

Boston Public Health Commission

Addendum II to the RFP titled

Migration and Redesign of the SharePoint 2007 Intranet

The Boston Public Health Commission’s Information and Technology Services department would like you to be aware of the following changes to the Migration and Redesign of the SharePoint 2007 Intranet RFP document.

1.6 Evaluation Criteria

Table A – Initial Evaluation

Project Functionality

- Requested Features (Appendix 1)
- Additional Features

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Reference to (Appendix 1) removed

1.6 Evaluation Criteria

Table B – Demonstration

The demonstration will be through a web-based presentation and will be attended by users of the software including finance and non-finance staff.

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The demonstration will be through a web-based or in person presentation and will be attended by BPHC stakeholders.

Table B – Demonstration

	Points Assigned
Ease of use <ul style="list-style-type: none">• Functionality• Features	50
Management information and reporting capabilities	30
Understanding of BPHC’s requirements for all user groups	10
Demonstration using relevant information and examples	10

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Category	Points Assigned
Ease of use <ul style="list-style-type: none">• Functionality• Features	50
Understanding of BPHC’s requirements for all user groups	40
Demonstration using relevant information and examples	10

1.5 Proposal Submission Format and Checklist

Pre-Submission Checklist

Check when Complete	Proposal Documents	Page	Signature Required where X
<input type="checkbox"/>	Title Page and Transmittal Letter as described in Section 4.1	8	-
<input type="checkbox"/>	Understanding of Scope of Work as described in Section 4	7	
<input type="checkbox"/>	Work Plan and Methodology as described in Section 5.3	8	-
<input type="checkbox"/>	References as described in Section 5.4	8	-
<input type="checkbox"/>	Completed Summary Form of Proposal	12	X
<input type="checkbox"/>	Reference Form	13	
<input type="checkbox"/>	All addenda (if applicable)	-	X

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Check when Complete	Proposal Documents	Page	Signature Required where X
<input type="checkbox"/>	Title Page and Transmittal Letter as described in Section 5.1	7-8	-
<input type="checkbox"/>	<u>Understanding</u> of Scope of Work as described in Section 5.2	8	
<input type="checkbox"/>	Work Plan and Methodology as described in Section 5.3	8	-
<input type="checkbox"/>	References as described in Section 5.4	8	-
<input type="checkbox"/>	Completed Summary Form of Proposal	12	X
<input type="checkbox"/>	Reference Form	13	
<input type="checkbox"/>	All addenda (if applicable)	-	X

5.4 References:

- Provide a minimum of three (3) and a maximum of five (5) selected projects. Information should include detail on past projects the proponent has completed for municipalities or public health agencies that are similar in size to BPHC. Specifically highlight any municipalities that are using Microsoft Dynamic Great Plains (GP) financial software.

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5.4 References:

- Provide a minimum of three (3) references for similar projects. Information should include detail on past projects the proponent has completed that are similar in size to BPHC. Include projects that have been completed for municipalities or public health agencies if applicable.

5.5 Pricing:

- Using the Summary Form of Proposal, proponents shall provide details about individual costs for:
 - Software - including each module component outlined in their proposal to provide the Requested Features (i.e. operating, capital, salary, reporting);

- UI Design
- Implementation of installation;
- Training;
- Annual support costs (3 Years); with option of 2 Year extension with BPHC approval
- Annual licensing costs, including cost per user license (3 Years); with optional Years
- Separate pricing shall be provided for any additional requirements outside the scope of work that the proponent feels would benefit the BPHC and be clearly identifiable.

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5.5 Pricing:

- Using the Summary Form of Proposal, proponents shall provide details about individual costs for:
 - Software – Nintex purchase options for Standard and Enterprise editions for 5, 10 and 20 workflows.
 - UI Design
 - Implementation of installation
 - Separate pricing shall be provided for any additional requirements outside the scope of work that the proponent feels would benefit the BPHC and be clearly identifiable.

Summary Form of Proposal (Pg. 12)

See original document below and updated document on the following page.

Summary Form of Proposal

Name of Project: New Practice Management System/Electronic Medical Record/Third Party Billing Software System

Description Cost:

Software (operating, capital, salary & reporting modules)	\$ _____
UI Design	\$ _____
Implementation costs	\$ _____
Training	\$ _____
Annual support costs (years 1 – 5)	\$ _____
Annual licensing costs, including cost per user (years 1 – 5)	\$ _____
Additional fees (include description)	\$ _____

Submission Requirements:

Requested Features Appendix 1 – Attached

Proof of insurance (liability and professional liability)

W9 Tax Form

Signed and submitted for and on behalf of:

Proponent: _____
(Company Name)

By: _____
(Print Name and Title)

Executed this _____ day of _____, 20_____

CHANGE TO (see following page)

Summary Form of Proposal

Name of Project: New Practice Management System/Electronic Medical Record/Third Party Billing Software System

Description Cost:

Software (Nintex) \$ _____

UI Design \$ _____

Implementation costs \$ _____

Annual licensing costs for Nintex (1 year) \$ _____

Additional fees (include description) \$ _____

Submission Requirements:

Proof of insurance (liability and professional liability)

W9 Tax Form

Signed and submitted for and on behalf of:

Proponent: _____

(Company Name)

By: _____

(Print Name and Title)

(Authorized Signature)

Executed this _____ day of _____, 20_____