

# Central Virginia Community Services

2241 LANGHORNE ROAD \* LYNCHBURG VA 24501 \* (434) 847-8050 \* FAX (434) 847-6099

---

## RFQ #JG091710

### Clinical Electronic Medical Record System Research Services

#### I. Objective

CVCS is exploring for an experienced organization that will provide leadership responsibilities related to the development of a Request For Proposal (RFP) for a new clinical electronic medical record based system for Central Virginia Community Services Board, a political subdivision of the Commonwealth of Virginia.

#### II. Timeline

##### A. Quote Issuance Date

Friday, September 17, 2010

##### B. Question Deadline & Contact Information

Questions concerning this RFQ should be directed, in writing by mail, fax (434-455-3431), or email **Jay Goding** ([jay.goding@cvcbs.org](mailto:jay.goding@cvcbs.org)) in the Purchasing Department no later than 7 days prior to the closing date of the quotes. Any revisions to the solicitation will be made only by written addendum issued by the Purchasing Department.

##### C. Quote Deadline

Tuesday, September 28, 2010, no later than 3:00 p.m. All quotes received after that time will not be considered.

##### D. Period of Contract

60 days once contract is awarded

#### III. Background

Central Virginia Community Service Board has 22 facilities in Lynchburg and the surrounding areas to provide services for Mental Health, Intellectual Disability, Substance Abuse and Prevention. The Administration Office is located on 2241 Langhorne Road in Lynchburg.

#### IV. Statement of Need

We are a local behavioral health entity that provides mental health, substance abuse and intellectual disability treatment. CVCS is looking for an organization that will provide leadership responsibilities related to the development of a Request For Proposal (RFP) for a new clinical electronic medical record (EMR) based system. CVCS has recently installed a new financial and human resource system that will have to integrate with this new EMR system.

1. Develop specifications for creation of RFP
2. Writing of RFP
3. Evaluate vendor selection and assistance
4. Support with negotiations (hourly fee)

CVCS reserves the right to choose all and/or individual(s) need(s) stated above.

In evaluating a company to perform these services prior experience effectively operating a similar business model is preferred. The results of this RFP will provide CVCS with a clear choice of software vendor/product to transition the agency to an actual electronic medical record system.

## V. Quote Preparation and Submission Requirements

### A. General Instructions

1. Quotes should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFQ. Emphasis shall be on completeness and clarity of content, and shall be organized in the order in which the requirements are presented in the RFQ but shall convey enough information for the Agency to evaluate the ability of your firm to provide the requested goods and/or services. Quotes must contain the following, in this order:
  1. Letter of transmittal
  2. Table of contents
  3. Brief history of the firm's
    - experience
    - principals
    - qualifications to undertake this project
    - success in providing the type of goods and/or services requested
  4. Detailed description of not more than 3 similar projects where similar goods and/or services have been provided. Include the name of the company, the complete mailing address, and the name of the contact person with their phone number.
  5. Briefly describe your firm's general approach to providing like services (use exhibits if appropriate).

Quotes shall not be accompanied by voluminous plans or reports as examples of the responsive and responsible offeror's previous work.

2. Quotes are to be delivered to the Purchasing Office, Central Va. Community Services, 2241 Langhorne Rd, Lynchburg, Virginia 24501.
3. The original CVCS RFQ must be returned with your proposal.

### B. Specific Instructions

1. In order to be considered for selection, the responsive and responsible offerors shall submit a complete response to this RFP. One (1) original and *three (3)* copies of each proposal are to be submitted.
2. All proposals shall be returned in a sealed envelope marked ***RFQ #JG091710 Clinical Electronic Medical Record System Research Services***. Quotes shall be signed by an authorized representative of the responsive and responsible offeror. Courier and regular mail packages shall be clearly marked as to the contents.
3. Vendors that will be performing services at a CVCS site must be able to present Certificates of Insurance stating a minimum of 4 million dollar General Liability and Workers Compensation in the statutory amount. Such certificates will only be required of the successful firm.

## VI. Contract Award and Development

- A. The Competitive negotiation method of selection will be used to determine the most qualified responsive and responsible offeror among those submitting quotes. Quotes will be evaluated in accordance with the "quote evaluation criteria" in the RFQ.
- B. The content of the RFQ and the successful responsive and responsible offeror's quote will become an integral part of the contract, but may be modified by provisions of the contract. The responsive and responsible offerors must be amenable to inclusion in a contract of any information provided either in response to this RFQ or subsequently during the selection/negotiation process. The information received will be considered contractual in nature and will be used in validation and evaluation of quotes and in subsequent contractual action.

## VII. Quote Evaluation Criteria & Selection Process

CVCS will evaluate quotes and, if a responsive and responsible Offeror is to be selected, will be reviewed in accordance with the following evaluation criteria:

1. Cost
2. Time of Completion of the Project
3. Relevant experience
4. References
5. Firm's financial strength

Should CVCS determine in writing and in its sole discretion that only one responsive and responsible offeror is fully qualified, or that one responsive and responsible offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that responsive and responsible offeror.

**VIII. General Terms and Conditions**

General Terms and Conditions are available upon request for the responsive and responsible offeror.

**IN COMPLIANCE WITH THIS REQUEST FOR QUOTE AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE ATTACHED SIGNED QUOTE OR AS MUTUALLY AGREED UPON IN WRITING BY SUBSEQUENT NEGOTIATION.**

Company Name and Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature in Ink

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_