

Sitka Community Hospital RFP For Affiliation
RFP Process & Timeline for CBS Assembly
(June 23, 2018)

RFP Process & Timeline:

- RFP release date: March 30, 2018
- Preliminary Intent to Respond: April 16, 2018
- Due date for proposals: May 18, 2018
- Notice date of selected proposers: June 6, 2018
- Finalist site visits: July 11-12, 2018
- Due date for expanded proposals: July 27, 2018
- Finalist oral presentations: August 13, 2018
- Town Hall meeting for community members: August 16, 2018
- Selection date of preferred proposer: August 28, 2018

(Blue text = completed)

Milestone (Date)	Purpose/Objectives	Participants	Process
Finalist site visits (July 11-12, 2018)	<ul style="list-style-type: none"> • Introduction and information-gathering for proposers • Q&A session with SCH management • Proposers to meet with consultants and CBS staff to debrief and answer questions on process 	<ul style="list-style-type: none"> • 3 organizations that have agreed to move to Phase 2 • SCH management and board representative(s) • CBS consultants and staff 	<ul style="list-style-type: none"> • Tour of hospital and clinic • Meetings with management • Debrief with consultants and CBS staff
Due date for expanded proposals (July 27, 2018)	<ul style="list-style-type: none"> • Respondents refine proposals based on information gathered from site visits • Proposers to present “best and final offer” by July 27, 2018 	<ul style="list-style-type: none"> • Phase 2 proposers • Consultants and CBS management • CBS Assembly 	<ul style="list-style-type: none"> • Consultants communicate w/proposing firms to answer any questions through proposal refinement process • Proposing firms to revise and submit “best and final offer” (subject to further Phase 3 negotiations) • Consultants to summarize and report proposal changes to CBS management and Assembly • Assembly to discuss terms and conditions of final proposals

Milestone (Date)	Purpose/Objectives	Participants	Process
Finalist oral presentations (August 13, 2018)	<ul style="list-style-type: none"> • Presentation by 3 proposers to CBS Assembly highlighting proposal terms and conditions • Opportunity for Assembly members to ask questions of proposing firms 	<ul style="list-style-type: none"> • Proposing firms • CBS Assembly (Work Session) • Public (observer role – active participation in Town Hall to follow) 	<ul style="list-style-type: none"> • Each proposing firm to present to CBS Assembly highlighting how their proposal responds to the goals and principles established by the Assembly • Q & A time for CBS Assembly members to ask proposing firms clarifying questions • Public comment
Town Hall meeting for community members (August 16, 2018)	<ul style="list-style-type: none"> • Gain public insight into proposing firms proposals 	<ul style="list-style-type: none"> • City of Sitka community members • CBS management and consultants • CBS Assembly • External facilitator 	<ul style="list-style-type: none"> • Facilitated session to gain community input on pros and cons of individual proposals • Summarize and show side-by-side comparisons of proposals • Consultants to gather community comments and observations • Consultants to subsequently submit a report to CBS Assembly related to significant community observations
Selection date of preferred proposer: August 28, 2018	<ul style="list-style-type: none"> • CBS Assembly to discuss final proposals and community observations • CBS Assembly to select one proposer to move to Phase 3 negotiations 	<ul style="list-style-type: none"> • CBS Assembly • Public (observer role) 	<ul style="list-style-type: none"> • Prior to this meeting, CBS management and consultants to submit report to Assembly addressing any questions raised by the Assembly and responding to community comments and observations • CBS Assembly to discuss all information presented and address overall responsiveness of proposals to Assembly goals and principles • CBS Assembly to make decision on one proposer to move to Phase 3 negotiations