

KENTUCKY TELEHEALTH CONSORTIUM

Healthcare Connect Fund

Wide Area Network and Internet

Request for Proposal

RFP-02



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 public Internet service for HealthPoint Family Care, 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
rfp@healthconnectnetworks.com

3. Schedule

- 3.1 An electronic copy (Microsoft Word or Portable Document Format) of the proposal shall be received by 5pm Eastern Standard Time on or before the 28th day following the posting of this RFP on the USAC website.
- 3.2 Proposals shall be submitted by e-mail to:

RFP Administrator
HealthConnect Networks
rfp@healthconnectnetworks.com
- 3.3 Please indicate “KTC - RFP 02 - Proposal” on the email subject line.

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 02 - Inquiry" in the subject line, to:

RFP Administrator
HealthConnect Networks
rfp@healthconnectnetworks.com

- 4.5 Any questions should be submitted 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.
- 4.6 Responding Vendors shall take all responsibility for any errors or omissions in their quote or proposal.
- 4.7 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.
- 4.8 Requested Contract Period: The Consortium requests responses for a 36-month contract period.
- 4.9 All proposals submitted shall be valid for one year, or until the contract is signed, whichever comes first.
- 4.10 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.
- 4.11 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.
- 4.12 CTC reserves the right to require Responding Vendors to demonstrate a proof of concept of their offering.
- 4.13 It is the responsibility of the Responding Vendors to review, evaluate and request clarification prior to submittal of a proposal.

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.
- 7.2 The Successful Vendor shall be subject to the safety department's workplace rules at a given site.

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. Service Level Agreement

- 9.1 Responding Vendor shall provide their operational expectations for the following network metrics, with the anticipation that these network metrics will become the basis for a Service Level Agreement.
- 9.2 Packet Delivery: Expressed in percentage (in the form of ##.###%) of packets the network is expected to deliver
- 9.3 Latency: Expressed in milliseconds for round trip time between any two HCPs
- 9.4 Jitter: Expressed in milliseconds between any two HCPs
- 9.5 Network Availability: Expressed as a percentage (in the form of ##.###%).
- 9.6 Response Time: Expressed in terms of initial trouble report response time in minutes and on-site response time in hours.
- 9.7 Planned Network Maintenance: Please indicate the standard notification Responding Vendor provides to customers for planned network maintenance. Responding Vendor should describe their standard network maintenance window.
- 9.8 Escalation Procedures: Responding Vendor should provide NOC initial point of contact and trouble escalation procedures.
- 9.9 Security Incidents: Responding Vendor shall list any programs and procedures in place specifically for monitoring and resolving security incidents.

- 9.10 **Credit Allowances:** Responding Vendor must provide a listing of the credit allowances and/or refunds that may be assessed based upon service outages. Responding Vendor should state the outage intervals and the refund amounts. For existence, if service were unavailable for 30 minutes, state the refund amount. If service were unavailable for an hour, state the refund amount.

10. Sites and Services

- 10.1 HealthPoint Family Care has seven sites, as follows:

Bellevue Medical & Dental 103 Landmark Dr. LL2 Bellevue, KY 41073 HCP:#47302	Covington Medical & Dental 1401 Madison Ave. Covington, KY 41011 HCP:#47303	Florence Medical & Dental 7607 Dixie Hwy. Florence, KY 41042 HCP:#47304
Nicholasville Medical 101 Orchard Dr. Nicholasville, KY 40356 HCP:#47305	Owenton Medical 120 Progress Way Owenton, KY 40359 HCP:#47306	Pike Street Clinic for the Homeless 343 Pike St. Covington, KY 41011 HCP:#47307
Peak 10 Data Center 5307 Mulhauser Rd. Hamilton, OH 45011 HCP:#47308		

- 10.2 **Network Diagram:** A current Network Diagram is provided in Appendix A.

- 10.3 The services to be provided at these locations include Private Network, Internet Access, and Voice Service.

10.4 Internet Access:

10.4.1 Data Center (HCP#47308)

- 10.4.1.1 Vendor shall provide pricing for all available symmetrical bandwidth increments from **10Mbps** to 200 Mbps with optional pricing for a burstable solution.

10.4.2 Pike Street Clinic for the Homeless (HCP:#47307)

- 10.4.2.1 Vendor shall provide pricing for all available symmetrical bandwidth increments from **3Mbps** to 100 Mbps.

10.5 Private Network:

- 10.5.1 The vendor must support QoS (DSCP, CoS) and traffic engineering.

10.5.2 Bellevue Medical & Dental (HCP:#47302)

- 10.5.2.1 Vendor shall provide pricing for all available symmetrical bandwidth increments from **10Mbps** to 100 Mbps

10.5.3 Covington Medical & Dental (HCP:#47303)

- 10.5.3.1 Vendor shall provide pricing for all available symmetrical bandwidth increments from **20Mbps** to 100 Mbps
- 10.5.4 Florence Medical & Dental (HCP:#47304)
 - 10.5.4.1 Vendor shall provide pricing for all available symmetrical bandwidth increments from **6Mbps** to 100 Mbps
- 10.5.5 Nicholasville Medical (HCP:#47305)
 - 10.5.5.1 Vendor shall provide pricing for all available symmetrical bandwidth increments from **3Mbps** to 100 Mbps
- 10.5.6 Owenton Medical (HCP:#47306)
 - 10.5.6.1 Vendor shall provide pricing for all available symmetrical bandwidth increments from **3Mbps** to 100 Mbps
- 10.5.7 Peak 10 Data Center (HCP:#47308)
 - 10.5.7.1 Vendor shall provide pricing for all available symmetrical bandwidth increments from **100Mbps** to 500Mbps

10.6 Voice Service:

- 10.6.1 Covington Medical & Dental (HCP:#47303)
 - 10.6.1.1 Primary Rate ISDN (PRI). A quantity of two PRI circuits is required.
- 10.6.2 Florence Medical & Dental (HCP:#47304)
 - 10.6.2.1 Primary Rate ISDN (PRI). A quantity of one PRI circuit is required.

11. Miscellaneous Fees

- 11.5 Responding Vendor shall state the Universal Service Fund fee or percentage if applicable. If applicable, Responding Vendor shall define the charge and describe how it is calculated.
- 11.6 Because CTC obtains federal subsidies on costs identified through the RFP process, it is critical for the Responding Vendor to provide an accurate estimate of all costs that may be incurred by HCPs, **including non-recurring costs, monthly recurring costs, taxes, and fees that may apply.**
- 11.7 The Responding Vendor should define those charges and describe how they are calculated so that CTC can include all anticipated costs in the subsidy request under the Healthcare Connect Fund program.

12. Billing

- 12.5 HealthPoint Family Care shall be the billing entity.

- 12.6 Responding Vendor shall describe their capability to provide for duplicate electronic or paper billing.
- 12.7 Reimbursement for network services and network equipment 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.
- 12.8 Each Responding Vendor must clearly and specifically state their understanding of and adherence to the FCC/USAC Healthcare Connect Fund payment procedures.
- 12.9 ACH Transfer will be the preferred method of payment.
- 12.10 Additional Fees:
 - 12.10.1 Proposing Vendor must include all fees and taxes that will be assessed on any services provided to the Consortium.
 - 12.10.2 Successful Vendors must agree that Late Fees will not be assessed against the portion of the invoice funded by USAC.

13. General Requirements

- 13.5 Responding Vendor shall provide a written project management and implementation plan. The Consortium desires that the network build out be completed within 30 days of receipt of the USAC funding commitment letter.
- 13.6 The installed WAN services shall demonstrate the capability of providing the services enumerated in this RFP.
- 13.7 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.
- 13.8 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.
- 13.9 Responding Vendors are encouraged to provide professional references from similar projects, including: contact name, mailing address, phone number, and email address.
- 13.10 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.
- 13.11 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>.
- 13.12 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>.
- 13.13 Responses to this RFP are due by 5pm Eastern Standard Time on or before the 28th day following the posting of this RFP on the USAC website.

- 13.14 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.
- 13.15 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.
- 13.16 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.
- 13.17 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.
- 13.18 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.
- 13.19 Responding Vendor shall list their experience with the FCC Rural Healthcare USF program and process.

14. Evaluation and Selection Criteria

- 14.5 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 WAN Services, Internet Services, and Customer Premise 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
- 14.6 CTC reserves the right to select proposals which, in the sole judgment of CTC, most nearly conforms to the specifications set forth herein, will best serve the needs of the Consortium and its participants, and provides the most cost-effective means of producing those results.
- 14.7 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.
- 14.8 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>
- 14.9 The selection decisions made by CTC and reported to USAC under this RFP are final.
- 14.10 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 Requirements	20%

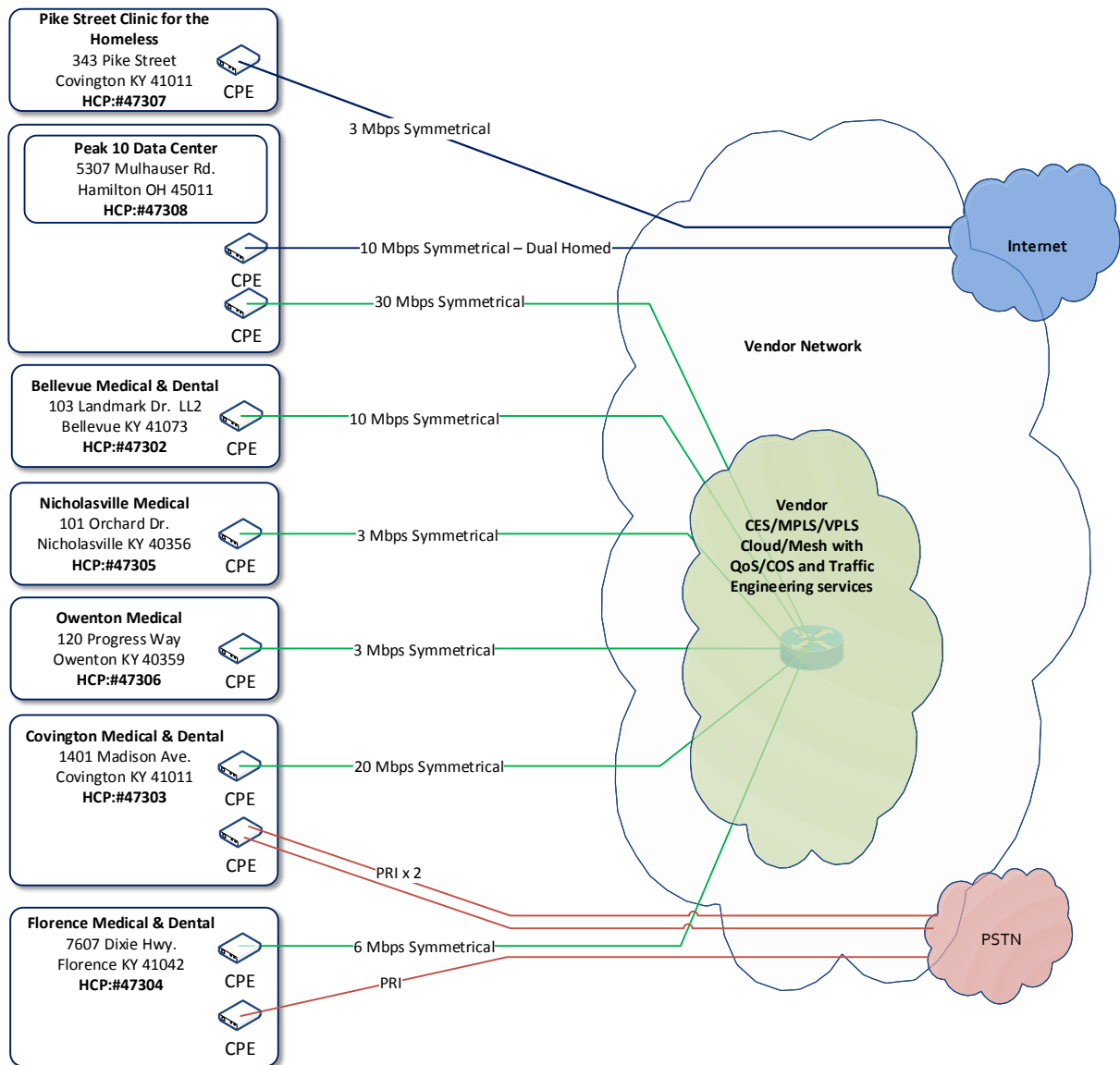
- 14.10.1 Costs may include, *inter alia*, monthly recurring costs, non-recurring costs, taxes and fees, the termination liability associated with existing contractual obligations, and any additional costs that the HCP may potentially realize based on any given vendor selection.
- 14.10.2 In evaluating 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.
- 14.10.3 With regard to Experience with Vendor, the Consortium will score vendors based on guidance from the Healthcare Connect Fund Order and the following criteria:
- 14.10.3.1 The bid evaluator's previous experience with the service provider or proposing vendor.
 - 14.10.3.2 References from Customers of the Proposing Vendor for similar projects of the same size and scope.
 - 14.10.3.3 Documentation from the proposing vendor that demonstrates the vendor's experience with similar projects of the same size and scope
- 14.10.4 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, *inter alia*, technology description, continuity of network platform, reliability, technical support capabilities, the availability of local technicians, scalability, expandability, and future network capabilities.
- 14.10.5 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.

15. Rejection/Negotiation Rights

- 15.5 CTC reserves the right to accept, disqualify, or negotiate the terms of any and all proposal(s), if it is deemed to be in their best interest.

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

Appendix A: HealthPoint Family Care Network Diagram



HealthConnect NETWORKS

KTC – RFP02

Health Point Family Care

Revision 1.0 5-4-16

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