

AltaMed HEALTH SERVICES CORPORATION

**REQUEST FOR PROPOSAL
NO. PUR-092005-SOFTWARE**

GENERAL INFORMATION

AltaMed Health Services has a need to acquire a purchasing automation software, as per the requirements outlined within this RFP.

Answers to all questions on the following pages are required. Answers should be presented as follows:

1. Specific -- For any questions requesting specific information, such as numbers, names, locations, etc., please answer directly or indicate a reason for not answering (e.g., "company policy prohibits release of this information"). Although optional materials are welcome, answers to direct questions should contain all specific information requested rather than making extensive cross-reference to supporting material.
2. General -- For questions requesting more general information, answer directly to highlight important items or refer to supporting materials, as appropriate. If vendor complies completely with a question/statement as written, response should be "Comply".
3. Order and Numbering -- Answer questions in the order of appearance in this RFP. Number each answer as the questions are numbered.

Questions unanswered as specified above will be considered non-responsive

Any optional materials which will be useful in our evaluation are welcome.

Any questions or clarifications of this RFP should be directed to the purchasing department at 323-725-8751 ext 847. AltaMed will not be responsible for comments or inquiries directed elsewhere, either written or oral. This RFP shall in no way be modified by anyone other than the Purchasing Director in conjunction with the requisitioning department.

EVALUATION CRITERIA

All proposals will be evaluated by the requesting department with final approval by the CEO and/or COO. Evaluation and selection of vendors to provide products and services will be based

on price, warranty, vendor support, client references, quality and technical evaluation information provided in response to this RFP.

BACKGROUND

AltaMed Health Services Corporation (AltaMed) is a 501(c)(3) non-profit organization whose mission is to provide increased access to multi-ethnic and Latino medically underserved communities in Southern California. For 36 years, AltaMed has provided health and human services in Greater East Los Angeles and surrounding communities that include parts of Metropolitan Los Angeles and the San Gabriel Valley. AltaMed became a Federally Qualified Health Center 27 years ago, and is now fully accredited by the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO). All services are provided in a linguistic and culturally appropriate manner by a staff of over 960 professionals and para-professionals.

Current Environment

AltaMed has 20 different locations throughout southern California, with multiple programs/departments within each location, resulting in having at least 20 ship-to locations and more than 40 requisitioners and 30 approvers. All requisitions are processed by the purchasing department after they have gone thru various levels of approval. This process is manual. Levels of approvals are based on dollar amount and product type. The majority of products procured are office, medical, pharmaceutical, facility supplies, computer hardware and software.

Current Technology Infrastructure

AltaMed's corporate computer environment consists of an IBM P series 630 Model 6E4 AIX server configured with two (2) 1453 MHZ processors, 4GB of RAM, two (2) 36.4 GB Ultra3 SCSI disk drives operation on the AIX 5.2, IBM total storage expandable storage PLL2104-TS4 with four (4) 36.4 GB ULTRA320 SCSI drives. This server houses the Practice Management software used to support AltaMed's operational activities.

A local area network (LAN) has been established at the corporate office. The NDS server is a HP ProLiant ML350 Intel Xeon™ Processor 2.20 GHZ, 1 GB of RAM and three (3) 18.2 GB ULTRA3 SCSI drive. Networking software used is Novell NetWare version 5.1 (500 users) with support pack 7. Two (2) 3COM 10/100 NIC to segment traffic.

The E-mail Domain server is a HP ProLiant ML350 Intel Xeon™ Processor 2.20 GHZ, 1 GB of RAM and (3) 18.2 GB Ultra3 SCSI drive. . Networking software used is Novell NetWare version 6 with support pack 3. Email software is Novell GroupWise 6.5 (500 users).

The Proxy server is a HP Netserver L2000 PIII 600 MHZ processors, 512 MB of RAM and one (2) 9.1 GB SCSI drive. Networking software used is Novell NetWare Version 6.5 with support pack version 2. Border manager 3.8 is the current proxy system.

The Application fileserver is HP Netserver LH3000 PIII 856 MHZ processors, 512 MB of DRAM, two (2) 9.1 GB SCSI drives. Networking software is Novell NetWare version 5.1 with support pack version 7.

The web server is an IBM PIII 500 MHZ processor, 256 MB of RAM, one (1) 8.0 GB Drive, Network software used is Novell NetWare 6 with support pack version 3. NetWare Apache Web Server 2.0.47 is the current WEB system.

The ADP HRIS/Payroll and MIP Accounting Server is a HP Netserver LC2000 PIII 733MHZ processors, 1GB of RAM and (2) 18 GB Drive, Server software is Windows 2000 with service pack 4. Application software is ADP Payroll/HR Perspective version 4 and MIP accounting version 6.2.

Topology is 10/100 Ethernet, Intel Express 510T switch, and 3COM 4400 switch switching are used to connect to the Novell server.

Locations are connected to the IBM server and proxy server via Frame Relay 768 K data circuits using Cisco 2610 or 2620 router.

The Accounting software is MIP version 6.2, by Best Software. Refer to Exhibit "A" which depicts AltaMed's enterprise network environment.

SCOPE OF WORK

SCOPE OF WORK

AltaMed Health Services Corporation is a non-profit organization seeking to identify and select an outside independent vendor to provide a solution to automate the procurement process that includes requisitioning, approvals, placing orders, receiving , invoicing and payment. At the present time this process in being done manually.

AltaMed is seeking for an automated, preferably web-based purchasing software with punch out capabilities that streamlines the procurement and payable processes that includes but is not limited to:

1. Electronic requisitioning(approximately 30 requisitioners with scalability)
2. Requisition /Order tracking
3. One time purchases and blanket P.O.
4. Receiving(Full and partial)
5. Back order management
6. Different levels of approvals based on dollar amount and product category (15-20 approvers)
7. Catalog management(multiple suppliers)
8. Contract management(multiple contracts that have different start and end date)
9. Supplier invoice portal
10. Fixed assets
11. Budget control
12. User friendly reporting capability
13. Categorization of products
14. Keyword searches for products not limited to categories.
15. Downloadable product description to catalog
16. Shopping cart functionality
17. Ability to capture quotes
18. Email confirmation for orders approved, orders placed, back orders, shipping

REQUIRED RESPONSES

RFP RESPONSES REQUIRED

Please provide a summary of the following specific to the system you are proposing:

- ▶ Hardware and software requirements
- ▶ Application architecture
- ▶ Security features
- ▶ Bandwidth requirements and scalability
- ▶ Detail client and server hardware requirements
- ▶ Include itemized pricing including all costs associated with software licensing fees, implementation and consulting charges, hosting, maintenance, training and support, where applicable

Features

1. Does your product support different layout and displays at the product level?
2. Does your product support a “New” indicator on products that have been recently added to the catalog.
3. Does your solution support a detailed description page for a product that will show additional verbiage, larger graphics, and multiple graphics
4. Can your product handle large volume of concurrent users.
5. Does your product have export capabilities to applications(describe)?
 - a. Accounts Payable: If so, which ones?
7. Does your product support cost accounting budgeting?
8. Describe approval levels of your product
9. Describe the support component of your product

System

1. Does your product require a component to be downloaded to the browser to support enhanced functionality (i.e. ActiveX, Flash, etc)
2. Are your licenses based on concurrent users or by total number of log ins.
3. Are standard reports available within the application, please specify type of reports.
4. How often are software revisions made to the product and how do you make them available to customers?
5. System's ability to integrate with current accounting software
6. System's overall security of operation.

Training/Support

1. Describe process to receive support
2. Describe access to help desk

3. Describe implementation process
4. Describe training methodology
5. Describe upgrade and maintenance process
6. Describe custom enhancement process

GENERAL INFORMATION

GENERAL

Please include the following: how you work with stakeholder groups, a description of your project development approach, a description of your development process, your milestones schedule, your asset delivery methods and review process, and your testing methodology.

Please provide your recommended maintenance plan and hourly cost for service.

All proposals may be submitted as an e-mail PDF with an identical original copy postmarked on October 28th 2005, All proposals must be received by 2:00 pm on November 3rd 2005. All e-mail correspondence can be sent to gavelar@altamed.org.

PRE BID CONFERENCE CALL

A conference call has been set for October 14th 2005 between the hours of 01:00 pm to 02:00 pm(PST). The dial-in number for the conference call will be **1-800-910-2399**. The pass code will be **601331**. All of the participants will use this number and pass code.

DIRECT QUESTIONS

1. Invoice terms will be Net 30 days upon receipt of hardware/software and receipt of vendor's invoice. If vendor offers discount terms for payment in less than 30 days, please advise those terms.
2. Please provide the name, phone number and e-mail address of the principal person to be contacted in the event AltaMed has additional questions with regards to your response.
3. Please provide a brief business summary (one page or less) on your company. The summary should include whether you are public or privately held, how many years you have been in business and your web site address if available.
4. AltaMed reserves the right to seek services from other vendors in the event the awarded vendor cannot supply our requirements in a reasonable period and/or do not have a competitive price. AltaMed's purchasing department will limit, where possible, the usage of other vendors for services when an awarded vendor is able to supply product of same manufacture, quality, and specifications.
5. Please provide a sheet detailing vendor key contacts to include their responsibilities, phone number, fax number, address, e-mail address, etc. with regards to support of this

agreement. At a minimum this list should include those person(s) responsible for taking orders, expediting orders, outside sales, repair calls, return of goods, and accounts receivable.

6. References

Please provide three (3) customer references including contact name, phone number, and a brief description of your business relationship with them. These references should be for products and services similar to what is requested herein.

7. Products and Pricing

7.1. Pricing

Quote based as defined in the scope of work, and any applicable charges, such as travel, services calls, etc.

7.2 RFP/BID Preparation Costs

AltaMed assumes no responsibility or liability for any cost the respondent may incur in responding to this RFP/BID.

EXHIBIT A

NETWORK INFRASTRUCTURE

AltaMed Health Service Corporation Network Infrastructure

Exhibit A

