**Attachment 2**

**Technical Requirements Traceability Matrix**

**Request for Proposal Number 109796 O3**

Bidders are instructed to complete a Technical Requirements Traceability Matrix for Cancer Registry Quality Assurance, Data Collection and Data Management. Bidders are required to describe in detail how their proposed solution meets the conformance specification outlined within each Technical Requirement.

The traceability matrix is used to document and track the project requirements from the proposal through testing to verify that the requirement has been completely fulfilled. The winning Bidder will be responsible for maintaining the contract set of Baseline Requirements. The traceability matrix will form one of the key artifacts required for testing and validation that each requirement has been complied with (i.e., 100% fulfilled).

The traceability matrix should indicate how the Bidder intends to comply with the requirement and the effort required to achieve that compliance. It is not sufficient for the Bidder to simply state that it intends to meet the requirements of the RFP. DHHS will consider any such response to the requirements in this RFP to be non-responsive. The narrative should provide DHHS with sufficient information to differentiate the Bidder's technical solution from other Bidders' solutions.

The Bidder must ensure that the original requirement identifier and requirement description are maintained in the traceability matrix as provided by DHHS. Failure to maintain these elements may be grounds for disqualification.

How to complete the traceability matrix:

| Column Description | Bidder Responsibility |
| --- | --- |
| Req # | The unique identifier for the requirement as assigned by DHHS, followed by the specific requirement number. This column is dictated by this RFP and should not be modified by the Bidder. |
| Requirement | The statement of the requirement to which the Bidder should respond. This column is dictated by the RFP and must not be modified by the Bidder. |
| (1) Comply | The Bidder should insert an "X" if the Bidder's proposed solution complies with the requirement. Describe in the response how the Bidder's proposed solution meets the requirement. The Bidder should leave blank if the Bidder's proposed solution does not comply with the requirement.If left blank, the Bidder should also address the following:• Capability does not currently exist in the proposed system, but is planned in the near future (within the next few months)• Capability not available, is not planned, or requires extensive source-code design and customization to be considered part of the Bidder's standard capability• Requires an extensive integration effort of more than 500 hours |
| (a) Core | The Bidder should insert an "X" if the requirement is met by existing capabilities of the core system or with minor modifications or configuration to existing functionality. |
| (b) Custom | The Bidder should insert an "X" if the Bidder proposes to custom develop the capability to meet this requirement. Indicate "custom" for those features that require substantial or "from the ground up" development efforts. |
| (c) 3rd Party | The Bidder should insert an "X" if the Bidder proposed to meet this requirement using a 3rd party component or product (e.g., a COTS vendor, or other 3rd party). The Bidder should describe the product, including product name, its functionality and benefits in their response. |

**TECHNICAL REQUIREMENTS**

The following requirements describe what is needed to support DHHS technical project operations.

Each requirement is identified by the following first three characters:

|  |  |
| --- | --- |
| TEC | General Technical Requirements |
| STN | Standards Requirements |
| SEC | Security Requirements |
| INT | Interfaces/Imports/Exports Requirements |

***General Technical Requirements***

This section presents the overall technical requirements that apply to the software. Describe in the Response how the proposed solution meets the requirement.

| **Req #** | **Requirement** | (1)Comply | (a)Core | (b)Custom | (c)3rd Party |
| --- | --- | --- | --- | --- | --- |
| TEC-1 | Contractor shall implement a series of internal procedures with DHHS approval to ensure that access to information is restricted to authorized persons associated with the Contract on an as needed basis and control is maintained over all documents that contain sensitive information to ensure that these documents are available only to authorized persons associated with the Contract. |  |  |  |  |
| Response: |
| TEC-2 | Contractor shall have experience/expertise in the use of: RMCDS, NAACCR and NPCR EDIT, NorthCon18.exe, Edit Writer, NAACCR PREP, HL7, NAACCR format XML, and other software applications required to support the NCR. |  |  |  |  |
| Response:  |

***Standards Requirements***

DHHS currently operates its computer system in compliance with many technology and operational standards. These standards originate from internal development, industry best practices and governmental mandates. The Bidder should describe how all applications provided by the Bidder operate in compliance with these standards and practices.

| **Req #** | **Requirement** | (1)Comply | (a)Core | (b)Custom | (c)3rd Party |
| --- | --- | --- | --- | --- | --- |
| STN-1 | Current DHHS policies state users are not permitted to download or store any documents, communications, emails, etc. to their local PC’s.  |  |  |  |  |
| Response: |
| STN-2 | Contractor shall have experience/expertise in the use of: RMCDS, NAACCR and NPCR EDIT, NorthCon18.exe, Edit Writer, NAACCR PREP, HL7, NAACCR format XML, and other software applications required to support the NCR. |  |  |  |  |
| Response:  |

***Security and Audit Requirements***

| **Req #** | **Requirement** | (1)Comply | (a)Core | (b)Custom | (c)3rd Party |
| --- | --- | --- | --- | --- | --- |
| SEC-1 | Contractor must comply with Federal, State, and division-specific security requirements including but not limited to:* Health Insurance Portability and Accountability Act (HIPAA) of 1996
* Health Information Technology for Economic and Clinical Health Act (HITECH) of 2009
* Nebraska Electronic Signature Statute <http://www.nebraskalegislature.gov/laws/statutes.php?statute=86-611>
* Privacy Act of 1974
* 45 CFR 85 Security standards for PHI
* Office of the National Coordinator's Nationwide Privacy and Security Framework for Electronic Exchange of Individually Identifiable Health information <https://www.healthit.gov/sites/default/files/nationwide-ps-framework-5.pdf>

Refer to the Nebraska DHHS Information Systems and Technology Security Policies and Standards for more information (<http://dhhs.ne.gov/ITsecurity>). |  |  |  |  |
| Response: |
| SEC-2 | Describe how the Bidder provides the ability to maintain a directory of all personnel who currently use or access the system. |  |  |  |  |
| Response: |
| SEC-3 | Shall implement a series of internal procedures with DHHS approval to ensure that access to information is restricted to authorized persons associated with the Contract on an as needed basis and control is maintained over all documents that contain sensitive information to ensure that these documents are available only to authorized persons associated with the Contract. |  |  |  |  |
| Response: |

***Interfaces/Imports/Exports Requirements***

The proposed software solution is expected to be able to interface with other computer systems as necessary.

| **Req #** | **Requirement** | (1)Comply | (a)Core | (b)Custom | (c)3rd Party |
| --- | --- | --- | --- | --- | --- |
| INT-1 | Will collaborate with DHHS to create secure web access to the NCR for on-line data entry and data file uploading for reporting facilities and laboratories. |  |  |  |  |
| Response: |
| INT-2 | Contractor will assist with development/implementation of plans to transition hospitals and other facilities to electronic data exchange.  |  |  |  |  |
| Response: |
| INT-3 | Contractor shall perform processes to assist DHHS in establishing and implementing case reporting from any new or existing facility such as hospitals, free-standing radiation oncology facility, medical oncology group or surgical oncology group in the state. |  |  |  |  |
| Response: |
| INT-4 | Contractor will establish remote access to hospital’s medical records for the purpose of re-abstraction as needed. |  |  |  |  |
| Response: |