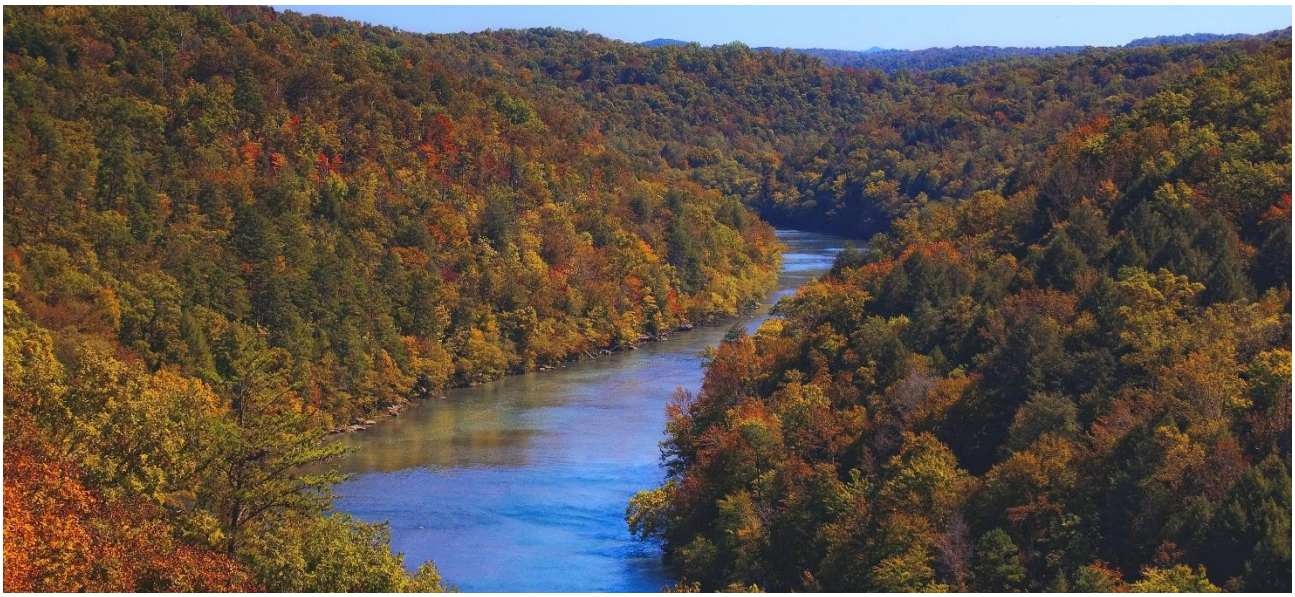
HealthConnect NETWORKS



KTC
KENTUCKY TELEHEALTH CONSORTIUM

Healthcare Connect Fund

Community Medical Clinic Network Equipment

REQUEST FOR PROPOSAL

Kentucky Telehealth Consortium
145 Exchange Street
Bangor, ME 04401

RFP Number:
RFP-3576

For questions, contact:
RFP@healthconnectnetworks.com

For RFP deadline, check:
https://opendata.usac.org/stories/s/RHC-Posted-Services-Tool/8wan-j4cu

Table of Contents

1. Statement of Purpose 3
2. Project Correspondence and Questions 3
3. Schedule 3
4. Instructions to Responding Vendors 4
5. Authorized Negotiator 6
6. Responding Vendors Responsibility for Proposal Costs 6
7. Compliance with Laws, Permits, Rules 6
8. Insurance 6
9. General Requirements 7
10. Sites and Services 9
11. Billing 10
12. Evaluation and Selection Criteria 11
13. Rejection / Negotiation Rights 13

1. Statement of Purpose

1.1. The Kentucky Telehealth Consortium ("the Consortium") is a regional healthcare consortium developed by Connections Telehealth Consortium (CTC) in cooperation with healthcare providers in Kentucky. The Consortium was developed for purposes of serving to improve the collaboration, information exchange, and telehealth opportunities for healthcare organizations in the Bluegrass State. CTC, a registered 501c4 non-profit organization, will be the lead entity for the Consortium.

1.2. The Consortium is comprised of both rural and urban locations, which allows for the consortium to meet the needs of patients at any location within the network, even if those patients have to travel to an urban location for specialized care. The Consortium is in its infancy in terms of membership, as it currently represents less than 200 rural and urban healthcare providers; but we expect that to grow by an order of magnitude as we demonstrate proof of concept and the improvements in information exchange we anticipate.

1.3. This RFP seeks pricing for Network Equipment for Community Medical Clinic , who will be the billing entity associated with this RFP.

2. Project Correspondence and Questions

2.1. All project correspondence and questions shall be by email to:

RFP Administrator
HealthConnect Networks
145 Exchange Street
Bangor, ME 04401
Email: rfp@healthconnectnetworks.com

3. Schedule

3.1. Proposals will be disqualified if an electronic copy, in either Microsoft Word or Portable Document Format (preferred), is not received prior to the Allowable Contract Selection Date (ACSD) listed on USAC's website; unless no other proposals are received. https://rhc.usac.org/hcf/public/searchPosted.htm

3.2. This RFP has been submitted with a 28-day competitive bidding period.

3.3. Proposals shall be submitted to RFP Administrator, HealthConnect Networks, by email at rfp@healthconnectnetworks.com.

3.4. Please indicate "KTC RFP-3576 Proposal" on the email subject line.

3.5. The HCP's expected bid evaluation period is 7 days after the RFP end date but is subject to change.

4. Instructions to Responding Vendors

4.1. Responding Vendors shall use the numbering convention in this RFP when formatting their response. The Responding Vendor's response shall be explained in detail and shall indicate how the Responding Vendor proposes to satisfy each requirement, where necessary. **At the very least, the Responding Vendor must indicate compliance, non-compliance, understood or exception for each line item.**

4.2. Responding Vendors shall cite specific terms and conditions to which the Responding Vendor takes exception. The Responding Vendor shall state the exact requirement to which exception is taken. Any cost impact associated with an exception shall be identified and included in the proposal.

4.3. All proposals shall be electronic and signed by the Responding Vendor.

4.4. Responding Vendors should submit any questions, noted errors, discrepancies, ambiguities, exceptions, or deficiencies they have concerning this RFP by emailing such requests, with "KTC RFP-3576 Inquiry" in the subject line, to RFP Administrator, HealthConnect Networks at rfp@healthconnectnetworks.com on or before the 14th day following the posting of this RFP on the USAC website. Answers to all questions/requests will be posted on the CTC website, www.connectionstelehealth.org, on or before the 20th day following the posting of this RFP on the USAC website. If applicable, state the section number being referenced.

4.5. Responding Vendors shall take all responsibility for any errors or omissions in their quote or proposal.

4.6. No contract will be awarded except to responsible vendors capable of performing the work requested. Responding Vendor's employees shall be trained and qualified to perform the work and operate all required equipment. Before the award of the Contract, any Responding Vendor may be required to show that they have the necessary facilities, experience, ability and financial resources to perform the work in a satisfactory manner.

4.7. All proposals submitted shall be valid for one year, or until the contract is signed, whichever comes first.

4.8. Negligence on the part of the Responding Vendor in preparing the proposal confers no right of withdrawal after the time fixed for the receipt of the proposals.

4.9. All proposals shall provide a straightforward, concise delineation of the Responding Vendor's capabilities to satisfy the requirements of this invitation. Emphasis should be on completeness and clarity of content.

4.10. CTC reserves the right to require Responding Vendors to demonstrate a proof of concept of their offering.

4.11. It is the responsibility of the Responding Vendors to review, evaluate and request clarification prior to submittal of a proposal.

4.12. Based on the required interaction process with the FCC and USAC, it is not possible to determine a definitive project start date – as it is dependent on approvals and posting where CTC has limited control.

4.13. Each Responding Vendor must name the project manager that Responding Vendor will assign to the project along with a description of the project manager's qualifications.

4.14. Responding Vendors are encouraged to provide professional references from similar projects, including: contact name, mailing address, phone number, and email address.

4.15. CTC reserves the right to seek clarification of each Proposal or to make an award without further discussion of the Proposals received. Therefore, it is important that each Proposal be organized and submitted in a clear and complete manner.

4.16. Each Responding Vendor must have a current FCC Registration Number (FRN). More information about obtaining an FRN can be found at https://apps.fcc.gov/coresWeb/publicHome.do.

4.17. Each Responding Vendor must have a current USAC 498 ID (also known as a Service Provider Identification Number (SPIN)). More information about obtaining the 498 ID can be found at http://www.usac.org/sp/about/obtain-spin/default.aspx.

4.18. All materials submitted in response to the RFP become the property of CTC. If there is any concern about confidentiality, mark the appropriate pages of your response "Confidential." CTC will attempt to honor all reasonable requests for vendor confidentiality.

4.19. The Responding Vendor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.

4.20. A Proposal may be rejected in whole or in part if it limits or modifies any terms and conditions and/or specifications of this RFP.

4.21. By responding, the Responding Vendor states that the Proposal is not made in connection with any competing Responding Vendor submitting a separate response to the RFP and is, in all aspects, fair and without collusion or fraud.

4.22. Any and all information provided to vendors by CTC or its sites, is considered to be proprietary information and must be used solely for the purpose of preparing the proposal and is not to be released outside the Responding Vendor organization without written permission from CTC or its sites.

4.23. Responding Vendor shall list their experience with the FCC Rural Healthcare USF program and process.

5. Authorized Negotiator

5.1. The proposal shall be signed by the person authorized to legally bind the proposal.

5.2. The proposal shall designate an authorized negotiator who shall be empowered to make binding commitments.

6. Responding Vendors Responsibility for Proposal Costs

6.1. The Responding Vendor shall be fully responsible for all proposal development and submittal costs. CTC assumes no contractual or financial obligation as a result of issuance of this RFP.

7. Compliance with Laws, Permits, Rules

7.1. The Successful Vendor shall comply with all rules, regulations, ordinances, codes and laws relating to the work or the conduct thereof and shall secure and pay for any permits and licenses necessary for the execution of the work.

8. Insurance

8.1. The Successful Vendor shall agree to maintain General Liability Insurance, Worker's Compensation and Employer's Liability Insurance, where applicable, to cover all its personnel engaged in the performance of the services herein described as well as damages arising as a result of the performance of such services.

8.2. The Successful Vendor further agrees to require its subcontractor(s), if any, to maintain General Liability Insurance, Worker's Compensation and Employer's Liability Insurance, where applicable. The amounts of such coverage shall be as reasonably determined by Successful Vendor.

8.3. Proof of policies shall be provided to CTC with proposal.

9. General Requirements

9.1. Responding Vendor shall provide a written project management and implementation plan. CTC desires that the equipment be delivered within 30 days of receipt of the USAC funding commitment letter. If configuration and installation services are also awarded, CTC desires that configuration and installation be completed within 60 days of receipt of the USAC funding commitment letter.

9.2. Based on the required interaction process with the FCC and USAC, it is not possible to determine a definitive project start date – as it is dependent on approvals and posting where CTC has limited control.

9.3. Responding Vendors are encouraged to provide professional references from similar projects, including: contact name, mailing address, phone number, and email address.

9.4. CTC reserves the right to seek clarification of each Proposal or to make an award without further discussion of the Proposals received. Therefore, it is important that each Proposal be organized and submitted in a clear and complete manner.

9.5. Each Responding Vendor must have a current FCC Registration Number (FRN). More information about obtaining an FRN can be found at https://apps.fcc.gov/coresWeb/publicHome.do.

9.6. Each Responding Vendor must have a current USAC 498 ID (also known as a Service Provider Identification Number (SPIN)). More information about obtaining the 498 ID can be found at http://www.usac.org/sp/about/obtain-spin/default.aspx.

9.7. All materials submitted in response to the RFP become the property of CTC. If there is any concern about confidentiality, mark the appropriate pages of your response "Confidential." CTC will attempt to honor all reasonable requests for vendor confidentiality.

9.8. The Responding Vendor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.

9.9. A Proposal may be rejected in whole or in part if it limits or modifies any terms and conditions and/or specifications of this RFP.

9.10. By responding, the Responding Vendor states that the Proposal is not made in connection with any competing Responding Vendor submitting a separate response to the RFP and is, in all aspects, fair and without collusion or fraud.

9.11. Any and all information provided to vendors by CTC or its sites, is considered to be proprietary information and must be used solely for the purpose of preparing the proposal and is not to be released outside the Responding Vendor organization without written permission from CTC or its sites.

9.12. Responding Vendor shall list their experience with the FCC Rural Healthcare USF program and process.

9.13. Site and Service Substitutions, responding Vendor shall agree to the following:

9.13.1. Purchase of the proposed equipment and services can be made for a 60-month contract period, subject to OEM price changes.

9.13.2. Equipment substitutions may be made subject to the approval of the parties.

10. Sites and Services

10.1. Community Medical Clinic is seeking network equipment at the following locations:

Community Medical Clinic – Hopkinsville 1102 South Virginia Street Hopkinsville, KY 42240 **HCP#59851**	**Community Medical Clinic – Princeton** 1022 West Main Street Princeton, KY 42445 **HCP#59855**
Community Medical Clinic - Oak Grove 244 Thompsonville Lane Oak Grove, KY 42262 **HCP#59968**	**Community Medical Clinic - Administrative Office** 402 North Jefferson Street Princeton, KY 42445 **HCP#71001**

10.2. Community Medical Clinic seeks bids for equipment necessary to operate its WAN network.

10.3. While the configuration details listed in this section are specific to a manufacturer's product set offering, Community Medical Clinic recognizes there are a number of equipment providers that may offer equivalent equipment. The specifications herein do not indicate any preference for a given manufacturer. Therefore, all proposals will receive equal treatment and a fair evaluation regardless of manufacturer, brand, or product name.

10.4. Community Medical Clinic seeks pricing for acquisition, configuration, and installation of 4 Firewalls to provide connectivity over their WAN network. The location and specifications for these devices (or Equivalent) are as follows:

10.4.1. **Community Medical Clinic – Hopkinsville** (HCP#59851)

10.4.1.1. **Qty 1** – Meraki MX75 (or equivalent)

10.4.1.2. **Qty 1** - MX75 Advanced Security License and Support Three Year (or equivalent)

10.4.2. **Community Medical Clinic – Princeton** (HCP#59855)

10.4.2.1. **Qty 1** – Meraki MX75 (or equivalent)

10.4.2.2. **Qty 1** - MX75 Advanced Security License and Support Three Year (or equivalent)

10.4.3. **Community Medical Clinic - Oak Grove** (HCP#59968)

10.4.3.1. **Qty 1** – Meraki MX75 (or equivalent)

10.4.3.2. **Qty 1** - MX75 Advanced Security License and Support Three Year (or equivalent)

10.4.4. **Community Medical Clinic - Administrative Office** (HCP#71001)

10.4.4.1. **Qty 1** – Meraki MX67 (or equivalent)

10.4.4.2. **Qty 1** – MX67 Advanced Security License and Support Three Year (or equivalent)

11. Billing

11.1. Community Medical Clinic shall be the billing entity.

11.2. Responding Vendor shall describe their capability to provide for duplicate electronic or paper billing.

11.3. Reimbursement for network services must comply with Healthcare Connect Fund rules and procedures, and the terms of payment must accommodate USAC billing and payment timeframes. Initial payments are contingent upon delivery of service.

11.4. Each Responding Vendor must clearly and specifically state their understanding of and adherence to the FCC/USAC Healthcare Connect Fund payment procedures.

11.5. ACH Transfer will be the preferred method of payment.

11.6. Additional Fees:

11.6.1. Proposing Vendor must include all fees and taxes that will be assessed on any services provided to CTC.

11.6.2. Successful Vendors must agree that Late Fees will not be assessed against the portion of the invoice funded by USAC.

12. Evaluation and Selection Criteria

12.1. CTC will select the most cost effective vendor per USAC requirements. Each Responding Vendor is encouraged to provide detailed responses to demonstrate its experience and expertise in providing Network Equipment. The selection will be based on all factors listed and may not go to the lowest price proposal if price is outweighed by a combination of other features and factors in the winning Responding Vendor's proposal.

12.2. CTC reserves the right to select proposals that, in the sole judgment of CTC, most nearly conform to the specifications set forth herein, will best serve the needs of CTC and its participants, and provides the most cost-effective means of producing those results.

12.3. CTC is not obligated to accept or select any proposal received in response to this RFP. In particular, CTC may select proposals in whole or in part, or it may disqualify any and all proposals received.

12.4. Changes in applicable laws and rules may affect the award process or any resulting contracts. Responding Vendors are responsible for determining legal requirements and restrictions that may apply. Responding Vendors are encouraged to visit the official Federal websites pertaining to the Healthcare Connect Fund at: http://www.universalservice.org/rhc/healthcare-connect/default.aspx

12.5. The selection decisions made by CTC and reported to USAC under this RFP are final.

12.6. CTC will evaluate proposals and select vendors based on the following criteria:

Criteria	Scoring Weight
Costs	20%
Ease of Implementation	20%
Experience with Vendor	20%
Technical Merit of Proposal	20%
Compliance with HCF Payment Process and Rules	20%

12.6.1. Costs may include, among other things, monthly recurring costs, non-recurring costs, taxes and fees, the termination liability associated with existing contractual obligations, and any additional costs that the HCP may potentially realize based on any given vendor selection.

12.6.2. In evaluating Ease of Implementation, the Consortium will consider, inter alia, the time to install, the disruption of existing services, the complexity of the installation, HCP requirements proposed by the vendor, and the impact on healthcare operations.

12.6.3. With regard to Experience with Vendor, the Consortium will score vendors based on guidance from the Healthcare Connect Fund Order and the following criteria:

12.6.3.1. The bid evaluator's previous experience with the service provider or proposing vendor.

12.6.3.2. References from Customers of the Proposing Vendor for similar projects of the same size and scope.

12.6.3.3. Documentation from the proposing vendor that demonstrates the vendor's experience with similar projects of the same size and scope.

12.6.4. Technical Merit of Proposal scores will be assigned based on how well the proposed solution meets the current Healthcare needs of the HCP. This may include, among other things, service level agreement language, technology description, continuity of network platform, diversity and redundancy in the service provider's network, diversity from existing services, transport technology, reliability, technical support capabilities, the availability of local technicians and repair garages, scalability, expandability, and future network capabilities.

12.6.5. Compliance with HCF Payment Process and Rules scores will either receive full points or zero points for this criterion, depending on whether the vendor agrees to comply with the process.

13. Rejection / Negotiation Rights

13.1. CTC reserves the right to disqualify any proposals for substantial non-compliance with the terms of this RFP. CTC reserves the right to accept or negotiate the contractual terms of any proposal(s) in response to this RFP.

13.2. CTC reserves the right to select multiple service providers, including which circuits each HCP will purchase from selected service providers.