires a highly qualified Offeror that demonstrates capacity and capability to provide the required services stated in the RFP.

- 8. How often are oral presentations done?**
This question is unclear as to whether it is referring to the procurement process or the work to be undertaken by the contractor. The RFP contains a “Sequence of Events” on page 10 for the procurement process.
- 9. How much notice would be given for the oral presentation?**
Please refer to page 10 of the RFP.
- 10. Are contract negotiations done after award?**
A finalist is selected and negotiations will be conducted with the appropriate Santa Fe County representatives. The official award occurs after the negotiations are completed successfully.
- 11. If we are chosen for an award, but can’t agree to final terms, can we withdraw without penalty?**
Yes.
- 12. Can any language changes be made? (i.e. indemnification, insurance, venue, etc.)**
Suggestions are acceptable; however, please note that many of the contract sections are required by state law, county regulations, and/or legal requirements.
- 13. Do we need to submit our specific language changes with our proposal?**
No
- 14. How much weight is on Preferences? (In State, in county or veteran)**
Please refer to the RFP on page 24.
- 15. Is there a technology requirement with this bid?**
This is not a bid; it is a request for proposals and therefore a qualification-based procurement.
- 16. Do you already have technology you are using? If so, what?**
X Jail Management
- 17. What EMR system is currently used?**
Securus Technologies/ X Jail Management
- 18. Is there a training and/or orientation process? How long is that?**
The contractor will be responsible for training and supervising their employees.
- 19. Are you looking for contractors or perm staff?**
The RFP states for the “...Offerors to provide full-time professional health staff...” (Page 5 under “Purpose of this Request for Proposal”) thus indicating that the staff will not become County employees and remain the Offeror’s staff.
- 20. What equipment and/or supplies are required to be provided? (pg. 23..section C)**
To be negotiated with the selected Offeror.
- 21. Who would handle the billing of services? Contractor or New Mexico Department Corrections?**
To be negotiated with the selected Offeror.
- 22. Do the rates provided need to be inclusive of travel and lodging?**
To be negotiated with the selected Offeror.
- 23. Who is the current provider for these services?**
This is a new solicitation and there is no incumbent.
- 24. Why the need for this RFP?**
The Public Safety Department determined that provision of the requested contractual services provided the best value to the County.

25. How is this program/unit currently run?

There are County employees providing the temporary care; the selected contractor provides their own employees and is not obligated to hire the current County staff.

26. What is the annual budget for this contract?

The selected finalist will negotiate the annual budget with the County representatives.

27. How many vendors will be selected?

One

28. Will the contractor be responsible to staff and hire for the unit?

Yes.

29. Is there current staff in this unit that will be utilized?

Yes.

30. Will the contractor be responsible to supervise all staff?

The contractor will be responsible for supervising their employees.

31. What are the payment terms? (i.e. net 30 days date of issue)

The selected finalist will negotiate the payment terms with the County representatives.

32. Please explain where the County obtained its current policies, procedures and protocols. Please explain the process for how the County has trained, is currently training its mental health employees on the policies, procedures and protocols.

The RFP is meant to elicit the qualifications of the Offeror; the Offeror is providing the mental health employees.

33. Are Santa Fe County's Adult Detention Facility (ADF) and, or the Santa Fe County Youth Development Program (YDP) currently accredited by the National Commission on Correctional Healthcare (NCCHC)? If not, please explain the current accreditation status and the factors for the change in accreditation status. If the County is not NCCHC accredited, when did it lose its accreditation?

Only YDP is accredited and was reaccredited in July of 2018. ADF is not currently accredited; the goal is to obtain such accreditation with NCCHC.

34. Please explain the County's expectations relative to our function, role and responsibilities with Treatment Guardianships.

The psychiatrist will perform evaluations and recommendations inclusive of treatment guardianship and follow up. The psychiatrist will testify before a court hearing regarding to treatment guardianship.

35. Regarding behavioral health coverage, please provide detail regarding:

- a. Please provide a current behavioral health coverage matrix with discipline/licensure for each employee and per each shift. The Offeror proposes this in the submitted response.
- b. Is there a mental health worker/therapist assigned to intake? Yes
- c. Is there a mental health worker/therapist on call 24/7? Yes
- d. Is there currently a Behavioral Health Director in place? No
- e. Is there currently a Psych RN employed by the County? No
- f. We understand there are currently three (3) Re-Entry Specialists employed by the County, two (2) which function in the community and one (1) who functions in the ADF? Please provide their weekly schedule and describe their duties, function and responsibilities? This information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes.

- g. Does the County currently employ a Discharge Planner? Please provide their weekly schedule and describe their duties, function and responsibilities? This information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes.
- h. Who is responsible for scheduling inmates for the Psychiatrist? This information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes.
- i. Please provide the current compensation rates for each of the Re-Entry Specialists, each of the Therapists and any other behavioral health team-members, and please state the discipline/licensure for each. Please also provide each employees tenure working in Santa Fe County's ADF and YDP. This information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes.

36. Are there any open positions related to the County's current behavioral health program?

Please refer to responses to other questions. Further information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes.

37. Please cite and describe the programs which are currently being provided in the ADF and in the YDP. Who is primarily responsible for managing the programming?

Please refer to responses to other questions. Further information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes.

38. Please provide a complete listing of each of the community-based provider-partners which work with the County and assists with inmate's re-entry and post release. Please cite and explain the various programs which are offered, and provided by the community-based providers?

The Offeror is responsible for exercising due diligence in obtaining this information, if it is needed.

39. Please explain the County's "Matrix Program" and please explain the County's expectations relative to our function, role and responsibilities with this program.

The "Matrix Model" treatment program is implemented by the Public Safety Department to improve the lives of individuals affected by alcohol and other drug use. The County anticipates that the Offeror will be well-versed in the Matrix Model treatment program and utilize it appropriately in patient care.

40. The second bullet under section C on page 23 of the RFP requires, "Funding for supplies, equipment, training, other expenses and indirect costs relative to the provision of services". Please specify and provide detail for the type of supplies, equipment, other expenses and indirect costs should be modeled for the provision of these behavioral health services.

The Offeror, demonstrating their expertise and knowledge, is to suggest the amount of funding required and state the items incorporated in the funding that are necessary to provide for the requested behavioral/mental health services.

- 41. Is there a unit, or specific housing units specified specific to behavioral health? If so, please describe unit? How many inmates housed on unit? Is unit only for acute, sub-acute? Describe the type of programming on this unit?**

This information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes.

- 42. How many therapeutic groups are currently being provided at the ADF and the YDP per week? Per month?**

This information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes.

- 43. What is the accessibility for inmates requiring acute psychiatric hospitalizations when care and treatment is beyond the scope of practice on site? How many inmates were transferred to BHI annually over the past three years (2015, 2016 and 2017) and thus far in 2018? Has any litigation resulted from these events?**

This information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes.

- 44. Please describe the evaluation process for those incompetent to stand trial? And where are they housed?**

This information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes.

- 45. Please provide the number of attempted inmate suicides over the past 3 years (2015, 2016 and 2017) and 2018 to date.**

2015-5, 2016 -3, 2017-2, 2018-1

- 46. Please provide the number of completed inmate suicides over the past 3 years (2015, 2016 and 2017) and 2018 to date.**

2017-1, 2018- 1

- 47. Has any litigation resulted from these inmate suicides and/or attempts? Please provide detail for this litigation and findings.**

This information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes. The Offeror is responsible for exercising due diligence in obtaining this information for the proposal, if it is needed.

- 48. Please cite the average number of suicide watches manages daily. Monthly?**

Approximately 6-7 suicide watches on a monthly basis. Approximately 60 since January of 2018.

- 49. Please cite the average number of episodes of restraints utilized per month?**

Zero

- 50. How does the County manage inmates who are scheduled for release yet continue to be high-risk (e.g. on suicide watch)?**

This information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes.

- 51. Please cite the average number of inmates placed under special management housing per month?**

20 over a 7 month period.

52. Please explain, and describe the process where suicidal inmates are placed in special management housing unit?

This information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes.

53. How many inmates are currently prescribed psychotropics? Does the County allow family members to provide psychotropics?

Currently have 4.5%, but that percentage can vary based on the evaluation and recommendation of the psychiatrist. No.

54. Are inmates currently given forced or involuntary psychiatric medications when they're a danger to self or others as a result of a psychiatric disease, disorder, or illness?

No; only if they have a treatment guardian and they discuss and recommend it with the psychiatrist. This is a very rare occurrence.

55. Are inmates and, or juveniles provided a supply of medications upon release? If so, how much supply is provided and please describe how this process is managed?

This information may be provided to the selected Offeror(s) that are shortlisted to participate in further procurement processes.

Please add this Addendum #1 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 .