



**Leon N. Wilmot**  
*Sheriff of Yuma County*

## **Yuma County Detention Center**

200 W. Court Street, Yuma, AZ 85364  
Tel: (928) 782-9871 • Fax: (928) 539-9140  
[www.yumacountysheriff.org](http://www.yumacountysheriff.org)

# **REQUEST FOR QUALIFICATIONS**

A Solicitation of Proposals for:

## **Provision of Registered Nurse & Licensed Practical Nurse Practitioner Services**

**YUMA COUNTY JAIL DISTRICT**

**LEON N. WILMOT, SHERIFF  
COUNTY OF YUMA  
YUMA, ARIZONA**

Date of Release:

April 27, 2026

## I. INTRODUCTION

- A. **Purpose:** The Yuma County Jail District, hereinafter called “District”, is seeking proposals for the provision of Registered Nurse and Licensed Practical Nurse Services to the prisoners held within the Yuma County Detention Center (hereinafter called “Detention Center”).
- B. **Facility Design & Capacity:** The Yuma County Detention Center is a maximum security facility designed to receive, process and house prisoners who are detained prior to trial, as well as prisoners sentenced to a term of incarceration by Yuma County and Municipal courts. The Yuma County Detention Center is the only County Detention facility within Yuma County, Arizona. Prisoners are housed in various custody levels in both open and closed housing units. The District maintains two separate facilities. YCDC- Main has a rated capacity of (675) and YCDC-Annex has a rated capacity of (81).

The Yuma County Detention Center is located at:

Yuma County Detention Center  
200 W. Court Street  
Yuma, Arizona - 85364

- C. **Current Staffing:** The District maintains a full-time health care staff to facilitate care for the prisoner Population.
- D. **Period of Contract:** The term of a contract pursuant to this Request for Qualifications (RFQ) will be for a period of one (1) year, tentatively scheduled to begin on June 1, 2026 with initial term ending May 31, 2027. The District may, at its option, extend the term of this Contract for a period of one (1) additional year at a time, up to a maximum of five (5) years. The contract may be terminated at any time, with or without cause, by the District or the Registered Nurse or Licensed Practical Nurse, upon ninety (90) days advance written notice to the other party. In the event of termination, each party shall fully pay and discharge all obligations in favor of the other accruing prior to the date of such termination and each party shall be released from all obligations of performance which would otherwise accrue subsequent to the date of termination. Neither party shall incur any liability to the other by reason of such termination.
- E. **Minimum Registered Nurse and Licensed Practical Nurse Requirements:** All Professionals must:
1. Have a minimum of one (1) year experience providing Health Care Services as a Registered Nurse or Licensed Practical Nurse.
  2. Meet the participation requirements outlined in this Request for Qualifications.
- F. **Correspondence:** All correspondence shall be submitted via electronic mail to:

Henry Hernandez; Administrative Manager  
Yuma County Sheriff's Office  
141 South Third Avenue  
Yuma, Arizona 85364  
Office: (928) 539-7876; Fax: (928) 539-9140  
[Henry.Hernandez@ycso.yumacountyaz.gov](mailto:Henry.Hernandez@ycso.yumacountyaz.gov)

**G. Proposal Submission Deadline:**

Registered Nurse or Licensed Practical Nurse shall provide **five (5)** copies of their proposals to:

Henry Hernandez; Administrative Manager  
Yuma County Sheriff’s Office  
141 South Third Avenue  
Yuma, Arizona 85364  
Office: (928) 539-7876; Fax: (928) 539-9140  
[Henry.Hernandez@ycso.yumacountyaz.gov](mailto:Henry.Hernandez@ycso.yumacountyaz.gov)

All proposals must be clearly marked on the exterior of the package:

**“JAIL DISTRICT NURSE SERVICE BID”**

All proposals must be received (not post-marked) TO Henry Hernandez no later than **2:00 P.M. (Arizona time)** on **Tuesday, May 12, 2026**.

It is the responsibility of the Registered Nurse or Licensed Practical Nurse to ensure delivery of the proposal. Any proposal received after the closing time will not be accepted and will be returned unopened. Unsigned proposals will be considered unresponsive and will be rejected.

**H. PROPOSAL TIMELINE**

Release of RFQ	April 27, 2026
<b>Deadline for Proposals</b>	May 12, 2026
Bid Opening Date	May 13, 2026
Tentative Date for Awarding Contract	May 26, 2026
Tentative Contract Implementation Date	June 1, 2026

**II. PROPOSAL CONDITIONS:**

- A. Contingencies:** This RFQ does not commit the District to award a contract. The District reserves the right to accept or reject any or all proposals if the District determines it is in the best interest of the District to do so. The District will notify all Professionals in writing if the District rejects all proposals. The District reserves the right to cancel, in whole or in part, this RFQ pursuant to A.R.S. § 11-254.01.
- B. Modifications:** The District reserves the right to issue addenda or amendments to this RFQ.
- C. Proposal Submission:** To be considered, all proposals must be submitted in the manner set forth in this RFQ. It is the Registered Nurse or Licensed Practical Nurse’s responsibility to ensure that its proposal arrives on or before the specified time.
- D. Incurred Costs:** This RFQ does not commit the District to pay any costs incurred by Registered Nurse or Licensed Practical Nurse in the preparation of a proposal in response to this request and Registered Nurse or Licensed Practical Nurse agree that all costs incurred by Registered Nurse or Licensed Practical Nurse in developing this proposal are the Registered Nurse or Licensed Practical Nurse’s responsibility.
- E. Negotiations:** The District may require the potential contractor selected to participate in negotiations and to submit a price, technical or other revisions of their proposal as may result from negotiations.

**III. GENERAL REQUIREMENTS:**

- A. Objectives:** Each proposal will be evaluated as to its achievements and compliance with the following stated objectives:

1. To be licensed, certified, and professionally trained. Licensure must be current and listed with the Arizona Department of Health Services.
  2. To operate as a Registered Nurse or Licensed Practical Nurse with in the health care policies and procedures mutually agreed upon between the Sheriff and Health Care Authority (Physician).
  3. To maintain an open and cooperative relationship with the administration, staff of the Yuma County Detention Center and our community stakeholders.
  4. To maintain complete and accurate records of care and to collect and analyze health statistics on a periodic basis established by the District.
- B. Scope of Services:** Each proposal will be evaluated based on its response to and compliance with the following minimum service requirements:
1. Health Care Services
    - a. The RN or LPN shall operate under the clinical direction of the Contracted Medical Director, with administrative oversight from Health Services and Detention Administration.
    - b. The RN or LPN shall provide professional nursing services within the detention facility, including assessment, treatment, and coordination of care for individuals in custody.
  2. Core Responsibilities
    - a. Duties include, but are not limited to:
      1. Conducting medical screenings and assessments
      2. Administering medications and treatments as prescribed
      3. Responding to medical emergencies
      4. Monitoring communicable diseases and reporting as required
      5. Performing basic diagnostic procedures (e.g., blood draws, TB tests)
      6. Maintaining accurate medical documentation
      7. Assisting providers with procedures and coordinating care
  3. Clinical Coverage
    - a. The RN or LPN shall provide services across all shifts, including days, nights, and weekends, as required for continuous medical coverage.
  4. Supervision and Coordination
    - a. Clinical Direction: Contracted Medical Director
    - b. Administrative Oversight: Health Services and Detention Administration
    - c. Operational Coordination: Nurse Supervisor
    - d. The RN or LPN shall collaborate with medical providers and custody staff to ensure continuity of care.
  5. Access to Care and Emergency Response
    - a. The RN or LPN shall ensure timely access to care and prioritize services based on medical need.
    - b. The RN or LPN shall respond to all medical emergencies and follow established protocols.
  6. Documentation and Quality Assurance
    - a. The RN or LPN shall maintain accurate electronic medical records and comply with all confidentiality requirements.
    - b. The RN or LPN shall participate in quality assurance, reporting, and performance improvement activities.
  7. Security and Compliance
    - a. The RN or LPN shall comply with all facility security procedures and policies.  
The RN or LPN must complete required training and maintain necessary certifications.

8. Complaints and Grievances
  - a. The RN or LPN shall respond to health-related complaints and participate in investigations as required.

**B. Adjustment to Cost**

1. Registered Nurse
  - a. The District shall compensate RN for his/her services provided hereunder at a rate of \$ 55.00 per hour for services provided on the Day shift and Afternoon shift between the scheduled hours beginning at 06:00 A.M. and ending at 10:00 P.M., which will be paid upon receipt for services rendered in accordance with the established work week pay periods.
  - b. The District shall compensate RN for his/her services provided hereunder at a rate of \$ 60.00 per hour for services provided on the Night Watch between the scheduled hours beginning at 10:00 P.M. and ending at 06:00 A.M., which will be paid upon receipt for services rendered in accordance with the established work week pay periods.
  - c. The District shall compensate RN for his/her services provided hereunder at a rate of \$ 60.00 per hour for services provided on the weekends between the scheduled hours beginning on Saturday at 12:01 A.M. and ending at Sunday at 11:59 P.M., which will be paid upon receipt for services rendered in accordance with the established work week pay periods.
2. Licensed Practical Nurse
  - a. The District shall compensate LPN for his/her services provided hereunder at a rate of \$ 45.00 per hour for services provided on the Day shift and Afternoon shift between the scheduled hours beginning at 06:00 A.M. and ending at 10:00 P.M., which will be paid upon receipt for services rendered in accordance with the established work week pay periods.
  - b. The District shall compensate LPN for his/her services provided hereunder at a rate of \$ 50.00 per hour for services provided on the Graveyard shift between the scheduled hours beginning at 10:00 P.M. and ending at 06:00 A.M., which will be paid upon receipt for services rendered in accordance with the established work week pay periods.
  - c. The District shall compensate LPN for his/her services provided hereunder at a rate of \$ 50.00 per hour for services provided on the weekends between the scheduled hours beginning on Saturday at 12:01 A.M. and ending at Sunday at 11:59 P.M., which will be paid upon receipt for services rendered in accordance with the established work week pay periods.
3. The current work week is the period of seven consecutive days starting Sunday 12:01 A.M. and ending Saturday at midnight.
4. Time tracking for service hour calculations rendered during the work week are as follows:

01 - 07 MINUTES	0
08 - 22 MINUTES	.25
23 - 37 MINUTES	.5
38 - 52 MINUTES	.75
53 - 07 MINUTES	1.0

**IV. CONTRACT REQUIREMENTS:**

- A. Representation of the District: In the performance of the contract, Registered Nurse or Licensed Practical Nurse, its agents and employees shall act in an independent capacity and not as officers, employees or agents of the District.

- B.** Non-Appropriation Clause: Contractor acknowledges that Customer is a governmental entity and the Agreement validity is based upon the availability of public funding under its authority. In the event that public funds are unavailable and not appropriated for the Customer's obligations under this Agreement, then this Agreement shall automatically expire without penalty to Customer after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that Customer shall not activate the non-appropriation provision for its convenience or to circumvent the requirements of this Agreement, but only as an emergency fiscal measure.
- C.** Registered Nurse or Licensed Practical Nurse Primary Contact: The Registered Nurse or Licensed Practical Nurse will designate an individual to serve as the primary point of contact for the contract. Registered Nurse or Licensed Practical Nurse or its designee must respond to District inquiries regarding the contract within two (2) business days. Registered Nurse or Licensed Practical Nurse shall not change the primary contact without written acknowledgement to the District.
- D.** Change of Address: Registered Nurse or Licensed Practical Nurse shall notify the District, in writing, of any change in mailing address within ten (10) business days of the change.
- E.** Non-Transferable or Assignability: The contractor shall not assign any of its rights or obligations under this Contract without the prior written consent of the County. Any attempt to assign without such prior written consent shall be void.
- F.** Agreement Amendments: Registered Nurse or Licensed Practical Nurse agrees that any alterations, variations, modifications or waivers of the provisions of the Agreement shall be valid only when reduced to writing, executed and attached to the original Agreement and approved by the required persons.
- G.** Termination for Convenience: The District, for its convenience, may terminate this Agreement, in whole or in part, upon ninety (90) calendar day's written notice. If such termination is effected, an equitable adjustment in the price provided for in this Agreement shall be made. Such adjustment shall provide for payment to the Registered Nurse or Licensed Practical Nurse for services rendered and expenses incurred prior to the effective date of termination. Upon receipt of termination notice, the Registered Nurse or Licensed Practical Nurse shall promptly discontinue services unless the notice directs otherwise. Registered Nurse or Licensed Practical Nurse shall deliver promptly to the District and transfer title (if necessary) all completed work and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports.
- H.** Attorneys' Fees and Costs: If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorneys' fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorneys' fees directly arising from a third-party legal action against a party hereto.
- I.** Licenses and Permits: Registered Nurse or Licensed Practical Nurse shall ensure that it has all necessary licenses and permits required by Federal, State, County and municipal laws, ordinances, rules and regulations. The Registered Nurse or Licensed Practical Nurse shall maintain said licenses and permits in effect for the durations of this Agreement. Registered Nurse or Licensed Practical Nurse will notify the District immediately of loss or suspension of any such licenses and permits. Failure to maintain a required license or permit may result in immediate termination of this Agreement.
- J.** Notification Regarding Performance: In the event of a potential problem that could impact the quality or quantity of work, services or the level of performance under this Agreement, the Registered Nurse or Licensed Practical Nurse shall notify the District within one (1) working day, in writing and by telephone.

**K.** Interference with Operations: The Contractor shall not interfere with the normal operation of the County's facilities, equipment, or the work of any Contractor or Sub-Contractor on County premises. When Contractor anticipates unavoidable interference, it shall so notify the County as soon as Contractor receives knowledge of that interference, and a Project Schedule adjustment shall be made accordingly. Should the interference request be denied and result in an unavoidable delay in the Project schedule, Contractor shall be entitled to a mutually agreed to extension of time for performance. The County shall have final determination of priorities in case of conflicts with the operation of others. The Contractor shall not operate any of the County's equipment or control devices or those of any Contractor or Sub-Contractor on the County's premises, except at the direction and under the immediate supervision of the County's designated representative.

**L.** Conflict of Interest: Registered Nurse or Licensed Practical Nurse shall make all reasonable efforts to ensure that no Yuma County officer or employee, whose position enable him/her to influence any award of this contract or any competing offer shall have any direct or indirect financial interest resulting from the award of this contract or shall have any relationship to Registered Nurse or Licensed Practical Nurse or officer, agent or employee of the Registered Nurse or Licensed Practical Nurse.

**M.** Improper Consideration: Registered Nurse or Licensed Practical Nurse shall not offer, either directly or through an intermediary, any improper consideration such as, but not limited to cash, discounts, service, the provision of travel or entertainment or any items of value to any officer, employee or agent of Yuma County in an attempt to secure favorable treatment regarding this Agreement.

The District, by written notice, may immediately terminate any Agreement if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of Yuma County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once an Agreement has been awarded.

Registered Nurse or Licensed Practical Nurse shall immediately report any attempt by a Yuma County officer, employee or agent to solicit, either directly or through an intermediary, improper consideration from Registered Nurse or Licensed Practical Nurse. The report shall be made to the Sheriff or his designee. In the event of a termination under this provision, the District is entitled to pursue any available legal remedies.

**N.** Inaccuracies or Misrepresentations: If, in the course of the RFQ process or in the administration of a resulting Agreement, the District determines that the Registered Nurse or Licensed Practical Nurse has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the District, the Registered Nurse or Licensed Practical Nurse may be terminated from the RFQ process or in the event an Agreement has been awarded, the Agreement may be immediately terminated.

In the event of a termination under this provision, the District is entitled to pursue any available legal remedies.

**O.** Employment of Former Yuma County Officials: The Registered Nurse or Licensed Practical Nurse must provide information on former Yuma County administrative officials who are employed by or represent your business. The information provided must include a list of former Yuma County administrative officials who terminated Yuma County employment within the last five (5) years and who are now officers, principals, partners, associates or members of the business. The information should also include the employment and/or representative capacity and the dates the individuals began employment with or representation of your business. For the purpose of this section, a "Yuma County administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Manager or member of such officer's staff, a department head or an assistant department head.

**P.** Invoices: At the first of each month, Registered Nurse or Licensed Practical Nurse shall provide the District with invoices for expenditures in the previous month.

- Q. Ownership of Documents:** All documents, data, products, graphics, computer programs and reports prepared by Registered Nurse or Licensed Practical Nurse pursuant to this Agreement shall be considered property of the District upon payment for services. All such items shall be delivered to the District at the completion of work under this Agreement. Unless otherwise directed by the District, the Registered Nurse or Licensed Practical Nurse may retain copies of such items.
- R. Release of Information:** No news releases, advertisements, public announcements or photographs arising out of this Agreement or Registered Nurse or Licensed Practical Nurse's relationship with District may be made or used without prior written approval of the District except where required by law.
- S. Background Checks:** The Yuma County Sheriff's Office shall perform background checks on Registered Nurse or Licensed Practical Nurse's employees as a condition of granting them access to the Detention Center. The Sheriff shall have the sole discretion to determine security acceptability of all Registered Nurse or Licensed Practical Nurse' personnel at any time during the contract period. Personnel found to be unacceptable security risks will be denied access to the Detention Center.
- T. Cancellation Pursuant to Arizona Revised Statute (A.R.S.) § 38-511:** All parties hereto acknowledge that this agreement is subject to cancellation by the County pursuant to the provisions of Section 38-511, Arizona Revised Statutes. Yuma County Jail District may cancel the contract after execution without penalty or further obligation if any person significantly involved in initiating, negotiating, security, drafting or creating the contract on behalf of the District is or becomes at any time, while the contract or an extension of the contract is in effect, an employee of or a consultant to any other party to this contract with respect to the subject matter of the contract.
- U. Governing Law:** The validity, construction, effect, and enforcement of the Contract and the obligations, rights and remedies of the parties there under shall be governed by the laws of the State of Arizona. The venue shall be solely the appropriate state court in Yuma County.
- V. Confidentiality:** Any other provision of this Agreement notwithstanding, the parties acknowledge that Yuma County is a public institution, and as such is subject to Arizona Public Records Act, A.R.S. § 39-121, et seq. Any provision regarding confidentiality is limited to the extent necessary to comply with the provisions of state law. In the event a public records request is made for information and/or documents designated as confidential or proprietary, the County will notify the other party as soon as possible.
- W. Nondiscrimination:** The parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act, and affirmative action.
- X. Legal Arizona Workers Act Compliance:** To the extent applicable under A.R.S. § 41-4401, the Contractor and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). Contractor shall further ensure that each subcontractor who performs any work for the County under this contract likewise complies with State and Federal Immigration Laws.

The Contractor or subcontractor's breach of the above-mentioned warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by Yuma County. Yuma County retains the legal right to randomly inspect the papers and records of the Contractor and its subcontractors who work on the Agreement to ensure that the Contractor and its subcontractors are complying with the above-mentioned warranty.

The Contractor and its subcontractors warrant to keep the papers and records open for inspection during normal business hours by Yuma County and to cooperate with Yuma County's inspections.

- Y. **Israel Boycott Certification:** If Registered Nurse or Licensed Practical Nurse engages in for-profit activity and has 10 or more employees, and if this Agreement has a value of \$100,000 or more, Registered Nurse or Licensed Practical Nurse certifies it is not currently engaged in, and agrees for the duration of this Agreement not engage in, a boycott of goods or services from Israel. This certification does not apply to boycott prohibited by 50 U.S.C. § 4842 or a regulation pursuant to U.S.C. 50 § 4842.

V. **INDEMNIFICATION AND INSURANCE:**

- A. **Liabilities Against Procuring Agency:** The Contractor shall indemnify, keep and save harmless the County, all County agents, officials and employees against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which are made against the County (a) by any Third Party for death, personal injury and /or property damage and which arise out of or result from the Contractor's acts or omissions, or those of its employees, servants and agents, or (b) on account of any act, claim, or amount arising or recovered under workers' compensations law or (c) arising out of the failure of the Contractor to conform to any statutes, ordinances, regulation, code, law or court decree. It is agreed that the Contractor will be responsible for primary loss investigation, defense and judgment costs where this contract of indemnity applies. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the County, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the County.
- B. **Insurance Requirements:** Without in any way affecting the indemnity herein provided and in addition thereto, the Registered Nurse or Licensed Practical Nurse shall secure and maintain, throughout the Agreement, the following types of insurance with limits as shown:
1. **Workers' Compensation:** A program of Workers' Compensation insurance or a state-approved self-insurance program covering all persons providing services on behalf of Registered Nurse or Licensed Practical Nurse and all risks to such persons under this Agreement.
  2. **Comprehensive General and Automobile Liability Insurance:** This coverage to include contractual coverage and automobile liability coverage for owned, hired and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than two million dollars (\$2,000,000.00).
  3. **Errors and Omission Liability Insurance:** Combined single limits of one million dollars (\$1,000,000.00) for bodily injury and property damage and three million dollars (\$3,000,000.00) in the aggregate; or
  4. **Professional Liability:** Professional liability insurance with limits of at least two million dollars (\$2,000,000.00) per claim or occurrence.
- C. **Additional Named Insured:** All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies shall contain additional endorsements naming Yuma County, the Yuma County Jail District and their officers, employees, agents and volunteers as additional named insurers with respect to liabilities arising out of the performance of services hereunder.
- D. **Certificate of Insurance:** Any policy endorsements that restrict or limit coverage shall be clearly noted on the Certificate of Insurance. Prior to commencing services under this contract, Contractor shall furnish Yuma County with a Certificate of Insurance, or formal endorsements as required by the contract as issued by contractor's insurer(s) as evidenced that policies providing the required coverage's, conditions, and limits required by this contract are in full force and effect. Such certificates shall identify this project by name, RFQ number and shall provide for not less than (30) days advanced notice of Cancellation, Termination, or Material Alteration. Such certificates shall be sent directly to:

Henry Hernandez; Administrative Manager  
Yuma County Sheriff's Office  
141 South Third Avenue  
Yuma, Arizona 85364  
Office: (928) 539-7876; Fax: (928) 539-9140  
[Henry.Hernandez@ycso.yumacountyaz.gov](mailto:Henry.Hernandez@ycso.yumacountyaz.gov)

E. **Insurance Review:** The above insurance requirements are subject to periodic review by the District. The Sheriff or his designee is authorized, but not required, to reduce or waive any of the above insurance requirements when a determination is made that any of the above insurance is not available, is unreasonably priced or is not needed to protect the interests of the District.

F. **Right to Monitor and Audit:**

1. **Right to Monitor:** The District shall have the right to review and audit all records, books, papers, documents, corporate minutes and other pertinent items as required and shall have absolute right to monitor the performance of Registered Nurse or Licensed Practical Nurse in the delivery of services provided under this Agreement. Registered Nurse or Licensed Practical Nurse shall give full cooperation, in any auditing or monitoring conducted. Registered Nurse or Licensed Practical Nurse shall cooperate with the District in the implementation, monitoring and evaluation of this Agreement and comply with any and all reporting requirements established by the District.

In the event the District determines that Registered Nurse or Licensed Practical Nurse's performance of its duties or other terms of this Agreement are deficient in any matter, the District will notify Registered Nurse or Licensed Practical Nurse of such deficiency in writing or orally, provided written confirmation is given five (5) days thereafter. Registered Nurse or Licensed Practical Nurse shall remedy any deficiency within forty-eight (48) hours of such notification or District, at its option, may terminate this Agreement immediately upon written notice of deficiency and offset the cost thereof from any amounts due Registered Nurse or Licensed Practical Nurse under this Agreement or otherwise.

2. **Availability of Records:** All records pertaining to services delivered and all fiscal, statistical and management books and records shall be available for examination and audit by District representatives for a period of three (3) years after final payment under the Agreement or until all pending District, Yuma County and State audits are completed, whichever is later.

VI. **PROPOSAL SUBMISSION:**

A. **General:**

1. All interested and qualified Registered Nurse or Licensed Practical Nurses are invited to submit a proposal for consideration. Submission of a proposal indicates that the Registered Nurse or Licensed Practical Nurse has read and understands the entire RFQ, including all appendices, attachments, exhibits, schedules and addenda (as applicable) and all concerns regarding the RFQ have been satisfied.
2. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a **straightforward**, concise description of capabilities to satisfy the requirements of the RFQ and **Scope of Service**. Expensive bindings, colored displays, promotional materials, etc. are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements and on completeness and **clarity of content**.

3. Proposals must be complete in all respects as required in this section. **A proposal may not be considered if it is conditional or incomplete.** All proposals and materials submitted become the property of the District. All proposals and materials received are subject to the Arizona Public Records Act. If any Registered Nurse or Licensed Practical Nurse, in its response, has trade secrets or other information which is proprietary by law that Registered Nurse or Licensed Practical Nurse must notify the District of its request to keep said information confidential. Such a request must be made in writing and attached to the envelope containing the proposal response. The proprietary or confidential data shall be readily separable from the response in order to facilitate eventual public inspection of the non-confidential portion of the response. The District will review such a request and notify the Registered Nurse or Licensed Practical Nurse, in writing, of its decision as to whether confidentiality can be maintained under law in the event a public records request is made for the Registered Nurse or Licensed Practical Nurse's response.

**B. Proposal Presentation:**

1. One (1) **unbound original** and four (4) bound copies (total of 5) of the complete proposal must be received by the deadline for receipt of proposal specified in the RFQ timetable.
2. The original and copies must be in a sealed envelope or container, stating on the outside the Registered Nurse or Licensed Practical Nurse's name and address and must be clearly marked "**Jail District Nurse Service Bid**" and must be addressed to:

Henry Hernandez; Administrative Manager  
Yuma County Sheriff's Office  
141 South Third Avenue  
Yuma, Arizona 85364  
Office: (928) 539-7876; Fax: (928) 539-9140  
[Henry.Hernandez@ycso.yumacountvaz.gov](mailto:Henry.Hernandez@ycso.yumacountvaz.gov)

- VII. PROPOSAL CONTENT:** The proposal shall be written in sufficient detail to permit the District to conduct a meaningful evaluation of the proposed services.

**EACH PROPOSAL MUST INCLUDE:**

**A. Transmittal Letter:**

1. This letter is to be a brief letter, addressed to the District, that provides the following information:
  - a. Name and address of the Registered Nurse or Licensed Practical Nurse;
  - b. Name, title and telephone number of the contact person for the Registered Nurse or Licensed Practical Nurse;
  - c. A statement that the Proposal is in response to this RFQ; and
  - d. The signature, typed name and title of the individual who is authorized to commit the Registered Nurse or Licensed Practical Nurse to the Proposal.

**B. Non-Collusion Affidavit (*See, Addendum "A", attached hereto.*)**

1. Proposals that do not include a Non-Collusion Affidavit will not be considered.

**C. Cost Proposal:**

1. Must agree to pay rate as laid out in cost section.

**D. Experience and Qualifications:**

1. State the number of years the Registered Nurse or Licensed Practical Nurse has been certified.
2. Describe the Registered Nurse or Licensed Practical Nurse's experience in performing the work requested in this RFQ.

**E. Litigation:**

1. Provide information on any action, suit, proceeding or investigation by or before any court, public board or agency arising out of the performance of services by the Registered Nurse or Licensed Practical Nurse that has been brought within the last three (3) years against the Registered Nurse or Licensed Practical Nurse.

The information provided should include the name of the matter, the court, board, body or agency before which the matter was brought or is being heard, the nature of the matter and the status of such matter. If the matter has been resolved information on the outcome, including any order, discipline, fines or penalties must be included.

**VIII. EVALUATION OF PROPOSALS:**

**A. Evaluation Process:**

All proposals will be subject to a standard review process developed by the District. A primary consideration shall be the effectiveness of the agency or organization in the delivery of comparable or related services based upon demonstrated performance. The evaluation will be based on the written proposal as submitted, but may include a site visit for the Registered Nurse or Licensed Practical Nurse and/or an oral interview with the Registered Nurse or Licensed Practical Nurse.

**B. Evaluation Criteria:**

1. Initial Review: All proposals will be initially evaluated to determine if they meet the following minimum requirements:
  - a. The proposal must be completed and be in compliance with all the requirements of this RFQ.
  - b. Prospective Registered Nurse or Licensed Practical Nurses must meet the requirements as stated in the Minimum Registered Nurse or Licensed Practical Nurse Requirements.
2. Failure to meet all of these requirements may result in a rejected proposal. The District may reject any or all proposals and may or may not waive any deviation which is not material or any defect in a proposal. Waiver of any deviation shall in no way modify the RFQ documents or excuse the Registered Nurse or Licensed Practical Nurse from full compliance with the RFQ specifications if the Registered Nurse or Licensed Practical Nurse is awarded a contract.
3. Technical Review: Proposals meeting the above requirements will be evaluated on the basis of the following criteria (not necessarily listed in order of importance):
  - a. Registered Nurse or Licensed Practical Nurse's response to scope of services
  - b. Registered Nurse or Licensed Practical Nurse's response to experience

**Selections will be based on determination of which proposals will best meet the needs of the District and the requirements of the RFQ.**

4. Evaluation Committee: The evaluation team will be selected by the Yuma County Sheriff or his designee.

**C. Contract Award:**

1. The Agreement will be awarded based on a competitive selection of proposals received.
2. The contents of the proposal of the successful Registered Nurses or Licensed Practical Nurses and of this RFQ will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award.

**D. Appeals/Disputes:**

1. All Registered Nurse or Licensed Practical Nurses are given the opportunity to appeal funding recommendations. The Registered Nurse or Licensed Practical Nurse may appeal the recommended award or denial of award, provided the following stipulations are met:
  - a. Appeal request must be in writing.
  - b. Must be submitted within ten (10) calendar days of the date of the recommended award or denial of award.
2. An appeal of a denial of award can only be brought on the following grounds:
  - a. Failure of the District to follow the selection procedures and adherence to requirements specified in this RFQ or any addenda or amendments hereto.
  - b. There has been a violation of conflict of interest.
  - c. A violation of State or Federal law.
3. Appeals will not be accepted for any other reason than those stated above. All appeals must be sent to: **Sheriff Leon N. Wilmot, Yuma County Sheriff's Office, 141 South Third Avenue, Yuma, Arizona 85364.**
4. Disputes referring to this particular RFQ must be addressed to: **Sheriff Leon N. Wilmot, Yuma County Sheriff's Office, 141 South Third Avenue, Yuma, Arizona 85364.**

**ADDENDUM "A"**

STATE OF ARIZONA            )  
  )ss.  
County of Yuma            )

**NON-COLLUSION AFFIDAVIT**

**TO:            YUMA COUNTY JAIL DISTRICT**

The undersigned, in submitting a bid for the Provision of Nurse Practitioner Services to the Yuma County Jail District/Yuma County Detention Center, being first sworn, states that (s)he has not, either directly or indirectly, entered into any action in restraint of free competitive bidding in connection with this Contract.

\_\_\_\_\_  
SIGNATURE OF BIDDER

\_\_\_\_\_  
PRINTED/TYPED NAME OF BIDDER

\_\_\_\_\_  
TITLE/POSITION OF BIDDER

\_\_\_\_\_  
BUSINESS NAME

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Business Address)