



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

P. 815-740-4712
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WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

County Office Building
302 N. Chicago Street
Joliet, IL 60432

August 8, 2025

To Whom It May Concern:

Will County is requesting sealed statements of qualifications from candidates for Consulting Services for Sunny Hill Nursing Home of Will County, the Will County Health Department and the Will County Community Health Center.

Sealed statements of qualification for this solicitation will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 2:00 P.M., "as so indicated by the time stamp clock of Will County," Friday, September 5, 2025. Responses received after this time will not be accepted.**

The respondent acknowledges the right of the County of Will to reject any or all responses and to waive non-material informality or irregularity in any statement of qualifications received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this RFQ, please contact the Will County Purchasing Department at purchasing@willcounty.gov. Please include the solicitation name and number in the email subject line.

We welcome your response to this solicitation.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director

REQUEST FOR QUALIFICATION (RFQ) FOR CONSULTING SERVICES FOR SUNNY HILL NURSING HOME OF WILL COUNTY, THE WILL COUNTY HEALTH DEPARTMENT AND THE WILL COUNTY COMMUNITY HEALTH CENTER

RESPONSES TO THIS REQUEST FOR QUALIFICATION (RFQ) FOR CONSULTING SERVICES FOR SUNNY HILL NURSING HOME OF WILL COUNTY, THE WILL COUNTY HEALTH DEPARTMENT AND THE WILL COUNTY COMMUNITY HEALTH CENTER WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST. JOLIET, IL 60432, UNTIL THE HOUR OF 2:00 PM, ON FRIDAY, SEPTEMBER 5, 2025.

SPECIFICATIONS AND CONDITIONS OF THE SOLICITATION ARE AVAILABLE AT WWW.DEMANDSTAR.COM, AS WELL AS THE PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL. 60432, (815) 740-4712 OR EMAIL PURCHASING@WILLCOUNTY.GOV

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY AND ALL BIDS, AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY BID RECEIVED IN WHOLE OR PART AS MAY BE SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT.

INSTRUCTIONS TO RESPONDENTS
REQUEST FOR QUALIFICATION (RFQ) FOR CONSULTING SERVICES FOR SUNNY HILL NURSING HOME OF WILL COUNTY, THE WILL COUNTY HEALTH DEPARTMENT AND THE WILL COUNTY COMMUNITY HEALTH CENTER.

GENERAL REQUIREMENTS:

Will County is requesting sealed statement of qualifications from candidates for Consulting Services for Sunny Hill Nursing Home of Will County, the Will County Health Department and the Will County Community Health Center.

QUALIFICATIONS:

Sealed Statements of Qualification will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 2:00 P.M., Friday, September 5, 2025, "as so indicated by the time stamp clock of Will County"**. Responses received after this will not be accepted.

Sealed Statements of Qualification must be made in accordance with the instructions contained herein. All forms shall be filled out and shall not be detached from this binding. The complete set of Qualification Documents shall be submitted with this proposal. All proposal forms and Specifications as attached hereto shall be used to form the Contract for the work to be performed.

Statements of Qualification shall be submitted on the forms furnished by the County of Will in a sealed package marked with the vendor's name and address and the notation:

SEALED STATEMENTS OF QUALIFICATION:

CONSULTING SERVICES FOR SUNNY HILL NURSING HOME OF WILL COUNTY, THE WILL COUNTY HEALTH DEPARTMENT AND THE WILL COUNTY COMMUNITY HEALTH CENTER.

Projected Timeline

<u>Proposals Due:</u>	<u>Friday, September 5, 2025 - 2:00 P.M.</u>
<u>Internal Review:</u>	<u>September 8, 2025 – September 19, 2025</u>
<u>Interviews Held:</u>	<u>Week of September 29, 2025</u>
<u>Selection Finalized:</u>	<u>October 10, 2025</u>
<u>Contract Commencement:</u>	<u>November 1, 2025</u>

Proposals shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

SIGNATURE OF QUALIFICATIONS:

The County of Will expects the **signature on statements of qualification documents** to be that of an authorized representative of said Company. An officer or agent of the offering bidder who is empowered to bind the vendor in a Contract shall sign the proposal and any clarifications to that proposal.

Each vendor, by making their statement of qualifications, represents that they have read and understands the documents. **Any statements of qualification not containing said signed documents shall be non-conforming and shall be rejected.**

PROCEDURES:

1. All statements of qualification must be prepared on the forms provided by the County of Will with one (1) original, three (3) copies and one (1) electronic copy on a digital storage device submitted in accordance with the Instructions to Vendors.
2. A statement of qualifications is invalid if it has not been deposited at the designated location prior to the time and date for receipt of qualifications indicated in the Advertisement for Proposals or prior to any extension thereof issued to the vendors.
3. Changes or corrections may be made in the qualifications documents after they have been issued and before qualifications are received. In such cases, a written addendum describing the change or correction will be issued by the County of Will to all vendors recorded by the County of Will as having received the qualifications documents and will be available for inspection wherever issued. Such addenda shall take precedence over that portion of the documents concerned and shall become part of the qualifications documents. Except in unusual cases, addenda will be issued to reach the vendors at least five (5) days prior to date established for receipt of qualifications.
4. Each respondent shall carefully examine all qualifications documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a qualifications. Should a vendor find discrepancies or ambiguities in, or omissions from, documents, or should they be in doubt as to their meaning, they shall, at once, and in any event not later than seven (7) days prior to qualifications due date, notify the County of Will, which will, if necessary, send written addenda to all vendors. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to the Will County Purchasing Department at purchasing@willcounty.gov. Please include the solicitation name and number in the email subject line. After proposals are received, the vendor will make no allowance for oversight.

REJECTION OF RESPONSES:

The respondent acknowledges the right of the County of Will to reject any or all statements of qualification, to waive any non-material informality or irregularity in any statement of qualifications received, and to accept the statement of qualifications deemed most favorable to the interest of the County of Will after all have been examined and evaluated. In addition, the respondent recognizes the right of the County of Will to reject a statement of qualifications if it is in any way incomplete or irregular.

AGREEMENT:

The Contractor shall be required to enter into a formal agreement for the subject services and to provide insurance certificates and other information required by the County. The County's Services Contract will form the basis of the contract between the County and the Contractor. A copy of the County's Services Contract is included with this Request for Qualifications. Refusal to accept the contract provisions proposed in the County's Services Contract without offering reasonable alternatives that do not substantially impair the County's rights under the contract may result in disqualification. Unless indicated otherwise, submission of a proposal indicates that the Proposer is willing to enter into a contract with the County substantially incorporating the terms of the County's Services Contract.

PRIME CONTRACTOR CERTIFICATION:

Included in this packet is a prime contractor certification form. This form **must** be filled out, signed and returned with your qualifications or it will not be considered.

NON-DISCRIMINATION:

The respondent shall at all times observe and comply with any applicable laws, statutes, regulations or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

DEFAULT:

In case of default by the successful respondent, the County of Will may procure the services from other sources and may deduct from the unpaid balance due the successful respondent any of the County's costs resulting from the default, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

HOLD HARMLESS CLAUSE:

The respondent will save and hold harmless the County of Will, its officers, agents, and employees, from and against all causes of action, liabilities, claims, demands and damages of whatsoever kind or nature arising out of or connected with the performance of services by the respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the respondent, subcontractor, or a sub-consultant of the respondent, or their employees, or otherwise. The respondent will defend at its own expense any actions based thereon and shall pay all charges of reasonable attorneys, all costs, damages and other expenses arising therefrom. All obligations arising from this clause shall survive termination of the agreement resulting from award of a contract derived from this RFQ.

TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

TERMINATION:

The County, in its sole discretion and for any reason, may tender 90-days written notice to contractor that County has determined to terminate the contract with contractor and is opting to proceed with a new operator selected by County. Any such determination shall be considered a termination without fault, and contractor shall be entitled to payment of amounts for fees or charges, which may have accrued prior to such termination. Termination process and procedures to be negotiated during contract negotiation.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the vendor and Will County will be paid, performed and discharged except for the provisions of the Hold Harmless Clause which shall survive any termination of the Agreement resulting from the award of this solicitation.

COMPLIANCE WITH APPLICABLE LAW:

In all aspects relative to the performance of their respective obligations under this contract, the respondent and County of Will shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

CHOICE OF LAW

Responses to this RFQ and any agreement connected herewith shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions.

VENUE

Venue for any cause of action related to this RFQ and any agreement connected herewith shall be filed with the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Responses will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your response that we treat certain information as exempt. We will not honor requests to exempt entire responses. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the response with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the response as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to the respondent, as soon as practicable. Regardless, the respondent will be responsible for any costs or damages associated with defending any request for exempt treatment. Furthermore, respondent warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your response is accepted by the County of Will and County of Will and Proposer enter into subsequent negotiations, all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to the respondent, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to the respondent as soon as practicable; and, within the period available under FOIA, respondent may then identify those records, or

portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, respondent will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, respondent will warrant that County of Will's responses to requests for a document relating to the respondent, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please also be advised that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA (5 ILCS 140/7(2)). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the respondent shall provide to the County of Will at no cost and within the timeframes of FOIA, a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, the respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, the respondent will be responsible for any costs or damages associated with defending the request for exempt treatment.

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the time mentioned herein in order that the RFQ will be considered:

1. Cover Letter, signed by firm's principal, describing project team and approach.
2. Business organization including the date established, number of employees, and brief history of the firm
3. Statement of qualifications consistent with the requirements detailed in the "RFQ Response Requirements - Statement of Qualifications"
4. Signed Prime Contractor Certification.
5. Signed RFQ Form.
6. Completion of Receipt of Addenda Form (if addenda are issued)
7. Completed Reference Form

Sunny Hill Nursing Home of Will County, Will County Community Health Center, & the Will County Health Department – Consultation Services Request

Overview

Will County is seeking a vendor to provide consultation services for the Will County Nursing Home (Sunny Hill), the Will County Health Department, and the Will County Community Health Center. Consultation services will include a review of billing procedures and practices, a review of billing accuracy, a review of organizational revenue cycles, and a review of the organizational accounts receivable and collections. Additionally, the selected vendor will provide Medicaid billing assistance, revenue cycle management, and support with long-term compliance and implementation strategies including providing procedure manuals and training. The vendor will also assist with enrollment in managed care programs and the Medicaid eligibility process, including development of a formula or methodology (including providing procedure manuals and training) for determining expected reimbursements from Public Aid and other applicable funding sources. The resulting contract with the vendor shall have a term of one (1) year with two (2) years of renewal options.

Scope of Work

The selected vendor shall provide a comprehensive review of the business office procedures and assess the current accounts receivable (A/R) status for the Will County Nursing Home (Sunny Hill), the Will County Health Department, and the Will County Community Health Center (FQHC). This review shall include an evaluation of billing accuracy, Medicaid billing processes, revenue cycle management, and procedures related to collections and reimbursement.

The vendor will also assist with enrollment in managed care programs and the Medicaid eligibility process and provide guidance in developing a formula or methodology (including providing procedure manuals and training) to estimate amounts that may be reimbursed by Public Aid and/or other relevant payers. Support for long-term compliance and implementation of improvements identified during the review will also be expected. The vendor will develop a formal report for each organization, which includes the current status of each noted area and recommendations for improvement. The vendor may be asked to present their findings to Will County Administration, the County Board Chair, County Committees, and/or the County Board upon request.

The selected vendor may also be asked to provide ongoing support and monitoring based on the review findings, at a frequency determined by Will County during the engagement period.

The vendor will meet with Will County officials to set the schedule for the project within 10 days of contract signing.

Vendors should be able to provide the following:

- Vendor shall describe services to be provided to conduct a review of organizational billing practices, including a review of current policies / protocols. Vendor shall describe what type of report will be provided based on findings.
- Vendor shall describe services to be provided to conduct a review of billing accuracy for all payors. Vendor shall describe what type of report will be provided based on findings.
- Vendor shall describe services to be provided to conduct a review of current A/R and collections procedures. Vendor shall describe what type of report will be provided based on findings.
- Vendor shall describe services to be provided to conduct a review of facility case-mix, including Medicaid and Managed Care contracts. Vendor shall describe what type of report will be provided based on findings.
- Vendor shall provide a billing and fee schedule for the completion of the project.
- Vendor shall provide an anticipated timeline for deliverables and completion of the project.
- Vendor shall provide a list of deliverables and expected work products that will be provided to Will County upon completion of the contract.
- Vendor shall describe what types of materials would be needed to conduct the review, including whether onsite or offsite reviews would be used for the review.
- Vendor shall describe any additional fees and charges that may arise from said work, including any potential follow-up work or additional services available.
- Vendor shall describe services to be provided to support Medicaid billing assistance, including strategies for ensuring compliance and maximizing reimbursement.
- Vendor shall describe services to be provided for overall revenue cycle management, including identification of inefficiencies and recommendations for improvement.
- Vendor shall describe services to assist with enrollment in managed care programs and navigation of the Medicaid eligibility process including providing procedure manuals and training.
- Vendor shall describe services to be provided for developing formula or methodology to calculate estimated reimbursement amounts from Public Aid and third-party payors.
- Vendor shall describe services available for long-term compliance support, implementation of recommended improvement and any ongoing consultation or monitoring that may be offered.

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that _____
Company Name

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Authorized Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

RFQ Form

Consulting Services – SHNH, WCHD, WCCHC

#2025-87

Name _____ F.E.I.N> # _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Phone _____
Email Address _____

THIS IS NOT AN ORDER

Will County Agency Name: Will County Land Use Department

For additional information contact the Will County Purchasing Department at purchasing@willcounty.gov. Please include the solicitation name and number in the email subject line.

Please ensure the following is included in submittal packet:

- _____ Cover Letter.
- _____ Business organization.
- _____ Statement of qualifications.
- _____ Prime Contractor Certification Form
- _____ RFQ Form
- _____ Receipt of Addenda Form
- _____ Reference Form

Signed By: _____
(authorized representative of company)

Title: _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Reference Form

Consulting Services – SHNH, WCHD, WCCHC

#2025-87

Please list three (3) references, other than the County of Will, that you have done similar work, service or supplied similar products to:

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Addendum Form

Consulting Services – SHNH, WCHD, WCCHC

#2025-87

Name _____ F.E.I.N> # _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Phone _____
Email Address _____

THIS IS NOT AN ORDER

Will County Agency Name: _____

For additional information contact Kevin Lynn Purchasing Director klynn@willcounty.gov

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

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No. _____, dated _____, signed _____

No. _____, dated _____, signed _____

LATE RESPONSES CANNOT BE ACCEPTED!

Respondents Return Address:

RFQ #: 2025-87 Consulting Services SHNH, WCHD, WCCHC

DUE DATE: 9/5/2025

DUE: 2:00 P.M.

DATED MATERIAL-DELIVER IMMEDIATELY

**WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

PLEASE
CUT OUT AND AFFIX THIS LABEL (ABOVE) TO
THE OUTERMOST PACKAGE OF YOUR SEALED RESPONSE
TO HELP ENSURE PROPER DELIVERY!

LATE RESPONSES CANNOT BE ACCEPTED!