



October 5, 2015

**Re: Request for Proposal to Serve as
Outside Employment/Labor Counsel for Loretto Hospital**

Loretto Hospital is conducting a formal review of attorneys who have experience with employment and labor matters to function as outside counsel for the hospital in relevant matters.

I. INTRODUCTION

This Request for Proposal (RFP):

1. Provides background information on Loretto Hospital. (Part II)
2. Outlines the Scope of Work covered by this RFP. (Part III)
3. Describes the nature of the partnering relationship that we want to establish with our preferred provider law firm(s). (Part IV)
4. Provides instruction on the information that we are seeking in your proposal. (Part V)
5. Describes our selection process. (Part VI)
6. Includes additional terms and conditions. (Appendix A)
7. Includes a Self-Evaluation of your firm's current expertise for each Work Category (Appendix B)

II. BACKGROUND

Loretto Hospital is a not-for-profit, community-based, and acute care hospital located on Chicago's Far West Side. Founded in 1939 by a group of community doctors to create a patient centered hospital that would serve the community regardless of a patient's ability to pay, Loretto has provided comprehensive medical care and social support services to the Austin Community for 75 years. Although the largest percentage of the hospital's patients resides in Austin, neighboring communities and suburbs also utilize Loretto as a healthcare resource.

Loretto Hospital consists of approximately 550 employees including full-time, part-time and flex located in the main hospital and an off-site facility across the street from the hospital. Loretto Hospital has collective bargaining agreements with three (3) unions: AFSCME, IUOE Local 399 and SEIU.

At this time, all employment and labor issues are managed by the Human Resources department and outside legal counsel.

Additional information about Loretto Hospital can be found at www.lorettohospital.org.

III. SCOPE OF WORK

We are seeking a law firm(s) with experience in both a health care industry in a unionized setting and strong general legal practice capabilities to serve as a provider of legal services for a wide range of employment and labor law issues outlined in this RFP.

Work Categories Covered by This RFP for Outside Legal Services:

- Employment matters including employment litigation (excluding medical malpractice and worker's compensation), including coordination with Insurance carriers;
 - Experience with local, state, federal and administrative filings
- Government Investigations, Wage Garnishments, Employment Verifications, Search Warrants and Subpoenas;
- Recruitment & Hiring in a healthcare environment;
- Employee benefits and pension issues;
- Compensation practices and FLSA compliance;
- Labor matters including collective bargaining negotiation, arbitration hearings, NLRB charges, contract interpretation, grievances, union avoidance and union organizing;
- Counsel and guidance on discipline, documentation and investigations;
- RIFs and Separation Agreements;
- Policy and procedure review and consultation; and
- Counsel and guidance on compliance, record retention, mandatory reporting and general matters.

IV. PARTNERING RELATIONSHIP

Ideally, we are seeking a partnering relationship with one principal law firm with a goal of ensuring that all of Loretto Hospital's employment and labor needs are met within a predictable budget. We are open to ideas on how to develop such systems and best utilize each other's resources so as to achieve greater productivity and cost reduction consistent with quality results.

We encourage creative ideas for alternative financial arrangements that provide incentives and that reward results rather than time devoted to a matter. We are soliciting your input on a fee arrangement that allows you to deploy your resources in the most cost-efficient manner and ensures that Loretto Hospital has access to and receives high quality outside counsel services.

V. REQUEST FOR INFORMATION

The selected firm(s) will assist Loretto Hospital by providing quality legal services in a cost-effective value-added manner. Your proposal should contain sufficient details so that the selection committee can understand your firm's experience in the identified areas and should provide the following information.

A. Contact Information

The name and contact information of one person with whom the selection committee or its designees should communicate regarding any questions about the submission.

B. Firm Information

Proposals should include a short history of the firm, its size, financial stability and experience in the practice areas. Provide the addresses of: (i) home office, and (ii) proposed office(s) that would provide services to Loretto Hospital. Only local firms with an office in the Greater Chicagoland area will be considered.

C. Your Expertise/Staffing

1. Describe your experience in the relevant practice areas.
2. Identify the practice leads by practice area.

3. Identify the attorneys in your firm who would be working as the core team to provide the services defined in this RFP (include a resume/CV for those attorneys) in the practice areas.
4. Considering the scope and volume of work proposed, describe the staffing you would propose, including an explanation of how you would resource projects.
5. Describe how your firm will provide services to Loretto Hospital and your firm's ability to respond to both normal and urgent requests.
6. Complete and submit the firm Self Evaluation (Appendix B) regarding your firm's current expertise for each Work Category that is offered to your existing client base.

D. Conflicts

Loretto Hospital considers the activities of all firm members in determining whether a conflict of interest exists. Please identify any known or potential barriers which would prevent your firm from being able to represent Loretto Hospital or any of its affiliates. Loretto Hospital expects disclosure of the following:

1. Representation of a physician/group whose members are on the medical staff of any Loretto Hospital;
2. Representation of a Loretto Hospital Board Member; and
3. Representation of a party in a matter adverse to Loretto Hospital.

E. Communication

Explain how you will keep Loretto Hospital fully apprised of firm activity regarding Loretto Hospital and project status. Explain how you will ensure that service delivery is uniform and advice is consistent across Loretto Hospital. What on-line tracking/data does your firm plan to provide?

F. Value Added Services/Resources

Explain what additional resources the firm can offer, including updates/in-house education programs for Loretto Hospital executives, HR staff, managers and employees. Please describe any complimentary or fee-based resources including type of service, frequency and cost (if applicable).

G. Fee Proposal

Provide your recommendation for the fee structure. If you propose alternative fee options, identify how the fee was determined and the amount. If any part of your fee proposal includes using a billable hour fee, describe how you would manage such billable hours to ensure effective value added legal service within the dollar range referenced above for legal services, and describe each level of legal service provider and the applicable fee.

Identify the frequency of your billing cycle and payment terms. Please also identify what, if any services, are not billable and the content of your invoicing statements.

H. Summary

Please summarize the scope of the proposal and include an explanation of why your proposal should be selected.

I. References

Please include the names, titles, phone number and e-mail address for two current healthcare clients for whom your firm provides services similar to what you propose to provide to Loretto Hospital (not required for incumbent legal services provider).

VI. SELECTION PROCESS

If you decide to respond to this RFP, your proposal and your firm will be evaluated by your ability to meet the requirements of Loretto Hospital, your fee arrangement applicable to your recommended approach, and the overall value of your firm to Loretto Hospital. A committee of members of Loretto Hospital's Human Resources Department together with Loretto Hospital executives will review and evaluate all proposals. You may be asked to come to our offices in Chicago, Illinois to make presentations to the committee. All respondents will be notified of the selection, once a final decision has been made.

We will make ourselves and other information available to facilitate your submission of a proposal. Should you have questions, please forward requests via email by **5:00 pm CST on Friday, October 23, 2015**. Please be sure to include "RFP Question" in the subject line of the email:

Miss Susan L Walaszek
Director, Human Resources
susan.walaszek@lorettohospital.org

All answers to questions and additional materials will be disseminated to all firms which have indicated to Miss Walaszek their intent to submit a proposal so that everyone has the same information.

The deadline for submitting the completed proposal in its entirety is 9:00 am CST on Monday, November 9, 2015.

It is acceptable to submit an electronic version of the proposal via email though a hard copy via U.S. Mail is preferred. Proposals must be received no later than 9:00 am CST on Monday, November 9, 2015 and sent to the attention of:

Susan L Walaszek,
Director, Human Resources
Loretto Hospital
645 South Central Avenue, 7th Floor
Chicago, IL 60644
Email: susan.walaszek@lorettohospital.org

We greatly appreciate your interest in supporting our organization.

Appendix A: Additional Terms and Conditions

RFP Issuance

Submission of a proposal will not ensure that you or your firm is selected. Issuance of this RFP does not compel Loretto Hospital to contract or otherwise agree to contract with any party for legal services. Loretto Hospital reserves the right to reject any or all proposals, wholly or in part, and to waive any technicalities, informalities or irregularities in any proposal which do not materially affect the integrity or effectiveness of the RFP process. Loretto Hospital further reserves the right to analyze proposals in detail, request additional information and select a law firm(s) that Loretto Hospital believes, in its sole discretion, to be in its best interest. Loretto Hospital reserves the right to cancel or reissue the RFP at any time.

Confidential Information

Any reports, data, or other confidential information about Loretto Hospital, its financial records, etc. that are disclosed in the process of conducting this RFP shall be considered confidential by any proposed offer and shall not be shared with any other person without Loretto Hospital's prior written permission. All persons or firms who respond in any manner to this request, irrespective of whether they submit a proposal, shall be deemed to have agreed to the foregoing.

Interview /Presentation

Loretto Hospital may elect to hold interviews with select parties responding to the RFP after Loretto Hospital receives written proposals as identified above. If such interviews are held, responding parties will be required to make an on-site verbal presentation of their approach to the project before a committee. If invited to present, the selected firm's specific team who will have direct responsibility for the engagement shall make the presentation.

Negotiation

Loretto Hospital reserves the right to negotiate terms and conditions with responding parties offering the most favorable proposals. Loretto Hospital reserves the right to negotiate modifications to the proposal with a single party without obligation to negotiate similar modifications with other responding parties. Unsolicited modifications without prior request by Loretto Hospital will not be accepted. Loretto Hospital may award an engagement on the basis of initial proposals received, without further discussions with responding parties. Therefore, each initial proposal should contain the responding party's best offer.

Notification

The awarded party will be notified via phone, email and/or letter. After notification to the awarded party, all other parties will be notified in a similar manner.

Proposal Preparation Expenses

Loretto Hospital is not responsible for any proposal preparation expenses, submission costs, or any expenses incurred by a responding party in making on site presentations.

Equal Opportunity/Affirmative Action

Loretto Hospital is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status, sexual orientation, or any other protected classification and has agreed to transact business only with firms who follow these practices.

Medicare Excluded Provider Warranties

Each responding party hereby represents and warrants that such party is not now and at no time has been excluded from participation in any federally funded health care program, including Medicare or Medicaid. Each responding party hereby agrees to immediately notify Loretto Hospital of any threatened, proposed or actual exclusion from any federally funded health care program, including Medicare and Medicaid. In the event that a responding party is excluded from participation in any federally funded health care program during the term of their engagement with Loretto Hospital, or if at any time after the effective date of such engagement it is determined that the responding party is in breach of this section, such engagement shall, as of the effective date of such exclusion or breach, automatically terminate.

Compliance with Loretto Hospital's Standards of Conduct

Each responding party recognizes that it is essential to the core values of Loretto Hospital that all persons and entities employed by or otherwise contracting with Loretto Hospital at all times conduct themselves in compliance with the highest standards of business ethics and integrity and applicable legal requirements, as reflected in the Loretto Hospital Standards of Conduct, as may from time to time be amended by Loretto Hospital.

Acceptance of Terms and Conditions

Any exception to the terms and conditions that appear in this RFP must be made in your submitted proposal. If no exception is taken in the submitted proposal, Loretto Hospital will assume that the responding party accepts all terms and conditions and there will be no further negotiation of that acceptance.

Appendix B: Firm Self-Evaluation of Work Categories

Rate your firm's current expertise in each Work Category based on the 4-point rating scale defined below. Provide additional comments regarding the rating for each Work Category as you believe to be helpful and necessary to understand the rating (i.e., number of years your firm has provided such service, number of current attorneys that offer such services, etc.).

1 = Expertise not available. The Work Category is not a service that your firm currently offers to its existing client base. Your firm does not desire to recruit for nor does it desire to develop such expertise in this Work Category.

2 = Expertise requires development. The Work Category is not a core service that your firm currently offers to its existing client base. However, your firm is willing to recruit for and/or develop such expertise in this Work Category.

3 = Expertise is of good quality. The Work Category can be characterized as a service that your firm currently offers to its existing client base. While this may not be characterized as an exceptional industry expert service offered by your firm, your firm currently possesses sufficient expertise to provide quality legal services.

4 = Expertise is exceptional. The Work Category can easily be characterized as a primary service or core service that your firm currently offers to its existing client base. Your firm is recognized as an industry expert that possesses exceptional expertise that exceeds general industry standards in this particular Work Category.

Work Categories Covered by This RFP for Outside Legal Services

Name of Firm: _____

	Work Category	Firm Rating
1	Employment matters including employment litigation (excluding medical malpractice and worker's compensation), including coordination with Insurance carriers - Experience with local, state, federal and administrative filings	
2	Government Investigations, Wage Garnishments, Employment Verifications, Search Warrants and Subpoenas	
3	Recruitment & Hiring in a healthcare environment	
4	Employee benefits and pension issues	
5	Compensation practices and FLSA compliance;	
6	Labor matters including collective bargaining negotiation, arbitration hearings, NLRB charges, contract interpretation, grievances, union avoidance and union organizing - AFSCME - Local 399 - SEIU	
7	Counsel and guidance on discipline, documentation and investigations;	
8	RIFs and Separation Agreements	
9	Policy and procedure review and consultation	
10	Counsel & guidance on compliance, record retention, & mandatory reporting	