

Request for Proposal/Quotation

For **LOINC Mapping**

December 23, 2011

Rhode Island Quality Institute

235 Promenade Street
Suite 600
Providence, RI 02908

Rhode Island  Quality Institute

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Confidentiality Statement

All correspondence, documentation and information of any kind, provided to any Respondent, in connection with or arising out of this RFP or the acceptance of any Response will abide by the terms previously agreed to in the CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT, as well as:

- a) Remains the property of The Rhode Island Quality Institute.
- b) Must be treated as confidential.
- c) Must not be used for any purpose other than for replying to this RFP and for fulfillment or any related subsequent process or agreement.
- d) Must be returned upon request.

RIQI will endeavor to use the Provider's Response only in connection with this RFP and will endeavor to keep the information contained in the Responses confidential unless disclosure is required by law or by a court of competent jurisdiction.

Submission Details

Submission Deadlines

All correspondence, documentation and information provided in response to or because of this RFP may be reproduced for the purposes of reviewing the Respondent's submission to this RFP. RIQI reserves the right to share the responses of the RFP with technology partners that have executed an NDA with RIQI. If a portion of a Respondent's Response is to be held confidential, such provisions must be clearly identified in the Response.

Each Vendor, by submitting a proposal in response to this RFP, certifies that its proposal to RIQI has been prepared either independently or with an identified partner and that the provider and/or identified partners is/are the owner(s) of the proposal, as well as any ideas or other intellectual property contained herein necessary to conduct the services contemplated.

All Responses and supporting documentation shall become the property of RIQI, subject to claims of confidentiality in respect of the Response and supporting documentation, and will not be returned.

All submissions for responding to this request must be submitted to our office in paper or email form, as stated below, no later than:

Thursday, January 5, 2012
No later than 5:00pm EDT

Submission Delivery Address

The delivery address to be used for all submissions is:

Jeannine Lennox

Senior Associate, Project Management – HIE Program Management
Rhode Island Quality Institute
235 Promenade Street, Suite 600
Providence, RI 02908]
Voice: 401-276-9141 Ext. 287
Cell: 401-829-3827
Email: jlennox@riqi.org

Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request For Proposal:

Jeannine Lennox

Senior Associate, Project Management – HIE Program Management
Voice: 401-276-9141 Ext. 287
Cell: 401-829-3827
Email: jlennox@riqi.org

Electronic Submissions

Electronic submissions in response to this Request for Proposal/Quotation will be accepted as long as they meet the following criteria:

Sent via email to: jlennox@riqi.org

Document standards:

- Must be in Microsoft Word and PDF format
- Must be sent encrypted to protect confidential information

Introduction and Executive Summary

The Rhode Island Quality Institute has initiated a project to improve the display of data received from multiple health information sources into a standardized vocabulary data dictionary by translating and mapping local test codes into LOINC codes.

Business Overview & Background

The Rhode Island Quality Institute (RIQI) is combining the efforts of the RI healthcare community to improve the quality, delivery and efficiency of health services that the people of Rhode Island receive.

One area of focus is information technology and information delivery. RIQI is requesting applications from qualified organizations to perform LOINC mapping in order to improve the display of patient clinical data for laboratory services and other clinical observations in currentcare, Rhode Island's state Health Information Exchange (HIE). Translating HL7 and/or local laboratory codes from multiple providers into a standardized LOINC database will optimize the display of laboratory results consistently and enhance the clinical care and management of patient care.

Specifications Overview

RIQI currently has 1 test-phase and 4 live Data Sharing Partners (DSPs) with separate lab compendia that RIQI needs to have mapped to LOINC. There will be additional DSPs throughout 2012 which will fall under the maintenance part of the RFP.

At this time there are 58 most common orderable tests with 260 result components of those orderable tests that account for 80% of the labs ordered. This results in approximately 1500 lines across the compendiums. Source data has been collected from Lab Compendiums in appropriate Excel format (Order Code, Order Name, Result Code, Result Name, Result LOINC) acquired from 3 out of 4 live ORU submitting DSP's. The top 80% by volume analyzed from the largest DSP's lab feed will be used as the basis for mapping the ~260 LOINCS per DSP. There is already a 40 – 50 % overlap of LOINC codes for the existing DSPs.

RIQI can share the structure of the mapping interface file specification with the selected vendor.

RIQI is requiring that the selected vendor would do the analytical comparisons, meaning comparing one lab's LOINCS to another, as well as determining if it is appropriate to map both LOINC codes to each other, etc.

The scope of the lab disciplines that RIQI would need mapped include; Chemistry, Haematology, Microbiology, Blood Bank, Pathology and Cyto. Non-results mapping such as billing codes or administrative data will not be required at this time.

RIQI is in discussions with our DSPs to secure the appropriate resources who will be able to follow up on any concerns from the mapping process. It is expected that the LOINC mapping vendor will work directly with the DSPs to follow up with any concerns.

The Apelon Distributed Terminology System (DTS) mapping tool is in place through RIQI's vendor partner InterSystems in the HealthShare system through outside consulting with Apelon. A minimal amount of mapping has been done to date.

It is anticipated that the contractor will be required to do training (transfer of knowledge) for RIQI staff or lab staff with respect to LOINC mapping as part of the contract.

Detailed Specifications/Requirements

RIQI is seeking bids from vendors that can demonstrate their ability to:

In order to be able to compare the vendor responses, please provide a detailed breakdown of work describing processes, procedures, traceability and historical information on what is required as well as the time it takes to perform the work requested along with historical evidence of how you have achieved these specifications/requirements in the past. This will provide RIQI with the necessary information to evaluate the capabilities of the vendors.

1. Describe how you will support the comparison of lab test data to establish a Master Integration Mapping file where results are received from multiple sources.
2. Assist in the establishment and mapping of a LOINC reference standard by providing clinical analysis and guidance of Data Partner and/or RIQI provided compendiums to establish one integration mapping file. Provide a task list of how this work is done.
3. Provide details on how you will facilitate the comparison of data from various sources.
4. Describe any preferred data format that would be required for RIQI to provide for our existing compendium.
5. Describe the format of how the LOINC mapping will be delivered back to RIQI. Upon vendor selection, be prepared to provide a sample.
6. Provide periodic and/or ongoing update maintenance for LOINC mappings. RIQI's understanding is that there are 2 LOINC releases per year in June and December. What is the average amount of changes required historically for the vendor's existing clients? On average, how many hours are required to perform the update maintenance and what is the associated cost? Provide a summary on how this has been supported with other implementations.
7. RIQI intends to add additional DSPs in 2012. Describe the level of effort and cost to perform LOINC mapping for each additional DSP assuming the same criteria as presented in the Specifications Overview of the 58 most common orderable tests with 260 result components of those orderable tests.
8. Indicate if you have worked directly with clinicians in the past. If yes, describe the extent of this work.
9. Do you have experience using the Apelon DTS tool set? If yes, describe your experience. If no, describe your experience with a similar tool set or how you would acclimate yourself to the Apelon tool set.
10. Describe the level of training that can be transferred to RIQI as part of the contract. Provide supporting documentation on your training program, if applicable. If additional training is required to transfer knowledge above what is part of the LOINC mapping contract, please provide time and cost estimates.
11. Meet an aggressive time schedule of completion by the middle to end of February 2012.

In addition to the above specifications RIQI is requesting that the vendors also supply any functionality and/or service offerings that may be considered to enhance the development and delivery of the LOINC mapping.

NOTE: Vendor evaluations will be performed based on detailed information provided to each of the eleven criteria listed above. Failure to complete any of these items will result in a zero score for that particular specification.

Assumptions & Constraints

Original RFP Document

The Rhode Island Quality Institute shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of the terms and conditions in the vendor's submission is grounds for immediate disqualification.

Costs

This RFP does not obligate RIQI to pay for any costs of any kind whatsoever that may be incurred by Respondent or any third parties in connection with the Response.

Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts the full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to RIQI as necessary to gain such understanding. RIQI reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, RIQI reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to The Rhode Island Quality Institute.

Good Faith Statement

All information provided by RIQI in this RFP is offered in good faith. Individual items are subject to change at any time. RIQI makes no certification that any item is without error. RIQI is not responsible or liable for any use of the information or for any resulting claims.

No Publicity or Promotion

Respondents shall not make any public announcement or distribute any literature regarding this RFP or otherwise promote itself in connection with this RFP, without the prior written approval from The Rhode Island Quality Institute.

Formal Communications

Formal Communications shall include, but are not limited to:

- Questions concerning this RFP: Questions must be submitted in writing via the email address provided and be received according to the Schedule of Events.

- Errors, omissions and enhancements to the RFP: Vendors shall bring to RIQI any discrepancies, errors, or omissions that may exist within this RFP. Vendors may recommend to RIQI any enhancements to the RFP. These recommendations must be submitted via e-mail
- Inquiries about technical interpretations must be submitted in writing via the email address provided and be received according to the Schedule of Events.
- Inquiries for clarifications/information that will not require addenda may be submitted verbally to RIQI named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

RIQI will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within seven business days. Written responses will be delivered via e-mail. All questions, answers, and addenda will be shared with all recipients.

Terms and Conditions

Respondent's Submission

All correspondence, documentation and information provided in response to or because of this RFP may be reproduced for the purposes of reviewing the Respondent's submission to this RFP. RIQI reserves the right to share the responses of the RFP with technology partners that have executed an NDA with RIQI. If a portion of a Respondent's Response is to be held confidential, such provisions must be clearly identified in the Response.

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All Responses and supporting documentation shall become the property of RIQI, subject to claims of confidentiality in respect of the Response and supporting documentation, and will not be returned.

Personal Information

a) General

Depending on the circumstances, RIQI may request information related to the qualifications and experience of persons who are proposed or available to provide services through the vendor. This may include, but is not limited to resumes, documentation of accreditation and/or letters of reference. The Respondent should not submit as part of its Response any information related to the qualifications, experience of persons who are proposed or available to provide services unless specifically requested.

Unless specifically requested, any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to The Rhode Island Quality Institute.

b) Requested Personal Information

Any personal information that is requested from Respondent by RIQI shall only be used to *consider* the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to RIQI. RIQI will consider that the appropriate consents have been obtained for the disclosure to and use by RIQI of the requested information for the purposes described.

Intellectual Property

The Respondent should not use any intellectual property of The Rhode Island Quality Institute, including but not limited to all logos, registered trademarks or trade names of The Rhode Island Quality Institute, at any time without the prior written approval of The Rhode Island Quality Institute.

Governing Law

This RFP and the Respondent's Response shall be governed by the laws of The State of Rhode Island.

No Liability

The Rhode Island Quality Institute shall not be liable to any Respondent, person or entity for any losses, expenses, costs, claims for damages of any kind arising out of, or by reason of, or attributable to, the Respondent responding to this RFP.

- a) Arising out of, or by reason of, or attributable to, the Respondent responding to this RFP.
- b) As a result of the use of any information, document or error or omission contained in this RFP or provided during the RFP process.

Entire RFP

This RFP, any Addenda to it, and any schedules listed below constitute the entire RFP; however, if RIQI deems it necessary, the RFP may be changed at any time. Any additions will be announced to the designated contacts at participating vendors and an updated schedule will be issued with appropriate recognition of the changes. RIQI reserves the right to withdraw, modify or terminate the RFP at any time.

Selection Criteria

Evaluation Criteria (no weighting is implied by order of listing):

Any selection of a Vendor will be based upon an evaluation of the response to the RFP with appropriate consideration given to operational, technical, cost and management requirements. Evaluation of offers

will be based upon the Respondent's responsiveness to the RFP and the total fees quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Provider or Providers:

1. Completion of all required responses in the correct format
2. The extent to which Vendor's proposed solution fulfills RIQI's stated requirements as set out in this RFP
3. An assessment of the Vendor's ability to deliver the indicated services in accordance with the specifications set out in this RFP
4. The Vendor's stability, experience, and record of past performance in delivering such services
5. Overall cost of Vendor's proposal for their services/products
6. Engagement methodology
7. Vendor's qualifications and references
8. Cost and Length of Contract

Selection and Notification

Vendors determined by RIQI to possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these vendors via mail. Those vendors not selected for the negotiation phase will not be notified.

RIQI may, at its discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective Vendors.

Method of Award

The evaluation of each response to this RFP will be based on vendor's demonstrated competence, compliance, format, and enterprise applicability. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply RIQI with a provider data source identified in the Detailed Specifications. However, if RIQI does not find a suitable vendor within the RFP process, RIQI is not obligated to award the project to any vendor.

Schedule of Events

The following is the schedule that will apply to this RFP. From time to time The Rhode Island Quality Institute may change the schedule as it deems necessary. The prospective vendors will be notified of the changes by receiving (via email to a designated contact person) a new schedule with comments and/or updated dates. It is the responsibility of the vendors to abide by this schedule and any changes to it.

Event	Date
1. Re-Issuance of RFP	12/23/11
2. Written Comments Deadline	12/30/11
3. RIQI responds to Written Comments	01/03/12
4. Proposal Deadline	01/05/12
5. Vendor Meetings Scheduled if Necessary	01/06/12
6. RIQI Completes Scoring	01/13/12
7. RIQI Completes Cost Proposal Scoring	01/13/12
8. Final Questions to Vendors	01/13/12
9. Selection and Contracting Phase	01/20/12