

SNOMED CT Reference Set Management Tool

Request for Proposal

Date: 2020-11-04

Version: 1.0

Status: Final

SNOMED International

Registered in England and Wales s Company Registration Number 9915820
Reg. address: One Kingdom Street s Paddington Central s London W2 6BD s United Kingdom
Tel: +44 (0) 203 755 0974 s info@snomed.org s www.snomed.org



SNOMED International is the trading name of the
International Health Terminology Standards Development Organisation,
a private company limited by guarantee.



Amendment History

Version	Date	Editor	Comments
0.01	2020-11-01	Rory Davidson	First draft for comments
1.0	2020-11-04	Rory Davidson	Final version for RFP

Approvals

Version	Date	Approver	Comments



Table of Contents

1. Executive Summary	4
1.1. Background	4
2. Instructions for replying to the RFP	4
3. Organisation background	5
4. Information required in response to this RFP	6
4.1. Commercial Information, Experience, Capability and Capacity	6
4.2. Outline Solution Description	6
4.3. Outline Solution Delivery Plan	6
4.4. Costs & Warranties	6
4.5. Requirements compliance	7
5. Evaluation Guidance	7
6. Disclaimer	7
7. Appendix	8



1. Executive Summary

1.1 Background

SNOMED International currently has a tool used by SNOMED International and the wider community to create and manage SNOMED CT reference sets. The tool has been in use for a number of years but the organization wishes to procure and develop the next evolution of tooling for the management of SNOMED CT reference sets in order to meet the requirements of a growing product and community, who are looking for more collaborative solutions.

The objective of this Request for Proposal (RFP) is to request proposals from vendors for a solution which will deliver the following:

- the provision or the design, development, testing and deployment of a SNOMED CT Reference Set Management tool;
- project management of the end to end solution development and delivery process;
- support and maintenance of the solution once deployed.

This RFP is published on 5th November 2020 and responses are required to be submitted to rfp@snomed.org by **12h00 UTC on Monday 30th November 2020**. SNOMED International expects to inform the successful bidder by **Wednesday, 9th December 2020** subject to receiving feasible proposals.

This RFP refers to an appendix document, **RFP202011.2 - Reference Set Tooling Specification**, which contains the full specification for the solution.

Responses to this RFP are not contractually binding.

2. Instructions for replying to the RFP

This document, the information detailed within it and any further detail supplied to responders as part of this process, is provided in confidence, for the sole purpose of this RFP, and may not be disclosed to any third party or used for any other purpose without the express written permission of SNOMED International.

- Direct any questions in relation to this RFP to rfp@snomed.org.
- There will be an open Q&A session for potential bidders on **Thursday 12th November 2020 at 16h UTC** on the following Zoom call. Please register to join the call here - <https://snomed.zoom.us/meeting/register/tJlvceCprz4pHNNH38UVypf7e0mJBPDs74ZC4>
- Submit responses by no later than **12h00 UTC on Monday, 30th November 2020**.
- We anticipate being able to inform bidders of our decision no later than **Wednesday, 9th December 2020** subject to receiving feasible proposals.
- Detailed functional specifications are documented in the accompanying document, **RFP202011.2 - Reference Set Tooling Specification**
- Ensure that your response to this RFP contains the information detailed in Section 5. Missing information will affect the assessment or the response detrimentally.



For ease of identification in this document, all information required in response to this RFP are labeled so: [RFP-[nn](#)].

3. Organisation background

SNOMED International is the trading name of IHTSDO, a private company limited by guarantee, incorporated and registered in England and Wales with company number 9915820, whose registered office is at One Kingdom Street, Paddington Central, London W2 6BD, England. It is an international standards body that develops, maintains and promotes effective use of clinical terminology in healthcare information systems. The principal product of this initiative is SNOMED CT, a standard clinical terminology. The organization also encourages, guides, advises and supports key players and stakeholders in SNOMED CT implementation in order to encourage further use.

As set out in its Articles of Association, the objective of IHTSDO is the advancement of the health of humankind, in particular by facilitating better health information management and by that means and otherwise contributing to the improved delivery of care by clinical and social care professions, including through:

- Facilitating the accurate sharing of clinical and related health information, and the semantic interoperability of health records;
- Encouraging global collaboration and cooperation with respect to the ongoing improvement of the consistent use of health terminologies and standards; and
- Providing the foregoing on a globally coordinated basis and taking account of public benefit and commercial considerations of concern to each Member and in each Member Territory.

The following principles guide all the SNOMED International activities:

- The Association will seek to govern itself and conduct all of its activities in accordance with principles of openness, fairness, transparency and accountability to its Members.
- The Association will seek to conduct all of its activities in a prudent, responsible and ethical manner that is conducive to ensuring its long-term viability, the overall value and utility of its activities.
- The Association will seek to work with other parties relevant to achieving its Objects in a spirit of collaboration and will, as appropriate, seek to facilitate interoperability of its terminology products with other relevant standards and products.
- The Association will seek to encourage intellectual contributions to the terminology products from other entities upon terms that permit such other entities to use and distribute their own work for any purpose that is consistent with the Association's Objects.
- The Association will engage with its Members collaboratively, consistently and transparently.

Further information about SNOMED International can be found on our website at www.snomed.org.

4. Information required in response to this RFP

The response to this RFP should include the following minimum information responding to all requests for information in this document labeled [RFP-*nn*], preferably in the order listed:

1. Commercial information, experience, capability and capacity;
2. Outline solution description;
3. Outline solution delivery plan;
4. Costs and warranties for solution delivery and subsequent support;
5. Requirements traceability including responding to all functional requirements in the functional requirements specification.

The remaining paragraphs in this section provide further breakdown of the information required in response to this RFP.

4.1. Commercial Information, Experience, Capability and Capacity

The bidder must provide the following information:

- Company background and key areas of business [RFP-01];
- Financial status [RFP-02];
- Description of existing SNOMED CT tools and services [RFP-03];
- Key resources that will be involved in the delivery of the solution, including subsequent maintenance and support, evidencing sufficient capability and capacity [RFP-04];

4.2. Outline Solution Description

The Bidder must provide the following information:

- Outline solution description [RFP-05] based on the requirements detailed in the appendix. Please indicate if the proposed solution already exists or is to be developed.

4.3. Outline Solution Delivery Plan

The bidder must provide a plan with the estimated delivery timescale and key phases in the delivery of the solution including start date, iterations, milestones and testing and assurance, and eventual handover of the solution to SNOMED International. The plan should also clearly and specifically indicate any dependencies on or inputs required from SNOMED International and any other external dependencies [RFP-06].

4.4. Costs & Warranties

The bidder must provide a total cost for delivery of the solution from start to finish, along with the timescales containing relevant iterations and milestones, covering the requirements detailed in Section 4 [RFP-07].

The bidder must confirm that a warranty period of 12 Months from user acceptance of the final solution delivery is included during which time any defects found in the solution will be rectified at no additional cost [RFP-08].



The bidder is also required to provide an estimated ongoing cost to provide support services subsequent to delivery of the final solution [RFP-09].

4.5. Requirements compliance

The bidder must provide a statement of compliance with all the requirements detailed in the appendix. The bidder does not need to list all the requirements that will be met but any that cannot or would be partially met or where the bidder believes there is an alternate solution should be explicitly listed in the response with details of any non conformance [RFP-10].

5. Evaluation Guidance

SNOMED International will evaluate all responses to this RFP received by the due date in a logical and fair manner. The following points indicate what the evaluation team is looking for in the responses. The results of evaluation will be fed back to bidders but limited simply to 'selected' or 'not selected' in order to make best use of resources to focus on taking the selected bid forward. The responses will be checked as follows:

1. A clear description of the service.
2. Clarity that all requirements will be delivered or a clear and acceptable explanation for those that cannot be delivered as stated with an acceptable alternative solution.
3. All information requested in this RFP is provided in the response.
4. Clear demonstration in the response that the bidder understands SNOMED International's existing solutions, particularly where they will integrate with them and also of how these systems support the collaborative authoring of SNOMED CT.
5. Confidence of the evaluation team in the capability and capacity of the bidder to deliver the solution proposed and to meet the requirements.

6. Disclaimer

SNOMED International reserves the right:

- to amend, clarify, add to or withdraw all or any part of this Request for Proposal at any time during the procurement;
- to vary any timetable or deadlines set out in this RFP;
- not to conclude a contract for some or all of the goods and/or services (as applicable) for which proposals are invited; and
- cancel all or part of the procurement at any stage at any time.

Estimated cost and timeframe to be provided for each deliverable and the contract will be terminated if any deliverable fails to meet the requirements and quality within the agreed timeframe.

The bidder accepts and acknowledges that by issuing this RFP, SNOMED International is not bound to accept a proposal or obliged to contract with the bidder at all.

The bidder accepts and acknowledges that they are responsible for any and all costs incurred in their participation in this RFP regardless of a contract award being made.



7. Appendix

Refer to the RFP202011.2 - Reference Set Tooling Specification document.