

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

Supplier Development and Support

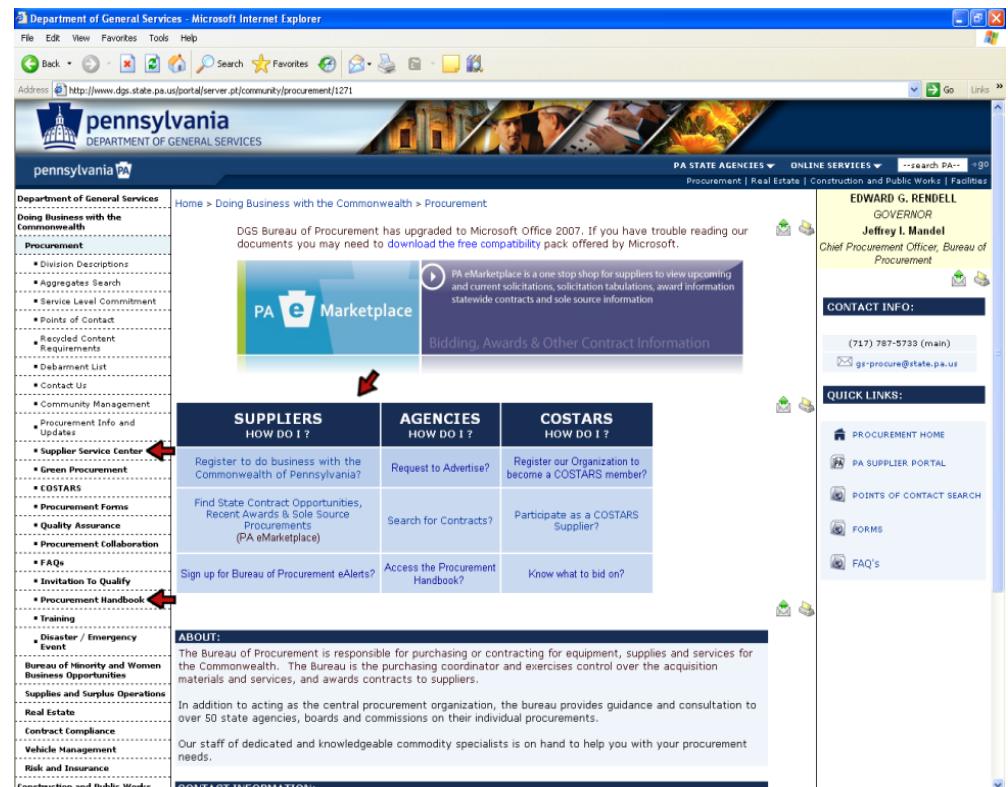
Bureau of Procurement

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**



The screenshot shows the PA Department of General Services Procurement website. The left sidebar lists various procurement-related links. The main content area features a banner for the PA e-Marketplace. Below the banner are three main sections: SUPPLIERS HOW DO I?, AGENCIES HOW DO I?, and COSTARS HOW DO I?. Each section contains a brief description and a link. The SUPPLIERS section has a red arrow pointing to the 'Procurement Handbook' link in the sidebar. The AGENCIES section has a red arrow pointing to the 'Procurement Handbook' link in the sidebar. The COSTARS section has a red arrow pointing to the 'Procurement Handbook' link in the sidebar. The bottom of the page contains an 'ABOUT' section and a 'CONTACT INFORMATION' section.



www.eMarketplace.state.pa.us

Your Gateway to Contract Information

**Solicitations
Tabulations
Awards
Contracts
Sole Source
COSTARS**

Links:

**Supplier
Service Center
Treasury
Contracts**

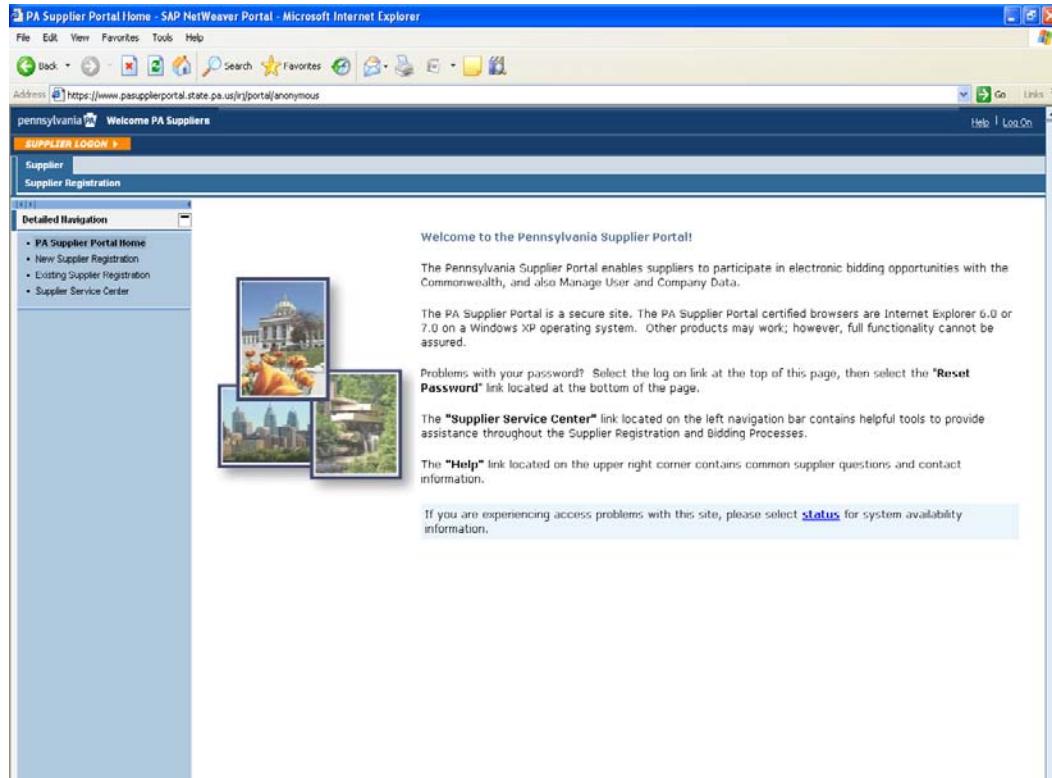
www.pasupplierportal.state.pa.us

**Your Gateway to
Procurement**

Registration

**Manage
company data**

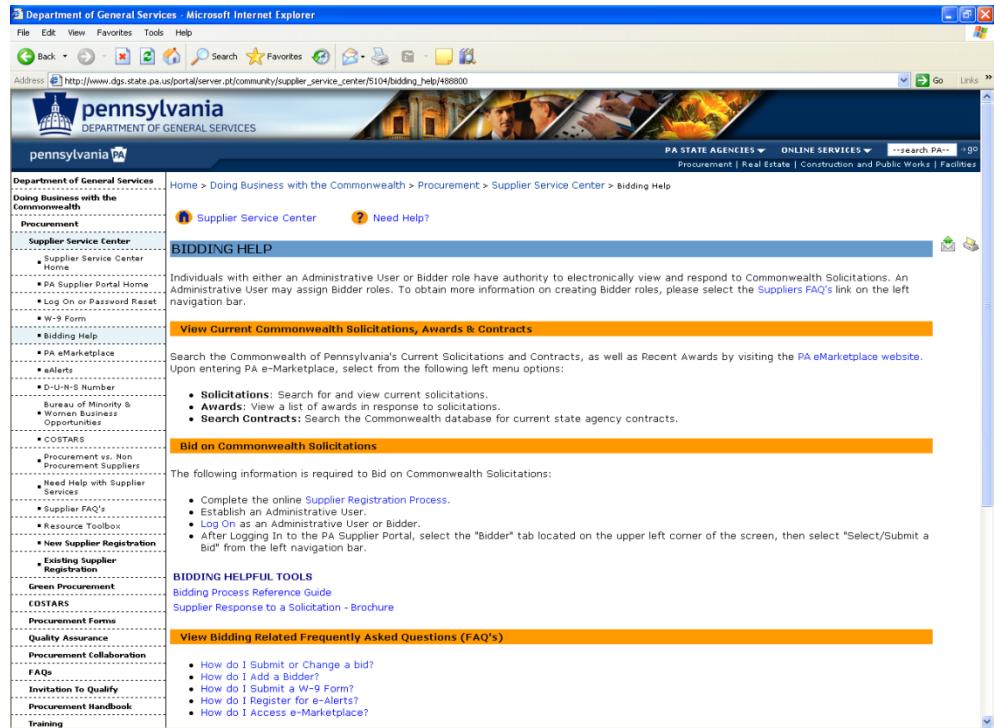
**Link:
Customer Service
Center**



Supplier Services Center

**Your Gateway to
Supplier Help**
How to:
**register
add users**

**Resource toolbox:
bidding guide**



The screenshot shows a Microsoft Internet Explorer window displaying the 'Supplier Service Center Bidding Help' page. The page is part of the 'Doing Business with the Commonwealth' section, specifically the 'Procurement' category. The left sidebar contains a navigation menu with links to 'Supplier Service Center', 'PA Supplier Portal Home', 'Log On or Password Reset', 'W-9 Form', 'Bidding Help', 'PA e-Alerts', 'D-U-N-S Number', 'Bureau of Minority & Women Business Opportunities', 'COSTARS', 'Procurement vs. Non Procurement Support', 'Need Help with Supplier Registration', 'Supplier FAQ's', 'Resource Toolbox', 'New Supplier Registration', 'Existing Supplier Registration', 'Green Procurement', 'COSTARS', 'Procurement Forms', 'Quality Assurance', 'Procurement Collaboration', 'FAQs', 'Invitation To Quality', 'Procurement Handbook', and 'Training'. The main content area is titled 'BIDDING HELP' and contains sections for 'View Current Commonwealth Solicitations, Awards & Contracts', 'Bid on Commonwealth Solicitations', 'BIDDING HELPFUL TOOLS', and 'View Bidding Related Frequently Asked Questions (FAQ's)'. Each section contains a list of links or steps for performing specific tasks.

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</p> <p><i>Select 1 from prompt menu</i></p> <p>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</p> <p><i>Select 2 from prompt menu</i></p> <p>e-mail: srmhelp@state.pa.us</p>
<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</p> <p><i>Select 1 from prompt menu</i></p> <p>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