IOWA DEPARTMENT OF PUBLIC HEALTH

Office of Health Information Technology

Capacity Building for Health Information Exchange

REQUEST FOR PROPOSAL 58814004

Project Period: October 1, 2013 – September 30, 2015
Contract Period: October 1, 2013 – September 30, 2014

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SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The Iowa e-Health Capacity Building for Health Information Exchange (HIE) program provides grant funding to help health care providers and hospitals in Iowa achieve robust health information exchange. Health information exchange in Iowa is the electronic transmission of health related information between any two parties including provider organizations payer organizations and the patient using nationally recognized standards.

> Health information exchange is a requirement to access federal incentives for meaningful use of an electronic health record (EHR). For more information about the CMS EHR Incentive Program, visit http://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/index.html?redirect=/ehrincentiveprograms/

In 2009, the Iowa Department of Public Health's (IDPH) Office of Health Information Technology received funding from the Office of the National Coordinator for Health Information Technology (ONC) to implement the State HIE Cooperative Agreement program. IDPH is using these funds to expand HIE capacity, support robust electronic exchange of health information statewide, and help health care providers achieve Meaningful Use of electronic health records. For more information about Iowa e-Health's efforts, visit http://www.IowaeHealth.org.

The purpose of this Request for Proposal (RFP) 58814004 is to solicit proposals that will enable the Iowa Department of Public Health (IDPH) to select the most qualified applicants to receive funding to expand community-based collaborative HIE efforts by providing funding to: a) assist health care providers meet requirements for federal incentives for meaningful use of an EHR and/or b) expand health information exchange capability among health care providers and other trading partners to support care and/or public health, and/or c) increase the number of Iowa pharmacies able to accept electronic prescriptions.

The grant program's focus is on clinical transactions required for both Meaningful Use stage one and stage two. This includes transactions among eligible professionals, eligible hospitals and other non-eligible partners required for meaningful use transactions (e.g., pharmacies, laboratories, long term care, public health, etc.). All Meaningful Use transactions must use nationally recommended standards as defined by the certification standards for Meaningful Use. Please refer to the following resources for more information:

Reference Grids for Meaningful Use or Standards and Certification Criteria Final Rules

1.02 Contract Term

The project period shall be from October 1, 2013 to September 30, 2015.

IDPH expects the initial contract period to be a one year term from October 1, 2013 to September 30, 2014. IDPH shall have the option to renew the contract for up to 1 additional one (1) year term 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 Eligibility Requirements

Applicants must meet each of the following eligibility requirements for consideration:

A. Eligible Organizations

Applications will be accepted from two or more eligible organizations∗ coming together in a collaborative effort in their communities to implement health information exchange for Meaningful Use transactions. For example, the application may be submitted by a local or regional group of eligible organizations, a health care system, or accountable care organization. Each eligible organization site is eligible for up to $25,000 in grant funds. One of the collaborating organizations must act as the fiscal agent for the grant project.

∗Eligible organizations - The organizations must represent at least *two* of following types of health care settings:

- Primary care clinics
- Community clinics
- Rural Health Clinics
- Federally Qualified Health Centers
- Safety Net clinics
- Specialty clinics
- Behavioral health clinics
- Hospitals
- Pharmacies
- Dental clinics
- Chiropractic offices
- Long Term Care facilities
- Assisted Living facilities
- Home health providers
- Local health departments
- Other providers of health or health care services for which HIE would improve care

Additional Eligibility Requirements:

- At least one eligible organization must be or employ professionals that are eligible to apply for and receive Meaningful Use incentive payments from either the Medicare or Medicaid EHR Incentive Program and must have a certified EHR in use. (*See Certified EHR product list at: http://onc-chpl.force.com/ehrcert*).
- At least one eligible organization with a certified EHR must be connected to the IHIN to serve as a data source for other providers querying the IHIN.

Priority will be given to grant applications that propose exchange with unaffiliated partner organizations.

B. Eligible Pharmacies (up to $10,000 maximum grant award per pharmacy)

1) **Eligible pharmacies** are those currently not able to accept electronic prescriptions or meet requirements for exchange without updating existing pharmacy systems are eligible to apply as a single entity. Electronic prescribing must be done using national standards, and does ***not*** include faxed prescriptions. For more information see: http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/ERxIncentive/index.html

Electronic Communication Requirements

Applicant is required to maintain and provide to IDPH, upon application, a current and valid email account for electronic communications with IDPH.

1.04 Service Delivery Area

The service delivery area is statewide. Eligible organizations must have a physical presence within the state of Iowa to apply.

1.05 Available Funds

Funding Source IDPH anticipates total available funding of $2.115 Million awarded from the Office of the National Coordinator for Health Information Technology (ONC) State HIE Cooperative Agreement ($615,000) and Iowa Medicaid Enterprise (1.5 Million).

Amount of Awards: Up to a maximum of $25,000 per eligible HIE organization site (two site minimum per proposal/application – approximately 35 awards) or up to $10,000 per pharmacy (approximately 20 awards).

Matching Funds Requirement: A one-to-three match is required. Applicants must provide one dollar toward the total in the form of cash or in-kind services for every three dollars provided by the grant toward the same total. Documentation of required match to date is due throughout the project by the following dates: December 31, 2013, February 28, 2014, and October 30, 2014.

1.06 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.

EVENT	DATE
RFP Issued	July 5, 2013
Written Questions and Responses	
Round 1 Questions Due Interim Responses Posted By:	July 15, 2013 July 22, 2013
Round 2 Questions Due Interim Responses Posted By:	July 29, 2013 August 5, 2013
Final Questions Due	August 12, 2013

Final Cumulative Responses Posted By:	August 19, 2013
Proposals Due	August 26, 2013
Post Notice of Intent to Award	September 16, 2013

A. RFP Issued – July 5, 2013IDPH will post the RFP on the IDPH Web page under the *Funding Opportunities* quick link at: www.idph.state.ia.us. IDPH will send a copy of the RFP to any person or entity which requests the RFP.

B. Written Questions and Responses. Written questions related to the RFP must be submitted via email to John McMullen at john.mcmullen@idph.iowa.gov no later than **the dates specified in the table above.**

Questions must be submitted by electronic mail. 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.

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. Written responses will be prepared and posted according the schedule of events table above.

It is the responsibility of the applicant to check the IDPH Web site periodically for written questions and responses to this RFP.

C. Proposals Due – August 26, 2013

Proposals must be **received** by 4:00 p.m. (local Iowa time) on August 26, 2013 by the IDPH SharePoint Service Contract Application Center in compliance with the following requirements:

- Email proposal documents as a single zipped file **OR** a single PDF, no larger than 20MB, to **applications@idph.iowa.gov.** The preferred submission is a single zipped file.
- The subject line of the email must read "RFP 58814004". Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named "RFP 58814004 (insert your agency name)".
- Do not include additional information or text in the body of the email as it will not be available to IDPH staff.

Proposals submitted to IDPH in any manner other than through the IDPH SharePoint Service Contract Application Center (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by IDPH and a notice will be sent to the applicant. Any information submitted separately from the

proposal will not be considered in the review process.

Proposals will be rejected and not reviewed by IDPH for the following reasons:

- If the proposal is received by the IDPH SharePoint Service Contract Application Center after the stated due date and time.
- If the proposal is submitted in any manner other than by email to applications@idph.iowa.gov.
- If the proposal is not submitted as a single zipped file or a single PDF file.

The due date and time requirements for receipt of the proposal by the IDPH SharePoint Service Contract Application Center are mandatory requirements and will not be subject to waiver as a minor deficiency.

The proposal that is attached to the applicant's email is automatically removed from the email upon receipt by the server and is filed in the IDPH SharePoint Service Contract Application Center. The proposal is date and time stamped upon filing in the IDPH SharePoint Service Contract Application Center. The time that is automatically documented on the submitted and filed proposal within the IDPH SharePoint Service Contract Application Center is slightly delayed from the time the email is received by the server, and is not the time that the applicant sent the email. Although the delay is minimal, it may be increased when server traffic is high or other uncontrollable internet traffic circumstances, encryption issues, firewall issues, or server issues, etc.

The date and time stamp by the IDPH SharePoint Service Contract Application Center shall serve as the official time of receipt of the proposal.

It is the applicant's sole responsibility to submit emailed proposals in sufficient time so the proposal is received by the IDPH Service Contract Application Center prior to the stated due date and time. Applicants are strongly encouraged to submit emailed proposals as early as possible to allow sufficient time for any unforeseen issues to be resolved prior to the deadline, if they occur. Proposals received by the IDPH SharePoint Service Contract Application Center after the stated due date and time will be rejected, not reviewed by IDPH and a notice sent to the applicant.

An electronic notification of receipt of the applicant's proposal within the IDPH SharePoint Service Contract Application Center will be generated automatically and emailed to the sender of the emailed proposal. If the electronic notification is not received within ten (10) minutes of the applicant's email, please contact the SharePoint Helpdesk at 1-866-520-8987 to confirm delivery (available prior to 4 PM on Weekdays, excluding State Holidays).

If an applicant emails the proposal multiple times, only the last submission received by the IDPH SharePoint Service Contract Application Center prior to the stated due date and time will be accepted for review.

D. Release of Names of Applicants – September 9, 2013The names of all applicants who submitted proposals by the deadline shall be released to all who have requested such notification via an email request to John McMullen at john.mcmullen@idph.iowa.gov

E. Notice of Intent to Award -- September 16, 2013 A Notice of Intent to Award the contract(s) will be posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities* link by 4:30 pm. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

F. Contract Negotiations and Execution of the Contract – Following the posting of the Notice of Intent to Award, the successful applicant(s) will retrieve a contract document through the IDPH SharePoint Service Contract system. 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.

1.07 Inquiries

During the period following release of this RFP and until the Notice of Intent to Award is posted, applicants should contact only John McMullen in the manner provided for in section 1.06(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.

1.08 Amendments to the RFP

IDPH reserves the right to amend the RFP at any time. In the event IDPH decides 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.

1.09 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.

1.10 Withdrawal or Resubmission of Proposals

Proposals may be withdrawn, modified and resubmitted by an applicant at any time prior to the stated due date and time for the receipt of proposals. If an applicant emails the proposal multiple times, only the last submission received by IDPH SharePoint Service Contract Application Center prior to the stated due date and time will be accepted for review. **An applicant desiring to withdraw its proposal after submission shall submit notification via email to John McMullen at john.mcmullen@idph.iowa.gov**

1.11 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.

1.12 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 submission of the proposal or any other activities undertaken by the applicant related in any way to this RFP.

1.13 Multiple Proposals

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

1.14 Oral Presentation

Applicants may be requested to make an oral presentation of 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.

1.15 Rejection of Proposals/Cancellation of the RFP

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 submit the letter of intent, if required by this RFP, by the relevant dates and times and in the manner stated in section 1.06.

2. The applicant fails to submit the proposal in sufficient time for receipt by IDPH SharePoint Service Contract Center prior to the stated due date and time or in the manner stated in section 1.06.

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.

1.16 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.

1.17 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 January 1, 2013 Revised 1.10.13 as posted on the IDPH Web page at www.idph.state.ia.us under the *Funding Opportunities* 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.

1.18 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.

1.19 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.

1.20 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 IDPH contracts, other state contracts and contracts with private entities. IDPH may use any of this information in evaluating an applicant's proposal.

1.21 Verification of Proposal Contents

IDPH reserves the right to verify the contents of a proposal submitted by an applicant. Misleading or inaccurate responses shall result in rejection of the proposal pursuant to Section 1.15.

1.22 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.

1.23 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.

1.24 Disposition of Proposals

All proposals become the property of IDPH and shall not be returned to the applicant.

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.

1.25 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. A Proposal containing confidential information must be emailed as a single zipped file or PDF to applications@idph.iowa.gov by 4:00 p.m. (local Iowa time) on August 26, 2013. The subject line of the email must read RFP 58814004. The single zipped file or PDF must be named "RFP 58814004 (insert your agency name) Confidential".

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. A proposal from which the confidential information had been excised must be emailed as a single zipped file or PDF to applications@idph.iowa.gov by 4:00 p.m. (local time) on August 26, 2013. The subject line of the email must read RFP 58814004. The single zipped file or PDF must be named "RFP 58814004 (insert your agency name)".

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.

1.26 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.

1.27 Appeal of Rejection Decision

The applicant's receipt of a rejection letter constitutes receipt of notification of the adverse decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, to John McMullen, 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.

1.28 Appeal of Award Decision

The posting of the Notice of Intent to Award on the IDPH Web page constitutes receipt of notification of the adverse decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, return receipt requested, to John McMullen, 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.

1.29 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.

1.30 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

1) Eligible Organization Activities:

Projects to implement the exchange of health information among grant eligible partner organizations may include, but are not limited to:

- Consultant services and training associated with the implementation and use of health information exchange.
- Establishment of connectivity to the Iowa Health Information Network (IHIN) and up to one year's subscription costs for using IHIN services (See IHIN Services and Fees at http://www.iowaehealth.org/documents/cms/docs/IHIN_Services_and_Fees_FY13.pdf
- Implementation of standards-based protocols for health information exchange among eligible partner organizations.

- Establishing connectivity to the IHIN for public health reporting (e.g., immunizations, reportable diseases). For more information, see the following:
  IRIS:
  http://www.idph.state.ia.us/ImmTB/Immunization.aspx?prog=Imm&pg=Iris
  IDSS:
  http://www.idph.state.ia.us/CADE/ReportableDiseases.aspx
- Establishing connectivity to the IHIN for the exchange of structured laboratory data (e.g., mapping to standard LOINC or SNOMED codes within EHR or LIMS systems or to smartLab™ for IDPH reporting). For more information, see the following:
  http://www.idph.state.ia.us/adper/common/pdf/idss/elr_constrained_profile.pdf
- Implementation of care summary exchange protocols.
- Planning for and use of the national *eHealthExchange* specifications and protocols (See http://directtrust.org/).

2) Pharmacy Eligible Activities

Projects to implement e-prescribing among eligible pharmacies may include, but are not limited to:

- Hardware purchase or installation required for pharmacy system upgrade for electronic prescribing functionality.
- Software purchase or installation required for pharmacy system upgrade for e-prescribing functionality.
- E-Prescribing transaction costs, up to one year maximum.

2.02 Objectives

The applicant will detail project goals and objectives in the Action Plan to be submitted to and approved by IDPH. The applicant will meet all goals and objectives as submitted in approved Action Plan.

2.03 Staffing or Personnel Requirements

The applicant shall determine staffing or personnel requirements to provide sufficient services and fulfill core activities.

2.04 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.

The applicant will submit a line item budget of anticipated direct project costs for the period of Contract Term of October 1, 2013-September 30, 2014 and for the renewal term (at IDPH's option) of October 1, 2014-Septmber 30, 2015 .The budget shall include only the line item categories listed below and comply with the guidelines as outlined in Section 2.04 of this RFP. The applicant shall complete required form **Attachment G** identifying proposed expenditures:

- Salary/Fringe Benefits
- Contractual/subcontracts
- Equipment
- Other
- Administrative or Indirect Costs

2.05 Required Reporting

Reports listed below, as well as the due date and method of submission, are subject to change at the sole discretion of IDPH.

Program Reports

The successful applicants shall be expected to prepare the following report on a template provided by IDPH.

Report	Method of Submission	Date Due
Quarterly Progress Report	1 electronic copy uploaded to the Completed Reports folder in the Contractor's SharePoint Service Contract Site	Due Dates: December 31, 2013 March 31, 2014 July 31, 2014
Final Program Report	1 electronic copy uploaded to the Completed Reports folder in Contractor's SharePoint Service Contract Site	October 31, 2014

Expense Reports:

The successful applicants shall prepare a quarterly expense report in an Electronic Expenditure Workbook (EEW).

Expense Report	Date Due
Monthly Electronic Expenditure Workbook (EEW)	Submit expenses within 45 days of the following dates: December 31, 2013 April 30, 2014 July 31, 2014

Match Reports:

A one-to-three match is required. Applicants must provide one dollar toward the total in the form of cash or in-kind services for every three dollars provided by the grant toward the same total. Documentation of required match to date is due throughout the project by the following dates: December 31, 2013, February 28, 2014, and October 30, 2014.

The successful applicants shall prepare match reports, indicating in-kind and cash match, as required, in an Electronic Expenditure Workbook (EEW).

Match Report	Date Due
Monthly Electronic Expenditure Workbook (EEW)	Submit match by the following dates: December 31, 2013 February 28, 2014 October 30, 2014

Performance Measures:
The applicant will meet all goals and objectives as submitted in approved Action Plan.

40% of the applicant's milestones, as outlined in the applicant's approved Action Plan, must be documented and submitted by December 31, 2013. An additional 40% of the applicant's milestones must be documented and submitted by February 28, 2014 and all final milestones must be met by September 30, 2014. IDPH will make payment to the successful applicant for milestone completion promptly upon submission of documentation. Program funding will be reduced after March, 2014, so it is essential that milestones for this project be met early to ensure availability of funding.

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.

3.01 Technical Requirements

Submitted proposals must meet the following formatting and technical requirements:

A. Proposal documents must be submitted in a single zipped file (preferred) or single PDF file format, no larger than 20 MB, and emailed per the instructions outlined in section 1.06 E. (Refer to **Appendix III** for zipping instructions).

B. Shortcuts or links to proposal documents will not be accepted and shall result in document rejection, which may result in rejection of the proposal.

C. Proposals must be typewritten and follow the format delineated herein.

Aspect	Requirement
Format	Documents must be created in MS Office Word or Excel. MS Office 97-2003 format is the minimum product accepted.
Length	There is no page limit for the narrative sections.
Font size	Proposal must be in a minimum of 12 point font. A smaller font may be used for tables, figures or maps.
Margins	Narrative sections must use a minimum of one inch on all sides. Required forms contain preset margins which may not be changed.
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…) inclusive of all documents 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. If applicant is submitting an audit report (if required from section 3.04), this audit appendix does not need to be included in the sequentially numbered appendices.
Signatures on Cover Page	The cover page (page 1 of Attachment A) must be complete and contain an electronic signature by an individual authorized to legally obligate the applicant agency.
Minority Impact Statement	The minority impact statement must be complete and contain an electronic signature by an individual authorized by the applicant agency.
Proposal content	Failure to adhere to prescribed instructions, technical requirements (section 3.01), format, or proposal content (section 3.02) may result in disqualification (rejection) of the proposal.

D. Do not submit promotional materials. Promotional materials or items other than required by this RFP will not be considered during the review process.

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

3.02 Proposal Content

Submitted proposals must contain the following items and be prepared by the applicant in compliance with these instructions, meeting all minimum and eligibility requirements outlined in this RFP.

A. Cover Page: Must be fully complete and signed. Identifies the applicant's legal name (Fiscal agent for HIE Community Partners or single pharmacy), federal identification number, and key contact information for the project. Applicant must 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. Provide the applicants federal identification number. Provide the applicant's address, telephone and FAX number as requested in the first section of Attachment A.
- Total Funds Requested – Indicate the total amount of funds requested by program, not to exceed the amounts outlined in section 1.05.
- Conditions/Signature – The person authorized to execute legal documents on behalf of the entity must date and insert an electronic signature to certify that the applicant is in agreement with the conditions listed.
    - According to the definition outlined in Iowa Code 554D.103 and U.S. Code (http://www.gpo.gov/fdsys/pkg/PLAW-106publ229/pdf/PLAW-106publ229.pdf) defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.
- Key Personnel for this Proposal – Provide information for agency personnel associated with this proposal. Include the information in the table provided on page 2 of the Cover Page (**Attachment A**). 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. Provide evidence for any necessary applicable professional licenses required by law by listing the license number associated with the professional personnel.
    - **Executive Director** Name, email address, experience and license number as applicable – Complete and 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.
    - **Program Administrator** Name, email address, experience, license number as applicable – Complete the table by providing 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.

- **Fiscal Director** Name, email address, experience, license number as applicable – Complete the table by providing the name of the individual with overall responsibility and authority for financial management for this program.

B. Minority Impact Statement: Must be fully complete and signed. Identifies the applicant's potential impact of the project's proposed programs or policies on minority groups. Applicant must complete required form – **Attachment B** following these instructions:

- Applicants must independently complete the "Minority Impact Statement" form by checking the box that most accurately reflects the proposed project programs or policies impact on minority persons.

- Describe the rationale or evidence for your choice in a brief narrative, as well as identifying the specific minority groups in which there is a positive or negative impact (if applicable) on the checklist.

- Document must be electronically signed by a person authorized by the applicant agency and return it with the proposal.

C. Applicant's Background/Demonstrated Experience, Community Partnerships and Needs Assessment

In narrative format, using the space provided in **Attachment C**, applicant shall describe each of the items listed below:

a. Brief organizational descriptions, including current use of health information exchange among partners (whether on paper, by phone or fax, or electronically).
b. Geographic area and demographics of population(s) served.
c. Description of your collaborative structure and history as collaborators on previous projects, if any (can be non-health IT projects). Briefly describe your experiences working together.
d. Describe how project meets the needs for health information exchange.
e. Describe how project is expected to improve patient safety, quality of care, consumer empowerment and/or community health.
f. Describe how project will address patient privacy.
g. Name of organization that will serve as the fiscal agent on this project.

D. Action Plan

The successful applicant must submit a work plan in narrative or table/spreadsheet form, or both, which shall include the information as provided in **Attachment D.**:

Using the form provided **(Attachment D)**, applicants shall…

Subcontracts: If the applicant intends to use subcontractors in completing work and services of this RFP, refer to Section 1.17 of the RFP and include the requested information from that section here.

If a proposal receives funding, proposed subcontracted services with a value of $2,000 or greater must be defined in a legal agreement, submitted to and approved by IDPH prior to signature by either party. (Per Section 5 of the IDPH General Conditions)

D. Office Locations and Services. Identify and specify the location (s) of the applicant's offices or other facilities involved in provision of services under this proposal. Complete the Service Delivery Form (**Attachment E)** or include a chart or table that outlines all of the agency's offices (including addresses) and the services provided.

E. Letters of Commitment

Applicants are required to include letters of commitment from all collaborating organizations. The organization agreeing to serve as the fiscal agent must state their willingness to accept and account for grant funds under this program is required. In addition, collaborating organizations not serving as the fiscal agent must state their willingness to have the organization serving as fiscal agent accept and account for grants funds under this program on their behalf.

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3.03 Budget

Line Item Budget:

All reasonable eligible costs for completing the project are eligible for reimbursement.

Reimbursement will not be made for items/activities purchased or started prior to the beginning of this contract. Other ineligible costs include, but are not limited to the following:

- HIE Readiness Assessments
- Strategic Planning
- Information Technology Construction Projects
- Ongoing Hardware and/or Software Maintenance Fees
- Mobile Devices
- Medical Equipment

Insert a line-item budget into the narrative or attach as a separate document (**see Attachment F**).

1. **Indirect charges**. Indirect charges are not acceptable.
2. **Financial and/or In-kind match.** Include the amounts and sources of financial or in-kind resources used for the required one-to-three match. It is not necessary to have a match for each line item; however, the total match must equal at least one-third of the total grant dollars requested. In-kind match should be expressed in dollars, and can include, but is not limited to, staff time (value of salaries and fringe) spent by collaborating organizations on the project (for example, staff time spent in planning, governance, or IT support), communications and mileage costs related to planning or governance meetings, and equipment needed to enable health information exchange.

Budget Narrative:
Provide information on how each of the line items shown in the budget was calculated.

1. **Salary and Fringe.** For any positions proposed to be funded from this project, provide the position title, the amount of salary and fringe benefits paid for by the grant, and percent of time on the project. Include a brief description of the activities of each position as it relates to the project. The budget form need only reflect the totals for salaries and fringe.
2. **Travel.** Include a description of the proposed travel as it relates to the completion of the project. Provide the estimated number of miles planned for project activities as well as the rate of reimbursement per mile to be paid from project funds. IDPH will not reimburse travel amounts in excess of limits established by Iowa Department of Administrative Services, State Accounting Enterprise. Current in-state maximum allowable amounts are:
   - Food- $8.00/breakfast, $12.00/lunch, $23.00/dinner
   - Lodging- Maximum $83.00 plus taxes per night
   - Mileage- Maximum of $0.39 per mile.
3. **Equipment.** List any equipment anticipated to be purchased with these funds. Equipment is defined as any item with a cost or value of $5,000 or more and with an anticipated useful life of one year or more. If the item does not meet this definition, it should be included in "other" costs.
   - **Software.** Include a description and projected costs of any proposed software.
   - **State-Certified HIE Service Provider Subscriptions.** Include cost (and quotes if applicable) for subscription(s).
   - **Supplies.** Include a description of any supplies needed for the project.
4. **Consultants/Contracted services.** The applicant is permitted to subcontract for the performance of certain services. Refer to Section 1.17 of this RFP and Section 5 of the IDPH General Conditions for subcontract provisions and requirements. If services performed for any activities outlined in this RFP are to be subcontracted, the applicant must include subcontractor name and estimated dollar amount of each subcontract.
5. **Other.** All other anticipated expenses using funds must be listed on the line item budget and justified. This category includes: office supplies, educational supplies, project supplies, incentives, communication, rent and utilities, training, information technology-related expense, travel, etc. This will include any equipment costs not meeting the above definition for equipment.
6. **In-kind match.**

3.04 Business Organization Information

A Business Organization Form must be fully completed and up-to-date within the contractor's SharePoint Service Contract site.

If the applicant is a current contractor with IDPH and already has an established SharePoint site for contract management with IDPH, then the applicant is responsible to verify the information included in the Business Organization form is **current and uploaded** in their respective Business Organization folder within their SharePoint Service Contract site. If any updates are needed to the Business Organization Form or supporting information, the applicant must complete these prior to proposal submission. **Applicant shall provide a statement in the proposal that the Business Organization form has been reviewed and is accurate.**

If the applicant is a **new** potential contractor with IDPH and does not currently have access to an IDPH established SharePoint site for service contract management, then the Business Organization Form (**Attachment G**) and any supporting information required in this section shall be electronically attached in a PDF as a Business Organization Appendix to the proposal being submitted.

Follow these instructions to complete the Business Organization Form as necessary:

Item	Field	Description
	Agency Name	Provide the name of the agency applying.
	Date	Provide the date the form is completed.
Structure		Identify and describe the legal structure of the applicant. (e.g. corporation, 501(c)3, county government).
	Evidence of authorization to do business in Iowa	Check the type of organization of the applicant agency. If the agency marks "Other"; then the applicant must be currently registered with the Iowa Secretary of State's office to do business in Iowa or agrees to register if applicant is awarded a contract.
Organization History	History	Provide a brief history of the agency.
	Mission Statement	Include the agency's mission statement.
	Vision Statement	Include the agency's vision statement.
Table of Organization	Is there a current table of organization uploaded in the SharePoint Business Organization document library?	In "no", include a table of organization for the applicant agency as part of the proposal appendices.
Disclosure of	Is there any litigation,	Answer "no" or "yes" as to whether the applicant

Litigation	administrative, or regulatory proceedings pending or threatened against your agency or subcontractor?	has any pending or threatened litigation, administrative or regulatory proceedings or similar matters which could affect the applicant's ability to perform required services. If "yes", list and summarize any pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the applicant's ability to perform required services.
Disclosure of Contract Default	Has your agency or a subcontractor defaulted on a contract?	Answer "no" or "yes" as to whether the **applicant or any subcontractor** identified within the proposal has defaulted on a contract within the preceding three years. If "yes", list all applicable contracts and subcontracts, including the name(s) of a contact person and phone number for the other party(s) holding the contract defaulted upon, and provide a brief description of the incident(s). Add rows if needed.
Disclosure of Contract Termination	Has your agency or subcontractor terminated a contract?	Answer "no" or "yes" as to whether the applicant or any subcontractor identified within the proposal has terminated a contract with another party prior to its full term within the preceding three years. If "yes", list all applicable contracts and subcontracts, the name(s) of a contact person and phone number for the other party(s) holding the contract that was terminated, and provide a brief description of the incident. Add rows if needed.
	Has your agency or a subcontractor had a contract terminated?	Answer "no" or "yes" as to whether the applicant or any subcontractor identified within the proposal has had a contract terminated by another party prior to its full term within the preceding three years. If "yes", list all applicable contracts and subcontracts, the name(s) of a contact person and phone number for the other party(s) that terminated the contract, and provide a brief description of the incident. Add rows if needed.
Audited financial statement	1. Does the agency	Check "yes" or "no" regarding whether the

	currently hold a contract with IDPH?	applicant agency currently holds a contract with IDPH. If “yes”, go to #2. If “no”, go to #3.
	2. Has the agency submitted audit reports (or operating statement if non-profit organization) to IDPH for the preceding three year period?	Check “yes” or “no” regarding whether the applicant agency has previously submitted audit reports (or operating statement if applicant is nonprofit corporation) for the preceding three year period. If “yes”, no additional information is needed. Any applicant agency that currently holds a contract with the department and has previously submitted a current audit report need not submit a copy with this proposal. If “no”, go to #3.
	3. Does the agency need to submit an audited financial statement with this proposal?	If the agency responds “no” to either #1 or #2, then yes, the agency must provide an audited financial statement for the preceding three year period within the proposal appendices. Nonprofit corporations whose previous funding level has not required an audited financial statement **must** submit a year-end operating statement and balance sheet for the preceding three year period and a current operating statement in lieu thereof.

3.05 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.

3.06 Proposal Checklist

Applicant is not required to submit a checklist with the proposal.

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, including technical requirements (section 3.01) and proposal content (section 3.02), for submitted proposals. Proposals which fail to satisfy technical requirements or proposal content may be eliminated from the proposal review. These proposals may be rejected and will not be returned to the applicant. IDPH will notify the applicant of a rejection that occurs during Phase I of the review process. 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 and proposal content 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 criterion. If an applicant is requested to make an oral presentation of the proposal pursuant to RFP Section 1.14, the committee members may consider the oral presentation 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 for the same service delivery area or when IDPH receives more proposals than funding allows for, 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 1.18 - 1.22 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. Proposals scoring less than the minimum average score will be rejected.

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	**Weight**	**Potential Maximum Score**
Cover Page	--	Required
Key Personnel	--	Required
Minority Impact Statement	--	Required
Background and Demonstrated Experience	4	20
Needs Assessment/Community Narrative	4	20
Action Plan	6	30
Budget and Budget Justification Narrative	6	30
Business Organization Form or Statement	--	Required
Letters of Commitment	--	Required
Litigation or Investigation Disclosure	--	Required
Proposal Checklist	--	Required
		100 **points maximum**

SECTION 5 – CONTRACT

5.01 Conditions

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective January 1, 2013 revised 1.10.13 as posted on the IDPH Web page www.idph.state.ia.us under *Funding Opportunities link*. Refer to **Appendix I** for the Draft Contract Template. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of IDPH.

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 exceeds $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 6th, 7th, and 8th months of service.

SECTION 6 – APPENDICES

Appendices are posted in a separate zipped file on the IDPH Web page under *Funding Opportunities link:* www.idph.state.ia.us.

- Appendix I Draft Contract Template
- Appendix II Draft Scoring Tool
- Appendix III Zipping Instructions

SECTION 7 – ATTACHMENTS

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

- Attachment A Cover Page and Key Personnel
- Attachment B Minority Impact Statement
- Attachment C Narrative for Background, Community Partnerships and Needs Assessment
- Attachment D Action Plan
- Attachment E Service Delivery Table
- Attachment F Budget- Excel Worksheets
- Attachment G Business Organization Form