

**Office of eHealth Innovation
Procurement Protocol**

Project Title/Code:	eHealth Commission Procurement Agreement
Date:	February 2, 2017
Document Version:	1.0

Overview

This document sets forth the roles, responsibilities and processes the eHealth Commission must follow to participate in the Office of eHealth Innovation procurements to enhance Colorado’s Health IT network. All procurement activities conducted on behalf of the State of Colorado must be in compliance with Colorado’s Procurement Code and rules as outlined in the [State of Colorado Procurement Manual](#). The Procurement Code exists to help keep the public trust, promote fair competition, make efficient use of taxpayer dollars and allow the State to effectively do the people’s business.

It is the responsibility of each eHealth Commission member to ensure that Colorado does not knowingly enter into an eHealth purchase commitment that could result in a conflict of interest. eHealth Commission members wishing to participate in the Procurement Sub-Committee must promptly disclose, in writing, prior to the initiation of each procurement, all actual or potential conflict of interest situations on the Conflict of Interest Questionnaire outlined in Appendix A. Commission members that disclose a conflict of interest will not be allowed to take part in the selection and evaluation process for the outlined procurement.

The questionnaire will be reviewed by the Colorado Department of Health Care Policy and Financing (Department’s) purchasing specialist and Procurement Director. The Department serves as the fiscal agent leveraging the state’s procurement, contracting and accounting established processes necessary to manage solicitations and contracts for the Office of eHealth Innovation.

Governance Roles and Responsibilities

eHealth Commission	Guidelines	Responsibilities
Procurement Sub-Committee <i>(max 3-5 individuals)</i>	<ul style="list-style-type: none"> • Members must not be privy to or engaged in any organization that has the ability to influence the decision-making process, is involved in some way in a bid team or has some other interest that means his/her decision-making might be affected. • Committee is formed from E-Health Members or their designee following the conflict of interest disclosure outcome • E-Health Commission may designate non-commission members 	<ul style="list-style-type: none"> • Participate in pre-solicitation discussions • Offer procurement evaluation criteria • Suggest procurement evaluation questions

Technical Consultants (max 2 individuals)	<ul style="list-style-type: none"> Member's may be the original Sub-Committee member Procurement Sub-Committee may designate non-commission members Individual will not be a member of the evaluation committee or participate in the evaluation scoring 	<ul style="list-style-type: none"> Provide expert input and best practice guidance to better understand technical issues involved in the procurement.
Director, Office of eHealth Innovation		<ul style="list-style-type: none"> Participate in Procurement Sub-Committee in the absence of a conflict of interest disclosure Optional Evaluation Team member in the absence of a conflict of interest.
State Health IT Coordinator		<ul style="list-style-type: none"> Optional Evaluation Team member in the absence of a conflict of interest Fills Director, Office of eHealth Innovations position in Sub-Committee Evaluation

Solicitation Process

- Upon formal request for a solicitation the Office of eHealth Innovation (OeHI) will initiate the eHealth Innovation Procurement Protocol.
- The Commission will identify members for the Procurement Sub-committee and (1) designee for the Evaluation Committee.
- The Director, Office of eHealth Innovation or the State Health IT Coordinator may participate on the Evaluation Committee as the (1) designated member in the absence of a conflict of interest.
- Members involved in pre-evaluation activities, including the Sub-Committee, will be exempt from the Evaluation Committee.
- OeHI will provide the list of procurement Sub-Committee member's conflict of interest questionnaires to the Department's purchasing specialist and Procurement Director within 15 calendar days after the Department's solicitation kick-off meeting.
- Questionnaires will be reviewed and approved by the Department within 5 calendar days.
- When the Evaluation Committee convenes the OeHI will be notified to provide a list of proposed technical consultants. The technical consultants will be required to complete the Department's disclosure form.
- The designated Evaluation Committee member shall adhere to the: *Evaluation Committee Guidelines* as set forth by the Department. Refer to Appendix C.
- Colorado Revised Statutes Title 18. Refer to Appendix D.