

To All Prospective providers:

You are hereby invited to submit your proposals for **RFP #18-001 for Consultant Services for the Comprehensive Operational Assessment of the McLean County Nursing Home.**

A pre-submittal meeting is not scheduled for this project.

Request for Proposal documents may be obtained at the McLean County Government Center Building, 115 E. Washington St., Bloomington, IL, Room 401 between the hours of 8:30 a. m. and 4:00 p. m., Monday through Friday. RFP documents will be mailed upon phone or fax request phone (309) 888-5110; fax (309) 888-5111.

No fee is required for the RFP documents. The County of McLean is not responsible for documents sent through the mail. The County of McLean will not transmit facsimile RFP specifications to the proposers.

The purpose of this REQUEST FOR PROPOSAL (RFP) is to select a qualified consultant, through the RFP process, capable of partnering with the McLean County Nursing Home and McLean County Administrator's Office to provide a comprehensive analysis and Operational Assessment of the McLean County Nursing Home. The comprehensive analysis and Operational Assessment shall include a review of general operations, an analysis of all billing services, an evaluation of reimbursement structure, and recommendations for revenue enhancements and cost reductions based on current utilization. The desired Operational Assessment will include identification of needed procedure and policy modifications short term and long-term, prioritization of those actions to meet the current and forecasted program needs of Nursing Home, and detailed estimates to accomplish all processes, and a defined path moving forward to ensure a financially viable model of operation should one exist.

The successful firm shall have sufficient qualified staff with specialized experience in licensed skilled nursing facilities, preferably within the State of Illinois. The firm must have staff on board who have previously prepared plans and specifications for a minimum of five (5) skilled nursing facility projects. The successful firm must have regional management and staff available to perform work on the project within the County's time frame.

All submittals must be received in sealed envelopes that have (1) your name and address in the UPPER left corner, and (2) the bottom portion of the attached RFP label affixed to the LOWER left corner. The number of copies required is specified in the document.

All RFP's must be received and time stamped in the County Administrator's Office, Room 401, 115 E. Washington St., Bloomington, Illinois 61702-2400, no later than 3:00 p.m. local time, on **February 1, 2018.**

COUNTY OF McLean, ILLINOIS

REQUEST FOR PROPOSAL FOR THE McLean COUNTY NURSING HOME RFP No. 18-001

INVITATION TO PARTICIPATE IN THE REQUEST FOR PROPOSAL

The purpose of this REQUEST FOR PROPOSAL (RFP) is to develop a list of qualified Consultants, through the RFP process, capable of partnering with the McLean County Nursing Home and McLean County Administrator's Office to provide a Comprehensive Analysis and Operational Assessment of the McLean County Nursing Home. The Comprehensive Analysis and Operational Assessment shall include a review of general operations, an analysis of all billing services, an evaluation of reimbursement structure, and recommendations for revenue enhancements and cost reductions based on current utilization.

The McLean County Nursing Home is providing a process for consultants to respond and inform the County of their interest and capabilities in accordance with the County's requirements.

A qualified consultant must be able to provide the minimum insurance as listed under the INSURANCE REQUIREMENTS section of this document.

The successful firm shall have sufficient qualified staff with specialized experience in licensed skilled nursing facilities, preferably within the State of Illinois. The firm must have staff on board who have previously prepared plans for a minimum of five (5) skilled nursing facility Comprehensive Analysis and Operational Assessment projects. The successful firm must have regional management and staff available to perform work on the project within the County's time frame.

BACKGROUND

The McLean County Nursing Home(MCNH) is a licensed skilled nursing facility located in the Central Illinois Bloomington-Normal metropolitan area. The Nursing Home serves a resident population of up to 150 Residents, many with complex medical conditions. Originally built in 1974 in Normal, IL, the McLean County Nursing Home has changed significantly in purpose and scope over the years.

The Nursing Home's interior physical plant totals 55,900 square feet in four interconnected wings. The capital infrastructure has been selectively updated as funds have allowed during the past 20 years to meet applicable standards and regulations of the Illinois Department of Public Health (IDPH), the Centers for Medicare and Medicaid Services (CMS).

With 150 beds, MCNH's interdisciplinary care team includes over 140 employees

staffing. More than 30 volunteers annually devote thousands of hours to complimenting the holistic care provided for our residents, as the Home offers a wide range of quality therapeutic programs for its residents.

STATEMENT OF NEED

As previously stated, the McLean County Nursing Home was built in 1974 and has undergone a number of changes to accommodate its changing resident population. On average 100 residents, all elderly and/or disabled, call the facility home. Currently, 65% of the residents are low income recipients of Medicaid.

PROJECT UNDERSTANDING

McLean County seeks a qualified full-service healthcare consulting firm with specialized knowledge of licensed skilled nursing facilities, to provide a comprehensive facility Operational Assessment of the McLean County Nursing Home. The Comprehensive Analysis and Operational Assessment shall include a review of general operations, an analysis of all billing services, an evaluation of reimbursement structure, and recommendations for revenue enhancements and cost reductions based on current utilization.

SCOPE OF SERVICES

The scope of services will include a complete facility evaluation to include Comprehensive Analysis and Operational Assessment.

STATEMENT OF WORK – COMPREHENSIVE ANALYSIS OF EXISTING FACILITIES AND OPERATIONAL ASSESSMENT

The general scope of this project is for the selected consultant to provide address two interrelated matters. The first matter the selected consultant will be asked to address is an in-depth comprehensive analysis of the existing facilities in order to prepare a complete facility Operational Assessment of the McLean County Nursing Home's buildings.

The County will provide access to financial reporting, billing, census, budgetary information, and programming of the Nursing Home's operations. The selected consultant will assess the facilities considering local, state and federal laws, regulations and revenues.

The desired result will include a report of needed short term and long-term project costs, prioritization of those projects to meet the current and forecasted program needs of the Nursing Home, and detailed construction cost estimates to accomplish the prioritized capital maintenance projects over five (5) years.

The selected consultant will:

1. Facilitate a project Kick-Off meeting and regular progress meetings throughout the contract term.
2. Meet with County staff periodically throughout the contract period in order to thoroughly understand and utilize McLean County staff's knowledge and incorporate McLean County facility standards into the Operational Assessment.
3. Provide regular written status reports as contractually agreed to throughout the study.
4. Review accuracy of patient billing
5. Identify revenue losses due to MDS errors, insufficient documentation or inadequate treatment strategies
6. Financial review and findings interpretation strategies
7. Admissions Process Review
8. Average Daily Census Analysis
9. Review of specific ADL Coding strategies
10. Discharge Process Review
11. Nursing Work flow and time study assessment
12. Therapy Staffing Analysis
13. Review of Clinical Policies and Procedures

The comprehensive analysis and Operational Assessment shall include a review of general operations, an analysis of all billing services, an evaluation of reimbursement structure, and recommendations for revenue enhancements and cost reductions based on current utilization. The desired Operational Assessment will include identification of needed procedure and policy modifications short term and long-term, prioritization of those actions to meet the current and forecasted program needs of Nursing Home, and detailed estimates to accomplish all outcomes. The analysis should include various paths forward and options for the County to consider. Included in the analysis with each option and path forward shall be the anticipated costs associated with each option.

STATEMENT OF WORK – COMMUNITY NEEDS ASSESSMENT

The second matter the selected consultant will be asked to perform is a community needs assessment. In this section of the proposal, the County seeks an assessment of:

- 1.) Census of current skilled nursing facilities in the community
- 2.) Analysis of currently available Medicaid and Medicare beds
- 3.) Analysis of the current demand for Medicaid and Medicare beds
- 4.) Identification of the methods used by the consultant to accumulate the aforementioned data
- 5.) A projection of the need for Medicaid and Medicare beds in the community for the next 5 years and an analysis thereof

Consultants may provide proposals to either or both the analysis of existing facilities and/or the community needs assessment.

ANTICIPATED TIMING AND PROJECT SCHEDULE

Following the receipt of the RFP, the evaluation committee consisting of County staff, will review the submittals and a short list of qualified consultants will be selected for interview purposes. The County anticipates interviewing at least three (3) qualified firms.

An approximate one hour interview will be held with each of the three selected firms, at which time they will be given the first 30 minutes for their presentation, followed by a questioning and interaction period. The interview will take place in open session of the Health Committee of the McLean County Board. All entities submitting proposals agree they will NOT be present nor have a representative present during the interview of a competitor.

Estimated Project Schedule (to be determined by Health Committee)

TASK Date

Request for Proposal Released

Request for Proposal Responses Due

Consultants Interviews

Consultant selected

Note: all dates are estimates and subject to change

PROJECT CRITERIA

Each Proposal received will be evaluated by the McLean County Health Committee, based on the following criteria. These considerations will include (in no order of priority), but are not limited to the following:

1. Availability, start date and time to complete the project
2. Vendor stability and market experience
2. Related project experience on similar projects to McLean County
3. Method used to fulfill requirements
4. Team organization and experience of individual team members
5. Technical training and education of team members
6. Project Planning and approach
7. Flexibility to meet the unique needs of this project
8. Past performance with respect to quality of work
9. Past performance with respect to ability to meet deadlines
10. Lump Sum Cost to perform the work-the County shall not be responsible for costs not identified in the original cost proposal.
11. The overall needs of the County.

During the evaluation period, McLean County may contact prospective consultants to clarify information within their Qualifications. The County reserves the right to reject any and all RFP's and to waive any portions.

Proposal

Consultants must provide complete response to all the items in this section. The Proposal must be organized and provided in a clear and concise format: number each page consecutively with covers, table of contents and divider tabs.

1) Firm General Information

a) Your company's name, business address, including headquarters and all local offices, and telephone numbers. The name, mailing address, and telephone number of the person the County should contact regarding the RFP.

b) Indicate any offices or facilities located within McLean County or the State of Illinois that have meaningful delivery of service production capabilities and directly enhance your firm's ability to perform services here at McLean County.

c) A description of your organization, number of employees, longevity, client base, areas of specialization, and expertise. Include an organization chart in this section or as an appendix of your firm's overall organization and functional groups or division showing the lines of authority and communication.

2) Experience of Firm

a) Identify and discuss significant project features which you perceive will influence choice of your firm.

b) Identify any projects that have involved Comprehensive Analysis and Operational Assessment of licensed Skilled Nursing Healthcare Facilities.

3) Team Qualifications and Experience

A complete list of names, resumes and references for all key personnel associated with the proposal. The list must include all key personnel who will provide project management, implementation, technical support, and support services. For each person identified, include the following information:

a) Relationship with your company, including job title and year of employment with the company

b) Role to be played in connection with this project

c) Educational background

d) Relevant experience pertaining to comparable projects and to assigned tasks

e) Relevant awards, certificates or other achievements

4) References

a) List ALL similar projects completed by your firm within the past five years and date of installation.

b) List the members of each of these project teams and the role played by each team member.

c) Provide contact information for a key reference from an agency involved in each of these projects

d) Describe how your previous experience relates to our project

5) Availability

a) Indicate availability for the project including available start date and any other conditions that restrict availability to work on this project.

b) Indicate the estimated time needed to complete the project. Give examples of schedules met on similar projects.

The following items are additionally required.

6) Financial Responsibility

- a) Supply the latest financial statement (audited statement if available)
- b) List of total annual billings for each of the past five (5) calendar years.
- c) State whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years.
- d) Statement of intention to provide required insurance if awarded project

7) Project Approach/ Understanding

- a) Identify your firm's familiarity with McLean County, the aspects of this proposed project and the procedural requirements pertinent to the project, which enhance your qualifications to successfully execute implementation
- b) Indicate systems and processes for managing, scheduling of project tasks, quality and cost
- c) Indicate interim deliverables and final completion date.

8) List any expectations that your company may have from McLean County.

9) Cost of Project

SUBMITTAL REQUIREMENTS

Instructions to Vendors

A completed Proposal with attachments must be delivered either in person or mail on or before **Thursday, February 1, 2018, 3:00p.m. local time**. Postmarks will not be accepted as the time-of-delivery, and Proposal **MUST** actually be delivered no later than 3:00 p.m. CST to the address below on the due date. Faxed or emailed Proposals will not be accepted. must be delivered to:

McLean County Administrator's Office
ATTN: Eric Schmitt
Room 401
115 E. Washington St.,
Bloomington, IL 61702-2400

Please write clearly on the outside of the package:

REQUEST FOR PROPOSALS
McLean County Nursing Home
RFP No. 18-001

Submittals must remain valid for at least 60 days.

All "Statement of Qualifications" criteria must be clearly identified in the vendor's response to this RFP. Qualifications submitted by consultants in this RFP must follow the following format

and instructions:

Submit one (1) original, seven (7) copies and one (1) electronic version in Microsoft Word format on CD of your response to this RFP.

Point of Contact

Direct all questions regarding this RFP, including questions regarding terms and conditions and technical specifications, to the Point-of-Contact person listed below:

Eric Schmitt
McLean County Administrator's Office
115 E. Washington St., Room 401
Bloomington, IL 61702-2400

Conditions Applicable to RFP

Upon submission of a Qualifications Statement in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualifications Statement.

Commitment

This RFP does not commit McLean County to issue or award a contract for the services contemplated by this RFP.

Public Information

All submittals, whether selected or rejected, shall become the property of McLean County and will not be returned. All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or nonproprietary and are subject to public disclosure after the solicitation is completed.

No reimbursement for Costs

McLean County assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a qualification. The entire cost of preparing and submitting Qualifications, including on site demonstrations if required, or any work in connection therewith will be borne by the submitting firm.

Acceptance of Evaluation Methodology:

By submitting its qualifications in response to this RFP, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the Evaluation Team.

County Right to Reject and Modify

McLean County reserves the right to accept any submittal, reject any or all submittals and waive any irregularities or informalities when to do so is in the best interest of McLean County. This RFP does not commit the County to award a contract, pay any costs incurred in preparing a submittal, procure or contract for services, or to adhere to any predetermined timeline or schedule of events. Submittals which are incomplete, not properly endorsed, do not follow the requested format, or otherwise are contrary to the guidelines of the RFP may be rejected as non-responsive at McLean County's discretion. McLean County reserves the right to request clarification from any or all respondents submitting qualifications.

The County reserves the right to amend, suspend, or terminate this solicitation at any time during the process. In addition, the County reserves the right to reject any (or all) RFP submission(s) and reissue this solicitation at a future date at the County's sole Discretion.

The RFP shall be submitted on 8 ½ X 11" paper, bound in a three-ring loose leaf binder with materials separated by tab dividers, into the sections defined below.

Please submit six copies of your submittal in a sealed envelope to the address listed below.

The submittal should include the following, in the order presented:

1. Table of Contents: A clear identification of the material contained in the Statement of Qualifications, by section and page number.
2. General Information: General information including the name of the firm, local address, telephone number, facsimile number, E-Mail address, contact person, location of branch offices, if any, and states in which the firm is licensed to practice. Firms that will be submitting as partners, joint venture's, etc. shall submit information for all firms.

This section shall also include:

- a) information on any major sub-consultants proposed.
- b) Information on the size of the firm's offices(s) that will be performing the work.
- c) Financial Information (see Item 5 under Statement of Qualifications)

3. Similar Project Experience: A description of at least five (5) similar projects and/or studies performed. Project description shall include project name and location. Submit a project schedule and status report of at least one of the similar projects listed. Sub-consultant information shall also be included, if applicable.

4. Project Personnel: This section shall include biographical information and experience of the firms' project manager(s) and other personnel who will be involved in the project. Biographical information shall include name, title, education, licensure, years of professional experience, years with the firm, project role, as well as relevant project experience. Information shall also be provided on sub-consultants that will perform a substantial portion of the work.

5. References: Identification of at least 4 references from current or previous similar projects/studies performed within the last five (5) years to include a point of contact with phone number to check references.

SCHEDULE AND EVALUATION PROCEDURE

Statement of Qualifications and proposal review:

1. A selection committee consisting of County representatives will review and evaluate all proposals within a reasonable time period dependent upon the number of proposals received.
2. References will be contacted and information shared with all selection committee members.

INSURANCE REQUIREMENTS

At all times during the term of the contract, the Consultant and its sub-consultants shall maintain, at their sole expense, insurance coverage for the Consultant, its employees, officers and sub-consultants, as follows:

TYPE OF INSURANCE MINIMUM ACCEPTABLE LIMITS OF LIABILITY

1. Workers Compensation Statutory
2. Employers Liability
 - A. Each Accident 500,000.00
 - B. Each Employee-disease 500,000.00
 - C. Policy Aggregate-disease 500,000.00
3. Commercial General Liability
 - A. Per Occurrence 1,000,000.00
 - B. General Aggregate
 1. General Aggregate- Per project 1,000,000.00
 2. General Aggregate - Products/Completed Operations 1,000,000.00
4. Fire and Legal Liability (any one fire) 50,000.00
5. Medical Expense (any one person) 5,000.00
6. Umbrella Excess Liability (over primary) 1,000,000.00
 - Retention for Self-Insured Hazards (each occurrence) 1,000,000.00
7. Business Auto Liability 1,000,000.00
8. Professional Errors and Omissions 1,000,000.00

NOTE:

- A) It is the responsibility of Consultant to provide a copy of any PROPOSAL subsequent to this RFP to their insurance carrier.
- B) It may also be required that the Consultant's insurer and coverage be approved by County prior to execution of the Contract.
- C) No work shall be started until receipt of Certificate of Insurance.

The County of McLean shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and any reference number (purchase order, project, etc.) provided by the County. Certificates should be faxed (and hard copy mailed) to:

McLean County Administrator's Office
Eric Schmitt, Administrative Services Director
115 E. Washington St.
Bloomington, IL 61702-2400-3978
TX: (309) 888-5110
FX: (309) 888-5111

The insurance carrier of the insured is required to notify the County of McLean of termination of any or all of these coverages, prior to the completion of any contract, at least 30 days prior to expiration.

INQUIRIES AND LOBBYING RESTRICTIONS

Respondents will carefully examine all documents included in this RFP and shall make a written request to the County for interpretation or correction of any ambiguity, inconsistency, or error herein. Any written interpretation or correction will be issued as an Addendum by the County. Only a written interpretation or correction by Addendum shall be binding. Respondents are cautioned against relying upon any interpretation or correction given by any other method.

All Requests for Interpretation (RFI), correction or other inquiries concerning the RFP process and/or the subject of this RFP must be directed to:

Eric Schmitt
McLean County Administrator's Office
115 E. Washington St., Room 401
Bloomington, IL 61702-2400

Except for contact with the designated County official in the designated method for this RFP, all interested individuals, firms and their agents who intend to submit or have submitted a proposal or other response to the County are hereby placed on formal notice that no McLean County Board Members, McLean County Nursing Home Staff Member, or employees working in the County Administrator's Office are to be lobbied, either collectively or individually, concerning this RFP.

Lobbying consists of introduction, discussions related to the selection process, or any other discussions or actions that may be interpreted as attempting to influence the outcome of the selection process. This includes holding meetings, engaging in the aforementioned prohibited lobbying and/or prohibited contact, which actions may immediately disqualify Respondent from further consideration by the County for this RFP.

PROPOSAL DISCLOSURE

All proposals submitted to the County are subject to the Illinois Compiled Statutes Chapter 5, Section 140 (5 ILCS 140/1 Freedom of Information Act). With regard to any information submitted in a proposal

with the Respondent considers to be proprietary or otherwise exempt from disclosure, the Respondent must invoke, in writing, the exemption(s) to disclosure provided by 5 ILCS 140 Freedom of Information Act in its proposal by providing the specific statutory authority for the claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Furthermore, to designate portions of the bid as confidential, the Respondent must:

1. Mark the cover page as follows: “This proposal includes trade secrets or other proprietary data.” 2. Mark each sheet or data to be restricted with the following legend: “Confidential: Use or disclosure of data continued on this sheet is subject to the restriction on the title page of this proposal.” 3. Provide a USB drive (preferred) or CD-ROM with a redacted copy of the entire bid or submission in pdf format for use in responding to FOIA requests made to the County of McLean. Respondent is responsible for properly and adequately redacting any proprietary information or data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a USB drive (preferred) or CD-ROM with a redacted copy may result in the release of an un-redacted copy.

Indiscriminate labeling of material as “Confidential” may be grounds for deeming a bid as non-responsive.

McLean County will make the final determination as to whether information, even if marked “confidential” will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against McLean County or its agents for its determination in this regard and disclosure of information.

At some point after proposal opening, all opened proposals will be made available for public inspection consistent with 5 ILCS 140 Freedom of Information Act.

If a contract is awarded as a result of this RFP, the awarded contract will also become a public record consistent with 5 ILCS 140 Freedom of Information Act. The County has the right to use any and all information/material submitted.

McLean County reserves the right to make an award to the Respondent offering a proposal in the best interests of Rock Island County and meeting all the requirements of the RFP.

Development Costs

Neither the County nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a proposal in response to this RFP

Conflicts of Interest

All Respondents must disclose with their proposal the name of any officer, director, or agent who is an elected official, appointed official, or an employee of the County. Furthermore, all Respondents must disclose the name of any elected official, or employee of the County who owns directly or indirectly, any interest in the Respondent’s firm or any of its affiliates or branches. Respondents must further disclose any interest they have in a competitor of the McLean County Nursing Home or any interest that any officer, director or agent of the Respondent has in a competitor of the McLean County Nursing Home.

NON-COLLUSION

By submitting and signing a proposal response, the Respondent certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates, or gratuities are permitted, either with, prior to, or after delivery of material provisions of services. Any violation of this provision may result in contract cancellation, return of materials, or discontinuation of services.

NON-APPROPRIATION

The contract for management services shall include a rider that allows cancellation of contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County Board shall be conditioned by a “non-appropriation” clause containing the following or similar language:

This contract is approved and funded contingent upon annual appropriations being established by the local governing body of McLean County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1st and December 31st. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, McLean County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.

ANTICIPATED CONTRACT

McLean County anticipates entering into a contract with the successful respondent at the conclusion of this process. Anyone submitting a proposal to be considered in response to the RFP acknowledges and agrees that the terms of this RFP shall be incorporated into any such contract and that the terms of this RFP will control any conflict between the contractual language and the language within this RFP. Standard clauses to be used as a guide for such a contract, but which are not meant to be inclusive of all terms and conditions of any agreement between the parties, are provided in Exhibit A.