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REQUEST FOR PROPOSAL (RFP)

20180001

MRT Registration System

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1.0 Introduction

The Nova Scotia Association of Medical Radiation Technologists (NSAMRT) is issuing this request for proposals (RFP) for the purchase of a new Medical Radiation Technologist (MRT) Licensure Registry System. There are currently over 600 active MRTs in the province and a new registry system is required to meet increasing regulatory demands.

1.1 NSAMRT Responsibility

NSAMRT is the regulator for licensure of all MRTs in the province of Nova Scotia.

1.2 Situation Overview

The current process for ensuring that all MRTs are registered and meet all mandatory requirements for his/her designation is dependent on the base platform version of RegOnLine by Lanyon. This application is no longer sufficient to meet regulatory demands.

Anyone who is seeking employment as a MRT in Nova Scotia must first register with NSAMRT to receive a registration/license number and obtain an identification card. Only MRTs registered with NSAMRT as “active” may work in the field and/or be entitled to bear the designation. At present, the MRT designation includes radiological technologist (MRT(R)), nuclear medicine technologist (MRT(N)), radiation therapist (MRT(T)), and magnetic resonance imaging technologist (MRT(MR)). Each MRT is required to meet all of the requirements of his/her designation. Each MRT discipline has an associated educational level and hours of experience required to attain and maintain their designations. In addition there are sub discipline certification documents such as dosimetrists, mammography and radiation safety which are tracked.

This current registration process is labour intensive and requires the NSAMRT Registrar to manually determine if all of the requirements have been fulfilled. With over 600 active MRTs, a more efficient and stable MRT Registry system is required.

One of the objectives of the new MRT Registry system is to allow MRTs to record and maintain their own registration requirements online. Once a MRT submits their information, it would be reviewed and audited by the registrar, creating significant efficiencies for NSAMRT. The Registry will be able to record detailed historical data which will allow for flexible reporting to support improved health system operations, planning, and decision making.

Furthermore, the Medical Imaging and Radiation Therapy Professionals Act of Nova Scotia received Royal Assent in May of 2013, granting authority to a College of technologists and therapists to regulate the practice of medical imaging and therapy within the province. Currently NSAMRT is the regulatory body for MRTs but once proclaimed NSAMRT and the Nova Scotia Society of Diagnostic Medical Sonographers (NSSDMS) will join to become The Nova Scotia College of Medical Imaging and Radiation Therapy Professionals. While no such College has been established as of yet, the transition to a more robust registry system will help to streamline the transition of the current regulatory authority to a self-governing body in the future. This new body is expected to have a membership of approximately 750 registrants. As such, there will be provision for the new registry solution and all applicable terms, agreements, contracts, etc. to be transferrable to the newly formed organization, once it is proclaimed.

Overall, the new MRT Registry system will streamline information and process flows, contributing to the ongoing improvement and sustainability of the health and wellness system.

1.3 RFP Objectives

The objective of this RFP is to select a vendor for the provision of a hosted, web-enabled MRT Registry solution capable of:

- Registering new MRTs and Sonographers;
- Re-registering current MRTs and sonographers;
- Allowing MRTs and Sonographers to apply, maintain, and view their own registration and credential information;
- Maintaining current and historical MRT and Sonography registration data;
- Generating reports and statistics on MRT and Sonography registration data based on various search criteria;
- Efficiently managing communications between the Registrar and Registrants;
- Generating random lists of re-registrations to be audited, and tracking the audit results;
- Tracking cases that are under review, such as a Competency and Conduct review; and,
- Supporting payment and financial reporting functions

Additional objectives are to select a vendor that will:

- Bring efficiency and consistency to current business processes;
- Configure and implement the new system in a timely and cost effective way with the least possible disruption to NSAMRT;
- Convert existing data to the new system;
- Configure the system in a manner that allows for flexibility in registration data requirements, system maintenance, and reporting;
- Provide a hosted solution including ongoing technical support and system maintenance; and
- Include provisions for the future transition of the MRT Registry to the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP).

1.4 Project Schedule, Contract Period and Primary Work Location

Below is the approximate **schedule** that is expected to be followed for this RFP. However, this may be subject to change and is therefore presented primarily for guidance:

- Preferred work start date: 2 weeks after RFP award
- Preferred work completion date: 3 months after RFP award, for initial implementation

RFP written response evaluation	Duration is approximately 3 weeks after RFP close
Vendor presentations and software review evaluation	Approximately 2 weeks after written response evaluation is complete

Finalized evaluation	Approximately 2 weeks after conclusion of vendor presentations and software review
Successful bidder announcement	Upon conclusion of finalized evaluation
Commencement of implementation	Approximately 2 weeks after successful bidder announcement

The initial **contract** will be for a period of 3 year(s). NSAMRT reserves the right to extend the contract for two 2-year extension(s) beyond the initial contract period, for an overall maximum of 7 years in total. Revised yearly support and maintenance costs may be negotiated at time of extensions.

The **primary work location** for the work reflected in this RFP is Halifax, Nova Scotia.

1.5 RFP Contacts

Questions about this RFP should be directed to the individuals listed below, or their designate(s). Information that is obtained from any other source is not official and may be inaccurate.

For NSAMRT	
Julie Avery Executive Director/Registrar, NSAMRT NSAMRT 380 Bedford Hwy Office 310 Halifax, NS B3M 2L4 902.434.6525 1.866.788.6525 Fax 902-832-867 Email: julieavery@nsamrt.ca Phone: (902) 434-6525	Jonathan Murphy NSAMRT 380 Bedford Hwy Office 310 Halifax, NS B3M 2L4 902.434.6525 1.866.788.6525 Fax 902-832-867 Email: jgmurphy@liva.ca

1.5.1 Asking Questions

The proponent is responsible for obtaining any needed clarification of the RFP requirements, while the RFP is open. Questions should be directed **in writing** to the RFP Contacts identified. **Email is the preferred method of contact.** Only written responses from the RFP contacts will be considered an official response.

Responses to questions that are deemed by NSAMRT, in its sole discretion, to be material to all prospective proponents **will** be made available as an addendum, while the RFP is open, for download from our website at: <http://nsamrt.ca/index.php> .

2.0 Service Requirements

An overview of the anticipated functional workflows that are required to be supported by the system are contained in [Appendix B](#) of this RFP. Detailed requirements that proponents are asked to satisfy can be found in [Appendix C](#) and [D](#). Proponents are required to complete the requirements worksheet in the format provided. Proponents must indicate if they are compliant, and provide a description of the proposed solution in the comments column next to each requirement. The description must explain how and up to what extent the proposed solution is compliant.

All requirements, unless otherwise stated, assume that the requirement description is included in the Respondent's solution and bid price. The following table illustrates the categories and scoring applied for the requirements identified in this section of the Request for Proposal (RFP).

Requirement Type	Description	Max. Points
H – High	Features which stakeholders believe must be present in the product.	5
M – Medium	Features which are not considered by stakeholders to be high, but which should be present in the product. The availability of these functions within a system will receive a higher ranking than the requirements ranked low.	3
L – Low	Features which would be nice to have in the product. The system does not need to have this functionality; however it would be beneficial if it did.	1

Requirements are divided into the following major categories:

Functional: Requirements define the features and rules necessary to support the business functions associated with registering new MRTs and Sonographers, re-registering members, and management of the MRT/Sonography Registry. The functional requirements

define what the system is supposed to accomplish and is intended to augment the Use Cases by defining specific business rules that need to be enforced. The functional requirements are aligned with Use Cases and are divided into the following process areas:

- Registration – requirements relating to new MRT and Sonography registration;
- Re-Registration - requirements relating to exiting MRT/Sonography re-registration;
- Reporting – system reporting requirements (see [Appendix E](#) for sample reports);
- Letters – system correspondence requirements;
- General System Functions – general system features for business support; and,
- System Administration – system functionality maintenance requirements.

The functional requirements for the MRT Registry are listed in [Appendix C](#).

Non-Functional: Requirements are those that do not relate directly to the business functions of the system and tend to be more technical in nature. These requirements are categorized into the following areas:

- Technical Solution Requirements – defines the specific technology requirements for the system;
- Implementation Planning – defines the requirements pertaining to the installation and conversion to the new system;
- User and Application Support – defines the ongoing support requirements for the system from both a user and software perspective; and,
- Security, Privacy, and Disaster Recovery – defines the requirements to maintain the privacy and security of the solution.

The non-functional requirements for the MRT Registry are listed in [Appendix D](#).

2.1 Work Project Description

Scope of the RFP

The selected vendor will be required to perform the following tasks in close cooperation with NSAMRT staff and any potential enlisted consultants:

- Provision of a hosted MRT and Sonography Registry software
- Project management for the installation activities
- Initial system implementation, including:
 - Installation of software
 - Enhancements and configuration to meet requirements
 - Data conversion (see requirement IP-2 for details of data to be converted)
 - Training
 - Support NSAMRT Acceptance testing
 - Establish a Service Level Agreement for ongoing services.
 - Participation in a Privacy Impact Assessment (PIA).
- Ongoing support and maintenance, including

- Technical support and maintenance Licensing or Options for Same
- User Support

Out of Scope of the RFP

- Provision of end user PCs/computing devices
- The delivery of a Privacy Impact Assessment (PIA)

2.2 Deliverables / Milestones

The following provides a list of required project deliverables to be produced by the vendor during the project implementation phase:

D.No#	Deliverable
D1	Project Charter (includes detailed project plan, deliverables, resource plan, cost, risk management plan, quality assurance plan and communication plan including guidelines for project status meetings, project team meetings and e-meetings etc....)
D2	Fit/Gap Analysis document
D3	Customization and configuration requirements document
D4	System configuration documentation
D5	Change management plan including business process impact document and training schedule
D6	Service Level Agreement
D7	Install test (pre-production) and production environment
D8	User and Administrator training materials
D9	Implementation plan (testing, conversion, deployment and cutover)
D10	Implement MRT and Sonography Registry System
D11	Lessons learned

Success at the implementation phase of the contract will be determined by the following:

- The supplier complied throughout the project with the service delivery requirements as identified.
- Completion of the implementation of the system within defined scope, time and budget.
- Effective, timely and quality communication among project team and with project stakeholders.

3.0 Administrative and Legal Requirements

3.1 Business Registration

Proponents are required to be registered to carry on business in accordance with applicable laws.

The status of a proponent's business registration does not preclude the **submission** of a proposal in response to this RFP. A proposal can be accepted for evaluation, regardless of (i) whether the company is registered, or (ii) whether its business registration is in good standing. However, a contract cannot be awarded unless the successful proponent is registered and in good standing, in accordance with applicable laws.

For information on the business registration requirements of the Nova Scotia Registry of Joint Stock Companies, please consult, <http://www.gov.ns.ca/snsmr/access/business/registry-joint-stock-companies>.

If the proponent's business is not required to register in Nova Scotia, the proponent will be required to submit registration from your applicable Provincial jurisdiction.

3.2 Contract

After the evaluation, the successful proponent(s) will be required to sign the contract that will constitute the legal agreement with NSAMRT for this project and govern all aspects of the services/goods to be delivered. It will incorporate the relevant terms of this RFP and the provisions of the successful proposal as determined by the NSAMRT, and any other terms as the Province may require.

3.2.1 Declaration of Contract Intentions

The contract awarded to a successful vendor will include provision for the transfer of ownership of the software service, data, and all maintenance and service agreements to NSCMIRTP, should such a body be established over the course of the contract.

3.3 Other Important Provisions

3.3.1 Addenda and Addenda Acknowledgement

Proponents are responsible to ensure that they are aware of and have complied with any addenda issued in respect of this RFP, by visiting the NSAMRT Web site at <http://nsamrt.ca/index.php>.

Responding to this RFP **may** require the acknowledgement of a specific addendum or multiple addenda as part of the submission. Acknowledgement requirements, whether optional or mandatory, will be specified in the applicable addendum. The proponent must monitor the NSAMRT website for any addenda that may be issued during the open period of the RFP.

3.3.2 Additional Phases of Work

If additional phases of work are required, NSAMRT reserves the right to amend the contract that was awarded under this RFP to complete additional phases of the project. Alternatively, NSAMRT reserves the right to issue a subsequent RFP to address any such additional phases. The decision whether to amend an existing contract and/or to issue a subsequent RFP is at the sole discretion of NSAMRT.

3.3.3 Constraints

The *'Personal Information International Disclosure Protection Act of Nova Scotia* (PIIDPA, creates obligations for NSAMRT when personal information is collected or used and any disclosure of personal information. Provisions related to PIIDPA requirements are included in the contract terms. A copy of the Act is available online at:

<http://nslegislature.ca/legc/statutes/persinfo.htm>

The parties acknowledge and agree that all materials and information provided by/to NSAMRT shall be kept confidential, subject to the provisions of the Nova Scotia Freedom of Information and Protection of Privacy Act (FOI/POPA; S.N.S. 1993, c. 5) and the laws of Nova Scotia and Canada generally. Information about the Act is available online at:

<http://nslegislature.ca/legc/statutes/persinfo.htm>

3.3.4 Conflict of Interest

The NSAMRT reserves the right to disqualify any proponent that in the NSAMRT's sole opinion has an actual or potential conflict of interest or an unfair advantage in respect of this RFP, whether existing now or is likely to arise in the future, or may permit any such proponent to continue and impose such terms and conditions on that proponent, as the Province in its sole discretion may require.

Proponents are required to disclose, to the [RFP Contacts](#), any potential or perceived conflict of interest issues immediately upon becoming aware of any such conflict.

3.3.5 Special Conditions

Please note that the transition from Implementation phase to Ongoing Support phase will occur following the Go Live date.

3.3.6 Client Department Contact

NSAMRT will assign a project manager to liaise with the successful proponent during the project.

3.4 Proposal Format

To help ensure consistency in proponent responses and facilitate the evaluation process, the proposal should be prepared and packaged, as outlined in the sections that follow. Please print double-sided whenever possible and limit promotional and/or marketing materials to the information specifically requested in this RFP.

3.4.1 RFP Proposal Package

A complete proposal package is comprised of the elements below, presented in the order listed:

- Two (2) x Letters of Introduction** – This should identify the proponent and be signed by a signing officer for the proponent in order to bind the proponent to the statements made in the proposal.
- One (1) Technical Response (Section 4) which includes:**
 - Table of Contents
 - Body of Proposal
 - Appendices
- One (1) Original Proposal Package** – The title page should be marked with the text '**ORIGINAL**' at the top. The Original should be left **unbound**. The Original and Copies should be identical (excluding any obvious differences in labelling, as noted). If discrepancies between these items are discovered during the evaluation or during the life of any contract that emerges from this RFP, **the Original retained by NSAMRT Executive Director shall be taken as the correct version** and the proponent will be advised accordingly
- Three (3) Copies of Proposal Package** – Proposals without the correct number of copies may be rejected. The title pages for the Copies should be prepared in the same way as the title page for the Original, except these should be marked with the text '**COPY**' at the top. One of the Copies should be left unbound. **In the interest of sustainability, please refrain from using binders, binding, plastic covers, etc. when submitting the proposal.**

- One (1) Electronic Copy** – Prepare an electronic copy of your proposal as a Portable Document Format (PDF) file, and include this in your proposal. The file name should include an abbreviated form of the proponent's name and RFP # 20180001. Copies must be on Electronic Media and must be virus-free. Label the electronic media with the proponent's name and RFP # 20180001.

3.4.2 External Packaging

Ensure the external packaging reflects the information listed below:

- Proponent's name
- RFP # 20180001

4.0 Proposal Requirements

This section describes the **proposal requirements** to be included, which will be evaluated as per section 5.

4.1 Mandatory Criteria

Proponents must demonstrate that they meet all mandatory criteria as described in section 5.3.

4.2 Technical Response

4.2.1 Executive Summary

Include a 1 – 2 page summary of your understanding of the service requirements specified in this RFP. This content should be expressed in your own words and not simply recite the requirements specified in this document.

Highlight the key features of your proposal. It should allow the Evaluation Team to quickly gain an overall perspective of your proposal, prior to reviewing it in detail.

4.2.2 Demonstrated Expertise

Outline your experience with comparable projects. Describe any similarities to or differences from this project.

Provide details on the number and complexity of projects completed and underway, including experience with similar medical professional organizations and colleges within Canada.

4.2.3 Proposed Approach/Process and Project Plan

Describe the **approach and/or process** proposed to address the service requirements. Include any notable methodologies, innovative solutions, tools and techniques, and their respective suitability to this project.

Also provide a **project plan** that reflects your proposed approach/process and demonstrates your ability to meet the schedule requirements for this project, including any applicable milestones.

4.2.4 Proponent References

Provide **three references** for any work done by your firm in the past three years that is similar in nature, complexity and size to the requirements specified in this RFP. Provide the name of each project reference, along with his/her phone number, fax number and email address. The project reference information provided should identify the size of the projects conducted, as well as demonstrate the extent of your previous experience, the clients' overall satisfaction with your services and the results achieved, including your adherence to interim and final deadlines.

4.2.5 Proposed Solution

Please provide a description of your proposed solution. Using the Use Cases defined in [Appendix B](#) as a reference, please describe how the proposed solution can be used to satisfy these workflows.

Note that these Use Cases have been created based on NSAMRT's current processes and anticipated software capabilities. NSAMRT is open to explore alternative methods to perform these functions, as long as the goals of the MRT and Sonography registration process are maintained. If the proposed solution provides alternate workflows to achieve these processes, please provide details of how this can be achieved.

4.2.6 Response to Functional Requirements

Complete the Functional Requirements response template included in [Appendix C](#). Please elaborate on the degree to which your solution is compliant with each requirement as indicated in the Comment section.

Note that these functional requirements have been created based on NSAMRT's current processes and anticipated software capabilities. NSAMRT is open to explore alternative methods to achieve these requirements. If the proposed solution can address these requirements utilizing alternate methods, please provide details in the Vendor Response column.

4.2.7 Response to Non-Functional Requirements

Complete the Non-Functional Requirements response template included in [Appendix D](#). Please elaborate on the degree to which your solution is compliant with each requirement as indicated in the Vendor Response column.

4.2.8 Proposed Resources, Resumes and References

The proponent should be able to demonstrate that its **proposed team as a whole** has the experience/skills to perform the services in accordance with the requirements. Prepare the table below to identify **all** personnel who will be assigned to the project and contribute to (i) the **routine management** and/or (ii) the **performance** of the required services. As shown, provide each person’s name, title, role on this project, experience in this role and his/her respective employment status. The project team should include, at a minimum, the following resources:

- Project Manager
- Lead Business Analyst
- Lead Change Manager/Trainer
- Lead Software Support Representative

An individual may be responsible for more than one of these roles but must be identified as the contact person for each role they are responsible for.

Name	Title	Project Role	Role Experience (# months)	Employment Status (E = employee, C = contractor, P = partner)

If contractors or partners are to be used for this project, they must be identified in your table. If so, describe the general range of services that the respective contractors (companies or individuals) will provide.

Submit the individual **resumes** for each proposed resource. The resumes should be structured to emphasize their relevant qualifications and experience in successfully completed projects of a similar size and scope to that required by this RFP.

4.2.9 Management of Project Risk

In addition to the two risks provided below, the proponent should provide an additional two important risks inherent in the project. You are also required to:

- a) Briefly describe potential consequences of all four risks.
- b) Propose who would be assigned responsibility for each risk.
- c) Briefly describe the mitigation strategy.

Risk	Potential Consequences	Responsibility Assignment	Mitigation Strategy
1. Unavailability of required resources (e.g. SMEs).			
2. Limited customization in proposed off-the-shelf product.			
<i>Additional respondents identified risk # 1</i>			
<i>Additional respondents identified risk # 2</i>			

The proponent should identify the likelihood of the risks occurring, identify risk mitigation strategies for each and, in the event the risk occurs, assess the impact and identify the corrective action. The proponent should identify potential significant risks not listed above and provide the risk mitigation, corrective action strategies that the proponent would take in such circumstances.

4.2.10 **Resource Management**

By responding to this RFP, the proponent is committing to make the proposed resources available to this project when needed and, once the project begins, it agrees to take any steps necessary to ensure the ongoing availability of its proposed resources during this project.

NSAMRT acknowledges that instances can arise where a proposed resource is no longer employed by or associated with the proponent, or is otherwise unavailable to the proponent at the time of the service requirement. In these cases, the proponent agrees to provide **replacement resources with equivalent (or greater) experience and capability**. All proposed replacement resources are subject to prior written approval of the client department.

In the proposal, describe the process that would be used for including NSAMRT in the selection of replacement resources and for securing NSAMRT approval. Describe how changes in the project manager in particular would be handled, if this becomes necessary.

If new service requirements emerge during the project, as per section 3.4.2, NSAMRT will make every effort to provide the successful proponent with as much advance notice as possible. Describe the process and typical timelines involved in making **additional resources** available to this project.

Describe the process that the proponent would employ to resolve a situation where NSAMRT concludes that an assigned resource is **not performing** their responsibilities adequately.

If at time of award the resources that have been proposed by a proponent are not available, and no replacements acceptable to the client department can be identified, NSAMRT reserves the right, in its sole discretion to refuse to proceed with award to that proponent.

4.2.11 Knowledge Transfer

The proponent shall describe its ability and plan to increase the requisite skills and knowledge of NSAMRT's project team to enable the team members to improve on and move forward with project outcomes and as a result will be in a better position to support their internal mandates.

4.2.12 Added Value

'Added value' is the realization of additional benefits beyond the inherent worth of a good or service.

Describe the aspect(s) of your proposal that would result in added value for this project and/or NSAMRT.

4.3 Pricing Response

The maximum budget associated with this project is \$75 000 (CDN) inclusive of taxes. This budget is intended to cover the implementation phase (including any licenses) as well as the first year's maintenance and support.

The proposed solution is expected to meet all mandatory and high requirements. Where customization is required for the proposed solution to meet the stated requirement, pricing for this customization must be included in the pricing response.

Please indicate maintenance and support cost for years two and three of the 3 year contract.

4.3.1 Estimate Cost – Fixed Price

Prepare a fixed price for your proposed services. Provide appropriate details to support these figures, including estimates of the work effort and a breakout of expected expenses. The proponent should, using the format of the following table, provide cost of implementation. Please note that the following categories are provided as high level categories however respondents are allowed to expand it if deemed necessary.

In order to prevent financial considerations from unduly influencing the rest of the technical evaluation, financials are to be submitted in a separate sealed envelope that will be opened after all other parts of the evaluation have been done including the presentations. Please see Section 3.5 of this RFP document for instructions about proposal response guidelines.

Cost Category	Cost
Software cost	\$
Solution implementation cost (includes design, configuration and implementation of functional requirements) this should include all implementation services.	\$
Data conversion and migration	\$
Training costs: please include separate costs for training Registrar and 2 additional users	\$
Total Cost of the Implemented Solution	\$
Estimated Annual Production Support Cost (to start after completion of the project).	\$

5.0 Proposal Evaluation

5.1 General Information

The Evaluation Team will consist of representatives of NSAMRT, and may include other representatives as deemed appropriate by the NSAMRT. It is understood and accepted by the proponent that all decisions about the degree to which a proposal meets the requirements of this RFP are in the sole determination of this Evaluation Team.

To assist in the evaluation of proposals, the Evaluation Team may, but is not required to:

- Conduct reference checks relevant to the proposal with any or all of the references cited in a proposal to verify information regarding a proponent and rely on and consider any relevant information from such cited references in the evaluation of a proposal.

Conduct any background investigations that it considers necessary and consider any relevant information resulting there from.

- Seek clarification from a proponent with respect to their proposal. Such clarification **will not** offer the proponent the opportunity to change or provide new information. To the extent possible, requests made by the Evaluation Team will be sent from the email addresses of the RFP Contacts.

A proposal will be examined in accordance with the evaluation process and criteria outlined in the sections below.

5.2 Evaluation Process

The proposal will be evaluated using the following process:

- Stage 1: Proposal will be reviewed to determine compliance with all mandatory criteria identified in section 5.3
- Stage 2: Proposals that meet all mandatory criteria will be evaluated and scored using the evaluation criteria set out in the table in section 5.4. Proposals that do not meet the qualifying score for “Subtotal A” set out in section 5.4 will be given no further consideration.

5.3 Stage 1 – Mandatory Criteria

A proposal must meet **all** of the following mandatory criteria and clearly demonstrate that these are met. If a proposal fails to meet **any one** of these criteria, it will be deemed non-compliant and will be rejected.

1. All proposals must be submitted in Canadian dollars (CDN) inclusive of all taxes, and cannot exceed the maximum budget of \$ 75 000.
2. Each named resource (as per section 4.2.8) must have a minimum of 5 years of experienced in their proposed role.
3. Proposed solution must meet all mandatory functional and non-functional requirements.
4. Acceptance of attached or referenced contract terms and conditions is mandatory

5.4 Stage 2 – Evaluation Criteria

If a proposal meets the Mandatory Criteria it will be evaluated using the Evaluation Criteria set out in the table below. Scores will be recorded for each criterion and a total score will be determined.

Criterion	% Weight
Technical Response:	
Executive Summary 4.2.1	2%
Demonstrated Expertise 4.2.2	15%
Proposed Approach/Process & Project Plan 4.2.3	5%
Proponent References 4.2.4	10%
Proposed Solution 4.2.5	5%
Response to Functional Requirements 4.2.6	15%
Response to Non-Functional Requirements 4.2.7	10%
Proposed Resources, Resumes & References 4.2.8	5%
Management of Project Risk 4.2.9	2%

Resource Management 4.2.10	2%
Knowledge Transfer 4.2.11	2%
Added Value 4.2.12	2%
Sustainability Component 4.2.13	5%
Subtotal A – Qualifying Score	
Pricing Response	15%
Subtotal B – Short-list Score	
Oral Presentation & Demonstration	5%
<ul style="list-style-type: none"> NSAMRT reserves the right to reduce the overall score if a proponent's requested contractual requirement is deemed to be detrimental to the NSAMRT. 	

Notes:

- A minimum Qualifying Score of 70%** is required at Subtotal A for the proposal to be given further consideration.
 - If the proposal's score meets or exceeds the minimum qualifying score at subtotal A, the Pricing Response will then be evaluated using the formula below:

$$\text{Score} = \text{weight} \times (\text{lowest qualifying bid} / \text{proponent's bid})$$

Oral Presentation

We reserve the option to limit or expand the number of oral presentations.

NSAMRT will request the highest scoring proponents to orally present their proposal to the Evaluation Team and provide a demonstration of their solution. If so, the objectives, requirements and evaluation criteria for the presentation will be provided to all invitees. Adequate time for preparation will be provided. The presentation, including responses to the questions posed during the sessions, will be rated according to the oral evaluation criteria provided. Information gathered from the oral evaluation may also be used to adjust scores attributed during the evaluation of the technical responses. Proponents shall not be permitted to present new information or adjust proposal content (including price).

The oral evaluation consists of two segments in a 60 minute period: a presentation by the Proponent and a question and answer period. The presentation must be completed in no more than 45 minutes followed by up to 15 minutes for the questions and answers. The session will be evaluated under the categories described below. The presentation and interview should provide information that will permit evaluation under these categories but not necessarily in the order that they are listed. The Proponent may be provided with questions in

advance that will be addressed during the oral presentation. The Proponent may also be presented with questions during the question and answer period that were not provided in advance.

Presentation:	15 minutes
Demonstration	30 minutes
Question and Answer Period:	15 minutes

Total time: 60 minutes

The presentation should provide an overview of the Proponent's proposal with emphasis on the following:

- a) Understanding of Priorities
The Proponent's team should demonstrate an understanding of what is most important to the NSAMRT and how the Proponent's team proposes to address the key factors for success in the Project.
- b) Capabilities for the Job
The presentation should demonstrate the Proponent's capabilities to take on the Project based on the skills and experience of all proposed resources.
- c) Approach and Plan
The Proponent should describe its overall project management approach and methodologies.
- d) Commitment to the Project
The Proponent Team members should each demonstrate their personal commitment to the success of the Project as well as their confidence in and comfort with that commitment. The proposed Project Manager must demonstrate the confidence, understanding and ability to undertake the challenges of this assignment.
- e) Demonstration of Solution
The Proponent Team members should provide a guided demonstration of the solution and its functions for various scenarios.

Appendix B: MRT Use Cases

There are a number of functions the MRT Registry will be required to perform. These include the activities of facilitating new MRTs registering online, facilitating active MRTs to complete online re-registrations, and allowing NSAMRT administrators to generate a number of reports and letters. The following Use Cases (UC) are intended to describe the step-by-step flows that would occur to complete the required registry functions.

B.1 Registration

Related Requirements: Reg-1 THRU Reg-11Appendix C

There are a number of applicant types who would be seeking registration as a MRT or Sonographer in Nova Scotia:

1. A new graduate from an accredited Nova Scotia program, in any discipline;
2. A new graduate from an accredited Canadian program outside of Nova Scotia;
3. An internationally educated new graduate
4. A licensed and registered MRT/Sonographer from another Canadian Province;
5. A licensed and registered MRT/Sonographer from outside of Canada.
6. A MRT returning to practice who has meet minimum practice hours in last 5 years
7. Student registrant

The registration requirements for each type of applicant vary, and may change over time. All applications for new registrations will be reviewed against the current appropriate requirements, before a NSAMRT license will be granted.

UC1: Activate New Online User Account

When an applicant intends to register as a Licensed MRT/Sonographer in Nova Scotia, they will create a new account in the online registry system and then they may enter/upload the following information:

1. Name (Mandatory to create new record);
2. Date of initiation of application (default to today);
3. Other personal data as defined by the requirements;
 - a. Gender
 - b. DOB
 - c. Address
4. Applicant type:
 - a. NS candidate;
 - b. other Canadian province new graduate;
 - c. other Canadian province Licensed MRT/Sonographer; or
 - d. out-of-country Licensed MRT/Sonographer;
 - e. out-of-country new graduate
5. School where program was completed, and Province/Country of School;
6. Level of initial program (diploma, degree)
7. Date of Graduation;

8. Discipline/s of license;
9. Other MRT related education
10. Level of other MRT education (diploma, degree)
11. Year of graduation
12. School where program was completed, and Province/Country of School
13. Upload files as per the registration requirements;
14. Highest level of education outside MRT discipline
15. Year of graduation
16. Identify additional area of certification
 - a. Mammography
 - b. Dosimetry
 - c. RSO
17. Employment Status
18. Annual hours worked in previous year
19. Primary employment category
 - a. Permanent full-time
 - b. Permanent part-time
 - c. Temporary
 - d. Casual
20. Primary address of work
21. Do you have a 2nd MRT/Sonography employer
22. Secondary employment category
 - a. Permanent full-time
 - b. Permanent part-time
 - c. Temporary
 - d. Casual
23. Secondary address of work
24. Identify whether the applicant is currently under investigation or has ever been disciplined by any organization responsible for the regulation of this or any other health profession (Yes or No);
25. Check that they have no criminal record or vulnerable record (Yes or No)
26. Check that the Code of Ethics and Standards of Practice has been read and agreed to;
27. Check that the information provided is true and that the disclaimer has been read and understood;
28. Submit Online Application (once all information has been completed);
29. An email notification from the system will be sent to the applicant and the registrar that the application has been submitted and is under review.

UC2: Evaluate a New Registration (Registrar)

The Registrar will receive a notification from the system when an application for a new registration has been initiated. For all new registrations the Registrar will review and evaluate all required documentation against the appropriate criteria, and either approve, reject, or temporarily approve the application:

1. If an applicant meets all registration requirements, the Registrar will input additional information into the system:
 - a. MDS unique identifier (autogenerated);
 - b. NSAMRT license ID Number (auto-generated based on programmed business rules);
 - c. Approval date (default to today);
 - d. Registration Status:
 - Active- full practice
 - Non-practising less than 5 years
 - Active-practicing with limitations
 - Temporary –New Graduate
 - Student
 - e. Check box that all submitted documentation meets appropriate requirements;
 - f. Generate Approval Letter and send as attachment to applicant;
 - g. Generate registration card and send as printable attachment to applicant;
2. If an applicant does not meet the registration requirements, and is not eligible for temporary approval, the application will be rejected:
 - a. The reason(s) for rejection will be identified by the Registrar in the system;
 - b. Rejection date (default to today);
 - c. Registration Status identified (Not Approved);
 - d. A rejection letter will be generated;
 - e. An email will be sent to the applicant with the rejection letter attached.
3. If an applicant is eligible for temporary approval (i.e. needs to pass CAMRT national exam):
 - a. The Registrar will identify the requirement(s) that the applicant must meet and provide evidence of, in order to be granted a license (may be education related);
 - b. Temporary Approval date (default to today);
 - c. Registration Status which is one of the following:
 - Temporary with limitations
 - d. If passing the National Exam is required, the Registrar must be able to track the number of attempts, date of attempts, and exam results;
 - e. A temporary acceptance letter will be generated and sent to the applicant.

UC3: Automatic Registrant Dues Deduction

During creation and renewal of licensure NSAMRT must be able to generate an accurate list for dues deduction

1. If MRT/Sonographer has indicated in UC1 above that they are employed in a permanent position by IWK or NSHA the system asks if MRT/Sonographer wishes to have automatic payroll deduction of dues and remittance for following calendar year.
2. If yes system generates automated email to MRT/Sonographer confirming they have consented to automatic payroll deduction with details of deduction amount and duration.
3. End of registration period generate report of registrants consenting to automatic payroll deduction.

B.2 Re-Registration

Related Requirements: ReR-1 THRU ReR-16

TYPICAL PATH

UC4: MRT/Sonographer Submits Online Re-Registration

Each registered MRT/Sonographer must renew his/her license every year. The system will allow online updates to re-registration sections, electronic authorization and submission. There are a number of requirements that must be met to qualify for re-registration.

1. The system must not allow submission of a re-registration to occur before 90 days prior to the license expiration date. If a MRT/Sonographer attempts to do this, a message will pop-up explaining that it is too early.
2. The system will allow online entry of credits to a MRT/Sonographer's profile. (Note that this can occur at any time.)
3. The system will allow the upload of electronic files to a MRT's/Sonographer's profile. (Note that this can occur at any time)
4. There are multiple sections of requirements that must be met to re-register, and the system must be flexible to make changes to these sections and the requirements within each over time, as needed.
5. The system will calculate the MRT's/Sonographer's compliance with the requirements, and display these on a dashboard when the MRT/Sonographer or Registrar selects this option.
6. When a section total has been met, the system will display this, and in the case where a maximum value has been reached, the system will disable entry of further credits.
7. When all requirements have been met before the expiration date, the system will display this message to the MRT/Sonographer, in the form of a summary of their acceptable credits and requirements.
8. To validate the re-registration summary is accurate, the MRT/Sonographer must authenticate by clicking on the agreement box.
9. Check that the Code of Ethics and Standards of Practice has been read and agreed to.
10. Clicking the submit button represents the MRT's/Sonographer's legal authorization.
11. Upon submitting, the system will generate a Re-Registration Complete notification email to the Registrar.
12. This will trigger the Registrar to generate an ID card with the new expiration date, which they will send to the MRT/Sonographer, as well as a generated letter via the email notification through the system of successful re-registration.

UC5: 90-day and 30-day Reminder Notifications of License Expiration (System)

As early as 90 days prior to license expiration, a MRT/Sonographer can submit their re-registration. MRTs/Sonographers may need a second reminder closer to their license expiration date; in these instances a 30-day reminder notification should automatically be sent from the system:

1. The system must recognize when a 90-day notification is required, based on License Expiration dates.
2. The system will generate and send a notification email to the MRT/Sonographer, informing them that they can now submit their re-registration.
3. In the situation when a MRT/Sonographer has not yet met all the re-registration section requirements the system must recognize this, and at 30 days prior to the expiration date, an email notification must be sent to the MRT/Sonographer.
4. Sequence follows the same path as UC4 above.

ALTERNATE PATHS

Under certain circumstances the normal self re-registration path will not flow as described above.

UC6: MRT/Sonographer do not complete re-registration before license expiration date

Although MRTs/Sonographers will receive a 90-day and 30-day reminder email, and can view the re-registration requirements online, and are enabled to complete self-registration, there may be instances when this process is not completed before the license expires. Licenses will be revoked in these instances.

1. System recognizes that a license has expired and is able to identify which re-registration requirements have not been met, using the business rules and criteria that have been set.
2. System sends an automatic notification to the MRT/Sonographer and Registrar with this alert, with details about what requirements are missing.
3. Registrar may contact the MRT/Sonographer to verify that the alert is correct.
4. Registrar changes MRT/Sonographer status to INACTIVE, and selects the reason(s) for the change in status.
5. Registrar notifies the employer that the MRT/Sonographer is not licensed to practice in Nova Scotia
6. The MRT/Sonographer has five (5) years to meet re-registration requirements to be returned to ACTIVE Status. The system must be able to track the date of license revoke, send out warning notification at 4 years to the Registrar and MRT/Sonographer as well as notify the Registrar and MRT/Sonographer when the 5 year period has passed, so the Registrar can take action.
7. After 5 years of being INACTIVE, a MRT/Sonographer must complete the full refresher program and registration process. The system should recognize when five (5) years have passed since the expiration date, and send an email notification to the Registrar and MRT/Sonographer.
8. At such time as the MRT/Sonographer qualifies for reinstatement, the Registrar will change registration status back to ACTIVE, use case UC4 will be followed, and a new license expiration date will be set.

UC7: Criminal Record Check box is selected by MRT/Sonographer

At any time during the registration cycle, a MRT/Sonographer may be charged or convicted of a criminal offence. Professionals are accountable to report these activities to their employer and licensing body when they occur. When completing the re-registration process, the MRT/Sonographer must check yes or no if in the past year they have been charged &/or convicted of a Criminal Offence. The system will have a check box that, when checked Yes, a screen will appear into which the MRT/Sonographer must provide the details related to their criminal record (in text &/or uploading docs).

1. The system will send an alert notification, flagged with High Importance to the Registrar so that NSAMRT can conduct a review.
2. If it is determined by NSAMRT that a full investigation is warranted to determine if the- MRT/Sonographer's license should be revoked, the flow described in UC14 is followed.

B.3 Reporting & Letters

Related Requirements: Rep-1 THRU Rep-16and LR-1 THRU LR-10

UC8: Run a Report (Registrar)

The Registrar and other NSAMRT Administrators must be able to query the system and generate reports on a number of datasets using various parameters. They must have the ability to specify a date range for a report, as well as a point in time report (e.g. report on the number of

applications between January and March of a given year, or the number of active MRT/Sonographer on January 1 of the previous year). The Reporting Requirements list the reports that must be available. To generate a report (which can be viewed online, downloaded, emailed, or printed), the user will navigate to the reporting menu, choose the title of report they require, provide the parameters as prompted by the system, and choose the output format desired.

UC9: Create and Send a Letter (Registrar)

In addition to the automatic generation of correspondence previously described, the Registrar and other NSAMRT administrators must be able to generate electronic letters to communicate a number of messages to MRT/Sonographer via the system. They must have the ability to specify the type of letter, and the recipients. The Letter Requirements list the letters that must be available. To generate a letter (which can be viewed online, downloaded, emailed, or printed), the user will navigate to the letters menu, choose the title of letter they require, provide the parameters as prompted by the system, and choose the output format desired.

B.4 General System Functions & System Administration

Related Requirements: Gen-1 THRU Gen-9 and SA-1 THRU SA-12

UC10: Maintain Online User Account (Registrar)

At any time the Registrar is able to make changes to a MRT/Sonographer's online account (e.g. reset a password, update contact info, and terminate the account).

UC11: Search the Registry for information (Registrar)

The Registrar or other NSAMRT administrators require details at various times pertaining to a MRT/Sonographer, or other information contained in the system, and they need to be able to search by many parameters.

1. Select Search Menu;
2. Choose the values of data desired (for example: MRT/Sonographers with temporary status, by name);
3. Enter the parameters/ranges as prompted (for example: TODAY);
4. Click Search;
5. System will display a list of all MRT/Sonographers in the system with temporary status as of today;
6. Print if required;
7. Select New Search or close the Search tool.

UC12: Create Email with a specified distribution list or generate list of address labels (Registrar)

At times the Registrar/NSAMRT administrator will need to send group notifications to MRT/Sonographers.

1. Select Create Group Email or select Generate Address Labels;
2. Choose parameters for recipient group (for example: by Region, and then select desired Region);
3. Click OK;
4. Email window with selected distribution will open with either the email distribution list or the batch of address labels;
5. Proceed with sending/printing per usual process.

UC13: Update a system table (Registrar)

There are a number of drop-down lists utilized by the system. At times these tables will require updates. The Registrar/NSAMRT administrator must have the ability to quickly change these values.

1. Select maintenance tool from the menu;
2. Select the drop-down list that requires updating;
3. Make the changes to the data in the list;
4. Click save and close the tool.

UC14: Competency & Conduct Reviews and Criminal Investigations & Convictions (Registrar)

If NSAMRT becomes aware that an active member is under review or investigation, or has been criminally charged or convicted, NSAMRT will determine whether the MRT/Sonographer's license should be revoked or suspended. Note: An investigation may have nothing to do with a criminal offence. It could simply be a conduct or competency issue.

1. Search the system for the MRT/Sonographer's profile, and open a new investigation/review file;
2. The system will assign an investigation tracking number using the programmed business rules;
3. The date of opened file must be tracked (default to today);
4. The reason(s) for an investigation must be selected;
5. The system should allow for inclusion of more than one MRT/Sonographer to a tracking number, and should allow for more than one file open at any given time on a MRT/Sonographer;
6. There should be a Notes section for the Registrar to record any additional details, and this section is not viewable by the MRT/Sonographer;
7. If NSAMRT determines that the MRT/Sonographer will be suspended, the registration status will be changed, the reason for change will be identified, and the appropriate notifications will be sent;
8. In addition to the investigation file tracking number, date opened, and notes, the system must also track the date closed, the outcome, and follow-up review date (if applicable).

UC15: Generate Random Audit List for Self Re-Registrations

MRT/Sonographers validate their re-registrations by recording their continuing professional development (CPD) activity and agree with the conditions of completing an online professional license self re-registration. NSAMRT will conduct regular, random audits of re-registrations to ensure compliance.

1. The Registrar will maintain the audit tool parameters and audit business rules which are defined by NSAMRT, and which the system must follow, such as:
 - a. audit frequency;
 - b. audit volume (% of re-registrations completed in the defined period);
 - c. range of audit eligibility (eligible to be randomly selected up to 6 months before re-registration date);
 - d. removal of a MRT/Sonographer from the audit selection pool after being audited, until their next re-registration cycle;
 - e. 100% coverage of all MRT/Sonographers over a defined period, such as 15 years.
 - f. audit of all those that are non-compliant with CPD as of Nov 1st of reporting cycle
2. The system will automatically generate the random audit list per the specified frequency. A data entry screen will become available for each MRT/Sonographer selected, allowing the Registrar to input the results of the manual audit.
3. For each MRT/Sonographer selected for audit, an email notification will be generated and sent informing them that they are being audited.

4. Pass Audit: The Registrar will input successful audit results into the Audit Result screen, and MRT/Sonographers who pass the audit will maintain their active status, be automatically removed from the audit pool until their next re-registration cycle, and will receive an automated email notification from the system. Date audit opened, date audit closed, results and who did the audit.
5. Fail Audit: The Registrar will input unsuccessful audit results into the Audit Result screen, with details explaining the reason for the failure including notification of timelines to correct identified issues.
6. Automatic notification to registrar when MRT updates that they have addressed deficiencies.
7. Registrar will return to step 4 if MRT successful addressing deficiencies. If fail step 5 is followed but the MRT/Sonographer's status will be changed to INACTIVE, the reason will be specified, a notification will be emailed to the MRT/Sonographer and the process described in UC14 will take place.

UC16: MRT/Sonographer Pays Annual License Renewal Fees through the System

MRT/Sonographers will be required to pay annual registration fees, and the system must accommodate this function.

1. System will be able to pro-rate dues amount based on monthly pro-rating
2. System will offer credit card or cheque option for payment. (is e-transfer possible?)
3. System will allow for lapsed member reinstatement fee to be added to base annual fees
4. System will allow for tracking refunds of dues to ensure net paid by registrant is accurate.
5. System will auto generate and send out tax receipts for dues Feb 1st each year.

Appendix C: Functional Requirements

The following table defines the functional requirements necessary to support the business functions associated with registering new MRT/Sonographers, re-registering active MRT/Sonographers, and management of the MRT/Sonographer Registry. Please complete the vendor response column by indicating if the proposed solution supports this requirement. Provide details that describe how the proposed solution supports this requirement.

No.	Process Area	Requirement	Ranking	Vendor Response
Reg-1	Registration	The system allows new users to create a new online account. The system must capture MRTs'/Sonographers' personal information and allow maintenance by MRT/Sonographer and registrar.	Mandatory	
Reg-2	Registration	<p>The information the system must be able to capture should include:</p> <ul style="list-style-type: none"> -ID number (automatically generated by the system and permanent) -First, middle, last name -Name used in clinical practice if different from above -Mailing address -Street address, city, province, postal code -Birth date -Home, work, cell phone -Fax -Email <p>Notes: MRT/Sonographer will be able to modify contact information. Users can enter:</p> <ul style="list-style-type: none"> -Name -School (field just for student and must be drop down) -Date of completion -Notes <p>Registrar can edit:</p> <ul style="list-style-type: none"> -Date applied (field just for applicant) -Date denied (field just for applicant) 	Mandatory	

No.	Process Area	Requirement	Ranking	Vendor Response
Reg-3	Registration	The system must have the ability to upload a photo and registration documents of the MRT/Sonographer.	High	
Reg-4	Registration	The system must be able to capture data required for compliance with the Fair Registration Practices Act (FRPA), including: - New applicant educated in Nova Scotia - New applicant educated anywhere else in Canada - International applicants - Labour Mobility applicants who are already registered in another Canadian jurisdiction (AIT transfers)	High	
Reg-5	Registration	Ability to record receipt of required additional documentation from applicants from jurisdictions outside of Nova Scotia, and outside of Canada, including: - Documentation of active registration - Documentation of education - Application forms - Language proficiency proof	High	
Reg-6	Registration	The system must maintain yearly registration information and allow maintenance only by registrar: - Designation, with endorsement if applicable (must be drop-down) - Member status (must be drop-down): <ul style="list-style-type: none"> • Active- full practicing • Non-practicing • Active-practicing with limitations • Temporary – New Graduate • Student - Registration date - Re-registration date	High	
Reg-7	Registration	The system must maintain MRT/Sonographers' certification requirements for each registration period. The registrar must have maintenance functionality.	High	

No.	Process Area	Requirement	Ranking	Vendor Response
Reg-8	Registration	The system must be able to accept payment for College registration fees, and include online invoicing, payments, receipts, etc.	High	
Reg-9	Registration	The system must maintain payment info for each membership year and allow maintenance by registrar: -Payment amount -Payment type -Payment date	High	
Reg-10	Registration	The system must maintain conditional reasons & date and allow maintenance by registrar: -Conditional (Yes or No) -Conditional reason (must be drop-down) -Date effective -Review by date -Outcome (notes field)	High	
Reg-11	Registration	The system automatically sends a notification to the registrar when a new online user account has been created.	High	
ReR-1	Re-Registration	Ability to automatically email renewal notifications to appropriate members using database information.	High	
ReR-2	Re-Registration	The system must have the ability to maintain the MRT/Sonographers' registration status.	Mandatory	
ReR-3	Re-Registration	The system must maintain the MRT/Sonographers' registration status, and provide the ability to identify inactive reasons & date, and allow maintenance by registrar: -Inactive -Inactive reason (must be drop-down) -Date effective -Outcome (notes field)	High	
ReR-4	Re-Registration	The system must allow MRT/Sonographers to enter their re-registration credits and requirements, by section/category, for each registration period. The registrar and MRT/Sonographers must have maintenance functionality.	High	

No.	Process Area	Requirement	Ranking	Vendor Response
ReR-5	Re-Registration	<p>The system must maintain MRT/Sonographers' certification requirements for each registration period. The registrar and MRT/Sonographers must have maintenance functionality.</p> <p>Self Education (Section 2)</p> <ul style="list-style-type: none"> -Topic -Date -Number of hours -Number of credits -Tracking number (if applicable) -Self-reflection -Supporting document upload <p>Note: Topic will be a drop down maintained by registrar (see System Administration requirements). The drop down must include option to select 'Other' in which case a free text field would allow MRT/Sonographer to add a description.</p>	High	
ReR-6	Re-Registration	<p>The system must maintain MRT/Sonographers' certification requirements for each registration period. The registrar must have maintenance functionality.</p> <p>Criminal records check tab:</p> <ul style="list-style-type: none"> -Criminal offense (Yes or No) -Date of letter 	High	
ReR-7	Re-Registration	<p>The system has the ability to produce a message whereby MRT/Sonographers will need to confirm their understanding and agree to any disclaimers as required by the registrar.</p>	Mandatory	
ReR-8	Re-Registration	<p>Ability for a disclaimer to appear (as per the following example) when indicating nothing to report in a criminal records check in the past year: "By clicking submit, you are confirming that you have been involved in no criminal offenses and that an official verification with police would indicate a clear record." If the MRT/Sonographer indicates that a criminal offense has occurred, a message must indicate that the MRT/Sonographer will become temporarily inactive pending review.</p>	High	

No.	Process Area	Requirement	Ranking	Vendor Response
ReR-9	Re-Registration	The system must have the ability to record Conduct and Competency review issues. (This is not visible to the MRT/Sonographer.)	High	
ReR-10	Re-Registration	The system must have the ability for the registrar to record 'review-by' dates for follow-up items such as Conduct and Competency review issues.	High	
ReR-11	Re-Registration	The system must maintain MRT/Sonographers' Notes. The registrar needs maintenance functionality. This can be multiples per MRT/Sonographer, not based on registration period. Notes Tab: -Note -Date Note: only the registrar can see this tab.	High	
ReR-12	Re-Registration	The system must calculate re-registration compliance based on defined criteria and indicate once re-registration requirements have been attained.	High	
ReR-13	Re-Registration	The system must require the MRT/Sonographer to review the MRT/Sonographer Code of Ethics and Standards of Practice and agree to a disclaimer stating that all credits claimed for re-registration are legitimate and could be validated in case of an audit. By agreeing to the disclaimer, the re-registration would then be complete.	High	
ReR-14	Re-Registration	The system must have a random audit function whereby MRT/Sonographers who re-register can be randomly audited to produce evidence of their re-registration requirements.	High	
ReR-15	Re-Registration	The system must have an audit function whereby MRT/Sonographers who have not completed their continuing professional development by Nov 1 of reporting cycle are selected for audit to produce evidence of their re-registration requirements.	High	

No.	Process Area	Requirement	Ranking	Vendor Response
ReR-16	Re-Registration	The system must have a random audit function whereby MRT/Sonographers who re-register can be randomly audited. The percentage of re-registration audits and timing of these must be at the discretion of the registrar. The algorithm within the audit function must ensure that all MRT/Sonographers are eventually audited within a time period as specified by the registrar. MRT/Sonographers cannot be audited more than once per audit cycle, and can only be audited up to a specified time period before their next re-registration date. The system must automatically notify re-registrants if they have been selected and generate a list for follow-up by the registrar.	High	
ReR-17	Re-Registration	The system must be able to maintain the status of re-registration audits. If a MRT/Sonographer is selected for an audit, a status bar will indicate the status of the audit (registrar awaiting documentation, under review, approved) and date opened, date closed and results. The registrar needs maintenance functionality in order to update the status of the audit process.	High	
Rep-1	Reporting	System supports reporting and has the ability to run all reports based on a specified time period or point in time, and other customizable filters and search/query parameters as entered by the user	Mandatory	
Rep-2	Reporting	MRT/Sonographer roster based on demographics, including; name, age, gender, and all other available fields will be searchable.	High	
Rep-3	Reporting	MRT/Sonographer roster based on various profile data, including; geography, employment status; employer	High	
Rep-4	Reporting	MRT/Sonographer roster based on discipline	High	
Rep-5	Reporting	Report on license expiration dates/re-certification approaching	Mandatory	
Rep-6	Reporting	Report on number of MRT/Sonographers who have not registered once the 30 day re-registration deadline has passed	High	

No.	Process Area	Requirement	Ranking	Vendor Response
Rep-7	Reporting	Report on registration status, for example: <ul style="list-style-type: none"> • Active- full practicing • Non-practicing • Active-practicing with limitations • Temporary- New Graduate • Student 	Mandatory	
Rep-8	Reporting	Report on number/status of Conduct & Competency Evaluations	High	
Rep-9	Reporting	MRT/Sonographer status history report	High	
Rep-10	Reporting	Report on application types: <ul style="list-style-type: none"> -Out of Country Applicant -Out of Province Applicant (Licensed) -Out of Province Applicant (Graduate) -Nova Scotia Applicant 	High	
Rep-11	Reporting	Report on National Exam status, including: <ul style="list-style-type: none"> -Registered to write exam, by date -Exam results, by applicant, by number of attempts, by date 	High	
Rep-12	Reporting	Committee/Board members based on Committee/Board name	High	
Rep-13	Reporting	Report of re-registration credit summary	High	
Rep-14	Reporting	Report of re-registration audit results (including successful, pending, and failed)	High	
Rep-15	Reporting	Financial reports (hidden until establishment of potential College)	High	
Rep-16	Reporting	Fair Registration Practices Act (FRPA) reporting requirements, including: <ul style="list-style-type: none"> -Number of applicants who receive a license -Time from initiating registration to licensure 	High	
LR-1	Letters	The system must be able to generate letters for official communication purposes	Mandatory	
LR-2	Letters	Re-registration advance notice (90 days)	High	

No.	Process Area	Requirement	Ranking	Vendor Response
LR-3	Letters	Re-registration advance notice (30 days)	High	
LR-4	Letters	MRT/Sonographer re-registration complete	High	
LR-5	Letters	MRT/Sonographer re-registration incomplete	High	
LR-6	Letters	MRT/Sonographer audit letter	High	
LR-7	Letters	MRT/Sonographer audit findings	High	
LR-8	Letters	New registrant approved	High	
LR-9	Letters	New registrant conditional approved	High	
LR-10	Letters	MRT/Sonographer lapsed letter	High	
Gen-1	General System Functions	After a MRT/Sonographer is re-registered, the previous years' requirements must not be displayed. Must be able to be viewed on request.	Medium	
Gen-2	General System Functions	When a re-registration occurs, a new registration record is created for the MRT/Sonographer for that registration period. All blank certification tabs will be displayed to allow entry of the new data for that year. All previous registration data will remain stored within the system.	Mandatory	
Gen-3	General System Functions	For each certification tab, calculate and display total of credits achieved to date. For those with a maximum, once the maximum is reached, the new/add button must be disabled.	High	
Gen-4	General System Functions	When the MRT/Sonographer logs in, there must be a requirements 'help page' available at all times. This can provide a brief description of the requirement, display a few examples to assist them, and link to reference materials on other web pages. This information must be easily maintained by the registrar. It will be one scrolling page of text that can be modified if necessary.	Medium	
Gen-5	General System Functions	The system must have the ability to generate registration certificates with name, photo, discipline(s), ID number, signature, and expiration date.	High	
Gen-6	General System Functions	Ability to easily create email distribution lists based on database queries. Currently, Outlook is email solution being utilized.	High	
Gen-7	General System Functions	Ability to track emails sent to members: sent, bounced, opened, deleted, and replied.	Low	

No.	Process Area	Requirement	Ranking	Vendor Response
Gen-8	General System Functions	Ability to upload various documents to the registration system, such as MRT/Sonographer diploma.	High	
Gen-9	General System Functions	Ability to add new links and functionality in the future.	High	
SA-1	System Administration	The system must give the registrar the ability to modify variables for variable drop-down fields	Mandatory	
SA-2	System Administration	Ability to modify/update: Employment Information	High	
SA-3	System Administration	Ability to modify/update: Discipline(s)	High	
SA-4	System Administration	Ability to modify/update: Registration status	High	
SA-5	System Administration	Ability to modify/update: Conditional reasons	High	
SA-6	System Administration	Ability to modify/update: Certification Programs	High	
SA-7	System Administration	Ability to modify/update: Professional Development Input	High	
SA-8	System Administration	Ability to modify/update: Committee/Volunteer Role and Terms	High	
SA-9	System Administration	Ability to modify/update: Users/Security	High	
SA-10	System Administration	Ability to modify/update: Inactive reasons	High	
SA-11	System Administration	Ability to modify/update: Schools	High	
SA-12	System Administration	Ability to modify/update: Audit status	High	

Appendix D: Non-Functional Requirements

The following table defines the technical (or non-functional) requirements that do not relate directly to the business functions of the system and tend to be more technical in nature. Please complete the vendor response column by indicating if the proposed solution supports this requirement. Provide details that describe how the proposed solution supports this requirement.

No.	Process Area	Requirement	Ranking	Vendor Response
TS-1	Technical Solution Requirements	<p>NSAMRT requires a vendor hosted software solution to support the functionality defined in this document for a Nova Scotia MRT/Sonographer Registry. This solution must be located and supported within Canada by the vendor.</p> <p>Please provide a general description of your proposed solution including the location and description of the primary (and backup data centres, if applicable) and support arrangements for the proposed solution.</p>	Mandatory	
TS-2	Technical Solution Requirements	<p>The proposed solution must support the registration, re-registration and administration functions for the Nova Scotia MRT/Sonographer Registry. Currently there are over 600 active MRT/Sonographers, a part time Registrar, and part time NSAMRT Management who will require access to this system. Based on this user base, it is expected that under normal circumstances there will be approximately three (3) concurrent users. Peak usage will occur during the month of November, close to re-registration deadlines.</p> <p>Please describe how the proposed solution can support this number of total users, their associated data records, and concurrent users.</p>	High	

No.	Process Area	Requirement	Ranking	Vendor Response
TS-3	Technical Solution Requirements	<p>The proposed solution will be utilized by NSAMRT staff and MRT/Sonographers from a variety of locations including business and home based computer systems. For this reason the solution must support a wide variety of popular web browsers (including Internet Explorer, Firefox, Google Chrome, Opera, and Safari). As well, the solution must support various device's viewing capabilities (e.g. Personal Computers, Tablets, and Smart Phones).</p> <p>Please indicate the web browsers and computing devices supported by the proposed solution. Please provide the minimum end user hardware requirements by supported device type.</p>	High	
TS-4	Technical Solution Requirements	<p>NSAMRT requires minimal software components to be installed on user devices.</p> <p>Please indicate any required user software tools required to support the proposed solution (e.g. local agents, web controls, management tools, reporting tools). Please indicate if the proposed solution has any known compatibility or configuration requirements that may exist with commonly used end user software (e.g. Antivirus, pop-up blockers, office productivity tools)</p>	Medium	

No.	Process Area	Requirement	Ranking	Vendor Response
TS-5	Technical Solution Requirements	<p>The proposed solution will be utilized by NSAMRT staff and MRT/Sonographers from a variety of locations including business and home based networks.</p> <p>Please indicate the normal and maximum network bandwidth requirements per user accessing the application. If there are substantial differences between functional areas of the application (e.g. MRT/Sonographer access versus Registrar), please provide details for each functional area. Also indicate if the solution supports dial up based users.</p>	Medium	
TS-6	Technical Solution Requirements	<p>NSAMRT requires a highly available and responsive application for their solution. It is expected that the application be available 99.5% of the time (i.e. no more than 44 hours of unplanned downtime annually). It is expected that web page refreshes complete within 1 second, 95% of the time; and within 2 seconds 99% of the time.</p> <p>Please describe how the proposed solution can meet these requirements.</p>	High	
TS-7	Technical Solution Requirements	<p>NSAMRT requires a solution that requires minimal, manual administration. It is expected that any administration activities required by the system be performed by the Registrar.</p> <p>Please indicate the number of hours per week required by business support resources to support the proposed solution (not including normal business usage), based on customer experience. Also include the skill requirements to support the proposed solution.</p>	High	

No.	Process Area	Requirement	Ranking	Vendor Response
TS-8	Technical Solution Requirements	<p>NSAMRT requires a solution that is customizable. NSAMRT requires the ability to incorporate its branding into the application. NSAMRT may require the ability to change role security within the application (e.g. add an additional role, add/remove functionality access to an existing role). NSAMRT may require the ability to add a software module (e.g. Jurisprudence Module for College of MRT/Sonographer) or integrate to a third party system (e.g. via a batch interface).</p> <p>Please describe how the solution may be customized for Nova Scotia's implementation and how the above changes would be incorporated into the proposed solution.</p>	High	
TS-9	Technical Solution Requirements	<p>NSAMRT requires a solution that has flexible reporting functionality. NSAMRT requires a solution where administrators can modify existing reports or create new ones, based on supported templates.</p> <p>Please describe how the proposed solution's reporting functionality may be customized by NSAMRT system administrators.</p>	High	
TS-10	Technical Solution Requirements	<p>NSAMRT requires a solution that has the ability to extract data to be used by other systems. NSAMRT may require data extracts to feed the DHW data warehouse, Provincial Provider Registry, Canadian Institution for Health Information, etc. NSAMRT requires that data be exported to a variety of different formats (e.g. CSV, XML).</p> <p>Please describe how the solution can meet these requirements and indicate the supported export formats.</p>	High	

No.	Process Area	Requirement	Ranking	Vendor Response
TS-11	Technical Solution Requirements	<p>NSAMRT requires the ability to automate system tasks.</p> <p>Please indicate if the proposed solution provides that capability to automate and schedule system extracts, uploads of information, and automated generation of emails. Please indicate supported transportation methods (e.g. Secure FTP, Web Services) for automated tasks.</p>	Medium	
TS-12	Technical Solution Requirements	<p>NSAMRT requires a solution that provides full audit capabilities.</p> <p>Please indicate if the proposed solution provides auditing capabilities for data modifications and user access. If so, please describe including details of how auditing may be customized and the audit reporting capabilities of the proposed solution.</p>	High	
IP-1	Implementation Planning	<p>NSAMRT requires the vendor manages all aspects of the technical implementation of their proposed solution. The Vendor Project Manager will work closely with the NSAMRT designated Project Manager to schedule resources and activities.</p> <p>Please provide a detailed Implementation Plan for the proposed solution. This plan should include all major project activities; both vendor and NSAMRT required resources, and durations and dependencies of project activities; including installation, configuration, acceptance testing, training, and go-live activities.</p>	High	

No.	Process Area	Requirement	Ranking	Vendor Response
IP-2	Implementation Planning	<p>NSAMRT requires that the existing MRT/Sonographer Data from the RegOnline database be converted to the proposed solution. MRT/Sonographer data to be converted includes the, identifiers, status, current certification level, and re-registration date. Note that conversion of re-certification documentation from the previous period is not required to be converted to the proposed solution.</p> <p>Please describe how existing data will be converted to the proposed solution.</p>	High	
IP-3	Implementation Planning	<p>NSAMRT requires that initial user training be provided by the solution vendor. Training must include in-person session with the MRT/Sonographer Registrar and Administrators. Training materials for MRT/Sonographers must be provided, either online or in printed format.</p> <p>Please describe your approach to providing the required training for the proposed solution.</p>	High	
Su-1	User and Application Support	<p>NSAMRT requires that on-going user training be provided by the solution vendor. Training must include training materials for MRT/Sonographer Registrar, Administrators, and MRT/Sonographers. These materials must be provided, either online or in printed format, and must be updated with each new release of the software.</p> <p>Please describe your approach to providing on-going training for the proposed solution. In addition, please describe the process and costs to provide in-person training, if required.</p>	High	

No.	Process Area	Requirement	Ranking	Vendor Response
Su-2	User and Application Support	<p>NSAMRT requires that that vendor provide a 1-800 telephone based, and e-mail, user and technical support service to the MRT/Sonographer Registrar, Administrators, and MRT/Sonographers. It is expected that this service be available from 9am to 5pm (Atlantic Standard Time) weekdays, excluding Nova Scotia holidays. All technical and user support issues are expected to be responded to within 30 minutes and resolved within 48 hours of notification of the problem (this excludes issues that require software enhancements).</p> <p>Please describe the proposed support model for the solution and indicate how it addresses NSAMRT's requirements.</p>	High	
Su-3	User and Application Support	<p>NSAMRT requires the proposed solution provides facilities for a MRT/Sonographer user to self-register and manage their own account, where possible. The system should implement necessary precautions to ensure that Web Robots cannot create bogus accounts (e.g. a reCAPTCHA like service)</p> <p>Please indicate if the proposed solution provides functionality for self-registration and unassisted username / password support. This may include password hints, email user information to predefined email addresses, automated account setup based on registration approval, etc. As well, please indicate what precautions have been implemented to deter Web Robots.</p>	High	

No.	Process Area	Requirement	Ranking	Vendor Response
Su-4	User and Application Support	<p>NSAMRT requires that the proposed solution be maintained and enhanced by the vendor, and that new functionality be added to assist NSAMRT (and, in the future, the College of MRT/Sonographers) to maintain efficient operations and leverage industry and technology innovations.</p> <p>Please provide a description of the plans to enhance the functionality and features of the proposed solution over the next several years and identify the expected benefits that would result with these software upgrades.</p>	Medium	
Su-5	User and Application Support	<p>NSAMRT requires that identified software defects and enhancements be implemented in a timely manner.</p> <p>Please describe the process and relative timeframe for issuing bug fixes and application enhancements.</p>	High	
Su-6	User and Application Support	<p>NSAMRT requires an understanding of how well the system infrastructure has performed in the past, preventative maintenance processes, and method of handling on planned outages.</p> <p>Please describe the infrastructure used to support the proposed solution. Please indicate the following:</p> <ul style="list-style-type: none"> • your uptime experienced over the past 2 years • defined maintenance windows, if applicable • process for handling unplanned downtime • redundancy features built into your infrastructure • process and retention times used for data backups and restores 	Medium	

No.	Process Area	Requirement	Ranking	Vendor Response
Su-7	User and Application Support	<p>NSAMRT requires a review of the vendor's standard Service Level Agreement.</p> <p>Please provide your standard Service Level Agreement (as an appendix) for the proposed solution. Please indicate your willingness to customize the Service Level Agreement, if required.</p>	High	
SP-1	Security, Privacy, and Disaster Recovery	<p>NSAMRT requires that the proposed solution comply for the Nova Scotia Personal Health Information Act (PHIA) and the Personal Information International Disclosure Protection Act (PIIDPA). For further information, please see http://www.foipop.ns.ca/PHIA and http://novascotia.ca/just/IAP/PIIDPAquest.asp#p01</p> <p>Please describe how the proposed solution complies with PHIA and PIIDPA legislation. Note that a Privacy Impact Assessment (PIA) will be performed prior to the proposed solution's implementation by NSAMRT. Please indicate your willingness to modify your proposed solution if issues arise based on this assessment.</p>	Mandatory	
SP-2	Security, Privacy, and Disaster Recovery	<p>NSAMRT requires that all information in the proposed solution is kept private and confidential.</p> <p>Describe security safeguards and features proposed with this solution that to ensure the privacy and confidentiality of the data sent and stored using the application. Please describe your process for dealing with security and privacy breaches.</p>	High	

No.	Process Area	Requirement	Ranking	Vendor Response
SP-3	Security, Privacy, and Disaster Recovery	<p>NSAMRT requires that all information in the proposed solution is kept secure and that only designated individuals can see specific data (e.g. MRT/Sonographers can only see their own data. Registrars can access all MRT/Sonographers' data). NSAMRT require a role based security model to restrict who can see specific data and access functionality.</p> <p>Please describe the security model for the proposed solution.</p>	High	
SP-4	Security, Privacy, and Disaster Recovery	<p>NSAMRT requires that all user access and data changes to the systems are logged, for audit purposes. The solution must provide the ability to view and search this log to authorized users.</p> <p>Please describe the audit functionality included in the proposed solution.</p>	High	
SP-5	Security, Privacy, and Disaster Recovery	<p>NSAMRT require all data to be encrypted, during communications and storage.</p> <p>Please describe how the proposed solution protects data.</p>	High	
SP-6	Security, Privacy, and Disaster Recovery	<p>NSAMRT requires that the solution implement a password policy that enforces minimal standards for password length, and complexity.</p> <p>Please describe the password policy available with the proposed solution.</p>	High	
SP-7	Security, Privacy, and Disaster Recovery	<p>NSAMRT requires that the solution includes Disaster Recovery services (e.g. off-site storages, a secondary data centre).</p> <p>Please describe the Disaster Recovery features of the proposed solution.</p>	High	

No.	Process Area	Requirement	Ranking	Vendor Response
SP-8	Security, Privacy, and Disaster Recovery	<p>NSAMRT, or designate, must maintain 100% ownership of the data. Data cannot be shared by vendor under any circumstances, without written agreement from NSAMRT.</p> <p>Please indicate compliance to these statements and indicate how data would be made available to NSAMRT, when requested.</p>	High	
SP-9	Security, Privacy, and Disaster Recovery	<p>NSAMRT requires that the solution be available to them, in the event the vendor ceases business operations or NSAMRT terminates the contract with the vendor.</p> <p>Please describe the measures that would provide assurance that NSAMRT could continue normal business operations in the event your company ceases operations.</p> <p>Please indicate any additional cost to NSAMRT to extract the data from the host system. Also, include the amount of time required to perform a full data extract and the format in which it would be provided (i.e. full SQL backup file including a data dictionary)</p>	High	

Appendix E: Report and Letter Samples

This appendix provides a list of required reports.

- E.1 MRT/Sonographer Roster
- E.2 Committee Members Report
- E.3 Active Registered MRT/Sonographer Report
- E.4 MRT/Sonographer Address Listing Report
- E.5 MRT/Sonographer for Re-Registration Report
- E.6 MRT/Sonographer Temporary/Limited License Report
- E.7 MRT/Sonographer Statistical Report
 - By area of practice
 - Dual registration
 - Age demographics
 - Employment status
- E.8 MRT/Sonographer Re-Registration Letter
- E.9 MRT/Sonographer Registration Letter
- E.10 MRT/Sonographer Audit Letter
- E.11 MRT/Sonographer Audit Findings Letter
- E.12 MRT/Sonographer Lapsed Letter
- E.13 MRT/Sonographer Re-Registration Letter
- E.14 MRT/Sonographer LOA report
- E.15 MRT/Sonographer payroll deduction report
- E.15 MRT/Sonographer welcome letter