

April 11, 2014

A Call for Proposals for Palm Drive Health Care Facility

The Palm Drive Health Care District is governed by California statutes in the Health and Safety Code sections 32000 et seq. The District is requesting proposals for professional health care services or programs that can be offered at the 501 Petaluma Avenue facility and other locations that would commence as soon as possible after the district suspends services, which is anticipated to occur on or before April 28, 2014. This facility has served as a full service acute care hospital and includes an emergency department.

The District has made available on its web site related background information that may be of use to those completing the RFP. This information can be found as follows:
www.palmdrivehospital.org

Please direct all questions concerning the RFP and relevant materials to Gail Mullins who can be reached at (707)829 4300 and GMullins@palmdrivehospital.com.

Proposals must include a complete description of the service or program to be offered and must be submitted in electronic form (PDF) with 10 printed copies no later than **noon, Friday April 18, 2014.**

The proposals are to be submitted to:
Gail Mullins: Palm Drive Hospital, 501 Petaluma Ave, Sebastopol, 95472 (hard copy)
GMullins@palmdrivehospital.com.(PDF)

All proposals must include the following:

1. A comprehensive business plan that includes both start up costs and a plan for achieving financial sustainability. This must include a financial proforma for the requested duration of the contract or three years, whichever period is less. This must also include evidence of financial reserves that will be available to assure needed cash flow during both the start up and ongoing operations and the ability to be eligible for Medicare and other third party payments.
2. A detailed list and description of all health services that will be offered, when they will commence, the location and the hours of operation of such services.
3. A description of how administrative functions will be performed and what services, if any, will be required from the District. Such items could include, but are not limited to, billing, building maintenance, repairs etc.
4. The portions of the building(s) that will be used (the location and approximate total square feet) and proposed compensation the District will receive for the use of the space.

5. The existing equipment (owned or leased) that will be used and the proposed terms of use or purchase
6. The duration and terms of the proposed contract with the District including, but not limited to, those related to the use of the building(s) and any management agreements needed for licensing.
7. The type(s) of license(s) that will be sought from the State Department of Public Health and any applicable waivers or program flexibilities.
8. The estimated number of full time equivalent positions.
9. Identification of proposed key personnel (at the start up and ongoing) and their qualifications. At a minimum this will include the Chief Administrative Officer, Chief Financial Officer and Chief Medical Officer.
10. The governance structure and relationship between the District Board and Applicant.
11. How the proposed services will benefit the residents of the District in the area of wellness, prevention and health promotion.
12. Information about the applicant's organization, its business structure and operations, history and background.
13. Information concerning any actual or potential conflicts of interest involving the applicant's organization or owners and District officers and directors.

Evaluation Criteria:

To be considered all proposals must:

- Demonstrate the proposers ability to obtain all needed licenses and comply with applicable regulatory provisions
- Include the provision of an emergency department or urgent care center

The following items will be awarded a numeric score within the specified range

- 0- 20 points: If he array of services that will be available to district residents includes an urgent care center will have a maximum point value of 15. If an emergency department is part of the proposals the maximum available points will be 20.

- 0- 25 points: Economic viability, sufficient capital and feasible business plan for start up and ongoing operations.
- 0-15 points: Ability to comply with regulatory requirements.
- 0-15 points: Key personnel have demonstrated ability to successfully perform proposed duties.
- 0-15 points: Demonstrated experience in providing high quality health services.
- 0-10 points: How quickly critical services will commence after April 28, 2014.

The successful applicant must address the following in contracting with the District pursuant to the proposal:

1. The responsibility of the applicant to retain all existing licensing waivers with respect to building and fire code compliance throughout this contract and at its conclusion.
2. The applicant must fully cooperate with the District in the transfer of operations and licensing waivers to the District or the District Boards designee at the conclusion of the contract.
3. Proposed termination provisions including termination for cause or for convenience by either side. Provisions should protect the District, the applicant, and the health and safety of the public.
4. Appropriate insurance and indemnification of the District.

The District reserves the right and ability to reject any and all proposals, to commence discussions or negotiations with any one or more applicants, or to undertake the same or similar services or programs as District operations, completely within the District Board and management's discretion regardless of the scoring or competitive details of the proposals. Applicants should be aware that proposals will become public records and if there is a need to maintain confidentiality of any specific information such will need to be discussed with management for consideration under the Public Records Act.

5/12/14 4:34 PM