



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary

**Western Maryland Hospital Center - Skilled Nursing Facility**

**Request for Expressions of Interest (REOI)**

OFMD REOI No. 2022-002

**Issue Date: June 2, 2022**

**Submission Deadline: July 1, 2022, 5:00 PM**

Maryland Department of Health  
201 W. Preston Street  
Baltimore, MD 21201

***Electronic submission is required.***

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## **I. PROGRAM OVERVIEW**

### **A. Program Purpose and Background**

The Maryland Department of Health (“MDH”) is committed to promoting lifelong health and wellness for all Marylanders and is developing a framework in which it can continue to operate a Skilled Nursing Facility (“SNF”) Program (“Program”) in western Maryland. MDH is seeking to utilize available capacity at regional facilities to provide services in a modern healthcare setting in line with current standards of care.

Western Maryland Hospital Center (“WMHC”) is an MDH facility that was originally designed as an acute care hospital when it opened in 1957. Since its opening more than 60 years ago, WMHC has adapted to the region’s changing medical needs. WMHC has long been used as a SNF to provide care for patients. Today, patient care continues to evolve and less demand for this facility has resulted in its underutilization.

The purpose of this Request for Expression of Interest (“REOI”) is to invite expressions of interest (“Expression of Interest”) from community providers and hospitals (collectively referred to as “Providers”) to collaborate with MDH to identify the current SNF capacity available in western Maryland (including Allegany, Frederick, Garrett, and Washington Counties) and provide recommendations to help inform on the eventual transition of the Program currently being provided at WMHC.

### **B. Goal and Objective**

The goal is to identify Providers who are interested in collaborating with MDH to design a system to support the Program currently located at the Western Maryland Hospital Center. The objective is to transition the Program to a modern facility while maintaining the same levels of care to gain efficiencies in the care of patients and overall operating expenses.

Based on the responses from the REOI, MDH will work to develop a Request for Proposals (“RFP”) that outlines the programmatic requirements, ensures continuity of the Program, and, most importantly, ensures a high standard of patient care.

## **II. PROGRAM COMPONENTS**

Skilled Nursing Facilities provide both short-term treatment for rehabilitation from an illness or injury and long-term treatment for patients who need a high level of care on a frequent or constant basis due to a chronic medical condition.

MDH is committed to providing a high standard of care for long-term skilled nursing for the benefit of Marylanders. This the REOI is being issued to obtain Expressions of Interest from qualified and experienced Providers for a broad range of long-term quality skilled nursing services, including, but not limited to:

- Developing, implementing and maintaining all standard policies and procedures necessary for skilled nursing care in accordance with federal, State, and The Joint Commission accreditation standards;
- Developing, implementing and maintaining a program designed to nurture SNF patients, as well as take care of their medical needs;
- Implementing leading edge, quality skilled nursing care in a modern facility that emulates a home-like environment;
- Retaining skilled nursing beds to meet current and future needs;

- Ensuing diversity and inclusiveness and open doors to all;
- Creating opportunities for the MDH workforce currently working with SNF patients; and
- Ensuring fiscal responsibility and financial sustainability.

### **III. REOI PROCESS AND SUBMISSION REQUIREMENTS**

#### **A. Contact**

Refer all questions, and send all materials to:

Attention: Alison Barry  
Maryland Department of Health  
Office of Facilities Management and Development  
201 W. Preston Street  
Baltimore, MD 21201  
Phone: (410) 767-6819  
Email: [alison.barry@maryland.gov](mailto:alison.barry@maryland.gov)

#### **B. Summary of Key Dates**

- Informational webinar: Wednesday, June 8, 2022
- Intent to Submit deadline: Thursday, June 9, 2022
- Final date to submit questions via email: Monday, June 13, 2022
- Answers to questions returned: Friday, June 17, 2022
- REOI submission deadline: Friday, July 1, 2022, 5:00 p.m.

#### **C. Intent to Submit**

Interested Providers must submit the Intent to Submit notification by the date indicated in Section III.B. above. Providers must send an e-mail to the attention of the contact in Section III.A. above with the following information:

- Name of Provider's designated project contact for purposes of the submission;
- Contact information, including at minimum, name, organization, address, phone number, and email address; and
- A statement indicating the Provider's Intent to Submit an Expression of Interest.

#### **D. Questions about the REOI**

Providers with questions about the REOI should forward them via email to the contact from Section III.A by the deadline set forth in Section III.B. MDH will redact identifying marks from the email and forward the original question, with an answer, to all Providers who registered during the Intent to Submit process. MDH will not respond to questions by telephone or in person.

## E. Submission Requirements

Providers must submit one electronic copy of their Expression of Interest by the date indicated in Section III.B. above to the attention of the contact in Section III.A.

An electronic copy is defined as an emailed version of the document in PDF file format. Other file formats will not be accepted.

## F. Format/Content

For uniformity, all submissions should contain the following content, organized according to the headings in this section.

**General:** The Provider's name must appear in the upper right-hand corner of each page and each page should be numbered consecutively.

**Cover Page:** Containing legal name, address and contact information for the Provider.

**Content:** Submission must include, at a minimum:

- i. **Overview:** A description of proposed services.
- ii. **Program/Service Description or Summary:** Submit a clear and concise narrative of what the Provider's proposed replacement program will deliver including a detailed description of currently available and proposed services; availability and type of beds; currently available and proposed ADA-complaint locations; detailed descriptions of living space(s), resident activities, and resident policies and procedures; and staffing structure. The program description should address the following components:
  - Administration/Management/Human Resources
  - Nursing/Resident Care
  - Dietary Services/Housekeeping
  - Facility Maintenance, Operations, Safety and Security
  - Social and Behavioral Services
  - Transportation/Fleet Services, Scheduling
  - Ancillary and Additional Contracted Services
  - Somatic and other Medical Specialty Services, if applicable
  - Proposed Bed Capacity
  - Staffing Matrix
- iii. **Timeline:** Provide a detailed proposed timeline, including projected dates for all activities and projects including, but not limited to planning, staff hiring, and operations.
- iv. **Provider Expertise:** Description of Provider expertise and organizational capacity to provide services, including:
  - Medicaid/Medicare certification
  - State of Maryland accreditation and licensure
  - The Joint Commission accreditation and certification
  - Prior and current experience operating a SNF

- Capacity to provide skilled care services
  - Qualified staff to provide high standards of nursing care
  - Emergency and disaster plan
  - Participation in quality assurance program
  - Arrangements with nearby hospitals for emergencies
- v. **Outcomes:** Identification of performance and outcome indicators to be used to evaluate the program's effectiveness, including a description of the expected schedule for measuring performance and outcomes.
- vi. **Fiscal/Budget:** Provide information as to historic and current funding obstacles that may limit the ability to provide and/or expand services.
- vii. **Official Signatures:** Include a letter from the Provider's signing authority approving the submission of the Expression of Interest and the content therein.

#### IV. CONFIDENTIAL INFORMATION

All materials submitted in response to the REOI become the property of the Maryland Department of Health. No submissions or supporting materials will be returned to Providers, nor will MDH reimburse Providers for any expenses that Providers may incur in preparing submissions. All materials submitted will be kept confidential and only reviewed by MDH and coordinating State agency staff. Submitted information will not be shared with other Providers.