

RFP: RHTP Planning, Needs Assessment & Hospital Transformation Plan Support

1. Purpose and Overview

Wabash General Hospital District (the "Hospital"), a district hospital, seeks proposals from qualified consulting firms to support work funded by its award for the planning portion of the Rural Health Transformation Program (RHTP) grant. The selected firm will conduct a needs assessment, help develop the Hospital Transformation Plan, and provide support in carrying out the award.

Item	Detail
Issuing organization	Wabash General Hospital District, Mount Carmel, Illinois
RFP number	1
RFP issue date	10/21/2026
Deadline for written questions	10/26/2026
Proposal due date	10/31/2026, 5pm CT (10 calendar days after posting)
Anticipated award date	11/3/2026
Contact person	Katie Dean, kdean@wabashgeneral.com , 618-263-6418

2. Background

About the Hospital. Wabash General Hospital District is a 25-bed district hospital serving Wabash and surrounding counties with a population of approximately 25,000. Services include Emergency care, inpatient, primary care, behavioral health, orthopaedics, and general surgery. The Hospital is governed by a 9-member district board.

About the grant. The Hospital has received an award for the planning portion of the RHTP grant, which funds rural health transformation efforts. The award is for \$356,853.07 under RHTCMS332055, issued by Department of Health and Human Services, Centers for Medicare and Medicaid Services, with a period of performance of September 1, 2026, to June 30, 2027. The Hospital is seeking outside support to complete the planning work within that period.

3. Scope of Work

The firm will deliver three things:

1. **Needs assessment.** Review data on the service area, gather input from the community and stakeholders, assess the Hospital's services, finances, and staffing, and rank priority needs in a written report.

2. **Hospital Transformation Plan.** Turn the findings into goals, initiatives, measurable outcomes, an implementation timeline, and a financial outlook. Make sure the plan meets the award's requirements and coordinate review by Hospital leadership and the board.
3. **Post-award support.** Help the Hospital meet reporting and compliance requirements, set up project tracking, and coordinate partners.

Post-award support will be contracted under the initial agreement.

4. Deliverables and Timeline

The firm must deliver the items below. Final dates will be set at contract signing and must fit the award's period of performance, which ends June 30, 2027. The final needs assessment report is due December 15, 2026. The selected firm must be able to begin work within 7 calendar days of being notified of selection.

#	Deliverable	Target timing
1	Project work plan and kickoff meeting	Within 7 days of selection notice
2	Stakeholder engagement plan	Within 2 weeks
3	Draft needs assessment report	December 1, 2026
4	Final needs assessment report	December 15, 2026
5	Draft Hospital Transformation Plan	January 15, 2027
6	Final Hospital Transformation Plan	Before January 31, 2027
7	Award support (see 3.3)	As agreed in the work plan

5. Vendor Qualifications

Firms should show:

- Prior experience on CMS Rural Health Transformation or other CMS-funded rural health projects, with a short description of each, plus needs assessment and strategic planning experience.
- Experience managing federally funded health projects, including reporting and compliance.
- A named project team with one day-to-day lead, plus familiarity with the Hospital's community and past work with local partners in Southern Illinois.
- 2 references from similar clients, and disclosure of any relationship with Hospital staff, board members, or other parties that could create a conflict of interest.

6. Proposal Contents and Submission

Proposals are due 10 calendar days after this RFP is posted, by October 31, 5pm, CT, and should not exceed 2 pages plus appendices. Include:

1. Cover letter signed by an authorized representative.

2. Firm overview and 2 references.
3. Approach and work plan that meets the Section 4 dates.
4. Project team: names, roles, and résumés.
5. Price for each scope area, as a fixed price or not-to-exceed amount with a cost breakdown. Percentage-of-cost pricing is not allowed.
6. Conflict-of-interest statement and the federal certifications in Section 9.

Email proposals to kdean@wabashgeneral.com with the subject line "[RFP #] Proposal – [Firm Name]."
Send written questions to the same address by October 26, 2026.

7. Evaluation Criteria

A review committee will score proposals out of 100 points. The Hospital will use only the criteria and weights below and will award to the responsible firm whose proposal is most advantageous, considering price and other factors.

Criterion	Points
Experience with CMS Rural Health Transformation and other CMS-funded rural health projects	30
Approach and understanding of the scope	20
Knowledge of and experience with the local community	15
Project team qualifications	15
Cost and value	15
References and past performance	5
Total	100

8. Budget and General Terms

Payment comes from award funds and is tied to accepted deliverables.

- The Hospital may reject any or all proposals. This RFP is not a contract, and the Hospital does not pay proposal costs.
- The firm works as an independent contractor and keeps Hospital and patient information confidential, including HIPAA compliance where it applies.
- Work products belong to the Hospital, subject to the federal government's rights to use work paid for with federal funds.