Procurement Summary
Invitation for Bid (IFB) # Q14-40

Title: Medical Records Query Services

Description/Procurement Summary: SUNY Downstate Medical Center (“SUNY-DMC”) seeks a qualified firm to provide medical record query services to review, revise, and expedite medical records queries. Firm must have (a) a minimum of five years experience in providing these services (b) any and all requisite licenses/permits/authorizations as may be required to perform the required services. For further detail, refer to the detail IFB 14-40 (link).

Vendor Selection Criteria:
1) Cost
2) Experience
3) Strength of services, as demonstrated by;
   a. Industry distinction/awards/certifications
   b. Availability of qualified staffing on an as needed basis
   c. Consistency in maintaining staff who is familiar with our organization
   d. Extent of support for ensuring accuracy, such as coding audit review/validation
4) Reports (must provide samples with proposals)
5) Included functionalities which exceed SUNY DMC desires/ request

Contact: The only individuals at SUNY-DMC who may be contacted in connection with this procurement are:
1. Maureen Crystal, Director of Contracts
   Phone: (718) 270-1976; email: maureen.crystal@downstate.edu

   and

2. Lisandra Reid, Contract Specialist
   Phone: 718-270-1453; email lisandra.reid@downstate.edu.

   Contacting any other individual at SUNY-DMC, in any manner, regarding this procurement may constitute a violation of New York State law.

Due Date: Monday June 30, 2014

MWBE Requirements: 21% Total, 14% MBE, 7%WBE

Contract Term: 5 Year