



WARREN COUNTY HEALTH DISTRICT

416 South East Street – Lebanon, Ohio 45036

Duane Stansbury, REHS, MPH
HEALTH COMMISSIONER

Terren B. Koles, MD
MEDICAL DIRECTOR

April 17, 2023

Invitation to Bidders

Warren County Health District Electronic Medical Records Platform

Agency Mailing Address

Warren County Health District
416 S. East Street
Lebanon, OH 45036

Contacts

Chris Balster, Assistant Health Commissioner
Warren County Health District
416 S. East Street
Lebanon, OH 45036
513.695.1728
cbalster@wcchd.com

Dianna Glenn, Director of Nursing
Warren County Health District
416 S. East Street
Lebanon, OH 45036
513.695.1564
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Application Criteria

To meet the deadline for the initial approval, all responses to this invitation to bidders must be received electronically by 4:00PM (EDT) on May 15, 2023. All vendors that are intending to submit a response to this request are requested to submit a letter of intent along with any questions that they may have by May 1, 2023. All questions that are received from vendors will be consolidated and answered in writing by 4:00PM (EDT) on May 8, 2023. Questions and completed responses should be sent to Chris Balster. Further bid instructions can be found on Page 3.

Project Description

The Warren County Health District is seeking to update its electronic medical records (EMR) database in an effort to better serve the population of Warren County. Proposals should provide all materials and labor to complete the installation of an electronic medical records database capable of handling the following clinical functions: prenatal visits, child health visits, adult health visits, reproductive health visits, overseas travel, immunizations, mass vaccination, tuberculosis clinic, and sexually transmitted disease visits.

Scope of Work

Provide and install new EMR system capable of handling all clinical operations of the Warren County Health District's Nursing Division. Proposals should include the estimated annual operating cost(s), capital estimates if applicant is able to provide equipment, and any miscellaneous costs associated with the project. The Health District would prefer to purchase its own equipment, but would be willing to purchase IT hardware through the vendor if competitive pricing is available. Please include pricing related to training, maintenance, customer support, any one-time fees, and subscription fees.

Required Specifications:

- (41) Software licenses for thirty-six (36) workstations and five (5) laptop/docking stations
- (1) Software Implementation costs associated with proffered licenses
- (1) Network Infrastructure Costs (e.g., routers, firewalls, etc.)
- (1) Costs associated with conversion of existing EMR data
- (1) Costs associated with training health district staff on platform

Preferred Specifications:

- Equipment accessory specifications for additional IT networking devices to be housed at the health district such as racks, mounts, or other necessary items.
- Any miscellaneous or proprietary costs associated with the platform.

Notes

- IT work to be performed during normal business hours

Exclusions

- Sales tax

Timeline

Submittals must include an anticipated start date and duration of the project.

Cost Estimate Template

For each proposed product, please provide all cost estimates based upon a typical installation. To allow us to be able to compare responses, please assume that the product is going to be used at number of site(s) with number of providers. Any and all costs shall be included. Proposer shall include any available pricing model if various pricing models are available. Also, any additional details regarding cost or pricing that may be helpful in our analysis should be included as well.

Please use the following template, if possible—or attach a cost estimate proposal that includes answers to each question below.

One time fees	
One time implementation fees:	Click here to enter text.
Training fees:	Click here to enter text.
Consulting fees:	Click here to enter text.
Initial year costs (include all fees for license, use, access, etc.)	
For x providers:	Click here to enter text.
For each additional provider:	Click here to enter text.
Please provide the pricing algorithm used to calculate this cost.	Click here to enter text.
Ongoing annual costs (include all fees for maintenance, support, use, access, etc.)	
For x providers:	Click here to enter text.
For each additional provider:	Click here to enter text.
Please provide the pricing algorithm used to calculate this cost. Also, please provide your policy regarding price increases.	Click here to enter text.
Annual Subscription Fee:	Click here to enter text.
Five (5) year cost of ownership	
Please indicate the estimated TCO ("total cost of ownership") for the product over a 5 year period.	Click here to enter text.
Training fees:	Click here to enter text.

Site Visits

Site visits are strongly encouraged and are to be scheduled during normal business hours Monday-Friday by contacting Dianna Glenn or Chris Balster. Please make requests at least two business days prior to visit.

Receipt of Bids

Competitive Sealed Bids for the Warren County Health District Electronic Medical Records Platform shall be submitted by May 15, 2023. Envelopes containing the proposals must be sealed and addressed to:

Attn: Chris Balster
Warren County Health District
416 S. East Street
Lebanon, OH 45036

Envelopes shall be clearly marked: BID FOR WARREN COUNTY HEALTH DISTRICT MEDICAL RECORDS PLATFORM

Any proposal may be withdrawn prior to the above scheduled submittal time or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered.

Bid Opening

The competitive bids received by the above date and time will be opened and read aloud at the Warren County Health District Board of Health meeting to be held on May 16, 2023 at 6:00 p.m.

Addenda and Interpretations

Questions regarding the information contained in this Request for Competitive Bids shall be submitted in writing and emailed to Chris Balster at cbalster@wcchd.com.

To be given consideration, questions must be received at least five days prior to the bid submittal date. All such interpretations and any supplemental instructions will be in the form of written addenda to the Request for Competitive Bids, which if issued, will be posted on the Warren County Health District's website, no later than three days prior to the submittal date. Failure to receive any such addenda or interpretations shall not relieve the submitter from any obligations under their bid as submitted.

Selection

The Assistant Health Commissioner will review the bids after the bids are opened, read aloud, and will provide a recommendation to the Warren County Health District Board of Health regarding the lowest and best bid, this review may involve contacting references, reviewing scope of work, and considering timeline. The lowest and best bid will be selected. The Warren County Health District Board of Health has the right to reject any or all bids submitted, and to waive any irregularities in bids.