



**Pennsylvania Health Information
Exchange (PHIX)
RFP 6100009286
Issuing Officer: Kay Shaffer
Pre-Proposal Conference
04/13/2010**



Agenda

- Introductions & Housekeeping – Kay Shaffer
- BMWBO – Gayle Nuppnau
- Supplier Development and Support – Kay Shaffer
- RFP Requirements – Kay Shaffer
- PHIX Overview– Kay Shaffer
- Additional RFP Items – Kay Shaffer
- Questions and Answers – Kay Shaffer



Introductions and Housekeeping

- Introductions
- Emergency Exits
- Restrooms
- No answers are official until confirmed in writing and posted to the DGS website



Bureau of Minority & Women Business Opportunities

- Participation encouraged
- Disadvantaged Business Submittal
- Enterprise Zone Small Business



pennsylvania

DEPARTMENT OF GENERAL SERVICES

Supplier Development and Support

Bureau of Procurement



www.dgs.state.pa.us/procurement

Your Gateway to All Procurement Information

Links to:

- Supplier Service Center
- PA e-Marketplace
- PA Supplier Portal
- Procurement Handbook

Department of General Services - Microsoft Internet Explorer

Address: http://www.dgs.state.pa.us/portal/server_pt/community/procurement/1271

pennsylvania
DEPARTMENT OF GENERAL SERVICES

PA STATE AGENCIES ONLINE SERVICES --search PA--

Home > Doing Business with the Commonwealth > Procurement

DGS Bureau of Procurement has upgraded to Microsoft Office 2007. If you have trouble reading our documents you may need to [download the free compatibility pack](#) offered by Microsoft.

PA e Marketplace
Bidding, Awards & Other Contract Information

SUPPLIERS HOW DO I ?	AGENCIES HOW DO I ?	COSTARS HOW DO I ?
Register to do business with the Commonwealth of Pennsylvania?	Request to Advertise?	Register our Organization to become a COSTARS member?
Find State Contract Opportunities, Recent Awards & Sole Source Procurements (PA eMarketplace)	Search for Contracts?	Participate as a COSTARS Supplier?
Sign up for Bureau of Procurement eAlets?	Access the Procurement Handbook?	Know what to bid on?

ABOUT:
The Bureau of Procurement is responsible for purchasing or contracting for equipment, supplies and services for the Commonwealth. The Bureau is the purchasing coordinator and exercises control over the acquisition materials and services, and awards contracts to suppliers.

In addition to acting as the central procurement organization, the bureau provides guidance and consultation to over 50 state agencies, boards and commissions on their individual procurements.

Our staff of dedicated and knowledgeable commodity specialists is on hand to help you with your procurement needs.

CONTACT INFORMATION:

EDWARD G. RENDELL
GOVERNOR
Jeffrey I. Mandel
Chief Procurement Officer, Bureau of Procurement

CONTACT INFO:
(717) 787-5733 (main)
gs-procure@state.pa.us

QUICK LINKS:
PROCUREMENT HOME
PA SUPPLIER PORTAL
POINTS OF CONTACT SEARCH
FORMS
FAQ'S



www.eMarketplace.state.pa.us

Your Gateway to Contract Information

**Solicitations
Tabulations
Awards
Contracts
Sole Source
COSTARS**

Links:

**Supplier
Service Center
Treasury
Contracts**

The screenshot shows the Pennsylvania eMarketplace website. At the top, there is a navigation bar with the following links: **PA Marketplace**, **Supplier Service Center**, **Bureau of Procurement**, and **PA Treasury Contract Site**. Below this, there is a secondary navigation bar with **> admin login** and an **e-mail** icon.

The main content area features a **Welcome** message: "Welcome to the official site of the Pennsylvania eMarketplace portal. This is your one-stop shop for Bidding, Awards and other Contract information. Please explore our site and feel free to [contact us](#) with your questions and any suggestions you may have." To the right of the text is a photograph of a large white building with a pink cherry blossom tree in the foreground, captioned "Farm - Cherry Springs, Pa".

Below the main content is a horizontal menu with five buttons: **Solicitations**, **Solicitation Tabulations**, **Awards**, **Search Contracts**, and **Sole Source Procurements**. A sixth button, **Emergency Procurements**, is partially visible on the right. Below this menu, a text prompt says "Hover over the buttons above for details".

At the bottom of the page, there are two buttons: **PA pennsylvania STATE OF INDEPENDENCE** and **Help**. Below these buttons, a footer message reads: "The latest version of [Adobe Acrobat Reader](#) is required to view these files. DGS Bureau of Procurement has upgraded to Microsoft Office 2007. If you have trouble reading our documents you may need to [download the free compatibility pack offered by Microsoft](#)." A mouse cursor is visible on the right side of the page.

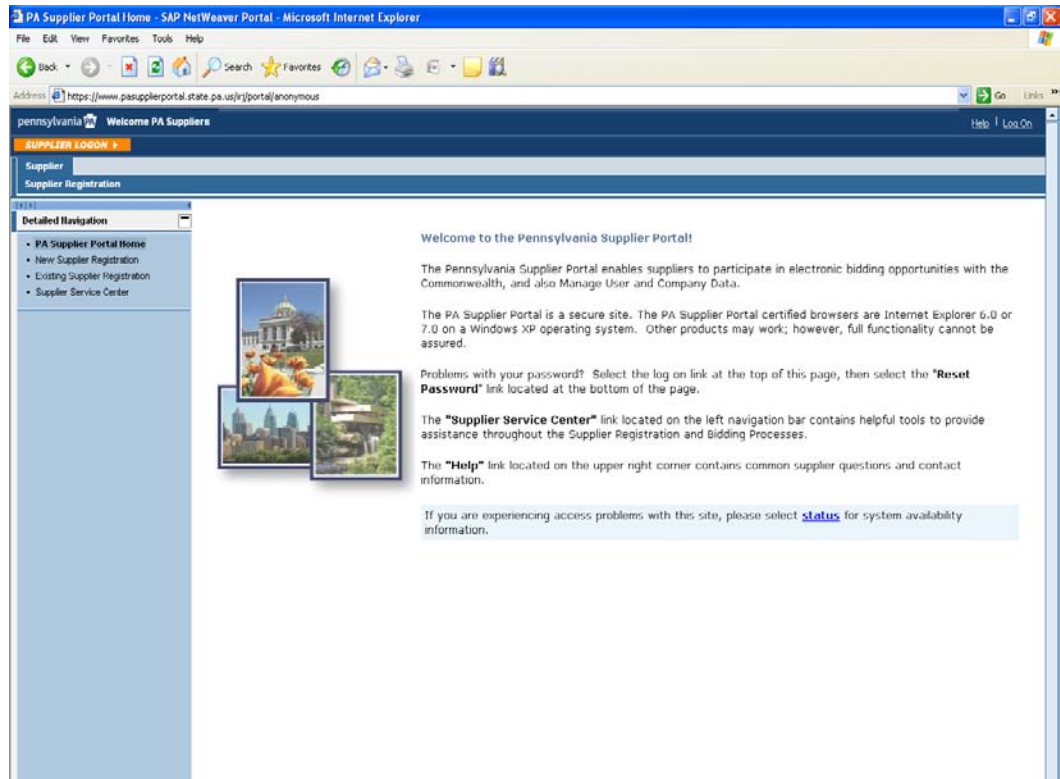
www.pasupplierportal.state.pa.us

Your Gateway to
Procurement

Registration

Manage
company data

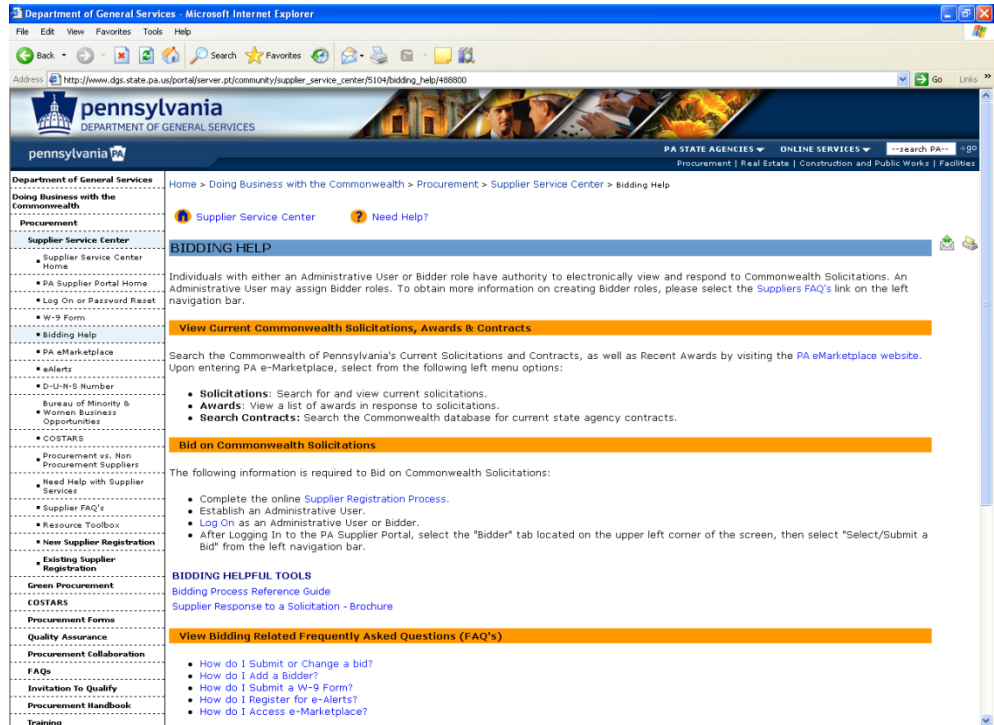
Link:
Customer Service
Center



Supplier Services Center

Your Gateway to
Supplier Help
How to:
register
add users

Resource toolbox:
bidding guide



Department of General Services - Microsoft Internet Explorer

Address: http://www.dps.state.pa.us/portal/server.pt/community/supplier_service_center/5104/bidding_help/488800

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DEPARTMENT OF GENERAL SERVICES

PA STATE AGENCIES ONLINE SERVICES Search PA GO
Procurement | Real Estate | Construction and Public Works | Facilities

Home > Doing Business with the Commonwealth > Procurement > Supplier Service Center > bidding Help

[Supplier Service Center](#) [Need Help?](#)

BIDDING HELP

Individuals with either an Administrative User or Bidder role have authority to electronically view and respond to Commonwealth Solicitations. An Administrative User may assign Bidder roles. To obtain more information on creating Bidder roles, please select the [Suppliers FAQ's](#) link on the left navigation bar.

View Current Commonwealth Solicitations, Awards & Contracts

Search the Commonwealth of Pennsylvania's Current Solicitations and Contracts, as well as Recent Awards by visiting the [PA eMarketplace website](#). Upon entering PA e-Marketplace, select from the following left menu options:

- Solicitations:** Search for and view current solicitations.
- Awards:** View a list of awards in response to solicitations.
- Search Contracts:** Search the Commonwealth database for current state agency contracts.

Bid on Commonwealth Solicitations

The following information is required to Bid on Commonwealth Solicitations:

- Complete the online [Supplier Registration Process](#).
- Establish an Administrative User.
- [Log On](#) as an Administrative User or Bidder.
- After Logging In to the PA Supplier Portal, select the "Bidder" tab located on the upper left corner of the screen, then select "Select/Submit a Bid" from the left navigation bar.

BIDDING HELPFUL TOOLS

[Bidding Process Reference Guide](#)
[Supplier Response to a Solicitation - Brochure](#)

View Bidding Related Frequently Asked Questions (FAQ's)

- [How do I Submit or Change a bid?](#)
- [How do I Add a Bidder?](#)
- [How do I Submit a W-9 Form?](#)
- [How do I Register for e-Alerts?](#)
- [How do I Access e-Marketplace?](#)

Department of General Services

Doing Business with the Commonwealth

Procurement

Supplier Service Center

- Supplier Service Center Home
- PA Supplier Portal Home
- Log On or Password Reset
- W-9 Form
- Bidding Help
- PA eMarketplace
- eAlerts
- D-U-N-S Number
- Bureau of Minority & Women Business Opportunities
- COSTARS
- Procurement vs. Non Procurement Suppliers
- Need Help with Supplier Service
- Supplier FAQ's
- Resource Toolbox
- New Supplier Registration
- Existing Supplier Registration

Green Procurement

COSTARS

Procurement Forms

Quality Assurance

Procurement Collaboration

FAQs

Invitation To Qualify

Procurement Handbook

Training



Supplier Services Center

FAQ's

Registration

Bidding

Account
Information

NEED HELP WITH SUPPLIER SERVICES?	
REGISTRATION	BIDDING
<p>HOW DO I...</p> <ul style="list-style-type: none"> • Register as a New Supplier? • Register as an Existing Supplier? • Determine if I am a New or Existing Supplier? • Determine if I am a Procurement or Non-Procurement Supplier? • Obtain my Vendor Number? • Reset my Password? • Minority & Women Business Certification? <p>ADDITIONAL INFO:</p> <p>FAQ's</p> <p>Contact Us: 717-346-2676 (local) 877-435-7363 <i>Select 1 from prompt menu</i> e-mail: RA-PSC_Supplier_Requests@state.pa.us</p>	<p>HOW DO I...</p> <ul style="list-style-type: none"> • Find a Solicitation? • Submit or Change a Bid? • Add a Bidder? • Submit a W-9 Form? • Register for eAlerts? • Access PA eMarketplace? • Become a COSTARS Supplier? <p>ADDITIONAL INFO:</p> <p>FAQ's</p> <p>Contact Us: 717-346-2676 (local) 877-435-7363 <i>Select 2 from prompt menu</i> e-mail: srmhelp@state.pa.us</p>
UPDATE COMPANY DATA	MISCELLANEOUS
<p>HOW DO I...</p> <ul style="list-style-type: none"> • Create a Company Account? • Manage/Update my Account Data? • Manage/Update Administrative User Data? • Update my ACH Banking Information? • Create Additional Users? • Add a Bidder? <p>ADDITIONAL INFO:</p> <p>FAQ's</p> <p>Contact Us: 717-346-2676 (local) 877-435-7363 <i>Select 1 from prompt menu</i> e-mail: RA-PSC_Supplier_Requests@state.pa.us</p>	<p>HOW DO I...</p> <ul style="list-style-type: none"> • Submit a W-9 Form? • Learn more about D-U-N-S? • Learn more about Minority & Women Business Opportunities? • Learn more about COSTARS? • Check on status of an Invoice? <p>ADDITIONAL INFO:</p> <p>FAQ's</p>



Supplier Support

Customer Services Call Center

717-346-2676

1-877-435-7363

Option 1

Registration

Company Data Updates

ACH Banking Changes

Invoice Payment Status

1099 Questions



Supplier Support

Customer Services Call Center

717-346-2676

1-877-435-7363

Option 2

Searching for Solicitations

Bidding Process

e-Alerts



Proposal Package Notes

ADDRESS PROPERLY

Include

RFP Number

Number Multiple Package

(i.e. 1 of 3, 2 of 3, etc.)

Must be Sealed

**Proposals Arriving AFTER Opening Time
Will Be REJECTED**



Supplier Support Brochures

**Procurement Guide
Doing Business with the Commonwealth**

**Registration Guide
Registering as a Supplier**

**Supplier Guide
Locating and Responding to a Solicitation**



RFP Requirements

- *Three separately sealed submittals*
 - *Technical*
 - *Cost*
 - *Disadvantaged Business*
- *Received on time – **Due 05/24/2010 by 1:30 PM EDT***
- *Signed by an official authorized to bind the company*
- *No cost in the technical submittal*
- *Letters of Support*



PHIX Overview

- Structure
 - Backbone
 - Components
- Assumptions
 - Numbers assumed for cost submittal purposes only
 - Actual implementation timeline and numbers to be negotiated with the selected Offeror
 - Annual review and planning sessions to adjust assumptions
- EMR-lite
 - Required submittal



Additional RFP Items of Note Part I General Requirements

- **Demonstrations and Clarifications (I-17)**
All responsive Offerors will be expected to provide a demonstration and clarifications
- **Restriction of Contact (I-22)** – The Issuing Officer is the sole point of contact for this RFP



Additional RFP Items of Note Part II Proposal Requirements

- **Prior experience Part II-4 –**
 - minimum of three references
 - Accurate contact information for references
 - Notify references in advance
- **Emergency Preparedness**
 - What plans are in place to ensure continued service to the Commonwealth if a disaster/pandemic situation were to strike your company



Additional RFP Items of Note

- **Mandatory Responsiveness Part III-1**
 - Timely received
 - Properly signed
 - 2 Unique letters of support
- **Part II of the RFP outlines the format of responses – please include dividers or tabs to separate each section**
- **Work Plan – use requirements in Part IV for outline, provide detail**



Additional RFP Items of Note – Service Level Agreements

- Propose additions or changes to match your proposed solution
- Final service levels may be negotiated with the selected Offeror (see Part II-8 of the RFP)
- Proposals must be based on the service level matrix as issued with the RFP
- Will be reviewed as part of the annual planning process



Additional RFP Items of Note – Cost Submittal

- Read instructions carefully
- If a fee does not apply, enter “0”
- Additional lines may be inserted
- Verify that all formulas calculate correctly
- Deliverables are not the same for each proposed year
- A revised Appendix C will be posted along with the questions and answers



Questions

- Initial Questions and Answers – Posted to DGS website on April 16, 2010
- Additional Questions – Due by 2:00 PM EDT Monday, April 26, 2010. Answers posted by 4:00 PM EDT Friday April 30, 2010