

OUTAGAMIE COUNTY
REQUEST FOR PROPOSAL
FOR
ELECTRONIC HEALTH RECORDS (EHR) SYSTEM
FOR
BREWSTER VILLAGE

Due By: April 14, 2026– 1:00 pm CT

1.0 Introduction and Background

Brewster Village (located at 3300 W Brewster St in Appleton, WI) provides short-term rehabilitation as well as long-term nursing home services designated to meet individuals' social and medical needs. Brewster Village is able to accommodate 204 villagers (i.e. residents) and the facility has an average daily census of 121 with the goal of increasing census to 149.

2.0 Scope of Services

We are seeking proposals for an electronic health records (EHR) system, including implementation, for use at Brewster Village. The proposed system must be currently used in long-term care and skilled nursing facilities.

Reference Exhibit A for specifications of the EHR system.

3.0 Vendor Questions

The deadline for vendor questions is Noon CT March 24, 2026. Email questions to Nicole.Schultz@outagamie.org Questions will be answered online at www.outagamie.gov > Bids/Proposals then this project by end of day March 31st.

4.0 Insurance and Indemnification

The awarded vendor shall indemnify and maintain insurance as referenced in Attachment A. Complete and return Attachment A with your proposal, the Certificate of Insurance is only required from the awarded provider.

5.0 Confidential Information

Any proposals submitted in conjunction with this request, upon contract signing, will become a public record.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in §134.90(1)(c), Wis Stats. As follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

If there are confidential or propriety sections of proposals which should be exempted from this requirement, the Proposer must complete Attachment B. Only items specifically referenced on Attachment B will be considered. A blanket confidential statement on a proposal will not be honored.

6.0 Proposal Submittal

Provide the following in your proposal, in the order referenced below:

- Introduction Letter. Include your company name, location and the primary and backup contact for any questions in regards to your proposal. Include the contact person's phone number and email address.
- Section 1: System Information. Provide information on your ability to meet our

requirements as set forth in Exhibit A for the base system. Include detailed information regarding the implementation plan. Additionally, provide information on where data is stored, a product roadmap and update schedule.

- Section 2: Required Integrations. Provide information on your ability to integrate with the systems as referenced on Exhibit A, Section 1 of Required Integrations.
- Section 3: Data Conversion. Provide information on your ability to convert our existing data.
- Section 4: System Support. Provide detailed information regarding your virtual and on-site support.
- Section 5: Optional Integrations. Provide information on your ability to integrate with the systems as referenced on Exhibit A Optional Integrations.
- Section 6: References. Provide references of a minimum of three and maximum of five similar facilities that are currently using the proposed system. Preference should be given to county, municipal or government references. Include the site name, location, contact name, contact email and phone. Include the number of years of service.
- Section 7: Timeframe. Provide a timeframe for implementation with notice of award mid-June 2026.
- Section 8: IT Requirements. Complete and return Attachment C (IT Requirements) in this section.
- Section 8: Forms. Include the Pricing Schedule, Attachment A (Indemnification & Insurance) and Attachment B (Confidential Information).

Failure to submit all requested information may result in the rejection of your proposal.

7.0 **Contact Information**

Purchasing Policy and Procedure Information

Nicole Schoultz

Procurement Coordinator, Outagamie County

(920) 832-6083

Nicole.Schoultz@Outagamie.org

8.0 **Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the County's contact person(s). A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County is relying on the proposer to provide its professional (experience and expertise with regard to industry standards for the service requested). If a provider believes specifications are not within industry standards, they must bring their objection or concern to the County's attention.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda, which will be posted on the County's website www.outagamie.gov under Bids/Proposals. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

9.0 **County Reservation**

- This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- Outagamie County reserves the right to request clarifications for any proposal.

10.0 **Closing Date**

Proposals will be received up to 1:00 p.m. CT April 14, 2026.

11.0 **Proposal Submittal**

Email proposals to: Nicole.Schultz@outagamie.org

12.0 **Taxes**

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

13.0 **Method of Procurement**

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

14.0 **Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

15.0 **Status of Proposal**

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site www.outagamie.gov under Bids/Proposals.