

REQUEST FOR PROPOSAL

CAMPUS-WIDE NETWORK AND OFFICE AUTOMATION

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I. INTRODUCTION

InfoPartners, Inc., is a healthcare information systems consulting firm based in Nashville, Tennessee. It is comprised of senior-level management consultants who assist hospitals and other healthcare-related organizations with information systems planning, selection and implementation processes. InfoPartners does not have marketing agreements with software or hardware vendors, and thus maintains the freedom and objectivity to find the “best fit” for our clients’ unique needs.

We have been engaged by Halifax Regional Hospital to assist in the request for proposal process leading to the successful deployment of a campus-wide network throughout its South Boston, Virginia, facilities. *Prospective vendors should note that all questions and communications should be directed to InfoPartners directly, not to Halifax.*

II. CLIENT DESCRIPTION

Halifax Regional Hospital, is a 173-bed acute care hospital located in South Boston, Virginia. The campus facilities are described below. In addition, the hospital has a tertiary partnership with Duke University Medical Center in Durham, North Carolina, and with Piedmont Community Health Plan (Centra Health) in Lynchburg, Virginia. The Hospital is currently managed by Quorum Health Services.

The campus layout is important when describing the proposed network topology. A site diagram can be found in Appendix A. In addition to the main hospital building, there is a support services building (SSB) located across the parking lot from the hospital building, which houses the Information Systems facilities and various administrative offices. The computer systems and major network equipment are to be located on the second floor of the SSB. Additional facilities include:

- Home Health Agency: This building is located on the hospital campus, approximately 750 feet from the SSB, and will need to be fiber attached to the campus network.
- Woodview Nursing Home: This 180-bed long-term care facility is located approximately two miles from the hospital campus, and will need to be attached to the campus network via a T1 line.
- Physicians' Pavilion: This new building is comprised of outpatient physician offices, and is physically connected to the SSB. It will need to be fiber attached to the campus network.
- Outpatient Services Center: This new building will be located approximately ¼ mile from the SSB, across the street from the hospital campus. It will need to be fiber attached (or possibly T1 attached) to the campus network.
- Off-Site Clinics: There are approximately 15 additional doctor's offices and clinics, located from 200 feet to 45 miles from the hospital campus. These facilities will be accessing the campus network via either 56 Kbps leased lines or dial-up (14.4 Kbps modem) means, rather than being directly fiber attached to the campus network.

Within these buildings, there will be an excess of 300 cable drops for PCs, terminals, and printers attached to the network, for access to a variety of host computers and applications.

Halifax Regional Hospital is presently undergoing a hospital information systems (HIS) selection process. The HIS will encompass functions for: admitting and registration, general and patient accounting, laboratory, pharmacy, radiology, medical records, materials management, nursing, and other hospital-related functions. The Hospital is currently evaluating HIS systems from HBOC and Meditech, and expects deployment of the HIS within the next 12 months. User devices for the HIS will be attached to the campus-wide network. Future planning may include the addition of other hosts (for example, a fax server and other application servers) on the same network. Some administrative and office automation applications are currently deployed in a limited (25-user) LAN, or have been implemented on "standalone" PCs. These applications will be expanded to be accessible from a file server located on the campus-wide network. Specifications for the administrative and office automation LAN are described further in section VII.

Of primary concern to Halifax, is enhanced communications capabilities. Many of the off-site clinics and doctors' offices will need to access information from the campus-wide network remotely. In the future, teleconferencing, video conferencing, and telemedicine will play a vital role in communications with these remote sites, as well as with Duke University Medical Center, located in Durham, North Carolina (approximately 60 miles away). To plan for these future communications demands, it may be necessary that the network *allow for 100 Mbps capacity throughout* (to each desktop).

Staff within the Halifax Information Systems department is currently being formed to be able to support the various hospital and administrative information systems. A Manager of Information Services has recently been appointed and a dedicated LAN administrator is being sought. As needed, additional analysts will be hired to support the hospital information system (HIS) when selected. Because there are limited IS personnel with little network experience, it is imperative that the vendor provide a full complement of services, support and training.

III. RFP PROCESS DESCRIPTION

This RFP is being sent to several vendors, as a means for gathering information about the vendors' products, service offerings, and experience. InfoPartners will assist the Hospital in evaluating the vendor responses and narrowing the field to two vendors. The final two vendors will be asked to conduct one or more site visits at the client's discretion, prepare a network implementation plan, and provide final pricing information. The client, together with recommendations from InfoPartners, will make the final decision.

Timeline:

April 16, 1996: RFP sent to vendors.

May 3, 1996: Deadline for receipt of RFP response by InfoPartners. Late responses will not be considered. Response should be sent to the attention of:

Cheryl Austin, Senior Consultant
InfoPartners, Inc.
4535 Harding Road, Suite C-201
Nashville, TN 37205-2120

Inquiries may be made to Cheryl Austin at (615) 297-4215, or via fax: (615) 297-4932.

One additional copy of the RFP response should be sent to:
Bill Zirkle, Manager of Information Services
Halifax Regional Hospital, Inc.
2204 Wilborn Avenue
South Boston, VA 24592

May 20, 1996: Notification of final two vendors. If you are not notified by May 20, you should assume that your company was not chosen as a finalist.

May 31, 1996: Site visits by the two finalists should occur by this date, and final pricing received.

June 14, 1996: Final selection and contract signing should occur by this date, with installation to begin as soon as possible after this date.

IV. INSTRUCTIONS TO VENDORS

This proposal is comprised of two major categories: Cabling and Network Equipment (section VI.), and PC LAN Applications (section VII.). Please limit your responses to hardware and software products with which you have first-hand experience, are capable of installing and supporting, and for which you can provide client references. If you are able to obtain a certain product, but do not have prior direct support experience with it, please do not include that product in your responses. If you install and support products only through another entity or business partner, you may include those products in your responses, but the other business entity must be clearly identified, must have first-hand direct experience installing and supporting the products, and must be able to provide applicable client references. An example would be quoting of cabling installation, when the cabling is sub-contracted to another firm.

In describing hardware or software, we have found it illustrative to mention some products which we feel may be appropriate or to list certain *preferred* products or manufacturers. This is done only as a short-cut means of listing features and capabilities, not as a directive for a quote on the mentioned products. It is assumed that your company has the necessary expertise to design and implement a fully functional network which meets the needs of the client and which can be fully supported. Therefore, if your company does not offer the hardware or software product(s) mentioned, but offers an equivalent product, please specify that product in your response. Furthermore, if the products mentioned are felt not to meet the client's need, or are not recommended for other reasons (performance, support issues, etc.), please *feel free to quote the products you feel are most appropriate*. The same holds true for the network design issues. The proposed network design described herein (see Appendix) may be used for reference, but should not be the sole determining factor for the best design. In your response, *please feel free to quote a different network design if you feel this better meets the client's need. The selected vendor(s) will ultimately be responsible for the success of the network and its underlying design.*

Aggressive pricing on this RFP will have an impact on the determination of the two finalists. Finalists will have an opportunity to do a walk-through of the site, and fine tune their designs proposals prior to contracting.

Any comments or responses on this RFP which are found to be invalid (such as a false claim of providing a service), will disqualify the vendor from further consideration.

V. VENDOR PROFILE

A. Business Profile

A summary and business profile of your company should be included and should contain a minimum of the following information:

- Number of years in operation and brief history of company.
- Gross revenue for the last three years.
- Current number of employees with distribution by job function.
- Any vendor alliances, marketing agreements, business partners, etc.
- Location of any regional support offices and location of the office which would be responsible for this account, including number of employees and job function of those personnel which would be responsible for this account.
- A brief client listing (references), with particular emphasis on clients for which your company has done work similar to that described in this RFP. If possible, references should include any healthcare facilities in the same region, or supported by the same offices proposed for Halifax.

Please include a copy of a sample contract, installation/implementation agreement, and maintenance/support agreement.

B. Vendor LAN Qualifications

1. Are you an Authorized Novell Reseller?
What category (for example, Gold, Platinum, etc.)?
Number of years you have been an Authorized Novell Reseller.
2. How many local area networks have you installed in the past 12 months?
What is the size (number of nodes, etc.) of your typical LAN installation?
3. How many certified Netware professionals (CNA, CNE or ECNE) do you have on staff?
4. What other certifications does your company or your staff have? (for example, authorized Compaq service center, certified Windows-NT engineer, etc.)

VI. CABLING AND NETWORK EQUIPMENT

A. The Cabling Plant

The cabling plant should be Standard Ethernet 802.3, using Category 5 unshielded twisted pair (UTP) copper cabling, running in conduit per building codes. A collapsed 100 Mbps backbone may be comprised of a combination of 100BaseFx (fiber) and 100BaseTx (UTP). It is also highly desirable to add switching to the network so that the 10/100 Mbps bandwidth is *not* shared among all users. Furthermore, specifications require that the cabling plant be *certified at 100 Mbps throughout*, from hosts to hubs to desktops and back.

The main distribution facility will be located in the Information Systems department on the second floor of the SSB. 12-strand fiber should be run from this MDF to the Physicians' Pavilion, Home Health building, and *to each floor* in the main Hospital (total of five floors) building. The Woodview Long-term Care facility and the Outpatient Services Center may also be fiber attached, if feasible, or may be attached via T1 lines. Within each building there will be one or more wiring closets, where fiber may be connected to UTP hubs. For example, in the Hospital building, there may be one wiring closet per floor. Additionally, it may be desirable to locate an uninterruptible power supply (UPS) or other power conditioning equipment in each wiring closet.

Individual cable drops for user devices (terminals, PCs and printers) should be terminated in Category 5 RJ-45 wall jacks with appropriate faceplates. The horizontal cabling plant should be done in such a manner that an individual user device can easily be swapped from a terminal to a PC (or vice versa), and the corresponding termination in the wiring closet from a terminal server to an Ethernet hub (or vice versa). Wall-mounted patch panels in the wiring closets will also be needed. Approximate number of cable drops per building are as follows:

- Hospital: 200 cable drops, 5 floors total
- SSB: 50 cable drops, 2 floors total
- Woodview: 50 cable drops
- Home Health: 30 cable drops
- Physicians' Pavilion: 30 cable drops
- Outpatient Services Center: 15 cable drops

It should be noted that there are no existing wiring closets in any of the aforementioned buildings. A preliminary walk-through of the main Hospital building found a 4'x5' storage room located on each floor which may be utilized for this purpose. There are currently no cable runs planned which would be in excess of 300 feet from these proposed wiring closets.

B. Associated Network Hardware

A proposed network diagram can be found in Appendix A. For the cabling plant described in section A. above, please provide pricing on the following associated network hardware. All hardware should be able to support multi-protocol environments which include IPX/SPX, NetBIOS/NetBEUI, and TCP/IP.

In the main distribution facility:

- A Fast Ethernet Switching Hub and/or Router is desired which will accommodate both 10 Mbps and 100 Mbps UTP as well as fiber connections, i.e., 100BaseTx and 100BaseFx. Use of fiber media adapters and/or fiber-to-copper transceivers may be necessary. This switching hub/router should have a minimum of 16 ports, be expandable (either through

additional modules or daisy-chaining multiple devices), allow segmenting of the network, and must be intelligent/managable. In the proposed network design, all hosts and servers will be connected to this Fast Ethernet Switching Hub, as well as the fiber connections to remote buildings.

- Appropriate power conditioning, grounding, uninterruptible power supplies, patch panels, racks, wall plates, jacks, RJ-45 patch cables, etc., to support the network equipment in the main computer room.

In the intermediate distribution facilities:

- (optional) Ethernet Switches having multiple 10BaseT/100BaseTx ports (UTP, RJ-45) and allow for one 100BaseFx port (fiber) for connection to the Fast Ethernet Switching Hub/Router in the main distribution facility. These switches should be expandable, allow segmentation of the network, and must be intelligent/managable.
- Multiple 10/100BaseT (UTP, RJ-45) Ethernet Hubs may be connected to a single Ethernet Switch, or may be daisy-chained together. These hubs should be stackable (i.e., multiple units linked together must be managable as a single unit), expandable, allow per port auto-partitioning.
- Appropriate power conditioning, grounding, uninterruptible power supplies, patch panels, racks, wall plates, jacks, RJ-45 patch cables, etc., to support the network equipment in each facility.

Network Management:

- All hubs, routers and switches should contain the appropriate network management modules to permit SNMP network management, RMON alarms and events, user-configurable thresholds, statistics gathering, and user-configurable segmentation.
- One network management workstation appropriate for the Novell environment (NMS) which allows remote management of the aforementioned network devices (hubs, switches, etc.) in a multi-protocol environment.

C. Vendor Services

1. Network Design

A complete network design, *including preparation of a network schematic, will be required.* . The proposed network design described should not be the sole determining factor for the design. *Each vendor will be responsible for creating the network design which best fits the client's need.* Please respond to the following questions:

- Does your company have the expertise to prepare an in-depth network design document?
- Do you sub-contract this work or have a relationship with a business partner to provide this service?
- What is the education level and credentials of the person(s) doing this design work? For example, is the person a certified network engineer?
- With the information thus far provided, estimate the number of hours and cost involved for the *network design phase*.

2. Cabling

- With the information and site diagram thus far provided, estimate the number of hours and costs involved in the *cabling phase*. In addition, please quote a cost per cable drop. Note: If you are selected as a finalist, you will be given the opportunity to do a site visit to better estimate the materials and hours required.

- Does your company have the expertise to do the required cabling? Do you sub-contract this work? If so, to whom?
 - Do you have the necessary diagnostic and trouble-shooting equipment to test each and every cable connection for 100 Mbps throughput, prior to the user devices being in place?
 - What is the approximate lead time for the network design and cabling phases? For example, if a preliminary site visit is conducted by May 31, can the necessary materials be delivered, the design diagram completed, and the cabling work begun before June 31, 1996?
 - What type of warranty to you provide on the cabling plant?
3. Hardware Maintenance and Support
- Please describe your hardware maintenance and support of the aforementioned cabling and network hardware, including:
- Services provided by your maintenance agreements.
 - Number of hours per day and daily period of coverage provided by your maintenance agreement.
 - Average guaranteed time to respond to a support request.
 - Additional cost and overtime charges, if applicable
 - Ability to remotely monitor the network for pro-active support.
 - Location of parts and supplies, and replacement/service policies.
 - All applicable warranties on hardware and associated equipment (including hubs, transceivers, patch panels, etc.).
4. Installation/Implementation
- Please describe your proposed responsibilities during installation/implementation and testing of the cabling plant and associated network equipment, to include:
- Number of hours on-site and off-site.
 - Project schedule, showing tasks performed and target completion dates.
 - Clearly delineate responsibilities of the vendor versus the Hospital.
 - Availability of all network hardware and associated equipment.
5. Training/Education
- The following refers to the cabling plant and associated network hardware, and in particular, training of Hospital personnel on the network management modules. Please describe the training and education you will provide, including:
- Type of training (classroom, one-on-one, etc.).
 - Target personnel (operations staff, LAN administrator, etc.).
 - Location of training (on Hospital site, in vendor's training facility, etc.).
 - Number of hours on-site and off-site for each of the above.
 - Training schedule, shown within the context of the project schedule (see part 4. above).
 - Type, amount and cost of additional training , beyond what is included in this proposal.
 - Types and number of manuals, workbooks, etc., provided.

VII. PC LAN AND APPLICATIONS

A. Desktop PC

The following questions relate to desktop PCs. These will be user workstations connected to the LAN. Prices quoted should be per item, but assume a total of 10 will be purchased at a time. Therefore, any quantity discounts which may apply should be reflected in the prices quoted. Include information about any additional price break points (example, 20, 50, etc., units purchased).

Minimum specifications: Pentium 100 MHz processor, 16 MB RAM, 850 MB hard drive, one 3½" HD floppy disk drive, 1 parallel port & 1 serial port, 15" color VGA monitor, keyboard and mouse. PCI or EISA bus preferred. Prices quoted *should include MS-Windows 95 pre-installed* on the PC's hard drive. Preferred manufacturers of desktop PCs are: Compaq, DEC, IBM, Dell, and Hewlett-Packard.

1. Make and model proposed (please include manufacturer's brochure with product specifications, if available).
2. Base price with standard features. Price of any options.
3. Price of a compatible (PCI or EISA) 100 Mbps Ethernet network adapter. Preferred manufacturers are Intel (EtherExpress Pro 10/100) or 3Com (Fast EtherLink III).
4. Warranty/Service included in base price. Any additional costs for options.
5. Cost for installation and set-up on network.

B. Network File Server

The following questions relate to the Novell network file server PC. Prices quoted should assume a total of one will be purchased.

Minimum specifications: Pentium 166 MHz processor, 256 MB RAM, 4 GB hard drive, one 3½" HD floppy disk drive, one 4X or 6X CD-ROM drive, Tower case with minimum of 6 drive bays, 1 parallel port & 1 serial port, 15" color VGA monitor, keyboard and mouse. PCI or EISA bus preferred. Preferred manufacturers are: Compaq, DEC, IBM, and Hewlett-Packard.

1. Make and model proposed (please include manufacturer's brochure with product specifications, if available).
2. Base price with standard features. Price of any options.
3. Price of a compatible (PCI or EISA) 100 Mbps Ethernet network adapter. Preferred manufacturers are Intel (EtherExpress Pro 100) or 3Com (Fast EtherLink III).
4. Price of an uninterruptible power supply (UPS), minimum 1400-VA. Preferred product is APC Smart-UPS. Include in price of the UPS the PowerChute Plus software and cable to file server for automated shutdown.
5. Price of internal DAT (4mm) backup tape with 4 GB capacity. Include in price of tape drive Netware compatible backup software. Preferred product is Cheyenne ArcServe.
6. Novell Netware 4.1, 100-user version, on CD.
7. Warranty/Service included in base price. Any additional costs for stated options.
8. Cost for installation and set-up.

C. Laser Printers

The following questions relate to network printers. These will be connected as nodes on the network, and should be available for use by anyone on the LAN. Prices quoted should be per item. Include any quantity discounts with applicable price break points.

Minimum specifications: 600 dpi, 12 ppm, postscript *not* required. Preferred products are HP LaserJet 4 Plus or HP LaserJet 4Si. Both may be quoted.

1. Make and model proposed (please include manufacturer's brochure with product specifications, if available).
2. Base price with standard features. Price with a total of 6 MB RAM.
3. Price of a compatible Ethernet network adapter. Preferred product is HP JetDirect.
4. Warranty/Service included in base price. Any additional costs for options.
5. Cost for installation and set-up on network.

D. Communications Devices

The following questions relate to Remote Access Server devices. These allow remote users the ability to dial into the LAN and *act as a node*. Requirements: security (dial-back/encryption), remote control of a workstation, dial-out modem pooling, 4-port minimum. Assume a quantity of one will be purchased. Preferred products: Shiva LanRover or 3Com AccessBuilder. Both may be quoted.

1. Make and model proposed (please include manufacturer's brochure with product specifications, if available).
2. Base price, including 4 internal 28.8 Kbps modems, and network software.
3. Warranty/Service included in base price. Any additional costs for options.
4. Cost for installation and set-up on network.

E. Software

For each software package described below, state the cost of the software, and the cost for installation and set-up on the Novell file server. If the named software package is not available, specify and equivalent product. Assume latest versions of *Windows-based* products, with 100-user license.

1. Symantec Norton Anti-Virus for Netware, NLM.
2. Frye Utilities for Netware: LAN Directory, Node Tracker, Software Update and Distribution System (SUDS), Software Metering and Resource Tracking.
3. Lotus Smart Suite.
4. Server license for cc:Mail for 100 users.
5. Server license for WordPerfect 6.1 for Windows, for 100 users.

F. Vendor LAN Services

1. Hardware & Software Installation
Once the network cabling is in place, the PC LAN hardware and software can be installed. It would be ideal if the file server and workstations could be pre-installed with the necessary software, device drivers, etc., prior to arriving on-site. The on-site installation should consist of: the necessary "custom programming" for login scripts, automated backup scripts, e-mail configuration, and all other software set-up and

configuration. Also included as part of the installation process is integrated hardware and software testing, trouble-shooting and problem resolution.

Do you have a facility where you can set up, pre-configure and test the LAN components before delivery? If not, and you plan to do this on-site, please describe.

- Do you have the necessary expertise to perform the above-described installation work? Do you sub-contract this work? If so, to whom?
- What are the education/credentials of the person(s) doing this installation work? For example, is the person a certified network engineer (CNE)?
- From the information thus far provided, estimate the number of hours and costs involved in the *installation phase*. Assume only 10 workstations and 3 printers will need to be configured; additional workstations and printers will be configured by Hospital IS personnel.
- What is the approximate lead time for the hardware and software (file server, workstations, system software, application software, etc.)?
- Can you estimate the amount of time from hardware and software delivery to installation completion? For example, from the time the hardware and software is delivered to your shop for pre-installation set-up, until an end-user can begin using the network on-site.
- If installation is not satisfactory (if a hardware or software problem cannot be solved or if a hardware or software component does not perform up to expectations), what recourse does the customer have?

2. Training

One or more Hospital personnel will need to be trained to do the routine network administration: adding/deleting users, making nightly backups, e-mail administration, etc. These administrative tasks must be designed in a manner that requires very little time, effort, and educational background on behalf of the Hospital personnel. For example, the backup routine should be totally automated such that all that is required is for a user to insert the correct backup tape each night. *Complete written step-by-step instructions should be prepared for each administrative task*, and these must be reviewed with the Hospital personnel during the training sessions. These training sessions should occur on-site immediately upon installation completion. Additional network administration classes may be offered off-site.

Application-level training should be conducted in train-the-trainer type sessions, attended by approximately four Hospital personnel. Topics to be covered should include but not be limited to: how to access e-mail in the office and remotely, sending/receiving e-mail messages, how to access word processing and spreadsheet software (it is not necessary to teach the operational details of these software packages), how to save and recall word processing and spreadsheet documents, how to save documents on the network vs. on the users' local drive, how to upload/download files using the modem, how to print to the various printers on the network, etc. Each of these tasks should also be *accompanied by written step-by-step instructions* which are reviewed in the training sessions. The application-level training sessions may occur on-site or off-site immediately upon completion of the network administration training.

- Do you have the required expertise to do on-site network *administration* training, including preparation of instructional materials? Is training handled by a business

partner or do you sub-contract this work? If so, to whom? What is the education level and credentials of the person(s) doing the network *administration* training?

- Do you have the required expertise to do on-site *application-level* training, including preparation of instructional materials? Is training handled by a business partner or do you sub-contract this work? If so, to whom? What is the education level and credentials of the person(s) doing the *application* training?
- If it is determined that an *off-site* training session is required/desired, do you have training facilities at your company? How many people can a typical training class accommodate? Is this hands-on training or lecture-type instruction? What classes are you prepared to teach? Please provide course name and description of topics covered.
- Please provide a list of clients for which you have provided either network administration or application training. Include name of trainer, topic(s) covered, and client contact phone number.
- With the information thus far provided, and *assuming minimal prior computer expertise on the part of all trainees*, can you estimate the number of hours and cost involved for the network administration and application-level training? If you cannot estimate the number of hours, please specify the hourly rate or other means of charging for these services. Please specify whether the rate differs for on-site vs. off-site training.

3. LAN Service and Support

The Hospital will require 24-hour, 7-day/week, toll-free phone support be *available* for all installed hardware and software; however, initially, 8am-5pm Monday-Friday support may suffice. On-site trouble-shooting and repair services must also be *available* 24-hours/day. If a hardware component cannot be repaired on-site within 8-hours, a replacement component of comparable function and quality must be provided. Software support will not consist of operational questions regarding specific applications (such as ‘How do I do columns and footnotes in MS-Word?’), but rather will deal with software configuration and hardware/software integration issues (for example, ‘Every time I try to print to printer-A I get an “out-of-memory” error’).

- If needed, can you provide 24 x 7 LAN hardware and software support?
- Can you guarantee a certain response time (for example, less than 8 hours)? What recourse does the customer have if this guarantee is broken or not fulfilled?
- What is your policy on replacement parts? For example, do you provide replacement hardware free of charge while the customer’s hardware is being repaired?
- Please describe in detail *all* available service and support agreements for hardware and software, including approximate costs. Please describe any non-24-hour service and support agreements with applicable pricing (for example, 8am-5pm Monday-Friday).
- Does a maintenance contract or support agreement guarantee free installation of all interim updates and maintenance releases of system software? Please describe what is/is not covered in detail.
- Is on-site service and repair provided by your company or is this work sub-contracted? If so, through whom?
- Can you provide remote LAN support via modem? For example, dial into the Hospital LAN to fix a problem or upload an updated device driver, etc.

- Please provide a listing of *current clients* who have LAN service and/or support agreements with your company. Please provide type of agreement (hardware and/or software), length of contract and client contact phone number.

Appendix A. – Site Diagram

Notes:

1. Distances shown are approximate and are given only to provide a spatial frame of reference, not as a directive for cable lengths.
2. Shaded buildings are currently not part of the Phase 1 project. Phase 1 projects are those buildings specifically mentioned in Section VI.A. of this proposal. However, the location and relative distances of these buildings has been included to allow for the easy addition of these sites to the campus network in the future, when planning and deploying Phase 1.

Appendix B. – Proposed Network Diagram

Notes:

1. This diagram should not be the sole determining factor for the design. *Each vendor is responsible for creating the network design which best fits the client's need.*
2. Although specific types of equipment are indicated (for example, Ethernet Switch, Stackable Hub, etc.), each vendor should quote the equipment most appropriate for the vendor's network design and the client's desired performance.
3. This proposal includes the cabling plant, associated network hardware, communications equipment (for remote access and leased lines) and the Novell Netware Server (shown at the bottom center of the diagram). The Hospital Computer System, and Future Application Server depicted in this diagram are not included in this proposal. They are shown so that the vendor will take these additional hosts into consideration when planning the network.

April 16, 1996

[Address]

Dear [Mr./Ms.]:

Your company has been selected to respond to the enclosed Request for Proposal on behalf of our client, Halifax Regional Hospital. This proposal is for cabling, network equipment and services, a PC-based local area network, and associated office automation applications. You may respond to *any* or *all* of the parts applicable to your business' products and services. Halifax may select more than one vendor to provide the required goods and services, as appropriate. Therefore, inability of your company to provide the full spectrum of products and services requested in this RFP should not have significant bearing on the final vendor selection(s).

Please follow the enclosed instructions for completion of this proposal. The deadline for receipt of your response is Friday, May 3, at 5pm (CST). Late submittals will not be considered.

If you have any questions, please direct them to Cheryl Austin at InfoPartners (phone: 615-297-4215). Thank you very much. InfoPartners looks forward to working with you.

Sincerely,

Cheryl A. Austin
Senior Consultant

enclosure