

## Section 3.9 Select

# EHR Request for Proposal

The request for proposal (RFP) is a powerful tool to use in the selection process for electronic health records (EHR). This tool provides a RFP template that can be customized for your organization's use.

**Time needed:** 40 hours

**Suggested other tools:** Section 3.4 Soliciting Bids for EHR and HIE: RFI, RFB, RFP

## How to Use

Review the RFP template, eliminate any questions for that are not applicable to your organization. Enter your organization's information. Send the REP to the vendors you have selected to receive the RFP.

Date:
Re: Request for Proposal for Electronic Health Record
Due Date for Response:
To:
From: <ul style="list-style-type: none"> <li>• Primary Contact Name:</li> <li>• Title:</li> <li>• Address:</li> <li>• Phone Number:</li> <li>• E-Mail address:</li> </ul>
Additional Instructions for Responding to this RFP: Please limit contact to individual identified above. Submit your response electronically, and as five paper copies. Complete all sections without alteration.
Table of Contents: <ul style="list-style-type: none"> <li>A. Background and Information</li> <li>B. Request for Information:             <ul style="list-style-type: none"> <li>1. Vendor Information</li> <li>2. EHR Product History</li> <li>3. Customer Information and References</li> <li>4. How EHR Meets Functional Requirements</li> <li>5. How EHR Meets Performance Requirements</li> <li>6. EHR Technical Requirements</li> <li>7. Implementation Plan</li> <li>8. Documentation, Training, and Testing</li> <li>9. Ongoing Support/Maintenance</li> <li>10. Contractual Considerations</li> </ul> </li> <li>C. Price Proposal (supply as a separate electronic file, and as separate sealed paper copies)</li> </ul>

# Sample Proposal Documents

**Jiyuan Zhang**



## **Sample Proposal Documents:**

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