1.0 Introduction The University of Northern Iowa is seeking to obtain Proposals for Electronic Medical Records Software to be used by the Speech and Hearing Clinic.

All questions and comments in reference to this informal Request for Proposal must be directed to:

James Tanzosch  
Procurement Services  
103B Gilchrist  
University of Northern Iowa  
Cedar Falls, IA 50614-0008  
Telephone 319-273-5811  
UNI_Procurement_Services@UNI.edu

Electronic Medical Records Software

1.1 UNI is interested in pricing for electronic medical records (EMR) software with the following attributes:

1. Documentation templates or the ability to create (evaluation reports, lesson plans/SOAP notes, discharge summaries, etc)  
2. HIPAA secure  
3. Scheduler with tracking data abilities (no shows, cancellations, visits)  
4. Editing or commenting capabilities for clinical instructor on any doc entered by the student and then sign off signature.  
5. Goals brought forward from the evaluation reports to the SOAP note  
6. Able to upload professional correspondence (docs) associated with each client  
7. Track changes (ability to see when an item was last edited)  
8. Progress tracking abilities  
9. We will not bill with this system however would want access for students to enter ICD 10 codes and possibly CPT coding (but not necessary) or billing option if we go that direction in the future.  
10. Budget: $8,000 annually (5 full time clinical instructors, 3 part time, and 10 faculty that only supervise 1-3 clients a semester; 85-105 students a semester providing clinical services)  
11. Prior to award selection, all responses are subject to review by the University’s Information Technology department. The Vendor will cooperate with any and all requests from IT relating to this informal RFP, including requests for documentation and presentations.  
   a. The proposed solution is required to comply with Federal HIPAA privacy and security standards. The successful Bidder should expect to be able to certify such compliance with its solutions.  
   b. Bidders should describe the network requirements, protocols, and end-user equipment necessary to operate the proposed application software effectively and in compliance with all HIPAA privacy and security standards.  
   c. Solution must include data-at-rest encryption.  
   d. Solution must use encryption for data traversing over networks, both private and public (if applicable).  
   e. Solution must provide audit records of data created, accessed, and modified by username.  
12. Please indicate any other attributes or features that is deemed could be beneficial.
1.2 Receipt of Proposal

1.2.1 Proposals submitted electronically to (UNI_Procurement_Services@UNI.edu) by 12:00 P.M., central time, on April 1, 2019 will be given full consideration. Any proposal received after the time specified is not guaranteed full consideration. All proposals should include:

- An itemized quote for all required charges
- Worksheet 2 of the UNI Data Security Excel document completed
- Any other information or material relevant to the delivery of services

1.2.2 UNI reserves the right to accept or reject any or all Proposals and to waive any irregularities, technicalities, or informalities in proposals if such waiver does not substantially change the offer or provide a competitive advantage to any Company. UNI reserves the right to request additional documents or proposal clarifications after the due date and time for Proposal submission.

1.2.3 The official name, address, telephone, fax number and e-mail addresses are to be stated on the Proposal.

1.2.4 The laws of the State of Iowa require the contents of all Proposals be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the Proposal. Proposals marked entirely confidential or proprietary may be rejected. Pricing information and other offers cannot be considered proprietary information.

Failure to list all proprietary sections of the submitted Proposal in the space provided, shall relieve UNI personnel from any responsibility, should such information be viewed by the public, a competitor, or be in any way accidentally released.

1.2.5 All Proposals become the property of UNI.

1.2.6 Prior to the date and time designated for receipt of Proposals, Proposals submitted early shall be withdrawn only by written notice to UNI. Such notice shall be received by UNI prior to the designated date and time for receipt of Proposals.

1.2.7 Withdrawn Proposals may be resubmitted up to the time designated for receipt of Proposals provided that they are then fully in conformance with these Proposal Instructions and Conditions.

1.2.8 No Proposal may be modified or withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receipt of Proposals.

1.2.9 All erasures or corrections are to be initialed by the person(s) signing the Proposal.

1.2.10 Failure to comply with the requirements of this RFP or evidence of unfair bidding procedures may be cause for rejection of the Proposal. Failure to supply information requested may also be cause for rejection of the RFP as being non-responsive.

1.2.11 This Request for Proposal does not commit UNI to make an award, nor will UNI pay any necessary studies for the preparation of Proposals, or any travel or personnel expenses associated with the Proposal.

1.3 Addenda Any and all interpretations, corrections, revisions, and amendments shall be issued by UNI Procurement Services to all known holders of the Bid Documents in the form of written addenda.
1.4 **Proposal Obligations** The Contractual Agreement (Agreement) shall incorporate the selected Company's Proposal, including any clarification to the Proposal(s) requested by UNI and submitted by selected Company, except as amended by mutual agreement. The Agreement shall form the contractual obligation of UNI and the selected Company.

1.5 **Exceptions to Purchase Documents** Company shall clearly state in the submitted Proposal any exceptions to, or deviations from the Specifications, and any exceptions to the provisions, terms, and conditions of this RFP included in Section 1.9. Such exceptions or deviations will be considered in evaluating the Proposals. Any exceptions should be noted on and returned with the submitted Proposal. Companies are cautioned that exceptions taken to this RFP may cause their Proposal to be rejected at the sole discretion of UNI.

1.6 **Qualification of Company** UNI shall make such investigations as deemed necessary to determine the ability of Company to provide the expected goods or services. UNI reserves the right to reject any bid if the evidence submitted by, or investigation of, such Company fails to satisfy UNI, in its sole opinion, that said Company is properly qualified to carry out the obligations specified herein.

1.7 **Issuing Office** The Purchasing Agent listed herein is to be the **SOLE** point of contact concerning this RFP. Offerors shall not directly contact other personnel regarding matters concerning this RFP or to arrange meetings related to such.

1.8 **Terms and Conditions** The University’s standard terms and conditions can be found at: [https://obo.uni.edu/purchasing/terms-conditions](https://obo.uni.edu/purchasing/terms-conditions)

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