



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP) FOR Laboratory Billing Software

RFP #2023-015VF

February 1, 2023

Dr. Gale Burstein
Erie County Department of Health
Edward A. Rath County Office Building
95 Franklin Street, Room 912
Buffalo, NY 14202

SCHEDULE OF EVENTS

RFP Release date: February 1, 2023

Due date for RFP Responses: February 17, 2023

Intended date for Contract Award: March 1, 2023

INTRODUCTION

Erie County is seeking a contract provider for Laboratory Billing Software Services to the Division of the Public Health Laboratory.

CONTRACT PERIOD

Three years with two 1 year options to extend for up to a total of 5 years

SINGLE POINT OF CONTACT

Carleen Pope, the Division Director of the Erie County Department of Health, Division of the Public Health Laboratory is in charge of this solicitation and will act as the single point of contact for applicants. Any questions with respect to this RFP can be directed to her at:

Evaluation Officer: Carleen Pope, MS,MPH
Director, Erie County Department of Health
Division of Public Health Laboratory
503 Kensington Avenue
Buffalo, New York 14214

Telephone Number: 716-961-7588

E-mail Address: Carleen.Pope@erie.gov

SCOPE OF WORK

Erie County is seeking a contractor to provide Laboratory Billing software access and services to their Division of Public Health Laboratory.

SPECIFICATIONS AND REQUIREMENTS

The Software shall be equipped with the following functionality:

- Patient registration
- Patient charges posting
- Insurance claims processing – electronic and hard copy
- Patient statement processing
- Insurance and private pay payments processing – electronic and hard copy
- Automated insurance claim tracer processing

- Managed care processing
- Monthly practice report processing
- Bad debt processing
- Daily closeout
- Forms productions (claims, statements, letters, route slips)
- Scanning capabilities allow for digital storage and reproduction of documents
- Electronic claims filing – compatible with the clearinghouse of your choice
- Electronic remittance – compatible with the clearinghouse of your choice
- Electronic chart reporting using Microsoft Word
- Monthly practice management reports
- AdHoc report generator
- User-definable ‘rules of billing’ table

The Contractor shall provide a cloud-based software system and have previous experience working with and interfacing with Laboratory software provider Apollo LIMS / Common Cents Systems.

REQUIRED SUBMISSIONS

Applicants are requested to submit their proposal electronically to the Evaluation Officer using the above contact information. Please reference the RFP number **2023-015VF** when making submissions. Proposals will be reviewed by an Evaluation Committee for the Public Health Laboratory.

FEE SCHEDULE

Applicants are requested to submit their fee schedule for the contemplated services.

FACILITY INFORMATION

The Erie County Public Health Laboratory is a Division of the Erie County Department of Health providing both clinical and environmental testing services to partners within Erie County as well as regionally to other partners within the Western New York area.

CONTRACT EXECUTION

Upon receipt of all required materials a contract will be provided to the contractor(s) selected. Work under the contract may not begin until all parties have signed the contract.

ERIE COUNTY RIGHTS RESERVED

While Erie County has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by Erie County to award and execute a contract. Upon determination such actions would be in its best interest, Erie County, in its sole discretion, reserves the right to:

- Cancel or terminate the RFP
- Reject any or all proposals received in response to this RFP
- Waive any provision of this RFP
- Not award a contract