

UNLV | PURCHASING & CONTRACTS

**BUSINESS CENTER SOUTH
THE NEVADA SYSTEM OF HIGHER EDUCATION ("NSHE"), ON BEHALF OF THE UNIVERSITY OF
NEVADA, LAS VEGAS ("UNLV")**

**REQUEST FOR INFORMAL PROPOSAL
FOR LEGAL SERVICES IN RELATION TO CREATION OF FACULTY PRACTICE PLAN**

RELEASE DATE: April 19, 2016

PROPOSAL DUE DATE: April 29, 2016 at 5:00 p.m.

Submission Instructions:

Proposals shall address in detail the ability of your company to meet the expectations set forth in the Scope of Work/Specifications section of this document. Proposals shall also include a pricing cost break down of the scope of work.

Proposals shall be sent electronically to susan.obrien@unlv.edu and contain written information on all aspects listed in scope of work/specifications section. **All Proposals must be received on or before the date and time for submission to be considered.**

If you should have any questions regarding this Informal Solicitation, fax or e-mail your questions directly to:

Susan Carrasco O'Brien
susan.obrien@unlv.edu
Phone (702) 895-5197
Fax: (702) 895-5299

Companies wishing to do business with UNLV must first register as a supplier at the following website: <https://supplierregistration.purchasing.unlv.edu/>. If you need assistance or have questions please send your inquiries to Supplier.Registration@unlv.edu.

1. **PURPOSE OF REQUEST**

UNLV invites interested parties to submit a Proposal for assisting the University of Nevada, Las Vegas, School of Medicine with legal and regulatory issues in connection with creation of a Faculty Practice Plan.

2. **UNIVERSITY OF NEVADA, LAS VEGAS**

UNLV is located in the city of Las Vegas and is emerging as a premier urban university. UNLV currently has over 220 undergraduate, masters, and doctoral degree granting programs and serves approximately 28,000 students. Additionally, there are approximately 3,000 faculty and staff. The University's 340-acre campus is located in the southeast part of the City, near the McCarran International Airport and the Las Vegas Strip.

3. **SCOPE OF WORK/SPECIFICATIONS**

UNLV School of Medicine (UNLV SOM) is soliciting proposals for to legal services related to legal and regulatory issues outlined below in connection with creation of a Faculty Practice Plan (FPP). The services herein include a minimum level of summary information and represent information to assist respondents in providing a thorough response to this Request for Proposal.

(a) Advice with respect to critical operational issues such as creation of organizational structure and governance; including but not limited to structuring and creating/drafting the FPP's articles of incorporation, corporate bylaws and operating agreement;

(b) Advice with respect to an agreement between the FPP and UNLV SOM;

(c) Financial Arrangements: advice with respect to start-up funding arrangements that align with the economic interests of FPP and UNLV SOM's mission while complying with numerous legal requirements; advice regarding business and legal issues from all perspectives to design financial arrangements that serve the goals of both the FPP and UNLV SOM; and assistance with developing FPP business plan in accordance with legal and regulatory compliance requirements; as well as advising with respect to projection for initial operating costs (i.e. details relative to the start-up), projection for stable operations and initial capitalization until FPP starts to generate revenue;

(d) Employment: advice with respect to FPP structuring of employment benefits (i.e. insurance, retirement, etc.); assistance with development of employment policies relating to leave, benefits, compliance, etc., (i.e. employee handbook); and/review of policies relating clinical faculty employed by the UNLV SOM and who afford clinical services under the FPP.

(e) Compliance: advice regarding federal and state legal and regulatory issues governing the provision of health care, privacy of medical information, risk management, health care staff issues and employment law for both faculty and staff, including Stark and Anti-Kickback, HIPAA, the federal and state False Claims Act, fraud and abuse laws, and laws related to Medicare/Medicaid;

(f) Agreements: assistance with negotiation of a master affiliation agreement with the University Medical Center, the only county hospital in Las Vegas; assistance with structuring mutually beneficial arrangements with non-academic providers such as community hospitals, clinics and pharmaceutical and medical device manufacturers who are eager to capitalize on cutting edge clinical services as well as the teaching and research missions of the FPP; and assistance with agreements for clinical services, teaching and teaching administrative services, medical director services, space rental, research services and employee leasing;

(g) Advising with respect to creation/structuring of agreements delineated in (f) as well as compensation arrangements generally, for qualifying as an Academic Medical Center under the Stark Law.

4. **EVALUATION CRITERIA**

Proposals will be evaluated according to the evaluation criteria stated below:

<u>Weighted Evaluation Criteria</u>	<u>Possible Points</u>
Company Background, Experience and References	10
Project Experience and Project Team	35
Project Approach	25
Pricing	30

The Proposer should provide the following information about his/her company so that UNLV can evaluate the Proposer's stability and ability to support the commitments set forth in response to the Informal RFP. UNLV, at its option, may require the Proposer to provide additional documentation to support and/or clarify the requested information.

- The length of time the company has been in business, and how long the company has been in the business of providing employee relations services contracts to public and/or higher education institutions. Describe your company's experience in establishing and maintaining similar agreements.
- A brief description of the company (e.g. past history, present status, future plans). Identify the number of employees in the proposing firm, the ownership and if the company has ever filed bankruptcy, been in loan default, or if there any pending liens, claims or lawsuits against the Proposer.
- Provide a customer reference list of no fewer than three (3) organizations of size and scope similar to UNLV with whom Proposer's currently has contacts and or has previously provided similar goods and/or services within the past five (5) years. Reference list is to include company name, contact person, telephone number and e-mail address, length of business relationship and the yearly dollar volume of these references.

Furnishing incorrect or incomplete reference information may lead to the Proposer's elimination from consideration for award. The decision to eliminate a Proposer from consideration for poor reference checks, or for incorrect and/or incomplete reference information shall be at the sole discretion of UNLV and shall not be subject to appeal. UNLV reserves the right to check other sources with whom Proposer is currently or has done business with, but which are not specifically listed in the proposal response.

- Create specific strategies, tactics and action items to move forward efficiently and effectively through each task of the scope of work consistent with a schedule per phase.
- Describe the approach that will be used to implement each of the tasks and phases.

The description should include the following:

1. General approach for completing the goals of each task in each phase.
2. Proposed deliverables per task.
3. Provide a proposed schedule for each task based on your experience with similar projects and your understanding of UNLV's needs. Indicate

how you would organize the engagement to ensure that the proposed schedule is met. Include what will be expected of the UNLV staff to complete each task.

4. Plans to ensure good communication throughout the process
5. Any other items Proposer deems appropriate