



## **Request for Proposals EHR Platform**

### Addendum I

Evaluation Criteria and Process

**Issued: November 07th, 2016**

**Proposals Due: November 29th, 2016**

## A. Evaluation Process

Gulf Bend Center (GBC) will evaluate proposals using a process that graduates proposals.

### I. Minimum Qualifications Screening for Responsiveness

Proposals will be reviewed by the evaluation committee against qualifications established in the RFP to determine their responsiveness. The evaluation committee may request additional clarifications as needed to assist in the evaluation. Proposals that are deemed non-responsive will be eliminated from further review.

### II. Written Proposal Evaluation

Written proposals that have been deemed to be responsive will be evaluated and scored by the evaluation committee. The committee will establish a 'short list' of proposers.

### III. Proposer Selection

Proposals will be further evaluated by the committee in greater detail regarding the proposals and proposed solutions. Proposers may be contacted for clarification from the committee liaison. The results will be a final list of proposers that will be invited to negotiate and submit a Best And Final Offer (BAFO) for contract award.

### IV. Letter of Intent / Due Diligence

The Proposers selected to negotiate and submit a BAFO will be notified by GBC and required to submit a letter of intent indicating their agreement within 5 business days of receipt of the letter of intent from GBC.

### V. Negotiations/Best and Final Offer

After the 5 day response period, negotiations for the best and final offer phase will begin. This phase will be used to finalize all requirements and proposers will be required to submit a Best and Final Offer that documents all of the results from the negotiations. The BAFO will be the basis for the final determination of contract award of some type to the Proposer(s).

#### Proposals will be evaluated for:

- **Completeness:** whether materials include all necessary sections and whether page-limits, submission dates/times and other criteria are strictly adhered to.
- **Clinical Capabilities:** The degree to which the solution will address the clinical requirements as defined in the requirements section.
- **Business Capabilities:** The degree to which the solution will address the business requirements as defined in the requirements section.

- **Functional Capabilities:** The degree to which the solution will address the functional requirements as defined in the requirements section.
- **Implementation Plan:** Whether, in the eyes of GBC, the vendor can support the implementation in the right timeframe and using staff as described in the document’
- **Company Stability/Longevity:** Based on submission materials whether and to what degree reviewers believe the Vendor will exist and can continue to support product implementation with GBC for at least 5 years.
- **Team:** Does the implementation team demonstrate adequate expertise, seniority, and robustness to support effective implementation?

| Evaluation Criteria            | Points    |
|--------------------------------|-----------|
| <b>Exec Summary</b>            | <b>5</b>  |
| <b>EHR Detailed Narrative</b>  | <b>60</b> |
| Clinical Criteria              | 30        |
| Business Criteria              | 15        |
| Functional Criteria            | 15        |
| <b>Implementation Approach</b> | <b>20</b> |
| <b>Proposer Questionnaire</b>  | <b>10</b> |
| <b>Team</b>                    | <b>5</b>  |

As a reminder, section 2.3 of the RFP states that any contract award resulting from this RFP will be based upon the most responsive proposal that is the most advantageous to the Client over the life of the project in terms of the evaluation criteria specified in this document as determined by GBC in its sole discretion. GBC reserves the right to:

- Reject any or all proposals and discontinue the RFP process without obligation or liability to any entity;
- Waive any defect, irregularity, or informality in any proposal;
- Accept a proposal other than the lowest-priced proposal;
- Award a contract on the basis of initial proposals received without discussions or requests for best and final offers;
- Request additional information or clarification from Proposers, which information may vary by Proposer(s);
- Request best and final offers from any or all Proposers;

- Accept proposals from one or more Proposers;
- Procure the services in whole or in part by other means;
- Award more than one contract; and;
- Not award any contract.

**Proposal Instructions**

Proposals must be valid and proposed fees must be firm and guaranteed for 180 days from the Proposal Due Date. Proposals and any other information submitted by entities in response to this RFP will not be returned. Compensation will not be provided to Proposers for any expenses that they incur as part of the proposal process, including but not limited to expenses incurred in preparing proposals, making demonstrations, responding to inquiries, and attending meetings and negotiations. Proposers submit proposals at their own risk and expense.

At any time, GBC reserves the right to modify this process without prior notification to the vendors.