

REQUEST FOR APPLICATIONS FOR

Pennsylvania eHealth Authority Program

ISSUING OFFICE

**Commonwealth of Pennsylvania
Department of Human Services
Bureau of Financial Operations
Division of Procurement and Contract Management
Room 402 Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120**

RFA NUMBER

14-17

DATE OF ISSUANCE

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**REQUEST FOR APPLICATIONS FOR
Pennsylvania eHealth Partnership Program**

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CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit Questions via email to: RA-PWBIDQUESTIONS@pa.gov	Potential Applicants	Friday, December 1, 2017
Answers to Potential Applicant questions posted to the Department of General Services (DGS) website (http://www.emarketplace.state.pa.us) no later than this date.	Issuing Office	Friday, December 8, 2017
Please monitor DGS website for all communications regarding the RFA.	Potential Applicants	ONGOING
Sealed application must be received by the Issuing Office at: Department of Human Services Division of Procurement and Contract Management Room 402 Health and Welfare Building 625 Forster Street Harrisburg, Pennsylvania 17120	Applicants	On or before 12/15/17 2:00 PM Eastern Standard Time

PART I

GENERAL INFORMATION

I-1. Purpose

This Request for Applications (“RFA”) provides to eligible Health Information Organizations (“HIOs”) interested in submitting applications (“Applicants”) for onboarding grant funding sufficient information to enable them to prepare and submit applications for the Department of Human Services’ (“Department”) consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”).

I-2. Issuing Office

The Department Bureau of Financial Operations, Division of Procurement and Contract Management (“Issuing Office”) has issued this RFA on behalf of the Office of Secretary. The sole point of contact in the Commonwealth for this RFA shall be Heather Lemmon, the Project Officer for this RFA. Please refer all inquiries to the Project Officer.

I-3. Scope

This RFA contains instructions governing the requested applications, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Applicants must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFA.

I-4. Problem Statement

The Department is the responsible state agency for the Pennsylvania eHealth Partnership Program. As part of its responsibilities, the Department is authorized to provide grant funding to eligible HIOs in order to establish and maintain a statewide health information exchange. Through this RFA, the Department is providing to eligible HIOs the opportunity to apply for grant funding for three types of projects (“Projects”). Specifically, the Department will provide grant funding for the following Project Lots:

- Project Lot 1 – Inpatient Hospital/Facility Onboarding grant funding up to \$75,000 with total grant funding of \$5,625,000 to onboard an eligible hospital system or other inpatient facility to a Pennsylvania Patient and Provider Network (“P3N”) certified HIO. Note: onboarding includes integration between the HIO’s systems and the hospitals or facility’s system using Integrating the Healthcare Enterprise (IHE) standard transactions and alignment with Medicaid Information Technology Architecture (“MITA”) standards for interoperability.
- Project Lot 2 – Outpatient Practice or Other Outpatient Provider Organization grant funding up to \$35,000 with a total grant total funding of \$2,100,000.

- Project Lot 3 – Member Organization (“MO”) Portal grant funding up to \$5,000 with a total of \$250,000 to allow eligible MOs to enable HIE participation via a portal.

Additional detail is provided in Part IV of this RFA.

I-5. Type of Agreement

The Department intends to award multiple grants as a result of this RFA. The Department will enter into a Grant Agreement with selected Applicants using the Grant Agreement attached to this RFA as Appendix B and which will include its attached Payment Provisions (Rider 1), Standard Grant Terms and Conditions (Rider 4) and DHS Addendum (Rider 5) and its attachments. Rider 2 Work Statement will consist of Part IV to this RFA and the selected Applicant’s Technical Submittal and Rider 3 Budget will consist of the selected Applicants’ Budget Submittal (Appendix D). The Department will reimburse selected Applicants for their allowable costs incurred up to a maximum grant amount for services provided in accordance with Grant Agreement requirements.

I-6. Rejection of Applications

The Department, in its sole and complete discretion, may reject any application received as a result of this RFA and may choose to award grants for all, some or none of the Applicants and for all, some or none of the grant funding opportunities.

I-7. Incurring Costs

The Commonwealth is not liable for any costs an Applicant incurs in the preparation and submission of its application, in participating in the RFA, or for any service or work performed or expenses incurred prior to the effective date of a fully executed Grant Agreement.

I-8. Questions & Answers

If an Applicant has any questions regarding this RFA, the Applicant must submit the questions by email (**with the subject line “RFA 14-17 Question”**) to the Project Officer named in **Part I, Section I-2** of the RFA. The Applicant shall not attempt to contact the Project Officer by any other means. The Issuing Office will post the answers to the questions on the DGS website by the date stated in the Calendar of Events. An Applicant who submits a question *after* the deadline date for receipt of questions indicated in the Calendar of Events assumes the risk that its application will not be responsive or competitive because the Commonwealth is not able to respond before the application receipt date or in sufficient time for the Applicant to prepare a responsive or competitive application. When submitted after the deadline date for receipt of questions indicated in the Calendar of Events, the Project Officer may respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in the RFA. To the extent that the Department decides to respond to a non-administrative question *after* the

deadline date for receipt of questions indicated on the Calendar of Events, the answer will be provided to all Applicants through an addendum.

All questions and responses as posted on the DGS website are considered as an addendum to, and part of, this RFA in accordance with RFA **Part I, Section I-9**.

I-9. Addenda to the RFA

If the Department deems it necessary to revise any part of this RFA before the application response date, the Issuing Office will post an addendum to the DGS website at <http://www.emarketplace.state.pa.us>. Each Applicant must monitor the DGS website for new or revised RFA information. DHS shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFA or formally issued by the Issuing Office.

I-10. Response Date

To be considered for selection, Applicants may submit hard copies of their applications to the Issuing Office at any time after the posting of the RFA but no later than the date and time specified in the Calendar of Events. The Department will **not** accept applications via email or facsimile transmission. Applicants who send applications by mail or other delivery service should allow sufficient delivery time to ensure timely receipt of their applications. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which applications are to be returned is closed on the application response date, the deadline for submission will be automatically extended until the next Commonwealth business day on which the office is open, unless the Issuing Office otherwise notifies Applicants. The hour for submission of applications shall remain the same. The Department will reject unopened, any late applications.

I-11. Applications

Applicants are permitted to apply for multiple Projects Lots; however; Applicants must submit a separate application package for each Project Lot.

To be considered, Applicants should submit a complete response to this RFA to the Issuing Office, using the format provided in **Part II**, providing **one (1) original and two (2) paper copies of the Technical Submittal and two (2) paper copies of the Budget Submittal**. In addition to the paper copies of the application, Applicants shall submit **two complete and exact** copies of the entire application (Technical and Budget Submittals, along with all requested documents) on CD-ROM or Flash drive in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the paper copy and any spreadsheets must be in Microsoft Excel. To the extent that an Applicant designates information as confidential, proprietary or trade secret protected in accordance with Part 1, Section 1-16, an Applicant must include one (1) redacted version of the Technical Submittal on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office compatible format. Applicants may not lock or protect any cells or tabs. The CD

or Flash drive should clearly identify the Applicant and include the name and version number of the virus scanning software that was used to scan the CD or Flash drive before it was submitted. Applicants should ensure that no budget information is in the technical submittal. Applicants should not reiterate technical information in the budget submittal.

The Applicant shall make no other distribution of its application to any other Applicant or Commonwealth official or Commonwealth consultant. Each application page should be numbered for ease of reference. An official authorized to bind the Applicant to its provisions must sign the application. If the official signs the Application Cover Sheet (Appendix A to this RFA) and Grant Agreement Signature Page (Appendix B) and the Application Cover Sheet and Grant Agreement Signature page are attached to the Applicant's application, the requirement is met. For this RFA, the application must remain valid for **120** days or until an agreement is fully executed. If the Department selects the Applicant's application for award, the contents of the selected Applicant's application will become, except to the extent the contents are changed through negotiations, grant obligations.

Each Applicant submitting an application specifically waives any right to withdraw or modify it, except that the Applicant may withdraw its application by written notice received at the Issuing Office's address for application delivery prior to the exact hour and date specified for application receipt. An Applicant or its authorized representative may withdraw its application in person prior to the exact hour and date set for application receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the application. An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new sealed application or sealed modification which complies with the RFA requirements.

I-12. Economy of Preparation

Applicants should prepare applications simply and economically, providing a straightforward, concise description of the Applicant's ability to meet requirements of the RFA.

I-13. Alternate Applications

The Department has identified the basic approach to meeting its requirements. The Department will not accept alternate applications.

I-14. Prime Grantee Responsibilities

The grant will require the selected Applicant to assume responsibility for all services offered in its application whether it produces them itself or by subcontract. The Department will consider the selected Applicants to be the sole points of contact with regard to Project matters.

I-15. Application Contents

- A. Confidential Information. The Commonwealth is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Applicants' submissions in order to evaluate applications submitted in response to this RFA. Except as provided herein, Applicants should not label applications as confidential or proprietary or trade secret protected. Any Applicant who determines that it must divulge such information as part of its application must submit the signed written statement described in subsection c. below and must additionally provide a redacted version of its application (hard copy and electronic), which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.
- B. Commonwealth Use. All material submitted with the application shall be considered the property of the Commonwealth of Pennsylvania and may be returned only at the Department's option. The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any application regardless of whether the application becomes part of a grant. Notwithstanding any Applicant copyright designations, the Commonwealth shall have the right to make copies and distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.
- C. Public Disclosure. After the awards of agreements pursuant to this RFA, all applications are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq. If an application contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Please see Appendix [insert] of the RFP for a Trade Secret Confidential Proprietary Information Notice Form that may be utilized as the signed written statement, if applicable.

I-16. News Releases

Applicants shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to the Projects without prior written approval of the Department, and then only in coordination with the Department.

I-17. Restriction of Contact

From the issue date of this RFA until the Department selects applications for award, the Project Officer is the sole point of contact concerning this RFA. Any violation of this condition may be cause for the Department to reject the offending Applicant's application.

If the Department later discovers that the Applicant has engaged in any violations of this condition, the Department may reject the offending Applicant's application or rescind its grant award.

I-18. Department Participation

Selected Applicants shall provide all services, supplies, facilities, and other support necessary to complete the Project for which it receives grant funding. The Department will monitor compliance for all grant requirements.

I-19. Term of Agreement

The term of the Grant Agreements will commence on the Effective Date and will end of 9/30/2018. DHS will fix the Effective Date after a grant has been fully executed by the selected Applicant and by the Commonwealth and all approvals required by Commonwealth grant procedures have been obtained.

I-20. Applicant's Representations and Authorizations

By submitting its application, each Applicant understands, represents, and acknowledges that:

- A. Applicant's information and representations in the application are material and important, and the Department may rely upon the contents of the application in making awards.
- B. The Applicant has arrived at the prices and amounts in its application independently and without consultation, communication, or agreement with any other Applicant or potential Applicant.
- C. The Applicant has not disclosed the price, the amount of the application, or the approximate price or amount of its application to any other firm or person who is an Applicant or potential applicant, and the Applicant shall not disclose any of these items on or before the application submission deadline.
- D. The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application for this agreement, or to submit an application higher than this application, or to submit any intentionally high or noncompetitive application or other form of complementary application.
- E. The Applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
- F. To the best knowledge of the person signing the application for the Applicant, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are

not currently under investigation by any governmental agency and have not in the last **four (4)** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public agreement, except as the Applicant has disclosed in its application.

- G. To the best of the knowledge of the person signing the application for the Applicant and except as the Applicant has otherwise disclosed in its application, the Applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Applicant that is owed to the Commonwealth.
- H. The Applicant is not currently under suspension or debarment and has not been precluded from participation in a federally funded healthcare program by the Commonwealth, any other state or the federal government, and if the Applicant cannot so certify, then it shall submit along with its application a written explanation of why it cannot make such certification.
- I. The Applicant has not made, under separate contract with the Department, any recommendations to the Department concerning the need for the services described in its application or the specifications for the services described in the application.
- J. Each Applicant, by submitting its application, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Applicant's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
- K. Until the selected Applicant receives a fully executed and approved written agreement from the Department, there is no legal and valid agreement, in law or in equity, and the Applicant shall not begin to perform.

I-21 Use of Electronic Versions of this RFA

This RFA is being made available by electronic means. If an Applicant electronically accepts the RFA, the Applicant acknowledges and accepts full responsibility to ensure that no changes are made to the RFA. In the event of a conflict between a version of the RFA in the Applicant's possession and the Department's version of the RFA, the Department's version shall govern.

I-22 Notifying of Selections

The Project Officer will notify each applicant of selection/non-selection as applications are received and reviewed.

PART II

APPLICATION REQUIREMENTS

II-1 Applicant Checklist

Applicants must submit their application for each Project Lot in the format outlined below. All cost data should be kept separate from and not included in the Technical Submittal. Each Application shall consist of the following two separately sealed submittals:

- Technical Submittal, which consists of a response to RFA Part II, Sections II-2 through II-5.
- Budget Submittal, which consists of a response to RFA Part II, Section II-6.

The Department may request additional information or may make investigations which, in its opinion, are necessary to determine the Applicant's ability to perform the Project, and the Applicant shall furnish to the Department all requested information and data.

Applicants may submit applications for grant funding for one or more Project Lots; however, an Applicant must submit separate applications for each Project Lot for which it wishes to be considered for grant funding.

II-2. Application Cover Page

Applicants must complete the Application Cover Page (Appendix A) as provided in RFA Part 1, Section 1-11. In addition, Applicants must identify the Project Lot for which it is submitting the application on the Application Cover Page (Appendix A).

II-3. Work Statement

Complete Part IV Work Statement. Applicants must address all sections included in RFA Part IV Work Statement. The Applicant may attach additional pages, if the space provided in Part IV is not sufficient for a complete answer.

II-4. Implementation Timeline

All project tasks must be completed by 9/30/18. Applicants must submit a timeline indicating when each specific grant activity will be completed in the two timeframes listed below:

State Fiscal Year 2017 (between grant effective date and 6/30/18)

State Fiscal Year 2018 (between 7/1/2018 and 9/30/18)

II-5. Signature Page

Applicants must have an individual with authority to bind the Applicant to the Grant Agreement and its Riders and Attachments sign the Grant Agreement Signature Page (Appendix C).

The Department is not bound in any way to select or to enter into an agreement with an Applicant based on its submission of the signed grant agreement with the Application.

II-6. Budget Submittal

Applicants shall complete Appendix D, which will become the Rider 3 Budget of the Grant Agreement. Applicants should provide each connection for which it is seeking funding. The Department will make an all-inclusive payment specified in the RFA and Grant Agreement upon completion of a successful connection and the Department's verification of the connection.

PART III
CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements

To be eligible for selection, an application must be:

- A. Timely received from an Applicant;
- B. Properly signed by the Applicant.

III-2. Technical Nonconforming Applications

The two (2) Mandatory Responsiveness Requirements set forth in **Section III-1** above are the only RFA requirements that the Commonwealth will consider to be *non-waivable*. The Department, may in its sole discretion, (1) waive any other technical or immaterial nonconformities in an application, (2) allow the Applicant to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Applicant's application.

III-3. Selection Process

The Department will award grants to qualified HIOs who meet the grant eligibility criteria, including the timely submission of their applications on a first come, first served basis. Specifically, in making awards to Applicants, the Department will not exceed the total maximum grant funding available for these grants.

The total amount of grant funding available is as follows:

- A. Project Lot 1: \$75,000 for each eligible Inpatient Hospital/Facility, with a maximum of \$5,625,000.
- B. Project Lot 2: \$35,000 for each eligible Outpatient Practice or Other Outpatient Provider Organization, with a maximum of \$2,100,000.
- C. Project Lot 3: \$5,000 for each Member Organization Portal, with a maximum of \$250,000.

The Department will award a grant only to Applicants determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, Contractor Responsibility Program.

PART IV

WORK STATEMENT

IV-1 Project Lot Descriptions

- A. Project Lot 1 – Inpatient Hospital/Facility Onboarding Grants. An eligible HIO may apply for up to \$75,000 to onboard an eligible hospital system or other inpatient facility. Note: onboarding includes integration between the HIO’s systems and the hospital’s system using IHE standard transactions and alignment with MITA standards for interoperability. The maximum total grant funding available for this lot is \$5,625,000.
- B. Project Lot 2 - Outpatient Practice or Other Outpatient Provider Organization Grants. An eligible HIO may apply for up to \$35,000 to onboard an eligible outpatient practice or other outpatient provider organization. Note: integration between the HIO’s systems and the MO using IHE standard transactions and that meets MITA standards is required. The maximum total grant funding available for this lot is \$2,100,000.
- C. Project Lot 3 – Member Organization Portal Onboarding. An eligible HIO may apply for up to \$5,000 per eligible MO to enable HIE participation via a portal. The maximum total available is \$250,000. This includes:
 - a. Provisioning the MO with access, via the Internet, to a portal that allows the MO to query for records associated with a patient, including records available to the HIO from any other P3N participating HIOs and their MOs.
 - b. Providing the MO with the ability to convey information comparable to that contained in standard continuity of care document (“CCD”) with at least one other P3N participating MO. This may be accomplished via data entry into the portal, or via point-to-point clinical messaging capability (i.e. DIRECT).

Note: portal onboarding grants are intended for use with MOs who do not have Electronic Health Record (“EHR”) technology, or have technology that lacks capability to establish more robust HIE connectivity. Given that all ONC certified EHR technologies must have this capability, and given that all EHR Incentive Program participating providers must implement certified EHR technology, *portal*

onboarding funding is NOT available for providers who are eligible for either of the other grant opportunities above.

IV-2 HIO Eligibility Requirements.

In order to be eligible and receive grant funding, a HIO must meet the following requirements:

- A. The Applicant must be a certified or provisionally certified P3N participant and maintain its certification and connection to the P3N in good standing, to include payment of P3N approved participation fees, for a minimum of two years following the completion of a Project Lot.
- B. The Applicant must exchange information between the MO and the Applicant, and then within the P3N. Applicant may not limit exchange to that between the MO and the Applicant. Information must flow between the MO to the Applicant and then to P3N.
- C. The Applicant must provide Health Information Exchange (“HIE”) services and functionality that enable its MOs to satisfy HIE-related Meaningful Use requirements where applicable.
- D. The Applicant must, by the end of September 2019, have at least one MO submitting information to at least one Pennsylvania public health system via the Public Health Gateway (“PHG”) a service of the P3N, or have submitted a letter of intent to do so. This requirement may be met by transitioning an MO who is already submitting to a public health registry using a point-to-point interface. The HIO may apply for and utilize funding available via the PHG Utilization Grant, separately offered by the Department, to complete the work necessary to meet this obligation.

IV-3 Member Organization Eligibility Requirements:

- A. Only one HIO may apply for funding to onboard any given MO. This includes funding awarded under previous grant programs, unless the HIO did not follow-through on onboarding the MO and funds awarded to the HIO for this purpose were not actually paid to the HIO under the previous award.
- B. The MO must be a Medicaid EHR Incentive Program participating professional (“PP”)

-OR-

The MO must have a common Medicaid beneficiary treatment relationship with a PP, such that participation with the HIO will permit information sharing to facilitate coordination of care or transitions of care, and thus support the PP in meeting HIE-related meaningful use requirements. The PP in this case must also be an MO with an Authority certified HIO, or be in the process of onboarding to a certified HIO. The HIO for the PP may or may not be the same as the HIO applying for funding.

- C. In the case of PPs, the Project Officer will validate the PP status with the Department of Human Services' Office of Medical Assistance Program (OMAP).
- D. In the case of MOs who are not themselves Medicaid EHR Incentive Program participating providers:
 - a. The MO may be, but are not restricted to, any of the following: physical or behavioral health provider/practice, substance abuse treatment provider, long-term care provider (including nursing facilities), home health provider, pharmacy, laboratory, correctional health provider, emergency medical service provider, or public health provider.
 - b. At the time of application, the HIO will be required to identify the PP associated with the proposed MO and provide contact information for that PP.
 - c. The Project Officer will validate the PP status as a Medicaid EHR Incentive Program participant.
 - d. The Project Officer will validate that the PP is participating with or onboarding to a certified HIO with that certified HIO.

The Department may validate the treatment relationship between the MO and the PP by contacting the PP using the contact information provided in the application.

IV-4 Grant Components.

For each Project Lot for which an application is being submitted, the selected Applicant must complete and facilitate the electronic clinical quality measure (eCQM) reporting and public health registry submissions for Medicaid Eligible Professionals ("EP") and Eligible Hospitals ("EH"). Both of these functions are Meaningful Use requirements.

IV-5 Valid Use of Grant Funds

- A. HIOs may use onboarding grant funds for project management, legal activities, technical development or configuration and testing, workflow integration, and/or training and go-live support for users.

- B. Grantees will be required to attest that all expenses being claimed are valid under the terms of the grant and may be required to provide proof to justify these expenses at any time.
- C. HIOs may expend grant funds directly, or use them for expenses incurred by the MO, so long as the expenses are appropriately documented.
- D. Under no circumstances may an HIO be compensated for the same work under multiple grant awards. This does not preclude an HIO from applying for and utilizing Onboarding Grant Funding and PHG Utilization Grant Funding, related to work on the two separate grant initiatives, for the same MO.
- E. Under no circumstances may an HIO be compensated under this grant program for work already paid for using any other source of federal funding.

IV-6 Grantee Law Compliance

Grantee will comply with all applicable laws, regulations, policies, and terms and requirements relating to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) of the American Reinvestment and Recovery Act of 2009.

IV-7 Technical Submittal

Applicants must provide the following information:

A. General Information:

- 1. Legal Business Name of Applicant:
- 2. Applicant Business Address:
- 3. Applicant Organization Type (e. g., Corporation, LLC, d/b/a)
- 4. Federal DUNS Number:
- 5. Project Lot for which this Application is being submitted:

B. Project Lot Information: Complete the following table for the Project Lot for which you are seeking funding:

- 1. Project Lot 1:

Complete the table below (duplicate table as needed), provide the name of each eligible inpatient hospital/facility for which you are requesting funding that will be included in the project.

*The maximum amount available for each eligible hospital/facility is \$75,000.

	Inpatient Hospital/Facility Name	Phase to be completed
1.	<Insert Hospital/Facility Name, Address, and NPI #>	Place in "X" in the box for phases that are to be completed
a.	Phase 1 (Contracting)	
b.	Phase 2 (Technical Implementation)	
c.	Phase 3 (Production)	
2.	<Insert Hospital/Facility Name, Address, and NPI #>	Place in "X" in the box for phases that are to be completed
a.	Phase 1 (Contracting)	
b.	Phase 2 (Technical Implementation)	
c.	Phase 3 (Production)	
3.	<Insert Hospital/Facility Name, Address, and NPI #>	Place in "X" in the box for phases that are to be completed
a.	Phase 1 (Contracting)	
b.	Phase 2 (Technical Implementation)	
c.	Phase 3 (Production)	
4.	<Insert Hospital/Facility Name, Address, and NPI #>	Place in "X" in the box for phases that are to be completed
a.	Phase 1 (Contracting)	
b.	Phase 2 (Technical Implementation)	
c.	Phase 3 (Production)	
5.	<Insert Hospital/Facility Name, Address, and NPI #>	Place in "X" in the box for phases that are to be completed
a.	Phase 1 (Contracting)	
b.	Phase 2 (Technical Implementation)	
c.	Phase 3 (Production)	

2. Project Lot 2:

Complete the table below (duplicate table as needed), provide the name of each eligible Outpatient Practice or Other Outpatient Provider for which you are requesting funding that will be included in the project:

*The maximum amount available for each eligible Outpatient Practice or Other Outpatient Provider is \$35,000.

	Eligible Outpatient Practice or other Outpatient Provider Organization Name	Phase to be completed
1.	<Insert Eligible Outpatient Practice or other Outpatient Provider Organization Name, Address, and NPI #>	Place in “X” in the box for phases that are to be completed
a.	Phase 1 (Contracting)	
b.	Phase 2 (Technical Implementation)	
c.	Phase 3 (Production)	
2.	<Insert Eligible Outpatient Practice or other Outpatient Provider Organization Name, Address, and NPI #>	Place in “X” in the box for phases that are to be completed
a.	Phase 1 (Contracting)	
b.	Phase 2 (Technical Implementation)	
c.	Phase 3 (Production)	
3.	<Insert Eligible Outpatient Practice or other Outpatient Provider Organization Name, Address, and NPI #>	Place in “X” in the box for phases that are to be completed
a.	Phase 1 (Contracting)	
b.	Phase 2 (Technical Implementation)	
c.	Phase 3 (Production)	
4.	<Insert Eligible Outpatient Practice or other Outpatient Provider Organization Name, Address, and NPI #>	Place in “X” in the box for phases that are to be completed
a.	Phase 1 (Contracting)	
b.	Phase 2 (Technical Implementation)	
c.	Phase 3 (Production)	

3. Project Lot 3:

Complete the table below (duplicate table as needed), provide the name of each Member Organization (MO) for which you are requesting funding that will be included in the project:

*The maximum amount available for each MO is \$5,000.

1.	<Insert MO Name and Address>	Place in “X” in the box for phases that are to be completed
a.	Phase 1 (Contracting)	
b.	Phase 2 (Technical Implementation)	

c.	Phase 3 (Production)	
2.	<Insert MO Name and Address>	Place in "X" in the box for phases that are to be completed
a.	Phase 1 (Contracting)	
b.	Phase 2 (Technical Implementation)	
c.	Phase 3 (Production)	
3.	<Insert MO Name and Address>	Place in "X" in the box for phases that are to be completed
a.	Phase 1 (Contracting)	
b.	Phase 2 (Technical Implementation)	
c.	Phase 3 (Production)	
4.	<Insert MO Name and Address>	Place in "X" in the box for phases that are to be completed
a.	Phase 1 (Contracting)	
b.	Phase 2 (Technical Implementation)	
c.	Phase 3 (Production)	

IV-8 Grantee Requirements for Each Project and Phase

Project Lot 1:

- a. **Phase I: Contracting** - The Grantee provides a fully-executed agreement with the MO to provide HIE services.
- b. **Phase II: Technical Implementation** – The Grantee and MO complete technical work necessary to enable HIE services. Grantee must complete the development, implementation, and configuration of technical capabilities to permit IHE standard interoperability between the Grantee’s systems and the MOs EHR. Implementation includes the analysis work to support workflow integration of HIE capabilities by the MO. The Grantee and MO must complete the Technical Implementation Attestation and Survey form (Rider 1, Attachment A) to confirm completion of this phase.
- c. **Phase III: Production** – The Grantee supports the MO in completion of workflow integration of HIE capabilities, HIO provides system documentation, and HIO provides training and go-live support for MO users. . The Grantee and MO must complete the Onboarding completion Attestation and Survey form (Rider 1, Attachment B) to confirm completion of this phase.

Project Lot 2:

- a. **Phase I: Contracting** - The Grantee provides a fully-executed agreement with the MO to provide HIE services.
- b. **Phase II: Technical Implementation** – The Grantee and MO complete technical work necessary to enable HIE services. Grantee must complete the development, implementation, and configuration of technical capabilities to permit IHE standard interoperability between the Grantee’s systems and the MOs EHR. Implementation includes the analysis work to support workflow integration of HIE capabilities by the MO. The Grantee and MO must complete the Technical Implementation Attestation and Survey form (Rider 1, Attachment A) to confirm completion of this phase.
- c. **Phase III: Production** – The Grantee supports the MO in completion of workflow integration of HIE capabilities, HIO provides system documentation, and HIO provides training and go-live support for MO users. . The Grantee and MO must complete the Onboarding completion Attestation and Survey (Rider 1, Attachment B) to confirm completion of this phase.

Project Lot 3:

- a. **Phase I: Contracting** - The Grantee provides a fully-executed agreement with the MO to provide HIE services.
- b. **Phase II: Technical Implementation** – The Grantee and MO complete technical work necessary to enable HIE services. This includes arranging for and implementing web services for the MO, and any work to modify or extend the HIO’s portal. Implementation includes the analysis work to support workflow integration of HIE capabilities by the MO. The Grantee and MO must complete the Technical Implementation Attestation and Survey (Rider 1, Attachment A) to confirm completion of this phase.
- c. **Phase III: Production** – The Grantee supports the MO in completion of workflow integration of HIE capabilities, HIO provides system documentation, and HIO provides training and go-live support for MO

users. The Grantee and MO must complete the Onboarding completion Attestation and Survey form (Rider 1, Attachment B) to confirm completion of this phase.

The following chart shows the maximum payments under the grant program that can be invoiced and received by the HIO upon completion of each phase.

Opportunity	Phase			Total
	Contracting	Technical Implementation	Production	
Eligible Inpatient Hospital/Facility Onboarding	\$20,000	\$25,000	\$30,000	\$75,000
Eligible Outpatient Practice or Other Outpatient Provider Organization Onboarding	\$10,000	\$10,000	\$15,000	\$35,000
Portal Onboarding	\$1,000	\$2,000	\$2,000	\$5,000