



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**

406 Justice Drive, Lebanon, Ohio 45036

[www.co.warren.oh.us](http://www.co.warren.oh.us)

[commissioners@co.warren.oh.us](mailto:commissioners@co.warren.oh.us)

Telephone (513) 695-1250

Facsimile (513) 695-2054

**TOM GROSSMANN**  
**SHANNON JONES**  
**DAVID G. YOUNG**

ENTER INTO CONTRACT WITH VITALCORE HEALTH STRATEGIES, LLC FOR MEDICAL SERVICES FOR THE WARREN COUNTY JUVENILE DETENTION CENTER AND MARY HAVEN YOUTH CENTER

WHEREAS, pursuant to Resolution #22-1654 adopted November 1, 2022, this Board authorized the initiation of negotiations with VitalCore Health Strategies, LLC for medical services for the Warren County Juvenile Detention Center and Mary Haven Youth Center for Warren County Probate- Juvenile Court; and

WHEREAS, all required documentation has been submitted by the vendor; and

NOW THEREFORE BE IT RESOLVED, to enter into contract with VitalCore Health Strategies, LLC 1626 Cole Blvd. Suite 250, Golden, CO 80401 for medical services for the Warren County Juvenile Detention Center and Mary Haven Youth Center for Warren County Probate- Juvenile Court; for a total contract price of \$182,964.71; as attached hereto and made a part hereof.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 13<sup>th</sup> day of December 2022.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

cc: c/a—VitalCore Health Strategies, LLC  
Juvenile (file)  
OMB Bid file



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***TOM GROSSMANN***  
***SHANNON JONES***  
***DAVID G. YOUNG***

**AUTHORIZE PROBATE- JUVENILE COURT TO INITIATE CONTRACT NEGOTIATIONS FOR MEDICAL SERVICES FOR THE WARREN COUNTY JUVENILE DETENTION CENTER AND MARY HAVEN YOUTH CENTER**

WHEREAS, pursuant to Resolution #22-1388 adopted September 8, 2022, this Board issued a request for proposals for Medical Services for the Warren County Juvenile Detention Center and Mary Haven Youth Center for Warren County Probate- Juvenile Court; and

WHEREAS, on or before October 17, 2022 the Warren County Probate- Juvenile Court received two (2) sealed proposals for Medical Services for the Warren County Juvenile Detention Center and Mary Haven Youth Center; and

WHEREAS, the proposals were received and reviewed based on the criteria set forth in the request for proposals; and

WHEREAS, based on review by the Court Administrator, Chief Fiscal Officer, and Superintendents of the Juvenile Detention Center and Mary Haven Youth Center, Warren County Probate- Juvenile Court requests authorization to begin negotiations with the top ranked vendor, Vital Core Health Strategies; and

NOW THEREFORE BE IT RESOLVED, to authorize Warren County Probate- Juvenile Court to begin negotiations with Vital Core Health Strategies for the Medical Services for the Warren County Juvenile Detention Center and Mary Haven Youth Center.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 1<sup>st</sup> day of November 2022.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

cc: Juvenile (file)  
Bid file

**PUBLIC NOTICE:  
REQUEST FOR PROPOSALS**

**WARREN COUNTY PROBATE-JUVENILE COURT  
Medical Services for the Warren County Juvenile Detention Center &  
Mary Haven Youth Center**

**PROPOSALS DUE BY  
8:00 a.m. October 17, 2022**

- 1.0 Introduction:** Warren County operates a Juvenile Detention Center and a Juvenile Residential Treatment facility called Mary Haven Youth Center located on the County's government complex, at 900 Memorial Drive, Lebanon, Ohio 45036 which falls under the oversight of the Warren County Probate-Juvenile Court. The Warren County Probate-Juvenile Court is seeking proposals for medical services to be provided to the youth that reside in both facilities.
- 1.1** The Warren County Probate/Juvenile Court operates a Detention Center and a youth Residential Treatment Facility. The Juvenile Detention Center is a 26-bed facility with an average daily population for the past three years under 10 youth. The Mary Haven Youth Center is a 24-bed facility with an average daily population of 14 youth for the past three years. Males and females are served at these facilities and both facilities operate under the standards of the Ohio Department of Youth Services.

**Project Scope and Requirements-each of these should be addressed**

- 2.0 Scope of work:** The scope of youth medical and health care services will involve the provision of medical services to youth at both facilities.

The Statement of Proposal and Qualifications must, at a minimum, contain the following information:

- A. A description of the organization's overall activities.
- B. The organization's history and structure.
- C. Documentation clearly showing the organization's experience with providing health care services to individuals under care and control of a detention/correctional facility.
- D. Philosophy on virtual visits, and if recommended, how they are incorporated into treatment plans, physicals, sick call, etc.

- E. Indication of ability to comply with medical and health care services as outlined in OAC 5139-37-14 and OAC 5139-35-15 which includes but not limited to:
  - (a) access to a licensed physician(s) as necessary
  - (b) twenty-four-hour availability of consultation, advice and emergency services response
  - (c) a medical examination of each youth within 7 days of admission to JDC and within fourteen days before or after admission and updated annually. All findings are recorded on a form and provided to JDC or Mary Haven
  - (d) procedure for medication receipt, storage, dispensing, and administration or distribution of medication as prescribed in conformance with appropriate federal and state laws
  - (e) maintain medical record on each youth which shall include pertinent information concerning illnesses, communicable diseases, physical abnormalities, allergies and the administration of treatment
  - (f) all staff be certified and maintain certification in first aid and CPR
- F. If selected, acknowledgement that staff will be able to pass a security approval process.
- G. A description of the organization's financial condition.
- H. Proposed cost for services rendered as described in 2.1.

## **2.1 Medical Requirements:**

- A. The organization must submit a proposal which outlines compliance with the standards as described in OAC 5139-37-14 and OAC 5139-35-15.
- B. Demonstrates through current references the ability to provide care as outlined in OAC 5139-37-14 and OAC 5139-35-15.
- C. Describes their process for intake of medications, medication verification, and medication delivery.

## **2.2 Reporting and Training Requirements:**

- A. The organization describes their billing system.
- B. The organization describes their commitment to on-going training of personnel and how this is accomplished.
- C. The organization describes the process for critical incident review, continued quality improvement meetings (CQI), and their commitment to open lines of communication between the on-site supervisor and JDC and Mary Haven.

- 2.3 Price Proposal Guarantee (required):** All organizations agree that their pricing is valid through December 31, 2023 after the contract execution. Renewals will be in one (1) year increments. Describe the organizations standardized process for renewal increases. The County will negotiate with the organization whose submittal is the most advantageous to the County based upon the County's review of all proposals. Organizations are strongly encouraged to submit the most competitive proposal possible up-front since the County will use cost as a major determinant of contract award.
- 2.4 Receipt of Proposals:** Sealed proposals for the Medical Services will be received by Laura Schneckner, Court Administrator, 900 Memorial Drive, Lebanon, Ohio, 45036, until 8:00 a.m., October 17, 2022. Envelopes containing three (3) proposal copies must be sealed and addressed to:

**Medical Services for Warren County JDC and Mary Haven Youth Center  
Attention: Laura Schneckner, Court Administrator  
900 Memorial Drive  
Lebanon, Ohio 45036**

The envelopes shall be clearly marked with the name of the person/company submitting the proposal. Any proposal may be withdrawn by the organization prior to the above scheduled submittal time or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered.

- 2.5 Addenda and Interpretations:** Questions regarding the information contained in this Request for Proposals Advertisement shall be emailed to:

**Laura Schneckner, Court Administrator  
Laura.schneckner@co.warren.oh.us**

To be given consideration, questions must be received at least five business days prior to the submittal date.

- 2.6 Qualification Investigation:** The County may make such investigations as they deem necessary to determine the ability of the organization to perform the work, services, or functions, and the organization shall furnish to the County all such information and data for the purpose as the County may request.
- 2.7 Right to Reject Proposals:** The County reserves the right to reject, in whole or in part, any proposal that fails to meet the terms and conditions of the Request for Proposal Advertisement, including but not limited to, the standards, specifications, and requirements contained in the Request for Proposals Advertisement or any related proposal documents, or submits pricing that the County considers to be excessive, compared to existing market conditions, or determines exceed the available funds of

the County, or that the County determines would not be in the best interest of the County.

- 2.8 Discussions for Clarification Purposes:** The County may conduct discussions with organizations for the purpose of clarifications or corrections regarding proposals to ensure full understanding of, and responsiveness to, the requirements specified in the Request for Proposals Advertisement.
- 2.9 References (required):** Organizations must include at least three references for similar projects if possible. References must include contact name, phone number, and email address, along with a short description of the project.
- 3.0 Timeline (required):** Organizations must include the anticipated lead time between issuance of a Purchase Order and service delivery. This must also include a transition plan.
- 3.1 Selection Process:** Each proposal will be evaluated by the County for responsiveness to the requirements of this Request for Proposals Advertisement and the criteria described herein.
- 3.2 Criteria and Qualifications:** To determine which proposal is most advantageous to the County, the County shall evaluate the Proposals based on the following criteria:
- A. 10 points-Completeness of submission
  - B. 20 points-Project scope and requirements
  - C. 10 points-Qualifications and references
  - D. 10 points-Price
- 3.3 Contract Award:** The selection committee will select the highest ranked vendor based upon aforementioned criteria. The selection of any proposal shall not imply acceptance by the County of all terms of the proposal, which may be subject to further negotiations and approvals before the County may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the selection committee, in its sole discretion, may terminate negotiations with the highest ranked vendor and begin contract negotiations with the next highest vendor.
- Warren County reserves the right to reject any and all proposals in which the offeror takes exceptions to the terms and conditions of the request for proposals or fails to meet the terms and conditions of the request for proposals. Warren County reserves the right to reject, in whole or in part, any proposal that the county contracting authority has determined, using the factors above, would not be in the best interest of the County.
- 3.4 Incurred Costs:** Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the County to reimburse any individual or firm for

any costs incurred in preparing or submitting proposals, for providing additional information when requested by the County, or for participating in any selection interviews, negotiations and/or discovery.

- 3.5 Assignment:** The organization may not reassign, transfer, convey, sublet, or otherwise dispose of any award made as the result of this Request for Proposals Advertisement, without prior written consent from the Warren County Board of County Commissioners.
- 3.6 Withdrawal of Proposal:** An organization may withdraw their proposal at any time prior to the award of a contract. The County may terminate negotiations with an organization at any time during the negotiation process if the organization fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If the County terminates negotiations with an organization, the County shall negotiate with the organization whose proposal is ranked the next most advantageous to the County according to the selection criteria and direction from the Board of County Commissioners.
- 3.7 Indemnification:** The successful organization shall agree to indemnify and hold harmless the County, and its officers and employees, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which arises out of the work to be performed under this Agreement, if such injury, loss, or damage is due to the negligence of the respondent, any subcontractor of the respondent, or any officer, employee, or agent of the respondent.

#### **Additional Terms and Conditions.**

**3.8 Controlling Law:** This Request for Proposals Advertisement and any contract resulting therefrom shall be governed by and construed according to the laws of the State of Ohio.

**3.9 Tax Exemption:** Warren County is exempt from payment of Federal Excise Tax, Transportation Tax and Ohio State Tax. Prices shall not include these taxes.

**4.0 Responsibility:** The organization shall be required to assume responsibility for all items listed in this Request for Proposals Advertisement. The successful respondent shall be considered the sole point of contact for purposes of this contract.

**4.1 Obligations of the Proposer:** At the time of opening proposals, it shall be presumed that each organization has reviewed the specifications to clear up any questions. The failure of any organization to examine any requirement shall in no way relieve the organization of any obligation or condition of these contract documents.

**4.2 Ownership of Information:** All information pertaining to records, property, financial, or other information acquired under the scope of this contract shall be strictly confidential and shall be considered works for hire and become the property of the County. Any such works will

not be stamped with the organization's proprietary marking. The organization shall return all information to the County upon termination, and/or request and shall not utilize any of the information for purposes outside of the scope of this contract or without express approval of the County.

**4.3 Implied Requirements:** All products and services not specifically mentioned in the proposal, but which are necessary to provide the functional capabilities described by the organization, shall be included in the base bid.

**4.4 Insurance:** The organization must obtain, for the contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Ohio and provide the County with evidence of insurance. Insurance in the following types and amounts is required:

- Worker's Compensation Insurance covering all liability of the organization arising under the Worker's Compensation Act and Worker's Occupational Disease Act.
- Comprehensive General (Public) Liability in a broad form, to include coverage for the following where exposure exists:
  - Premises/Operations, Independent Contractors,
  - Products/Completed Operations, Personal Injury and Contractual Liability

**4.5 Public Record Requests of Proposals:** In order to ensure fair and impartial evaluation, proposals and any documents of other records related to a subsequent negotiation for a final contract that would otherwise be available for public inspection and copying under section 149.43 of the Revised Code shall not be available until after the award of contract.

**4.6 Submittals:** Each organization shall submit a written proposal that enables the County to evaluate the proposal as described herein, and shall include:

- Completion of required sections in a format which clearly corresponds to the Request for Proposals Advertisement numbering system, and any other document or proof required by this document.

**4.7 Non-Collusion Affidavit:** The selected organization will be required to sign an affidavit affirming no collusion with the County or any other organization.

**4.8** The organization shall have the authority granted by the President, Vice-President, or any other Officer or company official to bind the organization to the proposal.



AFFIDAVIT OF NON-COLLUSION

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, holding the title and position of \_\_\_\_\_ at the firm \_\_\_\_\_, affirm that I am authorized to speak on behalf of the company, board directors and owners in setting the price on the contract, bid or proposal. I understand that any misstatements in the following information will be treated as fraudulent concealment of true facts on the submission of the contract, bid or proposal.

I hereby swear and depose that the following statements are true and factual to the best of my knowledge:

The contract, bid or proposal is genuine and not made on the behalf of any other person, company or client, **INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS.**

The price of the contract, bid or proposal was determined independent of outside consultation and was not influenced by other companies, clients or contractors, **INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS.**

No companies, clients or contractors, **INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS** have been solicited to propose a fake contract, bid or proposal for comparative purposes.

No companies, clients or contractors, **INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS** have been solicited to refrain from bidding or to submit any form of noncompetitive bidding.

Relative to sealed bids, the price of the bid or proposal has not been disclosed to any client, company or contractor, **INCLUDING ANY MEMBER OF THE WARREN COUNTY BOARD OF COMMISSIONERS**, and will not be disclosed until the formal bid/proposal opening date.

\_\_\_\_\_  
AFFIANT

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(Notary Public),

\_\_\_\_\_ County.

My commission expires \_\_\_\_\_ 20 \_\_\_\_\_

AFFIDAVIT IN COMPLIANCE WITH SECTION 5719.042 OF THE OHIO REVISED CODE

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } SS:

Personally appeared before me the undersigned, an offeror of a competitive sealed proposal for \_\_\_\_\_, for a \_\_\_\_\_ contract to be let by Warren County, Ohio,  
(Name of Firm) (Type of Product or Service)

who, being duly cautioned and sworn makes the following statement with respect to the personal property taxes on the general tax list of personal property of Warren County, Ohio:

- 1. That the undersigned at the time of making this bid on the aforementioned contract was not charged with any delinquent personal property taxes on the general tax list of personal property of Warren County.
- 2. That this statement is made in compliance with Section 5719.042 to be incorporated into the contract between the parties as provided in that section of the Ohio Revised Code.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_



**CERTIFICATE OF COMPLIANCE  
NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY AFFIDAVIT  
(SUB CONTRACTOR)**

STATE OF \_\_\_\_\_)

SS:

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_ being first duly sworn, deposes and

says that he \_\_\_\_\_ of \_\_\_\_\_

the party who made the foregoing proposal; that such party as bidder does not and shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. If awarded the bid and contract under this proposal, said party shall take affirmative action to ensure that applicants are employed and that employees are treated, during employment, without regard to their race, religion, color, sex, or national origin. If successful as the lowest and best bidder under the foregoing proposal, this party shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting forth the provisions of this affidavit.

Furthermore, said party agrees to abide by the assurances found in Section 153.54 of the Ohio Revised Code in the Contract Provisions with the Owner if selected as the successful bidder by the Owner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Company/Corporation

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary

(seal)

**FINDINGS FOR RECOVERY AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, SS:

\_\_\_\_\_, upon being duly cautioned and sworn, hereby states the following based on personal knowledge:

- 1) That he/she is \_\_\_\_\_ (title), of \_\_\_\_\_ (name of bidder) and authorized to execute this affidavit; and,
- 2) That \_\_\_\_\_ (name of bidder) is not a person or entity against whom a finding for recovery has been issued by the Auditor of State, which finding for recovery is unresolved as defined in Ohio Revised Code [General Provisions] Section 9.24 (B); and,
- 3) That \_\_\_\_\_ (name of bidder) does not appear in the database of unresolved findings of recovery maintained by the Auditor of State pursuant to Ohio Revised Code [General Provisions] Section 9.24 (D).

\_\_\_\_\_

Affiant

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_

Notary Public

My Commission expires: \_\_\_\_\_



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**TOM GROSSMANN  
SHANNON JONES  
DAVID G. YOUNG**

**REQUEST FOR PROPOSALS FOR  
JUVENILE INMATE HEALTHCARE SERVICES FOR THE WARREN COUNTY  
JUVENILE DETENTION CENTER AND MARY HAVEN YOUTH CENTER**

Sealed proposals will be received by the Warren County Ohio Commissioners Office until October 17, 2022 @ 2:00 p.m., for Juvenile Inmate Healthcare Services for the Warren County Juvenile Detention Center and Mary Haven Youth Center. Bid envelopes must be clearly marked with the name of the person/company submitting the bid, and addressed to the following:

**WARREN COUNTY JUVENILE COURT  
Juvenile Inmate Healthcare Services for the Warren County Juvenile Detention Center &  
Mary Haven Youth Center**

**ATTENTION: Laura Schnecker, Court Administrator  
900 Memorial Drive  
LEBANON, OH 45036**

Documents and specifications are available online at the Warren County Website at <https://www.co.warren.oh.us/commissioners/Bids/> Questions regarding the technical specifications should be emailed to Laura Schnecker, at [laura.schnecker@co.warren.oh.us](mailto:laura.schnecker@co.warren.oh.us) . Proposals should include (3) print copies of the submittal.

This notice is posted on the Warren County website [www.co.warren.oh.us/commissioners/Bids/](http://www.co.warren.oh.us/commissioners/Bids/) Please contact the Warren County Commissioners' Office at (513) 695-1250 if you have trouble with this procedure or if you need additional information on accessing project information on our website. Please be aware that if you are downloading this proposal document, addendums to the scope may be issued prior to the proposal date. In order to stay updated on any change, please email Krystal Powell in the Commissioners' Office at [krystal.powell@co.warren.oh.us](mailto:krystal.powell@co.warren.oh.us) with your contact information.

The Board of Warren County Commissioners reserves the right to reject all proposals.

By order of the Board of County Commissioners, Warren County, Ohio.

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Tina Osborne, Clerk