ATTACHMENT B: COST PROPOSAL

RFP# C043879: 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 may result in disqualification.

The Price per Phase or Quarter Deliverables must be all-inclusive and represent the total cost for performing all work outlined in Section 4.0 Scope of Work to the satisfaction of the Department. No other costs will be charged under this contract. The Price per Phase / Quarter Deliverables must cover all expenses required to complete the deliverables and meet all RFP standards, including materials, equipment, insurance, overhead, meetings, training, reporting, analysis, labor, travel, and any other costs necessary to complete the work. The Cost Proposal must be all inclusive of the price for Administrative Services.

For the following Cost Proposal by Deliverable table, Bidders must provide a:

- Price per completion of all deliverables as described for time periods specified for Phases 1 through 5;
- Price per completion of all deliverables described for each of 16 quarters included in Phase 6 (contract years 2-5); and
- Price per completion of all deliverables described for Phase 7, conditioned on the ending and transitioning of the contract.

Note: All references to the PICHC DMIS include both the Full and UVHV models as defined in the RFP narrative.

COST PROPOSAL BY DELIVERABLE

Deliverables	Price per Phase / Quarter Deliverables	
Phase 1: Within 60 days of the contract start date, develop and submit a full system analysis and detailed management and staffing plan and schedule for assuming ownership of existing data and developing and deploying the PICHC DMIS, and providing associated management and support activities. The plan should include a project schedule for both models of the system reflecting all development, deployment, staffing, management, and support tasks, with start and finish dates for the next 12-month period, in accordance with this deliverable-based cost proposal. The plan must meet system security requirements referenced in section 4.5 of the RFP and be approved by NYSDOH and NYS OITS. Phase 1 is complete upon approval of the Full System Support Plan by NYSDOH.	Price per Completion of Phase 1	$
Phase 2: Upon completion of Phase 1, and by the end of the first 4 months of the contract start date: establish and manage a secure website for entering /submitting/processing/storing client encounter data with role specific access, dashboards and controls; develop, test, deploy and retest the data retrieval and validation functionality of the PICHC DMIS; load active client data, and store and archive legacy data; activate a test system for user	Price per Completion of Phase 2	$

training and develop/revise and provide data collection guidelines, data submission training materials, including a running FAQ document for user reference, and technical support to users of both system models, Phase II is complete upon assuming complete responsibility for data collection, retrieval, editing, processing and storage of the PICHC DMIS, technical support and distribution of data collection guidelines.		
Phase 3: By the end of month 6 of the contract period start date, initiate capturing, processing and validating new data. Monthly and quarterly reporting, functionality with role-specific accessibility as described in the RFP must be developed, operational and ongoing thereafter. Develop user guides for generating/interpreting reports. Phase 3 is complete upon having full functionality of data processing and standardized periodic reporting features, and having appropriate user guides for the PICHC DMIS	Price per Completion of Phase 3	$
Phase 4: Beginning in month 6 and by the end of month 8 of Calendar Year 1, develop custom/ad-hoc reporting capability as requested by NYSDOH and standardized performance measurement reports to monitor data trends, frequencies and stratifications for data elements such as gender, race, type of encounter, payment source and referrals. Reports must be accessible by user role and have accompanying user guides for generating/interpreting reports. Phase 4is complete when performance, custom/ad-hoc reporting capabilities as described are functional and have appropriate user guides, for the PICHC DMIS, by the end of 8 months of the contract start date.	Price per Completion of Phase 4	$
Phase 5: Beginning in months 9-12 of Year 1, develop/test/deploy/retest data import/extraction functionality is fully and effectively functional for PICHC programs and NYSDOH users, and imported data if fully and effectively processed under established control procedures; ensure that inactive client data is identified and securely archived/backed up. Ensure ongoing electronic collection and processing of data from both and the PICHC DMIS models and develop and maintain related control procedures to ensure data accuracy, completeness, and accountability. Ensure provision of electronic processing of reports per the narrative that are easily accessible via the Web-based system and develop procedures to alert users about needed follow-up services and reminders for when data reports are due. Ensure ongoing generation of program and state-level reports that are easily accessible and user friendly. Provide results from a third-party audit of the system and the Contractor by an accredited auditor against industry standards, Phase 5 is complete when controls for data accuracy/completeness, processing of required data reports are in place for both PICHC DMIS, and satisfactory third-party audits of the system and the Contractor are provided by the end of 12 months of the contract start date.	Price per Completion of Phase 5	$
Phase 6: In Years 2-5 (16 Quarters), review, update and maintain all data system functionality, reporting, technical support and training as required and provided during the first 12 months of the contract for the PICHC/UVHV DMIS. Respond to special program requests and systems modifications within 30 days, or as negotiated with NYSDOH. Continue to meet regularly or upon special request with NYSDOH to discuss the status of both models of the system and any related products and services.	Price per Quarter of Years 2-5	$

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Phase 7: In Year 5 (or within 4 months prior to contract end date), 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/UVHV DMIS contract through the contract end date, to the NYSDOH or another Department agent. A transition period of up to 1 year 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 Phase 7	$

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 _____