

RFP 2018-001 Evaluation Review Committee Minutes
Urbana, Illinois
February 9, 2018

Present: Van Anderson, Lynne Barnes, Cathy Emanuel, Stephanie Fortado, Jim Goss, Robert King, Claudia Lennhoff, Jim McGuire, Al Nudo, Pius Weibel

Absent/Excused: None

Also Present: Tammy Asplund, Deb Busey, Pattsy Petrie

I. Call to Order

Chair Weibel called the meeting to order at 3:01 p.m.

II. Roll Call

Each committee member introduced him or herself. A quorum was established.

III. Approval of Agenda

The board approved the agenda as distributed (motion by Barnes, second by Goss, unanimous).

IV. Approval of Minutes

None.

V. Public Participation

None.

VI. Communications

Ms. Fortado stated the Nursing Home will have an Art Fare on February 25, 2018.

VII. Review & Determination of RFP Evaluation Criteria

Mr. Anderson reviewed several documents, including the RFP, Phase I Evaluation Tool, and Phase II Evaluation Tool. Mr. Anderson explained these tools are critical to be able to defend the evaluation process; to show it is thorough, complete, and fair across all proposals.

Mr. Weibel and Mr. Anderson committed to providing the Nursing Home marketing document and link with the appropriate sign in credentials to the website containing all the information available to the proposers.

Mr. Anderson stated Marcus & Millichap helped to develop the RFP document. The RFP provides the criteria to evaluate the responses. The committee discussed the determination of responses and non-responsive items. They also discussed weighting and rating scales.

Mr. Anderson reviewed the timeline of this project, including the deadline for amendments (February 16, 2018) to the RFP and submission (February 28, 2018) from the proposers.

The committee discussed the County's ability to enforce the RFP requirements after the sale. Several committee members suggested the addition of reporting requirements to the sales contract.

The committee reviewed services currently offered by the Champaign County Nursing Home (specifically dental, pulmonary, and dialysis) and how this committee can ensure these services continue under a new owner.

Mr. Anderson reviewed the Terms and Conditions sections of the RFP, including contingencies, rights of the current residents, commitment to employees, assumption of the current collective bargaining agreements, and covenant to maintain a skilled nursing facility.

The committee discussed the eleven million dollar proposed price and how that number was determined.

Mr. Anderson requested all suggestions and requests for changes to the RFP or draft evaluation documents be emailed to him no later than 4:30 p.m. on Tuesday, February 13, 2018.

Mr. King and Mr. Goss left the meeting at 4:39 p.m.

VIII. Determination of Next Meeting Date and Time

The next meeting will be at 4:00 p.m. on Thursday, February 15, 2018.

IX. Other Business

None.

X. Adjournment

Mr. Weibel declared the meeting adjourned 4:42 p.m.

Respectfully submitted:
Tammy Asplund
Recording Secretary