

Entity Name: South Dakota State Government
Event Number: 9730
Event ID: 24RFP24-0903008-004
Event Name: SD Electronic Vital Records and Screen System
Requested By: Missy Schuetzle
Created By: Missy Schuetzle
Due By Date: 03/01/2024 05:00 PM Central Time
Q&A Cutoff Date: 12/29/2023 2:34 PM Central Time
Invitation Type: Invitation Only
Assigned Commodities: 920-03 Application Service Provider (ASP) (Web Based Hosted)
Allow Supplier Terms and Conditions: No
Public Responses: No
Display Awardee: Display
Posting Board Status: Published
Event Status: Event Under Review

Section #: Name:

1 Section 1 - 24RFP24-0903008-004

"Response to Offeror Questions" document attached.

Addendum #1: Appendix B Security and Vendor Questions attached.

Do not submit responses through ESM Sourcing as this is for informational purposes only. Please download the attached RFP Document and follow submittal instructions.

1 GENERAL INFORMATION

1.1 BIT STANDARD CONTRACT TERMS AND CONDITIONS

Any contract or agreement resulting from this RFP will include the State of South Dakota's (the "State") standard I/T contract terms listed in Appendix A, along with any additional contract terms as negotiated by the parties. As part of the negotiation process the contract terms listed in Appendix A may be altered or deleted. The offeror must indicate in its response any issues it has with specific contract terms. If the offeror does not indicate that there are any issues with any contract terms, then the State will assume those terms are acceptable to the offeror. There is also a list of technical questions, Security and Vendor Questions which is attached as Appendix B, the offeror must complete. These questions may be used in the proposal evaluation. It is preferred that the offeror's response to these questions is provided as a separate document from the RFP response. If the offeror will be hosting the solution, the file name must be "(Your Name) Hosted Security and Vendor Questions Response". If the solution will be hosted by the State, the file must be named "(Your Name) Security and Vendor Questions Response State Hosted". If the solution is not a hosted solution, the file name must be "(Your Name) Security and Vendor Questions Response". If there are multiple non-hosted solutions, please provide some designation in the file name that indicates which proposal it goes to. This document cannot be a scanned document but must be an original. If the offeror elects to make the Security and Vendor Questions part of its response, the questions must be clearly indicated in the proposal's Table of Contents. A single numbering system must be used throughout the proposal.

1.2 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

1.2.1 Background:

South Dakota Department of Health (SD DOH) Office of Vital Records requires a fully functional and operational web-based vital records registration and issuance system that directly aligns with state and federal guidelines to collect vital records statistical data and other data points needed for federal reporting and evaluation purposes. The requested system should have the capability be integrated with other public health data infrastructure, such as the Health Information Exchange (HIE) and MAVEN data surveillance system. The requested system should have capability to be integrated with online ordering solutions such as VitalChek. SD DOH is currently under contract with another vendor that expires 05/31/2025.

The vendor provided system must allow for the ability to export and/or exchange data in a variety of standard formats (e.g., xls, csv, xml, txt, rft, pdf, IJE, and HL7) and support HL7 and FHIR (Fast Healthcare Interoperability Resources) as a conduit for data required in the bidirectional exchange of data between state-run programs, Vital Records offices and the US Center for Disease Control and Prevention (CDC)/National Center for Health Statistics (NCHS) and Social Security Administration (SSA).

The Vital Records registration and issuance system must provide the ability to be compatible with the current version of the following industry standard browsers: Chrome, Mozilla Firefox, Microsoft Edge and Safari. This should be applicable to all levels of users. South Dakota currently has over 2,000 end users.

End users include (but are not limited to):

- Hospital Health Information Management staff
- County Register of Deeds

- Physicians
- Funeral Directors
- Coroners
- Metabolic
- Hearing

1.2.2 Goals and Objectives:

The system, at a minimum, must contain the following functionality, operate per Federal regulations and State statute operated through the South Dakota Office of Vital Records and adhere to the Office of Vital Records budget for this system.

- Provide a fully functional and operational COTS, web-based vital records registration and issuance system
- Directly align with State and Federal guidelines to collect vital statistic data and other data points needed for federal reporting and evaluation purposes
- Provide the ability to securely interface/communicate with various state agency systems for sharing HIPAA related data utilizing FHIR-based APIs
- Provide the ability to view and report real time data at statewide and local program level
- Provide access securely via Windows desktop, laptop, or tablet each running the current version of their appropriate operating systems
- Provide the ability to produce and consume CSV and XML files, provide and utilize secure web services, and provide role-based control over user permissions.

1.2.3 Description of Components or Phases:

The selected vendor must employ a project management approach that will satisfy the scope of work and incorporate all activities described in the RFP. The selected vendor shall adjust the project management approach or project schedules, as necessary, to collaborate with the Department in order to successfully execute the project.

1.2.4 Scope of Components or Phases:

The selected vendor shall develop and maintain a Project Management Plan (PMP no later than 30 working days following the contract start date). The purpose of the Project Management Plan is to provide a comprehensive baseline of what needs to be achieved by the project, how it is to be achieved, who will be involved, how it will be reported and measured and how information will be communicated with the project. It will serve as a reference for decision and clarifications. All relevant project plans including but not limited to the Communication Plan, Change Management Plan, Staffing Management Plan, Quality Management Plan, Risk Management Plan, Issue Management Plan, Technical Review, Conversion Plan and the Work Breakdown Structure are incorporated into the Project Management Plan. It is a living document that evolves as the project progresses and is updated with the latest relevant information as required. The Project Management Plan may be broken into separate documents, but all documents will be considered sections of the Project Management Plan.

1.3 ISSUING OFFICE AND RFP REFERENCE NUMBER

The SD DOH Office of Vital Records is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Health, Office of Vital Records. The reference number for the transaction is RFP# 24-0903008-004. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.4 LETTER OF INTENT

All interested offerors must submit a Letter of Intent to respond to this RFP.

The letter of intent must be received by the South Dakota Department of Health no later than 01/22/2024 at 5pm CST. Please email letters of intent to Shawna.Flux@state.sd.us with the RFP Number in the subject line.

1.5 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication: 01/02/2024

Letter of Intent to Respond Due (If required): 01/22/2024 5pm CST

Deadline for Submission of Written Inquiries: 02/05/2024 5pm CST

Responses to offeror Questions: 02/19/2024 5pm CST

Proposal Submission: 03/01/2024 5pm CST

Evaluation of Proposals to Determine Short List (If required): 03/15/2024 5pm CST

Technical Review: 03/22/2024 5pm CST

Demonstrations and presentations (if required): 04/01/2024

Anticipated Award Decision/Contract Negotiation: 05/01/2024

1.6 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by the South Dakota Department of Health by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

The State will accept electronic proposals via email at Shawna.Flux@state.sd.us. Electronic proposals should be sent encrypted and less than 20 MB.

All proposals must be signed, in ink, by an officer of the offeror, legally authorized to bind the offeror to the proposal and sealed in the form. Proposals that are not properly signed may be rejected. The sealed envelope must be marked with the appropriate RFP Number and Title. The words "Sealed Proposal Enclosed" must be prominently denoted on the outside of the shipping container. Proposals must be addressed and labeled as follows:

REQUEST FOR PROPOSAL # 24-0903008-004 PROPOSAL TITLE South Dakota Electronic Vital Records and Screening System

PROPOSAL DUE: 03/01/2024 5pm CST

BUYER South Dakota Department of Health Office of Vital Records

Attention: Shawna Flax

Address: 221 W Capitol Ave

Pierre SD 57501

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached RFP Document