



County of Roanoke

FINANCE DEPARTMENT PURCHASING DIVISION

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November 7, 2024

RFP #2025-020

Contract Monitoring Service

for

Western Virginia Regional Jail

ADDENDUM NO. 1

Answer to Questions

Due Date & Time:

November 12, 2024 2:00PM
(Local Prevailing Time)

Addendum No. 1
RFP 2025-020
Contract Monitoring Service

1. Would the County please provide the expected term of the contract award under this RFP?

Answer: WVRJ is seeking a to have a 5-year contract that has to be renewed annually after the first year for up to 4 additional years.

2. What was the facility's monthly ADP for the last eighteen (18) months?

Answer: 635

3. Can the County please identify its medical contractor and estimated spend with that contractor annually? Is the County expecting to change the medical contractor (ie, by issuing an RFP) during the proposed term of the contract with an Awardee under this RFP? If so, when is the County expecting to make that change?

Answer: WVRJ has a contract with Wexford Health, this is the first year of a five-year contract. The current spend is \$5,200,000 annually, and no change is expected to contracted medical company.

4. Is there a current medical/contract monitor or auditor providing services to the County? If so, can you identify the contractor and provide the spend with that contractor for the last three (3) years?

Answer: Currently WVRJ has contract monitor services with "Dynamic Medical Works" and is spending \$118,000 for 3 years.

5. If there is not a medical/contract monitor or auditor providing services today, does the County have an expected budget for the services, either annually or total?

Answer: WVRJ expects to see no increase in cost for this service.

6. On page 4 of the RFP document, the County states: "The facility is currently ACA accredited. The expectation is that the provider will maintain current accreditations." Is the facility currently NCCHC accredited, or does the County expect the facility to become NCCHC accredited prior to the start of a contract under this RFP? If not, does the County wish for the Awardee to assist in obtaining NCCHC accreditation?

Answer: WVRJ is no longer seeking re-accreditation from ACA and is only maintaining VADOC standards and has no plans to seek NCCHC.

7. On page 8 of the RFP document, item K, the County requests that Offerors provide their Virginia SCC identification number. Are Offerors headquartered in other states expected to obtain authorization to transact business in the State of Virginia and obtain an SCC ID number **prior to** submission of a proposal, or is the County willing to allow Offerors to obtain this authorization after notice of intent to award?

Answer: Not required with proposal, would be required to obtain if awarded.

8. On page 11 of the RFP document, item N, the County indicates the successful Offeror "and any of its subcontractors" shall obtain and maintain the necessary insurance policies and/or bonds required. In the case of a Limited Liability Company operating through 1099 employees (contractors), does the County expect each 1099 contractor to obtain insurance individually, or will the County accept a single policy for the LLC provided it appropriately covers the LLC's contractors for the services provided?

Answer: Single policy for the LLC is acceptable.

9. What is the volume of outside hospitalizations, emergency room visits, and specialty care visits over the last 12 months?

Answer:

November 2023 – current (October 2024)

1. outside hospitalizations - 145
2. emergency room visits - 144
3. specialty care visits - 240

10. On page 14 of the RFP document, item F, the County requests the Awardee provide review of off-site care billing and recommend approval or denial to the Finance Manager before release of payments "...in a timely manner to avoid delay with payments." Can the County please specify the estimated/expected timeframe for this review? Are there any contractual obligations with the County's medical contractor regarding payment processing the Offerors should be aware of?

Answer: WVRJ has a net30 for payment. WVRJ requires all billing be reviewed by Contract monitor and submit recommendation within 3 business days of receipt.

11. On page 15 of the RFP document, item E, the County identifies the medical vendor's Electronic Records Management Application (ERMA) as well as CorEMR. Is the County currently using both ERMA and CorEMR, or is the County expecting a transition between ERMA and CorEMR during the term of the contract under this RFP?

Answer: WVRJ and Wexford use CorEMR as the sole EMR software, therefore ERMA is not required.

12. On page 18 of the RFP document (Submittal requirements) item #4 (Schedule) the County requests that the work is "performed in a timely fashion." The scope of work suggests that the work will be ongoing. We assume this means that the County wishes to start the work immediately upon execution of a contract document, correct? Does the County expect Offerors to provide a timeline and schedule for the services across multiple years?

Answer: The awardee will begin work immediately upon execution of the contract. The awardee is not required to provide a timeline or schedule. However, the scope of work layouts the expected services. These services will require the awardee to be available for consultation regarding the finding of monthly audits, or issues that arise from the contract or its fulfillment in addition to on-site visits for MAC or CQI Meetings.

13. In Section 7, Evaluation Criteria, the County indicates it does not use numerical or weighted scoring systems. Can the County please clarify how it expects to score or rank Offerors?

Answer: It depends on how many proposals are received, for example if three were received then 1-3.

14. Does the County expect Offerors to accept the sample contract exactly as written, or will the County negotiate the final terms and conditions with the shortlisted Offerors or Awardee?

Answer: Specific Terms will be negotiated with the Vendor. Sample Contract should be accepted as written

15. Is a bid bond or performance bond required under this RFP?

Answer: No.

16. In the first paragraph on page 4 and Section 1 of page 6, you state that the proposal is for healthcare services for inmates. The page 12 introduction states that the services are for audit of health care services. Given the title of the RFP and the statement on page 12, we are assuming that the request is for monitoring services. Is this correct?

Answer: That is correct, this RFP is for Health Care Contract Services monitoring.

17. Page 8 section E limits the proposal to 25 sheets of paper. Page 18 submittal requirements limits the number of sheets of paper to 10. Which is correct?

Answer: Please Limit Proposal to 25 sheets of paper.

18. Page 17 section 3 discusses the negotiation of price. Given this, are we to assume that there is no cost proposal required for inclusion in the RFP response? Please Submit Pricing for Proposal.

Answer: Cost is expected upon submittal. Price and Terms can be negotiated.

19. Monday, November 11th is a federal holiday. Will FedEx be able to deliver a response submission on that day?

Answer: WVRJ nor Roanoke County can comment on the FedEx delivery capabilities. It is recommended that the Bidder account for the holiday delivery limits.

**Addendum No. 1
RFP 2025-020
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REQUIRED

Sign and return with your bid package

Sign Name: _____

Print Name: _____

Date: _____

Company _____

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