

input from employees to improve morale at Gracedale; and provide Northampton County with a plan to address any short comings identified to best serve the needs and requirements of Northampton County; and

WHEREAS, Northampton County Council shall request competitive proposals for this comprehensive study of Gracedale; and

WHEREAS, Northampton County Council is desirous of all County employees and departments, to fully cooperate with this comprehensive study of Gracedale; and

WHEREAS, Northampton County Council reserves the right to accept or reject any and all proposals, to waive any irregularities and to make an award that is determined solely by Northampton County Council to be in the best interest and permanent welfare of the County. County Council shall not be responsible for nor will it be required to reimburse any firm or consultant for any costs incurred in the preparation of and/or submission of a proposal; and

WHEREAS, Northampton County Council sets forth in Exhibit "A" attached hereto and intended to become a part hereof, the Request for Proposal setting forth its terms and conditions.

NOW, THEREFORE, IT IS HEREBY ORDAINED AND ENACTED by the Northampton County Council that:

1. A comprehensive study of Gracedale be considered through a request of competitive proposals pursuant to Exhibit "A" attached hereto and intended to become a part hereof.

2. All departments and employees of Northampton County shall fully cooperate and assist any selected bidder.

3. Any Ordinance or part of any Ordinance conflicting with the provisions of this Ordinance is hereby repealed in so far as the same affects this Ordinance.

4. Officers and personnel of Northampton County are hereby authorized and empowered to take all such further action, including any necessary transfer of funds, and to execute any additional documents as they may deem appropriate to carry out the purpose of this Ordinance.

This ordinance was advertised on the ____ day of _____
2022 and was adopted by the Northampton County Council on the ____
day of _____ 2022.

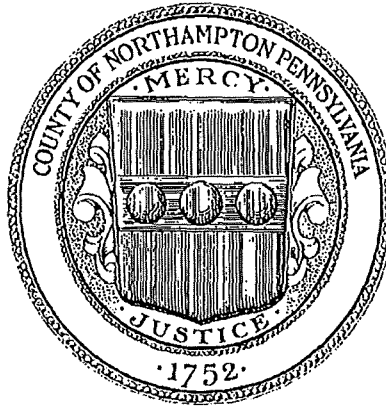
ATTEST:

Linda M. Zembo
Clerk to Council

Lori Vargo Heffner
County Council President

Lamont G. McClure
County Executive

THE COUNTY OF NORTHAMPTON



RESOLUTION

Number 45-2022

WHEREAS, Northampton County Council desires to perform an overall study of the performance of the Gracedale Nursing Home (Gracedale); and

WHEREAS, Northampton County Council seeks the following topics to be reviewed, including but not limited to: determining how well Gracedale is meeting the Centers for Medicare and Medicaid Services and State Department of Health standards for Long Term Care Facilities for both care and facility management; an analysis of revenue and expenses, including recommendations on ways to maximize revenue while lowering expenditures; a fact based determination of employee morale and input from employees to improve morale across the facility; and provide Council with a plan to address any shortcomings in order to create long and short term plans for Gracedale to continue to serve the needs of Northampton County residents; and

WHEREAS, the Northampton County Council wishes to request competitive proposals for a performance study at Gracedale through the use of a Request for Proposal.

NOW, THEREFORE, BE IT RESOLVED Northampton County Council requests that the Procurement Officer prepare and create a bid process to award a contract to a qualified bidder regarding Gracedale analytics.

ATTEST:

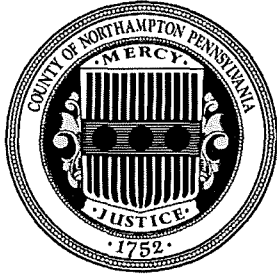
INTRODUCED BY:



Linda M. Zembo
Clerk to Council



The above resolution was adopted by the Northampton County Council at the meeting held April 7, 2022.



COUNTY OF NORTHAMPTON
OFFICE OF COUNTY COUNCIL

Dear Professional Consultant/Firm:

This Request for Proposal (RFP) is being issued by the County of Northampton, Pennsylvania, County Council seeking qualified bidders to conduct an operational analysis of the performance of the County owned Nursing Home, Gracedale. The requested analysis shall include all aspects of performance of the home, including short and long term plans to ensure the home is performing at or in excess of State and Federal standards. This analysis shall illustrate an evaluation of best practices for all comparable facilities.

This RFP seeks proposal responses to provide the evaluation of Gracedale as outlined above and in addition to what is described further in this document. Please refer to the enclosed scope of work and deliverables and consult the submittal format section to follow in developing and providing your response.

The final date for submitting a proposal is **October 17, 2022 at 4:00 P.M.** to: Kathryn Anderson, Procurement Officer, County of Northampton, 2nd Floor, 669 Washington Street, Easton, PA 18042. Your proposal envelope must be sealed and clearly marked **“Consulting Services Proposal-Gracedale”** so that no error in opening may occur. In the alternative, you may submit proposals by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to: kanderson@northamptoncounty.org. Indicate in the subject line that a sealed proposal for Consulting Services-Compensation is attached.

The County Council of County of Northampton reserves the right to accept or to reject any and all proposals, to waive any irregularities and to make an award that is determined solely by the County Council of County of Northampton to be in the best interest of the County. The County Council will not be responsible for nor will it be required to reimburse any firm or consultant for any cost incurred in the preparation of and submission of a proposal.

On behalf of the County of Northampton, we appreciate your interest and effort in providing a proposal for consideration.

Sincerely,
Lori Vargo Heffner
President, Northampton County Council

Kathryn Anderson
Procurement Officer

1. General Information

A. PURPOSE OF THE REQUEST FOR PROPOSAL

Northampton County owns and operates Gracedale Nursing Home (Gracedale). The purpose of Gracedale is described in the County Home Rule Charter as "to provide adequate residential and patient care for medically and financially needy residents of Northampton County. The facility is licensed for 688 beds, is certified for Medicare and Medicaid and is licensed to provide skilled and intermediate care. Services offered by Gracedale include rehabilitation (occupational, physical and speech therapy), memory care, and long term care. Northampton County Council is pleased to issue this Request for Proposals ("RFP") seeking competitive proposals from individuals and private, public and/or not-for-profit entities interested in conducting an operational analysis for Gracedale.

The County is seeking a qualified bidder who shall be responsible for drafting of a plan or a consultant that will ensure the continuation of high quality of services provided to Gracedale residents. Bidders must demonstrate the ability to provide, or recommend, those services within available resources to the County throughout the term of the contract. In considering any proposal, the County's priorities are the quality of care and well-being of the Gracedale's current residents, the safe and secure environment for Gracedale's employees, and the financial impact of the Gracedale operations.

B. DESCRIPTION OF NURSING HOME

Gracedale is a skilled nursing facility, located at 2 Gracedale Drive in Nazareth, Pennsylvania. The facility sits on 365 acres of County owned property in a rural setting. The facility consists of 688 licensed beds and is certified for Medicare and Medicaid. The facility contains multiple living areas designated as towers. Gracedale provides compassionate long- term, rehabilitative and memory care services reflective of the community served, and in a manner respective of Gracedale's long history.

In addition, the facility includes an on-site clinic with access to full service dental, optician and medical exam rooms; a full complement of therapy services; short and long term rehabilitation with physical, occupational and speech therapists; registered dieticians and varied menu selections; hospice and palliative care services; pet therapy; on-site beauty and barber services; complimentary laundry services; cable television and outdoor garden area; interfaith chapel with on-site chaplain; free wifi; with staff physicians and administration present in the facility daily and available 24 hours a day.

2. Narrative of the Engagement

A. OPERATIONAL REVIEW AND BEST PRACTICE IMPLEMENTATION

Bidder must provide a comprehensive and detailed plan for describing the method of evaluating the current administration, staff, physical plant and operations at

Gracedale, including a path forward in both the long and short term.

The plan must include, but not be limited to, the following:

i. Review of Services

Bidder must address policies and procedures for services for clients, quality control checks, adherence to compliance programs and project management; program support and reporting/recommendation services, including an approach to overcoming obstacles, if any, and troubleshooting to resolve problems. Also, include an approach to providing positive, in-house management at Gracedale.

ii. Proposed Organizational Chart

Submit an organizational chart which clearly illustrates the current functional position of all individuals and key personnel involved and which identifies not only the proposed organizational structure, but also key personnel by title. Staffing levels of each organizational unit should be estimated. The specific role of each individual for each task/work activity must be described.

iii. Dedicated Resources

Describe facilities, equipment, personnel, communication technologies and other resources available for implementing the proposed Services. Provide an assessment of staffing needs for each major activity area by job title and function. The assessment should include full time equivalents for professional staff and supervisors committed to Gracedale.

B. PUBLIC POLICY COMMITMENTS

i. Service to the Indigent and Vulnerable Communities – in seeking administration and management input for Gracedale, the County has declared a policy goal of ensuring continued access to Gracedale for vulnerable communities, including in particular, those residents whose payment source is Medicaid and Medicare.

ii. Ownership – In issuing this RFP, the County Council has declared its intent to **not** sell Gracedale to an owner other than Northampton County. Bidder shall clearly state its willingness to accept this directive and certify that no measures will be taken to recommend such action.

3. Operational Assessment of Gracedale

A. GENERAL SCOPE OF WORK

i. Primary Goals

- Assure that at all times, the mission of Gracedale is upheld;

- Whether an objective reporting channel exists at Gracedale through its Administrator;
- Promote strong administration and management controls between Gracedale Administration and Staff;
- Maintain and strive to continually improve the operations of Gracedale's services;
- Provide quality nursing, memory care and rehabilitation services;
- Maintain programs to promote the effective utilization of Gracedale's services;
- Provide recommendations and planning for new or expanded services to be provided by the Gracedale;
- Maintain a deserved public image of excellence for Gracedale, including development of an appropriate external marketing program;
- Maintain quality staffing of Gracedale, with particular emphasis on employee development, training and satisfaction;
- Operate Gracedale on a sound, self-supporting financial basis, including the development of a documented long-term plan for budgeting of capital expenditures;
- Institute and maintain sound financial accounting systems in Gracedale;
- Institute and maintain internal fiscal controls through budgeting procedures;
- Prevent loss of revenues to Gracedale through sound billing procedures;
- Present various revenue enhancement opportunities;
- Ensure the cash position of Gracedale utilizing sound collection methods;
- Adhere to, and fully cooperate with, all applicable State and Federal rules and regulations;
- Re-evaluate and maximize scheduling of staff for most efficient implementation;
- Maintain high levels of customer/patient satisfaction;
- Generate policies and procedures in accordance with applicable law;
- Creation of new and improvement of existing key performance indicators and provide regular performance and progress updates on those indicators; and
- Provide a document that will allow Administrator to continue to review, revise and implement the training plan for Gracedale which will set out training topics, frequency and documentation requirements.

ii. Specific Directives

The responsibilities of the successful Bidder shall include, but not necessarily be limited to, review and reporting on the following:

- That the dictates of the Center and Medicaid Services (CMS) and State Department of Health standards for long term care facilities are being met at all times.
- That the entire management and staff are striving toward the achievement of a Five-Star rating as awarded by CMS, including specific steps to be taken on a path to Five Stars.
- That the facility itself is managed in a manner that allows the best and safest care of residents, ensuring regular review of their complaints and regular contact with outside agencies that exist to provide care, social workers or therapists to the residents as needed.
- That maximization of revenue and lowering expenses are focused and closely controlled, in order to minimize administrative costs, increase funds available for core services, receiving all applicable community resources available for client services, and thorough and timely billing and collection of all co-payments.
- Ensure that Administration is operating in a sensible, defined manner when dealing with staff, including scheduling, discipline, and all aspects of management.
- Evaluation of Staff to determine the effect of scheduling, staff shortages, and morale, as well as determine if there is a clear method of staff dealing objectively with Administration.

Regular presentations and meetings with these individuals or groups, incorporating their input into the process, are expected. Presentation to the County Council upon completion of the project is required.

B. DELIVERABLES

The study shall evaluate the present position of operations at Gracedale, as compared to existing rules and regulations regarding long term care facilities.

The deliverables to be provided to the County shall include a comprehensive analysis and evaluation of all aspects of Gracedale to ensure that the facility has a plan to meet goals in the near future as well as to review all of the below categories, including but not limited to:

1. A review of the census, as well as a bed need analysis to project ability to maintain census and/or census change, as well as a plan to move forward with a positive census culture within the facility, and develop a marketing plan accordingly.

2. An evaluation of the current Star Status, and a plan moving forward to increase Star Status to Five-Star Status, including expected hours and staffing levels required to achieve this status.

3. Develop and prepare for implementation a clear plan to ensure that resident needs are met, including but not limited to a clear complaint procedure; the option of a plan of client satisfaction surveys to evaluate and improve service delivery; and create measurable satisfaction surveys with regard to utilizing the least restrictive settings, targeting high risk clients, improving quality of life, and maintaining or improving functional status.

4. Review of Financial Management oversight and reporting, including all contracts utilized in management, purchases, capital expenditures and compensation adjustments.

5. Review all aspects of billing and revenue collection processes with regard to admissions and census, resident financials, billing and collections, Medicare/Managed Care billing and compliance including audit, and office issues or training needs, determining a policy forward to identify problem accounts, discuss follow-up steps and assign responsibility, and determine collection tasks to be completed, assess and collect co-payments for core and other contracted services.

6. Ensure that the administration team operates in a clear and sensible manner with regard to not only policy steps in areas such as scheduling and discipline, but also has a cogent and planned approach to organization, responsibility and management approach. This will include a clear personnel policy that clearly defines the Administration scope of authority. This will include procedures for handling resident complaints concerning adverse actions such as termination, suspension or other outcomes.

7. Ensure that Gracedale is fully utilizing the services available to residents from multiple agencies; providing easy contact information to Adult Protective Services, along with a mandatory reporting factor; seeking all external agency services to meet individual needs; and utilizing vendors and volunteers, as well as State and Federally funded agencies, to provide a comprehensive continuum of care.

8. Ensure that staff needs are met with regard to scheduling, short staffing, staffing patterns, responsibilities, morale, development programs, and evaluations.

9. Review any and all marketing plans designed for the increase of admissions or census, levels or classes of staffing, as well as recommendations or improvement.

10. Review a basic wage rate labor index for the region to determine if on the whole the starting wage is competitive to continue to recruit qualified candidates.

11. In addition, a review of each of the following areas should be completed:

- Clinic processes and operation
- Wound care team evaluation and performance
- Dietary service performance
- Housekeeping and laundry responsibilities and streamlining
- Infection control policies and performance

- Maintenance and capital projects requirements
- Materials management/supply chain evaluation
- Deliver directly, or through subcontracts, core, and other necessary contracted services.
- Provide case management to applicants and ongoing recipients of core and other contracted services.
- Medical record administration process and performance
- Nursing administration responsibility and practices and staff interaction evaluation
- Scheduling policies and procedure
- Rehabilitation services costs, streamlining and marketing
- Risk management and Security risks of all types (security, injury of staff or resident, medical errors)

Additionally, Bidder may include in its Proposal items not specified in this RFP, which it would consider pertinent. All such alternatives, including proposals to switch to a management company to administer Gracedale, must be listed separately from the Proposal and the cost thereof must be separate and itemized.

The intent of County Council in issuing this RFP is first and foremost ensuring that older people, individuals with disabilities, their families, and other consumers to choose and easily access options for existing mental and physical health and long-term care. County Council desires Gracedale to enable individuals to maintain a high quality of life for as long as possible through the provision of home and community-based services, including supports for family caregivers; empower older people and their caregivers to live active, healthy lives to improve their mental and physical health status; ensure the legal rights of older people are protected and prevent their abuse, neglect, and exploitation; promote planning and collaboration at the community level that recognize benefits and needs of its aging population; and maintain effective and responsive management.

4. Responses to RFP

A. SCOPE OF EVALUATION

The deliverables to be provided to the County shall include a comprehensive analysis of operational performance at Gracedale along with easy to follow plans to cure all deficiencies found. The evaluation shall include:

1. Review of performance of all current aspects of Gracedale.
2. Identification of areas to improve overall and specific operating results of the facility.
3. Meetings with management to discuss any specific concerns with respect to clarifying any information to ensure a full and complete understanding of the facility operation. The County requires meaningful participation in the evaluation process.

4. Presentation(s) of the findings and recommendations before the County Council.

5. Assisting the County in creating and implementing action plans to move forward in the short and long term to achieve peak operational performance.

6. A comprehensive final report that includes an overview of the methodology used; comprehensive data related to operations that formed the basis of the final recommendations and analysis and related findings and recommendations. The successful bidder will be responsible for producing and printing any required reports and such reports will be provided in hard copy and in an electronic format as determined by the County. The use of tables, matrices, charts and other similar presentation tools are required to provide the broadest understanding of the outcome of the analysis and underlying data to support the recommendations of the bidder's work.

7. Development of an implementation strategy and timeline to phase-in the recommendations. Considerations when conducting the review include:

- The strategy must easily accommodate organizational change and allow for application of the changes into future organizational structure.
- The system should be based upon sound principles in which both State and Federal law are considered with regard to all aspects of performance across the home.

8. Orientation with upper level management to ensure that the knowledge and methodology used in this evaluation are transferred so that the final plan can be maintained, updated and used for future management of the home.

B. TIMELINE AND COMMUNICATION

1. Consultant should include recommendation(s) concerning how and to what degree current employees should be involved and engaged, including a communication strategy. To the extent necessary, Consultant should plan to include time to participate in any recommended employee sampling and involvement processes as well.

2. Consultant shall prepare a timeframe for accomplishing the tasks associated with this study, including key milestone dates. Consultant is expected to meet key milestone dates or communicate openly with the Human Resources Director and Procurement Officer regarding any anticipated or unexpected roadblocks or delays. Consultant should meet initially with County Council, Human Resources Director, and Procurement Officer to discuss the process and tasks to be performed in the study.

3. Consultant should be available to meet with relevant department heads to explain study and process to be used.

4. Consultant is expected to provide frequent updates to County Council.

5. Consultant should prepare a complete summary and final written report that can be used to explain and justify any recommendations to modify practices.

6. Consultant will be expected to share and present in a formal presentation the summary information of the study to the County Council or a subcommittee thereof, and affected County employees.

7. The Consultant should include a suggested timeline for implementation of recommendations by the County, including a prioritization of recommendations (or steps within recommendations as appropriate).

C. FORMAT AND CONTENT

Consultants shall respond to this RFP in accordance with the following format to ensure the submission of information essential to comprehensive evaluation of the proposals. The content may be expanded, but the format must be adhered to. One (1) original (marked "Original") and ten (10) copies of the RFP shall be submitted.

An unnecessarily large or voluminous RFP is not recommended. The ideal RFP will be concise enough to be readily reviewed and comprehended, yet explicit enough to set forth the Consultant's understanding of the desired services in a logical manner. Furthermore, proposals shall be explicit with respect to the relationship and divisions of work among disciplines. From a technical standpoint, a Consultant could be eliminated from further consideration by deleting required work items, adding unnecessary work items, or by submitting a non-responsive or ambiguous RFP. A mere reference to the scope of services set forth in the RFP, and a statement that all work will be performed in accordance with the specifications (and other applicable criteria), is not considered an adequate technical proposal.

The RFP shall contain those items outlined below and be presented on 8 ½" x 11" paper. Proposal should not contain unnecessary artwork. They can be tabbed by sections and if appropriate, subsections, typewritten (in no less than 12-point font) and reproduced in as economical manner as possible to present the following information:

1. Title Page (1 Page)
2. Table of Contents (1 Page)
3. Transmittal Letter (2 Page maximum)
4. Executive Summary (2 Page maximum)
5. Responses to the Scope of Services and RFP Content (Undefined page limit)

a. Technical Approach - The Consultant shall describe its understanding of what work is to be accomplished and should demonstrate an understanding of the expected products. Special requirements of the projects should be discussed, and any unique circumstances or suggestions should be presented.

b. Work Plan - The Consultant shall set forth how it proposes to accomplish the scope of services. Specifically, the Consultant shall address the methodology, techniques, equipment, and processes it proposes to use. The Consultant shall set forth any unique methodology, or any special innovations or concepts that it is proposing for this project. If a joint venture or multiple subconsultants are involved, the proposal should clearly set forth what work will be assigned to whom, what the lines of responsibility will be and who will have management authority.

6. Organization Chart (One 11" x 17" Page or two 8 ½" x 11" Pages)

Integrated organization charts must be provided containing key and support personnel, with the designation of the associated firm and their allocation to specific tasks. The chart can be prepared on 11" x 17" paper and folded to fit inside the proposal.

7. Key Staff resumes (1 Page per resume)

Key staff is defined as the production staff that has major project responsibilities. Key staff documentation is required for the RFP. Following each key staff individual listed, the Consultant shall set forth the specific responsibilities of each individual as it relates to the project. The Consultant shall submit a one (1) page (maximum) resume for each key staff individual showing both general experience and specific experience related to the project.

8. Statement of Commitment letters (1 Page each, if applicable)

If subconsultants are proposed, a clear statement of commitment signed by an authorized official of the subconsultant must be included. The commitment shall include a definitive statement of the services to be performed. Each Consultant shall submit the appropriate number of commitment letters based on the actual number of subconsultants proposed by the firm.

9. Project Experience - A list of three (3) similar Classification, Compensation and Benefits study contracts completed within the past three (3) years, to include:

- a. Your firm's Project Manager for the project.
 - b. Your client's Project Manager and contact information.
 - c. Brief description of the project.
 - d. Which key staff worked on the project.
- (2 Page Limit each for a 6 Page total limit)

10. Proposed timeline

A timeline to include a Gantt chart describing the project timeline by listing key tasks and key milestone dates associated with the Study.

11. Schedule of Work

The expected completion of the Consultant's Scope of Work is 90 calendar days from the date of issuance of the Notice to Proceed.

12. Request for Proposal Schedule:

a. A pre-proposal meeting date will be held at 1:00 PM EDT on September 27, 2022 on the 2nd Floor of Northampton County Government Center, 669 Washington St., Easton, PA 18042.

b. Emailed questions or requests for clarification must be received by the Procurement Officer no later than 1:00 p.m. EDT on October 4, 2022 to ensure adequate time to prepare and circulate any necessary addenda to all Proposers.

c. One (1) original and four (4) copies of the proposal and must be received by the Procurement Officer no later than 1:00 PM EST on October 17, 2022. The proposal shall be sealed and marked "RFP 22-02 – Gracedale Study".

d. Proposals submitted in response to this Request for Proposal are irrevocable for 90 days after the proposal due date.

e. Award is tentatively scheduled for November 2022.

General Information for Proposers:

a. Reservations

The County reserves the right to cancel this RFP at any time after issuance, to reject, in whole or in part, any and all proposals received, and to negotiate with responsible Proposers in any manner necessary to serve its best interests.

b. Addenda

Any necessary additions or corrections to this RFP will be made by addenda and available to all Proposers of record. Addenda becomes part of the RFP and must be acknowledged by each Proposer; failure to acknowledge any addenda shall not relieve Proposers of compliance with the terms thereof.

c. Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of Proposer's ability to satisfy the requirements of this

RFP.

d. Incurred Expenses

Proposers are responsible for proposal preparation and submission costs, as well as travel costs incurred in connection with this RFP, and post award activities.

e. Acceptance of Terms and Conditions

By submitting a proposal in response to this RFP, the Proposer accepts the terms and conditions set forth herein.

f. Public Information Act Notice

Proposers shall identify any portions of their proposals deemed to contain confidential or proprietary information or trade secrets, and provide justification why such material, upon request, should not be disclosed in accordance with all applicable Pennsylvania law.

g. Evidence of Proposer Responsibility

The County may require Proposers to submit additional information regarding technical expertise, qualifications, and may consider any information otherwise available concerning those qualifications.

h. Contractor Responsibilities; Subcontractors

The County will enter into a contract with the selected Proposer only and that Proposer shall be responsible for all products and services required by the RFP. Subcontractors, if any, must be identified in the proposal, with a complete description of their role relative to the Proposer.

i. Conflicts of Interest

The Proposer shall identify any and all actual or potential conflicts of interest that exist, or which may arise if the Proposer is recommended for award and propose how such conflicts might be resolved.

j. Compliance with Laws

By submitting a response to this solicitation, Proposer represents that it is not in arrears in the payment of any obligation due and owing the County of Northampton or the State of Pennsylvania, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract arising from award of this RFP.

k. Governing Laws

The laws of the County of Northampton and the State of Pennsylvania, and where applicable, federal law and regulation, will govern the contract awarded pursuant to this RFP.

I. Ownership and Retention of Records

All reports, drawings, and other data prepared under the contract issued pursuant to this RFP shall become the property of the County of Northampton.

m. Billing and Payment

The successful Proposer shall keep accurate, document records of time and material allocable to this contract. Payment will be made on a monthly basis and related records will be available as deemed necessary by the Procurement Officer. Payment will only be made for work that has first been previously authorized by the Human Resources Director and the Procurement Officer.

D. *EVALUATION AND SELECTION CRITERIA*

1. Evaluation Committee

The County has established an Evaluation Committee who will review each proposal for compliance with requirements and then score each proposal in accordance with the criteria that follows.

2. Evaluation Criteria

The technical proposal is worth 75% and the price proposal is worth 25% of the evaluation criteria. The Evaluation Committee will evaluate and rank each proposal based on the following criteria:

a. Demonstrates practical knowledge, skills and expertise along with the ability to provide the County with a viable, implementable product for the classification, compensation and benefit study.

b. Previous Work Experience - Demonstrates knowledge, skills and expertise in similar study projects and demonstrable evidence and experience in developing these types of studies for municipalities and organizations.

c. Demonstrates the firm's experience with similar projects to include, but not limited to the following as they relate to the services required: A list of three (3) projects completed within the past three (3) years that best illustrate the firm's capabilities as they relate to the Project Description and Objectives, and Scope of Work.

d. Information on delivery of projects on-time and within budget to include design cost, execution time, as well as, any problems encountered, and the solutions devised.

e. Demonstrates the Company's current professional registrations, affiliations, and memberships.

f. Demonstrating an understanding of the Local, State, and Federal laws fulfill the Consultant's Scope of Work.

g. General competence of the firm.

h. Compatibility of size of firm with the size of the project.

i. Capacity to accomplish the proposed work in the required time.

TOTAL = 75 Points

j. The Evaluation Committee will award up to 25 points to the lowest price proposal.

TOTAL EVALUATION CRITERIA = 100 Points

3. Acceptance of Proposals:

The County of Northampton intends to award the contract to the Bidder that best satisfies the needs of the RFP. Contents of the proposal may become contractual obligations if a contract ensues. Failure of the Bidder to honor its obligations may result in cancellation of the award.

4. Rejection of Proposals:

The County of Northampton reserves the right to reject any or all proposals in accordance with its Procurement Policy.

5. Payment Method

The method of payment for this contract will be firm-fixed-price contract.

6. Proposal Submission

Proposals not received or delivered by the stated closing date and time is considered late and will be returned to the Consultant unopened. The sole point of contact for this RFP is Ms. Kathryn Anderson, Procurement Officer. Ms. Anderson can be reached at 610-829-6178 or by email at kanderson@northamptoncounty.org.

The Proposer shall submit proposal to:
Kathryn Anderson, Procurement Officer
Northampton County
669 Washington Street
Easton PA 18042