



## Iowa Department of Corrections

GOVERNOR KIM REYNOLDS  
LT. GOVERNOR CHRIS COURNOYER

BETH SKINNER, PHD, DIRECTOR  
ADAM YETMAR, WARDEN

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### **Request for Quote Optometry Services at the Newton Correctional Facility, Newton IA**

Newton Correctional Facility is seeking a contract vendor to provide optometric services for the incarcerated population at our facilities. Optometrist will be responsible for the overall optometry services for offenders, under the supervision of the Nurse Supervisor who is responsible to the Deputy Warden. Optometrist shall have current, valid Iowa license which shall be on file at the Newton Correctional Facility.

Work will be performed using the basic equipment provided, along with any other equipment deemed necessary and provided by Optometrist, in the Health Services department of the Newton Correctional Facility. Optometric services shall include, but not limited to exams that include diagnosis, treatment and dispensing. Glasses will be furnished by Newton Correctional Facility through an approved contracted laboratory. Comprehensive care shall include but not limited to an assessment of the refractory examinations, internal ocular examinations, external ocular examinations, tonometry, and baseline visual acuity examinations. Requires accurate record keeping on the medical icon system.

The examination, dispensing and other services combined will be provided on a weekly basis for 4 hours per week. On-site hours will be 8:00 AM to Noon once a week seeing approximately 16-20 offenders. Wednesdays are preferred, but it is negotiable. Additional hours may be required as needed and agreed to by both parties - up to, but no more than 8 billable hours per week total. No work is required on State observed holidays. Contractor is not eligible for State benefits, holiday or vacation pay. Services must not exceed \$50,000 per fiscal year. Vendor will submit a weekly timecard, signed by the supervisor and submit an invoice on a monthly basis to accounts payable. Price quoted is to be an hourly on-site rate.

The contractor shall also make available optometric services for after-hour emergency care services. The location where these services will be provided must be stated and be within a 40-mile radius of Newton Correctional Facility. The institution will transport offenders to the office and provide security. A separate price is to be quoted for the off-site emergency care services. Price quoted is to be an hourly rate.

The original contract term will be from July 1<sup>st</sup>, 2025, to June 30<sup>th</sup>, 2026. Two annual 1 year renewals options available starting on July 1<sup>st</sup>, 2026, to June 30<sup>th</sup>, 2028. Contractor will be required to pass a background check and complete PREA training before entering the facility. The optometrist is subject to all employee rules of the Newton Correctional Facility and enforcement of any rule violations by offenders. Contractor staff will be required to complete orientation. The duties of the contractor shall include but not be



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limited to following all applicable state and federal laws, regulations and guidelines, and policy and procedures of the Newton Correctional Facility and the Department of Corrections.

Unless otherwise requested by the Newton Correctional Facility, the Contractor shall, at its sole cost, cause to be issued and maintained during the entire term of this Agreement not less than the insurance coverage set forth below. Certificate of Insurance shall be on file at Newton Correctional Facility.

Type of Insurance - Limit Amount

General Liability – General Aggregate \$2 million, Comp/Op Aggregate 1 million, Personal Injury 1 million, Each Occurrence 1 million.

Excess Liability, Umbrella Form - Each Occurrence \$1 million - Aggregate \$1 million

Workers' Compensation & Employer Liability, As required by law

Professional Liability Insurance -Each Occurrence \$1 million -Aggregate \$1 million