

**TERMS OF REFERENCE
(TOR)**

**Supply, Installation, Testing and Commissioning of Contact Tracing Software
Platform**

I. RATIONALE AND BRIEF BACKGROUND

Covid Testing and Contact Tracing is crucial in managing the health of the City in this Covid19 Pandemic. These 2 extremely important initiatives need to be conducted efficiently and accurately, to proactively assess what is needed to help manage and prevent the hardships caused by the pandemic. It is imperative that the LGU utilizes the technology available in making Covid Testing and Contact Tracing as effective and efficient as possible.

II. PROJECT DESCRIPTION

SOFTWARE LICENCES, TECHNICAL SUPPORT AND MAINTENANCE

- Provide an end-to-end Platform that Digitizes the Testing and Vaccination Processes to minimize redundancies and processing time
- Use technology to enable the enforcement of more drastic measures, stricter guidelines, and a safe and friendly environment for the patients and frontliners
- Facilitate the Implementation and Data Management of Testing, Contact Tracing, and Vaccination with Agility and Flexibility

III. PROJECT SCOPE OF WORK

The Software platform will be used by City Epidemiology and Surveillance Unit teams and designated end-users assigned and deployed to all City Health Centers, Community Based Testing Centers, the QC Molecular Lab, Pop-up Covid Testing Centers, and Contact Tracing Centers.

Main Capabilities

1. Creation of Electronic Case Investigation Forms capturing all necessary information of the patients for Printing, Documentation and Submission, and further data gathering for Contact Tracing, analysis, and reporting.
2. Scheduling, SMS Notification, Patient Information Management
3. Triage Management, Queueing, Swabbing Center data collection
4. Laboratory Portal Integration for specimen receiving and uploading of results
5. Post Test Portal Integration for Telemedicine and Contact Tracing
6. Telemedicine Platform with Internet Audio and Video Call Capability
7. Minimal use of Internet connection and Peer to peer communication capability
8. Secure Cloud storage and Back-up

Timetable for Deployment:

Because of the urgency of the Pandemic, the Software should be a tried and tested software used by laboratories for testing. This reduces time required for preparation and customizations and allows for immediate implementation while features and enhancements are done.

IV. AREA OF COVERAGE

The software will be used by all facilities that will be involved in Covid Testing (Antigen, RT-PCR, Serology Testing) and Contact Tracing.

Main User Groups:

1. All City Health Centers
2. All Community Based Testing Centers
3. QC Molecular Lab
4. CESU Mobile Teams - Pop-up Covid Testing Centers and Contact Tracing Testing Teams
5. Contact Tracing Command Center
6. LGU Doctors (Optional)

Main Tasks / Applications:

1. Portal for the Call Center / Emergency Hotline Schedule for Testing – Tests should be scheduled to ensure that specimen collection stations are not crowded, protecting both the healthcare workers and the patients
2. Portal for Bulk Scheduling – The ability to schedule groups of people in batches, safely and in an orderly manner
3. Mobile Application for Specimen Collection Centers to receive and Manage Schedules, Patient Information Management, Queueing, Specimen Collection Data Management
4. Portal on post Specimen Collection for ECIF Creation and Line lists
5. Mobile Application for Offsite Specimen Collection – For Mobile Teams and Pop-up Specimen Collection initiatives (IOS and Android)
6. Catch All Portal for all other Tests that need to be migrated and uploaded in the Platform
7. Portal for Laboratory retrieval of Specimen Collection information and upload of Results
8. Portal for Post Test for retrieval of results and facilitation of Contact Tracing Information and Telemedicine (with SMS notification to trigger outgoing call of MD)
9. Telemedicine Portal that receives the necessary information or the Patient and the Test results
10. Integration to Philippine Red Cross Testing Portal, CDRS, CovidKaya, and Endcov.ph
11. Upon end of contract and non-renewal, database will be surrendered to QC LGU in CSV format

V. PROJECT STANDARDS & REQUIREMENTS

The following are the minimum qualifications and requirements for the Contractor:

Track Record:

- The Company should be involved in Medical Software Development for at least 5 years
- Should have a track record on Mobile, Web Based, and Cloud software development

Organization:

- SEC / DTI Registered and in operation in the Philippines for 5 Years
- PhilGeps Registered
- National Privacy Commission Registered

Manpower Requirements and Training:

- Training of CESU, QC Molecular Lab, and CBT superusers, (3 Super Users)
- Training of CESU, QC Molecular Lab, and CBT end users (6 CESU district representatives, 3 QC Molecular Lab Representatives, 21 CBT representatives)

VI. PROJECT DURATION

Software License and Tech Support Maintenance Duration: Until December 31, 2022

VII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is Three million two hundred twenty thousand pesos (PhP3,220,000)

No Price Adjustment

'The Project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations costs are increased by more than 10% as a result of any extraordinary circumstance as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and 'its IRR on contract price escalation, all contract price. escalation shall be approved by the Government Procurement Policy Board (GPPB).

COST DERIVATION

Item	Description	COST
MedAlert Platform Software License Fees	Applications which are integrated to create a Healthcare ecosystem for CESU units, Health Centers, Doctors, Secretaries, Testing Centers, Laboratories, and Pharmacies. (MedAlert Helpline, MedAlert Clinic App, MedAlert Covid Testing)	1,480,000
Software Development for Customizations	Software Development for Telemedicine, Forms adjustments, and API integrations connected to Telemedicine	540,000
Tech Support and Maintenance (Manpower, Cloud support, Transactional SMS Portal charges)	Equivalent to 2 full-time Tech Support Personnel for 12 months (capable of managing a Maximum of 50 users per Tech Support personnel) Hosted on a Cloud Server, Texting and Telemedicine specific costs (SMS Portal only), Maximum of 150 Users , Inclusive of Cloud Costs)	1,200,000
TOTAL		3,220,000

VIII. BASIS OF PAYMENT

Payment will be on Progressive billing for Software License upon creation and submission of User accounts. Technical Support and Maintenance Costs will be paid after every quarter the end of the quarter.

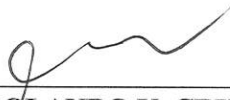
IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offence and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

Specific penalty/ies to be imposed to the contractor.


X. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to section 53 (d) of RA 9184 and its IRR



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Noted by:



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