Health Systems Consulting

Rethinking the Behavioral Health Organization

Ronald L. Ravneberg

R4

A Sample Information System Request for Proposals

The Health Systems Consulting Re-engineering Series

R1 – A Re-engineering Source Book
R2 – An Information Systems Source Book
R3 – A Strategic Information Assessment Guide
R4 – A Sample Information System Request for Proposals

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Organization of the Current Volume

Given a copy of Shakespeare, I too could write Hamlet.
Unknown

If you're going to spend significant resources on an information system, you should consider having all parties interested in providing the system propose their solutions within the context of a formal RFP designed to assess: (1) their ability to accomplish the task at hand; (2) realistic costs and schedules; and (3) plans for ongoing system maintenance and training. Without such information provided in a common (or at least comparable) format, you will have difficulty making objective comparisons among proposed solutions.

R4 – Rethinking the Behavioral Health Organization: A Sample Information System Request for Proposals is the fourth volume in the HSC Re-engineering Series, and is organized to correspond to the sections of a typical behavioral health information system Request for Proposals (RFP).

The material presented in the current volume is presented as an example of a comprehensive RFP for a medium to large behavioral health organization. It's unlikely that any one organization would need everything described in this RFP, but the information can be used as a "completion checklist" to use when preparing your own RFP.

Specifically, the chapters are as follows:

- Initial Request for Information — Release of a preliminary announcement of your information system procurement process to qualified vendors is an appropriate first step in the RFP process. You should ask vendors to express their interest in your project and gather enough basic information about their products and services to refine your list of recipients of the full RFP.
- General Instructions — The first section of the Sample RFP tells prospective vendors exactly what you are seeking through the procurement.
- Customer Requirements — The second section of the Sample RFP describes the characteristics of the system you wish to procure.
- Proposal Presentation — The third section of the Sample RFP describes the characteristics of the system you wish to procure.
- Requirements & Conditions of the Proposal Procedure — The fourth section of the Sample RFP describes the mechanics of the procurement process.

- Vendor Response Questions — The fifth section of the Sample RFP poses a series of questions designed to help you obtain information about the vendor and his products and services.
- Proposal Summary — The sixth section of the Sample RFP requests a general summary of the vendor's proposed system solution. This section of the vendor's proposal can be copied and used for quick comparisons of multiple vendor responses.
- Software Functional Checklist — The final section of the Sample RFP includes all functional requirements you are seeking for your system and asks for detailed responses from vendors regarding their ability to address those requirements and any associated costs.

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Initial Request for Information

Release of a preliminary announcement of your information system procurement process to qualified vendors is an appropriate first step in the RFP process. You should ask vendors to express their interest in your project and gather enough basic information about their products and services to refine your list of recipients of the full RFP.

Upcoming Information System Procurement

Health Systems Consulting (HSC) is inviting vendors of behavioral health information system hardware, software and services to submit proposals to implement a comprehensive information system for Community Behavioral Health Organization (CBHO), located in Capital City, Ohio.

The following components are included in the proposed project:

- Intake, Termination & Transfer
- Service Recording
- Clinical Reporting
- Clinical Records Management
- Consumer Scheduling
- Managed Care
- Utilization Review
- Quality Assurance
- Consumer Accounting & Accounts Receivable
- Collections
- General Ledger
- Accounts Payable
- Materials Management
- Fixed Assets
- Payroll
- Personnel Administration
- Budgeting & Forecasting
- Preventive Maintenance & Engineering
- Report Generator(s)

We expect to enter into a contract on or before April 15, 2003. Implementation is scheduled to begin on or about June 15, 2003. The successful vendor will supply the necessary computer hardware, application programs, personnel training, data conversion assistance, hardware and software maintenance and timely support required for a successful system implementation. In many respects, this installation can best be described as "turn-key" and the successful vendor must be prepared to supply the type of support consistent with such requirements.

- Enterprise-Wide Implementation — CBHO is expecting to implement a system that will tie together all components of its business enterprise. We are not simply seeking individual system components (e.g., stand-alone billing, stand-alone payroll, separate report writers.
- Single Vendor Preferred — CBHO prefers to deal with a single vendor to implement its system. While such a preference does not prevent joint ventures of multiple vendors, CBHO expects to execute contracts with a single vendor only. Therefore, joint vendor proposals should be submitted under a single "prime" vendor's name who will be responsible for all components of the proposed system.
- Tested Software — CBHO is seeking a tested behavioral health management information solution from an experienced vendor, and has little interest in developmental, untested, or "beta" releases of software.
- Integration by Design Preferred — CBHO would prefer to implement a single, integrated system that addresses its needs. While "systems integration" approaches that interface software solutions from multiple sources will be considered, such proposals will have to present solutions that address the other three criteria above in order to receive consideration.

We are anticipating a free and open proposal evaluation process and will endeavor to function as informally as possible, given the procurement policies under which we operate. We encourage vendors to communicate freely in an effort to describe their products and services. However, all communication should be directed to HSC. Any vendor who openly disregards this guideline by contacting CBHO directly will be encumbering its own opportunities.

To assist in the evaluation of vendor proposals, HSC and CBHO have developed a formal and detailed Request for Proposals that will be available January 15, 2003. Vendor responses will be due on March 4, 2003.

If your firm is interested in submitting a proposal for this project, please complete the questions on the following two pages and return the information to HSC by regular or electronic mail not later than January 15, 2003.

Health Systems Consulting
5642 Moorgate Drive
Columbus, Ohio 43235-2506
E-MAIL: HSCONSULT@AOL.COM

Vendor System Functionality

Listed below are a number of system functions frequently required by behavioral health organizations. Indicate the functional areas covered by your general behavioral health product(s). ***(Check all that apply.)***

- ☐ Intake, Termination & Transfer
- ☐ Service Recording
- ☐ Clinical Reporting
- ☐ Consumer Records Management
- ☐ Consumer Scheduling
- ☐ Managed Care
- ☐ Utilization Review
- ☐ Quality Assurance
- ☐ Consumer Accounting & Accounts Receivable
- ☐ Collections
- ☐ General Ledger
- ☐ Accounts Payable
- ☐ Materials Management
- ☐ Fixed Assets
- ☐ Payroll
- ☐ Personnel Administration
- ☐ Budgeting, Budget Analysis, Modeling & Forecasting
- ☐ Preventive Maintenance & Engineering
- ☐ Report Generator(s)

Application Modules

List below the specific software application(s) CBHOwould have to acquire in order to achieve the level of functionality you indicated in the preceding list.

Application #1	
Application #2	
Application #3	
Application #4	
Application #5	

Approximate System Costs

List below the estimated direct cost of implementing a behavioral health information system based upon the application modules you indicated in the preceding list. Please provide separate estimates for a small 8-user system, a medium 32-user system, and a large 96-user system.

***Note*: All figures provided are assumed to be non-binding approximations useable for general planning purposes only.**

Acquisition	Small (8-User)	Medium (32-User)	Large (96-User)
Computer Hardware	$	$	$
System Software	$	$	$
Application Software	$	$	$
Application Modifications	$	$	$
Totals ➪	$	$	$

Implementation	Small (8-User)	Medium (32-User)	Large (96-User)
Installation Services	$	$	$
Initial Training	$	$	$
Implementation Assistance	$	$	$
Totals ➪	$	$	$

Monthly Maintenance	Small (8-User)	Medium (32-User)	Large (96-User)
Hardware Maintenance	$	$	$
System Software	$	$	$
Application Software	$	$	$
Totals ➪	$	$	$

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General Instructions

The first section of the Sample RFP tells prospective vendors exactly what you are seeking through the procurement.

Purpose

The purpose of this request is to solicit proposals for the installation of a computerized information system for Community Behavioral Health Organization (CBHO). Proposals should include the necessary hardware, software and technical support which will assist CBHO in achieving an operational installation at minimal cost in a minimum amount of time.

Organizational Background

CBHO is a private, 501(c)3, nonprofit organization, incorporated in the State of Ohio in 1974 to provide diverse mental health services to the Capital City area. It is governed by a volunteer board of directors. Fiscal Year 2003 revenue budget is $18,000,000, of which 63.8% is State grants, 3.3% is federal grants, 31.3% is client fees, and 1.6% is miscellaneous.

CBHO provides a wide range of behavioral health services, including brief mental health treatment services for the general adult population, specialized treatment and support services for severely mentally ill adults, specialized outpatient and residential psychiatric emergency services, specialized treatment and support services for children and families, and day care services for people with Alzheimer's disease and related disorders. CBHO operates five separate service facilities throughout the city. In addition to the main facility, CBHO owns several independent living apartments and duplexes. CBHO also operates programs from three rented locations in Capital City.

CBHO employs approximately 195 staff, including 147 program staff and 48 administrative staff. The Executive Management Team consists of an Executive Director, a Director of Finance & Administration, a Director of Quality Improvement, a Human Resources Manager, two program unit managers, one program coordinator and a Medical Director. Four staff work directly with accounting and payroll, three staff work with budget and audit, five staff work with accounts receivable, and three staff work with computer operations. Outside services are utilized for computer programming.

Philosophy of the Request for Proposals

This Request for Proposals describes the information system "needs and wants" of CBHO, and should not be interpreted as a list of "required" features that a system must have to be considered.

Proposals will be evaluated with several factors in mind:

- Best Fit — Which system appears to offer the best combination of features and functions for CBHO?
- Price — Price, per se, will not be the determining factor in the selection of the information system. Rather, CBHO will give the highest rating to the system solution that represents the best overall value.
- Growth Potential — Any system proposed should be able to grow toward the full functionality outlined in the Request for Proposals. HSC and CBHO are not interested in implementing partial solutions whose functionality cannot be expanded.
- Phased Implementation — CBHO may implement the system in phases for both operational and financial reasons.

We are anticipating a free and open proposal evaluation process and will endeavor to function as informally as possible, given the procurement policies under which we operate. We encourage vendors to communicate freely in an effort to describe their products and services. However, all communication should be directed to the Project Coordinator. Any vendor who openly disregards this guideline by contacting CBHO directly will be encumbering its own opportunities. Repeated contacts outside formal channels will be interpreted as being representative of an untrustworthy business style, and the vendor will be disqualified.

Project Coordinator

All inquiries concerning this Request for Proposals should be directed to:

Ronald L. Ravneberg
Health Systems Consulting
5642 Moorgate Drive
Columbus, Ohio 43235-2506
PHONE: 614-457-1153
E-MAIL: HSCONSULT@AOL.COM

All questions should be submitted in writing referencing the specific page number and section in the Request for Proposals.

Project Timetable

The following timeline is provided as a general guideline for the CBHO Request for Proposals project. Additional details for some events can be found in the section entitled. “Requirements & Conditions of the Proposal Procedure.”

- Availability of Request for Proposals: January 15, 2003.
- Pre-Proposal Meeting: January 29, 2003 at 1:00PM (EST).
- Vendor's Proposal Due: March 4, 2003 at 5:00PM (EST).
- Proposal Opening: March 5, 2003 at 1:00PM (EST).
- Vendor Demonstrations: Approximately 4-5 weeks after proposal opening.
- Contract Award Date: On or about April 15, 2003.
- System Installation Date: On or about June 15, 2003.

Level of Effort Expected

The successful vendor will supply the necessary computer hardware, application programs, personnel training, data conversion assistance, hardware and software maintenance and timely support required for a successful system implementation. In many respects, this installation can best be described as "turn-key" and the successful vendor must be prepared to supply the type of support consistent with such requirements.

Type of Cost Proposal Desired

All prices quoted in proposals should be fixed in so far as equipment and supporting software are concerned. Vendors have the option of quoting fixed price or time and materials prices for such items as training, hardware maintenance, software maintenance, data conversion, and implementation and installation costs. If time and materials prices are quoted, the proposal must show a table of guaranteed hourly rates for the level of service provided together with a statement of expected annual costs over a three year period.

Economy of Preparation

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the vendor's ability to meet the requirements of the Request for Proposals. Fancy bindings, colored displays and promotional materials will receive no evaluation credit. Emphasis should be placed upon completeness, clarity of content and responsiveness to the requirements and structure of the Request for Proposals.

Available Request for Proposals Formats

This Request for Proposals is available in two formats:

- Microsoft® Word® Form Template — The form template format will enable any vendor who has Microsoft Word to prepare a response to the Request for Proposals in an on-line mode. Once the items are completed, the response can be saved as a Word document and submitted as an e-mail attachment.
- Adobe® Acrobat® Portable Document Format – PDF format will allows a vendor to view the Request for Proposals electronically on most computers. The Adobe Acrobat reader is required to view and print PDF files and is available for free at ***http://www.adobe.com/products/acrobat/readstep.html***. Once the items are completed, the response can either be returned by mail or scanned and submitted as an e-mail attachment.

We regret that we cannot offer electronic versions for any other word processing or data entry/display software.

Incurring Costs

HSC and CBHO are not liable for any costs incurred by the vendor in relation to the current project prior to the signing of a contract.

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Customer Requirements

The second section of the Sample RFP describes the characteristics of the system you wish to procure.

Statement of the Task

The following application areas are being examined by CBHO for installation on the new system:

- Intake, Termination & Transfer
- Service Recording
- Clinical Reporting
- Clinical Records Management
- Consumer Scheduling
- Managed Care
- Utilization Review
- Quality Assurance
- Consumer Accounting & Accounts Receivable
- Collections
- General Ledger
- Accounts Payable
- Materials Management
- Fixed Assets
- Payroll
- Personnel Administration
- Budgeting & Forecasting
- Preventive Maintenance & Engineering
- Report Generator(s)

Details of all application requirements will be found in Appendix B of this Request for Proposals.

Any computer system proposed will have to be expandable to handle future workloads. However, vendors responding to this Request for Proposals should include with their proposals only the necessary hardware and software needed to implement the applications listed above.

Type of System Envisioned

The information system requirements of CBHO have been reviewed thoroughly in preparation of the current Request for Proposals. The complex needs of the organization coupled with the dynamic change with which CBHO must operate dictate a state-of-the-art system solution to address both clinical and management needs. To that end, a certain high level of system technology and maturity will be expected from the successful vendor.

- Enterprise-Wide Implementation — CBHO is expecting to implement a system that will tie together all components of its business enterprise. We are not simply seeking individual system components (e.g., stand-alone billing, stand-alone payroll, separate report writers.
- Single Vendor Preferred — CBHO prefers to deal with a single vendor to implement its system. While such a preference does not prevent joint ventures of multiple vendors, CBHO expects to execute contracts with a single vendor only. Therefore, joint vendor proposals should be submitted under a single "prime" vendor's name who will be responsible for all components of the proposed system.
- Tested Software — CBHO is seeking a tested behavioral health management information solution from an experienced vendor, and has little interest in developmental, untested, or "beta" releases of software.
- Integration by Design Preferred — CBHO would prefer to implement a single, integrated system that addresses its needs. While "systems integration" approaches that interface software solutions from multiple sources will be considered, such proposals will have to present solutions that address the other three criteria above in order to receive consideration.

State-of-the-Art Design Parameters — The incorporation of key features in the design of an information system can greatly enhance the power and acceptability of the system within its host organization. If designed into the system, certain parameters can increase access to the system by non-technical staff, and increase ease of use and overall system performance.

The CBHO system should be proposed with the following principles in mind:

- Completeness — The system should address the entire operation of CBHO, including financial operations, organizational and funding structures, case management, quality assurance, education and training, research and evaluation, medical records and case/staff resource utilization and allocation.

The system should achieve a high penetration of CBHO by providing widespread access to information across all programs. It is expected that CBHO will be able to use the system to enter into a new level of organizational management and accountability.

- Database Design — CBHO should not be constrained by a system defined by outside system designers. The system's database structure should allow CBHO to decide what information to collect and what kinds of reports to create.

  The system should allow CBHO to decide whether a data element is required and must be entered before the system will accept an input form, or can be bypassed during data entry. The system should allow CBHO to specify what information should be captured historically (with all values that change over time kept for future reference) and what information is static (where a change in value simply replaces the previous entry).

  Because varying amounts of information are required for different clients, the system should not impose a fixed-length format for the storage of data.

- Integration — The system should have a high degree of integration. Redundant data entry should not be required. Once information is entered into the system, it should be available to all users who require it, subject only to assigned access security (e.g., appropriate intake information should be available to financial staff; appropriate financial information to medical records; appropriate medical records information to clinical staff).

  Any issues relating to "centralized" or "distributed" systems should be transparent to the user. The system should allow appropriate access by all users, whether local or remote.

- Flexibility — The system should provide CBHO initially with an operable information system structure designed to incorporate the features desired, yet still allow further tailoring of the system to meet changing information needs without additional programming.

- Compatibility — The system should be compatible with existing systems and procedures operating within CBHO. Existing personal computers should be able to access all system information, and should be operable as stand-alone microcomputers for other applications (e.g., word processing, spreadsheets, databases, psychological testing).

- Responsiveness — The system should be responsive. Users should not be frustrated by waiting for record access or reporting for extended period of time. The entire system should be available to all users at all times (subject, of course, to security provisions), irrespective of what function any operator is using.

- Expandability — The software and hardware of the system should be expandable. CBHO should be able to continue to use the system during periods of organizational growth and expansion. The hardware should be configured to handle reasonable growth, and also be upwardly compatible with larger machines, should large-scale expansion be required. The software should accommodate additional functional modules (e.g., expanded clinical records, additional research databases).

- User-Friendly Operation — The system should be easy to use. Functions should be selected from menus, and all commands and prompts should be in everyday English. When an authorized user wishes to add, delete or edit data elements in the system, he/she should be able to do so with simple commands.

- Table-Driven Technology — The system should be table-driven; that is, user-modifiable tables should contain many of the items that define the system content. Thus, a computer programmer should be unnecessary to make the system meet CBHO needs. As requirements change, CBHO staff should be able to perform necessary system changes.

- On-Line Operation — No matter what hardware configuration is selected for CBHO, the system should operate in a terminal (or microcomputer) environment that supports simultaneous on-line access for all users.

- Complete Security — All input and output should be under the protection of a sophisticated security and confidentiality system that precludes unauthorized access to system information. Complete security is especially important with systems where multiple programs and staff may be using the same computer and software.

- HIPAA Compliance — CBHO supports the organizational demands and principles detailed in HIPAA regulations. All systems proposed must be fully compliant with respect to those HIPAA requirements that are software and/or hardware resident.

- On-Line Editing — Keeping inappropriate information out of a system is easier than deleting or correcting it after entry. Therefore, all data entry should be monitored by on-line software edits to ensure completeness, validity and reliability.

- Report Generators — The system should allow CBHO to prepare report formats that meet reporting needs exactly (e.g., quality assurance prompting, reporting of over- and under-utilization of services). Once created, the formats should be able to be saved for re-use or modification to meet the changing needs of CBHO.

  By relying upon a combination of certain basic fixed format reports and strong report generators, the system should satisfy organizational needs without burying CBHO under piles of unwanted "standard" reports. If operators can design their own reports, the central administrative office can be relieved of the responsibility of programming reports that have to "meet everybody's needs." However, as reports are defined that may be useful throughout the system, they can be made available to all users.

- Reduced Paperwork — To the extent practicable, data recording should occur at the time and place of each activity or service delivery. The integration of the system should reduce the need for existing procedures that can result in the creation and distribution of numerous manually prepared paper documents for other interested parties. The system should allow appropriate staff to access key information on a "need-to-know" basis.
- On-Line Assistance — Because no one can be expected to remember all the possible codes for each data element in a system, user-definable help messages and the code values for any element being entered should be displayed on the terminal screen at operator request.

While all of the above characteristics may not necessarily be required of the system to be selected, they do represent the level of system desired and constitute baseline against which proposed system alternatives will be evaluated.

Equipment Specifications

Because of the wide variation that exists in computer hardware, there will be no attempt in the Request for Proposals to delineate a specific configuration of equipment in absolute terms, other than any guidelines listed with the application descriptions. Detailed configurations will be left up to each vendor to determine based upon an analysis of the applications. Likewise, there is no mandate in this Request for Proposals for a specific approach to the problem.

The system may not be fully configured when installed. Specific configuration of peripherals will be negotiated with the selected vendor. Each vendor should supply sufficient information about the equipment recommended to show that the configuration will meet the needs of CBHO in every respect in a cost-effective manner.

Initial Configuration — This system should be proposed with main memory and disk storage appropriate to run applications as described in this Request for Proposals and the following new equipment:

10 stand-alone terminal(s)

45 desktop personal computer(s)

6 laptop personal computer(s)

4 high-speed printer(s) - minimum 250 LPM

8 color printer(s)

20 medium-speed draft and near-letter quality printer(s)

5 laser printer(s)

Total System Configuration — In addition to the above new equipment to be proposed by the vendor, CBHO expects to incorporate some of its existing equipment in the system. The total configuration, including new and existing equipment) is as follows:

Device	New	Existing
Stand-Alone Terminal(s)	10	10
Desktop Personal Computer(s)	45	80
Laptop Personal Computer(s)	6	4
High-Speed Printer(s) — Minimum 250 LPM	4	2
Color Printer(s)	8	2
Medium-Speed Draft and Near-Letter Quality Printer(s)	20	80
Laser Printer(s)	5	5

Local and Remote Peripherals — Of the above peripherals, it is anticipated that 100 terminals or microcomputers, and 75 printers will be located in the same building as the proposed computer or directly cabled through existing cables or connections. The balance of the equipment will be located in other locations.

Initial Simultaneous Users — The software proposed by the vendor should be configured to handle approximately 100 simultaneous users.

Maximum System Expansion — Maximum expansion is a 3-5 year growth path issue only; the hardware and software <u>proposed by the vendor in response to the current Request for Proposals</u> do not have to be able to accommodate the maximums stated below.

- **Hardware** — Ideally, the system should be capable of expanding to 400 workstations (terminals or microcomputers) and 200 printers.
- **Maximum Simultaneous Users** — The software proposed by the vendor should be capable of expanding to handle approximately 200 simultaneous users.

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Proposal Presentation

The third section of the Sample RFP describes the characteristics of the system you wish to procure.

Letter of Transmittal

Each proposal should include a letter of transmittal which bears the signature of an authorized representative of the vendor and which also includes the names of the individual(s) authorized to negotiate with CBHO.

Organization of the Proposal

All vendor proposals should be organized in a similar format to facilitate their review and evaluation. The body of the proposal should be organized as follows:

1. Vendor Response Questions — Each Vendor Response Question should be stated and the answer should then follow. Where appropriate, reference should be made to documentation submitted by the vendor that supports the response. If a vendor determines that a question in the Request for Proposals is inappropriate, the words "Not Applicable" should be indicated as the answer to the question.

2. Appendices — Each vendor should then complete and submit the Proposal Summary (Appendix A) of the Request for Proposals. The Software Functional Checklists (Appendix B) should also be completed and returned with the proposal.

3. Additional Materials — Finally, each vendor may provide additional information showing or explaining how the hardware and software proposed will meet the needs of CBHO.

4. Headings — Specific headings of the proposal should include:

   Letter of Transmittal
   Vendor Response Questions
   Proposal Summary (Appendix A)
   Software Functional Checklists (Appendix B)
   Sample Hardware and Software Contracts
   Supplementary Materials (Optional)

Failure to complete and submit all required documents and attachments requested in this Request for Proposals may result in the proposal being rejected.

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Requirements & Conditions of the Proposal Procedure

The fourth section of the Sample RFP describes the mechanics of the procurement process.

Pre-Proposal Questions

A Pre-Proposal Meeting where vendors can pose questions regarding the current project will be held at 1:00PM (EST) on January 29, 2003. Vendors should notify HSC in advance of their intent to participate in the Pre-Proposal Meeting. The meeting will be held at:

Community Behavioral Health Organization
123 Any Street
Suite 1234
Capital City, Ohio 45678

Proposal Due Date

Proposals must be received by HSC no later than March 4, 2003, at 5:00PM (EST) in order to receive further consideration.

Proposals which are not received and time stamped in the offices of HSC by the due time stated above will not be considered. There will be no exceptions to this procedure; there will be no proposal extensions granted. All proposals received after the closing date and hour specified will be returned unopened to the vendor at the sole discretion of CBHO.

Response Addresses

E-Mail Response (Preferred Format) — If you are submitting a proposal as a Microsoft Word document file attached to an e-mail, please send your response to:

HSCONSULT@AOL.COM

The subject line of the e-mail should include the vendor's name and "IT PROPOSAL."

Written Response — If you are submitting a written response, six (6) copies sealed in an opaque envelope should be submitted to:

Ronald L. Ravneberg
Health Systems Consulting
5642 Moorgate Drive
Columbus, Ohio 43235-2506

The outside of the envelope should include the vendor's name and should be clearly marked "IT PROPOSAL."

Proposal Opening

Proposals will be opened and reviewed March 5, 2003, at 1:00PM (EST).

Vendor Demonstrations

Selected vendors may be asked to make oral presentations and/or give demonstrations to the CBHO proposal evaluation team. The time and place for such presentations and demonstrations will be decided after the evaluation of the proposals has been accomplished. Although we cannot specify exact dates for system presentations at this time, we anticipate that vendor demonstrations will occur approximately 4-5 weeks after proposal opening. HSC will notify each vendor of final details regarding the need for a demonstration of the proposed system. HSC and CBHO reserve the right to eliminate this step in the proposal process if desired.

Site Visits

Selected vendors may be asked to arrange site visitations for the CBHO evaluation team so that the proposed system's operation in an environment similar CBHO can be inspected. The time and place for such visitations will be decided after the proposals are opened and a preliminary evaluation has been accomplished. HSC and CBHO reserve the right to eliminate this step in the proposal process if desired.

Rejection of Proposals

CBHO reserves the right to reject any and all proposals and award a contract to the proposal that is in the best interest of CBHO. Failure or inability to meet any of the requirements set forth in this Request for Proposals will be sufficient reason to disqualify any vendor.

Proposal Duration

All prices quoted by the vendor in his proposal must remain unchanged for a period of ninety (90) days after the date of proposal opening.

Contract Negotiations

CBHO reserves the right to negotiate with the selected vendor a contract acceptable to CBHO. As part of the specific requirements of any contract, CBHO may insist upon penalty payments for late delivery of hardware and/or software. In addition, CBHO expects the successful vendor to confirm that any prices quoted in the vendor's proposal are the lowest and best prices offered on the equipment and supporting application programs.

System Contracting & Installation

A contract award is anticipated on or about April 15, 2003. Subsequent installation of the selected system is planned to occur on or about June 15, 2003.

Vendor Confidentiality

Proposals, documents and other materials submitted by vendors pursuant to this Request for Proposals are for the use and evaluation by HSC and CBHO. Because we assume that much of the information contained therein is proprietary, materials submitted by vendors will not be released to individuals not involved in the evaluation of the CBHO project unless required by State of Ohio public domain or freedom of information statutes.

Proposal Bid Bond

Each vendor is required to submit with its proposal a bond or certified check on a solvent bank in the amount of five percent (5%) of the total amount of the proposal, conditioned that the vendor, if its proposal is accepted by CBHO, execute a contract in conformity to the specifications of its proposal.

Vendor Affidavit

Each vendor is required to include with its proposal, the following Affidavit stating that neither the vendor has agreed to pay any other party for assistance in procuring the contract that is the sublect of the current RFP.

> *In submitting a proposal to install a computerized Information System for CBHO, attest that neither I nor any other parties acting for me or "Vendor" as stated above has agreed to pay, directly or indirectly, any person, firm, or corporation any money or valuable consideration for assistance in procuring or attempting to procure a computerized Information System herein referred to, and further agree that no such money or regard will hereafter be paid.*

Vendor Name	
Authorized Representative	
Title	

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Vendor Response Questions

The fifth section of the Sample RFP poses a series of questions designed to help you obtain information about the vendor and his products and services.

General Instructions

On the following pages are a number of questions that relate to areas of vendor operations. Please respond to each item in detail.

Vendor Identification

Vendor Name	
Contact Person	
Title	
Address Line 1	
Address Line 2	
City, State & Zip	
Telephone	
Telephone (Toll-Free)	
Fax Number	
E-Mail Address	
Internet Web Site URL	

Vendor Proposal

Proposal Overview

Please check only one box per question (unless otherwise indicated).

a) The current proposal is for:

- ☐ Software Only
- ☐ Hardware Only
- ☐ Both Software and Hardware

b) If your proposal is for procurement of both hardware and software, state whether you are proposing both, or whether there will be separate vendors for hardware and software.

- ☐ Single Vendor for Both Software and Hardware
- ☐ Separate Vendors for Software and Hardware

Vendor Background

Company Overview

Please check only one box per question (unless otherwise indicated).

a) How long have you been in business?

- ☐ < 1 Year
- ☐ 1 – 3 Years
- ☐ 4 – 10 Years
- ☐ > 10 Years

b) How long have you been in the behavioral health systems business?

- ☐ < 1 Year
- ☐ 1 – 3 Years
- ☐ 4 – 10 Years
- ☐ > 10 Years

c) What is the formal structure of your organization?

- ☐ Freestanding Corporation
- ☐ Subsidiary of Another Organization
- ☐ Partnership
- ☐ Sole Proprietorship
- ☐ Other

d) What is your most recent annual gross sales volume?

- ☐ < $1 Million
- ☐ $1 – 3 Million
- ☐ $4 – 5 Million
- ☐ > $6 Million

e) What percentage of your total revenues is derived from the behavioral health field?

- ☐ < 25% of Revenues
- ☐ 25 – 49% of Revenues
- ☐ 50 – 74% of Revenues
- ☐ 75 – 100% of Revenues

f) How many full-time equivalent employees are committed to behavioral health information systems?

- ☐ < 10 Employees
- ☐ 11 – 25 Employees
- ☐ 26 – 50 Employees
- ☐ > 50 Employees

Customer Base

Please check only one box per question (unless otherwise indicated).

a) How many behavioral health systems have you installed to date?

- ☐ < 5 Installations
- ☐ 6 – 25 Installations
- ☐ 26 – 50 Installations
- ☐ > 50 Installations

b) How many of those behavioral health systems are still in operation?

- ☐ < 25%
- ☐ 26% – 50%
- ☐ 51% – 75%
- ☐ > 75%

c) How many behavioral health systems have you installed in the past twelve (12) months?

- ☐ < 5 Installations
- ☐ 6 – 25 Installations
- ☐ 26 – 50 Installations
- ☐ > 50 Installations

d) What is your current total behavioral health systems customer base?

- ☐ < 5 Installations
- ☐ 6 – 50 Installations
- ☐ 51 – 100 Installations
- ☐ > 100 Installations

e) How many behavioral health systems have you installed in Ohio?

- ☐ < 5 Installations
- ☐ 6 – 25 Installations
- ☐ 26 – 50 Installations
- ☐ > 50 Installations

f) What is the approximate number of workstations operating at your smallest customer installation?

- ☐ < 5 Workstations
- ☐ 6 – 10 Workstations
- ☐ 11 – 25 Workstations
- ☐ > 25 Workstations

g) What is the approximate number of workstations operating at your average customer installation?

- ☐ < 5 Workstations
- ☐ 6 – 25 Workstations
- ☐ 26 – 50 Workstations
- ☐ > 50 Workstations

h) What is the approximate number of workstations operating at your largest customer installation?

- ☐ < 5 Workstations
- ☐ 5 – 50 Workstations
- ☐ 51 – 100 Workstations
- ☐ > 100 Workstations

i) Please include with your proposal a listing of your firm's behavioral health information system customers, including name of the facility, contact person, address and telephone number.

Software

Proposed Software Functionality

Listed below are a number of system functions frequently required by behavioral health organizations. Indicate the functional areas covered by your general behavioral health product(s) that have been included in your proposal. ***(Check all that apply.)***

- ☐ Intake, Termination & Transfer
- ☐ Service Recording
- ☐ Clinical Reporting
- ☐ Consumer Records Management
- ☐ Consumer Scheduling
- ☐ Managed Care
- ☐ Utilization Review
- ☐ Quality Assurance
- ☐ Consumer Accounting & Accounts Receivable
- ☐ Collections
- ☐ General Ledger
- ☐ Accounts Payable
- ☐ Materials Management
- ☐ Fixed Assets
- ☐ Payroll
- ☐ Personnel Administration
- ☐ Budgeting, Budget Analysis, Modeling & Forecasting
- ☐ Preventive Maintenance & Engineering
- ☐ Report Generator(s)

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Application Packages

Please check only one box per question (unless otherwise indicated).

a) Please provide a separate document giving detailed description of the application software being proposed. The description should be directed toward how the proposed software addresses the issues identified by CBHO in the Request for Proposals Appendix B. If the information is available in standard vendor materials, please provide those materials and some form of cross-reference to allow CBHO to readily locate specific functions.

You should submit one copy of your system's user documentation for review. The documentation will be returned following the review, if requested. Submission of user documentation is a requirement of the Request for Proposals.

a) Identify the operating system environments within which the applications operate. ***(Check all that apply.)***

- ☐ Unix (Including hardware-specific versions)
- ☐ Windows
- ☐ Other

b) Describe the primary user interface of the applications?

- ☐ All Character-Based
- ☐ Some Character-Based and Some Graphic User Interface
- ☐ All Graphic User Interface
- ☐ Some Graphic User Interface and Some Browser-Based Interface
- ☐ All Browser-Based Interface
- ☐ Other

c) How do you price the applications?

- ☐ Per Copy
- ☐ Master License Based Upon Number of Users
- ☐ Transaction Fees
- ☐ Other

d) What are the ownership rights to the proposed application packages?

- ☐ CBHO Owns Software Applications
- ☐ CBHO Holds License to Applications in Perpetuity
- ☐ CBHO Holds License to Applications Only as Long as Software is Maintained Under Maintenance Contract
- ☐ Other

e) What user documentation comes with the applications? ***(Check all that apply.)***

- ☐ On-line Help Screens
- ☐ Implementation Manuals
- ☐ User Manuals
- ☐ Other

f) How is the documentation made available to users? ***(Check all that apply.)***

- ☐ Printed Manuals
- ☐ CD-ROM
- ☐ Browser-Based
- ☐ Other Format

g) To respond to changing needs, a system should provide CBHO with a high level of flexibility in the definition of what information is to be collected and what kinds of reports should be created. Which of the following functions does your system allow the user without requiring vendor intervention? ***(Check all that apply.)***

- ☐ Ability to define data elements for collection and reporting
- ☐ Ability to define editing rules and values of data elements
- ☐ Ability to define a data element as "display only" on a given screen, thus allowing user access to inquiry screens that cannot be changed
- ☐ Ability to specify what information should be captured historically, with all values that change over time kept for future reference
- ☐ Ability to specify what information is static, where a change in value simply replaces the previous entry
- ☐ Ability to specify whether a data element is required and must be entered before the system will accept an input form
- ☐ Ability to specify whether data can be bypassed during data entry
- ☐ Ability to create recode or crosswalk tables that allow data entered in one form to be output on reports in another form (e.g., input = DSM-IV, output = ICD-9-CM; input = birthdate, output = age group)
- ☐ Ability to define the screen format in which data elements are to be captured (i.e., screen generation)
- ☐ Ability to modify screen formats once they have been created (e.g., adding or deleting data elements from an input or display screen)

- ☐ Ability to set up printing formats that match the paper forms in use, thus enabling the user to capture information directly at a terminal and then print "hard copies" of the documents (i.e., forms modeling)
- ☐ Ability to create an inquiry report that allows the user to display the information captured by any user-defined form
- ☐ Ability to print a report without the system automatically deleting the report in case another copy is needed
- ☐ Ability to support pull down menus and "point & shoot" look-ups and table displays
- ☐ Ability to customize or streamline system access (menus) by individual user
- ☐ Ability to set "flags" to alert the user when individual items or relationships between items exceed user-defined limits (i.e., exception flagging)
- ☐ Ability to combine information from various parts of the system and format for display (i.e., allow users to decide what information is appropriate and display or print whatever is relevant to the immediate situation)
- ☐ Ability to develop on-line help messages

h) Are any of the proposed software applications to be totally custom written?

- ☐ No
- ☐ Yes

If Yes, Please Explain.

i) Were any of the proposed software applications written by a company other than your firm?

- ☐ No
- ☐ Yes

If Yes, Please Explain.

j) Are all application packages to be delivered as part of the initial system implementation?

- ☐ Yes
- ☐ No

If No, Please Explain.

Software Support

Please check only one box per question (unless otherwise indicated).

a) What is the no-cost warranty period for the proposed software applications?

- ☐ < 90 Days
- ☐ 90 – 180 Days
- ☐ 181 – 270 Days
- ☐ 271 – 365 Days
- ☐ > 1 Year
- ☐ No Warranty

b) Who is responsible for support and maintenance of the application software? ***(Check all that apply.)***

- ☐ Vendor
- ☐ Other Contractor
- ☐ Other Supplier (for Non-Vendor Supplied Software)
- ☐ Other

c) Who is responsible for support and maintenance of the operating system? ***(Check all that apply.)***

- ☐ Vendor
- ☐ Other Contractor
- ☐ Other Supplier (for Non-Vendor Supplied Software)
- ☐ Other

d) Are the proposed software applications covered under an ongoing software maintenance agreement?

- ☐ Yes – Cost Included in Application License
- ☐ Yes – Separate Contract at Extra Cost
- ☐ No Maintenance Agreement Available

e) What are your approximate hours of coverage for support services?

- ☐ Customer Business Hours
- ☐ Vendor Business Hours
- ☐ 24-Hours per Day
- ☐ Other

f) How many employees are dedicated to the technical support of behavioral health information systems?

- ☐ < 5 Employees
- ☐ 6 – 10 Employees
- ☐ 11 – 25 Employees
- ☐ > 25 Employees

g) Where are maintenance personnel who will support the application software based? ***(Check all that apply.)***

- ☐ In Ohio
- ☐ At the Vendor Corporate Offices
- ☐ Other

h) Describe the methods available for communications with maintenance and support staff. ***(Check all that apply.)***

- ☐ Toll-Free Telephone
- ☐ Electronic Bulletin Board
- ☐ E-Mail
- ☐ World Wide Web
- ☐ Direct Connection with Customer's Computer
- ☐ Other

i) Are any billing credits are available to CBHO for unscheduled down-time attributed to software inoperability?

- ☐ Yes
- ☐ No

Software Enhancements & Upgrades

Please check only one box per question (unless otherwise indicated).

a) How often are <u>minor</u> software enhancements made to the application software?

- ☐ As Required
- ☐ Quarterly
- ☐ Semi-Annually
- ☐ Annually
- ☐ Other

b) How are minor software enhancements distributed to customers? ***(Check all that apply.)***

- ☐ Tape, Disk or CD-ROM
- ☐ Electronic Bulletin Board
- ☐ World Wide Web
- ☐ Direct Connection with Customer's Computer
- ☐ Other

c) Are minor application software enhancements included as part of ongoing software maintenance?

- ☐ Yes
- ☐ No

d) How often are major upgrades of the application software released?

- ☐ As Required
- ☐ Quarterly
- ☐ Semi-Annually
- ☐ Annually
- ☐ Other

e) How are major software enhancements distributed to customers? ***(Check all that apply.)***

- ☐ Tape, Disk or CD-ROM
- ☐ Electronic Bulletin Board
- ☐ World Wide Web
- ☐ Direct Connection with Customer's Computer
- ☐ Other

f) Are major application software enhancements included as part of ongoing software maintenance?

- ☐ Yes
- ☐ No

g) Are software enhancements required to maintain mandatory Ohio and federal reporting included as part of ongoing software maintenance?

- ☐ Yes
- ☐ No

h) Are new application software upgrades included as part of ongoing software maintenance?

- ☐ Yes
- ☐ No

i) How often are major upgrades of the operating system software released?

- ☐ As Required
- ☐ Quarterly
- ☐ Semi-Annually
- ☐ Annually
- ☐ Other

j) Are new operating system upgrades included as part of ongoing software maintenance?

- ☐ Yes
- ☐ No

Training & Implementation Support

Staffing

Please check <u>only one box</u> per question (unless otherwise indicated).

a) How many staff are dedicated to training and implementation assistance (<u>not including</u> software support)?

- ☐ < 5 Employees
- ☐ 6 – 10 Employees
- ☐ 11 – 25 Employees
- ☐ > 25 Employees

Customer Training

Please check <u>only one box</u> per question (unless otherwise indicated).

a) What types of initial customer training are available? ***(Check <u>all</u> that apply.)***

- ☐ Formal Classes (Larger Group)
- ☐ Individualized Instruction (Smaller Group)
- ☐ Video-Based Instruction
- ☐ Other

b) Where will initial customer training be conducted? ***(Check <u>all</u> that apply.)***

- ☐ On-Site at CBHO
- ☐ Elsewhere in Ohio
- ☐ At the Vendor Corporate Offices
- ☐ Elsewhere

c) How is initial customer training priced?

- ☐ No Additional Charge
- ☐ Charge for Materials Only
- ☐ Charge per Training Day
- ☐ Charge per Training Course
- ☐ Other

d) What types of "refresher" customer training are available? ***(Check <u>all</u> that apply.)***

- ☐ Formal Classes (Larger Group)
- ☐ Individualized Instruction (Smaller Group)
- ☐ Video-Based Instruction
- ☐ Other

e) Where will "refresher" customer training be conducted? ***(Check <u>all</u> that apply.)***

- ☐ On-Site at CBHO
- ☐ Elsewhere in Ohio
- ☐ At the Vendor Corporate Offices
- ☐ Other

f) How is "refresher" customer training priced?

- ☐ No Additional Charge
- ☐ Charge for materials Only
- ☐ Charge per Training Day
- ☐ Charge per Training Course
- ☐ Other

Implementation Support

Please check only one box per question (unless otherwise indicated).

a) What assistance is provided for implementation planning (pre-training activities)? ***(Check all that apply.)***

- ☐ Pre-Installation Meeting(s) at CBHO
- ☐ Pre-Installation Meeting(s) at Vendor Corporate Offices
- ☐ Pre-Installation Teleconference(s) and/or Video Conference(s)
- ☐ Video-Based Instruction
- ☐ Printed Materials
- ☐ Other

b) What personnel are generally available for assistance during the time of the initial installation? ***(Check all that apply.)***

- ☐ Project Manager
- ☐ Implementation Consultant(s)
- ☐ Other

c) Where will supporting personnel be located? ***(Check all that apply.)***

- ☐ On-Site at the CBHO
- ☐ Elsewhere in Ohio
- ☐ At the Vendor Corporate Offices
- ☐ Elsewhere

d) Who is responsible for conversion of data from the existing CBHO system?

- ☐ CBHO
- ☐ Vendor (Included in Proposal)
- ☐ Vendor (Separate Contract – Not Included in Proposal)
- ☐ Third Party (Separate Contract – Not Included in Proposal)
- ☐ Other

a) What is the approximate time it takes your customers to achieve basic functionality with your system (i.e., consumer registration is handled through the system; consumer scheduling is operational; consumer demographics are stored in the system; data are being captured for consumer billing and billing modules are ready for live operation; state billing and reporting are operational.)?

- ☐ < 90 Days
- ☐ 90 – 180 Days
- ☐ 181 – 270 Days
- ☐ 271 – 365 Days
- ☐ > 1 Year

e) Please provide as a separate document a Gantt chart presentation of the installation plan showing expected delivery of all hardware and software products together with dates of operational effectiveness. The timeline on the chart should be calibrated in weeks with the starting point shown as the date a contract is finalized.

f) List three locations where the proposed application packages are presently in use together with the name, address, title, and phone number of a person who can be contacted about the acceptability and usefulness of each package.

Reference #1	
Contact Person	
Title	
Address Line 1	
Address Line 2	
City, State & Zip	
Telephone	

Reference #2	
Contact Person	
Title	
Address Line 1	
Address Line 2	
City, State & Zip	
Telephone	

Reference #3	
Contact Person	
Title	
Address Line 1	
Address Line 2	
City, State & Zip	
Telephone	

HIPAA Compliance

Please check only one box per question (unless otherwise indicated).

a) Are all required HIPAA compliance system requirements included as standard features of the proposed system?

- ☐ Yes
- ☐ No

If No, Please Explain.

b) Which of the following HIPAA Standard Transactions is fully supported by the proposed system? ***(Check all that apply.)***

- ☐ Health Care Claim and Equivalent Encounter: ASC X12N 837
- ☐ Enrollment and Disenrollment in a Health Plan: ASC X12N 834
- ☐ Eligibility for a Health Plan: ASC X12N 270/271
- ☐ Health Care Payment and Remittance Advice: ASC X12N 835
- ☐ Health Plan Premium Payments: ASC X12 820
- ☐ Coordination of Benefits: ASC X12N 837
- ☐ Healthcare Claim Status: ASC X12N 276/277
- ☐ Referral Certification and Authorization: ASC X12N 278

c) Which of the following HIPAA Standard Code Sets is fully supported by the proposed system? ***(Check <u>all</u> that apply.)***

- ☐ International Classification of Diseases, 9th Edition, Clinical Modification, (ICD-9- CM), Volumes 1 and 2
- ☐ International Classification of Diseases, 9th Edition, Clinical Modification, Volume 3 Procedures
- ☐ The HIPAA combination of Health Care Financing Administration Common Procedure Coding System (HCPCS), as maintained and distributed by HHS, and Current Procedural Terminology, Fourth Edition (CPT-4)
- ☐ National Drug Codes (NDC)

d) Does the proposed system provide enhanced security features to meet HPAA standards?

- ☐ Yes
- ☐ No

If No, Please Explain.

e) For internet applications, does it have encryption strength that meets the HCFA Internet Policy?

- ☐ Yes
- ☐ No

If No, Please Explain.

f) Does the encryption affect the system's performance?

- ☐ Yes
- ☐ No

If No, Please Explain.

Hardware

Equipment Maintenance Provisions

Please check only one box per question (unless otherwise indicated).

a) Who will be responsible for maintenance of the recommended equipment?

- ☐ Vendor
- ☐ Manufacturer
- ☐ Independent Third Party
- ☐ Other

b) Describe the methods available for communications with maintenance and support. ***(Check all that apply.)***

- ☐ Toll-Free Telephone Number
- ☐ Electronic Bulletin Board
- ☐ World Wide Web
- ☐ Direct Connection with Customer's Computer
- ☐ Other

c) What is the estimated down-time per month for scheduled maintenance?

- ☐ < 1 Hour
- ☐ 1 – 12 Hours
- ☐ 12 – 24 Hours
- ☐ > 24 Hours
- ☐ Unknown

d) Based on other customers who have approximately the same configuration as the one recommended, what is the estimated down-time per month for unscheduled maintenance?

- ☐ < 1 Hour
- ☐ 1 – 12 Hours
- ☐ 12 – 24 Hours
- ☐ > 24 Hours
- ☐ Unknown

e) What is the estimated elapsed time between request for maintenance and the arrival of maintenance personnel on both prime time and off-shift?

- ☐ < 1 Hour
- ☐ 1 – 12 Hours
- ☐ 12 – 24 Hours
- ☐ > 24 Hours
- ☐ Unknown

f) Are any billing credits available to CBHO for unscheduled down-time?

- ☐ Yes
- ☐ Yes (Individually Negotiated on a Case-by-Case Basis)
- ☐ No

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Appendix A: Proposal Summary

The sixth section of the Sample RFP requests a general summary of the vendor's proposed system solution. This section of the vendor's proposal can be copied and used for quick comparisons of multiple vendor responses. Cost figures from this section should total to cost figures included in the previous Proposal Summary section.

General Instructions

Each vendor is required to complete the following pages and submit them as part of the CBHO Proposal.

Vendor Identification

Vendor Name	
Address Line 1	
Address Line 2	
City, State & Zip	
Telephone	
E-Mail Address	

Purchase Costs

Computer Hardware[1]	**$**
System Software	**$**
Application Software	**$**
Application Software Modifications	**$**
Total Acquisition Price	**$**

Start-Up & Implementation

Initial Training	**$**
Installation Services	**$**
Implementation Services	**$**
Travel & Expenses in Support of Above	**$**
Supplies, Forms & Other Consumables (First Year)	**$**
Technical Support	**$**
Technical Manuals	**$**
Application Software User Documentation	**$**
Shipping Cost	**$**
Total Start-Up & Implementation Price	**$**

Monthly Maintenance

Hardware Maintenance	**$**
System Software Maintenance	**$**
Application Software Maintenance	**$**
Communication Services	**$**
Total Monthly Maintenance Cost	**$**

[1] Please provide a separate document containing a detailed listing of the hardware you are proposing as part of the proposal. Be sure to include the computer make and model, details of the CPU/file server, storage devices and capacities, data backup devices, terminals and/or personal computers, modems, uninterruptible power supplies, printers (including type and throughput capacities), normal cables and other required equipment. Please include quantities required, unit pricing, extended pricing, installation costs and monthly maintenance on each type of device, as appropriate.

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Appendix B: Software Functional Checklists

The final section of the Sample RFP includes all functional requirements you are seeking for your system and asks for detailed responses from vendors regarding their ability to address those requirements and any associated costs. Cost figures from this section should total to cost figures included in the Proposal Summary section.

Instructions

This section contains descriptions and specifications of the applications that are to be installed within CBHO by the successful bidder. These descriptions are designed so that each bidder can have a basis for establishing estimates of software development costs, implementation costs and computer run times.

Although we have attempted to provide a thorough review of the needs and functions of CBHO, the application descriptions may in some areas exceed the immediate needs of CBHO. Such descriptions are designed to assess the proposed system's ability to address the general requirements of the industry in areas where CBHO may require functionality in the future.

The following software functional checklist has been structured so the vendor can respond to the questions asked for each application, using a simple coded response scheme or providing an objective answer.

Included with each functional requirement are spaces for recording the status, availability, modification and implementation costs and other information about that function. Please complete all requested information. Each item should have an entry in the Status column; use other shaded columns as appropriate.

Definitions

The following definitions apply:

Status — Enter the Status Code that best describes the status of the requested function or capability in the system proposed. The following Status Code definitions apply:

Y Yes — The feature or function is provided in the application. Do not answer “Y” to questions that require an explanation.

No further entries are required for the item.

Q Qualified Yes — The feature is provided, but the answer must be qualified through an attached explanation.

In other words, the package satisfies this requirement, but not exactly as described or requested. The explanation should not be used to amplify the unqualified yes, but should be used to explain the conditions under which the answer to the query is yes. An example might be a feature available only with the purchase of an additional utility.

Please provide a Note entry explaining the qualification.

R Report Writer — This feature is available through a report writer that is included in the system proposed and is described elsewhere.

Please provide a Note entry identifying the report writer module and the nature of the report (e.g., SQL ad hoc inquiry, user-formatted list, cross-tabulation, graphics package, Excel download).

U User Modification — The feature is provided if the software is modified by the user.

The modification must be simple enough to be performed by a non-programmer. This response should also be used for features that are provided through a programmer modification of parameter files or tables that require no modification of code lines within routines or recompilation of programs.

Please provide a Note entry explaining nature of the user modification (e.g., data element definition, screen formatting, table entry).

P Program Modification — A program modification is required to provide this feature. This response indicates that the code must be altered and the program recompiled in order to provide this feature.

Please provide the Date Available, Modification Costs (if any), Implementation Costs (if any) and a Note entry explaining nature of the modification.

E Enhancement — The feature is not currently provided, but is to be included in an upcoming release of the software.

Please provide the Date Available, Modification Costs (if any) and Implementation Costs (if any).

N No — This feature is not provided.

No further entries are required for the item.

Date Available — If the Status Code entered is P or E, enter the date the function will be available for CBHO.

Modify Cost ($) — If the Status Code entered is P or E, enter any software development or modification costs to bring the function to the proposed functionality.

Implement Cost ($) — If the Status Code entered is P or E, enter any special implementation costs not elsewhere included to bring the function to the proposed functionality (e.g., extra training and/or documentation for a specially developed or modified function). Functions covered by standard implementation and training need not be itemized.

Note — If the Status Code entered is Q, R, U, P or E, you must enter an explanatory note reference. Notes for other items can be included as appropriate to clarify a response. Notes should be numbered and that number should be placed in the Note column. The actual text should be provided on the sample Note Pages included at the end of Appendix B). Additional Note Pages can be duplicated as required.

Notes can also be used for explanation of alternative approaches to those indicated in the Request for Proposals. For example, if automatic routing of information to a printer would require a $1,500 enhancement, but the information could be obtained on demand with a report generator for no additional cost, you could indicate so in a Note entry.

Sample Checklist Entries

The following examples may help to further clarify the method of response expected. Included are a sample functional request, the situation and how the vendor would complete the coding of the item.

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to generate reports on actual costs per unit/department. Costs should be separated by personnel and supplies.	**Y**				
Print all checks and stubs included in payroll and print copy of stub for direct deposit.	**Q**				**34**
Ability to print required State Department of Behavioral Health Report	**P**	**7/1/03**	**$2,500**	**$1,000**	**51**

Situation 1: The proposed system provides the cost reporting as requested.

Situation 2: The proposed system prints comparable checks and stubs as requested, but not in the format currently used by the organization. An explanation can be found in Note 34.

Situation 3: The proposed system does not currently print the required State report. For an additional $2,500 the vendor will modify the system to prepare the report and will have the modification available by July 1, 2003 (assuming contracts are signed according to the schedule listed in the Request for Proposals). Additional training and documentation for the modifications will cost $1,000. A further explanation of this item can be found in Note 51.

General System Characteristics

Description

If designed into the system, certain parameters can increase access to the system by non-technical staff, and increase ease of use and overall system performance.

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Completeness — The system addresses the entire operation of CBHO, including financial operations, organizational and funding structures, case management, quality assurance, education and training, research and evaluation, medical records and case/staff resource utilization and allocation.					
Required Fields — The system allows CBHO to decide whether a data element is required and must be entered before the system will accept an input form, or can be bypassed during data entry.					
Historical Data — The system allows CBHO to specify what information should be captured historically (with all values that change over time kept for future reference) and what information is static (where a change in value simply replaces the previous entry).					
Variable Length Data — The system does not impose a fixed-length format for the storage of data.					
Integration — The system has a high degree of integration. Redundant data entry is not required. Once information is entered into the system, it is available to all users who require it, subject only to assigned access security.					
Flexibility — The system will provide CBHO initially with an operable information system structure designed to incorporate the features desired, yet still allow further tailoring of the system to meet changing information needs without additional programming.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Compatibility — Existing personal computers can access all system information, yet remain operable as stand-alone microcomputers for other applications (e.g., word processing, spreadsheets, databases, psychological testing).					
Responsiveness — The system is responsive. Users should not be frustrated by waiting for record access or reporting for extended period of time.					
Availability — The entire system is available to all users at all times (subject, of course, to security provisions), irrespective of what function any operator is using.					
Growth Potential — The proposed software and hardware of the system are expandable. CBHO will be able to continue to use the system during periods of organizational growth and expansion.					
Hardware Expandability — The proposed hardware is configured to handle reasonable growth, and also be upwardly compatible with larger machines, should large-scale expansion be required.					
Software Expandability — The software can accommodate additional functional modules (e.g., pharmacy interface, expanded medical records, additional research databases).					
User-Friendly Operation — The system is easy to use. Functions are selected from menus, and all commands and prompts are in everyday English. When an authorized user wishes to add, delete or edit data elements in the system, he or she should be able to do so with simple commands.					
Table-Driven Technology — The system is table-driven; that is, user-modifiable tables contain many of the items that define the system content. Thus, a computer programmer is unnecessary to make the system meet CBHO needs. As requirements change, CBHO staff should be able to perform necessary system changes.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
On-Line Operation — No matter what specific hardware configuration is selected for CBHO, the system should operate in a terminal (or microcomputer) environment that supports simultaneous on-line access for all users.					
Data Security — All input and output is under the protection of a sophisticated security and confidentiality system that precludes unauthorized access to system information.					
On-Line Editing — All data entry is monitored by on-line software edits to ensure completeness, validity and reliability.					
Report Generator(s) — The system allows CBHO to prepare report formats that meet reporting needs exactly (e.g., quality assurance prompting, reporting of over- and under-utilization of services). Once created, the formats can be saved for re-use or modification.					
On-Line Assistance — User-definable help messages and the code values for any element being entered can be displayed on the terminal screen at operator request.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

System Flexibility

Description

The behavioral health world is changing. Today new management and financial challenges confront behavioral health facilities, not the least of which are reduced funding and managed care. Managers must give continuing attention to program income, third party reimbursements and financial self-sufficiency. The challenges are compounded in many instances by the changing role of government. Federal, state, and local governments are reconsidering their priorities and asking where behavioral health fits in government services.

One result of such continual change is information requirements that are constantly in a state of flux. Regulations change; new advisory agencies spring into existence; management tools become more sophisticated. These and other similar issues impose ever-increasing demands on an information system. In order to respond, the system must provide the user with a high level of flexibility in the definition of what information is to be collect and what kinds of reports should be created.

Functions

The system should allow control of its content and structure, including the following:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to define the data elements for collection and reporting. **Special Instruction:** If the answer to the above is yes, please reference a Note entry or supplementary materials explaining any limitations to the number of data elements that can be defined, system modules that cannot be so modified, nature of the data definition (e.g., field label only, true data dictionary entry) and definition space limitations (e.g., one portion of an otherwise fixed record format, limited by data dictionary size, limited by disk space).					
Ability to define the editing rules and values of data elements.					
Ability to support a variable record length structure that allows entry of differing amounts of information for clients without requiring equal amounts of disk storage for each consumer record.					
Ability to add data elements to the system without needing to reformat, restructure, recompile, repack or otherwise affect the database.					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to edit or delete data elements in the system without needing to reformat, restructure, recompile, repack or otherwise affect the database.					
Ability to define a data element as "Display Only" on a given screen, thus allowing user access to inquiry screens that cannot be changed.					
Ability to specify what information should be captured historically, with all values that change over time kept for future reference.					
Ability to specify what information is static, where a change in value simply replaces the previous entry.					
Ability to specify whether a data element is required and must be entered before the system will accept an input form.					
Ability to specify whether data can be bypassed during data entry.					
Ability to create recode or crosswalk tables that allow data entered in one form to be output on reports in another form (e.g., input = DSM-IV, output = ICD-9-CM; input = birthdate, output = age group).					
Ability to define the screen format in which data elements are to be captured (i.e., screen generation).					
Ability to modify screen formats once they have been created (e.g., adding or deleting data elements from an input or display screen).					
Ability to set up printing formats that match the paper forms in use, thus enabling the user to capture information directly at a terminal and then print "hard copies" of the documents (i.e., forms modeling).					
Ability to create an inquiry report that allows the user to display the information captured by any user-defined form.					
Ability to allow clinical documents to be read and printed, but not changed.					
Ability to "print to screen" without having to create hard copies of printed reports.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to create copies of screen displays and direct them to a printer.					
Ability to print a report without the system automatically deleting the report in case another copy is needed.					
Ability to maintain user-definable “delete” times from a print queue.					
Ability to handle transition to 2000 from year 1999.					
Ability to support pull down menus and “point & shoot” look-ups and table displays.					
Ability to download information directly to a scanner or optical disk system (instead of a printer).					
Ability to customize or streamline system access (menus) by individual user.					
Ability to set “flags” to alert the user when individual items or relationships between items exceed user-defined limits (i.e., exception flagging).					
Ability to combine information from various parts of the system and format for display (i.e., allow users to decide what information is appropriate and display or print whatever is relevant to the immediate situation).					
Ability to develop on-line help messages.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Security & Confidentiality

Description

Much of the information entered into a behavioral health management is highly confidential and should be protected from unauthorized access by inappropriate parties. A major component of data confidentiality stems from an organization's policies, procedures and corporate culture. However, a well-designed information system should also incorporate extensive provisions to prevent unauthorized access to confidential data and to protect the security and confidentiality of clinical and financial information.

Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
The system maintains a system password that limits access to the entire database.					
The system limits a user to several opportunities to log on with the system password prior to the system automatically aborting the attempt.					
The system maintains a personal password that authorizes user access to specific menu items, or functions within the system.					
The system limits a user to several opportunities to sign on with a personal password prior to the system automatically aborting the attempt.					
The system maintains a record of all log-ons, recording access to individual options by device used and by accessing password.					
A report is available detailing menu options accessed and time spend on the system by each password and terminal device.					
Security levels are assigned to each menu option and to each user. In order for a user to execute a particular function of the system, the user's security must equal or exceed the authorization level of the function.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Access levels are assigned to each data element and to each user. In order for a user to gain access to a particular data element in the system, the user's access level must equal or exceed the access level of the data element.					
The system has an automatic "terminal sign-off" feature that signs a terminal off the system if it is left unattended for a specified period of time. **Special Instruction:** If the answer to the above is yes, please reference a Note entry or supplementary materials explaining the nature of the time-out (e.g., from menu only, from transaction, from any point in the system), the time limits (e.g., preset by vendor, user-definable) and other features as appropriate.					
Ability to restrict security by user, device or a combination of both.					
All of the above security options are under the user system manager's direct control, and access and authorization codes can be modified at any time to meet changing security needs.					

Intake, Termination & Transfer

Description

The Intake, Termination & Transfer system is the collection point for all basic consumer demographic, financial and clinical data.

- **Pre-Intake** — The system should allow CBHO to collect information related to individuals who have not yet been enrolled as clients, but who are either receiving services (e.g., emergency contact), or who are candidates for the complete intake process. The system should also be able to print appropriate pre-intake forms.
- **Intake** — The system should allow CBHO collect and track all consumer information appropriate to the intake process. The system should also be able to retain historical information about those factors that can change during a client's treatment episode. All information should be available to appropriate authorized staff throughout the treatment process. The system should also be able to print appropriate intake forms.
- **Consumer Transfer** — The system should facilitate the transfer of clients among the various clinical programs, and should allow CBHO to determine the current program assignment of any consumer at any point in time. The system should also be able to print appropriate transfer forms.
- **Termination** — The system should allow CBHO to collect and track all consumer information appropriate to the termination process. The system should also be able to print appropriate termination forms.

Pre-Intake Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to capture the following pre-intake information: • Consumer Demographic Data • Referring and Treating Physician Data • Insurance Information • Consumer Financial Data • Consumer Account Collection Data Previous Clinical Record at CBHO • Cumulative Amount Due From Previous Intakes • Responsible Party					
Ability to accommodate edits of pre-intake information.					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Allow required review of entered information prior to acceptance.					
Ability to allow entry of insurance data of up to six carriers for any one consumer.					
Allow entry of insurance verification information by Business Office.					
Ability to indicate verification was performed at pre-intake and intake.					

Intake Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to intake a consumer on-line by entering the necessary consumer information or using pre-intake if available.					
Ability to "roll" existing intake information and prior charges from prior outpatient services into new intake.					
Ability to automatically display consumer benefits and account information prior to intake if consumer was previously a consumer at CBHO.					
Ability to retrieve and display all previous consumer encounters, including inpatient and outpatient.					
Ability to retrieve consumer information in a Soundex search.					
Ability to retrieve the consumer's prior intake and/or registration information.					
Ability to print the intake face sheet automatically upon intake.					
Ability to utilize coded pre-intake and intake information and automatically generate intake notices for distribution to specified locations.					
Ability to automatically assign and retrieve the consumer account number.					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to manually assign and retrieve the consumer account number.					
Ability to provide the next available consumer account number when the system is unavailable.					
Ability to permit a manual “stack” of account numbers for manual recording of services that can later be input to the system.					
Ability to determine next available account number after system returns online.					
Ability to maintain multiple providers of record (i.e., referred, treating, first attending, second attending, consulting) for each consumer.					
Facility for automated consumer history taking.					
Ability to inquire against the consumer’s intake record.					
Ability to update the consumer’s intake record subsequent to the consumer’s intake, including: • Consumer’s Demographic Data • Consumer’s Insurance Data • Consumer’s Financial Information • Consumer’s Diagnosis, Condition and Other Clinical Data • Physician Information • Medications • Medical History • Interviews • Consults					
Ability to accommodate and maintain managed care information such as intakes authorization, authorized days of stay and expected length-of-stay based upon consumer’s financial class.					
Ability to automatically “flag” consumers and prevent entry (without override authorization) when authorized days of stay are exceeded of other eligibility limits are reached.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Consumer Transfer Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to send and/or receive transfer requests.					
Ability to print and/or display outstanding transfer requests.					
Ability to automatically display consumer benefits and account information prior to transfer.					
Ability to enter completed transfers.					
Ability to maintain and print and/or display reason for transfer.					
Ability to process retroactive and current transfers on the same day (including multiple transfers on same day).					
Ability to update consumer information (e.g., diagnosis, service) with the option to default to previous data values.					

Termination Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to enter pending terminations.					
Ability to enter final terminations.					
Ability to print and/or display pending terminations by user-defined classification (e.g., physician, clinical indicators, suicide potential, other user-defined criteria).					
Ability to cancel pending termination.					
Ability to generate checklist of consumer records and other items to be completed before final termination.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Reporting Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce reports of total consumer intakes, terminations and transfers by service and location, diagnosis and other user-determined demographics.					
Ability to produce reports of total consumer services by financial class and by provider.					
Ability to produce monthly reports of consumer origin.					
Ability to report intakes, terminations and transfers by consumer financial class.					
Ability to prepare consumer backlog/waiting list.					
Ability to print and/or display ad hoc reports based on user-defined parameters.					

Desired Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Automatic interface to Consumer Accounting for transfer of consumer demographic information to consumer bills and insurance verification.					
Automatic interface with Clinical Records for Clinical Records number, demographic data and historical consumer data.					
Automatic interface to Scheduling system for consumer demographic information and consumer location.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
		Total	$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Standard Implementation

List the type, amount and costs of the vendor “standard” training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor “standard” training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Service Recording

Description

The Services Recording system is designed to capture the services and procedures provided to clients and other activities of staff. Each service delivered is a primary clinical, financial and operational unit of measure when looking at CBHO. The basic service that needs to be tracked can be broken down into the following question:

> *"Who delivered how much of what to whom, when, where, within what program, reimbursable by what source of funds, for what amount, at what cost, and with what effect?"*

There are more pieces of information required to run a behavioral health facility, but if a system can track the above items for all key activities and tie them back to additional details about other important factors (e.g., total time available, the recipients of the services, the providers) CBHO will be able to report most of what *is* required to run a behavioral health facility.

To facilitate the input of time and help staff better manage their time, the system should interface with the Consumer Scheduling System. Appointments should be input to the system when known, and should then be pre-printed on a service tracking document. In this manner, when a service is provided, the staff member should only have to record that the status of the appointment and should not have to rewrite all of the detailed information.

Productivity, costing and payroll computations require that all staff time be accounted in some form. Ideally, the Service Recording system should achieve full-time accountability without requiring staff to either record every activity each day or to complete additional documents (e.g., payroll cards, attendance forms). Thus, in addition to recording direct services delivered to clients, the system should allow users to record non-direct service time (e.g., case management, staff meetings vacation, sick leave).

The system should include the capability to set up rate schedules associated with the various funding sources so that billable charges for each service code can be properly maintained and computed.

In addition to tracking service time for individual clients, this system should record and maintain time spent with groups of clients.

Types of reports able to be produced by the system should include:

- Staff productivity reports by program, showing direct service and indirect service with percentages.
- Case management monthly productivity reports
- Report of all referrals who do not come in or schedule an appointment
- Ad Hoc and Special Reports by Clinician or Program Including:
    - Contracts

- Available Work Hours
- Consultation and Education Hours (Direct and Indirect, Billable and Non-Billable)
- Ratio of Consultation & Education Time to Total Hours Available
- Clinical Direct Service Hours (Billable and Non-Billable)
- Ratio of Direct Service Hours to Total Time Available
- Income (Gross, Allowances, Net) Generated
- Duplicated Caseload (Total Contacts)

Finally, the user should be able to selectively purge and archive service history to magnetic media by service code, date range, and/or consumer or group of clients.

Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to capture administrative and other non-service activities for payroll and costing purposes.					
Ability to retain service detail for at least one year.					
Ability to automatically determine appropriate payer and compute proper service fee.					
Ability to account for group and family services without manually listing each member.					
Ability to provide an audit trail of services provided, amounts billed, and other system effects of the service.					
Ability to provide full-time accountability of staff for productivity, payroll and costing without requiring staff to document 100% of time.					
Ability to edit or update entered service information up to the point that the service is billed, posted or paid, after which it should be locked to further changes.					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to capture key staff activities for the purposes of billing, productivity, costing and payroll. **Special Instruction:** Please include a Note entry that describes the process whereby your system captures services and other staff and consumer activities (e.g., receptionist checkout, service ticket, daily log, monthly log). Please include copies of the service recording documents with your proposal.					
Special Instruction: Please provide a Note entry indicating approximate time required for service entry, including fee computation (if appropriate).					

Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the Intake, Termination & Transfer system to prevent entry of services for non-consumers.					
Ability to interface with the Clinical Records system to link service data with progress notes and treatment planning information.					
Ability to interface with the Personnel Administration system to restrict service billings to appropriately credentialled staff.					
Ability to interface with the Consumer Accounting & Accounts Receivable system to provide detailed service information for billing purposes.					
Ability to interface with the Personnel Administration system for computation of staff productivity.					
Ability to interface with the Payroll system to allow payroll preparation from timekeeping entries and distribution of payroll expenses according to actual time spent by staff.					
Ability to interface with the Scheduling system to be able to pre-print scheduled appointments.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the Report Writer(s) for preparation of service-based reporting.					

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Health Systems Consulting

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
Total			$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Clinical Reporting

Description

The Clinical Reporting system should provide line staff with information and reports as required to provide appropriate levels of care to clients. The items listed are by no means all-inclusive, and may be similar to items listed in other section of Appendix B. They are listed in the current section to provide an overview of the proposed system's ability to respond to the clinical reporting needs of CBHO.

Generally speaking, however, the focus of the current section is the system's ability to provide authorized staff with access to appropriate clinical information on an "as needed" basis.

Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to print or display user-selectable clinical information in a query mode without using a formal report writing function.					
Ability to print or display clinical information in user-definable formats, with screens or reports that can draw data from all parts of the system.					
Ability to allow special extractions/queries based upon user-specified criteria.					
Ability to display or report any piece of information as soon as it is entered into the system.					
Ability to select user-oriented reports and displays via user-modifiable menus.					
Ability to display or report meaningful measures/predictors across consumer populations.					
Ability to provide direct, ready access to all consumer information, with minimal need for manual extractions and massaging.					
Ability to cross-correlate differing kinds of data and create custom data matrices.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to track significant events and critical indicators over time.					
Ability to track, display and report key consumer information and demographics across sites, with all updates, regardless of location, being immediately available to all other sites.					
Ability to report on prior year information rather than having to manually prepare the information.					
Ability to capture service information using codes that are meaningful to CBHO staff, yet report to outside organizations (e.g., third party payers) in other coding schemes (e.g., CPT codes).					
Ability to track planned services, providers, initial, update and renewal dates information on-line and make them readily available at all service sites.					
Ability to support historical summary and critical event tracking.					
Ability to allow for pre-registration data capture, preliminary service mapping and tracking for people who are not consumers.					
Ability to conduct targeted reviews based upon user-selectable criteria.					
Ability to conduct capitation tracking, including levels exceeded for proposed care and notification of cap problems that can affect actual treatment planning and continuity of care.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note

Ability to provide direct, on-line access to Emergency Care information such as:
• Diagnoses
• Key Staff (e.g., Primary Therapist, Physician)
• Primary Assigned Unit
• Current Psycho-Social Assessment
• Most Recent Psychiatric Evaluation
• Treatment/Service Plan
• Medications (Last Seen; What Course)
• Release of Information (ROI) Status
• Last Contact: When, Who, Where
• Problem List:
    • Risk
    • Danger
    • Allergies
• Legal Guardian
• Legal Status (e.g., Early Release, Commitment, Parole Officer)
• Petition Deadlines
• Consumer Name, Demographic Information
• Financial Summary/Status
• Insurance/Payer Information					

Ability to conduct benefits checks to ensure that all services are covered, that staff are correctly utilized, that service caps are not exceeded, whether cap is external (fund source), or internal, and to make sure that providers used are actually covered by insurance agreement.					
Ability to print out a current consumer or invoice aging at anytime during the month that would show the aging on the current date.					
Ability to print consumer invoices on demand, rather than waiting until a weekly bill run is done.					
Ability to pull out pre-collection information at any time.					
Ability to track and make adjustments to the Medicaid service limit caps and generate a report of consumers who have reached their limit or the system would automatically write off the charges when a consumer has reached his or her limit.					
Ability to show consumer, invoice and all amounts on a regularly generated report.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to generate a consumer aging report by unit.					
Ability to flag consumer financial problems, including overdue accounts.					
Ability to display and track revenues for each provider, including all write-offs and other adjustments.					
Ability to compute and account for the cost per consumer.					
Ability to determine and report cost per episode/contact for care.					
Ability to display and track actual costs of care (both direct and indirect) contrasted and reported against revenues generated.					
Ability to track and report recidivism factors, (e.g., number of days lower functioning consumers are away from CBHO between episodes of care).					
Ability to display and report medical problem lists on-line (e.g., diabetes, high blood pressure).					
Ability to review information (historical) over time and compare to developing standards of care, etc.					
Ability to determine what kinds of interventions work for what clinical situations, including associated costs.					
Ability to support cost-outcome models designed to determine if the benefit of a given clinical intervention is worth the cost.					
Ability to facilitate peer review support, including basic quantification (who did what; did or did not any given care event happen), and outcome review (did things happen as planned; did the diagnoses match; what were the outcomes and how they correlate back into treatment plan).					
Ability to support a word processing component that would walk staff through the steps to make notes to the Clinical Record that could be printed out if need be, but would not show up on the consumer self-pay statements.					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to track treatment plan information on-line and make them readily available at all service sites.					
Ability to track consent forms status (e.g., on-file, signed, outstanding, history).					
Ability to provide Clinical Record audit support (e.g., checks/locks on services not in treatment plan, all CPTs in chart).					
Ability to track and display critical pieces from correspondence.					
Ability to track, summarize and flag incoming, requested and outgoing materials, including: • Who Asked • When They Asked • Release On File (For Materials Requested/Received/Sent) • Any Return • Expiration Date • Date Received • Processed (Y/N)? • Significant Findings • Emergency Flags • Risk Flags • Trigger Points/Flags for Other Steps					
Ability to support better risk management, both for consumers and staff, through direct flagging and tracking of dangerous consumers.					
Ability to internally flag of dangerous consumers and provide staff with ready access to such risk flags.					
Ability to track medications and prescriptions.					
Ability to conduct do follow-up reviews on results of pools of consumers using specific medications.					
Ability to track medications prescribed/dispensed, medical histories and problem summaries.					
Ability to allow electronic access to clinical information to facilitate sharing of information across various locations of CBHO.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to provide on-line support for line staff and all providers through improved development and use of CBHO standards, protocols and guidelines.					
Ability to provide improved consumer care through better case management and tracking, provider utilization, and meaningful outcome measurements.					
Ability to conduct grant tracking and reporting, including the ability to report required information during various review cycles and to be proactive in data capture for analysis from the beginning of the grant.					
Ability to link and accept results and information from other clinical tools (e.g., psychological testing).					
Ability to provide external access to outside records of those consumers presenting real physical risks to staff (subject to appropriate agreements with those external organizations and security and confidentiality limitations).					
Ability to support and maintain resource listings (e.g., available housing).					

Desired Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Automatic interface with departments: Finance, Human Resources; Data Processing, Executive Management; and all clinical staff.					
Automatic interface with the General Ledger and Consumer Accounting systems to be able to produce better information about the cost per consumer.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

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Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
Total			$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

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Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Clinical Records Management

Description

The Clinical Records module should provide the capability to store and audit consumer records requiring additional data. In addition, this system should provide a central Consumer Master Indexing system. It should also support miscellaneous department functions such as quality review, payer correspondence, treatment planning, clinical review and legal documentation.

General Capabilities

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare a centralized hard copy of the clinical record (back-up for power failure or other problem).					
Ability to provide various levels of confidentiality and security and access (e.g., block out all users, some users, some programs, some portions of record).					
Ability to determine who has had access to the record.					
Ability to pull information from various places for entering data once (e.g., diagnosis, date of intake, treatment plan dates, other identifying information).					
Ability to provide information for Quality Assurance needs (e.g., outcomes and client satisfaction).					
Ability to allow direct input by clinical staff of services provided with documentation of service.					
Ability to restrict billing of services until appropriate documentation (e.g., progress notes linked to service plan) is complete.					
Ability to restrict recording of services until required information is in the record (e.g., treatment plan is current, service codes in treatment plan).					
Ability to limit restrict certain clinical documents such that they can be read and printed, but not changed.					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to allow multiple service providers to document a single service.					
Ability to track co-therapist participation in the clinical record.					
Ability to support evaluation and progress noting standardization across all CBHO programs. Where needs differ, there should be an ability to "map" the information from one format to another.					
Ability to identify clients and situations and evaluate against user-defined standards (i.e., triggers) for reviews, progress notes, treatment plan updates and incident reporting.					
Ability to use the system to determine or extract client outcomes.					
Ability to verify consumer benefits in an on-line, real-time mode, including service authorizations, service caps and other limitations.					
Ability to retain historical information on all parts of the consumer record, including medications and treatment plans.					
Ability to extract information for Quality Assurance and Utilization Review, including length of stay, core treatment, outcomes, and standards vs. actuals.					
Ability to cross-reference consumer names and A.K.A (also known as) consumers.					
Ability to be used by "non-computer" staff.					
Ability to be flexible enough to accommodate changes in style, regulation and standards.					
Ability to jump to other systems (e.g., Records to E-Mail, Progress Notes to Accounts Receivable) using "hot keys".					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Specific Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to assign clinical records identifiers according to a user-defined alpha-numeric structure.					
Ability to identify duplicate numbers or consumers with more than one number.					
Ability to merge duplicate or multiple clinical record numbers and maintain an audit trail.					
Ability to merge demographic and encounter information from duplicate clinical record numbers and maintain an audit trail.					
Ability to automatically assign the next available clinical record number on intakes.					
Ability to correct erroneous clinical record number and automatically notify specified locations (interfaces should ensure that other applications access the revised clinical record number).					
Ability to maintain an audit trail of changes/edits to key clinical record information (i.e., consumer name, date of birth, sex, clinical record number) that includes the new and old values, user ID and date/time.					
Ability to create automatically new index records from intake data with the assignment of a new clinical record number.					
Ability to produce daily listing of assigned clinical records in consecutive number order.					
Ability to generate and maintain a separate consumer account (episode) and clinical record (lifetime) number. Appropriate cross reference must be supported.					
Ability to maintain and track a consumer chart and cross-reference to microfiche or optical disk index key.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to access consumer chart by unit record number, exact consumer name, name search using partial name, Soundex name search and alias names. **Special Instruction:** If the answer is yes, please reference a Note entry that describes the methodologies and options provided.					
Ability to update on-line the location and check-out time of the consumer clinical record chart.					
Ability to enter and track location of chart within department.					
Ability to enter and track temporary location of removed chart.					
Ability to enter and track person removing chart.					
Ability to enter and track person responsible for chart.					
Ability to enter and track reason for chart removal (by code).					
Ability to list incomplete charts and responsibility for deficiency according to user-defined criteria.					
Ability to print letters to clinical staff and other professionals listing incomplete charts and deficiencies according to user-defined criteria.					
Ability to indicate which steps in processing the consumer's clinical record have been completed and which are pending.					
Ability to print/display the status of a consumer's clinical chart with respect to user-defined criteria (e.g., complete or incomplete by staff member, by deficiency).					
Ability to produce aged delinquent chart reports indicating chart deficiencies and responsibility.					
Ability to update consumer master index and maintain an audit trail of updates that includes the new and old values, user ID and date/time.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to purge consumer master index to some form of media (e.g., microfiche tape, archive tape) according to user-defined criteria.					
Ability to maintain consumer clinical history.					
Ability to maintain consumer financial history, including carve out days.					
Ability to define, enter and retrieve coding and indexing data.					
Ability to maintain appropriate medical records information including demographics, referral source(s), clinical indicators, diagnoses and other user-defined information for a user-defined period.					
Ability to accommodate check digit formulas for determining the validity of account numbers and clinical record numbers, with user override (e.g., where numbers assigned during system downtime must be input manually).					

Clinical Records Abstract Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to maintain all consumer information on-line for user designated number of days after a consumer's termination or after last outpatient visit.					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to maintain the following types of information in an on-line clinical record abstract: Consumer Demographics • Sex • Date of Birth • Social Security Number • Account Number • Discharge Disposition • Presenting Problems, Goals, Frequencies, Modalities, Outcomes • Assessments • Current Status • Treating and Discharge Diagnoses (Nomenclature and Codes) • Medications • Intake and Termination Dates • Referral Source(s) • Key Clinical Staff • Procedure Data (Nomenclature and Codes) • Discharge Summary					
Ability to automatically confirm entry of termination diagnosis, completion of termination summary, signature on all orders and check for open or uncompleted orders.					
Ability to accommodate entry of an abstract and/or summary of the consumer’s stay or visit on an on-line, real-time basis.					
Ability to update and display the abstract/summary.					
Ability to print the abstract/summary when completed with automatic updating of the chart status and clinical records reporting date.					
Ability to provide a worksheet for chart abstract/summary completion.					
Ability to track abstract completion by abstractor code and report productivity.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to accommodate automated crosswalk between DSM-IV and ICD-9 diagnosis codes for billing Medicare and statistical reporting. **Special Instruction:** If the answer is yes, please reference a Note entry that describes the vendor's approach to supporting and updating the data tables and crosswalk capability (e.g., DSM-III to DSM-IV, DSM-IV to ICD-9 cross-walk).					
Vendor provides major updates to ICD-9-CM table.					
Ability to support multiple diagnosis classification systems for abstracting, including both ICD-9-CM and DSM-IV.					
System includes vendor-provided ICD-9-CM and DSM-IV tables with crosswalk capability.					
Ability to add change or delete codes and descriptions from ICD-9-CM and DSM-IV tables with crosswalk capability.					
Ability to automatically generate the required transaction for billing purposes upon the entry of a satisfactory billing diagnosis.					
Ability to automatically generate the required transaction for clinical records statistical reporting upon completion of the clinical records abstract/summary.					
Ability to access groups for case-mix analysis reporting.					
Ability to access groups for rate review during abstracting.					
Ability to prompt the user for case information, thus enabling the system to assist in the assignment of a reimbursement diagnosis.					
Ability to purge abstract data to tape (microfiche, archival, optical disk) based upon user-defined criteria.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

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Consumer Chart Status Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to indicate which steps in processing the consumer's clinical record have been completed and which are pending.					
Ability to monitor the steps in the process of chart preparation and completion (e.g., dictated, transcribed, filed).					
Ability to generate "notices" of delinquent clinical records.					
Ability to generate warning letters to clinical staff.					

Consumer Census Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to print in the Clinical Records department a notice of consumer termination at the time the notification is entered into the system.					
Ability to print in the Clinical Records department a daily census activity for all units.					

Statistical Reporting Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare a report of the unduplicated number of consumers seen per day, per week, per month or per year, based upon the consumer's unit, provider, or other user-defined characteristics (i.e., consumer is counted only once during the specified period, no matter how many visits occur).					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare real-time census by unit, age, race, program, sex or other user-defined criteria.					
Ability to prepare previous day's census by unit, age, race, program, sex or other user-defined criteria.					
Ability to prepare alphabetical listing of real-time and previous day's intakes, terminations and transfers by program.					
Ability to prepare incomplete chart listings including numerous user-defined areas of chart completion and status.					
Ability to prepare listings of consumers by financial class.					
Ability to prepare Ohio State Office of Behavioral Health monthly reports.					
Ability to prepare Ohio State Office of Substance Abuse monthly reports.					

Correspondence Tracking

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to track Requests for Information and correspondence to assist with obtaining consumer records in a timely manner.					
Ability to flag and restrict types of information that is to be released.					
Ability to track Releases of Information and correspondence to assist with meeting outside requests in a timely and appropriate manner.					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to receive requests, respond and maintain a log of all correspondence with: • Consumers • Family Members • Doctors • Attorneys • Insurance Companies • Government Agencies • Courts (Orders and/or Subpoenas) • Others					
Ability to produce statistical reports on inquiries, turn-around and request types.					

Incident Reporting Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to collect incident reports by consumer name, clinical record number and age.					
Ability to track location, type and time of consumer incidents according to user-definable criteria.					
Ability to define and provide a break-down of incidents according to type.					
Ability to prepare monthly and quarterly incident reports.					

Legal Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to track pertinent legal status of consumers.					
Ability to prepare ad hoc reports.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Electronic Clinical Record

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to automatically print user-identified documents for which hard copies are required as soon as data entry is complete and direct to a specific printer.					
Ability to enter and store clinical information (i.e., progress notes, treatment plans, treatment plan goals and objectives) in the system.					
Ability to link clinical entries to specific services provided.					
Ability to accept transcribed notes from dictation and automatically file into record.					
Ability to make entries into a given consumer's record without locking the consumer's record for access by other users.					
Ability to incorporate controlled use of "boilerplate" text that can be modified to meet the needs of unique clinical situations.					
Ability to restrict entry of notes to appropriate staff.					
Ability to control progress note content and frequency requirements based upon outside criteria (e.g., Medicaid).					
Ability to "lock" clinical entries to prevent subsequent update.					
Ability to make corrections made after records are "locked."					
Ability to conduct "key word" searches in all parts of the computerized client record.					
Ability to create treatment plan templates that reflect program differences in the electronic record.					
Ability to support frequently used text (personal glossaries) and allow individual modifications based upon a given consumer's clinical situation.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to match treatment plans with acceptable treatment protocols.					
Ability to support voice recognition for clinical data entry (e.g., progress notes, assessments).					
Ability to provide an acceptable "electronic signature" for all appropriate clinical entries.					
Ability to handle entries where multiple electronic signatures are required (e.g., case conferences could require 10-12).					
Ability to limit access to computerized clinical record information to authorized users.					
Ability to support (or suggest) recommended treatment and service protocols for given clinical situations.					
Ability to access computerized clinical record information from any PC or terminal connected to the system (subject to user access security).					
Ability to scan and retain on-line photographs of high risk consumers.					
Ability to expand to and integrate with imaging systems for completely electronic clinical records.					

Desired Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Automatic interface with Intake, Termination & Transfer system for demographic information.					
Automatic interface with Intake, Termination & Transfer system for tracking consumer charts.					
Automatic interface with Consumer Accounting for insurance information and diagnosis/procedure coding.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Automatic interface with Consumer Accounting to identify clients with payment problems and display payment data on screen.					
Automatic interface with Scheduling for verification of appointments.					
Automatic interface with Personnel Administration system for outcome studies and results tied to performance evaluations.					
Automatic interface with Report Writer(s) for preparation of ad hoc reports.					
Automatic interface with other in-house dictation systems to collect information for reports.					
Ability to interface with bar coding equipment for clinical records control.					
Ability to share electronic information with appropriate Ohio regulatory departments.					
Ability to share information with other health care providers (with limited access and confidentiality).					

Document Processing

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to provide word processing document and/or file sharing among existing microcomputers in the Clinical Records department through terminal emulation and/or uploading data to the system central processing unit (CPU) using vendor-provided file sharing or networking software. **Special Instruction:** If the answer to the above is yes, please reference a Note entry or supplementary materials explaining the specific approach to be used to transfer the information.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

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Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to download specific user-defined information (e.g., referral source, consumer identifiers) to microcomputers for generation of post-intake correspondence.					

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐

Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

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Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
		Total	$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

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Consumer Scheduling

Description

The Consumer Scheduling system should provide the ability to schedule and track appointments for staff and consumers. It should be an easy-to-use component that can provide full front-desk functionality, including check-in and check-out, acceptance of payments and rescheduling of future appointments.

Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to maintain a tickler system for tracking critical, mandated, agreed on, promised, or other dates.					
Ability to maintain a separate master schedule for each program, counseling group, or person defined as a "provider" at CBHO.					
Maintain schedules in 15 minute intervals.					
Maintain a comprehensive schedule for up to 6 months.					
Ability to schedule specific appointments.					
Ability to edit or cancel appointments.					
Ability to simultaneously schedule appointments for multiple resources.					
Ability to register unscheduled walk-in appointments.					
Allow the user to identify special appointment time periods such as intakes.					
Allow the user to "block out" intervals so that no appointments can be scheduled.					
Ability to enter appointments after they've occurred (to drive other system components).					
Ability to schedule consumers for an extended period (e.g., attendance for an entire day), without having to specify specific times or procedures.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to schedule consumer groups by group identifier and have the system automatically include current group membership.					
Ability to include the location of and scheduled service.					
Ability to schedule activities across multiple staff (e.g., meetings) with a single command.					
Ability to define types (and length) of appointments each provider will handle.					
Ability to enter at the time of order entry a specific time request for a client's ancillary appointment.					
Ability to define the days and time periods generally available for appointments.					
Ability to define standard groups of resources to be scheduled together (provider sets).					
Ability to schedule or cancel appointments based upon cross-referenced information (e.g., parent's name, primary contact's name).					
Ability to display all appointments on-line for each consumer.					
Ability to generate appointment lists by provider, department and program.					
Ability to display entire day, week or month to display open appointment slots.					
Ability to produce a list of all available intake slots daily and weekly for all providers.					
Ability to produce non-scheduled time listings by day, by provider.					
Ability to generate provider's basic schedule of availability.					
Ability to generate provider's detailed schedule of appointments.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce “next appointment” cards that can be handed to the consumer at the time of scheduling.					
Ability to produce reminder cards that can be sent out in advance of scheduled appointments.					
Ability to provide a daily schedule for all providers, including summary financial and pay source information.					
Ability to produce a daily schedule for providers listing times and consumer’s names and also designating special appointments.					
Ability to provide to the user a list of intake appointments by consumer name and telephone number.					
Ability to generate canceled appointment lists.					
Ability to generate no-show lists.					
Ability to generate overbooking lists.					
Ability to display list of clients due for follow-up appointments.					
Ability to perform a quick, on-line search of available appointment times by provider before scheduling appointments.					
Ability to perform a quick, on-line search of available appointment times by requested duration before scheduling appointments.					
Ability to transfer a provider’s appointments to a substitute provider.					
Ability to link from the scheduling package to other key information about the consumer (e.g., phone numbers, addresses, clinical data).					
Ability to automatically flag for reception and/or provider staff any consumers who require special attention (e.g., behind on payment of self-pay fees, closed case, high risk consumer).					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to make notes on the daily schedules about consumers who need to see Consumer Accounting staff or need to make a payment.					
Availability of system to print out for Consumer Accounting staff daily schedules of information/tasks due that day, such as financial arrangement payments due, pre-conception letter responses, etc.					
Ability to provide Consumer Accounting staff with information to reconcile the daily schedule to the payments received during the day.					
Ability to allow the user to purge and archive data selectively to magnetic media based on user-defined criteria.					

Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the Intake, Termination & Transfer system to prevent the need for duplicate consumer demographic data entry.					
Interface with the Service Recording System.					
Ability to interface with the Medical Records system.					
Ability to interface with the Consumer Accounting system.					
Ability to interface with the Payroll system.					
Ability to interface with the Personnel Administration system.					
Ability to interface with the Materials Management system.					
Ability to interface with the Quality Assurance system.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the other ancillary systems. **Special Instruction:** If the answer is yes, please reference a Note entry that describes the particular ancillary systems and the nature of the integration.					

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
		Total	$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Managed Care

Description

The system should provide a full range of functions to cover the entire spectrum of behavioral health managed care operations, including accounting for capitation payments, consumer benefit verification and pre-certification transactions, appointment scheduling, authorized services tracking and billing processes, service costing and claims reimbursement.

- Benefit Verification — As reimbursement becomes restricted to only pre-authorized treatment, access to and verification of the consumer's benefit plan(s) and authorization status are essential. To guarantee that payment for the service will occur, verification must occur prior to service delivery and often prior to service scheduling.
- Service Costing — Forecasting the impact of managed care capitation contracts and confidently negotiating competitive rates requires that the system be able to provide accurate service costs. The system's cost analysis process should allow allocation of all costs down to the direct service level and reporting of cost by meaningful variables, such as clinical outcome, diagnosis, episode of care or managed care contract.
- Claims Reimbursement — Cost-effective preparation of billings and quick claims submission are necessary to keep turn-around times to a minimum, reduce errors and improves cash flow for both the managed care organization (MCO) and the provider. Successful claims reimbursement depends upon the provision of accurate, auditable billing data and the presentation of those data in the format required by the MCO.
- Contract Management — Unique contract types and rates should be incorporated and maintained easily over time within the system. The system should support ever-changing contract treatment categories, rate schedules, consumer eligibility, benefit limits and warnings.

Some of the items below may be similar to items listed in other section of the Software Functional Checklist. They are listed in the current section to provide an overview of the proposed system's ability to respond to the organization's managed care needs.

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Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to provide real-time access to benefits verification information needed prior to service scheduling, such as treatment authorizations, prospective fee calculations, contract coverages, limitations on service provision (e.g., consumer diagnosis, provider credentials).					
Ability to provide real-time access to benefits verification information needed at the time of service delivery, such as treatment authorizations, prospective fee calculations, contract coverages, limitations on service provision (e.g., consumer diagnosis, provider credentials).					
Ability to show what consumer treatments have been authorized, used and scheduled.					
Ability to provide early warning of excess usage and track global/lifetime limits.					
Ability to link billing detail to treatment authorizations for a complete audit trail.					
Ability to provide accurate, auditable billing data and present those data in the format required by the Managed Care Organization.					
Ability to recode procedures and diagnoses on bills to accommodate third-party managed care requirements.					
Ability to automatically transfer and receive electronic claims and remittance information.					
Ability to support automated treatment planning and link the information to specific services delivered.					
Ability to support automated progress note recording and link the information to specific services delivered.					
Ability to support clinical assessment and link the information to specific services delivered.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to incorporate document imaging functions for low-cost record storage. Such imaging functions should be integrated with other clinical information in the system, yet still provide complete system security and confidentiality control.					
Ability to document services and compute appropriate fees in contracting arrangements based upon case rates.					
Ability to document services and compute appropriate fees in contracting arrangements based upon capitation rates.					
Ability to document services and compute appropriate fees in contracting arrangements based upon prior authorizations.					
Ability to incorporate and maintain unique contract types and rates.					
Ability to support changing contract treatment categories, rate schedules, consumer eligibility, benefit limits and warnings.					
Ability to track and report contracts for timely management control and financial accountability.					
Ability to produce capitation accounting reports by contract, including services provided, cost of services, outcomes, revenues and other key factors.					
Ability to identify and monitor “best practices” for service delivery in various clinical and contractual situations.					
Ability to allocate all costs down to the direct service level and report cost by meaningful variables, such as clinical outcome, diagnosis, episode of care or managed care contract.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Health Systems Consulting

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
		Total	$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Utilization Review

Description

The general requirement of the module is the ability to allow staff to project when a consumer requires utilization review according to user-defined criteria and drawing upon information collected in the Intake, Termination & Transfer, Clinical Records, Personnel Administration, and Consumer Accounting & Accounts Receivable systems.

The primary functions of this application are to: (1) provide support to the utilization review process through access to appropriate clinical and service information in the system; (2) provide the ability to monitor utilization review efforts; and (3) allow generation of productivity measures for Utilization Review staff.

It is expected that because of the variable nature of utilization review requirements a great deal of user-definability and report generator access should be available within this module.

General Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to provide pre-intake, concurrent and post-termination reports based upon compliance with pre-established user-defined criteria.					
Ability to maintain and provide utilization review schedules for individual consumers based upon criteria gathered during or after intake evaluation.					
Ability to automatically track consumer review due-dates.					
Ability to track specific reimbursement-related consumer care criteria (e.g., insurance carrier requires consumer to have particular procedures carried out every 21 days).					

Status Codes:
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Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Management Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare on-demand reports on the number of reviews done by any given reviewer.					
Ability to prepare on-demand reports on the numbers of intake reviews.					
Ability to prepare on-demand reports on the numbers of and sources of referrals.					
Ability to report monthly on the number of user-defined quality issues identified during reviews.					
Ability to track and report alternate levels of care status and change of status by consumer.					
Ability to maintain and provide review schedules for all consumers and identity, on a daily basis, those consumers requiring review.					
Ability to provide on line entry/edit access to consumer data.					
Ability to produce warning reports for consumers in situations in which actual length of stay is approaching the length of stay associated with the current user-defined level of insurance carrier authorization, program(s) or procedures.					
Ability to review provider-related and organization-related patterns of activity in order to determine if and when investigations are warranted. The system should have the capabilities to maintain and report profiles for each provider regarding average length of stay per consumer by diagnosis, program or other user-defined categories.					
Ability to flag records according to user-defined criteria (e.g., reintakes within 30 days).					
Ability to identify bottlenecks or other problems related to diagnosis or treatment of consumers with potential complications.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to identify and record areas in which CBHO performance has unnecessarily extended the consumer's length of stay.					
Ability to report monthly on the number of charts requested by reviewers.					

Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the Intake, Termination & Transfer system to prevent duplicate entry of consumer information.					
Ability to interface with the Clinical Records system to update utilization data.					
Ability to interface with the Clinical Accounting & Accounts Receivable system to alert staff to Utilization Review exceptions that affect financial status and/or billing conditions.					

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Status Codes:
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Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
		Total	$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Quality Assurance

Description

The Quality Assurance component should be a real-time, interactive system that facilitates the provision of coordinated, high quality care to consumers. Through the use of this module, the Quality Assurance staff should more effectively monitor the progress the organization makes in meeting its predetermined Quality Assurance goals and objectives.

The provision of quality services is an operational "given". However, the definition of what determines "quality" can vary as a function of the consumer population under review, service delivery program, staff credentials and other factors. Therefore, the Quality Assurance component should incorporate a high degree of user choice in the selection of factors to be used in quality determination.

Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to facilitate professional staff review by providing profiles of care delivered by individual clinicians according to user-defined criteria.					
Ability to monitor thresholds of specific aspects of consumer care within user-defined diagnostic categories.					
Ability to monitor specific aspects of consumer care within used-defined criteria for care delivered in specific programs (e.g., timeliness of completion of Treatment Plan within Program X).					
Ability to monitor the occurrence of user-defined clinical events.					
Ability to identify trends of user-defined aspects of clinical care within user-defined categories.					
Ability to maintain and monitor specific quality indicators for medication usage review.					
Ability to maintain and monitor specific quality indicators for Clinical Records review.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the Intake, Termination & Transfer system to prevent duplicate entry of consumer information.					
Ability to interface with the Clinical Records system to update utilization data.					
Ability to interface with the Personnel Administration system to allow monitoring of staff development activities for Quality Assurance purposes.					
Ability to interface with the Consumer Accounting & Accounts Receivable system to alert staff to Quality Assurance exceptions that affect financial status and/or billing conditions.					

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Health Systems Consulting

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
		Total	$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Health Systems Consulting

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Consumer Accounting & Accounts Receivable

Description

The Consumer Accounting & Accounts Receivable system should be a real-time, interactive system that assists with the organization's billing and collections. The module should allow for on-line account inquiry, print bills and claims forms, and provide for account follow-up and management reports on a demand basis.

The system should have the ability to maintain multiple rates for the same financial class/payer based on date of service or other consumer eligibility factors. Retroactive rate changes should generate rebilling for differences.

The system should provide the user with detail sufficient to allow application of payments on either a balance forward or open item basis, and should be able to prepare appropriate journal entries for use by the General Ledger component.

Billing Computational Formulas

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to handle contractual agreements based upon a flat fee per service).					
Ability to handle contractual agreements based upon per diem rates.					
Ability to handle contractual agreements based upon all inclusive rates.					
Ability to handle contractual agreements based upon room and board adjustments only.					
Ability to handle contractual agreements based upon prior authorization for services.					
Ability to handle contractual agreements based upon characteristics of provider staff (e.g., psychiatrists only).					
Ability to handle contractual agreements based upon specified consumer discounts (sliding fee).					
Ability to handle contractual agreements based upon characteristics of consumer (e.g., services reimbursable for certain diagnoses only).					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to handle contractual agreements based upon extended pay agreements.					
Ability to handle contractual agreements based upon multiple discounts for various services such as room and board, laboratories, pharmacy, or any other services while billing at full rate for the remainder of the ancillary services.					
Ability to generate commercial insurance billing using a formula based upon $ amount deductible, then % thereafter up to $ amount (e.g., $100 deductible, 80% of charges thereafter up to $2,500).					
Ability to generate commercial insurance billing using a formula based upon $ amount deductible, then % of first $ amount of charges, then % thereafter up to $ amount (e.g., $100 deductible, then 80% of first $2,500 of charges, then 100% of charges thereafter up to $50,000).					
Ability to generate commercial insurance billing using a formula based upon $ amount deductible, then % of first $ amount of charges, then % of second $ amount of charges, then % thereafter up to $ amount (e.g., $100 deductible, then 80% of first $2,500 of charges, then 50% of next $5,000 of charges, then 100% of charges thereafter up to $10,000).					
Ability to generate commercial insurance billing using a formula based upon no benefits for “X” number of days, then $ amount deductible and then % thereafter up to $ amount (e.g., no benefits for 10 days, then $100 deductible, then 80% of charges thereafter up to $10,000).					
Ability to generate commercial insurance billing using a formula based upon no benefits for “X” number of days, then $ amount deductible, then % of first $ amount of charges and then % thereafter up to $ amount (e.g., no benefits for 10 days, then $100 deductible, then 80% of first $5,000 of charges, then 100% of charges thereafter up to $10,000).					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to generate commercial insurance billing using a formula based upon no benefits for “X” number of days, then $ amount deductible, then % of first $ amount of charges, then % of second $ amount of charges and then % thereafter up to $ amount (e.g., no benefits for 10 days, then $100 deductible, then 80% of first $5,000 of charges, then 50% of next $5,000 of charges, then 100% of charges thereafter up to $20,000).					
Ability to generate commercial insurance billing using a formula based upon $ amount deductible, then % of charges for “X” number of days, then % of $ amount of charges incurred after “X” number of days, then % thereafter up to $ amount (e.g., $100 deductible, then 80% of charges for 20 days, then 50% of the first $5,000 of charges incurred after day 20, then 100% of charges thereafter up to $30,000).					
Ability to develop new billing formulas (e.g., by payer, financial class, payer within financial class) on-site without need for programming assistance.					

Features & Functions

Describe the proposed system’s ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Bill and maintain open accounts receivable for at least 5,000 consumers.					
Maintain data on a minimum of 1,000 insurance plans.					
Ability to handle multiple fee types for each consumer (e.g., flat rate, percentage discount, service specific rate).					
Round units of service to the nearest quarter of an hour (or other unit of service definition) while maintaining a record of actual time spent.					
Ability to track, maintain and report dollar-based service limitations that are based upon the CBHO standard fee (as opposed to the consumer’s contracted fee.)					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Allow for partial payments and write-offs.					
Allow for payments to be posted to a consumer's account directly to the outstanding balance (balance forward) as well as to specific transactions (open item) based upon user choice.					
Ability to match all remittances to a specific charge.					
Ability to maintain the current status of all remittances and charges.					
Ability to support error checking routines for all on-line data input.					
Ability to determine which services are billable to which payers.					
Allow the user to re-bill a consumer for services only partially paid for by third-party payers.					
Ability to automatically calculate contractual adjustments and private portion amounts for sliding fee types when third-party receipts are recorded.					
Ability to pro-rate the uninsured portion of the bill and bill the consumer and third party payer on an interim basis during the entire length of stay.					
Ability to identity the service provided and generate the correct charge when a service is input.					
Ability to post charges to accounts as soon as services are recorded.					
Ability to permit direct data entry of charge information into the system.					
Ability to determine which staff-service combinations can be billed to a given payer.					
Ability to determine the self-pay amount and generate the appropriate write-off against the charge.					
Account for refunds given to clients and third party payers.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to maintain billing requirements for at least four insurance carriers per account.					
Ability to generate a credit to the event when the combination of insurance payments and self-pay amounts are greater than the service charge.					
Ability to calculate additional insurance payments as each insurance payment is applied (for those with multiple insurance coverage, it should calculate additional insurance payments as each insurance payment is applied).					
Ability to automatically write off or adjust charges when a consumer has reached Medicaid service limit caps.					
Ability to maintain audit controls on entry of all data.					
Ability to maintain a record of past and present insurance coverage with eligibility dates so past charges can be billed without having to change the insurance information.					
Ability to handle retroactive fee changes, including generation of appropriate adjustments.					
Ability to back out payments, adjustments and charges for correction of errors, and readjust any affected service delivery limitations and caps.					
Ability to restrict billings to service limitations and caps, including individual services that may exceed the cap. For example, if three hours of service are available and a four hour service is delivered, the system needs to be able to limit the billing to three hours.					
Ability to handle differences between Medicare & Medicaid CPT codes.					
Ability to add personal charges to bill and calculate responsible party portion of the bill for personal charges, deductible amounts and co-insurance.					
Allow the user to selectively purge and archive data to magnetic media based on user-defined criteria.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to maintain consumer account detail for at least two years for in-house consumers.					
Ability to maintain consumer account detail for a minimum of 90 days from zero balance.					
Ability to adjust the system to accommodate revised Federal and Ohio State third party billing regulations as part of the software maintenance agreement. This includes bills, statements, insurance forms and billing and remittance processing via electronic media (tape, diskette).					

Billing Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce on-demand bills.					
Ability to produce on-demand statements.					
Ability to run bills by category of consumer (e.g., initial letter of last name, payer source, type of billing form).					
Ability to rebill with automatic recalculation and posting and reversal of allowances and discounts.					
Ability to produce a single bill for a consumer even though the consumer may transfer between programs and/or departments.					
Ability to bill at any time one charge or all charges for both consumer and insurance.					
Produce consumer bills on a variety of user-definable formats.					
Ability to allow for numerous billing cycles (e.g., Medicaid, Medicare, Insurance, Self-Pay).					
Ability to prepare the UB-92.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare the HCFA-1500.					
Produce monthly statements for all private pay consumers and for the private portion or third-party consumers showing balance forward and current period activity.					
Ability to produce insurance bills with all relevant information that is required by the insurance company.					
Ability to automatically bill the first insurance company when the service has been input and subsequently bill the secondary insurance companies once payment is received from the first insurance company. (Should allow this for more than two insurance companies.)					
Ability to make adjustments to outstanding bills and reprint.					
Ability to inhibit production of family bills according to contractual agreements and/or hardship allowances.					
Ability to recode service code and descriptions to comply with the codes and descriptions required by the various insurance companies.					
Ability to generate revised bills to be generated for charges that were previously written off due to no insurance information being available at the time the charge was generated.					
Ability to concurrently bill Medicare and Medicaid for 100% of charges.					
Ability to generate consumer data mailers with user-defined messages.					
Ability to modify existing billing specifications.					
Ability to add new billing specifications to satisfy new processing requirements.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

General Reporting

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce on-demand reports.					
Ability to produce on-demand specialized forms.					
Ability to generate custom reports without requiring intervention by data processing staff.					
Ability to generate month-end aged accounts receivable analysis by department.					
Ability to prepare Medicare Logs — Part A & B.					
Ability to prepare Medicare Logs for Medicare eligible consumers who are not billed to Medicare.					
Ability to generate a charge description master showing charges and descriptions of charges.					
Ability to track Medicaid coupons though the system and generate a report of missing coupons.					
Ability to track and make adjustments to the Medicaid service limit caps and generate a report of consumers who have reached their limits.					
Ability to produce daily status of accounts.					
Ability to produce a register of daily late billed charges.					
Ability to prepare a daily payment register with month-to-date and year-to-date totals by payer.					
Ability to prepare an alphabetic income register with month-to-date and year-to-date totals.					
Ability to generate a detailed listing of all accounts transferred to bad debt.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare an edit listing of all system generated and manually input transactions.					
Ability to generate insurance balance reports.					
Ability to generate a report of consumer personal charges.					
Ability to report revenue by insurance carrier.					
Ability to report total revenues (full standard fee) versus adjusted amounts after discounts.					
Ability to generate revenue reports by department, program, unit and payer based on charges, irrespective of how the consumer transfers among components of the organization.					
Ability to accumulate and report revenue by clinician.					
Ability to generate accounts receivable aging reports.					
Ability to generate consumer aging report by unit.					
Ability to age based on the date of the service, rather than the end of the month.					
Ability to print a current consumer or invoice aging at any time during the month that would show the aging as of the report date.					
Ability to generate reports to contracting agencies (e.g., managed care or EAP contract reporting) identifying service utilization covered by the contracts.					
Ability to show consumer, invoice and all amounts on a regularly generated report.					
Ability to print out daily schedules of information/tasks due that day (i.e., financial arrangement payments due, pre-conception letter responses).					
Maintain and report on those consumer accounts at collection agencies.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

User Interface

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to support account look-up by any of the following: (1) consumer name, (2) consumer account number, (3) guarantor name, (4) insured name, (5) insured's social security number.					
Ability to provide immediate access to up-to-date consumer information from any terminal subject to security checks.					
Ability to provide on-line access to complete consumer account details.					
Ability to switch between all information screens (e.g., display transaction history to collection screens) on the same account without going to a menu.					
Ability to display consumer information on one screen, including: • Name • Account Number • Date of Birth • Social Security Number • Insurance Information • Address • Phone Number • Financial & Billing Cycle codes • Consumer Account Balance • Insurance Balance • Account Aging, First and Last Service Dates • Last Self-Pay Payment Date • Last Insurance Payment Date • Diagnostic Code (Numeric Only).					
Ability to display account transaction information on one screen, including: • Provider ID • Program ID • Place of Service • Invoice Number • CPT Code • Service Description • Charge Amount • Consumer Amount					
Ability to access consumer accounting information quickly — no delays in pulling up a consumer's account.					
Ability to search invoices with the same date of service (paid and pending) on the same screen.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to transfer to consumer pay only upon user request depending on specific circumstances of situation.					
Ability to transfer unpaid third-party balances to self-pay status after user-defined time period.					
Ability on a selective basis to not bill insurers for late charges (user-defined), but maintain a log of unbilled procedure/test activity.					
Ability to override the computer generated bill with manually generated bill. Overrides should be reflected correctly on the consumer account history.					
Ability to override portions of the computer generated bill (e.g., change responsible party balance) without doing a complete manual bill. Overrides should be reflected correctly on the consumer account history.					
Ability to flag accounts (on screen and via report) based upon a user-defined period (or $ amount) prior to exhaustion of benefits.					
Ability to add free-text and coded comments to all transactions entered into the system and to any account history.					
Ability to write-off late charges, small balances or credit balances on a discretionary basis.					
Ability to allow user overrides of both description and prices for all billable items and produce an audit report of all such activities.					
Ability to enter and keep a running list of notes (history) on all accounts.					
Ability to attach notes to the daily schedules about clients who need to pay or see the Consumer Accounting staff.					
Ability to reconcile the daily schedule to the payments received during the day.					
Ability to provide unlimited access (subject to security checks) to all accounts: inpatient, outpatient, residential, unbilled accounts and accounts receivable.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

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Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to support user-defined access codes to restrict the use of the system to authorized personnel only.					

Tape-to-Tape & CPU-to-CPU Processing

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to provide CBHO with tape-to-tape bill processing (and re-bill processing).					
Ability to provide CBHO with CPU-to-CPU bill processing (and re-bill processing).					
Ability to provide CBHO with tape-to-tape remittance processing.					
Ability to provide CBHO with CPU-to-CPU remittance processing.					
Ability to produce hard copy billing and statements displaying all data on billing and remittance tapes.					

Desired Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to support automatic entry of transactions that are captured by other application modules (e.g., Service Recording System).					
Ability to interface with other system components to support computation of true service costs.					
Ability to interface with General Ledger for automatic posting to related accounts.					
Ability to interface with the Payroll & Personnel System(s) for accumulation of provider time recording.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the Intake, Termination & Transfer system for access to consumer demographic information so billing personnel can review and update data as they changes.					
Ability to accept data on tape, diskette or in via a real-time interface from ancillary systems (e.g., Pharmacy, Laboratory) if the ancillary system vendor is different from the Billing/Accounts Receivable vendor.					
Ability to download information from the Consumer Accounting system to external spreadsheet programs (e.g., Microsoft Excel).					

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Module Integration

Please respond to the most appropriate item. <u>Respond to one item only</u>.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is <u>not</u> part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is <u>not</u> part of the "main system" and <u>no automatic interface</u> with the "main system" exists.	☐	☐

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
		Total	$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

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Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Collections

Description

A collection subsystem should be provided to assist with the management and collection of overdue and delinquent accounts. It should also facilitate identification of clients who should be turned over to collection agencies.

Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to create an installment payment plan and identify those accounts that are delinquent.					
Ability to restrict new charges to be debited on clients who have unpaid collection amounts.					
Ability to produce form letters designed by CBHO based on user-defined criteria (e.g., aging, dollar amount, financial class, input of a specific code).					
Ability to select which form letters are to be sent to each consumer on a case-by-case basis.					
Ability to carry memo entries on a consumer's account which would appear on internal reporting but which would not appear on statements or bills.					
Ability to reproduce any insurance bill identified as delinquent for rebilling.					
Ability to produce a series of pre-collection messages or letters based on the consumer amount owed and the age of the account.					
Ability to stop the pre-collection message or letter series anywhere in the cycle.					
Ability to automatically produce pre-collection letters with self-pay bill runs.					
Ability to systematically flag accounts which have received the last pre-collection message or letter with no payment activity for referral to a collection agency.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

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Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce letters for inquiry to third parties regarding nonpayment of bills based on user-defined criteria (e.g., aging, dollar amount, financial class, input of a specific code).					
Ability to allow for up to 99 collection agencies.					
Ability to produce a summary report of all accounts placed with a collection agency. The report should include: • Consumer Account Number • Consumer Name • Case Number • Guarantor Name • Date Turned Over • Amount Turned Over • Amount Collected • Current Balance					
Ability to preview consumer accounts in various aging categories prior to taking specific action on overdue accounts.					

Collection Agency Processing

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to provide statements of account for active and inactive consumers which clearly describe the consumer's indebtedness to CBHO. The system should have the ability to show statements of account for previous periods within specified dates. Total charges at discharge and all transactions (e.g., late charges, payments, adjustments), and current amount due. Data mailer statements should be provided as required with ability to print messages.					
Ability to identify those accounts and dollar amounts transferred to a collection agency.					
Ability to maintain information on accounts in collection status by specific collection agency in order to compare agency to agency performance					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to automatically transfer accounts which are approved for transfer to a collection agency; the date of transfer should become part of the consumer record.					

Collection Reports — Monthly

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce a report indicating which collection agency has responsibility for the account.					
Ability to produce a report listing cash receipts received directly by CBHO for accounts previously transferred to a collection agency. The sequence of reports should be alphabetical by collection agency.					
Ability to produce a performance report which should identify cash collected be each agency and relate that back to the month the account was transferred.					
Ability to report on consumer accounts which have been written-off for control purposes.					
Ability to prepare a monthly bad debt/write-off report listing all accounts written off as bad debts or discretionary allowances.					
Ability to produce an automated Medicare write-off log listing Medicare accounts which have been written off with specific identification of that portion of services which represents the consumer deductible and co-insurance amount, and non-covered services.					

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Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
		Total	$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

General Ledger

Description

The General Ledger is the financial "heart" of the system and should be tailored to the structure of CBHO and linked to other financial components of the system. Desired capabilities of the system include the following:

- A User-Definable Chart of Accounts — The system should allow CBHO to define an operational Chart of Accounts structure that fits its unique structure.
- User Definable Journals — The system should allow CBHO to define the financial journals that are appropriate to its internal procedures.
- Flexible Accounting Periods — The system should provide CBHO with flexibility in selecting the number of accounting periods and their respective fiscal year starting point.
- User-Specified Financial Reporting & Financial Statements — The system should allow CBHO to reflect its unique reporting needs within user-definable financial reports and financial statements.
- Automatic Interfaces with Other Financial Functions — The system should allow CBHO to post journal entries to the General Ledger automatically upon completion of various operational transactions and generate financial management reports for management.

Chart of Accounts Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to support a user-specified detail general ledger account structure with a minimum of 12 alphanumeric characters. **Special Instruction:** Please provide a Note entry indicating the standard structure of the general ledger account number in the proposed system.					
Ability to create user-definable account number ranges, as opposed to vendor selected ranges.					
Ability to structure the general ledger so that each unit can be reported as a part of more than one entity or consolidated with others for multi-unit reporting.					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to support both separate and consolidated accounting and reporting of additional organizational units (e.g., joint ventures, management contracts).					
Ability to operate in a fund accounting mode where both revenues and expenses are tied to specific funding sources.					
Ability to track restricted and unrestricted funds and other FASLI related factors.					
Ability to support on-line inquiry of general ledger amounts.					
Ability to mark accounts as inactive and restrict posting to them.					
Ability to change, add and delete accounts.					

Other General Ledger Processing Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to update and balance the general ledger on a real time basis.					
Ability to generate interdepartmental charges.					
Ability to permit purging of accounts with zero balances based upon user-defined criteria.					
Ability to post current month transactions separately prior to closing previous period.					
Ability to prepare a daily general ledger posting report (e.g., source, date, transaction amount, debit or credit amount, explanation).					

Status Codes:
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Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Journals & Ledgers

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability for the user to create and define accounting journals that are specific to CBHO.					
Ability for the user to set specific parameters of individual journals (e.g., type of posting, descriptive fields).					
Ability to maintain a daily journal.					
Ability to maintain a cash disbursements journal. (Lists all checks that go out in a month by day. Hand checks should be listed one by one according to check number. Batches of checks should be listed on one line with beginning and ending check numbers. All checks should be placed into certain summary categories.)					
Ability to maintain a general ledger department summary.					
Ability to maintain a general ledger cost center summary.					
Ability to maintain a general ledger posting summary.					
Ability to maintain a general ledger summary report total assets, total liabilities, revenues, profit and loss).					
Ability to maintain a detail trial balance. (Lists all general ledger account numbers, gives beginning balances in the year-to-date section [debit and credit columns]. In the month-to-date section, the journal lists all activity and entries for the period and final balance is listed in the year-to-date column.)					
Ability to maintain a summary trial balance.					
Ability to maintain a year-to-date trial balance with subtotals by period.					
Ability to prepare system generated closing entries (e.g., reversal of previous month accruals — consumer billing, accounts payable distribution, voided checks, Inventory, Pharmacy).					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare a general ledger budget worksheet (pre-closing).					
Ability to prepare a general ledger comparative data report in account number sequence.					

Accounting Periods

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to support monthly accounting periods.					
Ability to support 13 periods per fiscal year.					
Ability to provide a 13th period for year-end closing entries.					
Ability to maintain account balances for comparative periods in the prior year.					
Maintain budget amounts for each period in the current year and budget amounts for comparable periods in the prior year.					

Financial Reporting

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to allow for user-specified descriptions, sequence, classifications and levels of subtotals for items in the financial statements.					
Ability to interface with report writers to allow reporting of non-financial data.					
Ability to compare current period and year-to-date amounts with budget amounts and prior year amounts.					
Ability to produce a report of revenues by source in detail.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to report grant funds that may extend across multiple funding sources (pots of money) in a single report.					

Miscellaneous Reporting

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to generate responsibility reports with appropriate summarization for each responsibility level within the management structure.					
Ability to provide comparisons of actual revenues and expenses versus the budget and last year's actual amounts for each responsibility level.					
Ability to facilitate the changing of responsibility areas e.g., new department, consolidation of responsibility areas).					
Ability to prepare unapplied transactions activity report.					
Ability to prepare transaction detail trial balance.					
Ability to prepare transaction summary trial balance.					
Ability to prepare consumer accounting system receivables.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

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Financial Statements

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare a range of financial statements (e.g., balance sheet, income statement, statement of change in financial position) according to user-defined criteria. **Special Instruction:** Please include with your proposal sample copies of financial statements that can provide some indication of the system's reporting breadth and flexibility.					
Ability to account and report for multiple entities or provide consolidated statements.					
Ability to produce financial statements in more than one format (e.g., in-house by fund and external per audit requirements — FASB 115 & 116).					
Ability to prepare operating statements by user-specified levels.					
Ability to specify the detail accounts that are to be summarized and included in each financial statement line.					
Ability to generate account analysis reports monthly and year-to-date or for other user-defined periods.					
Ability to prepare a balance sheet for units and other aggregate levels of the corporation (at user discretion).					
Ability to prepare independent detail balance sheets by levels of summarization.					
Ability to prepare comparative income and expense report. (Comparative expense report broken into departments with comparison of current month-to-date and year-to-date numbers to what has been budgeted. Comparative revenues handled similarly for revenue generating departments.)					
Ability to prepare daily administrative control report summarizing receivables, revenue, consumer census, payables, inventory and cash position.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare a cost center summary report.					

Master File & Maintenance

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to maintain all master files on-line at all times.					
Ability to produce a general ledger report description file (listing by report number showing what accounts appear on each report and on which lines they appear).					
Ability to perform general ledger report description file maintenance.					
Ability to generate general ledger master file. (General ledger listing by major (department) and minor (account name) categories including account balances for current and previous years).					
Ability to perform general ledger master file maintenance.					
Ability to generate master file year-end transfer of new year's budget information.					
Ability to maintain chart of accounts.					
Ability to generate valid general ledger accounts listing.					
Ability to generate error reports of unsuccessful transactions.					

General Ledger Automatic Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the Consumer Accounting system.					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the Accounts Payable system.					
Ability to interface with the Accounts Receivable system.					
Ability to interface with the Payroll system.					
Ability to interface with the Budgeting system to allow for flexible budgeting on a monthly basis.					
Ability to interface with the Materials Management system.					
Ability to interface with the Fixed Assets system.					
Ability to interface with other systems (Specify). **Special Instruction:** If other systems automatically feed the General Ledger component, please include a Note entry indicating the specific system component(s) and the nature of the interface(s).					

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

Health Systems Consulting

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
		Total	$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Health Systems Consulting

Accounts Payable

Description

The Accounts Payable system should be a real-time, interactive system that assists in improving cash management and increasing cash flow by tracking money owed to vendors. The module should provide users with immediate access to complete vendor and invoice information and help the user maintain proper control over check writing and bookkeeping activities. The module should permit the user the flexibility to override standard processing of any invoice when necessary.

Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to provide immediate access to up-to-date vendor information from any terminal subject to security checks. This access should permit displays of: • All Invoices on File for a Vendor • All Open Invoices for a Vendor • All Paid Invoices for a Vendor • Detail for a Specified Time Period • Detailed Transaction History for Invoices					
Ability to set-up vendors with an alpha-numeric identifier.					
Ability to provide vendor identification by either partial names or vendor number.					
Ability to provide invoice identification by invoice number, purchase order number, or by reviewing the invoices on file for a vendor.					
Ability to provide on-line review and editing of invoice and expense distribution data before posting.					
Ability to provide audit controls on entry of all data.					
Ability to provide user-defined access codes to restrict the use of the system to authorized personnel only.					
Ability to support automatic entry of transactions that are captured by other application modules.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to provide error checking routines for all on-line data input.					
Ability to add free-text and coded comments to all transactions entered into the system and to any account history.					
Ability to override a vendor's standard terms.					
Ability to hold, or release for payment, either individual invoices or the entire collection of invoices for a vendor.					
Ability to place an automatic hold on invoices for amounts greater than the amount specified for a vendor and provide appropriate reporting.					
Ability to provide partial payment of invoices.					
Ability to provide safeguards against duplicate entry or payment of invoices.					
Ability to provide (based upon user-defined criteria) output to magnetic tape for production of microfiche of old invoice data before being purged to tape or removable disk.					
Ability to provide expensing of invoices to multiple general ledger accounts.					
Ability to provide support of both temporary and permanent vendors.					
Ability to provide flexible vendor discount specifications.					
Ability to provide multiple addresses for "standard" vendor location versus "remit to" addresses.					
Ability to provide payment of vendors from different bank accounts.					
Ability to provide sharing of common vendor file with Materials Management system.					
Ability to provide payment of multiple invoices with a single check.					
Ability to generate checks "on demand."					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to provide separate number sequences for manual and computer generated checks.					
Ability to perform check reconciliations, voids and inquiries.					
Ability to allow for review and editing of checks prior to printing.					
Ability to generate consumer refund checks through an interface with Consumer Accounting & Accounts Receivable system.					
Ability to allow entry of future period's transactions before closing current period.					
Ability to inquire about open purchase orders and track them through the system until they're closed.					
Ability to support recurring expenses and journal entries.					
Ability to support reversing expenses and journal entries.					
Ability to identify a given invoice or purchase order by item identification when the vendor is unknown.					
Ability to automatically assign voucher numbers.					
Ability to link expenses to associated events and report total costs of those activities (e.g., through a link from the services file to the purchase order).					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Reporting Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce daily master log sorted by vendor name or vendor number.					
Ability to produce cash requirements report for each period and for each bank account. (Lists all transactions entered for each vendor, giving date entered, date to be paid, computer generated sequence number, invoice number, purchase order number — listed in vendor order).					
Ability to produce listing of all invoices flagged for demand pay.					
Ability to produce listing of all canceled invoices.					
Ability to produce cash disbursement journal, including listing of manual and computer generated checks for several bank accounts distributed to user-defined categories.					
Ability to produce listing of items that need to be paid to capture discounts prior to the end of the discount period.					
Ability to print extended information on A/P checks (e.g., address of a residential facility for which rent is being paid)					
Ability to produce accounts payable summary with activity for a single date or a specified range of dates (including what was posted for the day, invoice number, date entered to be paid, computer generated sequence number, vendor name and number, amount of invoice).					
Ability to produce monthly accounts payable comparison of accounts payable activity (in vendor order).					
Ability to produce general ledger distribution report. (All entries made during the month in general ledger account number order. Includes computer generated sequence number, name of vendor, date posted, invoice number, invoice amount and general ledger account number.)					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce vendor balance reports.					
Ability to display a vendor history according to user-specified date ranges that includes a comparison of payments and discounts taken over past periods.					
Ability to produce all 1099s including vendor Federal ID number. (Report flags vendors predetermined to receive a 1099.)					
Ability to generate 1099 data on tape for transfer to the IRS.					
Ability to produce accounts payable check register, including check number, amount, vendor name and number.					
Ability to change formats of printed documents (e.g., checks and check stubs, 1009 forms).					

Desired Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the General Ledger for automatic expense distribution for each General Ledger account number.					
Ability to interface with the Consumer Accounting & Accounts Receivable system for processing consumer refunds.					
Ability to interface with the Fixed Assets system when acquisitions are made of items that need to be tracked by that module.					
Ability to interface with the Budgeting system (e.g., budgetary flags) at the purchase order level.					

Status Codes:
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Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
Total			$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Health Systems Consulting

Materials Management

Description

The Materials Management module should be a real-time, interactive system that helps control inventory; it should include purchasing and receiving supplies and equipment and analysis of supplies usage. Through the use of the materials management module, CBHO should obtain better inventory movement control, lower the dollar investment in inventory and improve service to everyone within the facility.

The system should be designed for ease of use by non-computer oriented personnel. All input activities should be accomplished in a real-time, on-line basis using terminals in locations convenient to the personnel so that there is minimum disruption to their normal work activities.

Inventory Record

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to maintain detailed information about each inventory item including: • Item Number • Description • Unit of Measure • Reorder Unit • Distribution Unit • Vendor Name • Vendor Item Number • Vendor Address					
Ability to maintain detailed information about each inventory item including: (cont.) • Vendor Telephone Number • Reorder Date • Reorder Quantity • Item Cost (Last, Current, Previous) • Number of Items Ordered • Returns and Receipts • Reserve • Balance on Hand • Type of Package • Date Expected • Location Code • Receiving Department					
Ability to add, change, query and delete information in the inventory file.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Inventory Control

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to monitor, at multiple locations, quantity-on-hand, reorder points, item number, account sub-code, purchase order number, vendor information, open purchase orders, inventory levels, conversion factors, location, lead times, pricing history and usage history.					
Maintain inventory data, including item number, account code, purchase order number, quantity-on-hand, reorder points, vendor information, open purchase orders, inventory levels, conversion factors, location, lead times, pricing history and usage history on-line.					
Stockout report showing item number, description, physical location, number on order (if any), vendor name, purchase order number, who ordered item and date and shipping date.					
Inventory status listing, showing item, year-to-date issues of item, year-to-date receipts, purchased and issued in units of measure, conversion factor, vendor name, average cost, last actual cost and extended value of inventory item.					
System-generated conversion factor to convert units of receipt (vendor-specific) to units of issue.					
Ability to identify in inventory item master file chargeable/non-chargeable items.					
Ability to use item number as the charge code for consumer chargeable items.					
Ability to charge consumers according to financial class, location, dollar value or a combination of these or other user-definable factors.					
Critical level item report showing item number, description, quantity-on-hand, critical quantity, purchase order number, date, lead time, order quantity, quantity received and abnormally large orders or items with abnormally large cost increases.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to generate inventory stock and non-stock catalog including item number, description and unit of issue.					
Ability to determine order quantities using predetermined order levels, safety stock and economic order quantity (EOQ).					
Ability to flag items that should not be ordered and filled for certain areas.					
Stock activity report that contains all receipts and issues for each item by class for current accounting period.					
Report of items to be replenished.					
Overstocked item reports based on turnover.					
Flexible limits for slow-moving items, based on usage.					
Ability to handle returns from CBHO departments (restocking) and credit of appropriate department.					
Ability to process returns to vendors.					
Ability to use weighted averages method of costing inventory and charging user departments.					
Ability to use average cost method in inventory and charging.					
Distribution summary report showing all items issued for period, including item-number, description, quantity issued, totals and dollars (for both stock and non-stock items).					
Ability to provide listing of inventory items in stock to expedite quarterly and annual inventory counts (including printing of tickets if desired by user).					
Ability to monitor vendor credit on returns (for both stock and non-stock items).					
Identification of inventoried items by their item numbers, stock numbers, descriptions, colloquial names, or partial names.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Inventory valuation using FIFO or average costing method.					
On-line inquiry displaying information on receipts, issues, returns, adjustments, transfers, purchase order histories, or current inventory breakdown.					
Capability of recording issues and returns of inventoried items for both consumers and CBHO departments.					
Automatic charging of consumers who use specific items from the inventory (for both stock and non-stock items).					
Automatic recalculation of EOQs, minimum reorder points and safety stock levels.					
Identification and management of critical inventory items and items with expiration dates.					
Ability to indicate to person ordering from storeroom the date due of out-of-stock items.					

Purchasing

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability of user to view and pre-select purchase orders prior to printing.					
Ability to generate purchase order change orders for any type of purchase order, in a timeframe defined by the user, prior to receipt.					
Ability to generate back orders, if needed.					
Ability to provide a list of canceled system-generated orders.					
Ability to make retroactive adjustments to purchase orders (subject to approval by authorized individual).					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to open purchase order report showing quantity on order, purchase order number, item number, description, cost per unit, cost per line, lead time and vendor name and number.					
Ability to reject purchase order at the time the order is entered into the system if the minimum user-defined variance (expressed in dollars or percentages between vendor unit price and average unit cost) is exceeded.					
Ability to provide reports for all non-inventory item purchase orders, including item ordered, quantity ordered, date of order, purchase order number, price, vendor and who ordered.					
Ability to provide a purchase order exceeding lead time report, showing purchase order number, line number, description, purchase order date, lead time, order quantity, quantity received and date received.					
Ability to provide a purchase order register showing purchase orders generated, vendor name, purchase order number, item number, description, cost per unit, cost per line and lead time.					
Ability to automatically identify several vendors of similar or identical items.					
Ability to scan related items for same vendor to determine if items should be added to order for discounts or meet a minimum order quantity/dollar volume.					
Ability to monitor and update all blanket/standing purchase orders. Advise when purchase order is due to expire, with thirty days notice.					
Ability to record canceled or missing purchase orders to prevent their unauthorized use.					
Ability to maintain a file of contracts, including renewal dates, vendor information and summary of products/services.					
Ability to list contract information specified described above.					
Ability to consolidate items for a department on one purchase order.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to cancel purchase order.					
Ability to maintain all purchase orders and the recording of shipments received against purchase orders.					
Ability to categorize purchase orders into the following groups: (1) working, (2) open, (3) backorder, (4) canceled and, (5) complete.					
Ability to include inventoried and non-inventoried items on the same purchase order.					
Ability to combine identical items for different inventories and departments on a single order.					
Ability to automatically generate purchase orders for items at or below their minimum reorder points only for those items selected by the user.					
Ability to provide an on-line history of price and quantity changes made to open purchase orders.					
Ability to generate “standing order” or “blanket order” purchase orders at user-defined intervals					
Ability to identify up to five vendors for similar or identical items.					
Ability to maintain a complete vendor history.					
Ability to handle service contracts and rental agreements.					
Ability to handle up to 40 lines per purchase order.					
Ability to support on-line creation of purchase requisitions and use of electronic mail capability of computer to secure necessary approvals leading to final issuance of purchase order or rejection of requisition.					
Ability to determine total dollar commitments, projected through end of month or any other time frame determined by user.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to enter special notes for a particular item (e.g., "Do not reorder," "See So-and-So before ordering").					
Ability to check departmental budgets before ordering or processing requisitions.					
Ability to store requisitions that are out of stock and reprint the requisition when the items are received.					

Receiving

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Receiving register showing historical activity including purchase order number, item number and description and quantity, cost per unit and minimum order requirements.					
Ability to receive partial orders.					
Ability to enter receiving tickets daily and print report used for verification.					
Ability to compare receiving tickets to original purchase orders.					
Ability to receive "same day" deliveries that arrive prior to the printing of the purchase order.					
Ability to produce receiving worksheets (delivery ticket) to record receipts. The worksheet should contain at a minimum: • Date • Vendor • Item Number • Item Description • Quantity • Purchase Requisition Number • Purchase Order Number • General Ledger Expense Code • Signature of Recipient • Signature of Deliverer					
Ability to handle blind receiving, receiving by exception, or item-by-item receiving.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Automatic update of quantity-on-hand upon posting receipts of inventoried items.					
On-line inquiry of any purchase order in either summary or detail format.					
On-line inquiry of current receipt status for any purchase order.					
Ability to reject items at the time an order is received if a minimum user-defined variance is exceeded.					
Ability to receive deliveries arriving prior to printing of purchase order.					
Generation of two types of reports: (1) those scheduled on a regular basis and, (2) those required on an unscheduled, "demand" basis.					
Ability to enter receiving tickets throughout the day as receipts flow into the system.					
On-line verification of receipts to purchase orders by "on-demand" printing of purchase order at receiving location.					

Disbursements

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Automatically expense to the proper cost center all issues and returns of goods, including stock items, linen and duplicating.					
Generation of units of issue from vendor identified units of receipt.					
Ability to process and monitor returns to vendors and receipt of credit for same.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Equipment Tracking

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to maintain a log of equipment location, including name of equipment and location, whether or not rented and from whom.					
Ability to maintain inventory record of audio-visual equipment, including user and location, with zero charge.					
Ability to charge for equipment issued.					

Management Reporting

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce summary management report of purchase orders placed, including month-to-date and year-to-date dollars for beginning inventory, additions, adjustments, issues, ending inventory, asset class, slow moving items, turnover, backorders to departments and number and dollar value of items on order.					
Ability to produce vendor performance reports based on lead times, number of receipts, damaged goods, wrong items, dollar volume, back-orders, stockouts and price stability.					
Ability to assign inventory items to user specified commodity groups.					
Ability to produce distribution summary reports showing volumes and dollars on a monthly and year-to-date basis, including item number, quantity used, costs and account sub-code.					
Ability to produce a computation of annual price indices for in-house commodity groups, as defined by user, including overall index and comparison to volume usage.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
All inventory and purchasing data elements should be accessible for report creation via user-friendly report generator.					
Ability to determine total dollar commitments, projected through end of month.					
Ability to produce a listing of all items by location showing location code, item number, description, vendor ID, vendor item number and calculated book balance.					
Ability to produce a listing of all items whose in-stock quantity is below the reorder level. This report should be produced in vendor order.					
Ability to produce an activity report showing the activity of each item since the beginning of the year.					
Ability to produce an audit trail for all transactions on a daily basis.					
Ability to produce a listing of all open purchase orders.					
Ability to produce a listing of all pending purchase orders.					
Ability to produce a listing of all pending purchase orders requiring approval.					
Ability to produce vendor performance reports.					
Ability to produce a listing of departmental usage reports for both inventoried and non-inventoried items.					
Ability to produce a listing of overstocked items based on turnover.					
Ability to produce a distribution summary report showing all items issued for day, including item number, description, quantity issued and dollar value.					
Ability to produce a listing of inventory items for use as turn around document to expedite inventory counts.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce a purchase order register showing purchase orders generated, vendor name, purchase order number, item number, description, cost per unit and cost per line.					
Ability to produce a receiving report showing details of all items entered into the module.					
Ability to produce a listing of back orders of requisitioned items for distribution to departments (when storeroom is out of stock).					
Ability to list all items ordered from one vendor.					
Ability to produce a requisition control report to ensure that all requisitions are accounted.					

Usage Analysis Reporting

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce a usage report for each inventory item.					
Ability to produce a slow-moving item report based on usage or lack thereof over a user-defined period of time.					
Ability to produce usage reports on an exception basis of items showing fluctuations within a user-defined period of time.					
Ability to produce a report showing volume and dollars of chargeable and non-chargeable items.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Edit Reporting

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce an inventory maintenance log, showing all inventory master file changes made.					
Ability to show possible errors (e.g., large price increases in cost, overstock situations) as defined by user.					
Ability to produce an edit report showing daily transactions and errors.					

Other Requirements

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Audit trail records for all transactions.					
Ability to produce bin or shelf labels and consumer charge labels.					
Ability to support and maintain a vendor file that contains vendor demographics, bid information, multiple addresses and contacts and payment information.					
Ability to add user-definable information to the vendor file.					
Ability to continue working into the current month during closing of previous months.					
Ability to accept free text in vendor file.					
Ability to control/limit issuance of selected inventory items to departments which are authorized to use these items.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to integrate bar coding technology into the system. **Special Instruction:** If the answer to the above is yes, please reference a Note entry or supplementary materials explaining the how bar coding technology would be integrated into the system.					

Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Automatic interface between Materials Management and Accounts Payable for reconciliation of invoices and vendor files.					
Automatic interface with Accounts Payable for final issuance of vendor checks.					
Automatic interface with General Ledger for inventory information (receipts, issues, variances and adjustments for each).					
Automatic interface to the General Ledger system for departmental expensing and inventory valuation.					
Automatic interface to the General Ledger system, so that descriptions entered in Materials Management system show in journal entries.					
Ability to interface with the other ancillary systems. **Special Instruction:** If the answer is yes, please reference a Note entry that describes the particular ancillary systems and the nature of the integration.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the “main system” and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the “main system” but an automatic interface with the “main system” exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the “main system” and no automatic interface with the “main system” exists.	☐	☐

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
		Total	$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Health Systems Consulting

Fixed Assets

Description

The Fixed Assets system should track capital items that are on a depreciation schedule. We expect that this system will streamline fixed asset record-keeping and also prepare detailed reports that will enable the user to assess the status and value of all fixed assets. Depreciation is taken on all assets over $500.

General Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to store and maintain the records on all fixed assets, the depreciation method and depreciation amounts.					
Ability to depreciate capital items using several methods for book purposes, third-party cost reporting purposes and other methods for income tax purposes.					
Ability to calculate depreciation using several different methods for selected assets so comparison reports on the various methods can be produced.					
Ability to use different asset lives for each depreciation method for the asset in question.					
Ability to update the depreciation either monthly or yearly on the anniversary of that asset's acquisition.					
Ability to have the option of determining the specific anniversary date and when the depreciation will be updated.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Master Record

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to maintain a master record for each asset consisting of the following: • Asset Name/Description • Serial Number (If Applicable) • Tag Number (If Applicable) • Depreciation Amount per Period • Accumulated Depreciation • Date Purchased • Purchase Cost • Useful Life • Depreciation Method • Salvage Value • Location					
Ability to enter new items to the file as well as sell, transfer, trade-in and scrap assets at any time.					
Ability to maintain a master record for each facility, containing the following data: • Facility Name • Location • Square Acreage • Total Square Feet					
Ability to collect, display and report the respective status of the asset.					

Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the Materials Management system so that a Fixed Assets ID# can be generated at the time a purchase order is prepared.					
Ability to interface with the Materials Management system so that relevant data on assets is added automatically to the Fixed Asset system.					
Ability to interface with the General Ledger to automatically update depreciation expenses.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the Budgeting system so that relevant data on assets is added automatically to budgets.					
Ability to add, change, delete or query information within the file with the production of an audit trail.					

Reporting Functions

The system should produce the following reports:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Physical Inventory Report — This report will list items charged to each department.					
Depreciation Expense Report — This report will show depreciation expenses and accumulated depreciation by general ledger account number.					
Purchased Asset Items — This report will list individual assets purchased during a month by General Ledger account number (via interface to the Materials Management system).					
Master File List — This report should list all information in the master file.					
Annual Inventory Worksheet — This report is used to assist in taking an annual inventory and lists all information about each asset.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Health Systems Consulting

Payroll

Description

The Payroll system should process payroll checks, produce reports and compare and report budgeted FTEs. Desired capabilities of the system include the following:

- Multiple Earnings Classifications — The system should accommodate multiple earnings classifications as required.
- Deductions & Benefits — The system should accommodate a wide variety of deduction and benefit categories as required.
- Check Control — The system should provide flexibility for producing various check-employee combinations as required.
- Manual Checks — The system should have the ability to prepare manual checks with all associated controls.
- Payroll Reporting — The system should be able to provide a wide range of detail reports, budget analysis and performance reports, government required reports and other reports required for the management of the payroll process.
- Automatic Interfaces with Other System Components — The system should be able to both access and update information contained in the Personnel Administration system component and should be able to create automatic journal entries that can be used by the General Ledger system component.

Multiple Earnings Classifications

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to allow for multiple earnings classifications and movement between classifications based on regular hours/shift hours.					
Ability to allow for multiple earnings classifications and movement between classifications based on overtime hours.					
Ability to allow for multiple earnings classifications and movement between classifications based on extended sick leave hours.					
Ability to allow for multiple earnings classifications and movement between classifications based on vacation, sick, holiday hours.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to allow for multiple earnings classifications and movement between classifications based on abnormal shift hours.					
Ability to allow for multiple earnings classifications and movement between classifications based on seminars.					
Ability to allow for multiple earnings classifications and movement between classifications based on on-call pay.					
Ability to allow for multiple earnings classifications and movement between classifications based on jury service.					
Ability to allow for multiple earnings classifications and movement between classifications based on military service.					
Ability to allow for multiple earnings classifications and movement between classifications based on other user-defined criteria.					
Ability to support a “leave bank” that can be used as sick, vacation, etc.					
Ability to support a policy that requires staff to maintain a user-specified hour balance in the sick bank.					
Ability to automatically withdraw (at user discretion) with an override capability from vacation bank when vacation hours are exhausted.					
Ability to report all multiple earnings classifications on a year-to-date basis.					
Ability to automatically print time cards.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Deductions & Benefits

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to support a cafeteria benefits plan.					
Ability to support group life insurance, with appropriate IRS reporting for premiums above $50,000 policy face value.					
Ability to allow a deduction category for tax deferred annuity.					
Ability to allow a deduction category for insurance (e.g., Blue Cross, Major Medical, Life).					
Ability to allow a deduction category for credit union.					
Ability to allow a deduction category for U.S. Savings Bonds and savings fund.					
Ability to support car allowance.					
Ability to allow a deduction category for union dues.					
Ability to allow a deduction category for United Way.					
Ability to allow a deduction category for garnishment flat or percentage amount.					
Ability to prepare separate reports for each type of voluntary deduction, showing detail of deductions taken for the period and year-to-date totals, including reconciliation report by quarter of organizational and employee participation.					
Ability to allow a deduction category (including taxable or non-taxable status) for other user-defined items (up to 99).					
Ability to track family leave.					
Ability to take holiday time other than on the holiday.					
Ability to support a policy that restricts employee vesting in the leave bank (except for sick leave) until after a user-specified period.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to accrue benefits for first six months without making them available.					
Ability to support multiple pension plans with different rates for each.					
Ability to support a defined benefit pension plan computed according to a user-specified straight rate.					
Ability to support a policy that restricts employee vesting in a defined contribution pension plan until the employee has worked a user-specified number of hours.					
Ability to support a 403(b) plan.					
Ability to adjust gross taxable wages when corrections are made to 403(b) deductions.					

Check Control

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to process one check per employee during each payroll cycle and supplemental option with or without voluntary deductions.					
Ability to process multiple checks per employee during each payroll cycle without introducing errors in benefits calculations/deductions.					
Ability to maintain a check receipt "sign-in" sheet for employees to verify receipt of checks.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Manual Checks

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare manual checks.					
Ability to allow writing manual checks without using debit/credit memos.					
Ability to provide an independent control over manual checks written.					

General Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to accrue benefits against special payroll runs (e.g., termination checks).					
Ability to compute leave by percentage of hours and changes as seniority levels are reached (e.g., 5, 10 years).					
Ability to limit annual leave accrued to a user-specified value.					
Ability to support a policy that restricts payment of accrued leave upon termination if the employee doesn't provide CBHO with two-weeks' notice.					
Ability to limit payout on leave to a user-specified value.					
Ability to limit vacation, sick leave, personal time and holiday time payout when benefits exhaust.					
Ability to support direct deposit of payroll checks.					
Ability to print payroll checks in user-specified groups (e.g., by program, by location).					
Ability to void checks and benefits accruals.					
Ability to pay for up to 999 hours in one pay period by one check.					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to provide refunds on deduction categories.					
Ability to allocate hours to multiple departments.					
Ability to distribute employee payroll and fringe expenses according to pre-determined user-specified distribution tables.					
Ability to distribute employee payroll and fringe expenses according to system computed distribution tables based upon actual employee reporting.					
Ability to perform on-line employee maintenance.					
Ability to generate weekly and supplemental payrolls.					
Ability to support flex time for hourly employees.					
Ability to support on-call rates.					
Ability to support shift differential (both flat rate and hourly allowance).					
Ability to support both exempt staff and hourly staff.					
Ability to support a policy that states that staff must work 4.0 hours/day or the balance to 8 hours is leave.					
Ability to enter pay adjustments to the current pay period payroll (e.g., retroactive payer special adjustments to the current gross pay).					
Ability to generate uniform increases by grade and step.					
Ability to process retroactive salary adjustments.					
Ability for the user to limit the maximum of an employee's allotted weekly hours subject to tax.					
Ability to perform on-line computations of tax withholding.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Payroll Detail Reports

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare a timecard activity journal list for each day.					
Ability to prepare a work sheet for payroll calculations.					
Ability to prepare a deduction activity journal for user-specified periods (e.g., current period, year-to-date).					
Ability to prepare detailed and summary deduction or pay reports.					
Ability to prepare tax calculations report.					
Ability to prepare an employee individual earnings report, including a weekly on-screen update for look-up.					
Ability to prepare a check register by employee, department and facility.					
Ability to prepare a payroll register by user-specified characteristics such as: • Current Payroll • Quarter-to-Date • Year-to-Date • Position Code • Cost Center • Unit • Ohio State Tax • Employee					
Ability to print a payroll check and stub which identify types of nonproductive hours, such as: • Regular Time • Death in Family • Sick Time • Paternity • Holiday Off • Jury Duty • Marriage • Personal • Retroactive • Seminars • Vacation • Orientation • On Call • Overtime					
Ability to print a payroll check and stub which identify the current hourly wage.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to print a payroll check and stub which identify types of adjustments.					
Ability to print all checks and stubs included in payroll and print copy of stub for direct deposit.					
Ability to print a manual check register.					
Ability to prepare a general ledger posting summary.					
Ability to prepare a check reconciliation report.					
Ability to prepare an adjustment activity journal.					
Ability to prepare an absence report identifying the following reasons for absence: • Extended Sick Leave • Vacation Leave • Other User-Defined Category					
Ability to prepare mailing labels for employees by department, job code, and other user-defined criteria.					
Ability to prepare a report showing accrued benefits and liabilities (vacation, sick, holiday) and identifies dollar liability by employee and cost center — by unit and consolidated for both active and non-active employees.					
Ability to prepare a report showing the employees who have paid the limit on selected deductions such as FICA.					
Ability to prepare payroll register showing adjustments made for special checks issued after the last payroll before a quarter end.					
Ability to prepare an earnings history including user-defined information.					
Ability to prepare exception report, listing all checks issued greater than user-defined dollar amount and user-defined number of hours.					
Ability to print sequential check numbers.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Budget Analysis & Performance Reports

Ability to produce the following budget analysis and performance reports with the capability to show both hours and costs:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare a budget analysis report of individual expense categories by cost center, by unit, by division, by program and consolidated.					
Ability to prepare a report of actual expenses incurred for (1) the pay period, (2) current month and (3) year-to-date.					
Ability to prepare a summary budget analysis report by cost center, division, program, unit and consolidated that includes actual expenses incurred for (1) the pay period, (2) current month and (3) year-to-date.					
Ability to prepare a summary budget analysis report by cost center, division, program, unit and consolidated that includes budgeted amounts for (1) the pay period, (2) current month and (3) year-to-date.					
Ability to prepare a summary budget analysis report by cost center, division, program, unit and consolidated that includes variances for (1) the pay period, (2) current month and (3) year-to-date.					
Ability to prepare a budget preparation worksheet by cost center, program, unit and consolidated with the following information (this does not include salary expenses): • Expense Code • Expense Description • Actual Costs for Current and Prior Year • Projected Costs for Remainder of the Current Year • Next Year's Requested Budget • Columns for Modifications to the Cost Center's Initial Budget Requests					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare a salary budget preparation work sheet by cost center, division, program, unit and consolidated with the following information: • Actual and Budgeted Hours for the Current Year • Projected Costs and Hours for the Remainder of the Current Year • Proposed Hours Within Each of the Above Categories for Next Year • Columns for Modification to the Cost Center's Initial Budget Request • Average Salary Rates by Job Category • Projected Salary Increases by Job Category • Projected Total Salary Costs • Project Total FTEs					

Ability to prepare a salary budget preparation work sheet by cost center, division, program, unit and consolidated with the following information:
• Position Code
• Hours Broken Down Into:
  • Regular Time
  • Death in Family
  • Shift Differential
  • Sick Time
  • Paternity
  • Holiday Off
  • Jury Duty
  • Marriage
  • Severance
  • Time and a Half
  • Personal
  • Retroactive
  • Special Pay
  • Straight Time
  • Vacation
  • Orientation
  • Holiday Worked
  • Education Differential
  • Experience Differential
  • On Call
  • Overtime					

Ability to prepare a proposed budget summary (all types of expenses).					
Ability to prepare a budget performance exception report.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare a budget distribution report by cost center, division, program, unit and consolidated with the following information: • Expense Code • Description of Expense • Budgeted Figures for January Through December • Ability to Distribute Budget Dollars Over the 12 Months Based on Percentages, Dollar Amounts and Units of Volume Measurement Total					
Ability to provide an overall CBHO payroll analysis (labor analysis report) each pay period.					
Ability to prepare a report to flag excess overtime by employee and by department based upon user-defined criteria.					

Government Required Reports

Ability to produce the following government required reports:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce W-2 reporting in printed format for both Federal and Ohio.					
Ability to produce W-2 reporting in magnetic tape format for both Federal and Ohio.					
Ability to produce W-2 reporting in electronic format for both Federal and Ohio.					
Ability to produce 1099 reporting in printed format for both Federal and Ohio.					
Ability to produce 1099 reporting in magnetic tape format for both Federal and Ohio.					
Ability to produce 1099 reporting in electronic format for both Federal and Ohio.					
Ability to prepare unemployment compensation reports (Federal & State of Ohio).					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare wage and tax statement, quarterly and year-to-date.					
Ability to prepare 941 quarterly report.					

Master File Reports

Ability to produce the following master file reports, sorted alphabetically:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare employee master list.					
Ability to prepare employee ledger.					
Ability to report employee master list file maintenance.					
Ability to prepare year-end employee master file totals.					
Ability to prepare deduction register arranged by deduction code.					
Ability to prepare a summary report of deductions for user-defined time periods.					

Error Reports

Ability to produce the following payroll error reports:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare payroll exception report.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Payroll Summary Reports

Ability to produce the following payroll summary reports:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare labor distribution reports by user-specified date ranges(e.g., pay period, month-to-date, year-to-date, multi-calendar year periods) by employee, location, department and other user-defined category.					
Ability to print a labor distribution report which breaks down hours by categories such as the following: • Division • Program • Consolidated • Unit • Position • Cost Center • Employee					
Ability to print a labor distribution report which breaks down staff (FTEs) by categories such as the following: • Division • Program • Consolidated • Unit • Position • Cost Center • Employee					
Ability to print a labor distribution report which breaks down salaries by each of the following: • Division • Program • Consolidated • Unit • Position • Cost Center • Employee					
Ability to prepare labor distribution report — cost center summary by each of the following: • Division • Program • Consolidated • Unit					
Ability to prepare benefit accrual plans report to specify hours and sick hours.					
Ability to prepare quarter-to-date and year-to-date earnings listing by pay period.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare quarter-to-date and year-to-date earnings listing by quarter.					
Ability to prepare additional user-defined reports.					
Benefit payment report to list all benefits and monies paid by CBHO and employees.					

Desired Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the Personnel Administration system for assignment of employee identifiers and entry of other human resources information.					
Ability to interface with the Personnel Administration system for the generation of payroll checks, tax reporting and other appropriate output.					
Ability to interface with the Service Recording system for recording and transfer of employee time records.					
Ability to interface with the General Ledger system for automatic entry of payroll transaction information.					
Ability to accept an interface to an automated timeclock system. **Special Instruction:** If the answer is yes, please reference a Note entry that describes the vendor's approach to timeclock interface, including a description of which timeclock systems have been interfaced with the proposed system and the nature of that interface.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
Total			$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Health Systems Consulting

Personnel Administration

Description

The Personnel Administration system should maintain personnel files on all employees. It should provide personnel reports of new hires and terminations as well as position control, pension, disability and compensation reports.

The Personnel Administration system should be designed to maintain biographic, job history, leave status and benefits and insurance information for each employee, with a minimum capability of handling 1,000 employees.

The Personnel Administration system should also be designed to streamline applicant tracking by maintaining data on prospective employee applications and reporting which applicants are most qualified for open positions.

General Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to identify purged persons who no longer qualify for benefits and produce report.					
Ability to monitor personnel benefits.					
Ability to calculate insurance payment amounts.					
Ability to generate check requests to pay for deductible amounts.					
Ability to file applications alphabetically by job category.					
Ability to track application, hiring and induction process check list.					
Ability to process and track seminar educational assistance applications.					
Ability to identify licensing information, including the state granting the license.					
Ability to separate personnel related information from medical-related information and restrict access on a user-specific basis.					
Ability to maintain staff evaluations and retain history.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to record staff evaluations peer feedback electronically or allow individual staff the ability to enter comments on-line.					
Ability to expand all categories (e.g., credentialling, training) according to user-definable needs.					
Ability to accommodate staff who simultaneously work in more than one position.					
Ability to identify and generate lists of staff who were active on a given date.					

Health Systems Consulting

Employee Master File

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note

Ability to maintain a master record for each employee containing such information as:
• Employee Number
• Name
• Address
• Emergency Contact
• Social Security Number
• Sex
• Race
• Date of Birth (Calculate Age)
• Marital Status
• Name of Spouse
• Degree(s) and Date(s) Earned
• Semester Hours Earned
• Degree Granting Institution(s)
• Anniversary Date
• Position/Title
  • Start and Stop Dates
• Department
• Facility or Cost Center
• Type of Certification
  • Expiration Date
  • Certification Number
  • Number of Professional Hours
• Position Code
  • Type
  • Percent of Time
• Appointment Type
  • Part-Time Regular
  • Part-Time Temporary
  • Full-Time Regular
  • Full-Time Temporary
  • Intermittent (Per Diems)
  • Other					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note

Ability to maintain a master record for each employee containing such information as:
• Type of Pay
  • Hourly
• Rate(s) of Pay
  • Hired Rate
  • 90-Day Rate
  • Annual Rate Increase
• Special Pay Situation(s)
• Hired Hours Worked per Week
• Hours Days Worked per Year
• Termination Date
• Termination Reason
• Veteran Status
• Shift
  • Day
  • Evening
  • Night
  • Weekend
• Experience (Outside and Inside)
• Leave of Absence
  • Date
  • Reason
• Citizenship Status
• Ability to Add Fields
• Eligibility for Rehire					

Ability to maintain labor relations information including:
• Grievance(s)
  • Grievance Identification
  • Basis of Grievance
  • Date of Grievance
  • Result of Grievance
• Suspension(s)
  • Basis of Suspension
  • Date of Suspension Start
  • Suspension Time
  • Suspension Type
  • Result of Suspension
• Arbitration Cases
  • Arbitration Identification
  • Basis of Arbitration
  • Date of Arbitration
  • Result of Arbitration
• External Agency Complaint
  • Basis of Complaint
  • Complaint Date
  • Result of Complaint					

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Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note

Ability to maintain benefit information (including prorations of premiums and coverages based upon the percent of full-time employment) on each employee including effective and termination dates for each of the following:
• Coverage Type
• (Including Ability to Collect, Maintain and List Data Concerning Beneficiaries or Dependents)
  • Medical Coverage
  • Dental Coverage
  • Major Medical Coverage
  • Life Insurance Coverage
  • Vision Coverage
  • Prescription Drug Coverage
  • Outpatient Psychiatric Coverage
  • Long-Term Disability
  • Pension
  • Other
• Coverage Status
  • Single
  • Family
• Non-Participant
• Spouse Coverage (Insurer Data and Policy Numbers)
• Dependent Coverage (Insurer Data and Policy Numbers)
• Ability to Add Fields					

Incident Reporting Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to collect incident reports by employee name and other user-specified characteristics.					
Ability to track location, type and time of employee incidents according to user-definable criteria.					
Ability to define and provide a breakdown of incidents according to type.					
Ability to prepare monthly and quarterly incident reports.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Desired Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to receive benefit data from the Payroll system (e.g., sick time, vacation, personal time).					
Ability to interface with a Personnel Applicant Tracking system to maintain positions for which an individual has applied (See section below.).					
Ability (through interface with the Payroll system) to maintain and report daily attendance and absenteeism in summary or detail.					
Ability to interface with the Payroll system to allow access to year-to-date hours, earnings and other information (subject to access security).					
Ability to interface with the Budgeting system to provide access to unit, job title, salary, shift, hire date, status, benefits and other budget-related information.					
Ability to interface with Consumer Accounting for credentialling and reimbursement limitations.					

Reporting Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note

Ability to prepare departmental position control status report showing:
• Budgeted FTEs
• Actual FTEs Broken Down By
  • Productive Hours
  • Nonproductive Hours
  • Variances
  • Exempt/Nonexempt Indicator					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare personnel position control status report by position and level providing: • Listing of Employees • Budgeted FTEs • Actual FTEs • Vacant Positions • Length of Time Positions Have Been Vacant • Terminations					
Ability to prepare notices of employee evaluation times by manager.					
Ability to prepare turnover report including reasons for current period and year-to-date by: • Cost Center or Department • Job Title					
Ability to prepare year-end salary budget and actual report for pension calculation.					
Ability to prepare year-to-date hours report and date-to-date report indicating changes of status (e.g., regular hours, overtime hours).					
Ability to prepare salary grade analysis showing a historical summarization of average pay or salary range by: • Position • Shift Within Position • Full-Time • Part-Time					

Government Reporting Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare Worker's Compensation reports.					
Ability to prepare OSHA reports.					
Ability to prepare EEO Summary.					
Ability to prepare OMNIBUS Reconciliation Act (COBRA) reporting for terminated employees.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Summary Reports

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to provide a report of leave time.					
Ability to provide current staff listings.					
Ability to prepare telephone directories of staff.					
Ability to prepare supervisors' rosters.					
Ability to provide salary reports.					
Ability to print pension active participation report with actual salaries for the actuary.					
Ability to print benefits report by employee.					
Ability to print deduction register.					
Ability to print temporary disability listing.					
Ability to print workers compensation listing.					
Ability to print vacation, sick, holiday, leave of absence and liability report in detail, by employee or for subgroupings of employees, programs or other user-defined category.					

Ability to print monthly departmental personnel report summary including the following:
• Changes of Status Including
  • Transfers
  • Leaves of Absence
  • Temporary Help
  • Per Diem Help
  • New Hires
  • Terminations
  • Agency Help					

Ability to print union report (by union with membership listing and demographic data) sorting on a variety of user-defined variables.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to print ad hoc reports that require arithmetic manipulation of the data.					
Ability to prepare a staff skills inventory.					
Ability to support development of a formal credentialling process and link to the Quality Assurance system.					
Ability to print annualized rates of pay and last day of increase report for insurance company purposes.					

Personnel Listings

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to print hire date listings.					
Ability to print pension eligibility report.					
Ability to print pension active participation report.					
Ability to print pension vesting eligibility report.					
Ability to print seniority listing by: • Job Title • Full-Time Within a Particular Title • Part-Time Within a Particular Title • Other Categories (i.e., Date of Hire)					
Ability to print mailing labels by: • Job Classification • Zip Code • Alpha by Cost Center • Union/Non-Union • Other User-Defined Field					
Ability to print birthday listings.					
Ability to print listings by social security number.					
Ability to track and print parking sticker listings.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Health Systems Consulting

General Issues

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the Payroll system for the generation of payroll checks, tax reporting and other appropriate output.					
Ability to interface with the Report Generator for the generation of user-defined analysis reports on an "ad hoc" basis.					
Ability for authorized users to purge information selectively from this system for archive storage on tape, microfiche or removable disk.					

Personnel Applicant Tracking Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note

Ability to maintain a biographic record on each applicant containing such data as:
• Name
• Address
  • Street Name & Number
  • City
  • State
  • Zip Code
  • Phone Number
• Social Security Number
• Sex
• Race
• Birthdate
• Date of Application
• Position Offered
• Date of Letter of Interest (In-House Candidates Only)					

Ability to maintain skills information data on applicants including: • Degree Granting Institution • Desired Positions • Degreed Area • Certification • Comments					
Ability to maintain event information including: • Interview Dates • Job Offer Dates • Hire Dates					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Health Systems Consulting

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to maintain available job positions by job classification, department, facility, program and agency. This system should maintain personnel requisitions by department, manager, program and facility.					
Ability to allow for inquiry and reporting of qualified applicants for specific job positions by giving the user the capability of identifying and ranking those applicants that meet user-specified skill and qualification requirements.					
Ability to maintain for each position limited data on the top three candidates including: • Name • Sex • Race • Who Was Offered the Position • Who Accepted the Position					
Ability to, on a regular basis, remove to off-line storage those applicants who have not had any activity within the system for one year.					
Ability to track advertising by position, maintain advertising copy, dates and publications where advertising appeared and costs by department.					

Personnel Applicant Tracking Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with the Personnel Information Management system to transfer applicant data when an employee is hired.					
Ability to interface with the Personnel Information Management system so when an existing employee applies for another position, the necessary data should automatically transfer to the Personnel Applicant Tracking system.					
Ability to interface with the Report Generator for the generation of user-defined analysis reports on an "ad hoc" basis.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Personnel Applicant Tracking Reports

The following standard reports should be produced by the system:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to prepare an Applicant Record: showing all related information for an applicant or group of applicants					
Ability to prepare a Qualifying Applicant Report: by job classification, department, and facility.					
Ability to prepare the Profile of Qualified Applicants.					
Ability to prepare the Chronological Applicant Log.					
Ability to prepare EEO Reports: by such factors as sex, veteran status, handicapped, or race, the number of applicants who applied and who were hired, by job classification, department and facility.					
Ability to prepare applicant statistics such as number of interviews, and number of applicants in given time period.					

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
		Total	$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Budgeting, Budget Analysis, Modeling & Forecasting

Description

The Budgeting, Budget Analysis, Modeling & Forecasting system should supply management with a set of comparative data for the setting of budget goals, the control of expenditures and the projection of financial information for cost centers. This system should also provide the ability to maintain the budget with current and accumulated actual expenses and to report the actual expenses as a proportion of the budget targets set, for management control of expense against budget.

Budgeting Requirements

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to generate summary reports of departmental revenues and deductions from revenue.					
Ability to generate reports showing operating volume (e.g., consumer days, procedures, visits), revenue and expenses for the previous year, current year projected and budgeted year for each cost center, including budget versus actual where appropriate) for each division and for the company as a whole.					
Ability to apportion the annual budget over interim reporting periods, based on percentages, previous year's actual, straight division, or specific amounts and budgeted activity statistics (e.g., consumer days, outpatient encounters, occupancy rates), as specified by the user.					
Ability to estimate remaining period expenses of current year based on year-to-date data with/without inflation adjustments), or to accept predetermined amounts, as specified by each division and for CBHO as a whole.					
Ability to project future budget year amounts for each cost center based on a percentage increase over the current year, or to accept predetermined amounts.					
Ability to make deletions and revisions to the budget during the current year.					

Status Codes:
- Y = Yes
- Q = Qualified Yes
- R = Report Writer
- U = User Modification
- P = Program Modification
- E = Enhancement
- N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to maintain several budgets (i.e., cash, accrual) for each division and for the company as a whole.					
Ability to manipulate budgetary items and perform "what if" calculations, and then be able to use the revised budget without rekeying to the system.					
Ability to provide audit trail of all changes to the original budget.					
Ability to prepare and maintain flexible budgets.					
Ability to modify budgets by line item.					
Ability to create budgets from actual or budget history, with the ability to add or subtract dollar amounts or percentages to budget amounts in individual or selected amounts.					
Ability to compare/utilize past budget histories.					
Ability to create budgets for grant years that can convert to the fiscal year.					
Ability to provide on-screen display of budget comparison.					
Ability to make notes in the system of how the budget for a particular account was developed.					

Analysis, Modeling & Forecasting Requirements

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce a tiered budget comparison reports, including comparisons of monthly and year-to-date fixed budgets with actual revenue and expenses with dollar and percentage variances in sub-account detail.					
Ability to produce a tiered budget comparison reports, including comparisons of monthly and year-to-date flexible budgets with actual revenue and expenses, reflecting dollar and percentage variances in sub-account detail.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to produce a comparative analysis of actual and budget staffing and salaries over a three year period and operating statistics.					
Ability to accommodate user-determined distribution parameters for interim reporting periods, including percentages, last year actual, straight division, specific amounts, budgeted activity statistics (e.g., consumer days, outpatient encounters, occupancy rates) for automatic distribution of annual amount to interim periods.					
Ability to perform "what if" calculation on total CBHO basis, including departmental and total CBHO statistics, expenses and revenue, and to evaluate impact on bottom line expenses and/or revenue.					
Ability to project income sensitivity.					
Ability to pull budgetary information by unit, account or fund source for any specified period.					
Ability to generate budget worksheets from the system.					
Ability to produce comparison reports of actuals versus budgeted amounts by unit, program, total organization, or other user-selectable criteria.					
Ability to forecast budget amounts based on current spending trends, any known adjustments and the annual budget for the rest of the fiscal year.					
Ability to compare equipment/capital budget versus actual purchases.					

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P = Program Modification
E = Enhancement
N = No

Interfaces

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to interface with General Ledger to transfer current budget information.					
Ability to interface with General Ledger to receive monthly, year-to-date and previous year's actual revenue and expenses.					
Ability to interface with Payroll for position control data and monthly and year-to-date labor hours data.					
Ability to draw information from the Consumer Accounting system for inclusion of Accounts Receivable information in budgets.					
Ability to draw information from the Accounts Payable system for inclusion of payables information in budgets.					
Ability to interface with Fixed Assets to acquire depreciation amounts of equipment purchased in current year for current year's budget.					
Ability to interface with Report Writer for preparation of budgeting reports according to user-definable criteria.					

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Documentation

The following documentation criteria apply:

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Module Integration

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Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
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1.	☐	☐	$
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Total			$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
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1.	☐	☐
2.	☐	☐

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2.		$	$
Totals			$

Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Preventive Maintenance & Engineering

Description

The Preventive Maintenance & Engineering module should be a real-time, interactive system that helps control and schedule equipment servicing, maintenance and maintenance costing to organizational departments.

Functions

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to generate equipment profiles which include service history, year-to-date service expenses, vendor(s) (if any), holding maintenance intervals, tag number and test results (if appropriate).					
Ability to generate maintenance schedules showing work to be done, equipment location and tag number of equipment.					
Ability to charge back preventive maintenance activities to the various departments.					
Ability to maintain a file of equipment requiring periodic maintenance including: type of equipment; frequency, type and duration of maintenance; and equipment location.					
Ability to generate detailed current maintenance schedules from the files described above.					
Ability to schedule maintenance staff based on staff skills, hours available and the required tasks and/or jobs.					
Ability to generate listings of work requests and outcomes.					
Ability to access work requests via the system.					
Ability to provide an inventory control system for supplies and parts used by the Maintenance and Engineering Departments.					

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to generate a log of maintenance work contracted to outside firms, including the reason and the name of the contractor.					
Ability to maintain a file of personal equipment inspection data.					

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the status of any documentation or user assistance materials that are available for the module.		

Software Support

Please provide the following information about the source and support of the software proposed for the current module:

Software Source & Support	Yes	No
The software is provided by the vendor.	☐	☐
The software is supported by the vendor.	☐	☐
Special Instruction: If the answer to either of the above is no, please provide information explaining the source of the module and any relationship that exists between the primary vendor and the provider of the module, and/or the method whereby the application module will be supported and the hours of support availability.		

Module Integration

Please respond to the most appropriate item. Respond to one item only.

Level of Integration	Yes	No
Integrated — The proposed software is part of the "main system" and no special data interfaces are required, OR	☐	☐
Interfaced — The proposed software is not part of the "main system" but an automatic interface with the "main system" exists through established data transfer protocols, OR	☐	☐
Not Interfaced — The proposed software is not part of the "main system" and no automatic interface with the "main system" exists.	☐	☐

Status Codes:
Y = Yes
Q = Qualified Yes
R = Report Writer
U = User Modification
P = Program Modification
E = Enhancement
N = No

Vendor Application(s)

The majority of the functional requirements of this section are addressed by the following vendor application package(s):

Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
		Total	$

Report Generator Access

List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
	Yes	No
1.	☐	☐
2.	☐	☐

Standard Implementation

List the type, amount and costs of the vendor "standard" training and implementation activities for the standard functions of this module. Standard Training Costs do not include any special implementation costs listed for individual items that require modification or enhancement. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Status Codes:
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Enhancements & Modifications Implementation

List the type, amount and costs of all special implementation activities listed for functional items that require modification or enhancement. Do not include the vendor "standard" training and implementation items listed above. (The totals should be included in the Implementation Services cell in Appendix A — Proposal Summary).

Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Status Codes:
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Report Generator(s)

General Requirements

The Report Generator should allow the user to create and print special, one-time and regular reports without having to do any computer programming. We anticipate that this system will be used to do special select/sorts for on-demand management reports and special one-time reports for analysis of any and all data elements stored within the entire system.

It will be necessary for the user to be able to access information in any or all application areas (files). We anticipate that there will be a need to be able to access more than one file on a single report.

Selection Specifications

The Report Generator should allow the user to define via a Structured Query Language (SQL) or similar format a selection set of the system database by specifying or delimiting a range of values for multiple variables (e.g., all consumers for a specified program who have received more than some number of a specified type of service during a given time period).

Selection Operators

Standard Boolean logic capability should be available to the user during report specification, including, but not necessarily limited to, the following operators:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Equal To — Select the record if the information in the file exactly equals the specified value for the search field.					
Not Equal To — Select the record if the information in the file does not equal the specified value for the search field.					
Greater Than — Select the record if the information in the file is greater than (but not equal to) the specified value for the search field.					
Less Than — Select the record if the information in the file is less than (but not equal to) the specified value for the search field.					
Range Equal To — Select the record if the information in the file is less than (but not equal to) the specified upper value and greater than (but not equal to) the specified lower value for the search field.					

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Y = Yes
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E = Enhancement
N = No

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Date Greater Than — Select the record if the information in the file is greater than (but not equal to) the specified value for the search field and the search field is a date.					
Date Less Than — Select the record if the information in the file is less than (but not equal to) the specified value for the search field and the search field is a date.					
Included — Select the record if the information in the file includes the specified value for the search field and the search field. The option should be available for any type of information, including free text (e.g., the user wishes to select every record that contains some particular key word or phrase).					
Not Included — Select the record if the information in the file does not include the specified value for the search field. The option should be available for any type of information, including free text (e.g., the user wishes to select every record that does not contain some particular key word or phrase).					

Complex Selection Specifications

The user should be able to specify combinations of criteria as required to format complex reports. Appropriate options including, but not necessarily limited to, the following should be available:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
And — If two or more selection criteria were specified, all criteria must be met for the record to be included in the report. That is, if any one criterion is not met in a given record, that record will not be chosen.					
Or — If two or more selection criteria were specified, at least one of the selection criteria must be met in order for the record to be included in the report. In other words, all the criteria need not be met for the file to be chosen as long as at least one criterion is met.					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Complex Criteria — If three or more selection criteria were specified, the user should be able to generate complex combinations of "And" or "Or" conditions. For example, in a report specification containing three selection criteria, it should be possible to restrict record selection to only those records that satisfy the first selection condition and either the second selection condition or the third selection condition.					

Report Output Formatting

Flexible report formatting is considered to be an extremely important feature. Once the selection set has been determined, the user should be able to format a report with user-specified sorts (both ascending and descending), page breaks, titles, subtotals and totals. The user should be able to specify calculations within the report including addition, subtraction, multiplication, division, summation, median, averages and percentages.

Types of desired output should include, but not necessarily be limited to, the following:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Listings — The report generator should be able select records meeting certain criteria (e.g., consumers with intake dates falling within a certain range) and then create a listing of the identified consumers that also includes other variables contained in those consumer records (e.g., address, responsible party, financial status, intake diagnosis, intake clinician, referral source).					
Cross-Tabulations — The report generator should be able to produce a cross-tabulation of two or more variables contained in the selected records (and not necessarily variables included in the selection specification). For example, it should be possible to select records meeting certain criteria (e.g., consumers with intake dates falling within a certain range) and then create a cross-tabulation of other variables contained in those consumer records (e.g., sex by ethnic background, financial status by referral source).					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Formatted Files — The report generator should be able to prepare output files for use by other computer programs or systems (e.g., data transfer to another computer for statistical analysis, information downloading to microcomputer based word processing, spreadsheet or database management software). **Special Instruction:** If the answer is yes, please reference a Note entry that describes the particular formats in which information can be downloaded..					
Key Lists — The report generator should be able to retain a list of those records that meet the criteria outlined in a selection specification that can be used in subsequent reports. For example, if a selection specification identified 100 records in a 10,000 record database that met the stated criteria, it should be possible to run subsequent reports against the list of 100 records without having to search through all 10,000 database records again.					

Other Desired Features

The following report generator features are highly desirable:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Specification Retention — The user should be able to save report formats so that they can be run at a later date with current data.					
Recoding Capabilities — The user should be able to report information contained in the database in ways other than the manner in which the information was entered. For example, entry of a consumer birthdate should allow subsequent reporting according to age groupings. Likewise, a coded entry (e.g., M for consumer sex) should be able to be recoded to show up as “Male” on a report.					
Selection Sample Size — The user should be able to select the number of records to process before running a report in order to see how it will run prior to completing the full report.					

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Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Security — The report generator should have full security so that only authorized personnel can access data within selected files.					
Ease of Use — The system should be designed to be used by clerical personnel, as well as management.					
General Interface — The report generator should interface with all systems, including word processing and statistics.					
Automatic Update — Ability to automatically change all affected reports when changes are made to a data element.					
Quick Search — Ability to rapidly scan the system's content for critical items without having to run a full report.					
Report Stacking — Ability to stack reports with a single command (e.g., monthly reports).					

Expected Report Generator Usage

We anticipate that this system will be used to generate the following types of reports:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Costing — The report generator should be able to compute service costs by the extension of provider cost plus overhead allocated by percent of time, cost build up or specific formulas defined by the user. The cost computed should interface with the service data to enable cost reporting at any level of detail.					

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Consumer Activity/Demographics — The report generator should be able to produce reports using any or all of the data elements stored in the consumer database, alone and in conjunction with information from service and billing/financial data. Areas of required reporting include: • **General** — Reporting related to all programs and/or activities conducted at all levels in all areas of the organization. • **Programs** — Reporting related to specific areas of the organization (e.g., clinical programs and medical services, inpatient, outpatient). • **Activities** — Reporting related to specific activities across all areas of the organization.					
Staff Information/Activities — The report generator should be able to produce reports using any or all data elements contained in the payroll/personnel file, alone or in conjunction with data contained in the Consumer Tracking and Accounts Receivable systems.					
Financial Reports — The report generator should be able to access any and all financial data contained in each of the financial systems.					

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Financial Reporting Functions

Given the complexity of CBHO, it is unlikely that a series of "canned" financial reports provided with any system will meet the needs of CBHO over time. Therefore, the presence of a financial report generator that could be used to create report specifications that exactly meet the organization's needs is important.

Such a report generator should be able to allow the user to duplicate (without programming) the formats of those financial statements in use by CBHO. Given the evolution of computer-based electronic spreadsheets, a high level of functionality is expected.

Following is a brief overview of some of the major capabilities sought. The list is not all-inclusive and the general report generator features outlined above also apply.

Describe the proposed system's ability to address the following functions:

Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to print account number and account description within columns.					
Ability to select ranges and/or combinations of account numbers to be printed in a single report row and create a new account description for presentation in the report (e.g., aggregating selected asset accounts under the description "Current Assets."					
Ability to print different types of information within a report column such as: • Actual Posting • Trial Budget • Original Budget • Current Budget • Encumbrance **Special Instruction:** If the answer is yes, please reference a Note entry or supplemental materials that describes the specific types of data available for reporting.					
Ability to print simple computational fields using the following normal mathematical operations within a column: **+** Addition **-** Subtraction ***** Multiplication **/** Division **%** Percentage					

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Item	Status	Date Available	Modify Cost ($)	Implement Cost ($)	Note
Ability to specify complex computations to be performed within a given column. For example, if you wanted the value within a column to be computed by first summing columns 1 and 2, then multiplying by column 5, then dividing by the difference between columns 3 and 4, you would enter something similar to (C1+C2)*C5/(C3-C4).					
Ability to specify number of decimal places to be presented within a column (system rounds appropriately).					
Ability to specify column parameters (e.g., width, format).					
Ability to add, delete or change accounts to reports with automatic moving or adjustment of all other accounts that may be affected.					
Ability to specify the period(s) for which the report should be prepared. **Special Instruction:** If the answer is yes, please reference a Note entry or supplemental materials that describes the nature of the data available for reporting and the flexibility of reporting periods (e.g., actual posting date, closed accounting period only, multiple accounting periods, year-to-date, multiple fiscal year).					

Documentation

The following documentation criteria apply:

Functional Requirement	Yes	No
Complete user documentation of the module is provided.	☐	☐
Complete system manager documentation of the module is provided.	☐	☐
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Name of Proposed Application	Separately Priced?		If Separate: Fee/License
	Yes	No	($)
1.	☐	☐	$
2.	☐	☐	$
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List all report generators included as part of the current proposal and indicate whether each can be used to access information in the current module.

Report Generator	Ability to Access?	
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2.	☐	☐

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Standard Implementation

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Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

Enhancements & Modifications Implementation

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Implementation Type (e.g., Customer Site Training, Vendor Site Classroom Training, On-Site Technical Assistance)	Days Proposed	Rate Per Day	Extended Cost
1.		$	$
2.		$	$
Totals			$

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Software Functional Checklists Notes

Notes can be included as necessary to clarify a response to a required checklist function. Notes should be referenced to the page number and item number. Additional Notes Pages can be duplicated if required.

Note ID	RFP Page	Note Detail

Status Codes:
Y = Yes
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E = Enhancement
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Note ID	RFP Page	Note Detail

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Note ID	RFP Page	Note Detail

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