



SUNY DOWNSTATE Medical Center

[See Addendum 1 Issued 6/19/14 \(link\)](#)

Contracts Department

Issued: June 13, 2014

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