



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**Winner 2000- 2006 Achievement of Excellence in Procurement Award  
National Purchasing Institute**

**Jerome Noble, Director**



*March 16, 2007*

**Re: 07ITBP00019YB CL**  
**Jail Inmate Mental Health Services**

Dear Proposers:

Attached is one (1) copy of Addendum 2 hereby made a part of the above referenced *Request for Proposal*.

Except as provided herein, all terms and conditions in the *RFP* referenced above remain unchanged and in full force and effect.

Sincerely,

*Charles Leonard*  
Charles Leonard  
Chief Assistant Purchasing Agent

**07RFP00019YB CL – Jail Mental Health Services**

**Addendum No. 2**

**Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

**Responses to Vendor questions and Exhibits: Mental Health Services**

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30335 by the RFP due date and time **April 3, 2007, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

**RESPONSE TO VENDOR QUESTIONS**  
**MENTAL HEALTH SERVICES REQUEST FOR PROPOSALS**  
**FULTON COUNTY SHERIFF'S OFFICE**

- Q. Section 2.16, page 2-7 references the following: "The County may add to or delete from the Project Scope of Work set forth in this RFP." Will the County formalize any additions or deletions through a contract amendment mutually agreed upon by the County and the vendor? Please elaborate on the meaning of this reference.
- A. Additions or deletions prior to the due date for proposals will be formalized via addendum to the Request for Proposals. Additions or deletions subsequent to that time will be formalized via contract amendment.
- Q. Please provide a copy of the current contract including any amendments or revisions for mental health services between Fulton County and the current mental health vendor.
- A. A copy of the current contract may be obtained from the Fulton County Department of Purchasing and Contract Compliance through an open records request.
- Q. Please provide any data or reports that reflect the mental health caseload statistics over the past 12 months. If such reports are not available, what is the current number of inmates on the mental health caseload?
- A. Available data was furnished to all potential vendors in attendance at the pre-bid conference (See attached Mental Health Nursing Services Report).
- Q. Please provide pharmaceutical statistical reports that reflect the number of inmates on psychotropic medications and associated psychotropic medication costs over the past 12 months.
- A. Available data was furnished to all potential vendors in attendance at the pre-bid conference. (See attached Pharmacy Report and Mental Health Medications)  
The annual cost for psychotropic medications was:

2006: \$1,230,720.00  
2005: \$1,172,112.00  
2004: \$1,115,300.00

The most frequently prescribed psychotropic medications prescribed were:

Doxepin HCL 10 mg/ml concentrate  
Dephenhsist 12.5/5ml elixer  
Diphenhydramine HCL 25 mg capsule  
Dephenhydramine HCL 50 mg capsule  
Valporic Acid 205 mg capsule  
Hydroxyzine Pamoate 25 mg capsule  
Seroquel 200 mg tablet  
Seroquel 100 mg tablet  
Hydroxyzine Pamoate 50 mg capsule  
Fluoxetine HCL 20 mg capsule  
Risperdal 1 mg tablet  
Risperdal 2 mg tablet  
Benztropine Mesylate 1 mg tablet  
Benztropine Mesylate 2 mg tablet  
Trazodone HCL 50 mg tablet  
Trazodone HCL 100 mg tablet  
Fluoxetine HCL 10 mg tablet  
Paroxetine HCL 20 mg tablet  
Valproate Sodium 250 mg/5 ml syrup  
Haloperidol Lactate 2 mg/ml concentrate  
Fluphenazine HCL 5 mg tablet  
Bupropion HCL 75 mg tablet  
Haloperidol 5 mg tablet  
Depakote ER 205 mg tablet  
Haloperidol 2 mg tablet  
Depakote ER 500 mg tablet  
Bupropion HCL 100 mg tablet  
Sertraline 100 mg tablet  
Sertraline HCL 50 mg tablet  
Amitriptyline HCL 100 mg tablet  
Amitriptyline HCL 50 mg tablet  
Chlorpromazine HCL 100 mg tablet  
Perphenazine 4 mg tablet  
Chlorpromazine HCL 25 mg tablet  
Zyprexa 5 mg tablet  
Zyprexa 10 mg tablet  
Zyprexa 15 mg tablet  
Trifluoperazine HCL 5 mg tablet  
Lithium Carbonate 300 mg capsule  
Venlafaxine 75 mg tablet  
Lexapro 10 mg tablet  
Lexapro 20 mg tablet  
Chlorpromazine HCL 50 mg tablet  
Geodon 40 mg capsule

Geodon 60 mg capsule  
Trihexyphenidyl 5 mg tablet  
Trifluoperazine HCL 1 mg tablet  
Thiothixene 5 mg capsule  
Amitriptyline HCL 25 mg tablet

- Q. Page 3-2: Is the vendor responsible for payment of the accreditation and the survey?
- A. Yes.
- Q. Is the Fulton County Jail currently accredited? If so, by what organization: the ACA, NCCHC, and/or CALEA? When was the last survey date for each organization?
- A. The Fulton County Sheriff's Office possesses the coveted Triple Crown, and is the only Georgia agency to be accredited by CALEA, ACA, and NCCHC. All three organizations completed on-site audits during calendar year 2006.
- Q. Page 3-5, Section D.5, Utilization Management: The RFP references referrals for off-site outpatient services and as such appears tailored to a medical vendor. Please clarify the applicability of this section to a mental health vendor.
- A. The Mental Health vendor will not be responsible for off-site outpatient services, such as emergency room referrals for psychiatric emergencies.
- Q. Page 3-6, Section D.6.e: Please provide a description of the current "system of identifying inmates classified with moderate to severe mental health conditions."
- A. Inmates are classified and housed according to the level of service being provided to them for mental health care. Inmates who are stable on the mental health caseload and/or are taking medication are housed in the general population. Inmates who are on the mental health caseload and/or taking medication who are not capable of functioning well in the general population are housed on the Chronic Mental Health Unit on the third floor of the Jail. Inmates who are in an acute mental state, are suicidal, or are combative due to a mental health issue are housed on the third floor in the Acute Psychiatric Infirmary.
- Q. Section H, page 3-9 of the RFP indicates a requirement for on-site psychiatry coverage from 0700 to 1500, Monday through Friday, and psychiatry rounds on Saturdays and Sundays. Are there any requirements for evening, nights, or weekend coverage on-site by other mental health staff (i.e., nurses, social workers, medical records clerks)?
- A. Other staff are to be deployed in such a manner as to meet or exceed all NCCHC and ACA accreditation standards.

Q. Please describe any special housing units used for inmates with a mental illness. Include the capacity and the average daily census of such units as well as any minimum staffing requirements.

A. Available data was furnished to all potential vendors in attendance at the pre-bid conference (See attached Administrative Census Report).

Q. Please provide a copy of the current staffing plan and work schedules for mental health staff.

A. Staffing Plan:

<u>Position</u>	<u>FTE's</u>
Mental Health Administrator	1.0
Mental Health Director (Psychiatrist)	1.0
Staff Psychiatrist	2.75
Bachelor's Level Social Worker	4.0
Master's Level Social Worker	5.5
Director of Nursing	1.0
Charge Registered Nurse	6.5
Licensed Practical Nurse	9.0
Medical Records Clerk	5.0
Administrative Assistant	1.0

Deployment of staff must meet or exceed the requirements of NCCHC and ACA accreditation standards.

Q. Page 3-9, Section I, Pharmacy Requirements: This section of the RFP indicates the mental health vendor will be responsible for providing all pharmacist and pharmaceutical services for inmates receiving mental health care and that the mental health vendor will be required to staff a pharmacist on duty. However, the pharmacist staffing requirement is not indicated in the minimum staffing plan on page 3-14. Is the County's expectation that the mental health vendor operate a separate pharmacy service from that of the medical vendor, including the distribution of medication prescribed by the mental health vendor's psychiatrists?

A. Vendors have the option to develop a separate, independent pharmacy operation or to make arrangements with the physical health vendor to provide pharmacy services. The mental health services provider remains ultimately responsible for pharmacy services to inmates receiving medication through the mental health services vendor. Whichever option is chosen, the mental health services vendor is responsible for the distribution of medication prescribed by the mental health services vendor's psychiatrists.

- Q. Will the County make available a copy of the current formulary?
- A. The current formulary was furnished to all potential vendors in attendance at the pre-bid conference (See attached Nursing Servicing Report).
- Q. Page 3-9, Section I.2, Pharmacy Requirements: Under the current system where the mental health and medical vendor are the same, are there two separate pharmacy systems, one for medical services and one for mental health services?
- A. No.
- Q. Would the County consider amending the RFP to require the mental health vendor to utilize the pharmacy system currently established by the medical vendor should the County intend for the mental health vendor to staff and operate a pharmacy system separate from that of the medical vendor? Doing so would prohibit duplication of services, lower the overall costs to the County, and allow for monitoring of potentially dangerous drug interactions.
- Having two separate pharmacy systems makes it difficult to monitor for potentially dangerous synergistic interactions when medical and mental health medications are dispensed from separate pharmacies. The industry standard for correctional systems that procure medical and mental health services separately is for the mental health vendor to utilize the pharmacy system established by the medical vendor.
- A local example is the DeKalb County Jail, which has separate vendors for medical and mental health services. At this Jail, the medical vendor operates the pharmacy system, but charges for the actual costs of the medications prescribed by the mental health vendor's staff are the responsibility of the mental health vendor.
- A. Arrangements between the physical health care vendor and the mental health care vendor are acceptable to the County and authorized by the RFP as issued.
- Q. Page 3-11, Section K, Laboratory Services: The industry standard for correctional systems that procure mental health services separate from medical services is for the mental health vendor to utilize the existing lab services established for the medical services program. The RFP indicates that the "vendor can utilize laboratory equipment provided by the County and located at the Jail," and further indicates, "all equipment must be maintained by the Vendor." Would the County consider amending the RFP so that the mental health vendor will have access to the lab services established by the medical vendor and/or the County? If not, what lab equipment is currently available for use by the mental health vendor?
- A. Arrangements between the physical health care vendor and the mental health care vendor are acceptable to the County and authorized by the RFP as issued. There

is laboratory space available at the Fulton County Jail, but no lab equipment is owned by the County.

Q. Page 3-12 Section L, Mental Health Records: Is the current mental health records system separate from the medical record system? If so, are there currently designated mental health records clerks assigned specifically to managing mental health records?

A. The current record system is a unified system containing both medical and mental health records in one record folder for each inmate (some inmates may have multiple folders due to the volume of the records).

Q. Page 3-15: What is the criterion for a filled position? Is it hours worked or a full time person in place?

A. Unless the position is designated as a part-time position or a fraction of a full-time equivalent, a filled position is one staffed by a full-time person in place and providing services.

Q. Section 5: First paragraph, page 3-17: "Ratio analysis will be included in determining the Vendor's financial strength as well as review of the sources and use of funds." Are there specific ratios in mind regarding the ratio analysis?

A. Delete this paragraph.

Q. Section 5, page 3-17 a. refers to financial statements. Do these financial statements need to be independently audited financial statements?

A. No.

Q. What does the term "workload" issue mean for candidates?

A. Please indicate the number of contracts/projects and percentage of time each candidate is currently committed to.

Q. What would be the mental health vendor's costs associated with the pharmacist since this is a shared service between behavioral and medical health services?

A. Vendors have the option to develop a separate, independent pharmacy operation or to make arrangements with the physical health vendor to provide pharmacy services. The mental health services provider remains ultimately responsible for pharmacy services to inmates receiving medication through the mental health services vendor.

Q. Is the vendor required to provide PRN/Overtime and/or Locum Tenens coverage while staff are on vacation and during holidays?

A. Yes.

Q. Please provide additional information regarding required staff coverage on evenings, nights and weekends. How many and which classification of staff are required to be on site? Please provide an actual schedule of number of required staff for each shift.

A. Deployment of staff is at the discretion of the vendor as long as the deployment meets or exceeds the requirements of the American Correctional Association (“ACA”) and National Commission on Correctional Health Care (“NCCHC”).