



**MARICOPA
INTEGRATED
HEALTH SYSTEM**

Count on us to care.

**MARICOPA COUNTY SPECIAL HEALTH CARE DISTRICT
d.b.a. MARICOPA INTEGRATED HEALTH SYSTEM**
2611 E. Pierce, 2nd Floor
Phoenix, Arizona 85008
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Release Date: January 3, 2008

**REQUEST FOR PROPOSAL
CARDIOVASCULAR SURGERY SERVICES
C-90-08-012-RFP**

DUE: January 25, 2008, 2:00pm, Mountain Standard Time (MST)

Deadline for Inquiries

January 18, 2008, 4:00pm (MST)

Time and Date Proposals Due

January 25, 2008, 2:00pm (MST)

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NOTICE OF SOLICITATION

**Solicitation #C-90-08-012
REQUEST FOR PROPOSALS:
CARDIOVASCULAR SURGERY SERVICES**

Count on us to care.

Maricopa County Special Health Care District dba: Maricopa Integrated Health System and Medical Professional Associates of Arizona (MedPro/MIHS) hereby solicits sealed proposals from qualified proposers to provide Cardiovascular Surgery Services. Requested services include, but are not limited to, cardiovascular surgery on a 24/7 availability, trauma and cath lab backup, participation in medical education programs and quality committees.

A Request for Proposal document may be obtained at:

Maricopa Integrated Health System
Contract Management
2611 East Pierce, 2nd Floor
Phoenix, Arizona 85008

Or at the MIHS web site: <http://www.mihs.org/openbid/index.html>

Written questions concerning this Request for Proposal package should be addressed to Brian Maness no later than January 18, 2008, at 4:00pm Mountain Standard Time (MST). Questions may be submitted to Brian Maness via e-mail at brian.maness@hcs.maricopa.gov or may be faxed to 602-344-1813. Inquiries may be submitted by telephone, but must be followed up in writing. No oral communication is binding on MIHS. Answers to the written questions submitted by Proposers concerning the RFP will be provided in the form of an Addendum via the MIHS website. It is the responsibility of all potential Proposers to check the MIHS web site for any addendums to the RFP and to ensure signed Addenda are included in their Response to the Solicitation.

Completed and sealed proposals, including one (1) original, five (5) hard copies and one (1) soft copy in **Microsoft Word on CD-ROM**, must be physically in the possession of Contract Management at the address above no later than **January 25, 2008, at 2:00pm** Mountain Standard Time (MST). It is strongly suggested that the selected delivery method will ensure receipt by Contract Management before the deadline. Proposers assume all risk associated with deliveries of proposals. Proposals may also be emailed to brian.maness@hcs.maricopa.gov. At 2:15pm Mountain Standard Time (MST), the names of firms or individuals submitting proposals will be announced. No other public disclosure will be made until after award of a contract.

This announcement does not commit MIHS to award a contract or to pay any costs incurred in the preparation of Proposals. MIHS reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. MIHS reserves the right to award more than one contract based upon the Proposal(s) most advantageous to the Maricopa Integrated Health System, price and other factors considered. The contract is scheduled for award for the initial term of three years with the option to extend for additional periods. The MIHS Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Full text of the MIHS Procurement Code may be found at the following link: http://www.mihs.org/docs/District_Procurement_Code_10-12-2005.pdf. MIHS reserves the right to award this contract in whole or in part to one or more contractors.

MIHS will endeavor to ensure in every way possible that minority and women-owned business enterprises shall have every opportunity to participate in providing professional services, purchased goods, and contractual services without being discriminated against on the grounds of race, religion, sex, age or national origin.

1.0 EXECUTIVE SUMMARY

Medical Professional Associates of Arizona and Maricopa Integrated Health System (hereafter MedPro/MIHS) are seeking a partner to provide cardiovascular surgery services for Maricopa Medical Center.

The selected partner will share in the mission and business objectives of MedPro and MIHS. In this partnership atmosphere, all parties will study the current ways they do business and enhance current communication to support processes and systems. Such a partnership environment will allow MedPro/MIHS to reach higher levels of cost effective, high quality patient care with improved patient outcomes and satisfaction, as well as enhance our commitment to medical education.

Requested services include cardiovascular surgery, 24/7 availability, including coverage for trauma and cath lab back-up, participation in medical education programs, development of quality bench-marks and participation in quality committees, and development and implementation of strategic planning and service line initiatives.

Medical Professional Associates of Arizona P.C. (MedPro) is a professional corporation owned and governed by its professional staff, providers who represent all the major medical and surgical specialties as well as subspecialties. MedPro has approximately 260 Board certified physicians in more than 25 specialties and sub-specialties, as well as approximately 80 mid-level providers.

Maricopa Integrated Health System (MIHS) includes Maricopa Medical Center, the Arizona Burn Center, the Comprehensive Healthcare Center, the McDowell Healthcare Clinic, 10 community-oriented family health centers, and an attendant care program. Maricopa Medical center is a Level 1 Trauma Center, as well as a premier teaching hospital for the nation's physicians.

MIHS is the health care safety net for citizens of Maricopa County. The health system serves people of many races and nationalities who come from diverse cultures and speak several different languages. Many of the patients face major challenges, such as lack of health insurance, complex medical problems, and difficult socioeconomic situations. Caring for these patients demands special knowledge and sensitivity. MIHS is committed to giving culturally appropriate, sensitive medical care and helping our patients live healthier lives. MIHS provides care for all that enter its doors. Annually, MIHS has nearly 20,000 inpatient admissions and over 325,000 outpatient visits.

MIHS has recently expanded our cardiac service line to provide comprehensive cardiology services in a new state-of-the-art two room cardiac catheterization lab. Annually, our cardiology volumes include 9,000 outpatient visits, 700 cath/EP cases, and over 3,600 echo procedures. Currently, our cardiology service refers approximately 70 cardiovascular surgery cases. Significant capital and human resources have been invested to recruit a skilled team of cardiologists and to purchase the equipment and facility to provide cardiology services. This is a service that we will continue to expand. The addition of cardiovascular surgery will enhance our ability to both build this service and enhance the quality and level of service that we provide.

2.0 SCHEDULE OF EVENTS

The time frame for the procurement under this RFP is as follows:

Notice of Solicitation Issued	January 3, 2008
Deadline for Written Questions	January 18, 2008 at 4:00 pm MST
Proposal Submission Deadline	January 25, 2008 at 2:00 pm MST
Contract Start Date	to be determined

MedPro/MIHS reserves the right to deviate from this schedule.

3.0 EVALUATION CRITERIA AND PROCESS

3.1 Evaluation Criteria

Evaluation criteria to be utilized in determining the successful Proposer are listed below. The order of appearance does not signify relative importance. Although price will be a factor in Proposal evaluation, it may be a consideration of lesser importance to other items identified in the Proposal. MIHS reserves the right to accept other than the lowest priced Proposal

- **Response to RFP requirements**
This will include a thorough and detailed review of the responses to the Work Statement specifications, the quality, completeness, accuracy and level of detail of the Proposal, the demonstration of the Proposer's understanding of the concepts and requirements of the system, and Oral Presentations. Additional considerations include, but are not limited to:
 - Size of practice and surgical volume
 - Quality/Outcomes
 - Ability to meet service/coverage needs
 - Ability to meet medical education needs
 - Ability to accept all patients regardless of ability to pay
- **Organizational Experience**
This will include a thorough and detailed review of the submitted Organizational Information and follow-up of Proposer's References including customer responsiveness.
- **Pricing**
This will include a thorough and detailed review of the Proposer's pricing. Although price will be a factor in proposal evaluation, it is specifically a consideration of lesser importance to other items identified in the proposal. MIHS reserves the right to accept other than the lowest priced proposal.
- **Financial Stability and Viability**
This will include a thorough and detailed review of the submitted Financial Statements and Financial Information. **Proposals submitted without the requested financial statements, including balance sheets, income statement and cash flow statements may be deemed non-responsive and the proposal returned.**
- **Respondent Exceptions to Specifications and Contract Provisions.**

4.0 INSTRUCTIONS TO PROPOSERS

4.1 General Directions

This Request for Proposal (RFP) package contains all the information and forms necessary to complete and submit a proposal. Proposers are encouraged to review the RFP package in detail prior to commencing work.

Any person, firm, corporation or association submitting a Proposal shall be deemed to have read and understood all the terms, conditions and requirements in the specifications. Conditional Proposals will not be considered. All Proposals must be signed by an authorized signatory; unsigned Proposals may be rejected.

All responses and accompanying documentation will become the property of MIHS at the time Proposals are opened. Proposals deemed to be non-responsive will be returned to the Proposer.

4.2 Required Response Format

To assist in the evaluation process, all proposals must follow the same format. **Proposals in any other format may be considered informal and may be rejected.**

One soft copy on CD-ROM with one (1) original and five (5) hard copies of the Proposal must be submitted in separate 3-ring binders and must have sections tabbed and labeled as follows. The original must be labeled as such.

- Table of Contents
- Authorization to Submit Proposal and Required Certifications (Attachment A)
- Organizational and Financial Information (Attachment B)
- Respondent's Reply to Work Statement (Attachment C)
- Proposer's Stated Exceptions to RFP Requirements (Attachment D)
- Proposer's Checklist (Attachment E)
- Signed Addenda to this RFP

4.3 Authorization to Submit Proposal

Attachment A must be completed and signed by a person authorized to make a binding offer for their organization. The original signed document must be included in the submission.

4.4 Organizational and Financial Information

Proposers must complete the information requested in Attachment B. Necessary directions are included in the document.

4.5 Proposer's Stated Exceptions to the RFP Requirements

The Proposer shall clearly identify any exceptions to the RFP specifications or contract terms using Attachment D. This is the only means for Proposers to state exceptions to the requirements of the RFP in their Proposal. **Exceptions raised at a later time, or in any other location of their Proposal, will not be considered in any negotiations.** Proposer(s) may inspect the General Provisions at: http://www.mihs.org/docs/MIHS_General_Provisions.pdf

4.8 Signed Addenda

It is the Proposer's obligation to assure that they have received and reviewed all Addenda issued. Proposers must include a signed copy of each Addenda cover page issued in relation to this RFP within their Proposal. Proposers who fail to submit all signed Addenda may be deemed non-responsive and may be rejected. Addenda returned to MIHS separately from the Proposal will not be retained. Any Addenda to this solicitation will be posted on the Maricopa Integrated Health System Web Site under the Solicitation number.

4.9 Response to Work Statement Requirements (Attachment C)

Proposers are to state precisely how their firm will satisfy each requirement. Conciseness will be viewed favorably in evaluating overall responsiveness to this solicitation.

4.10 Proposer's Checklist

A Proposer's Checklist is included to assist Proposers in preparing the proposal for submission (Attachment E). It lists all items necessary to assemble a complete proposal. A completed Proposer's Checklist (Attachment E) must be included with the submission.

4.11 Submission of Proposal

Complete and sealed submissions must be delivered with the Solicitation Number C-90-08-012-RFP clearly visible on the outside of the parcel. Completed and sealed Proposals, including a soft copy on CD-ROM, as well as one (1) original and (5) hard copies must be delivered to the location specified below. Sealed parcels must be physically in the possession of the MIHS Contracts Management, 2611 East Pierce, 2nd Floor, Phoenix, Arizona 85008 by 2:00pm Mountain Standard Time (MST) on January 25, 2008. **PROPOSALS RECEIVED AFTER 2:00pm, January 25, 2008 Mountain Standard Time (MST) WILL NOT BE ACCEPTED.**

4.12 Proprietary Information

Any information that is deemed proprietary and/or confidential by a Proposer must be clearly identified as such. The Proposer shall submit justification for any information designated as proprietary and/or confidential in nature. Final determinations of nondisclosure, however, rest with the Procurement Officer.

MIHS will not be held accountable if material from responses is obtained by parties other than MIHS without the written consent of the Proposer.

ATTACHMENT A: AUTHORIZATION TO SUBMIT PROPOSAL AND REQUIRED CERTIFICATIONS

The Proposer hereby certifies that they have read, understand, and agree that acceptance by MIHS of the Proposer's offer by the issuance of a purchase order or contract will create a binding contract. Further, they agree to fully comply with all terms and conditions as set forth in the MIHS Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement.

The person signing the Proposal certifies that he/she is the person in the proposer's organization responsible for, or authorized to make, decisions regarding the prices quoted.

The proposer is a corporation or other legal entity.

No attempt has been made or will be made by the proposer to induce any other firm or person to submit or not to submit a Proposal in response to this RFP.

- ☐ All amendments to this RFP issued by MIHS have been received by the person/organization below. All amendments are signed and returned with the Proposal.
- ☒ No amendments have been received.

The price and terms and conditions in this Proposal are valid for 120 days from the date of submission.

FIRM SUBMITTING BID

ADDRESS

TELEPHONE

CITY

STATE

ZIP CODE

FAX #

AHCCCS ID NUMBER

MEDICARE NUMBER

FEDERAL TAX ID NUMBER

AUTHORIZED SIGNATURE

DATE

PRINTED NAME AND TITLE

=====

MINORITY BUSINESS/WOMEN BUSINESS/SMALL BUSINESS (check appropriate item):

- ___ Minority Business Enterprise (MBE)
- ___ Women Business Enterprise (WBE)
- ___ Small Business Enterprise (SBE)

ATTACHMENT B: ORGANIZATIONAL and FINANCIAL INFORMATION

The Proposer shall use this document to describe the background of its company, its size and resources, details of relevant experience, and financial statements.

1. Name of Proposer: _____

dba: _____

2. To whom should correspondence regarding this contract be addressed?

Individual's Name: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ Fax: (____) _____ Email address: _____

Contact Person (if different from above): _____

3. Date business was established: _____

4. Ownership (e.g., public company, partnership, subsidiary): _____

5. Primary line of business: _____

6. Total number of employees (optional): _____

7. Detail corporate experience within the last five years relevant to the proposed RFP, including specific details regarding the proposer's experience.

8. Is your agency acting as the administrative agent for any other agency or organization? _____
If yes, describe the relationship in both legal and functional aspects.

9. Detail the qualifications and professional background of all management, technical, and on-site staff who would be directly involved in providing the proposed services. Include copies of their current resumes.

10. Provide a copy of the current organizational chart indicating all personnel who would be involved in providing the proposed services.

11. Provide financial statements for the legal contracting entity for the last two years including:

- (a) Interim financial statements for the three most recent quarters (balance sheet, income statement, cash flow)
- (b) Audited financial statements for the last two fiscal years (balance sheet, income statement, cash flow, notes to financial statements, audited report)

12. Does the organization have any uncorrected audit exceptions? _____
13. Has any state or federal agency ever made a finding of non-compliance with any relevant civil rights requirement with respect to your program? _____ If yes, please explain.
14. Have there ever been any felony convictions of any key personnel (i.e., Administrator, CEO, Financial Officers, major stockholders or those with controlling interest)? _____
If yes, please explain:
15. Has anyone in your organization, or has your organization, ever been restricted or, in any way sanctioned, or excluded from participation in any governmentally funded healthcare programs including, but not limited to, Medicare or Medicaid/AHCCCS? _____ If yes, please explain.

ATTACHMENT C: RESPONSE TO WORK STATEMENT REQUIREMENTS

The Proposer must explain how they will meet all the requirements of the Work Statement. The Proposer shall insert appropriate text to indicate specifically how it will satisfy each Objective and Task requirement. The Proposer should use as much detail as necessary to clearly convey how they will ensure provision of these services. Proposers should not simply restate the objectives and tasks, but describe how each task will be accomplished.

Nothing prohibits the addition of supplemental services, not identified in this solicitation and deemed necessary by MIHS and agreed to by the selected vendor(s) in the resulting contract.

OBJECTIVE

The purpose of this RFP is to select a partner(s) to provide cardiovascular surgery services for MedPro/MIHS.

First and foremost, MedPro/MIHS 's first objective is to provide exceptional patient care, service and medical education. This mission is to be accomplished in a manner that is cost effective, thus allowing MedPro/MIHS to continue to serve its patients into the future. It is MedPro/MIHS 's goal at a minimum, to maintain the current level of service(s), or improve those while finding a partner(s) that will offer joint opportunities for reducing costs and improving quality of care.

REQUIREMENTS

Cardiovascular surgery will be phased in at Maricopa Medical Center. Our goal is to provide high quality patient care with excellent outcomes. In order to meet this goal, we will begin CV surgery slowly and only after we have appropriately trained staff. Initially, we intend for lower end cases to be performed on-site, with more intensive cases being referred out to our CV surgery partner(s).

Cardiovascular Surgery Practice Information

How many surgeons (FTEs) are currently in your practice?	
What is the average number of CV surgeries performed annually by each surgeon?	
What hospital(s) does your practice currently have privileges at?	
Will the group be able to provide 24/7 CV surgery coverage, including trauma coverage(per American College of Surgeons standards) and cath lab back-up (per American College of Cardiology standards)?	
Will the group be able to dedicate a primary physician to provide the majority of coverage for Maricopa Medical Center ?	
In addition to surgeons, what other providers will the group be able to provide (anesthesiologists, physician assistants, nurses, perfusionists)? Please list.	
Please provide detailed information regarding quality measures and outcomes for your group for the past three years, including STS data.	

Relationships

Will the group enter into a contractual relationship with MedPro (The CV group will be independent contractors with contractual business terms similar to other independent contractors)? CV surgeons will also be active members of the MIHS Medical Staff.	
Can the group provide call schedules one month in advance?	
Will the group collaborate with MedPro/MIHS in developing and implementing a cardiac service line and strategic plan?	
Will the group participate in medical education programs, including morning conferences, rounds, etc?	
Will the group agree to be credentialed by MedPro, MIHS and third party payors?	

Financial

Will the group accept reimbursement based on professional fees less the cost of billing? (Other reimbursement for call and trauma coverage will be negotiated)	
Is the group willing to provide care for all patients regardless of ability to pay with no subsidy for these services?	

Quality/Training

Will the group work with MedPro/MIHS to establish training requirements and competency assessment for our OR/CCU staff?	
Can the group provide staff to assist with training to develop competencies for OR and CCU staff? Please list.	
Will the group work with MedPro/MIHS and provide resources to develop quality benchmarks and PI goals and attend monthly PI/Quality meetings?	

ATTACHMENT D: EXCEPTIONS TO RFP REQUIREMENTS AND/OR GENERAL CONTRACT PROVISIONS

Proposers must use this section to state any exceptions to the RFP requirements and/or any requested language changes to the **MIHS General Provisions**. This is the only time proposers may contest these issues. Requests for changes after the date proposals are due will not be considered and could subject the proposer to non-award on grounds of non-responsiveness.

Please sign and include this statement with your proposal.

I have read MIHS' General Provisions and I () accept them or () I have stated my exceptions and have included them in this proposal.

Name Date

ATTACHMENT E: PROPOSER'S CHECKLIST

<u>Submitted</u>	<u>Document Required</u>	<u>Original</u>	<u># of Copies</u>	<u>CD ROM</u>
_____	Authorization to Submit Proposal	1	_____	
_____	Organizational and Financial Information	1	_____	
_____	References	1	_____	
_____	Proposer's Pricing	1	_____	
_____	Response to Work Statement/Contract Requirements	1	_____	
_____	Signed Addenda Cover Pages	1	_____	
_____	Proposer's Check List	1	_____	
_____	Professional Liability Facesheet	1	_____	
_____	Copy of W-9	1	_____	

All items must be included in the Proposer's submission in order to be considered responsive to this RFP.