

**Request for Proposal
Society for Ambulatory Anesthesia
520 N. Northwest Highway
Park Ridge, IL 60068**

Intent of Request for Proposal

The intent of this request for proposal is to establish services by a “Vendor” to design and manage a database and web-based information collection and reporting process for the Society for Ambulatory Anesthesia (SAMBA), and to provide hosting and future maintenance of the website that interfaces with the database. This database is known as the SAMBA Clinical Outcomes Registry, or “SCOR!” (hereafter in this document also referred to as ‘database’ or ‘registry’).

The Society for Ambulatory Anesthesia (SAMBA) is a nonprofit organization with approximately 1500 members, organized to advance the study and growth of ambulatory anesthesia and to encourage high ethical and professional standards by fostering and encouraging research, education and scientific progress in ambulatory anesthesia.

Requirements for the Database

The database will serve as a repository for data collected from an unlimited number of physicians (SAMBA members) and ambulatory surgery/procedure facilities (these two groups to be referred to as “end users” herein) collected via web-based GUI direct input or via optical scanning or faxed input. The widest choice of input methodology will be the most valuable and any ability to build interfaces between the database and current or future electronic health record systems will be considered most valuable.

The database will allow input and management of this large amount of data in such a way as to in all ways and at all times be compliant with current and future governmental and other regulatory body requirements (including Institutional Review Board requirements at the various institutions), i.e., management of personal health information (PHI) must be compliant with all HIPAA regulations.

The database must be easily used to create regular reports for the end users and for special projects designated by SAMBA to evaluate the nature of the therapies, demographics, co-morbidities and outcomes attendant to surgical, procedural and anesthetic care of patients at the various facilities and associated with the practices of the various SAMBA members.

Routine reports shall be made accessible to the end-users, with the capability of modifying the reporting structure by altering dates, nature of procedure(s), patient demographic, size of facility, and other similar data given to the end user. Report content will be specified by SAMBA. Reports will provide patient data sorted by hierarchical variables, for example numbers of patients by type of surgery, type of anesthesia, etc., and percentage of these having certain tracked outcomes. More extensive or specialized reports may be requested by the SAMBA representatives from time to time in response to need for scientific study. These reports would potentially require assistance by the Vendor in preparation.

Data elements to be collected will be provided to the Vendor by the appointed SAMBA representatives, with an initial or ‘basic’ package of elements to be collected in all instances of care by all end-users. In addition, there will be “optional” packages of data elements, which SAMBA may ask to be included for certain periods of time with the basic package as a means of occasional scientific study. The creation of the database will include testing of the data entry methodology and in that process it will be expected that data elements will be tried and substituted until the ideal number of elements that balances the time required for input by end-users vs. the scientific value of the data gathering.

Data and IP Ownership

The data collected, aggregated, analyzed, and reported will be the sole property of SAMBA. SAMBA will own all reports, analyses, and studies performed on its behalf, unless otherwise agreed to by SAMBA. SAMBA will also own all content on the website, except for content provided with permission from other sources. SAMBA will own any customized technology (including without limitation source codes, algorithms, and formulas) used to create the database or the website developed solely for such purpose and paid for by SAMBA. Vendor will own any other, existing standard technology that it uses to develop the database or the website. SAMBA will also own the name and any marks associated with the database or the website.

Independent construction of the Database, web-interface, collection and reporting systems

SCOR!, the database, web-interface, collection systems and report management systems, will be owned by SAMBA. These systems will all be constructed in such a way as to allow them to be promptly transferred to and managed by another entity or by SAMBA without the ongoing support and involvement by the Vendor in the event of termination or expiration of the agreement with SAMBA. In the event that the Vendor and SAMBA determine that the Vendor will not take an ongoing role in the maintenance of the database or if at some future point such a role is terminated, then the database and all aspects of its management must be usable by SAMBA with no loss of data, no loss of PHI security, and no loss of access to the end-users. No proprietary code or other systems can be used in the creation of the database or its interfaces such as would preclude the Vendor's ability or willingness to allow the database or those interfaces to be owned and operated by SAMBA without the Vendor's involvement. In that regard, this RFP should be considered a proposal for a 'work for hire' contract. Vendor must agree to cooperate in the transition of the database and/or website to SAMBA or SAMBA's designee.

Separation of Work among Vendors

It is recognized that the various elements of this RFP (i.e., database creation, interface creation, web-hosting, administrative management of end-user interfaces, data collection and management, etc.) may not all fall within the capability of one business entity or Vendor. SAMBA welcomes the proposal of any Vendor that would be for any portion or portions of this RFP. However, priority in choosing a Vendor will be given to one that can accomplish all aspects of the project stated herein. If more than one Vendor wish to collaborate in order to create a single proposal to act in concert in creating all aspects of SCOR!, that also will be acceptable. **Costs for each component including ongoing maintenance and report capabilities should be detailed.**

General Web Site Management

- Ensure constant upkeep of site functionality
- Easy and frequent content update, including broken links
- General updates executed within 5 days
- Emergency updates executed within 2 days
- Search engine registrations
- Data search
- Provide privacy policy
- Website traffic reports at specified intervals and on request
- Continuing recommendations for site upgrades as technology changes

Requirements for Web Hosting

- Dedicated Web space and sufficient bandwidth to allow simultaneous access and activity by up to 300 end-users
- 24 hours a day; 7 days a week service
- Daily Systems Backup with back-up of the full set of data provided to SAMBA weekly
- Dedicated Connection T1-128k with guaranteed connectivity and 99.9% deliverability
- Direct link from the SAMBA website
- User support as defined below

Project Definitions & Goals

We consider the following to be mandatory features of the new site:

- Creation of new user interface/layouts
- Creation of an end-user guidebook that provides instruction in the use of the system
- Maintenance of a 'help-desk' phone and on-line capability from 0600AM EST to 1900 PST for the end-users to report problems and receive help in managing any problems or questions associated with their use of SCOR!
- Provide mechanism to add and subtract personnel, procedure types, and other data elements by the end-user as the practice at the end-user site may change
Restrict end-user ability to edit specific patient or event data more than 7 days after the event without approval by the designated SAMBA representative
- Maintain PHI integrity such that end-users may assign an identifier to any patient that would be matched to an identifier assigned by SCOR!, but that no one but the treating end-user will be able to connect that PHI to the SCOR! identifier
Password protect the interface to the database such that no user can access it to enter or edit data, or to create reports without SAMBA representatives being able to trace that user's identity.
- Maintain the database and sufficient liability coverage in such a manner, and provide appropriate indemnifications, such that any breach of PHI or other data integrity will not result in any liability accrual to SAMBA
- Maintain reporting capability such that end-users may only be identified to other end-users in an anonymous fashion for benchmarking purposes and that only appointed SAMBA representatives may be aware of which end-users entered data regarding any specific event.
- Create and maintain the project such that all reporting and data input can be accomplished using a 'thin client' approach from any PC that is connected to the Web.
- Provide all appropriate firewall and other security systems with the latest technology such that all PHI data and the access to the database will be at all times secure.

The following features are highly desirable:

- Listing of subgroups of special-interest practitioners with a mechanism for volunteer networking
- Discussion Group / blog for members and non-members for the discussion of problems or request for assistance

Miscellaneous Requirements

The following commitments will also be required:

- Vendor must identify a project leader and team that is acceptable to SAMBA and refrain from changing project leader or making significant changes in project team without SAMBA's prior approval, such approval not to be unreasonably withheld.
- Vendor must agree not to engage in development or maintenance of a competing database in the fields of ambulatory anesthesia or ambulatory surgical centers during the term of agreement with SAMBA.
- Vendor may not assign its rights or obligations under the agreement with SAMBA without SAMBA's prior written approval.

Instructions for Completion of RFP

Please include in your proposal the following details:

- Executive Summary containing a brief description of your project development approach and costs
- Qualifications including previous clients with contact information and relevant URL,s
A description of your development process
- The proposed team and their qualifications
- Willingness to work on a fee for service basis vs. risk sharing
- Proposed schedule (completion of mock-up screens by Sept 1 and a working prototype by Oct 1 is desirable)
- Costs and payment details
- Terms and conditions

Project Timetable of Selection Process

- RFPs distributed week of April 14, 2008

- Proposals due by noon Central Time on June 2, 2008
Finalists may be invited to give presentation to Board of Directors via web-based phone conference
- Successful bidder notified week of June 7, 2008
- Proposed schedule (completion of mock-up screens by Sept 1 and a working prototype by Oct 1 is desirable)

On behalf of the Board of Directors, thank you for your response. Please submit proposals to:

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