



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Corrections

DIVISION OF ADMINISTRATIVE SERVICES
Anchorage Procurement Section

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September 28, 2017

To: All Physicians & Mid - Level Providers

Re: Letter of Interest (LOI) - To Provide Medical Care Services in Juneau

The Department of Corrections is seeking interest from local providers, Physicians or Mid-Level providers (*individual or agency*) to provide primary health care services to persons incarcerated at the Lemon Creek Correctional Center (LCCC), in Juneau, Alaska.

Purpose: The contractor will provide medical services as required at the Lemon Creek Correctional Center in Juneau, Alaska. Potential providers may work together with other providers to provide required services or have subcontractors.

Minimum Qualifications and Experience:

- Have a minimum of two years' experience in providing primary health care to a client group.
- Hold a current valid license in the State of Alaska to practice as a Physician or Mid-Level Provider, and have a current Drug Enforcement Administration (DEA) registration certificate. Collaborative Agreements if required.
- Must be able to pass a background security check provided for by the DOC (*at no charge*) and may be required to attend a security briefing class at the facility (about one hour).
- Must be able to provide all required Insurance coverages per Appendix B2 (*attached*) applicable to all providers (*insurance may be partially or fully paid for this service by DOC*).

Schedule: Flexible days and times, but prefer M-F, 8AM-5PM. Provide approximately 20 hours per month and will be based on patient load and providers' availability.

Scope of Work:

- Review patient log and initial next to each patient seen (for proof of services on invoice);
- Discuss patients needing referrals to specialty physicians.

- See only those inmates referred by the facility medical staff or those requiring treatment follow-ups by the contract physician. Record these visits on the Sick Call Activity Report and note each patient's Progress Note in the individual medical record.
- Maintain a liaison with local emergency rooms and hospitals for back-up emergency service and in-patient care as it becomes necessary.
- Conduct sick call at least 3 to 4 times per week. The specific schedule will be mutually agreed upon. A sick call visit is not expected to be less than 2 hours or exceed 3 hours per visit.
- Accomplish as many procedures/treatments as possible in the facility, the objective being to keep out-of-facility care and treatment to a minimum.
- Work within the framework of the DOC Policies and Procedures.
- Maintain a close relationship with the Chief Medical Officer, the facility Superintendent, and the Institution Health Officer and Nurses.
- Evaluate, diagnose, and treat all illnesses or injuries as referred.
- Complete all necessary accident/incident reports and maintain all medical records.
- Obtain informed consent according to the Department of Corrections Policies and Procedures.
- Prescribe medications listed in the current DOC formulary to the greatest extent possible. Submit a non-formulary request as needed.
- Be available by phone for inquiries or consultations.

NOTE:

Contractor will be required to use electronic healthcare records if applicable at facility. Training will be provided as needed.

No locum tenens.

If you are interested please send your resume/vitae and a copy of this letter to the attention of Gary Bailey you can mail, fax, or email it to gary.bailey@alaska.gov. If you know someone who may be interested in providing this service, please pass this information on to them.

If you are interested in providing this service, please provide the documents mentioned above no later than October 15, 2017 to my attention via fax (907-269-7345), U.S. mail or email it. If you are interested but can't make this date and need more time let me know.

Other documents required to provide services under a contract include: DEA Certificate, Alaska Business License, Professional License, and Insurance

Your service would be greatly appreciated. If you have any questions at all please contact me or the Chief Medical Officer at 269-7300.

_____ **YES** I'm interested and have provided a copy of my resume/vitae & contact info.

_____ **NO** I am not interested. Thank You.

Print Name: _____ Tele: _____

Email: _____

Sincerely,

ORIGINAL SIGNED

Gary Bailey
Procurement Officer

(LCCC)

APPENDIX B² INDEMNITY AND INSURANCE

Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis.

"Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

Article 2. Insurance

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

2.1 Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

2.2 Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

2.3 Commercial Automobile Liability Insurance: covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

2.4 Professional Liability Insurance: covering all errors, omissions or negligent acts in the performance of professional services under this agreement. Limits required per the following schedule:

Contract Amount	Minimum Required Limits
Under \$100,000	\$300,000 per Claim / Annual Aggregate
\$100,000-\$499,999	\$500,000 per Claim / Annual Aggregate
\$500,000-\$999,999	\$1,000,000 per Claim / Annual Aggregate
\$1,000,000 or over	Refer to Risk Management