

**HCA 447 - Healthcare Informatics
Spring 2019 (1 credit hour course)**

Instructions for Vendor Selection Project

1. Build a Request for Proposal for the system type of your choice that meets the criteria below. See example at <https://www.healthit.gov/resource/request-proposal-rfp-template-health-information-technology>. You are the facility or practice writing the RFP for vendors to respond to.

The Request for Proposal should contain the following sections

- a. Section 1 – Detailed Vendor Instructions
 - b. Section 2 – Vendor Profile Questionnaire
 - c. Section 3 – Specifications Questionnaire
 - d. Section 4 – Implementation Plan Instructions
 - e. Section 5 – Hardware and Configuration Specifications Instructions
 - f. Section 6 – Cost Estimate Instructions
2. Build a Vendor Contract for the system type of your choice. See some guidelines, checklist, and sample contract at <https://www.healthit.gov/fac/what-are-important-items-include-vendor-contract>, https://www.healthit.gov/sites/default/files/facas/HITJC_EHR_Contract_Guide_2016-10-05.pdf, <https://ehrintelligence.com/news/ehr-vendor-contracts-best-practices>, and <http://www.curemd.com/eula/EULA.pdf>.
 3. Build a Vendor Service Level Agreement (SLA) for the system type of your choice. See example at <http://www.itsm.info/Sample%20SLA%20Templates.pdf>.

Submit Microsoft Word file containing RFP, contract, and SLA on Blackboard.

Evaluation Criteria

Evaluation for grade

1. All sections above included.
2. Criteria customized to system being requested.
3. Use of provided template(s) or example(s) for guidance only (don't just copy and paste).