



Department of Buildings and General Services  
Office of Purchasing & Contracting  
133 State Street, 5<sup>th</sup> Floor | Montpelier VT 05633-8000  
802-828-2211 phone | 802-828-2222 fax  
<http://bgs.vermont.gov/purchasing>

*Agency of Administration*

**SEALED BID**

**REQUEST FOR PROPOSAL**

**River Valley Therapeutic Residence**  
**Behavioral Health Electronic Records System**

ISSUE DATE	June, 19, 2024
QUESTIONS DUE	June, 26, 2024 – 4:30 PM (EST)
RFP RESPONSES DUE BY	July, 12, 2024 – 4:30 PM (EST)

**PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND ADDENDUMS ASSOCIATED WITH THIS RFP WILL BE POSTED AT:**

<http://www.bgs.state.vt.us/pca/bids/bids.php>

**THE STATE WILL MAKE NO ATTEMPT TO CONTACT INTERESTED PARTIES WITH UPDATED INFORMATION. IT IS THE RESPONSIBILITY OF EACH BIDDER TO PERIODICALLY CHECK THE ABOVE WEBPAGE FOR ANY AND ALL NOTIFICATIONS, RELEASES AND ADDENDUMS ASSOCIATED WITH THIS RFP.**

**STATE CONTACT: Kyle Emerson**  
**E-MAIL: [kyle.emerson@vermont.gov](mailto:kyle.emerson@vermont.gov)**  
**USE SUBJECT: RVTR ELECTRONIC RECORDS SYSTEM**

## 1. OVERVIEW:

- 1.1. **SCOPE, BACKGROUND and OBJECTIVES:** Through this Request for Proposal (RFP), the Agency of Human Services, Department of Mental Health (hereinafter the “State”) is seeking to establish contracts with one or more companies to provide a Cloud Hosted Software as a Solution Behavioral health electronic health record (EHR) software for use at River Valley Therapeutic Residence.

River Valley Therapeutic Residence (RVTR) is a 16-bed secure (locked) residential facility located in Essex, Vermont. RVTR serves adults with severe mental illness transitioning from a Level 1 Psychiatric Hospital setting or from the Department of Corrections. The facility supports individuals who are not yet ready for discharge into the community but who no longer require acute inpatient psychiatric care.

The focus of care at RVTR is a provision of psychiatric rehabilitation services and psychosocial treatment delivered in a recovery oriented, trauma informed, person-centered, holistic environment. This program offers residents the opportunity to reengage with the community, according to their own goals, hopes and dreams. Emphasis is placed on establishing broader community connections and eventually transitioning to a more permanent and less restrictive living environment.

This facility opened for services in May 2023 and is not currently using a Behavioral Health EHR system. Health records are currently maintained in paper charts. The State seeks to convert from paper, and implement a modernized Cloud Hosted SaaS Behavioral Health EHR solution at River Valley Therapeutic Residence. The Vendor solution shall provide implementation that will encompass activities such as deciding how to automate and standardize workflow; configuring the new EHR system; cleaning and converting data; engaging and training the end-user community; deploying to facility; and launching the steady-state 24/7/365 support services. The new solution must be Certified Electronic Health Record Technology (CEHRT – 2015 Cures Edition) as defined by the Office of the National Coordinator for Health Information Technology (ONC). The State of Vermont Bidder Response Form (Exhibit C) further defines the Functional and Non-Functional Requirements for the River Valley Therapeutic Residence Behavioral Health EHR solution.

Through implementation of an EHR system, RVTR intends to achieve the following objectives:

- Streamline and standardize workflow to increase patient care and decrease errors.
  - Implement quality improvement and operational efficiency programs made possible through data gathered through the system.
  - Improve the coordination of care by enhancing interoperability to external partners in care.
  - Maximize the integration of behavioral health care by moving off from paper charts to an Electronic Solution
  - Automate report generation.
  - 24x7x365 system support and service.
- 1.2. **CONTRACT PERIOD:** Any Contract(s) arising from this RFP will be for a period of 5 years. The State anticipates the start date for such contract(s) will be October 2024
- 1.3. **SINGLE POINT OF CONTACT:** All communications concerning this RFP are to be addressed in writing to the State Contact listed on the front page of this RFP. Actual or attempted contact with any other individual from the State concerning this RFP is strictly prohibited and may result in disqualification.
- 1.4. **BIDDERS' CONFERENCE:** A bidders' conference will not be held.
- 1.5. **QUESTION AND ANSWER PERIOD:** Any bidder requiring clarification of any section of this RFP or wishing to comment on any requirement of the RFP must submit specific questions in writing no later than the deadline for question indicated on the first page of this RFP. Questions may be e-mailed to the point of contact on the front page of this RFP. Questions or comments not raised in writing on or before the last day of the question period are thereafter waived. At the close of the question period a copy of all questions or comments and the State's responses will be posted on the State's web site <http://www.bgs.state.vt.us/pca/bids/bids.php> . Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions. All

information provided by vendors during this process will be public and bidders shall not provide confidential information, except as described in 4.1 below.

- 1.6. **CHANGES TO THIS RFP:** Any modifications to this RFP will be made in writing by the State through the issuance of an Addendum to this RFP and posted online at <http://www.bgs.state.vt.us/pca/bids/bids.php> . Modifications from any other source are not to be considered.
- 1.7. **SOURCE OF FUNDS:** The Department anticipates using State and Federal funds for the resulting contract(s). The Department may choose to modify the source of funding contingent upon the availability of funds at the time of award. Any selected Vendor will be subject to the requirements in the Catalog of Federal Domestic Assistance (CFDA) # 93.778, U.S. Department of Health and Human Services, Centers for Medicare and Medicaid.

**Socioeconomic affirmative steps under 2 C.F.R. § 200.321:** If using applicable federal funds Socioeconomic affirmative steps under 2 C.F.R. § 200.321 affirmative steps must include at least the following six steps:

1. Placing qualified small, historically marginalized group, and women's business enterprises on solicitation lists;
2. Assuring that small, historically marginalized group, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small, historically marginalized group, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small, historically marginalized group, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime/general contractor, if subcontracts are to be let, to take the same affirmative steps as listed in numbers 1 through 5.

If a bidder requires assistance in preparing their proposal, registering with SAM.gov, or needs guidance on socioeconomic certifications, the bidder may contact the Agency of Commerce and Community Development (ACCD), Department of Economic Development (DED), APEX Accelerator (formerly the Procurement Technical Assistance Center [PTAC]). The Vermont APEX Accelerator specializes in helping small businesses navigate the documentation associated with State and Federal procurement. There is no cost to the Contractor for assistance provided by APEX Accelerator. Their website is:

<https://accd.vermont.gov/economic-development/programs/ptac> .

## 2. DETAILED REQUIREMENTS/DESIRED OUTCOMES:

### 2.1. The State of Vermont is interested in obtaining bids to meet the following business need(s):

- 2.1.1. The electronic health record software will be procured to support an out-of-the-box SaaS solution for mental health residential care management documentation and communication. Currently, communication and documentation are maintained on secure shared drives and tracking spreadsheets. It does not facilitate the daily workflow and it is also challenging to query records when needed.
- 2.1.2. This solution would provide a secure platform for these teams to work in and securely communicate with one another when covering for each other. Similarly, RVTR documentation is all analog, either handwritten on paper or typed, and scanned into records. This solution will make them paperless and auditable. The vendor will provide the initial onboarding needed. They will also take the forms used now and create them within the system as part of the implementation. Further functional requirements are outlined in the bidder response form.

### 2.2. The State of Vermont seeks to achieve the following Business Value(s):

- 2.2.1. **Cost Savings:** While this would be a new system, it would not be new information demands. DMH/RVTR has been managing this information manually or creating systems for information sharing that could all be streamlined through use of a platform built for this level of care coordination. This efficiency will yield a net savings in state labor costs, and purchased material (e.g. paper, ink, etc.) while allowing less focus on the process and more about the work at hand.
- 2.2.2. **Customer Service Improvement:** The secure residential facility has recently expanded from a 7-bed facility to a 16-bed facility (RVTR). This more than doubles the number of records that will need to be written, maintained, queried, and stored for the facility. A digital solution is what is needed to be able to keep up with the level of service and the volume of records effectively.
- 2.2.3. **Risk Reduction:** EHR systems provide secured online access to resident data vs. paper means in a cabinet that would need to be locked and is more vulnerable. Paper means could potentially be destroyed by fire or flooding. EHR provides verification for the documenting trail. In a Continuity of Operations Plan (COOP) or audit, records can be accessed remotely.
- 2.2.4. **Compliance:** RVTR residents are court-ordered to be in the care and custody of the Commissioner of Mental Health. Clear records management will help facilitate the presentation of documentation that may be requested by the court system in a timely manner. Being able to pull a complete record for this purpose will be invaluable. For reference, residents often reside at these facilities for 10-18 months with records being generated daily.

2.3. **Functional and Non-Functional Requirements**

2.3.1. The State's Functional and Non-Functional Requirements are provided in the attached **State of Vermont Bidder Response Form (Exhibit C)**.

2.3.2. The Non-Functional Requirements include requirements for the following:

- 2.3.2.1. Hosting
- 2.3.2.2. Application Solution
- 2.3.2.3. Security
- 2.3.2.4. Data Compliance: Solutions must adhere to applicable State and Federal standards, policies, and laws. The Bidder Response Form includes a table of data types and their applicable State and Federal standards, policies, and laws. The boxes in the table that are checked are the ones that are applicable to this procurement.

3. **GENERAL REQUIREMENTS:**

- 3.1. **PRICING:** Bidders must price the terms of this solicitation at their best pricing. Any and all costs that Bidder wishes the State to consider must be submitted for consideration. If applicable, all equipment pricing is to include F.O.B. delivery to the ordering facility. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the State.
  - 3.1.1. Prices and/or rates shall remain firm for the initial term of the contract. The pricing policy submitted by Bidder must (i) be clearly structured, accountable, and auditable and (ii) cover the full spectrum of materials and/or services required.
  - 3.1.2. **Cooperative Agreements.** Bidders that have been awarded similar contracts through a competitive bidding process with another state and/or cooperative are welcome to submit the pricing in response to this solicitation.
  - 3.1.3. **Retainage.** Not applicable.
- 3.2. **STATEMENT OF RIGHTS:** The State shall have the authority to evaluate Responses and select the Bidder(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this RFP. The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Failure of bidder to respond to a request for additional information or clarification could result in rejection of that bidder's proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive

technicalities in submissions. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.

3.2.1. **Best and Final Offer (BAFO).** At any time after submission of Responses and prior to the final selection of Bidder(s) for Contract negotiation or execution, the State may invite Bidder(s) to provide a BAFO. The state reserves the right to request BAFOs from only those Bidders that meet the minimum qualification requirements and/or have not been eliminated from consideration during the evaluation process.

3.2.2. **Presentation.** An in-person or virtual software presentation by the Bidder may be required for finalist vendors by the State if it will help the State’s evaluation process. The State will factor information presented during presentations into the evaluation. Bidders will be responsible for all costs associated with providing the presentation.

3.3. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENTS:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), Bidders must comply with the following provisions and requirements.

3.3.1. Self Reporting: For bid amounts exceeding \$250,000.00, Bidder shall complete the appropriate section in the attached Certificate of Compliance for purposes of self-reporting information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers. The State is requiring information on any violations that occurred in the previous 12 months.

3.3.2. Subcontractor Reporting: For bid amounts exceeding \$250,000.00, Bidders are hereby notified that upon award of contract, and prior to contract execution, the State shall be provided with a list of all proposed subcontractors and subcontractors’ subcontractors, together with the identity of those subcontractors’ workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54). This requirement does not apply to subcontractors providing supplies only and no labor to the overall contract or project. This list **MUST** be updated and provided to the State as additional subcontractors are hired. A sample form is available online at <http://bgs.vermont.gov/purchasing-contracting/forms>. **The subcontractor reporting form is not required to be submitted with the bid response.**

3.4. **EXECUTIVE ORDER 05-16: CLIMATE CHANGE CONSIDERATIONS IN STATE PROCUREMENTS:**

For bid amounts exceeding \$25,000.00 Bidders are requested to complete the Climate Change Considerations in State Procurements Certification, which is included in the Certificate of Compliance for this RFP.

After consideration of all relevant factors, a bidder that demonstrates business practices that promote clean energy and address climate change as identified in the Certification, shall be given favorable consideration in the competitive bidding process. Such favorable consideration shall be consistent with and not supersede any preference given to resident bidders of the State and/or products raised or manufactured in the State, as explained in the Method of Award section. But such favorable consideration shall not be employed if prohibited by law or other relevant authority or agreement.

3.5. **METHOD OF AWARD:** Awards will be made in the best interest of the State. The State may award one or more contracts and reserves the right to make additional awards to other compliant bidders at any time if such award is deemed to be in the best interest of the State. All other considerations being equal, preference will be given first to resident bidders of the state and/or to products raised or manufactured in the state, and then to bidders who have practices that promote clean energy and address climate change, as identified in the applicable Certificate of Compliance.

3.5.1. **Evaluation Criteria:** Consideration shall be given to the Bidder’s project approach and methodology, qualifications and experience, ability to provide the services within the defined timeline, cost, and/or success in completing similar projects, as applicable, and to the extent specified below.

<b>Evaluation Category</b>	<b>Category Weight</b>
Vendor Qualifications, Experience, and Implementation Approach	30%
Functional Response	15%

Technical Response	15%
Cost Effectiveness and Value	20%
Vendor Financial Stability	10%
Marginalized Group and Women-Owned Business Enterprises	5%
Climate Change Considerations	5%

- 3.6. **CONTRACT NEGOTIATION:** Upon completion of the evaluation process, the State may select one or more bidders with which to negotiate a contract, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the State. In the event State is not successful in negotiating a contract with a selected bidder, the State reserves the option of negotiating with another bidder, or to end the proposal process entirely.
- 3.7. **COST OF PREPARATION:** Bidder shall be solely responsible for all expenses incurred in the preparation of a response to this RFP and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request and/or any proposals made.
- 3.8. **CONTRACT TERMS:** The selected bidder(s) will be expected to sign a contract with the State, including the Standard Contract Form and Attachment C as attached to this RFP for reference. If IT Attachment D is included in this RFP, terms may be modified based upon the solution proposed by the Bidder, subject to approval by the Agency of Digital Services.
  - 3.8.1. **Business Registration.** To be awarded a contract by the State of Vermont a bidder (except an individual doing business in his/her own name) must be registered with the Vermont Secretary of State's office <https://sos.vermont.gov/corporations/registration/> and must obtain a Contractor's Business Account Number issued by the Vermont Department of Taxes <http://tax.vermont.gov/>.
  - 3.8.2. The contract will obligate the bidder to provide the services and/or products identified in its bid, at the prices listed.
  - 3.8.3. **Payment Terms.** Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.
  - 3.8.4. **Quality.** If applicable, all products provided under a contract with the State will be new and unused, unless otherwise stated. Factory seconds or remanufactured products will not be accepted unless specifically requested by the purchasing agency. All products provided by the contractor must meet all federal, state, and local standards for quality and safety requirements. Products not meeting these standards will be deemed unacceptable and returned to the contractor for credit at no charge to the State.
- 3.9. **DEMONSTRATION:** A software demonstration by the Bidder may be required by the State for finalist vendors if it will help the State's evaluation process. The State will factor information presented during demonstrations into the evaluation as indicated in section 3.5.1. Bidders will be responsible for all costs associated with providing the demonstration.
- 3.10. **INDEPENDENT REVIEW:** Certain State information technology projects require independent expert review as described under 3 V.S.A. § 3303(d). Such review, if applicable, will inform the State's decision to award any contract(s) resulting from this RFP.

- 4. **CONTENT AND FORMAT OF RESPONSES:** The content and format requirements listed below are the minimum requirements for State evaluation. These requirements are not intended to limit the content of a Bidder's proposal. Bidders may include additional information or offer alternative solutions for the State's consideration. However, the State discourages overly lengthy and costly proposals, and Bidders are advised to include only such information in their response as may be relevant to the requirements of this solicitation.
  - 4.1. **Unsolicited Bidder-Confidential Information Prohibited.** Bidders are hereby expressly directed not to include any confidential information in their proposal submissions, except as specifically permitted below, and so marked. By submitting a proposal in response to this RFP, vendors acknowledge and agree to abide by the terms and conditions outlined in this document, including the prohibition on submitting confidential information. This prohibition reduces the burden on the State while preventing vendor-confidential information from entering the public record.

- 4.1.1. **Disclosure under Public Records Act.** All information received by the State in response to this RFP will become part of the contract file and subject to Vermont public records law. Responses by any bidder may become available to the public once a contract has been executed or otherwise following conclusion of this procurement process, in accordance with the State's Public Records Act, 1 V.S.A. § 315 et seq., or the State may choose to publicly post them.
- 4.1.2. **Unsolicited Confidential Materials.** This RFP does not solicit bidder confidential information and bidders are expressly prohibited from providing confidential information in response to this RFP. All materials furnished by bidders in response to this RFP, including those marked as confidential by bidders, are subject to disclosure if requested under the Public Records Act, or public posting.
- 4.1.3. **State Not Responsible for Disclosure of Unmarked Bidder-Confidential Information.** It is the sole responsibility of the bidder to ensure that, other than where specifically directed or permitted by this RFP and accordingly marked as described below, no information that should not be publicly disclosed is included in their proposal materials, including any 1) trade secrets or intellectual property, 2) proprietary financial or business information, 3) personal information, or 4) any other information that should not be disclosed to the public. For example, bidders should avoid including specific details of their proprietary technologies or methodologies that they consider confidential, and any references to previous client engagements should be presented in a manner that does not disclose the client's confidential information.
- 4.2. The bid should include a Cover Letter and Technical Response and Price Schedule.
- 4.3. **COVER LETTER:**
- 4.3.1. **Exceptions to Contract Terms and Conditions.** If a Bidder wishes to propose an exception to any terms and conditions set forth in the Standard Contract Form and its attachments, such exceptions must be included in the cover letter to the RFP response. Failure to note exceptions when responding to the RFP will be deemed to be acceptance of the State contract terms and conditions. If exceptions are not noted in the response to this RFP but raised during contract negotiations, the State reserves the right to cancel the negotiation if deemed to be in the best interests of the State. Note that exceptions to contract terms may cause rejection of the proposal, and that the State's non-rejection of a proposal on this basis does not indicate acceptance of the exceptions.
- 4.4. **TECHNICAL RESPONSE.** In response to this RFP, a Bidder shall:
- 4.4.1. Provide details concerning your form of business organization, company size and resources.
- 4.4.2. Describe your capabilities and particular experience relevant to the RFP requirements.
- 4.4.2.1. Identify all current or past State projects.
- 4.4.3. Identify the names of all subcontractors you intend to use, the portions of the work the subcontractors will perform, and address the background and experience of the subcontractor(s), as per RFP section 4.3.2 above.
- 4.5. **REFERENCES.** Provide the names, addresses, and phone numbers of at least three companies with whom you have transacted similar business in the last 12 months. You must include contact names who can talk knowledgeably about performance.
- 4.6. **REPORTING REQUIREMENTS:** Provide a sample of any reporting documentation that may be applicable to the Detailed Requirements of this RFP.
- 4.7. **PRICE SCHEDULE:** Bidders shall submit their pricing information in the Bidder Response Form attached to the RFP.
- 4.8. **CERTIFICATE OF COMPLIANCE:** This form must be completed and submitted as part of the response for the proposal to be considered valid.
- 4.9. **STATE OF VERMONT BIDDER RESPONSE FORM:** This form must be completed and submitted as part of the response for the proposal to be considered valid. The State of Vermont Bidder Response Form provides a standard format and content for bidder proposals. When required, this form will prompt Bidders to supply the information required in the above RFP sections 4.3 through 4.7. Note: In addition to completing the State of Vermont Bidder Response Form, Bidders are required to provide the specific attachments that are described within the Bidder Response Form.

## 5. SUBMISSION INSTRUCTIONS:

5.1. **CLOSING DATE:** Bids must be received by the State by the due date specified on the front page of this RFP. Late bids will not be considered.

5.1.1. The State may, for cause, issue an addendum to change the date and/or time when bids are due. If a change is made, the State will inform all bidders by posting it on the webpage indicated on the front page of this RFP.

5.1.2. There will not be a public bid opening. However, the State will record the name, city and state for any and all bids received by the due date.

### 5.2. BID DELIVERY INSTRUCTIONS:

5.2.1. ELECTRONIC: Only Electronic bids will be accepted.

5.2.1.1. E-MAIL BIDS. Emailed bids will be accepted. Bids will be accepted via email submission to [SOV.ThePathForward@vermont.gov](mailto:SOV.ThePathForward@vermont.gov). Bids must consist of a single email with a single, digitally searchable PDF attachment containing all components of the bid. Multiple emails and/or multiple attachments will not be accepted. There is an attachment size limit of 40 MB. It is the Bidder's responsibility to compress the PDF file containing its bid if necessary in order to meet this size limitation. **USE SUBJECT: RVTR ELECTRONIC RECORDS SYSTEM**

5.2.1.2. FAX BIDS: Faxed bids will not be accepted.

## 6. BID SUBMISSION CHECKLIST:

- ✓ Required Number of Copies
- ✓ Cover Letter
- ✓ Signed W-9 Tax Identification Form (signed **non-electronically** within the past 12 months)
- ✓ Redacted Technical Response, if applicable
- ✓ State of Vermont Bidder Response Form and Attachments
  - Technical Response (included in Bidder Response Form)
  - References (included in Bidder Response Form)
  - Price Schedule (included in Bidder Response Form)
  - Certificate of Compliance (included in Bidder Response Form)

## 7. ATTACHMENTS:

7.1. Worker Classification Compliance Requirement; Subcontractor Reporting Form

7.2. State of Vermont Bidder Response Form

7.3. [Standard State Contract for IT Services](#) with its associated attachments, including but not limited to:

7.3.1. [Attachment C: Standard State Provisions for Contracts and Grants](#) (12/7/2023)

7.3.2. [Attachment D: Other Provisions for IT Systems Implementation](#) (1/12/2024)

7.3.3. [Attachment E – Business Associate Agreement \(BAA\)](#) (5/22/2020)

7.3.4. [Attachment F – AHS Customary Contract/Grant Provisions](#) (5/16/2018)

7.3.5. [State of Vermont – Federal Terms Supplement](#) (7/19/2023)

7.3.6. [State of Vermont – IRS Pub. 1075 Terms Supplement](#) (7/14/2022)



**SUBCONTRACTOR REPORTING FORM**

**This form must be completed in its entirety and submitted prior to contract execution and updated as necessary and provided to the State as additional subcontractors are hired.**

The Department of Buildings and General Services in accordance with Act 54, Section 32 of the Acts of 2009 and for total project costs exceeding \$250,000.00 requires bidders to comply with the following provisions and requirements.

Contractor is required to provide a list of subcontractors on the job along with lists of subcontractor's subcontractors and by whom those subcontractors are insured for workers' compensation purposes. Include additional pages if necessary. This is not a requirement for subcontractor's providing supplies only and no labor to the overall contract or project.

Subcontractor	Insured By		Subcontractor's Sub	Insured By

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax Number: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Failure to adhere to Act 54, Section 32 of the Acts of 2009 and submit Subcontractor Reporting: Worker Classification Compliance Requirement will constitute non-compliance and may result in cancellation of contract and/or forfeiture of future bidding privileges until resolved.

Send Completed Form to: Office of Purchasing & Contracting  
133 State Street, 5<sup>th</sup> Floor  
Montpelier, VT 05633-8000



# State of Vermont Bidder Response Form

---

**Request for Proposal Name: River Valley Therapeutic Residence  
Behavioral Health Electronic Records System**

---



## State of Vermont Bidder Response Form

### **Vendor Instructions:**

Provide the information requested in this form and submit it to the State of Vermont as part of your Request for Proposal (RFP) response. All answers must be provided within the form unless otherwise specified.

**Important: This form must be completed and submitted in response to this RFP for your proposal to be considered valid. The submission must also include the eight (8) additional artifacts requested within this form (denoted by underlined green font).**

See the RFP for full instructions for submitting a bid. **Bids must be received by the due date and at the location specified on the cover page of the RFP.**

Direct any questions you have concerning this form or the RFP to:

Kyle Emerson Technology Procurement Administrator  
State of Vermont  
Office of Purchasing & Contracting  
E-mail Address: [SOV.ThePathForward@vermont.gov](mailto:SOV.ThePathForward@vermont.gov)



## State of Vermont Bidder Response Form

### Part 1: VENDOR PROFILE

1. Complete the table below.

Item	Detail
Company Name:	[insert the name that you do business under]
Physical Address:	[if more than one office – put the address of your head office]
Postal Address:	[e.g. P.O Box address]
Business Website:	[url address]
Type of Entity (Legal Status):	[sole trader/partnership/limited liability company or specify other]
Primary Contact:	[name of the person responsible for communicating with the Buyer]
Title:	[job title or position]
Email Address:	[email]
Phone Number:	[landline]
Fax Number:	[fax]

2. Provide a brief overview of your company including number of years in business, number of employees, nature of business, and description of clients. Identify any parent corporation and/or subsidiaries.
3. Is your organization currently or has it previously provided solutions and/or services to any agency or entity of the Vermont State government? If so, name the State entity, the solution and/or services provided, and the dates.



## State of Vermont Bidder Response Form

4. **Provide a Financial Statement\* for your company and label it Attachment #1.** A confidentiality statement may be included if this financial information is considered non-public information. This requirement can be filled by:
- A current Dun and Bradstreet Report that includes a financial analysis of the firm;
  - An Annual Report if it contains (at a minimum) a Compiled Income Statement and Balance Sheet verified by a Certified Public Accounting firm; or
  - Tax returns and financial statements including income statements and balance sheets for the most recent 3 years, and any available credit reports.

*\*Some types of procurements may require bidders to provide additional or specific financial information. Any such additional requirements will be clearly identified and explained within the RFP and may include supplemental forms in addition to this Bidder Response Form.*

5. Disclose any judgments, pending or expected litigation, or other real potential financial reversals, which might materially affect the viability or stability of your company or indicate below that no such condition is known to exist.
6. Provide a list of three references similar in size and industry (preferably another governmental entity). References shall be clients who have implemented your Solution within the past 48 months.

Reference 1	Detail
Reference Company Name:	[insert the name that you do business under]
Company Address:	[address]
Type of Industry:	[industry type: e.g., government, telecommunications, etc.]
Contact Name:	[if applicable]
Contact Phone Number:	[phone]
Contact Email Address:	[email]
Description of system(s) implemented:	[description]
Date of Implementation:	[date]



## State of Vermont Bidder Response Form

Reference 2	Detail
Reference Company Name:	[insert the name that you do business under]
Company Address:	[address]
Type of Industry:	[industry type: e.g., government, telecommunications, etc.]
Contact Name:	[if applicable]
Contact Phone Number:	[phone]
Contact Email Address:	[email]
Description of system(s) implemented:	[description]
Date of Implementation:	[date]

Reference 3	Detail
Reference Company Name:	[insert the name that you do business under]
Company Address:	[address]
Type of Industry:	[industry type: e.g., government, telecommunications, etc.]
Contact Name:	[if applicable]
Contact Phone Number:	[phone]
Contact Email Address:	[email]
Description of system(s) implemented:	[description]
Date of Implementation:	[date]



## State of Vermont Bidder Response Form

### **PART 2: VENDOR PROPOSAL/SOLUTION**

1. Provide a description of the technology solution you are proposing.
2. Provide a description of the capabilities of the technology solution you are proposing.
3. If a proprietary software is being proposed, provide a description of the:
  - A. Standard features and functions of the software:
  - B. The software licensing requirements for the solution:
  - C. The standard performance levels:
    - Hours of system availability (99.99% Preferred):
    - System response time:
    - Maximum number of concurrent users:
    - Other relevant performance level information:
4. Give a brief description of the evolution of the system/software solution you are proposing. Include the date of the first installed site and major developments which have occurred (e.g. new versions, new modules, specific features).
5. List the total number of installations in the last 3 years by the year of installation.
6. Provide the total number of current users for the proposed system and indicate what version they are using.
7. Have you implemented the proposed solution for other government entities? If so, tell us who, when, and how that implementation went?
8. **Provide a Road Map that outlines the company's short term and long-term goals for the proposed solution/software and label its Attachment #2.**
9. **Provide a PowerPoint (minimum of 1 slide and maximum of 10 slides) that provides an Executive level summary of your proposal to the State. Label it Attachment #3.**
10. Does your proposed solution include any warranties? If so, describe them and provide the warranty periods.



## State of Vermont Bidder Response Form

- 11. Describe any infrastructure, equipment, network or hardware *required* to implement and/or run the solution.
- 12. What is your recommended way to host this solution?
- 13. Describe how your solution can be integrated to other applications and if you offer a standard-based interface to enable integrations.
- 14. Respond to the following questions about the solution being proposed:

Question	Vendor Response/Explanation	
	Yes or No	
A. Does the solution use Service Oriented Architecture for integration?		
B. Does the solution use a Rules Engine for business rules?		
C. Does the solution use any Master Data Management?		
D. Does the solution use any Enterprise Content Management software?		
E. Does the solution use any Case Management software?		
F. Does the solution use any Business Intelligence software?		
G. Does the solution use any Database software?		
H. Does the solution use any Business Process Management software?		
I. Is this a browser-based solution and if so what browsers do you support?		
J. Does the solution include an API for integration?		





## State of Vermont Bidder Response Form

### PART 3: FUNCTIONAL REQUIREMENTS

The table below lists the State’s Functional Requirements. Indicate the “Availability” for each requirement for your proposed solution. Use the “Vendor Comments” column to provide any additional information or explanations.

**A** - Feature is available in the core (“out-of-the-box”) solution.

**D** - Feature is currently under development (indicate anticipated date of availability in the Vendor comments column).

**C** - Feature is not available in the core solution but can be provided with customization.

**N** - Feature is not available.

<b>I D #</b>	<b>Functional Requirement Description Required</b>	<b>Availability</b>	<b>Vendor Comments</b>
<b>1</b>	<b>General Functionality</b>		



## State of Vermont Bidder Response Form

A	The System shall employ a role-based access control model that allows limiting access to all or part of a resident medical record using role-based permissions. Role based permissions must be configurable through a system administrator-level account to allow authorized staff to change, add roles, and modify permissions as needed.		
B	The System shall support Document Scanning, Document Management, and a process to document all steps of the Release of Information (ROI) workflow. This functionality shall include scanning, organizing into subfolders, and managing documents that are created by outside parties that can be included in a medical record.		
C	The System shall enable the release of all or part of an electronic medical record, both electronically and via printing in response to authenticated release of information requests.		
D	The system shall allow authorized users to record and update resident demographics, resident photo, guardianship info, insurance info, key contacts, and legal status information as structured data at the time of admission and as appropriate thereafter. The System shall have the ability to then generate a Face Sheet summary document with this information. System shall include a feature that pre-populates previously entered resident data (e.g., demographics) into system screens, templates, notes, forms, evaluations, etc.		



## State of Vermont Bidder Response Form

E	The system shall include spell check capabilities within text box narrative sections of assessments, notes, and forms.		
F	The System shall support Active Directory integration to utilize Single Sign-On capabilities.		
G	The System shall include your solutions standard library of base or canned reports, or ad hoc reports that compile and present data on key clinical info.		
H	The System shall time out and lock after a period of inactivity and allow the user to log back in and continue the function they were in the process of completing. The time out period shall be configurable by system administrator-level access.		
I	The system shall include the ability to create daily Progress notes that document a resident's progress and current status in meeting the goals set by the treatment plan, as well as efforts by staff members to help the resident achieve these stated goals, shall be made a part of the resident record.		
J	The System shall contain mechanisms for daily tracking and ensuring progress notes have been completed for services entered. Such mechanisms may include reminders/alerts, worklists, reports, etc.		
2. Admission			
A	The System shall assign a unique identifier to every individual admitted to		



## State of Vermont Bidder Response Form

	the Residence and a unique identifier associated with each facility admission.		
B	The system shall support scanning and/or the import/storage of insurance cards, ID cards, and other legal documents such as SSN cards and birth certificates.		
C	The system shall include Biopsychosocial assessment upon intake that includes ability for Written summary of current adjustment in major areas of life function – personal, social, familial, educational and vocational with an identification of major dysfunctions leading to the need for residential treatment. Sufficient information shall be gathered during the intake process to permit the identification of specific areas of function/dysfunction such as unemployment, marital discord or economic crisis, as possible collateral elements contributing to the presenting problems of substance abuse or mental illness and the identification of specific areas of successful life function, achievement and specific skills, strengths and supports.		
<b>3. In Patient</b>			
A	The System shall include standard templates for documenting evaluations, assessments, and Progress notes for a variety of disciplines (e.g., psychiatry, psychology, nursing, care manager, etc.) and the ability to configure documentation templates for discipline-specific needs.		
B	The System shall have a dedicated Treatment Plan section, module, or template accessible and modifiable by		



## State of Vermont Bidder Response Form

	authorized users. Users shall have ability to create individualized Treatment Plans that include treatment goals, approach, orientation, and method of achieving goals.		
C	The system shall support documentation of non-behavioral resident data such as vital signs and med/surg history/treatment.		
D	The System shall support the ability to create custom assessment tools with the ability to store, print, and export assessment scores.		
E	The system shall have the ability to create Psychiatric Evaluations including assessment, medication and diagnosis.		
<b>4. Discharge</b>			
A	The System shall provide the ability to record the location to which the resident was discharged (e.g., TCR, apartment, etc.).		
B	The details of the discharge plan shall be in writing and shall include the reasons for discharge. The summary shall include the reason for leaving, areas in which progress, no progress, or regression was observed, and the medication the resident was prescribed at the time of leaving.		
<b>5. Interoperability</b>			
A	The System shall possess ONC Health IT Certification (CEHRT) to 2015 Cures Edition standards, as evidenced by inclusion on the Certified Health IT Product List (CHPL) with CHPL ID,		



## State of Vermont Bidder Response Form

	Certification Version, and Certification Date.		
<b>Preferred Functionality</b>			
1. Admission			
A	The System shall include the solution to document and track personal property and its physical location from admission to discharge.		
B	Please describe your solutions capability for authorized individuals to place prominently displayed flags and/or warnings on a resident's record for a variety of defined reasons (e.g., Duty to Warn alert)		
2. Inpatient			
A	The System shall include the capability to document resident behavior/safety checks in 15 min, 30min, 45min, and hourly increments. Please describe solutions capability to manage and document resident observations.		
B	The System shall provide an active Resident Directory (i.e., facility census) that lists all residents actively admitted to the Facility, and the System shall allow configuration of information presented in this directory.		



## State of Vermont Bidder Response Form

C	The System shall cease populating Problems, Goals, and Interventions from problems marked as “resolved” or “inactive” on the Problem List.		
D	The System shall provide a process for an initial contributor to sign treatment plan that is then held in draft or incomplete status until finalized by respective staff members that are required to review and approve.		
E	The System shall allow users to capture resident diagnoses in either DSM or ICD code format, using the most up-to-date versions of both code sets as required by third-party payers.		
F	The System shall contain a library of standardized assessments and screening tools used in the evaluation and care of individuals with mental health and behavioral health conditions.		
G	The System shall include the ability to send a reminder and/or generate reports to notify staff about incomplete notes or other incomplete required information.		



## State of Vermont Bidder Response Form

### PART 4: NON- FUNCTIONAL REQUIREMENTS

The tables below list the State’s Non-Functional Requirements. Indicate if your proposed solution complies in the “Comply” column.

**Yes** = the solution complies with the stated requirement.

**No** = the solution does not comply with the stated requirement.

**N/A** = Not applicable to this offering.

Describe how the requirement is met in the “Vendor Description of Compliance” column.

#### 4.1 Hosting

ID #	Non-Functional Requirement Description	Comply	Vendor’s Description of Compliance
H1	Any technical solution must be hosted in a data center <b>located within the continental United States.</b>		
H2	Any hosting provider must provide for back-up and disaster recovery models and plans as needed for the solution. Please provide plan in the scenario internet is down between the local onsite Application (RVTR) and the vendor hosted server.		
H3	Any hosting provider will abide by ITIL best practices for change requests, incident management, problem management and service desk.		

#### 4.2 Application Solution

A1	Any solutions vendor must provide for the backup/recover, data retention and disaster recovery of a contracted/hosted application solution.		
A2	Any solutions vendor must provide for application management and design standard of all technology platforms and environments for the application solution (Development, Staging, Productions, DR, etc.)		





## State of Vermont Bidder Response Form

ID #	Non-Functional Requirement Description	Comply	Vendor's Description of Compliance
A3	Any solutions vendor must engage the State of Vermont using Service Level Agreements for system and application performance, incident reporting and maintenance.		
A4	The State owns any data they enter, migrate, or transmit into the solution and the vendor shall allow the State to pull or copy this data at any time free of charge.		
A5	<p>As a contract deliverable, the vendor shall supply an up-to-date data dictionary that represents all data respective of the solution it will provide. The data dictionary must contain the following attributes:</p> <ol style="list-style-type: none"><li>1. The technology (RDBMS platform) that hosts the data source, i.e. Oracle, SQL Server, MySQL, DB2, etc.</li><li>2. The location where the data source is hosted</li><li>3. Thorough descriptions of each table in the data source</li><li>4. Thorough descriptions of each column within each table in the data source. In addition to business definitions, column descriptions must include the following detail: schema names; file group names (if applicable); data types; lengths; primary and foreign key constrains; applied formatting; applied calculations; applied aggregations; NULL-ability; default values.</li></ol>		



## State of Vermont Bidder Response Form

### 4.3 Security

As a solution vendor, you must have documented and implemented security practices for the following and have a process to audit/monitor for adherence. Indicate “Yes” or “No” in the “Comply” column or “N/A” if the requirement is not applicable to this offering. Use the “Vendor Description of Applicable Security Processes” column to describe how you meet the requirement and the “Audit/Monitor” column to indicate how you monitor for compliance.

ID #	Non-Functional Requirement Description	Comply	Vendor’s Description of Applicable Security Processes	Audit/Monitor Process
S1	Input validation			
S2	Output encoding			
S3	Authentication and password management			
S4	Session management			
S5	Access control			
S6	Cryptographic practices			
S7	Error handling and logging			
S8	Data protection from unauthorized use, modification, disclosure or destruction (accidental or intentional).			
S9	Communication security			
S10	System configuration			
S11	Database security			
S12	File management			
S13	Memory management			
S14	Fraud detection			
S15	General coding practices			
S16	POA&M management			
S17	Risk Assessment Practices including but not limited to vulnerability assessment and pen testing			
S18	Incident response planning and testing			
S19	System Security Plan delivery			



## State of Vermont Bidder Response Form

### 4.4 Other Non-Functional Requirements

For each requirement listed, indicate if and how you comply or type “N/A” if it is not applicable to your offering.

### 4.5 Data Compliance

Vendors and their solutions must adhere to applicable State and Federal standards, policies, and laws based on the type of data that will be stored, accessed, transmitted and/or controlled by the solution. If the “Type of Data” column is checked below, respond “Yes” or “No” in the “Comply” column and provide an explanation on how you comply in the “Vendor’s Description of Compliance” column.

Type of Data	Applicable State & Federal Standards, Policies, and Laws	Comply	Vendor’s Description of Compliance
<input type="checkbox"/> Publicly available information	<ul style="list-style-type: none"> <li>▪ <a href="#">NIST 800-171</a></li> </ul>		
<input checked="" type="checkbox"/> Confidential Personally Identifiable Information (PII)	<ul style="list-style-type: none"> <li>▪ <a href="#">State law on Notification of Security Breaches</a></li> <li>▪ <a href="#">State Law on Social Security Number Protection</a></li> <li>▪ <a href="#">State law on the Protection of Personal Information</a></li> <li>▪ National Institute of Standards &amp; Technology: <a href="#">NIST SP 800-53</a> Revision 4 “Moderate” risk controls</li> <li>▪ <a href="#">Privacy Act of 1974, 5 U.S.C. 552a.</a></li> </ul>		
<input type="checkbox"/> Payment Card Information	<ul style="list-style-type: none"> <li>▪ <a href="#">Payment Card Industry Data Security Standard (PCI DSS) v 3.2</a></li> </ul>		
<input type="checkbox"/> Federal Tax Information	<ul style="list-style-type: none"> <li>▪ Internal Revenue Service Tax Information Security Guidelines for Federal, State and Local Agencies: <a href="#">IRS Pub 1075</a></li> </ul>		
<input checked="" type="checkbox"/> Personal Health Information (PHI)	<ul style="list-style-type: none"> <li>▪ Health Insurance Portability and Accountability Act of 1996: <a href="#">HIPAA</a></li> <li>▪ The Health Information Technology for Economic and Clinical Health Act <a href="#">HITECH</a></li> <li>▪ <a href="#">Code of Federal Regulations 45 CFR 95.621</a></li> </ul>		



## State of Vermont Bidder Response Form

Type of Data	Applicable State & Federal Standards, Policies, and Laws	Comply	Vendor's Description of Compliance
<input checked="" type="checkbox"/> Affordable Care Act Personally Identifiable Information (PII)	<ul style="list-style-type: none"> <li>▪ Internal Revenue Service Tax Information Security Guidelines for Federal, State and Local Agencies <a href="#">IRS Pub 1075</a></li> <li>▪ Minimum Acceptable Risk Standards for Exchanges <a href="#">MARS-E 2.0</a> (Scroll down the page)</li> </ul>		
<input type="checkbox"/> Medicaid Information	<ul style="list-style-type: none"> <li>▪ Medicaid Information Technology Architecture <a href="#">MITA3.0</a></li> <li>▪ <a href="#">Code of Federal Regulations 45 CFR 95.621</a></li> </ul>		
<input checked="" type="checkbox"/> Prescription Information	<ul style="list-style-type: none"> <li>▪ <a href="#">State law on the Confidentiality of Prescription Information</a></li> </ul>		
<input type="checkbox"/> Student Education Data	<ul style="list-style-type: none"> <li>▪ Family Educational Rights and Privacy Act: <a href="#">FERPA</a></li> </ul>		
<input checked="" type="checkbox"/> Personal Information from Motor Vehicle Records	<ul style="list-style-type: none"> <li>▪ <a href="#">Driver's Privacy Protection Act</a> (Title XXX) ("DPPA") 18 U.S.C. Chapter 123, §§ 2721 – 2725</li> </ul>		
<input type="checkbox"/> Criminal Records	<ul style="list-style-type: none"> <li>▪ Criminal Justice Information Security Policy: <a href="#">CJIS</a></li> </ul>		

### 4.6 State of Vermont Cybersecurity Standard Update 2023-01

Vendor shall certify by checking the box below the Solution shall not include, incorporate, rely on, utilize or be supported by any products or services subject to the limitations provided under State of Vermont Cybersecurity Standard Update 2023-01, which Contractor acknowledges has been provided to it, and is available on-line at the following URL: <https://digitalservices.vermont.gov/cybersecurity/cybersecurity-standards-and-directives>

Contractor hereby certifies that in connection with the Request for Proposal, **none** of the applicable products or services will be included in or used to support State systems in a manner prohibited under the Standard.



## State of Vermont Bidder Response Form

### **PART 5: IMPLEMENTATION/PROJECT MANAGEMENT APPROACH**

1. Describe the approach you would recommend for project managing this engagement.
2. Provide a list of the standard project management deliverables that you would normally produce for this type of engagement.
3. **Provide a proposed list of project phases, major milestones, and an implementation time-line. Label this Attachment #4.**
4. What types of difficulties have other clients experienced with implementation of the proposed solution?
5. Describe the experience and qualifications of the Project Manager you would offer as the resource for this engagement. **Provide a copy of their resume and label it Attachment #5.**



## State of Vermont Bidder Response Form

### **PART 6: TECHNICAL SERVICES**

1. Describe the technical services included in your proposal (e.g., business analysis, configuration, testing, implementation, etc.).
2. Provide a list of the standard deliverables for the technical services described above.
3. Provide a description of the roles/services/tasks the State will be expected to cover as part of this engagement. Describe any additional roles/services/tasks that are optional, but would be beneficial for the State to provide.
4. Describe your typical conversion plan to convert data from existing systems to your proposed solution (if applicable).
5. Describe **and attach your typical Implementation Plan (label it Attachment #6)**, which shall include planning for the transition to maintenance and operations.
6. Describe the experience and qualifications of the technical resources proposed for this engagement. **Provide their resume(s) and label them Attachment #7.**
7. Describe the training that is included in your proposal.
8. Describe the system, administrator, and/or user documentation that is included in your proposal.



## State of Vermont Bidder Response Form

### PART 7: MAINTENANCE AND SUPPORT SERVICES

1. Provide answers to the questions below regarding your company's Maintenance and Support Services:

Questions	Vendor Response
<b>Service: Customer Phone &amp;/or Email Support</b>	
What is the method for contacting technical support?	
What are the hours of operation for support?	
What is the turnaround time for responses?	
What is the escalation process for support issues?	
Who comprises the support team and what are their qualifications?	
Define your response resolution metrics and how you capture and report them.	
<b>Service: Incident/Security Breach Notification and Process</b>	
Describe your identification and notification process for security breaches.	
<b>Service: Data Management</b>	
Describe how data is stored, retained and backed-up (including frequency).	
<b>Service: Hosting</b>	
Describe the hosting service and associated service levels.	



## State of Vermont Bidder Response Form

Questions	Vendor Response
<b>Service: Scheduled Maintenance/Downtime</b>	
What is the frequency of scheduled maintenance and downtime?	
What is the notification process for scheduled maintenance and downtime?	
Describe how “maintenance” updates are tested with customers prior to installing them in their live environments.	
<b>Service: System Upgrades</b>	
Are software upgrades provided as part of the software support contract?	
Describe your software upgrade process.	
How often are new versions released?	
Is documentation and training provided for system upgrades?	
Are there additional costs for upgrades and/or new releases?	
Describe how and when the State will have an opportunity to test system upgrades/releases prior to live installation.	
Describe how the State will validate post installation and how changes will be backed out in the event that a problem is encountered.	





## State of Vermont Bidder Response Form

Questions	Vendor Response
<b>Service: Bug Fixes and Minor Enhancements</b>	
Describe the frequency and process for providing, testing, and installing bug fixes and minor enhancements.	
<b>Service: Disaster Recovery</b>	
Describe the disaster recovery services included in this proposal for any non-state hosted services.	
What is your standard RPO and RTO?	
Describe the plan your company has in place for its own disaster recovery of any sites that may be involved in support of this proposal.	

2. Describe any other services not mentioned in the above list that are included in your standard Service Level Agreement (SLA) and **include a copy of your SLA with your response to this RFP. Label the SLA Attachment #8.**
3. Describe how adherence to your service levels is measured and what remedies you would provide the State when performance doesn't meet the standard?



## State of Vermont Bidder Response Form

### **PART 8: PRICING** *[Update the pricing chart as needed for your specific RFP.]*

1. Submit pricing for your proposed solution in the table below. Fill in only the lines that are applicable to your proposal. **Insert lines for additional costs, but do not delete or rename any lines in the Table. Total each column and provide a total of all columns in the “Total Implementation, plus 5 Year Costs” box on the next page.**

Cost Type	One Time (Implementation)	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Software</b>						
Enterprise Application: License Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance &/or License Fee Add-Ons	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subscription cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Storage Limitations and/or Additional Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Database Software: License Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Middleware Tools: License Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Operating System Software: License Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Upgrade Costs for Later Years	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Support and Maintenance Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Implementation Services</b>						
Project Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Requirements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design (Architect Solution)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Development (Build, Configure or Aggregate)/Testing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
System Testing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Defect Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Implement/Deploy or Integrate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Quality Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



## State of Vermont Bidder Response Form

Cost Type	One Time (Implementation)	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Implementation Services Continued</b>						
Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Telecom</b>						\$0.00
Bandwidth	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Hardware</b>						\$0.00
Computing Hardware	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Storage and Backup Hardware	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Network Hardware	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities/Data Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Hosting</b>						\$0.00
Hosting Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Base Costs</b>	<b>\$0.00</b>					

**Total Implementation plus Five Year Costs      \$ 0.00**

2. Describe any assumptions you have made in relation to the above cost and pricing information.
  
3. Provide pricing information for any volume discounts that are available based on the number of software licenses purchased or support years purchased.



## State of Vermont Bidder Response Form

4. Provide pricing for any Functional Requirements marked as “C” (feature is not available in the core solution, but can be provided with customization).



## State of Vermont Bidder Response Form

### PART 9: TERMS AND CONDITIONS

In deciding which Respondent/s to shortlist the State will take into consideration each Respondent’s willingness to meet the State’s terms and conditions. Indicate any objections or concerns to our stated terms and conditions in the RFP or any of the exhibits, addendums or attachments including **Attachment C**. Add lines to the table below as needed.

**Important:** Bidder will be bound to all terms and conditions stated in the State’s RFP, exhibits, attachments, and/or addendums except and then only to the extent specifically set forth in the table below, and only if and to the extent expressly agreed and incorporated in writing in a resulting contract. Note that exceptions to contract terms may cause rejection of the proposal.

Clause Location	Concern	Proposed Verbiage
[indicate RFP, exhibit, attachment or addendum, section & page number]	[briefly describe your concern about this clause]	[describe your suggested alternative wording for the clause or your solution]
[indicate RFP, exhibit, attachment or addendum, section & page number]	[briefly describe your concern about this clause]	[describe your suggested alternative wording for the clause or your solution]
[indicate RFP, exhibit, attachment or addendum, section & page number]	[briefly describe your concern about this clause]	[describe your suggested alternative wording for the clause or your solution]



## State of Vermont Bidder Response Form

### PART 10: CERTIFICATE OF COMPLIANCE/AUTHORIZED COMPANY SIGNATURE

For a bid to be considered valid, this Part 10 must be completed in its entirety, executed by a duly authorized representative of the bidder, and submitted as part of the response to the proposal.

- A. **NON COLLUSION:** Bidder hereby certifies that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, bidder understands that this paragraph might be used as a basis for litigation.
- B. **CONTRACT TERMS:** Bidder hereby acknowledges that is has read, understands and agrees to the terms of this RFP, including Attachment C: Standard State Contract Provisions, and any other contract attachments included with this RFP.
- C. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENT:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), the following provisions and requirements apply to Bidder when the amount of its bid exceeds \$250,000.00.

**Self-Reporting.** Bidder hereby self-reports the following information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers, that occurred in the previous 12 months.

Summary of Detailed Information	Date of Notification	Outcome

**Subcontractor Reporting.** Bidder hereby acknowledges and agrees that if it is a successful bidder, prior to execution of any contract resulting from this RFP, Bidder will provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), and Bidder will provide any update of such list to the State as additional subcontractors are hired. Bidder further acknowledges and agrees that the failure to submit subcontractor reporting in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54) will constitute non-compliance and may result in cancellation of contract and/or restriction from bidding on future state contracts.



## State of Vermont Bidder Response Form

### D. Executive Order 05 – 16: Climate Change Considerations in State Procurements Certification

**Bidder certifies to the following (Bidder may attach any desired explanation or substantiation. Please also note that Bidder may be asked to provide documentation for any applicable claims):**

1. Bidder owns, leases or utilizes, for business purposes, space that has received:
  - Energy Star® Certification
  - LEED®, Green Globes®, or Living Buildings Challenge<sup>SM</sup> Certification
  - Other internationally recognized building certification:

- 
2. Bidder has received incentives or rebates from an Energy Efficiency Utility or Energy Efficiency Program in the last five years for energy efficient improvements made at bidder's place of business. Please explain:

- 
3. Please Check all that apply:
    - Bidder can claim on-site renewable power or anaerobic-digester power ("cow-power"). Or bidder consumes renewable electricity through voluntary purchase or offset, provided no such claimed power can be double-claimed by another party.
    - Bidder uses renewable biomass or bio-fuel for the purposes of thermal (heat) energy at its place of business.
    - Bidder's heating system has modern, high-efficiency units (boilers, furnaces, stoves, etc.), having reduced emissions of particulate matter and other air pollutants.
    - Bidder tracks its energy consumption and harmful greenhouse gas emissions. What tool is used to do this?
    - Bidder promotes the use of plug-in electric vehicles by providing electric vehicle charging, electric fleet vehicles, preferred parking, designated parking, purchase or lease incentives, etc..
    - Bidder offers employees an option for a fossil fuel divestment retirement account.
    - Bidder offers products or services that reduce waste, conserve water, or promote energy efficiency and conservation. Please explain:



## State of Vermont Bidder Response Form

4. Please list any additional practices that promote clean energy and take action to address climate change:

---

---

---

**E. Executive Order 02 – 22: Solidarity with the Ukrainian People**

- By checking this box, Bidder certifies that none of the goods, products, or materials offered in response to this solicitation are Russian-sourced goods or produced by Russian entities. If Bidder is unable to check the box, it shall indicate in the table below which of the applicable offerings are Russian-sourced goods and/or which are produced by Russian entities. An additional column is provided for any note or comment that you may have.

Provided Equipment or Product	Note or Comment





## State of Vermont Bidder Response Form

I am authorized to submit a proposal to the State of Vermont in response to this RFP on behalf of my organization. The information provided as part of my organization's response is a true and accurate representation of my organization's ability to meet the State of Vermont's business needs as expressed in this RFP.

<b>Signature:</b>	
<b>Full name:</b>	
<b>Title:</b>	
<b>Company:</b>	
<b>Date:</b>	