



Solicitation Number: 21PSX0042

Electronic Health Records

Request for Proposal (RFP)

State of Connecticut

June 16, 2021 - July 20, 2021

General Header Information

No. 21PSX0042
Title: Electronic Health Records
Start Date: June 16, 2021 at 7:00:00 AM EDT
End Date: July 20, 2021 at 2:00:00 PM EDT
Vendor Q&A Start Date: June 17, 2021 at 7:00:00 AM EDT
Vendor Q&A End Date: June 23, 2021 at 2:00:00 PM EDT
Estimated Total Value:
Who can respond to this bid? : All Vendors
Description: Electronic Health Records capable of supporting the Behavioral Health needs and more for the State of Connecticut
Delivery Terms: Free On Board Destination
Payment Terms: Vendor Specified
Contact Information: State of Connecticut
Aimee Cunningham
450 Columbus Blvd Hartford CT, 06103 United States
Tel: (860) 713-5250
Fax:
aimee.cunningham@ct.gov
Contact Details: If you have any questions, please contact:
Aimee Cunningham
450 Columbus Blvd Hartford CT, 06103 United States
Tel: (860) 713-5250
Fax:
aimee.cunningham@ct.gov
Selected Categories: Information Technology Broadcasting and Telecommunications
(43000000)

Header Custom Fields: ELECTRONIC SIGNATURE

Instructions

Instructions IMPORTANT: The following electronic signature requires supplier agreement in order to respond to an Invitation to Bid (ITB). Suppliers responding to any other solicitation type are not required to agree. The individual submitting this electronic signature must be authorized to sign contracts on behalf of the company and must be listed as such in the company's corporate resolution/vendor authorization documents. Please keep in mind that the person listed as "authorized" must be the same person submitting their electronic signature when completing their company's submittal.

ELECTRONIC SIGNATURE OF PERSON AUTHORIZED TO SIGN SOLICITATIONS ON BEHALF OF THE COMPANY:

I am duly authorized to sign documents on behalf of this company. By selecting "I Agree" in the drop down box below, I confirm and understand that an electronic signature is taking place and I intend to be bound by and authenticate this electronic record, and attest to the statements contained within. I hereby certify that all information supplied is true to the best of my knowledge and belief, subject to the penalties of false statement.

I agree, I disagree

In addition, the above-named respondent fully acknowledges and agrees with the terms and conditions contained in this solicitation and related contract. If the above named respondent is awarded a contract for the goods and/or services called for in the solicitation, the respondent's electronic signature will mean that the respondent shall be bound by and perform fully in accordance with the terms and conditions set forth in the solicitation and contract. Further, if the above named respondent is awarded a contract, then upon DAS' posting of the award in CTSource (Award Date), the solicitation response is accepted and the above named respondent and DAS shall be bound by all of the terms and conditions of the contract.

I agree, I disagree

The respondent hereby certifies under penalty of false statement that all the information supplied is complete and true.

I agree, I disagree

SUPPLIER REQUIREMENTS

Requirements Tab

This is a courtesy reminder to click on the "Requirements" tab to access specific solicitation requirements that affect your response. Please refer to the CTsource system Help functionality or training documents on the State Contracting Portal titled "How to Respond to Solicitations" for additional guidance.

Contract Award Requirements

This is a courtesy reminder that prior to contract award, a supplier will be required to update specific information in the Supplier's CTsource account. Please refer to the "Additional Required Attributes and Attachment" section of the CTsource "Supplier Registration Portal User Guide" for additional guidance.

Solicitation Requirements: SOLICITATION OVERVIEW

Background

The Connecticut State Department of Mental Health and Addiction Services (DMHAS) is issuing this Request for Proposals (RFP) to solicit information for Electronic Health Record Technology capable of supporting the Behavioral Health needs of the State of Connecticut per the attached requirements.

The Department of Mental Health and Addiction Services (DMHAS) promotes and administers comprehensive, recovery-oriented services in the areas of mental health treatment and substance use disorder prevention and treatment throughout Connecticut.

While the Department's prevention services serve all Connecticut citizens, its mandate is to serve adults (over 18 years of age) with psychiatric or substance use disorders, or both, who lack the financial means to obtain such services on their own. DMHAS also provides collaborative programs for individuals with special needs, such as persons with HIV/AIDS infection, people in the criminal justice system, those with problem gambling disorders, substance abusing pregnant women, persons with traumatic brain injury or hearing impairment, those with co-occurring substance use disorder and mental illness, and special populations transitioning out of the Department of Children and Families.

SOLICITATION OBJECTIVES

Description of Objectives

The DMHAS Facilities identified in this Request for Proposals are planning to establish a shared Electronic Health Record platform to address the overall needs of the organization.

Although the Mandatory Response Requirements in this RFP are specific to DMHAS, services for Electronic Health Records Systems and Services provided by awarded Contractor(s) may be provided to other state agencies and political subdivisions upon a mutually agreed upon Statement of Work. We encourage Proposers to consider this when preparing your responses.

SOLICITATION INSTRUCTIONS

Questions and Communication

1. Questions for the purpose of clarifying this Solicitation must be received no later than noon on June 23, 2021 and must be directed to Aimee Cunningham, via email at aimee.cunningham@ct.gov
2. Answers to questions received by the due date and time will be posted as an Addendum on June 29, 2021
3. During the period from your organization's receipt of this Solicitation, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to _____, via email _____.

SOLICITATION PROVISIONS

Mandatory Extension to State entities

Contractor shall offer and extend the Contract (including pricing, terms and conditions) to political sub-divisions of the State (towns and municipalities), schools, and not-for-profit organizations

Brand Name Specifications or References

The use of the name of a manufacturer or of any particular make, model or brand in describing an item does not restrict respondents to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered must be of such character and quality so that it will serve the purpose for which it is to be used equally as well as that specified, and the respondent shall warrant to the State that it is fit for that purpose. Solicitation responses on comparable items must clearly state the exact article being offered including any and all applicable options and the respondent shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the respondent does not indicate that the article offered is other than as specified, it will be understood that the respondent is offering the article exactly as specified. Respondents must submit complete documentation on the specifications and quality levels of the products. Solicitation responses submitted that do not contain this documentation are subject to rejection.

Quantities and/or Usage

Quantities and/or Usages Any quantities set forth in this Solicitation are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity

Contract Separately / Additional Savings Opportunities

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.

RFP Solicitation Standard Terms and Conditions

The following Standard Terms and Conditions govern the Request for Proposals (RFP) solicitation issued by the Department of Administrative Services (DAS). Incorporated by reference into these Standard Terms and Conditions are applicable provisions of the Connecticut General Statutes, including but not limited to, those in Title 4a, Chapter 58 or Title 4d, Chapter 61 and applicable provisions of the Regulations of Connecticut State Agencies, including but not limited to, those that begin with and follow Section 4a-52-1 or 4d-3-1.

Respondents shall comply with the statutes and regulations as they exist on the date of their RFP response and as they may be modified from time to time during the term of the Contract, as it may be amended.

Submission of RFP Responses:

1. All solicitation documents must be submitted on-line through CTsource and will be accepted as your official RFP response submission by DAS. If DAS receives additional submissions of your RFP responses in any other method, DAS will reject those submittals.
2. Solicitation of responses must be submitted on-line using the forms specified by DAS and must be submitted no later than the date and time specified in the solicitation. Paper Bids, telephone, email or facsimile responses will not be accepted in response to a solicitation. Respondents are cautioned that there may be additional documents, attachments or requirements posted on CTsource at any time. All documents must be reviewed and required information provided. Failure to do so may result in rejection of your RFP response.
3. The time and date that responses are due is specified in each RFP. A respondent will not be allowed to post or resubmit a RFP after the date and time specified in each RFP. Responses received after the specified due date and time given in each RFP solicitation will not be considered.
4. Incomplete RFP forms may result in the rejection of the RFP response. Amendments to RFP responses received by DAS after the due date and time specified shall not be considered. All RFP responses shall be signed by a person duly authorized to sign RFPs on behalf of the respondent. Unsigned RFP responses may be rejected.
5. Conditional RFP responses are subject to rejection in whole or in part. A conditional RFP response is defined as one limiting or modifying any of the terms and conditions and/or specifications of the RFP solicitation.
6. Alternate RFP responses will not be considered unless the RFP specifically requests alternate RFP responses. An alternate RFP response is one which is submitted in addition to and is not dependent upon the respondent's primary response to the RFP solicitation.
7. In the event of a discrepancy between the unit price and the extension, the unit price shall govern. Prices should be extended in decimal form, not fractions, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the RFP solicitation, and subject only to cash discount.

8. Pursuant to Section 12-412 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.

9. All RFP responses are subject to public inspection after the execution of the Contract.

10. Reserved

Guaranty or Surety:

11. Proposal and or performance bonds may be required. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are "doing business as"; Individual - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

Samples:

12. The quality of accepted samples does not supersede the specifications for quality in the RFP solicitation unless the sample is superior in quality. All deliveries shall have at least the same quality as the accepted sample.

Samples are furnished free of charge. Respondents must indicate if their return is desired, which DAS shall do or cause to be provided that they are returned at respondent's sole cost and expense, FOB respondent's destination, and that they have not been made useless by testing. If they are made useless by testing, the State may dispose of the samples as it deems to be appropriate. Samples may be held for comparison with deliveries.

Award:

13. A contract will be awarded to the Respondent or Respondents whose response DAS deems to be the most advantageous to the State, in accordance with the criteria set forth in the RFP solicitation, always taking into account the quality of the deliverables to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility.

DAS may reject any respondent in default of any prior contract or guilty of misrepresentation or any respondent with a member of its firm in default or guilty of misrepresentation.

DAS may correct inaccurate awards resulting from clerical or administrative errors.

Respondents have 10 days after notice of award of the Contract to refuse acceptance. After 10 days the Contract will be binding on the Contractor. If the Contractor rejects the award within the 10 day period, DAS will award the Contract to the next most advantageous respondent.

Contract:

14. Section 4a-81 of the Connecticut General Statutes requires that this RFP solicitation of which these Standard Terms and Conditions are a part include a notice of the consulting affidavit requirements described in Section 4a-81. Accordingly, contractors are notified as follows:

14. (a) No state agency or quasi-public agency shall execute a contract for the purchase deliverables, which contract has a total value to the State of fifty thousand dollars or more in any calendar or fiscal year, unless the state agency obtains the written affidavit described in subsection (b) of this section.

14. (b) 1. Any principal or key personnel of a person, firm or corporation who submits bid responses for a contract described in subsection (a) above shall attest in an affidavit as to whether any consulting agreement has been entered into in connection with such contract. Such affidavit shall be required if any duties of the consultant included communications concerning business of such state agency, whether or not direct contact with a state agency, State or public official or State employee was expected or made.

"Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction or requests for information or (C) any other similar activity related to such contract.

"Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of Chapter 10 of the Connecticut General Statutes concerning the State's Codes of Ethics, as of the date such affidavit is submitted.

14. (b) 2. Such affidavit shall be sworn as true to the best knowledge and belief of the person signing the certification on the affidavit and shall be subject to the penalties of false statement.

14. (b) 3. Such affidavit shall include the name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former State employee or public official, such affidavit shall indicate his or her former agency and the date such employment terminated.

14. (b) 4. Such affidavit shall be updated no later than 30 days after the effective date of any such change contained in the most recently filed affidavit or upon submittal of any new RFP response, whichever is earlier.

14. (c) If a contractor refuses to submit the affidavit required under subsection (b) of this section, then the state agency shall not award the Contract to such contractor and shall award the contract to the next highest ranked contractor or seek new RFP responses.

15. Section 4-252 (the "Statute") of the Connecticut General Statutes requires that the RFP solicitation, of which these Standard Terms and Conditions are a part, include a notice of the contractor certification requirements described in the Statute. Accordingly, pursuant to the Statute, contractors are notified as follows:

15. (a) The terms "gift," "quasi-public agency," "state agency," "large state contract," "principals and key personnel" and "participated substantially" as used in this section shall have the meanings set forth in Section 4-250 of the Connecticut General Statutes.

15. (b) No state agency or quasi-public agency shall execute a large state contract unless the state agency or quasi-public agency obtains the written or electronic certifications described in this section. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement.

15. (c) Any principal or key personnel of the person, firm or corporation submitting a proposal for a large State contract shall certify on such forms as the State shall provide:

15. (d) That no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person, firm or corporation, who participates substantially in preparing bids, proposals or negotiated State contracts, or (C) any agent of such person, firm, corporation or principals and key personnel, who participate substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or State employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency; That no such principals and key personnel of the person, firm or corporation, or agent of such person, firm or corporation or principals and key personnel, knows of any action by the person, firm or corporation to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the person, firm or corporation to provide a gift to any such public official or state employee; and (iii) that the person, firm or corporation is submitting bids or proposals without fraud or collusion with any person.

15. (e) Any respondent that does not make the certification required under this section shall be disqualified and the state agency or quasi-public agency shall award the contract to the next highest ranked proposer or seek new RFP responses.

15. (f) Each state agency and quasi-public agency shall include in the bid specifications for a large state contract a notice of the certification requirement of this section.

16. The existence of the Contract shall be determined in accordance with the requirements set forth above. However, the award of the Contract is not an order to ship. Contractors may not begin to perform under the awarded Contract until the Contractor and the State have executed the Contract and thereafter the Contractor receives a written purchase order from an appropriate State entity.

17. With regard to a State contract as defined in Section 9-612 of the Connecticut General Statutes having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this RFP submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. For further details see Exhibit C attached to the Contract.

18. Public Act 11-55 and Public Act 11-229 have amended the nondiscrimination provisions of the Connecticut General Statutes to add gender identity or expression to the existing protected classes and to require State contractors to adopt policies in support of the new statutes by means of an affidavit or resolution. Accordingly, attached as Form NDC is a form certification that the successful contractor must deliver executed at the time that it executes the Contract. The execution and submittal of this affidavit or resolution is a condition precedent to the State's executing the Contract, unless the Contractor is exempt from this statutory requirement, in which case the Contractor must obtain a written waiver from the State's Commission on Human Rights and Opportunities.

19. Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of 60 days from the due date of the proposals.

20. Amendment or Cancellation of the RFP

DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

21. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

22. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

23. Proposer Demonstration of Proposed Services and or Products

At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

24. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

25. Proposal Expenses

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.

26. Ownership of Proposals

All proposals shall become the sole property of the State and will not be returned.

27. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.

28. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award

SOLICITATION SELECTION CRITERIA

Solicitation Award Methodology

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all solicitation responses in whole or in part, and waive minor irregularities and omissions if, in the judgment of DAS, the best interest of the State will be served.

Evaluation Committee

A selection committee will review and score all responses. The following information, in addition to the requirements, terms and conditions identified throughout this Solicitation, will be considered as part of the selection process and are listed in order of relative importance.

- 1.Functional Capabilities
- 2.Security
- 3.Maintenance and Support
- 4.Implementation Model
- 5.Cost Estimates and Value
- 6.Applications
- 7.Business Information

Questionnaire:

Company Information

Description: Please provide responses to the following questions.

Detail full name and title of the individual legally authorized to sign solicitations on behalf of the company.

Type TEXT
Is Required Y

Is your company a micro-business or Veteran's owned micro-business? Upon identifying your company as micro-business or veteran owned micro-business, pertinent documents must be returned with this solicitation as described in the "Requirements" tab; "Solicitation Selection Criteria"; "Micro-business Preference". Contractors that do not include the required documentation with their bid submission will not be considered for this preference.

Type DROP DOWN
Is Required Y

If you are a state employee, what is your position, agency, agency address. If you are not a State Employee, enter N/A

Type TEXT
Is Required Y

Contractor Debarment and/or Suspension

Description: Please provide responses to the following questions.

Is the Contractor, any company official, or any subcontractor to the Contractor, currently debared, disqualified or suspended from proposing or contracting with the State of Connecticut, the Federal Government or any other governmental entity?

Type YES/NO
Is Required Y

Does the Contractor, any company official, or any subcontractor to the Contractor, have a debarment, disqualification or suspension proceeding pending with the State of Connecticut, the Federal Government or any other governmental entity?

Type YES/NO
Is Required Y

Has the Contractor, any company official or any subcontractor to the Contractor received notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government or any governmental entity. If yes, said notices must be attached when submitting this solicitation response.

Type YES/NO
Is Required Y

Disclosure Statement of Criminal Convictions and/or Disciplinary Action

Description: Please provide responses to the following questions.

Is the Contractor, any company official, or any subcontractor to the Contractor, subject to any criminal convictions, guilty pleas or nolo contendere against your company and any of your company's officers, principal shareholders, directors, partners, LLC members and LLC managers. Any criminal convictions must be disclosed in a attachment when submitting this solicitation response.

Type YES/NO
Is Required Y

Has your company or any of your company's officers, principal shareholders, directors, partners, LLC members or LLC managers been subject to administrative actions either pending review by the state or determinations that the state has made against your company or any of your company's officers, principal shareholders, directors, partners, LLC members or LLC managers? This would include court judgements, actions, suits, claims, demands, investigations and legal, administrative or arbitration proceedings pending in any forum. Include a listing of any actions or orders pending or resolved with any state agency such as the Department of Consumer Protection, the Department of Energy and Environmental Protection, etc. Such information should be for the last three (3) years. The listing must be attached when submitting this solicitation response.

Type YES/NO

Is Required Y

OSHA

Description: Please provide responses to the following questions.

In accordance with C.G.S. § 31-57b, the contractor certifies that all of the statements herein contained below have been examined and are true and correct to the best of their knowledge and belief. Has your company been cited for three (3) or more willful or serious violations of any Occupational Safety and Health (OSHA) Act or of any standard, order or regulation promulgated pursuant to such act, during the three year period preceding the solicitation, provided such violations were cited in accordance with the provisions of any State Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency of court having jurisdiction.

Type YES/NO
Is Required Y

Has your company received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding this solicitation? A list of violations must be attached when submitting this solicitation response.

Type YES/NO
Is Required Y

Documents:

_DMHAS_RFP EHR Functionality 20210528.xlsx

Spec Questionnaire.docx

Addendum to RFP 21PSX0042.docx

Questions and Answers.pdf

RFP questions and answers 07.07.21.xlsx

CTsource Supplier Registration Portal User Guide.pdf

Supplier Solicitation Response and Addenda Guide.pdf

Supplemental Questions and Answers.pdf

Item Specifications

Solicitation has been designated as having no line items.

