



WAYNE MEDICAL CENTER

**103 J.V. Mangubat Drive
Waynesboro, TN 38485
931.722.5411**

**Request for Proposals (RFP)
#2023-0905**

HOSPITAL MANAGEMENT SERVICES

Date Bids Publicly Opened: Monday, October 16, 2023 at 2:00 p.m. Central Time

Intent to Bid and Physician Ownership Question

RFP Name: **Hospital Management Services**

RFP Ref#: **2023-0905**

Does your company have physician ownership? _____

If yes, please provide detailed information as to the ownership.

By signing below you are certifying that the above is accurate and true.

Please email or mail this document to the attention of:

**Wayne Medical Center
Attn: Jim Mangubat, County Executive
100 Public Square
Waynesboro, TN 38485
RFP #2023-0905 Hospital Management Services
Email: jim.mangubat@waynecountytn.gov**

Contact Person		Company	
Address	City	State	Zip Code
Telephone	Email Address		

I. GENERAL INFORMATION

A. Background and Purpose of Request for Proposals (RFP)

Wayne Medical Center (Wayne Medical Center or the Hospital) is located in Wayne County, Tennessee, which lies on the southwestern edge of Middle Tennessee, with the Natchez Trace Parkway, Buffalo River and Tennessee River as prominent features. Scenic Highway 64 runs east to west across the county, which is the second largest in Tennessee. The cities of Waynesboro, Clifton and Collinwood each offer their own unique lifestyles. Wayne County offers boundless opportunities for outdoor adventure, including fishing, hunting, boating and golfing.

Providing quality health care services for more than half a century, Wayne Medical Center offers residents of Waynesboro, Clifton, Collinwood and the surrounding area a range of inpatient and outpatient services, including:

- 24-hour emergency care with an emergency department (ED) consisting of four beds
- 24-hour clinical laboratory services
- Imaging, including CT scan, MRI, ultrasound and mammography
- Inpatient and outpatient physical therapy
- IV infusion therapy
- Sleep studies
- Endoscopy services (two days per month)
- Specialty outpatient clinic with urology, endocrinology and cardiology services

The Hospital is licensed for 25 beds and is accredited by The Joint Commission. The physical plant of the Hospital consists of 42,916 sq. ft. with three (3) floors.

- The Hospital holds the following accreditations:
- American Academy of Sleep Medicine
- CT Accreditation, American College of Radiology
- The Joint Commission's Gold Seal of Approval® for Hospital Accreditation
- Laboratory Accreditation, College of American Pathologists
- Mammography Accreditation, American College of Radiology
- MRI Accreditation, American College of Radiology

The Hospital currently has 168 employees, which includes PRN employees.

Wayne Medical Center is seeking to outsource the management of the Hospital to a third party vendor. Accordingly, through a Request for Proposals (RFP), Wayne County Government is seeking bids (Proposals) from potential vendors (Proposers) in order to allow it to select a vendor (Vendor) that can implement and provide a full suite of professional hospital management services.

a. Term of Service

The term of services shall be for five (5) years with one (1) optional extension of five (5) years.

b. Basis of Award

The basis of award shall be to a single Vendor based on the highest rated Proposal offering the best value to Wayne Medical Center meeting the specifications, terms and conditions in accordance with the evaluation criteria set forth in this RFP.

c. Business Goals and Objectives

This RFP seeks comprehensive management services that will provide Wayne Medical Center with the management, human resources, technological, financial and operational capabilities necessary to operate the Hospital. In connection with the management services provided, the selected Vendor will commit to the following:

1. Employing and providing the CEO and CFO of the Hospital.
2. Enrolling the Hospital with CMS under Medicare Part A as a Rural Emergency Hospital (REH). REHs are a new Medicare Part A provider type. Section 125 of the Consolidated Appropriations Act of 2021 (CAA), Division CC defines REHs as facilities that meet these regulatory requirements (This list includes basic criteria and is not all-inclusive.):
 - Must enroll in Medicare
 - Has a transfer agreement in effect with a Level I or Level II trauma center
 - Must meet staff training and certification requirements, including:
 - A staffed emergency department 24 hours a day, 7 days a week, with staffing requirements like those for Critical Access Hospitals (CAHs)
 - A physician (as defined in Section 1861(r)(1) of the Social Security Act (the Act)), nurse practitioner, clinical nurse specialist, or physician assistant (as those terms are defined in Section 1861(aa)(5) of the Act) available to provide rural emergency hospital services in the facility 24 hours a day
 - Meet certain licensure requirements, including:
 - Located in a state that provides for licensing of such hospitals under state or local law
 - Licensed under such law
 - Approved by the state or local agency as meeting the standards for such license
 - Meet Conditions of Participation (CoPs) applicable to CAHs regarding emergency services and hospital emergency departments
 - Don't exceed an annual per patient average of 24 hours of services
 - Don't provide any acute care inpatient hospital services (other than post-hospital extended care services provided in a distinct part unit licensed as a skilled nursing facility (SNF))
 - Was a CAH or small rural hospital with no more than 50 beds on December 27, 2020 (the date of enactment of the CAA).
3. In connection with the conversion of the Hospital to an REH and modification of the Hospital's state license, the selected Vendor would assist the Hospital in applying for a certificate of need (CON) from the Tennessee Health Services Development Agency and obtaining a license from the Tennessee Office of Health Care Facilities for a separate skilled nursing facility unit contained in the Hospital building.
4. The selected Vendor also will be required to provide emergency medical services (EMS) to local residents. The request is to establish for the term of the Management Services Agreement a qualified ambulance service to provide Advanced Life Support (ALS) and Basic Life Support (BLS)

ambulance response for 911 Emergency Calls in Wayne County. The selected Vendor must provide a fully integrated, high performance EMS delivery system that provides ambulance response, pre-hospital care, transportation to medical facilities, and related services such as billing, within Wayne County. The selected Vendor must be able to provide the implementation and required services by January 1, 2024, as the current EMS contract expires on December 31, 2023.

5. The selected Vendor may subcontract with another provider for EMS. However, we will only accept one comprehensive Proposal that includes Hospital Management Services and EMS.
6. The selected Vendor should provide a plan for promoting the Hospital's capabilities and service line offerings.
7. The selected Vendor should provide a plan for physician recruitment to allow for expansion of the Hospital's service line offerings.

D. Management Services Agreement. Services will be provided in accordance with a Management Services Agreement between Wayne Medical Center and the successful Vendor. Proposers must commit to negotiate in good faith to enter into a Management Services Agreement with Wayne Medical Center on or before December 1, 2023, with services to commence no earlier than January 1, 2024, and no later than July 1, 2024, with the exception of the EMS services, which must commence by January 1, 2024, when the current EMS contract expires. Upon completion of this process, Wayne County Government may enter into contract negotiations with the Vendor(s) who best meets the objectives and requirements as outlined in this RFP. Wayne County Government and Wayne Medical Center are under no obligation to enter into contract negotiations as a result of this RFP.

B. RFP Activity Schedule

Wayne County Government reserves the right to amend the dates in this schedule as desired at any time.

RFP Activity Schedule	Due Dates
RFP Posted to the Wayne County Government website	Tuesday, September 12, 2023
Questions & Comments from Prospective Proposers Please email to jim.mangubat@waynecountytn.gov	Friday, September 22, 2023 no later than 3:00 pm
Wayne County Government response to Proposer Questions & Comments	Monday, October 2, 2023 no later than 4:00 pm
Intent to Bid and Physician Ownership Question	Monday, October 16, 2023 @ 2:00 pm
Proposal Due Date (Bid opening)	Monday, October 16, 2023 @ 2:00 pm
Shortlist Proposer Presentations	Monday, November 6, 2023 through Monday, November 13, 2023
Announcement of Intended Awardee	Wednesday, November 15, 2023 @2:00 pm

C. Questions Regarding the RFP

Any questions submitted (and their answers) may be distributed to all participating Proposers. These guidelines for communications have been established to ensure that the RFP process is fair and equitable to all Proposers. **Jim Mangubat, County Executive** is the single-point of contact for the RFP process. As such, all questions, comments, and responses should be directed to him.

Questions and comments regarding this RFP will be submitted in writing via email to **jim.mangubat@waynecountytn.gov** no later than 3:00 pm (Central Time) on Friday, September 22, 2023. Questions and comments must be submitted in EXCEL format and the subject of the email should reference the RFP#, Title and Proposer's Name.

ID	P Name	RFP Section	Question or Comment

Proposers interested in inspecting the Hospital should contact County Executive Jim Mangubat with at least 72 hours' notice to schedule an inspection. A WOLD Engineer inspection is available upon request.

D. Response Due Date and Delivery

In order to be considered, your Proposal must be submitted in hard copy format, in a sealed envelope with the RFP Reference Number, Date and Time of the Opening printed on the outside of the envelope. Proposals should be sent to:

**Wayne Medical Center
Attn: Jim Mangubat, County Executive
100 Public Square
Waynesboro, TN 38485
RFP #2023-0905 Hospital Management Services**

Proposals may be sent, **AT YOUR RISK**, or delivered to the office of Jim Mangubat, County Executive. **We strongly suggest you hand deliver or use a delivery service such as Fed Ex or UPS.** Any other method of delivery puts the bid at risk of not making the deadline. Proposals arriving late will be returned, unopened.

Proposals are to be submitted **on or before 2:00 p.m. Central Time on Monday, October 16, 2023**, at which time they will be publicly opened. Public Opening means that Proposals will be removed from their sealed envelopes, but prices and Proposals will not be reviewed in public until after they have been evaluated and an award has been made, if one is made. Electronic copies may be requested at a later date but will not be accepted for the initial submittal.

E. Response Time Frame

Proposals must be valid through December 31, 2023.

F. Compliance

Proposers must be responsible for understanding and following all statutes, rules, regulations, policies and procedures applicable to a contractor of Wayne County Government and Wayne Medical Center if selected as the successful Vendor.

G. Disclaimer

Proposers must perform their own evaluation of all information and data provided by Wayne Medical Center. Wayne County Government and Wayne Medical Center make no representation or warranty regarding any information or data provided.

II. RFP PROCESS

Proposals must be in accordance with the attached instructions. **Wayne County Government reserves the right to accept or reject any and all bids. Wayne County Government is an equal opportunity employer and does not discriminate regardless of disability, race, or gender. Wayne County Government does not obligate itself to accept any particular Proposal on behalf of the Hospital.**

1. **Proposals must be completed in its entirety**
2. **Only original signature on Proposals will be accepted**
3. **All changes to Proposals must be made in writing**
4. **Proposals must be submitted in duplicate**
5. **Proposal Opening - Proposers may come to the Proposal opening, however, pricing and term information will not be provided at that time. The Proposal opening is a public event to demonstrate that Wayne County Government follows all applicable laws in its process. Prices and terms will be available only after an RFP award is made and then only by appointment.**
6. **Following the Proposal Opening, a Proposer may not have any further contact with the point of contact or other Wayne County Government or Wayne Medical Center personnel or affiliated physicians about the RFP unless initiated or authorized by Wayne County Government. All communication must be done through a single point of contact, Jim Mangubat, County Executive.**

III. EVALUATION PROCESS

1. In the event Wayne County Government determines, in its sole discretion, that additional Proposals are necessary for a competitive procurement process, Wayne County Government may, with or without notice, extend the RFP opening date for a period of time as it deems necessary or appropriate. In the event the RFP opening date is extended pursuant to this paragraph, an updated copy of the RFP will be made available, and any Proposer that submitted a Proposal prior to the RFP opening date extension may re-submit its Proposal or rely upon its original proposal.
2. Wayne County Government will evaluate the Proposals considering, without limitation, some or all of the following, if applicable: price, quality, delivery time and schedules, any exceptions taken to the RFP documents, including any agreements accompanying such documents, any warranties offered, and the Proposer's demonstration of its good faith commitment for equal opportunity of small business enterprises, minority businesses and individuals, and socially and economically-disadvantaged individuals (collectively, "Minority Businesses") and any other items or things, which Wayne County Government considers important, applicable and in its best interest.

IV. RFP GRIEVANCE PROCESS

The intention of Wayne County Government is to conduct all business affairs in a fair and impartial manner. In order to assure fairness to all prospective Proposers, Wayne County Government has developed a grievance process to provide an organized and effective method of disputing the RFP process or award. This process will allow each Proposer to present its side of an issue and to resolve amicably any conflicts which may arise between Wayne County Government and the Proposer.

If you initiate litigation prior to exhausting the grievance procedure, Wayne County Government will assert your failure to utilize this process as a defense.

1. Prior to RFP Opening
 - a. Challenges to the RFP specifications must be made in writing and received in the County Executive's office no more than seven (7) days after the RFP has been advertised.
 - b. The challenge must contain the specific reasons for the challenge, contain the actual wording and give a specific reference found in the RFP.
 - c. The challenge must be mailed or emailed by 2:00 P.M Central Time to:

Wayne Medical Center
c/o Jim Mangubat, County Executive
100 Public Square
Waynesboro, TN 38485
Email: jim.mangubat@waynecountytn.gov

- d. Wayne County Government will make a determination of merit for your challenge. If the determination is in your favor, an addendum to the RFP will be issued.
 - e. If the decision of Wayne County Government is negative, the Proposal opening will continue as scheduled.
 - f. Challenges to the RFP specifications shall be considered waived and invalid if the challenge has not been brought to the attention of Wayne County Government within seven (7) days after the RFP has been advertised.
2. Following the RFP Award
 - a. Should a Proposer have an objection to an RFP award, a formal protest must be submitted in writing. The protest itself must be received by Wayne County Government within five (5) business days after the RFP award has been announced.
 - b. The protest must specify the RFP Name and Number and clearly identify the dispute. Exact wording and sections of dispute must be identified.
 - c. The protest must be sent to the point of contact set forth above.
3. Formal Response to Protest
 - a. Within five (5) business days, Wayne County Government will schedule a hearing date which is mutually acceptable and in a timely manner. At that time, the Proposer will be allowed to present all facts which led to the protest.
 - b. Wayne County Government will evaluate all relevant facts which were in dispute and make a determination for the resolution of the protest.
 - c. The determination of Wayne County Government will be made known to the Proposer in writing within three (3) business days.
 - d. If Wayne County Government determines that a cancellation of the original award or re-bid is warranted, the protest is deemed complete at that time for the Proposer.
 - e. If the Proposer is not satisfied with the determination, they may request a second review of the protest by submitting a written, clearly defined statement of what is still

in dispute for review. **It must be limited to the same issues that were in dispute in the first step of the protest. No new or additional information will be considered.**

- f. This request must be received within five (5) calendar days after the initial determination.
- g. Upon review of the written information, Wayne County Government can either request a meeting with the Proposer or inform the Proposer in writing of the final decision.

V. RFP REQUIREMENTS

Exhibit A hereto contains the scope of services and required Proposal content in response to this RFP.

VI. RFP COSTS

All costs associated with the preparation of this RFP will be borne by the Proposer(s). Nothing in this RFP is to be construed as obligating Wayne County Government or Wayne Medical Center to pay for information solicited or obligating Wayne County Government or Wayne Medical Center in any way whatsoever.

VII. RIGHT TO TERMINATE RFP PROCESS

Wayne County Government may terminate this RFP process at any time and for any reason, or for no reason, and makes no commitments, express or implied, that this process will result in a business transaction with any Vendor(s).

Exhibit A – Scope of Services/Required Proposal Content

1. Scope of Services

a. Introduction

Wayne County Government is issuing a Request for Proposals (RFP) on behalf of Wayne Medical Center for comprehensive professional management services that will provide Wayne Medical Center with the management, human resources, technological, financial and operational capabilities necessary to operate the Hospital.

b. Requirements

The following are requirements for the selected Vendor for this project:

The Vendor must be established in the healthcare industry and have a tested and proven product and have provided similar services and products to the services required pursuant to this RFP.

The Vendor will commit to the following:

1. Employing and providing the CEO and CFO of the Hospital.
2. Enrolling the Hospital with CMS under Medicare Part A as a Rural Emergency Hospital (REH). REHs are a new Medicare Part A provider type. Section 125 of the Consolidated Appropriations Act of 2021 (CAA).
3. In connection with the conversion of the Hospital to an REH and modification of the Hospital's state license, assist the Hospital in applying for a certificate of need (CON) from the Tennessee Health Services Development Agency and obtaining a license from the Tennessee Office of Health Care Facilities for a separate skilled nursing facility unit contained in the Hospital building.
4. The selected Vendor will be required to provide emergency medical services (EMS) to local residents. The request is to establish for the term of the Management Services Agreement a qualified ambulance service to provide Advanced Life Support (ALS) and Basic Life Support (BLS) ambulance response for 911 Emergency Calls in Wayne County. The selected Vendor must provide a fully integrated, high performance EMS delivery system that provides ambulance response, pre-hospital care, transportation to medical facilities, and related services such as billing, within Wayne County. The selected Vendor must be able to provide the implementation and required services by January 1, 2024, as the current EMS contract expires on December 31, 2023.
5. The selected Vendor may subcontract with another provider for EMS. However, we will only accept one comprehensive Proposal that includes Hospital Management Services and EMS.
6. Provide a plan for promoting the Hospital's capabilities and service line offerings.

7. Provide a plan for physician recruitment to allow for expansion of the Hospital's service line offerings.

8. Negotiating in good faith to enter into a Management Services Agreement with Wayne Medical Center on or before December 1, 2023, with services to commence no earlier than January 1, 2024, and no later than July 1, 2024, with the exception of the EMS services, which must commence by January 1, 2024, when the current EMS contract expires.

2. Required Proposal Content

This RFP provides potential Proposers with sufficient information to enable a Proposer to prepare and submit proposals. Wayne County Government is supplying a base of information to ensure uniformity of responses. It must be noted, however, that the guidelines should not be considered so rigid as to stifle the creativity of any Proposer responding.

This RFP also contains the instructions governing the submittal of a Proposal and the materials to be included therein, which must be met to be eligible for consideration. All Proposals must be complete as to the information requested in this RFP in order to be considered responsive and eligible for award. Proposers providing insufficient details will be deemed non-responsive. Wayne County Government expects all responses to reflect exceptional quality, reasonable cost and overall outstanding service.

2.1 Executive Summary/Cover Letter

Please limit this to no more than two pages. The cover letter shall be signed by an authorized representative of the Proposer. The letter shall indicate the Proposer's commitment to provide the services proposed and the proposed fee structure. Do not forget to sign your cover letter.

2.2 Response to Scope of Services

Please insert your response to satisfy the requirements in the Scope of Services, Section 1, above.

2.3 Proposer's Profile and Track Record

Proposer must include a *description* of the organization's track record as follows:

Company Profile (Prime only)

- a. Legal Name
- b. Assumed Names if any
- c. Address, City, State, Zip Code
- d. Legal Structure (e.g. sole proprietor, partnership, corporation, joint venture)
- e. If a subsidiary, provide the same information about the parent company as required in this table format.
- f. Date and State where formed.
- g. Proposer's principals/officers including President, Chairman, Vice Presidents, Secretary, Chief Operating Officer, and Chief Financial Officer.

- h. Point of contact for this RFP including contact information
- i. Proposer business background and description of current operations
- j. Number of employees
- k. Number of years in business
- l. Total number of years providing the proposed services
- m. Is Proposer a licensed business to perform the work in scope? If so, please specify relevant certifications.
- n. Proposer's Federal Employee Identification Number (or Social Security Number, if a sole proprietorship)
- o. Is Proposer authorized to conduct business in Tennessee? Provide Registration Number issued by the Tennessee Secretary of State and a copy of the Certificate of Good Standing.
- p. Provide name and contact information for three hospitals or other facilities for which you currently provide management services.

2.4 Key Personnel

- a. Provide a table with the following information:
 - i. Proposed project resources;
 - ii. Roles;
 - iii. High level skills (project alignment);
 - iv. Proposed work location for each resource (onsite/offsite); and
 - v. Time commitment to the project if awarded.
- b. Describe internal standards, policies and procedures regarding training and professional development.
- c. Provide copies of each associate's current job description who will be involved in providing the services

Wayne County Government reserves the right to reject any key personnel proposed if it is determined not to be in the Hospital's best interest. The evaluation of Proposals includes the qualifications of the personnel proposed; therefore, Proposers must name key personnel as part of their Proposal, specifically the proposed CEO and CFO of the Hospital. Key Personnel must not be replaced during the project without the approval of Wayne County Government.

2.5 Cost Proposal

Proposers must submit a fee structure and pricing for the RFP as part of the RFP response. The pricing should be contained on a separate sheet in a table format, so that any ambiguities can be eliminated. The pricing must be included in the sealed envelope containing the other RFP response documents. Electronic copies may be requested at a later time.

The pricing information must include any supplemental options or schedules offered by the Proposer. All pricing ***must include all assumptions*** to facilitate analysis. Proposers should include elements or references to the pricing RFP **only in this section and separate the pricing RFP according to the instructions above.**

Wayne County Government and Wayne Medical Center make no guarantee that the services or products identified in this RFP will be required. The Proposer must provide sufficient pricing details to permit Wayne County Government to understand the basis for the Proposal.

Wayne County Government and Wayne Medical Center are neither obligated to purchase the full services proposed by the Proposer, nor to enter into an agreement with any one Proposer.

2.6 Financial Status

Provide the audited summary financial statements for the last two fiscal years. State whether the Proposer or its parent company has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code, and, if so, the date and case number of the filing.

State whether the Proposer or its parent company has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

2.7 Conflict of Interest

Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest up front may be cause for rejection of the RFP.

If no conflicts of interest are identified, simply state "[Company X] has no conflict of interest."

2.8 Form of Contract

Proposers should provide a Form of Contract for general review. Execution of the Contract is not required at the time Proposals are submitted. Wayne County Government and Wayne Medical Center do not accept any Form of Contract or Proposal by electing to engage a Proposer in negotiating a possible Contract.

2.9 Legal Actions

Provide a list of any pending or impending litigation, regulatory action, or government investigation in which the Proposer may experience a material financial impact and include a brief description of the reason for legal action.

If no Legal actions are identified, simply state "[Company X] has no pending or impending legal actions in which our firm will experience any material financial impact."

In addition to any litigation, regulatory action, or government investigation meeting the above criteria, identify the Legal Actions in which Proposer has been in involved during the last 36 months:

Action	Date

2.10 Confidentiality of Information

The selected Vendor may have access to confidential information, including Protected Health Information (PHI), to perform the functions, activities, or services for, or on behalf of, Wayne Medical Center as specified in this RFP. Proposers must acknowledge that if awarded there is a high likelihood that the selected Vendor may have access to PHI, in paper or electronic form, and thus, it shall sign a Business Associate Agreement with Wayne Medical Center. As a Business Associate, the selected Vendor will agree to comply with all federal and state confidentiality and security laws and regulations, including HIPAA, HITECH, the Medicaid Confidentiality Regulations, and all other applicable rules and regulations. The Vendor must commit to require all staff, personnel and subcontractors to complete HIPAA training upon hire, and no less frequently than annually thereafter. Wayne County Government and Wayne Medical Center reserve the right to review and accept the training program prior to implementation.

2.11 Addenda

Since all Addenda become a part of the Proposal, all Addenda must be signed by an authorized Proposer representative and returned with the Proposal. Failure to sign and return any and all Addenda acknowledgements shall be grounds for rejection of the proposal.

3. Evaluation and Selection Process

The County Hospital Committee will evaluate all responsive Proposals in accordance with the selection process detailed below and make a recommendation to Wayne County Government. **Wayne County Government will have final approval of any RFP award.**

3.1 Proposal Assessment

The County Hospital Committee will review all Proposals to ascertain that they are responsive to all submission requirements.

3.2 Proposal Evaluation

The RFP provides requirements and data, which will be used as a basis for a written presentation of qualifications of the firm(s) and proposed staff, project approach, systems and methodologies for delivery of the services subject to this RFP. The County Hospital Committee will evaluate the Proposals to establish a list of qualified Proposers for Shortlist.

3.3 Shortlist Proposer Presentation

The County Hospital Committee, at its option, may invite one or more Proposers to make presentations to the County Hospital Committee and/or Wayne County Government. The County Hospital Committee may request that all or a shortlisted group of Proposers engage in proactive feedback, submit clarifications, schedule a site visit of the premises (as appropriate), provide additional references, respond to questions, or consider alternative approaches.

3.4 Right to Inspect

Wayne County Government reserves the right to inspect and investigate thoroughly the business reputation and other qualifications of the Proposer and any proposed subcontractors and to reject any RFP regardless of price if it shall be administratively determined that in Wayne County Government's sole discretion the Proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. Wayne County Government reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

3.5 Consideration for Contract

An announcement of the Intended Awardee will be made on Wednesday, November 15, 2023 (subject to extension), subject to negotiation of final Contract documents. Following finalization of Contract documents, Wayne County Government shall secure appropriate reviews and may approve the proposed Contract for execution in its sole discretion. The identity of the successful Proposer shall be posted on the Wayne County, Tennessee website.

4. General Evaluation Criteria

4.1 Responsiveness of Proposal

The Proposals will be reviewed for compliance with and adherence to all submittal requirements requested in this RFP. Proposals that are incomplete and missing key components necessary to fully evaluate the RFP may, at the discretion of the County Hospital Committee, be rejected from further consideration due to "Non-Responsiveness" and rated Non-Responsive.

Proposer must be compliant with all the submission requirements of the RFP, subject to the County Hospital Committee's sole discretion to allow minor variances from the submission requirements. The County Hospital Committee will evaluate all responsive Proposals in accordance with the evaluation criteria detailed below.

4.2 Criteria Proposal

Proposals will be reviewed and selected based on qualifications of the Proposer to successfully perform the management services set forth in this RFP throughout the course of the contract as evidenced by the following criteria:

- A. Ability to achieve the Wayne Medical Center's business goals, objectives, and scope of services described in this RFP.
- B. Qualifications and experience of the Proposer to successfully perform and provide the services described in this RFP, as evidenced by the successful provision of similar services in similar environments and in compliance with all applicable laws.
- C. Relevant Experience
- D. Fee Structure

In addition, the County Hospital Committee may review and consider the information and evidence of Proposer's responsiveness to the following categories:

1. MWBE Utilization Plan (EDS forms);
2. Financial Status;
3. Conflict of Interest;
4. Insurance Requirements;
5. Contract Terms and Conditions; and
6. Legal Actions

Specific Proposal Requirements - Section 5

5-1. Primary Contact

Proposers must provide a primary contact for the purposes of this RFP. Contact information for this individual should be displayed prominently in a cover letter.

5-2. Statement of the Project

State in succinct terms your understanding of the project presented and the services required by this RFP.

5-3. Management Services Summary

Include a narrative description of the proposed effort and a list of the items to be delivered and the services to be provided.

Key capabilities must include management, human resources, technological, financial and operational capabilities.

5-4. Client Information

A. Provide a list of clients that have terminated the same or similar services of Proposer in the past 24 months. Include a reference (contact name, title, phone number, size of client, date client became a customer and date of termination.) Explain why client(s) terminated.

B. Provide renewal rate/ratio every year of clients for all years that company has been in business.

C. Provide a list of clients utilizing the company's services within the healthcare industry.

5-5. Personnel

Include the number of executive and professional personnel who will be engaged in the work. For key personnel, include the employee's name and, through a resume or similar document, the employee's education and experience. Indicate the responsibilities each individual will have and how long each has been with your company. Specifically, provide the requested information for the proposed CEO and CFO for the Hospital. Identify by name any subcontractors you intend to use and the services they will perform.

5-6. Financial Capability

A. Organizational Status

Proposer must describe its corporate identity, form and status, including name, address, telephone number, fax number and email address for the legal entity with whom the contract will be written. In addition, please provide the name and address of the principal officers, a description of its major services, and its legal status as a for-profit or not-for-profit company and any specific licenses and accreditations held by the Proposer.

Proposer must provide similar organizational background information on any significant subcontractor (exclusive of affiliates). A significant subcontractor is defined as an organization undertaking more than 10% (on total cost basis) of the work associated with this RFP.

B. Organization Viability

Questions	2023 to date	2022	2021
Total number of full-time employees			
Total number of full-time employees dedicated to your RFP proposed solution			

C. Company Information

Question	Response
Year founded	
Is your company publicly traded?	
If privately held, list the names of all significant stakeholders:	
Annual Revenue (US \$): Prior Year (2021): Prior Year (2022): Projected Year (2023):	
Annual Revenue for management services billing fees (US \$): Prior Year (2021): Prior Year (2022): Projected Year (2023):	
Earnings before interest, taxes, depreciation and amortization (EBITDA) (US \$): Prior Year (2021): Prior Year (2022): Projected Year (2023):	
Does your company issue an annual report? If yes, please include a copy. If no, please enclose a copy of your latest audited financial statements	
Is your company a subsidiary of a parent company? If yes, what is the name of the parent company?	
What is the primary business of the parent company?	

Attachment 1 – Additional Definitions

1. "Minority Business" means a business where at least fifty-one percent (51%) is owned by one or more minority persons or socially and economically disadvantaged individuals, or in the case of a corporation, in which at least fifty-one percent (51 %) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.
2. "Minority Individual" mean a person who is a citizen or lawful permanent resident of the United States and who is from a background described in the instructions for completion of Form EEO-1 and its appendix all as required by Section 709(c) of Title VII, and the applicable regulations, Sections 1602.7 1602.14, Subpart B, Chapter XIV, Title 29 of the Code of Federal Regulations, which include as presently drafted:
 - a. African-American (Black) (Not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa;
 - b. Female;
 - c. Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
 - d. Asian or Pacific Islander - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa;
 - e. American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition;
3. "Small business enterprise" means a Proprietorship, Partnership, Limited Liability Company, Corporation, or other form of business, with annual gross revenues of less than the sum of Four Million Dollars (\$4,000,000).
4. "Socially and Economically disadvantaged individual" means an individual who is within either or both of the following groups:
 - a. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities.
 - b. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area that are not socially disadvantaged.
5. "Disabled Veteran" means an individual who has served in the U.S. Armed Forces and who has been disabled in the line of duty.
6. "Wayne County Government" means the County Commission of Wayne County, Tennessee.

If your business qualifies for any of the minority categories above, please include a copy of the certification with the RFP response.

Attachment 2 – Proposer Statistical Data

The following information is gathered for statistical use only:

1. Type of Business: (Check Appropriate)
 MANUFACTURING DISTRIBUTION SERVICE

2. List Specific Product Line(s):

3. Type of Ownership: (Check All Appropriate Categories)

<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> White	<input type="checkbox"/> African American
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Hispanic
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Small Business Enterprise
<input type="checkbox"/> Socially & Economically Disadvantaged	<input type="checkbox"/> Other: (Please Specify)
<input type="checkbox"/> Minority Business	

4. Explain how you demonstrate your good faith commitment for equal opportunity for Minority Businesses (attach a detailed explanation).

I, the undersigned, hereby certify that the foregoing statistical information and any attachments hereto are true, accurate, and in accordance with the definitions set forth in this request for proposal to the best of my knowledge, information and belief, and those made on information and belief are believed to be true, accurate, and in accordance with the definitions set forth in this request for proposal.

Signature:

Print Name:

Title:

PROPOSER NAME:
CORPORATE ADDRESS:
CITY:
STATE:
ZIP:
PHONE:

For Wayne County Government use only:					
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