



HL7 Contract Work Announcement

1.0 CONTRACT WORK OVERVIEW

1.1 CONTRACT NAME

C-CDA Implementation-a-Thon Program Manager - 2023

1.2 DATE OF ANNOUNCEMENT RELEASE

This contract work announcement is released for public review on February 3, 2023. Proposals must be received no later than 5:00 pm Eastern Time in the USA on February 20, 2023.

1.3 DATE OF SELECTION

Provided there has been interest in this contract work by qualified individuals, and subject to HL7 approval of the contract and funding, the awarding of this contract is anticipated to be made by February 27, 2023.

1.4 CONTRACT PERIOD

This contract is expected to be awarded for actions or work to be performed and completed by September 7, 2023.

1.5 CONTRACT PROJECT MANAGER

Once awarded, the contract's progress and subsequent fulfillment will be monitored and reported on by David Hamill, HL7's Director of Project Management Office.

2.0 SCOPE OF WORK

Since 2016, HL7, with support from The Office of the National Coordinator for Health Information Technology (ONC), has produced over 15 C-CDA IATs. Details of these events can be found on HL7's Confluence space at <https://confluence.hl7.org/pages/viewpage.action?pageId=5996832>. In order for these events to continue, HL7 is seeking a team to perform the duties of C-CDA IAT Program Manager as follows:

Plan and deliver two (2) 1 or 2-day virtual C-CDA IAT events to occur in April and August 2023 by performing the following activities:

1. Establish the dates and duration of the virtual events.
2. Meet with program planning team, including representatives from the CDA Management Group, ONC, and HL7 staff, on a regular basis to guide development of the program plan and oversee its execution and follow-up activities.
3. Actively seek out and collect topic submissions from CDA community stakeholders; document topic suggestions via Confluence pages at:

<https://confluence.hl7.org/display/IAT/Topic+Suggestions+for+2023.04+C-CDA+IAT>
and
<https://confluence.hl7.org/display/IAT/Topic+Suggestions+for+2023.08+C-CDA+IAT>

4. Work with HL7 staff to modify the above pages so that submissions are emailed to the appropriate project team members.
5. Work with identified subject matter experts (SMEs) and support staff to develop program content and facilitate program delivery for participants which will include several virtual preparatory working sessions focused on preparing implementer presenters to be sufficiently prepared to present problems and solutions during the proposed C-CDA “implementer-led” IAT virtual sessions.
6. Work with identified SMEs who will lead planned discussions at the event to confirm the planned content is aligned with program requirements.
7. Provide support for promotional activities focused on increasing C-CDA IAT participation with HL7 and other communities using C-CDA (e.g., SHIEC, IHE, DirectTrust).
8. Assist event facilitators with implementer feedback, suggestions, and technical issues discussed during the IAT to inform follow-on activities (Note: HL7 will work with the awarded contractor to independently contract SMEs to fulfill the event facilitator positions).
9. Address the six (6) existing Action Items with a status of ‘In Process’ located at:
<https://confluence.hl7.org/display/CDA/CDA+R2+C-CDA+2.1+Implementation-A-Thon+Action+Items>.
10. Provide follow-up within HL7 to ensure issues identified within the IAT contribute to continuous improvement for the C-CDA standard and to increase continuity between C-CDA IATs for a capacity building effect.
11. Assess the strengths of the event and recommend modifications as needed for future events.

Deliverables include, but are not limited to, the following:

- Prep session with event facilitators – review plan for content to be covered
- Prep session for presenters and event facilitators (logistics and outcome planning)
- Two 1 or 2-day Virtual C-CDA IAT events
- Executive Summary document (past Executive Summaries can be found at:
<https://confluence.hl7.org/display/PMO/ONC+Grant+Project+Page#ONCGrantProjectPage-Project:C-CDAImplementation-A-Thons>)

2.1 PROGRAM MANAGEMENT

The contractor shall participate in regular open meetings with the HL7 CDA Management Group to gather information and report findings/issues. Additionally, the contractor shall attend regularly scheduled (bi-weekly) project status meetings via teleconference with HL7’s Director of the Project Management Office. These meetings will discuss progress, schedule, issues, and risks that may affect the project.

3.0 SELECTION CRITERIA

Proposals will be evaluated based on the overall best value, most timely and least risk approach for fulfilling the contract objectives, and the qualifications and experience of the contractor including, but not limited to:

1. Preference for resources actively engaged in current HL7 activities with advanced knowledge of HL7 processes, tools, and standards
2. Knowledge of, and experience with, C-CDA standards
3. Other relevant skill and experience
 - a. Oral and written communication skills
 - b. Analytical and process design skills
 - c. Training experience
 - d. Ability to work in a distributed, virtual environment
 - e. Commitment to protect HL7 Intellectual Property

4.0 SELECTION PROCESS

After the period has closed for receipt of proposals, each proposal will be examined to determine compliance with the format and information requirements specified in the RFP. HL7 reserves the right to reject any and all proposals.

- A Selection Panel will review each proposal that meets the stated requirements.
- Following independent evaluation of the proposal, the top candidates may be requested to participate in an interview.
- One or more proposals may be selected to provide resources to the project.
- The selected bidder(s) will be notified of the results.

5.0 HOW TO OBTAIN FURTHER INFORMATION

Direct any questions to:

David Hamill, HL7's Director of Project Management Office at PMO@HL7.org.

The contractwork@lists.hl7.org list service informs potential contractors of work to be contracted out by HL7 International. If you have received this announcement by a means other than this list, you should sign up for the free HL7 List Service at: <https://www.hl7.org/myhl7/managelistservs.cfm?ref=nav>.

Any updates to this contract work announcement, additional announcements or information will be posted to that list and will reference the contract name.

6.0 HOW TO SUBMIT YOUR PROPOSAL

If you want to bid for the contract work, you should submit your proposal via e-mail to: PMO@HL7.org (do NOT provide submissions to the contract work listserv). At a minimum, you should supply:

- Proposed approach and considerations to fulfill the requirements detailed in this RFP, including a detailed description and timeline
- Resources, hourly rate (in USD), estimated hours and proposed schedule for performing the work
- Qualifications and resumes of proposed resources along with role and responsibilities

All submissions and information supplied to HL7 will become the property of HL7 International, Inc. and the awarded contract will be announced through the contractwork@lists.hl7.org list service.

7.0 STATUTORY REQUIREMENT: DIVISION H, TITLE V, SECTION 505 OF PUBLIC LAW 114-113, OF THE CONSOLIDATED APPROPRIATIONS ACT OF 2016

100% of the total costs of this project will be financed with Federal Money.

This project is/was supported by the Office of the National Coordinator for Health Information Technology (ONC) of the U.S. Department of Health and Human Services (HHS) under grant number 90AX0035 (Title: Closing the Gap Between Standards Development and Implementation) for grant amount \$1,360,000 (0% financed with nongovernmental sources). This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by ONC, HHS or the U.S. Government.