



JEFFERSON COUNTY PURCHASING DEPARTMENT

Deborah L. Clark, Purchasing Agent

1149 Pearl Street
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Addendum to RFP

RFP NUMBER: RFP 25-002/CG

RFP TITLE: Inmate Health Care Services for Jefferson County Correctional Facility

RFP DUE BY: 11:00 am CST, Wednesday, March 26, 2025

ADDENDUM NO.: 1

ISSUED (DATE): March 5, 2025

To RFP Respondent: This Addendum is an integral part of the RFP package under consideration by you as a Respondent in connection with the subject matter herein identified. Jefferson County deems all sealed qualifications to have been proffered in recognition and consideration of the entire RFP Specifications Package – *including all addenda*. For purposes of clarification, **receipt of this present Addendum by a Respondent should be evidenced by returning it (signed) as part of the Respondent's sealed RFP response submission.** If the RFP response submission has already been received by the Jefferson County Purchasing Department, Respondent should return this addendum in a separate sealed envelope, clearly marked with the RFP Title, RFP Number, and RFP Opening Date and Time, as stated above.

Reason for Issuance of this Addendum: Additional Required Information for Vendor Proposals and Vendor Questions

The information included herein is hereby incorporated into the documents of this present RFP matter and supersedes any conflicting documents or portion thereof previously issued.

Receipt of this Addendum is hereby acknowledged by the undersigned Respondent:

ATTEST:

Witness

Witness

Approved by _____ Date: _____

Authorized Signature (Respondent)

Title of Person Signing Above

Typed Name of Business or Individual

Address



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Additional Required Information for Vendor Proposals:

Pharmacy Cost Saving Plan: Please provide a Pharmacy Cost Saving Plan detailing how proposer will keep pharmaceutical costs down. Be specific and provide details of the plan. Examples: Using generic medications when available or utilizing oral medications rather than injections where possible.

Vendor Questions:

1. **Question:** What is the estimated value or budget for this contract?

Answer: There is no estimated value or budget for the contract. Each proposer is to submit a proposal to include an annual fixed cost to provide the services outlined in the specifications.

2. **Question:** How many full-time equivalents (FTEs) are required to meet the contract needs?

Answer: See Section 5.10 Minimum On-Site Staffing Requirements required by the Sheriff on page 50.

3. **Question:** The RFP indicates that it is the desire of Jefferson County to increase the participation of small, minority and women owned businesses. However, it does not specifically indicate that this is required. Later in the RFP, forms for HUB participation are included. Please clarify – are HUB, MBE, WBE and Small Businesses a requirement of the RFP? If a vendor does include HUB, MBE, WBE, and/or Small Business participation, how will this be scored?

Answer: HUB participation is not a requirement of the RFP and will not be used in scoring.

4. **Question:** If HUB/WBE/MBE participation is not required, is inclusion of the following forms mandatory: Good Faith Effort form (p. 70) Notice of Intent to Subcontract with HUB (p. 71) HUB Subcontracting Participation Declaration (p.72-75)

Answer: Yes, all forms marked as “Required form” are required to be completed.



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5. **Question:** We understand that the County is requesting proposals not to be bound by staples or glued spines. Please confirm that providing the proposal copies in 3 ring binders is acceptable.

Answer: Yes, 3 ring binders are acceptable

6. **Question:** We understand that a urinalysis or blood screen may be required for any employee if there is reason to believe they are under the influence. Please clarify, does the County require that all personnel undergo a urinalysis or blood test in conjunction with the required background investigation for the initial and/or continual employment?

Answer: This is not a requirement of the Jefferson County security background investigation. This is at the discretion of the Proposer in their hiring process.

7. **Question:** Section 4.2 of the RFP clearly lays out the organization of the proposal and Sections 4.3-4.7 articulate what's to be included in those sections. However, the RFP does not indicate where bidders should include their responses to Section 5.0 – Project Objective and Scope of Services (more specifically, 5.9 Services and Administration) and Section 6.0 – Proposal Requirements (more specifically, 6.1 Proposer Experience.) Please clarify.

Answer: You can submit your proposal in the order you prefer. The only requirements by Jefferson County Purchasing Department are that the entire RFP, all Addendums, forms and all requested information is included in your proposal.

8. **Question:** Please confirm that the County wants the full first middle and last name of the individuals in key positions to be included on their resume.

Answer: Yes. Please refer to Section 4.7 pg 36

9. **Question:** We noted that the Aggregate Cap has increased from \$500,000 from the 2022 RFP and contract to \$1,000,000 in the current RFP. Can the County provide any information relevant to why the Aggregate Cap increased?

Answer: The aggregate cap was increased to more evenly align with the cost of offsite health care expenditures.

10. **Question:** Please provide past 2 years of pharmaceutical expenses to include HIV and any PPD not covered by health department.



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Answer: Below is the available data under the current contract:

Pharmaceutical expenditures June 13, 2023 to May 31, 2024= \$791,543.37

Pharmaceutical expenditures June 1, 2024 to January 31, 2025= \$749,239.46

11. **Question:** Please provide the name of the current hospital utilized for emergency and inpatient hospitalizations.

Answer: Christus St. Elizabeth Hospital and Baptist Hospital of Southeast Texas

12. **Question:** Notice of Intent (NOI) to subcontract with HUB – This form notes three certifying agencies (Texas Bldg & Procurement Comm, Jefferson County, or Tx Unified Certification Prog.) Please confirm that any identified minority and women owned business that are NOT certified by these three entities will not qualify as HUB / MWBE organizations.

Answer: Correct

13. **Question:** This form notes Construction HUB goals: 12.8% MBE and 12.65% WBE, with MBE subgoals. As the RFP does not include any construction services, are these goals applicable, regardless of whether or not HUB forms are required?

Answer: These goals aren't applicable to this RFP.

14. **Question:** HUB Subcontracting Participation Declaration Form – Part I HUB Subcontractor Disclosure lists Texas Bldg & Procurement Comm and Texas Unified Certification Program, excluding Jefferson County. RFP Page 73 includes Jefferson County. Please clarify the discrepancy between the pages.

Answer: Clerical error. Forms should be the same and include Jefferson County

15. **Question:** The RFP included forms and requirements assuming federal funding for this procurement. Please clarify whether this contract will receive federal funding. If not, please confirm that the bidders will not be required to complete any forms related to federal funding including but not limited to the "Certification Regarding Lobbying" form or the "Disclosure of Lobbying Activities" form.

Answer: Federal funding may be utilized during or following emergency declarations. All "Required Forms" must be completed.



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16. **Question:** Section 4.6, item h. on page 36 of the RFP specific to “PROPOSER IDENTIFYING INFORMATION” requires, “A statement regarding the financial stability of the Proposer, including the ability of the Proposer to perform the functions required by this RFP and to provide those services represented by the Proposer in its response.” Given the importance of financial stability to Jefferson County and the recent industry trends where several large correctional healthcare providers have filed for bankruptcy, leading to unpaid debts to critical service providers (e.g., pharmaceuticals, EMS, laboratory, x-ray, offsite hospitalization, and specialty services), please confirm the county is requiring all bidders to provide a detailed disclosure of any past bankruptcies, as well as a comprehensive listing of outstanding debts owed to service providers. 2 Specifically, is the county requiring any, and all bidders to disclose any bankruptcy filings, whether voluntary or involuntary? Is the county requiring any, and all bidders provide a detailed listing of any, and all outstanding debts or financial obligations to third-party service providers, such as with pharmaceutical providers, x-ray service providers, laboratory service providers, EMS, and off-site hospital and, or specialty service providers?

Answer: No. The county is requiring “A statement regarding the financial stability of the Proposer, including the ability of the Proposer to perform the functions required by this RFP and to provide those services represented by the Proposer in its response.” As noted on Section 4.6, item h. on page 36 of the specifications.

17. **Question:** Section 5.9.21 on pages 44 and 45 of the RFP specific to “Understaffing and Vacancy Rates” states, “The Proposer shall issue a credit consisting of 150% of the hourly salary and fringe benefits for each position vacant for an accumulated period of 30 consecutive days or more until such time as the position is filled on a permanent basis. A position is considered vacant when it has not been filled in any capacity with an individual carrying the same license or higher of the vacant position as required by the staffing levels of the agreement. Vacant positions must be filled, through employment, appointment, or contracting with a qualified person on a permanent or temporary basis, by staff holding the same license or higher.” Knowing the nation is still managing through a severe labor crisis, which has also impacted the Jefferson County Sheriff’s Office, please explain with as much detail as possible, the county’s intent and goal with charging the successful provider a penalty of 150% for any unfilled positions beyond 30-days. How does this penalty support a strong, successful and trust-based partnership?

Answer: The county’s intent is to have a fully staffed Inmate Health Care Program capable of delivering the contracted health care to the inmates of Jefferson County Correctional Facility. The goal is to keep vacancy rates at a minimum. A successful and



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trust- based partnership is achieved when two parties consistently deliver on their contractual obligations.

18. **Question:** The county charged the current provider over \$119,000, in vacancy penalties since 2023 while not crediting or taking into consideration any hours worked beyond the matrix (in the amount of nearly \$1.2Million). Please confirm if the county will maintain the same methodology with this RFP and agreement with the successful provider.

Answer: Hours worked beyond the matrix was not negotiated in the prior contract. See Section 5.9.21 Understaffing and Vacancy Rates for methodology regarding vacancy rates and penalties for RFP 25-002/CG.

19. **Question:** Given the severe labor shortage in the Jefferson County area and the Houston metro region, please confirm the county is requiring any, and all proposals to be based on compensation rates at the same, or higher compensation rates as those which are currently being paid.

Answer: There are no minimum requirements for compensation rates in the RFP.

20. **Question:** It's a fact the healthcare industry has changed significantly since the advent of the COVID pandemic, to include the widespread adoption of remote/telehealth services specific to medical and mental health providers, as a standard practice, and this practice includes the corrections facilities. Please confirm if the county will accept the use of medical and mental health providers delivering some degree of remote telehealth coverage to serve the county's inmate 4 population. In addition, please confirm if the county will include this remote telehealth coverage as part of the acceptable and non-penalized coverage levels.

Answer: See section 5.10: Minimum On-Site Staffing Requirements required by the Sheriff. You can, however include any alternates in your proposal.

21. **Question:** The current provider has written and submitted forty-seven (47) letters specific to high-risk and highly acute inmates since October 2022, and these letters have typically been written and submitted to detention administration within hours of detention administration requesting them. Please confirm this service and support is valuable and important to the county, and if the county requires the same level of proactive service and responsible management oversight to be continued with the successful provider.



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Answer: Communication is important in the delivery of Inmate Health Care at the Jefferson County Correctional Facility. The County expects that when they request information regarding a high-risk or highly acute inmate, that the successful proposer provide this information in a timely manner. The proposal format is intended to allow each Proposer to provide their customized plan for the delivery of Inmate Health Care and what actions and innovative ideas they have in place in order to achieve their goals.

22. **Question:** The current provider paid over \$450,000 in HIV medication costs for the 2018-2019 contract term, which were unreimbursed and unpaid by the county. Given the evolving healthcare needs of the inmate population, including the prevalence of chronic and acute conditions, please confirm the county will be paying for any, and all of the pharmaceuticals necessary to support the county's increasingly chronic and acute population and quality comprehensive inmate healthcare programs and services.

Answer: No. All pharmaceuticals, including HIV medications are to be supplied at the expense of the Proposer. See section 5.6: Supplies and Office Equipment.

23. **Question:** Section 1.35 on page 15 of the RFP specific to "INSURANCE REQUIREMENTS" requires, "Minimum Insurance Requirements: • Public, Liability, including Products & Completed Operations \$1,000,000 • Excess Liability \$1,000,000 Property Insurance (policy below that is applicable to this project): • Improvements & Betterments Policy: Improvements/Remodeling (for Lease Tenants) • Builder's Risk Policy: Structural Coverage for Construction Projects • Installation Floater Policy: Improvements/Alterations to Existing Structure" Given the fact that neither "Public, Liability, including Products & Completed Operations", the fact that the successful provider will not be managing any property, with the successful provider not being responsible for managing any "Improvements/Remodeling (for Lease Tenants)", with the successful provider not being responsible for any "Construction Projects" and, or responsible for any "Improvements/Alterations to the existing Structure", please confirm each of these liability policies will not be required in responses as a component of the county's RFP# 25-002/CG specific to "Inmate Health Care Services for the Jefferson County Correctional Facility."

Answer: Property Insurance Requirements are not applicable to this Contract. We will require: Public, Liability, including Products & Completed Operations- \$1,000,000 and Excess Liability- \$1,000,000. All Workers Compensation Requirements are also applicable to this project as specified.



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24. **Question:** Section 5.9.22 on page 45 of the RFP specific to “Pharmaceuticals and Supplies” requires, “Proposer shall ensure that adequate and appropriate medications are on hand or available in timely order, and that all pharmaceutical and medical supplies on site are maintained, dispensed, and distributed under good pharmaceutical practices. Proposer will provide all reasonable and medically necessary medications, prescription and non-prescription including IV solutions, mental health medications, and HIV medications.” The existing provider managed a \$500,000 aggregate cap specific to HIV medication in the 2018-2022 agreement with Jefferson County, which aided in reducing the financial risk for the county’s contracted healthcare provider and helped support the partnership, this cap also helped preclude the provider from having to model a financial buffer to allocate for financial overages, which ultimately decreased the price of the agreement and ultimately saved the county and its taxpayers. Is Jefferson County allowing any, and all medications, to include high-cost HIV medications to be funded through an annual aggregate cap, or will the successful provider be fully financially responsible for any, and all pharmaceuticals under the new Agreement?

Answer: See Answer #22

25. **Question:** Please confirm if the county is interested, and is requiring any, and all proposals to include on-site dialysis services through this RFP process.

Answer: This is not a requirement of the RFP but can be included with or as an alternate to the proposal.

26. **Question:** Please confirm the county is requiring the successful provider to provide at least two weeks of on-site disaster training for its medical team members and the county’s officers on an annual basis, in addition to site specific training based on the team and the sites’ unique need(s).

Answer: According to the National Commission on Correctional Health Care (NCCHC), the standard for disaster preparedness is outlined in "Standard D-07 Emergency Services and Response Plan," which requires facilities to conduct mass disaster drills ensuring each shift participates in a drill over a three-year period, including critiques and sharing results with all health staff; essentially, each shift should have the opportunity to practice disaster response over time.



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27. **Question:** Jefferson County has saved over \$11Million, or an average of 57% specific to its offsite services costs since April 2020. Please confirm the county is expecting the same degree of services and savings with the successful provider.

Answer: The County expects the successful provider to deliver Health Care Services On-site to the extent possible and appropriate. The successful proposer should have policies and procedures in place to identify the need for, and utilization of medically necessary offsite services when indicated. The specifics of any programs, innovations or any cost saving measures should be included in the Proposals submitted by each Proposer.

28. **Question:** Please confirm the county hasn't settled any lawsuits since the current provider began serving the county in April 2018.

Answer: No lawsuits have been settled since the current provider began serving the county in April 2018.

29. **Question:** Item c. under section 4.6 specific to "PROPOSER IDENTIFYING INFORMATION" on page 37 of the RFP requires, "A specific description of relevant experience and skills that person has in connection with the conduct of financial advisory services that is the subject of this RFP (limit one page);" It is unclear what this section is requiring. Please state the meaning of this requirement and what the county is looking for, and please be as specific as possible.

Answer: The resume of Director of Finance or similar position that would entail 'conducting financial advisory services' as part of their job description would satisfy this requirement.

30. **Question:** Section 6.1 on page of the RFP specific to "PROPOSER EXPERIENCE" requires, "The Proposer must operate in accordance with National Commission on Correctional Health Care (NCCHC) standards, American Correctional Association (ACA) standards and Texas Commission on Jail Standards." With the Jefferson County Correctional Facility meeting and exceeding state (Texas Commission on Jail Standards) and being NCCHC accredited, which are essential to ensuring a high standard of care is provided, along with liabilities are diminished, this requirement is absolutely critical, as is the importance for the successful provider to currently be managing facilities which are meeting state and NCCHC accreditation standards. Please confirm the county is requiring any, and all bidders to possess previous, and current experience and success meeting and exceeding state and the NCCHC's standards, including current contracts



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with agencies which are fully compliant with these standards? Is the county requiring any, and all bidders to provide a detailed listing of these agencies which meet these evolving requirements?

Answer: The requirements for proposer experience and minimum qualifications can be found in Section 6.1. The County requires at a minimum that "The Proposer must operate in accordance with National Commission on Correctional Health Care (NCCHC) standards, American Correctional Association (ACA) standards and Texas Commission on Jail Standards."

31. **Question:** Please state how often the county is requiring the successful provider to have their regional management and upper-level leadership on-site at the Jefferson County Correctional Facility.

Answer: This is not specified in the RFP and can be negotiated during contract negotiations.

32. **Question:** Item f. under section 4.6 specific to "PROPOSER IDENTIFYING INFORMATION" on page 37 of the RFP requires, "The Proposer's Federal Employer Identification Number, Jefferson County Vendor Number and Jefferson County Business License Number, if any;" 7 Please provide "Jefferson County's Vendor Number and Jefferson County Business License Number, if any;"

Answer: Proposer Identifying information is referring to any of the three identifying numbers (specified above) of the proposer issued to them by Jefferson County or the Federal Government.

33. **Question:** Page 34 of the RFP includes a tentative schedule of events, but that schedule does not cite a specific transition and start date, but section 5.2 specific to "background and Description" on page 38 of the RFP states, "The current contract was entered into on June 13, 2023. The initial term will end June 12, 2025." Please confirm the successful provider will commence programs and services on June 13th, 2025, if the county elects to make a change.

Answer: We will not have a confirmed start date until after contract negotiations are completed with successful bidder.



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34. **Question:** Page 42 of the RFP requires, "Proposer will be responsible for all repairs and maintenance of all medical equipment used towards the fulfillment of this Agreement." Is Jefferson County going to ensure that all medical equipment supplied by the county is in good working order prior to the new contract start date? For example, the current provider has spent approximately \$5,000 in the past year for a compressor for the dental chair that the County owns. In the current contract, and in this RFP, the provider is to maintain all equipment supplied.

Answer: The current contractor is responsible for all repairs and maintenance of all medical equipment used toward the fulfillment of this agreement. As such, all medical equipment should be in good working order prior to the new contract start date.

35. **Question:** Section 5.9.12 specific to "Pre-Employment Physicals" requires, "Proposer will perform pre-employment physicals for JCCF employees. The Proposer's physician will be responsible for obtaining a history and performing a physical for prospective employees of JCCF." Will the successful provider or the county be responsible for the cost of the physician's hours in providing the pre-employment physicals?

Answer: The proposer can address the costs of the pre-employment physicals in their proposal.