



Technology Services Request for Proposals

Prescription Drug Monitoring Program (PDMP) RxCheck

RxCheck Enhancements

IJIS Institute

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Your firm is invited to submit a proposal to conduct activities and produce work products that directly support the IJIS Institute as outlined in this Request for Proposal (RFP). Under this engagement, the selected company, or professional individuals(s) will assist in the development of the enhancements to the existing RxCheck solution.

The developed enhancements will provide more robust capabilities for all the RxCheck partners to share information in a secure and timely manner. These enhancements are based on the features identified by the various stakeholders utilizing the RxCheck solution. The IJIS Institute encourages all firms that possess the requisite skill sets and experience to submit a response.

A. Background

Representative of many model programs that meet the operational needs of the public sector community, the PDMP stakeholders, with support from the Federal agencies, led the development of consensus-based specifications for PDMPs (Prescription Drug Monitoring Programs). Of critical import to the PDMPs was the development of the Prescription Monitoring Information Exchange (PMIX) architecture, which enabled PDMPs to share data. A critical component of architecture is the use of open standards; information technology (IT) designed elements that are in the public domain and available free of charge. Adopting open standards helps ensure a state's ability to remain flexible and reduce costs. The PMIX specifications were developed as a direct response to the concerns and needs expressed by federal and state policymakers and by state PDMPs. While the PMIX specifications were being developed, the creation of an operational interstate data-sharing hub was addressed. Known today as RxCheck, the Rx-related information-sharing solution uses the PMIX architecture to deliver functional interstate data-sharing solutions.

The Integrated Justice Information Systems (IJIS) Institute has been engaged in the program since 2005 when IJIS was asked to investigate interstate data exchange opportunities. IJIS is a non-profit organization that has worked to advance and facilitate technology in the public sector for over two decades. To propel the project forward, a committee composed of state PDMP administrators, federal personnel, and IJIS delegates was formed. This committee developed a set of reference documents for the PMIX data model. During subsequent years, they continued development to include technology and business rules. The PMIX specifications became known as the PMIX National Architecture using existing open-source communication and data standards. In 2007, this test pilot of the architecture facilitated the exchange of prescription data between two state PDMPs.

The PMIX specification became operational in 2010, exchanging test data between the Ohio and Kentucky PDMPs. Today, fifty-four PDMPs actively use the PMIX National Architecture for interstate data sharing as well as Health Information Exchanges (HIE) and Electronic Health Record (EHR) integrations.

By utilizing open standards, including the National Information Exchange Model (NIEM), the PMIX architecture design is capable, extensible, agile, and free of expensive commercial overhead costs. Supported by technical/project development from IJIS; policy and community engagement by the Institute for Intergovernmental Research (IIR) via the PDMP Training and Technical Assistance Center (TTAC); and countless hours of direct participation by PDMP administrators and their staffs, a powerful and robust architecture was created.

Since its inception, PMIX has a proven track record in identifying and preventing prescription drug misuse and is a powerful tool for public safety and public health.

PROJECT DESCRIPTION

Selected vendors will implement up to eight (8) enhancements to the current RxCheck solution to be implemented in the five (5) month period starting January 15th, 2024.

The developed enhancements will follow the proper System Development Lifecycle (SDLC) that aligns with the AGILE methodology to meet the stakeholders needs in a timely manner.

B. PROJECT OVERVIEW

The primary objective of this project will be to develop up to eight (8) enhancements in collaboration with the existing solution provider supporting the overall architecture and associated technology.

The current solution is hosted in the Microsoft Azure Government Cloud with operating systems Windows and LINUX. The application uses Java as the programming language and the database is in SQL. The current solution will be strengthened through the development and implementation of the enhancements listed below:

1. **Multi-factor authentication (MFA) for admin users in the RxConsole** – The MFA enhancement will help ensure that unauthorized persons are not accessing the system under another person’s credentials. MFA data includes user validation procedures, data elements for request submissions, query responses, and other considerations.
2. **Interstate Data-Sharing Electronic Mutual Agreement in the Console** – This enhancement will help manage the data-sharing mutual agreements electronically from the console. As part of this feature, the current mutual agreement form will be developed for use in the console to collect data like user validation procedures, data elements for request submissions, query responses, and other considerations, including state-specific policies and security controls.
3. **Expanded Heartbeat Notifications** – The heartbeat feature enables the RxCheck hub to automatically ping all State Routing Service (SRS) instances to check on their health and capability to share data and will enable the RxCheck team to be notified when an SRS instance becomes disabled or otherwise not functional. It also helps PDMP and RxCheck administrators to monitor the connections better and proactively work with the states and vendors in resolving any connection issues. This expanded capability will add facility notifications in addition to the status of each state PDMP’s SRS. It will notify the States when the last successful transaction happened, and this notice will be visible in the Heartbeat dashboard. This feature will send a state a notification if other state-sharing partners are down. It will also notify a state of SRSs going down for any integrated facility/HCE. These notifications will be visible in the existing Heartbeat dashboard.
4. **Ability to Check Data Fields Required for Query by Individual PDMPs** – This enhancement will enable the ability to check data fields required for query by individual PDMPs. This will allow PDMP administrators to see what another state’s Administrator has established as required data for role access and validation. States can establish these required fields in the central Hub for universal access, streamlining interstate data sharing. These fields are only visible to state administrators. Since the Hub cannot open the PMIX NIEM packet, these fields cannot be utilized for validation within the Hub.
5. **Export Logs to SFTP Server** – This enhancement will provide the state PDMPs with the ability to receive log files by way of their SFTP server. This will be an asynchronous process.
6. **Develop a Method to Upload Log File to Troubleshoot Issues related to RxCheck solution** – The upload of log file enhancements to the RxCheck Hub will provide the ability for the state PDMPs to upload files that show the error or the issue that resulted when integrating with RxCheck. Once the file is uploaded the notification will go to the administrator that new files are uploaded and provide the ability for administrators to download the files. This enhancement will also provide the ability to upload files via SFTP. This capability will assist Administrators and IT personnel with providing the SRS log files in a secure transit process when there are issues with errors and validation requests.

7. **Ability For PDMPs or Healthcare Entities to Add Subsites in The Creation of Healthcare Entities** – This enhancement will provide the PDMP administrator with the ability to create, edit, and monitor the sub-site(s) such as facilities and locations through the console within a healthcare organization and provide the administrator with direct control of integrated sites into the RxCheck solution for their state. A file upload feature will be available for healthcare entities with multiple facilities.
8. **API to Download Logs** - Create a single generic API for downloading the transaction logs from the RxCheck solution. This API will be developed for PDMP's to provide the ability to download completed transaction log files. Since there can be millions of transactions, the ability for a batch pull will also be created.

This solicitation is being issued as a request for proposal (RFP) that will result in the award of a contract to one or multiple firms that will be responsible for completing the work under the direction and management of the IJIS Institute Project Manager. The IJIS Institute encourages all firms that possess the requisite skill sets and experience to submit a response.

The firm's proposal may include partner firms to assemble the ideal resources to accomplish this work; however, the IJIS Institute will only evaluate a single proposal from such a team. One firm must be the legal representative and a single IJIS Institute contact for any such team. The IJIS Institute would confer neither an advantage nor a disadvantage to any submission that adopted such an approach.

Deliverable Summary

This engagement will minimally include the performance of the following activities and production of the following work products as described in greater detail in Section G of this document.




1. Attend the project kickoff meeting with the IJIS Institute Project Manager and other team members to review the overall project goals and deliverables and update the overall project plan.
2. Assist in the preparation of weekly status reports, including the following: Status of all major deliverables, work completed the previous week, work to be completed the following week, outstanding risks, issues, responsible organization, and closed issues and resolution statements.
3. Participation in and facilitation of regularly scheduled conference calls, including weekly status meetings, as determined by the IJIS Institute.
4. Collaborate with the current contractor/s to develop some of the enhancements.
5. Develop, test, configure, and implement the enhancements for the RxCheck solution with the necessary Operations and Technical Requirements documents.
6. Conduct testing and document testing results, including identifying any issues.
7. Provide updated recommendations, if any, to the existing RxCheck solution based on testing results.
8. Develop the Implementation and Configuration Guidance Document for the state PDMP administrators and their IT staff.

C. RFP DATES

Item	Due Date (Eastern time)	Notes
Statement of Intent	Friday, 12/15/23 (5:00 PM)	<ul style="list-style-type: none"> Email to Robert.May@ijis.org. Note that responses to questions (below) will be distributed to any firm that submits a statement of intent or question(s).
Questions	Monday, 12/18/23 (11:00 AM)	<ul style="list-style-type: none"> Email to Robert.May@ijis.org. All questions should be submitted in writing. Responses to questions (below) will be distributed to any firm that submits a statement of intent or question(s).
Proposals	Wednesday, 1/03/24 (5:00 PM)	<ul style="list-style-type: none"> Email to Robert.May@ijis.org. The attachments listed below and the content within this document should be reviewed and should all be considered relevant to the firm’s creation of a complete and compliant response. Specifically, The Proposal Content Requirements section of the RFP (Section K) should be used to guide and format your proposal content, paying special attention to the "selection criteria" (Section J) which will be used to score and select the service provider.

D. REFERENCE MATERIAL ATTACHMENTS

The following reference materials are attached for reference and use:

Attachment Title	Notes
RFP Response Document  RFP Response Document.docx	Must be completed and returned.
Subcontractor Agreement  SUBCONTRACT AGREEMENT.doc	Review this document to understand the terms and conditions that will apply under the associated contract.
RxCheck Solution High-level Overview  RxCheck 2023 Architecture.pdf	Review the Technical Solution Architecture Description for the RxCheck solution.

E. STAKEHOLDERS

1. The IJIS Institute will serve as the (prime) contracting authority to the selected firms for this engagement. The selected firms will receive direction from the IJIS project manager. In cases where a consensus position cannot be reached, the IJIS project manager will serve to provide an authoritative decision.
2. The RxCheck, PDMP, and Prime organization will guide the enhancement requirements and solution acceptance.

F. WORK LOCATIONS

It is anticipated much of the work required to complete the integration testing can be completed remotely at the firm's desired work location. Remote connectivity will be set up for the selected firms to access the required RxCheck environment.

Conference calls and TEAMS meetings will be utilized to facilitate real-time discussions, conduct regularly scheduled meetings and review project deliverables. These remote meetings will be scheduled by the IJIS Institute's project manager.

Note: All selected firm personnel will go through the background check process before they are given access to the environment.

G. DESCRIPTION OF EFFORT

Required Activities

1. Attend the project kickoff meeting with the IJIS Institute Project Manager and other team members to review the overall project goals and deliverables and update the overall project plan.
2. Assist in the preparation of weekly status reports. Status reports will include the following: Status of all major deliverables, work completed the previous week, work to be completed the following week, outstanding risks, issues, and responsible organization, and closed issues and resolution statement.
3. Participation in, and facilitation of, regularly scheduled conference calls, including weekly status meetings, as determined by the IJIS Institute.
4. Collaborate with the current contractor/s to develop some of the enhancements.
5. Develop, test, configure, and implement the enhancements for the RxCheck solution with the necessary Operations and Technical Requirements documents.
6. Conduct testing and document testing results, including identifying any issues.
7. Provide updated recommendations, if any, to the existing RxCheck solution based on testing results.
8. Develop the Implementation and Configuration Guidance Document for the state PDMP administrators and their IT staff.

Required Approach

1. Unless indicated otherwise, the IJIS Institute's project manager shall serve as the single point of contact for all communications.

2. The selected firms shall supply all necessary development tools for implementing up to eight (8) enhancements.
3. Candidates for any IJIS Institute consulting engagement are reminded that while firms are performing the work of the engagement, they are representing the IJIS Institute and industry as a whole and are therefore discouraged from promoting any particular firm's products or services at any time during the engagement. The primary principle behind the IJIS Institute's projects is to provide a company-neutral team that will focus its energy on the scope of work. Appropriate references to similar projects and lessons learned are encouraged as a method for validating recommendations. However, the emphasis of such references should be on the pertinent details of the engagement and not the firm(s) participating in the engagement.

Deliverables

Deliverables will include, but not be limited to, the following work products:

1. Attend project kickoff meeting.
 - a. Review overall project goals and deliverables.
 - b. Update project plan.
2. Prepare Weekly Status Reports.
 - a. Weekly Status Reports will include the following information:
 - i. Status of all major deliverables.
 - ii. Work completed the previous week.
 - iii. Work to be completed the following week.
 - iv. Outstanding risks.
 - v. Issues and responsible organization.
 - vi. Closed issues and resolution statement.
3. Develop, Configuration, and implementation of the agreed-upon enhancements in collaboration with the current contractor/s.
 - a. Develop based on the identified requirements.
4. Conduct testing and document testing results.
 - a. The testing results document will include the following for developed enhancements:
 - i. Implementation approach (including solution components used).
 - ii. Issues identified.
 - iii. Issue resolution.
 - iv. Testing outcome.
 - v. Lessons learned.
 - vi. Recommendations.
5. Develop Implementation Guidance
 - a. Develop enhancement-specific implementation documents to provide step-by-step guidance.
6. Develop Technical documentation.
 - a. Develop technical documentation to capture the details of each developed enhancement.

Mandatory Minimum Staff Skills

1. Experience / Understanding of the State Prescription Drug Management Programs (PDMP).
2. Experience working in and implementing PDMP systems and integration with Electronic Health Records (EHR) and Health Information Exchanges (HIE).
3. Working experience developing and implementing NIEM, Extensible Markup Language (XML) and JavaScript Object Notation (JSON)
4. Working experience in developing Simple Object Access Protocol (SOAP) and Representational State Transfer (REST) Webservices.
5. Experience/Understanding of Microsoft Cloud Environment.
6. Experience implementing standards-based interfaces between disparate systems.
7. Experience and skill set in implementing Java, and .NET based applications.
8. Experience and skill set in implementing SQL.
9. Experience and skill set in implementing Kubernetes.
10. Experience and skill set in implementing HL7 and FHIR based solutions.

H. DESCRIPTION OF SPECIFIC ENGAGEMENT

Target Dates and Task Overview

A preliminary project schedule has been created by the IJIS Institute Program Director. The Firm will submit an updated project plan as part of this response. This plan will include all Responder and IJIS Institute tasks, schedules, dependencies, progress, and risks that impact delivery of timely, complete, and quality deliverables. The project plan will be updated and submitted as part of the weekly status meeting deliverables to enable the inclusion in the overall IJIS Institute project plan.

It will be assumed that proposals can support this schedule and these delivery or completion dates unless otherwise noted in the proposal where new dates and / or activities and deliverables are included in the proposal response submission.

Firms should review the activities and required deliverables and then document the estimated dates, level of effort hours, and costs directly into the attached RFP Response Form. Firms may add any additional activities proposed to Section 3, Timeline, Key Tasks, and Deliverables of the RFP Response Form.

Time Expectations

The primary period of performance for this engagement is expected to begin no later than January 15th, 2024, and end no later than May 31st, 2024.

Activity / Deliverable	Current Start Date	Current End Date
Project Kickoff	01/15/2024	01/15/2024
Selected Firms Background Check Process	01/16/2024	01/26/2024
RxCheck solution overview by existing contractor/s	01/29/2024	01/29/24
Enhancements Requirements Finalization	01/29/2024	02/12/2024
Develop Enhancements	02/14/2024	04/05/2024
Functional Testing	04/08/2024	04/12/2024
User Acceptance Testing	04/15/2024	04/18/2024
Develop Technical Documentation	03/11/2024	04/19/2024
Develop Configuration and Implementation Document	04/17/2024	05/17/2024
Enhancement Go-Live	05/24/2024	05/24/2024
Draft Close-out Report	05/17/2024	05/31/2024

I. COMPENSATION

Labor and Materials Compensation

- This work will be performed under a fixed price, milestone deliverable contract.
- Reimbursement for milestone deliverables must be submitted to the IJIS Institute within 30 days of incurring the expense and must include a description of the activity and related deliverable line item against which the charge applies.

J. SELECTION CRITERIA

The IJIS Institute utilizes a consistently applied selection methodology, performed by a team of evaluators. This methodology utilizes a formula that takes into consideration the below criteria. Selections will be based on evaluating to what degree each proposal and firm complies with the RFP requirements (compared to a like evaluation of other proposals and firms) using the criteria weights defined below.

<i>Scoring Category</i>	
Understanding of the Problem	20%
Technical Approach	15%
Relevant Experience / Capabilities	20%
Budget	15%
Timeline	10%
Staffing	20%

K. PROPOSAL CONTENT REQUIREMENTS

The IJIS Institute requires that firms responding to this RFP must submit a proposal that adheres to the following proposal outline. A complete and compliant proposal includes a full response to the RFP sections defined in this section as well as a detailed description of any exceptions to information listed elsewhere. Additional relevant information, even if not requested, is welcomed.

1. **RFP Response Document** (MS Word format - provided with this document).
2. **Résumés** (Each proposed staff member involved in the engagement).
3. **List of Relevant Previous Work.**
4. **References and/or Reference Letters.**

Notes: **In preparing a response, please provide individual descriptions and a budget for each enhancement.**

1. Exceptions include:
 - Requested modifications to the activity/deliverable list or associated dates.
 - Requested modifications to documentation standards or processes which were specified.
 - Requested modifications to terms and conditions in the Subcontractor Agreement contract.

END OF DOCUMENT