

IOWA DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HEALTH PROMOTION AND CHRONIC DISEASE
PREVENTION

REQUEST FOR PROPOSAL # 58810012

**Iowa Colorectal Cancer Screening Web-based Registry Pilot
Project**

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SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) # 58810012 is to solicit proposals that will enable the Iowa Department of Public Health (IDPH) to select the most qualified applicant to develop and implement an electronic web-based patient registry system for health care providers. The overall goal is to increase colorectal cancer screening rates in Iowa.

1.02 Project Period/Contract Term

The project period shall be from January 1, 2010 to June 29, 2014.

IDPH expects the initial contract period to be a six month term from January 1, 2010 to June 29, 2010. IDPH shall have the option to renew the contract for up to four (4) additional one (1) year terms subject to review of the continuation application, contractor performance and compliance with the terms and conditions of the contract, and availability of funds.

The issuance of this RFP in no way constitutes a commitment by IDPH to award a contract.

1.03 Eligible Applicants and Service Delivery Area

Technology companies with at least three years experience in developing web-based patient registry systems and data collection are eligible to submit proposals in accordance with this RFP. Applicant is required to maintain and provide to IDPH, upon application, a current and valid email account for electronic communications with IDPH.

1.04 Available Funds

The source of funding is federal funds from the Centers for Disease Control and Prevention in the amount of \$34,000 in the first contract term.

Applicants may apply for up to \$34,000 for the initial six month period. IDPH anticipates up to \$30,000 available for years 2-4 of the project period identified. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

1.05 Schedule of Events (All times and dates listed are local Iowa time.)

The following dates are set forth for informational purposes. IDPH reserves the right to change them.

RFP Issued	October 23 rd , 2009
Written Questions Due	November 9 th , 2009
IDPH Responses to Written Questions Issued	November 13 th , 2009
Proposals Due	December 2 nd , 2009
Oral Presentations/Demonstrations	Per request by IDPH only and in compliance with section 1.13 & 4.01 of this RFP. If requested , presentations/demonstrations will tentatively be scheduled December 7-11, 2009
Issue Notice of Award	December 21 st , 2009

A. RFP Issued – October 23, 2009. IDPH will post the RFP on the IDPH Web page under *Grants, Bids and Proposals* link at: www.idph.state.ia.us. IDPH will email a notice of availability of the RFP to current program contractors. IDPH will send a copy of an RFP to any person or entity which requests the RFP.

B. Applicant's Conference - An applicant's conference will not be held.

C. Written Questions Due – November 9, 2009. Written questions and comments related to the terms and conditions of the RFP must be received by Stacey Hewitt at the address below before 4:00 p.m. on November 9, 2009.

Stacey Hewitt, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building
321 East Twelfth Street
Des Moines, Iowa 50319 – 0075
E-mail: shewitt@idph.state.ia.us
Fax: (515) 281-3789

Questions or comments must be submitted by mail, by electronic mail or by facsimile. If the question or comment pertains to a specific section of the RFP, the section and page must be referenced. Oral questions will not be accepted.

D. Response to Written Questions Issued – November 13, 2009. IDPH will prepare written responses to all pertinent and properly submitted questions and post the written questions and responses on the IDPH Web page. IDPH's written responses will be considered part of the RFP.

E. Proposals Due – December 2, 2009. **Proposals must be received by Stacey Hewitt at the address below by 4:00 p.m. (local time) on December 2, 2009.** This requirement is a mandatory requirement and will **not** be subject to waiver as a minor deficiency.

One (1) original and five (5) copies of the proposal shall be submitted to:

Stacey Hewitt, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building - 6th Floor
321 East Twelfth Street
Des Moines, Iowa 50319-0075

Proposals received by IDPH after the stated due date and time will be rejected, returned to the applicant, and not reviewed by IDPH.

Electronic mail and faxed copies of the proposal **will not** be accepted. Applicants who choose to mail proposals must allow ample mail delivery time to ensure timely receipt of their proposals by IDPH. Postmarking by the due date will not substitute for actual receipt of the proposal by IDPH. It is the applicant's responsibility to ensure that the proposal is date and time stamped as received by IDPH prior to the deadline.

Any information submitted separately from the proposal will not be considered in the review process.

G..Release of Names of Applicants – December 4, 2009. The names of all applicants who submitted properly dated and time stamped proposals shall be released to all who have, in writing (including email), requested such notification.

H. Notice of Award – December 21, 2009. The successful and unsuccessful applicants will be notified electronically via email from the IDPH contract administrator. A letter in PDF format will be emailed to the recipient email addresses listed on the proposal cover page. IDPH is not responsible for delayed receipts of notifications due to misspelled or invalid email addresses the applicant lists on the cover page. Recipients shall accept the provision of a read receipt to IDPH upon opening the email.

I. Contract Negotiations and Execution of the Contract – Following issuance of the notice of award, the successful applicant will receive a contract document. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with IDPH. If a contract has not been executed within ten (10) working days, IDPH reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by IDPH. IDPH may, at its sole discretion, extend the time period for negotiations of the contract.

1.06 Inquiries

During the period following release of this RFP and during the period of evaluation, applicants should contact only Stacey Hewitt in the manner provided for in section 1.05(C). Unauthorized contact regarding this RFP with other state employees may result in disqualification. In no case shall verbal communications override written communications. Only written communications are binding on IDPH.

IDPH assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless such representations are specifically incorporated into the RFP or the contract.

Any verbal information provided by the applicant shall not be considered part of its proposal.

1.07 Amendments to the RFP

IDPH reserves the right to amend the RFP at any time. In the event it becomes necessary to amend, add to, or delete any part of this RFP, a written amendment will be posted on the IDPH Web site. The applicant is advised to check the IDPH Web site periodically for amendments to this RFP.

1.08 Open competition

No attempt shall be made by the applicant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

1.09 Withdrawal of proposals

Proposals may be withdrawn, modified and resubmitted at any time prior to the stated due date and time for the receipt of proposals. An applicant desiring to withdraw its proposal after the submission time shall notify the Contract Administrator in writing.

1.10 Acceptance of Terms and Conditions

A. An applicant's submission of a proposal constitutes acceptance of the terms, conditions, criteria and requirements set forth in the RFP and operates as a waiver of any and all objections to the contents of the RFP. By submitting a proposal, an applicant agrees that it will not bring any claim or have any cause of action against IDPH or the State of Iowa based on the terms or conditions of the RFP or the procurement process.

B. IDPH reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of this RFP. Should the successful applicant take exception to the terms and conditions required by IDPH, the successful applicant's exceptions may be rejected and IDPH may elect to terminate negotiations with that applicant. However, IDPH may elect to negotiate with the successful applicant regarding contract terms which do not materially alter the substantive requirements of the RFP or the contents of the applicant's proposal.

1.11 Costs of Proposal Preparation

All costs of preparing the proposal are the sole responsibility of the applicant. IDPH is not responsible for any costs incurred by the applicant which are related to the preparation or delivery of the proposal or any other activities undertaken by the applicant related in any way to this RFP.

1.12 Multiple Proposals

An organization may submit more than one proposal. However, only one award shall be provided to any one organization.

1.13 Oral Presentation

Applicants may be requested to make an oral presentation/demonstration of the web-based registry system described in the proposal. The determination of need for presentations, the location, order, and schedule of the presentations is at the sole discretion of IDPH. If an oral presentation is required, applicants may clarify or elaborate on their proposals, but may in no way change their original proposal.

1.14 Rejection of Proposals

A. IDPH reserves the right to reject, in whole or in part, any or all proposals, to advertise for new proposals, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFP if it is in the best interests of IDPH.

B. Any proposal will be rejected outright and not evaluated for any of the following reasons:

1. The applicant fails to deliver the letter of intent if required by this RFP by the relevant dates and times stated in section 1.05.
2. The applicant fails to deliver the proposal by the relevant dates and times stated in section 1.05.
3. The applicant is not an eligible applicant as defined in section 1.03.

C. Any proposal may be rejected outright and not evaluated for any one of the following reasons:

1. The applicant fails to include required information or fails to include sufficient information to determine whether an RFP requirement has been satisfied.
2. The applicant fails to follow the proposal format instructions or presents information requested by this RFP in a format inconsistent with the instructions of the RFP.
3. The applicant provides misleading or inaccurate answers.
4. The applicant states that a mandatory requirement cannot be satisfied.

5. The applicant's response materially changes a mandatory requirement.
6. The applicant's response limits the right of IDPH.
7. The applicant fails to respond to IDPH's request for information, documents, or references.
8. The applicant fails to include any signature, certification, authorization, or stipulation requested by this RFP.
9. The applicant initiates unauthorized contact regarding the RFP with a state employee.

1.15 Restrictions on Gifts and Activities

Iowa Code Chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and for complying with these requirements.

In addition, Iowa Code Chapter 722 provides that it is a felony offense to bribe a public official.

1.16 Use of Subcontractors

A. The applicant is permitted to subcontract for the performance of certain services required under the contract. Subcontracts must adhere to the provisions of Section 5 of the IDPH General Conditions effective October 1, 2009 as posted on the IDPH Web page at www.idph.state.ia.us under the *Grants, Bids and Proposals* link. Planned use of subcontractors by an applicant must be clearly explained in the proposal. This information must include:

1. The name and address of the subcontractor if known;
2. The scope of work to be performed by each subcontractor;
3. Subcontractor qualifications; and
4. The estimated dollar amount of each subcontract.

B. Current individual employees of the State of Iowa may not act as subcontractors under this contract.

C. The applicant is fully responsible for all work performed by subcontractors. No subcontract into which the applicant enters into with respect to performance under the contract will, in any way, relieve the applicant of any responsibility for performance of its duties.

1.17 Reference Checks

IDPH reserves the right to contact any reference to assist in the evaluation of the proposal, to verify information contained in the proposal and to discuss the applicant's qualifications and the qualifications of any subcontractor identified in the proposal.

1.18 Criminal Background Checks

IDPH reserves the right to conduct criminal history and other background investigations into the applicant, its officers, directors, managerial and supervisory personnel, clerical or support personnel, and health care professional personnel retained by the applicant for duties related to the performance of the contract. Such information may be used in determining contract awards. The applicant shall cause all waivers to be executed by appropriate persons to effectuate the investigations.

1.19 Information From Other Sources

IDPH reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, and subcontractors, and the applicant's capability and performance under other state contracts and contracts with private entities. IDPH may use any of this information in evaluating an applicant's proposal.

1.20 Verification of Proposal Contents

The contents of a proposal submitted by an applicant are subject to verification. Misleading or inaccurate responses shall result in rejection of the proposal pursuant to Section 1.14.

1.21 Bid Proposal Clarification Process

IDPH may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the proposals. Clarifications may occur throughout the proposal evaluation process. Clarification responses shall be in writing and shall address only the information requested. Responses shall be submitted to IDPH within the time stipulated at the time of the request. An applicant will not be permitted to modify or amend its proposal if contacted by IDPH for this reason.

1.22 Waivers and Variances

IDPH reserves the right to waive or permit cure of non-material variances in the proposal's form and content providing such action is in the best interest of IDPH. In the event IDPH waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the applicant from full compliance with RFP specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of IDPH.

1.23 Disposition of Proposals

All proposals become the property of IDPH and shall not be returned to the applicant unless all proposals are rejected. In the event all proposals are rejected, applicants will be asked to send prepaid shipping instruments to IDPH for return of the proposals submitted. In the event the IDPH does not receive shipping instruments, IDPH will destroy the proposals.

If IDPH awards funds to an applicant, the contents of all proposals will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.

1.24 Public Records

All information submitted by an applicant will be treated as public information following the conclusion of the selection process unless the applicant properly requests that information be treated as confidential at the time the proposal is submitted.

Any request for confidential treatment of information must be included in the transmittal letter with the applicant's proposal. In addition, the applicant must enumerate the specific grounds in Iowa Code Chapter 22 which support treatment of the material as confidential. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the applicant to respond to any inquiries by IDPH concerning the confidential status of the materials.

Any proposal submitted which contains confidential information must be conspicuously marked as containing confidential information and must indicate which sections of the proposal should be treated as confidential. Identification of the entire proposal as confidential shall be deemed non-responsive and shall disqualify the applicant.

The applicant must submit one copy of the proposal from which the confidential information had been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the proposal as possible.

In the event IDPH receives a public request for RFP information marked confidential, written notice shall be given to the applicant seventy-two (72) hours prior to the release of the information to allow the applicant to seek injunctive relief pursuant to Iowa Code Section 22.8. The information marked confidential shall be treated as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other provisions of law by a court of competent jurisdiction.

The applicant's failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by IDPH as a waiver of any right to confidentiality which the applicant may have had.

1.25 Copyrights

By submitting a proposal, the applicant agrees that IDPH may copy the proposal for the purpose of facilitating the evaluation of the proposal or to respond to requests for public records. By submitting the proposal, the applicant consents to such copying and warrants and represents that such copying will not violate the rights of any third party. IDPH shall have the right to use ideas or adaptations of ideas that are presented in the proposals. In the event the applicant copyrights its proposal, the department may reject the proposal as noncompliant.

1.26 Appeal of Award Decision

Applicants may appeal the award decision by filing a written appeal to IDPH within 10 working days of receipt of the award decision in accordance with 641 Iowa Administrative Code Chapter 176.8. Appeals shall be submitted in writing, return receipt requested, to Stacey Hewitt, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

1.27 Definition of Contract

The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the successful applicant and the IDPH.

1.28 Construction of RFP

This RFP shall be construed in light of pertinent legal requirements and the laws of the State of Iowa. Changes in applicable statutes and rules may affect the award process or the resulting contract. Applicants are responsible for ascertaining the relevant legal requirements.

SECTION 2 – DESCRIPTION OF SERVICES

2.01 Description of Work and Services

The goal of the Iowa Colorectal Cancer Screening Registry pilot is to implement a statewide patient registry system in Iowa. Initially, IDPH intends to register and provide registry licenses to 12-15 primary care physicians to **pilot** a patient registry system. The system will track screening data, with the overarching goal of increasing colorectal cancer screening rates in Iowa.

This patient registry system must be a web-based system requiring minimal and standard computer equipment that generates on Windows XP, Vista or Windows 7. This system must have the ability to measure performance and quality improvement, print integrated reports, collect confidential clinical data and export unidentifiable aggregate patient data in a private and secure manner, while maintaining the ability to export physician's compliance reports to IDPH.

Minimum requirements for the colorectal cancer patient registry system include:

- Minimum system requirements as identified in **Appendix I**.
- The Portal must be compatible with Microsoft Internet Explorer Browser 7.0
- The system must generate on Windows XP, Vista or Windows 7
- Minimal and standard computer equipment, requiring no physician upgrade
- Ability to collect clinical data in a private and secure manner
- Adheres to HIPPA guidelines
- Transfer protocols (HL7, CCD, XML)
- The Portal must utilize standard HTML controls rather than third party or Active X controls
- The Portal design must be usable with 800 x 600 screen resolutions
- Export unidentifiable aggregated patient data
- Track and evaluate health care provider screening recommendation and patterns
- Export physician compliance reports to IDPH
- Allow access to data warehouse by authorized personnel of IDPH
- Possess methods to measure performance and quality improvement
- The system must support multiple access levels with configurable role-based security mechanism including groups.
- The system must be available via the Web so that both users and system administrator may utilize the system from any computer with Web access.
- The hosting environment must utilize state-of-the art electronic security measures, including but not limited to integrated firewalls with active packet scrubbing, private database network, private backup network, intrusion detection systems (including adequate anti-virus/anti-spyware/anti-malware), and protection against brute-force automatic password generation systems
- System that must protect users' security and privacy by protecting stored and transmitted data against random intrusion attempts, deliberate intrusion attempts, data theft, and any other contemporary threat to data security

- The application must protect users' security and privacy by protecting stored and transmitted data against random intrusion attempts, deliberate intrusion attempts, data theft, and any other contemporary threat to data security. This includes protection against theft of data resident on any mobile device via encryption of all database records.
- The vendor must conduct periodic internal and independent external security assessments (of both the organization itself and partners that provide vital services) at least on a semiannual basis.
- The hosting environment must utilize state-of-the-art electronic security measures, including but not limited to Key lock, card access, or biometric security protecting the data center in which this system is stored.
- If the application requests Social Security Numbers or other personal identifiable data, adequate encryption measures must be employed, both via internet traffic and in database storage.
- The system must have a configurable mechanism to force automatic logoff.
- All users will be required to have a unique username and password. The application must enforce password strength and quality for users.
- The system must provide users with a mechanism to reset passwords.
- The system must provide an audit trail of changes to users' records by administrators (for mission/deployment/notification actions, etc.).
- The application should maintain history tables or a history database capturing every change made to the application by any user or batch process.
- The vendor must have adequate provisions for system operation in the case of total Internet failure.
- The vendor must utilize multiple connections to the Internet to obviate system failure due to breaching of a single physical internet connection.
- The vendor must utilize daily backup and offsite tape backup.
- The system must have a routine page refresh rate of less than five seconds over a broadband internet connection.
- The Iowa Department of Public Health must retain ownership of the data resident on the system's servers at all times.
- The system must be able to support logical and predictable growth in the number of users, system users and administrators at no additional cost to the state. That is, the system must not be limited in capacity.
- The Portal must meet America Disabilities Act accessibility criteria. See Government 508 Guidelines
- Qualified and certified system, preferable by the CMS (Center for Medicare and Medicaid Services) as a PQRI (Physician Quality Report Initiative) registry tool.
- Include NQF-(National Quality Forum) consensus endorsed quality measures
- System start up expected within 30 days

2.02 Objectives

The overarching goal of the Iowa Colorectal Cancer Screening Registry pilot is to increase colorectal cancer screening rates for Iowans. It is anticipated that a pilot colorectal cancer screening registry is available to the selected physicians no later than February 1, 2010. The data collected will be used to evaluate physician compliance with recommended screening protocol, as well as trend monitoring.

Project objectives are to:

- Identify Iowans who have not received colorectal cancer screenings
- Identify reasons why individuals are not being screened
- Improve quality of healthcare and patient outcomes
- Monitor physicians for compliance with national screening guideline recommendations.
- Increase quality assurance within primary health care offices

2.03 Availability of System and Technical Support

Secured access must be available 24 hours a day x 7 days a week x 365 days a year. Technical support or help desk must be available to end users at a minimum Monday – Friday 8:00 AM to 4:00 PM.

2.04 Budget

The budget for the six month pilot and start up is \$34,000 (for the first six month contract period); then up to \$30,000 for years 2-4). Refer to the maximum funding amounts identified in section 1.04. The budget submitted must be based on the deliverables the applicant identifies in order to meet at least the minimum requirements identified in this RFP (including Appendix I) and shall encompass total anticipated costs for the project. All prices for development and hosting and maintenance, including but not limited to personnel, supervision, training, travel, indirect/administrative costs (see below), data collection and required reports, must be included in the unit cost per deliverable, as well as including costs for the below items:

- License fee, for 12-15 primary care physicians for use of a patient registry system.
- Initial registry training to physicians and other key healthcare providers.
- Technical support/Help Desk support to end users
- Costs associated with data analysis and reporting as described in section 2.01 and 2.05
- Costs for data management.
- Hosting
- Maintenance and upgrades

Indirect/Administrative Costs

If an applicant chooses to include an indirect rate or administrative costs, this must be included into the budget deliverable amount and comply with the following guidelines:

Applicants may charge an Indirect Rate in accordance with their federally approved Indirect Cost Rate Agreement. If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement must be submitted with the proposal. IDPH reserves the right to negotiate the application of the Indirect Rate per individual contract.

In the absence of a federally approved Indirect Cost Rate Agreement, the applicant may charge an Administrative Cost not to exceed a maximum rate of 15% of the total contractual amount. Administrative costs are those that are incurred for common or joint objectives, and therefore cannot be identified readily and specifically with a sponsored program, but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation and administrative salaries are generally treated as indirect costs.

The applicant shall maintain documentation to support the administrative cost allocation. IDPH reserves the right to request the documentation at any time.

2.05 Required Reporting

REPORT	FREQUENCY	FORMAT	DUE DATES
Monthly Expenditure Reports-summary	Monthly	Electronic	45 days following the month of expenditure
General Accounting Expenditure (GAX) form	Monthly	1 signed original	45 days following the month of expenditure
Reports on Physician compliance and screening activities	Monthly	Electronic	To be determined
Update IDPH with de-identified, aggregate patient data	Monthly	Electronic	To be determined
Final Report for IDPH	Annually	Electronic	To be determined

*IDPH reserves the right to change the required reports or the frequency of the reports.

SECTION 3 -- PROPOSAL FORMAT AND CONTENT

These instructions prescribe the format and content of the proposal and are designed to facilitate the submission of a proposal that is easy to understand, review, and evaluate. Failure to adhere to these requirements and proposal content may result in disqualification of the proposal.

3.01 Technical Requirements

- A. Proposals must be typewritten and follow the format delineated herein. Photocopies or exact computer-generated replicas are permissible.

Aspect	Requirement
Length	There is no page limit for the narrative sections.
Font size	Proposal must be in a minimum of 12 points. A smaller font may be used for tables, figures or maps.
Margins	Must be a minimum of one inch on all sides.
Spacing	May be single- or double-spaced.
Header or Footer and Pagination	Insert a header or footer that identifies the applicant name, page number and the RFP number. All pages are to be sequentially numbered (1, 2, 3...) at the bottom or top of each page, including the cover page, maps, charts, budget pages, tables, and appendices or attachments; and beginning with the cover page as number one.
Copies	Submit one (1) original proposal, signed with non-black ink, and five (5) photocopies.
Cover Page & Minority Impact Statement	The cover page & minority impact statement must be complete and contain original signatures in non-black ink to easily distinguish the original proposal.
Binding	Clip or staple each proposal copy. Do not use specially prepared binders, dividers, or face sheets. Binder clips are permitted.

- B. Do not submit promotional materials. Promotional materials or items other than required by this RFP will not be considered during the review process.
- C. Any information or materials submitted separately from the proposal will not be considered in the review process.

3.02 Proposal Content

- A. Cover Page:** Identifies the applicant's legal name, federal identification number, and key contact information for the project. Complete required form-**Attachment A** following these instructions:
- Applicant - Provide the legal name of the applicant entity. This must be the entity associated with the Federal Identification (ID) number per the Internal Revenue Service (IRS). If the entity operates under another name as a "d/b/a" (doing business as), please include that in the legal name.
 - IRS # - Provide the applicants federal identification number.
 - Applicant Address, Telephone and FAX – Provide the information as requested.
 - Executive Director Name– Provide the name of the person who has overall responsibility and authority for administering the program in which the entity is applying for the funds.
 - Executive Director Email- Provide the email address of the executive director.
 - Program Director Name – Provide the name of the individual with direct day-to-day responsibility for this program and the person that the department can contact concerning the proposal.
 - Program Director Email – Provide the email address of the program director.
 - Program Director Telephone – Provide the telephone number of the program director.
 - Total Funds Requested – Indicate the total amount of funds requested, not to exceed the amounts outlined in section 1.04.
 - Conditions/Signature – The person authorized to obligate the entity must sign and date in non-black ink to certify that the applicant is in agreement with the conditions listed.
- B. Background and Experience:**
- a. In narrative format, describe applicant's background and experience related to web-based patient registry systems.
 - b. Submit at least three references from previous or current clients. Include contact names, email addresses, phone and fax numbers.
- C. Project Plan/Deliverables:**
- a. Based on the information provided throughout this RFP; provide the deliverables that will clearly accomplish IDPH's expectations. Deliverables must address the minimum requirements outlined in Section 2 and in Appendix I.
 - b. Provide a narrative description of how the work and services will be met.
- D. Timeline:**
- a. Identify the proposed timeline for pilot project implementation and deliverables.

3.03 Budget

A budget must be included in the proposal detailing the costs of the project. A budget narrative shall describe how the budget was calculated and justify the expenses detailed. There is no form for the budget, the applicant will submit a unit cost budget based on deliverables following the guidelines in Section 2.04 and not to exceed the funding available identified in Section 1.04.

3.04 Proposal Checklist

Applicant is not required to submit a checklist with the proposal. Refer to section 3 and the scoring table in section 4 for the list of items which must be included in the proposal.

3.05 Business Organization

Attach the information required in this section as a Business Organization Appendix to the proposal.

- A. Identify the legal structure of the applicant and the state of incorporation or registration, if applicable. Provide evidence of an Iowa business license and any necessary applicable professional licenses required by law.
- B. Identify and specify the location(s) of the applicant's offices or other facilities involved in provision of services under this proposal.
- C. Describe the history of the organization and the organization mission and vision statements.
- D. Include a table of organization. Describe the executive, management, technical, and professional staff who would perform duties related to this project. Include the number of staff, their roles, and their expertise and experience in providing these types of services.
- E. Identify any established partnership relationships with the community.
- F. Identify other projects in which the applicant is currently providing or has provided services similar to the services described in this RFP.
- G. Describe other similar contracts or projects currently undertaken by the applicant.
- H. Disclose if, during the preceding three (3)-year period, the applicant or any subcontractor identified in the proposal has defaulted on a contract. List all such contracts, contact persons and telephone numbers for the other parties and provide a brief description of each incident.
- I. Disclose if, during the preceding three (3)-year period, the applicant or any subcontractor identified in the proposal has terminated a contract prior to its stated term or has had a contract terminated by the other party prior to its stated term. List all such contracts, contact persons and telephone numbers for the other parties and provide a brief description of each incident.
- J. Provide an audited financial statement for the preceding three (3)-year period. Nonprofit corporations whose previous funding level has not required an audited financial statement shall submit a year end operating statement and balance sheet for the preceding three (3) year period and a current operating statement in lieu thereof. Any applicant agency that currently holds a contract with the department and has previously submitted audit reports need not submit a copy with this proposal. Please specify in the proposal that audits are on file with the department

3.06 Litigation or Investigation

The applicant shall list and summarize pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters may result in rejection of the proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a proposal must be disclosed in a timely manner in a written statement to the IDPH.

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SECTION 4 – PROPOSAL REVIEW PROCESS AND CRITERIA

4.01 Overview of Review Process

Review/evaluation of proposals submitted under this RFP will be conducted in three phases.

Phase I -- Technical Review: The first phase will involve a preliminary review by the IDPH staff of an applicant's compliance with the mandatory requirements for submitted proposals. Proposals which fail to satisfy technical requirements may be eliminated from the proposal review. These proposals will be returned to the applicant via United States Postal Service, first class mail. The IDPH reserves the right to waive minor variances at the sole discretion of the IDPH.

Phase II – Review Committee: Proposals determined to be compliant with technical requirements will be accepted for the second phase of evaluation, which shall be completed by a review committee or committees established by the IDPH. The membership of the review committee(s) shall be determined by the bureau chief with input and oversight from the respective division director. The review committee(s) shall evaluate proposals in accordance with a point system. Each committee member will review the proposals and the evaluation criteria outlined in this chapter and assign a point total for each criteria. If an applicant is requested to make an oral presentation or demonstration of the Web-based system described in the proposal pursuant to RFP Section 1.13, the committee members may consider the oral presentation/demonstration of the applicant in determining the points awarded.

The total score awarded by each committee member will be averaged to arrive at the final score (rounded to the nearest whole number) for each proposal and the proposals will then be ranked based on the average of the evaluation scores. IDPH staff may solicit additional input and recommendations from the review committee(s).

In the event competitive proposals receive an equal number of points, two division directors and the respective bureau chief administering the program may conduct a second review utilizing the same scoring process.

Phase III -- IDPH Review and Award: The third phase will be a final review. The IDPH will consider the submitted proposals and the review committee's scores and recommendations.

The IDPH may also consider geographical distribution, budget information, any information received pursuant to Sections 1.17 - 1.21 of the RFP, and any other information received pursuant to the procurement process. IDPH reserves the right not to award the contract to the applicant with the highest point average.

4.02 Scoring of Proposals

A maximum of 100 points may be awarded to each proposal. A **minimum average score of 60** or greater is required for the proposal to be considered for funding.

Accepted proposals will be evaluated based on the following criteria:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the RFP objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as budget, project management plan and availability of staff.

Points will be assigned for each item listed as follows:

- 5 Applicant's proposal or capability is exceptional and exceeds expectations for this criterion.
- 4 Applicant's proposal or capability is superior and slightly exceeds expectations for this criterion.
- 3 Applicant's proposal or capability is satisfactory and meets expectations for this criterion.
- 2 Applicant's proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.
- 1 Applicant's proposal or capability is not acceptable or applicable for this criterion.

The maximum points to be awarded for each proposal section are as follows:

Proposal Component	Maximum Points	Weight	Potential Maximum Score
Cover Page	--	--	Required
Background and Experience, including three references	5	3	15 Points
Project Plan/Deliverables	5	6	30 Points
Timeline	5	4	20 Points
Budget/Cost Projection	5	7	35 Points
Business Organization Information	--	--	Required
TOTAL			100

SECTION 5 – CONTRACT

5.01 Conditions

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective October 1, 2009 as posted on the IDPH Web page www.idph.state.ia.us under *Grants, Bids and Proposals link*. The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFP and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFP. All costs associated with complying with these requirements should be included in the proposal. If the contract exceeds \$ 500,000, or if the contract together with other contracts awarded to the Contractor by the IDPH exceed \$ 500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code chapter 8F.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

5.02 Incorporation of Documents

The RFP, any amendments and written responses to applicant questions, and the proposal submitted in response to the RFP form a part of the contract. The parties are obligated to perform all services described in the RFP and proposal unless the contract specifically directs otherwise.

5.03 Order of Priority

In the event of a conflict between the contract, the RFP and the proposal, the conflict shall be resolved according to the following priorities, ranked in descending order:

1. the Contract;
2. the RFP;
3. the Proposal.

5.04 Contractual Payments

The IDPH provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. In the event the contractor lacks sufficient working capital to provide the services of the contract, an advance not to exceed one month's value of the contractual amount may be provided by the IDPH. One -third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the 3rd, 4th and 5th months of service.

SECTION 6 – ATTACHMENTS

Attachments are posted in a separate file on the IDPH web page under *Grants, Bids and Proposals*: www.idph.state.ia.us. Applicants must download these forms and include them in the proposal as outlined in Section 3 of this RFP.

- Appendix I Minimum Requirements & Rules
- Attachment A Cover Page

Minimum Requirements & Rules IDPH RFP # 58810012

Version: **Version 1.0**

Purpose: To provide a web-based, electronic patient registry system to be used by health care providers that will track and report colorectal cancer screening activities and outcomes related to recommendations for colorectal cancer screenings.

- 1.0:** Definitions
- 2.0:** Standards
- 3.0:** Patient Record
- 4.0:** Reports
- 5.0:** Lookup Tables
- 6.0:** Security/Permissions

1.0 Definitions

This section contains descriptions of terms used throughout the Business Requirements.

Term	Definition
Facility	A clinic or physician office
IDPH	Iowa Department of Public Health
In-Activate Delete	Action taken that 'logically' deletes the record from the database. The record remains in the database but is inaccessible to the application. Records that are inactive must remain attached to an old record and remain available for historical purposes.
Inactive Patient	A patient who is no longer associated with the facility
LUT	Application-specific Lookup Table (LUT) used to store a choice list for this application only.
Patient	A person entered into the Registry System
Patient record	A record containing information about a patient
State Admin	IDPH staff personnel only
Status	Patient that is Active, Inactive or Deceased
User	Physicians or related Health Care workers: PA's, Nurses, Office Managers, other Key individuals.

2.0 Standards

This section contains general, security and report standards for the application.

ID Requirement

GENERAL STANDARDS	
2.1	The system must include a standard Splash screen.
2.2	The system must include a standard About screen.
2.3	The system must provide users descriptive error messages in the event that the users are unable to perform expected actions.
2.4	The system must require the entry of 4 (four) digit years.
2.5	The system must maintain a behind the scene audit trail of all records that have been viewed, added, updated, edited, or inactivate deleted. The system should log the following information each time a record is accessed: • User name • Patient ID • Data element • Date accessed • Time accessed
Rule 2.5.1	Date accessed/changed must be the current date. (mm/dd/yyyy)
Rule 2.5.2	Time accessed/changed must be the current time.
2.6	The application must provide navigation throughout the system. When the user is conducting an action where multiple screens are required to complete a task, the user must be provided the option to navigate to a previous, next or cancel screen.
Rule 2.6.1	The application must provide a way for users to navigate through multiple pages. In addition to previous, next or cancel screen, the application must provide specific page navigation.
2.7	The application must be user friendly in a way that data entry users can enter data from left to right, up and down using the tab key or the mouse functionality.
SECURITY STANDARDS	
2.8	Standards allow for a user to have only 1 login (active session) per organization per system at a time.
2.9	A system-wide setting mandates that after 20 minutes of inactivity on the server, the user's active session will expire and they will be required to re-login to receive another active session.
REPORTS STANDARDS	
2.10	All reports must have a consistent look and feel to them with respect to headers, footers, page numbers, print preview, etc.
2.11	All reports must be produced as a .pdf file (to allow user greater flexibility to preview the report before printing and select specific pages to be printed, etc.).

3.0 Patient Record

This section contains requirements specific to the collection of patient record information that is stored within the system.

ID	Requirement
3.1	To avoid duplication, before users can create a new patient record, they must view a list of all patients that they only have access to through a search mechanism.
Rule 3.1.1	Search results should be limited to ensure that no more than 100 records can be returned as an outcome of a search.
3.2	At a minimum, the search mechanism should provide users the ability to search patients and view search results based on the following criteria: • Patient ID • Full or partial last name • Full or partial first name • Date of birth
Rule 3.2.1	A user must enter a minimum of 1- 3 characters in last name and/or first name when searching on a name field.
3.3	Date of birth must be equal to or less than the current date. In addition, the Date of birth must have a year value no less than 1899. (mm/dd/yyyy)
3.4	Upon creation of a new patient record, the system should automatically populate the search criteria entered for Last name, First name, Date of birth and patient ID.
3.5	Patient Information must include: • Patient ID • Last Name • First Name • Middle Name • Date of Birth (mm/dd/yyyy) • Address Line 1 • Address Line 2 • City • State • Zip • County of Residence • Phone Number (LUT 4.4) (One, multiple or all) • Gender (M/F) • Race (LUT 4.2) • Ethnicity (LUT 4.3) • Patient Status (LUT 4.1)
3.6	For each patient record, the following demographic information should be displayed: • Facility • Demographic Section • Patient ID • Last name • First name • Middle name • Date of birth (mm/dd/yyyy) • Address Line 1

	• Address Line 2 • City • State • Zip • County of Residence • Phone number (LUT 4.4) (One, multiple or all) • Gender (M/F) • Race (LUT 4.2) • Ethnicity (LUT 4.3) • Patient Status (LUT 4.1)
3.7	For each patient record, the following insurance information should be displayed: • Does patient have private health insurance? (Yes or No) • Is patient able to afford deductible? (Yes or No) • Is patient able to afford co-payment? (Yes or No) • Is patient covered under Medicaid? (Yes or No) • Is patient covered under Medicare? (Yes or No) • Is patient eligible for IowaCare? (Yes or No)
Rule 3.7.1	If patient answered “yes” to question, Does patient have private health insurance, the following question must be enabled. • Does patient’s health insurance cover colorectal cancer screening tests? (Yes or No)
3.8	For each patient record, the following colorectal cancer screening question should be displayed: • Did patient receive a colorectal cancer screening tests? (Yes or No)
Rule 3.8.1	If patient answered “yes” to, Did patient receive a colorectal cancer screening test; the following screening test type should be enabled. (LUT 4.5)
Rule 3.8.2	If patient answered “no” to, Did patient receive a colorectal cancer screening test; the following reasons for not being screened should be enabled. (LUT 4.6)

4.0 Reports

This section contains requirements for specific reports that will be built as a part of the system.

4.1	Title: Patient Information Purpose: To provide a printable view of the individual patient record and services provided. List screening recommendations made to patient by physician. Filter: - Facility Name (One, multiple or all) Contents: - Facility Name - Patient ID Number - Demographic information - Date of birth - Gender - Race - Ethnicity - City - County - Patient Status - Insurance information - Colorectal cancer screening results Sort Order: - Facility - Patient ID Number - Colorectal Cancer Screening Test Type Logic: Report will list the contents for each facilities patient's record. Schedule: On Demand Security: - All user levels can access this report if patient record is available to them.
Rule 4.1.1	All printable reports should have a consistent look and feel to them.
Rule 4.1.2	Users should be provided with the ability to print, save and/or export reports.
Rule 4.1.3	Users should be provided with the ability to save and/or export results as data types of ASCII (.txt) or comma-delimited (.csv), pdf and excel.

5.0 Lookup Tables

This section contains requirements about the security measures and permission sets that need to be built into the system.

ID	Requirement
5.1	Patient Status: • Active • Inactive • Deceased
5.2	Race: • White • Black or African American • American Indian or Alaska Native • Asian • Native Hawaiian or other Pacific Islander • Other race
5.3	Ethnicity: • Latino/Hispanic • Non-Hispanic • Other
5.4	Phone Number Type: • Home Phone • Work Phone • Cell Phone • Mobile Phone • Fax Number
5.5	Types of CRC Screening tests: • FOBT • FIT • Sigmoidoscopy • Colonoscopy • Double Contrast Barium Enema (DCBE) • CT Colonography/Virtual Colonoscopy • Stool DNA
5.5.1	The user must have the option of one, multiple or all
5.6	Reasons why patient was not screened for colorectal cancer: • Patient refused colorectal cancer screening tests • Cost • Not covered by insurance • Patient did not want to do the colorectal cancer screening prep • No family history of colorectal cancer
Rule 5.6.1	The user must have the option of one, multiple or all

6.0 Security/Permissions

This section contains requirements about the security measures and permission sets that need to be built into the system.

ID	Requirement
6.1	The system must set specific formats for user name and password entry
6.2	All users will be required to have a unique user name, password and PIN number
6.3	The system must provide users with the mechanism to reset passwords.
6.4	The system must provide users the ability to log off.
6.5	The system must automatically log off the system after 20 minutes of inactivity.
6.6	The system must be built to handle the following user levels: • System Administrator • User level
6.7	Specific permissions for the System-Admin-level users include: • View/Add/Edit/Delete • Demographic information • Insurance information • Screening recommendations • View/Add/Edit/Delete • Lookup Tables • All reports
6.8	Specific permissions for the User-level users include for their particular facility only: • View/Edit • Patient records • Print all reports
Rule 6.8.1	Users from a facility will have only access to the facility the user is associated with.