

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

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received by Haverford Healthcare Advisors, approved on June 30, 2009 by the Lackawanna County Board of Commissioners (the "Board") to provide brokerage services on behalf of the County in connection with the sale of the Lackawanna County Health Care Center at Haverford's offices located at 43 Leopard Road, Suite 102, Paoli, PA 19301, attention Christopher Jahnle, Managing Director, from firms and/or individuals interested in the purchase and operation of the Lackawanna County Health Care Center. Submissions must be submitted by 5 p.m. on August 21, 2009 to be considered.

- A. **PURPOSE:** The purpose of this Request for Qualifications is to solicit qualifications from firms and/or individuals interested in potential acquisition and operation of the Lackawanna County Health Care Center, a 272-bed long term care facility . A qualified firm and/or individual will be selected through a fair and open process to be conducted by Haverford, as approved and authorized by the Board via resolution dated June 30, 2009, on behalf of the County, subject to the final approval of the Board.
- B. **PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:**
1. Four (4) copies of the submission, inclusive of all information required at Section D hereof, should be provided. Qualifications must be submitted to Haverford Healthcare Advisors, 43 Leopard Road, Suite 102, Paoli, PA 19301, attention Christopher Jahnle, Managing Director. Submissions must be submitted in a sealed envelope with the name of the firm or individual submitting the qualifications clearly marked on the outside of the envelope. Neither Haverford nor the Board assumes any 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 recommended selection shall be made in the sole discretion of Haverford, subject to the final approval of the Board.
 2. All questions regarding this Request for Qualifications should be made in writing to Haverford Healthcare Advisors, Christopher Jahnle, Managing Director at (610) 407-4024, Fax (610) 407-4028.
- C. **CRITERIA FOR EVALUATION OF QUALIFICATIONS:** Haverford, on behalf of the Board, 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 services to be provided to the residents of the Lackawanna County Health Care Center;
 3. Ability to meet various timelines. Anticipated timelines include a deadline to be determined related to the issuance of a non-binding letter of intent.

The County seeks a potential buyer with the ability to complete due diligence and close on the transaction by December 31, 2009;

4. Ability to accommodate any required meetings of the County;
5. The degree to which the business model the interested firm or individual intends to apply in the management and operation of the Lackawanna County Health Care Center meets the objectives of the County for the ongoing operation of the facility; and to what extent the interested firm or individual would consider hiring the current Lackawanna County Health Care Center management and/or utilize its current vendors and contractors.
6. Compliance with all state, federal and local laws, regulations, policies and standards applicable to the operation of a long term care facility;
7. Other factors determined to be in best interest of the County.

D. **QUALIFICATION REQUIREMENTS:** The Board of Commissioners is requesting qualifications for firms and/or individuals interested in acquiring and operating the Lackawanna County Health Care Center, which should include:

1. Brief description of the qualifications and the business model to be employed by the respondent in the management and operation of the Lackawanna County Health Care Center;
2. Description of respondent's business entity, including contact information;
3. Number of owned/managed long term care facilities operated by the respondent; and
4. Statement regarding the existence of any actual or potential conflicts of interest related to the acquisition, management and operation of the Lackawanna County Health Care Center.

The following explains what Haverford expects in each of the major sections:

1. **Brief description of qualifications and business model:** Haverford, on behalf of the Board of Commissioners, is requesting qualification statements from firms and/or individuals interested in acquiring and operating the Lackawanna County Health Care Center. All submittals should detail the firm's or individual's qualifications to operate a 272-bed long term care facility.
2. **Company Description:** All descriptions submitted to Haverford, on behalf of the County, shall include the following:
 - a) Name and address of your firm and the corporate officer authorized to execute agreements;
 - b) A brief description of your firm's history, ownership, organizational structure, location of its management, and applicable license(s)

and registration(s) to do business in the Commonwealth of Pennsylvania;

- c) The names, experience, and qualifications, including any applicable licenses, held by the individuals who will be primarily responsible for the management and operation of the Lackawanna County Health Care Center and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to provide services to the Lackawanna County Health Care Center;
 - d) A listing of other long term care or other nursing facilities acquired by your firm, including the name, address and telephone number of the contact person who can describe the transition experience;
 - e) A statement of your firm's insurance coverage.
 - f) A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations.
 - g) A statement that your firm is not involved in any current litigation with the County.
3. **Number of owned/managed long term care facilities operated by the respondent:** including location, number of beds, description of beds (skilled versus unskilled, Medicare beds), years of operation.

E. **RESERVATION OF RIGHTS:** Haverford, acting on behalf of the Board of Commissioners, reserves the right to reject any and all submissions, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.