



LEGAL NOTICE

REQUEST FOR BID SEALED BID 13-072

For

Mental Health Services For Adult Detention Facility

For

**ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Mental Health Services for Adult Detention Facility**. The vendor must guarantee the quoted prices for a period of three (3) years. The County, with the consent of the vendor, shall have the option for two (2) one year extensions under the same terms and conditions. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

BID INSTRUCTIONS

One original and one (1) signed copies of the bid must be received in a sealed envelope plainly marked "**Sealed Bid 13-072 Mental Health Services for Adult Detention Facility**" with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street, Room 541, St. Charles, MO 63301 prior to the bid opening.

Bid opening will be on 03/20/2013 at 2:00 PM, in Room 523 of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by emailing a request to the St. Charles County Purchasing Manager at kmandernach@sccmo.org, **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

BID INQUIRIES

All questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Debbie Echele, Health Services Coordinator or
Scott Myers, Assistant Director Support Services
St. Charles County Government
Corrections Department
301 North Second Street
St. Charles, MO 63301
Fax: (636)949-7586
dechele@sccmo.org or
smyers@sccmo.org

Kurt Mandernach, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second Street
St. Charles, Missouri 63301
Fax: (636)949-7589
kmandernach@sccmo.org

Mandatory Site Visit

It is mandatory that the Bidder visits the Facility prior to the bid opening. Contact Debbie Echele at 636-949-3003 ext 4520. You will need to provide your full name, Driver's license, and date of birth. Any Bidder that does NOT participate in the walk-through visit will NOT be allowed to submit a proposal.

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **03/15/2013**. Any question received after this deadline may not be answered.

Responses to questions/clarifications will be placed on the County's website <http://www.sccmo.org/Businesses/>. Check this website frequently for updates and any addendum that are issued.

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled "Bid (or Proposal) Inquiries", concerning this request is prohibited. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County. Any Offeror engaging in such prohibited communications may be disqualified at the sole discretion of St. Charles County.

TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate thirty six (36) month period from the date of the notice of award.
- The County, with the consent of the vendor, shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two (2) signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent taxes, fees or licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

- By submitting a Proposal, Bidders warrant that the prices quoted in the proposal will be good for a period of ninety (90) calendar days from the date of proposal opening. Successful Bidders will not be allowed to withdraw or modify their proposals after the opening time and date.
- Non-Collusive Statement: The submission of this statement certifies that the prices in proposal have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or any competitor.
- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County; price, correctional mental health counseling experience, and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.
- The successful bidder shall indemnify, defend and hold the DOC Harmless from and against any claims against DOC for negligent performance.

Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**** PLEASE NOTE:**

***Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division
The online address to enroll in the E-verify program is:***

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

Open Records

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

Insurance

The successful Bidder must carry comprehensive general liability insurance, as well as professional liability insurance for medical malpractice in amounts no less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate per coverage. The Bidder shall indemnify, defend and hold the County of St. Charles, its officers and employees, harmless from and against any claims based on the Bidder's performance of its obligations.

Worker's Compensation and Employer's Liability: The successful contractor shall maintain insurance coverage for Worker's Compensation with statutory limits and Employer's Liability coverage with limits no less than \$500,000 during the life of the contract.

All such insurance shall be written through an insurance company licensed to do business in the State of Missouri and acceptable to Saint Charles County.

The Contractor agrees to furnish Saint Charles County with a Certificate of Insurance naming it as an Additional Insured on each of their respective policies and include a provision for at least 30 days written notice of any material change or cancellation. Such certificates shall be supplied to the county at the time of the award.

The County's approval or acceptance of such certificates of insurance shall in no way release or relieve the respective contractor from any responsibility, liability or obligation.

It shall be the contractor's responsibility to keep the respective insurance policies and coverage current and in force for the life of the contract.

Research

No research projects involving inmates/detainees are permitted without written consent of the Facility Administrator.

Independent Contractor

The successful vendor shall act as an independent contractor insofar as the performance of the duties in this RFP.

BID SPECIFICATIONS

Mental Health Services St Charles County Department of Corrections

Mental Health Services for the St. Charles County Department of Corrections

The St. Charles County Department of Corrections is responsible for the safe and secure housing and management of up to 506 incarcerated male and female inmates and detainees for the county of St. Charles. The actual population of the Facility varies on a daily basis. The average daily population thus far this year is **413** (ADP 12/31/2012). Although the Jail also has a Work Release Program capacity of 110, those individuals are responsible for their own mental health care and are not included in the above numbers.

The objective of the Request for Proposals is to collect information necessary for the evaluation of competitive services providers.

The St. Charles County Department of Corrections shall be referred to as the "SCCDOC"; the vendor shall be referred to as the "vendor", the "psychiatrist", or the "mental health counselor".

Mental Health Counselor

The SCCDOC is seeking bids for a mental health counselor (s) to provide counseling services to include: suicide risk screening and counseling, crisis management, coping and life skills, and substance abuse counseling. This mental health professional (s) must have the clinical oversight of a licensed psychiatrist. Vendor should include specifics as to how this oversight will be provided and by whom. Appointments for inmate counseling are scheduled from referrals from security staff, medical intake assessments, inmate requests, and nursing staff. The mental health counselor will need to be in the Facility on days and at times agreed to by the Department Health Services Coordinator and the counselor. The weekly schedule will also include some evenings and weekends up to 40 hours a week. The Counselor must also be able to provide emergency on call services by phone and/or in person if the situation warrants, 24 hours per day 7 days per week. The Mental Health professional will be required to work with the Psychiatrist, medical staff, nursing staff, and security staff to develop and execute plans of care to meet the mental health needs of individuals detained in this facility.

Psychiatrist

The SCCDOC is also seeking bids for a Psychiatrist to provide the above mentioned clinical oversight, as well as, the psychiatric services for the inmate population. The psychiatrist will be on-site between 5-10 hours per week. The following are some additional requirements:

1. The Psychiatrist's services will be performed on-site at the St Charles County Department of Corrections for the treatment of the mental health needs of the adult male and female inmate population;
2. Charting as appropriate;
3. Attendance at quarterly medical meetings as scheduled by the Department Health Services Coordinator;
4. Assistance in developing policies and protocols relating to the mental health needs of the adult male and female inmate population;

5. If requested, provide assistance with educational training for staff related to mental health issues;
6. Other services which may be determined during the course of the contract and which are within the scope of the vendor's license and abilities. The County Department staff and the vendor will jointly agree upon these services;
7. Psychiatrist shall be on-site between 5-10 hours per week on days and times agreed upon in consultation with the Department Health Services Coordinator. Total hours and schedule may vary weekly depending on the needs of the Facility and the vendor. Vendor must also agree to make emergency visits to the Facility when contacted by the Medical staff if situation warrants such visit;
8. Vendor will complete a time sheet for each visit to the Facility;
9. No other services shall be rendered unless deemed essential for the health of the inmate and prior approval is obtained from the Department Health Services Coordinator;
10. Must work in coordination with the Licensed Professional Counselors and the Medical Physicians, who are independent contractors; and
11. Must agree to utilize the preferred drug list when prescribing medications unless there are medical reasons for doing otherwise.

For both the Psychiatrist and the Mental Health Counselor:

1. Vendor must provide name, Missouri State licensing number, and a resume and credentials of Psychiatrist who will be on-site and of the Psychiatrist providing oversight if not the same person; criminal records checks will also be required;
2. Vendor must provide the name, Missouri State licensing number and a resume and credentials of the Counselor(s); criminal records checks will also be required;
3. Preference will be given to Contractors with experience working with incarcerated individuals and all relevant correctional experience should be listed in the bid response;
4. Preference will be given to Board-certified Psychiatrists;
5. For the sake of continuity, preference will be given to vendors able to provide both the mental health counselor(s) and the Psychiatrist and Psychiatric oversight;
6. Current Missouri licensure is required and must be maintained in good standing throughout the term of the contract. There must be no current or pending disciplinary action and any prior disciplinary actions will be reviewed and evaluated on a case-by-case basis;
7. Any service outside the scope of the contract shall be referred to the Department Health Services Coordinator who, in consultation with the vendor, will then make a judgment as to the appropriate course of action; and
8. Bid pricing should be presented as an hourly figure.
9. Professional liability insurance coverage in the amounts specified in the **Insurance** section of this bid;
10. Available for contact 24 hours per day 7 days per week;

11. Provide acceptable coverage for periods when not available or on call;
12. Experience in substance abuse counseling;
13. Willing to work within the security guidelines of the facility to perform the duties of the position and;
14. Able to provide written/electronic documentation of treatment plans and counseling visits for the permanent legal medical record.

Additional Bid response information which should be provided:

1. Details of fee structure including: hourly rate for on-site services and on call;
2. Details of how the psychiatric oversight will occur and by whom;
3. Details of the provision of psychiatric services;
4. Licensing information, resume and credentials of proposed provider and substitute provider(s);
5. Professional liability insurance coverage information;
6. Details of experience within a correctional facility;
7. Details of experience with substance abuse treatment;
8. Three professional references for mental health services.

Additional information regarding the bid:

1. The Department of Corrections reserves the right to request modifications to various bids;
2. Funding for this contract is dependent on the budget allotted to the Department by the St. Charles County Council. The Department of Corrections reserves the right to modify the hours and scope of the proposal/contract based on needs of the Facility and budgetary issues;
3. Vendors may be asked to give a presentation and/or come for an interview with Department staff; and
4. The Contract period will be for a period of three years with an option to renew for two additional one year periods if under the same terms and conditions as specified in the original bid

On-Site Visit

It is **mandatory** that the Bidder visits the Facility prior to the bid opening. Contact Debbie Echele at 636-949-3003 ext 4520. You will need to provide your full name, Driver's license, and date of birth. Any Bidder that does NOT participate in the walk-through visit will NOT be allowed to submit a proposal.

Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____

BID FORM-SB 13-072

Mental Health Services for Adult Detention Facility

BID OPENING DATE: 03/20/2013 at 2:00PM

(Bidder name)

Submits the following bid for this project:

<u>Position</u>	<u>Rate per hour</u>	On Call <u>Rate per hour</u>
Psychiatrist	\$ _____	\$ _____
Mental Health Counselor	\$ _____	\$ _____

Authorized signature

Date _____

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____
(Indicates acceptance of all bid terms and conditions)

Date: _____



AFFIDAVIT OF WORK AUTHORIZATION

The bidder/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative)
as _____ (Position/Title) first being duly sworn on my oath, affirm
_____ (Business Entity Name) is
enrolled and will continue to participate in the E-Verify federal work authorization program with
respect to employees hired after enrollment in the program who are proposed to work in
connection with the services related to contract(s) with the County for the duration of the
contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm
that _____ (Business Entity Name) does not and
will not knowingly employ a person who is an unauthorized alien in connection with the
contracted services provided to the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands
that false statements made in this filing are subject to the penalties provided under section
575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date