



**RFP for Rehabilitation Therapy Services
Fairmount Long Term Care
At Philadelphia Nursing Home**

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1) Introduction

About Fairmount Long Term Care, Philadelphia Nursing Home

Fairmount Long Term Care operates Philadelphia Nursing Home, is a 402 bed long term care facility in the Fairmount section of the City. In partnership with the City of Philadelphia Fairmount Long Term Care provides quality long term care services to the indigent residents of the City.

Purpose/Objective of Procurement

The goal of this RFP is to identify a Therapy Service provider with the capabilities and competitive prices to provide high quality Therapy Services by performing specific tasks for the Fairmount Long Term Care, Philadelphia Nursing Home facility.

Contract Term

Contract term is for one year with the option to renew on a year-to-year basis if agreeable to all parties. In the event Fairmount Long Term Care’s contract to operate the nursing home is cancelled by the City, Fairmount Long Term Care will have the right to cancel contract with 60 days notice.

2) Schedule

- i) Written questions regarding RFP due by January 3, 2022
- ii) RFP is due to FLTC by Noon January 14th, 2022
- iii) FLTC determination on selection by January 20, 2022.
- iv) Selected vendor should be able to proceed by April 1, 2022

3) RFP Contact Information: Questions and Clarifications

All questions should be submitted in writing, via email, by the date specified in the above schedule to McIntosh Thervil at mthervil@fltcpnh.org

Please submit your questions in the following format:

COMPANY NAME:	
Question	Referenced RFP Section
1.	
2.	

4) Proposal Submission Instructions

Supplier must provide one (1) hard copy and one (1) electronic copy. Timeliness of submission will be determined by delivery of hard copy. Electronic copy can be sent via email to mthervil@fltcpnh.org.

i) Proposals must be submitted to:

Fairmount Long Term Care
Philadelphia Nursing Home
2100 West Girard Avenue
Philadelphia, PA 19130
Attn: McIntosh Thervil

ii) Proposal Deadline

All responses must be received by the Fairmount Long Term Care, Philadelphia Nursing Home contact by date specified in the above schedule. Any exceptions to the response date will be accepted at Fairmount Long Term Care, Philadelphia Nursing Home's discretion. Fairmount Long Term Care, Philadelphia Nursing Home may, in its sole discretion, extend the due date for all suppliers if, in Fairmount Long Term Care, Philadelphia Nursing Home's judgment, such action is necessary to satisfy the requirements of the RFP process. The proposal shall be submitted only to the procurement representative designated in the Response Address. Failure to comply with this requirement may result in rejection of the response.

5) RFP Guidelines / General Terms and Conditions

i) RFP Amendments

Fairmount Long Term Care, Philadelphia Nursing Home reserves the right to amend this RFP prior to proposal due date.

ii) Disclaimer

This is not a contract offer by Fairmount Long Term Care, Philadelphia Nursing Home; a supplier's response to this RFP does not bind Fairmount Long Term Care, Philadelphia Nursing Home in any way. For supplier's rights to withdraw its response, see section entitled "Right of Withdrawal." Any costs incurred in responding to this RFP are the responsibility of the supplier.

iii) Right of Rejection/Acceptance

Fairmount Long Term Care, Philadelphia Nursing Home reserves the right to reject any or all responses, to accept any response or to affect any combination of responses. Fairmount Long Term Care, Philadelphia Nursing Home reserves the right to waive

any irregularity contained in any response. No quotation will be accepted unless Fairmount Long Term Care, Philadelphia Nursing Home specifically invited the respondent.

iv) Right of Withdrawal

All proposal and pricing must be valid for 90 days.

v) Proposed Agreement Terms/Legal Requirements

The recommended-awarded supplier will be required to sign a contract. Fairmount Long Term Care, Philadelphia Nursing Home shall have the discretion to make changes to the terms and conditions taking into consideration the Suppliers' responses.

vi) Legal Authority

The proposals sent in response to this RFP must be signed by a person having legal authority to bind the supplier. In the event of a discrepancy, written figures with dated initials will take precedence over typed figures.

vii) Award of Contract

To the extent that Fairmount Long Term Care, Philadelphia Nursing Home awards contract(s), it will be awarded to the company deemed best suited by Fairmount Long Term Care, Philadelphia Nursing Home, in its sole discretion, to meet Fairmount Long Term Care, Philadelphia Nursing Home's needs.

6) Invoicing and Payment Terms

i) All invoices and/or financial correspondence should be directed to:

Fairmount Long Term Care
Philadelphia Nursing Home
2100 W Girard Avenue
Philadelphia, PA 19130
Attn: Accounts Payable

ii) Payment terms should be Net 60.

No invoice will be processed for payment until such times as all contractual obligations have been met and/or items have been received and approved by the Fairmount Long Term Care, Philadelphia Nursing Home authorized representative.

7) Mandatory Requirements

The Supplier, at their own expense, shall provide each of their employees who will be working on the job site the appropriate training needed to safely and competently perform the services

required by this contract. The Supplier must provide a copy of their employee-training program to the Fairmount Long Term Care, Philadelphia Nursing Home prior to the start of work.

The Fairmount Long Term Care, Philadelphia Nursing Home Representative is responsible for ensuring that the Supplier is provided with all mandatory training information, policies and procedures pertaining to the minimum state and federal requirements while performing work on the Fairmount Long Term Care, Philadelphia Nursing Home property.

It is the responsibility of the Supplier to ensure that all employees are aware and have been adequately trained to understand the Fairmount Long Term Care, Philadelphia Nursing Home policies and expectations as they pertain to the work to be performed. These policies include, but are not limited to:

- i) Criminal Background Check
- ii) Adherence to FLTC Tuberculosis screening process for new hires
- iii) All new hire orientation classes
- iv) All Annual in-service classes
- v) Annual Tuberculosis screening

Insurance – Supplier must be able to provide proof of insurance prior to commencement of the agreement. Workers Compensation and Liability insurance will be required at the statutory minimums

8) Value Added Incentives

- i) Provide any Prompt Payment Discounts (example – 2% Net 15, etc.).
- ii) List any other value-added incentives or services you can offer Fairmount Long Term Care, Philadelphia Nursing Home: (Definition of Value Added: Items or Services which are a benefit to the Fairmount Long Term Care, Philadelphia Nursing Home but are provided at a reduced rate or are included in the fee; i.e., discounted payment terms, free training, e-Capabilities, etc.)

9) Proposal Form and Pricing

- a) Staff pay rates or ranges

Item #	Quantity	Description	Rate or rate range
1.		DOR	
2.	Hourly Rate	PT	
3.	Hourly Rate	OT	
4.	Hourly Rate	ST	
5.	Hourly Rate	COTA	

b) Fee Schedule

i) Medicare A and All other PDPM Payors:

(1) Percentage of therapy portion of PDPM component that includes PT/OT/SP

_____ %

c) Managed Care Part A: a daily per diem charge for each RUG IV category patient day. This pricing is structured by converting the per minute rate into a per diem daily rate for each of the five categories. This structure allows the facility to adequately plan for monthly therapy charges by having the knowledge of the fixed rate.

Per Minute: Per Minute charge for all direct hands-on evaluation and treatment minutes.

Managed Care Part A	Minutes required per category	Per diem Charge (RUGs products)	Per Minute Charge (Other)
Ultra-High	720		
Very-High	500		
High	325		
Medium	150		
Low	45		

d) Medicare / Managed Care – Part B pricing / All other Fee for Service arrangements:

_____ % of current prevailing Medicare CPT Based Fee Schedule

e) Medicaid:

_____ % of current prevailing Medicare CPT Based Fee Schedule

f) All Other: Specify

10) City Living Wage

Fairmount Long Term Care and its sub-contractors are bound by the City policy on wage and benefits. This policy establishes a minimum wage for all employees of City contractors and their subcontractors. The wage is updated annually on July 1st. Pay scale for all positions must comply with this policy. A copy of the policy can be found at:

<http://www.phila.gov/ExecutiveOrders/Executive%20Orders/EO%203-14.pdf>

<https://www.phila.gov/2018-12-20-mayor-kenney-signs-fair-workweek-and-21st-century-minimum-wage-bills/>

i) Holidays

The Fairmount Long Term Care, Philadelphia Nursing Home will only honor and recognize the following holidays listed on their official calendar:

- (1) New Years Day
- (2) Martin Luther King Day
- (3) Memorial Day
- (4) Independence Day
- (5) Labor Day
- (6) Thanksgiving Day
- (7) Christmas Day

ii) Market Conditions

- (1) Proposals should include a recommended pay scale for Therapists, and Director of Rehabilitation.
- (2) Proposals should also detail benefit package offered to Therapists and Director of Rehabilitation

iii) Therapist Retention

Agreement with current contractor prohibits Fairmount Long Term Care from hiring Therapist directly or indirectly. Fairmount Long Term Care would like the selected vendor to retain the services of several dedicated Therapist that have been at the facility for an extended period of time if possible. Proposals should address how this will be approached.

11) Proposal Evaluation Process

Fairmount Long Term Care, Philadelphia Nursing Home will evaluate the proposal responses on the basis of qualifications, relevant experience, quality of references, responsiveness of supplier as well as cost of the engagement. Cost will not be the primary determining factor in the award.

12) References – Required Format (minimum of 3)

1. _____
(Company Name)

(Address, City, State, Zip Code)

(Name of Contact Person / Telephone Number / E-Mail Address)

(Scope of Work)

(Name of Contact Person / Telephone Number / E-Mail Address)

(Scope of Work)

(Length of Service)

(Length of Service)

(Date Completion)

3.

(Company Name)

(Address, City, State, Zip Code)

(Name of Contact Person / Telephone Number / E-Mail Address)

(Scope of Work)

(Length of Service)

(Date Completion)