



**A Request for Information (RFI) for
Information Technology Consulting Services
December 16, 2011**

Introduction

Hospitals, continuing care facilities, and other healthcare organizations (“healthcare organizations”) periodically require various services offered by information technology (IT) consulting firms. Examples¹ of such services include:

- the configuration, design, and implementation of enterprise resource systems (ERP) modules and applications;
- design, implementation, maintenance, and support of database management systems;
- design and implementation of solutions to integrate multiple platforms;
- configuration of testing solutions to evaluate application functionality, integration, and performance; and
- design and provision of training programs.

Several GNYHA members have purchased services from IT consulting firms that hold contracts with the New York State Office of General Services (OGS). Many of these contracts are set to expire at the end of this year, and, at this juncture, OGS does not have plans to renew them. To assist members and affiliates of the Greater New York Hospital Association (“GNYHA”) that may need to utilize the services of such firms, GNYHA Services, Inc. (“GNYHA Services”), which operates a group purchasing program for GNYHA members and others, seeks to develop a set of agreements for IT consulting services that will be included in the GNYHA Services group purchasing program. To that end, GNYHA Services invites responses to this RFI from qualified vendors (“Vendor”) that offer IT consulting services.

As a result of this RFI, GNYHA Services expects to enter into group purchasing agreements (“Agreement”) with multiple vendors that provide IT consulting services needed by healthcare organizations. Upon doing so, GNYHA Services will inform GNYHA’s members and the affiliated organizations about these Agreements. However, GNYHA Services reserves the right to not enter into any Agreement, if it so chooses. All GNYHA members and the members of affiliated hospital and continuing care organizations will be eligible to participate in the Agreements under the terms provided, although participation on the part of any individual member is voluntary. Each member institution that chooses to participate in any of the

¹ Please see Attachment A for a more comprehensive set of examples.

Agreements will enter into its own agreement directly with the Vendor, and such agreement between the members and the Vendor will incorporate the pricing and other terms contained in the GNYHA Services Agreement. In pursuing these Agreements, GNYHA Services is acting as the agent of GNYHA's members and the members of affiliated organizations and will continue in that role following the execution of any Agreement that emerges from this process. A list of these institutions and affiliated organizations is attached for reference purposes (Attachment B).

About GNYHA and GNYHA Services, Inc.

GNYHA, which was founded in 1904, is a trade association comprising nearly 300 hospitals and continuing care facilities, both voluntary and public, in New York, New Jersey, Connecticut, Pennsylvania, and Rhode Island. GNYHA's mission is to act as the principal advocate for its members in improving the access to, as well as the quality and cost of, health care, and to foster an appropriate environment for managing health care resources. GNYHA Services provides group purchasing services designed to enable GNYHA's members to reap the advantages associated with volume purchasing. GNYHA Services also has affiliations with other hospital and continuing care associations in New York, New Jersey, and Illinois, which enable the members of these associations to access group purchasing agreements developed by GNYHA Services. For further information about GNYHA or GNYHA Services, please visit www.gnyha.org.

Request for Information

This RFI seeks information about your company and the IT consulting services offered by your company. Responses will be evaluated by GNYHA Services staff and others in GNYHA's membership as GNYHA Services conducts its evaluation.

I. Vendor Overview

- A. Please provide a detailed description of your company, including: founding date; ownership history; years of operation; location of company headquarters and field offices (if any); hours of operation; current and historical total annual revenues; number of full-time and part-time personnel, including, in particular, customer support staff; and other information or characteristics about your company that would assist in the evaluation of your company.
- B. Please describe your company's capacity to support new client growth and include a description of your sales infrastructure. If your company uses resellers or channel partners, please describe this structure and how your company tracks their sales.
- C. Please provide a copy of your company's latest Dun & Bradstreet report, if applicable.

- D. Please provide contact information for the individual responsible for follow-up within your company (name, title, address, phone, fax, and email).

II. Vendor Offerings

Please provide a detailed description of your company's offerings including, at a minimum, the following (as applicable to your company):

- A. Please explain the IT services and/or solutions your company provides and how such services or solutions are offered (i.e., on a per-project basis, by service provided, hourly, permanent placement, etc.).
- B. Please describe the types of IT personnel your company provides. Refer to Attachment A for a listing of requested Consultant Role Descriptions. Indicate which of these roles your company provides. For such personnel, please specify in as much detail as possible the designations, titles, and/or levels of IT personnel along with the educational, licensing, certification, and/or experience requirements that your company requires they meet. A table or spreadsheet displaying such requirements by title and level should be used.
- C. Please describe your company's experience in providing the IT services, solutions, and/or personnel that you offer in the healthcare industry, specifically.

III. Pricing and Payment Terms

- A. Please provide a detailed breakdown of your company's standard pricing for all services your company is proposing to offer under this Agreement.
- B. Please provide proposed pricing, by functional consultant title or role, for healthcare organizations participating in this Agreement, including hourly rates, any list price discounts, discounts for multiple services purchased (package discount), and special pricing and payment terms that your company is prepared to offer if it is selected for an Agreement. If your company currently holds a New York State OGS contract, proposed pricing must be equal to or better than the pricing on your current OGS contract or any renewal or extension of that contract. Note: In exchange for administrative and implementation services that GNYHA Services will be providing in connection with these Agreements, GNYHA Services will receive administrative fees from each Vendor with which it contracts in amount equal to three (3) percent of sales.

IV. Current Clients

Please list at least three healthcare organizations that are clients and indicate the types of services you provide to them. Clients may be located anywhere in the U.S., but New York-based clients are preferred.

V. Standard Client Agreement

Please provide a copy of your company's standard client agreement.

RFI Submission Requirements

RFI responses should be double-spaced and in 10-12 point fonts with consecutively numbered pages, and no longer than twenty (20) pages (excluding appendices). Please submit six (6) copies of the RFI response by close of business (5:00 p.m. Eastern time) on Friday, January 13, 2012 (faxed or emailed submissions will not be accepted) to:

Barbara A. Green, Ph.D., Senior Vice President
New Business Initiatives
GNYHA Ventures, Inc.
555 West 57th Street, 15th Floor
New York, NY 10019

RFI responses containing confidential information should be marked "Confidential". However, respondents should note that complete copies of the response may be shared with GNYHA members that may be asked to assist in the review process. In addition, respondents should note that all GNYHA members and members of GNYHA-affiliated organizations will have access to the product information, pricing, terms and conditions of any Agreement resulting from this RFI. GNYHA Services expects to award contracts in connection with this RFI in first quarter, 2012. GNYHA Services may request additional information during the RFI review and selection process. Questions concerning this RFI may be submitted via email to Barbara Green at green@gnyha.org. No telephone calls, please. Thank you for your interest in this initiative. We look forward to hearing from you.