

Clinical Practice Guideline Implementation Tools  
Orthopaedic Section, APTA, Inc / Vendor Partnership Program

**Vendor Solicitation, Application, Evaluation and Selection Process**

Vendor Solicitation Process

**Solicitation of Vendors:**

Process of soliciting vendors will be ongoing and include quarterly announcements made in the first 12 months (first announcements via social media, advertisement in OPTP, and Ortho blast to begin on November 1, 2017), and semi-annually thereafter. Evaluation of all vendor application submissions received will be evaluated on a quarterly basis/or as needed. There will, however, be a static interest/application form on the [www.orthopt.org](http://www.orthopt.org) CPG page that a vendor can submit for consideration at any time. All Vendors will go through the “Application Process” outlined below. The associated “vendor agreement” template referenced in the Application Process below will also be housed on the CPG page of [orthopt.org](http://orthopt.org). All communication and announcements will direct prospective vendors to the CPG page of [orthopt.org](http://orthopt.org) where all relative forms and process instructions are housed.

Application Processes

**Application**

The vendor partner application is in Survey Monkey housed on the vendor page of [orthopt.org](http://orthopt.org) that automatically routes to the Orthopaedic Section’s CPG Coordinator, Brenda Johnson ([bjohnson@orthopt.org](mailto:bjohnson@orthopt.org)). The document will provide the following information and specifications to allow the CPG Patient / Consumer Advisory Panel Members, CPG Implementation Advisory Panel Members, CPG Authors, CPG Editors, Orthopaedic Section Board of Directors, and others involved with the selection process to have a full understanding of the implementation tool that is being presented and evaluated:

- Product drawings, demos, website links, and passwords as relevant and applicable (vendors need to provide tangible or live, functioning renderings for the panel members and authors to review and evaluate)
- Service levels (e.g., how fast can a vendor make a change to a product, for example, adapting to a newly published or revised CPG)
- Technical or business requirements and price to users (e.g., what does it take for a user to access or purchase the tool)

- Description of reporting available from the vendor to track or monitor progress towards the terms present in vendor agreement and the ability to provide these reports to the Orthopaedic Section quarterly.
- Business or logistical constraints or assumption (if any), which would require deviation from the typical partnership agreement between the vendor and the Orthopaedic Section, such as financial restrictions, licensing arrangements, copyright/intellectual property restrictions, etc.
- Terms or conditions – if any – which would require deviation from the typical partnership agreement between the vendor and the Orthopaedic Section, such as financing requirements, contract length, renewal options, warranties, service level agreements, etc.
- Agreement – the vendor should submit relevant information into the Vendor Partnership template agreement (found on CPG page of orthopt.org), including the proposed financial terms.

### **Preliminary Review of Vendor Applications**

If ambiguity is found, the CPG Coordinator will reach out to prospective vendor for clarification. If no ambiguity or questions, then proceed with evaluation by all parties involved as outlined below in the “Vendor Evaluation Process”.

### **Vendor Evaluation and Selection Process**

\* The Section, its panel, and all others individuals involved will be asked to keep confidential the information submitted by prospective vendors, especially if the vendor is not selected for participation in the Program.

### **Vendor Partner Evaluation**

Selected members from the CPG Patient / Consumer Advisory Panel Members, CPG Implementation Advisory Panel Members, CPG Authors, and CPG Editors will be sent a full rendering, or access to the guideline implementation tool along with the evaluation survey instrument. The CPG Coordinator will select evaluators based upon workload rotation, expertise and availability of the evaluators. If there are substantial discrepancies between the results of the initial evaluators, the CPG coordinator will have the option to seek input from a wider base of evaluators.

The CPG Coordinator will ensure that all evaluators have a signed and reviewed conflict of agreement form on file before he or she can be involved in the evaluation process.

- Per policy: Any Orthopaedic Section Committee Member, Task Force Member, or other representative, who has a stated, potential, or perceived conflict of interest with vendor or vendor’s implementation tools or products, will not be involved in the application evaluation, selection, or agreement generation processes.

**Parties involved in Evaluation and Role:**

*CPG Implementation Advisory Panel and CPG Authors:*

- Evaluates tool or product from the standpoint of an end user/target consumer and ensures an accurate representation of the CPG’s content.
- Provides recommendations, as appropriate, to vendor of what needs to be improved or fixed in order to deliver a product that more accurately represents the relevant CPG and/or provides a better end user experience. (See Vendor Evaluation Form for criteria being evaluated)
- Utilizes a Survey Monkey form containing the following items:

Name of Reviewer

Affiliation of Reviewer

Role of Reviewer

- Healthcare practitioner
- Clinical educator
- Academic educator
- Researcher
- Claims reviewer
- Administrator
- Policy maker

In your role, how would you describe the applicability / usefulness of this product in furthering understanding or use of the content of the guidelines? (Select one)

- Of little, to no use
- Minimally useful
- Moderately useful
- Extremely useful

Do you find the products price point reasonable?

Describe what you found most useful or applicable as you explored this product?

Describe what you found least useful or applicable as you explored this product?

Feel free to provide suggestions that you have on how to improve the product in regards to use, implementation, or understanding as it relates to the content of the guidelines.

In your role, how would you describe the validity of the product as it relates to the content of the guidelines? (Select one)

- Does not represent the guideline
- Poorly represents the guideline
- Somewhat represents the guideline
- Accurately represents the guideline

If you feel the product misrepresents the content of the guideline, please provide an example of this misrepresentation.

In your role, how would you describe the impact this product will have on implementation / understanding of the guidelines? (Select one)

- Substantial negative impact
- Minimal negative impact
- Minimal positive impact
- Substantial positive impact

Feel free to describe any negative impacts you feel could result from using this product as it relates to implementation, understanding, or practice. You may also provide your rationale for this position.

Feel free to describe aspects of that will have a positive impact from using this product as it relates to implementation, understanding, or practice. You may also provide your rationale for this position.

Is the presentation of material engaging and encourage the continued use of this product?

Was the product easy to use and navigate?

Overall, would this be a good tool or product to help disseminate and implement the Orthopaedic Section / JOSPT's Clinical Practice Guidelines? (Select one)

- Definitely Yes
- Yes
- Not sure
- No

*CPG Coordinator:*

Evaluates the technical and business aspects of vendor's product or service, communicates the recommendations from panel back to vendor. Involved with all groups involved in evaluation as well as overall process and evaluation development with all groups, panel, and board. Point of contact for vendor once vendor is selected.

*Board of Directors:*

Final selection and approval of vendors and negotiated terms.

*CPG Editors:*

Direct and oversee the CPG development and revision processes - and can assist with the solicitation / recruiting of guideline implementation tool vendor partners and can offer recommendations to vendors of what needs to be improved or fixed in order to deliver better or more accurate CPG content or better user experience.

*CPG Patient / Consumer Advisory Panel Members:*

- Evaluates tool or product from the standpoint of an end user/target consumer and ensures an accurate representation of the CPG's content.
- Provides recommendations, as appropriate, to vendor of what needs to be improved or fixed in order to deliver a product that more accurately represents the relevant CPG

and/or provides a better end user experience. (See Vendor Evaluation Form for criteria being evaluated)

- Utilizes a Survey Monkey form containing the following items:

Name of Reviewer

Affiliation of Reviewer

Role of Reviewer

- \*Healthcare Consumer
- Healthcare practitioner
- Clinical educator
- Academic educator
- Researcher
- Claims reviewer
- Administrator
- Policy maker

In your role as a healthcare consumer, how would you describe the applicability / usefulness of this product in furthering understanding or use of the content of the guidelines? (Select one)

- Of little, to no use
- Minimally useful
- Moderately useful
- Extremely useful

Do you find the products price point reasonable?

Describe what you found most useful or applicable as you explored this product?

Describe what you found least useful or applicable as you explored this product?

Feel free to provide suggestions that you have on how to improve the product in regards to use, implementation, or understanding as it relates to the content of the guidelines.

In your role of a healthcare consumer, how would you describe the validity of the product as it relates to the content of the guidelines? (Select one)

- Does not represent the guideline
- Poorly represents the guideline
- Somewhat represents the guideline
- Accurately represents the guideline

If you feel the product misrepresents the content of the guideline, please provide an example of this misrepresentation.

In your role of a healthcare consumer, how would you describe the impact this product will have on your understanding of the guidelines? (Select one)

- Substantial negative impact
- Minimal negative impact
- Minimal positive impact
- Substantial positive impact

Feel free to describe any negative impacts you feel could result from using this product as it relates to complying with the recommendations in the guideline or furthering your understanding as a healthcare consumer. You may also provide our rationale for this position.

Feel free to describe aspects of that will have a positive impact from using this product as it relates to complying with the recommendations in the guideline or furthering your understanding as a healthcare consumer. You may also provide your rationale for this position.

Is the presentation of material engaging and encourage the continued use of this product?

Was the product easy to use and navigate?

Overall, would this be a good tool or product to help healthcare consumers and also disseminate and implement the Orthopaedic Section / JOSPT's Clinical Practice Guidelines? (Select one)

Definitely Yes

Yes

Not sure

No

### **Final Evaluation Score**

CPG Coordinator will record and compile the Evaluation results from all parties involved. A majority of Evaluators/Panel Members or CPG Author's in favor of proceeding with a vendor, based upon survey responses, is needed to become a vendor partner. The CPG Coordinator will then submit the aggregate results of the evaluation to the Board of Directors for final review. The Board of Director's legal counsel will review any amendments to the proposed vendor partnership legal agreement.

After reviewing the implementation tool, evaluation results, and final partnership agreement from legal counsel, the Orthopaedic Section Board of Directors will make final decision to select and move forward with vendor(s). The Board of Directors will take into account final evaluation scores, and determine if the vendor partnership legal agreement's terms are satisfactory to move forward with a partnership.

The CPG Coordinator will serve as Vendor Liaison between vendors and the Orthopaedic Section Staff and Board of Directors. The CPG Coordinator will notify all applicants if they passed evaluation to become a vendor of the section or not. If the vendor would like feedback of why they were not chosen, the CPG Coordinator will provide that information with scores and/or feedback from the evaluation forms. If the applicant would like to remedy or resolve issues and reapply to become a vendor they may do so without incurring another application fee.

### **Annual Review (for all vendor's with a signed agreement):**

All vendor partners will have an annual review to ensure the product or service still meets the goal of increasing use and understanding of the recommendations in the CPGs and continues to meet the evaluated standards above.

Vendor's will be required to pay 5,000 annual review fee (if applicable) and sign a new "vendor partnership agreement".