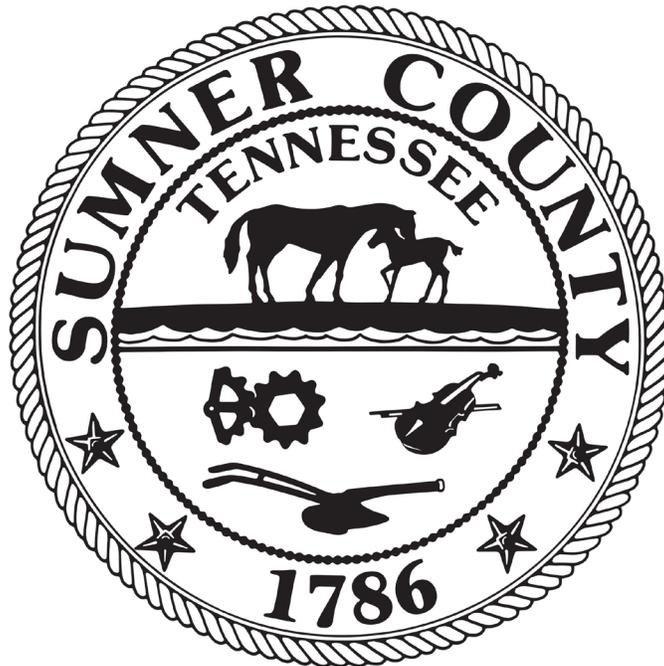


REQUEST FOR PROPOSAL (RFP)

SUMNER COUNTY GOVERNMENT SUMNER COUNTY, TENNESSEE

20220805

MEDICAL SERVICES FOR SUMNER CO SHERIFF'S OFFICE



Purchasing Staff Contact:

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Release date: July 7, 2022

RFP due date: August 5, 2022 @ 1 PM CST

This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alterations to this document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Sumner County Government.

Sumner County Government, herein known as Sumner County, is hereby requesting a proposal for **Medical Services** utilized by the **Sumner County Sheriff's Office**.

Upon mutual agreement by all parties, Sumner County shall grant the right to extend the terms, conditions, and prices of contract(s) awarded from this RFP to other institutions (such as state or public agencies) who express an interest in participating in any contract that results from this RFP. Each of the "piggyback" institutions will issue their own purchasing documents for purchase of the goods and/or services. Proposer agrees that Sumner County shall bear no responsibility or liability for any agreements between proposer and the other institution(s) who desires to exercise the option.

I. Proposal Specifications

Reference to available specifications shall be sufficient to make the terms of the specifications binding on the proposer. The use of the name of a manufacturer, or any special brand or make in describing an item, does not restrict the proposer to that manufacturer or specific article, unless specifically stated. Comparable products of other manufacturers will be considered if proof of compatibility is contained in the proposal. Proposers are required to notify the Sumner County purchasing supervisor whenever specifications/procedures are not perceived to be fair and open. The articles on which the proposal is submitted must be equal or superior to that specified.

See following page(s) for complete specifications.

**Inmate Medical, Pharmaceutical,
and Health Services for the
SUMNER COUNTY SHERIFFS OFFICE
July 2022**

INTRODUCTION

Sheriff Sonny “Roy” Weatherford of Sumner County, Tennessee is hereby requesting proposals for pricing to provide ongoing professional in-house adult and limited juvenile medical services, mental health services, electronic medical records, pharmaceutical products, the dispensing of those products, and appropriate training for those Sumner County Sheriff’s Office (SCSO) employees involved with inmate medical care, located at the Sumner County Jail, 117 West Smith Street, Gallatin, Tennessee 37066. The proposal should also include indemnification for all services provided: including approved local legal services that will undertake representation of Sumner County in the event litigation or other legal proceeding takes place regarding the services make available or medical diagnosis made.

OBJECTIVES OF THE RFP

Each respondent to the RFP will be evaluated as to its achievements and compliance with the following stated objectives:

1. To deliver in person high quality health care services that can be audited against established standards.
2. To operate the health care program in a cost-effective manner with full reporting and accountability to the Sheriff and or his designee.
3. To operate the health care program at full staffing and use only licensed, certified, and professionally trained personnel.
4. To implement a written health care plan with clear objectives, policies, and procedures for annual evaluation of compliance.
5. To operate the health care program in compliance with standards established by the National Commission on Correctional Health Care (NCCHC) and obtain NCCHC accreditation. ACA accreditation may be substituted for NCCHC.
6. To maintain an open and cooperative relationship with the administration and staff of the Sumner County Jail.
7. To provide a comprehensive program for continuing staff education at the Sumner County Jail.
8. To maintain complete and accurate records of care and to collect and analyze health statistics on a regular periodic basis.
9. To operate the health care program in a humane manner with respect to the inmate's right to basic health care services.
10. To provide in person and virtual mental health care services.

11. To provide for a fair and objective proposal that will result in a mutually satisfactory contract between the successful proposer and the Sumner County Jail.

RESPONSE REQUIREMENTS

The County requires respondents to meet the following requirements. Failure to meet each of these requirements will result in the Respondent's disqualification from further consideration. Responses, including all appropriate documentation, should be provided to each requirement in the order the requirement is listed hereafter.

1. The respondent should be an organization capable of providing comprehensive health care services (including medical, dental, wellness education, SCSO training and mental health services) to the jail.
2. Experience in administering comprehensive inmate health care services in a correctional setting comparable in population to that of the Sumner County Jail or in a correctional setting of 900 beds or more is desirable but not a requirement.
3. The respondent will be required to provide resumes of their proposed onsite management team (the Medical Director and Program Administrator) who will direct the operations of the Health Care Program at the Sumner County Jail in their proposal or within two weeks after notification of favorable consideration and negotiation. The respondent's Medical Director must be licensed in the State of Tennessee.
4. The respondent is required to provide a complete list of personnel, and their credentials, that will be employed to meet the requirements of this RFP. Sumner County shall have the right of acceptance and or refusal of all personnel working in the facility.
5. The respondent must provide a minimum of three (3) professional references for which the respondent's currently provide medical services with their company. (List Name, Address, Contact Person, Services provided, and Date of Project)
6. The respondent is required to provide evidence that you meet the Sumner County Government Insurance Requirements. The respondent must submit with their proposal a letter of intent from an insurance company authorized to do business in the State of Tennessee stating its willingness to insure the respondent to the terms of the contract.
7. The respondent must carry professional liability insurance in a minimum amount of two million dollars (\$2,000,000) per occurrence and six million dollars (\$6,000,000) in the aggregate annually. These requirements may be modified upon request at the sole discretion of the County of Sumner.
6. The respondent must also carry separate general liability insurance covering bodily injury; personal injury and property damage in the amount of two million dollars (\$2,000,000) combined single limit.
8. The respondent is required to describe the process used to handle liability claims and other legal matters and how approval of Sumner County will be undertaken.
9. The respondent is required to provide evidence of a company safety program and drug testing program.
10. The respondent must also comply with the medical standards required by the State of Tennessee as well as the compliance standards as defined by the Tennessee Corrections Institute.

11. The respondent/contractor shall guarantee accreditation by the National Commission on Correctional Health Care (NCCHC) within one year, if requested to do so by Sumner County.

12. The respondent may be required to submit a signed Authorization-Release in favor of the Sumner County Jail so that inquiry may be made of any and all organizations to which respondent has furnished or is furnishing comprehensive inmate health care services.

13. The respondent will provide a Dunn and Bradstreet Report or equivalent documentation for their company

14. Records involved in the services provided under the proposed agreement may be deemed to be "Public Records" under the Tennessee Right to Know Act. Any agreement with the County of Sumner will contain language that will require the contractor to relinquish, in a prompt fashion, any records that are requested under the Act that are deemed by the County to be a public record.

15. The actual acceptance of any proposal may be delayed. Therefore, all bid responses must remain valid for a period of no less than ninety (90) days.

SCOPE OF SERVICES

This section describes the Health Care Delivery System and the Program of Services that will be required by the Sumner County Jail under a contract for inmate health care. All requested and provided inmate health care services shall be in accordance with the American Medical Association (AMA) Standards, the Tennessee Correctional Institute Standards (TCI), and the National Commission on Correctional Health Care (NCCHC), relating to health services in correctional institutions and will comply with all applicable state and federal laws and regulations, relating to medical services in correctional institutions in the State of Tennessee.

A. Receiving Screening and Access to Treatment

Immediately upon the arrival of each inmate at the facility, correctional personnel will perform a preliminary health assessment or receiving screening. Screening must take place to comply with time periods established by TCI 1400-01-.13 and NCCHC standards. A standard form in accordance with NCCHC standards approved by the Medical Department and Sheriff or designee will be used to record the information gathered during this receiving screening process.

At a minimum, the preliminary process will include the following:

1. Documentation of current illnesses and health problems, including medications taken and special health requirements
2. Screening of health problems
3. Behavior observation, including state of consciousness, mental status, and whether the inmate is under the influence of alcohol or drugs or poses a risk of suicide.
4. Notation of body deformities, trauma markings, bruises, lesions, ease of movement, etc.
5. Condition of skin and body orifices, including infestations.
6. Screening tests for tuberculosis, syphilis if requested, as well as testing for AIDS virus where clinically indicated or upon presentation of positive history, consent or Court Order is needed for HIV Blood Test.
7. Status classification to succinctly identify the inmate's health status.
8. Referral of the inmate for emergency health services, or additional health services, as maybe necessary.

If, as a result of the receiving screening, it is apparent that an inmate requires medical attention, then the inmate will be immediately referred for treatment. The appropriate level of treatment (i.e., treatment in-house by a member of the professional health services staff or referral out to a hospital or some other community-based health services) will be determined after an evaluation of the inmate's condition.

The AMA Standards require that information regarding access to the health care services be communicated orally and in writing to inmates upon their arrival at the facility. To meet this essential standard, the contractor will develop notices, printed in both English and Spanish that will be posted and pointed out to all inmates upon arrival at the facility to advise them of how to access the Health Care Delivery System.

B. Detoxification

In connection with the receiving screening process, it is frequently determined that a new inmate is suffering from drug and/or alcohol abuse. If this diagnosis is made, an appropriate course of treatment, including a medically approved and supervised detoxification program, will be initiated. An in-house detoxification plan shall be developed.

The jail requires that all inmates be screened during the receiving screening process and evaluated during the health assessment for their use of or dependence on drugs and/or alcohol.

Inmates reporting the use of alcohol, opiates, stimulants, sedative hypnotic drugs or other legal or illegal substances shall be evaluated for their degree of reliance on and potential for withdrawal from these substances.

The contractor will establish formal detoxification procedures for their staff to follow as to inmates who are classified as "ambulatory detoxifying patients," and thus may be appropriately treated inside the facility.

This classification of abuser has normal vital signs, is sufficiently stable and alert and otherwise healthy, but addiction or withdrawal symptoms are apparent. General guidelines to be followed in the treatment of such cases are as follows:

1. All inmates being detoxified must be seen by a physician as soon as possible and a physician approved individualized treatment plan will be initiated.
2. The contractor will use a non-methadone method for detoxification of heroin abusers, except in special instances (e.g., pregnant women) that may require methadone maintenance.
3. Inmates who are withdrawing from drugs and/or alcohol or who are being detoxified will be observed closely and treated promptly.
4. Inmates withdrawing from drugs and/or alcohol shall not remain in their cells but shall be placed in a suitable area where there is close observation at the discretion of the doctor.
5. The inmate will be evaluated on an ongoing basis by a nurse during the detoxification process. A physician will supervise the inmate's progress and modify the treatment plan accordingly.
6. The inmate will be made aware of appropriate community agencies that he/she may contact after discharge for rehabilitation help.

Another problem, which is frequently associated with the intake process and the first stages of incarceration, is the risk of suicide, especially with the first-time commitments, or in instances involving drug and/or alcohol addiction and withdrawal. A Suicide Prevention Program shall be provided to the jail employees by contractor in view of the risk and in coordination with the jail's program. The program presented will be in coordination with

Jail Administration and/or Training Lieutenant. Periodic review of the inmates housed in the suicide cells is the responsibility of the medical staff.

C. Health Assessment

NCCHC & TCI Standard Health Assessment calls for comprehensive medical history and physical examination to be performed within fourteen (14) days of the inmate's admission to the facility by a licensed professional health care provider. The health appraisal will include, at a minimum, as required or if clinically indicated:

1. Review of the preliminary health evaluation performed during the intake screening.
2. Additional data necessary to complete a standard history and physical examination.
3. Routine lab work as follows:
 - Complete Blood Count (as required)
 - Urinalysis (as required)
 - PPD (tuberculosis)
4. Additional lab work as directed by the physician for any particular medical or health problems discovered.
5. Dental screening.
6. Standardized visual and auditory examinations.
7. Additional tests, as required, based on the original screening tests (e.g., chest x-ray, sputum test and hospitalization, if required).
8. Mental health screening and, if needed, referral to a mental health care provider.
9. Height, weight, pulse, blood pressure and temperature.
10. For females' inquiry about menstrual cycle and unusual bleeding, contraceptive medications, the presence of an IUD, breast masses and nipple discharge and possible pregnancy; pre-natal and post-natal care and delivery, if applicable.

When it is determined that inmates require medical treatment, they will be referred to see the physician at the next sick call or, if deemed necessary, will receive immediate medical treatment by the physician.

Inmates incarcerated for over a year will be given an annual physical examination.

In accordance with NCCHC Standards-“Special Needs Treatment Planning”, if the health appraisal establishes that an inmate has a chronic health problem, such as HIV, Hepatitis C, Diabetes, Epilepsy, etc., the physician will initiate a Specialized Treatment Plan for the individual inmate.

D. Daily Triage of Complaints

In order to assure that inmate health problems and complaints are handled promptly and to assure that the appropriate level of medical services is provided in the most efficient manner, the contractor will operate the Health Care Delivery System in a structured triage modality.

The responsible physician will implement the triage system, which will be followed by all health care personnel. This will assure that inmates receive the appropriate level of care and that their complaints are properly processed and resolved.

Inmate health complaints (written and oral) will be received daily by the nursing staff. As the first step in the triage system, the inmate will be seen by a nurse and receive appropriate treatment within the scope of the

Nurse Practice Act. Those inmates requiring a higher level of services will be referred to the physician or dentist or to the appropriate mental health professional.

If the physician, dentist or psychiatrist determines that the inmate's condition requires specialized treatment or medical resources beyond those available within the facility's health care system, then an appropriate referral to outside medical services will be made.

E. Sick Call

In accordance with NCCHC Standards - Sick Call will be conducted daily by a physician or other professional medical personnel. As noted previously, the majority of inmates to be seen by the physician will have been screened as part of the formal triage system. The total hours of sick call will be at the discretion of the Medical Department.

An inmate's custody status can preclude his or her attendance at sick call, and arrangements will be made to provide sick call services to segregated inmates as required by NCCHC Standards on Health Evaluation of Inmates in Segregation. The Segregated Housing Areas are to be visited a minimum of three (3) times a week.

Of necessity, appropriate documentation will be recorded and maintained for all inmates seen at Sick Call. This information will be incorporated into the inmate's permanent medical record. An inmate's medical record will contain appropriate entries documenting each sick call encounter (i.e., an inmate's specific health complaints, the assessment of the health care professional who saw the inmate, the prescribed treatment plan, and any follow-up encounters up to the point of medical resolution of the problem). This will assure that all inmates' health complaints are promptly and properly handled, documented and followed through to a satisfactory resolution.

F. Medical Department

The Sumner County Jail operates a Medical Department on site. The following services shall be provided:

1. A physician on site at a minimum of two days per week for no less than 8 hours per week
2. A physician on-call twenty-four (24) hours per day
3. A full time Director of Nursing (Contract Administrator)/LPN or RN as determined by the contractor
4. Psychiatrist Services a minimum of 4 hours per week and on call 24 hours per day.
5. Qualified Mental Health professional as determined by the State of Tennessee, for a minimum of 56 hours per week, preferably spread over 7-days.
6. Full time Registered Nurse (RN) on site 8 hours per day. (Weekdays Only)
7. Dental Services provided on-site.
8. Health care personnel on duty twenty-four (24) hours per day
9. Clerical staff on duty a minimum of forty-two and a half (42.5) hours per week.
10. A manual of nursing care procedures & policies.
11. A separate and complete medical record for each inmate. The contractor shall comply with these requirements with respect to the management and operation of the Medical Department at the Sumner County Jail.

G. Hospital Care

When it is medically necessary to transfer an inmate to an acute care hospital for treatment, the contractor will contract the facilities and services of an accredited local hospital(s) acceptable to the Sheriff or his designee. It is preferred that the contracted physician for the jail has medical privileges at the local hospital. The contractor will arrange for, monitor, and review all inpatient hospitalizations including physicians' charges and other related costs. Throughout any inpatient confinement, the contractor will continually monitor the medical necessity for the confinement and will seek to have the inmate discharged as soon as conditions permit. To provide continuity of care, a Discharge Summary will be obtained from the hospital upon the inmate's release.

Sumner County has a contract for the most local hospital needs through our local hospital facility. How this would be addressed as part of the proposal should also be discussed.

H. Specialty Services

If an inmate has a condition, which can only be treated by a medical specialist or in a clinic, the contractor will make arrangements with outside specialists for the provision of specialty care. The contractor will schedule, coordinate, and review all charges for this care. It is preferred the outside specialists will come to the facility to provide their services.

I. Emergency Services

Certain members of the professional health care staff, including the Health Services Administrator, the physician, and psychiatrist will have twenty-four (24) hour on-call responsibility for any emergency that may arise. Twenty-four hour / seven days a week (24/7) staff nursing coverage will be provided.

In the event of an emergency, the on-site medical staff will immediately respond to the scene to assess and stabilize the inmate. If necessary, other medical personnel will be notified and will respond. The inmate will be stabilized and, if warranted, transferred to a hospital Emergency Room or Emergency Care Center for further treatment. The staff nurse on duty will contact the emergency facility and verbally describe the symptoms and provide details regarding the inmate's condition. A written report will accompany the inmate.

When emergency transportation is required, the nurse will decide whether an ambulance or security van is required and then coordinate appropriate arrangements. The contractor will review charges for emergency ambulance services when necessary. The ranking custody officer (Shift Commander) shall have the authority to order any inmate transported to the emergency room for evaluation regardless of objections by the medical department.

J. Ancillary Services

The contractor will perform any routine laboratory tests at their discretion, which can appropriately be conducted inside the jail. When it is necessary to use outside laboratory services, the on-site health care personnel will be expected to draw all specimens and prepare them for transport to the appropriate laboratory. All specimens will be collected in accordance with accepted laboratory standards. They will be safely stored and labeled prior to being sent out for processing. The contractor will use laboratory testing facilities and services of a nationally known and accredited independent laboratory and transmit the results of these tests back to the contractor via CRT terminals, if warranted by the on-going volume.

All results, when returned, will be checked by the nurse on duty. The results will first be forwarded to the staff physician for reading and then filed as part of the inmate's medical record. The physician will be notified immediately by the nurse if any grossly abnormal lab value is detected.

Routine x-rays can be performed within the institution by a certified x-ray technician using mobile x-ray equipment. This should eliminate the transportation and security costs associated with sending inmates to outside facilities for x-rays.

Blood draws necessary for criminal investigations will be undertaken when requested by jail staff.

K. Dental Care

Basic dental care will be provided to each inmate under the direction and supervision of a licensed dentist on-site at the jail. Dental services will be provided in compliance with the NCCHC Standards. Each new inmate will receive a dental screening as part of the health assessment. Dental symptoms or conditions will be recorded. The inmate will receive immediate dental treatment (not limited to extractions) if an emergency condition exists or be scheduled for a follow-up appointment within three months under non-emergency conditions. Dental services will be provided as clinically indicated including:

1. Basic dental services including but not limited to, examinations and extractions.
2. Dental x-ray services for diagnostic and treatment purposes.
3. Oral surgery as may be clinically indicated either on-site or off-site, as the case may dictate.

The contractor shall be responsible for maintaining the equipment, cost of supplies, purchase of any new instruments, etc.

L. Mental Health Services

Mental health services will be available to all inmates from the time of their commitment to the jail until their release, with referral services available to them after release. The contractor will provide psychiatric and psychological services as clinically indicated and legally required within the jail.

The Receiving Screening completed on all inmates at commitment will identify prior mental health and substance abuse problems, prior treatments received, prescribed medications, suicidal tendencies, violent or disruptive behavior and need for further referral.

Following this initial determination of need, inmates will be referred to the psychiatrist or psychologist as clinically appropriate. During incarceration, services provided may include evaluation by the psychiatrist, ordering of medications, and diagnostic or psychological testing. Previous providers will be contacted to confirm treatment programs, medications, pertinent mental health histories, and suggestions for further treatment.

M. Medical Records

The Sumner County Jail has established the following policies and procedures concerning medical records:

1. All Medical Records must be maintained via an electronic medical records system, provided at the cost of the contractor.
2. Sumner County Administrators or their designee, shall have necessary access to these records for review and inspection.
3. Inmates will not have access to medical records unless proper procedure for review are followed.

4. Inmates shall never have access to another inmate's medical record.
5. Each inmate will have a separate and complete medical record.
6. Medical records will be maintained separately from an inmate's legal/confinement records.
7. All health care professionals, i.e., physicians, psychiatrists, nurses, etc., will record all patient contacts on one chart. Separate charts should not be maintained by each professional or specialty.
8. The physician must sign off on every x-ray, lab, or specialty consult report before it is placed in the charge.
9. All medical records will be kept locked and be secured from routine traffic. Only medical staff will be permitted access to the records. The Sheriff or his designee shall have unrestricted access to any and all records.
10. A Medical Flow Sheet will be transferred with an inmate when the inmate is transferred to another institution unless otherwise requested by the Jail Administration.
11. Upon written authorization of an inmate, medical record information will be released to specific, designated physicians in the community.
12. All records will be retained for a minimum of seven (7) years, or as long as legally required. Records shall be considered the property of the Sheriff/County.
13. The person in charge of medical records will maintain a current list of inmates who are convalescing or who have chronic conditions. The physician will review the care and treatment plans for these inmates at least weekly.
14. The file folder and other equipment costs needed to provide medical records shall be the responsibility of the contractor.
15. Any medical records generated shall be computerized within the existing Inmate Management System at Sumner County Jail.

N. Pharmaceutical

The contractor shall be responsible for providing, dispensing, and managing all pharmaceuticals and shall provide a program in accordance with National Commission on Correctional Health Care in addition to federal, state, and local laws.

O. Special Needs Treatment Planning

The contractor will provide all special health care services required including, but not limited to, chronic and convalescent care, pregnancy, and special diets (meeting all pertinent NCCHC Standards) in coordination with the kitchen.

Individual treatment plans will be developed for all chronically ill and convalescing inmates. Examples of chronic illness include diabetes, hypertension, asthma, and epilepsy.

Convalescing inmates include those recovering from fractures, inpatient surgical procedures, and hepatitis and other communicable diseases. The type of treatment would be determined by the needs of the individual inmate, but would include such things as medications, special diets, physical therapy, laboratory tests, or dressing changes. Each treatment plan would be initiated by the physician and detailed in the individual medical record.

Medical preventative maintenance and health education will also be available to all inmates.

P. Health Education

The contractor shall provide health education services, including inmate health education and give a medical information class to new staff trainees. The contractor shall provide a detailed program.

Q. Coordination with the Administration and Staff

The contractor shall provide a plan to assure that appropriate coordination with correctional administration and staff is maintained.

1. The Medical Program Administrator shall meet with the Sheriff or Designee responsible for the medical program and/or other members of the Jail Administration at least once a week.
2. The Regional Administrator (if applicable) shall meet with the Sheriff or Designee monthly.
3. The contractor shall regularly confer with the facility administration at these meetings regarding any existing health related procedures at Sumner County Jail and any proposed changes in health-related procedures, as well as any other matter which either party deems appropriate including but not limited to its suicide prevention program.

R. Policies and Procedures

The contractor shall provide, develop, comprehensive written policies and procedures that detail how their program objectives will meet AMA, NCCHC, and Tennessee Corrections Institute Standards with proposal. All policies of the successful contractor, which are in effect written or otherwise at Sumner County Jail and involve any responsibility of the security personnel shall be specifically discussed on an annual basis with the Sheriff or designee especially to the extent such policy is required by NCCHC guidelines.

S. Monthly Reports

The contractor shall provide a monthly narrative and statistical report with supporting data to the Sheriff, Chief, Jail Administrator, Assistant Administrator, and others as required explaining the activities during the month.

T. Quality Assurance

The contractor shall provide a written plan of quality assurance procedures/program with the proposal.

U. Staffing

Each member of the health care staff must be properly licensed, pass a criminal record check through the Sumner County Jail, and must receive appropriate orientation and training before assuming responsibilities within the Sumner County Jail. The staff will follow the security procedures established by the Sheriff. The Sheriff or designee reserves the right to have any contractor employee removed/terminated from working at the facility.

No format or matrix for staffing is provided. Each respondent must determine the appropriate mix of staff they feel will adequately allow for the provision of health care delivery within the Jail. Staffing must be thoroughly justified and explained. It is not appropriate to contact the incumbent provider or their staff for information.

V. Liability

The contractor assumes responsibility for any liability arising from the administration or delivery of health care services. The contractor, not the county, will handle all lawsuits and pay all associated legal costs and

settlements, if any. The contractor will provide necessary professional and malpractice liability coverage, general liability coverage, workers' compensation, and employers' liability coverage's. The contractor shall name the County of Sumner as the "additional insured" on its insurance policies.

The contractor must submit in writing to agree to indemnify, hold harmless and defend the Sheriff, the County of Sumner, and its agents, servants and employees from any and all claims, actions, lawsuits, damages, judgments, or liabilities of any kind whatsoever arising or allegedly arising out of the provision of medical care at Sumner County Jail or in the operation and maintenance of the aforesaid program of health care services conducted by the contractor, its subcontractors, and its agents, servants, employees and medical staff, it being the express understanding of the parties hereto the contractor shall provide or arrange for, the actual health care services, and have complete responsibility for the health care services. Such claims, actions, lawsuits, damages, and liabilities shall relate to both the medical treatment and care omitted by the contractor.

The contractor shall be permitted to enter subcontracts for the health delivery program at Sumner County Jail, as the contractor deems necessary with prior approval of the jail. The contractor shall be responsible for the performance of and for payments to its subcontractors for services rendered to/for or at the facility. The contractor shall provide in subcontractor contracts that subcontractor has no direct cause of action against the jail and that subcontractors can only proceed against the contractor if a cause of action exists, such subcontractor will agree to hold harmless and defend the Sheriff, the County of Sumner, and its agents, servants, and employees from any and all claims, actions, lawsuits, damages, judgments or liabilities of any kind whatsoever arising or allegedly arising out of the provision of medical care at Sumner County Jail or in the operation and maintenance of the aforesaid program of health care services conducted by the subcontractor from such performance under the contract, and its agents, servants, employees, and medical staff, it being the express understanding of the parties hereto the subcontractor shall provide or arrange for, the actual health care services, and have complete responsibility for the health care services. Such claims, actions, lawsuits, damages, and liabilities shall relate to both the medical treatment and care omitted by the subcontractor.

W. Accreditation

The contractor shall guarantee accreditation within a year by the National Commission on Correctional Health Care (NCCHC) and its Standards for Health Care Services in Jails or agree to payment of a penalty of \$50,000.00 for failure to obtain/maintain NCCHC Accreditation throughout the balance of contract unless the county is unwilling to meet the associated costs of complying with these standards.

X. Miscellaneous Costs

The contractor shall be responsible for all costs of management of the Jail Medical Department such as copy machine and paper, coffee, sugar, cups, etc.

Y. Term

The contract shall be awarded for a three (3) year term beginning after it is approved and signed. At the option of the Sheriff or designee, renewal of terms may be negotiated.

Z. Services to be provided by Contractor

The decision for elective medical care shall be the sole responsibility of the medical provider. The contractor will not be responsible for providing elective medical care to inmates. For purposes of the agreement, "elective

medical care" means medical care, which, if not provided, would not, in the opinion of the Medical Director, cause the inmate's health to deteriorate or cause definite harm to the inmate's well-being. Decisions concerning elective medical care shall be consistent with the applicable American Medical Association (AMA) Standards.

a. Injuries Incurred Prior to Incarceration

The contractor will not be financially responsible for the costs of any medical treatment or healthcare services provided to any prisoner prior to the prisoner's formal booking and commitment into the facility unless they are under court order to incarceration in the jail prior to the formal booking process.

b. Inmates outside the Facilities

Health Care Services are intended only for those inmates in the actual physical custody of Sumner County Jail. This includes inmates, or persons committed by a court order to jail, under guard in outside hospitals.

c. Price Proposals

The contractor will provide comprehensive inmate medical health care services and administrative staffing and services to the Sumner County Jail as described in this proposal at a base price per year for a three (3) year period. The base price will be for the guaranteed entire three (3) year period. Any expenses incurred that are more than the guaranteed costs would be absorbed by the contractor. This will permit Sumner County jail to establish a fixed annual budget.

Any cost-of-living adjustments, or other cost affecting issues, in addition to, or outside the basic terms of the contract, shall be clearly identified, as well as discounts associated with the multi-year commitments.

Detailed Pricing shall include itemized details for the following services, separately identified, and described as to the actual services performed and a complete breakdown:

- i. Detailed pricing for Personnel Cost
- ii. Detailed pricing for Pharmaceutical Cost
- iii. Detailed pricing for any optional not covered by the proposal.

Invoicing & Terms of Payment: The contractor must provide a detailed monthly invoice of services provided that are submitted for payment. Indicate payment terms and schedule and any prepayment discounts.

or

Sumner County will compensate the contractor on a monthly basis at the rate of 1/12 of the annual contract cost per month. Monthly payments to the contractor would be made in advance of services on or before the first working day of each calendar month, depending upon receipt of the invoice.

LIMITATIONS ON CATASTROPHIC ACCIDENT OR ILLNESS

The Catastrophic Trusts are per year per inmate for the three (3) year contract period and any additional renewals periods. The contractor shall arrange for the outside medical service for any inmate who, in the opinion of the Medical Director (hereinafter, meaning a licensed physician), requires such care at its own cost.

The contractor shall provide the county with the total annual cost associated with inmate medical services rendered outside of the county jail facility for each year of the contract. The liability of contractor for costs associated with the medical services for inmates rendered outside of the facility will be limited in the following circumstances to the following amounts:

a. \$60,000.00 in the aggregate for each contagious illness infecting more than one (1) inmate.

b. \$60,000.00 in the aggregate for each injury affecting more than one (1) inmate which injuries arise the same occurrence.

c. \$25,000.00 per inmate for each illness/injury or any continuing medical care related to the original injury/illness

d. \$200,000.00 in the aggregate for on-site care for the cost of AZT or other HIV or AIDS medications.

The contractor shall submit a price proposal explaining in detail their programs, costs per year, inmate per diem and catastrophic limits or equivalent cost proposal language.

CONTRACT NULLIFICATION

Sumner County may, at any time, nullify the agreement if, in the judgement of Sumner County, the contractor(s) had failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). The agreement between Sumner County and the contractor(s) is contingent upon an approved annual budget allotment, and is subject, within thirty (30) days notification, to restrictions, or cancellation if budget adjustments are deemed necessary by Sumner County.

A MANDATORY pre-bid conference/tour for ALL interested bidders will take place on July 19th, 2022 at 10:00 AM CST at the Sumner County Jail with Jerry Scott.

Proposal Package

The sealed proposal package must include all the following, when applicable. Any sealed proposal may be rejected as a non-conforming proposal if any applicable item is missing.

- Two complete copies of the proposal or one sealed copy of the proposal along with a flash drive
- Evidence of a valid State of Tennessee business license and/or Sumner County business license, if applicable. If vendor does not have current license, one must be provided within ten business days of award notification.
- Evidence of compliance with the Sumner County insurance requirements, if work is performed on Sumner County property (see section IV)
- RFP Sheet/ Contact Information/ Certification by Vendor (Attachment 1)
- Signed and completed Statement of Non-Collusion (Attachment 2)
- Drug-Free Workplace Affidavit (Attachment 3) - Evidence of a company's safety program and, if supported, a drug testing program
- If proposal is in excess of \$25,000, a Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Attachment 4) must be completed
- Attestation Re Personnel (Attachment 5) must be completed
- References (Attachment 6) must be completed if applicable
- Properly completed Internal Revenue Service (IRS) Form W-9

The package containing the proposal must be sealed and clearly marked on the outside of the package as follows:

Vendor Name/Contact Email Address
20220805 MEDICAL SERVICES FOR SUMNER CO SHERIFF'S OFFICE
DO NOT OPEN

Sealed proposals must be physically received by **August 5, 2022 @ 1 PM CST**. Proposals received after that time will be deemed invalid. Sumner County is not responsible for delivery from any carriers. Vendors mailing proposal packages must allow sufficient time to ensure receipt of the package by the time specified. Sumner County shall not accept proposals via electronic transmission such as email, fax, etc. There will be no exceptions. Proposals will be opened and read aloud on **August 5, 2022 @ 1 PM CST** at the address indicated below.

Proposals may be hand delivered or mailed to the following address.

Sumner County Government
 Attn: Purchasing Supervisor
 355 N Belvedere Drive, Room 302
 Gallatin, TN 37066

Vendors must guarantee that all information included in the proposal will remain valid for a period of at least 90 days from the date of proposal opening to allow for evaluation of all proposals.

Samples of items, when called for, must be furnished free of expense and, if not destroyed, will, upon proposer's request within ten days of RFP opening, be returned at the proposer's expense. Each sample must

be labeled with the proposer's name, manufacturer's brand name and number, RFP number, and item reference.

Sumner County is not responsible for any costs incurred by any vendor pursuant to the RFP. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

II. Instructions for Proposal

A. Responses

1. Proposal must include point-by-point responses to the RFP.
2. No erasures or white-out permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the error and must be initialed in ink by person signing the proposal.
3. The number of calendar days in which delivery is to be made after the receipt of the order shall be stated in the RFP and may be a factor in making an award, price notwithstanding. If no delivery time is stated in the proposal, proposer agrees that the delivery is to be made within ten business days of order.
4. Transportation and delivery charges should be included in the price and be fully prepaid by the vendor to the destination specified in the RFP. Proposal prices shall include delivery of all items F.O.B. destination.
5. New materials and supplies must be delivered unless otherwise specifically called for in the RFP.
6. Payment terms must be specified in the proposal, including any discount for early payment. Partial payments will not be approved unless justification for such payment can be shown. Terms will be NET 30 days. Payment will not be made until the conditions and specifications of the RFP are inspected and approved as conforming by persons appointed by Sumner County.
7. Proposal must include a list of exceptions to the specifications, if any.
8. Proposal must include the legal name of the vendor and must be signed by a person legally authorized to bind the vendor to a contract.
9. Other than bonding requirements and business license, any and all proposal requirements must be met prior to submission. Bonding and business license requirements must be met before Sumner County signs contract.
10. The proposer understands and accepts the non-appropriation of funds provision of Sumner County.
11. If noted in the section "proposal specifications" or if later requested, the proposer will be required to provide a reference list of clients.
12. Sumner County is tax exempt. Vendor shall not include taxes in proposal. Vendors making improvements or additions to or performing repair work on real property for Sumner County are liable for any applicable sales or use tax on tangible personal property used in connection with the contract or furnished to vendors by the state for use under the contract.

B. Vendors

1. All vendors are required to have a current IRS Form W-9 on file with Sumner County. It can be obtained from the Internal Revenue Service's website at www.irs.gov.
2. To comply with the Tennessee Lawful Employment Act (50-1-702 and 50-1-703), non-employees (individuals hired as independent contractors) must have on file any one of the following documents:
 - Valid Tennessee driver's license or photo identification issued by department of safety
 - Valid driver's license or photo identification from another state where the license requirements are at least as strict as those in Tennessee
 - U.S. birth certificate
 - Valid U.S. passport
 - U.S. certificate of birth abroad (DS-1350 or FS-545)

- Report of birth abroad of a U.S. citizen (FS-240)
 - Certificate of citizenship (N560 OR N561)
 - Certificate of naturalization (N550, N570, or N578)
 - U.S. citizen identification card (I-197 or I-179)
 - Valid alien registration documentation or proof of current immigration registration recognized by the United States Department of Homeland Security that contains the individual's complete legal name and current alien admission number or alien file number (or numbers if the individual has more than one number).
3. If required, a Tennessee business license must be on file in the finance department. Evidence of the license must be provided within ten business days following notification of award. Otherwise, Sumner County may rescind its acceptance of the proposal.

III. Insurance Requirements and Liability

Each respondent to the RFP who may have employees, contractors, or agents working on Sumner County properties shall provide copies of current certificates for general and professional liability insurance and for workers' compensation at least which meet state standards. The owner or principal must also be insured by workers' compensation if they will be performing any of the services on Sumner County properties. There will be no exceptions to the insurance requirement. Proposer must indemnify and hold Sumner County harmless against any claim which might be filed against it. Proposer also understands that the evidence of required insurance must be submitted within ten business days, unless specified otherwise under RFP specifications, following notification of award; otherwise, Sumner County may rescind its acceptance of the proposal.

The vendor shall indemnify Sumner County against liability for any suits, actions, or claims of any character arising from or relating to the performance under this contract by the vendor or its subcontractors.

Sumner County has no obligation for the payment of any judgment, or the settlement of any claim made against the vendor or its subcontractors as a result of obligations under this contract.

IV. Clarification and Interpretation of RFP

The words "must" and "shall" in this RFP indicate mandatory requirements. Taking exception to any mandatory requirement shall be grounds for rejection of the proposal. There are other requirements Sumner County considers important but not mandatory. It is important to respond in a concise manner to each section of this document and submit an itemized list of all exceptions.

Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award or any other legal remedies available to Sumner County.

In the event that any interested vendor finds any part of the listed specifications, terms, or conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to immediately notify Sumner County, via email at purchasing@sumnercountyttn.gov, of such matters.

All questions, including any follow up questions, must be received by **July 25, 2022**. All inquiries to proposals will be posted on the Sumner County website at www.sumnercountyttn.gov under "Request for Proposal (RFP)" a minimum of 5 days before the proposal "deadline".

Unauthorized contact regarding this RFP with employees or officials of Sumner County other than persons named below may result in disqualification from this procurement process.

Interested parties must direct all communication regarding this RFP to the following persons (please copy both on any email):

<p>RFP Procedures: Mindy Currey Purchasing/Payroll Clerk 355 N. Belvedere Drive, RM 302 Gallatin, TN 37066 mcurrey@sumnercountyttn.gov</p>	<p>RFP Specifications: Jerry Scott Jail Administrator 615-442-1843 jerryscott@sumnersheriff.com</p>
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V. Bonding Requirements

For any construction contracts, contractor shall first execute a good and solvent bond before the contract can be awarded. The bond shall be for no less than twenty-five percent of the contract price on all contracts in excess of \$100,000.

VI. Withdrawal or Modification of Proposal

Proposals may be withdrawn at any time for any reason. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided it fully conforms to the same general terms and requirements.

VII. Procedures for Evaluating Proposals and Awarding Contract

In comparing the proposals to this RFP and making awards, Sumner County may consider such factors as the quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price. Sumner County reserves the right to ask questions of the proposer for clarification of proposal.

- Proposals will be examined for compliance with all requirements set forth herein.
- Proposals that do not comply shall be rejected without further evaluation.
- Proposals will be subjected to a technical analysis and evaluation.

VIII. Awarding of or Right to Seek a New Proposal

Sumner County reserves the right to accept or reject any and all proposals for any reason. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Sumner County.

In case of vendor default, Sumner County may procure the articles or services from other sources and hold the defaulting vendor responsible for any resulting cost. If the awarded vendor violates any terms of their proposal, the contract, Sumner County policy, or any law, they may be disqualified from proposing for a period of two years for minor violations or longer for major violations. Proposals from disqualified proposers will not be accepted during the period of disqualification.

IX. Open Records

After a proposal is awarded, all proposals will be subject to the Tennessee Open Records Act and will be available to the public upon written request. Instructions can be found under the law director's tab on the Sumner County website (www.sumnercountyttn.gov). Summary information on proposals submitted will be posted on the Sumner County Finance website under the "Purchasing" tab.

X. Assignment

Neither the vendor nor Sumner County may assign this agreement without prior written consent of the other party.

XI. Inspection of Purchases

Articles received which are not equivalent will not be accepted. Vendor will be responsible for return of items. Sumner County shall have a reasonable period in which to inspect and accept or reject materials without liability. If necessity requires Sumner County to use nonconforming materials, an appropriate reduction in payment may be made.

XII. Invoicing

Invoices are to be submitted to:

Sumner County Sheriff's Office
117 W Smith St.
Gallatin, TN 37066

The vendor must provide an invoice(s) detailing the payment terms, the amount(s) due, and the due date. All invoices shall indicate any prepayment discounts.

XIII. Contract Nullification

Sumner County may nullify the contract at any time if, in the judgment of Sumner County, the vendor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the vendor(s), but no further sums shall be owed to the vendor(s). The agreement between Sumner County and the vendor (s) is contingent upon an approved annual budget allotment, and it is subject, with thirty days notification, to restrictions or cancellation if budget adjustments are deemed necessary by Sumner County.

XIV. Applicable Law

Sumner County is an equal opportunity employer. Sumner County does not discriminate towards any individual or business based on race, sex, color, age, religion, national origin, disability, or veteran status.

The successful vendor agrees he/she shall comply with all local, state, and federal laws, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event any claims should arise with regard to this contract for a violation of any such local, state, or federal laws, rules, or regulations, the provider will indemnify and hold Sumner County harmless for any damages, including court costs or attorney fees, which might be incurred.

Any contract will be interpreted under the laws of the State of Tennessee.

Sumner County does not enter contracts that provide for mediation or arbitration.

Any action arising from any contract made from these specifications shall be brought in the state courts in Sumner County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee.

Additionally, it is a violation of state statutes to purchase materials, supplies, services, or any other item from a vendor that is a commissioner, official, employee, or board member that has any financial or beneficial interest in such transaction.

XV. Data Privacy and Security

Personal information (PI) includes but is not limited to that information protected by HIPAA, the HITECH Act, or Gramm-Leach-Bliley or such information which would allow a third party to gain access to the personal, medical, or financial records of any party. Vendor represents and warrants that its collection, access, use, storage, disposal, and disclosure of PI complies with all applicable federal and state privacy and data protection laws. Vendor represents and warrants that vendor will maintain compliance with SSAE16 standard and shall undertake any audits and risk assessments vendor deems necessary to maintain compliance with SSAE16. Vendor shall provide Sumner County with the name and contact information for an employee of vendor who shall serve as Sumner County's primary security contact and shall be available to assist customer in a timely manner, as a contact in resolving obligations associated with any security incident in which it is reasonably suspected that there has been a breach of information security. Vendor shall mitigate or resolve any security incident at vendor's expense and in accordance with application privacy rights, laws, regulations, and standards. Vendor shall reimburse Sumner County for actual costs incurred by Sumner County in responding to and mitigating damages caused by any security incident, including all costs of notice and/or remediation incurred under applicable law as a result of the security incident.

XVI. Iran Divestment Act

By submission of this proposal, each proposer and each person signing on behalf of any proposer, and in the case of a joint proposal, each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to T.C.A. § 12-12-106.

ATTACHMENT 1 – RFP Sheet/Contact Information/Certification by Vendor

Sumner County Government
355 N Belvedere Drive, Room 302, Gallatin, TN 37066

Company Legal Name: _____

Company Official Address: _____

Company Website: _____

Company Phone: _____

Date: _____ Proposal Valid Thru Date: _____

Proposal Number/Title: **20220805 Medical Services for Sumner Co Sheriff's Office**

Deadline: **August 5, 2022 @ 1 PM CST**

Proposal Amount: Fill out, if applicable (for multiple years) check box if price list is attached

Year	Amount

Contact person for project administration:

Name: _____ Phone: _____

Email: _____

Certification by Vendor:

I, the undersigned, certify that on behalf of vendor, I am authorized to attest and obligate the above certification and to legally bind vendor to these terms, conditions, and obligations.

Authorized Company Representative Name and Title (printed)

Authorized Company Representative (signature)

Date

ATTACHMENT 2 – Statement of Non-Collusion

The undersigned affirms they are duly authorized to execute this contract. This company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other respondent. The contents of this proposal as to prices, terms, or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Company: _____

Address: _____

Phone: _____

Authorized Company Representative Name and Title (printed)

Authorized Company Representative (signature)

Date

ATTACHMENT 3 – Drug Free Workplace

The Sumner County Government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County employees and vendors to remain, or become and remain, drug-free. Abuse of and dependency on alcohol and/or drugs can seriously affect the health of employees, vendors, and citizens, can jeopardize personal safety, can impact the safety of others, and can impair job performance.

Drug-Free Workplace Act of 1988 – Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 – Sumner County Government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug-Free Workplace - Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests - Alcohol and drug testing for safety sensitive employees shall be in accordance with the provisions contained in the Sumner County Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contracts – Any vendors providing goods or services to Sumner County Government must comply with all state and federal drug free workplace laws, rules and regulations and so certify this compliance by completion of the DRUG-FREE WORKPLACE AFFIDAVIT (*Attachment 3, page 2*).

ATTACHMENT 3 (page 2) – Drug Free Workplace Affidavit

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five or more employees contracting with Sumner County Government to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereinafter referred to as the “company”) and is duly authorized to execute this affidavit on behalf of the company.
2. The company submits this affidavit on behalf of the company.
3. The company is in compliance with all state and federal laws, rules, and regulations requiring a drug-free workplace program.

Further affiant saith not.

Principal Officer (printed)

Principal Officer (signature)

STATE OF _____

COUNTY OF _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me based on satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at the office this _____ day of _____, 20_____.

Notary Public

My commission expires: _____

ATTACHMENT 4 – Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency.
2. Have not, within the three-year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the proposal, been convicted, or had a civil judgement rendered against it
 - For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction.
 - For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or proposal rigging; or
 - For the commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Company Legal Name

Authorized Company Representative Name and Title (printed)

Authorized Company Representative (signature)

Date

_____ I am unable to certify to the above statement. Attached is my explanation.

ATTACHMENT 5 – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

Company Legal Name:	
Federal Employer Identification Number (or Social Security Number):	

The contractor, identified above, does hereby attest, certify, warrant, and assure that the contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this contract.

 Authorized Company Representative Name and Title (printed)

 Authorized Company Representative (signature)

 Date

ATTACHMENT 6 – References

1. Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

2. Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

3. Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

4. Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

**Proposers may copy this page and submit additional references.*