



Request for Information For Collaborative Staging (CS) Automation

Request for Information Number: 2009-02

Respondents are requested to submit information ("Response") according to the instructions contained herein.

This Request for Information ("RFI") shall not by its issuance result in any obligation for Cancer Care Ontario (CCO) to issue any Request for Proposal (RFP) or Request for Quotation (RFQ) for this subject matter. This RFI should not be construed as a solicitation for tenders or proposals. There will not be any contract or any other form of commitment for the goods and/or services resulting from this RFI.

Responding to this RFI is not a prerequisite to receiving or being eligible to bid on any RFQ or RFP for this requirement that may follow in the future.

All Responses will be held by CCO on a confidential basis and remain the property of CCO once they have been received.

This RFI does not oblige CCO to pay for any costs of any kind whatsoever that may be incurred by Respondents in connection with their Responses.

CCO thanks all Respondents for participating.

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1. INTRODUCTION

1.1 Description of CCO

Cancer Care Ontario is the provincial agency responsible for continually improving cancer services. As the government's cancer advisor, Cancer Care Ontario:

- Directs and oversees close to \$700 million public health care dollars to hospitals and other cancer care providers to deliver high quality, timely cancer services.
- Implements provincial cancer prevention and screening programs designed to reduce cancer risks and raise screening participation rates.
- Works with cancer care professionals and organizations to develop and implement quality improvements and standards.
- Uses electronic information and technology to support health professionals and patient self-care and to continually improve the safety, quality, efficiency, accessibility and accountability of cancer services.
- Plans cancer services to meet current and future patient needs, and works with health care providers in every Local Health Integration Network to continually improve cancer care for the people they serve.
- Rapidly transfers new research into improvements and innovations in clinical practice and cancer service delivery

1.2 CCO Strategic Initiatives

As the government's cancer advisor, Cancer Care Ontario works to reduce the number of people diagnosed with cancer, and make sure patients receive better care every step of the way. Cancer Care Ontario created the first comprehensive provincial cancer services and cancer control plan in 2004, the Ontario Cancer Plan. The first of its kind in Canada, the Ontario Cancer Plan is a three-year roadmap for how Cancer Care Ontario, the Ontario government and all those involved in cancer prevention and care will reduce the number of people diagnosed with cancer and continually improve patient care. Two complementary provincial strategies underpin the Ontario Cancer Plan: Targeting Cancer: An Action Plan for Cancer Prevention and Detection (Cancer 2020), the province's cancer prevention action plan, and the Information Management/Information Technology Strategic Plan.

Ontario Cancer Plan

Cancer Care Ontario has released the second Ontario Cancer Plan, with the launch of the Ontario Cancer Plan 2008-2011 in March 2008. The plan is designed to transform Ontario's good cancer system into a great cancer system that will give Ontarians – no matter where they live, what language they speak, and what income they make – access to high-quality, timely and patient-focused care. The plan is organized around six goals that span the continuum of cancer care.

1. Reduce the incidence of cancer
2. Reduce the impact of cancer through effective screening and earlier detection
3. Ensure timely access to effective diagnosis and high-quality cancer care
4. Improve the patient experience along every step of the cancer journey

5. Improve the performance of Ontario's cancer system
6. Strengthen Ontario's ability to translate cancer research into improvements in cancer services and control

Cancer 2020

Cancer 2020 is a comprehensive action plan aimed at reducing cancer incidence and mortality in Ontario by the year 2020. These objectives will be achieved through increased efforts in two areas: cancer prevention and early detection. Cancer 2020 focuses on key areas such as diet and nutrition, healthy body weight, physical activity, alcohol consumption, ultraviolet radiation, tobacco use reduction, exposure to environmental and occupational carcinogens, and screening.

2008-2011 Information Strategy

Cancer Care Ontario's Information Strategy is a critical companion to the Ontario Cancer Plan 2008-2011. Building on Cancer Care Ontario's 2002–2007 information strategy, the 2008-2011 Information Strategy will enhance our ability to use information, information technology and eHealth innovations to improve safety and quality of care, drive innovation, and improve the performance and accountability of the cancer system. The 2008-2011 Information Strategy will focus on harnessing information and technologies like the Internet to support health professionals, better inform the public about cancer, and enable patient self-care.

Please refer to www.cancercare.on.ca for more information about Cancer Care Ontario.

1.3 Introduction to Cancer Care CS Automation

Collaborative Staging (CS) is a new coding system for the staging of cancer. The CS system is a carefully selected set of data items that describe how far a cancer has spread at the time of diagnosis.

Cancer Care Ontario (CCO) is implementing CS data collection in all cancer treating hospitals across Ontario. Recent changes to the collection of pathology reports provide an opportunity in CS to automatically receive a number of data elements pertinent to cancer staging. Additionally the implementation of the Ontario Lab Information System (OLIS) by the Ministry of Health and Long Term Care provides a similar opportunity in CS with respect to Lab results.

The goal of the CS Automation initiative is the collection and integration of data from these two sources. This will reduce the CCO workload to otherwise collect this information from indirect sources (hospital charts) and generally improve the quality of data used in the derivation of the cancer stage.

1.4 Purpose of this RFI

Cancer Care Ontario is conducting preliminary research with the goal of gathering information on readily available potential industry solutions that support the CCO CS Automation initiative.

Information is requested on COTS "Commercial-off-the-shelf" or OTS "Off-the-shelf" products or custom designed and developed software proposals. This would include tools, custom software and or pre-existing modules that may be configured to accurately support the requirements described in

the following section.

The information submitted about the solution should consider the following key factors:

- User friendliness
- Flexibility to meet the intricate needs of the CS team and external stakeholders
- Scalability to handle increasing functionality and data
- Consistency of operational practices and workflows

1.5 General Requirements and Requested Information

The general requirements for the CS Automation solution are divided into 3 major functional groups:

ETL

- > This requirement is for the criteria-based retrieval of data from 3 different data sources: the Ontario Cancer Registry (OCR); the CCO Pathology Data Mart; and the OLIS database (all data sources are Oracle or SQL Server databases).
- > The dataset retrieved from the OCR is used as criteria for retrieval from the Pathology Data Mart and OLIS databases.
- > All data retrieved undergoes filtering and transformation.
- > Resulting data is transferred to the Automatic Consolidation function.
- > Data Extraction is as a scheduled batch process.

Automatic Consolidation

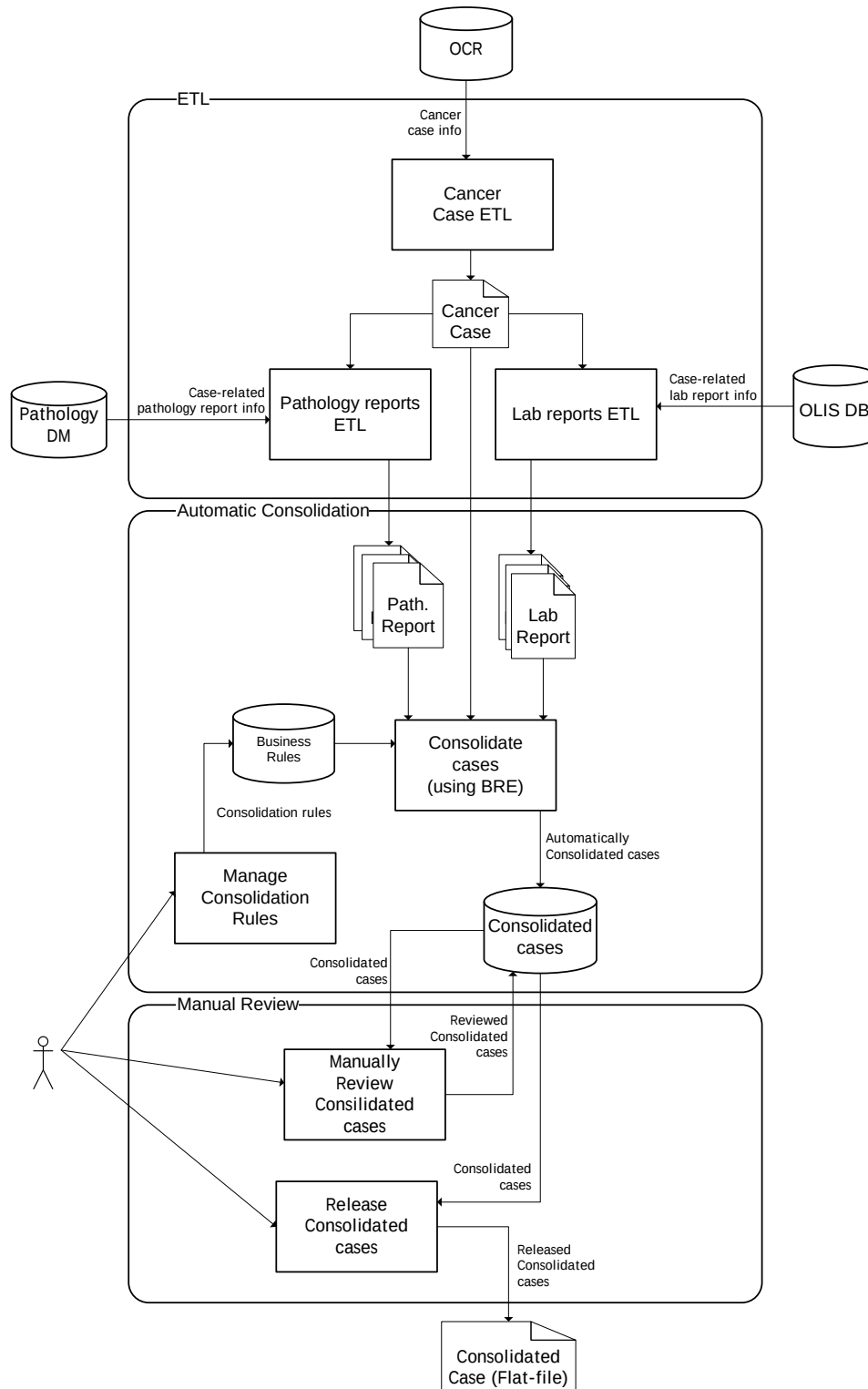
- > This requirement is to integrate individual data values from records retrieved from the three data sources into a single set of consolidated data elements representing a single Cancer Case.
- > Consolidation consists of a set of operations, determined by the results of applying an ordered list of business rule against the source data (instances of pathology and lab reports associated with a case). The result of each operation is the selection of a single value for a specific data element from multiple candidates.
- > This process requires the implementation of a formal *Business Rule Engine* (BRE).
- > The BRE must support user-management and system execution of business rules used by the consolidation process.
- > Automatic Consolidation is as a batch process triggered by Data Extraction.

Manual Review

- > This requirement is for an online process (preferably web-based) to review the results of the Automatic Consolidation process.
- > A user must be able to view and override specific automatic consolidation operations as well as perform consolidation operations manually.
- > Once satisfied, the user must be able to “release” the reviewed case records and export them to a fixed-field formatted flat-file.

All processes described above must generate an audit trail of any access to cancer case, pathology report or lab report data.

Figure 1 - CS Automation Process-flow Diagram



Requested Information

Table 1 - Functionality Requirements

No.	Please describe your solution's capabilities with respect to the following functionality <u>and</u> rate the maturity of each line item according to Table 2 below.	Solution Maturity Rating (1-4)
1.0 Data Extraction		
1.1	Extracting records from a database based on specific criteria	
1.2	Transforming and filtering extracted records	
1.3	Supporting changes to the extraction criteria	
1.4	Auditing or Logging of the extraction process	
1.5	Scheduling and monitoring of the extraction process	
2.0 Automatic Consolidation		
2.1	Defining and managing a prioritized list of business rules based on source data elements and their resulting consolidation operations	
2.2	Employing a <i>Business Rule Engine</i> to apply rules for data consolidation	
2.3	Auditing or Logging of the consolidation process	
2.4	Scheduling and monitoring of the consolidation process	
3.0 Manual Review		
3.1	A user interface to view consolidated case information	
3.2	A user interface to view rules used in automatic consolidation	
3.3	A user interface to view source data values considered for consolidation	
3.4	A user interface to manually consolidate source data values	
3.5	A user interface to select consolidated case to be released and exported	
3.6	Export consolidated cases to a formatted flat file	
3.7	Auditing or Logging of the manual review processes	

- Respondents will require additional space to describe the functionality above, please attach any further description behind the completed Table 1.
- Respondents are requested to reference the functionality number and title in the additional description.

Table 2 - Solution Maturity Rating

1.	The entire requirement is fully met by an existing solution, which may be configured* for this purpose.
2.	The requirement can be met by an extension** to an existing solution through custom software development.
3.	The requirement can be fully met through custom*** software development.
4.	The existing solution does not support the requirement.

* The term 'configured' denotes the setting of pre-existing configuration parameters that are a standard part of an existing product. The effect of setting these parameters is a change in the operation of the product such that it meets the functional requirement. The functioning of the configuration parameters is supported throughout the lifecycle of the product as a standard product feature.

** The term 'extension' denotes an enhancement to a pre-existing product or system function/module specifically created for the purpose of meeting this requirement. The 'extension' is developed in a language native to the application, or in a widely-used commercial development language such as Java, C# or Visual Basic.

*** The term 'custom' denotes the development of a new system module or function to meet the required functionality in a widely-used commercial development language such as Java, C# or Visual Basic.

PRICING

Respondents are kindly requested to provide pricing based on the service/product offering.

- 1) Pricing for the 1st year and each successive year
- 2) Breakdown of pricing in terms of
 - a. Licensing
 - b. Maintenance & Support
 - c. Add-on software tools
 - d. Hardware
 - e. Installation or implementation cost estimates
 - f. Warranties
 - g. Customizations effort estimate
 - h. Training
 - i. Standard Labour rates for (installation, configuration, maintenance, training)
 - j. Any other added service components

Please indicate ALL assumptions in the pricing structure.

1.6 Appendices

The following appendices are attached to and form part of this RFI:

Appendix A - Notice of Intent to Participate / Decline to Participate

Appendix B - Respondent Acknowledgement Form

Appendix C - Commercial Profile

2. INSTRUCTIONS TO RESPONDENTS

2.1 Intent to Participate

Respondents are requested to submit their Intent to Participate by **emailing** the RFI Administrator the form attached as Appendix "A" entitled "Notice of Intent to Participate" by **12:00:00 p.m.**, local Toronto time on **Monday, June 22nd, 2009**.

2.2 Procedures regarding RFI Response

Each Response should address the requirements identified in the RFI.

The RFI response shall be labeled **RFI 2009-02 CS Automation** along with the Name and return address of the Respondent.

Respondents are requested to submit their RFI response in the following order:

#	Section	RFI Section
1	Respondent Acknowledgement Form	Appendix B
2	Commercial Profile	Appendix C
3	General Requirements/Requested Information	Section 1.5
3	Supplementary information Examples of reports and additional information that the Respondent wishes to provide	

Responses will be delivered to:

Cancer Care Ontario
505 University Avenue, 18th Floor
Toronto, Ontario M5G 1X3
Attention: Sarah O'Connor ("RFI Administrator")

Respondent's single point of contact for this RFI:

Sarah O'Connor
RFI Administrator
Email address: sarah.oconnor@cancercare.on.ca
Fax number: (416) 971-6888

Except via the RFI Administrator, please do not contact other CCO staff.

Respondents are requested to deliver the following:

- Four (4) paper copies of the RFI response
- Two (2) CDs of the RFI response

▪ To:

Cancer Care Ontario
505 University Avenue, 18th Floor
Toronto, Ontario M5G 1X3
Attention: Sarah O'Connor, ("RFI Administrator")
Email address: sarah.oconnor@cancercare.on.ca

2.3 Enquiries

The single point of contact for this RFI is the RFI Administrator.

CCO invites questions regarding RFI# 2009-02 CS Automation

Respondents are requested to submit questions in writing by e-mailing the RFI Administrator by **Monday, June 22nd, 2009**. Questions should contain the subject line wording: **Questions regarding RFI # 2009-02 CS Automation**.

A confirmation email will be returned to the sender acknowledging receipt of each inquiry.

Enquiries will be answered with copies of both questions and any answers to all Respondents. All questions and any answers provided by CCO will be posted on MERX by **Thursday, June 25th, 2009**.

No questions are to be considered proprietary or confidential and CCO may provide answers to such questions to all Respondents who have indicated their intention to participate. It is the Respondents' responsibility to communicate with the RFI Administrator concerning any discrepancies, omissions or additional information required. CCO shall not be responsible for any misunderstanding on the part of any Respondents concerning this RFI, its conditions or the process.

2.4 Confidentiality

Information contained in this RFI, or information obtained by a Respondent in further discussions with CCO, either in writing, orally or through observation, is confidential and must not be disclosed or used by a Respondent except as authorized in this RFI or by CCO in writing.

CCO may be required, at the MOHLTC's request, to disclose information about this activity, including the RFI responses, to the MOHLTC. The MOHLTC is subject to *Freedom of Information and Protection of Privacy Act*, (FIPPA) and in the event that Responses are provided by CCO to the MOHLTC, FIPPA will apply to such Submissions.

All RFI responses submitted to the MOHLTC are subject to the access provisions of FIPPA. FIPPA provides all persons with a legal right of access to information in the custody and/or control of the MOHLTC, subject to a limited set of exemptions. One such exemption is information that reveals a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence by a third party, where disclosure could reasonably be expected to result in certain harms. If a request is made for the disclosure of the RFI response, the Respondent acknowledges

and agrees that the contents of the RFI response or portions thereof may be disclosed in accordance with the provisions of FIPPA, subject to any objections that the Respondent may make thereunder.

Ontario's *Personal Health Information Protection Act, 2004* (PHIPA), which came into force on November 1, 2004, sets out comprehensive privacy obligations for the protection of the PHI across the health care system, including those attendant on CCO. It applies primarily to health care providers and secondary users of PHI, as well as those who are employed by such providers and secondary users – referred to as 'agents' under PHIPA - when collecting, using and disclosing PHI on the latter's' behalf. Respondents are expected to be knowledgeable about relevant privacy legislation, including, but not limited to PHIPA, and provide advice accordingly.

3. RFI MILESTONES

Item	Event	Date(s)	Time
1	RFI issued	15-Jun-09	4:00:00PM
2	Notice of Intent to Participate/Decline to Participate	22-Jun-09	12:00:00PM
3	Written Respondent questions due	22-Jun-09	12:00:00PM
4	Final Answers to Questions posted	25-Jun-09	4:00:00PM
5	RFI Closing Time, Responses due	6-Jul-09	12:00:00PM
6	Discussion/Conference Call [Optional]	17-Jul-09	TBD

Regarding Item #6 above, Respondents may be invited to provide further information about their Response with CCO. Please indicate in your Response if you are interested in participating in this activity. Further information regarding the date and format of discussion will be provided.

The above dates are subject to change at the sole discretion of CCO. In the event a change is made to these dates, as applicable, Respondents will be informed by written addenda posted on MERX.

4. RESERVED RIGHTS

4.1 Reserved Rights of CCO

CCO reserves the right to:

- (a) make public the names of any or all participating Respondents;
- (b) request written clarification or the submission of supplementary written information in relation to any clarification request from any Respondent and incorporate a Respondent's response to that request for clarification into the RFI Response;
- (c) amend or revise the RFI in writing prior to the Closing Time. All Respondents shall be informed by CCO, via posting on MERX, of any such change by numbered addenda. However, CCO reserves the right to provide oral interpretations to any Respondent and these oral interpretations shall not affect or modify the RFI.
- (d) cancel this RFI process at any stage and issue a new RFI for the same or similar goods and services;
- (e) reproduce, photocopy, or transcribe the RFI responses and any non–proprietary information and/or documentation for the purposes of its review and/or for preparation of any future RFQ/RFP

These reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and CCO and its respective representatives shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Respondent or any third party resulting from CCO exercising any of its express or implied rights under this RFI.

5. APPENDICES

APPENDIX A: NOTICE OF INTENT TO PARTICIPATE / DECLINE TO PARTICIPATE

Respondents are requested to complete and return this form by emailing the RFI Administrator by **12:00:00 p.m.**, local Toronto time on **Monday, June 22nd, 2009**.

Respondent's Legal Business name and mailing address:

Please indicate your election by putting an X in the appropriate box:

☐ We intend to respond to this RFI by the specified due date.
(In so doing we agree to abide by the RFI Response conditions referenced throughout the document.)

☐ We are not responding to this RFI and confirm that we have destroyed the RFI and all associated materials.

Email Address of Respondent representative: _____

Date: _____

[Insert name of Respondent]

Signature of Authorized Representative

Name:

Position:

APPENDIX B: RESPONDENT ACKNOWLEDGEMENT FORM

RFI Number: 2009-02

RFI Name: CS Automation

Respondent's registered legal business name and mailing address:

Respondent representative's full name, telephone, and facsimile numbers:

The Respondent hereby represents, agrees, declares and/or acknowledges that:

- (a) Information contained in the RFI, or information obtained by a Respondent in further discussions with CCO, either in writing, orally or through observation, is confidential to CCO and must not be disclosed or used by a Respondent except as authorized in this RFI or by CCO in writing;
- (b) Except with the prior written consent of CCO, Respondent shall not make any public announcement or distribute any literature regarding: (i) this RFI, (ii) any discussions relating to this RFI, or (iii) otherwise promote itself in connection with this RFI.
- (c) It consents to the disclosure of its information, including any information identified as confidential by it, by CCO to any of CCO's consultants or advisors who may be retained for the purposes of evaluating the information, as well as CCO's employees, directors and officers, who need to know in relation to the RFI and the procurement of the services;
- (d) **The Respondent has identified any information in its submission for which confidentiality is to be maintained by CCO;**
- (e) The RFI and this Response do not create any legal obligation on the part of CCO or restrict CCO's rights regarding the procurement of any good or service;
- (f) It is not in a position of a conflict of interest in respect to responding to the RFI

[Name of Respondent]_____

per: _____

Name:

Title:

Date:

Telephone:

Email:

I have authority to represent and bind the Respondent

APPENDIX C: COMMERCIAL PROFILE

Please provide your company background information in the following order:

1. Legal name, locations, and subsidiaries
2. Overall Business Strategy and service/industry focus
3. Key achievements and unique competencies that sets you apart from your competitors