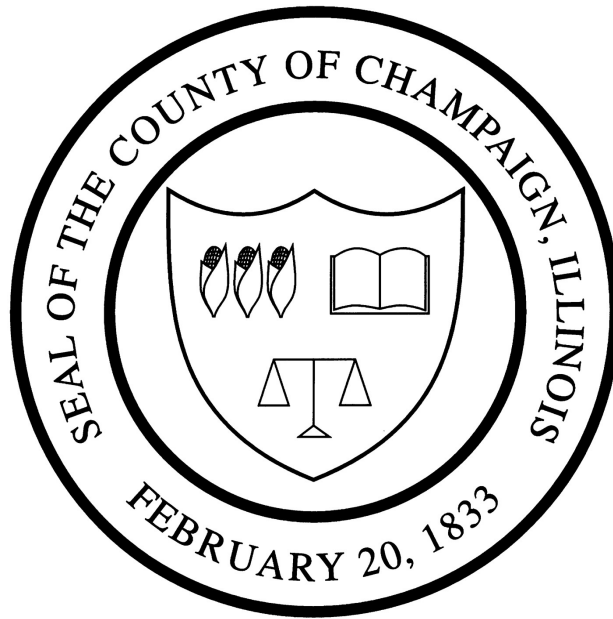


Request for Proposal

Management and Consulting Services
for
Champaign County Nursing Home

RFP 2017-005



Issue Date: May 10, 2017

REQUEST FOR PROPOSAL (RFP 2017-005)
CCNH MANAGEMENT AND CONSULTING SERVICES

May 10, 2017

Per the direction of the Champaign County Board, the County of Champaign invites you to submit information in accordance with the requirements documented within this Request for Proposal (RFP). You must carefully read the attached documents and follow the procedures as outlined in order to be considered for selection as a service provider to the County.

Proposals are due by 1:30pm on Wednesday, May 31, 2017. Please refer to section II for complete instructions for submissions.

The proposal shall include the entire response to this Request for Proposal document and any amendments which may subsequently be issued. Proposals received after the above stated time will be considered a late and will be disqualified from further consideration.

Please direct questions regarding the proposal package to Rick Snider, County Administrator, at countyadmin@co.champaign.il.us or by phone at (217) 384-3776.

Sincerely,

A handwritten signature in black ink that reads "Richard S. Snider". The signature is written in a cursive, flowing style.

Richard S. Snider
County Administrator

I. INTRODUCTION

The County of Champaign is requesting proposals from qualified individuals and/or management firms to provide management and consulting services necessary for the continued operation of the Champaign County Nursing Home (CCNH). The home is currently managed through Management Performance Associates under a contract that will terminate on June 30, 2017. This RFP seeks management and consulting services beginning July 1, 2017 on a month-to-month basis.

The Champaign County Nursing Home is a 220-bed long-term care and rehabilitation facility and is an important community asset. The Proposer chosen for this project will be required to provide management and consulting services in accordance with the scope of services delineated herein.

II. INSTRUCTIONS TO PROPOSERS

1. All proposals must be submitted to:

Richard S. Snider
County Administrator
Brookens Administrative Center
1776 East Washington
Urbana, IL 61802

All questions regarding the proposal shall be directed in writing to the County Administrator at the above-listed address or via e-mail at:
countyadmin@co.champaign.il.us.

2. All responses to this RFP must be delivered in a sealed envelope clearly labeled "RFP 2017-005 – CCNH Management and Consulting Services." All proposals must be received by 1:30pm on Wednesday, May 31, 2017. One (1) original and six (6) hard copies of your response, and one digital/electronic copy of your response to this RFP must be submitted. Proposals arriving after the deadline will not be accepted.
3. Proposals should provide a concise and accurate description of Proposer capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
4. An authorized representative of the Proposer must complete and sign the proposal.
5. The County Administrator or designee will notify Proposers if the County selects them as a finalist. Finalists may be invited to make a public presentation before the County Board at the June 13, 2017 Committee of the Whole Meeting at the Brookens Administrative Center, Urbana, IL.

6. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.
7. In submitting information, it is understood by the undersigned that the right is reserved by the County of Champaign to accept any submissions, to reject any and all submissions, and to waive any irregularities or informalities which are in the best interest of the County of Champaign.

III. MINIMUM QUALIFICATIONS

The County of Champaign invites submissions from any person or entity meeting the following minimum qualifications: (verification of these qualifications is attested through completion of this RFP.)

1. Must possess nursing home administrator license in the State of Illinois, or the ability to obtain a permanent or temporary Illinois nursing home administrator license prior to commencement of service.
2. Five years of experience with the management and operation of health care, long-term care, or rehabilitation facilities.
3. Upon request, provide proof of insurance coverage for General Liability, Employers Liability, Workers' Compensation and Errors and Omissions.
4. If selected, the Proposer must comply with Illinois statute 55 ILCS 5/5-21006 which states: "(1) All applicable State and Federal rules and regulations shall be adhered to and full cooperation shall be given to all legitimate State and Federal requests for inspections and information. Such compliance shall include but not be limited to the provisions of the 'Nursing Home Care Act', approved August 23, 1979, as amended. (2) The powers of the county board contained in Sections 5-21009 and 5-21010 shall be maintained by the board. (3) The contractor shall make monthly written reports to the county board or a health services committee of the board and shall meet with the board or its committee at least once every 2 months. The contractor shall also make an annual report to the board. The content of such reports shall be specified in the contract. (4) The facilities and records of the home shall be open for inspection by the board at all times. (5) No contract may extend for a period beyond 4 years."

IV. TERMS AND CONDITIONS

1. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the County. Final selection will be based on the proposal which best meets the requirements set forth in the RFP and are in the best interest of Champaign County.

2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the County the services set forth in the attached specifications, or until one or more of the proposals have been approved by the County, whichever occurs first.
4. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied or approved by the County and shall contain, at a minimum, all applicable provisions of the RFP. The County reserves the right to reject any agreement that does not conform to the RFP and any County requirements for agreements and contracts.
5. The County shall not be responsible for any costs incurred by the Proposer in preparing, submitting, or presenting its response to the request for qualifications.
6. If successful Proposer will be required to provide evidence of insurance for General Liability, Employers Liability, and Errors and Omissions Insurance. The firm will also be required to provide workers' compensation insurance in accordance with Illinois State Law.
7. All proposals submitted to the County are subject to the Illinois Compiled Statutes Chapter 5, Section 140 (5 ILCS 140/Freedom of Information Act). Any information submitted in a proposal which 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 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:
 - Mark the cover page as follows: "This proposal includes trade secrets or other proprietary data."
 - Mark each sheet or data to be restricted with the following legend: "Confidential: Use of disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."
 - Provide a CD-ROM with a redacted copy of the entire bid or submission in .pdf format for posting on the County's website for public inspection. 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 CD-ROM with a redacted copy may result in the posting of an un-redacted copy.

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

Champaign 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 Champaign 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 through 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 or all information/material submitted. Champaign County reserves the right to make an award to the Respondent offering a proposal in the best interests of the Champaign County and meeting all the requirements of this RFP.

V. SELECTION CRITERIA

A committee of County representatives will review each submission and rate it using several evaluation criteria.

1. Responsiveness: The County will consider the material submitted by the Proposer to determine whether the Proposer is in compliance with the RFP.
2. Responsibility: The County will consider the material submitted by the Proposer and other evidence it may obtain to determine the firm's demonstrated ability to manage and operate a long-term care facility.
3. The qualifications, experience, and familiarity with local government risk management issues.
4. The fee proposal for providing the requested services.
5. The availability of other related support services.
6. Any other information provided that the County deems valuable.

VI. BACKGROUND INFORMATION

The County of Champaign has a population of 201,082 according to the 2010 U.S. Census. Urbana is the county seat and is part of the Champaign-Urbana Metropolitan Statistical Area that includes Champaign, Ford, and Piatt Counties in Illinois. The MSA population is 231,891 as of the 2010 U.S. Census.

Since approximately the mid-1860s, the people of Champaign County have supported facilities to provide social services for the elderly and indigent. Today, the County operates a

132,000-square foot long-term care and rehabilitation facility located in Urbana, Illinois on county-owned property. Constructed in 2005, the Champaign County Nursing Home has approximately 140 residents as of April 2017, and is configured to serve up to 220 patients with a maximum certification of 243 Medicare/Medicaid-eligible beds. The facility offers adult day care, rehabilitation-to-home services, and long-term care services. It has approximately 220 employees.

Over the past 15 years, the County has experienced financial and management challenges associated with the operation of the nursing home. The County lacks the financial and management capacity to continue operating the home in its current model and is seeking qualified operators of long-term care facilities to submit proposals to manage the home on a short-term basis as the home's ultimate disposition is determined by the County Board.

VII. SCOPE OF SERVICES DESIRED

The County of Champaign desires the following services:

1. General Responsibilities. The Proposer shall work collaboratively CCNH department directors and managers to manage the services and operations of the Champaign County Nursing Home, reporting to the County Administrator. Final decision making authority rests with the Champaign County Board.
2. Communications. The Proposer shall be responsible for periodic progress reports to the Nursing Home Board of Directors and the Champaign County Board. Reports shall be delivered at least once per month to each of the governing bodies.
3. Administrator. The Proposer shall serve as the nursing home administrator and/or obtain an administrator for the home to ensure continuity in the services provided to the residents of CCNH. Administrator must possess an Illinois nursing home administrator license.
4. Business Management and Billing. The Proposer shall implement policies and procedures for a sound, feasible, and prudent credit and accounts receivable program. The Proposer shall implement the same by directing staff to take reasonable steps necessary to effectuate timely bills by CCNH including the issuance of invoices, statements for services rendered, and materials furnished by CCNH, the collection of accounts and monies owed to CCNH, including the referral of all legal proceedings necessary, the cost of which shall be a CCNH expense. Proposer shall ensure the timely issuance of all checks, vouchers, and other documents necessary for the payment of payroll, trade accounts, amounts due on short- and long-term indebtedness, taxes, rents, and all other obligations of CCNH. [reiterate importance of compliance]
 - a. Proposer may recommend provision of a "turn-key" billing system or may utilize existing staff in combination with assistance from Proposer to maintain billing. Proposer shall be responsible for billing of governmental

benefits and/or provide guidance to CCNH staff to meet requirements for participation and payment associated with such third-party payment programs such as Veteran's Administration insurance, Medicaid and Medicare.

5. **Contracts.** The Proposer will secure and retain contracts in the name and for the account of CCNH with such individuals or entities necessary for the proper and efficient functioning of CCNH, the cost of which shall be a CCNH Expense. The Proposer shall review contracts and identify potential cost savings that can make the home operate more sustainably. Contract changes will be reviewed with the County Administrator prior to implementation. Purchases shall be made in accordance with Champaign County Purchasing Policy.
6. **Licensure.** The Proposer shall attempt to cause all things to be done in and about CCNH which are reasonably necessary to comply with the requirements of any applicable licensing statute, ordinance, law, rule, regulation, or order of any governmental or regulatory body with respect to the licensing of CCNH or the construction, maintenance, or operation thereof. If legal advice is necessary in connection with securing or maintaining licensure of CCNH, legal services will be a CCNH Expense.
7. **Compliance.** The Proposer shall be responsible for managing Compliance Services currently implemented in CCNH. The Services address compliance requirements dictated by the Affordable Care Act (ACA) and by Office of Inspector General (OIG) compliance guidance. The current Compliance Program utilizes proprietary information of the current management company. Proposer may propose licensing the system or providing their own system for compliance.
8. **Personnel Management.** Working with the CCNH Human Resources Director, the Proposer shall manage personnel policies and procedures designed to maximize the effectiveness of CCNH's employees. Such policies and procedures will: a) be consistent with applicable Champaign County personnel policies and procedures when necessary and/or b) specifically reflective of CCNH needs. Such policies and procedures will address discipline, hiring, and developing CCNH employees, including conducting job analyses, recruitment, orientation, training, and appraising performance of CCNH employees, and managing CCNH wages and salaries. Nursing home employees are County employees and are subject to County Personnel Policy and any applicable collective bargaining agreements.
9. **Annual Budget.** Proposer shall work with the County Administrator's Office, the County Auditor, and the County Treasurer to develop an operating budget for the Nursing Home.

VIII. PROPOSAL FORMAT

1. The proposal must be presented in the order as described below. To be considered substantive, the proposal must respond to all requirements of this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.
2. Provide a brief company history and description including size and number of employees.
3. A response to each item as set forth in the “Scope of Services Desired” in Section VII and a description of how your firm will approach delivery of those services.
4. Resumes of all principals that would be assigned to provide services to Champaign County.
5. At least three references from current clients, including contact names, addresses and telephone numbers.
6. Information on the firm’s experience in managing long-term care facilities similar to the Champaign County Nursing Home.
7. A draft contract including the proposal for fees to be charged to Champaign County for provision of services requested, as well as proposed content for reporting to the County Board per statutory requirements.
8. A description of any other services to be provided without additional compensation beyond negotiated fee to be paid by the County for services provided pursuant to the terms of this RFP.
9. An explanation of what distinguishes the services the submitting firm can provide from other firms.

IX. TIMELINE

May 10	RFP issued
May 31	Submission deadline
June 5	Review by Committee/Selection of Finalists
June 13	Presentation to County Board Committee of the Whole (optional)
June 13	Recommendation to County Board

June 22 Contract Approved by County Board