



**Centennial Mental Health Center, Inc.  
(Centennial)**

**Request for Proposals**  
**For Electronic Health Record (EHR) for all clinics.**

**Advertised: March 7, 2024**  
**Due: March 29, 2024**

**Centennial Mental Health Center, Inc.**  
**211 West Main Street**  
**Sterling, CO 80751**  
**(970) 522-4549**

Centennial Mental Health Center, Inc. Request for Proposals  
Electronic Health Record (EHR)

## **Introduction**

As the sole comprehensive, region-wide provider addressing mental health and substance use disorders, Centennial Mental Health Center Inc. (Centennial) was founded in 1979 with the merger of organizations established in the 1950s and 60s and serves Northeastern Colorado. Centennial has been devoted to developing and implementing outpatient services to meet the behavioral health needs of the residents in Cheyenne, Elbert, Kit Carson, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington and Yuma Counties. With a commitment to moving lives forward, Centennial continues to build upon established traditions of providing needed promotion, prevention, early intervention, outpatient treatment, intensive services and recovery/support to the vast 17,647 square miles comprised of 63 rural communities of Northeastern Colorado. Centennial's mission is to help individuals, families, and communities enhance the quality of their lives. Through the pandemic Centennial continued to meet our clients' needs through Telehealth services. Centennial now provides over 50% of our services to clients via Telehealth.

## **Solicitation**

Centennial hereby solicits proposals, using a competitive bid process, for the procurement of an Electronic Health Record (EHR), along with planning and set-up and implementations services. This RFP does not commit Centennial to accept any proposal submitted, nor is Centennial responsible for any cost incurred by the Respondents in the preparation of responses to this RFP.

Centennial reserves the right to reject any or all proposals, and to accept or reject any or all items in the proposal. Centennial reserves the right to negotiate with any Respondent after proposals are reviewed, if such action is deemed to be in the best interest of Centennial.

## **RFP Release, Timeline and Questions**

The RFP will be e-mailed to potential vendors/contractors on March 7, 2024

## **Submittal of Proposals**

To be considered for this contract, proposals are due to be delivered via email no later than {5:00pm}. MST on March 29, 2024 to:

Heather Glover  
Centennial Mental Health Center, Inc.  
211 West Main Street

Centennial Mental Health Center, Inc. Request for Proposals  
Electronic Health Record (EHR)

Sterling, CO 80751  
EHR-RFP@Centennialmhc.org

All proposals received after that date and time will not be considered.

### **RFP Response Format**

All proposals should clearly demonstrate the Respondent's interest in and ability to provide planning, recommendations and implementation of a behavioral health EHR. The proposal should include a completed copy of attached spreadsheet of listed features, indicating whether or not your product meets and or provides said feature(s) as well as how it can or cannot meet that feature. A separate narrative of services offered, whether or not the implementation timeframe spelled out below is obtainable, as well as the cost of the product/services and implementation costs are required. The response should spell out the terms of any ongoing service agreements including but not limited to cost of support agreement, days/hours of support coverage, how support tickets are created, vendor response times to issues, and estimated timeframes for resolution of issues with the EHR and if there is any additional cost for weekend or after hours support of the product.

### **Scope of Services**

Respondent will work closely with Centennial's Procurement Department and Director of Projects to plan, identify and procure the EHR purchase and implementation.

Respondent will work with Centennial's Chief Information Officer or delegate to assure that EHR, workflows, document scanning, etc., are set-up to meet Centennial schedules and deadlines.

Centennial is seeking a fully functional EHR that meets all federal and State of Colorado laws for information tracking and reporting. The EHR must address the following:

- Automated Appointment Reminders
- Bed management for Respite care
- Client Access Portal
- Clinical mental health outpatient
- Collecting In-Person Signatures
- Compliant with Federally Qualified Health Center (FQHC) needs
- Document Scanning/Import
- Fee Schedule
- Group Notes
- Integrated Telehealth or be able to integrate with 3rd party Telehealth product

Centennial Mental Health Center, Inc. Request for Proposals  
Electronic Health Record (EHR)

- Legally compliant Substance Use Disorder clinical treatment records
- Integrated Treatment Plan
- Medical mental outpatient health needs
- Migration of existing data into new EHR
- Progress Notes
- Real Time Medicaid Eligibility
- Release of Information/Records
- Scheduling Templates
- Secure Messaging with Clients
- Sliding Fee
- Track Compliance Rules
- Workflow configuration

*Note: The above items are all addressed in the attached spreadsheet (see below).*

Pricing for licensing, support and implementation cost should all be included in the proposal.

### **Electronic Health Record Specs:**

Are in attached excel spreadsheet:

{ RFP EHR Features.xlsx }

### **Budget**

A down payment will be made upon contract signing. A second payment will be made upon receipt of the project plan including deliverables, milestones and timeline. The project plan is due July 1, 2024. The remaining balance will be payable in increments tied to negotiated milestones developed during implementation planning with no more than one payment monthly.

### **Insurance**

The Vendor/Contractor will be responsible for its work and every part thereof, and for all materials, tools, equipment, and property for any and all description used in connection therewith whether owned by the contractor or by Centennial. The vendor/contractor assumes all risks of direct and indirect damage and injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted work.

Centennial Mental Health Center, Inc. Request for Proposals  
Electronic Health Record (EHR)

In performing the work under this agreement, the vendor/contractor shall act as an independent contractor and is solely responsible for necessary and adequate worker's compensation insurance, and personal injury, property damage and automobile liability insurance. The vendor/contractor shall procure and maintain worker's compensation insurance at its own expenses and as required by Colorado law.

The vendor/contractor agrees to defend, indemnify and hold harmless Centennial, its officers, employees and agents from any, and all claims, losses, injuries, debts, damages and lawsuits, costs and expenses including attorney fees which may in any way, arise out of or result from the performance of services as set forth in this agreement and/or breach of any conditions herein.

**Independent Contractor**

The vendor/contractor and its employees, servants and agents shall be considered for all purposes of this agreement to be an independent contractor. The vendor/contractor, its employees, servants and agents are not and shall not be construed as or become employees, servants or agents of Centennial. as a result of the performance of services as set under this agreement.

**Neutrality**

The vendor/contractor assures that it will establish safeguards to prohibit their employees, agents, or servants from using the agreement for any purpose which causes or lends itself to create an appearance of impropriety, Said employees, agents, or servants shall not seek any personal benefits or private gain for themselves, their families, or others.

**Compliance with Laws**

The vendor/contractor agrees to abide by all applicable laws, rules and regulations, and administrative rulings of the United States, and the State of Colorado. Including detail on specific security measures regarding incidental access to PHI protected by HIPPA and 42CFR.

**Transfer and Assignment**

The vendor/contractor shall not assign or transfer its interest in this agreement without written consent of Centennial. Such written consent may be withheld by Centennial in its sole discretion for any reason whatsoever. Any unauthorized assignment of transfer shall render this agreement null, void and of no effect as to Centennial.

Centennial Mental Health Center, Inc. Request for Proposals  
Electronic Health Record (EHR)

**Governing Law**

Unless otherwise agreed in writing, this agreement and the interpretation thereof shall be governed by the laws of the State of Colorado. Venue of any legal proceeding arising out of this agreement shall be in Sterling, Logan, Colorado.

**Access to and Inspection of Work**

Centennial staff shall, at all reasonable times, have access to the work being performed under this agreement, wherever it may be in progress or preparation.

**Evaluation Process**

Upon receipt of the proposals, Centennial will evaluate the responses and rank the Respondent(s). Centennial reserves the right to waive any informalities and to reject all proposals in whole or in part at its sole discretion.

**Contract Award and Details**

The contract award date will be April 5, 2024. Tentative schedule for completion and Go Live will be July 1, 2025, or as negotiated in the approved project plan.. This tentative date may be set back or forward. Notice will be given to vendor/contractor.

Payments will be made by Centennial to the Vendor/Contractor according to agreed-upon terms after acceptance of a properly completed invoice. The invoices must have Purchase Order # and be sent to:

Centennial Mental Health Center, Inc.  
Heather Glover  
211 West Main Street  
Sterling, CO 80751  
Fax # (970) 522-9544  
e-mail: HeatherG@Centennialmhc.org

**Additional Details**

**Addenda to this Request for Proposal**

Centennial may, at any time, by written order, require changes in the services to be performed by the Respondent. If it becomes necessary to revise any part of this RFP, an addendum will be added to this RFP and Vendors/Contractors will be notified by e-mail. Any clarification, including responses to questions, will become an addendum to the RFP.

**Right to Cancel**

Centennial Mental Health Center, Inc. Request for Proposals  
Electronic Health Record (EHR)

Centennial reserves the right to delay, amend, reissue, or cancel all or any part of this RFP before award is chosen. Centennial also reserves the right to modify the RFP process and timeline as deemed necessary.