

**Request for Proposal (RFP)**  
**Electronic Medical Record (EMR) Consultant**  
Klamath Tribal Health & Family Services (KTHFS)  
RFP # **KTHFS-2022-05**  
**Updated 06/21/22**

**Proposals will be received until**  
**Friday, July 8, 2022 5:00 pm**

This RFP is also available at our website  
[www.klamathtribalhealth.org](http://www.klamathtribalhealth.org)

**Federal Contractor**  
**Equal Opportunity Employer & Programs – Minorities/Women/Disabled/Veterans**  
**Reasonable accommodations will be made upon request.**

**Introduction:**

Seeking a contractor to partner with KTHFS to evaluate our current Electronic Medical Record (EMR) Next Gen against our health care system needs (size, work flow, etc.).

**A. Scope of Work:**

The Contractor will review current workflows, processes, procedures and present a Gap analysis of how Next Gen is currently functioning to meet those needs. Contractor will review the technical elements of the Moss Adams assessment and create a detailed remediation plan ensuring privacy and security is maximized. Recommendations will include keeping Next Gen and implementing all pertinent functionality within that EMR is turned on, or will recommend to KTHFS pursuing alternative EMR software systems. If this recommendation/option is selected, the Contractor will manage the KTHFS procurement process from start to finish from demonstration of software to implementation of new software.

1. This RFP is directed at experienced consultants that have worked with various health entities in assessing and recommending Electronic Medical Records (EMR).
2. The party selected will complete the following:
  - a. Assessment and Recommendation regarding current EMR
  - b. Possible Assessment and Selection of new EMR
    - i. Research IHS and Federal IHS – changing their EHR and requirements for reporting.
  - c. Possible Pre-Implementation/Conversion Planning of new EMR
  - d. Possible Implementation of new EMR
3. The party shall complete the following:
  - a. Assessment and Recommendation regarding current EMR
  - b. Possible Assessment and Selection of new EMR
  - c. Possible Pre-Implementation/Conversion Planning of new EMR

- d. Possible Implementation of new EMR
4. Party will be responsible to use consultant and project management skills to provide a full report to the KTHFS Management
5. Party will be required to give their professional opinion and report any recommendation that may be helpful to KTHFS regarding Electronic Medical Records (EMR).
6. The party will be required to meet with one or more of the following:
  - a. Dental Staff
  - b. Medical Staff
  - c. Pharmacy Staff
  - d. PRC Staff
  - e. YFGC Staff
  - f. IST Staff
  - g. Designated Administration Management Team Members
7. The party must have 10 years of experience with Electronic Medical Records, HIPPA Security and Privacy, Business Analysis and Electronic Software systems.
8. The party must be bonded and insured.
9. The party must be willing to travel and perform work at the following:
  - a. KTHFS Wellness Clinic, 330 Chiloquin Blvd., Chiloquin, OR 97624
  - b. KTHFS Public Health Department, 204 Pioneer Street, Chiloquin, OR 97624
  - c. KTHFS Youth and Family Guidance Center, 202 Pioneer Street, Chiloquin, OR 97624
  - d. KTHFS Youth and Family Guidance Center, 635 Main Street, Klamath Falls, OR 97601
  - e. KTHFS Administration, 3949 S. 6<sup>th</sup> Street, Klamath Falls, OR 97603
  - f. KTHFS Wellness Clinic, 6000 New Way, Klamath Falls, OR 97601
10. The party must be willing to work with someone from the Administration, Medical, Dental, Pharmacy, Behavioral Health, Public Health, and Information Systems Technology Departments.
11. The proposal must show the total cost for labor, travel, supplies, and any other necessary cost to complete the project.
12. KTHFS would like the project to be completed by December 31, 2022; however, if the timeline is not feasible, the proposal must include the next earliest date to complete project.
13. The party must understand that this project is confidential and The Klamath Tribes privacy must be protected at all times during the project.
14. The Final Report is due in a timely manner.
15. The party must be respectful to Klamath Tribal Health & Family Services and their possessions at all times. The party is encouraged to ask questions at any time for clarification or ask for a meeting to clarify processes.

**B. Quality Requirements:**

Klamath Tribal Health & Family Services will award contracts to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a party, the Administration Department will consider such matters as the party's

- Integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources

**Required**

1. Must have minimum of 10 years work experience in related field of consulting, project management, Electronic Medical Records, HIPPA Security and Privacy, Business Analysis and Electronic Software systems.
2. Must provide resume or job qualification papers showing 10 years experience in field.
3. Must provide 3 references for the last 2 relevant jobs completed (Name and number).
4. Must provide proof of being bonded from a Guarantee or Surety Company acceptable to the U.S. Government and authorized to do business in the State of Oregon.
5. Must not be debarred or suspended from doing business with the federal government.

**Preferred or If Applicable**

1. Provide Federal ID#, Social Security or TIN # and State Registry# or equivalent.
2. Provide certificate of insurance for general liability and automobile insurance. If selected, party will be required to provide information at time of contract signing.
3. Must provide proof to claim Indian preference (if applicable).
4. It is preferable if the party is registered with the System for Award Management (sam.gov).

**C. Evaluation Factors and Scoring:**

1. Selection Procedures: Klamath Tribal Health & Family Services utilizes this formal advertising of Request for Proposals to award to the most highly rated proposal subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. Klamath Tribal Health & Family Services reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.
2. Method of Review: Klamath Tribal Health & Family Services and its authorized representatives will review all proposals received and may contact the party to request further information. Klamath Tribal Health & Family Services may accept any given RFP as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of Klamath Tribal Health & Family Services shall be final and not subject to appeal.
3. Method of Scoring: All proposals received on time will be evaluated and scored as follows:
  - a. (0-55 points) Proposal Preparation and Requirements. The RFP must fully demonstrate ability to carry out each requirement listed in Sections A-C.
  - b. (0-35 points) Cost: Cost will be determined by formula method.

- c. (0-10 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.
- d. Indian preference: At minimum 15% of the evaluation points shall be granted to bidders who demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian bidders when using Method #3 of the Klamath Tribes Procurement Policy.
- e. In the case of duplicate proposals the earliest postmarked envelope will be awarded unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

**100 TOTAL POINTS POSSIBLE** (without Indian Preference)

**D. Instructions for Submitting Proposals:**

1. Return proposal in an envelope clearly marked according to the following instructions below. One original and two (2) copies must be submitted. Alternate proposals will not be accepted.
2. Sealed Bids can be submitted in person, through US Postal Service, or by ground delivery to:

Klamath Tribal Health & Family Services  
Administration Office  
**Attention: Rebecca Jackson, Executive Assistant**  
3949 S. 6<sup>th</sup> Street  
Klamath Falls, OR 97603

3. Do not submit RFP by email or Fax.
4. On outside of sealed envelope write:  
**Electronic Medical Record (EMR) Consultant**
5. Questions on the RFP can be directed to Kimberly Kent, Administrative Officer, at (541) 882-1487 ext. 220 or email kimberly.kent@klamathtribalhealth.org
6. Schedule of RFP activities :
  - 05/19/22 Advertise RFP #KTHFS 2022-05
  - 05/24/22 Re-Advertise RFP #KTHFS 2022-05 due to email domain issues and Vendor mailings not received
  - 06/22/22 Re-Advertise RFP #KTHFS 2022-05 due to no submissions received.
  - 07/01/22 5 pm PST - Deadline for questions regarding RFP.
  - 07/08/22 5 pm PST - Closing Date for RFP to be submitted via method outlined above.
  - 07/14/22 2 pm -3:30 pm PST - Opening and review of RFP's submitted on time.

**E. Closing/Opening Date and Time and Method of Solicitation:**

1. Proposals will be accepted at the address above up to **5 p.m. on 07/08/2022**. All timely responses to this RFP will be considered. The Klamath Tribes reserve the right to reject any and all proposals including those proposals received after the closing date and time.

2. Proposals will be opened at **2 pm PST on 07/14/2022** at the Klamath Tribal Health & Family Services Administration office, 3949 S. 6<sup>th</sup> Street, Klamath Falls, OR 97603.
3. This RFP has been published by:

	Publication in a Newspaper of general circulation
<b>x</b>	Direct solicitation of proposals from an adequate number of known sources
<b>x</b>	Klamathtribalhealth.org

**F. Indian Preference:**

1. To the greatest extent feasible, preference and opportunities for training and employment shall be given to Indians, and preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.
2. Certain federal laws allow for the application of a Tribal-specific preference, and where those laws apply the Tribes will provide preference for Klamath Tribal members or businesses owned by Klamath Tribal members.
3. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indians and Alaskan Natives.
4. The Klamath Tribes Procurement Policy shall be followed for any individual/firm claiming Indian Preference.

**G. Provisions:**

1. All contractors must observe the Klamath Tribes' Indian preference policy as set forth in the Klamath Tribes Procurement Policy.
2. The Klamath Tribes shall conduct all procurement transactions in a manner that provides fair and open competition.
3. The Klamath Tribes shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
4. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
5. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
6. The Klamath Tribes shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
7. Request for Proposals may be terminated by The Klamath Tribes' Administration at any time for cause.
8. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
9. No employee, officer, or agent of the Klamath Tribes may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
10. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
11. Agreement: The selected professional will comply with Klamath Tribes Procurement Policies.

RFP Mailing List **(For internal use only)**  
Provide list of names/firms that were solicited

To Address	Method Direct, Mail or Email	Date