



**COUNTY OF DANE**  
DEPARTMENT OF ADMINISTRATION  
**PURCHASING DIVISION**

City County Building  
210 Martin Luther King Jr. Blvd. Room 425  
Madison, WI 53703-3345

**GREG BROCKMEYER**  
Director of Administration

**CHUCK HICKLIN**  
Controller

Date: July 18, 2022  
To: All Proposers  
Subject: Addendum #2 RFP #122012 – Medical Services for Residents at the Dane County Jail and Youth at the Juvenile Detention Center

The following questions were received and responses are provided:

- 1. Which Medication Assisted Treatment is provided to residents of the Dane County Jail?**

Residents are provided Subutex for Medical Assisted Treatment.

- 2. Is parking provided for contracted medical staff? If so, at what cost?**

Parking passes for the County parking garage are provided to contracted medical staff at a cost of \$15 per month.

- 3. How does the County decide which residents will be housed at the City County Building location vs. the Public Safety Building location?**

Higher risk residents are housed in the City County Building.

- 4. Please provide staffing credentials for nursing and mental health staff.**

The nursing staff is provided within the Staffing Matrix in Attachment A of this addendum.

The Mental Health Staff Credentials are as follows:

**Licensed Clinical Social Worker - 3**

**Licensed Marriage and Family Therapist - 2**

**Licensed Professional Counselor - 2**

**Advanced Practice Social Worker - 2**

**Professional Counselor Training License - 2**

**Master of Social Work - 1**

**Master of Science – 2**

**Master of Arts- 1**



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5. **Is Juvenile Detention NCCHC Accredited?**  
No, but it is a goal of Juvenile Detention Center to work towards that accreditation.
6. **Can we have current staffing grids/schedules and levels for all current positions?**  
Staffing grid can be found as Attachment A to this Addendum.
7. **How are you currently incorporating the schedule of a physician and advanced practitioner for clinical rounding and encounters?**  
See attachment A – Staffing Matrix
8. **Are we responsible for healthcare for work release inmates? If so, only urgent matters? Chronic as well?**  
Yes, the awarded vendor will be responsible for work release inmates. This includes both urgent and chronic matters.
9. **When was NCCHC accreditation last renewed? How long ago?**  
April 6, 2022
10. **Can you provide total healthcare costs for 2021? 2020? 2019?**
  - a. **Can we have a breakdown of the following total costs for those years?**
    - i. **Pharmaceuticals**
    - ii. **Laboratory costs**
    - iii. **Radiological costs**
    - iv. **Dental costs – broken down by on-site and off-site**
    - v. **Off-site specialty care (including ER costs)**
    - vi. **Medical supplies costs**

Our current vendor does not provide the County with this information.
11. **What are recognized as “peak workload” timeframes in the booking area?**  
The peak timeframes will vary.
12. **What dental infrastructure capabilities are currently available? On-site x-ray availability exist? Will that same level be available for a new vendor? Or does particular equipment need to be replaced?**  
The County conducts simple fillings, extractions, cleanings and pain management. On-site x-ray is available and will be for the new vendor.



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13. **What is the county's requirements for a dress code?**  
**This information can be found in the current Medical Contract.**
14. **Which specialty services are currently being performed on-site? Orthopedics? OB/Gyn? Optometry?, PT? We assume dental is already being performed on-site, but wish to simply clarify as well.**  
**There are no specialty services being performed on-site.**
15. **How many medication carts do you utilize currently in each facility?**  
**6**
16. **What amount of laptops/tablets are available for medical staff usage?**  
**0**
17. **Do you have active wi-fi that our staff can utilize if performing medication pass delivery using an e-MAR and/or performing patient care away from hardwired work stations?**  
**YES**
18. **How are third-party vendor interface costs to be handled? (i.e. JMS vendor's EMR interface costs)**  
**The Provider is responsible for these fees.**
19. **Who will brunt the costs of data migration from any existing EMR software currently in use? (assuming that it is not the same vendor as our chosen EMR software)**  
**The Provider is responsible for this cost.**
20. **Please provide a complete list of all currently available (even after contract transition) medical equipment**  
**This information can be found in the current County contract.**
21. **Is the expectation that we will provide CPR/BLS training to Sheriff's Department employees? If so, does this include only jail employees, or all Sheriff's Department employees? Can you provide an estimated total number of employees involved?**  
**No**
22. **Are there currently dialysis-related plumbing resources available on-site?**  
**We do not complete dialysis on-site.**



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**23. In reviewing page 10 of the Juvenile Center RFP Project Description, we have a few questions and are requesting clarification:**

- **Stock Medication**
  - **Stock Medication is listed under current services but not listed under Future Services (page 10 of RFP under 'Project Description'). Will this be needed in the future-state model? Can you please share the current policies and procedures related to Stock Medication?**

This expectation will continue for the future and includes items such as epi-pens, inhalers, antibiotics, Plan B pills, etc with most currently being ordered through Pharm Pak and funded through our department.
- **X-Ray**
  - **Can you please let us know how this is currently provided and any existing procedures/protocols that would be helpful? Is this expected to be done on-site or to coordinate x-rays with off-site clinics/hospitals? If the latter, are there preferred hospitals/clinics?**

Ideally the future provider would have access to a mobile x-ray unit so some can be provided onsite. Currently, all x-rays are provided offsite at whatever clinic or hospital is necessary through the youth's MA or other insurance provider.
- **Ancillaries**
  - **Can you please let us know how the County defines Ancillaries, what ancillary services are provided today, and any expected future ancillary needs that might be different?**

Client education has historically been the only ancillary service provided
- **Lab**
  - **Can you please clarify the current state for labs, as well as future lab needs and expectations?**

Current and future labs include-onsite rapid covid, flu, pregnancy testing and glucose reading. All other labs are sent out to the State Lab of Hygiene and include, but are not limited to STI testing, stool testing and PCR testing. There are currently no blood draws that are taken sent out to be analyzed, though certain wellness check panels would be desirable in the future.
- **Immunizations**
  - **Please let us know how these are handled today and if there are any existing policies/procedures that can be provided?**

The current and future process is that parental permission is gathered by phone and then youth permission in-person. A vaccine record check is conducted and any necessary vaccines are administered. These include, but are not limited to: TDAP, flu, HPV, Hep A and meningitis ACYW.



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**24. Please provide the 10 year ADP for the Juvenile Detention Center.**

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	AVERAGE
11.2	10.8	9.6	8.6	10.2	8.8	13.1	13.4	8.8	5.3	10.0

Please acknowledge receipt of this addendum by checking the "Addendum #2" box on **Attachment A – Vendor Information** of your bid submission. If you have any questions regarding this addendum, please contact me via phone or email as listed below.

Sincerely,

Megan Rogan  
Purchasing Officer  
608-283-1487  
rogan.megan@countyofdane.com

**EXHIBIT A-1****Staffing Matrix**

Dane County, WI									
Day Shift									
POSITION	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Hrs/WK	FTEs
Health Service Administrator	8	8	8	8	8			40	1
Director of Nursing (DON)	8	8	8	8	8			40	1
Medical Director **	4	4	4	4	4			20	0.5
Midlevel**	8	8	8	8	8			40	1
Administrative Assistant	4	4	4	4	4			20	0.5
Mental Health Director	8	8	8	8	8			40	1
Dental Assistant			8	8	8			24	0.6
Dentist			8	8				16	0.4
Psychiatrist**	8	8						16	0.4
Registered Nurse (RN)	41	24	29	24	32	24	24	198	4.95
Psych. Registered Nurse (RN)	8	8	8	8	8			40	1
Licensed Practical Nurse (LPN)		12	12	12	12	12	12	72	1.8
Licensed Practical Nurse (LPN) / Certified Medical Assist. (CMA)	8	8	8	8	8	8	8	56	1.4
Certified Medical Assist. (CMA)	8	8	8	8	8			40	1
Medical Records Clerk	20	4	4	4	8			40	1
Mental Health Professional	16	16	16	16	16	16	16	112	2.8
Discharge Planner	8	8	8	8	8			40	1
<b>Total Hours/FTE - Day</b>								<b>854</b>	<b>21.35</b>
Evening Shift									
Registered Nurse (RN)	16	16	16	16	16	16	16	112	2.8
Licensed Practical Nurse (LPN)	8	8	8	8	8	8	8	56	1.4
Licensed Practical Nurse (LPN) / Certified Medical Assist. (CMA)	8	8	8	8	8	8	8	56	1.4
Medical Records Clerk	8	8	8	8	4			36	0.9
Mental Health Professional	16	16	16	16	16	16	16	112	2.8
<b>Total Hours/FTE - Evening</b>								<b>372</b>	<b>9.3</b>
Night Shift									
Registered Nurse (RN)	20	20	20	20	20	20	20	140	3.5
Licensed Practical Nurse (LPN)	8	8	8	8	8	8	8	56	1.4
Mental Health Professional	8	8	8	8	8	8	8	56	1.4
<b>Total Hours/FTE - Night</b>								<b>252</b>	<b>6.3</b>
<b>TOTAL HOURS/FTE - WEEKLY</b>								<b>1478</b>	<b>36.95</b>

\*\*may substitute one (1) hour of provider time for two (2) hours of mid-level time, as necessary with County approval