



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE DEPARTMENT**

Purchasing Department

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

Phone: 316 660-7255 Fax: 316 660-1839

[https://www.sedgwickcounty.org/finance/purchasing/
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

REQUEST FOR PROPOSAL

RFP #24-0016

**ASSESSMENT, TECHNICAL ASSISTANCE AND TRAINING TO CREATE INTEROPERABILITY
OF DATA SYSTEMS FOR SEDGWICK COUNTY HEALTH DEPARTMENT**

February 29, 2024

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm to provide Assessment, Technical Assistance and Training to Create Interoperability of Data Systems for Sedgwick County Health Department (SCHD) and between SCHD and partners using Fast Healthcare Interoperability Resources (FHIR®). If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal. Responses are due no later than **1:45 pm CDT, TUESDAY, APRIL 9, 2024**.

All contact concerning this solicitation shall be made through the Purchasing Department. Proposers shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Purchasing Department in writing. Failure to comply with these guidelines may disqualify the Proposer’s response.

Sincerely,

Joseph Thomas

**Joe Thomas
Director of Purchasing**

JT/ch

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I. About this Document

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the county is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 68, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a proposer's approach meets the desired requirements and needs of the county. Criteria that will be used and considered in evaluation for award are set forth in this document. The county will thoroughly review all proposals received. The county will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with proposers, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified proposer submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

II. Background

Sedgwick County, located in south-central Kansas, is the second most populous of Kansas' 105 counties. It is the sixteenth largest in area, with 1,008 square miles. Organizationally, the county is a Commission/Manager entity, employs about 2,500 persons, and hosts or provides a full range of municipal services, e.g., public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County has a total population 525,525, according to 2022 U.S. Census estimates. A majority of this population (396,192) live in Wichita, the largest city in Kansas. The Sedgwick County Health Department (SCHD) serves all within the county, providing services, including immunizations, family planning, and supporting pregnant people and people with young children. Many SCHD services fill gaps for low-income and/or uninsured or underinsured people who face barriers to accessing health services. SCHD performs disease investigation, provides health education and ensures public health emergency preparedness. SCHD collaborates with more than 100 agencies, organizations and businesses to connect people to services and work together on policies and projects to improve community health.

The mission of SCHD is to improve the health of Sedgwick County residents by preventing disease, promoting wellness, and protecting the public from health threats. SCHD received accreditation in 2014 from the Public Health Accreditation Board (PHAB) and was re-accredited in 2022. Following [PHAB 2022 Standards and Measures](#) and the [10 Essential Public Health Services](#), SCHD seeks to protect and promote the health of all people in all communities within the county.

SCHD employs about 180 staff, including 28 temporary COVID-19 recovery-related positions, within 16 programs. A 2.5 full-time equivalent (FTE) program within SCHD provides internal information technology services, such as SCHD-specific application support, to Health Department staff. The SCHD staff and the internal IT program are supported by Sedgwick County Division of Information Technology (DIT), which employs 75.5 FTE in three (3) divisions – IT Infrastructure, Enterprise Resource Planning, and Business Solutions Group. One (1) DIT Senior Developer and one (1) IT Architect will be assigned to the SCHD interoperability project. Other IT staff and non-IT SCHD will assist. The Senior Developer will work specifically on overdose prevention data interoperability processes.

Sedgwick County data systems include Microsoft applications, SAP Business Objects, mySidewalk, and Athena Electronic Health Record. SCHD access to state systems include KWIC [Kansas Women, Infants and Children (WIC)], Kansas Grant Management System, Kansas WebIZ Immunization Information System, Kansas Syndromic Surveillance System, and EpiTrax reportable disease investigation system. SCHD uses the health information exchange Kansas Health Information Network (KHIN).

Currently, SCHD has minimal interoperability infrastructure. Access to internal and external data is not centralized. Staff use multiple databases and software applications to retrieve SCHD and state data for analysis and reporting. SCHD has access to some Kansas Department of Health and Environment (KDHE) systems. Creating ad hoc reports is challenging.

A contract from this RFP will be funded from several grant funding sources. For this RFP, SCHD seeks to 1) Assess current SCHD data systems and processes; 2) Create an Interoperability Plan to build infrastructure and processes to effectively connect data from different systems; 3) Develop trained SCHD and County IT staff to sustainably continue projects after the funding ends; 4) Implement one interoperability pilot project with an external health partner organization or agency. The vendor will provide consultation, assessment and training to create effective data sharing and usage within SCHD and between SCHD and partners using Fast Healthcare Interoperability Resources® (FHIR®), a new standard for electronic health data exchange.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide consultation, assessment and training to improve and create interoperability of software applications and data sharing within SCHD and between SCHD and partners. The following objectives have been identified for this contract:

1. Acquire planning, implementation and completion of a Data Systems Assessment which assesses current SCHD data generation and sharing processes, including the use of spreadsheets, databases, and software applications that meets the parameters, conditions and mandatory requirements presented in the document.
2. In addition to the Data Systems Assessment, acquire an environmental scan of local and state overdose-related data and data collection systems that SCHD currently utilizes or could utilize in the future for overdose prevention work.
3. Acquire consultation and a written Interoperability Plan that includes recommendations on how to connect data between systems within SCHD and between SCHD and partners (including KDHE) that meets the parameters, conditions and mandatory requirements presented in the document.
4. Acquire general training recommendations and implement SCHD-specific training needed to understand and implement the Interoperability Plan.
5. Acquire technical assistance and training to develop, implement, test and deploy one (1) interoperability pilot project with an external partner.
6. Establish contract pricing with the proposer that has the best proven performance, service and customer satisfaction.
7. Acquire services with the most advantageous overall cost to the county.

IV. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate with an electronic response, the RFP number must be entered in the subject line and email the entire document with supplementary materials to:

Purchasing@sedgwick.gov

Should you elect to participate with a physical response, the response must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. 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:

Joe Thomas
Sedgwick County Purchasing Department
100 N. Broadway, Suite 610
Wichita, KS 67202

SUBMITTALS are due **NO LATER THAN 1:45 pm CDT, TUESDAY, APRIL 9, 2024.** If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at purchasing@sedgwick.gov for assistance. Late or incomplete responses will not be accepted and will not receive consideration for final award. If you choose to send a hard copy of your proposal, Sedgwick County will not accept submissions that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, or any other delivery/courier service.

Proposal responses will be acknowledged and read into record at Bid Opening, **which will occur at 2:15 pm CST on the due date.** No information other than the respondent's name will be disclosed at Bid Opening. We will continue to have Bid Openings for the items listed currently. If you would like to listen in as these proposals are read into the record, **please dial our Meet Me line @ (316) 660-7271 at 2:15 pm.**

V. [Scope of Work](#)

SCHD seeks to achieve a sustainable, interoperable data system that can produce effective, timely population health data to improve health for all communities in Sedgwick County. The first steps to achieve this vision are contained in this Request for Proposal (RFP) for one (1) vendor to assess the current SCHD data systems and processes (Data Systems Assessment), develop an Interoperability Plan with recommendations to achieve the vision, and plan, implement, test and deploy an interoperability pilot project with an external partner. During the steps, the vendor will perform SCHD-specific training and recommend general trainings for identified SCHD and DIT staff.

The SCHD vision includes the efficient collection of data and then reuse for multiple purposes, alignment of standards and technologies to enable data sharing, and provision of scalable connections across different systems. To do this, RFP proposers must utilize Fast Healthcare Interoperability Resources (FHIR®) in developing the Interoperability Plan and recommendations and then adapt an existing or create a new FHIR® implementation guide for the pilot project. Table A shows the funding timeframe in five parts by RFP task deliverables.

Table A. AVAILABLE FUNDING FOR ASSESSMENT, TECHNICAL ASSISTANCE AND TRAINING TO CREATE INTEROPERABILITY OF DATA SYSTEMS FOR SEDGWICK COUNTY HEALTH DEPARTMENT

Funds are non-negotiable.

Funds will be distributed upon invoice after tasks are completed by or before Part dates below.

Vendor Task	Part 1 By 6/21/24	Part 2 By 8/23/24	Part 3 By 12/31/24	Part 4 By 3/1/25	Part 5 By 12/31/25
Maximum funds available:	\$100,000	\$40,159	\$30,000	\$25,000	\$30,000
Develop and complete assessment of SCHD data systems	Collect Systems Information and Draft Data Systems Assessment Report (final report due 7/31/24)	Complete Environmental Scan of Overdose-related Data			
Develop SCHD Interoperability Plan with recommendations		Complete Interoperability Plan			
Implement SCHD-specific training and provide a list of general trainings	Begin Trainings	Provide Training for Senior Developer Overdose Prevention Work	Provide/Create Trainings & Complete Training Plan	Provide/Create Trainings	Complete Trainings
Plan, implement, test and deploy interoperability pilot project		Begin Planning Pilot Project with SCHD; Identify Use Case	Complete Pilot Project Plan	Provide Technical Assistance to Implement Pilot Project	Test and Deploy Pilot Project with SCHD
Provide technical assistance throughout project	Technical Assistance	Technical Assistance	Technical Assistance	Technical Assistance	Complete Technical Assistance

Funding will be monitored by SCHD and will have a do not exceed amount. SCHD will perform monthly assessments to ensure deliverables are accomplished. An example of a monthly report is found in Reference 1 Interoperability Contract Audit Report. Payment for services can be invoiced after each date in Table A or sooner if tasks are completed. Invoices must be detailed and include tasks accomplished. Properly submitted invoices and/or billing statements will be paid within thirty (30) calendar days of receipt by county. Funding can be withheld if deliverables are not met.

Note that the county staff will be assigned to work with vendor on the activities outlined in this RFP. The approximate FTE of each position dedicated to interoperability activities is listed in parentheses. The positions are as follows: one (1) Public Health Systems Analyst (about 0.25 FTE), one (1) Data Analyst Overdose Prevention (0.25), one (1) DIT Senior Developer Overdose Prevention (0.75) and one (1) DIT Enterprise Developer for Health Interoperability (1.0). The Senior Developer will work specifically on overdose prevention data interoperability processes. In addition to the three (3) positions above, other IT staff and non-IT SCHD staff will assist with coordination and implementation of project tasks.

Proposer must meet the parameters, conditions and mandatory requirements as outlined below.

Task Specifics

1. SCHD Data Systems Assessment (by 6/21/24 and 7/31/24) and Environmental Scan of Overdose-related Data (by 8/23/24)

Using an organized approach and working with SCHD staff, vendor will perform an assessment of current SCHD data generation, collection and sharing processes. The assessment will collect information, including, but not limited to, the following:

- a. Inventory and use of spreadsheets, databases, and software applications throughout SCHD
- b. Inventory of data sources and existing technical infrastructure
- c. Documentation of data sharing interactions and workflows within SCHD programs and between SCHD and external entities
- d. Processes, procedures and policies about data governance, data sharing and data usage
- e. Staff data knowledge, skills and usage
- f. Successes and challenges of SCHD data usage and data sharing
- g. Environmental scan of local and state overdose-related data and data collection systems that SCHD currently utilizes or could utilize in the future for overdose prevention work

Vendor will provide templates or surveys for use by staff during assessment data collection.

When all information is collected, vendor will meet with selected SCHD staff to review draft Data Systems Assessment report by 6/21/24 and draft Environmental Scan by 8/2/24.

After review and approval by selected SCHD staff, vendor will complete Data Systems Assessment report by 7/31/24.

After review and approval by selected SCHD staff, vendor will complete Environmental Scan of overdose-related data by 8/23/24.

2. Interoperability Plan with Recommendations (by 8/23/24)

Using an organized approach and working with SCHD staff, vendor will create a 2024-2028 Interoperability Plan for SCHD. The detailed plan will include, but is not limited to, the following:

- a. Current state and desired future state
- b. Description of the data to be collected or generated
- c. Challenges and successes
- d. Interoperability goals, strategies and priorities with specific use cases identified
- e. Data governance goals and tasks
 - i. Description of the mechanisms for or limitations to providing access to and sharing of the data (include a description of provisions for the protection of privacy, confidentiality, security, intellectual property, or other rights)
 - ii. Creation of standards for collection of data
 - iii. Description of access to identifiable and de-identified data
 - iv. Creation of a statement of the use of data standards that ensure all released data have appropriate documentation that describes the method of collection, what the data represent, and potential limitations for use
 - v. Process for securing data (access and permissions and auditing the process) and for compliance with industry and county standards
 - vi. Plans for archiving and long-term preservation of the data
- f. Outputs (e.g., encounters, clients, other work numbers) in reports and dashboards and also outcomes (e.g., performance measures, strategic plan/project goals, Community Health Improvement Plan and health equity goals) to help with decision-making and population health.
- g. Proposed workflow improvements
- h. Infrastructure needed
- i. Roles and responsibilities and core competency/training levels for all staff, including decision-makers. (Trainings are included in #4 below.)
- j. Recommendation of plan implementation steps and timeline
- k. Sustainability recommendations

Vendor will provide templates or surveys for use by staff during data collection for Interoperability Plan creation. When all information is collected, vendor will meet with selected SCHD staff to review draft plan and finalize. After review and approval by selected SCHD staff, vendor will complete SCHD Interoperability Plan by 8/23/24.

3. Interoperability-related Trainings (Trainings provided continuous as needed throughout project; training plan completed 12/31/24; trainings completed by 12/31/25)

Using data collected from the Data Systems Assessment and Interoperability Plan, vendor will create and implement an Interoperability Training Plan. The Plan will include, but not limited to, the following:

- a. Recommended list of existing no-cost or low-cost trainings and competencies by staff role
- b. Trainings about data governance, data sharing, interoperability, health standardization, federal health information technology policy, HL7 and FHIR®
- c. Necessary SCHD-specific trainings by staff role. Specific trainings examples include interoperability trainings pertaining to SCHD data systems and roles and trainings in preparation for the pilot project.
- d. Recommended list and description of national collaboratives, office hours, and workshops that SCHD should participate in
- e. Sustainability recommendations

The vendor will identify and create SCHD-specific trainings and trainings that are not already accessible to SCHD through online no or low cost. SCHD will have access to the trainings created for the contract under this RFP and will upload them into the County Learning Management System for future internal use.

4. Interoperability Pilot Project Technical Assistance (Begin planning by 8/23/24; complete draft of project plan by 12/31/24; implement project by 3/1/25; and test and deploy by 12/31/25)

Using an organized approach and working with SCHD staff, vendor will develop a project plan with SCHD and provide technical assistance to SCHD to implement and complete an interoperability pilot project with an external partner.

- a. The project will use a collaboration framework with vendor. SCHD leads the project with support from vendor. Vendor will provide subject matter expertise and tools. SCHD will provide SCHD-specific knowledge and onsite project management.
- b. Working with SCHD and external partner, vendor will develop a project plan that will include a roadmap for the following:
 - i. Planning and design, including planning for evaluation and ongoing monitoring of the system and for managing security
 - ii. Implementation steps
 - iii. Testing and quality assurance
 - iv. Deployment
- c. The project plan will contain a projected timeline and roles and responsibilities of vendor, SCHD staff, and external partner.
- d. The vendor will create the project plan so that SCHD can reuse the plan structure for future projects.
- e. On or around 8/23/24, vendor will work with SCHD to identify possible use cases and select one for the pilot project, including what FHIR® Implementation Guide to use.
- f. The vendor will provide technical expertise throughout the project, including on data sharing agreement language, implementation and coordination of technology infrastructure and training, data set requirements, and written procedures.
- g. During planning and subsequent project steps, vendor will meet at least weekly in person or virtual with SCHD and external partner, as jointly decided by the vendor and SCHD. The meetings will include project status, challenges and successes, after action reviews and troubleshooting.

5. Technical Assistance (Throughout contract and ending 12/31/25)

Throughout contract period, vendor will provide technical assistance to SCHD in-person, virtual, or by phone call when needed and by method that suits the assistance needed. Vendor will work with SCHD to schedule the technical assistance, which could be to one or more SCHD staff. SCHD can provide Zoom links. One SCHD staff will be assigned to coordinate the technical assistance needs. Routine needs will be prescheduled weekly or monthly as needed and jointly agreed by SCHD and the vendor. Urgent needs will be scheduled as soon as possible as jointly agreed in the moment by SCHD and the vendor.

6. Communication. Vendor must:

- a. Communicate with SCHD at least biweekly (every two (2) weeks) on all activities under this contract.
- b. Meet with staff either in person, virtually, or by telephone.
- c. Provide written monthly progress reports due to SCHD by the first of each month. These include:
 - i. Any requested technical expertise provided to SCHD
 - ii. Progress on Data Systems Assessment
 - iii. Progress on the Interoperability Plan
 - iv. Progress on the Pilot Project Planning and Implementation
 - v. Progress on the Training Plan creation and implementation

7. Qualifications. Vendor must have experience:

- a. Performing assessments of data systems in a systematic and organized way and as a precursor to data interoperability projects
- b. Planning and implementing data interoperability projects and training
- c. With FHIR[®] implementation
- d. Working with healthcare organizations and preferably public health departments
- e. Evaluating processes and workflows for interoperability
- f. Developing data governance policies and procedures according to national policies and best practices

VI. Outcomes

- Complete the Draft Data Systems Assessment Report by 6/21/24, Final Data Systems Assessment Report by 7/31/24 and Environmental Scan of Overdose-related Data by 8/23/24.
- Complete the Interoperability Plan by 8/23/24.
- Complete the Interoperability Pilot Project draft plan by 12/31/24 and provide technical assistance during pilot project implemented, tested and deployed by 12/31/25.
- Complete Interoperability-related Training Plan by 12/31/24.
- Create and provide SCHD-specific interoperability-related trainings as needed throughout project and complete by 12/31/25.

VII. Project Deliverables as per Scope of Work

- a. Daily – Vendor must respond to emails regarding SCHD request for assistance within one business day. Response does not necessarily mean completion of the request.
- b. Weekly – Vendor must provide review of written document provided by SCHD within 5 business days of request unless extenuating circumstances.
- c. Biweekly – Vendor must communicate about the grant activities with SCHD staff via email or meeting at a minimum by Friday every other week.
- d. Monthly - Vendor must provide written monthly progress reports by the first of each month.
- e. Once per grant period – Vendor must complete Data Systems Assessment, Environmental Scan of Overdose Data, Interoperability Plan, Interoperability Pilot Project plan and Interoperability-related Training Plan.

VIII. Sedgwick County's Responsibilities

- Provide information, as legally allowed, in possession of the county, which relates to the county's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- County reserves the right to make inspections at various points of the project. Vendor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

IX. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted via email to Joe Thomas at joseph.thomas@sedgwick.gov by 5:00 pm CST, March 8, 2024. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this RFP number by 5:00 pm CDT, March 13, 2024. Firms are responsible for checking the website and acknowledging any addenda on their proposal response form.

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

To apply, proposers must:

- Have a minimum of one (1) year of experience and expertise with FHIR®. Proposers with less than one (1) year of FHIR® expertise and experience will be automatically disqualified.
- Be legally registered in the United States AND provide services domestically in the United States. Proposers that are not legally registered in the United States and/or do not provide services domestically will be automatically disqualified.

Proposers shall:

1. Have developed and implemented data systems assessments similar to the parameters, conditions and mandatory requirements specified in this RFP.
2. Have developed and written interoperability plans for healthcare organizations and/or public health agencies similar to the parameters, conditions and mandatory requirements specified in this RFP. More points will be given to proposers who have worked with a public health agency (local or state health department)
3. Have planned and implemented interoperability projects utilizing FHIR® between external partners similar to the parameters, conditions and mandatory requirements specified in this RFP. More points will be given to proposers who have worked with a public health agency (local or state health department)
4. Have developed and implemented trainings related to interoperability, including FHIR®, similar to the parameters, conditions and mandatory requirements specified in this RFP.
5. Have at least one (1) person trained in FHIR® and one (1) person trained in data governance on staff.
6. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.
7. Municipal and county government experience is desired, however, the county will make the final determination based on responses received and the evaluation process.
8. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
9. Provide project supervision (as required).
10. Have quality assurance procedures to ensure timely, accurate, and efficient project work.
11. Have appropriate material, equipment and labor to perform specified services.

C. [Evaluation Criteria](#)

The selection process will be based on the responses to this RFP. Proposers must have one (1) year of experience and expertise with FHIR® to apply. Proposers with less than one (1) year of FHIR® expertise and experience will be automatically disqualified. County staff will judge each response as determined by the scoring criteria below. Purchasing staff are not a part of the evaluation committee.

Component	Points
a. Responses to (XIII. Operational Form)	20
b. Ability to meet or exceed Scope of Work (XII. Scope of Work Check List)	20
c. Qualifications and Expertise (XIV. Qualifications and Expertise Form)	30
d. Previous interoperability plan development or interoperability project using FHIR® with one or more state or local health departments	5
e. References	10
f. Pricing and (XV. Budget Narrative)	10
g. Completed proposal (all documents required were received)	5
Total Points	100

Pricing examples

Assume the following cost proposals (**examples only**)

- A. \$50,000.00
- B. \$38,000.00
- C. \$49,000.00

Company B with a total price of \$38,000.00 is the low offer. Take the low offer and divide each of the other offers into the low offer to calculate a percentage. This percentage is then multiplied by the number of points available for the cost. In this case, 10 points are allocated to cost.

- A. $\$38,000.00 \text{ divided by } \$50,000.00 = .76$ $.76 * 10$ 7.6 points
- B. $\$38,000.00 \text{ divided by } \$38,000.00 = 1.00$ $1.00 * 10$ 10 points
- C. $\$38,000.00 \text{ divided by } \$49,000.00 = .77$ $.77 * 10$ 7.7 points

Any final negotiations for services, terms and conditions will be based, in part, on the firm’s method of providing the service and the fee schedule achieved through discussions and agreement with the county’s review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. [Request for Proposal Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	February 29, 2024
Questions and clarifications submitted via email by 5:00 pm CST	March 8, 2024
Addendum Issued by 5:00 pm CDT	March 13, 2024
Proposal due before 1:45 pm CDT	April 9, 2024
Evaluation Period	April 9-19, 2024
Board of Bids and Contracts Recommendation	April 25, 2024
Board of County Commission Award	May 1, 2024

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue through August 31, 2028.

County may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

<https://www.sedgwickcounty.org/media/55477/payment-and-invoice-provisions.pdf>

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, proposer’s professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of three (3) years past completion of the project. Proposer shall furnish a certificate evidencing such coverage, with county listed as an additional insured including both ongoing and completed operations, except for professional liability, workers’ compensation and employer’s liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after county receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of proposer to require that any and all approved subcontractors meet the minimum insurance requirements.

Workers’ Compensation:	
Applicable coverage per State Statutes	
Employer’s Liability Insurance:	\$500,000.00
Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Umbrella Liability:	
Following form for both the general liability and automobile	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00

<p>Cyber and Privacy Liability: <input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required</p> <p>Vendor shall provide and maintain the following insurance Cyber/ Network Security and Privacy Liability Insurance in an amount of not less than \$1,000,000 combined single limit to cover civil, regulatory and statutory damages, contractual damage, as well as data breach management exposure, and any loss of income or extra expense as a result of actual or alleged breach, violation or infringement of right to privacy, consumer data protection law, confidentiality or other legal protection for personal information, as well as confidential information of County or confidential information of in County’s possession.</p>	<p>\$1,000,000.00</p>
<p>Technology Errors & Omissions: <input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required</p> <p>Insurance covering all services being performed by Vendor for the County and arising out of Vendor’s failure to perform, error or omission, or professional negligence as well as any professional services by a subcontractor(s) of the Vendor. This Insurance shall include any obligations to indemnify for failure to perform professional services intellectual property infringement. The Technology Errors & Omissions Insurance shall be maintained with minimum limits of \$1,000,000 USD each claim and in the aggregate during the course of this contract and for up to three-years post the completion of this contract.</p>	<p>\$1,000,000.00</p>

Special Risks or Circumstances:

Entity reserves the right to modify, by written contract, these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

IF PROPOSER IS PROVIDING CONSTRUCTION SERVICES:

In addition to the above coverages, proposer shall also provide the following:

<p>Builder’s Risk Insurance:</p>	<p>In the amount of the initial Contract Sum, plus the value of subsequent modifications and cost of materials supplied and installed by others, comprising the total value for the entire Project on a replacement cost basis without optional deductibles. Entity, proposer, and all Subcontractors shall be included as named insured’s.</p>
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G. Indemnification

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider’s performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney’s fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. [Confidential Matters and Data Ownership](#)

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.

I. [Proposal Conditions](#)

<https://www.sedgwickcounty.org/media/31338/proposal-terms-conditions.pdf>

General Contract Provisions

<https://www.sedgwickcounty.org/media/31337/general-contractual-provisions.pdf>

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

Federal Certifications Addendum Sedgwick County

<https://www.sedgwickcounty.org/media/59719/federal-certifications-addendum-updated-for-changes-to-ug-11-12-2020-no-signature-line.pdf>

Suspension and Debarment

<https://www.sedgwickcounty.org/finance/purchasing/suspension-and-debarment/>

X. Required Response Content

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. At minimum, three (3) professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three (3) years.
3. Respond to XI (Response Form), XII (Scope of Work Check List), XIII (Operational Form), XIV (Qualifications and Expertise Form), and XV (Budget Narrative) in Proposal.
4. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or county staff.
5. A description of the type of assistance that will be sought from county staff, including assistance required from the county to lessen the costs of this project.
6. Proof of insurance meeting minimum insurance requirements as designated herein.
7. Those responses that do not include all required forms/items may be deemed non-responsive.

XI. Response Form

**REQUEST FOR PROPOSAL
RFP #24-0016**

**ASSESSMENT, TECHNICAL ASSISTANCE AND TRAINING TO CREATE INTEROPERABILITY
OF DATA SYSTEMS FOR SEDGWICK COUNTY HEALTH DEPARTMENT**

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the county, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

____ African American (05) _____ Asian Pacific (10) _____ Subcontinent Asian (15) _____ Hispanic (20)

____ Native American (25) _____ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

____ Not Minority -Woman Owned (50) _____ African American-Woman Owned (55) _____ Asian Pacific-Woman Owned (60)

____ Subcontinent Asian-Woman Owned (65) _____ Hispanic Woman Owned (70) _____ Native American-Woman Owned (75)

____ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

UEI (UNIQUE ENTITY IDENTIFIER) NO. _____

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFB/RFP web page and it is the proposer's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a proposal, proposer acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____

XII. Scope of Work Checklist

Proposer must respond with their capacity to perform the items below.

ITEM NUMBER	SCOPE OF WORK ITEM	PROPOSER RESPONSE <i>Respond "Yes" if able to perform the checklist item. Respond "No" if NOT able to perform checklist item. If "No," describe response.</i>
1.	Perform an assessment of SCHD data systems and complete report per V. Scope of Work by 6/21/24.	
2.	By 8/23/24, perform an environmental scan of local and state overdose-related data and data collection systems that SCHD currently utilizes or could utilize in the future for overdose prevention work.	
3.	Develop and complete a 2024-28 Interoperability Plan for SCHD with Recommendations per V. Scope of Work by 8/23/24.	
4.	Provide data collection tools such as templates or surveys for use by staff during assessment and interoperability plan data collection.	
5.	Develop and complete a pilot project plan for an interoperability project between SCHD and an external partner per V. Scope of Work by 12/31/24	
6.	Meet with selected SCHD staff to review Data Systems Assessment Report, Interoperability Plan, and Pilot Project Plan prior to due dates.	
7.	Provide technical assistance through contract per V. Scope of Work through 12/31/25.	
8.	Provide technical assistance to SCHD to implement the Interoperability Pilot Project per V. Scope of Work from 8/23/24 through 12/31/25.	
9.	Complete Interoperability-related training plan for SCHD per V. Scope of Work by 12/31/24.	
10.	Complete necessary SCHD-specific trainings per V. Scope of Work by 12/31/25.	
11.	Provide monthly progress reports to SCHD by the first of each month.	
12.	Communicate at least every two (2) weeks with SCHD about projects.	

XIII. Operational Form

Proposer must answer all questions as completely as possible.

Pages should be double-spaced with 11-point Times New Roman font and have one inch margins.

1. In eight (8) pages or less, describe how proposer's firm would accomplish activities in Scope of Work Section V, including a description of internal project supervision.
2. In four (4) pages or less, describe quality assurance procedures to ensure timely, accurate, and efficient project work. Include the internal structure for developing and reviewing plans and tools and for providing technical assistance. Include the process for meeting project timelines.

Answer one of the following:

3a. If the proposer's firm sells products (such as servers or software): In four (4) pages or less, briefly describe the products that the proposer's firm sells and explain how the services in the RFP would be performed in a neutral, unbiased manner based on the needs of Sedgwick County.

OR

3b. If the proposer's firm does not sell products (such as servers or software): In four (4) pages or less, state that the firm does not sell a product and explain how the services in the RFP would be performed in a neutral, unbiased manner based on the needs of Sedgwick County.

XIV. Qualifications and Expertise Form

Proposer must answer all questions as completely as possible.

Pages should be double-spaced with 11-point Times New Roman font and have one inch margins.

1. In two (2) pages or less, describe your organization's experience and expertise with FHIR®. Proposers must have one (1) year of experience and expertise with FHIR® to apply. Proposers with less than one year of FHIR® expertise and experience will be automatically disqualified.
2. In four (4) pages or less, describe past work or projects developing and implementing data systems assessments similar to V. Scope of Work.
3. In four (4) pages or less, describe past work or projects developing Interoperability Plans similar to V. Scope of Work. Focus on work for healthcare and/or public health organizations. Include any experience in evaluating processes and workflows for data sharing and interoperability.
4. In eight (8) pages or less, describe past experience in providing technical assistance and in developing plans and implementing interoperability projects using FHIR® between two or more healthcare or public health organizations similar to V. Scope of Work.
5. In four (4) pages or less, describe past work in developing training plans and creating training for organizations about interoperability and FHIR® similar to V. Scope of Work.
6. In two (2) pages or less, describe your organization's expertise with data governance, including any experience developing data governance policies and procedures.
7. In two (2) pages or less, describe previous work with municipal and county governments.
8. In two (2) pages or less, describe previous work with public health agencies (state or local health departments) and healthcare organizations.

Complete the table below.

ITEM NUMBER	PROPOSER:	PROPOSER RESPONSE <i>For Questions 9 and 10: Respond “Yes” or “No.”</i> <i>For Questions 11-15: Respond “Yes” if able to perform the checklist item.</i> <i>Respond “No” if NOT able to perform checklist item and also describe response.</i>
9.	Has a minimum of one (1) year of experience and expertise with FHIR®. Proposers with less than one year of FHIR® expertise and experience will be automatically disqualified.	
10.	Is legally registered in the United States AND provides services domestically in the United States. Proposers that are not legally registered in the United States and/or do not provide services domestically will be automatically disqualified.	
11.	Has at least one (1) staff person trained in FHIR®	
12.	Has at least one (1) staff person trained in data governance	
13.	Has knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.	
14.	Has capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.	
15.	Has appropriate material, equipment and labor to perform specified services.	

XV. Budget Narrative

Proposer is to complete below or re-create a similar Budget Narrative for the work to be performed under this RFP.

Table A. AVAILABLE FUNDING FOR ASSESSMENT, TECHNICAL ASSISTANCE AND TRAINING TO CREATE INTEROPERABILITY OF DATA SYSTEMS FOR SEDGWICK COUNTY HEALTH DEPARTMENT

Funds are non-negotiable. Funds will be distributed upon invoice after tasks are completed by or before Part dates below.

Vendor Task	Part 1 By 6/21/24	Part 2 By 8/23/24	Part 3 By 12/31/24	Part 4 By 3/1/25	Part 5 By 12/31/25
Maximum funds available:	\$100,000	\$40,159	\$30,000	\$25,000	\$30,000
Develop and complete assessment of SCHD data systems	Collect Systems Information and Draft Data Systems Assessment Report (final report due 7/31/24)	Complete Environmental Scan of Overdose-related Data			
Develop SCHD Interoperability Plan with recommendations		Complete Interoperability Plan			
Implement SCHD-specific training and provide a list of general trainings	Begin Trainings	Provide Training for Senior Developer Overdose Prevention Work	Provide/Create Trainings & Complete Training Plan	Provide/Create Trainings	Complete Trainings
Plan, implement, and complete interoperability pilot project		Begin Planning Pilot Project with SCHD; Identify Use Case	Complete Pilot Project Plan	Provide Technical Assistance to Implement Pilot Project	Test and Deploy Pilot Project with SCHD
Provide technical assistance throughout project	Technical Assistance	Technical Assistance	Technical Assistance	Technical Assistance	Complete Technical Assistance

PERSONNEL

Position Title	Rate	Part 1	Part 2	Part 3	Part 4	Part 5

OTHER (Please explain)

Category	Part 1	Part 2	Part 3	Part 4	Part 5

INDIRECT/OVERHEAD

Category	Part 1	Part 2	Part 3	Part 4	Part 5
Indirect/overhead					

Narrative Explanation:

**Reference 1. Example of Interoperability Contract Audit Report
April – August 2024**

Provide Project Objectives:	Monthly Goal	April	May	June	July	Aug
TA1. Respond to emails regarding SCHD request for assistance (goal: respond within one business day).						
TA2. Review written documents upon request (goal: review within five business days of request unless extenuating circumstances).						
TA3. Communicate about grant activities with SCHD via email or a meeting (goal: communicate at least by Friday every other week).	2					
TA4. Provide written monthly progress report on activities to SCHD (goal: by the first of each month).	1					
TA5. Provide technical assistance throughout project at least weekly as jointly agreed upon and scheduled by SCHD and vendor. Ad hoc technical assistance is provided when necessary and jointly agreed upon at the time by SCHD and the vendor. (goal: at least weekly)	4					
Develop and complete assessment of SCHD data systems						
DSA1. Complete Data Systems Assessment (DSA) Report containing items outlined in V. Scope of Work (goal: by 7/31/24)	7/31/24					
DSA1.1 Complete data collection for DSA (goal: by 6/14/24)	6/14/24					
DSA1.2 Draft DSA and review with SCHD staff (goal: by 6/21/24)	6/21/24					
DSA2. Complete environmental scan of overdose data and data collection systems report (goal: by 8/23/24)	8/23/24					
DSA 2.1 Complete data collection for environmental scan of overdose data and systems (goal: by 7/26/24)	7/26/24					
DSA 2.2 Draft environmental scan of overdose data and data collection systems report and review with SCHD staff (goal: by 8/2/24)	8/2/24					
Develop SCHD Interoperability Plan with recommendations						
IP 1. Complete SCHD Interoperability Plan containing items outlined in V. Scope of Work (goal: By 8/23/24)	8/23/24					
IP 1.1 Complete data collection for IP (by 8/2/24)	8/2/24					
IP 1.2 Complete draft of IP and review with SCHD staff (by 8/13/24)	8/13/24					
Plan, implement, and complete interoperability pilot project						
PIP 1. Complete Interoperability Pilot Project as per V. Scope of Work (goal: by 12/31/25)	12/31/25					
PIP 1.1 Begin planning for PIP with SCHD by identifying and selecting a use case (goal: by 8/23/24)	8/23/24					
PIP 1.2 Develop and create project plan with SCHD and external partner (goal: by 12/31/24)	12/31/24					
PIP 1.3 Provide technical assistance as per V. Scope of Work to implement by 3/1/25 (goal: at least weekly)	4					
PIP 1.4 Provide technical support as per V. Scope of Work to test, perform quality assurance and deploy project by 12/31/25 (goal: at least weekly)	4					

PIP 1.5 Meet at least weekly in person or virtual with select SCHD staff and external partner as jointly decided by the vendor and SCHD. The meetings will include project status, challenges and successes, after action reviews and troubleshooting. (goal: weekly meetings starting by 8/23/24)	4					
Implement SCHD-specific training and provide a list of general trainings						
TRAIN 1. Complete Interoperability Trainings (goal: by 12/31/25)	12/31/25					
TRAIN 1.1 Complete Interoperability Training Plan as per V. Scope of Work (goal: by 12/31/24)	12/31/24					
TRAIN 1.2 Develop and complete SCHD-specific trainings by staff role as per V. Scope of Work and as decided by vendor and SCHD by 12/31/25 (goal: To be decided)	To be decided					
TRAIN 1.3 Provide developed trainings to SCHD for uploading into Sedgwick County Learning Management System for staff for future internal use. (goal: by 12/31/25)	12/31/25					

Narrative and timeline: