



COCHISE COUNTY PROCUREMENT DEPARTMENT

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Scope of Work

Background and Objective:

Contractor shall provide Medical Director oversight and support to the Cochise County Health and Social Services **and/or** Cochise County Detention Health Services. Services shall include any and all subsequent virtual, telephone, fax, e mail, written, and in-person communication necessary to provide medical director services. The selected contractor will work cohesively with Public Health Staff, Detention Health Staff, Detention Staff, and Sheriff's Office Staff. When applicable, the selected contractor will work cohesively with other contractors, vendors, and community partners.

This request for proposal is **twofold and covers two separate divisions**: 1) Cochise County Health and Social Services and 2) Cochise County Detention Health Services. Vendors may choose to submit a proposal for one or both divisions. **The submission MUST clearly specify which division/s they are bidding on** and ensure the proposal is tailored accordingly.

Vendors are encouraged to be creative and innovative in their approach to fulfilling the objectives outlined in this Scope of Work. While all proposals **must meet the minimum requirements and complete the core tasks** described, vendors may offer enhanced or value-added services as part of their submissions. Vendors may also submit proposals for the full scope of services outlined in this document, or they may choose to submit proposals for specific components or portions thereof. **All submissions should clearly indicate which service areas are being addressed and provide a comprehensive explanation of how the proposed approach will meet the associated goals and deliverables (i.e. Tasks).**

1. MEDICAL DIRECTOR FOR PUBLIC HEALTH:

Minimum Requirements:

At a minimum, submissions for Medical Director of Public Health Services **must** meet the following requirements of this Scope of Work. Providing proof of meeting all minimum requirements in the submission is essential to qualify. Proposals not meeting the minimum requirements may be disqualified:

- The contractor must be licensed to practice medicine in the State of Arizona. Proof of licensure must accompany the proposal.
- The contractor shall comply with applicable statutes, rules, regulations, ordinances, guidelines, codes and standards issued, ratified and/or adopted by regulatory entities which have legal authority to address the provision of public health.
- The contractor must have prior medicine/health experience. References to that prior experience must accompany the proposal. Possession of infectious disease training (formal training or comparable experience) for children and adults.
 - Certification or Fellowship in Infectious Disease preferred.
 - Experience or formal training in outbreak response preferred.
- The contractor must have prior experience in public health leadership.
- The contractor will hold and financially cover their own med/mal insurance that covers and allows them to practice within a public health facility. The contractor must provide proof of this coverage with the limits of liability per occurrence and aggregate in appropriate amounts.
- Contractor must successfully complete a background check prior to signing a contract and admittance into a public health facility.

Tasks:

Oversee the medical care and other designated care and services provided by Cochise County Health and Social Services.

Oversee and support Public Health Clinical Services

- Remain on call 24/7 for public health clinical cases
- Provide clinical guidance and consultation for tuberculosis testing and treatment
- Provide clinical guidance and consultation for sexually transmitted infections (diagnosis/staging and treatment of syphilis, treatment of HIV, etc.)
- Provide clinical guidance and consultation for reproductive health and child/maternal health issues
- Oversee implementation of laboratory processes in alignment with CLIA standards and requirements
- Provide oversight for immunizations for patients of all ages, including guidance on catch-up and non-traditional vaccine schedules
- Review and provide clinical guidance on complex and/or high-risk patient care
- Assist in development and review of policies, procedures, and clinical/public health workflows
- Implement quality assurance initiatives alongside clinical services leadership
- Provide education and training to clinical services staff
- Ensure compliance with State and Federal regulations
- Clinical advisement and liability support
- Development and oversight of standing orders, medical protocols and programmatic clinical guidelines
- Ensure all medical protocols align with current evidence-based best practices and public health standards
- Support continuing education and capacity building within the health department

- Serve as the trusted medical voice for public health messaging and health risk communication, with ability to provide live presentations to the public regarding public health topics
- Contribute to the design, evaluation and improvement of clinical and preventive programs
- Advise the health director on medical and health policy issues
- Provide input in public health discussions with CCHSS staff, ensuring responses and guidance are delivered as quickly as possible to support effective decision-making
- Oversee and provide guidance on environmental health, epidemiology and foodborne related cases
- Coordinate with state and regional medical directors to contribute to policy development, public health response planning and inter-county collaboration
- Provide oversight and regulatory lab requirements for iron testing in children serving as the laboratory director for all clinical sites

Oversee and support Public Health Emergency Preparedness and Epidemiology

- Present to Cochise County Health Care Alliance, Board of Health and the Board of Supervisors members/attendees
- Remain on call 24/7 for infectious or zoonotic disease concerns, epidemiologist, and infectious disease support
- Provide consults for Cochise County physicians on out-patient treatment plans
- Provide medical leadership during public health emergencies, outbreaks and disasters
- Oversight, guidance and review of treatment ensuring compliance and reducing legal risk
- Provide medical direction on the establishment and operation of medical needs shelters
- Advise on health screening protocols, with emphasis on communicable and infectious diseases as well as general health assessments
- Assist in prevention and technical assistance in the event of shelter-related outbreaks
- Offer expert guidance on the prevention, detection, management, and treatment of infectious and communicable diseases
- Direct appropriate use of medical countermeasures, including administration of Rabies Immune Globulin (RIG) and rabies vaccine following exposures
- Evaluate potential rabies exposures and recommend appropriate medical responses
- Establish surveillance systems and early detection methods, including case identification and symptom monitoring
- Provide protocols and recommendations that are distributed to healthcare providers and facilities
- Engage in provider-to-provider education in public health responses
- Collaborate with local health departments to ensure appropriate vector-borne disease preventive measures are implemented
- Assist in developing public information alerts and community prevention strategies
- Support healthcare facility readiness through guidance and communication
- Identify and investigate potential outbreaks, initiating infection control

measures as needed

- Advise on the appropriate use of prophylaxis and management of drug-resistant infections
- Educate, engage, and collaborate with healthcare providers to achieve infection prevention and response goals
- Provide medical expertise for public health initiatives, emergency plans, and community preparedness efforts
- Guide allocation of medical resources during emergencies to maximize effectiveness and equity
- Coordinate with media and public relations staff to ensure timely, accurate, and consistent public health messaging
- During public health emergencies, provide expert medical guidance and preparedness briefings to the Cochise County Board of Supervisors, in partnership with the Health and Social Services Director, to support informed decision-making and coordinated response efforts
- Demonstrate deep knowledge of infectious disease testing (molecular diagnostics, serology, microbiology, virology, immunology, mycology, parasitology)
- Apply expertise in immunology and epidemiology to identify, manage, and prevent a wide range of diseases (e.g., hantavirus, measles, anthrax)
- Provide leadership in high-pressure, rural and resource-limited environments

Task: Billing submission and fee schedule

- Provide monthly expense reports to Cochise County by the 15th of every month that will capture the previous month's expenses. For example: the expense report received by January 15th will capture all expenses from December 1 – December 31
- Proposed fee schedule must be clearly defined. Proposals without clear and transparent fee structures may be disqualified

2. MEDICAL DIRECTOR FOR DETENTION HEALTH SERVICES:

Minimum Requirements:

At a minimum, submissions for Medical Director of Detention Health Services **must** meet the following requirements of this Scope of Work. Providing proof of meeting all minimum requirements in the submission is essential to qualify. Proposals not meeting the minimum requirements may be disqualified:

- The contractor must be licensed to practice medicine in the State of Arizona. **Proof of licensure must accompany the proposal**
- The contractor shall comply with applicable statutes, rules, regulations, ordinances, guidelines, codes and standards issued, ratified and/or adopted by regulatory entities which have legal authority to address the provision of correctional

healthcare

- The contractor must have prior correctional medicine/health experience. References to that prior experience must accompany the proposal. Possession of Certified Correctional Healthcare Provider (CCHP) certificate is preferable
- The contractor will hold and financially cover their own medical malpractice insurance that covers and allows them to practice within a detention facility. **The contractor must provide proof of this coverage** and/or ability to obtain. The coverage amount must reflect insurability of a detention facility. The associated cost may be incorporated into the overall fee.
- The contractor must possess DEA licensure that is not encumbered in any way or restricted in a manner which would prevent them from prescribing in a correctional facility
- Contractor shall comply with all ADA regulations, to include but not be limited to, continuation of Medications for Opioid Use Disorder (MOUD). Previous MOUD experience is preferred and references to this should be included
- Contractor must successfully complete a background check prior to signing a contract and admittance into the facility

Tasks:

The Medical Director for Detention Health Services oversees the medical care and other designated care and services provided by Cochise County Detention Health Services. Goals and deliverables to be met by the contractor and addressed in submissions are as follows:

- Coordination of medical care and assistance in developing, implementing, and evaluating policies and procedures that reflect the current standards of practice
- Provide support and consultations for on-site Provider
- Completion of peer and team chart reviews
- Review of Policy and Procedure at least annually
- Review and sign-off of nurse protocols
- Review and sign-off of formulary at least annually
- Abide by formulary and non-formulary request process, and prescribe medications only when medically indicated
- Consultation and approval of non-formulary medication requests as needed
- Compliance with all patient privacy laws including virtual, e-mail, telephonic, etc. communications
- Review and response of Level II Grievance Appeals within the policy defined timeframe
- Attendance of monthly Detention Health Staff meetings
- Participates and provides input to Mortality Reviews
- Quality assurance
- Medication management and support of on-site Provider regarding management for complex cases
- Provides oversight and support for special projects or resource intense issues
- Hold the DEA license for the jail allowing the ordering of all stock medications, including controlled substances
- Become credentialed provider via contracted pharmacy to order stock-controlled medications

- Cover a minimum of one full week each month of provider on-call allowing on-site provider relief (this is accomplished remotely)
- Remain available for urgent needs to include on-call coverage for unplanned absences of the on-site provider
- Consultation, training and support of multi-disciplinary team members
- Abide by and adhere to all Cochise County Sheriff's Office Detention security and safety regulations to include, but not be limited to, internal Policy and Procedure
- Clinical advisement and liability support
- Contribute to the design, evaluation, and improvement of clinical and preventative programs

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