

Request for Information (RFI)

OBJECTIVE: Determine what commercial relational database management systems (DBMS) are most suitable to provide secure healthcare fiscal support to SC DHEC's multiple Ryan White and Housing Opportunities for Persons living with AIDS (HOPWA) in the Division of STD/HIV & Viral Hepatitis.

This RFI is seeking information pertaining to:

- a. A secure relational DBMS particularly suited for public health at the client support, local, State and Federal level in the management of data and fiscal activities
- b. Provide an integrated portal for sub-recipient budgets, invoice submissions, prior approval submissions and allowing for internal DHEC staff to directly respond to subrecipient input
- c. Track subrecipient invoice submissions to ensure compliance with State and Federal Laws and regulatory requirements
- d. The capability of importing and exporting data of existing and proposed DHEC DBMS or data management systems, e.g., Provide Enterprise, Contract Management System (go live spring 2023), etc.
- e. Security of data, e.g., how is fiscal, patient, and proprietary data/information secured? Does the DBMS provide for data durability and scalability in a user-friendly environment
- f. Migration of current contracts and processes and act as a central repository for all contracts
- g. The ability to search and report on contracts, contract data and invoicing processes. Advanced search capabilities should allow users to not only search for a contract but also through a contract's content, including company names and sub-recipients (vendors) associated with specific contracts
- h. Relational DBMS system growth as increases in sub-recipient occurs in the future
- i. DBMS ease of use with integration of existing business practices in accordance with Federal, State, and local government laws and regulatory processes
- j. User training, support, and implementation of the DBMS
- k. DBMS flexibility and customization to fit the needs of a State Government Public Health Organization
- l. Version control of the relational DBMS. What DBMS controls will be available for the organization to control available versions of the system?
- m. Change Management – What DBMS tools are available to make changes to input/output of data resulting in necessary reports for the user? For Management?
- n. Annual maintenance costs of the DBMS
- o. Automatic notification to senders and receivers of an awaiting action to be taken
- p. Ownership of the DBMS software upon acceptance?
- q. DBMS query capability, e.g., Structured Query Language (SQL) or does the DBMS use a custom query language?
- r. System documentation – online or hardcopy print?
- s. Training of current and future users, e.g., virtual, in person, etc. Are training materials free? Requires payment and if so, how much?
- t. Licenses – are they required to access the DBMS and if so, how much per user?
- u. Maximum number of users on the DBMS at any one time?
- v. DBMS backup – is there a data backup process? Automatic or manual? How often?
- w. DBMS edit capability, e.g., duplicate data warning, error warning for incorrect data submission such as vendor number, contract number, etc.

Confidential Information: Be advised that any information submitted in response to this RFI is subject to the Freedom of Information Act and should not be expected to be kept confidential.

Instructions for Responding to the RFI: Interested vendors should submit their written responses no later than **2:00 PM EST on Friday, January 6, 2023**. The reviewing group may seek further clarification on selected areas of the response by **Friday, January 13, 2023**, and/or may invite the vendor to make a 45-minute oral presentation via MS Teams, including time for questions on **Tuesday, January 17, 2023**.

Written responses should be in MS Word or Adobe PDF format and emailed to shealytv@dhec.sc.gov by Friday, January 6, 2023.

For questions, please contact Travis Shealy at shealytv@dhec.sc.gov.