



**SEDGWICK COUNTY, KANSAS  
FINANCE DEPARTMENT**

*Purchasing Section*

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

<http://sedgwickcounty.org/finance/purchasing.asp>

**ADDENDUM #2  
RFP #18-0080  
ELECTRONIC MEDICAL RECORDS SOFTWARE**

January 11, 2019

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Electronic Medical Records Software for the Sedgwick County Developmental Disability Organization.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

**1.) Can companies from Outside USA apply for this?**

*Answer: Vendors must have a corporate office (not necessarily headquarters) in North America, preferably in the continental United States.*

**2.) Do we need to come over there for meetings?**

*Answer: If shortlisted, vendor must demonstrate product here in Wichita KS. Other meetings may be done remotely.*

**3.) Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)**

*Answer: There are no geographical restrictions on where product development is done or where the servers for a vendor-hosted solution exist, but support should be provided by personnel in the continental United States and in a US time zone supportive to our needs.*

**4.) Can we submit the proposals via email?**

*Answer: Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating vendors in formulating a thorough response. Should you elect to participate, submit one (1) original AND one (1) electronic copy (.PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:*

*Josh Lauber*

*Sedgwick County Division of Purchasing 525 N. Main, Suite 823  
Wichita, KS 67203*

*SUBMITTALS are due **NO LATER THAN 1:45 p.m. CST**, January 28, 2019. Responses must be sealed and marked on the lower left-hand corner with the vendor name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.*

*Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CST, on the due date. No information other than the respondent's name will be disclosed at bid opening.*

**5.) How many total people at the organization will be utilizing the EHR? (full-time and part-time)?**

*Answer: Sedgwick County Developmental Disability Organization (SCDDO) has 22 full-time staff and 3 part-time staff that would log in to the EHR. Estimated concurrent Full-Time Users number 15-20. Estimated concurrent Part-Time Users number 1-3. Sedgwick County would like to know what it would look like to add more users in case our organization grows.*

**6.) How many Part-Time Users (working under 15 hours per week) would utilize the EHR at Sedgwick County?**

*Answer: SCDDO has 3 part-time staff that would log in to the EHR. Estimated concurrent Part-Time Users number 1-3. Sedgwick County would like to know what it would look like to add more users in case our organization grows.*

**7.) Are there any Residential Users at Sedgwick County? If so, how many users are exclusively doing Residential Services (separate from Full-Time and Part-Time Users)?**

*Answer: No, there are no Residential Users at Sedgwick County.*

**8.) Does Sedgwick County do any bed management? If so, how many beds does Sedgwick County have?**

*Answer: We don't do bed management directly, but we do capacity tracking for all our Intellectual and/or Developmental Disabilities (IDD) service providers. This includes services such as Day Services, Supported Employment, and others that may not fit neatly in a solution built around "beds."*

**9.) Does Sedgwick County need to electronically prescribe medications? Specifically, do they need to prescribe for Controlled Dangerous Substances? If so, how many electronic prescribers does Sedgwick County have?**

*Answer: We do not prescribe medications.*

**10.) Does Sedgwick County need to order labs electronically and have results come back electronically?**

*Answer: We do not order labs.*

**11.) What is the organizations involvement with the client during services?**

Answer: After an individual is authorized for funding and enters into services the SCDDO responsibilities are:

- Data collection and tracking of service(s) and provider(s) authorization
- Perform options counseling (OC), at a minimum annually and as needed to ensure conflict free informed choice of service provider options. All encounters of OC must be documented in client record, distributed to provider and payer for development of provider/service authorization distribution documented.
- Perform annual HCBS Intellectual Developmental Disability (IDD) functional eligibility instrument for individuals HCBS funded, documenting completion and submission to Kansas Department for Aging and Disability Services (KDADS).
- Resource Management - Individuals served may also need access to additional local resources managed by the SCDDO. SCDDO receives request for resources, reviews for approval/denial and if approved, manages the distribution of the resources, Distribution of resources is dependent upon need and may be a one-time distribution and/or distributed monthly for services delivered and invoiced. All review decisions are recorded, distributed and documented in client record.
- Quality oversight - Performing oversight to ensure services delivered by provider are in accordance with regulatory standards; such as but not limited to, tracking of client satisfaction, site reviews and critical incident documentation, client complaint and follow up.
- Waiting list Management – It is possible for persons served to also be waiting for additional resources through KDADS and/or resources managed by the SCDDO. SCDDO must track waiting list placement and movement.
- Monitoring and tracking Medicaid eligibility, eligibility status and follow up.

**12.) Does SCDDO have an incumbent electronic medical record system that will be replaced by the winning vendor's system? If yes, who is the existing vendor?**

*PsychConsult, by Askesis Development Group.*

**13.) What functional assessment is used by SCDDO (e.g. SIS)? Does SCDDO require assessment tools in the desired software that allows for skip logic, auto-fill, etc.?**

*Kansas Department for Aging and Disability Services (KDADS) requires SCDDO to complete the Developmental Disability Profile tool to assess eligibility for the HCBS Intellectual Developmental Disability waiver. KDADS does have plans to transition to a new assessment tool in one to two years.*

*SCDDO would expect skip logic, auto-fill, etc. and the ability to customize that behavior when the new assessment tool is available.*

**14.) How does SCDDO anticipate service volume and waiting list volume to change over the course of the contract?**

*SCDDO has approximately 2500 to 2600 individuals receiving and/or waiting for services. We expect 1% to 2% growth per year.*

**15.) Does SCDDO require software that can handle 270/271's to determine program eligibility? How does SCDDO currently handle program eligibility? Do you need to determine program eligibility beyond the scope of insurance eligibility (270/271)?**

*Yes, 270/271 would be required. SCDDO is currently checking Medicaid eligibility through the Kansas Medical Assistance Program website manually, by individual as needed. SCDDO does track third party insurance through paper process during annual assessment.*

**16.) Can SCDDO provide additional details on this requirement, particularly including any additional requirement or specification around clearinghouse: "System must support electronic health care eligibility benefit inquire, and import results to patient record. Responding vendor should provide a recommended clearinghouse."**

*To clarify, the eligibility information obtained on the 271 must be imported into the patient record, not stored in system as batch file. For example, Managed Care Organization assignment and eligibility status must be imported into patient record. If the vendor has a recommended clearinghouse they currently work with, please provide this information.*

**17.) Can SCDDO provide an example of Precaution code.**

*To clarify "code" is a unique identifier used to alert staff when precautions should be taken when working with an individual. Tracking should include, start date, end date, history and user entering and updating the precaution.*

*For example, if an individual has a history of sexual impropriety we would want staff alerted upon viewing their record or scheduling an appointment with them.*

**18.) Can SCDDO provide additional details on the following intake requirements:**

**"Ability to conduct client search and distinguish between episodes of admission" and Ability to search and view previous episodes of admission with full client data" – Does episodes of admission refer to hospital admissions, and if so, is SCDDO anticipating integrating the new software with an HIE or RHIO?**

*Episode does not refer to hospital admission, but rather a period of time an individual is active in SCDDO system, i.e. receiving services and/or placement on waiting list. For example, John Doe was determined eligible for Intellectual Developmental Disability (IDD) services in January of 2018, was then assessed for eligibility for HCBS IDD Waiver, was placed on HCBS IDD Waiver waiting list in February 2018 and then was removed from HCBS waiting list and made inactive in June 2018 due to moving out of state. SCDDO would consider this **Episode 1**.*

*John Doe returned to KS in 1/19, requesting to be placed back on the HCBS IDD waiting list. SCDDO made John active in system again and he was placed back on HCBS IDD waiting list. SCDDO would consider reactivation in system as **Episode 2**.*

*SCDDO does not have immediate plans to integrate with an HIE or RHIO, but does want the option available if needed.*

**“Ability to track referrals in and out of organization,” – Does this refer to referrals that SCDDO makes, or only referrals to SCDDO?”**

*Both - referrals we make to providers and referrals we receive from external partners.*

**“Ability to track program eligibility determination, status in process, outcome of determination, and documentation creation for notification” – Can you confirm that this refers to SCDDO process for determining eligibility for Kansas HCBS-IDD funding and waiting list management?**

*This section of the RFP refers to the management and tracking of the Intellectual Developmental Disability program eligibility process. SCDDO must first determine eligibility for the IDD system prior to assessing eligibility for the HCBS IDD funding and waiting list.*

- 19) Can SCDDO provide additional details on their need for a system that can: “adjudicate claims submitted by provider, depleting authorization for funding and/or service;” and, “create explanation of benefits by funding source and/or by provider” (under Provider Authorization and Accounts Payable requirements). Does SCDDO function as payer/insurer?**

*SCDDO authorizes, manages, and distributes local resources to a network of providers. This requires SCDDO to receive invoices, verify authorization for service(s), and process payment for services rendered.*

- 20) Under the list of “Desirable” features, when talking about supporting functions around maintaining Provider Network information, SCDDO notes, “System could complement the Electronic Health Record and allow for reporting integration and unidentifiable consumer reference. “Can you clarify what Electronic Health Record is being referred to? An existing EHR used by SCDDO? Or the winning vendor’s solution?”**

*The winning vendor solution.*

- 21) How many vendors will be making it to the second round of the RFP process?**

*Shortlisting is determined by evaluation committee in review of submitted responses. There is no restriction to the number of proposals shortlisted in due diligence of proposal evaluation.*

- 22) Could you forward me the RFP in word format?**

*Please find the word document (.docx) attached in the message sent with attached addendum.*

Firms interested in submitting a proposal, *must* respond with complete information and **deliver on or before 1:45 p.m. CST, January 29, 2019**. Late proposals will not be accepted and will not receive consideration for final award.

**“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL* RESPONSE PAGE.”**

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A handwritten signature in black ink, reading "Josh Lauber". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Josh Lauber  
Purchasing Agent - Buyer