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**Amendment #4 to Request for Proposals (RFP)
DPSCS Inmate Mental Health Care Services
Solicitation No. Q001002014
February 07, 2012**

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. AMEND Attachment F – Price Proposal Form. See Revised Attachment F – Price Proposal form included with this Amendment #4.
2. AMEND SECTION 3.3.2 **Billing Adjustment for Inmate Census Changes**

For all Contract Years the Contractor's Monthly Price is subject to an adjustment for variations in the Inmate Mental Health Population as of June 30th for each Contract Year. The Contract Manager shall forward the documented adjustment of the Inmate Mental Health Population as well as the exact figure which will represent the monthly billing amount for the upcoming year within 10 days after the end of each Contract Year (i.e. by July 10th of each year). In calculating any possible adjustment, the Department will compare the Inmate mental health population as maintained by the Director of Mental Health Services as of June 30th as of the current year with the Inmate mental health census of the prior year. If there is more than a 400 Inmate difference, the monthly contract price will be adjusted by the number of Inmates (Mental Health Population. See 1.2.55) either more or less than as calculated on the price form.

In Attachment F, it is explained that based upon the Estimated Annual Inmate Mental Health Population a per-Inmate monthly rate will be established. If as of 6/30 of any year of the Contract the Inmate Mental Health Annual Population differs by more than 400 Mental Health Inmates, either more or less, from the Estimated Annual Mental Health Inmate Population listed in Attachment F, the Contractor shall either increase or decrease, as appropriate, its Monthly Price by the Monthly Price Per Inmate times the number of Inmates in **excess** of the 400 variation limit, plus or minus.

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For example: Per Attachment F the Inmate Mental Health Annual Population is estimated to be ~~4,000~~ 4,200 for the first Contract Year 400 Inmates above or below this level is ~~4,400~~ 4,600 or ~~3,600~~ 3,800. If as of 6/30 in a given year of the Contract the Inmate Mental Health Population is ~~3,550~~ 3,750, the Contractor shall bill its Monthly Price Per Inmate as taken from Attachment F times 50 (~~3,600~~ 3,800 less ~~3,550~~ 3,750 = 50). The Contractor would then subtract the resulting total from its Monthly Price for the following Contract Year to produce the amount to be billed for each month in the following Contract Year.

Conversely, if the Average Daily Population as of 6/30 for a given Contract Year is 4,500, the Contractor may increase its Monthly Price Per Inmate for the following Contract Year as taken from Attachment F times 100 (~~4,500~~ 4,700 less ~~4,400~~ 4,600 = 100) to produce the amount to be billed for each month in the following Contract Year.

3.3.2.1 To calculate the appropriate census adjustment for the 4th and 5th Contract Years the Estimated Average Inmate Mental Health Population listed on Attachment F for the third Contract Year (~~4,200~~ 4,400) shall be used.

3. AMEND SECTION 3.24.2 All new admissions within twenty four (24) hours of entering any DPSCS facility from the community or another correctional system, whether as a new admission, a parole/probation violator or an escapee, shall receive a suicide/homicide risk assessment screening by a Mental Health Professional. **The assessment screening shall also be entered into the Inmate's EHR within twenty four (24) hours after an assessment is completed.**
4. AMEND SECTION 3.24.3 A Mental Health Seven (7) Day Intake Exam shall be conducted by a Mental Health Professional for all Inmates, including parole violators and escapees, within seven (7) days of the Inmate's entrance into any DPSCS facility from any source. **The Seven (7) Day Intake Exam shall be entered into the Inmate's EHR within twenty four (24) hours after the Intake Exam is completed.**
5. AMEND ATTACHMENT Q – Liquidated Damages. A Revised Attachment Q is included with this Amendment #4.
6. AMEND SECTION 2.1 – Minimum Corporate Qualifications. Questions and Responses Items # 108 and #141 seems to have caused some confusion with potential Offerors and the State now amends the Section 2.1 to read:

An Offeror (See § 1.2.63) shall for the three (3) years prior to proposal submission, either directly or via its parent organization if that organization will guarantee the performance of the Offeror (See § 1.21) have simultaneously and continuously provided Comprehensive Mental Health Services* under all three (3) of following circumstances:

1. Within at least one (1) Correctional System. A "Correctional System" means a single unified organization for the incarceration of individuals charged or convicted of a criminal act comprised of a minimum of six (6) geographically separate prison or jail locations (facilities, institutions, etc.) that is operated by or for a single government entity in the United States or Canada, such as a city, township, county, parish, state, province, etc. with a population of at least 50,000 residents, or by or for the federal government of the United States and/or Canada.

2. For a cumulative total of at least 10,000 prisoners at least eighteen (18) years of age, without regard to how many of these prisoners actually require chronic or acute mental health treatment or care. This total of 10,000 prisoners can be achieved through any combination of the population of prisons or jails in the United States or Canada, whether through providing such services to one or more Correctional Systems as defined above, and/or aggregating the prison populations of one or more Correctional Systems and/or the prison or jail populations of any number of governments in the United States or Canada with less than six (6) prison/jail locations, including a single location.

3. To a single prison/jail location (facility, institution, etc.) housing a minimum population of 1,500 prisoners at least eighteen (18) years of age without regard to how many of these prisoners actually require chronic or acute mental health treatment or care.

***Comprehensive Mental Health Services means the Offeror has provided chronic (ongoing) inpatient or outpatient psychiatric or psychological care of prisoners with a diagnosable mental illness in accordance with the criteria listed in the Diagnostic Statistical Manual IV Edition, Text Revised, and is responsible to respond to episodes of prisoner acute psychiatric or psychological distress.**

NOTE: An Offeror meeting these minimum requirements does not guarantee that the Offeror will be deemed responsible or have its proposals deemed reasonably susceptible of being selected for award.

7. AMEND KEY INFORMATION SHEET **Closing Date and Time: ~~Tuesday January 31, Thursday February 9, Monday February 13~~ Wednesday February 15, 2012 at 2:00 PM (Local Time)**
8. AMEND SECTION 1.10 An unbound original, to be so identified, and six (6) bound copies of each proposal (technical and financial) must be received by the Procurement Officer, at the address listed in Section 1.5, no later than **2:00 PM (local time) on ~~Tuesday, January 31 Thursday February 9, Monday February 13,~~ Wednesday February 15, 2012** in order to be considered. Two (2) copies of the electronic version on CD of the Technical Proposal in MS Word or Adobe PDF format must be enclosed with the original Technical Proposal. Two copies (2) of the electronic version on CD of the Financial Proposal in MS Excel format must be enclosed with the original Financial Proposal. Ensure that the CDs are labeled with the date, RFP title, RFP project number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

Requests for extension of the closing date or time shall not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Except as provided in COMAR 21.05.02.10 and 21.05.03.02(F), proposals received by the Procurement Officer after the due date, **~~January 31, February 9, February 13,~~ February 15, 2012** at 2:00 PM (local time) shall not be considered. Proposals may not be submitted by e-mail or facsimile. Proposals shall not be opened publicly.

9. AMEND TO ADD DEFINITION 1.2.99 **“Psychiatric Nurse” means a registered nurse that within the past 10 years has at least one year of continuous experience providing nursing services to mentally ill patients at an inpatient mental health facility/correctional facility with five or more beds for mentally ill patients.**

10. AMEND SECTION 1.33 TO ADD 1.33.4 to read:

1.33.4. The maximum period of time for which Liquidated Damages may be invoked shall be as follows:

1.33.4.1. One (1) month when the circumstances/information upon which the damages will be based are either continuously available for review by, or are reported monthly to, the DPSCS Manager/Director. (See 3.7.1)

1.33.4.1.1. This one month period will apply for each new monthly report or newly available monthly information. i.e., based upon information provided or available for the month of February of a given Contract year liquidated damages, if warranted, may only be assessed for the month of January of that same Contract year. However, liquidated damages, if warranted, may again be assessed for the month of February of that same Contract year if information provided or available for the month of March of that same Contract year again evidences that the circumstance which triggered the assessment of liquidated damages in February still exists in March.

1.33.4.2. Three (3) months when the circumstance/information upon which the damages will be based is only provided or available on a quarterly or semi annual (6 months) basis.

1.33.4.3. Six (6) months when the circumstance/information upon which the damages will be based is only discovered via investigation of an ARP or other type of complaint, including a whistleblower type of complaint from current or former Staff of the Contractor.

1.33.4.4. Unlimited for any situation when it is determined that required, applicable information has been intentionally falsified or omitted to conceal the failure of the Contractor to comply with Contract requirements.

11. AMEND SECTION 3.25 TO ADD 3.25.5 to read:

There is a state employed psychiatrist located at Patuxent who provides psychiatric services to two programs run by Patuxent, the Eligible Persons Program and the Youthful Offender Program. The Contractor will not have any responsibilities in these two Patuxent programs.

Issued and authorized by

<signed>
Patti Tracey

Procurement Officer