



**Request for Proposals (RFP)
To Establish A**

Consultant Registry

RFP#: CHI-2009-004

**Release Date: January 30, 2009
Closing Date: February 13, 2009**

About the Centre

The Newfoundland and Labrador Centre for Health Information was established by the Government of Newfoundland and Labrador to provide quality information to health professionals, the public, researchers, and health system decision-makers. Through collaboration with the health system, the Centre supports the development of data and technical standards and maintains key health databases, prepares and distributes health reports, and supports and carries out applied health research and evaluations. The Centre's mandate also includes responsibility for the provincial Electronic Health Record.

The Centre is a crown agency that is governed by a board of directors appointed by Lieutenant- Governor-in- Council and is managed by a chief executive officer.

The Centre's vision is improved health through improved health information. The Centre has a mandate to implement all funded components of the Electronic Health Record, with all components in use by authorized users by March 31, 2011.

Purpose

The purpose of this document is to establish a Consultant Registry for the Centre for Health Information. The Centre will use this Registry to engage qualified consultants to complete various projects. Please note that the potential exists that resources from multiple service providers will work on the same project (depending on scope and budget).

RFP Effective Period

The Consultant Registry will remain in effect from the close date of this RFP to December 31, 2009. There is a possibility of extension and a notice will be posted on the Centre's web site to this effect.

Period of Engagement(s)

The duration of contractual engagements will vary depending on the need as identified by the Centre.

Process and Format for Submission

Phase One

This RFP represents the first phase of a two-phase process. In the first phase, vendors will submit the names and associated daily rates for each of their proposed resources as per the "Resourcing Requirements" section. This will be done through completion of the **Vendor Response Form** (see Appendix A). No other documentation is required until the second phase.

****Please note, in order to participate in this RFP, a response from each interested party is required – even if you have responded to this type of RFP with the Centre in the past****

The Centre recognizes that the current environment for professional services offerings to the health care sector is continually evolving. Vendors are frequently acquiring new resources to meet the changing demands of the marketplace. To ensure as many resources as possible are included in the Phase One resource listings, vendors can include existing, as well as new, resource hires that are anticipated within the effective period of this RFP.

For the anticipated hires, just indicate "TBA" for the name and an estimate for the daily rate.

Please e-mail the Centre's prime contact (suzanne.lee@nlchi.nl.ca) to obtain an electronic copy of the Vendor Response Form (Excel Format)

Phase Two

Subject to funding approval, when the Centre has a need for a resource, the second phase commences. A detailed resource profile, specific to the Centre's requirements at the time, will be distributed to the relevant vendors.

Timeline for Submissions (Phase One):

The Vendor Response Form must be submitted to the Centre's contact (suzanne.lee@nlchi.nl.ca) via e-mail by 4pm on the closing date of this RFP. No extensions will be permitted.

Evaluation of Submissions

In Phase Two, a committee will be formed for the purpose of evaluating all proposals / resource profiles. The following factors will be taken into account in these evaluations:

- Consultant's experience in relation to the work to be performed (based on detailed resource profile)
- Reputation of the vendor
- Daily rates and overall value
- Reference checks of the individual consultant(s)
- Completeness and presentation of proposal
 - o Does the proposal reflect professionalism and careful preparation?
 - o Is the requested information easily found?

Each specific resource profile distributed in Phase Two will indicate the percentage allocated to each of the evaluation criteria with at least 25% being assigned to the cost component.

The Centre for Health Information has full discretion when selecting personnel. Evaluations and rankings will not be released to vendors.

Selection Process

The process to select resources in Phase Two is as follows:

- Centre distributes resource profile to relevant vendors;
- Proposals are received from vendors;
- Proposals are reviewed and evaluated by the Evaluation Committee;
- The Evaluation Committee may request additional information regarding proposals prior to final selection;
- Reference checks are conducted for the best-fit candidates; and
- Contractual agreements are entered into with the successful proponent(s) before work begins.

At the discretion of the Evaluation Committee, a short list of consultants may be called on for an interview (held in person or via teleconference)

Where possible, the Centre will strive to ensure equal participation amongst those who are listed in the Consultant Registry.

Inquiries and Clarifications

All inquiries and other communications with respect to this RFP may be directed by email to the Centre for Health Information's contact as listed below:

Ms. Suzanne Lee
suzanne.lee@nlchi.nl.ca

All inquiries and questions, submitted via e-mail, shall be answered via e-mail and also posted on the Centre's website at: http://www.nlchi.nl.ca/about_rfp.asp

Verbal responses to questions will not be provided and verbal comments on any inquiry are not binding by either party.

The Centre for Health Information will not disclose the source of any questions submitted by vendors.

No inquiries will be accepted after 4 p.m. NST on the day before the RFP closes.

Resourcing Requirements

This section outlines the external resource requirements which the Centre anticipates it will require during the effective period of this RFP.

1. Project Manager
2. Business Analyst
3. Change Management Consultant
4. Lead Architects (Technical Architect and Business Architect)
5. Technical Consultant
6. Technical Lead
7. Technical Writer
8. Software Compliance Analyst
9. Network Communications Analyst
10. Database Analyst
11. Program and Policy Analyst
12. Database Administrator
13. Database Report Writer
14. Application Support Analyst
15. Workshop Facilitator
16. Security Architects
17. System Architects
18. System Analysts (in particular HL7 v3)
19. Graphic Artist
20. Educational Instructors (technical)
21. Firewall Installer/Administrator

APPENDIX A

VENDOR RESPONSE FORM



No.	Resource Type	# of Resources Available
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

Example Only.
 Request electronic version at suzanne.lee@nlchi.nl.ca
 Vendors can modify table to ensure all proposed resources are listed