

Request for Proposal (RFP)

Healthcare IT Project

1. Introduction

- Project Title:
- Issued By:
- Contact Person:
- Email:
- Phone:

2. Organization Overview

Provide an overview of your healthcare organization

- Practice size and specialties
- Services offered
- IT and operational goals
- Any relevant initiatives (e.g., telehealth, mental health integration)

3. Project Goal and Objective

Outline the key goals

- Brief description of the project
- Project timeline and budget range
- Strategic value and intended outcomes
- Stakeholders involved

4. Proposal Requirements

- Full description of services/products requested
- Deliverables and milestones
- Technical, administrative, and clinical requirements
- Key system features (e.g., HIPAA compliance, telehealth support, EHR interoperability)

5. Proposal Submission Guidelines

- Proposal format requirements (e.g., PDF)
- Deadline for submissions
- Submission method (e.g., email/upload portal)
- Questions deadline (if applicable)

6. Evaluation Criteria

Vendors will be evaluated based on certain criteria.

- Relevant industry experience
- Case studies or client references
- Technical capabilities and certifications
- Pricing structure
- Project timeline and flexibility
- Compliance with regulatory requirements (HIPAA, GDPR)

7. Vendor Response Requirements

Vendors should provide:

- Company overview and contact details
- System functionality and features
- Implementation timeline
- Support and maintenance plan
- Pricing model (including licensing, support, customizations)
- Workflow diagrams (if available)
- Data security and compliance details

8. Terms and Conditions

- Compliance with all relevant legal and regulatory frameworks (HIPAA, GDPR)
- Confidentiality agreements
- Ownership of work and deliverables
- Dispute resolution
- Vendor liabilities

9. Timeline

Milestone	Date
RFP Issued	[MM/DD/YYYY]
Vendor Questions Due	[MM/DD/YYYY]
Proposal Submission Deadline	[MM/DD/YYYY]
Evaluation Period	[MM/DD/YYYY – MM/DD/YYYY]
Vendor Selection	[MM/DD/YYYY]
Project Kickoff	[MM/DD/YYYY]