



GENESEE COUNTY PURCHASING DEPARTMENT

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May 14, 2009

ADDENDUM #1

**REQUEST FOR PROPOSALS (RFP) #09-012
RFP #09-012 PHYSICIAN SERVICES FOR GENESEE VALLEY REGIONAL CENTER**

1. Please include the following minutes, questions and answers from the Pre-proposal meeting as part of the above referenced RFP.

Indicate on the Signature Page item #5 and the exterior of the envelope containing your proposal:

“ADDENDUM #1 RECEIVED”

**ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 200
FLINT, MI 48502**

Eric F. Hopson

Eric F. Hopson, Purchasing Director
G:/bid2/2009/09-012add1

PRE-PROPOSAL MEETING
8:30 A.M. – MONDAY, MAY 11, 2009
RFP #09-012 PHYSICIAN SERVICES FOR GENESEE VALLEY REGIONAL CENTER

Fred Woelmer, Director, Genesee Valley Regional Center
Cindy Carnes, Genesee County Purchasing Manager
Dana Manns, Hamilton Community Health Network
Les Singleton, Advanced Correctional Healthcare

Ms. Cindy Carnes, Purchasing Manager, introduced Mr. Fred Woelmer, Director of Genesee Valley Regional Center. Ms. Carnes went on to explain that this meeting is information and please ask questions for clarification. Everyone must sign in.

Ms. Carnes explained that she will be going over the RFP to clarify some of the items which often have the most questions and provide additional explanation if necessary. It is important for each prospective proposer to review the entire Request for Proposals, to be clear on what is expected of a responsive proposal, and ask questions if you need to.

Each offeror is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, your firm's name, address, phone and email for future reference.

The proposal request number: #09-012 and **due date for this RFP is Thursday, May 28, 2009 at 3:00 p.m.** Proposals submitted after 3:00 p.m. on Thursday, May 28, 2009 will not be accepted.

On page 3 – **Instructions to Proposers** explains steps to follow to submit a responsive proposal. Item #3 – Proposers must submit one original, one additional copy of the proposal, and one copy of your proposal in Adobe PDF Format. All proposals become the property of Genesee County. Item #4 – To be considered for award, each offeror must submit a current (2009) Certificate to Do Business with Genesee County. For further information on this requirement, contact the Genesee County Office of Equity and Diversity, 1101 Beach Street, Room 343, Flint, Michigan 48502. Telephone 810-257-3028, Fax 810-768-7943. If you do not have a Certificate at the time of submission, include a letter indicating the date your company's Equity and Diversity Plan was submitted to the Genesee County Office of Equity and Diversity for review.

STANDARD TERMS & CONDITIONS pgs 4 - 7

ADDITIONAL TERMS AND CONDITIONS pgs 7 - 10

3. **Inquiries:** All questions regarding this RFP shall be submitted in writing and received no later than Tuesday, May 19 by 5:00 p.m. (ET) Email is preferred.

4. **Addenda:** Genesee County reserves the right to amend and provide clarification of this RFP prior to the date for proposal submission. In such an event, an addendum will be posted on the Purchasing Department website (<http://www.co.genesee.mi.us/Purchasing/currentbids.htm>). Further, all proposers shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the Signature Page.

11. **Disclosure:** All information in an offeror's proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto.

13. **Best and Final Offers:** Discussions may be undertaken with those proposers whose proposal, based on the evaluation criteria stated herein, has been determined to be reasonably susceptible of being selected for award. After discussions are held, and prior to award, proposers may be allowed the opportunity to submit revisions to their proposals for the purpose of obtaining best and final offers. During the aforementioned procedures, neither the names of any of the proposers nor the contents of any proposal will be disclosed until the completion of negotiations and revision of proposals (Best and Final

Offers). The contract that may be entered into will be awarded based on the proposal response and, where applicable, the Best and Final Offer that is the most advantageous to Genesee County, per the evaluation criteria included in this RFP.

SCOPE OF WORK pgs 10 -13

Genesee County is requesting proposals to contract with a licensed physician to provide medical services for juveniles detained at the Genesee Valley Regional Center

Mr. Woelmer described the typical practice at the center. The doctor, awarded a contract, is in charge of the residents total health care. For instance when residents coming in with a bag of medications from another facility, our doctor would review those medications to see if they are appropriate, get clarification from the hospital and the psychiatrist to determine which medications the resident will take while at GVRC. We do have a psychiatrist that comes one day a week and does monthly med reviews for kids on psychotropics, but the doctor writes all of the prescriptions.

Q. So the doctor has the overriding authority to determine which client is on which medication?
A. Yes, to the disappointment of some parents, some doctors, and some of our judges. Some of the judges have ordered us to give a certain medication. If the resident already has the medication, the center will follow that directive. The doctor is the medical authority for the residents while they are on site.

We do send some kids out for other services, but in general, the doctor here takes care of all of the needs of the residents. The doctor comes in 3 days a week. In the morning, the doctor goes through the med list for the doctor's list from previous two days. The kids have a physical within 48 hours during the week, over the weekend the doctor is here on Friday and then again Monday to do the physicals for anyone not seen on Friday. There is a nurse under contract. The doctor tells that nurse what he needs for that person. The nurse follows the directions from the doctor. It is not a supervisory situation. If there is a problem with the nurse, the doctor comes to me with any issues.

There is a clinic downstairs, exam room, chairs. The doctor tells the nurse what he needs to have on hand, the nurse then places the order. We do have some drugs in house. We do have a pharmacy of our own, and we have some basic things. We also have a pharmaceutical contract with a local pharmacy. If we get the prescription in by 11:00 a.m. we will have it delivered that same day.

Q. Is your nurse an R.N. or L.P.N?
A. R.N.

Ms Carnes continued with the review of the RFP.

Qualifications of the Successful Offeror pages 13 -15

Include a narrative which explains how your firm meets the qualifications and how the requested services will be provided. Be sure to address items 1-5 in your proposal response.

PROPOSAL REQUIREMENTS CONTENT/FORMAT page 15

Bidders Insurance Checklist see the checklist for all required insurance for the successful proposer.

REFERENCES

FINANCIAL COST PROPOSAL page 17, a per visit charge, this rate will be for the initial 24 months.

EVALUATION CRITERIA

Prior to the site tour Mr. Woelmer explained more about the operation. Our program is designed for 60 kids. We have a co-ed wing. The mix is generally 20 girls – 40 boys. There are a lot of usual teenage issues with the medical. At times we will have pregnant girls in residence. We have a lot of STD's, and we have had a couple of TB cases.

Q. Are the kids that are housed here, are they Wards of the State.

A. Wards of the Court. They have been ordered here due to a criminal act. It's not voluntary, in general, these are serious offenders.

Q. They are under the age of 18?

A. Usually. Under 18 as young as 10

Q. Do they have any particular insurance?

A. The law requires that when they are in our facility, their Medicaid must be cancelled. The Medicaid is still active until the end of the month, unless it's towards the end of the month, they get another month. My nurse takes care of all that. If we can bill Medicaid we do. Some of the kids do have insurance. Most of them do not have insurance.

Q. Do you access Blue Cross Blue Shield network once Medicaid runs out?

A. No.

Q. Do you have anyone to assist those that do not have any insurance to gain Medicaid?

A. We are not even supposed to bill Medicaid after they come in the door. The State of Michigan says no Medicaid when they are in a government operated facility.

Q. Does the County cover all of the expenses?

A. It comes out of our pocket. If they go overnight in a hospital, then we can retroactively start on Medicaid for the night, but they have to stay over night in the hospital.

Q. The pharmaceuticals, are the parents responsible for that?

A. The County pays everything.

As far as dental care goes, we do emergency care, we send them out to a local dentist. We don't have a contract for dental.

The meeting continued with the site visit, viewing the residential area, classrooms, recreation areas and the medical clinic.

If a resident gets sick or hurt, they will let our staff know, they then make a statement of the condition. The youth can also write something about the problem, and that sheet of paper goes to the nurse. The nurse will determine if it's something she can take care of or if the doctor needs to see them.

Q. Do you have standing orders in place, protocols in place?

A. We have basic home remedy items. Staff can issue Pepto Bismol, aspirin, beyond that, the nurse gets involved. The nurse is here 40 hours a week.

The day for the residents is scheduled from the time they get up until they go to bed. There are about 2 ½ hours of exercise, and injuries occur. There are some self inflicted injuries, they can swallow things.

At the clinic the nurse explained, all youths coming in gets an admission physical, we screen their urine for STD's and infections, and do lab work if necessary. There is a standard form we use for this process. Throat cultures can be taken and sent out.

The Psychiatrist likes to have the nurse available to take blood pressure. We also have a mental health case manager that is here about 20 hours a week. The mental health case manager (a licensed social worker) and nurse work on the placement after the youth leave here. Mental health cases go through CMH, CMH operates as a service to the community to the residents here even if they are non-Genesee county residents. One mental health case worker does the M.A.Y.S.I.– screening tool for mental health

issues and they follow up on that if there are any red flags. At any given time we might have 5 -6 kids on suicide watch. We have them on a heightened risk level and observation.

There is a staff member for 10 kids.

This concluded the pre-proposal meeting and site visit.

Additional Questions Received:

Q. How do you feel about using an extender (e.g., a PA)?

A. A licensed doctor with a medical degree is required.

Q. Is the physician expected to come to the center to see the teenagers, or do staff from the center bring them to our office? If the former, what kind of facilities do you have for exams and simple labs eg pregnancy tests?

A. The physician is required to come to GVRC. The facilities were described on the site tour.