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Reference Set (RefSet) Management Tool Request for Proposal

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1 Executive Summary

IHTSDO is looking for a vendor to provide an application which will server as a reference set (refset) management tool to be used by both internal staff and IHTSDO members.

The Refset Management Tool would provide a solution to allow:

- the creation and maintenance of both extensional and intensional reference sets including version management of these reference sets
- the computation of the effect of a related SNOMED CT version on a reference set
- workflow for approval before publishing but also to provide a facility for external feedback
- a searchable directory containing existing reference sets, as well as entries about reference sets that may be available elsewhere
- use of reference sets in translation tooling, (if you have tooling to support this)

This objective of this Request for Proposal (RFP) is to request proposals from vendors for a solution that integrates into the current IHTSDO tooling environment, including the IHTSDO Terminology Server and Identity Management Service. IHTSDO would like proposals to answer the following:

- any issues with and solutions to the requirements
- feasibility of providing a single online solution for the international editions of SNOMED CT and Member extensions
- a solution to meet the high level requirements provided in this RFP
- applicable timescales and costs considering that IHTSDO would like to be providing solutions to the above requirements by the end of 2015.

A second Request For Proposal will be released at the same time as this one, regarding tooling for translation of SNOMED CT. If a solution is being proposed which also meets the requirements in that RFP, vendors can submit a single proposal for both RFPs, indicating the option costs and timescales of adding the translation functionality.

A response is requested by Monday 31st August by email to rfp@ihtsdo.org.

2 Instructions for replying to the RFP

Please respond to this RFP on or before Monday 31st August by email to rfp@ihtsdo.org and include any documentation that is relevant to your response.

If you have any questions or clarifications before that deadline, please send any questions to rfp@ihtsdo.org.

After the response date IHTSDO will evaluate the RFP responses directly and will use the information provided to make further decisions on next steps.

Responses to this RFP are not contractually binding.



3 Organization Background

IHTSDO is a not-for-profit association, which is owned and governed by its national Members. It is an international standards body that develops, maintains and promotes effective use of clinical terminology in healthcare information systems. The principal product of this multilingual initiative is SNOMED CT, a standard clinical terminology which is designed to support translation. The organization also encourages, guides, advises and supports key players and stakeholders in SNOMED CT implementation in order to encourage further use.

As set out in its Articles of Association the purpose of the IHTSDO is to:

- Acquire, own and administer the rights to SNOMED CT, other health terminologies and/or related standards and other relevant assets (collectively known as "Terminology Products");
- Develop, maintain, promote and enable the uptake and correct use of its Terminology Products in health systems, services and products around the world; and
- Undertake all related incident activities conducive to achieving this purpose.

In doing this, its objectives are to:

- Enhance the health of humankind by facilitating better health information management;
- Contribute to improved delivery of care by clinical and social care professions;
- Facilitate the accurate sharing of clinical and related health information, and the semantic interoperability of health records;
- Encourage global collaboration and cooperation with respect to the ongoing improvement of the terminology products; and
- Provide the foregoing on a globally coordinated basis, thereby enabling the members and the related organizations within their Territories to pool resources and share benefits relating to the development and maintenance of, and their utilization of and reliance upon, the terminology products.

The following principles guide all the IHTSDO's activities:

- The Association will seek to govern itself and conduct all of its activities in accordance with principles of openness, fairness, transparency and accountability to its members.
- The Association will seek to conduct all of its activities in a prudent, responsible and ethical manner that is conducive to ensuring its long-term viability, the overall value and utility of all of its assets and, in particular, the technical and clinical fitness of the terminology products.
- The Association will seek to work with other parties relevant to achieving its purpose and objectives in a spirit of collaboration and will, as appropriate, seek to facilitate interoperability of its terminology products with other relevant standards and products.
- The Association will seek to encourage intellectual contributions to the terminology products from other entities upon terms that permit such other entities to use and distribute their own work for any purpose that does not conflict with the Association's purpose and objectives.



- The Association will strive to avoid taking any action which is expected to confer upon certain members or other parties undue advantages over other members or over the Association, except with respect to the rights, privileges and obligations granted to the Members specified in the articles.

Further information about the IHTSDO can be found on our website at www.ihtsdo.org.

4 Requirements

IHTSDO would strongly prefer to purchase a reference set tool as an existing software product.

Consequently, we have listed desired features, instead of detailed requirements or specifications as would commonly be associated with a software development project. The set of desired refset tool features is represented as high-level functionality that is available “out of the box.”

An initial phase of more detailed requirement prioritization and definition based upon the ‘fit’ of the proposed solution should be included in any costs and timescales.

4.1 Functional Requirements

The requirements for which IHTSDO would like proposals for include the following:

1. The creation and maintenance of both extensional and intensional reference sets including version management of these reference sets
2. Version management of reference sets including draft and published reference sets
3. Import of existing reference sets as content
4. Distribution of any reference set products (including documentation, rf2 and human-readable versions)
5. Role based access control to the maintenance of reference sets
6. The computation of the effect of a related SNOMED CT version on a reference set
7. Workflow for approval before publishing but also to provide a facility for external feedback
8. A searchable, and publicly available, directory containing existing reference sets, as well as entries about reference sets that may be available elsewhere
9. The ability to host SNOMED CT extensions in the same instance as International editions.
10. Separation between a tool for ‘sub-setting’ SNOMED CT components and a tool for managing releasable SNOMED CT reference sets.

4.2 Non-functional Requirements

1. Any solution must be an online, browser based solution.
2. Any solution must be customizable to be re-branded for the IHTSDO and its Members.
3. Integration with existing IHTSDO components including the following would be expected:
 - a. [IHTSDO Identity Management Service](#) (for user management and log in)
 - b. [IHTSDO Component Identifier Service](#) (to assign component identifiers for new reference sets)
4. The IHTSDO Terminology Server should be used where possible and feasible for storing reference sets. This may involve integration with the Terminology Server.
5. IHTSDO always prefers to make any solution available to IHTSDO Members and the community of practice under the Apache v2 open source license. This will be an advantage for any proposal offering the final solution under the Apache v2, or equivalent, open source license.

6. Any other software used as part of the solution is expected to be under an appropriate open source license (e.g. the database or OS).

Part of the response to this RFP should be to detail any further requirements that are missing above. Proposals based upon existing systems that meet the majority of these requirements will be considered as well as development proposals.

5 Vendor Information Required

Please provide the following information in the response:

- Details of the product/service which meets the requirements
- Product/service details and how they meet the requirements stated above by completing the compliance matrix included with this document.
- Any demonstration of existing tooling to explain responses and any reference site details for IHTSDO to contact, if applicable
- Vendor background
- Maintenance and support details, options, service levels available if you have a product that meets the requirements.
- Implementation assistance and system training
- Outline costs of software systems, including any development costs necessary, hosting options (where applicable), implementation, training, annual maintenance and support
- Outline time scales for development/customization, implementation and deployment, considering that a solution must be completed by the end of 2015

Another RFP will be released at the same time as this one, regarding tooling for translation of SNOMED CT. If a solution is being proposed which also meets the requirements in that RFP, vendors can submit a single proposal for both RFPs, indicating the costs for each separate proposal, as well as a single cost if appropriate, and timescales of adding the translation functionality.

6 Disclaimer

The IHTSDO reserves the right:

- to amend, clarify, add to or withdraw all or any part of this Request for Proposal at any time;
- to vary any timetable or deadlines set out in this RFP;
- not to conclude a contract for some or all of the goods and/or services (as applicable) for which proposals are invited; and
- cancel all or part of any procurement that may be the result of responses on this topic at any stage at any time.



IHTSDO does not represent selected products as standards, nor does it mandate their use.

The bidder accepts and acknowledges that by issuing this RFP, the IHTSDO is not bound to accept a proposal or obliged to conclude a contract with the bidder at all.

The proposer accepts and acknowledges that they are responsible for any and all costs incurred in their participation in this RFP, regardless of a contract award being made.