

Electronic Medical Records System (EMR) Request for Proposal (RFP) Updated Events Listing

The following events and dates are subject to change upon OMH indicating such a change in writing.

Revised Feb 9th, 2012

- Feb 6, 2012 Change: deleted MWBE submission date, as due with bids, not 2 days after bid selection.
- Feb 9, 2012 Change: deleted “(for Pre-Bid Conference attendees)” from “Questions & Answers posted by OMH:” row.

Event	Date
RFP Release Date:	Friday, December 16 th , 2011
Return of Pre-Bid Conference Form (Attachment A):	Monday, January 23 rd , 2012
Mandatory Pre-Bid Conference/OMH Demos: Day 1	Monday, February 6 th , 2012
Mandatory Pre-Bid Conference/OMH Demos: Day 2	Tuesday, February 7 th , 2012
Final Receipt of Questions from Bidders:	Tuesday, February 21 st , 2012
Questions & Answers posted by OMH:	Monday, March 5 th , 2012
Bid Proposal submission or No Bid Reply Form Due Date	Friday, April 27 th , 2012
OMH review of Level 1 and Level 2 mandatory requirements (see RFP Sections 7.3.1 and 7.3.2)	Monday, April 30 th , 2012 through Friday, May 4 th , 2012
OMH notification to Bidders on meeting or not meeting the Pass/Fail Mandatory Experience requirements*:	Monday, May 7 th , 2012
<ul style="list-style-type: none"> • Disqualified Bidder debriefing request deadline (w/in 5 business days of notification) 	Monday, May 14 th , 2012
<ul style="list-style-type: none"> • OMH response (w/in 10 business days of receipt of debriefing request). OMH response time for protests and debriefings may be extended at OMH's discretion if necessary. 	Tuesday, May 29 th , 2012
OMH Technical Proposal (Parts 1 & 2) evaluation process	Monday, May 7 th , 2012 through Monday, July 9 th , 2012
1. Technical Proposal Evaluation, Part 1	Monday, May 7 th , 2012 through Friday, June 1 st , 2012
2. Notification of Technical Proposal Evaluation, Part 1 scores	Monday, June 4 th , 2012
3. Technical Proposal Evaluation, Part 2 - Bidder On-site Solution Demonstrations (for Bidders with Technical Proposal Evaluation, Part 1 scores >= 30 points)	Monday, June 11 th , 2012 through Friday, July 13 th , 2012

Event	Date
OMH Scores Financial Proposals	Monday, July 16 th , 2012 through Friday, July 27 th , 2012
OMH Reference Checks	Monday, July 16 th , 2012 through Friday, July 27 th , 2012
1. Bidder Reference Checks	Monday, July 16 th , 2012 through Friday, July 27 th , 2012
2. Key Staff Reference Checks	Monday, July 16 th , 2012 through Friday, July 27 th , 2012
3. OMH notification of Bidders disqualified for failed Reference Checks*	Friday, July 27 th , 2012
OMH Interviews Key Staff	Monday, July 30 th , 2012 through Friday, August 3 rd , 2012
OMH Evaluates Bidder Executive Presentations	Monday, August 13 th , 2012 through Monday, August 20 th , 2012
OMH selects winning Bidder; Contract negotiations begin	Monday, August 20 th , 2012
Select/Non-Select Letters sent to appropriate Bidders*	Monday, August 20 th , 2012
NYS approval of final project budget	
Debriefing Request Deadline (w/in 5 days of Select/Non-Select notification)	Monday, August 27 th , 2012
OMH response (w/in 10 business days)	Monday, September 10 th , 2012
Bid Protest Deadline:	OMH must receive no later than 10 business days after date on the Non-Select Letter (8/28/2012) or 5 business days from the date of a completed debriefing
OMH response to Bid Protests. (OMH response time for protests and debriefings may be extended at OMH's discretion if necessary.)	15 business days after receipt of Bid Protest.
Contract packet to Control Agencies for approval:	1. Dept of Law/Attorney General Office (10 days average) 2. Office of State Comptroller (up to 90 days by statute)
Anticipated Contract Start Date:	Monday, December 3 rd , 2012

*OMH will be providing debriefing at any point that a bidder can be disqualified.