



The Corporation of the City of Cornwall
Regular Meeting of Council
Report

Department: Financial Services
Division: Purchasing
Report Number: 2020-335-Financial Services
Prepared By: Nicole Robertson, Supervisor
Meeting Date: October 13, 2020
Subject: RFP Terms of Reference for Electronic Patient Care

Purpose

Pursuant to Council Report 2019-207 Financial Services, the purpose of this report is to provide Council with the Terms of Reference of a Request for Proposal (RFP) prior to the issuance of a RFP document where the following criteria is met:

1. The contract is estimated at \$150,000.01 or more; and/or
2. A change in level of services is being considered.

Recommendation

That Council receive Report 2020-335-Financial Services.

Strategic Priority Implications

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

Background / Discussion

Project Overview

RFP 20-P17 Electronic Patient Care invites proposals from qualified Proponents with the professional qualifications, experience and business skills to provide an

Electronic Patient Care Record (E-PCR) software program and implement system-wide across the Cornwall Stormont Dundas and Glengarry Paramedic Services based on the following objectives:

- a) An E-PCR solution that meets existing and future growth requirements.
- b) Obtain a high-quality electronic patient care record software system.
- c) Enter into a partnership with a vendor that provides timely on-going support and maintenance for their goods/services.

Background

The Corporation requires an all-in-one software solution that can perform, at minimum, Electronic Patient Care Report (ePCR); creation and management of electronic incident and occurrence report; real-time view integration with CAD and the software solution; ability to provide ad hoc reports and provide a suite of canned reports consistent with mandatory Ontario Ministry of Health reports.

The vision is to migrate all paper documentation the service requires to a 'single sign-on' electronic format, with sufficient potential to meet the growing needs over the term of the contract.

The mobile ePCR solution will offer the ability to enter ambulance call, build queries, data tracking, viewing, and printing of all patient care records as described in this RFP.

The approximate timetable for the RFP is as follows:

Item	Date
Issue of RFP	October 15, 2020
Deadline for Questions	October 22, 2020
Deadline for Submission	November 12, 2020
Interviews	Week of November 23
Award of RFP	December 14, 2020
Project Commencement	December 15, 2020
Project Implementation Completion	January 30, 2021

Appendix A – Terms of Reference for RFP 20-P17 is attached to this report.

Document Title:	RFP Terms of Reference for Electronic Patient Care - 2020-335-Financial Services.docx
Attachments:	- Terms of Reference RFP 20-P17 Electronic Patient Care.pdf
Final Approval Date:	Oct 6, 2020

This report and all of its attachments were approved and signed as outlined below:

Bill Lister - Oct 6, 2020 - 11:01 AM

Tracey Bailey - Oct 6, 2020 - 4:49 PM

Maureen Adams - Oct 6, 2020 - 6:44 PM