Request for Proposal

Network Equipment Procurement
and Deployment

[10.28.26]

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Introduction & Purpose

The purpose of this Request for Proposal (RFP) is to identify and select a qualified Vendor to provide comprehensive procurement, receiving, inventory control, secure storage, staging, configuration support, phased deployment, testing, acceptance, warranty coordination, and closeout services for network equipment required for Cooper Health's Tower A project and related transition activities.

This RFP is intended to evaluate Vendor capabilities, project execution methods, supply-chain capacity, equipment accountability, staffing plans, quality controls, network-equipment deployment experience, and pricing models. The selected Vendor will be expected to function as Cooper Health's coordinated procurement and deployment partner from proposal development and purchase-order release through final acceptance and turnover.

Provide an **Executive Summary** document in PDF format, of no more than two (2) pages, as part of the Proposal. The Executive Summary shall summarize the Vendor's approach, project team, key differentiators, and total value to Cooper Health.

Please refer to **Attachment E – Cooper Grant Requirements**. The clauses included in that attachment are incorporated into this RFP by reference with the same force and effect as if stated in full.

Background & Context

The work will occur in coordination with the Owner, technology consultants, network design team, construction team, structured-cabling contractor, electrical contractor, building-systems vendors, application and integration teams, equipment manufacturers, and other contractors.

The current network equipment list, technology standards, network-room assignments, rack elevations, drawings, and project schedule represent the best available information at the time of issue. Equipment makes, models, quantities, individual network-room assignments, delivery dates, and deployment sequencing will continue to be refined as design, construction, commissioning, and technology standards progress.

The selected Vendor will be required to convert these evolving inputs into an auditable procurement and deployment program, including authorized sourcing, order tracking, secure storage, equipment and component identification, staging, firmware and configuration support, destination labeling, just-in-time delivery, rack installation, patching and connection as assigned, testing, record updates, punch-list resolution, activation support, warranty coordination, and closeout.

Equipment and deployment will occur in phases as network-rooms - primarily individual Intermediate Distribution Frames (IDFs), and Main Distribution Frames (MDF) - are completed, secured, environmentally conditioned, powered, and released for network equipment installation. The Vendor shall plan procurement, staging, storage, and labor so that equipment can be deployed in accordance with those phased readiness dates without unnecessary on-site storage or schedule disruption.

The Owner may award the complete scope to one Vendor or may divide the work by phase, equipment category, procurement-management responsibility, or deployment responsibility. Vendors shall clearly identify any scope limitations, dependencies, assumptions, and minimum volume commitments in the Exceptions and Assumptions document.

Scope of Work

Provide all labor, supervision, equipment, materials, tools, transportation, warehousing, insurance, documentation, tracking, reporting, and incidental services necessary to deliver a complete network-equipment procurement and deployment program ready for the Owner's use. Work not specifically identified as being provided by the Owner or another entity, but required to complete the stated function, shall be included by the Vendor.

General Requirements

- The Vendor shall provide a complete and coordinated service in compliance with applicable laws, codes, standards, manufacturer requirements, Owner policies, cybersecurity requirements, and project site requirements.
- The Vendor shall coordinate extensively with the Owner and all designated project participants. Coordination shall include weekly project meetings, schedule updates, issue tracking, procurement status, inventory reconciliation, IDF readiness, deployment sequencing, testing, acceptance, and closeout.
- All work shall be performed by trained personnel experienced with high-volume enterprise network-equipment procurement and deployment in healthcare, institutional, mission-critical, or similarly complex environments.
- The Vendor shall designate all work, product, information, access, infrastructure, configuration inputs, or support expected from the Owner or another entity. Items not clearly designated shall be assumed to be included in the Vendor's scope and price.
- The Vendor shall maintain chain of custody and accountability for Owner-owned equipment from receipt through final installation and acceptance. Owner ownership does not relieve the Vendor of responsibility for loss, theft, damage, or misplacement while in the Vendor's custody.
- The Vendor shall maintain equipment and component records in a complete, accurate, current, and auditable manner throughout procurement, receiving, storage, staging, transportation, deployment, testing, acceptance, warranty coordination, and closeout.
- The Vendor shall not commence billable work, authorize a supplier to proceed, or otherwise create a non-cancellable commitment until authorized in writing by the Owner. All purchase orders for equipment and components will be issued by the Owner.
- The Vendor shall protect network configuration information, credentials, serial numbers, hardware identifiers, Owner records, and other sensitive project information from unauthorized access or disclosure.

Scope Basis and Project Documents

The scope shall be based on the RFP and all issued attachments, addenda, network equipment lists, technology standards, drawings, rack elevations, schedules, responsibility matrices, and pricing templates. Documents are complementary. In the event of a conflict, the Vendor shall identify the conflict before proposal submission; absent clarification, the more stringent requirement shall be assumed.

- Attachment A – Network Equipment List.
- Attachment B – Telecommunications Drawings.
- Attachment C – Network Equipment Procurement and Deployment Pricing.
- Attachment D – Preliminary Project Schedule and Deployment Phasing.
- Attachment E – Cooper Grant Requirements.

- Owner technology, cybersecurity, network, asset-management, naming, configuration, support-entitlement, data, and site-access standards issued with the RFP or during the project.

Definitions and Tracking Hierarchy

- **Network Equipment:** Hardware, software, licenses, subscriptions, modules, optics, power components, accessories, cables, rack accessories, spares, and other items identified in Attachment A or required to provide the specified network equipment as a complete and supportable solution.
- **Network Equipment Component**: An individual chassis, switch, module, line card, transceiver, power supply, fan, controller, appliance, access point, cable, license, subscription, accessory, or other item that forms part of an in-scope network equipment assembly or deployment package.
- **IDF**: An Intermediate Distribution Frame or comparable network room or telecommunications space used to house network equipment serving an assigned area of the building.
- **MDF**: A Main Distribution Frame or comparable network room or telecommunications space used to house network equipment serving connected IDFs.
- **Attachment A - Network Equipment List**: Owner's initial record of required network equipment and components, including anticipated quantities, standards, part numbers, intended IDF or network-space assignments where available, and other procurement or deployment information.
- **Deployment Phase**: A planned release of equipment for one or more IDFs, MDFs, building areas, or project milestones based on construction and infrastructure readiness.
- **Auditable Project Record**: The complete set of controlled Vendor records that allows the Owner to trace each applicable equipment item or component from the approved requirement and purchase authorization through sourcing, shipment, receipt, custody, staging, deployment, testing, acceptance, warranty, and closeout.

Attachment A - Network Equipment List

The Vendor shall complete **Attachment A – Network Equipment List** in accordance with the instructions contained within Attachment A and submit the completed file in its native Microsoft Excel format as part of the Proposal.

Attachment A shall serve as the initial source for equipment identification, proposed product information, procurement assumptions, deployment assumptions, and unit-level pricing. The Vendor shall review and validate the Owner-provided information and complete all Vendor-designated fields for each applicable row.

The Vendor shall identify any corrections, substitutions, alternates, additional required components, compatibility requirements, lifecycle concerns, licensing or support-entitlement requirements, exclusions, assumptions, or other exceptions in the manner specified by the Attachment A instructions.

The omission of a required component, accessory, license, subscription, transceiver, power component, or other item from the Owner-provided list shall not relieve the Vendor of responsibility for identifying items necessary to provide the equipment package specified by the Owner. The Vendor shall not include such items in a purchase-order package or otherwise cause them to be ordered without Owner authorization.

Proposed revisions to Owner standards, manufacturer selections, models, configurations, or anticipated components shall be clearly identified and shall not be assumed as approved.

All proposed products and equipment shall comply with the applicable requirements of this RFP. Additionally, the Vendor shall comply with the requirements set forth in **2 C.F.R. § 200.216**, and are prohibited from procuring, obtaining, or supplying telecommunications equipment or services produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate of such entities, in performance of this contract.

Attachment A Structure

Attachment A generally identifies network equipment and associated components at the anticipated procurement level. Individual rows may represent complete equipment assemblies, separately ordered modules or accessories, software or support entitlements, spares, or other procurement items. Where known, records may also identify the intended IDF, MDF, deployment phase, or functional use.

Actual purchasing and deployment groupings may vary from the initial listing. The Vendor shall maintain traceability between Owner-approved requirements, Owner purchase-order lines, supplier order or acknowledgement lines, received equipment, tracked serialized components, staging records, destination assignments, deployed equipment, and final accepted assets.

Where equipment is purchased as a bundle or configured assembly, the Vendor shall identify the included components sufficiently to support compatibility review, receiving verification, asset accountability, warranty administration, and final turnover.

Preliminary Quantities and Changes

Makes, models, quantities, IDF/MDF assignments, and deployment dates listed in the RFP are preliminary unless expressly identified as final. They are provided to establish comparable proposals, schedules, supply-chain assumptions, and unit pricing. Final pricing may be adjusted through approved additions, deletions, substitutions, or quantity changes using the awarded unit prices and change-management process.

- Identify minimum order quantities, volume tiers, price-protection periods, non-cancellable items, restocking charges, return limitations, and any manufacturer-specific ordering constraints in Attachment A and/or Attachment C, as applicable, with explanatory exceptions or assumptions included in the Exceptions and Assumptions document where needed.
- Identify any pricing or schedule assumptions that depend on forecast accuracy, phased releases, manufacturer allocation, storage duration, licensing terms, support-start dates, or coordinated shipment dates in Attachment A, Attachment C, and/or the Exceptions and Assumptions document, as applicable.
- Describe in the **Implementation Plan** the method for reconciling each revision of the Network Equipment List against the prior approved baseline, Owner-issued purchase orders and supplier acknowledgements, received inventory, staged inventory, deployed inventory, accepted assets, temporary-network assignments, and remaining requirements.
- No substitution or deviation is permitted without written approval by the Owner.

Responsibility Allocation

The following matrix establishes the intended allocation of major responsibilities. Vendors shall identify any requested variances in the Exceptions and Assumptions document.

Activity	Vendor	Owner / Others
Develop and maintain network architecture, equipment standards, final topology, configuration requirements, and final approval	Review, validate, identify discrepancies, and execute assigned work	Lead and approve
Develop procurement-release schedule from Attachment A and project phasing	Lead; maintain auditable release and status records	Review and approve products, quantities, releases, and schedule priorities
Prepare and manage procurement of assigned network equipment, components, licenses, subscriptions, support, and accessories	Generate complete purchase-order data for Owner use, or populate Owner-provided purchase-order templates and prepare draft purchase orders on behalf of the Owner; coordinate supplier ordering and acknowledgement after Owner issuance	Review, approve, and issue all purchase orders
Receive, inventory, store, insure, and control equipment; maintain custody and status records	Lead	Audit and review reports
Provide firmware, software, configuration, naming, cybersecurity, and network-service standards	Execute approved staging/configuration activities and document results	Develop / approve standards, files, credentials, and access
Provide asset tagging and hardware-identifier capture; update Owner asset/service-management systems	Execute, document, and perform data entry as assigned	Develop / approve standards and provide access
Provide secure staging environment and required deployment tools	Lead	Review and approve connectivity and security approach
Provide completed, secured, conditioned, powered, and released IDFs; provide and install racks, permanent cabling, and other infrastructure unless otherwise assigned	Coordinate and verify readiness	Owner / construction / network infrastructure contractors
Transport, rack-mount, connect, dress, label, and deploy assigned network equipment	Lead for assigned equipment	Provide site access and readiness support

Activity	Vendor	Owner / Others
Provide final production network configuration and activation authority	Apply approved configuration and support activation as assigned	Owner / network engineering team
Test, document, correct deficiencies, and support acceptance	Lead for Vendor scope	Witness, validate, and accept
Maintain project records and update Owner asset/service-management systems and final installed-equipment records	Lead data entry, validation, reconciliation, and turnover	Provide system access; review and accept records
Temporary construction network add alternate	Manage procurement; prepare purchase-order data or Owner-template draft purchase orders; stage, deploy, document, remove/redeploy, and reconcile as authorized	Define requirements, approve configuration, review and issue all purchase orders, and operate/administer network unless otherwise assigned

Project Records, Tracking, and Auditability

The Vendor shall maintain controlled project records sufficient to provide complete accountability for equipment and components throughout the work. The Owner is not prescribing a specific software platform or record-keeping tool; however, the Vendor's method shall support timely status reporting, item-level traceability, revision control, reconciliation, audit, and complete turnover without re-keying or reconstructing information from incomplete source records.

Tracking and Traceability Requirements

At a minimum, the Vendor shall maintain controlled records for the following, as applicable to each item or component:

- Owner item identifier, equipment category, approved manufacturer, model, part number, description, quantity, and assigned IDF, network space, or deployment phase.
- Approved source, distributor or manufacturer, quote reference, Owner purchase order, supplier order or acknowledgement number, line item, unit price, Owner PO issuance date, supplier acknowledgement date, and cancellation or return restrictions.
- Expected ship date, actual ship date, carrier, tracking information, shipment contents, receiving date, receiving discrepancy status, and custody transfer.
- Physical inventory location, inventory status, serial number, service tag, MAC address or other hardware identifier where applicable, asset tag, support entitlement, license or subscription identifier, and warranty information.
- Firmware/software version, staging status, configuration status, configuration-file or template reference, labeling status, readiness status, and quality-control result.
- Temporary-network assignment, temporary location, temporary deployment date, final intended destination, removal date, restaging status, and permanent redeployment status where the add alternate is authorized.

- Delivery to site, IDF or network-space destination, rack/elevation position where provided, installation date, technician, connection status, test result, deficiency status, acceptance status, and final disposition.
- Approved changes, substitutions, quantity revisions, schedule changes, relocations, returns, RMAs, warranty actions, punch-list items, invoice-support status, and closeout status.

Records shall preserve unique identifiers and sufficient linkage to reconcile the same equipment or component across procurement, receiving, inventory, staging, deployment, acceptance, warranty, and financial records.

Project Reporting and Reconciliation

The Vendor shall provide current reports and exports directly from its controlled project records at least weekly during active procurement and deployment, and more frequently when required by the project schedule. Reports shall be available in native Microsoft Excel or CSV format and, where requested, Adobe PDF.

At a minimum, provide the following reports and reconciliations:

- Bill of Materials for network equipment and components, status and revision comparison.
- Procurement and Purchase Order Summary.
- Equipment and Component Pricing Summary.
- Purchase Order Status and Open Commitment Report.
- Long-Lead Item and Supply-Chain Risk Report.
- Shipment, Receiving, and Discrepancy Report.
- Inventory by Status, Custody, and Physical Location.
- Warehouse Inventory and Aging Report.
- Staging, Firmware, Configuration, and Licensing Status Report.
- Asset Tag, Serial Number, MAC Address, and Hardware-Identifier Report, as applicable.
- IDF / Network-Space Readiness and Deployment Status Report.
- Deployment Status by Phase, IDF, floor, and equipment category.
- Testing, Acceptance, Deficiency, and Punch-List Report.
- Warranty, DOA, and RMA Report.
- Temporary Construction Network Equipment and Rollover Report when the add alternate is authorized.
- Installed Asset Register and Final Installed Equipment List.
- Invoice Reconciliation and Payment-Support Report.
- Record-Quality and Exception Report identifying missing, conflicting, or unreconciled data.

Before invoicing the Owner, reconcile each invoice to authorized pricing, approved quantities, receiving records, completed service milestones, and supporting documentation. Submit the applicable reconciliation report with each invoice.

Data Security, Access, and Audit Support

- Protect project records, network configuration information, credentials, serial numbers, hardware identifiers, license information, and Owner information using access controls appropriate to the sensitivity of the information.
- Do not include passwords, private encryption keys, shared secrets, or other prohibited credentials in routine project tracking records. Exchange sensitive configuration information only through Owner-approved secure methods.

- To the extent the Vendor will receive or have access to Protected Health Information or Personally Identifiable Information, the Vendor's employees will be required to sign Non-Disclosure Agreements. This can be completed after award.
- Maintain an audit trail or equivalent controlled history showing material changes to quantities, assignments, procurement status, asset information, deployment status, and acceptance status, including the responsible user or source and date of change where supported by the Vendor's normal systems.
- Provide the Owner reasonable access to supporting records and physical inventory for audit and reconciliation throughout the project.

Records Ownership, Turnover, and Retention

All project-specific records developed from Owner information or generated in performance of the work shall be owned by the Owner, excluding the Vendor's pre-existing software, tools, methodologies, and intellectual property.

The Vendor shall not restrict the Owner's use of project exports or require continued licensing of a Vendor platform to access the exported project records. Required exports, supporting documents, field definitions, and closeout files shall be provided without proprietary lock-in or additional data-release fees.

At each major deployment phase and at final closeout, provide a complete current export of applicable project records, supporting attachment index, report definitions, and sufficient documentation to interpret and reconcile the records.

Maintain project records and provide requested Owner access through final acceptance and for at least twelve (12) months thereafter unless the contract establishes a longer period. Before archiving or decommissioning any project-specific record environment, confirm successful Owner receipt and acceptance of the final data package.

Procurement Services

The Vendor shall provide a controlled procurement-management program for all network equipment and components assigned to the Vendor in Attachment A and the Responsibility Allocation matrix. The Owner will issue all purchase orders for equipment and components.

The Vendor shall obtain and validate supplier/manufacturer pricing and ordering information and shall generate complete, accurate purchase-order data for the Owner. If the Owner provides its purchase-order templates, the Vendor shall populate and prepare draft purchase orders on behalf of the Owner for Owner review, approval, and issuance.

Vendor-prepared purchase-order data or draft purchase orders do not constitute authorization to purchase, and the Vendor shall not issue purchase orders or otherwise commit the Owner to equipment or component purchases.

Procurement decisions, releases, Owner-issued purchase orders, supplier acknowledgements, shipments, receipts, exceptions, changes, and financial-support records shall be maintained in an auditable manner throughout the project.

Procurement Management

While Attachment A serves as the initial source for network equipment information and pricing, following award the Vendor shall maintain the approved equipment identity, quantity, part number, pricing, and destination or phase assignment within its controlled project records. Subsequent procurement changes, substitutions, quantity revisions, and

pricing updates shall be reflected promptly in applicable project records in accordance with the change-control requirements of this RFP.

- Validate each procurement release against the current Owner-approved equipment list, quantities, product standards, licensing requirements, support entitlements, destination assignments, and required delivery dates.
- Identify all components, optics, modules, power supplies, fans, cables, accessories, software, licenses, subscriptions, and support products necessary to order the approved configuration as specified by the Owner.
- For each requested procurement release, provide a complete purchase-order data package with line-level manufacturer and supplier part numbers, descriptions, quantities, unit pricing, extended pricing, supplier/source and remittance information as required, quote references, lead time, requested Owner PO issuance date, required-on-site date, shipping instructions or account information as applicable, and relevant assumptions. If the Owner provides purchase-order templates, populate the applicable template and submit a draft purchase order for Owner review and issuance.
- Coordinate requested Owner purchase-order issuance timing with phased IDF readiness so that long-lead equipment can be secured without causing avoidable warranty consumption or excessive storage.

Authorized Sourcing and Product Compliance

- Source and recommend for Owner purchase only new, genuine products available through manufacturers or authorized distribution channels unless otherwise approved in writing.
- Ensure equipment is eligible for the full manufacturer warranty, software entitlement, licensing, and enterprise support applicable to the Owner's purchase at the time required by the Contract.
- Do not provide gray-market, refurbished, previously registered, used, counterfeit, or substituted product without advance written approval.
- Wherever possible, coordinate warranty and support start dates so that coverage is not materially consumed during storage, temporary-network use, or pre-deployment staging. Clearly identify products for which warranty or support begins at shipment, registration, activation, or installation.
- Maintain evidence of the proposed source, authorization status, warranty-start basis, support entitlement, licensing status, and lifecycle status for each applicable product.
- Validate compatibility among chassis, modules, optics, power supplies, licenses, software versions, support products, and other associated components before procurement release.

Supply Chain and Lead-Time Management

- Update item-level lead times, allocation status, risk level, required release date, and forecast delivery dates at least weekly and within two (2) business days after learning of a material change.
- Identify promptly to the Owner items that must be released early to meet the project schedule and the final authorization date for each item.
- Provide a weekly supply-chain risk register showing affected equipment/components, IDFs or phases, risk level, potential schedule impact, mitigation action, decision date, responsible party, and current status.

- Escalate any anticipated shortage, delay, allocation, discontinuation, model transition, licensing constraint, support-eligibility issue, or manufacturer policy change within two (2) business days of discovery.
- Describe manufacturer and distributor relationships that will be used to secure allocation, coordinate production, resolve delivery issues, and support escalations.
- Propose alternates only through the approved substitution process and provide a complete technical, commercial, compatibility, licensing/support, and schedule comparison.

Order Management and Reporting

- Record Owner PO identifiers, supplier order or acknowledgement identifiers, Owner PO issuance dates, authorized quantities, part numbers, and pricing at line level as purchase orders are issued and acknowledged.
- Maintain order acknowledgements, expected ship dates, actual ship dates, tracking information, partial-shipment status, backorder status, cancellation limitations, and related source documents.
- Maintain line-level linkage between the Owner's approved equipment item, Owner-issued purchase order, supplier order or acknowledgement, shipment, receiving record, serialized asset where applicable, intended IDF/phase, deployment status, and invoice.
- Provide a procurement report at least weekly, with summary and exception views by equipment category, IDF/phase, supplier, release, and status.
- Promptly identify discrepancies among Vendor-prepared purchase-order data or draft purchase orders, Owner-issued purchase orders, supplier acknowledgements, received product, and approved project requirements before equipment is accepted into deployable inventory.

Receiving, Inventory, Storage, and Custody

- Use Owner’s contracted freight vendor, OptiFreight, for all deliveries unless the Owner directs otherwise. OptiFreight bills the Owner directly for shipping costs. The Owner will provide applicable account information to the awarded Vendor.
- Provide a secure, insured, environmentally appropriate receiving and staging facility located within a travel distance that supports the proposed deployment schedule. Identify the facility address, operating hours, security controls, environmental controls, capacity, and whether the facility is permanent or project-specific. Any project-specific facility is subject to Owner approval before use.
- Receive Owner-purchased and third-party-furnished equipment assigned to this scope. Verify shipment contents against Owner-issued purchase orders, supplier acknowledgements, packing lists, and shipping documentation; inspect packaging; verify quantities and part numbers; capture serial and hardware-identifier data as required; photograph shipments when directed; and document visible damage, shortages, overages, or substitutions.
- Maintain perpetual, transaction-level inventory with status values sufficient to distinguish ordered, shipped, received, quarantined, damaged, staged, configured, ready for deployment, assigned to temporary network, in transit, floor/IDF staged, installed, tested, accepted, returned, redeployed, disposed, and spare stock. Record current custody holder and physical inventory location for tracked equipment and components.
- Segregate project inventory from other customer inventory and provide controlled access, surveillance, fire protection, environmental controls, and appropriate material-handling equipment.

- Perform cycle counts and provide Owner access to the facility for audit. Reconcile discrepancies promptly and bear responsibility for losses while equipment is in Vendor custody.
- Label stored and repackaged equipment with unique project/equipment identifier, intended IDF or network-space destination, deployment phase, and any special handling requirements.

Asset Data and Tagging

- Capture manufacturer, model, part number, serial number, MAC address, service tag, warranty identifier, license/support identifier, purchase order, receipt date, asset tag, firmware/software version, destination, custody, temporary-network assignment where applicable, and deployment status in separate fields or records as applicable to the component.
- Apply Owner-provided or Vendor-produced asset labels and destination labels in locations and formats approved by the Owner.
- Enter or import required information into the Owner's designated asset-management or service-management platform. The Owner will provide access, field definitions, and data standards.
- Validate that physical labels, electronic records, staging records, temporary-network assignments, and final IDF/network-space locations match before acceptance.
- Protect asset information, credentials, configuration information, and Owner records from unauthorized access or disclosure.

Staging, Firmware, Configuration, and Licensing

- Unpack, inspect, power on, and perform initial hardware validation for assigned equipment where required by the Owner-approved staging plan.
- Provide a secure staging environment and connectivity in coordination with the Owner. Any remote access, VPN, management connection, configuration repository, or Internet access used for staging must be approved before use.
- Apply Owner-approved firmware, software, boot code, licenses, naming conventions, base configuration, security settings, and device-specific configuration only where assigned to the Vendor.
- Use only Owner-approved configuration files, templates, credentials, software versions, and change procedures. The Vendor shall not alter network architecture, routing, switching, security, wireless, addressing, or other production design parameters without written authorization.
- Validate hardware health, module recognition, power-supply/fan status, license or subscription activation, and approved configuration using an Owner-approved test script or checklist.
- Record firmware/software versions, license/support status, configuration-template reference, staging date, technician, quality-control result, and exceptions for each applicable asset.
- Repackage and protect staged equipment for transport. Do not mix destination groups or remove identifiers required for final deployment.

Warranty, DOA, and RMA Management

- Identify and quarantine damaged, defective, incorrect, or nonconforming equipment.
- Coordinate return merchandise authorization, replacement, repair, freight claim, and manufacturer escalation activities for all equipment and components purchased by the

Owner under this RFP and within the Vendor's assigned procurement-management scope.

- Because the Owner is the purchase-order issuer, provide all receiving evidence, supplier/manufacturer communications, RMA documentation, credits, replacement information, and other coordination support required for the Owner to exercise warranty rights or obtain replacement product, while the Vendor manages the process on the Owner's behalf within the assigned scope.
- Maintain an exception and RMA log linked to the affected equipment/component and showing the issue, date identified, responsible party, action, replacement status, cost responsibility, schedule impact, and final resolution.
- Ensure replacement equipment is staged, configured, labeled, documented, and deployed without disrupting the approved sequence to the greatest extent practical.
- For equipment used on the temporary construction network and later rolled into the permanent network, verify hardware health, support eligibility, remaining warranty, and configuration status before permanent redeployment.

Product Substitutions and End-of-Life Products

- Proposal pricing shall be based on the specified products and services unless a substitution is approved in writing before proposal submission.
- After award, substitutions may be considered for discontinuation, inability to meet the contract schedule, regulatory or compatibility issues, manufacturer policy changes, or a substantial advantage to the Owner.
- Each substitution request shall include the reason, affected equipment/components and IDFs/phases, proposed manufacturer/model/part number, complete technical comparison, compatibility impacts, licensing/support impacts, configuration impacts, schedule effect, cost effect, and any required redesign or reconfiguration.
- Do not order, ship, configure, or install a substituted product without written approval. The Vendor is responsible for costs caused by unauthorized substitutions.

Optional Temporary Construction Network - Add Alternate

Provide an add alternate in Attachment C for procurement and deployment services associated with a temporary network to support testing, validation, commissioning, and integration of building systems during construction. The Owner may exercise this add alternate in whole, in part, by phase, or not at all.

Temporary Network Scope and Purpose

The temporary construction network is intended to provide controlled network connectivity before the full production network is available so that designated building systems can be tested and validated during construction. The Owner and network design team will establish the temporary-network topology, equipment requirements, locations, configuration standards, security requirements, and activation sequence.

- The Vendor shall provide procurement-management, purchase-order preparation support, receiving, storage, staging, labeling, delivery, installation, configuration support, testing support, tracking, removal, restaging, and redeployment services for temporary-network equipment as authorized. The Owner will issue all purchase orders for temporary-network equipment and components.
- Where practical, temporary-network equipment will consist of the same approved equipment that is planned to become part of the permanent Tower A network.

Temporary use shall not change the final ownership or intended permanent destination of the equipment.
- The Vendor shall distinguish equipment that will roll over into the permanent network from temporary-only materials, accessories, consumables, or services that will not be reused.
- The Owner/network team will operate and administer the temporary network unless network operations or managed services are separately authorized in writing.

Temporary Network Procurement and Staging

- Coordinate temporary-network purchase-order data and procurement releases with the base project equipment plan so that equipment is not double-counted or purchased twice. All temporary-network equipment and component purchase orders will be issued by the Owner. The add alternate shall clearly distinguish incremental equipment costs from equipment costs already included in the base procurement scope.
- Identify any temporary-only racks, shelves, power accessories, patch cords, optics, transceivers, cabling accessories, cases, mounting hardware, or other materials required solely to support temporary deployment.
- Preserve manufacturer warranty, licensing, support entitlement, and product eligibility to the greatest extent practical. Identify any product for which temporary activation changes warranty or support terms.
- Apply Owner-approved firmware, licenses, names, and temporary configuration as assigned. Maintain the relationship between each temporary configuration and the final permanent configuration required for rollover.
- Label and track each applicable item with its temporary location, temporary deployment phase, final intended IDF/network-space destination, and rollover status.

Temporary Network Deployment, Operation Coordination, and Rollover

- Deploy temporary-network equipment to Owner-approved locations in coordination with construction progress, building-system test schedules, site safety, and access restrictions.
- Provide connection, patching, rack/shelf placement, labeling, and basic installation workmanship as assigned. Permanent structured cabling is excluded unless specifically identified elsewhere in the RFP.
- Support Owner-led activation and functional validation using approved checklists and document installation or equipment deficiencies that prevent intended use.
- Coordinate moves, additions, removals, and phased expansions of temporary equipment when authorized through the project change process.
- When temporary use is complete, de-install equipment designated for rollover; inspect for damage; verify serial numbers and hardware identifiers; clean as appropriate; confirm hardware health; update firmware/configuration as approved; relabel; repackage or restage; transport; and redeploy the equipment to its final permanent destination.
- Reconcile all temporary-network equipment at each transition so that the Owner can identify items still in temporary service, removed for restaging, redeployed permanently, held as spares, returned, damaged, or otherwise dispositioned.
- Price the add alternate to include all incremental labor, project management, staging, transportation, temporary deployment, removal, restaging, reconfiguration, testing support, and rollover services, plus separately identified temporary-only materials and any incremental equipment not included in the base scope.

Deployment Services

The Vendor shall provide phased, coordinated, and documented deployment of all assigned network equipment. IDF readiness, deployment releases, task assignments, custody transfers, installation status, test results, acceptance, moves, revisits, and deficiencies shall be maintained in current project records. Deployment shall align with construction readiness, infrastructure activation, building-systems testing, network activation, operational move plans, and Owner acceptance requirements.

Phased IDF Deployment

- Deployment shall occur in phases as individual IDFs and other network spaces are completed, secured, environmentally conditioned, powered, cleaned, and released by the Owner or construction team.
- Develop an IDF-based deployment sequence that identifies required equipment, staging completion, logistics date, installation date, test date, acceptance target, dependencies, and required Owner decisions for each phase.
- Coordinate procurement and staging to support just-in-time delivery to each released IDF and avoid unnecessary storage of network equipment within construction areas.
- Plan for changes in IDF turnover sequence. Maintain sufficient labor, storage flexibility, and scheduling controls to resequence deployment when reasonable changes occur.
- Do not deploy equipment to an unreleased IDF without written Owner authorization.

IDF and Network-Space Readiness

Conduct readiness reviews and site walks before each deployment phase. At a minimum, verify the following conditions as applicable to the assigned scope:

- Room construction sufficiently complete for network equipment installation and protection of finished equipment.
- IDF secured with controlled access and released for technology installation.
- Environmental conditioning active and capable of maintaining manufacturer-required temperature and humidity conditions.
- Permanent or Owner-approved temporary electrical power available, including required receptacles, PDUs/UPS interfaces, and circuit identification.
- Racks, cabinets, grounding/bonding, ladder rack/cable runway, and other support infrastructure installed where by others.
- Backbone and horizontal cabling sufficiently complete, tested, labeled, and available for assigned deployment activities where by others.
- Rack elevations, equipment assignments, labeling conventions, patching information, and approved configuration inputs available for the deployment phase.
- Room is clean, free of active dust-producing work that could damage equipment, and has appropriate access path for delivery.

Maintain an IDF-level readiness tracker identifying blockers, responsible parties, required decision dates, recovery actions, and readiness approval. Report conditions that may affect equipment warranty, reliability, safety, or schedule before equipment is delivered to the IDF.

Site Logistics and Transportation

- Provide insured transportation from the staging facility to the project site and all labor, vehicles, carts, lifts, protection, and material-handling equipment required for the Vendor's scope.

- Coordinate delivery dates, dock reservations, site access, badging, elevator use, IDF/floor staging, and daily work limits with the Owner and construction team.
- Protect equipment and building finishes during transport. Maintain chain of custody by recording each transfer between warehouse storage, staging, transit, temporary-network locations where applicable, floor/IDF staging, installation, testing, and acceptance.
- Use secure, weather-protected vehicles and packaging appropriate for enterprise network equipment.
- Immediately report any loss, damage, delay, access restriction, environmental condition, or logistics issue that may affect the deployment schedule.

Installation

- Install each assigned network equipment item and component in the approved IDF, rack, cabinet, or location shown in the current Owner-approved work package, rack elevation, equipment schedule, or deployment record.
- Rack-mount chassis, switches, appliances, controllers, power supplies, modules, patch panels or accessories only where specifically assigned. Coordinate with the rack, cabling, electrical, and other infrastructure contractors where portions of the installation are by others.
- Install required manufacturer rack hardware, rails, brackets, cable-management accessories, stacking/virtual-chassis cables, power cords, console cables, optics, transceivers, and other assigned components.
- Connect equipment to approved power sources, UPS/PDU outlets
- Connect network uplinks, cross-connects, and console connections, per assignment documents provided by the Owner.
- Connect nework patch cords between patch panels and switches, per assignment documents provided by the Owner
- Permanent building cabling from outlets to the IDF patch panels is provided by the project cabling contractor.
- Route, dress, secure, and label patch cords and power cords neatly using approved methods. Maintain service loops and separation as required by Owner standards and manufacturer requirements.
- Verify airflow direction, module seating, redundant power connections, grounding/bonding interfaces where applicable to the equipment, physical security, and rack loading before power-up.
- Do not install equipment in an IDF or network space that has not been released as ready. Document any field condition that prevents installation, connection, power-up, or testing.

Network Configuration and Infrastructure Coordination

- The Vendor shall coordinate all equipment-level connectivity and configuration activities required for successful deployment within the assigned scope.
- Coordinate with the Owner/network engineering team regarding final configuration files, naming, management addressing, VLANs, routing, redundancy, stacking/virtual-chassis parameters, wireless configuration, security controls, monitoring, licensing, authentication, and other network services as applicable.
- Provide required serial numbers, MAC addresses, chassis identifiers, license information, support identifiers, port/module information, and other hardware data in the format and lead time established by the Owner.

- Apply only Owner-approved production configurations. Configuration design authority remains with the Owner/network design team unless expressly assigned otherwise.
- Coordinate patching and uplink assignments with the structured-cabling contractor and network engineering team. Clearly distinguish equipment issues from cabling, power, environmental, or upstream infrastructure issues in project records and punch lists.
- Protect privileged access, credentials, configuration files, and network-management information in accordance with Owner cybersecurity requirements.

Testing, Validation, and Acceptance

- Test each installed equipment item using Owner-approved scripts or checklists. Testing shall include, as applicable, visual inspection, power and hardware health, module recognition, redundant power/fan status, firmware/software version, license/support status, configuration load, management reachability, uplink/link status, stacking/redundancy status, and correct destination assignment.
- Record pass/fail results, date, technician, equipment identifier, serial number or service tag, IDF/location, firmware/software version, configuration reference, and unresolved exception for each tested item as applicable.
- Coordinate Owner review and acceptance sign-off by deployment phase, IDF, network space, equipment category, or other agreed grouping.
- Correct deficiencies and retest without additional cost when the deficiency results from Vendor procurement, staging, configuration execution, handling, installation, labeling, or documentation.
- For equipment that cannot be fully functionally tested because an Owner or third-party dependency is not available, document the completed test scope, outstanding dependency, and required follow-up test.

Documentation, Records, and Asset Data

- Maintain current records linking the approved network-equipment requirement to procurement, receiving, custody, staging, firmware/software, licensing/support, asset information, temporary-network use where applicable, final destination, installation, testing, acceptance, warranty, change history, and invoice-support status.
- Update the Owner's designated asset-management / service-management system as required.
- Provide daily deployment production reports during active installation and weekly reconciliation reports throughout procurement and closeout.
- Record approved relocations, substitutions, quantity changes, rack-position changes, module/optic changes, configuration-template changes, and final asset assignments in the turnover documentation.
- Provide final installed-equipment lists, asset register, serial/MAC report as applicable, support/warranty register, spare inventory, deployment sign-offs, temporary-network rollover reconciliation, and unresolved issue list at closeout.

Punch List, Turnover, and Closeout

- Maintain a controlled digital punch-list and issue-management process identifying the equipment/component, IDF/location, issue, responsible party, priority, date identified, target date, resolution, evidence, and acceptance status.
- Participate in phased walk-throughs and acceptance reviews with the Owner and designated representatives.
- Resolve Vendor-responsible punch items promptly and coordinate closure evidence.

- Reconcile all purchased, received, stored, temporarily deployed, permanently installed, accepted, spare, returned, damaged, and missing equipment before final invoicing.
- Provide a final closeout package and obtain written acceptance for each deployment phase and the overall project.

Network Activation and Go-Live Support

- Provide on-site or on-call deployment technicians during major network activation, building-systems testing, commissioning, and move-in periods as defined in the final schedule.
- Provide qualified representatives to support Owner-led command-center or activation activities when requested.
- Respond to equipment-location, connection, power, hardware, labeling, staging, and Vendor-executed configuration incidents; record moves, replacements, status changes, and corrective actions.
- Provide daily status reporting during designated activation or go-live periods and continue Vendor support through the agreed stabilization period.
- Clearly identify proposed staffing, hours, response times, and escalation path.

Removal, Recycling, and Disposal

- Remove packaging and deployment debris from the work area at the end of each shift.
- Sort and recycle cardboard, plastics, pallets, and electronic packaging where practicable and in compliance with site requirements.
- Do not remove, reset, wipe, recycle, donate, or dispose of existing Owner network equipment unless specifically authorized and included in the scope.
- When decommissioning is authorized, follow Owner requirements for chain of custody, configuration or credential sanitization, asset retirement, certificate of destruction where required, e-waste recycling, and Owner-system record updates.

Quality, Safety, and Site Requirements

Quality Management

- Describe procedures and processes for procurement validation, receiving inspection, configuration control, inventory accuracy, installation workmanship, test documentation, audit sampling, nonconformance handling, and corrective action.
- Use standardized work instructions and checklists for each equipment type and deployment activity.
- Provide supervisor review and periodic Owner audits of staged and installed work.
- Measure and report receiving discrepancies, inventory accuracy, staging/configuration failure rate, installation defect rate, punch-list aging, asset-data accuracy, record quality, IDF deployment productivity, and temporary-network rollover reconciliation where applicable.
- Implement corrective and preventive action when quality trends indicate recurring deficiencies.

Healthcare Site Conduct and Infection Prevention

- Comply with Owner infection prevention, interim life safety, construction risk assessment, dust control, noise, access, and work-hour requirements applicable to each area.

- Use clean tools, carts, packaging, and personal protective equipment appropriate for healthcare and activated building environments.
- Coordinate work in occupied or activated areas to minimize disruption to patients, visitors, clinicians, staff, and operations.
- Ensure all personnel complete required orientation, health screening, badging, background checks, and training before site access.

Safety, Security, and Housekeeping

- Comply with OSHA, Owner, construction manager, and facility safety requirements.
- Secure tools, equipment, credentials, configuration media, removable media, and Owner information at all times.
- Maintain orderly staging and work areas, protect finished surfaces, and preserve egress and life-safety pathways.
- Promptly report incidents, injuries, property damage, equipment loss, security events, and near misses.
- Correct damage caused by Vendor personnel or operations at the Vendor's expense.

Implementation & Support

Implementation Approach

Provide an **Implementation Plan** document in PDF format as part of the Proposal. This document shall acknowledge and address the requirements and include the requested descriptions within the Project Records, Procurement Services, Optional Temporary Construction Network, Deployment Services, and Quality sections of the RFP.

The Implementation Plan shall describe how the Vendor will transition from proposal information to controlled procurement releases, maintain auditable equipment accountability, coordinate phased IDF readiness, stage and deploy network equipment, manage supply-chain risk, support testing and acceptance, and close out the project.

Phased Project Plan

Provide a **Phased Project Plan and Schedule in** Microsoft Excel format as part of the Proposal. Develop and maintain the detailed working schedule in Microsoft Project or Smartsheet and submit an Excel export that preserves the activities, dates, dependencies, milestones, staffing/loading information, and other schedule data requested below. This submission shall acknowledge and address the following:

- Develop and maintain the detailed working plan in Microsoft Project or Smartsheet.
- Include activities, dependencies, milestones, staffing, productivity assumptions, IDF/network-space sequence, critical path, and contingency time for both Procurement and Deployment phases.
- Update the Plan and Schedule throughout the project.
- Include procurement planning, initial record setup, product validation, and release readiness.
- Include long-lead release, manufacturer allocation, licensing/support procurement, and supply-chain risk mitigation.
- Include receiving facility mobilization and secure staging connectivity.
- Include equipment receiving, inventory, hardware validation, firmware/configuration staging, labeling, and deployment preparation.

- Include temporary construction network procurement, staging, deployment, expansion/reconfiguration, removal, and rollover activities as an add-alternate schedule layer.
- Include IDF readiness validation and just-in-time transport tied to forecast turnover dates.
- Include phased rack installation, connection, testing, punch-list resolution, and acceptance by IDF/network space.
- Include production network activation support, building-systems testing support, move-in / go-live support, final reconciliation, and closeout.
- Identify labor loading, production rates, shift assumptions, warehouse throughput, IDF installation throughput, float, critical path, Owner decisions, and recovery actions.
- Update and issue the schedule at least once every week during active procurement and deployment phases.

Roles & Resourcing

Provide a comprehensive Staffing Plan in Microsoft Excel format as part of the Proposal. Identify named key personnel, location, allocation, availability, qualifications, responsibilities, and proposed substitutes. Any change to key personnel after proposal submission is subject to Owner approval. Include the following roles at a minimum:

- Executive Sponsor / Account Executive.
- Project Manager with authority over procurement and deployment.
- Procurement / Supply Chain Manager.
- Warehouse and Inventory Manager.
- Network Staging / Configuration Lead.
- Deployment Manager / Site Superintendent.
- Asset Data and Documentation Lead.
- Project Reporting / Controls Lead.
- Quality Manager.
- Safety Lead.
- Field supervisors and trained network-equipment deployment technicians.
- Network activation / go-live support personnel.

Identify the minimum Owner resources and decision turnaround required to support the proposed plan. Clearly state whether subcontractors will be used and identify the work they will perform.

Project Governance, Reporting, and Record Quality

- Conduct a project kickoff meeting and recurring weekly project team meetings. Provide agendas, status reports, decision requests, and meeting minutes.
- Maintain action, issue, risk, decision, change, and dependency logs.
- Provide current project dashboards or reports for equipment-list status, procurement, receiving, inventory, staging, firmware/configuration, licensing/support, IDF readiness, installation, testing, punch list, record quality, temporary-network rollover where applicable, and financial reconciliation.
- Escalate critical issues immediately and provide a written recovery plan for any forecast milestone delay.
- Participate in construction, technology, network-readiness, building-systems commissioning, move-readiness, and go-live meetings as required.

- Provide a two-week look-ahead during active work and coordinate daily with the Owner's site representative during deployment.
- Perform periodic reconciliation between physical inventory, procurement records, staging records, deployment records, Owner asset records, and final installed equipment.

Warranty and Remediation Service

Provide a **Warranty and Remediation Service** document in PDF format as part of the Proposal. This document shall acknowledge and address the following:

- Warranty Service is the diagnosis, repair, replacement, or correction of defects in products, components, or workmanship that are covered under the applicable manufacturer or Vendor warranty and are provided at no additional cost to the Owner during the warranty period.
- Remediation Service is the diagnosis and correction of deficiencies, errors, omissions, damage, or nonconforming work necessary to bring the equipment or services into compliance with the Contract Documents, regardless of whether the issue is covered by a warranty.
- Warranty coordination services shall be provided by the Vendor for the duration of the applicable product warranty for equipment and components purchased by the Owner under this RFP and within the Vendor's assigned procurement-management scope.
- Remediation services shall be provided by the Vendor for the duration of the project.
- Damaged, defective, nonfunctional, incorrectly staged, incorrectly labeled, incorrectly configured by the Vendor, or incorrectly located network equipment will be assessed and corrected within five (5) working days unless a manufacturer lead time or Owner dependency prevents completion. The Vendor shall identify the dependency and provide a recovery plan.
- The Vendor shall manage warranty claims, communications with manufacturers and suppliers, and return and replacement coordination for equipment and components purchased by the Owner under this RFP, on behalf of the Owner and in coordination with the Owner as purchase-order holder.
- Describe all communication and escalation procedures, after-hours support, spare strategy, replacement logistics, manufacturer support coordination, and process for equipment that has been used on the temporary network before permanent deployment.

Change Management

Provide a **Change Management** document in PDF format as part of the Proposal. Describe the process for managing changes to products, quantities, IDF assignments, schedule, services, storage duration, deployment sequence, temporary-network requirements, and Owner responsibilities. No additional work shall proceed without written authorization.

- Each change request initiated by the Vendor should describe the reason, affected equipment/components/IDFs/phases, labor and material basis, unit pricing, schedule impact, assumptions, validity period, and required record updates.
- Identify thresholds that may trigger additional charges, including schedule compression, extended storage, remobilization, work outside proposed hours, repeated IDF revisits, Owner-caused delay, temporary-network moves or extensions, or acceleration.

- Use awarded unit prices wherever applicable and clearly identify any one-time management or mobilization effects.
- Provide credit for deleted work and returned products, net of approved non-cancellable commitments and documented restocking charges.
- The Vendor is responsible for costs caused by its procurement-management or purchase-order-preparation error, unauthorized commitment, damage, rework, incorrect configuration execution, or failure to follow approved requirements.
- Changes affecting temporary-network equipment that is planned to roll into the permanent network shall identify the effect on final destination, warranty/support, configuration, schedule, and permanent-network quantities.

Exceptions and Assumptions

Exceptions and assumptions specific to individual equipment items and associated products are to be included within **Attachment A – Network Equipment List** under the Vendor Notes/Exceptions field or column provided.

Provide a separate **Exceptions and Assumptions** document in PDF format as part of the Proposal to identify and detail any exceptions and assumptions regarding the stated requirements within any section of the RFP. Organize exceptions and assumptions by Section and Sub-Section.

Commercial Model and Pricing

Provide product-level pricing in **Attachment A – Network Equipment List**. Provide summary pricing, project-level/fixed costs, recurring/optional costs, labor rates, storage/warehouse costs, payment milestones, assumptions, and the Temporary Construction Network add alternate in **Attachment C – Network Equipment Procurement and Deployment Pricing**. Attachment A and Attachment C totals shall reconcile exactly for corresponding base-scope equipment and services.

The Vendor shall complete both attachments in accordance with the instructions contained within each and submit the completed files in native Microsoft Excel format as part of the Proposal.

Pricing shall include all equipment, components, modules, optics, transceivers, power supplies, fans, cables, accessories, software, licenses, subscriptions, support entitlements, rack accessories, consumables, and miscellaneous materials required to furnish each Owner-specified network equipment package, except where specifically identified as Owner-Furnished or separately priced elsewhere in the Proposal.

The Temporary Construction Network shall be priced as an **Add Alternate** in Attachment C. The add alternate shall avoid double-counting base-scope equipment that is merely procured earlier and temporarily deployed before being rolled into the permanent network. Separately identify incremental equipment, temporary-only materials, additional staging/configuration, temporary deployment, moves/adds/changes, removal, restaging, reconfiguration, transportation, rollover, and other incremental services.

Identify all mandatory recurring manufacturer licensing, software, subscriptions, support, or maintenance costs and distinguish them from optional services. State the term, start date basis, renewal basis, and any price-protection assumptions.

Company Information and Financials

Provide a **Company Information and Financials** document in PDF format as part of the Proposal containing the following:

- Legal company name, invoicing entity, headquarters, ownership structure, year founded, website, and primary RFP contact.
- Number of employees; number of procurement, warehouse, network staging/configuration, deployment, and healthcare-focused personnel.
- Annual revenue for the last three years and annual report or audited financial statements, if available.
- Organizational chart and identification of the office that will manage the project.
- Healthcare and large-scale enterprise network-equipment procurement and deployment experience, including percentage of business in healthcare.
- Experience maintaining auditable equipment accountability across high-volume procurement, receiving, inventory, staging, deployment, asset-data turnover, and warranty processes.
- Manufacturer, distributor, and technology partnerships relevant to the proposed products and services.
- Certifications, accreditations, reseller authorizations, manufacturer specializations, quality programs, and safety performance.
- Description of the company's strategic vision and ability to support Cooper Health over the project duration.
- Disclosure of proposed subcontractors and the scope, qualifications, and contractual relationship for each.

Past Circumstances, Claims, and Breaches

To support risk assessment, provide a Past Circumstances, Claims, and Breaches document in PDF format as part of the Proposal addressing the last five (5) years:

- Litigation, arbitration, regulatory investigations, material claims, or disputes related to procurement, deployment, network services, technology services, labor, or project performance.
- Cybersecurity or privacy incidents involving Owner information, credentials, network configuration information, asset data, PHI, PII, or financial data.
- Contract terminations for cause, material defaults, liquidated damages, or significant schedule failures.
- Regulatory, licensing, safety, wage, exclusion-list, or compliance findings.
- Material loss, theft, damage, inventory discrepancy, or insurance claims involving customer-owned equipment.
- For each disclosure, describe the circumstances, outcome, current status, corrective action, and lessons learned. State "None" where no disclosure applies.

References

Provide a **Client References** document in PDF format as part of the Proposal containing at least three (3) client references for recent projects comparable in procurement volume, network-equipment diversity, staging/configuration complexity, phased network-room deployment, healthcare or mission-critical environment, and schedule requirements. At least two references should be healthcare organizations.

- Client organization, project name, location, and contact information.
- Project scope, duration, total equipment volume, equipment categories, number of IDFs/network spaces, and approximate contract value.
- Procurement, warehouse, staging/configuration, asset-management, deployment, testing, activation, and closeout services provided.
- Peak staffing, deployment duration, production rates, phased network-room turnover approach, and major schedule constraints.
- Equipment tracking, procurement/inventory tools, Owner asset- or service-management systems used, and closeout/turnover methods.
- Experience with temporary or construction-phase networks that later transitioned equipment into the permanent production environment, if applicable.
- Measurable performance results and description of significant issues and resolution.
- Identify the proposed project manager or other key personnel who worked on the referenced project.

Cooper Health may contact references and may consider other information available to Cooper Health. Vendors shall ensure contacts are aware and available.

Submission Requirements

Submit each document or completed attachment identified in the Submission Requirements table below as a separate electronic file using a clear file name. Each listed submission is expressly requested in the corresponding RFP section identified in the table. Responses shall be complete, concise, and directly responsive. Do not rely on marketing materials to answer a requirement.

Information repeated across Attachment A, project reports, Attachment C, schedule, and narrative responses shall reconcile; unexplained differences may be treated as proposal exceptions or evaluation risk.

RFP Section	Required Document	Format
Introduction & Purpose	Executive Summary (2 pages maximum)	PDF
Attachment A - Network Equipment List	Completed Attachment A – Network Equipment List	Excel
Implementation & Support	Implementation Plan, including Temporary Construction Network Add-Alternate Approach	PDF
Implementation & Support	Phased Project Plan and Schedule	Excel
Implementation & Support	Staffing Plan	Excel
Implementation & Support	Warranty and Remediation Service	PDF
Implementation & Support	Change Management	PDF
Implementation & Support	Exceptions and Assumptions	PDF
Commercial Model and Pricing	Completed Attachment C - Network Equipment Procurement and Deployment Pricing, including Temporary Construction Network Add Alternate	Excel
Company Information and Financials	Company Information and Financials	PDF

RFP Section	Required Document	Format
Past Circumstances, Claims, and Breaches	Past Circumstances, Claims, and Breaches	PDF
References	Client References	PDF

Timeline

Issued – 10/30/2026

Questions Due – 11/6/2026

Proposals Due – 11/20/2026

Preferred Vendor Selection – 12/1/2026

Contract Finalization and Notice to Proceed – December

Note: Cooper Health reserves the right to adjust or modify the timeline and milestone dates at its sole discretion to accommodate organizational needs, holidays, construction sequencing, or unforeseen circumstances. Any changes will be communicated promptly to all participating vendors.

RFP Evaluation

Evaluation Factors

Proposals will be evaluated based on the following five (5) factors:

1. Completed Attachment A – Network Equipment List
2. Implementation and Support
3. Company Stability
4. Past Performance
5. Price

Vendors will be ranked according to their evaluated scores and assessed risk. Cooper Health may conduct clarifications, reference checks, interviews, warehouse/site visits, process demonstrations, or best-and-final-offer requests before selection.

For the Attachment A, Implementation and Support, and Company Stability factors, a rating will be assigned according to the criteria defined below. Cooper Health may determine that a Vendor presents a risk of unsuccessful performance where a proposal indicates a potential to cause disruption of schedule, increased cost, loss of equipment accountability, cybersecurity exposure, or degradation of performance.

Rating	Definition
Outstanding	Proposal demonstrates an exceptional approach and understanding of the requirements, and risk of unsuccessful performance is low.
Good	Proposal indicates a thorough approach and understanding of the requirements, and risk of unsuccessful performance is low to moderate.

Rating	Definition
Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate.
Marginal	Proposal has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high.
Unsatisfactory	Proposal does not meet the requirements for the RFP and is un-awardable, and/or the risk of performance is unacceptably high.

Completion of Attachment A

Cooper Health will evaluate the extent to which the Vendor demonstrates an understanding of the type of network equipment, components, licensing/support, procurement requirements, and deployment services required by this RFP; validates the Owner's requirements; identifies supply-chain and lifecycle risks; and demonstrates the ability to maintain accountability across all requirements.

Implementation and Support

Cooper Health will evaluate the extent to which the Vendor's proposal demonstrates a sound, practical approach for satisfying the requirements stated in the RFP and strategies to provide uninterrupted, high-quality work throughout the anticipated period of performance. Cooper Health will evaluate the extent to which the Vendor's outlined plans demonstrate clearly defined responsibilities and sound business management practices and processes to meet the organization, logistics, sourcing, staging, IDF deployment, equipment-accountability, technical coordination, and management expertise required by this RFP. Cooper Health will evaluate the Vendor's capability to maintain the required technical expertise and workforce as the project requires, manage phased IDF readiness and deployment, maintain auditable project records, execute the temporary construction network add alternate if selected, and demonstrate efficient product sourcing and effective schedule-risk management.

Company Stability

Cooper Health will evaluate the Vendor's approach to providing sound business practices and processes, the Vendor's experience and organizational stability, manufacturer/distributor relationships, and expertise providing high-volume enterprise network-equipment procurement, inventory, staging/configuration, phased deployment, asset-data turnover, and warranty coordination.

Past Performance

Cooper Health will evaluate the Vendor's prior experience based on the references submitted in the proposal and information available to Cooper Health, including, but not limited to, information provided by references and publicly available information.

The evaluation will result in an overall past performance rating:

Rating	Definition
Good	Based on the Vendor's past performance record, the risk of unsuccessful performance of the required effort is low.

Rating	Definition
Marginal	Based on the Vendor's past performance record, the risk of unsuccessful performance of the required effort is moderate.
Unsatisfactory	Based on the Vendor's past performance record, the risk of unsuccessful performance of the required effort is high.

Price

Attachment C – Network Equipment Procurement and Deployment Pricing will be evaluated for completeness, comparability, fairness, reasonableness, and risk. Cooper Health reserves the right to select other than the lowest-priced proposal when a price premium is warranted by non-price advantages, reduced risk, schedule confidence, quality, supply-chain strength, equipment accountability, or total value.

For evaluation purposes, Cooper Health may apply estimated quantities, storage durations, IDF deployment volumes, overtime assumptions, optional services, the Temporary Construction Network add alternate, and change scenarios to submitted unit prices. Cooper Health may evaluate the add alternate separately from base price and reserves the right to award or omit it. Any ambiguity may be interpreted in the manner most favorable to Cooper Health or may be grounds for rejection.

Basis for Selection

Cooper Health intends to award a single fixed price contract to the responsible Vendor whose proposal, conforming to the RFP, is most advantageous considering price and non-price factors. Vendor responsibility will be evaluated through the Company Information and Financials submission, past performance, proposed staffing and capacity, required reseller/manufacturer authorizations, supply-chain capability, and any other information available to Cooper Health.

In selecting a Vendor, the Implementation and Support factor is more important than Past Performance. All non-price factors, when combined, are approximately equal in importance to price.

Insurance Requirements

1. The Vendor shall maintain the following insurance until termination of the Agreement. All carriers shall be acceptable to Cooper and maintain an A.M. Best Rating of "A" or better. The Vendor shall provide Cooper ninety (90) days' prior written notice of cancellation, non-renewal, reduction of limits, or material reduction in coverage to the extent such notice is available from the insurer. All claims-made forms shall provide at least three (3) years of extended reporting coverage, except that Professional Liability shall provide ten (10) years of extended reporting or "tail" coverage from the date of Agreement termination or completion of the Project, whichever is later.

1.1 Commercial General Liability with policy limits of not less than One Million Dollars ($1,000,000.00) for each occurrence and Two Million Dollars ($2,000,000.00) in the aggregate for bodily injury and property damage.

1.2 Automobile Liability covering owned, hired, and non-owned vehicles used by the Vendor, with policy limits of not less than One Million Dollars ($1,000,000.00) per accident for bodily injury, death, and property damage arising out of the ownership, maintenance, or

use of those motor vehicles, together with any other statutorily required automobile coverage.

1.3 Commercial Umbrella or Excess Liability with limits of not less than Two Million Dollars ($2,000,000.00) per occurrence and in the aggregate.

1.4 The Vendor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided the combined policies result in the same or greater coverage as required under Sections 1.1 and 1.2. In no event shall excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require exhaustion of underlying limits solely through actual payment by the underlying insurers.

1.5 Workers' Compensation at statutory limits.

1.6 Employers' Liability with policy limits of not less than Five Hundred Thousand Dollars ($500,000.00) for each accident, Five Hundred Thousand Dollars ($500,000.00) for each employee, and Five Hundred Thousand Dollars ($500,000.00) policy limit.

1.7 Professional Liability covering negligent acts, errors, and omissions in the performance of professional services, with policy limits of not less than One Million Dollars ($1,000,000.00) per claim and One Million Dollars ($1,000,000.00) in the aggregate. To the extent Professional Liability excludes applicable environmental liability claims, a separate Pollution Liability policy with limits of not less than One Million Dollars ($1,000,000.00) per occurrence and One Million Dollars ($1,000,000.00) in the aggregate shall be maintained. Cooper shall confirm final required limits before RFP issuance.

1.7.1 The Professional Liability policy shall be maintained in full force and effect during the Project and shall be maintained or renewed to provide the same coverage for ten (10) years after completion of the Project.

1.7.2 In no event shall the policy deductible or self-insured retention exceed Fifty Thousand Dollars ($50,000.00).

1.8 Cyber Liability with limits of not less than Two Million Dollars ($2,000,000.00) per claim and in the aggregate. Coverage shall include, at a minimum, Security and Privacy Liability, Breach Response, Regulatory Proceedings, Cyber Extortion/Ransomware, and technology errors and omissions applicable to network-equipment configuration activities, handling of credentials or configuration information, project records, and related services.

1.9 Additional Insured Obligations. To the fullest extent permitted by law, the Vendor shall cause the primary and excess or umbrella policies for Commercial General Liability, Automobile Liability, and Umbrella Liability to include Cooper and its subsidiary and affiliated organizations as additional insureds for claims caused in whole or in part by the Vendor's negligent acts or omissions. Additional-insured coverage shall be primary and non-contributory to Cooper's insurance and shall apply to ongoing and completed operations.

1.10 The Vendor shall provide certificates of insurance evidencing compliance with this Section 1. The Vendor shall promptly advise Cooper upon receipt of notice from any insurer of cancellation or potential cancellation of required coverage. If any subcontractor is not covered by the Vendor's applicable policies, the Vendor shall submit evidence of the subcontractor's insurance for Cooper's prior review and approval.

1.11 Waiver of Subrogation. The Vendor shall waive rights of recovery against Cooper, its agents, officers, directors, employees, and Pure PM to the extent damages are covered by

the Commercial General Liability, Workers' Compensation, Automobile Liability, or Umbrella/Excess Liability insurance required above.

Attachments

- Attachment A – Network Equipment List.
- Attachment B – Architectural and Technology Plans.
- Attachment C – Network Equipment Procurement and Deployment Pricing.
- Attachment D – Preliminary Project Schedule and Deployment Phasing.
- Attachment E – Cooper Grant Requirements.

End of document.