

ATTACHMENT B: COST PROPOSAL- Amendment Bid Sheet

RFP# 20053: Development, Implementation, Operation and Maintenance of the Perinatal and Infant Community Health Collaborative Data Management Information System (PICHC DMIS)

BIDDER'S ORGANIZATION NAME: _____

The bidder must submit a completed and signed Attachment B- Cost Proposal. The bidder must use the Attachment B Cost Proposal Bid Sheet and shall comply with the format and content requirements as detailed in this document. Failure to comply with the format and content requirements will result in disqualification.

Price must be inclusive of all Scope of Work in Section 4.0 for the RFP. Specific sections have been provided for reference within each deliverable, however it is expected that the total bid price is reflective of the performance of all work set forth in said specifications to the satisfaction of the Department of Health. In addition to the cost of furnishing all said services, the proposal prices must also cover the cost of materials, equipment, insurance, overhead, meetings, training, reporting, analysis labor, travel and any other costs required to complete all deliverables and adhere to all standards of this RFP to the satisfaction of the Department of Health.

For each Cost Proposal by Deliverable section, Bidders must provide a:

- “Price per Unit” for each deliverable A-G

COST PROPOSAL BY DELIVERABLE

Deliverables	Unit	Price per Unit
<p>A. Phase I: Within 14 days of the contract start date, develop and submit a transition and implementation/operation plan for the PICHC DMIS, including:</p> <ul style="list-style-type: none"> • A plan for full system support, assuming ownership of existing data, and completing implementation of continued data functionality within the first 2 months of the contract. Analysis and documentation of the data system per section 4.1.c should be included. • The plan should include a project schedule reflecting all tasks, start and finish dates for the next 12-month period. • The plan must meet system security requirements referenced in section 4.5 of the RFP and is subject to approval by NYSDOH and NYS OITS. <p>Phase I is complete upon approval of the Full System Support Plan by NYSDOH.</p>	<ul style="list-style-type: none"> • Price per completion of A. Phase I 	
<p>B. Phase II: Upon completion of Phase I, and by the end of the first 2 months of the contract start date, utilizing the approved Full System Support Plan:</p> <ul style="list-style-type: none"> • Develop, test, deploy and retest the data collection and retrieval functionality of the PICHC DMIS; 	<p>Price per completion of B. Phase II</p>	<p>\$</p>

ATTACHMENT B: COST PROPOSAL- Amendment Bid Sheet

<ul style="list-style-type: none"> • Establish and manage a secure website with role-specific navigation and searchable access to agency and client dashboards and listings; • Develop/revise and provide data collection guidelines, data submission training materials and technical support to PICHC users; • Capture data entered directly online; validate, process, store and archive the data; and load data for currently active clients; • Provide Web-based training and technical assistance to all PICHC grantees in completion of data forms, submission of data via the Web-based system, and help desk services for database users via phone and email; and • Log in all inquiries and create and maintain a Frequently Asked Questions (FAQ) document to inform future trainings and technical assistance. <p>Phase II is complete when data for currently active clients has been uploaded and securely backed up offsite; direct online data collection, retrieval, editing, processing and storage functionality of the PICHC DMIS have been developed/thoroughly and successfully tested/deployed, and data collection guidelines, and training and technical support have been approved by NYSDOH and distributed.</p>		
<p>C. Phase III: By the end of month 4 of the contract period start date:</p> <ul style="list-style-type: none"> • Standardized reporting functionality as described in the RFP must be developed, validated, and fully operational; and • User guides for generating/interpreting reports must be developed and reviewed and approved for use by NYSDOH; <p>Phase III is complete upon having full functionality of standardized reporting features and related user guidance.</p>	Price per completion of C. Phase III	\$
<p>D. Phase IV- During months 5 and 6 of Year 1:</p> <ul style="list-style-type: none"> • Data extraction capability for NYSDOH and PICHC programs as well as ad-hoc reporting capability to monitor data trends, frequencies and stratifications for data elements (such as gender, race, type of encounter, payment source and referrals) must be developed/tested/deployed; • Procedures to alert users about needed follow up services and reminders of when data 	Price per completion of D. Phase IV	

ATTACHMENT B: COST PROPOSAL- Amendment Bid Sheet

<p>submissions are due must be developed/tested/deployed; and</p> <ul style="list-style-type: none"> • Related user guides and training sessions are approved by NYSDOH and provided to program users. <p>Phase IV is complete when data extraction, ad-hoc reporting capabilities, and user alerts as described are fully functional and users have been provided with accompanying guides and training by the end of 6 months of the contract start date.</p>		
<p>E. Phase V - During months 7-12 of Year 1:</p> <ul style="list-style-type: none"> • Functionality for importing data from PICHC programs must be developed/ tested/deployed, with ongoing electronic processing of data imported from all PICHC programs and related control procedures to ensure data accuracy, completeness, and accountability is fully developed and applied; • During this period, a process must be developed and tested to ensure that inactive client data can be identified, archived and securely backed up. <p>Phase V is complete when all inactive client data can be fully and successfully identified/archived/ securely backed up, and importing functionality and accompanying controls for data accuracy and completeness have been completed, tested and successfully deployed, by the end of 12 months of the contract start date.</p>	<p>Price per completion of E. Phase V</p>	<p>\$</p>
<p>F. In Years 2-5 (16 Quarters), full system support and documentation as well as functionality must be maintained, revised and enhanced as needed, including:</p> <ul style="list-style-type: none"> • Electronic capture and processing of data, submitted online and via import, from all PICHC programs, as well as data extraction capability for NYSDOH and programs, and related control procedures to ensure data accuracy, completeness, and accountability; • Both standardized and ad hoc electronic reporting functionality easily accessible via the web-based system as well as user-friendly; • Access to full user support during normal business hours, and training as determined by NYSDOH; and 	<p>Price per Quarter F.</p>	<p>\$</p>

ATTACHMENT B: COST PROPOSAL- Amendment Bid Sheet

<ul style="list-style-type: none"> Procedures to alert users about needed follow up services and reminders of when data submissions are due. <p>In addition, special program requests and systems modifications must be completed within 30 days, or as negotiated with NYSDOH.</p>		
<p>G. In Year 5 (4 months prior to contract end date):</p> <ul style="list-style-type: none"> develop a transition workplan (including a timeline) that ensures a secure, smooth transfer of data and client records generated from the inception of the PICHC DMIS contract through the contract end date, to the NYSDOH or another Department agent. A transition period of one (1) month will be implemented to ensure efficient transfer of data files including: back up, off site stored and archived data; and compressed/zipped data associated with the PICHC DMIS. 	Price per completion of G.	\$

The Administrative Services price may not exceed ten percent of the grand total five-year bid price. The Cost Proposal must be all inclusive of the price for Administrative Services.

By signing this Cost Proposal, bidder attests that the following information is true and accurate to the best of my knowledge and that the Bidder organization(s) agrees to abide by the terms of the approved proposal and is fully able and willing to carry out the deliverable contained herein.

A price MUST be submitted for all of the above deliverable categories. Cost Proposals that do not include a price for each category will be disqualified.

Authorized Signature _____

Date _____

Print Name _____

Title _____