

**LACKAWANNA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR PROPOSALS**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed proposals will be received by the County of Lackawanna (the "County") Board of Commissioners ("Board of Commissioners") at its offices at 200 Adams Avenue, 6th floor, Scranton, Pennsylvania 18503, on April 30, 2010 at 1:00 P.M., prevailing time for preparation of Medicaid and Medicare cost reports.

- A. **PURPOSE:** The purpose of this Request for Proposals is to solicit proposals from qualified firms and/or individuals to provide professional services for the County. A qualified firm and/or individual will be selected through a fair and open process at the sole discretion of the County.
- B. **PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:**
1. One (1) copy of the submission, inclusive of all information required at Section D hereof, should be provided. Proposals must be submitted to the Board of Commissioners, c/o Maria Elkins, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503. Submissions must be submitted in a sealed envelope with the name of the firm or individual submitting the proposal clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submission by fax, telephone, or email is not permitted. The final selection shall be made in the sole discretion of the Board of Commissioners.
 2. All questions regarding this Request for Proposals should be made in writing to the Board of Commissioners, c/o Maria Elkins, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503.
- C. **CRITERIA FOR EVALUATION OF QUALIFICATIONS:** The Board of Commissioners will independently evaluate each submission and selection will be made upon the following criteria:
1. Experience and reputation in the field;
 2. Knowledge of the subject matter of the services to be provided to the County;
 3. Knowledge of the County, its affairs and operations;
 4. Ability to meet timelines and schedules for completion as set forth by the County;
 5. Availability to accommodate any required meetings of the County;

6. Compliance with the minimum qualifications established by the County for the position;
 7. Other factors determined to be in best interest of the County.
- D. PROPOSAL REQUIREMENTS: The Board of Commissioners is requesting proposals for preparation of Medicaid and Medicare cost reports, which will include:
1. Compilation of Medicaid and Medicare cost reports for the Lackawanna County Health Care Center for the periods ended December 31, 2009 as well as the period ended March 2, 2010. The reports will be compiled from internally prepared Financial Statements at those dates, which will be provided to the entity submitting the successful proposal.
 2. Provide proposal to include amount of compensation for the work to be performed pursuant to #1 above..