Geisinger Health System & Holy Spirit Hospital
A Geisinger Affiliate

Contractor Qualification Process & Contractor Monthly Performance Evaluation Process

IFMA Meeting
October 21, 2015
Contractor Qualification Process & Contractor Monthly Performance Evaluation Process

Introduction

**Contractor Qualifications Process**
Todd Seip, Senior Director Quality & Compliance
Adam Reed, Quality Review Coordinator
Randy Newhouse, VP Support Services

**Contractor Monthly Performance Evaluation Process**
Ron Lesher, Chief Estimator
Susan Olszewskie, Sr. Administrative Assistant
Geisinger Health System “GHS” Integrated Health Services Organization

GHS Overview

- Serves more than 3 million residents throughout 48 counties in Pennsylvania
- ‘Flagship’ - Geisinger Medical Center located in Danville, PA
- 1915 – George F. Geisinger Memorial Hospital
- 2015 Centennial Celebration
- Holy Spirit Health System – A Geisinger Affiliate October 2014

- GHS Service Areas ("Hubs") in Pennsylvania
  - Central Region
  - Northeast Region
  - Western Region
  - South Central Region
Holy Spirit Hospital – A Geisinger Affiliate

67 Buildings
~1.4 Million SF
GHS – Facilities Administration

GHS – **Quality** Focus and Standards to all departments / areas of the organization

- Facilities Administration must adhere to **Quality** Standards

  **Question**: How Do We Achieve **Quality**?

  **Answer**: Starts with us and our contractors. Qualification Process is a key driver for attaining **Quality**.
Contractor Qualification Process
Goal & Purpose

The **goal** of the Qualification Process is to better understand contractors and professional service firms that will perform construction and infrastructure services for the Geisinger Health System.

The **purpose** of the Qualification Process is to define and assemble a network of highly qualified companies who may be asked to participate in the bidding and selection process for construction and infrastructure projects of the Geisinger Health System. The intent of the process is to also ‘build’ and achieve long lasting relationships with contractors that work collectively with us for the purpose of improving Geisinger Health System.
Contractor Qualification Process
Overview of Process

Our process has evolved over a five year period. This is where we are today:

- **Initiation of Qualification ("The Request")**
- **Secured Email / Forms**
- **Timeframe / Expectations**
- **Application Review Process**
  - Verify Completeness
- **Approval Process**
  - Master Bid List Committee (Voting Members)
- **Master Bid List Inclusion**
  - Importance (what does this mean?)
Contractor Qualification Form / Overview of Sections

2015 Qualification Form consists of:

Background Section
Section I. Company Background & Information
Section II. Legal & Compliance
Section III. Safety Program & Key Policy Requirements
Section IV. General Provisions
Section V. Required Attachments
Section VI. Contractor Performance Rating Awareness Certification (Authorized Signature)
Key Supporting Attachments
Initiation of Request

- Facilities
- Subcontractor
- Professional Services
- Construction Managers
- General Contractors
- Subcontractor References
Forms Distribution & Completion

Overview of Sections

Section I.

- Company Demographics / Background
- Company Overview
- Safety (Experience Modification Rate)
- Annual Construction Activity
- Projects & References
- Geographic Area of Service
- Project Delivery Methods
- Credit Capacity
- Company Major Suppliers
- Cost Code Sheet
Contractor Qualification Form

Overview of Sections

Section II.
- Legal / Litigation History
- OSHA
- Regulatory Compliance

Section III.
- Geisinger Policy and Procedure Adherence
  - Safety
  - Drug & Alcohol Free
  - Tobacco Policy
Contractor Qualification Form

Overview of Sections

Section IV.
- Owner’s General Provisions

Section V.
- OSHA 300 Logs
- Financial Statement

Section VI.
- Contractor Performance Rating

Certification & Signature
Contractor Performance

➤ Rating System
  • Identifies contractors who meet, exceed or fail expectations
  • Utilized as a quality factor for future considerations

➤ Criteria
  • Change Orders
  • Scheduling
  • Quality of Work
  • Submittals
  • Field Personnel
  • Office Personnel
Contractor Rating Summary for FY2014
Contractor Rating Evaluation Results

Communications of Rating Results

- Monthly Performance Letters
  - Top Performance
  - Poor Performance
If you have additional questions, please contact:

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