



Contracts Department

Issued: 2/25/14

### **Request for Proposal (RFP) #Q14-10 Summary**

**Title:** Clinical Documentation Improvement Services

**Description/Procurement Summary:** SUNY Downstate Medical Center ("SUNY-DMC") seeks a qualified firm to provide Clinical Documentation Improvement Services. Firm must have (a) a minimum of three 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, kindly refer to the [detail RFP Q14-10 \(link\)](#).

**Vendor Selection Criteria:**

- Cost 25%
  - Technical 75%
1. Understanding of Downstate Medical Center's needs including meeting the requirements as detailed in the procurement posting
  2. Depth and quality of proposed project plan to implement change and integrate with ICD-10 implementation leading to lasting positive financial impact for Downstate Medical Center
  3. Firm's experience in Clinical Documentation Improvement and integration with ICD-10 implementation as represented by their proposal as well as contact with professional references provided
  4. Depth and support of the consulting resources which will be part of the onsite team for both assessment and implementation phases
  5. Depth and support of appropriate and experienced temporary staffing resources which will be part of the onsite team for both assessment and implementation phases

**Contact:** The only individuals at SUNY-DMC who may be contacted in connection with this procurement are Maureen Crystal, Director of Contracts, by phone at (718) 270-1976 or by email to [maureen.crystal@downstate.edu](mailto:maureen.crystal@downstate.edu) and Herb Goldberg, by phone at 718-270-3741 or by email to [herb.goldberg@downstate.edu](mailto:herb.goldberg@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:** Wednesday March 12, 2014 at 2:00 P.M.

**MWBE Requirements:** 14% MBE/6% WBE

**Contract Term:** 5 Year