JULIA RACKLEY PERRY MEMORIAL HOSPITAL
PRINCETON ILLINOIS

REQUEST FOR PROPOSAL

Request for Proposal of Anesthesia Services

January 2017
Table of Contents

1. **STATEMENT OF WORK**  3
   1.1 Purpose  3
   1.2 Coverage and Participation  3

2. **GENERAL INFORMATION**  3
   2.1 Original RFP Document  3
   2.2 The Hospital  3
   2.3 Schedule of Events  4

3. **PROPOSAL PREPARATION INSTRUCTIONS**  4
   3.1 Vendor’s Understanding of the RFP  4
   3.2 Good Faith Statement  4
   3.3 Communication  4

4. **PROPOSAL SUBMISSION**  6

5. **CRITERIA FOR SELECTION**  6

6. **SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS**  6
   6.1 Anesthesia Services  7

7. **ON CALL SERVICES**  7

8. **VENDOR QUALIFICATIONS & REFERENCES**  8

9. **ESTIMATED PRICING**  8

10. **ADDITIONAL TERMS AND CONDITIONS**  9

SCHEDULE “A” HOSPITAL DATA  11
1. Statement of Work

1.1 Purpose

The purpose of this Request for Proposal is to invite prospective vendors to submit a proposal to supply Anesthesia Services to Julia Rackley Perry Memorial Hospital herein referred to as Perry Memorial Hospital. The RFP provides prospective vendors with the relevant operational, performance, and application, requirements of the Hospital.

1.2 Coverage and Participation

The intended coverage of this RFP and any agreement resulting from this solicitation shall be for use of all departments at Perry Memorial Hospital. Perry Memorial Hospital reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time prior to notification and without any liability or obligation of any kind or amount.

2. General Information

2.1 Original RFP Document

Perry Memorial Hospital shall retain the RFP, and related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor’s submission, is grounds for immediate disqualification.

2.2 The Hospital

Perry Memorial Hospital is a rural critical access hospital with 25 licensed beds, 3 Operating rooms and 2 Endoscopic Procedure Rooms located within the Special Procedures Department on the 3rd floor of the facility. We are located in the City of Princeton, Illinois with a population of 7600. Perry Memorial Hospital’s service area population is 26,698. Perry Memorial Hospital services include Emergency, Medical/ Surgical, Intensive Care, Surgery, Radiology, Laboratory, Rehab, Endoscopy, Pain Management, Ambulatory Care Services which includes, occupational medicine, infusion therapy, chemo therapy and wound care. Additional services include Senior Behavioral Wellness, Family Health Clinic, Ortho Clinic and Prompt Care Clinic.
2.3 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization’s needs or unforeseen circumstances. Changes will be communicated via e-mail to all invited bidders.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of RFP</td>
<td>January 31, 2017</td>
</tr>
<tr>
<td>Technical Questions/ Inquiries Due</td>
<td>February 15, 2017</td>
</tr>
<tr>
<td>RFP Closes</td>
<td>March 15, 2017 5:00 PM CST</td>
</tr>
<tr>
<td>Complete Initial Evaluation</td>
<td>April 17, 2017</td>
</tr>
<tr>
<td>Final Award Notification</td>
<td>April 26, 2017</td>
</tr>
<tr>
<td>Contract Effective</td>
<td>June 19, 2017</td>
</tr>
</tbody>
</table>

3. Proposal Preparation Instructions

3.1 Vendor’s Understanding of the RFP

In response to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making inquiries to Perry Memorial Hospital as necessary to gain such understanding. Perry Memorial Hospital reserves the right to disqualify any vendor who demonstrates less than such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to Perry Memorial Hospital.

3.2 Good Faith Statement

All information provided by Perry Memorial Hospital in the RFP is offered in good faith. Individual items are subject to change at any time. Perry Memorial Hospital makes no certification that any item is without error. Perry Memorial is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

3.3.1 Vendors’ Inquiries. Applicable terms and conditions herein shall govern communications and inquiries, questions, and request for clarification related to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:
3.3.2 Informal Communications shall include, but not limited to: request from/to vendors or vendors’ representatives in any kind of capacity, to/from any Perry Memorial Hospital employee or representative of any kind or capacity with the exception of Annette Schnabel or Nicki Pierce for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time.

3.3.3 Formal Communications shall include, but not limited to:
- Questions concerning this RFP must be submitted in writing and be received prior to February 15, 2017 12:00 noon CST
- Errors and omissions in the RFP and enhancements. Vendors shall recommend to Perry Memorial Hospital any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to Perry Memorial Hospital any enhancements, which might be in Perry Memorial’s best interests. These must be submitted in writing and be received prior to February 15, 2017 12:00 noon CST.

3.3.4 Addenda: Perry Memorial Hospital will make a good –faith effort to provide a written response to each question or request for clarification that requires addenda within 1 business day. All questions, answers, and addenda will be shared with all recipients.

Perry Memorial Hospital will not respond to any questions or requests for clarification that require addenda, if received by Perry Memorial Hospital after February 15, 2017, 12:00 noon, CST.
4. Proposal Submission

Proposals must be delivered sealed to:

Perry Memorial Hospital
Attn: Annette Schnabel CEO
530 Park Ave East
Princeton IL 61356

on or prior to March 15, 2017, 5:00 pm CST. Perry Memorial Hospital shall not accept proposals received by fax.

Vendors are to submit one (1) copy of their proposal marked “Original “ and one (1) Marked “Copy”. Each original and copy must be individually bound. Please provide one electronic copy via e-mail.

5. Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those providers that have interest and capability to supply Perry Memorial Hospital with all Anesthesia Services identified in the Scope of Work.

Evaluation Criteria:

1. Provider Experience Level 15 points
2. Price 15 points
3. Apparent feasibility/ sustainability of proposal 15 points
4. Additional Services provided 10 points
5. Start-up Timeline 10 points
6. Performance Metrics Proposed 15 points
7. IT/ EMR Experience 10 points
8. Community Presence/Participation 10 points

Selection and Notification

Vendors determined by Perry Memorial Hospital who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these vendors via mail. Those vendors not selected for the negotiation phase will not be notified.
6. Scope of Work, Specifications and Requirements

6.1 Anesthesia Services

6.1.1 Administration of general and regional anesthesia services including appropriate preoperative, postoperative and recovery services to patients.

6.1.2 Administration of monitored anesthesia care utilized in the performance of surgical and special procedures and assist treating providers with the administration of monitored anesthesia care where the provider has scheduled the service.

6.1.3 Provide assistance with and/or manage ventilator patients within the facility.

6.1.4 Anesthesia consults performed at the request of attending and referring providers.

6.1.5 Postoperative and post-procedural pain management.

6.1.6 Provision of the following services and assistance as requested:
   a) Administration of IV Access
   b) PICC Line Insertion
   c) Lumbar Puncture
   d) Difficult Airway Management
   e) Emergency Department Critical Cases
   f) Supervision and mentoring EMT, Paramedic and allied healthcare students and practicums.

6.1.7 Provide minimum staffing level of two (2) providers available for surgeries and procedures onsite Monday through Friday as patient volume fluctuates.

6.1.8 Provide a third (3rd) provider (CRNA) available for surgeries and procedures available 2-3 days each week with a flexible schedule as patient volumes fluctuate.

6.1.9 Vendor to propose two (2) metrics to monitoring the quality of services provided by vendor to Perry Memorial Hospital patients.

6.1.10 Vendor will participate in Quality Improvement teams and other hospital committees as required by the hospital and/or Medical Staff.

7. On-Call Services

7.1 Provide a minimum of one (1) provider from 5 pm -7 am Monday thru Friday and 24 hour
Coverage on Saturday, Sunday and Holidays who are on call for all services described in section 6.1 of this RFP. Provider must have a response time of twenty (20) minutes or less for Emergency Department calls.

7.2 Provide a proposal for additional on-call response in the event of unusually high volumes or demand for multiple urgent/emergent after hours on –call response.

8. Vendor Qualifications & References

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
   - Full legal name of the company
   - Year business was established
   - Number of people employed
2. An outline of the services they currently provide.
3. A description of their geographic region and market penetration.
4. An outline of their partnerships and relationships to date.
5. Information on its current clients, including:
   - Total number of current clients.
   - A list of clients with similar needs receiving similar services.
6. Evidence of professional liability coverage insuring against any all claims that may arise as a result of the services contemplated in this RFP in an amount not less than One Million Dollars ($1,000,000) per occurrence and Three Million ($3,000,000) aggregate per policy year through responsible companies authorized to do business in Illinois.
7. References: Contact information for three references.

9 Estimated Pricing

All vendors must submit a cost breakdown for the implementation of their proposal for Perry Memorial Hospital’s project as described in this RFP. The vendor agrees to keep these costs valid for 180 days as of March 15, 2017.

9.1 Anesthesia Services

Please list and explain your proposed price for Anesthesia Services.

9.2 On-Call Cost

Please list and explain your price for On-Call services.

9.3 Other Costs

Please list other costs, fees or charges Perry Memorial Hospital would be expected to pay to you or on your behalf.
10 Additional Terms & Conditions

10.1 Non-Disclosure Agreement

Perry Memorial Hospital reserves the right to require any respondent to enter into a non-disclosure agreement.

10.2 Costs

The RFP does not obligate Perry Memorial Hospital to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of Perry Memorial Hospital, subject to claims of confidentiality in respect of the Response and supporting documentation.

10.3 Respondent’s Responses

All accepted Responses shall become the property of Perry Memorial Hospital and will not be returned.

10.4 Governing Law

This RFP and the Respondent’s Response shall be governed by the laws of the State of Illinois. County of Bureau.

10.5 Illinois Open Meetings Act

All material submitted regarding this RFP becomes the property of the Hospital. Proposals may be reviewed by any person after the Board approval until such records have been destroyed. Proposers should take special note of this as it relates to any proprietary information that might be included in their offer. Any resulting contract may be reviewed by any person after the contract has been executed by the Hospital. The Hospital has the right to use any or all information/material submitted in response to this RFP process and/or any resulting contract from same. Disqualification of a proposal does not eliminate this right.
10.6 Licenses and Permitting

Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Illinois at the time of submittal of their response to this solicitation. Should the Respondent not be fully licensed and certified, its proposal shall be rejected.

Proposers represent and warrant that its owners, employees and physicians are not excluded from participation, in any federal health care programs or any form of state Medicaid program, and to their knowledge, there are no pending or threatened governmental investigations that may lead to such exclusion. Upon request by Hospital, Proposers shall provide evidence that exclusion checks on its owners, employees and physicians have been conducted, including providing a copy of the Proposer’s policy regarding exclusion monitoring.

Proposers agree to notify Hospital during the course of this bidding process and thereafter if selected as the vendor for contract, of the commencement of any such exclusion, or investigation with the potential outcome of exclusion, within seven (7) business days of first learning of it. Hospital shall have the right to immediately remove a proposed bid from the selection process upon learning of any such exclusion.
SCHEDULE “A” HOSPITAL DATA

The following is a list of information and statistics regarding historical volumes for certain services covered by this RFP.

Perry Memorial Hospital Fiscal Year is May 1st thru April 30.

SURGICAL VOLUMES

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>639</td>
</tr>
<tr>
<td>2015</td>
<td>539</td>
</tr>
<tr>
<td>2016</td>
<td>597</td>
</tr>
<tr>
<td>2017</td>
<td>464 (Year to date December 2016)</td>
</tr>
</tbody>
</table>

ANESTHESIA SERVICES PROVIDED FOR EGD AND COLONOSCOPY SERVICES

April – 2016 – December -2016 - 160

PICC LINE INSERTIONS

No stats available. Perry Memorial has three (3) RN’s who have obtained training to insert lines. Perry Memorial would like to have provider assist with line insertion.