

Request for Proposal

Wyoming Network for Telehealth

Procurement Services
University of Wyoming
Laramie, Wyoming 82071

UNIVERSITY OF WYOMING

PROPOSAL DUE: at 2:00 P.M. MDT May 20, 2009

SECTION I

UNIVERSITY OVERVIEW

University of Wyoming Background

The University of Wyoming (UW) is the only accredited four-year school in a state of nearly one-half million people. The University is dedicated to providing quality instruction to students, conducting valuable research programs, and serving Wyoming through a wide variety of educational and cultural programs. The University has more than 2,800 benefited faculty and staff dedicated to educating more than 13,000 students. Approximately 180 undergraduate, graduate, and professional programs of study are offered with seven colleges: Agriculture, Arts and Sciences, Business, Education, Engineering, Health Sciences, and Law. The main campus is located in Laramie, but extends learning opportunities through a variety of credit and non-credit outreach programs, including the UW/Casper College Center and classes offered through Wyoming's seven community colleges. Additional information regarding the University of Wyoming is available at <http://www.uwyo.edu>.

UW's Center for Rural Health Research and Education, a division within the College of Health Sciences, is working in conjunction with other organizations in Wyoming to create the Wyoming Network for Telehealth (WyNETTE), a telehealth network connecting participating hospitals, clinics and mental health facilities ("Members") throughout the state to each other and to Internet 2 through UW's Information Technology Department. The purpose of this network will be to support the delivery of health care and education to its members through a dedicated telecommunications network to be implemented as described in this RFP.

Funding for the telecommunications component of the WyNETTE project is being provided by the Federal Communications Commission (FCC) through the Rural Health Care Pilot Project (RHCPP) and through matching funds acquired by UW. The FCC order describing the selection of participants in the RHCPP is available at http://hraunfoss.fcc.gov/edocs_public/attachmatch/DOC-279101A1.pdf.

The original proposal to the FCC from Wyoming is available from http://www.fcc.gov/cgb/rural/rhcp_applications.html.

SECTION II

ADMINISTRATIVE INFORMATION

- A. **ISSUING OFFICE:** This Request for Proposal (RFP) is issued for the University of Wyoming by Procurement Services.
- B. **INVITATION TO SUBMIT PROPOSALS:** The University of Wyoming is hereby contacting prospective Offerors whom the University deems potentially qualified to meet its needs.
- C. **PURPOSE:** This RFP provides prospective Offerors with sufficient information to enable them to prepare and submit proposals for consideration by the evaluation team to create a robust, secure, sustainable, interconnected, managed broadband network ('Managed

Network') that links the aforementioned Members to one another, provides access to the commodity Internet, provides access to Internet2, and peers with the major tertiary public and non-profit hospitals served by the Front Range GigaPop ('FRGP').

D. SCOPE: This RFP contains the instructions governing the proposal and the material to be included herein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

E. SCHEDULE OF ACTIVITIES:

The schedule of activities related to this RFP is shown in Appendix B.

F. INQUIRIES: Prospective Offerors may make inquiries concerning this RFP to obtain clarification of requirements. Send inquiries to the attention of:

**Eric Bryant
Senior Buyer
Dept. 3605, 1000 E. University Avenue
Laramie, WY 82071-3605**

**E-mail: ebryant@uwyo.edu
Fax: 307-766-2800
Voice: 307-766-5720**

Please include the following reference on the face of your envelope or as the subject of your e-mail:

RFP: Wyoming Network for Telehealth

Response to any Offeror's inquiries will be made in writing by Procurement Services in a timely manner to all prospective Offerors. Any oral interpretations or clarifications of this RFP shall not be relied upon. All changes to this RFP must be in writing to be valid.

G. MODIFICATION OR WITHDRAWAL OF PROPOSALS: Proposals may be modified or withdrawn by the Offeror prior to the established due date and time.

H. PROPOSAL SUBMISSION: Responses should be submitted via email in Microsoft® Word® format or other electronic media agreeable by the University. Electronic versions are mandatory. In addition to the mandatory electronic version, a signed copy of the RFP must be sent to the below address. The electronic and five (5) original signed copy responses will be accepted up to but no later than **2:00 P.M. MDT** on May 20, 2009 in Merica Hall room 115 on the Laramie campus of the University of Wyoming. Late responses will not be accepted. The electronic copy of responses should be forwarded to the following e-mail address, or sent physically sent via another form of electronic media. The proposals will be opened and respondents' names read aloud after the submission due date and time.

ebryant@uwyo.edu

The proposal package, if sent via the U.S. Postal Service, shall be sent to:

**University of Wyoming
Procurement Services
Dept. 3605, 1000 E. University
Laramie, WY 82071**

If sent via any other carrier, please send to:

**University of Wyoming
Procurement Services
16th and Gibbon
Laramie, WY 82071**

It is the responsibility of the Offeror to ensure that the proposal is received by the University of Wyoming Procurement Services on or before the proposal submission deadline. Offerors mailing RFP copies are advised to allow sufficient mail delivery time to ensure receipt by the time specified.

Proposals must be submitted and sealed in a package showing the following information on the envelope.

OFFEROR'S NAME
Wyoming Network for Telehealth Proposal

The University of Wyoming Form of Proposal MUST be signed in ink by the Offeror or an officer of the Offeror who is legally authorized to bind the Offeror to the proposal. Proposals which are determined to be at a variance with this mandatory requirement may not be accepted.

- I. ADDENDUM OR SUPPLEMENT TO REQUEST FOR PROPOSAL: In the event that it becomes necessary to revise any part of this RFP, an addendum will be mailed (and/or faxed/e-mailed if deemed appropriate) to each Offeror who received or requested the original RFP. It is the responsibility of Offerors, prior to bid date, to inquire as to addenda issued and to ensure their bid reflects any and all changes. Procurement Services will maintain a register of holders of this RFP. Any party receiving this RFP in a fashion other than by receipt from Procurement Services should inform Procurement Services of its interest to ensure receipt of any addenda. All addenda must be acknowledged on the Form of Proposal page and copies of the signed addenda must be included in the Offeror's proposal. In the event it becomes necessary for The University of Wyoming to amend, add to or delete any part of this RFP, the amendment will be posted on the USAC web site, as required by the order and by the USAC-mandated bidding procedures.
- J. ACCEPTANCE OF RFP TERMS: A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature of the Offeror or an officer of the Offeror legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the Offeror of all terms and conditions including compensation, as set forth herein. An Offeror shall identify clearly and thoroughly any variations between its proposal and the

University's RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance.

- K. CONFIDENTIAL/PROPRIETARY INFORMATION: Any restrictions on the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself. Written requests for confidentiality shall be submitted by the Offeror with the proposal. The Offeror must state specifically what elements of the proposal are to be considered confidential/proprietary. Confidential/proprietary information must be readily identified, marked, and separately packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential. Procurement Services will make a written determination as to the apparent validity of any request for confidentiality. The written decision of Procurement Services will be sent to the Offeror as required.
- L. RFP RESPONSE MATERIAL OWNERSHIP: All material submitted regarding this RFP becomes the property of the University of Wyoming. Proposals may be reviewed by any person after a contract has been issued, subject to the terms of law. The University of Wyoming has the right to use any or all information/material presented in reply to the RFP, subject to limitations outlined in Proprietary/Confidential Information. Disqualification of an Offeror, or submission of an unsuccessful proposal, does not eliminate this right.
- M. SELECTION OF PROPOSAL: Upon review and approval of the evaluation committee's recommendation for award, Procurement Services will issue a "Notice of Intent to Make an Award" letter to the apparent successful Offeror.
- N. ACCEPTANCE OF PROPOSAL CONTENT: The contents of the proposal (including persons specified to implement the project) of the successful Offeror will become contractual obligations if acquisition action ensues. Failure of the successful Offeror to accept these obligations in a contract may result in cancellation of the award and such Offeror may be removed from future solicitations. The award will be made to that Offeror whose proposal, conforming to the RFP; will be the most advantageous to the University of Wyoming. The University does not forfeit its sovereign immunity through the execution of the contract.
- O. STANDARD CONTRACT: The University of Wyoming reserves the right to incorporate standard UW contract provisions (Special Provisions) and other provisions noted in this RFP into any contract resulting from this RFP.
- P. RFP CANCELLATION: The University reserves the right to cancel this Request for Proposal at any time, without penalty.
- Q. INCURRING COSTS: The University of Wyoming is not liable for any cost incurred by Offerors prior to issuance of a legally executed contract. No property interest, of any nature, shall accrue until a contract is awarded and signed by all concerned parties.

- R. MINORITY PARTICIPATION: It is the University's goal to maximize participation of minorities in the procurement process. Accordingly, minority enterprises are to be utilized when possible. By the submission of a proposal the Offeror shall agree to utilize the maximum amount of minority business firms that the Offeror finds to be consistent with the efficient performance of any resulting contract.
- S. NON-DISCRIMINATION: The Offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, sex, sexual orientation, disability, veteran status or political belief.
- T. REJECTION OF PROPOSALS: The University of Wyoming reserves the right to reject any or all proposals, and to waive informalities and minor irregularities in proposals received by the specific bid opening time and date, and to accept any portion of a proposal or all items proposed if deemed in the best interest of the University of Wyoming and the project.
- U. PARENT COMPANY: If an Offeror is owned or controlled by a parent company, the parent company name, main office address, and parent company's tax identification number shall be provided in the proposal.
- V. NEWS RELEASES: News releases pertaining to this RFP shall NOT be made prior to execution of the contract without prior written approval by the University.
- W. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:
1. By submission of this proposal, each Offeror, and in the case of a joint proposal, each party thereto, certifies as to its own organization, that, in connection with this procurement:
 - a. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor;
 - b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, directly or indirectly, to any other Offeror or to any competitor; and
 - c. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
 2. Each person signing the Form of Bid form of this proposal certifies that:
 - a. He/She is the person in the Offeror's organization responsible within that organization for the decision as to the prices being offered herein and that he

has not participated, and will not participate, in any action contrary to (1 a) through (1 c) above; or

- b. He/She is not the person in the Offeror's organization responsible within that organization for the decision as to the prices being offered herein but that he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1 a) through (1 c) above, and as their agent does hereby so certify; and he has not participated, and will not participate, in any action contrary to (1 a) through (1 c) above.

- 3. A proposal will not be considered for award where (1 a), (1 c), or (2) above has been deleted or modified. Where (1 b) above has been deleted or modified, the proposal will not be considered for award unless the Offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

Y. CONFLICTS OF INTEREST: The holding of public office or employment is a public trust. A public officer or employee whose conduct departs from his fiduciary duty is liable for his or her actions.

Z. TAXES: The University of Wyoming, as purchaser, is exempt from all federal excise taxes and from all State of Wyoming sales tax.

AA. ASSIGNMENT: Neither party to any resulting contract may assign any portion of the agreement without the prior written consent of the other party.

BB. AVAILABILITY OF FUNDS: Financial obligations of the University payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the University of Wyoming.

CC. BID BONDS/SECURITY: Not required for this proposal.

DD. CONTRACTOR'S PERFORMANCE BOND: Not required for this proposal.

EE. INSURANCE: The Offeror shall maintain, during the life of this contract, worker's compensation coverage on his employees according to Wyoming State Statutes, comprehensive general liability insurance including property damage, bodily injury, contractual liability and product liability, and automobile liability insurance, including owned, non-owned and hired automobiles, with minimum limits of \$1,000,000 single combined. The policies are to name the University of Wyoming, its Trustees, officers, agents and employees as an additional insured, and Certificates of Insurance evidencing the required coverages shall be delivered to University of Wyoming, Risk Management, Dept. 3413, 1000 E. University Ave., Laramie, WY 82071.

FF. INDEMNIFICATION: To the extent authorized by law, the contractor shall indemnify, save and hold harmless the University, its employees and agents, against any and all claims,

damages, liability, and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the contractor or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from this RFP.

GG. WYOMING STATE PREFERENCE: Pursuant to the Trustee Regulation, preference shall be allowed in the purchase of materials, supplies, equipment, machinery, or provisions provided by bona fide Wyoming residents when such materials, supplies, equipment, machinery or provisions are of quality equal to those offered by an out-of-state Offeror. Such preference shall be five percent (5%). (Trustee Regulations, Chapter X, Section 3, Purchases). However, preferences shall not be given in violation of any Federal law, rule, or regulation. Whenever Federal laws are applicable, Federal laws shall supersede any State laws. In this case, no Wyoming state price preference will be applied since the major funding is provided by the U.S. Federal Communications Commission.

HH. TERMINATION: The University reserves the right to terminate any resulting contract, with or without cause, provided that a minimum sixty (60) days written notice is sent to the successful Offeror.

II. CONTRACT TERM: The term of the contract shall be for a period of two (2) years commencing upon the date of the final contract execution. Provided all conditions have been met satisfactorily, and the university and the Offeror mutually consent in writing, the contract may be extended in one year increments beyond the initial two year term for a possible total of three (3) additional years.

JJ. SUSTAINABILITY PRACTICES: The University of Wyoming strongly encourages the campus community to adhere to sustainable practices. For product categories that have ENERGY STAR rated products available, the university will focus its procurement efforts on products with this rating, consistent with the needs of the UW campus community.

KK. DETAILED REQUIREMENTS AND SCOPE OF WORK: The University of Wyoming will contract for wide-area, managed network services and materials for the Members of the Wyoming Network for Telehealth (WyNETTE) as authorized by the Federal Communications Commission ('FCC') under the Commission's Order 07-198 ('Rural Healthcare Support Mechanism') of 19 November 2007 regarding the Rural Healthcare Pilot Program ('RHCPP'). UW is soliciting bids from general contractors capable of providing this service and all related materials.

General Requirements

1. The RHCPP is administered by the Universal Service Administrative Company (USAC) to encourage the development of rural broadband networks and provide advanced healthcare telecommunications capabilities and services to rural health care providers (HCPs). UW will submit a USAC form 465 to USAC, who will review the documentation and will post the RFP on the USAC website. More information on bidding and posting rules can be found at: <http://www.usac.org/rhc-pilot-program/tools/search-postings-2008.aspx>.
2. This project is subject to USAC procurement rules. Offerors must meet all USAC requirements. Note that all service providers (Offerors) selected to provide goods

and services under this RFP will need to secure a Service Provider Identification Number (SPIN) prior to the completion of the selection process. The SPIN number is not required for an Offeror to participate in the Bidding process.

3. As shown in the Schedule of Activities (see Appendix B), a non-mandatory pre-proposal meeting will be held in Laramie, Wyoming, and is open to any interested potential Offeror. Attendance at this meeting may be made in person, or via an acceptable form of videoconferencing. In order for UW to arrange the appropriate resources, Offeror must notify the Buyer, Eric Bryant, of the intent to participate in this meeting and the form of attendance (in-person or videoconferencing) at least four (4) calendar days in advance, otherwise the Offeror waives the right to attend this pre-proposal meeting. The Buyer will provide more specific meeting information to those who indicate intent to participate. See section F for Buyer's contact information.
4. Site visits may be permitted through the end of the question period (see Appendix B), subject to the willingness and availability of each site contact to meet with potential Offeror listed within Appendix A. The University of Wyoming cannot, and does not, guarantee that any member site will be available for site reviews during the RFP period. Any verbal representations made by WyNETTE members shall not be considered changes to this RFP. Only those changes to the RFP submitted to potential Offerors through the Buyer, Eric Bryant, via a formal written addendum should be relied-upon (see section I), and all substantive questions arising from site visits must be directed by Offeror to said Buyer.
5. Proposals will be opened and Offerors' names read aloud at 2:00p.m. MDT on May 20, 2009. The bid proposals and the evaluation documents created by The University of Wyoming will remain confidential until a final contract is executed with the successful Offeror.
6. By responding, the Offeror/Offeror affirms that the proposal is valid for at least 90 days from the proposal submission deadline.
7. Offeror's proposal is subject to all terms of this RFP document, as specified in section J above.

Scope of Work

1. The selected general contractor shall coordinate all necessary activity to provide manage and maintain the network requested herein, including but not limited to obtaining the necessary connectivity, hardware, permits, right-of-way permission, labor, tools, and service components and providing the necessary supervision for all necessary subcontracting activity related to supplying a managed network for participating members of WyNETTE located throughout the State of Wyoming, as indicated in Appendix A.
2. Subcontracting shall be allowed. However, all subcontracts and tasks to be performed by subcontractors must be approved by the University of Wyoming.

3. All work shall be performed, completed, and managed for selected locations in the state of Wyoming.
4. The managed network will include edge network electronics and devices and their active management to meet Member needs. This Managed Network service is an eligible cost under FCC Order 07-198, Paragraph 74, which states, "Further, to the extent that a selected participant subscribes to carrier-provided transmission services ... in lieu of providing its own broadband network and access to advanced telecommunications and information services, the costs for subscribing to such facilities and services are also eligible."
5. Sites to receive service and bandwidths are listed in Appendix A. The total site count is provided for overall network guidance in developing this proposal, as there may be sites that choose to participate in the Network at a later time, or sites which may end participation for unforeseen reasons. The University of Wyoming cannot guarantee a precise number of sites at this time, however the sites listed in Appendix A currently intend to participate in WyNETTE.
6. Bidders are required to cite by number and answer each numbered item in detail for Sections 9, 10, and 11 below.
7. Consolidated bids for the Managed Network are required. Separate bids for technological, logical, or geographical segments, or service elements of the project will not be accepted. Only consolidated bids providing comprehensive solutions for the Managed Network will be accepted. It is the intent of the University of Wyoming to award a contract, if at all, to a single general contractor.
8. The RFP process is open to all competitive offers from qualified Offerors¹, including independent telephone companies, local exchange carriers, cable operators, hardware distributors and manufacturers, cabling and construction contractors, or others who are able to provide consolidated bids for the requested Managed Network, including all connectivity, equipment, and managed network services. These competitive offers will be judged according to the criteria set forth in this document.
9. Technical Information to be provided by bidders.
 - i. Describe how Offeror will deploy, operate and maintain a statewide, broadband, wide area, managed network to all Member sites in Wyoming (listed in Appendix A) in support of the project's selection as a participant on the FCC Rural Healthcare Pilot Program.
 - ii. Describe how Offeror will provide broadband end-user connections of at least T1 capacity to all Member sites, and at least dual T1 capacity to all Member hospital sites with 25 or more beds. Any exceptions to these minimum levels of service must be clearly identified and explained in the proposal.

¹ All vendors that provide services or equipment eligible for funding under the Rural Health Care Pilot Program may submit bids for Pilot Program projects. To receive RHCPP support, vendors also need to obtain a Service Provider Identification Numbers (SPIN) from USAC. For more information on eligibility, go to <http://www.usac.org/rhc-pilot-program/vendors/step01/default.aspx>.

- a. Describe whether schedule bandwidth services are committed rates. Offeror shall indicate what bursting margins exist for each bandwidth category.
 - b. Describe Maximum Transmission Unit (MTU) on Offeror provided network connections.
 - iii. Describe how Offeror will provide a connection for all Members to the Front Range GigaPop ('FRGP') through the University of Wyoming. Describe how this connection will be made and how Internet2 traffic originating from qualified (public sector or nonprofit) Members will be routed to the FRGP.
 - a. Describe how Offeror will maintain edge routing devices, router configuration, DNS services, timely routing table changes, router maintenance and upgrades in the context of UW's connection to Internet2.
 - b. Describe what system the Offeror proposes to use for network sites to request router changes and/or inform sites of network status.
 - iv. Describe how Offeror will maintain separated sub-networks for: intra-network traffic (e.g., internal, site to site), non-qualified Member traffic (private sector or for-profit members), and Internet2 traffic.
 - a. Describe the segregation method to be used to maintain the separated sub-networks.
 - b. Describe how traffic volumes on the separate sub-networks will be regulated within the overall per-site subscribed bandwidth.
 - v. Describe how Offeror will provide Internet addressing for Members. (Note: we anticipate that the University of Wyoming will provide a transportable Class C license to connect the network to Internet2.)
 - vi. Describe any provisions for Quality of Service (QoS) to be offered, whether this is by connection or by application (voice, data, and video).
 - vii. Indicate whether Offeror will support multicast and include a statement of current and future planned support levels.
 - viii. Provide an analysis of redundancy in the wide area network proposed to carry project traffic. Offeror shall provide a metric of redundancy for each Member site.
 - ix. Provide a description of the Network Operations Center that will support the network, where it is located, what are its hours, what trouble ticket software is utilized, and at what priority level of service (including level of entry) will project support calls (by phone, email or web) be handled vs. other customers.
 - x. Provide a detailed Service Level Agreement for the network, to include uptime and response time guarantees.
 - xi. Bidders are cautioned that some Members are currently utilizing circuits funded in part by the Rural Health Care Program administered by USAC. All connectivity bids solicited under this RFP are for newly-provisioned circuits. No bid may include any change, updating, or "re-grooming" of any circuit currently being funded by the Rural Health Care Program. Further, installation timing of new circuit installations must be coordinated such that existing circuits are decommissioned as the new, RHCPP-supported circuits are installed. Bids failing to meet these requirements will be rejected without further consideration.
- 10. Management information to be provided by bidders.
 - i. Offeror shall provide an executive overview of the company including:
 - a. Prior experience with the requested type of dedicated network.
 - b. Summary of the personnel to be involved in

- i. Management oversight
 - ii. Project management
 - iii. Deployment and installation
 - iv. Maintenance
 - v. Network operations support
- c. Offeror must supply a summary of professional qualifications of the company and/or team members necessary for satisfactory performance of this proposal, including all subcontractors. Company qualifications are to address the following:
 - i. Describe your experience in the past five (5) years working with Regional Health Information Organizations (RHIOs) or Health Information Exchange Organizations (HIEs) in terms of cost control, quality of work, and compliance with performance schedules. Provide phone numbers and emails for the named individuals.
 - ii. Describe your experience in the past two (2) years working with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. Include a list of contacts of similar services performed for work in Wyoming during the last two-(2) years, with name of Contracting Officer and/or Project Engineer for each contract. Provide phone numbers and emails for the named individuals.
 - iii. Describe any previous experience with telehealth networks.
- ii. Project management. Bid proposals must include a project plan with timelines detailing milestones and overall schedule. Critical path items and potential delay circumstances and workarounds must be clearly identified.
- iii. Offeror shall propose a system of testing and acceptance provisions.
- iv. Offeror shall provide an example of the end-user site agreement to be executed with each site to begin service.
- v. Offeror shall provide an example of a consolidated billing that will be provided to the University on a monthly basis that is in conformance with the requirements of FCC Order 07-198 and USAC Form 467.
- vi. Offeror shall represent that it will provide annually in conformance with the requirements of FCC Order 07-198 such information as required by the University for submission of USAC Form 466.
- vii. Offeror shall represent that it will assist the University in the preparation of quarterly reports required by FCC Order 07-198, Section V, paragraphs 126-129.
- viii. Offeror shall supply a copy of FCC Form 445 as submitted that shows compliance with the Communication Assistance for Law Enforcement Act (CALEA).
- ix. Offeror shall supply a copy of the Offeror's Acceptable Use Policy (AUP). Offeror shall indicate how changes to the AUPs are handled, e.g., how much time or notice is given in the event of non-compliance for some reason). Offeror shall outline the procedure for handling violations to the AUP.
- x. Offeror shall supply a copy of any privacy policy documents relevant to the customer relationship with the project, its Members, and the clients of the participating HCPs.
- xi. List all sub-consultant firms and subcontractors to be included in the proposed solution.

- xii. Proposal for the managed network must specify how the Offeror will handle healthcare privacy and security issues that will be associated with the successful implementation and operation of the managed network.
11. Price and cost information to be provided by bidders.
- i. Price
 - a. Offeror shall offer statewide, standardized pricing, by subscribed end-user bandwidth, independent of site location for all eligible Members whether listed in Appendix A or later deemed to be a Member by the University.
 - b. Pricing for Members at all bandwidths shall be fixed or decrease over the period of this service agreement.
 - c. The price offered to Members shall not be conditioned on a minimum number of connections, participating Members, or aggregate bandwidth.
 - ii. Cost
 - a. Notwithstanding the fact that price shall be an evaluation criterion, bid proposals must identify all costs associated with the proposed solution, including design, installation, configuration, maintenance, and monthly recurring costs in accordance with the categories in FCC Order 07-198, Appendix G.
 - b. All costs may not qualify for RHCPP funding, so it is critical that accurate, detailed cost information be provided for all portions of the bid proposal.

Contract Terms for any resulting contract

- 1. Implementation timeline must begin within 15 days of fully executed agreement for requested services.
 - 2. Managed Network services shall be provided for the duration of any resulting contract.
 - 3. Proposed system testing and acceptance provisions will be required on all bid proposals. UW reserves the right to work in concert with Offeror to develop appropriate testing and acceptance criteria for specific installations or configurations, to be defined and accepted by both parties prior to contract initiation.
 - 4. Any contract resulting from this RFP will contain specific deliverable item acceptance provisions. Bid proposals will contain acknowledgement of, and provisions for providing, USAC invoicing requirements and formats. Bidder will conform to invoicing procedures and processes as promulgated by USAC.
 - 5. Bidder agrees to provide a project manager or other individual who will be the primary contact for all dealings with UW.
 - 6. Members will be responsible for decommissioning of existing circuits being replaced by new circuits.
- LL. EVALUATION CRITERIA AND REVIEW OF PROPOSALS: Proposals will be considered from firms with a demonstrated history of successfully providing systems and services similar to those outlined in the previous sections. UW reserves the right to select a proposal which, in the sole judgment of the evaluation team, most nearly conforms to the specifications set forth herein, will best serve the needs of WyNETTE and its members, and provides the most cost-effective means for producing those results. A panel

consisting of WyNETTE project partners will evaluate all proposals properly submitted in response to this RFP. Proposals will be evaluated using the following criteria:

1. Prior to evaluation, each proposal shall be reviewed to determine whether or not it is responsive. Nonresponsive proposals shall be eliminated and will not be evaluated. Factors that may result in a proposal being declared nonresponsive are:
 - a. Substantive and material noncompliance to requirements of the RFP proposal submission guidelines. All material required for evaluation must be provided as requested.
 - b. Proposal defers to a later presentation or discussion, specific information requested by the RFP.
 - c. Not providing evidence of addressing the Detailed Requirements and Scope of Work.
 - d. Substantive and material conflicts of interest which were not declared and/or were declared and determined to be significant enough that the University of Wyoming requested the potential proposer not submit a proposal.
2. Responsiveness of the proposal in stating a clear understanding of the Detailed Requirements and Scope of Work (section KK). Failure to respond to all items may be grounds for rejecting the proposal. Proposal will be evaluated based on the complete and precise responses provided to each item detailed in section KK above.
 - a. The proposal must have a table of contents with page numbers and sections numbered throughout the proposal.
 - b. The ordering of the proposal for the responses to section KK must follow the order of the RFP presentation for each point as outlined in section KK above.
3. Completeness of a step-by-step plan for providing a state telehealth network.
4. Price/Cost evaluation will be based on the most cost effective solutions after consideration of the needs of this project. This includes the complete evaluation of all factors indicated in section KK and therefore the contract may not be awarded to the lowest bidder if price is outweighed by a combination of other features in the successful Offeror's bid.
5. Changes in applicable laws and rules may affect the award process or any resulting contracts. Offerors are responsible for ascertaining pertinent legal requirements and restrictions. Offerors are encouraged to visit the official Federal website pertaining to the Pilot Project
<http://www.fcc.gov/cgb/rural/rhcp.html>.
6. The University of Wyoming reserves the right, at its sole option, to require an oral presentation from only the most acceptable Offeror(s) after the proposals have been evaluated. Presentations may not be required at all and Offerors must submit complete written proposals sufficient to be evaluated on the criteria of this RFP. All costs associated with an oral presentation shall be borne by the Offeror.

FORM OF PROPOSAL
University of Wyoming
Wyoming Network for Telehealth

Procurement Services
The University of Wyoming
Dept. 3605, 1000 E. University
16th and Gibbon
Laramie, WY 82071

To Mr. Eric Bryant:

The undersigned offeror, having read the terms and conditions, together with all addenda and being acquainted with and fully understanding the requirements, submit our proposal to be opened in room 115, Merica Hall, Laramie, Wyoming at 2:00 P.M. MDT, May 20, 2009.

The offeror acknowledges receipt of the following addenda:

The offeror has identified clearly any variations between its proposal and the RFP and has broken down the costs per function. The University prefers to purchase all functions from the same offeror; therefore, special consideration will be given to joint proposals that minimize integration problems, but the University reserves the right to award the contract in its best interest. The offeror understands that the University reserves the right to consider the capabilities of the organization, as well as the amounts of the various proposals. The University further reserves the right to accept or reject any and all proposals and to waive any irregularities or informalities and to award the contract in the best interest of the University.

Sincerely,

Authorized Signature

Date

Company Name

Telephone Number

Fax Number

Company Address

E-mail address

APPENDIX A: MEMBERS OF WYOMING NETWORK FOR TELEHEALTH CONSORTIUM AS OF 3/13/09

Facility Name	Address			Zip	Phone #	Facility Type	Eligible for RHCPP Funding
Big Horn Clinic (Hot Springs County Memorial Hospital)	156 N 6th Street	Basin	WY	81410	307-568-2499	Rural health clinic	YES
Bridger Valley Family Practice (Evanston Regional Hospital)	107 N. Main Street	Lyman	WY	82937	307-787-3313	Rural health clinic	NO
Campbell County Memorial Hospital	501 S. Burman Ave.	Gillette	WY	82717	307-688-1551	Hospital	YES
Crook County Medical Services District	713 Oak Street	Sundance	WY	82729	307-283-3501	Hospital	YES
Evanston Regional Hospital	190 Arrowhead Dr.	Evanston	WY	82930	307-789-3636	Hospital	NO
Hot Springs County Memorial Hospital	150 E. Arapahoe	Thermopolis	WY	82443	307-864-3121	Hospital	YES
Hulett Clinic (Crook County Medical Services District)	122 Main Street	Hulett	WY	82720	307-467-5281	Rural health clinic	YES
Iverson Memorial Hospital	255 North 30th St.	Laramie	WY	82070	307-742-2141	Hospital	YES
Johnson County Memorial Hospital	497 West Lott	Buffalo	WY	82834	307-684-5521	Hospital	YES
Memorial Hospital of Carbon County	2221 West Elm Street	Rawlins	WY	82301	307-324-8213	Hospital	YES
Memorial Hospital of Converse County	111 S. Fifth Street	Douglas	WY	82633	307-358-1454	Hospital	YES
Moorcroft Clinic (Crook County Medical Services District)	101 West Crook	Moorcroft	WY	82721	307-756-3414	Rural health clinic	YES
Mountain View Clinic (Evanston Regional Hospital)	531 Parkway Drive	Mountain View	WY	82939	307-782-7650	Rural health clinic	NO
North Big Horn Hospital District	1115 Lane 12	Lovell	WY	82431	307-548-5200	Hospital	YES
Platte Valley Medical Clinic	1208 S. River St.	Saratoga	WY	82331	307-326-8381	Rural health clinic	YES
Powell Valley Healthcare	777 Avenue H	Powell	WY	82435	307-754-2267	Hospital	YES
South Big Horn County Hospital District	88 South US Hwy. 20	Basin	WY	82410	307-568-3311	Hospital	YES
South Lincoln Medical Center	711 Onyx Street	Kemmerer	WY	83101	307-877-4401	Hospital	YES

Facility Name	Address			Zip	Phone #	Facility Type	Eligible for RHCPP Funding
Star Valley Medical Center	910 Adams Street	Afton	WY	83110	307-885-5800	Hospital	YES
Univ. of Wyoming College of Health Sciences	236 Health Sciences Center	Laramie	WY	82071	307-766-6556	University offering health care education	YES
West Park Hospital	707 Sheridan Avenue	Cody	WY	82414	307-578-2488	Hospital	YES
West Park Hospital Cathcart Medical Office Building	424 Yellowstone Highway	Cody	WY	82414	307-578-2488	Hospital (new location)	YES
Weston County Health Services	1124 Washington	Newcastle	WY	82701	307-746-4491	Hospital	YES
Wyoming State Hospital	831 Highway 150 South	Evanston	WY	82930	307-789-3464	Hospital	YES
Big Horn Basin Counseling Service	116 South 3rd St.	Basin	WY	82410	307-568-2020	Mental health clinic/ substance abuse center	YES
Big Horn Basin Counseling Service	1114 Lane 12	Lovell	WY	82431	307-548-6543	Mental health clinic/ substance abuse center	YES
Carbon County Counseling Center	721 W. Maple	Rawlins	WY	82301	307-324-7156	Mental health clinic/ substance abuse center	YES
Central Wyoming Counseling Center	1430 Wilkins Circle	Casper	WY	82601	307-237-9583	Mental health clinic/ substance abuse center	YES
Fremont Counseling Service: Lander	748 Main Street	Lander	WY	82520	307-332-2231	Mental health clinic/ substance abuse center	YES
Fremont Counseling Service: Riverton	1110 Major Ave	Riverton	WY	82501	307-856-6587	Mental health clinic/ substance abuse center	YES
High Country Counseling and Resource Centers	389 Adams	Afton	WY	83110	307-885-9883	Mental health clinic/ substance abuse center	YES
High Country Counseling and Resource Centers	821 Sage Avenue	Kemmerer	WY	83101	307-877-4466	Mental health clinic/ substance abuse center	YES
High Country Counseling and Resource Centers	24 Country Club Lane	Pinedale	WY	82941	307-367-2111	Mental health clinic/ substance abuse center	YES
Hot Springs County Counseling Services	121 South 4th Street	Thermopolis	WY	82443	307-864-3138	Mental health clinic/ substance abuse center	YES
Hot Springs County Counseling Services	124 North 5th Street	Thermopolis	WY	82443	307-864-3138	Mental health clinic/ substance abuse center	YES

Facility Name	Address			Zip	Phone #	Facility Type	Eligible for RHCPP Funding
Jackson Hole Community Counseling Center	640 E. Broadway	Jackson	WY	83001	307-733-2046	Mental health clinic/ substance abuse center	YES
Northern Wyoming Mental Health Center: Buffalo	521 W. Lott St	Buffalo	WY	82834	307-684-5531	Mental health clinic/ substance abuse center	YES
Northern Wyoming Mental Health Center: Newcastle	420 Deanne Ave.	Newcastle	WY	82701	307-746-4456	Mental health clinic/ substance abuse center	YES
Northern Wyoming Mental Health Center: Sheridan	1221 West 5 th Street	Sheridan	WY	82801	307-674-4405	Mental health clinic/ substance abuse center	YES
Northern Wyoming Mental Health Center: Sundance	420-1/2 Main St.	Sundance	WY	82729	307-283-3636	Mental health clinic/ substance abuse center	YES
Northern Wyoming Mental Health Center: Supported Independence Program	1701 West 5 th Street, Suite C	Sheridan	WY	82801	307-674-5534	Mental health clinic/ substance abuse center	YES
Peak Wellness Center	1609 East 19th Street	Cheyenne	WY	82001	307-632-9362	Mental health clinic/ substance abuse center	YES
Peak Wellness Center: Albany County	1263 N. 15th St.	Laramie	WY	82072	307-745-8915	Mental health clinic/ substance abuse center	YES
Peak Wellness Center: Goshen County	501 Albany Ave	Torrington	WY	82240	307-532-4091	Mental health clinic/ substance abuse center	YES
Peak Wellness Center: Laramie County	2526 Seymour Ave	Cheyenne	WY	82003	307-634-9653	Mental health clinic/ substance abuse center	YES
Peak Wellness Center: Platte County	1945 W. Mariposa Pkwy	Wheatland	WY	82201	307-322-3190	Mental health clinic/ substance abuse center	YES
Pioneer Counseling Services	350 City View Dr., Ste 302	Evanston	WY	82930	307-789-7915	Mental health clinic/ substance abuse center	YES
Pioneer Counseling Services	301 Main Street	Lyman	WY	82937	307-789-7915	Mental health clinic/ substance abuse center	YES
Southwest Counseling Service: Ankeny Way Facility	2706 Ankeny Way	Rock Springs	WY	82901	307-352-6689	Mental health clinic/ substance abuse center	YES
Southwest Counseling Service: College Hill Facility	1124 College Road	Rock Springs	WY	82901	307-352-6680	Mental health clinic/ substance abuse center	YES
Southwest Counseling Service: Foothill Facility	2300 Foothill	Rock Springs	WY	82901	307-352-3378	Mental health clinic/ substance abuse center	YES

Facility Name	Address			Zip	Phone #	Facility Type	Eligible for RHCPP Funding
Yellowstone Behavioral Health Center	2538 Big Horn Avenue	Cody	WY	82414	307-587-2197	Mental health clinic/ substance abuse center	YES

APPENDIX B: SCHEDULE OF RFP-RELATED ACTIVITIES

	Activity	Date	Time (Mountain Daylight Time)
1	Wyoming RFP posted to USAC Web site :	Posting Date (4/10/09 or sooner)	Posting Time
2.	Potential Offeror must indicate if they will attend pre-proposal meeting and/or videoconference (see section KK "General Requirements" section 3).	4/20/09	5:00 P.M.
3.	Non-Mandatory Pre-proposal meeting and/or videoconference (see section KK "General Requirements" section 3).	4/24/09	9:00 A.M.
4.	Last day to for potential Offerors to submit questions concerning the RFP.	4/29/09	12:00 P.M. (noon)
5.	University intends to answer all outstanding questions by this date.	5/4/09	5:00 P.M.
6.	Proposals due (one electronic copy and five original hard-copies).	5/20/09	2:00 P.M.
7.	Notice of Intent to Make an Award sent to all responding Offerors.	6/10/09	3:00 P.M.