

ORCAS ISLAND HEALTH CARE DISTRICT STATEMENT OF QUALIFICATION SOLICITATION (SOQ) PROJECT MANAGEMENT SERVICES AND SUPPORT

The Orcas Island Health Care District (the District) is seeking a proposal from a consultant to provide Project Management services and support as the District embarks on several large-scale projects that will stretch our limited resources. The District has developed this solicitation to identify a qualified individual to provide support to the District's Superintendent, Board, Committees and Work Groups. The purpose of this document is to summarize the responsibilities and deliverables for the individual and the District. Consideration will be limited to individuals who have demonstrated successful experience in project management services of a similar scope for private or public sector entities.

For purposes of this SOQ, Project Management is the discipline of planning, organizing, monitoring activities, and the reporting of project scope, schedule and budget. Qualified respondents should review the requirements and submit an electronic Statement of Qualifications to the Superintendent **on or before September 30th**. Responses and/or questions specific to this SOW should be directed to the Superintendent as follows:

Anne Presson
Superintendent
annep@orcashealth.org
(415) 999-5611

PROJECT DEFINITION

The areas of work that the District will be undertaking have to do with assessing the appropriate structure for the medical clinics on Orcas Island and the subsequent execution subject to any new structure. This could include the relocation and co-location or consolidation of the two island clinics. In addition, there are several large-scale facilities projects that encompass replacing the roof and HVAC systems of the Orcas Medical Clinic building that is owned by the District. Other projections could include painting the exterior of the building and an interior remodel should the practices be co-located or combined.

ANTICIPATED SCOPE OF WORK

A consultant to develop a project management plan that details the requirements to implement any change in organizational structure, as well as the facilities projects outlined above.

The District expects the following services to be required of the individual and the District:

Project Management Responsibilities – Individual

- Create, maintain, and monitor project plans
- Partner with OIHCD Superintendent to monitor task performance
- Provide status reports focusing on budgets, scope, and timelines

- Utilize Smartsheet or Project to communicate current information related to the project (any license fees will be paid for by OIHCD)
- Identify and mitigate project risks and issues
- Report and escalate project risks and issues
- Develop process to incorporate and manage change requests and interventions to achieve project goals
- Provide reports that enable the Superintendent to easily inform the Board, Committees and Work Groups, of progress on active projects

OIHCD Responsibilities

- Define the vision and high-level objectives for the project
- Approve the requirements, timetable, personnel and budget
- Authorize the provision of funds /personnel (internal or external)
- Ensure that major business risks are identified and managed
- Approve any major changes in scope
- Resolve issues escalated by the consultant
- Ensure business / operational support arrangements are put in place
- Provide final acceptance of the solution upon project completion

It may become necessary to amend this SOW for reasons including, but not limited to:

- Changes to the project schedule, scope or budget
- Changes in personnel assigned to the project
- Changes in priorities (external or internal to the project) that impact project
- Environmental or architectural impediments not previously identified
- Lack of access to personnel or facilities necessary to complete project

In the event it is necessary to change this SOW, the Superintendent and consultant will discuss the change, the reasons for the change, and the effect the change will have on the project, which may include scheduling changes, pricing, etc.

SCHEDULE

The SOW process will be conducted according to the following schedule:

- SOW released 9/18/19
- SOW response due back 9/30/19
- Board action 10/02/19
- Notice to contractor 10/03/19
- Start of Contract 10/15/19

The OIHCD assumes no obligation of any kind for expenses incurred by any respondent to this solicitation.

STATEMENT OF QUALIFICATION REQUIREMENTS

The Statement of Qualifications must include the following elements:

- Example project plan to demonstrate experience as a Project Manager
- Typical fees charged for efforts of this scale
- The name and contact information for 2-3 references

COMPENSATION & REIMBURSABLE COST

It's expected this engagement will commence in Q'4 2019 and continue through calendar year 2020. At this time, it's unclear what the hourly demands will be so it will be necessary to have flexibility in your schedule.

Fees should be outlined as an hourly rate with a maximum number of hours that could be provided to the District over the expected term of the engagement. In addition, please describe and provide a list of what you consider reimbursable. The District will not reimburse for any equipment or training expenses, these are the sole responsibility of the respondent. The District will purchase any necessary licensing, which will be retained by the District at the closure of the engagement.

CRITERIA FOR SELECTION

A qualifications-based selection process will be used to select a consultant to provide Project Management services/support and the following information and criteria will be used to evaluate responses:

- Hourly rate
- Ability and reputation
- Quality of previous performance
- Ability to be flexible as it will be necessary to adjust to District timelines
- Responsiveness to solicitation requirements
- Individual being readily available for the project, understanding time commitment will vary and cannot be fully defined at the start of the engagement
- Experience and reputation
- Demonstrated ability to work in a high-pressure environment, while managing multiple projects and interdependencies