

REQUEST FOR PROPOSALS

ADDENDUM #2

ISSUED: 4/20/15

**RFP NUMBER: CSP901616
INDEX NUMBER: DOH037**

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Health (ODH), Bureau of Infectious Diseases, Immunization Program (ODH/BID) is requesting proposals for a:

IMPACTSIIS (STATEWIDE IMMUNIZATION INFORMATION SYSTEM) REGISTRY SUPPORT AND TRAINING

Attached are page(s) 1, 3, 17 through 19 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to advise of a change to the Question and Answer Inquiry Period from April 15, 2015 to April 29, 2015 and to the Proposal Due Date from April 30, 2015 to May 6, 2015. In addition, this addendum provides the State of Ohio data privacy and security policies website address. Further this addendum, includes the Project Manager responsibilities and subsequent repagination of pages 17 through 19.

PROPOSAL DUE DATE: May 06, 2015

**OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395**

REQUEST FOR PROPOSALS

RFP NUMBER: CSP901616
INDEX NUMBER: DOH037
UNSPSC CATEGORY: 80000000, 80100000, 85100000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Health (ODH), Bureau of Infectious Diseases, Immunization Program (ODH/BID) is requesting proposals for:

IMPACTSIIS (STATEWIDE IMMUNIZATION INFORMATION SYSTEM) REGISTRY SUPPORT AND TRAINING

RFP ISSUED: April 1, 2015
INQUIRY PERIOD BEGINS: April 1, 2015
INQUIRY PERIOD ENDS: April 29, 2015 at 8:00 a.m.
PROPOSAL DUE DATE: May 6, 2015 by 1:00 p.m.

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Proposals received after the due date and time will not be evaluated.

OPENING LOCATION: Department of Administrative Services
Office of Procurement Services
ATTN: Bid Desk
4200 Surface Rd.
Columbus, OH 43228-1395

Offerors must note that all proposals and other material submitted will become the property of the state and may be returned only at the state's option. Proprietary information should not be included in a proposal or supporting materials because the state will have the right to use any materials or ideas submitted in any proposal without compensation to the offeror. Additionally, all proposals will be open to the public after the award of the contract has been posted on the State Procurement Web site. Refer to the Ohio Administrative Code, Section 123:5-1-08 (E).

This RFP consists of five (5) parts and nine (9) attachments, one (1) supplement, totaling 57 consecutively numbered pages. Please verify that you have a complete copy.

* To advise of revision to the Inquiry Period from April 15, 2015 to April 29, 2015 and Proposal Due Date from April 30, 2015 to May 6, 2015.

1. Utilize a competitive process to which only Ohio certified MBEs may respond;
2. Have established criteria by which prospective Ohio MBEs will be evaluated including business ability and specific experience related to the Work requirements; and
3. Require the Ohio certified MBE maintain a valid certification throughout the term of the Contract, including any renewals.

OBJECTIVES. DAS has the following objectives that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work.

1. To assist Ohio's immunization providers to include hospitals, managed care organizations, pharmacies and health networks with enrollment in and data submission to ImpactSIIS whether via direct entry or electronic data exchange.
2. To communicate clearly and effectively with immunization providers and other ImpactSIIS partners the advantages of the SIIS and to ensure adequate knowledge and appropriate utilization of the SIIS.
3. To assure Ohio's health care providers that appropriate privacy and confidentiality policies are in place to protect all data collected. State of Ohio data privacy and security policies information can be found at:
<http://www.privacy.ohio.gov/OhioPolicies.aspx>
4. To foster and strengthen the health care providers' involvement in and support of the SIIS, the Ohio Public Health Reporting website (www.ohiopublichealthreporting.info), which allows medical providers to communicate with ODH about all electronic reporting, and the ODH Immunization Data Exchange HL7 Format Testing Tool, which assists immunization message senders in testing the format of HL7 messages, and encourage the utilization of these systems and the data therein.
5. To host and maintain the Ohio Public Health Reporting website, the ODH Immunization Data Exchange HL7 Format Testing Tool, and ODH Provider Management System currently in use and to provide enhancements and upgrades to these systems as requested by ODH.

CALENDAR OF EVENTS. The schedule for the Project is given below, and is subject to change. DAS may change this schedule at any time. If DAS changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, DAS will make scheduled changes through the RFP addendum process. DAS will make changes in the Project schedule after the Contract award through the change order provisions located in the general terms and conditions of the Contract. It is each prospective Offeror's responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

DATES:

Firm Dates

RFP Issued:	April 1, 2015
Inquiry Period Begins:	April 1, 2015
** Inquiry Period Ends:	April 29, 2015, at 8:00 a.m.
** Proposal Due Date:	May 6, 2015, by 1:00 p.m.

Estimated Dates

Contract Award Notification:	TBA
Issuance of Purchase Order:	Following Award

NOTE: These dates are subject to change.

There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due.

Proposals received after 1:00 p.m. on the due date will not be evaluated.

- * To provide the State of Ohio data privacy and security policies website address.
- ** To advise of revision to the Inquiry Period from April 15, 2015 to April 29, 2015 and Proposal Due Date from April 30, 2015 to May 6, 2015.

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS
PART ONE: WORK REQUIREMENTS

This attachment describes the Project and what the Contractor must do to complete the Project satisfactorily. It also describes what the Offeror must deliver as part of the completed Project (the "Deliverables"), and it gives a detailed description of the Project's schedule.

- I. CONTRACTOR RESPONSIBILITIES. The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work.
- II. QUALIFIED CONTRACTORS.
- A. The Contractor, or its subcontractor(s), must house and maintain the www.OhioPublicHealthReporting.info website (OPHR), the ODH Immunization Data Exchange HL7 Format Testing Tool (IDE), and ODH Provider Management System (OPMS) currently in use and provide enhancements and upgrades to these systems as requested by ODH. The systems were developed in ASP.NET and are in SQL Server so that multiple users can be logged in simultaneously.
- B. The Contractor, or its subcontractor(s), shall receive the ODH Office of Management Information Systems approval of software to be used by the Contractor for the OPHR, IDE, and OPMS systems. Software approval is needed to ensure that Contractor data is transferable to the ODH.
- C. The Contractor, or its subcontractor(s), must share the OPHR, IDE, and OPMS systems with the ODH when requested and acknowledge that the systems are and will be the property of the ODH, even after the contract period has ended.
- III. OFFEROR, OR ITS SUBCONTRACTOR(S), TO DEMONSTRATE:
- A. The Offeror, or its subcontractor(s), must demonstrate it possesses and assigns qualified staff with the following abilities:
1. Public Health Information Systems Specialists will have successful previous experience working in the field of Public Health Information Systems, including data analysis, electronic messaging, and IT Business Analysis skills, such as the ability to create requirements for program requested upgrades and enhancements to the Ohio Public Health Reporting website, the ODH Immunization Data Exchange HL7 Format Testing Tool, and ODH Provider Management System.
 2. Training specialists will have successful previous experience with electronic data transfer, including HL7 messaging, development of communications and training materials, and experience with immunization schedules.
 - * 3. The Project Manager will conduct all liaisons with ODH's Immunization Information Systems Manager. The Project Manager will be responsible for coordinating the Public Health Information Systems Specialist(s) and Training Specialist(s), creating reports, and coordinating with MBE vendor(s). The Project Manager is not required to be located on site at Ohio Department of Health's (ODH) central office, Immunization Program.
- IV. SCOPE OF WORK. The successful Contractor is required to perform the following functions on this project.
- A. The Offeror, or its subcontractor(s), will:
1. Have staff report to ODH's Immunization Information Systems Manager who will be required to work out of the Ohio Department of Health's (ODH) central office, Immunization Program, 35 East Chestnut Street, 6th Floor, Columbus, OH 43215. The Immunization Program will provide a work space to include desk, desktop computer, phone, fax machine, copier, and office supplies.
- * Include the Project Manager responsibilities.

2. Have staff available to travel throughout Ohio, to include overnight travel. All travel expenses are the responsibility of the Contractor. Reimbursement for travel will not be an approved expense under the terms of the Contract.
 3. Assist health care providers and other organizations that exchange immunization data, to enroll with and make all appropriate use of the functions and capabilities of ImpactSIIS, including electronic data exchange.
 4. Ensure that enrolled users are submitting immunization data to ImpactSIIS by making follow-up contacts.
 5. Record in OPMS a computerized log of sites visited, sites needing visits, visit notes, visit outcomes, problems encountered, typical questions asked, HL7 message evaluations, issues to resolve and the action plan to resolve those issues.
 6. Provide access to this OPMS system for all ODH employees as requested by the immunization program.
 7. Be responsible for communications to ODH partners through emails and newsletters. All communications must be approved by the Immunization Information Systems Manager.
 8. Assume other duties as directed by ODH within the scope of these services.
- V. DELIVERABLES. The successful Contractor is to provide the deliverables within the timeframe indicated following award notification.
- A. The Contractor, or its subcontractor(s), must:
1. Maintain the computer and database log system, on a daily basis, to keep the systems accurate and functioning properly with downtime of fewer than one percent of hours each month. 100% completed each month of the contract.
 2. Provide a finalized office visit protocol document containing scripts and guidelines detailing how Contractor conducts their presentation and training of ImpactSIIS. Draft completed and submitted with 60 days; 100% completed within 90 days
 3. Provide trained, knowledgeable Training specialist(s) who are well versed in the use of ImpactSIIS and the systems hosted per this contract (the ODH will train specialists for the first 30 days). The specialists must have the technical knowledge to support and resolve problems with electronic data transfer and connectivity. 100% trained and ready to work independently within 45 days
 4. Provide a computerized log system of activities in OPMS that can be readily monitored by the supervisor of the Training specialist(s) and accessed by the ODH. 100% complete within 15 days and thereafter

VI. PROJECT REPORTS:

The Offeror's proposal shall include a Quality Control plan in the proposal, which shall include the following activities and reporting requirements:

- A. The Contractor, or its subcontractor(s), must ensure daily, weekly, and monthly reports/statistics are captured for reporting purposes.
- B. The Contractor, or its subcontractor(s), must provide a weekly itinerary and activity report for each staff member to the ImpactSIIS Immunization Manager. These reports may be maintained in the OPMS.
- C. The Contractor, or its subcontractor(s), will maintain a computerized documentation system which shall create and produce:
 1. A log of sites visited
 2. Sites needing visits
 3. Site visit notes

4. Sites requesting to enroll
 5. Sites or organizations requesting product presentation
 6. Typical questions asked
 7. Issues to resolve
 8. The action plan to resolve those issues
 9. Visit outcomes
 10. Computer problems encountered
 11. Non-computer/technical problems encountered
 12. A list of any special handouts, pamphlets, CD's, fact sheets, etc.
 13. Instructions to solve technical problems encountered by the training personnel on-site.
 14. Calls and or site visit problems will be logged by the nature of the call. For example, request for presentation, request for additional training, materials requested, and site wanting to enroll.
 15. Immunization Data Exchange and Interoperability testing: validation and status of data exchange and the provider's ability to establish a link and send ImpactSIIS certified immunization messaging.
 16. Provider's Meaningful Use Registration and data exchange status for each Public Health measure in the Meaningful Use rules published by the Centers for Medicare and Medicaid Services.
 17. Provider's data exchange status for other programs at ODH that use electronic messaging but are not included in the Meaningful Use rules.
- D. Progress reports must be submitted to the ImpactSIIS manager no later than the 5th workday of every month. Status reports must be submitted on the Contractor's letterhead and be accompanied by a copy of that month's invoice, with written approval of the invoice by the Contractor. Failure to provide reports correctly will require them to be submitted by Contractor. The Monthly Progress Report will include the items identified above and the status of current development requests pertaining to OPHR, IDE and/or OPMS. A staffing report shall be integrated into the Monthly Progress Report.