

March 10th, 2025

**REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS
MEDICAL SERVICES
YELLOWSTONE COUNTY DETENTION FACILITY**

Addendum #3: Questions and Responses

Beyond providing resumes for regional management staff, only the incumbent provider can provide resumes for on-site staff. Will job descriptions be acceptable in lieu of resumes?

Yes

Please confirm the start date for services

The current contract ends on June 30th, 2025.

How many intakes are conducted on average per day, per month, and per year?

Approximately 540 intakes per month and 5800 intakes per year.

Please confirm the ADP to be used for staffing.

Please use 600 for the ADP.

What is the breakdown of population (local holds, DOC, Marshalls, ICE and other counties?)

YCDF has no capacity for ICE. There are 25 beds for Marshalls until 2027. The County is in the process of negotiating with the Feds. Probably 40 beds at any given time. DOC is 80 but a lot of them have local charges attached as well. DOC stand alone are not common. We have a few out of county contracts with Carbon, Stillwater & Big Horn counties to name a few.

Does this detention facility contain juveniles?

No, there is a separate facility. This RFP does not address juvenile medical services.

What is the female population?

The female population ranges from 130 – 149.

Does the mental health section include a psychiatrist?

Yes, psychiatrist or tele-psych.

Please provide the current staffing plan by position, credential, and shift.

Please see current contract.

Is the current staffing plan considered adequate for the facility?

No.

Are there any currently unfilled positions?

Yes.

Are any of the healthcare staff unionized?

No, not through the county.

Which discipline/credential conducts the 14-day health assessment (e.g., RN, Mid-level Practitioner, Physician)?

This is contractor determined.

Is nurse sick call conducted by RNs or by LPNs?

By availability.

How many inmates are currently receiving mental health services?

This information is not tracked by the County.

Is the current mental health staffing considered adequate?

Yes, when full staffed.

Will the contractor for services have access to the jail management system and/or the medical system to coordinate care and referrals to the community? If so, how will this function? Does this include access to the NCIC kiting system?

The County provides a workstation for the Case Manager, specifically so they can log into the JMS and make entries into the inmate's activity log. New world is not accessible online and requires a properly configured county workstation to access it.

All medical, including the case manager, can access both the NCIC kiting system and medical system (CorEMR) from any workstation that has outside internet access.

Is mental health staff coverage required for evenings and/or weekends?

There is currently no requirement, but a program with coverage would be desirable.

Is there a requirement for 24/7 staffing by Mental Health Professionals?

There is no requirement for 24/7 staffing by mental health professionals.

What mental health services are currently provided on site?

See current contract.

Are discharge planning services required?

Discharge planning services are not required but are preferred.

Are there service agreements related to the timing of mental health evaluations and/or response to mental health referrals?

Response required within 24 hours.

Is there a requirement for any court involvement by the mental health staff?

Yes, mental health staff must respond to subpoenas and testify on occasion. Likely 1 – 2 times per year.

Are mental health staff responsible for coordinating trial competency examinations and transfers?

Mental health staff are not currently responsible for that.

Are substance use treatment services offered to the inmates at the facility?

Substance use treatment services are currently offered.

Is there any specialty housing available for inmates with mental health problems?

There is not specialty housing available.

What is the average number of detainees in the restricted housing unit(s) at the facility?

There is an average of 55 detainees in restricted housing units.

Do mental health staff conduct rounds in the restricted housing unit?

Yes, 5 days per week.

Are any mental health services provided by a community services board (CSB) or private provider, other than those addressed in the RFP?

The population is served by a jail based pilot program.

Who is financially responsible for psychiatric emergencies and/or psychiatric hospitalizations—the County or the Contractor?

The County.

Page 6 (Jail Therapists) – please provide the expected number of weekly groups to be conducted by mental health.

There are currently no weekly groups conducted.

Page 7 (Care Coordinator) – please clarify if the vendor will be expected to have MH Therapists certified to complete mental health holds.

No, Care Coordinator not required to have mental health therapists certified

Page 7 (General) – please confirm that the RFP is asking for the Vendor to have Jail Therapists on-call 24/7.

The ability to have therapists on call is desired and the County will negotiate this with vendor. The County recognizes that 24/7 may not be feasible.

What is the number of episodes of suicide watch per month in the past two (2) years?

An average of 3 – 5 new detainees each day. This is difficult to quantify.

What is the number of self-injurious events in the past two (2) years?

Approximately 30

What is the number of psychiatric hospitalizations in the past two (2) years?

Approximately 5

What is the number of psychiatric inpatient hospital days in the past two (2) years?

This is difficult to quantify.

What is the total cost of psychiatric inpatient hospitalizations for each of the past two (2) years?

These costs are not currently tracked by the County.

What is the number of episodes of restraint per month in the past two (2) years?

Approximately 1 – 2 physical restraints per day.

What is the number in restrictive housing in the past two (2) years?

Restrictive housing is always full.

What is the number of forced psychotropic medication events in the past two (2) years?

0, we do not enforce meds.

What is the number of Psychiatrist visits per month?

The County does not track this information.

What is the number of Mental Health Professional visits per month?

Difficult to quantify.

What is the number of mental health grievances per month?

Difficult to quantify.

What is the number of episodes of seclusions per month?

The question is unclear. YCDF does not have solitary confinement.

During the past two (2) years, what is the average number of individuals receiving dialysis treatments?

2 – 3 detainees total. The County Attorney works to get these individuals released.

How much has been spent annually on dialysis over the past two (2) years?

This is not tracked by the County. The medical invoices do not call out specific services except by codes.

Please identify the on-site and/or off-site dialysis provider.

No on-site dialysis provider. Offsite providers include Billings Clinic or Intermountain Health.

Are there currently any specialty clinics being conducted on site?

There are currently no specialty clinics being conducted.

Please identify the following current providers

- i. **Pharmacy services** – Diamond
- ii. **Laboratory Services** – Turnkey Health
- iii. **Mobile X-Ray services**

What telemedicine services are currently provided?

Telepsych, see current contract for details.

Are X-ray services provided using on-site equipment or through a mobile X-ray provider?

A mobile X-ray provider is used.

Are biohazardous waste removal services the responsibility of the Contractor?

Yes

Are shredding services the responsibility of the Contractor?

Shredding services are the responsibility of the County.

Is the Contractor required to provide medical gas?

No.

Please identify the local hospital(s) utilized for emergencies and inpatient stays.

Billings Clinic and Intermountain Health.

Please identify the local ambulance service(s) currently used.

AMR

Please provide a list of currently utilized off-site specialty providers and outpatient providers.

This is detainee specific.

Who is responsible for off-site costs—the County or the Contractor?

The County is responsible for off-site costs.

Please provide historical utilization statistics for the past two (2) years regarding off-site services.

This data is not tracked by the County on this level.

How many med passes are conducted daily?

Two med passes conducted daily.

Which discipline(s) conducts med passes (e.g., CMT, LPN, RN, etc.)?

The Contractor will make this determination.

How many med carts are utilized per med pass?

2 med carts.

How long does the average med pass take to complete?

This varies by unit and population but usually takes a maximum of 30 minutes.

Does the facility currently utilize an electronic Medication Administration Record (eMAR)?

No.

Is there a Keep-on-Person (KOP) program at the facility?

Yes, for inhalers and contact lenses.

What is the facility's policy on providing medication to inmates upon discharge?

Contract to determine this policy. Current policy is to provide one week of meds from one secure facility to another secure facility.

Please provide the following information for the past two (2) years:

- a. Average number of inmates on psychotropic medication(s) each month
- b. Average number of inmates on HIV/AIDS medication(s) each month
- c. Average number of inmates on hepatitis medication(s) each month
- d. Average number of inmates on hemophilia medication(s) each month
- e. Average number of inmates with diabetes each month

The County does not track this information.

Please provide the following information for the past two (2) years:

Total ambulance service costs: \$12,830.22 in FY24.

Other information is not tracked by the County.

In light of the DOJ report regarding medication-assisted treatment (MAT), will you allow the Contractor to continue FDA-approved medications for those who come in on verified treatment?

Yes.

Do you currently continue MAT medication (e.g., methadone, buprenorphine, naltrexone/Vivitrol) when a patient entering the facility was receiving the medication in the community?

Yes, suboxone is provided.

How many patients are you treating on average per month by medication?

The County does not track this information.

Please provide a list of all medical and dental equipment that will be available to the new Contractor, including the model, age, and condition.

List is attached to the end of this document. The age is unknown and equipment is in good condition.

How many AEDs are on site?

At least 5 AEDs are maintained at all times.

Who is responsible for maintaining the AEDs— the County or the Contractor?

The County is responsible for maintaining AEDs.

Does the medical program use an electronic medical record currently? If yes, which one (please include version number)?

Yes, COR.

Will the County entertain the idea of a new EMR system?

Yes.

What is the current JMS? Assuming there is an EMR in place, does it currently interface with the JMS?

AEGIS. The County is not aware of AEGIS being able to interface with the JMS.

Please provide the vendor/agency for the following services, and indicate “yes” or “no” on whether the current EMR (if there is one) interfaces with this service?

Lab – No

Pharmacy – No

Electronic prescription interface – No

Health Information Exchange - No

Who will be responsible for providing network infrastructure (switches and firewall, etc.)—the County or the Contractor?

The County will be responsible for county networks, Contractor will be responsible for it's own networks.

If structured cabling is required, who is financially responsible—the County or the Contractor?

The County is responsible for cabling if required. Wiring should already be in place.

**Who is responsible for providing PC hardware and peripherals—the County or the Contractor?
(If a mixed responsibility, please explain.)**

There will be mixed responsibility. The County is responsible for administration computers to the JMS. Medical staff computers are the Contractor's responsibility.

Who is responsible for providing copiers—the County or the Contractor?

The Contractor is responsible for providing copiers.

Will the County provide a standard POTS telephone line for the Contractor's fax machine, or will the Contractor provide?

The Contractor will provide this.

Does the County or current Contractor provide any wireless connectivity/access to medical?

To the JMS only.

If access is already established, what locations are in scope?

To the JMS, most of the facility.

If the Contractor provides access, are there any preferred/existing vendors that can be leveraged to provide this service?

Yes

Will direct access to the Jail Management System (JMS) be available on the clinical computers?

The JMS will not be available on the clinical computers.

Will the County provide Local Area Network (LAN) Services for the Contractor, or is this a Contractor responsibility?

The Contractor will be responsible for their systems.

How many wiring closets service the PCs used by the medical Contractor?

One wiring closet.

Will the Contractor be allowed to use existing network drops?

Yes.

If additional cabling (fiber or network drops) is required, is the Contractor responsible for the cost of the additional cabling, or the County?

The County will be responsible for additional cable if necessary.

If the Contractor is required to provide Internet, LAN, WiFi, or end user equipment, are there any restrictions to the products used, or can the vendor implement their standard design and equipment?

The Contractor can implement their standard design if it meets the security requirements and protocols.

Please provide a copy of this month's staff schedule showing shifts, locations and license level.

Med – Turnkey

Please provide the staffing matrix in the current contract. Do you feel if the medical unit was fully staffed according to this matrix, it would be sufficient to meet the needs of the facility?

See current contract. We have never been fully staffed.

Will you provide the current contract value?

See current contract.

Does the current vendor have a discharge planning position currently?

Yes, care management

As per the audit requirement on page 4 (Additional, bullet 6) of the RFP, what outside agency or individual currently audits the medical services quarterly? Would you provide the most recent quarterly report?

This is not currently done.

Per Page 4 (Additional, bullet 4) of the RFP, what health education is currently provided by the vendor to security staff and inmates?

None at this time.

Please provide a detailed explanation of the current vendor's billing process for patient medications and offsite care to outside agencies including DOC, Federal, and out-of-jurisdictional inmates (per requirement on page 4 of the RFP).

DOC and Federal inmates are being invoiced by the outside providers directly. Any other inmates are invoiced from the outside vendors and determined if they are the County's responsibility financially. If so, the County pays that invoice. If not, i.e Carbon County, the County pays the invoice and includes that in the monthly invoicing for the Jail boarders invoicing on the first of each month. Billings Clinic and SCL Health (St Vincent) Contact the County prior to invoicing, inquiring if the patient is the County's financial responsibility.

What will be the hours of the two Jail Mental Health Therapist now that one has been hired?

The hours will be determined by the contractor.

What are the credentials for the Care Coordinator?

Please see current contract.

Who is the community partner running the MAT program at YCDF? Please give details regarding the services they provide.

Please see current contract.

It was mentioned during the prebid that you wish for bidders to bid to a population of 600. However, it was also mentioned during the walkthrough that the ADP will be expected to rise to around 700 once the new unit is opened. It was stated that this is expected to be a short-term rise that will then decrease "slightly" as the new programs are up and running. Given the chance that you may still be consistently over 600, please confirm that you want bids submitted with a max population of 600.

Please use 600.

Is there a current annual CAP (i.e. limit on the vendor's maximum liability) for offsite, specialty, and/or pharmacy costs? If so, what is the CAP?

There is no current annual CAP.

What specialty services are currently offered onsite? (i.e. ortho, ophthalmology, etc)

Dental

Please provide pay ranges and benefits for all medical team members by job title.

The County does not determine pay ranges nor benefits. The Contractor is must follow all directives included in section 18-2-422 of the Montana Code Annotated concerning Montana Prevailing Wage Rates for Nonconstruction Services 2025.

Who is the current biohazardous waste company used by the medical vendor?

Stericycle

Does the County host the EMR server or is it done through the vendor/cloud? What integrations (other than JMS) will you require of the system?

It is an independent system in the Cloud. The County owns the data.

Is there Wi-Fi throughout the facility that an EMR could connect to?

There is Wi-Fi in most of the facility where it was requested. There are a few offices and hallways with no Wi-Fi.

Does medical have their own Wi-Fi that they contract with a provider?

No.

Is there any annual training for security staff required to be given by medical? If so, what training, how long does it take and is it scheduled annually or throughout the year?

No training required to be given by the medical staff.

How many desktops and laptops are currently used by the medical vendor staff? Do they all belong to county? Will they stay available to the new vendor? Who will be responsible for replacement of any county owned computer equipment?

There are three County desktops that the Contractor can utilize. IT will handle replacements when necessary.

How many large and desktop copier/scanner/fax/printers are currently used by the medical vendor staff? Do they all belong to county or do some belong to the vendor? Will they stay available to the new vendor? Who will be responsible for replacement of any county owned copier/scanner/fax/printer?

There is a mix. The Contractor has some of their own printers and the County provides two printers. These are small desktop printers that can copy but cannot fax. The County supplies three scanners.

Please clarify who owns the electronic vital signs machine seen in the clinic.

The County owns the electronic vital signs machine in clinic.

Please clarify who owns the oxygen concentrator seen in the clinic.

The oxygen concentrator is rented from Billings Clinic.

Please clarify what office equipment will remain in the medical unit for the new vendor to utilize, how many of each, and who is responsible for maintenance, repair, and replacement. (i.e. desks, chairs, exam tables, etc).

Multiple desks and chairs, 2 exam tables.

How many wheelchairs, walkers, canes, crutches, and other durable medical equipment will be present for the new vendor to utilize? Are the wheelchairs in good condition? If these items are county owned, who will be responsible for maintenance, repair and replacement?

This equipment is owned and maintained by the County and will be provided by the County as needed.

Please confirm how many nurses deliver meds at the same time.

Two nurses deliver meds at the same time.

Please confirm med pass times.

This depends on the unit and the unit schedule. Times are coordinated between the provider and the sergeants.

Please identify any of the following that will be present for the new vendor to utilize: stretcher, backboard, exam tables, IV poles, otoscope/ophthalmoscope. Are these county owned? If so, who is responsible for maintenance, repair, and replacement?

The current inventory is unknown.

Is there an EKG present in medical? Does it belong to the vendor or the county?

Yes, there is a County owned EKG present in medical.

Do the medcarts belong to the medical vendor, the county, or the pharmacy vendor?

Medcarts are owned by Diamond Pharmacy Servicers.

If there is a backlog on any of the following services, please provide an estimated amount of patients in the backlog:

- **14-day health assessments**
- **Chronic care clinic**

- **Nursing sick call**
- **Provider sick call**
- **Mental health evaluations (by a Licensed mental health counselor)**
- **Psychiatric provider appointments**
- **Dental appts**

There is a minimal backlog at this time.

Does the county require civilian employees to complete in-house security training provided by the Sheriff's office? If so, within what time frame (before or after the employee's first day of employment) and how many hours does the in-house security training require?

Yes, 3 – 4 hours of training that are completed within the first two weeks of employment.

What was the cost of pharmaceuticals from 1/23 to present?

The County does not track these costs.

What, if any, current medical staffing vacancies does the vendor have? If so, please list by license level (or position title), shift open, and length of vacancy.

Currently four vacancies for medical staffing.

Does the vendor have any agency staff filling positions in the medical department?

Yes, 3 positions.

Does the county house inmates serving "weekend only" sentences?

Not at this time.

Are there certain days in which there is a higher number of intakes due to court schedules, transfer schedules, etc?

No.

Are there any annual special events in the county which will require an increased number of medical staff on shift? If so, what events and when do they occur?

Nothing specific to the County.

Is a deputy with medical staff at all times when in contact with inmates?

No.

How many current lawsuits involving medical are unsettled?

There are two current lawsuits involving medical care that are unsettled.

How many in custody deaths in the past 4 years? (number by year, please)

2025 – 0, 2024 – 2, 2023 – 0, 2022 – 1, 2021 – 1.

How many completed suicides in the past 4 years? (number by year, please)

2025 – 0, 2024 – 2, 2023 – 0, 2022 – 0, 2021 – 0.

What is the avg number of patients placed on suicide watch over the past six months (by month, please)

Oct 2024 – 10, Nov 2024 -28, Dec 2024- 23, Jan 2025 – 15, Feb 2025 – 21

When was the last inspection/registration of the dental xray?

See current dental contract.

Since the dental equipment is owned by the county, please confirm the county will be financially responsible for annual inspections and maintenance and/or replacement of the equipment as needed.

See current dental contract.

Please provide the name of the mobile dentist or dental service currently used.

See current contract.

Who is providing the network connected copier? What is the model and where is it located in the medical unit?

There are no standalone copiers.

Who will be responsible for providing network infrastructure (switches and firewall, etc) the County or the Contractor? If the Contractor, does the current Contractor provide network infrastructure?

If connecting to the County infrastructure, the County will provide. The Contractor will manage systems that it is providing.

Will direct access to the Jail Management System (JMS) be available on the clinical computers?

No, just on the three county provided computers. Only the contractor employees that need access.

Does the County or current Contractor provide any wireless connectivity/access to medical?

The County provides some, the Contractor provides none.

Page 20. Vendor Questions states that a formal written addendum will be released by March 17, 2025 with responses to questions received by the deadline. March 17th is also the deadline for proposal submission. Will the County consider extending the proposal deadline to allow sufficient time to review answers to questions?

The deadline for proposals is now March 24th by 3:00pm. Please see addendum #2.

Page 21, Mandatory Requirements states, “To be eligible for consideration, a proposer must provide all information requested in Section 5.” However, the RFQ does not appear to be labeled with numbered Sections. Can you please confirm what sections are in fact considered Section 5?

Participants can disregard this requirement.

Page 1 of the RFQ states, “Yellowstone County will consider multiple task-based awards and reserves the right to accept all or any part of a proposal in principle. Potential vendors may submit Proposals for one or all specialties including medical, behavioral health, dental, and pharmaceutical.” If a Vendor wishes to propose only pharmaceutical services, would the county provide a list of the top 25 utilized medications to be priced out by pharmacies?

Yes.

To best understand the perspective of everyone on the evaluation committee, can you please share the name and title of each person that will be involved in the selection process? Will a final decision be made by the evaluation committee, or will the committee provide a recommendation to a final decision maker? If so, who is the final decision maker regarding an award?

The selection committee has not yet been finalized. The selection committee will review proposals, interview selected participants and provide a recommendation of award to the Board of County Commissioners. The BOCC will be the final decisionmakers regarding an award.

Companies submitting a proposal are not typically alerted to the scoring and evaluator notes until after a contract is approved and signed. This leaves no option for respondents to clarify items that may have been misinterpreted or overlooked during the evaluation process. Will Yellowstone County provide an email response (or other notice) of your intent to award along with evaluator scoring and evaluator notes ahead of awarding a contract for bidders to review with the evaluation committee?

Once a recommendation has been made and approved by the BOCC, a Notice of Intent to Award will be posted on the Yellowstone County website along with a scoring matrix. This notice will provide a seven-day period for comments from the public. Comments must be emailed to the Purchasing Agent, Matt Kessler – mkessler@yellowstonecountymt.gov.

Will there be an opportunity to ask more questions, for clarification purposes, in the event responses to submitted questions are unclear?

There will not be other opportunities to ask clarifying questions before proposals are due.

Y.C.D.F DENTAL EQUIPMENT INVENTORY 2025

INSTRUMENT	#	INSTRUMENT	#
EXAM KITS		RIN X-RAY SETS	
MIRROR	10	YELLOW	10
EXPLORER	10	PURPLE	3
FORCEPS		BLUE	4
23	3	RED	1
17	2	GREEN	1
151	3	MISC. INSTRUMENTS	
222	1	BONE FILE	2
10S	1	RONGUER	2
88R	2	MINNESOTA	1
88L	2	CURVED HEMOSTAT	1
69	2	MOUTH PROP	4
53R	1	NEEDLE HOLDER	1
53L	1	TISSUE HOLDER	1
150	3	SUTURE SCISSOR	1
46L	1	PROBE	1
1	1	CHISEL	1
32	1	SYRINGE PLUNGER	1
ELEVATORS		COTTON PLIER	2
ANGLED	1	BUR BLOCK	1
POTTS (2/SET)	1	AMALGAM WELL	1
T-HANDLED POTTS (2/SET)	1	EXTRACTION KITS	
KRYORS (2/SET)	1	NEEDLE HOLDER	4
ROOT TIP PICKS (2/SET)	1	SUTURE SCISSOR	4
CRANE PICK	4	COTTON PLIER	4
HANDPIECES		LUXATOR	4
HIGH SPEED	2	BASIC ELEVATOR	4
CONTRA ANGLE	1	CURETTE	4
KAVO MOTOR	1	PERIOSTEAL	4
		SYRINGE PLUNGER	4
EQUIPMENT			
ULTRASONIC CLEANER	1	PELTON AND CRANE SPIRIT 1700 SERIES DENTAL CHAIR	1
VACSTAR	1	PELTON AND CRANE ENTERPRISE DENTAL UNIT	1
ASSISTANT CHAIR	1	PELTON AND CRANE LIGHT FANTASTIC II	1
DOCTOR STOOL	1	BELMONT BELLRAY MODEL 096 DENTAL X-RAY	1
		MIDMARK M11 ULTRACLAVE	1