



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

604. N. Main, Suite F

Wichita, KS 67203

Telephone: (316)383-7494

Fax (316)383-7055

REQUEST FOR PROPOSAL

02-0063

HIPAA ASSESSMENT AND ANALYSIS SERVICES

September 6, 2002

SEDGWICK County, Kansas (hereafter referred to as County) will accept proposals for Health Insurance Portability and Accountability Act (HIPAA) Assessment and Analysis for use by Sedgwick County Government, specifically COMCARE, Health Department, Adult Detention Facility and Human Resources department. It is anticipated that an official contract will be issued after Board of County Commission approval of the recommended proposal. It should be noted, however, that the County can not guarantee the purchase of the services described herein.

Carefully review this Request for Proposal, it provides specific information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, complete four (4) copies of the attached PROPOSAL RESPONSE FORM and return in a sealed container/envelope to the Sedgwick County Purchasing Department on or before 1:45 p.m., CDT, September 24, 2002, attention: Iris Baker, Purchasing Department, 604 N. Main, Suite F, Wichita, KS 67203. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposed base pricing for services may be disclosed at a public meeting to receive and file responses of this and other solicitations, and at the Sedgwick County Board of Bids and Contracts meeting. It should be noted that other information provided in your response will be considered proprietary and will not be divulged during the proposal review process. Because purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, the successful proposer will understand that portions (potentially all) of their proposal (including any final contracts) will become public record after its acceptance by the Board of County Commissioners. Accept our assurance that the information provided will be used for evaluating the ability of your firm to handle this account and will not be shared with any persons not involved with the selection process.

Iris Baker, C.P.M.
Director of Purchasing

ABOUT THIS DOCUMENT

This document is a **Request for Proposal**. It differs from Request for Bid/Quotation in that the County is seeking a solution, as described on the cover page and in the following Background Information section, not a bid/quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 55, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important feature of a product or service, of which quality, testing, references, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the County. Those criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meeting with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed equipment/service which best meets its required needs, quality levels, and budget constraints.

No negotiations, decisions, or actions will be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to this document.

BACKGROUND INFORMATION

Sedgwick County, located in south-central Kansas, is the most populous of Kansas' 105 counties with a population estimated at more than 450,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas's counties. Organizationally, the County is a Commission/Manager entity, employs more than 2,600 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

In accordance with the technical specifications outlined herein, it is the intent of this invitation to receive a proposal for providing professional assessment and analytical services to successfully assess and create a HIPAA compliance plan for COMCARE, Health Department, Adult Detention Facility and Human Resources department of County of Sedgwick, Kansas, including services necessary and appropriate to complete the work as outlined in this Request for Proposal.

OBJECTIVES

As a direct result of implementing a recommended solution within the parameters outlined in this document, the Sedgwick County COMCARE, Health Department, Adult Detention Facility and Human Resources Department desire to:

- ?? Transfer responsibility of HIPAA Assessment and Analysis from in-house responsibility to the private sector;
- ?? Determine the best method of HIPAA Assessment and Analysis completion of this type of service; and
- ?? Procure HIPAA Assessment and Analysis with the best proven "track-record" of service

SEDGWICK COUNTY RESPONSIBILITIES

To assist the successful proposer, Sedgwick County will do the following:

- ?? Provide security access to policies, procedures, processes, practices and records for COMCARE, Health Department, Adult Detention Facility and Human Resources Department.
- ?? Examine reports, proposal and other documents presented/forwarded by contractor.
- ?? Designate a person to act as the County's project manager with respect to the work to be performed under this contract.

SELECTION CRITERIA

The selection process will be based on the responses to this Request for Proposal, and any interviews required to verify the ability of proposer to provide services/products in response to this document. Vendors will NOT be compensated for any part of the proposal submittal process. A committee comprised of members of the Division of Human Services, Division of Information and Operations, Sheriff's Department, County Counselor's Office, County Manager's Office, and the Purchasing Department will judge each firm's response as determined by meeting the following criteria:

1. Meeting all Request for Proposal Conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
2. Providing references (which will be contacted) and/or past/current customer of the proposed solution services verifying service levels and capability of the proposer to provide a thorough solution.

submitting a thorough response. Proposals received must reflect in detail their inclusion and the degree provided. This section lists the criteria to be considered in evaluating the ability of firms, interested in providing the services specified, to be considered for award. Specific responses to each must be provided in the accompanying Response Form. Any exceptions must be clearly noted.

1. Be certified/licensed for the types of services specified and proposed and provide copies of all applicable certifications or licenses.
2. Provide a timeline, outlining tasks, and tying payment schedule to completion of tasks.
3. Provide a bank reference statement and a copy of the most recent, audited financial statement.
4. Provide a sample of your firm's standard service contract.
5. If applicable, discuss any current ongoing litigation, either federal or state, which may cause conflicts or affect the ability of the proposer to provide services.
6. Provide three (3) references from other customers whom you have provided similar services for.
7. Provide resumes for key personnel who will be participating in this project.
8. Provide background information regarding ability to provide services outlined in scope of work..

PROJECT REQUIREMENTS

The County desires the most thoroughly engineered and acceptable service available. The following specifications outline the minimum design/performance/combination requirements of the proposed service. They are provided to assist proposers in understanding the objectives of the County and submitting a thorough response. Proposals received must reflect in detail their inclusion and the degree provided. Vendors may propose methodologies which meet the "spirit" of the listed requirements, but should note that the proposed service which meets all, or most closely meets, the specifications will be recommended for award within the listed selection criteria.

1. **Conduct technical, physical and administrative security review:**
 - ?? Overall architecture, including internal and external networks, and potential issues
 - ?? Use of virus detection software, firewalls, and other mechanisms
 - ?? Applications and operating system security features
 - ?? Communications security: e-mail, Fax, encryption, electronic signatures, Internet connections, etc.
 - ?? Access points to networks and systems (Internal and external)
 - ?? Data flow through systems and applications
 - ?? Back-up systems and procedures
 - ?? Websites and Intranets
 - ?? User security practices such as logon/logoff, passwords, etc.
 - ?? Support of users (clinical, internal, and external)
 - ?? Workstation locations, policies and practices
 - ?? Contingency and disaster planning
 - ?? Physical security: locks, badges, pass codes, etc.
 - ?? Incident reporting and follow-up
2. **Review policies, procedures, processes and practices relating to privacy, and uses and disclosures of Patient Health Information (PHI).**
 - ?? Review business processes, clinical workflow, data flow, giving special attention to use and transmission of PHI
 - ?? Review organization's consents/authorizations procedures
 - ?? Understand all major sources of patient information
 - ?? Understand who receives or has access to PHI, including administrative, financial, research, marketing, and fundraising staff
 - ?? Understand what minimum necessary provisions and practices currently exist, and on what basis, (e.g., role-based, user based, or context based)

- ?? Determine what mechanisms exist for accounting of disclosures, requests of restrictions of PHI, and review/amendment of records
 - ?? Review contracts with and HIPAA plans of business associates:
 - ?? Contact vendors, clearinghouses, payers and other partners who use or have access to PHI to understand their HIPAA plans
 - ?? Assess vulnerabilities that expose PHI
 - ?? Review state privacy laws
 - ?? Review privacy training and enforcement policies and enforcement practices
- 3. Identify gaps between the organization’s current policies, procedures, systems and applications relative to HIPAA requirements:**
- ?? Assess and document compliance levels, gaps and vulnerabilities against HIPAA requirements and more stringent state provisions
 - ?? Determine areas requiring de-identification
- 4. Perform impact analysis for minimum necessary access, uses and disclosures, considering:**
- ?? Nature of disclosed information and importance to job functions and external relationships
 - ?? Where information can be de-identified without interfering with needed functions
 - ?? Cost and technologies for limiting information disclosure and de-identifying PHI
- 5. Prepare final impact report, specifying details such as:**
- ?? Non-compliance
 - ?? Observed and potential risks
 - ?? Disparities between procedure, practice and/or culture, and HIPAA requirements
 - ?? Availability of archived data
 - ?? Impact of potential HIPAA-related changes on secondary issues of PHI (clinical systems, support applications, etc.)
 - ?? Opportunities for operational streamlining and cost savings
 - ?? Analysis of security risk management/priorities/strategy
 - ?? Applicability of HIPAA provisions for hybrid and affiliated covered entities
 - ?? Alternative HIPAA solutions, including beneficial EDI advances, and their cost
 - ?? Available resources
 - ?? Opportunities for HIPAA-related changes that will facilitate e-health goals
 - ?? Recommended HIPAA-related remediation and strategic measures
- 6. Provide a detailed action plan for each department listed in this Request For Proposal that ensures that all requirements of compliance are met.**

The apparent silence of specifications as to any detail, or apparent omission of a detailed description concerning any point, shall be regarded as meaning the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used.

The County may elect, at a later date to acquire additional consulting services on an as needed basis. The Contractor will be notified in writing prior to any consulting work done. An hourly rate should be provided in the Response to this proposal.

QUESTIONS AND CONTACT INFORMATION

Questions regarding the purchasing process may be addressed to Iris Baker, Purchasing Director at 316 383-7494, or e-mail ibaker@sedgwick.gov. Technical questions may be addressed to Stephanie Payton, Director Special Projects, 316 660-7670 or email spayton@sedgwick.gov. All questions must be submitted in writing no later than 5:00 p.m., Wednesday, September 18, 2002. All questions not of a general clarifying nature will be answered in writing and issued as an addendum to all vendors on the bid list and posted on the Sedgwick County Purchasing Website at www.sedgwickcounty.org/purchasing.

TENTATIVE TIMELINE

Proposal Release -----September 5, 2002
 Question Deadline -----September 13, 2002
 Addendum Issued (if necessary) -----September 17, 2002

Responses Due -----September 24, 2002
Evaluation period-----September 24-October 2, 2002
Bid Board Recommendations-----October 3 2002
Board of County Commission Approval-----October 9, 2002

PROPOSAL CONDITIONS

Vendors will understand that pricing offered in the proposal document will be provided to other local government entities with whom Sedgwick County regularly enters into cooperative agreements. In submitting a response to this Request for Proposal, vendors hereby understand the following:

1. All project participants, consultants, engineers, and contractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted proposals are revocable if contrary to law.
2. Alternate proposals (two or more proposals submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such proposals with respect to requirements outlined herein.
3. The proposals submitted, and any further information acquired through interviews, will become, and are to be considered, a part of the final, completed contract. If there is any variance or conflict, the proposal specifications, conditions, and requirements will control.
4. Sedgwick County may award a purchase contract, based on initial offers received, without discussion of such offers. A vendor's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint. The County may, however, have discussion with those vendors that it deems in its discretion to fall within a competitive range. It may also request best and final offers from such proposers, and make an award and/or conduct negotiations thereafter.
5. Sedgwick County reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the County.
6. **Prices proposed may not be withdrawn for a period of 120 days immediately following the opening of this *Request for Proposal*. Prices MUST also be free of federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the proposal.**
7. **Proposers MUST return FOUR (4) signed, completed copies of attached Response Form to Sedgwick County, Kansas, Purchasing Department, Suite F, 604 North Main, Wichita, KS 67203-3672, on or before 1:45 p.m. on the proposal due date. The time clock stamp in the Purchasing Department will determine the time of receipt.**
8. **Envelopes containing Response Forms must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal opening date, and proposal opening time.**
9. Sedgwick County interprets the term "lowest responsible bidder/proposer" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the proposal, and (b) determine which proposal is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, availability of materials and supplies, and maintenance costs of items upon which proposals are received. Sedgwick County can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective proposers.
10. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information, if necessary, to assist Sedgwick County in analyzing your proposal.
11. A purchase order and/or contractual agreement constitutes Sedgwick County's offer to the service provider upon the terms and conditions stated herein, and will become binding meeting the terms set forth herein when it is accepted by acknowledgment or performance.
12. After the award, if the successful proposer/ supplier refuses or fails to make deliveries of the materials within the times specified in the *Request for Proposal*, purchase order or contractual agreement, Sedgwick County may, by written notice, terminate the contract OR purchase order. The successful proposer will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
13. The supplier will hold and save Sedgwick County, Kansas, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by Sedgwick County.
14. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
15. The Proposer agrees to comply with K.S.A. 44-1030, which reads as follows: "The Proposer hereby agrees that":
 - a. He or she will observe the provision of the Kansas Act Against Discrimination and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability;
 - b. In all solicitations or advertisements for employees, he or she will include the phrase, 'Equal Opportunity Employer,' or a similar

- phrase to be approved by the Kansas Commission on Human Rights;
- c. If he or she fails to comply with the manner in which he reports to the Kansas Commission on Human Rights, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas;
 - d. If he or she is found guilty of a violation of the Kansas Act Against Discrimination under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas; and,
 - e. He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
16. Sedgwick County will retain the right to reject any and/or all proposals received, and responses to these and/or related documents, if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County. It will further be understood that the Proposer's sureties and insurers are subject to the approval of the County.
 17. The vendor responding to this proposal proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Proposal, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
 18. If a response to this Request for Proposal is accepted, the Proposer agrees to execute and deliver to the County a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Proposer. The Proposer agrees that the surety/deposit given concurrently herewith will become the property of the County in the event the Proposer fails to execute and deliver such contract within the specified time. In the further event of such failure, the Proposer will be liable for the County's actual damages that exceed the amount of the surety.
 19. It will be understood that time is of the essence in the Proposer's performance. The Proposer agrees that the County's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the Proposer defaults in the performance of the Contract Documents, the Proposer will be liable for payment of the sums stipulated in the Contract Documents as liquidated damages, and not as a penalty.
 20. The Proposer hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Proposal, that he or she has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the Request for Proposal and documents. The Proposer further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
 21. The Proposer certifies that this proposal is submitted without collusion, fraud or misrepresentation as to other Proposers, so that all proposals for the project will result from free, open and competitive proposing among all vendors.
 22. It will be understood that any proposal and any/all referencing information submitted in response to this Request for Proposal will become the property of Sedgwick County, and will not be returned. Sedgwick County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation.
 23. All documents, including, but not limited to reports, analyses and summations that result from services provided through this Request for Proposal shall be the property of Sedgwick County.
 24. Sedgwick County will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Proposal, including any onsite (or otherwise) interviews, and/or presentations, and/or supplemental information provided, submitted, or given to Sedgwick County and/or its representatives. Further, Sedgwick County will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
 25. Sedgwick County will accept responses transmitted via a facsimile unless stated to the contrary within this document. Proposals must be received prior to the time and dates listed to be considered responsive. Sedgwick County will not accept late responses and will return them to the sender. Further, Sedgwick County will NOT: (1) guarantee security of the document received; (2) be held responsible for proposals which are NOT legible (and may choose to reject such responses); and, (3) guarantee that the receiving facsimile machine will accept transmission or that phone lines are functioning and available for transmission. Submitting a proposal response via a facsimile does NOT relieve the proposer of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-proposal conference); (2) providing non-paper informational items which must be returned with the response (diskettes, large drawings, photographs, models, etc.); and, (3) providing original copies of proposal sureties (bonds, certificates of insurance, etc.)
 26. By submission of a response, the Proposer agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Proposers will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.
 27. Purchase contracts entered into as a result of this document are subject to the laws of the State of Kansas and any local resolutions

specifically applicable to the purchase.

28. Unless specified otherwise, all items/services proposed are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.
29. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications/requirements, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing.
30. The Proposer must provide Sedgwick County with a toll-free telephone number, OR accept collect calls. FAX numbers should also be provided if available. Additional information may be obtained from Iris Baker, Sedgwick County, Kansas, Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703 (316) 383-7494.

REQUEST FOR PROPOSAL
02-0063
HIPAA ASSESSMENT AND ANALYSIS SERVICES

All firms interested in proposing MUST provide four (4) copies of the following requested information on these pages and return with any supplementary materials. Responses are due NOT LATER THAN 1:45 p.m., C.D.T. September 24, 2002. Attention: Iris Baker; Purchasing Department, 604 N. Main, Suite F, Wichita, Kansas 67203. Vendors may copy/scan these pages to facilitate completing the

information, but must return response in this format/order.

The undersigned, on behalf of the Proposer, certifies that: This offer is made without previous understanding, agreement or connection with any person, firm, or corporation making a proposal on the same project; Is in all respects fair and without collusion or fraud; The person whose signature appears below is legally empowered to bind the company in whose name the proposal is entered; They have read the complete Request for Proposal and understand all provisions; If accepted by the County this proposal is guaranteed as written and amended and will be implemented as stated; and, Mistakes in writing of this proposal will be vendor's responsibility.

FIRM NAME _____

CONTACT _____

SIGNATURE _____ TITLE _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAXPAYER I.D. NUMBER _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

GENERAL NATURE OF BUSINESS _____

Type or Organization (check one):

____ Sole Proprietorship ____ Partnership ____ Incorporated ____ Public Corporation ____ Private Corporation

MINORITY BUSINESS ENTERPRISE ____ WOMAN-OWNED BUSINESS ENTERPRISE _____

SMALL BUSINESS ENTERPRISE _____

GENERAL NATURE OF BUSINESS _____

MANUFACTURER ____ DISTRIBUTOR ____ RETAIL ____ DEALER ____ SERVICE ____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

WE ACKNOWLEDGE RECEIPT OF THESE ADDENDA: NO.____, DATED ____; NO. _____, DATED____, NO. _____, DATED_____

ALL vendors interested in proposing MUST provide the following requested information in this format. Proposers may expound on accompanying sheets if necessary.

WE PROPOSE TO PROVIDE CONSULTING SERVICES PER THE REQUIREMENTS OF THIS PROPOSAL HEREIN FOR A TOTAL NOT TO EXCEED LUMP SUM FEE OF \$ _____ (Dollars).

Hourly rate for additional work \$_____.

1. Describe any characteristics or capabilities, which may make the Proposer uniquely qualified to provide the services to the County.
2. Provide a description of your firm, its organization, size and nature of general services, office facilities available, and a

description of any special equipment, which will assist in fulfilling the services solicited herein.

3. Identify at least three (3) clients, similar in composition to that of the County, who have direct knowledge of your firm's performance.

Organization: _____

Address: _____

Contact Person: _____ Phone : _____

Date of Services: _____

Description of Services Provided: _____

4. Provide a general schedule of events necessary for successful implementation of this proposal.

5. Provide any additional information necessary to assist the County in evaluating your proposal may be listed here.

6. Can your firm meet the MINIMUM REQUIREMENTS listed on page 4?

Requirements	Yes	No	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

7. Can your firm meet the Project Requirements listed on pages 4 and 5?

Requirements	Yes	No	Comments
1.			
2.			
3.			
4.			
5.			
6.			