



**Request for Proposals
Short-term Health Information Consultancy Service**

1. Background: St Helena

- 1.1. The Island of St Helena is an internally self-governing Overseas Territory of the United Kingdom located in the South Atlantic approximately 4,000 miles from the UK. The Government comprises of a Governor (who is appointed by the Crown) an Executive Council, which has the general control and direction of Government, and a Legislative Council. The Governor retains responsibility for internal security, external affairs, defence, the public service, finance and shipping
- 1.2. The Island's population is around 4,500 and it has a typical small island economy with a high import dependency, a narrow economic base, a large public section (around 790 staff), and significant outward labour migration. St Helena receives UK Government financial assistance to support recurrent and capital expenditure as part of their obligation to ensure that the reasonable needs of the population are met.
- 1.3. In November 2011 Her Majesty's Government agreed to fund an airport. Construction is completed and the airport has been certified, but there has been a delay in terms of the airport becoming operational and regular flights are therefore not yet available

2. Detail

- 2.1. Request for proposals are invited to provide the SHG Health Directorate with an independent, short-term health information consultancy service to:
 - 2.1.1. Review the health information system requirements on St Helena, to ensure requirements lead to enhanced functionality and promote effective records management, ensuring clinicians have timely access to all relevant documentation and reliable information to support patient care through extraction of health data and statistics
 - 2.1.2. Identify and prioritise performance improvements to the existing health information system that will provide the greatest immediate benefits for patients and staff.
 - 2.1.3. Conduct an assessment of the long-term feasibility of the existing health information system and provide recommendations for technical solutions of either an upgrade or replacement of the existing health information system, whilst ensuring ability to deliver business as usual during reform. This will require a strong understanding of existing and future constraints of internet accessibility and IT capability and support on St Helena.
 - 2.1.4. Provide specifications for a fit-for-purpose health information system, including the minimum essential data sets.
 - 2.1.5. Provide a range of options and specify the likely costs for each option.
 - 2.1.6. Provide time implications – indicating how long it will take to improve the existing system or install a new system, including any relevant milestones.
- 2.2. Proposed technical solutions should:
 - 2.2.1. Function within short and long term local internet accessibility and IT constraints, including expensive internet and very limited bandwidth
 - 2.2.2. Include provision of IT and user support, which is responsive to local constraints and issues.
 - 2.2.3. Be intuitive and easy to use, integrated, patient-centred, carer inclusive and aligned to clinical workflows and evidence-based models of health care.
 - 2.2.4. Support best practises in relation to information privacy protection, and incorporate comprehensive security, audit trails and roll-back capabilities to permit definitive identification of the individual responsible for every transactions
 - 2.2.5. Enable retrieval of health data and facilitate any reporting requirement at various levels



St Helena Government

- 2.2.6. Ensure medical image access from picture archive and communication systems (PACS) is available for access by physicians outside the Radiology section via the intranet
- 2.2.7. Ensure full data exchange ability to interface seamlessly with laboratory information systems
- 2.2.8. Ensure Computerised Practitioner Order Entry (CPOE) is available for use by all approved clinicians.
- 2.2.9. Ensure a set of standard infrastructure and applications are available across the Health Directorate.
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- 2.2.12. Ensure full contingency ability to back-up all files on local and internet based servers. A local backup/solution must be retained/ available in case of prolonged internet/ power outages
- 2.2.13. The solution must take into account limited user IT/ in putter experience. It must be user friendly and suitable for IT/ date-inexperienced staff.
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- 2.2.15. Be balanced against what can realistically be delivered within available resources.

3. Relevant experience and skills:

- 3.1. At least 10 years of experience in the field of health information systems or related fields.
- 3.2. Extensive IT expertise
- 3.3. Extensive data analysis experience
- 3.4. Extensive experience and contemporaneous knowledge of policies for health information system strengthening knowledge of international literature is required.
- 3.5. Thorough understanding of the health information needs for both primary and secondary healthcare services.
- 3.6. Fluency in English (speaking, reading and writing)

4. Proposal and Budget estimate

- 4.1. Your submitted proposal should take into account a minimum of three weeks on-island.
- 4.2. Please submit a detailed budget estimation for the consultancy, including professional fees, travel costs, communication costs, timeframes etc.

5. Evaluation of Proposals

- 5.1. Proposals will be evaluated on a Quality/ Technical and Cost Basis
- 5.2. **Quality/ Technical (70%)**

Quality/ Technical Evaluation Criteria	Weighting
Proposal Meeting SHG Needs	40
Evidence of Similar Project Delivery	40
Resource Availability and Delivery	20



5.3 Cost (30%)

Cost	Weighting
Total Cost of Proposal including Site Visit to Saint Helena. Costing require to be broken out detailing chargeable rate and hours spend and disbursements.	100

6. Outputs, Timing and Reporting

6.1. The Specialist shall provide to the Director of Health, reports on progress against key objectives/indicators to be agreed in advance.

6.2. The project should commence in March 2017 and be completed by 31st March 2017

7. Terms and Conditions

7.1. The Successful bidder will adopt the Saint Helena Government Professional Service Contract Terms and Conditions

8. Submission of Proposals

8.1. All proposals should be submitted for the attention of Christy Joshua, Procurement Officer by e-mail to christy.joshua@sainthelena.gov.sh by 17:00GMT, Monday, 30th January 2017.

8.2. Submissions will be evaluated within the following 2 weeks with notification of appointment by the mid-February 2017.