



Katherine L. Svoboda, *Judge*
 Vini E. Samuel, *Judge*
 Steven G. Jackson, *Judge*

Kevin Badten, *Executive Director*
 Penny Castleberry, *Detention Director*
 Debbie Dey, *Office Administrator*

Grays Harbor County Superior Court
 State of Washington
Juvenile Court Services

**REQUEST FOR PROPOSALS TO DELIVER MEDICAL PROVIDER SERVICES FOR
 JUVENILES**

I. GENERAL INFORMATION

This request for proposal (RFP) seeks to obtain a family practice or pediatric medical provider (ARNP or physician) to deliver medical and health care services for the youth at Grays Harbor County Juvenile Detention Facility. The medical provider shall be serving as a consulting medical provider and shall provide consultation to the health service system in the Grays Harbor County Juvenile Detention Facility. The provider will see youth between the ages of 12-17 years at a 32 bed capacity facility. The average number of youth directly cared for each week is approximately 2-4. The provider will see both male and female patients and should plan to visit the center approximately once per week. Weekly visits typically take between 30 minutes and 2 hours to complete. Typical needs include STI screenings, depression/anxiety/psychiatric concerns, physical exams, and ordering TB testing for drug treatment program placement. Acute needs after hours or when the provider is unavailable can be directed to emergency services or urgent care clinics as appropriate. The provider may also be refilling prescription medications if the youth's primary care provider is unavailable, or if the youth does not have a primary care provider. Direct communication with a youth's parent and/or guardian is sometimes needed, depending upon which diagnoses the provider is treating. The provider may receive occasional after hours phone calls from detention staff for medical consultation..

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| Procurement Activity | Date |
|-----------------------------|-------------|

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| The County issues the request for proposals | 5/1/2026 |
| The County receives proposals on or before | 6/1/2026 |
| The County evaluates proposals | 6/5/2026 |
| Target date to announce the successful bidder | 6/12/2026 |
| Target start date for service | 8/1/2026 |

II. ELIGIBILITY

The bidder must possess the licenses and certifications necessary to perform the duties described herein. The bidder must be free of any correction notice or action by the State of Washington. By submitting a proposal, the bidder certifies that he or she is not debarred, proposed for debarment, suspended, or declared ineligible or voluntarily excluded from contracting with the County by any federal or state agency or association.

Grays Harbor County reserves the right to reject any or all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by the applicant in the preparation and submission of the applicant's proposal. Furthermore, the RFP does not obligate the County to accept or contract with any applicant following any Response to this RFP or for any expressed or implied services.

III. APPLICATION INSTRUCTIONS

1. **Closing submission date.** Proposals must be received no later than 5:00 p.m. on June 1, 2026.
2. **Required content.** The bidder must:
 - (a) Provide his or her name and/or agency name, address, phone number, and email address,
 - (b) Describe any relevant education, training, and experience in providing medical services,
 - (c) Submit a copy of his or her current certificate as a medical provider,
 - (d) List and submit copies of any other relevant licenses and/or certifications,
 - (e) State how many years he or she has been a medical provider,
 - (f) Submit a copy of current professional insurance coverage, and
 - (g) Complete and submit the Declaration Form on Page 7.
3. **Specifications.** The bidder must:
 - (a) Use standard 8.5 x 11 white paper,
 - (b) Use 12-point font, black, double-spaced narratives with one-inch margins,
 - (c) Print his or her name as a header for each page, and
 - (d) Insert page numbers at the bottom of each page.

While there is no set minimum or maximum number of pages, unnecessarily elaborate responses beyond that sufficient to present a complete and effective response are not desired.

- 4. Response packet and delivery.** The bidder must submit a response packet that contains (1) a signed copy of the proposal, and (2) the declaration form.

The bidder may submit the response packet electronically, in PDF format, via email to Kevin Badten, Juvenile Department Executive Director, at kevin.badten@graysharbor.us

Alternatively, the bidder may submit the response packet in printed form, in a sealed envelope that is clearly marked with the words "Medical Provider Proposal" addressed to:

Grays Harbor County Juvenile
Department Attn: Kevin Badten
103 Hagara Street
Aberdeen, WA 98520

The bidder may deliver the envelope in person, by mail, or by delivery service, and assumes full responsibility for delivery. Response packets received after the date and time specified in Section 111(1) will be disqualified.

- 5. Revision and withdrawal.** The bidder may withdraw or make revisions to his or her proposal or declaration form at any time prior to the closing submission date and time. The bidder must initial any and all revisions.

After the closing submission date and time, the proposal packet becomes County property and may only be withdrawn or revised with approval from the Board of County Commissioners.

- 6. Inquiries.** Inquiries concerning this RFP must be submitted in writing no later than 12:00 p.m. PST on May 28, 2026, by emailing Kevin Badten. Responses will be only in writing by posting to the Grays Harbor County website: <http://www.graysharbor.us>.

IV. CONFIDENTIALITY

Any material that is considered confidential must be placed in a separate envelope that is clearly marked with the words CONFIDENTIAL INFORMATION. Each page must be clearly marked with the word CONFIDENTIAL. Pricing information is not considered confidential.

The County will protect confidential material to the full extent allowed by the Public Records Act (PRA) RCW 42.56. After the contract is awarded, all submitted proposals will be available for public inspection, except for CONFIDENTIAL INFORMATION. To the extent that the successful bidder's (Contractor) response is incorporated into a contract, the contract will also be available for public inspection.

V. PROPOSED CONTRACT TERMS

Following the designation of an apparently successful bidder, the parties will negotiate the terms of a written contract including, but not limited to, some of the following terms:

1. **Term.** The County will award a twelve (12) month contract, effective from the date of award or notice to proceed as determined by the County in its sole discretion.
2. **Compensation.**
 - (a) The County will provide compensation of a flat monthly fee in the amount of \$2,000.00 per month for the term of the Contract.
 - (b) Payment will be made by County check to the Contractor.
3. **Indemnification.** The Contractor must defend, indemnify, and hold harmless Grays Harbor County from any and all liability or loss of any nature whatsoever arising out of or relating to the Contractor performing work on County premises including, but not limited to, any act or omission by the Contractor, the Contractor's agents, employees, or invitees in performance of the contract.
4. **Minimum Insurance Requirements.**
 - (a) The Contractor shall carry at his or her own expense the following insurance coverage to the extent described below:
 - (i) General Liability in a combined single limit of \$1,000,000 per occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products-Completed Operations Aggregate for bodily injury, personal injury and property damage. The County, its Board, officers, agents and employees shall be included as Additional Insureds.
 - (ii) Professional Liability in the amount of \$1,500,000 per claim and in the aggregate. Insurance must be continuous for a period of not less than three (3) years after completion of the services required by the agreement.
 - (iii) Automobile Liability in the amount of not less than \$1,000,000 combined single limit for each accident.
 - (b) The Contractor shall procure policies for all insurance required by this section for period of not less than one year, and shall provide the County, on or before the date this contract commences and annually thereafter, with a certificate of insurance as satisfactory evidence that the premiums have been paid and that such insurance policy is in effect. General liability policies will provide or be endorsed to provide that County and its affiliates shall be additional insureds under such policies. In the event that a claim is made known to Contractor, the Contractor shall immediately inform the County Risk Manager at ghcriskmanagement@graysharbor.us.

(c) Upon demand by the County, the Contractor shall provide a complete copy of all policies for insurance required by the contract. This requirement is supplemental to, but does not replace, the requirement to provide the County with certificates of insurance as satisfactory evidence that the premiums have been paid and that such insurance policy is in effect.

5. **Assignment.** The Contractor may not assign its duties without written consent from the Board of Commissioners, and such consent will not relieve the assignor of liability in the event of default by the assignee.
6. **Debarment.** The Contractor shall not employ any person excluded from participation in federal health care programs under either 42 U.S.C. 1320a-7 (1128 or 1128A Social Security Act) or have an employee, agent, or consultant who is significant or material to the provision of services under the contract who has been, or is affiliated with, a person who has been debarred, suspended, or otherwise excluded by any federal or state agency or association.

The Contractor must comply with 42-USC §1396u-2 and must not knowingly have a director, officer, partner, or person with a beneficial ownership of more than 5% of the bidder's equity, or an employee, contractor, or consultant who is significant or material to the provision of services under the contract, who has been, or is affiliated with a person who has been debarred, suspended, or otherwise excluded by any federal or state agency or association.

Where the Contractor enters into a subcontract, the Contractor shall ensure that the subcontractor is not debarred, proposed for debarment, suspended, or declared ineligible or voluntarily excluded from contracting with the County by any federal or state agency or association.

7. **Renewal.** The County reserves the right to exercise an option, in writing, to renew the contract for additional one (1) year periods. If the Contractor agrees, he or she will submit updated versions of all documents required during the initial solicitation within thirty (30) days prior to the commencement of the optional renewal period, and annually thereafter. The documents may include, but are not limited to, insurance certificates and audited financial statements, and must be in force for the full period of the option. If the Contractor fails to timely submit the documents, the County may rescind its option and seek and new bid solicitation.
8. **Termination and non-performance.** Either party may terminate the contract upon thirty (30) days' notice. The County may terminate the contract based on non-performance or unsatisfactory work by the Contractor. Prior to doing so, the County will give the Contractor notice of deficiencies, and a reasonable opportunity to remedy them.

VI. EVALUATION PROCESS

1. **Criteria.** The County will evaluate and score the proposals using the following criteria: Provider Qualifications..... 50 points
 Provider Experience.....50 points

2. **Clarification.** The County may seek clarification from the bidder and may ask the bidder to submit additional information.

3. **Presentation.** The County may ask the bidder to provide a live presentation, during which the County may ask questions. During the presentation, the County will not accept any material revisions to the bidder's proposal.

4. **Rights Reserved.** The County reserves the right:
 - (a) To determine the evaluation and scoring process,
 - (b) To include any department, official, employee, agent, or contractors during the evaluation and scoring process,
 - (c) To waive any minor irregularities in any proposal,
 - (d) To cancel this RFP in whole or in part, and
 - (e) Where the County determines that it is in the public's best interest, the County may accelerate the process by combining or eliminating evaluation phases.

5. **Non-acceptance.** The County reserves the right to reject in whole or in part any and all proposals submitted. The County may reject a proposal where it has reason to believe that:
 - (a) The bidder is interested in more than one proposal,
 - (b) The bidder is in collusion with another bidder,
 - (c) The bidder is in default or arrears on any existing contract, or has defaulted on a previous contract,
 - (d) The bidder is interested in any litigation against the County,
 - (e) The bidder owes delinquent property tax in Grays Harbor County,
 - (f) The bidder is not in good standing with licensing authority, or
 - (g) The bidder lacks the competency or ability to carry out contractual duties and responsibilities.

In the event that a proposal is not accepted, the bidder must advise the Grays Harbor County Board of Commissioners regarding disposition of his or her proposal. Disposition may include pick-up, return at the bidder's expense, or destruction with the bidder's written authorization.

6. **Disclaimer.** The County exercised due care and diligence in preparing the information contained in this solicitation and believes it to be substantially correct. However, the bidder is solely responsible for verifying the information presented, and for any failure to determine the full extent of any exposure.

DECLARATION FORM for medical provider services request for proposal. The undersigned bidder declares the following information to be true and correct:

Name: _____

Address: _____

Phone number: _____

Fax number: _____

Email address: _____

I understand and agree that the County may accept or reject my proposal, in whole or in part, and that the County may request that I submit additional information. Bidder's initials: _____

I understand and agree that even where the County selects me as the apparently successful bidder, the County is not bound to offer a contract. Bidder's initials: _

During the past three years I have had (check boxes that apply):

Any license suspension or revocation. [] Yes [] No

Any investigation by a federal or state agency, or professional association. [] Yes [] No

The bidder is interested in any litigation against the County. [] Yes [] No

The bidder owes delinquent property tax in Grays Harbor County. [] Yes [] No

The bidder lacks the competency or ability to carry out contractual duties and responsibilities. [] Yes [] No

If you answered "Yes" to any of the above, provide a brief explanation for each:

**103 HAGARA STREET
ABERDEEN, WA 98520
(360) 533-3919 (P)
(360) 533-3927 (F)**

Signature Date

103 HAGARA STREET
ABERDEEN, WA 98520
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