

Request for Proposal

Invited for the development of

Universal Patient Record System

for

I-Tech Medical Consortium

Date of Issue:

Deadline for Proposals:

Purpose of RFP

The purpose of this request for proposal (RFP) is to invite prospective developers to submit a proposal to research and develop a solution that will provide a standard set of tools for hospitals, doctors' offices, and other healthcare providers to share patient records.

The members of the I-Tech Medical Consortium Executive Committee, in consultation with the full board of directors, have prepared this RFP to specify its design needs, document submission requirements, and outline evaluation and selection procedures.

The I-Tech Medical Consortium is a nonprofit organization consisting of a wide variety of experienced partners, including research, academic, public, and private healthcare organizations dedicated to championing the development of a universal patient record system. Its mission is to improve patient care and provide real-time access to complete and accurate patient history through the development of this system.

To help facilitate and execute this project, the I-Tech Medical Consortium is soliciting proposals from developers for providing information system design and analysis.

Background Information

Over your lifetime, you will experience situations in which you will seek out medical services outside of your primary doctor. Each time, you will be asked for your medical history, and often, you will have to either arrange with your primary doctor to release and transfer your records or pick them up yourself and give them to the new doctor. In an emergency, it would be great if a doctor can access your medical history right away, which can prove to be lifesaving.

The purpose of this project is to research and develop a design for a solution that will provide a standard set of tools for hospitals, doctors' offices, and other healthcare providers to share patient records to ensure the timeliest data is available when a patient needs care. This project is aimed at developing a design for a secure universal patient record system that might influence a pool of accurate customer records and data processing, coupled with hospital or doctor record keeping.

Project Scope

This project will include delivery of a design for a secure universal patient record system. The following are the major project requirements that outline the project scope:

- The system should create a common record to store patient records. Web services should capture patient records to cover doctor, hospital, and insurance needs, assuming an interface to universally identify individuals to ensure each customer record is connected to the right individual.
- The system should meet Health Insurance Portability and Accountability Act (HIPAA) standards.
- The system should be expandable and consider future directions for business in the healthcare area.

- The project design should define technical architecture, the processing environment, and hardware and software requirements.
- A project proposal document should be submitted containing the Project Overview Statement (POS), a preliminary project plan and schedule, a project quality plan, and a risk analysis and mitigation strategy.

Timeline

This schedule describes the I-Tech Medical Consortium’s best estimate. If a component is delayed, the rest of the schedule is likely to be shifted by an equivalent number of days.

RFP issue date	Project Management Integration I (Capstone Project): Week 1
Scope meeting	Project Management Integration I (Capstone Project): Week 2
Deadline for submission of proposals	Project Management Integration I (Capstone Project): Week 6
Notice for intent to award	Project Management Integration I (Capstone Project): Week 6
Project implementation, monitoring, and controlling	Project Management Integration II (Capstone Project): Weeks 1-4
Project evaluation and closure	Project Management Integration II (Capstone Project): Week 5
Presentation of the capstone project	Project Management Integration II (Capstone Project): Week 6

Project Budget

The total budget for this project is estimated to be approximately \$16 to \$20 million. The I-Tech Medical Consortium has sufficient funding to complete all project phases. The RFP requires the developer to propose a project solution design with recommendations and cost estimates based on the proposed allotment.

Target Audience

The target audience for this project includes the prospective developers capable of delivering a design for a viable solution to the given problem.

Evaluation Criteria

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The following process will be used to evaluate and score the proposals accepted as being responsive to the RFP:

1. Understanding of the Project: 15%

- How well has the project team demonstrated a thorough understanding of the purpose and scope of the project?
- How well has the project team identified pertinent issues, assumptions, and potential problems related to the project?
- How well has the project team identified its responsibilities?

2. Functionality and Technical Proposal: 25%

- How well does the proposed system fulfill the requirements listed in the RFP?
- How well has the project team's proposal included required evidence to support the requirements listed in the RFP?
- How well has the project team's proposal identified required interfaces?

3. Methodology and Management Plan: 45%

- How comprehensive is the methodology, and does it depict a logical approach to meet the required tasks and deliverables of the RFP?
- How well has the project team demonstrated a complete and precise statement of work (SOW)?
- How well does the methodology interface with the project schedule outlined in the RFP?
- To what extent has the project team demonstrated an understanding of all tasks and deliverables expected?
- To what extent is the work plan and schedule complete and clear?
- To what extent will the project team's work plan and schedule meet the objectives?
- How well has the project team demonstrated an understanding of the time schedule and the ability to meet it?

4. Cost Proposal Evaluation: 15%

The evaluation of cost will be based on the total cost for all services and deliverables required, as outlined in this RFP.

Format of Response

In order for the I-Tech Medical Consortium to evaluate proposals fairly and completely, project teams must follow the format set out in this RFP and provide all the information requested. The specified format for proposals is intended to facilitate their evaluation. The I-Tech Medical Consortium expects to utilize the information provided in specified sections of the proposals as the primary source of information in scoring a particular item.

The proposal document should consist of the following:

- Cover page

- Table of contents
- Executive summary
- Project purpose and benefits
- SOW and technical approach
- Scope and objective details
- Project schedule
- Specific challenges and risk management
- Organizational structure
- Work breakdown structure
- Project team
- Communication plan
- Cost proposal details
- Appendices, if any