

Kimble County Hospital District
Kimble County Hospital Management

Request for Qualifications

Operations/Management
Kimble County Hospital
Junction, Texas

Issue Date: July 14, 2017

Submission Deadline: 5:30 p.m. September 1, 2017

Respond to: Allison, Bass & Magee, LLP
402 W. 12th Street
Austin, Texas 78701

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1. Overview of the Requirement

The Board of Directors of the Kimble County Hospital District seeks to procure a management team composed of highly qualified, successful and experienced professionals to manage and operate the Kimble County Hospital, located in Junction, Texas. The Hospital was originally built in 1958 as a County hospital, but was closed in 1965. Re-opened in 1969, the County hospital was acquired by the Hospital District as result of legislation passed in 1971. The hospital was designated as a Critical Access Hospital in 2000. In 2009, a \$16.9 Million bond election passed, and the new facility opened in October 2011. This facility is a 30,500-sq. ft. 15 bed, 10 room Critical Access Hospital, equipped with:

- 24/7 Emergency Department
- Level IV Trauma Center
- Diagnostic Services
 - GI Facilities
 - Laboratory
 - PACS/CR supported x-ray; CT imaging (16 slice CRT)
 - Acute care
- Swing Beds
- Rural Health Clinic
 - 7,300 sq. ft. with 12 exam rooms and two procedure rooms
 - Accommodates 4 providers and visiting specialists
 - Currently, two gastroenterologists, two orthopedists, one neurologist, one cardiologist, one obstetrics/gynecologist, and one urologist (pending)
 - Two Board Certified Family Practice Physicians utilize the Hospital and Clinic
 - Two Physician Assistants (PA-C) utilize the Hospital and Clinic
 - One Registered Nurse
 - One Licensed Vocational Nurse
 - Office/Business: One office manager, two receptionists, and two billing technicians
- Hospital Privileges to Medical Providers
 - Two Board Certified Family Practice Physicians and one additional local physician have hospital privileges
 - Two Physician Assistants (PA-C)
 - Seven specialists provide services one or two times a month (one additional specialist pending)
- Nursing Staff
 - Seven full time RNs (includes chief nursing officer);
 - One part time RN;
 - Six PRNs
 - Three full time LVNs, four PRNs
 - Four full time Nurse Assistants, two PRNs
- Laboratory
 - Director/pathologist; Manager; two full time technologists; one part time; one full time Phlebotomist
- X-Ray
 - Radiologist director; one full time certified radiology technologist; one part time and one PRN.

- Physical Therapy
 - One physical therapist; one aide; one part-time technician
- Maintenance-One full time
- Administrative-One administrator, one assistant administrator, one HR
- Office/Business-One manager; eight for admissions, collections and billing.
- Medical Records-one medical records director, one assistant/transcriptionist
- Housekeeping-One supervisor; three full time helpers and one PRN (week-ends)
- Diamond Heritage (geriatric)-One Manager/therapist; two mental health technicians.

1.1 The Board of Directors seeks a qualified firm to provide expertise in the following areas:

Manage administrative and medical staff in all aspects of hospital facility operations, to include but not limited to:

- Dietary, Maintenance, Laboratory, Pharmacy, Physical therapy, Radiology, Personnel Management, Nursing
- Physician recruitment and retention
- Credentialing and continuing education
- Billing and collections
- Medicare/Medicaid reporting and compliance
- Medical records-electronic records acquisition and implementation
- Managed care contracting
- Budgeting and accounting
- Community relations
- Personnel management
- Quality control and improvement
- Development of policies and procedures
- Compliance programs
- 1115 Waiver participation
- Fixed assets inventory, maintenance and depreciation/replacement schedules
- Purchasing of supplies
- Inventory management and control of medications, including controlled substances
- Information technology and systems
- Financial reporting

1.2 The Board of Directors will review all responses to the RFQ, and will select from all responses one or more entities deemed sufficiently qualified and experienced to warrant interviews with representatives of the selected responders.

2. Request for Qualifications

2.1 Enquiries

All enquiries related to this RFQ are to be directed, in writing and delivered by certified mail, to Allison, Bass & Magee, LLP, 402 West 12th Street, Austin, Texas 78701. Information obtained from any other source is not official and should not be relied upon.

2.2 Closing Date

Complete hard copies and one electronic copy on CD in word searchable format of each response must be received before the close of business at 5:30 p.m., September 1, 2017 at the address on the front cover of this RFQ. Responses sent by e-mail or facsimile will not be accepted. Responses and their envelopes should be clearly marked with the name and address of the respondent and the project or program title.

2.3 Late Responses

Late responses will not be accepted.

2.4 Qualifications Review Committee

The Review Committee will be composed of the Board of Directors, legal counsel, and any external expertise deemed necessary to advise the board.

2.5 Review and Selection

“The qualifications review committee will check responses against the mandatory criteria. Responses not meeting all mandatory criteria will not be considered for review. The RFQ process will lead to the selection of one or more Qualified respondents, who will be provided with a copy of the RFP if one is issued.”

2.6 Signed Responses

Each response must be signed by a representative of the responding entity with authority to bind the entity to contractual matters.

2.7 Acceptance of Responses

The receipt of the RFQ is not a binding agreement to enter into any contractual relationship, and is not to be considered as any representation of any eventual contractual relationship or engagement for any goods or services. Responses to an RFQ are assessed considering the qualification review criteria and, if chosen for further discussion, the responder will be contacted and asked to respond to a Request for Proposal (RFP).

3. Evaluation Criteria

Each response will be evaluated on the following criteria:

- A. Years of experience in the field
- B. Experience with the type of project specified in the RFQ
- C. Proven capacity to deliver the project requirements on time and on budget
- D. Sample written reports or other required materials for the position
- E. Awards, Certifications, Credentials or other indicia of excellence in field

4. Submission Requirements

- A. A statement of interest and understanding of the requirements of the project
- B. A resume outlining the respondent's experience, the experience of key team members, and a response to the qualification review criteria
- C. A complete description of the method of compliance with the RFQ: i.e. Triple Net Lease, Fixed Fee Management Agreement, etc.
- D. Three professional references

5. Conflict of Interest

The respondent should disclose any conflict of interest, in writing, to the review committee who will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.