



RFP27007020

AGENCY SOLICITATION SPECIFICATIONS

ONSITE PRIMARY CARE SERVICES FOR THE INCARCERATED POPULATION AT THE RHODE ISLAND DEPARTMENT OF CORRECTIONS

SECTION A: BACKGROUND

The Rhode Island Department of Corrections (RIDOC) is soliciting proposals from hospitals, healthcare organizations, large physician practices, or other qualified vendors to provide supplemental primary care to the incarcerated population.

The RIDOC is a unified, comprehensive correctional system for men and women, located on the Pastore Complex in Cranston, Rhode Island. There are approximately 2,500 sentenced and awaiting trial individuals housed in six (6) facilities on the one-square mile campus. Facilities include the State's only jail for pretrial detainees, four (4) sentenced male facilities, and one female facility.

The RIDOC is responsible for providing medical, dental, and behavioral care to all individuals housed within the six (6) facilities. Three (3) of the facilities provide 24/7 medical care. All facilities include a medical area.

Due to staffing vacancies, population acuity, and emergent medical needs, the RIDOC requires supplemental healthcare providers to maintain continuity of care. The selected vendor must work collaboratively with current full-time RIDOC providers. All services shall be consistent with any applicable RIDOC policy and/or procedure, in addition to all relevant National Commission on Correctional Healthcare (NCCHC) and American Correctional Association (ACA) standards.

Average Daily Population (June 30, 2026)	
Intake Service Center	964
Minimum Security	179
Medium Security	838
Maximum Security	284
High Security	80
Women's Facility	149

SECTION B: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work:

This Request for Proposal (RFP) is seeking a qualified vendor to provide comprehensive primary care to the incarcerated population. The RIDOC currently

employs full-time healthcare providers and seeks a vendor partner to augment existing onsite medical operations to ensure continuity of care, compliance with constitutional standards, and timely access to quality healthcare for the incarcerated population. The selected vendor will be expected to provide approximately 80 hours per week of supplemental coverage. The exact number of staff required will be at the vendor's discretion. Any substantial deviations from this estimate will be communicated to the designated point of contact. The RIDOC will communicate anticipated staffing needs at the time of award and will notify the vendor when needs arise throughout the duration of the contract.

Scope of Services

The selected vendor will work in collaboration with existing healthcare staff to provide routine and urgent primary care coverage at any of the six (6) secured facilities. Services will include, but are not limited to:

- Intake and follow-up visits.
- Sick call visits.
- Chronic disease management (e.g., diabetes, hypertension, asthma).
- Preventative care and health screenings.
- Medication management and renewals.
- Ordering and interpretation of diagnostics tests and labs.
- Participation in multidisciplinary case reviews, staff meetings, training, etc.
- Vendor staff may also be asked to collaborate on policy revisions, utilization reviews, and quality improvement initiatives.
- Care coordination with nursing, behavioral health, and specialty care staff to ensure continuity of care.
- Availability to provide on-call coverage if needed. On-call coverage is from 8:00am on Monday 8am to the following Monday at 7:59am.

Specific Requirements:

- While the vendor staff will receive onsite directions from the RIDOC Medical Programs Director and/or designee, the vendor must also provide clinical supervision and administrative oversight by an MD/DO. This is anticipated to be, on average, five (5) hours per month.
- Vendor staff will be required to submit their availability one (1) month in advance. Providers will be scheduled in facilities based on operational need, versus provider preference.
- Shifts are scheduled Monday through Friday, on four (4) hour blocks (i.e., 8am-12pm, 12pm-4pm, 4pm-8pm). Evening hours may be flexible and based on operational need.
- All care must be documented in the RIDOC's electronic medical record (EMR)
- Adherence to the RIDOC's formulary, and prescribing practices.
- Services must comply with all state, federal, local laws, ACA and NCCHC standards, in addition to RIDOC policies and procedures.
- All providers employed by the vendor must have appropriate licensure to practice in the State of Rhode Island, including a valid and unrestricted DEA Controlled Substances license.
- The selected vendor will be responsible for providing medical malpractice insurance for physicians, nurse practitioners, and physician assistants assigned to the RIDOC.

Security Requirements:

- All vendor employees will be required to attend the two-day New Employee Orientation (NEO) training and complete the online PREA.
- Access to correctional facilities also requires adherence to rigid security rules including but not limited to property search, contact with inmates, dress code, etc.
- Vendors entering DOC buildings that are equipped with badge scanning capabilities must scan their DOC identification badge upon each entry and exit.

RIDOC Responsibilities: The RIDOC will provide adequate examination space, necessary medical equipment, supplies, EMR access, training, and direction, when necessary.

SECTION C: PROPOSAL MATERIALS**1. Technical Proposal**

Narrative and format: Bidders must submit a technical proposal which addresses each of the following elements and is limited to ten (10) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request):

- A. **Staff Qualifications** – Provide staff resumes/CV and describe the qualifications and experience of key staff who will be providing direct patient care, as well as clinical supervision/administrative oversight. Experience in a correctional setting or working with an underserved population is strongly preferred. Staff must maintain appropriate licensure/credentials to practice in the State of Rhode Island, including medical malpractice insurance coverage.
- B. **Capability, Capacity, and Qualifications of the Vendor** – Provide a detailed description of the Vendor's experience delivering primary care services, including similar projects, contracts, or partnerships, and the populations served. Include a minimum of three (3) relevant references with the following information: organization name, address, point of contact, dates of service and description of services provided. Additionally, describe the Vendor's capacity to meet RIDOC's supplemental staffing needs, including:
 - Anticipated hours of coverage;
 - Approach to staffing flexibility in response to changes in census, patient acuity, and staffing needs;
 - Plans for ensuring continuity of care, including coverage for staff absences, vacations and/or turnover.
- C. **Work Plan** – Please describe in detail, the operational framework within which supplemental primary care services will be provided. The response should include details to ensure the **Specific Requirements** listed above are met. Response must also include staffing models; recruitment, credentialing and onboarding processes; training specific to correctional healthcare processes, scheduling, and coverage plans,

and how vendor staff will integrate with and support existing staff, as well as work with correctional staff.

- D. **Approach/Methodology** – Define the clinical approach and care delivery methodology to be used for providing primary care services in a correctional setting. This should include coordination of care with existing providers, adherence to correctional health standards, communication with custody staff, continuity of care, and strategies to ensure quality, safety and compliance within a secure environment

2. Cost Proposal

Vendor must submit a completed **Exhibit A: Cost Proposal** that clearly identifies all costs associated with providing services under this RFP.

The Proposal shall:

- Be presented in a clear, detailed format.
- Include detailed hourly rates for all personnel identified.

Vendor staff are only paid for hours worked. The RIDOC does not pay for vendor sick, vacation and/or other paid time off. This includes lunch breaks during a scheduled shift. Vendors are expected to propose hourly rates which allow them to pay for paid time off and breaks as required by law.

3. Supplemental Bidder Attestation Form

See Appendix A on the “Overview” tab in Ocean State Procures™ for information. Vendors are required to complete, sign and submit this form with their overall proposal.

4. ISBE Proposal

See Appendix B on the “Overview” tab in Ocean State Procures™ for information and the MBE, WBE and/or Disability Business Enterprise Participation Plan form(s). Vendors are required to complete, sign and submit these forms with their overall proposal. Please complete separate forms for each MBE, WBE, and/or Disability Business Enterprise subcontractor to be utilized on the solicitation.

SECTION D: EVALUATION AND SELECTION - SOLICITATION SPECIFIC

Technical proposals must receive a minimum of 55 (78.5%) out of a maximum of 70 points to advance to the cost evaluation phase. Technical proposals scoring less than 55 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 55 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 30 points, bringing the total potential evaluation score to 100 points. As total possible evaluation points are determined, vendor ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Vendor	25 Points
Work Plan	20 Points
Approach/Methodology	10 Points
Total Possible Technical Points	70 Points
Cost Proposal	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation	6 Bonus Points
Total Possible Points	106 Points

Additional evaluation criteria can be found at:

- For those with an OSP account, see the “Requirements” tab of this solicitation in OSP for additional information on the evaluation and selection process in the “RFP Standard Specification” section.
- For those without an OSP account, public access to the full bid can be found at <https://ridop.ri.gov/vendors/bidding-opportunities>. Search for this solicitation, open the record, click on the “Print/Download Solicitation Summary” button in the upper right corner for all the solicitation requirements and supporting documents are found at the bottom of the page in the “Solicitation Attachments” section.