

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI
PROCUREMENT SERVICES
118 COLLEGE DRIVE
#5003
HATTIESBURG, MS 39406-0001**

GENERAL TERMS, CONDITIONS AND INSTRUCTIONS FOR BIDS/PROPOSALS

- 1.) Failure to examine any drawings, specifications, and instructions will be at bidder's risk.
- 2.) Samples of items when called for must be furnished free of
- 3.) As a public entity of the state, we use sealed bidding to ensure "fair and open competition" to ensure no one in the buying organization can influence the public opening of

not be revealed to the buyer before that time. Bids must be sealed with bidder's name and address on the outside of the envelope. The date and time of the bid opening and the bid file number must be written on the top-left corner of the packages, envelopes, express mailing envelopes, etc.

One signed original and one (1) signed copy of the bid **MUST** be submitted to the University. The University **requires** a portable electronic virus/malware free copy of the bid response from the responding Vendor to be included in the bid package. If an electronic copy is not included, the University reserves the right to request an electronic copy of the **exact** bid response prior to the bid opening.

- 5.) For your bid to be considered, it must be received, and time stamped in our office by 2:00 P.M. of the bid opening date. It is the responsibility of the vendor to ensure their bid is received within the appointed time. If your bid package is not received in Bond Hall, Room 214, by 2:00 P.M. of the bid opening date, it will not be considered.

- b. If you are mailing your bid package via U.S. Postal Service, mail to: The University of Southern Mississippi
Procurement Services (RFP #)

- a. Any provisions disclaiming implied warranties shall be null and void. See Mississippi Code Annotated Sections 11-7-18 and 75-2-719(4). The Vendor shall not disclaim the implied warranties of merchantability and fitness for a particular purpose.
 - b. Any limitation of liability for claims related to the following items:
 - i. Infringement issues;
 - ii. Bodily injury;
 - iii. Death;
 - iv. Physical damage to tangible personal and/or real property; and/or the intentional and willful misconduct or negligent acts of the Vendor and/or Vendor's employees or subcontractors.
 - c. Any requirements that the University pay interest, except for those in conjunction with USM's standard payment terms of Net 45 days. Payments made beyond 45 days are subject to late fees and interest.
 - d. Any terms and conditions in the purchase contract that conflict with the laws of the State of Mississippi. Any such instances shall require a revision of the terms and conditions to ensure compliance with Mississippi state law.
 - e. Any provision requiring USM to pay attorney's fees, prejudgment interest or costs associated with any legal action to or for the Vendor, except that which are ordered by a court of competent jurisdiction.
- 14.) Bid files can only be examined during normal working hours by interested parties, but only after the official award has been made.
- 15.) If purchase orders or contracts are canceled because of the awarded vendor's failure to perform or request for price increase, that vendor shall be removed from our bidders' list for a period of 24 months.
- 16.) No addendum will be issued within a period of two (2) working days prior to the time and date set for the bid opening. Should it become necessary to issue an addendum within the two-day period prior to the bid opening, the bid date will be reset giving bidders ample time to answer the addendum.
- 17.) Alternate bids, unless specifically requested or allowed, will not be considered.
- 18.) Bid openings will be conducted open to the public. However, they will serve only to open the bids. No discussion will be held with any vendor as to the quality or provisions of the specifications, and no award will be made either stated or implied at the bid opening. After the close of the bid opening meeting, the bids will be considered to be in the evaluation process and will not be available for review by bidders. Proposal openings are not required to be open to the public; however, the resulting award is open for public inspection.
- 19.) Prices quoted shall be firm for the term of the contract or for the stated time of acceptance.
- 20.) The bidder understands that The University of Southern Mississippi is an equal opportunity employer and, therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other such discrimination; and the bidder,

28.) A copy of the manufacturer's standard guarantee/warranty shall accompany

from the Vendors under a precise schedule.

- 35.) As an alternative to traditional sealed bids in envelopes, the University of Southern Mississippi is capable of receiving electronic bid responses. While this option is available, it is not required, and we ask that all potential respondents keep in mind that with any electronic system there could be delays or glitches with the submission process; therefore the University highly encourages traditional sealed bids which are either mailed or submitted in person. Should a vendor choose to submit their response electronically, please follow the instructions below using the following website:
https://www.ms.gov/dfa/contract_bid_search/Home/Sell. On this site you will find helpful links to procurement opportunities, as well as a link to supplier registration. If not already registered in this system, potential bidders will first need to click on 'Supplier Registration' and follow the steps outlined (a one-time process). Once registered, they can return to the original website and click on 'Procurement Opportunities' where they can either search by keyword for the bid they desire to respond to or leave the search box blank and click 'Search' for a listing of all current bids and proposals for the various State of Mississippi offices.

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A. Introduction / Objective

The University's Student Health Services aims to acquire an Electronic Health Records (EHR) system for the storage, processing, and securing of university health records. The primary objective is to maintain and enhance the existing efficiencies: ensuring increased access to necessary patient health records and sustaining the current robust foundation for patient health records.

In alignment with the American Recovery and Reinvestment Act, all public and private healthcare providers and other eligible professionals are mandated to adopt and demonstrate meaningful use of electronic medical records.

At present, the University operates three secure servers within the University Technology and Data Center on the Hattiesburg campus. Each server has a redundant backup and is regularly utilized for application testing, building blocks, and the provision of patient medical records. Additionally, a test server is maintained for upgrades, updates, and any required testing to ensure reliability before implementation on the live database server.

The current Electronic Health Records system consists of approximately:

- 90,000 patient records.

- 300GB of storage including patient medical records, scanned medical records from outside clinical agencies, records of all medications prescribed, and access to medical records prior to 2007.

The current system interfaces with the following software:

- Citrix.

- RealMed (also known as Availity).

- Lab Corp.

- Pro-Pharm by Kalos, Inc.

- LabDAQ by CompuGroup Medical.

- First DataBank.

- Oracle PeopleSoft database.

- Badgepass

- ERad from Gulf Coast Imaging

- Mississippi Prescription Monitoring program from Bamboo

- Qualtrics

B. Instructions to Vendors

The Request for Proposals/Bids coversheet must be included in all sealed proposals for this bid.

Each bid must be submitted in a sealed envelope bearing on the outside the name "Electronic Health Records Software," the name of the Vendor, the Vendor address, and the notification of opening on the specified date on the coversheet.

Vendors must submit all questions regarding this proposal no later than 5:00pm on Tuesday, February 11, to Bids@usm.edu. The University will respond by addenda no later than the following Thursday, February 13. Extensions to the proposal due date will only occur if deemed necessary by the University to allow

acknowledge any information in the proposal that is not presented according to these instructions.

L. Additional Requirements

The University acknowledges that the specifications within this RFP may not be exhaustive. Rather, they reflect the known requirements that must be met by the proposed system. Vendors must specify what additional components may be needed and are proposed to complete each configuration.

If applicable, in the event there is an incumbent vendor, the cost of converting the existing system to a new system will be required in the analysis of final costs.