



*Joseph H. Vicari, Director  
Gary Quinn, Deputy Director  
Barbara Jo Crea, Commissioner  
Virginia E. Haines, Commissioner  
John P. Kelly, Commissioner*

*Tristin J. Collins, Director, Management & Budget  
Jennifer L. Bowens, Purchasing Agent*

**COUNTY OF OCEAN  
ADMINISTRATION BUILDING  
101 HOOPER AVENUE  
TOMS RIVER, NEW JERSEY 08753**

***COMPETITIVE CONTRACT***

***PROPOSAL***

***FOR***

***PHYSICIAN AND MEDICAL SERVICES***

***2024-2026***

**NOTICE OF COMPETITIVE CONTRACTING PROPOSAL**  
**PHYSICIAN AND MEDICAL SERVICES**

The Ocean County Department of Juvenile Services is seeking sealed proposals for Physician and Medical Services of a physician licensed in the State of New Jersey to provide physician and medical services for the Ocean County Department of Juvenile Services located on Sunset Avenue in Toms River, NJ. This program will be contracted for a period of 3 years, January 1, 2024 through December 31, 2026 with the option to renew for two additional one-year contracts.

**Contract Description**

Provide the required medical screening, treatment, and referrals for the residents of the County Juvenile Detention Center, as well as the annual physicals for the center's staff.

**Qualifications**

A physician practicing medicine or surgery in any branch of medicine and/or surgery who has completed a recognized professional program, has completed at least a one-year internship and a residency program acceptable to the Board of Medical Examiners and has been admitted to examination by the State Board of Medical Examiners, and having passed such examination, uses any method of treatment of human ailment, disease, pain, injury, deformity, mental or physical condition.

Has a minimum of five (5) years' experience within the past ten (10) years in a jail and/or juvenile detention center.

Has knowledge of the medical standards for New Jersey Juvenile Detention Centers promulgated by the New Jersey Juvenile Justice Commission, as well as the standards promulgated by the National Commission on Correctional Health Care (NCCHC).

Maintain an active admission privilege at Community Medical Center in Toms River, New Jersey.

**Scope of Services**

- 1) Responsible and accountable for own medical practice: maintaining current scientific knowledge, inclusive of state-of-the-art practices and new equipment.
- 2) Acts as Medical Director of the facility.
- 3) Responsible for maintaining admission privileges at Community Medical Center.
- 4) Provides medical services for Ocean County Juvenile Detention inclusive of:
  - a. Resident admission physicals within 72 hours of admission (present objective and subjective data and past objective and subjective data)
  - b. Addresses resident sick calls, when necessary
  - c. Diagnoses subjective and objective data (signs and symptoms presented)
  - d. Implements a plan of care and/or treatment regimen
  - e. Evaluates patient response to the medical regimen
  - f. Makes appropriate referrals to specialists in the medical field for a particular area of expertise
  - g. Performing pre-employment and annual physical examinations on staff as required by state standards
  - h. Prescribes medications and/or treatments as needed

- 5) Documents, reports and/or delegates to the R.N.:
  - a. Medical assessments and plans
  - b. Treatments/medications administered
  - c. Patient response to treatments/medications
  - d. Referrals made and patient instructions given
  - e. Communicable diseases to the County Health Department
- 6) Participates in committees and meetings of the Ocean County Juvenile Detention Center as appropriate.
- 7) Oversees the keeping of records, reports, and statistics as well as the timely review of medical department policies and procedures.
- 8) Participates in maintaining a safe and therapeutic environment.
- 9) Acts as a patient advocate and maintains confidentiality.
- 10) Supports collaborative relationships with fellow employees.
- 11) Provides a minimum of 3 hours per week of onsite visits.
- 12) Is available 24 hours 7 days per week of consultative services as needed.

All proposals should include the following documents: (Include all required documents below as well as on the Document Checklist)

1. Certificate Medical Malpractice Insurance
2. Copy of Medical License from the State of New Jersey
3. Current List of Board of Directors
4. Computed Budget Proposal and Project Description
5. References
6. Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 OR Copy of IRS letter granting tax exempt status under Sec. 501(c)3
7. Organizational Chart
8. Affirmative Action Regulations N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) Compliance Statement
9. Prohibited Russia-Belarus Activities & Iran Investment Activities
10. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)
11. Non-Collusion Certification
12. Signature Page

### **Proposal Submission Requirements**

The county of Ocean is accepting **only** electronic proposals for this Competitive Contract proposal. Submitting your proposal manually is cause for rejection.

The Competitive Contract is available on the Ocean County Procurement Portal Website: <https://procurement.opengov.com/portal/oceancounty> or for viewing purposes only at the Ocean County Purchasing Department at 732-929-2101.

You may only provide one (1) final submission which shall consist of one (1) complete Competitive Contract proposal. All proposals must be submitted **no later than 4:00 PM on Thursday, December 7, 2023.**

**DO NOT** submit a hard copy of your electronic submission.

### **Evaluation Criteria**

A review committee will review and rank all responses. All proposals will be reviewed to determine if they conform to all the proposal requirements set forth and the following selection criteria will be used in award of a contract for the services described herein.

**30% - Technical Criteria**  
**40% - Management Criteria**  
**30% - Cost Criteria**

1. Technical Criteria:

i. Proposed methodology:

- (1) Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?
- (2) Is the vendor's proposal complete and responsive to the specific RFP requirements?
- (3) Has the past performance of the vendor's proposed methodology been documented?

2. Management Criteria:

i. Project management:

- (1) How well does the proposed scheduling timeline meet the contracting unit's needs?

ii. History and experience in performing the work:

- (1) Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?
- (2) Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?
- (3) Does the vendor document industry or program experience?
- (4) Does the vendor have a record of moral integrity?

iii. Availability of personnel, facilities, equipment and other resources:

- (1) To what extent does the vendor rely on in-house resources vs. contracted resources?
- (2) Are the availability of in-house and contract resources documented?

iv. Qualification and experience of personnel:

- (1) Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?
- (2) Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
- (3) Does the vendor demonstrate cultural sensitivity in hiring and training staff?

3. Cost Criteria:

i. Cost of goods to be provided or services to be performed:

- (1) Relative cost: How does the cost compare to other similarly scored proposals?
- (2) Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?

ii. Assurances of performance:

- (1) If required, are suitable bonds, warranties, or guarantees provided?
- (2) Does the proposal include quality control and assurance programs?

**Ranking** - All proposals will be reviewed for completeness and qualifications. The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interest of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County.

**Indemnity Clause** - The proposer, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

### **Insurance Requirements**

The contractor shall maintain primary insurance to protect against all claims under Worker's Compensation, Medical Malpractice, and Comprehensive General Liability. Except for Worker's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary coverage shall be subject to approval for adequacy of protection as per the following limits:

#### **Worker's Compensation**

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

#### **Certificate Medical Malpractice Insurance**

1. Each Professional Incident - \$1,000,000 per claim
2. Annual Aggregate - \$3,000,000

#### **Comprehensive General Liability**

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

#### **Comprehensive General Liability shall include the following:**

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.
3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

Copies of each insurance certificate shall be furnished to the County with Proposal (when requested).

**Pay to Play Requirements** - Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

**Certification of Non-Involvement in Prohibited Activities in Iran** - Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the proposer is unable to so certify, the proposer shall provide a detailed and precise description of such activities. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Non-Involvement in Prohibited Activities in Iran.

**Certification of Non-Involvement in Prohibited Activities in Russia or Belarus**

Pursuant to N.J.S.A. 52:32-60.1, the “person or entity” (as defined in N.J.S.A. 52:32-60.1, et seq) seeking to enter into or renew a contract for the provision of goods or services or the purchase of bonds or other obligations shall certify that it is not “engaging in prohibited activities in Russia or Belarus” (as such term is defined in as defined in N.J.S.A. 52:32-60.1, et seq. If the person or entity is unable to certify, the person or entity shall provide a detailed and precise description of such activities. The N.J.S.A. 52:32-60.1 certification form must be completed prior to contract award and is provided in the specification documents (DocuSign).

Vendors may view the Precluded Entities List Here:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

**Transitional Period** - In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County’s request.

**Statement of Ownership** - The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

**Business Registration Certificate** –

Pursuant to N.J.S.A. 52:32-44, Ocean County (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.