

Request for Proposal/Quotation

For **Provider Data Source for Provider Directory Population**

November 18, 2011

Rhode Island Quality Institute

235 Promenade Street
Suite 600
Providence, RI 02908

Rhode Island  Quality Institute

Table of Contents

Confidentiality Statement.....	4
Submission Details	4
Submission Deadlines	4
Submission Delivery Address	5
Submission Questions and Clarifications	5
Electronic Submissions.....	5
Introduction and Executive Summary.....	6
Business Overview & Background	6
Detailed Specifications.....	6
Assumptions & Constraints.....	7
Original RFP Document.....	7
Costs.....	7
Vendor’s Understanding of the RFP.....	7
Good Faith Statement.....	7
No Publicity or Promotion	7
Formal Communications.....	7
Terms and Conditions	8
Respondent’s Submission	8
Personal Information	8
Intellectual Property	9
Governing Law	9
No Liability	9
Entire RFP.....	9
Selection Criteria.....	9
Evaluation Criteria (no weighting is implied by order of listing):	9
Selection and Notification.....	10
Method of Award.....	10
Schedule of Events.....	11

Appendix A	Provider Data Source Elements	12
Appendix A	Provider Data Source Elements Cont.....	13
Appendix A	Provider Data Source Elements Cont.....	14

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 on paper and delivered to our office or electronically, as stated below, no later than:

Friday, December 9, 2011
No later than 5:00pm EDT

Submission Delivery Address

The delivery address to be used for all submissions is:

David Emberley
Project Manager – Provider Directory
Rhode Island Quality Institute
235 Promenade Street, Suite 600
Providence, RI 02908
Voice: 508-361-5030
Email: demberley@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:

David Emberley
Project Manager – Provider Directory
Voice: 508-361-5030
Email: demberley@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: **demberley@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 build and populate a provider directory designed to expand the functionality of the RI Health Information Exchange (HIE) system currentcare.

Business Overview & Background

The Rhode Island Quality Institute is seeking a data source consisting of Rhode Island provider data to be used in an effort to populate a provider directory as a means to simplify the provider/user registration and enrollment process into the currentcare system and support the efforts to enable provider notification through Direct messaging.

Subsequent efforts will focus on the prospect developing the provider directory into a foundation for service offerings to the provider and member communities.

Detailed Specifications

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

1. Supply a file containing Rhode Island providers to populate the currentcare Provider Directory. Providers contained in the data source should include, but not be limited to, all prescribers:
 - a. MDs, DOs, DMD, DDS, DPM, DC, OD, Advanced Practice Nurses, Physician Assistants, RNs.
2. Provide monthly updates of provider information to the currentcare Provider Directory in the form of a delta file.
3. Provide sanctions information to enable monitoring of provider license revocations and disciplinary actions.
4. Provide affiliation and organization information related to each of the providers.
5. Provide identification information including, but not limited to, NPI Number, NPPES information, State Licensure information, DEA Number, etc.
6. Provide details of where the provider data is collected and captured, how it is stored and maintained and validated.
7. Offer a data source in a format and media that is compatible with the InterSystems HealthShare system that runs currentcare for the RI HIE.
8. The data must be able to be considered for future public service offerings.
9. Offer provider information for surrounding counties and/or states for enhancement of the provider directory and for future growth opportunities.
10. Describe plans to conform to the recommendations of the ONC S&I Framework for provider directory.
11. Provide, at a minimum, the sample of provider data element types listed in Appendix A.

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 provider directory.

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.

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.

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. Issuance of RFP	11/18/11
2. Written Comments Deadline	12/2/11
3. RIQI responds to Written Comments	12/7/11
4. Proposal Deadline	12/9/11
5. Vendor Meetings Scheduled if Necessary	12/11/11
6. RIQI Completes Scoring	12/16/11
7. RIQI Completes Cost Proposal Scoring	12/16/11
8. Final Questions to Vendors	12/16/11
9. Selection and Contracting Phase	12/18/11

Appendix A Provider Data Source Elements

1	PD_Index
2	NPI Number
3	NPI Activation Date
4	Entity Type Code
5	Replacement NPI
6	Employer Identification Number (EIN)
7	Provider Organization Name (Legal Business Name)
8	Provider Last Name (Legal Name)
9	Provider First Name
10	Provider Middle Name
11	Provider Name Prefix Text
12	Provider Name Suffix Text
13	Provider Credential Text
14	Provider Other Organization Name
15	Provider Other Organization Name Type Code
16	Provider Other Last Name
17	Provider Other First Name
18	Provider Other Middle Name
19	Provider Other Name Prefix Text
20	Provider Other Name Suffix Text
21	Provider Other Credential Text
22	Provider Other Last Name Type Code
23	Provider First Line Business Mailing Address
24	Provider Second Line Business Mailing Address
25	Provider Business Mailing Address City Name
26	Provider Business Mailing Address State Name
27	Provider Business Mailing Address Postal Code
28	Provider Business Mailing Address Country Code (If outside U.S.)
29	Provider Business Mailing Address Telephone Number
30	Provider Business Mailing Address Fax Number
31	Provider First Line Business Practice Location Address
32	Provider Second Line Business Practice Location Address
33	Provider Business Practice Location Address City Name
34	Provider Business Practice Location Address State Name
35	Provider Business Practice Location Address Postal Code
36	Provider Business Practice Location Address Country Code (If outside U.S.)
37	Provider Business Practice Location Address Telephone Number
38	Provider Business Practice Location Address Fax Number
39	Affiliation Type 1

Appendix A Provider Data Source Elements Cont.

40	Affiliation Description 1
41	Affiliation Type 2
42	Affiliation Description 2
43	Affiliation Type 3
44	Affiliation Description 3
45	Provider Enumeration Date
46	Last Update Date
47	NPI Deactivation Reason Code
48	NPI Deactivation Date
49	NPI Reactivation Date
50	Provider Gender Code
51	Authorized Official Last Name
52	Authorized Official First Name
53	Authorized Official Middle Name
54	Authorized Official Title or Position
55	Authorized Official Telephone Number
56	Healthcare Provider Taxonomy Code_1
57	Provider License Number_1
58	Provider License Number State Code_1
59	Healthcare Provider Primary Taxonomy Switch_1
60	Healthcare Provider Taxonomy Code_2
61	Provider License Number_2
62	Provider License Number State Code_2
63	Healthcare Provider Primary Taxonomy Switch_2
64	Other Provider Identifier_1
65	Other Provider Identifier Type Code_1
66	Other Provider Identifier State_1
67	Other Provider Identifier Issuer_1
68	Other Provider Identifier_2
69	Other Provider Identifier Type Code_2
70	Other Provider Identifier State_2
71	Other Provider Identifier Issuer_2
72	Is Sole Proprietor
73	Is Organization Subpart
74	Parent Organization LBN
75	Parent Organization TIN
76	Authorized Official Name Prefix Text
77	Authorized Official Name Suffix Text

Appendix A Provider Data Source Elements Cont.

78	Authorized Official Credential Text
79	Sanction Type
80	Sanction Description
81	Sanction Begin Date
82	Sanction End Date
83	Sanction Other
84	ccConsent_Type
85	ccConset
86	Direct address_individual
87	Direct address_Org