



HEALTH AND HUMAN SERVICES DEPARTMENT

ADMINISTRATION – ADULT – COMMUNITY SUPPORT SERVICES
 – ENHANCED RESIDENTIAL OUTREACH – FAMILY & YOUTH
 – PUBLIC HEALTH – VETERANS & DISABILITY SERVICES

627 NE Evans Street • McMinnville, OR 97128
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February 16, 2023

ADDENDUM NO. 1

RFP NO.

Electronic Health Record Procurement and Implementation Consultant for Yamhill County, Oregon

PROPOSALS DUE: February 27, 2023

The Request for Proposals (RFP) listed above is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Proposers shall take this Addendum into consideration when preparing and submitting its bid.

AMENDMENTS		
Item No.	Location	Change
1.0	Addendum 1	Answers to Questions submitted
ADDITIONAL CLARIFICATIONS		
Item No.	Location	Q&A
2.0	Section 2 – Scope of Services, page 4	<p>Question: Will the work defined in the Scope of Work be on-suite or remote; will remote work be allowed for this contract?</p> <p>County Response: <i>Refer to Scope of Services Section 2.04 which states “Lead YCHHS through the EHR solution selection process including coordinating and attending EHR demonstrations and on-site visits.” Remote work may be allowed under the contract for virtual meetings, and the contractor will need to be able to attend on-site meetings or be onsite for coordination.</i></p>
2.1	Section 2.10, page 5; Section 5.04, page 9	<p>Question: We are planning to provide one Executive Project Manager as a full-time resource for the entire duration of the project, do you need additional resource like Technical Writer or BA to document and draft the RFP?</p>



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		<p>County Response: Refer to Project Deliverables, Section 2.10 which states "A completed RFP for new EHR solution and implementation" and Section 5.04 which states "Clearly describe any deviation for the listed scope of work that would significantly affect costs. Separate the cost of any proposed optional services from the cost of services requested."</p>
2.2	Section 2.01, page 4	<p>Question: Do you want the proposed Executive PM to be available for all phase of the projects as described below? We can estimate the hours as per the each deliverables and provide you the cost estimates, but implementation timeline is not described in the RFP, please let me know</p> <ul style="list-style-type: none"> • Requirements Analysis • Issuance of RFP • Software vendor selection • Contract with successful vendor • Implementation of selected EHR system <p>County Response: Refer to Section 2.01 of the RFP which states "Perform the duties of an Executive Project Manager through all phases of this project, ending with the successful implementation of a new Electronic Health Record platform." The implementation timeline is not yet determined (will be negotiated with successful vendor).</p>
2.3	Section 5.04, page 9	<p>Question: Does the Board of County Commissioners envision as a staff augmentation (hourly cost basis) project, or it is a fixed cost deliverable-based project?</p> <p>County Response: Fixed cost deliverable-based project.</p>
2.4	Section 2.08-2.14 Project Deliverables, page 5	<p>Question: For this proposal, are you expecting the system as well as an implementation consultant. The requirements talk specifically about somebody helping with the transition of onboarding electronic</p>



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		<p>health record system versus having a system plus the resources to help with the implementation?</p> <p>County Response: <i>Refer to refer to Project Deliverables, Section 2.08-2.14, page 5 of the RFP, where it notes that yes the expectation for new EHR and implementation of that new EHR consultant.</i></p>
2.5	Section 11.03 Business Registry, page 14	<p>Question: Is Oregon State Business Registry Number required prior to award/at time of application?; Will application be accepted/reviewed if the proposer does not yet have its Oregon State Business Registry Number?; Oregon Business Registry - Are we required to have the "Oregon Business Registry No." at the time of submitting our response or can we provide the proof of authorization to transact business in OR once selected?</p> <p>County Response: <i>You do not need to register unless selected. The application will be accepted / reviewed as responsive regardless of status. If selected, the proposer must be authorized before contract execution. We recommend that you make note of the fact that you are not yet registered in your response so that we are aware if selected.</i></p>
2.6	Section 4.05, page 7 and Exhibit A, page 16	<p>Question: Is Exhibit A Affidavit of Trade Secret required with the application package, or is that a form that will be required only post award/for contracting purposes? Does Exhibit A (Affidavit of Trade Secret) need to be included with RFP response?</p> <p>County Response: <i>If a proposer believes that any portion of its proposal contains any information that is a trade secret under ORS Chapter 192.501(2), or otherwise is exempt from disclosure under the Oregon Public Records Law (ORS 192.311 through 192.478), the proposer shall complete and submit the Affidavit</i></p>



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		<p><i>of Trade Secret (Exhibit A) and a fully redacted version of its proposal.</i></p> <p><i>If a proposer fails to identify the portions of its proposal that the proposer claims are exempt from disclosure, the proposer has waived any future claim of non-disclosure of that information. Identifying the proposal, in whole, as exempt from disclosure is not acceptable.</i></p>
2.7	<p>Section 1.02, page 3 Section 1.03, page 3</p>	<p>Question: Thank you for providing an approximate # of users for the new EHR; can you provide the number of distinct HHS programs that will be using the EHR?</p> <p>County Response: <i>Section 1, Current Environment 1.02 notes the programs that currently use the EHR and they will also use the new EHR, “Family & Youth and Adult Behavioral Health Programs, Public Health Program and Intellectual and Developmental Disabilities Program.” There are multiple teams under each of these programs with ever-changing requirements. Section 1, Future Environment 1.03, was intended to capture the main and basic needs of these programs as there is a lot of overlap. Additional information on our programs can be found: https://hhs.co.yamhill.or.us/hhsadmin/page/health-and-human-services-programs</i></p>
2.8	<p>Section 1.02, pages 2-3</p>	<p>Question: Will every program that will be using the EHR require detailed workflows to be developed, or do some or all programs already have detailed current workflows documented?</p> <p>County Response: <i>Many of the programs have existing workflows; however, they may need to be revised as a result of the change in EHR system.</i></p>



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2.9	Section 2.15, page 5; Section 4.01, page 6: Proposals due 2/27	<p>Question: By when does the County anticipate contract execution in order to achieve the Project Timeline described on page 5 of 17 in the RFP?</p> <p>County Response: <i>Instead of putting specific month, we want to allow work to start as soon as the consultant is able, noting the first analysis being due July 2023.</i></p>
2.10	Section 2.15, page 5	<p>Question: Is there a date by which, if the contract has not yet been executed, the County would anticipate revising that expected Project Timeline?</p> <p>County Response: <i>The proposed project timeline for contract execution is flexible and will be adjusted for proper completion of this contract.</i></p>
2.11		<p>Question: Does your Agency need to comply with the integrated ASAM assessment?</p> <p>County Response: <i>Yes, ASAM levels of care from .5 to 2.5 with integrated assessments for outpatient mental health.</i></p>
2.12	Section 3, page 6 and Section 4.02, page 6	<p>Question: Are there any additional RFP documents other than the attached RFP document?</p> <p>County Response: <i>Yes, see Addendum #1</i></p>
2.13	Section 2.07, page 5	<p>Question: We provide cloud hosted solutions including EHR Systems. If we respond to this rfp for Project Manager position in case our consultant selected, are we disqualified to respond to EHR System RFP that you are planning to purchase in December 2023?</p> <p>County Response: <i>No, you will not be disqualified from responding to the EHR System RFP; the Successful proposer is expected to remain objective during the term of the contract and not promote EHR</i></p>



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		<i>solutions in a manner that would jeopardize their independence.</i>
2.14	Section 2.15, page 5	<p>Question: Do you have any plans to purchase system earlier than given timeline?</p> <p>County Response: <i>The proposed project timeline is flexible and will be adjusted as needed for proper completion of this contract. If the Requirements Analysis and RFP Issuance are completed prior to proposed project timeline, the software vendor could be selected prior to the proposed timeline.</i></p>
2.15		<p>Question: Do you have any inpatient programs/ facilities or are they all outpatient-based programs? There's mention of a psych hospital – is this a part of this project?</p> <p>County Response: <i>We only operate outpatient programs.</i></p>
2.16	Section 11.01, page 13	<p>Question: We can agree to the indemnification requirement, but would Yamhill County consider a limit on any consequential or special damages?</p> <p>County Response: <i>Generally, no, though the County is able to negotiate with the selected consultant upon selection. Please include any requested language edits in the proposal response.</i></p>
2.17	Section 1.02 & 1.03, page 3	<p>Question: What are all the specialty programs YCHHS covers/serves within the county?</p> <p>County Response: <i>Environment 1.02 notes the programs that currently use the EHR and they will also use the new EHR, "Family & Youth and Adult Behavioral Health Programs, Public Health Program and Intellectual and Developmental Disabilities Program." There are multiple teams under each of these programs with ever-changing requirements.</i></p>



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		<p><i>Section 1, Future Environment 1.03, was intended to capture the main and basic needs of these programs as there is a lot of overlap. Additional information on our programs can be found:</i> https://hhs.co.yamhill.or.us/hhsadmin/page/health-and-human-services-programs</p>
2.18	Section 1.03, page 3	<p>Question: What is the long-term/strategic vision for your EHR?</p> <p>County Response: <i>The main desired items for the EHR are listed out in Section 1, Background 1.03.</i></p>
2.19		<p>Question: Is your organization part of an ACO (Accountable Care Organization)?</p> <p>County Response: <i>yes</i></p>
2.20	Section 4.05, page 7; Exhibit A, page 16	<p>Question: Are we able to keep our references out of public record (5.01/5.02)?</p> <p>County Response: <i>If you wish to keep references out of public record, you will need to submit an affidavit as provided in Exhibit A, mark which information you wish to redact, and explain why it is protected under Oregon law. The County will process accordingly. (See Section 4.05.)</i></p>
2.21	Section 2.15, page 5	<p>Question: When does the legacy system 'sunset' begin?</p> <p>County Response: <i>We own the license for our current EHR, the sunset process will be dependent on when implementation of new EHR is in place.</i></p>
2.22		<p>Question: Does YCHHS have any affiliations with any local hospital/health systems?</p> <p>County Response: <i>yes</i></p>



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2.23	Section 1.06, page 4	<p>Question: Can we obtain the full budget relative to the scope of the project? If so, has there been pre-determined budget break outs according to tasks in 5.04 and itemized for A, B, C?</p> <p>County Response: <i>No, There is not a budget for this project, and no maximum award has been set for this RFP.</i></p>
2.24	Section 2.15, page 17	<p>Question: Page 5 of the RFP indicates the consultant would begin work upon contract execution. When would you anticipate the contract be executed?</p> <p>County Response: <i>After the proposal submittal due date of February 27, 2023. The proposed project timeline is flexible and will be adjusted for proper completion of this contract.</i></p>
2.25	Section 5.04, page 9	<p>Question: Can you please provide how you define the following:</p> <ol style="list-style-type: none"> 1. Low-level of consulting service (advisory only) 2. Mid-level of consulting service (moderate project management) 3. High-level of consulting service (active project management) <p>County Response:</p> <p><i>1) Low-level of consulting service (advisory only) technical assistance with over arching process guidance.</i></p> <p><i>2) Mid-level of consulting service (moderate project management) low level plus active solicitation of information from potential vendors.</i></p> <p><i>3) High-level of consulting service (active project management) all of the above plus a comprehensive overview of options for an EHR that would meet our needs and recommendations.</i></p>



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2.26	Section 5.04, page 9	<p>Question: Are these levels inclusive of system selection and implementation or independent of each?</p> <p>County Response: <i>These levels are independent and will inform the decision-making process.</i></p>
2.27	Section 2.03, page 4	<p>Question: For the screening process of EHR vendors, does Yamhill County have a required minimum number of vendors that must be screened for an RFP to be valid?</p> <p>County Response: <i>No; however, the successful proposer is expected to remain objective during the term of the contract and not promote EHR solutions in a manner that would jeopardize their independence.</i></p>
2.28	Section 1.03, page 3	<p>Question: Are any additional services planned in the next 2-5 years that would be in scope for the EHR in addition to those listed here: https://hhs.co.yamhill.or.us/hhsadmin/page/health-and-human-services-programs?</p> <p>County Response: <i>No</i></p>

END OF ADDENDUM