



# SUNY DOWNSTATE Medical Center

Contracts Department

Issued: April 1, 2014

## Procurement Summary Request for Proposal (RFP) #Q14-16

**Title:** Coding Services – On Site and Remote Services

**Description/Procurement Summary:** SUNY Downstate Medical Center (“SUNY-DMC”) seeks a qualified firm to provide coding services for onsite or remote coding on an as needed basis for all record types. Vendor must have any and all requisite licenses/permits/authorizations as may be required to perform the required services. For further detail, refer to the [detail RFP Q14-16 \(link\)](#).

### Vendor Selection Criteria:

- Cost
- Experience
- Strength of services, as demonstrated by;
  - Industry distinction/awards/certifications
  - Availability of qualified staffing on an as needed basis
  - Consistency in maintaining staff who is familiar with our organization
  - Robustness of reporting functionalities regarding DRG analysis
  - Strength of support and technology services / options available for coding
  - Extent of support for ensuring accuracy, such as coding audit review /validation
- Reports (must provide samples with proposals)
- 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](mailto:maureen.crystal@downstate.edu) and
2. Donovan Lorde, Contract Specialist; Phone: 718-270-1134; email [donovan.lorde@downstate.edu](mailto:donovan.lorde@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:** Tuesday, April 15, 2014 at 2:00 pm

**MWBE Requirements:** 19% Total, 13 % MBE, 6 %WBE

**Contract Term:** 5 Year