



Written Questions and Answers

Healthcare Strategic Planning & Design

RFP KD-0118-24

Closing Date: 09/19/2023

Today's Date:

No.	Question	Answer
1	Please provide your estimated budget limit or budget range for this project.	This information is not available at this time. You may request this information by sending an open records request to our legal department after the RFP is closed.
2	How many references are required and what client information should be provided?	Three references should be sufficient. Client contact information should be provided for follow up.
3	Is an architectural and design firm already selected?	We have no architectural and design firm already selected.
4	Please provide the volume of the conditions treated in urgent care and ED including BHG and SUD.	This information will require a signed Business Associate Agreement and can be provided after the award of the contract.
5	Can you clarify your intention for this campus? Is the plan to expand the current facility, build a new (replacement) facility, optimize and reconfigure the current facility or something else?	Expansion in some form on the current campus is the intent. There is no plan to build a replacement facility.
6	Please explain 4.6.2 regarding service lines offered. Are you referring to clinical service lines (i.e. cardiology and oncology) or consultative services (i.e. planning, assessment)?	Clinical Service Lines

7	Can you provide further definition and examples of coalitions and special arrangements?	The University of Kentucky owns King's Daughters Medical Center.
8	How will the consultant be expected to provide input on the facility's renovation/addition programming and design? If the firm does not provide design services, can they partner with the selected architectural firm or propose a partnership with a design firm?	The successful offeror will work with the KDOH stakeholders after the RFP is awarded. If the firm does not provide design services, they may partner with an architectural firm.
9	Is there an overall plan by the system to significantly enhance KDOH'S service complement, including but not limited to development of collocated medical office building, enhanced ancillary and/or long-term or specialty care services that should be accommodated in planning the facilities and campus--beyond organic growth projections for current and identified gap needs?	This overall plan is to primarily review ED/UCC services and community need. The intent will be to build a plan off the identified needs. There are no current plans for medical office buildings or other services currently.
10	Can you provide clarity on the clinical service lines that KDOH offers? a. Are there specialty service lines that are to be investigated for "fit" with this location/campus (e.g., cancer center, physical rehabilitation, behavioral health/adolescent care)?	KDOH offers inpatient services as well as surgical services. We are not currently investigating any specialty service lines.
11	Are pediatrics/adolescent services provided (besides emergency care)? a. Are these a focus for consideration/expansion?	We provide pediatric/adolescent services through the ED/UCC. Yes, this is a focus as a significant portion of our ED/UCC volume comes from pediatrics.
12	Are there other UK King's Daughters affiliates (acquisitions and/or developments) that will impact our planning work with you on KDOH? Please explain	There are no other UK King's Daughters affiliates that will impact future planning.
13	In sections 2.1 and 7.1, the RFP mentions working with the "KDOH stakeholder group and architect". Could you please elaborate on the role and relationship of KDOH's architect? a. Is this an internal or external professional? b. Would you prefer that this person/group be included in the stakeholder group or involved in an ad hoc role?	We have not secured an architectural firm for use at KDOH. The stakeholder group will be decided by administration in collaboration with the company awarded the contract. If and when an architect would be involved, it will be on an ad hoc basis with the stakeholder group.

14	What provisions are expected as a result of the UK affiliation, including increased capacity for interns, residents (meeting ACGME space and configuration requirements)?	There are not expected provisions at KDOH for increased capacity for interns or residents at this time.
15	Could you please share any recent dashboard utilization statistics (inpatient discharges/days/ADC, surgical cases, ED visits) over the last year for the facility	This information will require a signed Business Associate Agreement and can be provided after the award of the contract.
16	There are references (RFP 4.63, item 5) to “impact of benefit design change will have on utilization”, and details on the offeror’s “enrollment staff”. Are you seeking a firm with expertise in health/welfare benefit planning for KDOH employees and/or regional beneficiaries?	We are not seeking a firm with expertise in health/welfare benefit planning for KDOH employees.
17	Under Criteria 3 in section 4.7—Financial Proposal, the statement that KDOH will not be responsible for any travel costs of the Offeror should the need arise of onsite services. Can you clarify how the offeror/consultant is to perform explicit tasks including but not limited to “review existing facility conditions and current workflow” and undertake other observations required to complete a current state site and facility assessment and please clarify if any travel related expenses for these types of site visits would be reimbursed during the course of the engagement.	For the purpose of this RFP, do not include travel expenses. These will be negotiated during the contracting phase.
18	The RFP states that the first page in the proposal be “Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form”. Please confirm that page #1 is the page that needs to be completed.	Yes, this is the correct form.
19	Regarding the Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form, number 5 states that “the Offeror, and it’s affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award”. Is this applicable with regards to master plan services?	Yes, you must be licensed to do business in the State of Kentucky. If you are not currently licensed, you must agree to do so if you are awarded the contract.
20	At the bottom of the page, left column, of the Authentication of Proposal and Statement of	a. Delivery time refers to the date and time you are submitting your proposal.

	<p>Non-Collusion and Non-Conflict of Interest Form:</p> <p>a. What is meant by “Delivery Time”? Do we fill this out, or will KDOH fill this in upon acceptable delivery of the proposal?</p> <p>b. What is meant by “Proposal Firm Through”?</p> <p>c. What is meant by “Payment Terms?”</p>	<p>b. It is the last date the proposal is valid.</p> <p>c. Do you expect payment at intervals during the engagement? At the completion of the engagement? Do you expect a down payment? Etc.</p>
21	<p>RFP states “An offer signed by an agent is to be accompanied by evident of their authority unless such evidence has been previously furnished to the purchasing agency”. What would be considered evidence of authority? For Criteria 1, Section 8 “Provide certified audited financial statements...” We will be including a signed statement from our SPA that denotes me (Jon Huddy, President) as 100% owner. Can we reference this document as evidence of authority?</p>	<p>Yes, that will be fine.</p>
22	<p>Under 7.0 SCOPE OF SERVICES:</p> <p>a. 7.1 Detailed Services Defined states “Offeror shall evaluate current processes, facility analysis of the facility conditions and workflow. Our questions are specific to “facility conditions assessment’.</p> <ol style="list-style-type: none"> 1. Does the facility conditions assume completing engineering/infrastructure analysis of the facility conditions? 2. Would the facility conditions include detailed analytics of the physical characteristics of the facility such as analysis of windows/seals, roofing, interior conditions of walls, ceilings, etc. 3. Of, does “facility conditions” just refer to an analysis of how the facility supports or limits efficiency and overall delivery of key services”? <p>b. 7.1 Detailed Services Defined, under “key objectives” states that the Offeror will “work with the KDOH stakeholder group and architect to define a phased plan for applicable facility alteration recommendations.” Our question is related to the term “architect”.</p> <ol style="list-style-type: none"> 1. Will KDOH have a local/preferred architect joining the team (under 	<p>a.</p> <ol style="list-style-type: none"> 1. No 2. No 3. Yes <p>b.</p> <ol style="list-style-type: none"> 1. We have not secured an architect for this engagement. Should we need to during the course of this assessment, we can discuss at that time.

	separate contract if not in-house staff) to participate in the planning process?	
23	Criteria 2, Question 10: It states "Provide the following information regarding the enrollment staff. What is mean by enrollment staff, and is this applicable to the master plan RFP?"	Please disregard this statement as it does not pertain to this RFP.
24	With regards to section 8.0 FINANCIAL OFFER SUMMARY, it states "The successful Offeror shall provide the services listed above based on a set fee. a. Is there an established format you would the "set fee"? b. Do you expect project related reimbursable expenses (for travel, etc) defined separately with a separate cost of cap on reimbursable expenses; or are you expecting a single defined fixed fee that covers all professional and expenses together?"	a. There is not a specific format. Just make sure your offer has a total amount . b. For the purpose of this RFP, do not include travel expenses. These will be negotiated during the contracting phase.
25	Size of Facility: Could you please let us know the approximate building gross square footage on the campus that will be included as part of the analytics and planning process?	70,000 Square Feet
26	Will a virtual or in person consultation be provided to vendor on the parameters of the contract?	Either virtual or in person initial consultation is appropriate. Some assessments will require on site visits.
27	What is the anticipated budget that King's Daughters Medical Center Ohio (KDOH) is targeting for this project?	This information is not available at this time. You may request this information by sending an open records request to our legal department after the RFP is closed
28	Will you share previous spend amount on similar projects within the network?	Previous spend does not pertain to this RFP.
29	What is the targeted goal for the expansion?	To respond to the needs of the community.
30	Is there a strategic growth plan for the overall network?	This does not pertain to this RFP.
31	Are you providing data analytics? How will they be provided? Database? Portal?	We can provide data via an agreed upon method. This will be decided during the contract negotiation phase. Keep in mind KDMC data cannot leave this country.
32	Can you provide your staffing plan in alignment to your strategic growth plan?	The purpose of this engagement is to determine which areas of growth

		need more focus. Staffing plan will follow based on the results of the analysis.
33	Can you provide a breakdown of the utilization of your specialty services?	This information will require a signed Business Associate Agreement and can be provided after the award of the contract.
34	Can you provide the current facility square footage?	70,000 Square Feet
35	Can you provide policy and procedures for all your service lines/procedural areas?	We have required policies and procedures. This information will require a signed Business Associate Agreement and can be provided after the award of the contract.
36	What is the overall timeframe allocated?	We don't have a specific time frame. This will be negotiated with the awardee during the contracting phase.
37	Is there a preferred targeted phase rollout?	Not at this time.