Spanish Edition Translation & Maintenance

Request for Proposal

Date: 20191126
Version: 1.00
Status: Final
Amendment History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Editor</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01</td>
<td>2019-11-25</td>
<td>Rory Davidson</td>
<td>First draft for comments</td>
</tr>
<tr>
<td>0.01</td>
<td>2019-11-26</td>
<td>Andrew Atkinson</td>
<td>feedback, additions</td>
</tr>
</tbody>
</table>

Approvals

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Approver</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>2019-11-29</td>
<td>Rory Davidson</td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td>2019-11-27</td>
<td>Shelley Lipon</td>
<td></td>
</tr>
</tbody>
</table>
# Table of Contents

1. Executive Summary  
   Background  
2. Instructions for replying to the RFP  
3. Organisation background  
4. Requirements  
   4.1 Spanish Edition Deliverables  
   4.2 Edition Quality Assurance  
   4.3 Expected Activities  
5. Information required in response to this RFP  
   5.1 Commercial information, Capability and Capacity  
   5.2 Outline Service Description  
   5.3 Delivery Plan  
   5.4 Detailed costs  
   5.5 Requirements traceability  
   5.6 Approach to Testing  
6. Evaluation Guidance  
7. Disclaimer
1. Executive Summary

1.1 Background
SNOMED International produces the Spanish Edition of SNOMED CT twice a year, in April and October. This edition is an extension of the International Edition and contains a full translation from International English to Spanish of every description.

The objective of this Request for Proposal (RFP) is to request proposals from vendors for a service which will carry out the following activities based on each 6 monthly release of the International Edition of SNOMED CT:

- creation of new translations for new descriptions to Spanish;
- maintenance and regular quality improvements/revisiting of existing Spanish translations;
- production of a quality assured RF2 package, twice a year; and
- generation and maintenance of relevant release package information in Spanish.

This RFP is published on 29 November 2019 and responses are required to be submitted to rfp@snomed.org by 12h00 UTC on 16th December 2019. SNOMED International expect to inform the successful bidder by 20th December 2019 subject to receiving feasible proposals.

Responses to this RFP are not contractually binding.

2. Instructions for replying to the RFP

This document, the information detailed within it and any further detail supplied to responders as part of this process, is provided in confidence, for the sole purpose of this RFP, and may not be disclosed to any third party or used for any other purpose without the express written permission of SNOMED International.

- Direct any questions in relation to this RFP to rfp@snomed.org.
- Submit responses by no later than 12h00 UTC on 16th December 2019.
- We anticipate being able to inform bidders of our decision no later than 20th December 2019 subject to receiving feasible proposals.
- Requirements and Deliverables are outlined in detail in section Section 4.
- Ensure that your response to this RFP contains the information detailed in Section 5. Missing information will affect the assessment or the response detrimentally.

For ease of identification in this document, all information required in response to this RFP are labeled so: [RFP-nn].
3. Organisation background

SNOMED International is the trading name of IHTSDO, a private company limited by guarantee, incorporated and registered in England and Wales with company number 9915820, whose registered office is at One Kingdom Street, Paddington Central, London W2 6BD, England. It is an international standards body that develops, maintains and promotes effective use of clinical terminology in healthcare information systems. The principal product of this initiative is SNOMED CT, a standard clinical terminology. The organization also encourages, guides, advises and supports key players and stakeholders in SNOMED CT implementation in order to encourage further use.

As set out in its Articles of Association, the objective of IHTSDO is the advancement of the health of humankind, in particular by facilitating better health information management and by that means and otherwise contributing to the improved delivery of care by clinical and social care professions, including through:

- Facilitating the accurate sharing of clinical and related health information, and the semantic interoperability of health records;
- Encouraging global collaboration and cooperation with respect to the ongoing improvement of the consistent use of health terminologies and standards; and
- Providing the foregoing on a globally coordinated basis and taking account of public benefit and commercial considerations of concern to each Member and in each Member Territory.

The following principles guide all the SNOMED International activities:

- The Association will seek to govern itself and conduct all of its activities in accordance with principles of openness, fairness, transparency and accountability to its Members.
- The Association will seek to conduct all of its activities in a prudent, responsible and ethical manner that is conducive to ensuring its long-term viability, the overall value and utility of its activities.
- The Association will seek to work with other parties relevant to achieving its Objects in a spirit of collaboration and will, as appropriate, seek to facilitate interoperability of its terminology products with other relevant standards and products.
- The Association will seek to encourage intellectual contributions to the terminology products from other entities upon terms that permit such other entities to use and distribute their own work for any purpose that is consistent with the Association's Objects.
- The Association will engage with its Members collaboratively, consistently and transparently.

Further information about SNOMED International can be found on our website at www.snomed.org.
4. Requirements

This section provides information about functional requirements and non-functional requirements expected.

4.1 Spanish Edition Deliverables

The successful bidder will be expected to produce the following deliverables:

- A complete set of Release Format 2 (RF2) files containing the Spanish-language distribution corresponding to the January SNOMED CT International Edition.
- A complete set of Release Format 2 (RF2) files containing the Spanish-language distribution corresponding to the July SNOMED CT International Edition.
- Spanish translations of the current English distribution of the January and July SNOMED CT International Edition documentation, with the relevant amendments included as requested by the Spanish Members contingent.
- Spanish language release notes, including the relevant amendments included as requested by the Spanish Members contingent.

All of the above will be done under the SNOMED International ‘Guidelines for Translation of SNOMED CT’ and ‘A Methodology and Toolkit for evaluating SNOMED CT Translation Quality’ and provide feedback in the first instance to SNOMED International on conformance and any issues arising.

4.2 Edition Quality Assurance

The following quality assurance products will be expected from the successful bidder:

- A quality report providing evidence of review for consistency of translation, use of dialects and outcome of evaluation by Subject Matter Experts (SME)
- Outline the process for dealing with change requests to translation and details of outcomes for the release.
- Manage the approval process via the relevant JIRA project, provided by SNOMED International, for the changes requested by the Spanish Members contingent, to ensure that all change requests have either been implemented in the next release, or a reason for not doing so communicated to and agreed with the Spanish Members before the release. The JIRA project must be up to date at all times, so that accurate status reporting can be obtained from it at any point by either SNOMED International or the Spanish Members.

4.3 Expected Activities

Included in this work are the following activities:

- Full Technical QA of the files, and provision of the results of these tests to SNOMED International. This should include running the package(s) through the provided Release Validation Service, resolving all possible issues, and re-running to verify - this process to be repeated as many times as required in order to achieve a clean end result before handover to SNOMED International.
- Any outstanding issues in the final delivered package must be highlighted and added into the “Known Issues” section of the Spanish Release Notes.
- Packaging (i.e. zipping all into an archive) all files that constitute distributable RF2 releases
5. Information required in response to this RFP

The response to this RFP should include the following minimum information, preferably in the order listed:

1. Commercial Information, Capability and Capacity;
2. Outline Service Description;
3. Outline Service Delivery Plan;
4. Detailed costs for functional requirements;
5. Requirements traceability including responding to all functional requirements in the functional requirements specification;
6. Approach to testing and assurance;
7. Response to all requests for information in this document labeled [RFP-XX].

The remaining paragraphs in this section provide further breakdown of the information required in response to this RFP.

5.1 Commercial information, Capability and Capacity

The bidder must provide the following information:

- Company background and key areas of business [RFP-01];
- Financial status [RFP-02];
- Key resources that will be involved in the delivery of the service evidencing sufficient capability and capacity [RFP-03];

5.2 Outline Service Description

The Bidder must provide the following information:

- Service description [RFP-04] based on the requirements detailed in section 4 above.

5.3 Delivery Plan

The bidder must provide a plan with the estimated delivery timescale and key phases in the service delivery for each 6 monthly release including start date, completion of internal testing and assurance, and handover of the Spanish Edition to SNOMED International. The plan should also clearly and specifically indicate any dependencies on or inputs required from SNOMED International and any other external dependencies [RFP-05].
5.4 Detailed costs
The bidder must provide a total cost for delivery of the service for a 12 month period, covering two releases of the Spanish Edition, including the deliverables detailed in Section 4 [RFP-06]. If the bidder wishes to provide a variable cost based on volume or number of words, please provide information on the cost per word.

The bidder must confirm that a warranty period of 12 Months from user acceptance of each Spanish Edition delivery is included during which time any defects found in the edition will be rectified at no additional cost [RFP-07].

5.5 Requirements traceability
The bidder must provide a statement of compliance with all the requirements detailed in section 4. Any requirements that cannot be met or would be partially met or where the bidder believes there is an alternate solution should be listed in the response with details of any non conformance [RFP-08].

5.6 Approach to Testing
The bidder must provide information on their approach to testing and review of the translated terms will be evidenced [RFP-09]. The successful bidder will be expected to conduct all testing and assurance including final Release Validation.
6. Evaluation Guidance

SNOMED International will evaluate all responses to this RFP received by the due date in a logical and fair manner. The following points indicate what the evaluation team are looking for in the responses. The results of evaluation will be fed back to bidders but limited simply to ‘selected’ or ‘not selected’ in order to make best use of resources to focus on taking the selected bid forward. The responses will be checked as follows:

1. Clarity that each and every requirement will be delivered or a clear and acceptable explanation for each that can not be delivered as stated with an acceptable alternative solution.
2. A clear description of the service.
3. All information requested in this RFP is provided in the response.
4. Clear demonstration in the response that the bidder understands SNOMED International’s existing solutions, particularly where they will integrate with them and also of how these systems support the collaborative authoring of SNOMED CT.
5. Confidence of the evaluation team in the capability and capacity of the bidder to deliver the solution proposed and to meet the requirements.

7. Disclaimer

SNOMED International reserves the right:

- to amend, clarify, add to or withdraw all or any part of this Request for Proposal at any time during the procurement;
- to vary any timetable or deadlines set out in this RFP;
- not to conclude a contract for some or all of the goods and/or services (as applicable) for which proposals are invited; and
- cancel all or part of the procurement at any stage at any time.

Estimated cost and timeframe to be provided for each deliverable and the contract will be terminated if any deliverable fails to meet the requirements and quality within agreed timeframe.

The bidder accepts and acknowledges that by issuing this RFP, SNOMED International is not bound to accept a proposal or obliged to contract with the bidder at all.

The bidder accepts and acknowledges that they are responsible for any and all costs incurred in their participation in this RFP regardless of a contract award being made.