

**OUTAGAMIE COUNTY**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**MEDICAL DIRECTOR SERVICES**  
**FOR**  
**BREWSTER VILLAGE**

**Due By: April 16, 2025 – 1:00 pm CT**

## 1.0 **Introduction and Background**

Brewster Village (located at 3300 W Brewster St in Appleton, WI) provides short term rehabilitation as well as long term nursing home services designated to meet individuals' social and medical needs. Brewster Village is able to accommodate 204 villagers (i.e. residents) and the facility has an average daily census of 121 with the goal of increasing census to 137.

Brewster Village currently has on-staff one Director of Nursing, 40RNs, 2 LPNs, and 116 CNAs. We are seeking medical director services. In addition, therapy services are provided through a contracted provider.

## 2.0 **Scope of Services**

We are seeking the following in regards to the medical director services. In order to submit a proposal you must be able to provide all services requested below.

### **General Requirements**

1. Clinical guidance and oversight to the Brewster Village Administrator concerning the quality of its physician and nursing care and shall assist the Director of Nursing to assure that good quality of villager (resident) care is delivered to all villagers (residents) of Brewster Village.
2. In cooperation with the Brewster Village staff, coordinate medical care and implement villager (resident) care policies and be willing to serve, as needed, as an attending physician.
3. Work in cooperation with Brewster Village and vendors that have agreements with Brewster Village to ensure that services are fair and equitable to all villagers (residents).
4. Have the current licensure-proof that provider is licensed to practice medicine under sec.146.50, 146.55 and chapter 448, Wisconsin Statutes and meets minimum qualifications as stipulated in the HFS 110, HFS 111, HFS 112 and HFS 113, Wisconsin Administrative Rules.
5. Provide a back-up Medical Director in the case the Medical Director is unavailable or unreachable.

### **Physician Leadership**

1. Assist Brewster Village to ensure that villagers (residents) have appropriate physician coverage.
2. Assist Brewster Village to develop a process for reviewing physician and health care practitioner credentials.
3. Provide specific guidance for physician performance expectations.
4. Assist the facility to ensure that a system is in place for monitoring the performance of health care practitioners.
5. Facilitate feedback to physicians and other health care practitioners on performance and practice.

### **Residency Program**

1. Brewster Village is to be used as a teaching facility for geriatrics.
2. All patient care provided by a resident physician must be supervised.
3. The provider will ensure all residency participants have a Caregiver Background Check and have received training in blood-borne pathogens and HIPAA privacy requirements, in addition to an Annual Influenza Vaccination and TB testing and an annual TB questionnaire.

### **Villager (Resident) Care – Clinical Leadership**

1. Participate in administrative decision-making and the development of policies and procedures related to villager (resident) care.
2. Assist with the development, improvement and implementation of specific clinical practices for the facility to incorporate into its care-related policies and procedures, including areas required by laws and regulations.
3. Develop procedures and guidance for the facility staff regarding contacting practitioners, including information gathering and presentation, change in condition assessment and when to contact the Medical Director.
4. Review, respond and participate in Federal, State, Local and other external surveys and inspections.
5. Assist in the review of policies and procedures regarding the adequate protection of villager's (resident's) rights, advance planning and other ethical issues.
6. Provide Antimicrobial Stewardship.

### **Quality of Care**

1. Assist the facility to establish systems and methods for reviewing the quality and appropriateness of clinical care and other health related services and provide the appropriate feedback.
2. Participate in the facility's quality improvement process.
3. Advise on the infection control issues and approve specific infection control policies to be incorporated into the facility's policies and procedures.
4. Attend the facility's quarterly QAA Committee meetings in accordance with federal regulations and requirements.
5. Maintain a professional, orderly, and businesslike manner at all times while performing services.

### **Education, Information and Communication**

1. Promote a learning culture within the facility by education, information and communication.
2. Provide information to help the facility provide care consistent with current standards or practice.
3. Assist the facility to develop medical information and communication systems with staff, villagers (residents), families and others.
4. Maintain knowledge of the changing social, regulatory, political and economic factors that affect medical and health services of long term care villagers (residents).
5. Assist in establishing appropriate relationships with other health care organizations.

### 3.0 **Payment Terms and Invoicing**

We are seeking a lump sum monthly price for all services relating to the services as outlined in Section 2.0. Payments will be made on a monthly basis. The provider shall submit invoices on a monthly basis, which includes a record of number of hours worked by day for Payroll Based Journal Reporting.

### 4.0 **Contract**

We are seeking an initial contract to commence at a mutually agreed upon date and continue through December 31, 2029. There will be the option of three (3) 2-year extensions with mutually agreed upon terms.

### 5.0 **Insurance and Indemnification**

The awarded vendor shall indemnify and maintain insurance as referenced in Attachment A. Complete and return Attachment A with your proposal, the Certificate of Insurance is only required from the awarded provider.

### 6.0 **Proposal Submittal**

Include the following information in your proposal in the requested order –

- Cover page (limited to one page) which lists the primary and secondary contact to whom the County may contact regarding your proposal.
- Section 1: Background information. Provide information on your firm and your ability to provide the services as requested for Brewster Village (excluding residency program). Section 1 shall be limited to five pages.
- Section 2: Provide information on the residency program offered. Section 2 shall be limited to five pages.
- Section 3: Provide answers to the questions as outlined in Exhibit A, Medical Director Questions.
- Section 4: Provide a staffing plan which includes set on-site hours as well as availability for after hour response time for special admissions. Describe the experience, credentials, certifications, qualifications and expertise of the staff who would be assigned to Brewster Village.
- Section 5: Provide three references your firm has provided similar services for during the past five years. Include dates of service, service description, facility name and location, name, email and phone number.
- Section 6: Any additional information you'd like to include (limited to three pages).
- Section 7: Completed Pricing Form and Completed Attachment A

Failure to provide all requested information may result in the rejection of your proposal.

### 7.0 **Contact Information**

#### **Purchasing Policy and Procedure Information**

Nicole Schoultz

Procurement Coordinator, Outagamie County

(920) 832-6083

[Nicole.Schoultz@Outagamie.org](mailto:Nicole.Schoultz@Outagamie.org)

## 8.0 Clarification and/or Revisions to the Specifications and Requirements

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the County's contact person(s). A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County is relying on the proposer to provide its professional (experience and expertise with regard to industry standards for the service requested). If a provider believes specifications are not within industry standards, they must bring their objection or concern to the County's attention.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda, which will be posted on the County's website [www.outagamie.org](http://www.outagamie.org) under RFPs & Bids. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

## 9.0 County Reservation

- This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- Outagamie County reserves the right to request clarifications for any proposal.

## 10.0 Closing Date

Proposals will be received up to 1:00 p.m. CT April 16, 2025.

## 11.0 Proposal Submittal

Proposals shall be emailed to [Nicole.Schultz@outagamie.org](mailto:Nicole.Schultz@outagamie.org)

If you are sending a link to download the proposal, the proposal must be able to be downloaded without registration.

## 12.0 Taxes

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

**13.0 Method of Procurement**

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

**14.0 Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

**15.0 Status of Proposal**

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site [www.outagamie.org](http://www.outagamie.org) under Bids & Proposals.

**OUTAGAMIE COUNTY PROPOSAL & PRICING FORM**  
**Brewster Village Medical Director Services**

Firm Name: \_\_\_\_\_

Monthly rate for all services as requested in Section 2.0. This will be the only amount paid for the provider for the services provided unless services are agreed to outside of the requirements in Section 2.0. There will be no reimbursable expenses, thus all travel, training, etc must be included in the monthly rate referenced below.

Monthly Rate for 2025      \$ \_\_\_\_\_

Monthly Rate for 2026      \$ \_\_\_\_\_

Monthly Rate for 2027      \$ \_\_\_\_\_

Monthly Rate for 2028      \$ \_\_\_\_\_

Monthly Rate for 2029      \$ \_\_\_\_\_