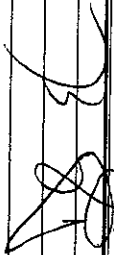


Pleasant Valley	
2010 Travel Plan Request	
Event Title	New York State Association of Counties Fall Conference
Purpose	Education and training regarding nursing home regulatory environment, funding, cost containment initiatives, state survey trends and recognized best industry practices. County Nursing Facility Board meeting and general meeting is also covered.
In State Yes / No	Yes
Number of Employees Traveling	1
Estimated Time Frame	September 15 - 17
Number of overnights	2
Budgeted trip costs	Conference Registration \$200
	Hotel (Government Rate) \$198
	Tolls \$24
	Pool Car Gas \$60
	Meals \$0
	Total Estimated Cost \$482
Air or Train Fare	None
 Douglas Cooney, Admin istrator March 31, 2010	



WASHINGTON COUNTY
OFFICE OF THE ADMINISTRATOR
WASHINGTON COUNTY MUNICIPAL CENTER
383 BROADWAY
FORT EDWARD, NEW YORK 12828
TELEPHONE (518) 746-2590
FAX (518) 746-2108 TDD (518) 746-2146
countyadmin@co.washington.ny.us

TO: Health Committee
FROM: Kevin Hayes, County Administrator
DATE: March 31, 2010
RE: RFP / Sale of Pleasant Valley

A handwritten signature in black ink, appearing to be "KH".

As we discussed at the end of last year, I have reviewed two RFPs put out by other counties regarding nursing home sale, one from Genesee County and one from Fulton. The two differ in the approach to the RFP: study verses sale. The approach we want to take is what the Committee must determine before we can move forward with the RFP concerning Pleasant Valley. The Committee will need to provide me with some guidance by outlining clearly the expectations, duties and outcomes expected from the consultant.

I have developed an initial working document for this RFP which is attached here for the Committees review. My recommendation is to divide the project into phases. In order to insure a clear cost figure, I feel we need to include all phases in the initial RFP. When the scope has been determined, I recommend each phase be ranked into order to help track our progress once the project is underway. In the attached draft, I have included a potential scope outline and four possible phases.

I see the timeline for developing this RFP as follows:

1. Develop scope of project in Committee
2. Draft RFP for review by Committee members
3. Finalize and send out RFP
4. Review responses
5. Interview candidates
6. Select consultant
7. Begin project

REQUEST FOR PROPOSALS

Consultant for Sale of County Nursing Home Facility

GENERAL INFORMATION

Proposals should be submitted to Washington County Purchasing Coordinator, Robert Buck, 383 Broadway, Fort Edward, NY 12828. Proposals are due by: _____

All proposals must include the following:

1. Detailed description of proposed approach to complete the various phases of the project and any suggestions for alternations or additions to the scope of work (See Scope of Services).
2. Estimated Project Timeline including key decision milestones (Gantt chart or similar).
3. Names and brief vitae of staff projected to be involved in the project work
4. Cost proposal for each phase of the project including a total not-to exceed amount to complete all phases. A key juncture will occur at the end of the "modeling" phase. Based upon the proposals received and the viability of the models developed, the Board may choose not to move forward with subsequent phases. (See Phases)

County staff will be available as a resource to provide information and assistance throughout the process. The following items are enclosed as background information that may assist you in formulating a response:

- Washington County Adopted Budget (2010)
- Pleasant Valley Audited Financial Statements (2008, 2009)
- Pleasant Valley Annual Report (2008, 2009)

SCOPE OF SERVICES

Interested parties should be prepared to address the following criteria/constraints as part of their demonstration of experience and ability to assist Washington County in this project.

1. Union related impacts/ considerations
2. Non-union employee related impacts/considerations
3. Community impact
 - a. Availability of Medicaid beds – safety net facility considerations
 - b. Impact on local hospital/acute care facilities
 - c. Adult Home vs. Skilled Nursing Facility beds

4. Economic
 - a. One time exit costs / capital costs
 - b. Ongoing support costs / savings
 - c. Wind down expenses
 - d. Pensions issues
5. Legal
 - a. Contract separation
 - b. Ongoing legal issues / obligations
 - c. Steps necessary to obtain authorization for desired outcome
 - d. Potential road blocks to legal authority to act
6. Operations
 - a. Process and system transfer
7. Strategic positioning
 - a. Decision maker/community support and/or reaction
8. Timeframe
 - a. What is the current thinking at State level related to nursing home & Medicaid cuts
 - b. Transfer of State mandated costs to counties
 - c. Other State considerations for long term care

PHASES

1. Feasibility Phase
 - a. Gather Facility data and local community data that would be needed by interested health care providers to make informed proposals in response to an RFP
 - b. Prepare specifications and conduct a Request for Proposals from healthcare providers both inside and outside the County to determine interest in the purchase of the facility and nursing service.
 - c. Prepare a written report analyzing all proposals received and providing recommendations to the Board of Supervisors detailing advantages of each offer.
 - d. Work with the Board to determine a "short-list" (say 3 +/-) of proposals to continue negotiations to work with
2. Modeling Phase
 - a. Utilizing the short-list of healthcare proposals with the most promising potential, develop "models" of how each proposal can be structured to ensure a positive outcome for the County government and its community, who rely on long-term healthcare services.
 - b. Coordinate discussions and negotiations with short-list proposals to develop the best model/outcome. This will involve financial terms and conditions, qualitative and quantitative service needs of the community, employment patterns, collective

bargaining issues, potential capital improvement issues, possible case mix guarantees, etc.

3. Selection Phase

- a. Coordinate final selection of a new private or private not-for-profit to purchase the facility.
- b. Working with the Board of Supervisors, negotiate final terms & conditions of the purchase/acquisition contract.

4. Transition Phase

- a. Facilitate the transition between the current system and the new model approved by the Board of Supervisors, including community service needs, employee transition, labor union concerns and public relations.
- b. Coordinate the approval and transition process as it relates to New York State Department of Health approval and/or any potential Certificate of Need process.