



OFFICE OF THE PURCHASING DIRECTOR  
1443 N. ROBERSON AVE., SUITE 1000, SPRINGFIELD, MO 65802

BOB DIXON  
PRESIDING COMMISSIONER

RUSTY MACLACHLAN  
COMMISSIONER, 1<sup>ST</sup> DISTRICT

JOHN C. RUSSELL  
COMMISSIONER, 2<sup>ND</sup> DISTRICT

**ADDENDUM #1 TO REQUEST FOR PROPOSAL #25-11103**

RFP NO: 25-11103  
TITLE: Psychiatric Services  
ISSUE DATE: 08/22/2025

CONTACT: Miriam Minter  
PHONE: (417) 868-4172  
E-MAIL: [mminter@greenecountymo.gov](mailto:mminter@greenecountymo.gov)

RFP OPENING DATE REMAINS: 2:00 P.M., CST, on August 28, 2025

RETURN THIS SIGNED ADDENDUM ALONG WITH PROPOSAL RESPONSE BY THE RFP  
OPENING DATE LISTED ABOVE TO:

GREENE COUNTY PURCHASING DEPARTMENT  
1443 N ROBERSON AVE., 10<sup>TH</sup> FLOOR  
SPRINGFIELD, MISSOURI 65802

This addendum forms a part of the RFP document for the services identified above. All remaining portions of the RFP document not specifically mentioned or otherwise revised by this addendum or previous addenda remain in full force and effect.

**Statement**

1. The Jail is not required to continue prescriptions the patient is currently on at the time of intake.
2. There are separate mental health units, one for men and one for women.
3. Detention Staff are always with the inmate for the safety of medical staff/Psychiatrist.
4. This position will be on call as this is a 24 hour facility, and if there is a patient posing a risk, quick decisions will need to be made, including medications prescribed quickly to stabilize the patient.
5. The current medical staff consists of: 3 Dr's on staff working part time, 1 Psychologist, 27 full time nurses, 7 PRN nurse positions, 4 LPC's, 1 PLCP, and 1 Social Worker.
6. This is a new contract.

**Questions/Answers**

1. Does insurance have to be submitted at the time of bid opening?  
No- if you are selected for award, you will need to provide it at that time, however it is suggested you talk to your insurance to verify that you can get what we are asking for.
2. Do you want a Psychiatrist or Mid-Level?  
Psychiatrist is required to be able to prescribe medicine.
3. Would the Psychiatrist be required to enter notes on our side?  
We have Sapphire charting w/ in our network, and a nurse will enter in the orders. All records will be kept in house due to court proceedings.

4. How many patients per week will be seen?  
4-5 patients per week. You will not have to see every patient, only the extreme cases.
5. Do you want in house or telehealth services?  
We will accept both- in person, video or phone call, or a combination of both
6. How many inmates are in the Watch/Mental Health area?  
The Greene County Jail has the ability to hold 88 males in the male unit, and 46 females in the female unit. The population in these units fluctuates daily.
7. Out of the inmates in those areas, how many are on medications?  
Typically, all are on some type of medication.
8. What will the consultations consist of?  
This will primarily be intake evaluations and any additional evaluations needed for patients. It will need to be determined are they truly a psych patient, is this drug induced, or are they just wanting medications, and determining the correct medication needed.
9. How many copies of the application are needed at bid submission?  
You can submit one bid proposal at the time of submission.
10. What is the estimated budget for this contract?  
Please see page 9 section 5-2d of the RFP document
11. Is it mandatory to subcontract?  
No
12. What will the daily hours be?  
Please see page 9 section 5-2c of the RFP document

Each bidder shall acknowledge receipt of this Addendum #1 of Request for Proposal #25-11103 titled Psychiatric Services with his/her signature affixed hereto; and shall submit this signed acknowledgement and any attachments provided herein with their original bid submittal. Failure to do so shall render your bid non-responsive.

Addendum #1 acknowledged by:

|                     |
|---------------------|
| _____               |
| <b>Bidder Name</b>  |
| _____               |
| <b>Title</b>        |
| _____               |
| <b>Company Name</b> |
| _____               |
| <b>Date</b>         |