



HELSEPLATTFORMEN
for pasientens helsetjeneste

**Procurement of an
EHR solution
with adjacent systems and services**

Invitation to Dialogue

T Appendix 5 Administrative Provisions

Based on SSA - T

Case number: 2016/238



History

Version	Responsibility	Date	Comments/Changes
v1.0	Helseplattformen	02.02.17	Version v1.0 shared with the Contractors

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1 INTRODUCTION

The purpose of this Appendix is to ensure a satisfactory fulfilment of the Agreement through optimising the processes and communication between the Contractor and Customer.

The Contractor shall respond to the requirements in accordance with the instructions set out herein.

Editable text:

Text in [square brackets] contains text elements to be edited at the Contractor's will. This text is suggestions only and the Contractor can delete, replace or edit this text freely.

Note that in general, all deliveries and pre-requisites or assumptions relevant for the implementation of the EHR solution, both related to the Contractor's Deliverables and the Customer Furnished Assets (CFA), cf. *Appendix C7*, shall be taken into account in the Contractor's Project and Progress Plan, cf. *T Appendix 3*.

2 PROJECT ORGANISATION

2.1 THE REPRESENTATIVES OF THE PARTIES

Authorised representatives of the parties:

For the Customer

Name:

Position:

Telephone:

E-mail:

For the Contractor

Name:

Position:

Telephone:

E-mail:

If the representatives is to be replaced, the other party shall be notified within thirty (30) days for approval of the replacement.

2.2 CONTRACTOR'S KEY PERSONNEL

Contractor's key personnel may not be replaced without the Customer's prior consent. Costs related to changes in Contractor's key personnel shall be covered by the Contractor.

If the Customer wants to replace any of the Contractor's key personnel, based on reasonable grounds, the Contractor shall accept this and replace the resource with another resource with equal or better competency.

The Contractor's key personnel including the Contractor's project manager shall be listed here:



Name	Role	Areas of expertise
	Project manager	

2.3 USE OF SUBCONTRACTORS

The Contractor's approved subcontractors and the project activities that subcontractors will perform shall be listed here:

Name	Organisation number	Project activities/responsibilities

Management of subcontractor terms

[The Contractor shall describe how they will manage the use of any subcontractors as a part of fulfilling the Agreement with the Customer (e.g., management of terms, subcontractor agreements and collaboration plans with subcontractors).]

2.4 USE OF THIRD PARTIES

Customer's selected third parties:

Name	Organisation number	Roles/responsibilities

2.5 PROJECT ORGANISATION

[The Contractor shall give a complete presentation and describe how the Contractor intends to organise and staff the project, including both Contractor and Customer resources. The description shall include project organisation, definition of roles, responsibilities and authorisations.

When describing the Customer's resources the description shall include a description of required competency and capacity (including roles and FTEs) and shall reflect the constraints set in Appendix C0 and Appendix C7.

The description of the Contractor's key personnel shall include brief resumes (CV) of proposed consultants.

Maximum 1-2 pages per CV.]

2.6 ROUTINES AND PLANS FOR MEETINGS

[The Contractor shall describe and suggest a meeting structure with form and content which can secure sufficient quality of collaboration. The description should include e.g., meeting frequency, purpose of the different meetings and need for preparations.]

2.7 ROUTINES AND PLANS FOR REPORTING

The Contractor have the responsibility for reporting in terms of cost, risk, schedule, functionality, technical conditions or benefit realisation to the Customer.

[The Contractor shall describe reporting routines for the Implementation project. The description shall as a minimum include reporting templates, frequency of reporting and reporting of deviations. The description shall include what reports are relevant for the different types of meetings suggested in the meeting structure.]

2.8 PROCEDURES FOR HANDLING CHANGES IN RULES AND REGULATIONS

[The Contractor shall describe their procedures for handling changes in rules and regulations that affects the solution. The description should include information of how the Customer will be involved, and how the Contractor will work to comply with deadlines set by the authorities.]

2.9 MANAGEMENT DOCUMENTATION AND REPORTS

[The Contractor shall describe the management documentation that is expected to be delivered as a part of the Implementation project when planning and executing the implementation of the solution.

The description shall include:

- Description of the content of each document template]