

CONFIDENTIAL
**Request for Proposal
Emergency Services**

Loretto Hospital
645 S. Central Avenue
Chicago, IL 60644 www.lorettohospital.org

I. Introduction

The purpose of this request for proposal is to select a contracted Emergency Medicine Services provider for Loretto Hospital's Emergency Room.

II. Background

Loretto Hospital is an acute care facility (157 beds) located in the Austin neighborhood on the west side of Chicago, Illinois. The Hospital has a Level II Emergency Room, no obstetric services, basic general surgery, endoscopy, interventional radiology and all levels of Behavioral Health

III. Scope of Services

A. Contractor will provide Emergency Medicine Physician provider coverage 24 hours a day, 7 days per week, 365 days per year including holidays. The contractor is responsible for obtaining and scheduling all emergency department physicians.

B. Contractor's physicians will provide a medical screening screen examination to any person who comes to the hospital emergency department for medical services and provide stabilizing and or/ appropriate treatment as required by EMTALA and other prevailing state, federal or local laws and generally accepted standard of care.

C. All Contractor's physicians will use the hospital's Electronic Medical Record (EMR) system and are required to complete training for the EMR before first shift.

D. All Contractor's physicians will use the hospital's choice of HIPPA compliant messaging application.

E. The Contractor will appoint an emergency physician as the Medical Director. Payment for Medical Director services will at the contractor's discretion, sole cost and expense. Duties of the medical director include but are not limited to:

1. Monitor and review Emergency Department services in conjunction with the Unit Director and in conjunction with the Quality and Patient Safety committee and its assigns
2. Monitor and review emergency physicians
3. Chair the Emergency Medicine department and participate in committees of the medical staff for the purpose of promoting and maintaining standards of care and improve emergency services to the community
4. Assist the Hospital in maintaining ACHC standards for the hospital
5. Ensure that the Emergency Department schedule for providers is completed and communicated to the hospital on a monthly basis or in intervals agreed upon with the hospital
6. Conduct provider performance evaluations at intervals agreed upon with the hospital.
7. Submit monthly reports to include metrics agreed upon with the hospital leadership.

F. All Contractor's physicians must have and maintain:

1. A valid license to practice medicine in the State of Illinois
2. Obtain and maintain staff privileges and credentials to practice medicine at the hospital
3. Be compliant with continuing medical education requirements for the State of Illinois

G. Emergency Department physicians must be board certified, board eligible or have experience necessary to provide emergency care to any patient arriving at the emergency department.

H. All Emergency Department providers must be able to perform emergent procedures including but not limited to emergent airway, emergent vascular access, cardiovascular procedures, and emergent care of the laboring patient.

I. Contractor will participate in monthly business meeting with the CMO or designee to review performance metrics and address any concerns.

IV. Proposal Instructions

Proposals must include the following requested information. Responses should be submitted via email to Lois Clarke, MD (lois.clarke@lorettohospital.org) and should be no more than 20 pages, including cover pages and any biographies or exhibits.

1.0 Company Information

- 1.1 Provide a brief overview of your business, including ownership structure, organizational chart and number of employees.
- 1.2 Does your business provide any services or have any affiliations that provide services that could pose a conflict of interest to Loretto?
- 1.3 Describe your company's experience providing Emergency services to hospitals with similar scope, size, and complexity as Loretto, including: (a) academic medical centers; (b) safety net hospitals; and (c) hospitals located in Cook County, Illinois.
- 1.4 What is your company's policy / practice regarding diversity?

2.0 Team Information

2.1 Describe the team's experience with providing Emergency services to hospitals with scope, size, and complexity of Loretto, including: (a) academic medical centers; (b) safety net hospitals; and (c) hospitals located in Cook County, Illinois.

2.2 Provide a minimum of two (2) client references from hospitals similar in size and scope to Loretto for which you currently provide services.

V. Cost

Provide a detailed description of the proposed compensation structure.

VI. Questions

Please submit any proposal-related questions to Lois Clarke, MD, CMO
lois.clarke@lorettohospital.org by January 16, 2026.

VII. Final Evaluation and Selection

A short list of candidates will be selected to make a presentation to supplement information obtained through the written proposal.

VIII. Proposal Timetable

The timetable below sets forth the expected due dates for each event regarding this RFP process and our selection.

Proposal Distribution	December 1, 2025
Questions due to Loretto	December 15, 2025

Proposals due to Loretto	January 16, 2026
Finalist Selection	January 23, 2026
Finalist Q&A Presentation	January 31, 2026
Selection	February 1, 2026