SOLANO COUNTY

DEPARTMENT OF INFORMATION TECHNOLOGY
REQUEST FOR QUALIFICATION (RFQ) NUMBER: **SDO-DF-FY23.24**
RESPONSE DOCUMENT: SOLANO RFQ QUESTIONS & ANSWERS

NO.	REFERENCE SECTION OF SOLICITATION	QUESTIONS / COMMENTS	COUNTY RESPONSE (FOR COUNTY USE ONLY)
1.	Section 5. Instructions to Proposers - a. Statement of Qualification	Please confirm that the signed Attachments 1, 3-4, 7-10 required to be submitted with the proposal are not included in the SOQ 15-page limitation.	The SOQ (excluding the cover letter, resumes, copy of the RFQ, and attachments 1, 3-4, 7-10) may not exceed a total of 15 single-sided, 8.5" x 11", numbered pages.
2.	Section 5. Instructions to Proposers - 1. County Contract	Please confirm that any proposed qualifications and suggested modifications to the County Contract are not included in the SQQ 15-page limitation.	Any proposed qualifications and suggested modifications to County Contract (Exhibit I, C &D) must be documented in Attachment 1: Signature Page and Attachment 10: Checklist
3.	Schedule of Events	Is vendor selection being done December 6th?	As per Schedule of Events, Notice of Intent to Award issued is scheduled for December 6, 2023.
4.	Scope of Service	What is the budget range for this RFQ?	*(Section 5. Instruction to Proposers, sub section g. Budget):* The budget should include: (a) the total dollar amount and hourly rate for all desired consultants, (b) any other resources, including in-kind, that will support the proposed service, (c)the number of anticipated hours and rate of the key team members per year. The estimated level of hours for other staff can be summarized in general categories.
5.	Background	Where can we find more information on County of Solano, Department of Information Technology IT Delivery Framework?	The IT Delivery Framework has been posted on the "IT solicitations" page for reference. Onboarding of new contractors will include a review of the framework by PMO. The PMO will be monitoring alignment and provide guidance where appropriate.

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6.	Instructions to Proposers	Does the county have a standard SOQ template that is required to be used for the response?	There is no standard SOQ template. The Responding Firm is required to submit a SOQ with information deemed relevant to the solicitation. Also required to include, items listed in **Section 1 "Instructions To Proposers"**.
7.	Background	Is the organization unionized?	Solano County, being a government agency, is represented by labor union(s).
8.	Background	Does the organization employ any union workers?	This question is not pertinent to the scope of the Request for Qualifications
9.	Background	How many sites owned, rented, or leased does the organization have?	This question is not pertinent to the scope of the Request for Qualifications.
10.	Background	How many clinic locations will be implementing/transitioning to the new EHR?	Nine clinics will be transitioning to the new EHR.
11.	Background	Does the organization have street work?	This question is not pertinent to the scope of the Request for Qualifications.
12.	Background	Does the organization have field services such as mobile or health care for the homeless?	There are two mobile clinics in operation and various unhoused population programs/services.

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13.	Background	Are clinic staff/employees working remotely or fully back on site at all clinic locations?	Clinic Operations is not pertinent to the scope of the Request for Qualifications.
14.	Background	Any special billing programs such a Short-Doyle?	Clinic Billing/Operations is not pertinent to the scope of the Request for Qualifications.
15.	Background	How many visits did you have in 2023, 2022, and 2021?	Clinic Operations is not pertinent to the scope of the Request for Qualifications.
16.	Scope of Service	Is data conversion part of this project?	The requirement for data conversion is part project scope, with the IT Project Manager tasked with overseeing the comprehensive planning, execution, and delegation of responsibilities to the relevant technical domains during implementation.
17.	Scope of Service	Will the responding firm be responsible for archiving the data in the current EHR and the costs associated with an archiving solution?	The responsibility for archiving the data in the current EHR and the associated costs with an archiving solution is not in the RFQ scope of services. The IT Project Manager will be focused on ensuring effective communication, resolving issues, and maintaining alignment with our OCHIN implementation partners during the EPIC EHR system implementation.
18.	Scope of Service	What information is being converted?	In the context of the IT project management role, the information being converted primarily pertains to the data relevant to the implementation of the EPIC EHR system. This includes but is not

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			limited to patient records, medical histories, treatment plans, and other healthcare-related data. The IT Project Manager will play a crucial role in overseeing and facilitating the smooth transition of this information to ensure a seamless and effective integration with the new system. Further details on the specific data elements and requirements will be provided as part of the collaborative planning process with the implementation team and stakeholders.
19.	Scope of Service	How many interfaces need to be built? Does the County have existing contracted services with lab or hospital systems for testing / imaging that will be part of the overall Epic implementation?	The specific interfaces required will be determined through collaboration with relevant stakeholders, including lab or hospital systems. The IT Project Manager will be responsible for overseeing the planning, development, and implementation of in scope interfaces to ensure seamless integration into the Epic system. The focus of the Responding Firms Statement of Qualifications (SOQ) will be on expertise in managing interface processes and ability to coordinate effectively with contracted services for successful integration.
20.	Scope of Service	Does the County currently participate in an HIE that will be requested to be integrated as part of the Epic implementation?	In the context of IT Project Management Services, the responding firm will collaborate and partner with OCHIN (implementation partner) to seamlessly integrate the existing Health Information Exchange (HIE) into the EPIC system. Solano's project approach emphasizes close coordination with stakeholders, vendors, and implementation partners to ensure

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			the effective incorporation of HIE data aligns strategically with the project's objectives and the organization's overarching strategy.
21.	Background	Is the organization a part of any ACOs?	Family Health Services is not part of an ACO
22.	Background	Does the organization participate in any data exchanges?	The Department of Health and Social Services (H&SS) participates in data exchange through Public Health (Solano Hub) under a contract with Simi Group (vendor). Additionally, our Lab services actively participate in data exchange through Quest Lab Services.
23.	Background	Does the clinic support virtual visits? What volume of visits are virtual, if so?	Clinic Operations is not pertinent to the scope of the Request for Qualifications.
24.	Background	What services currently provided by the County will be transitioned to the EHR?	Clinic Operations is not pertinent to the scope of the Request for Qualifications.
25.	Background	What are all the programs (grants) the organization offers? (Ex. Ryan White, PACE, etc.)	This question is not pertinent to the scope of the Request for Qualifications.
26.	Background	Are there any specialty services?	**(See Section 3 - Scope of Services)**. The Responding firm is required to furnish a diversified team of seasoned

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			and qualified subject matter expert consultants as outlined in the Minimum Qualifications.
27.	Background	Does the organization do value-based contracts?	This solicitation does not intend to grant any value-based contracts to responding firms.
28.	Background	What is your current EHR platform?	The Department of Health and Social Services (H&SS) is presently utilizing NextGen as its Electronic Health Records System. This initiative involves transitioning from NextGen to EPIC.
29.	Background	Has a technology and hardware assessment been completed to confirm compatibility with OCHIN Epic?	Both the Department of Health and Social Services (H&SS) and the Department of Information Technology (DoIT) have collaborated extensively with the OCHIN implementation partner. Prerequisites for IT and compatibility assessments have been finalized and verified.
30.	Background	What is the current process in place for the assignment of hardware and maintaining inventory as it relates to clinic operations? Who maintains the inventory listing of this information at the County?	Clinic Asset Management Operations is not pertinent to the scope of the Request for Qualifications.
31.	Scope of Service	Are there network changes that are anticipated that will also be managed by this "IT Project Manager" or will an existing Project Manager in the existing "DoIT" department assume that responsibility for County network and Infrastructure changes needed related to the project?	The IT Project Manager is expected to supervise all functional aspects of the project, fostering coordination among the H&SS Project Manager, OCHIN implementation partner, and dedicated technical SMEs (such as Network, Infrastructure,

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			Security, Data Management, etc.).
32.	Scope of Service	Related to the Project Management services being requested: What is the work scope that will be overseen by this IT Project Manager?	The IT Project Manager will oversee every aspect of the project, ensuring efficient communication, coordinating with stakeholders, and supervising the integration of the EPIC system. The role involves planning, execution, and collaboration with the OCHIN implementation partner, H&SS Project Manager, and dedicated technical SMEs, with the goal of achieving a seamless and strategically aligned implementation.
33.	Scope of Service	Related to the Project Management services being requested: Is this position strictly overseeing the County-level tasks in implementing the OCHIN Epic system at the organization (e.g. deliverables and strategic guidance for the EHR configuration)?	The IT Project Manager is expected to supervise all functional aspects of the project, fostering coordination among the H&SS Project Manager, OCHIN implementation partner, and dedicated technical SMEs (such as Network, Infrastructure, Security, Data Management, etc.).
34.	Scope of Service	Related to the Project Management services being requested: Are there network changes that are anticipated that will also be managed by this "IT EHR Project Manager" or will an existing Project Manager in the County "DoIT" department assume that responsibility for County network and Infrastructure changes needed related to the project?	The IT Project Manager is expected to supervise all functional aspects of the project, fostering coordination among the H&SS Project Manager, OCHIN implementation partner, and dedicated technical SMEs (such as Network, Infrastructure, Security, Data Management, etc.).

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35.	Scope of Service	Other than Project Management of the Epic Install, are there other resources known at this time that will be included as part of the overall Epic EHR System Implementation Project that should also be included as part of this proposal?	The focus of this RFQ is to secure an IT Project Manager for the implementation of the Epic EHR System. There are no additional resources known at this time that should be included as part of this proposal.
36.	Scope of Service	Will staff for the project be provided by the County or will these also be part of the contracted team?	This RFQ aims to procure an IT Project Manager for implementing the Epic EHR System. The county will assign dedicated project Subject Matter Experts (SMEs) from both H&SS and technical domains.
37.	Scope of Service	What resources at the County will be assigned as part of the oversight / sponsor for this Project?	In accordance with the DoIT IT Delivery Framework and Project Governance standards, the project is backed by executive-level sponsorship. The Project Management Office (PMO) will supervise the performance of the Responding Firm and ensure adherence to county IT implementation standards.
38.	Scope of Service	Does the County have a desired target for onsite and remote work performed by the Project resource(s) for the duration of the engagement?	**(Please refer to Sec. 5-d)** The Responding Firm must provide a qualified resource capable of adapting to both remote and on-site (local) work schedules to meet the diverse requirements of stakeholder groups and associated project efforts.
39.	Scope of Service	Which Epic modules do you plan on implementing?	At present, the identification of specific EPIC modules for implementation is pending finalization, primarily due to ongoing changes to the current Statement of Work (SOW), such as adjustments to Ambulatory Clinic modules. The confirmed EPIC modules within the project

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			scope will be detailed during vendor presentations.
40.	Scope of Service	How many County staff members will be trained to be Epic Support Specialists?	This project is in its initial phases, pending ongoing discussions and the identification of post-operational support and resource requirements.
41.	Scope of Service	How many County staff members will be clinical champions or super users?	This project is in its initial phases, pending ongoing discussions and the identification of post-operational support and resource requirements.