

BOULDER COUNTY JAIL EMT STAFFING SERVICES – SPECIFICATIONS

1. Service

Boulder County Sheriff's Office (BCSO) is seeking a qualified contractor to provide **Emergency Medical Technician (EMT) staffing services for the Boulder County Jail on a 24-hour per day, 7-day per week basis**, including weekends and holidays.

2. Required Staffing

The Contractor shall provide staffing sufficient to maintain continuous coverage of **four (4) EMT positions**.

The current staffing schedule is:

Shift	Hours	Positions
Day	6:00 a.m. – 6:30 p.m.	2
Night	6:00 p.m. – 6:30 a.m.	2

BCSO may modify staffing levels or schedules based on operational and medical needs.

3. Staffing Responsibilities

The Contractor shall be responsible for:

- Recruiting and hiring qualified EMTs.
- Completing required credentialing and background checks.
- Providing required employee training.
- Scheduling assigned EMTs.
- Maintaining continuous staffing coverage.
- Providing qualified replacement personnel for vacancies, call-offs, leave, or turnover.
- Monitoring employee performance and addressing performance concerns.

4. Personnel Requirements

All assigned EMTs must:

- Hold current Colorado EMT certification and all required credentials.
- Maintain CPR/BLS certification.
- Successfully complete BCSO security clearance requirements.
- Complete required BCSO facility orientation and training.
- Complete QMAP certification when required for assigned duties.
- Meet all applicable federal, state, and local requirements.

5. Assignment and Continuity

BCSO will determine the number and schedule of EMTs required based on operational needs.

To promote continuity of care, the Contractor shall make reasonable efforts to maintain assigned EMTs at the Boulder County Jail for a minimum of **twelve (12) months**, whenever operationally feasible.

Any reassignment or removal of an assigned EMT should be coordinated with the BCSO Health Services Administrator or designee, except when immediate action is necessary for safety, security, credentialing, or employment reasons.

6. Incumbent EMT Personnel

If the current contractor is not selected for renewal, BCSO encourages the successful Contractor to consider hiring qualified EMT personnel currently assigned to the Boulder County Jail to promote continuity of services.

BCSO does not guarantee employment, compensation, or continued assignment of any incumbent personnel.

7. Service Location

Services shall be provided at:

Boulder County Jail
3200 Airport Road
Boulder, Colorado 80301

8. Contract Coverage

The Contractor shall maintain staffing coverage for the duration of the Contract. The Contractor shall have an established process for addressing vacancies, unexpected absences, turnover, and other circumstances that could affect required coverage.

9. Vendor Qualifications

The Contractor must demonstrate:

- Experience providing EMT, EMS, healthcare, or comparable medical staffing services.
- Ability to recruit and retain qualified EMT personnel.
- Ability to provide continuous 24/7 staffing.
- Experience managing employee credentialing, training, and replacement staffing.
- Ability to meet the requirements of a secure correctional healthcare environment.

10. Compliance

The Contractor and all assigned personnel shall comply with applicable laws and regulations, Colorado EMT certification requirements, BCSO policies and procedures, facility security requirements, and the terms of the resulting Contract.

11. Service Standard

The primary performance requirement is **reliable, continuous, qualified EMT coverage for the Boulder County Jail, 24 hours per day, 7 days per week.**