

MARYLAND HEALTH CARE COMMISSION

BID BOARD NOTICE

Procurement ID Number: MHCC 09-009

Issue Date: December 15, 2008

Title: Design Specifications for a Statewide Health Information Exchange

I. Purpose

The private and secure exchange of electronic health information has become a cornerstone in the overall strategy to obtain greater value in health care. The Maryland Health Care Commission (MHCC) and the Health Services Cost Review Commission (HSCRC) are working collaboratively to implement an interoperable statewide health information exchange (HIE). In early 2009, two multi-stakeholder planning teams (planning teams) will propose detailed plans for building an HIE. The planning teams will separately address issues related to governance, privacy and security, HIE architecture, hardware and software solutions, implementation costs, and will recommend a sustainable business model. The best ideas from the two planning teams will then be merged together to create a final statewide HIE implementation plan.

MHCC seeks assistance in identifying the framework for the infrastructure, clinical, and technical architecture necessary for inclusion in a Request for Applications (RFA) to build a statewide HIE. The identification of the components to include in the RFA will be based on the existing work of the planning teams and on contractor research of activities from other state and regional HIE initiatives. The contractor will be expected to identify the design requirements for a detailed RFA. The MHCC and HSCRC expect to release the HIE implementation RFA during the second quarter of 2009. The MHCC intends to select a contractor on a time and materials basis.

II. Requirements

The contractor will review the preliminary recommendations from each planning team to identify specific requirements to include in the implementation RFA. These recommendations will relate to governance, privacy and security, clinical data sharing design, hardware and software solutions, costs of implementation, and a sustainable business model. The contractor will be expected to complete a thorough review of emerging or established HIEs and to identify critical HIE components that augment the work of the planning teams. MHCC expects the contractor to develop a report that will serve as the framework to identify the best ideas from each of the planning teams' final report. The contractor is expected to include in their submission a detailed project work plan that outlines and illustrates how the report will be constructed.

The contractor must propose implementation specifications aimed at building a consumer centric, private and secure, interoperable, HIE and provide the justification for its recommendations. The contractor is tasked with ensuring the identification of design features that will allow patients to have access to their personal health information that is portable and not

tethered to a particular payer or provider. The contractor must also make sure the design allows for quality measurement, population health improvement, biosurveillance, and clinical research. The implementation specifications must be aimed at building an interoperable HIE, which is necessary for compiling the complete experience of a patient's care and ensuring that such compilation is accessible to providers as the patient moves through various health care settings. It is critical that the design support common policies, technical standards and protocols, and the nomenclature unique to community service area health information exchanges (SAHIEs).

The contractor will be required to perform the following functions:

1. Conduct a review of the planning teams' evolving recommendations. The contractor's project work plan must include a detailed description on how it intends to carry out this portion of the project with minimal disruption to the planning teams. MHCC expects the contractor to incorporate design specifications from the planning teams in their report and explain the rationale used in selecting the design elements.
2. Review the design specifications of at least 10 HIEs with a combination of exchanges in the forming stages and those already sharing electronic clinical data. The contractor will identify and propose implementation requirements that are not included in the planning teams' design and deemed essential to include in the RFA.
3. Produce a report at a granular level that contains a set of principles, structures, and processes to guide the construction of systems based on the work of the planning teams and other HIE architecture. Information contained in the report must be suitable to guide the construction of an HIE. This report will be used as the foundation for developing an implementation RFA.
4. The contractor will develop a report in a manner that demonstrates a distinguished level of quality and research. The report should include a culmination of the two planning teams' work and a review of existing HIEs, and propose requirements consistent with the findings. The contractor must include a detailed outline of the design specifications that can be incorporated into the implementation RFA, which can be populated with the best ideas from the two planning teams. The contractor must include prior equivalent writing samples and demonstrate its ability to propose implementation specifications in a logical format.

Contract Deliverables & Due Dates

Key Deliverables	Due Date
Submit a work plan and timeline detailing how the work will be completed (approval required before work commences)	1/5/2009
Identify HIEs included in the evaluation process for approval by the MHCC	1/8/2009
Meet in person or virtually with representatives of the planning teams	1/14/2009
Complete a review of planning team's final report outline, working papers, and draft sections of the final report	1/29/2009
Participate with MHCC in weekly status meetings (in-person or telephone conference call)	Ongoing
Complete the final report	2/27/2009

Note: Contract deliverables and due dates should be considered tentative; therefore, contract deliverables and due dates are subject to change at the discretion of MHCC.

This Bid Board notice represents a foundation for crafting an RFA to implement a statewide HIE. For full consideration, the contractor must express in their response how they plan to carry out the contract responsibilities, which should include suggestions that will improve upon, augment, and add value to the project scope beyond the framework provided in this Bid Board. This will require the contractor to provide a response that presents a proposal beyond the basic deliverables outlined above. The contractor must have familiarity with the health care stakeholders in Maryland. MHCC will provide preference to contractors with HIE experience. MHCC must approve all activities specific to each task prior to performance of the work, and approve all deliverables before each deliverable will be considered completed. The contractor must propose a payment cycle based on completion of the deliverables.

Standards of Quality

It is expected that work submitted by the contractor must provide a level of research and quality most notably associated with graduate level work. These expectations require that the grammar, punctuation, structure, and formatting of any documents meet a graduate level of writing and any work submitted for review by MHCC will be free of these errors. If these standards are absent in any work submitted, MHCC will return the submission and that work will be deemed non-billable until an acceptable revision is received. In addition, all work submitted must be representative as a product of MHCC. **The contractor is required to acknowledge and express their understanding of these standards of quality in their response to the Bid Board notice.** *Please refer to previous MHCC publications released by the Center for Health Information Technology as examples of the standards of quality for research and writing.*

Customary Exclusions

The contractor must acknowledge and express their understanding that by completing the work of this contract they are excluded from bidding as the primary contractor on the implementation RFA. All requests for participation as a subcontractor during the implementation phase must be reviewed and approved by MHCC. At the discretion of MHCC, the contractor may also be excluded from participating as a subcontractor during the implementation phase. MHCC will make its determination based on the type of work that is requested of the subcontractor. The contractor is required to acknowledge the customary exclusions in their response to the Bid Board notice.

Staffing Requirements

The contractor may propose to augment or revise the following list of required personnel. The contractor must demonstrate how its proposed staffing model will complete the tasks in a timely manner. Proposals must include an hourly rate for the work to be performed, and an estimate of the total number of hours required to complete each task.

If a bidder proposes to subcontract tasks, such as information gathering, analysis, and document development, the contractor must clearly identify and provide a detailed description of how any subcontractor(s) will carry out its assigned tasks. The subcontractors are expected to deliver the same standards of quality as defined for the contractor stated above.

Preferred Minimum Staffing Design

Labor Categories	Description
Project Director	A senior level individual that will coordinate all aspects of the work, take responsibility for meeting the schedule of deliverables, and ensure the delivery of high quality work products. Writing sample required.
Project Manager/Analyst	A management level individual with experience in a HIE and demonstrated research capabilities. Writing sample required.
Report Writer	A technical expert with at least seven years in health care report writing experience. Writing sample required.

REFERENCES

The contractor will be required as part of its proposal to include references for similar work it has performed.

TERM OF CONTRACT

The contract begins on or about January 2, 2008 and ends on March 15, 2009. Contractor billing is required by the 15th of the month for the prior month and must include a description of the completed tasks and hours in accordance with the Deliverable Schedule in Section II. All deliverables and work must be performed to the satisfaction of MHCC for reimbursement approval.

ISSUING OFFICER

The Issuing Officer for this solicitation is Sharon Wiggins, Procurement Specialist, Maryland Health Care Commission, 4160 Patterson Avenue, Baltimore Maryland 21215.

SUBMISSION DEADLINE

In order to be eligible for consideration, an original and five copies of each proposal must be received by the Issuing Officer at the Commission office by 4:00 p.m. on Tuesday, December 23, 2008. **All bids must include Federal Tax Identification Numbers.** Vendors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Commission. Bids may also be submitted electronically to swiggins@mhcc.state.md.us by the specified date and time.

PROCUREMENT METHOD

The procurement method for this solicitation is a Small Procurement as described in the Code of Maryland Regulations (COMAR) 21.05.07. **The maximum award allowed under these regulations is \$25,000.**

REQUIRED DOCUMENTS

1. Please provide a brief (15 pages or less) description of your approach to completing the tasks, which is required within one week of contract award notification.

2. Please include individual resumes for the personnel who are to be assigned if your organization is awarded the contract (Appendices are not included in page count). Subcontractors, if any, must be identified, and a detailed description of their contributing role relative to the requirements of the proposal should be included in the proposal. Each resume should include the amount of experience the individual has had relative to the work called for in this solicitation. Letters of intended commitment to work on the project from personnel should be included with the response.

TERMINATION CLAUSE

This contract may be terminated at any time and/or for any reason at the convenience of the State. **Bidders must acknowledge this statement in their response to this Bid Board Notice.**

**MINORITY BUSINESS ENTERPRISES
ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION**