



HEALTHWORKS

REQUEST FOR PROPOSAL (RFP)

Kansas is a rural state made up of 122 community hospitals. Eighty-three hospitals are critical access hospitals and three are Rural Emergency Hospitals. As hospitals in Kansas continue to look for cost containment strategies, the focus has turned to labor productivity and FTE benchmarking in our small Critical Access Hospitals and rural PPS hospitals. In a Critical Access Hospital this becomes more difficult as the cost report reimburses hospitals for Cost-Based Reimbursement. Cutting labor costs in a certain department can be counterproductive. Flex staffing models do not seem to always work in these smaller hospitals that are staffing at minimal levels already and covering multiple departments. Based on that, Healthworks is not seeking an ongoing productivity monitoring project, but an initial guidance tool for hospitals to understand proper staffing compared to their peers.

This project will be utilizing federal grant funds. HEALTHWORKS will make federally funded purchase decisions that are consistent with its internal policy and with federal procurement standards (2 CFR 200 and FAR as applicable).

With the financial condition of Kansas' rural hospitals, affording a deep dive analysis into productivity benchmarking is not a financial option. Hospitals are seeking guidance on clinical and non-clinical department productivity.

HEALTHWORKS would expect that data will need to be collected from the hospitals via participation in this FTE productivity project. Hospitals would be expected to provide data timely to receive the analysis summary at the end. HEALTHWORKS will perform the initial communication to hospitals about the productivity project and pursue the commitment from the hospitals interested in participating. HEALTHWORKS anticipates a minimum of 50 hospitals participating.

In your proposal,

- Describe the process you will use for deep dive analysis into FTE Productivity
- Explain how you will analyze and make exceptions for small hospital volumes and multi-department staffing, if needed
- Describe the volumes metric to be utilized in each department
- Explain the output report that will be presented
- Provide a pricing breakout for the project
- Detail the timeframe you feel you need to complete the project

REQUEST FOR PROPOSAL
RURAL PRODUCTIVITY BENCHMARKING PROJECT
Topeka - Kansas

PROPOSAL SUBMISSION DEADLINE: January 18, 2025, 5:00 PM, CST via email

QUESTION SUBMISSION DEADLINE: December 31, 2024

Questions may be emailed to:

Contact Name: Shannan Flach
Contact Address: 215 SE 8th Ave
Topeka, Kansas 66603
Telephone Number: 785-276-3132
Email Address: sflach@kha-net.org

INTRODUCTION

HEALTHWORKS invites and welcomes proposals for their Rural Productivity Benchmarking Project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE via email."

PROJECT AND LOCATION

The project associated with this RFP is or shall be performed virtually.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Project Scope and timeline, contact:

Name: Shannan Flach
Title: Vice President, Health Care Finance and Reimbursement
Phone: 785-276-3132
Email: sflach@kha-net.org

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to provide the small rural and critical access hospitals' productivity benchmarking data.

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

HEALTHWORKS is seeking a partner to provide a deep-dive analysis into FTE Productivity for our Critical Access Hospitals and rural PPS hospitals in Kansas and produce FTE benchmark statistics to allow hospitals to evaluate their staffing compared to those benchmarks. This would not include an ongoing flex staffing model program, but a one-time analysis into CAH's current FTE production.

HEALTHWORKS expects an analysis at the end that provides FTE Productivity to volumes benchmarking for the following departments at a minimum:

- Inpatient Nursing floor
- Outpatient Nursing/Infusion floor
- ER
- Surgery
- Laboratory
- Radiology
- Rehab/Therapy Services
- Cafeteria/Dietary
- Environmental Services
- Laundry
- Maintenance
- Rural Health Clinic/Outpatient Clinic
- IT
- Revenue Cycle – registration, billing, coding, finance
- Home Health
- OB Services
- Hospice Care

HEALTHWORKS expects a webinar at the end of the project that educates the participants on the analysis, lessons learned, and ongoing maintenance. HEALTHWORKS expects created tools that hospitals can use to monitor ongoing productivity.

Expected deliverables:

- Productivity Analysis Executive Summary
- Detailed productivity analysis and results by department

- Ongoing productivity monitoring helpful tools
- Webinar to hospitals participating in project

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

| MILESTONE | DATE |
|---|-------------------|
| RFP's due: | January 18, 2025 |
| Estimated Consultant Agreement Completed: | February 28, 2025 |
| Work begins - subject to change based on agreement: | April 01, 2025 |
| Work completed - subject to change | August 31, 2025 |

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

HEALTHWORKS shall award the contract to the proposal that best meets the various project requirements. HEALTHWORKS reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by HEALTHWORKS no later than 5:00 PM, CST on January 18, 2025, for consideration in the project proposal selection process. Bids can be emailed to Shannan Flach at sflach@kha-net.org

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Bidder's performance effectiveness of their proposal's solution.
2. Bidder's performance history and ability to timely deliver proposed services.
3. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
4. Overall cost effectiveness of the proposal.

HEALTHWORKS reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Description of Bidder's company
5. Bidder's Federal Employee Identification Number (FEIN)

Proposed Outcome

- Summary of timeline and work to be completed.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

References

- Provide one reference of a previous project completed

By submitted a proposal, Bidder agrees that HEALTHWORKS may contact all submitted references to obtain any and all information regarding Bidder's performance.