



Champaign County Board Request for Proposal (RFP 2014-001) Evaluation Committee

MINUTES – *Approved as Distributed 1/28/14*

Date: Wednesday, January 9, 2014
Time: 11:30 a.m.
Place: Jennifer Putnam Meeting Room
Brookens Administrative Center
1776 E. Washington St.
Urbana, Illinois

Committee Members: Cathy Emanuel (Chair), Josh Hartke, Gary Maxwell, Rachel Schwartz, Debra Busey, Van Anderson
Absent: Jeff Kibler
Others: Pattsi Petrie & Chris Alix (Champaign County Board), Beth Brunk (recording secretary)

Call to Order

Chair Emanuel called the meeting to order at 11:36 a.m.

Approval of Agenda

MOTION by Mr. Hartke to approve the agenda as distributed; seconded by Mr. Maxwell. Upon vote, the MOTION carried unanimously.

Public Participation

None

Approval of Final Version of RFP 2014-001 Nursing Home Management Services for Champaign County, Illinois

Mr. Anderson provided a list of all the pertinent document links that will be reference information or resources to the RFP. The labor contract links and information on current existing contracts such as food service, physical therapy, rehabilitation, etc. will be added. This information will be located in an appendix after the Exhibits in the RFP. The Committee went through the draft RFP document to review all edits provided by Committee members. Once the RFP is finalized, the next step will be to develop the evaluation criteria and the weighting scheme.

Ms. Emanuel clarified that at the Pre-Proposal Conference any interested proposer can attend and not just the pre-registered respondents. Barb Mann from the State's Attorney's Office eliminated much duplication of language in the draft.

The proposed timetable includes:

1/15/14	Request for Proposal advertised
1/15-2/7	RFP Committee meets to determine evaluation criteria
2/7/14	Pre-Proposal Conference
3/21/14	Proposals opened
3/21-4/15	RFP Committee meets to select short list of vendors to be interviewed
4/15/14	Committee of the Whole (COW) Finance Committee confirms the RFP Committee's recommendation
4/29/14	Special COW Finance Committee meeting to rank vendor presentations
4/29-5/13	Negotiate contract with top ranked vendor
5/13/14	COW Finance will recommend approval of contract
5/13-5/22	Negotiate any changes in contract
5/13/14	Contract approval at County Board meeting
7/1/14	Contract begins

The Committee agreed that the most important criteria for vendor acceptance include overall strategy, methodology, experience, qualifications, timetable, cost proposal and approach to service delivery and meeting the County's requirements.

Areas of importance expressed by the Committee:

- **Active participation by vendor** – Mr. Maxwell did not want to see the majority of management responsibilities sub-contracted out.
- **In-House Management** – Mr. Maxwell felt that management needs to provide more oversight of the Nursing Home Administrator.
- **Experience** – Ms. Schwartz stressed the importance for the vendor to have county nursing home experience. She wants to see someone that will understand the local situation in Illinois. There is a difference between county and private pay nursing home management needs.
- **How monitor Key Performance Indicators** – The Committee will be looking for strategies on how to increase the rating from a 1-star to 3-star nursing home.
- **Lobbying efforts with local legislation**
- **Develop strong relationships with local hospitals** – strategy to increase Medicare A clients.

Ms. Schwartz noted the tension that exists between the number of Medicaid beds and the financial stability of the institution. She felt the implicit mission of a County Nursing Home is to provide as many Medicaid beds as possible without losing money. Mr. Hartke stated that the Nursing Home Board of Directors will have the opportunity to guide management as they monitor the monthly numbers on the number of beds that are Medicaid and Medicare.

Mr. Anderson solicited ideas from the Committee on additional options to advertise the RFP. As he receives questions from responders, he will compile the answers on the website as a Fact Sheet which will become an addendum. Additional addenda may be necessary if further clarifications are needed in the RFP.

In the next Committee meeting, the members will develop the evaluation criteria.

Other Business

None

Adjournment

The meeting was adjourned at 1:25 p.m.