



**STATE OF CONNECTICUT
OFFICE OF THE HEALTHCARE ADVOCATE
STATE INNOVATION MODEL PROGRAM MANAGEMENT OFFICE**

**REQUEST FOR QUALIFICATIONS (RFQ)
HEALTH INFORMATION TECHNOLOGY
CONSULTING SERVICES**

The State Innovation Model (SIM) Program Management Office (PMO) seeks a contractor to provide health information technology consulting services to support the State Innovation Model health information technology investment planning and deployment. The state is in the process of designating a Health Information Technology Officer (HITO). It is anticipated that the contractor will provide support pending that designation and to assist the HITO with transition. Services include, but are not limited to, Health IT technical support, assistance with HIT solicitations, HIT planning and document preparation, and meeting facilitation.

This is a competitive solicitation. The anticipated maximum award for the initial contract is **\$120,000**. The initial contract term shall be 9/01/16 - 12/31/16.

Responses to this Request for Qualifications must be submitted electronically on or before August 22, 2016 at 3pm to sarju.shah@ct.gov

The State may modify the RFQ prior to the deadline for submittals by issuance of an electronic addendum on the following website: <http://das.ct.gov/cr1.aspx?page=12>

Applicable Dates:

RFQ Release Date	8/08/16
Letter of Intent (requested, not required)	8/16/16
Application Due Date:	8/22/16 3 p.m. Eastern Time
Anticipated Issuance of Notice of Award:	8/27/16
Anticipated Period of Performance:	9/01/16 - 12/31/16

1 INTRODUCTION

The State Innovation Model (SIM) Program Management Office (PMO) is seeking proposals from qualified contractors to provide subject matter expertise, technical support, and to facilitate and help guide the state's Health IT Council that is tasked with advising on the planning and implementation of a statewide Health Information Exchange and other SIM health IT (HIT) investments. The contractor will share best practices, knowledge, and subject matter expertise related alert notification/ADT, Health Information Exchanges (HIEs); and technologies and protocols that support the use of electronic clinical quality measures (eCQMs). However, consultation may also extend on a limited basis into other proposed technologies described in [Connecticut's Operational Plan](#). Additionally, the contractor will prepare or assist with preparing technical documents, health IT procurements, business use cases, and other.

2 SCOPE OF WORK

The consultant services shall include the following:

2.1.1 Provide Technical Support and Subject Matter Expertise

1. Provide expertise on HIT planning, deployment, and scaling
2. Develop and compile business, functional and technical requirements
3. Develop and compile business use cases for HIT/HIE/eCQM
4. Provide expertise related to eCQM and technologies that enable use in value-based payment
5. Provide expertise related to coordination of the APCD to support/ facilitate Health Information exchange and advance payer and provider analytic capabilities
6. Review and provide recommendations on solution architecture options
7. Evaluate and analyze available solutions in the marketplace and provide recommendations
8. Provide or provision expertise on HIE technology issues including interoperability, architecture, standards, business operations, development of statewide HIE/HIT policies
9. Provide expertise on HIE technology risk mitigation– including related to patient consent, standards and interoperability; business operations, and financial sustainability
10. Assist with cost allocations of HIT components
11. Assist with planning and document preparation
12. Provide support for transition to HITO

2.1.2 Assist with Solicitations

1. Facilitate and lead meetings for the development of RFI/RFPs
2. Develop specifications, and technical requirements of RFI and RFPs
3. Draft RFI and RFP documents and supplemental materials
4. Aid in the review and evaluation of RFI/RFP and provide recommendations
5. Provide cost and pricing analysis of submittals and responses of RFI/RFP
6. Provide negotiation support
7. Provide change management and transition planning

2.1.3 Facilitate Meetings

1. Facilitate the State [Health IT Advisory Council](#)
2. Develop materials including but not limited to agenda, goals, objectives timelines, presentations, minutes and summary documents
3. Manage meeting and workgroup distribution of information
4. Related activities as required

2.1.4 Other Related Duties within Available Resources

1. Facilitate and lead meetings with stakeholders for the development of agency documents
2. Related activities as required

2.1.5 Skills

The following skills are preferred:

- Subject matter and technical expertise of:
 - Statewide alert notification infrastructure and HIE planning and implementation
 - Best practices of providing analytical reporting of eCQM and alignment with the Office of National Coordinator for Health Information Technology standards
 - Shared utility health IT solutions, healthcare provider engagement around health IT, and multi-payer solutions
 - National HIT and HIE landscape
 - Care delivery, and payment reform as it relates to health IT
- Strong knowledge of All Payer Claims Database (APCD), state and federal regulations, uses to support data analytics, exchange of health information and payment reform
- Familiarity with Medicaid IAPDs and SMHPs, state HIT strategies and plans, ONC guidelines and initiatives (e.g., Meaningful Use program)
- Strong knowledge about Health Information Technology, Health Information Exchange, State innovation Models, also around technology, business, legal, finance and what other states technology activities
- Document writing including HIT procurements, use cases, and other
- Stakeholder engagement and meeting facilitation
- Experience with interim executive management to support the HITO as well as transition/change management

3 BACKGROUND

3.1 CONNECTICUT'S STATE INNOVATION MODEL INITIATIVE

Created by the Affordable Care Act, the Center for Medicare and Medicaid Innovation (CMMI) aims to explore innovations in health care delivery and payment that will improve the health of the population, enhance quality of care and lower costs through improvement (the "Triple Aim"). In December of 2014, Governor Malloy and the state of Connecticut applied for and was awarded a \$45 million CMMI State Innovation Model (SIM) grant. SIM has designated \$11 million dollars to advance statewide health information technology objectives, including funds to support the HITO, the HIT Program Management Office, and technologies. The SIM initiative is intended to test state-led, multi-payer health care payment and service delivery models over a four year (2015-2019) period. SIM will help Connecticut achieve its vision to establish a whole-person-centered healthcare system that improves community health and eliminates health inequities; ensures superior access, quality, and care experience; empowers individuals to actively participate in their health and healthcare; and improves affordability by reducing health care costs. The State Innovation Model Program Management Office ("SIM PMO") is located within the Connecticut Office of the Healthcare Advocate and is responsible for administering the Connecticut Healthcare Innovation Plan and the Connecticut State Innovation Model (SIM) Test Grant including the conduct of meetings, managing contracted transformation support, overseeing evaluation efforts, and communicating with stakeholders and state government.

3.2 HIT GOVERNANCE AND ADVISORY STRUCTURE

P.A. 16-77, requires the Lt. Governor to designate a Health Information Technology Officer (HITO) within available resources. SIM HIT efforts have been incorporated into the legislatively mandated statewide Health Information Technology Advisory Council (Health IT Council), which will be chaired by the HITO upon designation. Information pertaining to Public Act 16-77 and the state wide Health IT Advisory Council and be found here:

[Information Regarding Public Act 16-77](#)

http://portal.ct.gov/ltgovernor/Health_IT_Advisory_Council/.

The Health IT Council is charged with developing (1) recommendations to advance the state's health information technology and HIE efforts and goals; (2) implementing the state HIT plan and standards; (3) implementing the state HIE; (4) appropriate governance, oversight and accountability measures to ensure success in achieving the state's HIT and HIE goals. The Health IT Council meets monthly and includes clinical and administrative stakeholders from hospitals, physician practices, ambulatory care providers, health information technology leaders, state agencies and importantly consumers/ consumer advocates. The Health IT Council will also undertake detailed planning to support the health information technology strategy that is set forth in the SIM Operational Plan; establish investment priorities with an emphasis on

scalable, enterprise wide solutions; develop payer and provider educational materials; define standards for system interoperability and consistent formats for reports and portals; and coordinate with other health information technology related initiatives.

3.3 SIM: HEALTH INFORMATION TECHNOLOGY

Health Information Technology (HIT) and Health Information Exchange (HIE) have the potential to accelerate improvements in population health, innovations in health care delivery and payment reform and improve the state’s capacity for data analytics. Connecticut plans to utilize approximately \$10 million of SIM funds to make strategic investments in HIT infrastructure to build a statewide HIE, support hospitals, providers, SIM participants and laboratories to connect to the HIE, improve EHR interoperability, engage consumers in their care coordination and management, and boost aggregation of data across payers and providers. Connecticut will leverage existing investments such as the Provider Directory, Enterprise Master Patient Index, the state’s Health Information Service Provider and Direct Secure Messaging as building blocks to create a long-term vision of data interoperability.

The following Connecticut SIM HIT Drivers have been identified:

SIM Health IT Secondary Drivers and Accountability Targets for Performance Year 1 (10/1/16-9/30/17)

Driver 1:	<p>Coordinate and connect various HIT initiatives throughout the state</p> <p>1.1 Designate a Health Information Technology Officer and an HIT Program Management Office to coordinate HIT initiatives throughout the state</p> <p>1.2 Leverage federal funds awarded to the state to enhance access to and the rate of exchange of health information resulting in a person centered health care system</p> <p>1.3 Establish and facilitate the statewide Health IT Advisory Council</p> <p>1.4 Develop an HIT/HIE Roadmap for the state</p>
Driver 2:	<p>Execute a broad-based stakeholder engagement process</p> <p>2.1. Execute an RFP process to procure a vendor to perform the stakeholder engagement</p> <p>2.2. Identify and engage stakeholders (e.g. consumers, providers, healthcare organizations, payers, etc.) to determine current health IT needs, gaps and future direction</p> <p>2.3. Incorporate results of the engagement process into the Health IT landscape/ needs assessment</p>
Driver 3:	<p>Leverage technical infrastructure for sending alerts to providers and caregivers using Direct Secure Messaging</p> <p>3.1 Participate and leverage the Provider Directory to enable sending alerts and notifications based on the ADT feed.</p> <p>3.2 Extend the use of the HISP and DM to build the alert notification infrastructure</p> <p>3.3 Extend the use of the alert notification engine</p> <p>3.4 Provide technical assistance to organizations to utilize the alert notification engine</p>
Driver 4:	<p>Establish a statewide health Information exchange</p> <p>4.1 Execute an RFP process to procure HIE Solutions</p> <p>4.2 Leverage current Health IT Assets</p> <p>4.3 Administer the HIE for the state per Public Act 16-77</p>

The above investments will enable the success of SIM Drivers that HIT will enable in Performance Years 2 and 3, identified in the below table.

Driver 5:	Support Data Analytics
	5.1 Examine and develop a multi-payer shared utility solution for the extraction, integration, and reporting of eCQMs, such as through the use of edge servers

4 SUBMITTAL INFORMATION AND SUBMITTAL SCHEDULE

All submittals shall be in the form and formatted as specified in this RFQ.

Respondents are strongly encouraged to submit a non-binding **Letter of Intent (LOI)** to apply to [Sarju.shah@ct.gov](mailto:sarju.shah@ct.gov). The LOI should provide a brief description of the organization applying. The LOI must clearly identify the sender, including name, mailing address, telephone number, and email address. There are no format requirements for the LOI.

The SIM PMO encourages Respondents to submit questions seeking clarification of the RFQ requirements. The PMO will respond to all questions in one or more official addenda that will be posted to the Department of Administrative Services (DAS) website (<http://das.ct.gov/cr1.aspx?page=12>).

Respondents should submit questions to the PMO as they arise. The PMO will accept questions submitted to the PMO until 3:00 PM EST on August 19, 2016. The PMO will make every effort to respond to questions within 2 business days of receipt. Respondents are advised to raise questions early in the process so that responses will be received well in advance of the proposal due date. Any questions related to this grant program should be directed to:

Sarju Shah
sarju.shah@ct.gov

Applications must be submitted electronically on or before August 22, 2016 at 3pm to
sarju.shah@ct.gov

4.1 INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS

The Response must be submitted in electronic-format to sarju.shah@ct.gov no later than the established deadline date and time as listed in the Executive Summary. All documents should be submitted as PDFs. The email subject line must read, "Request for Qualifications for CT HIT".

The proposal must contain the following:

1. **Cover Page:** See Attachment A
2. **Transmittal Letter:** No more than two (2) pages, single spaced, that addresses:
 - The Applicant accepts without qualification:
 - Assurances and Acceptance (RFP Section 4.2.9);

- all [Mandatory Terms and Conditions](#);
 - Brief statement outlining experience and qualifications;
 - A statement that any submitted response and cost shall remain valid for one hundred twenty (120) days after the proposed due date or until the contract is approved, whichever comes first; and
 - **Evidence of Qualified Entity:** The respondent shall provide written assurance to the PMO from its legal counsel that it is qualified to conduct business in Connecticut and is not prohibited by its articles of incorporation, bylaws, or the law under which it is incorporated from performing the services required under any resultant contract.
 - **Sanction – Disclosure:** The respondent shall provide a statement that attests that no sanction, penalty or compliance action has been imposed on the Respondent within three years immediately preceding the date of this RFQ. If the Respondent proposes the use of a subcontractor, each proposed subcontractor must provide the same statement.
 - **Small, Minority or Women's Business Enterprise:** Section 32-9e of the Connecticut General Statutes, superseded by Section 4a-60g sets forth the requirements of each executive branch agency relative to the Connecticut Small Business Set-Aside program. Pursuant to that statute, twenty-five (25%) of the average total of all contracts let for each of the three previous fiscal years must be set aside. The PMO requires that the Resultant Contractor make a "good-faith effort" to set aside a portion of this contract for a small, minority or women's business enterprise as a subcontractor. Such subcontractors may supply goods or services. Prospective Respondents may obtain a list of firms certified to participate in the Set-Aside program by contacting the Department of Administrative Services at the DAS website.
3. **Statement of Qualifications:** (5 pages, single spaced, resumes excluded from page limit)
- a. **Qualifications of the Organization and Personnel:** Describe the qualifications of the organization and the i) experience, ii) subject matter expertise, iii) technical knowledge and iv) skills of each of the personnel assigned to carry out the scope of this project. Provide a resume for each proposed individual as an attachment. If full support is not available at the start of the contract, please describe any and all considerations related to ramping-up consultation support, with respect to the timing of staff on-boarding and/or the hours available per staff.
 - b. **Past Performance:** Describe the scope of work of contracts held by the organization in the past 5 years and specific associated achievements.
 - c. **Client References:**
 - i. Provide a minimum of two references for the organization, including names of organizations and phone numbers for recently completed projects of similar scope
 - ii. Provide a minimum of two references for each assigned key individual, including names of organizations and phone numbers for recently completed projects of similar scope
4. **Cost Proposal:** Provide all-inclusive hourly and/or daily rates and tier discounts. Travel costs may be billed separately. Identify all proposed personnel with a corresponding all-inclusive hourly rate of compensation and an estimate of hours to be expended by each individual in support of the project and an estimated total for the entire project.

5. **Standard Forms:**

- a. [Procurement Agreement Signatory Acceptance](#)
- b. [Consulting Agreement Affidavit](#) (OPM Ethics Form 5)

4.2 PROPOSAL SELECTION EVALUATION CRITERIA

The PMO seeks a qualified contractor with the experience and expertise to assist with a state-wide HIT strategy and implementation to improve health outcomes and care delivery, improve health equity, and reduce costs.

An Evaluation Team will be established to assist the PMO in selection of a Contractor. The PMO reserves the right to alter the composition of this Team. The Evaluation Team will be responsible for the review and scoring of all Responses. This group will be responsible for the recommendation to the Program Director. The Program Director will notify the selected Respondent(s) that the organization(s) has been awarded the right to negotiate a contract with the PMO for this project. The State reserves the right to reject any and all Responses.

For all proposals that meet the minimum requirements, the following selection criteria will be used to judge the merits of the proposals and select the top proposal:

PROPOSAL CRITERIA AND SCORING	Value (out of 100)
Evidence of qualifications of organization and assigned personnel including experience, subject matter expertise, technical knowledge and skills to undertake the scope of work	55
Past performance	20
Cost	25

After the Evaluation Team has scored each response, the points awarded will be totaled to determine the ranking. Recommendations, along with pertinent supporting materials.

The PMO may elect to conduct interviews with the finalists prior to awarding the right to negotiate a contract. Any expenses incurred by the Respondent to participate in such interview shall be the responsibility of the Respondent.

4.3 PROCUREMENT PROCESS

4.3.1 Contract Execution

The contract developed as a result of this RFQ is subject to State contracting procedures for executing a contract, which includes approval by the Connecticut Office of the Attorney General. Contracts become executed upon the signature of the Office of the Attorney General and no financial commitments can be made until and unless the contracts have been approved by the Office of the Attorney General. The

Office of the Attorney General reviews the contract only after the Program Director and the Contractor have agreed to the provisions.

4.3.2 Official Contact

The SIM PMO has designated the individual below as the Official Contact for purposes of this RFQ. All communications with the Official Contact must be in writing.

The Official Contact is the only authorized contact for this procurement and, as such, handles all related communications on behalf of the PMO. Respondents, Prospective Respondents, and other interested parties are advised that any communication with the following about this RFQ is strictly prohibited:

1. any other PMO employee(s),
2. personnel of our state agency partners (including UConn/UConn Health) directly engaged in SIM related activities, and
3. personnel under contract with the PMO or our state agency partners who are participants in the SIM CORE team.

Respondents or Prospective Respondents who violate this instruction risk disqualification from further consideration. If you are uncertain as to whether communication is permitted with an individual or entity, please submit your question to the Official Contact.

Name: Sarju Shah
Address: P.O. Box 1543
Hartford, CT 06144
E-Mail: sarju.shah@ct.gov

4.3.3 Acceptance of Content

If acquisition action ensues, the contents of this RFQ and the Response of the successful Respondent will form the basis of contractual obligations in the final contract.

The resulting contract will be a Personal Service Agreement (PSA) contract between the successful Respondent and the PMO. The Respondent's submission must include a Statement of Acceptance, without qualification of all terms and conditions within this RFQ and the [Mandatory Terms and Conditions](#).

Any Response that fails to comply in any way with this requirement may be disqualified as non-responsive. The PMO is solely responsible for rendering decisions in matters of interpretation on all terms and conditions.

4.3.4 Contest of Solicitation of Award

Pursuant to Section 4e-36 of the Connecticut General Statutes, "Any Respondent or RESPONDENT on a state contract may contest the solicitation or award of a contract to a subcommittee of the State Contracting Standards Board..." Refer to the State Contracting Standards Board website at www.ct.gov/scsb.

4.3.5 Disposition of Responses- Rights Reserved

Upon determination that its best interests would be served, the PMO shall have the right to the following:

1. **Cancellation:** Cancel this procurement at any time prior to contract award.
2. **Amend procurement:** Amend this procurement at any time prior to contract award.
3. **Refuse to accept:** Refuse to accept, or return accepted Responses that do not comply with procurement requirements.
4. **Incomplete Business Section:** Reject any Response in which the Business Section is incomplete or in which there are significant inconsistencies or inaccuracies. The State reserves the right to reject all Responses.
5. **Prior contract default:** Reject the submission of any Respondent in default of any prior contract or for misrepresentation of material presented.
6. **Received after due date:** Reject any Response that is received after the deadline.
7. **Written clarification:** Require Respondents, at their own expense, to submit written clarification of their Response in a manner or format that the PMO may require.
8. **Oral clarification:** Require Respondents, at their own expense, to make oral presentations at a time selected and in a place provided by the PMO. Invite Respondents, but not necessarily all, to make an oral presentation to assist the PMO in their determination of award. The PMO further reserves the right to limit the number of Respondents invited to make such a presentation. The oral presentation shall only be permitted for clarification purposes and not to allow changes to be made to the submission.
9. **No changes:** Allow no additions or changes to the original Response after the due date specified herein, except as may be authorized by the PMO.
10. **Property of the State:** Own all Responses submitted in response to this procurement upon receipt by the PMO.
11. **Separate service negotiation:** Negotiate separately any service in any manner necessary to serve the best interest of the State.
12. **All or any portion:** Contract for all or any portion of the scope of work or tasks contained within this RFP.
13. **Most advantageous Response:** Consider cost and all factors in determining the most advantageous Response for the PMO when awarding the right to negotiate a contract.
14. **Technical defects:** Waive technical defects, irregularities and omissions, if in its judgment the best interests of the PMO will be served.
15. **Privileged and confidential communication:** Share the contents of any Response with any of its designees for purposes of evaluating the Response to make an award. The contents of all meetings, including the first, second and any subsequent meetings and all communications in the course of negotiating and arriving at the terms of the Contract shall be privileged and confidential.

16. **Best and Final Offers:** Seek Best and Final Offers (BFO) on price from Respondents upon review of the scored criteria. In addition, the PMO reserves the right to set parameters on any BFOs it receives.
17. **Unacceptable Responses:** Reopen the bidding process if the PMO determines that all Responses are unacceptable.

4.3.6 Qualification Preparation Expenses

The PMO assumes no liability for payment of expenses incurred by Respondents in preparing and submitting Responses to this procurement.

4.3.7 Assurances and Acceptances

1. **Independent Price Determination:** By submission of a Response and through assurances given in its Transmittal Letter, the Respondent certifies that in connection with this procurement the following requirements have been met.
 - a. **Costs:** The costs proposed have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such process with any other organization or with any competitor;
 - b. **Disclosure:** Unless otherwise required by law, the costs quoted have not been knowingly disclosed by the Respondent on a prior basis directly or indirectly to any other organization or to any competitor;
 - c. **Competition:** No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a Response for the purpose of restricting competition;
 - d. **Prior Knowledge:** The Respondent had no prior knowledge of the RFP contents prior to actual receipt of the RFP and had no part in the RFP development; and
 - e. **Offer of Gratuities:** The Respondent certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this procurement. Any contract arising from this procurement may be terminated by the State if it is determined that gratuities of any kind were either offered to or received by any of the aforementioned officials or employees from the contractor, the contractor's agent or the contractor's employee(s).
2. **Valid and Binding Offer:** Each Response represents a valid and binding offer to the PMO to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.
3. **Press Releases:** The Respondent agrees to obtain prior written consent and approval from the PMO for press releases that relate in any manner to this RFP or any resulting contract.
4. **Restrictions on Communications with PMO Staff:** The Respondent agrees that from the date of release of this RFP until the PMO makes an award that it shall not communicate with PMO staff on matters relating to this RFP except as provided herein through the PMO. Any other communication concerning this RFP with any of the PMO's staff may, at the discretion of the PMO, result in the disqualification of that Respondent's Submission.

5. **Acceptance of the PMO's Rights Reserved:** The Respondent accepts the rights reserved by the PMO.
6. **Experience:** The Respondent has sufficient project design and management experience to perform the tasks identified in this RFP. The Respondent also acknowledges and allows the PMO to examine the Respondent's claim with regard to experience by allowing the PMO to review the related contracts or to interview contracting entities for the related contracts.

4.3.8 Incurring Costs

The PMO is not liable for any cost incurred by the Respondent prior to the effective date of a contract.

4.3.9 Statutory and Regulatory Compliance

By submitting a proposal in response to this RFQ, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

1. Freedom of Information, C.G.S. § 1-210(b). This Contract is subject to C.G.S. § 1-1210(b). The Freedom of Information Act (FOIA) requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-1210(b). The proposer shall indicate if it believes that certain documents or a portion(s) of documents, as required by this RFP is confidential, proprietary or trade secret by clearly marking such in its response to this RFP. The State will make an independent determination as to the validity under FOIA of the proposer's marking of documents or portions of documents it believes should be exempt from disclosure. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.
2. Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive. CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
3. Consulting Agreements, C.G.S. § 4a-81. Proposals for State contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall include a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "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, 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 C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms
IMPORTANT NOTE: A proposer must complete and submit OPM Ethics Form 5 to the Department with the proposal.

4. Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2). If a proposer is awarded an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the proposer must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms
IMPORTANT NOTE: The successful proposer must complete and submit OPM Ethics Form 1 to the Department prior to contract execution.
5. Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1). If a proposer is awarded an opportunity to negotiate a contract, the proposer must provide the Department with written representation or documentation that certifies the proposer complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts—regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at http://www.ct.gov/opm/fin/nondiscrim_forms.

IMPORTANT NOTE: The successful proposer must complete and submit the appropriate nondiscrimination certification form to the awarding Department prior to contract execution.

4.3.10 Key Personnel

The PMO reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The department also reserves the right to approve replacements for key personnel who have terminated employment. The PMO further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the PMO.

4.3.11 Other

The successful bidder may be precluded from bidding on future Health Information Technology contracts issued by the State of Connecticut directly related to the work conducted in relation to this contract, consulting services notwithstanding.

ATTACHMENT A: PROPOSAL FACE SHEET

**SIM PROGRAM MANAGEMENT OFFICE
 REQUEST FOR QUALIFICATIONS (RFQ)
 HIT CONSULTING SERVICES
 PROPOSAL FACE SHEET**

1	<p>RESPONDING ORGANIZATION (Legal name and address of organization as filed with the Secretary of State):</p> <p>Legal Name: _____</p> <p>Street Address: _____</p> <p>Town/City/State/Zip: _____</p> <p>FEIN: _____</p>
2	<p>DIRECTOR/CEO</p> <p>Name: _____ Title: _____</p> <p>Telephone: _____ FAX: _____</p> <p>Email: _____</p>
3	<p>CONTACT PERSON</p> <p>Name: _____ Title: _____</p> <p>Telephone: _____ FAX: _____</p> <p>Email: _____</p>

ATTACHMENT B: PROCUREMENT AND CONTRACTUAL AGREEMENTS SIGNATORY ACCEPTANCE

Statement of Acceptance

The terms and conditions contained in this Request for Qualifications constitute a basis for this procurement. These terms and conditions, as well as others so labeled elsewhere in this document are mandatory for the resultant contract. The Office of the Healthcare Advocate is solely responsible for rendering decisions in matters of interpretation on all terms and conditions.

Acceptance Statement

On behalf of _____

I, _____ agree to accept the Mandatory Terms and Conditions and all other terms and conditions as set forth in the HIT Consulting Services Request for Qualifications.

Signature

Title

Date