

REPUBLIC OF KENYA



KISII COUNTY GOVERNMENT



ARAB BANK FOR ECONOMIC
DEVELOPMENT IN AFRICA



SAUDI FUND FOR
DEVELOPMENT



MINISTRY OF HEALTH

BID DOCUMENT FOR

**PROPOSED CANCER CENTRE AT
THE KISII TEACHING AND REFERRAL HOSPITAL**

**SUPPLY, INSTALLATION, TESTING, TRAINING,
COMMISSIONING AND HANDOVER OF HOSPITAL
MANAGEMENT INFORMATION SYSTEM (HMIS)
INCLUDING ICT GOODS AND EQUIPMENT**

**FORM OF TENDER
GENERAL REQUIREMENTS
QUALIFICATION INFORMATION
SPECIFICATIONS
BILLS OF QUANTITIES**

TENDER NO.: MOH/NCCP/ICB/020/2023-2024

HMIS AND ICT GOODS & EQUIPMENT

CLOSING DATE: 5TH APRIL 2024 AT 10.00 A.M. LOCAL TIME

SCHON ASSOCIATES



**NARCO ENGINEERING
CONSULTANTS**



DR. NABEEL ABDUL-RAHEEM CONSULTANTS

Issued on: 20th February 2024

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INVITATION FOR TENDER

COUNTRY:	KENYA
PROJECT NAME:	CONSTRUCTION AND EQUIPPING OF A NEW CANCER DIAGNOSTIC AND TREATMENT CENTRE AT KISII TEACHING AND REFERRAL HOSPITAL
TENDER NO:	MOH/NCCP/ICB/020/2023-2024
TENDER NAME:	SUPPLY, INSTALLATION, TESTING, TRAINING, COMMISSIONING, AND HANDOVER OF HOSPITAL MANAGEMENT INFORMATION SYSTEM (HMIS) INCLUDING ICT GOODS AND EQUIPMENT
CLOSING DATE:	5TH APRIL 2024 AT 10:00 A.M. KENYAN TIME

1. The Government of the Republic of Kenya has obtained a loan from the Arab Bank for Economic Development in Africa and the Saudi Fund for Development to finance the Construction, Equipping and Commissioning of a new Cancer Diagnostic and Treatment Centre at Kisii Teaching and Referral Hospital and it is intended that part of the proceeds of the said loan will be applied towards the costs of the Works.
2. The Ministry of Health invites sealed Tenders from eligible Tenderers for the Construction, Equipping and Commissioning of a new Cancer Diagnostic and Treatment Centre at Kisii Teaching and Referral Hospital (hereinafter called the Works) and the remedying of any defects therein.
3. Eligible interested Tenderers may obtain further information, addendums or clarifications in respect to this Tender from the Ministry website www.health.go.ke. All eligible Tenderers are advised to regularly check the website during the bidding period.
4. A complete set of the Tender documents may be downloaded from the Ministry's website www.health.go.ke or public procurement information portal: www.tenders.go.ke, free of charge. Eligible Tenderers downloading the Tender document MUST forward their company's details to procurement@health.go.ke so that any addendum/ clarifications can be sent to their email address.

Requests for clarification to be sent either by mail to Principal Secretary, Ministry of Health P. O Box 30016 Nairobi, Kenya or through email address procurement@health.go.ke, at any time, but not later than 14 days before the closing date for submittal of bids.

The Tender is comprised of the following:

Tender	Tender Number	Name of Tender
11.	MOH/NCCP/ICB/020/2023-2024	Supply, Installation, Testing, Training, Commissioning and Handover of Hospital Management Information System (HMIS) including ICT Goods and Equipment

Interested bidders may participate on their own or as a joint venture. All partners of the joint venture shall be liable jointly and severally for the execution of the contract in accordance with the contract terms. A copy of the agreement entered into by the joint venture partners shall be submitted with the tender.

5. A Pre-Tender site visit will be held at the *site located opposite Kisii School along Kericho-Kisii Highway on **Monday, 11th March 2024 at 09:00 a.m.** The site has a conspicuous signpost that reads "Proposed Kisii Cancer Centre"*.

6. The **original** and **one copy** of the Tender Document shall be placed inside of a sealed envelope, clearly marked with, “[Name of the TENDER] “, reference number with a warning “**Do Not Open until [5th April 2024 at 10.00 a.m. (Kenyan Time)]**”.
7. If the envelopes and packages with the tenders are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the tender.
8. Every Tender must be accompanied by a **Tender Security of 2% of the Total Tender Amount** or equivalent amount in the currency of the Tender.
9. Tenders must be delivered to the address below,

The Principal Secretary,
Ministry of Health,
Afya House Building, Cathedral Road,
P.O. Box 30016-00100,
NAIROBI.

or be deposited in the Tender Box located on 1st Floor of Afya House, Ministry of Health, Cathedral Road, Nairobi, so as to be received on or before **10:00 a.m. on 5th April 2024**.

Electronic bidding will *not* be permitted. Late tenders will be rejected.

10. Tenders will be opened immediately thereafter at the GTZ Boardroom located at Afya House Ground Floor.

Head Supply Chain Management Services

For: Principal Secretary

FORM OF TENDER

Date:

Invitation of Tenders No.:

To: *[Name of the Employer /Issuer of Invitation of Tenders]*

[Address of the Employer /Issuer of Invitation of Tenders]

Dear Sirs,

Subject: Invitation of Tenders No.....

For *[Name of Tender]*

1. Having examined the tender documents, including, in particular, the Conditions of Contract, the Specifications, Drawings and Bills of Quantities *[as well as Addenda Nos.and..... , if any]* we, the undersigned, offer to supply and install *[insert description of the Works]* (hereinafter referred to as the Works) and to remedy any defects therein, all in conformity with the said tender documents for the sum of:

.....
[Insert amount in figures]

.....
[Insert amount in words]

or such other sum as determined in accordance with the said Conditions of Contract and other documents of such contract as may be concluded between us.

2. We undertake, if our Tender is accepted, to commence the Works as soon as reasonably possible after receipt of the Engineer's notice to commence and to complete the whole of the Works within the Time for Completion.

3. We undertake, if our Tender is accepted, to provide a performance bank security in an amount equivalent to percent of the Contract Price for the due performance of the Contract, such performance security being in accordance with the requirements stated in the tender documents and the form prescribed therein.

4. We agree to abide by this Tender for a period of 120 days from the closing date for the submittal of tenders, and this Tender shall remain valid and binding upon us for the said duration and may be accepted by you at any time before expiry of the period stated.

5. Until a formal contract is prepared and executed, this Tender and your written acceptance thereof shall constitute a binding contract between us.

6. We confirm that we recognize that you are not bound to accept the lowest or any other bid received by you.

Yours truly,

[Name of Tenderer]

*By: [Signature of Authorized Representative]
[Name of Authorized Representative]
[Designation/Capacity]*

*Witness: [Signature]
[Name] [Occupation] [Address]*

PART I – QUALIFICATION INFORMATION

MANADATORY REQUIREMENTS

Item	Description	Yes	No
1.	Copy of a valid Certificate of Incorporation or /Business Registration		
2.	Copy of Pin Number from Kenya Revenue Authority (KRA)		
3.	Copy of Valid Tax Compliance from Kenya Revenue Authority		
4.	Current & valid Single Business Permit		
5.	Current & Valid Certificate of Registration as a Data Handler or Processor from the Office of the Data Protection Commissioner		
6.	Have the following Valid ICTA 1 Certificates:		
	1. Data Center		
	2. ICT Networks		
	3. Information Security		
	4. Systems and Applications		
	5. Electronic Records Management		
7.	Valid CAK – Telecommunications Contractor License and Certificate		
8.	Written power of attorney of the signatory of the tender to commit the bidder for Consortiums, a joint venture agreement and power of attorney to commit the others.		
9.	Financial Capability with Turnover of over 500 million (As supported by Audited Accounts for the last three (3) years 2022, 2021 & 2020 and a valid auditor's practicing license		
10.	Dully filled and stamped disclosure of interest form		
11.	Tender must be accompanied by a Bid Bank Guarantee of 2% of Tender Amount in the tender currency.		
12.	A Valid Certificate of Accreditation from the EPRA Class B.		
13.	A Valid NCA 1 Certificate and License.		
14.	The Bidder should show proof Premier Certification for the monitoring solution from the OEM vendor		
15.	The Bidder should show proof of Premier or Silver Certification of the solutions you are providing for the network infrastructure and Healthcare Information Management		
	Bidders must meet ALL the mandatory requirements to qualify for Further Evaluation		

Technical Specification Evaluation Criteria

Item	Score
Statement of experience in the past 10 years with evidence of having executed services of similar Nature and magnitude with at least three (3) different clients being Oncology Specialty Hospitals , and having installed similar network infrastructure in at least three sites of over Kenya Shillings Sixty million (60,000,000.00), or equivalent in United States of America Dollars (USD) (50 Marks)	50
Team composition with a proof of relevant qualification and experience to deliver the system solution (Attach Academic certifications, Professional certifications and Resumes) 1. Project management PMP & ITIL Certified (5 Marks) 2. System Analyst- (3 Marks) 3. System Developer (3 Marks) 4. Technical Lead with – CCIE Routing and Switching (3 Marks) 5. Engineer with – CCNP (3 Marks) 6. Engineer with – Monitoring Certificate NPM & SAM (3 Marks)	20
Written proposed methodology based on best practices for delivering the assignment (10 Marks)	10
A company profile including: - 1. Company background 2. List of company's directors not older than 3 months (Copy of CR12) 3. HMIS functional features offered (include detailed Oncology features) and infrastructure design and field statement of compliance 4. List of existing clients with contact details (physical address, phone number and email address). (Each 5 Marks)	20

N/B: - Only bidders who will have all the mandatory requirements and score at least 70 points out of the possible 100 will be shortlisted to proceed to the next stage of submitting detailed technical and financial proposals as per scope of requirements

PART II GENERAL REQUIREMENTS

1. The specifications provided describe the basic requirements for equipment. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc. for the products they intend to supply.
2. This project is tax exempt, tenderers are requested to quote excluding applicable local taxes.
3. Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specific requirement.
4. All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The Employer reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
5. The tenderers are requested to present information along with their offers as follows:
 - a) Shortest possible delivery period of each product.
 - b) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.
 - c) provide information for all the activities and areas of specialties including relevant licenses, registration, and certifications.
 - d) Manufacturers authorization for all the products being supplied specifying name, model number and country of origin and status of equipment production for all such equipment without any alteration.
 - e) Documentary evidence of the instruments proposed for in the form of brochures or catalogues.

PART III - INSTRUCTIONS TO TENDERERS

A. GENERAL

1. Purpose of Tender Invitation

Tenders are invited by **The Ministry of Health**.
(hereinafter referred to as the Purchaser) for the supply of **Medical Equipment** (the Goods) required for the **Kisii Cancer Centre** Project (the Project) and described in the tender documents accompanying these Instructions.

2. Interpretation

The terms used in these Instructions shall have the same meanings assigned to them in Article I (Definitions and Interpretation) of Part I (General Conditions of Contract) of the tender documents, subject to any amendments stated in Part II (Special Conditions of Contract). The words "tender" and "bid" are used here interchangeably and shall have the same meaning and any derivative of either shall have the same meaning as the corresponding derivative of the other.

3. Financing

The Purchaser is the Government of the **Republic of Kenya** (hereinafter referred to as the Beneficiary) has applied for and obtained financing from **BADEA and SBF** (hereinafter referred to as the financing institution(s)) for the Project and part of such financing will be applied towards meeting the cost of the Goods. However the proceeds of such financing will only be paid by the financing institution(s) at the request of the Beneficiary in accordance with the loan(s)/ financing agreement(s).

4. Eligibility

- 4.1 . Except as otherwise expressly stated in these Instructions, this invitation to bid is open to all suppliers having the legal capacity to bid and enter into contracts. Bidders shall not at the time of tendering or thereafter be ineligible to bid or subject to boycott under the rules applied by the financing institution(s) referred to in Clause 3 of these Instructions.
- 4.2. Unless the bidders are manufacturers or producers of the type of goods required and will manufacture or produce the Goods, they must be authorized agents or marketing representatives of such manufacturers or producers.
- 4.3. No bidder shall be affiliated or associated with a firm engaged by the Purchaser as consultants for the preparation of designs specifications or other documents for procurement of the Goods.

5. Eligibility of Goods and Services

Goods and incidental services required under the tender documents shall not be produced wholly or partly in any country subject to boycott under the rules applied by the financing institution(s) referred to in Clause 3 of these Instructions.

6. Language

The tender, contract documents, correspondence and other related documents shall be in **English** Language(s).

7. Tender Documents

The tender documents comprise all the following:

- a) Invitation to Tender.
- b) Instructions to Tenderers.
- c) Form of Tender.
- d) Form of Tender Security.
- e) Conditions of Contract:

Part I: General Conditions of Contract.

Part II: Special Conditions of Contract.

- f) Technical Specifications.
- g) Price Schedule.
- h) Form of Agreement.
- i) Form Of Performance Security.
- j) Form of Bank Guarantee for Advance Payment

The above-mentioned tender documents and other related documents, as may be issued by the Purchaser or agreed with the successful bidder before award of the Contract, shall apply in accordance with the order of precedence stated in the Contract Agreement.

8. Receipt of Tender Documents and Contact Person

The tenderer shall confirm in writing by mail, telex or facsimile transmission receipt of the tender documents and advise the Purchaser of the name, address and facsimile number of the person authorized to receive, on behalf of the prospective tenderer, any further information and instructions by the Purchaser and/or any addenda to the tender documents.

9. Costs of Bidding

The tenderer shall bear all costs associated with the preparation and submission of its tender. The Purchaser shall, under no circumstances, be responsible for such costs.

10. Single Bids

No bidder may submit either separately or as a partner in a joint venture more than one bid, except, however, where alternative bids are allowed.

11. Closing Date for Submittal of Bids

Bids shall be submitted and delivered by mail, courier service or by the bidder or any agent thereof in person not later than **10:00** hours on **5th April 2024** at the address of the Employer stated below:

**The Principal Secretary,
Ministry of Health,
Afya House Building, Cathedral Road,
P.O. Box 30016-00100,
NAIROBI.**

Any bid received after the closing time stated in this Clause will be rejected and returned unopened to the bidder submitting such bid.

12. Amendment of Tender Documents

The Purchaser may, at any time before the closing time for submittal of bids, amend the tender documents by issuing an addendum or addenda in writing to all prospective bidders who obtained the tender documents. Such addendum or addenda shall form part of the tender documents and all prospective bidders shall promptly acknowledge by mail, telex or facsimile transmission the receipt of the same. The time for submittal of bids may be extended as appropriate by the Purchaser to enable prospective bidders to take any addendum into account in the preparation of their bids.

13. Clarification of Tender Documents

Any prospective bidder may at any time, but not later than 14 days before the closing date for submittal of bids, request in writing clarification of any matter stated in the bidding documents and the Purchaser will respond to such request in writing by circular letter to all prospective bidders who obtained the tender documents, but without identifying the source of the request for clarification.

B. PREPARATION OF TENDERS

14. Forms and Schedules

The bidder shall use, fill-in and furnish the Form of Tender (shown as Annex I to the Tender Documents), Price Schedule (s), Form of Tender Security and any other forms and schedules contained in the tender documents. The tenderer shall also submit with its bid any information or material required under these Instructions and may, if

necessary, provide additional sheets. Failure to use and fill-in the forms which are mandatory in accordance with the above may result in rejection of the bid. All entries shall either be typed or printed in indelible ink, without interlineations or erasures.

15. Bid Prices

- 15.1. The bidder shall state in the price schedule the unit prices, where applicable, and the total price of its bid.
- 15.2. The unit rates and prices and the total price of the bidder shall be deemed to include all taxes, duties and other levies payable by the bidder in any country. But insofar as the bidder is liable to pay any taxes, duties or levies imposed under the laws of the Purchaser's country, the unit rates and prices and the total price quoted by the bidder shall not be deemed to include such taxes, duties and levies except insofar as they have been in force 28 days before the closing date for submittal of bids.
- 15.3. Prices to be indicated in the price schedule shall be stated in the following manner:
 - (a) For goods to be supplied locally from the Purchaser's country, the price of the Goods shall be stated including all custom duties, sales and other taxes and levies with a breakdown showing the following:
 - (i) the price of the Goods ex-works or factory or ex-warehouse.
 - (ii) taxes, duties and levies including, without limitation, excise taxes, sales taxes and custom duties paid or payable on materials and components for the manufacture or assembly of the Goods the price of which is quoted ex-works (ex-factory) or on previously imported goods quoted ex-warehouse or showroom.
 - (iii) the price for inland transportation, insurance and other local costs incidental to delivery of the Goods, if so required in the tender documents, to their final destination.
 - (iv) the price of other incidental services required in the tender documents in connection with the supply of the Goods.
 - (b) For goods to be supplied from outside the Purchaser's country, the price of the Goods shall be stated CIF, FOB, CFR port of destination, CIP or CPT (named place), as required in accordance with the terms of delivery stated in the tender documents. The following components of the price, if any, shall be identified and stated:
 - (i) the price for inland transportation, insurance and other local costs incidental to delivery of the Goods from the port of entry to their final destination, if so required in the tender documents.

- (ii) the price of other incidental services required in the tender documents in connection with supply of the Goods.

15.4. The terms ex-works, CIF, FOB and other abbreviations, referred to in these Instructions or in the tender documents in connection to the terms of delivery of the Goods, shall be interpreted in accordance with and governed by the current edition of Incoterms published by the international Chamber of Commerce.

15.5. The statement of components of the price referred to in Clause 15.3 of these Instructions is solely required for the purpose of comparison of bids.

15.6. Unless otherwise stated in the tender documents, the prices of the Goods quoted by the bidder shall be fixed and not subject to any adjustment.

16. Bid Currencies

- 16.1. Except as otherwise stated in the tender documents, prices of goods and incidental services, which will be supplied by the bidder from within the country of the Purchaser, shall be quoted in the currency of the Purchaser's country. But the bidder may quote part of its total price in one or more foreign currencies (not exceeding three) if it will procure part of the materials for, or components of, the Goods from outside the Purchaser's country. The bidder shall justify quotation in a combination of local and foreign currencies by reference to the quantities and costs of such imported materials or components of the Goods.
- 16.2. Unless otherwise stated in the tender documents, prices of the Goods and incidental services to be supplied from outside the Purchaser's country shall be quoted in the currency of the bidder's home country or, if so allowed in the bidding documents, in a currency widely used in international trade. However, the bidder may quote part of its total price in one or more other currencies (not exceeding three) if it will procure part of the materials for, or components of, the Goods from outside its home country. The bidder shall justify quotation in a combination of currencies by references to the quantities of such materials and/or components procured from outside its home country.

17. Evidence of Eligibility and Qualifications of the Bidder

The bidder shall submit with its tender documents establishing, to the satisfaction of the Purchaser, the eligibility and qualifications of the bidder at the time of submission of its bid. Such documents shall include the following:

- (i) An authenticated copy of a recent certificate of its registration in its home country and a certificate from the Chamber of Commerce of that country that it carries on business in the said country.
- (ii) If the bidder will not be the manufacturer or producer of the Goods, evidence that it is an authorized agent or marketing representative of the manufacturer or producer or that it has been specifically authorized by the manufacturer or producer to supply the Goods to the Purchaser.
- (iii) Evidence of financial, technical and production capability of the bidder to perform the Contract.
- (iv) If the bidder does not carry on business in the Purchaser's country, evidence that the bidder is or will be represented by an agent in that country capable of performing the supplier's obligations relating to maintenance, repair and stockpiling of spare parts, as stipulated in the tender documents.

18. Confirmation of Eligibility and Compliance of the Goods with the Tender Documents

- 18.1. The bidder shall state the country or countries of origin of the Goods and incidental services, if any, in order to enable the Purchaser to ascertain compliance with the requirement of eligibility stated in Clause 5 of these Instructions. Documentary evidence, in the form of certificate(s) of origin, confirming such compliance shall be furnished at the time of shipment.
- 18.2. The bidder shall furnish with its bid documentary evidence of conformity of the Goods to the bidding documents. Such evidence may be in the form of literature, drawings and data and shall consist of the following:
 - (i) a detailed description of the essential technical performance characteristics of the Goods.
 - (ii) a list giving full particulars, including available sources and current prices of spare parts, special tools and other items necessary for the proper and continuing functioning of the Goods for years after commencement of the use thereof or such other period as stated in the tender documents.
 - (iii) a detailed comparison of the technical specifications of the Goods proposed to be supplied by the bidder with the technical specifications stated in the bidding documents, so as to demonstrate conformity of the Goods to the latter technical specifications or otherwise indicate deviations therefrom. For the purpose of such comparison, it should be noted that references in the bidding documents to standards for workmanship, materials or equipment and any brand names or catalogue

numbers are intended to be descriptive only. Alternative standards, brand names and/or catalogue numbers may be accepted by the Purchaser provided it is demonstrated to its satisfaction that they are equal or better than those stated in the tender documents.

19. Period of Tender Validity

Tenderers shall remain bound by their tenders for a period of **120** days from the final closing date for submittal of bids. Any tender stated to be valid for a shorter time may be rejected by the Purchaser.

20. Tender Security

201. The tender shall be accompanied by a tender security in the form of a certified cheque or of a bank guarantee issued or endorsed by a bank acceptable to the Purchaser. Such bank guarantee shall be in the form prescribed in the tender documents and shown in Annex II thereto and shall be valid for the same period of the required tender validity.
202. Any tender not accompanied by the required tender security will be rejected. The tender security of a joint venture must be in the name of the joint venture partners submitting the tender.
203. . The tender securities of unsuccessful tenderers will be returned to them within 30 days after the expiration of the period of tender validity.
204. The tender security of the successful tenderer will be released promptly after signature of the Agreement and submittal by the said tenderer of the said tender of the performance security required under Article IV of the General Conditions of Contract.
205. The tender security of a tenderer shall be forfeited by it:
 - (a) If the tenderer withdraws its tender before expiry of the period of tender validity.
 - (b) In the case of the successful tenderer, if it fails within the prescribed time limit either to sign the Agreement or furnish the required performance security.

21. Signature of Tender

The tender and copies thereof shall be signed by the tenderer or a person duly authorized on its behalf. Proof of such authorization in the form of a power of attorney shall accompany the tender. All pages of the bid where entries or amendments have been made shall be initialed by the tenderer or on its behalf by a person duly authorized as aforesaid.

C. SUBMISSION OF TENDERS

22. Format of Tender

Tenders shall be submitted in one original comprising all documents listed in Clause 23 of these Instructions, together with the section containing the form of bid and Appendix to the bid and clearly marked "ORIGINAL". In addition the tenderer shall submit **One (1)** copies of the bid each clearly marked "COPY". In case of any discrepancy between the Copies and Original, the Original shall prevail.

23. Contents of Tender

The tender shall, in accordance with the requirements stated in the tender documents, comprise the following:

- (a) The tender form and completed Price Schedule,
- (b) The tender security,
- (c) Documentary evidence confirming eligibility of the Bidder and the Goods,
- (d) The completed schedules of supplementary information,
- (e) All information on any subcontract envisaged.

24. Sealing and Marking of Tenders

24.1. The tenderer shall put and seal the Original and each Copy of its tender in separate envelopes marked "ORIGINAL" and "COPY". The envelopes shall then be put in an outer envelope which shall be sealed. All such envelopes shall be addressed to the Purchaser at his address stated in Clause 11 of these Instructions, bear the name and identification number of the Project or Contract and a warning that they shall not be opened before the date for opening of bids.

24.2. The inner envelopes shall state the name and address of the tenderer for returning the tender to it in case it is not received at or before the closing time for submittal of bids.

25. Modification, Substitution or Withdrawal of Tenders

The tenderer may modify, substitute or withdraw its tender by written notice to the Purchaser before the closing time for submittal of bids. Such modification, substitution or withdrawal shall be contained in a sealed envelope marked as "Modification", "Substitution" or "Withdrawal of Tender". No modification, substitution or withdrawal of a tender will be accepted after the closing time for submittal of bids.

D. BID OPENING AND EVALUATION

26. Bid Opening

- 26.1. Bids will be opened by the Purchaser in a session to which all bidders will be invited, the time and place being stated in the invitation addressed to the tenderers. Each bidder may attend in person, or designate an authorized representative to attend on its behalf, and shall sign a register of attendance.
- 26.2. Envelopes marked "Withdrawal" or "Substitution" will be opened first and the name of the bidder submitting the same shall be announced. Bids for which notice of withdrawal thereof or substitution therefor was duly received before the closing time for submittal of bids will not be opened.
- 26.3. The remaining bids, will then be opened and the Purchaser will announce the bidders' names, the bid prices, including any alternative bid prices, the presence (or absence) of tender security and any such other details as the Purchaser may consider appropriate. The envelopes marked "Modifications" will then be opened and their content read out in appropriate detail.
- 26.4. The Purchaser will prepare minutes of the tender opening session, including the information announced during the session. Such minutes are for the administrative purposes of the Purchaser and the bidders shall not be entitled to receive copies thereof.

27. Confidentiality of Process of Evaluation of Bids

All information concerning the examination, clarification and evaluation of bids and the recommendation for award are confidential and will not be disclosed to bidders or to any person not officially concerned with such process until award to the successful bidder. Any attempt by any bidder to influence the process of evaluation of bids or award will lead to the rejection of its bid.

28. Clarification of Bids

The Purchaser may request any bidder to clarify any matter in its bid, including the breakdown of its unit rates. Such request will be made in writing, but no bidder will be allowed to make, through any clarification given by it, any change in the price or substance of its bid.

29. Determination of Responsiveness of Bids

- 29.1. Prior to the detailed evaluation of bids the Purchaser will examine each tender to determine whether it: (a) meets the eligibility criteria set forth in Clauses 4 and 5 of these instructions, (b) has been properly signed, (c) is accompanied by the required bid security, (d) is valid for the period required and, (e) is substantially responsive to the requirements of the tender documents. For this latter purpose, a substantially responsive tender is one which conforms to all terms, conditions and

specifications stated in the tender documents without any material deviation or reservation. A material deviation or reservation is one which: (i) affects in a substantial way the price, scope, quality, performance or the required timing of execution and completion of the works, or (ii) limits in any substantial way, inconsistent with the tender documents, the rights of the Purchaser or obligations of the tenderer, and (iii) whose rectification would unfairly affect the competitive position of the tenderers who have presented substantially responsive bids.

- 29.2. If a tender is found not to be substantially responsive, it may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation and it will be rejected by the Purchaser.

30. Correction of Errors

- 30.1. The tenders determined to be substantially responsive will be checked by the Purchaser for any arithmetical errors. The Purchaser shall have the right to correct such errors using the following method:
- (a) Where there is a discrepancy between the amounts stated in figures and the amount stated in words, the latter shall govern.
 - (b) Where there is an error in any amount resulting from the multiplication of a unit rate for an item by the quantity thereof, the unit rate shall govern and the product of the multiplication shall be corrected accordingly, unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total stated will govern and the unit rate will be corrected accordingly.
 - (c) The total tender price will be recalculated on the basis of correction of errors in the manner stated in paragraph (b) above, or if there are no such errors by correcting any errors in the summation of the prices for the various line items in the Price Schedule(s). The total price arrived at after either of these corrections shall be deemed to be the correct total price of the tender, unless the total price stated in the tender is lower than the corrected total tender price, in which case the former shall be deemed as the correct tender price and the tenderer shall be deemed to have offered a discount to be applied pro rata to the prices of all items in the schedule of prices.

- 30.2. The correction and adjustment of the tender prices and total tender price resulting from the application of the methods for correction stated above shall be binding on the tenderer and if the tenderer does not accept the corrected amount of its bid, it shall forfeit its tender security.

E. EVALUATION AND COMPARISON OF TENDERS

31. The Bids to be Evaluated:

Only bids determined to be substantially responsive will be evaluated and compared with one another by the Purchaser.

32. Currency of Evaluation

For the purpose of evaluation and comparison of the bids, all bid prices will be converted to the currency of the Purchaser's country at the selling rates of exchange published on the day of opening of bids by the Central Bank or an institution performing the functions of a central bank in the purchaser's country.

33. Determining the Lowest Evaluated Bid

33.1. For evaluation of the bids, the Purchaser will determine the evaluated bid price for each bid by adjusting the bid price, as determined in accordance with Clauses 30 and 32 of these Instructions, as follows:

- (a) excluding provisional sums.
- (b) making an appropriate adjustment on sound technical and/or financial grounds for any quantifiable acceptable deviations or reservations or alternative offers.
- (c) making an allowance in financial terms for completion time or times, which are different, if allowed, from those stated in the tender documents.
- (d) taking into account the cost of mandatory spare parts and services incidental to the supply of goods, if such services are required.
- (e) taking into account the availability in the Purchaser's country of spare parts and after-sales services for any equipment to be supplied by the bidder.
- (f) taking into account the projected operating and maintenance costs during the life of any equipment to be supplied by the bidder as well as the performance and productivity of such equipment.
- (g) applying any other criteria stated in the bidding documents.

33.2. The estimated effect of price adjustment provisions in the Conditions of Contract over the period of execution of the Contract shall be disregarded in the evaluation of bids.

34. Preference for Certain Bidders

34.1. The Purchaser will grant a margin of preference in the comparison of bids for goods manufactured or produced in the Purchaser's country and/or in the country of member countries of the financing institution(s)¹, provided the following conditions are satisfied:

- (i) the cost of the goods net of taxes and duties, includes a value added in one of the countries referred to above of not less than 20% of the exfactory bid price of the goods.
- (ii) the bidder is owned or beneficially owned to the extent of not less than 50% by nationals of that country.

34.2. The margin or preference to be accorded to the bidder eligible therefore will not exceed the amount of custom duties and other import taxes or the CIF or CIP price (or equivalent) on the basis of the lowest evaluated bid or 15% of such price, whichever is lower.

F. AWARD OF CONTRACT

35. Award

Subject to Clause 36 and to the application of Clause 34 of these Instructions, the Purchaser will award the Contract to the successful bidder satisfying the requirements of qualifications under Clause 17 of these Instructions and whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated bid as determined in accordance with Clause 33 of these Instructions.

36. Annulment of Tender Procedure

The Purchaser reserves the right to accept or reject any tender or to annul the tendering process and reject all tenders at any time prior to the award of the Contract, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Purchaser's action.

(1) If the Goods are wholly or partly financed by the Arab Bank for Economic Development in Africa, insert after the word "institution(s)" the expression "and any African Country."

37. Notification of Award

- 37.1. Prior to expiration of the period of validity of bids, as such period may be extended with the agreement of the successful bidder, the Purchaser will notify the successful bidder in writing by registered letter or by cable, telex or facsimile, that its bid has been accepted. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") shall specify the sum which the Purchaser will pay to the Supplier in consideration of the supply of the Goods, the remedying of any defects therein as prescribed by the Contract and the provision of any incidental services required in the tender documents (such sum hereinafter and in the Conditions of Contract called "the Contract Price").
- 37.2. Pending signature and entry into force of the Contract, the notification of award will constitute a contract between the Purchaser and the successful bidder.

38. Signature of Contract

The successful bidder shall, on such date as notified to it by the Purchaser, sign the Agreement (in the form shown in Annex III) constituting the Contract for the supply of the Goods and any incidental services required in the tender documents.

39. Furnishing of Performance Security

Within 30 days of receipt of the Letter of Acceptance or notification of contract award, the successful bidder shall furnish the Purchaser with a Performance Security in accordance with the General Conditions of Contract, being in conformity with the form prescribed for this purpose in the tender documents (Annex IV).

40. Failure to Sign Contract or Furnish Performance Security

Failure of the successful bidder to comply with the requirements of Clause 38 and/or Clause 39 of these Instructions shall constitute a breach of contract and cause for annulment of the award, forfeiture of the bid security, and any such other remedy the Purchaser may take under the Contract. The Purchaser may also resort to awarding the Contract to the next ranked bidder or call for new bids.

PART IV - GENERAL CONDITIONS OF CONTRACT

ARTICLE-I DEFINITIONS & INTERPRETATION

- 1-1 In the Contract, unless the context otherwise requires, the following terms shall have the meaning assigned to each of them hereunder:
- (a) "Goods" means any equipment, machinery, merchandise or material to be supplied under the Contract and includes any accessories or spare parts required thereunder.
 - (b) "Supplier" means the person, firm, company or entity supplying the Goods.
 - (c) "Purchaser" means the entity or organization purchasing the Goods and stated in the Special Conditions.
 - (d) "Contract" or "Agreement" means the agreement entered into between the Supplier and the Purchaser for the supply of the Goods including all documents listed therein as constituting part thereof.
 - (e) "Contract Price" means the price of the Goods required to be paid by the Purchaser to the Supplier pursuant to the Contract.
 - (f) "General Conditions" means the General Conditions of Contract provided for herein.
 - (g) "Special Conditions" means the Special Conditions of Contract provided for in Part II of the Conditions of Contract.
 - (h) "Specifications" means specifications of the Goods as shown in the Bidding Documents.
 - (i) "The Services" means such ancillary services as transportation and insurance of the Goods, as provided for in the Contract, as well as incidental services to the supply of the Goods, as may be required under the Contract, such as installation and commissioning, provision of technical assistance, training and other services.
- 1-2 In the Contract, unless the context otherwise requires, words denoting the singular include the plural and vice-versa, and references in any document constituting part of the Contract to articles, clauses or sections are references to articles, clauses or sections of that document, while reference to a specified Appendix or Annex is a reference to that Appendix or Annex of the Contract.

ARTICLE-II APPLICATION OF THE GENERAL CONDITIONS, CONTRACT DOCUMENTS

- 2-1 The Contract Documents shall be as defined in the Contract Agreement and shall be taken as mutually explanatory of one another. In case of ambiguity or discrepancy, the Contract Documents shall prevail in the order specified in the Contract Agreement.

- 2-2 The Contract Documents constitute the entire agreement between the parties and shall supersede any previous correspondence between the parties not specifically incorporated in the Contract Documents.

ARTICLE-III

THE SUPPLIER TO INFORM HIMSELF FULLY

The Supplier shall be deemed to have examined the General Conditions, Special Conditions, Specifications, Appendices, Drawings and other Contract Documents and to have investigated and taken into account any conditions relevant to local conditions within the Purchaser's country that may affect the Supplier's performance of its obligations under the Contract.

ARTICLE-IV

PERFORMANCE SECURITY

- 4-1 Within 30 (thirty) days after the Supplier's receipt of notification of award of the Contract in the form of Letter of Acceptance, the Supplier shall furnish a performance security to the Purchaser in an amount equivalent to 10% of the Contract Price. The performance security shall cover the Warranty Period specified in the Special Conditions.
- 4-2 The performance security shall be denominated in the currency of the Contract or in another freely convertible currency acceptable to the Purchaser, and shall be in one of the following forms and issued by a bank acceptable to the Purchase:
- (a) An unconditional and irrevocable bank guarantee in the form provided in Annex-IV hereto.
 - (b) A standby letter of credit, the amount of which shall be payable to the Purchaser on the presentation of a simple statement that the Supplier has failed to carry out its obligations under the Contract.
- 4-3 The performance security shall be discharged by the Purchaser not later than 30 (thirty) days following the date of fulfillment of the Supplier's obligations under the Contract including the Warranty obligations of the Supplier stated in Article XVIII hereof as supplemented by the Special Conditions.

ARTICLE-V

PATENTS

The Supplier warrants that the Goods and any materials used in their manufacturing shall not be such as to cause the Purchaser to become liable for any infringement of any patent, registered design, trademark, proprietary know-how or copyright or anything

analogous or similar and the Supplier shall indemnify and hold harmless the Purchaser against any liability (howsoever arising or described) that may be incurred by the Purchaser as a result of the breach by the Supplier of the terms of this provision.

ARTICLE-VI TIME SCHEDULE FOR DELIVERY

The Supplier shall, prior to the signing of the Contract Agreement, provide to the Purchaser for approval a time schedule for delivery of the Goods which shall be within the time specified in the Bid and according to the specific requirements (if any) stated in the Special Conditions or in any of the Contract Documents. The approved time schedule shall be binding upon signing of the Contract Agreement.

ARTICLE-VII INSPECTION AND TESTING BEFORE SHIPMENT

- 7-1 The Purchaser or its designated agent or representative, shall be entitled at all reasonable times during manufacture, storage and packing of the Goods to inspect and examine them and to witness, at the Purchaser's own cost, tests on the Supplier's premises of the materials, workmanship and performance of the Goods or any component part thereof, and if part of the Goods is being manufactured on other premises, the Supplier shall obtain for the Purchaser permission to inspect, examine and witness tests as if the Goods were being manufactured on the Supplier's premises. Such inspection, examination or testing shall not release the Supplier from any obligation under the Contract.
- 7-2 The Supplier shall give the Purchaser not less than twenty-one (21) days notice in writing of the date on, and the place at which any Goods will be ready for testing and the Purchaser shall give the Supplier ten (10) days notice in writing of its intention to attend the tests. If the Purchaser fails to attend at the place so named on the date the Supplier has stated in its notice, the Supplier may proceed with the tests and the Purchaser shall be deemed to have waived its right to attend. The Supplier shall forthwith forward to the Purchaser duly certified copies of the test reports.
- 7-3 Where the Specifications provide for tests on the premises of the Supplier or of any Sub-Supplier, the Supplier, except insofar as otherwise specified in the Contract, shall provide free of charge such adequate office space, reasonable facilities, labour, materials, electricity, fuel, stores, apparatus and instruments as may be required for carrying out such tests efficiently.

- 74 As and when the Purchaser is satisfied that the Goods or any part thereof shall have passed the tests referred to in this Article which it has attended, the Purchaser shall issue to the Supplier a Shop Inspection Certificate to that effect within seven (7) days after the tests have been performed.
- 75 In case the Purchaser is not attending any shop test of which it was given due notice, the Supplier may issue the certificate after the part or parts of the Goods subject of such notice shall have successfully passed the tests, and it shall submit such certificate to the Purchaser via special courier service or by facsimile. If within ten (10) days after receipt of such certificate by the Purchaser, no objection has been made by the Purchaser, this certificate shall be deemed to have been accepted by the Purchaser.
- 76 If after inspecting, examining, or testing the Goods or any part thereof the Purchaser shall decide that such Goods or any part thereof are defective, it may require the Supplier to rectify the defects or replace the defective parts of the Goods.

ARTICLE-VIII PACKING

- 8-1 The Supplier shall provide such packing of the Goods as is required in the Special Conditions or in any of the Contract Documents.
- 8-2 Without prejudice to the generality of Section 8-1 hereof:
- (a) The final packing shall be such that the weight and dimensions of packages are within reasonable limits in order to facilitate handling, storage and transportation.
 - (b) Each crate, case box, package or bundle shall have labels and/or tags made from strong waterproof material and marked in indelible and non-fading ink, securely attached thereto. These labels or tags shall indicate at least the name of the manufacturer, the type of Goods or components and the quantity it contains so that it can be easily checked upon delivery. A packing list shall be included in each crate or box.
 - (c) Each package delivered under the Contract shall be consecutively numbered and shall also be marked with a code number or other identification to be approved by the Purchaser so that various components of the Goods which are shipped disassembled and which may not be interchangeable can be identified, collected and stored at site together. Additional information and/or colour codings that may reasonably be required by the Purchaser to facilitate identification, shipment to stores or site handling and storage will also be provided.

- (d) In addition to labels and markings indicated above, all packages, cases or boxes shall be clearly and boldly marked on two opposite sides and on the top as follows:

CONSIGNEE (The Purchaser)

DESTINATION

CONTRACT NUMBER

NAME OF SUPPLIER

WEIGHT AND DIMENSIONS

SERIAL NUMBER

CODE NUMBER

ARTICLE-IX DELIVERY AND DOCUMENTS

- 9-1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements and the Special Conditions.
- 9-2 For the purposes of the Contract, "FOB", "CIF", and "CIP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of the International Rules for the Interpretation of the Trade Terms published by the International Chamber of Commerce, commonly known as INCOTERMS.
- 9-3 Shipping documents to be provided by the Supplier shall be as stipulated in the Special Conditions.

ARTICLE-X INSURANCE

Where the Goods are to be supplied under the Contract on CIF, CIP or C&I basis, the Goods shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in an amount equal to that, and in the manner, stipulated in the Special Conditions.

ARTICLE-XI TRANSPORTATION

- 11-1 Where the Goods are required to be supplied FOB, transportation of the Goods up to the vessel receiving the Goods shall be arranged and paid for by the Supplier.

- 11-2 Without prejudice to the provisions of Section 11-1 hereof, the responsibility for arranging transportation of the Goods and the costs thereof shall depend upon the basis on which the Goods are to be delivered. In all cases the responsibilities of either party shall be governed by the INCOTERMS.
- 11-3 In all cases, transportation of the Goods after delivery shall be the responsibility of the Purchaser.

ARTICLE-XII INCIDENTAL SERVICES AND SPARE PARTS

- 12-1 The Supplier shall provide such incidental services as specified in the Special Conditions.
- 12-2 The Supplier shall provide such spare parts as are required in the Special Conditions. The Supplier also undertakes to provide, on the request of the Purchaser, spare parts necessary for the operation and proper functioning of the Goods. Such undertaking shall be valid and binding for the period indicated in the Special Conditions.

ARTICLE-XIII CHANGE ORDERS - VARIATIONS

The Purchaser shall be entitled to:

- (a) Increase or decrease the quantity of the Goods or any item or items thereof within the limit of the percentage stated in the Special Conditions, and the Contract Price shall be increased or decreased accordingly by applying the unit price stated in the Contract for the Goods or item thereof subject of increase or decrease in quantity pursuant to this provision.
- (b) Make any change or modification in the designs, specifications and/or schedule of delivery of the Goods under the contract. However in case of such modification or in case of a variation in the quantity of the Goods or any item thereof exceeding the percentage stated in the Special Conditions, the Supplier and the Purchaser shall negotiate in good faith and agree on an increase or decrease in the Contract Price, as may be reasonable in the circumstances, and shall agree on the manner of payment of any agreed increase.

ARTICLE-XIV BASIS AND PAYMENT OF CONTRACT PRICE

- 14-1 Unless otherwise stipulated in the Special Conditions, the Contract Price shall be fixed and not subject to revision.

- 14-2 Payment of the Contract Price shall be made in the manner stated in the Special Conditions.
- 14-3 Should the Supplier require an advance payment, such advance payment, not exceeding 20% of the Contract Price, may be made upon the submission of an invoice and a Bank Guarantee in the form provided in Annex-V hereto.
- 14-4 Requests for payment shall be in writing and shall include all documents required under the Contract and satisfy all conditions prescribed therein.

ARTICLE -XV ASSIGNMENT

The Supplier shall not assign or transfer any of its rights or obligations under the Contract without the written consent of the Purchaser.

ARTICLE-XVI EXTENSION OF TIME FOR PERFORMANCE OF THE SUPPLIER'S OBLIGATIONS

- 16-1 The Supplier shall guarantee and strictly comply with the delivery dates and time limits set forth in the Contract, which shall be deemed of the essence of the Contract. In the event of any delay arising in any phase of performance by the Supplier of his obligations under the Contract, the Supplier shall promptly give notice to the Purchaser of the delay or expected delay with the reasons therefore, not later than seven (7) days after the occurrence of the alleged cause of delay. The Supplier shall at all times use its best efforts to act with diligence to cure any such delay.
- 16-2 If the Supplier shall deem that any delay justifies an extension of time in accordance with the provisions hereof, it shall submit a request in writing to the Purchaser for extension of time for its performance under the Contract. The Purchaser will grant the Supplier such extension of time if the Purchaser is satisfied, after substantiation of the Supplier's written request therefor, that:-
- (i) such delay in the Supplier's performance was due to unforeseeable causes beyond the Supplier's control or caused by a Force Majeure event, as defined in Article XIX hereof; and
 - (ii) the Supplier has, from the occurrence of the event causing such delay, used its best efforts to cure any delay of the Supplier's performance resulting therefrom. Any extension of time granted by the Purchaser in accordance with the provisions of this Article shall be notified to the Supplier in writing and shall be for that period of time which the Purchaser deems justified and reasonable under the circumstances.

ARTICLE-XVII

LIQUIDATED DAMAGES

- 17-1 To the extent that the time for performance of the Supplier's obligations under the Contract has not been extended in accordance with the provisions of Section 16-2 hereof and subject to the provisions of Article XIX hereof, should the Supplier fail to perform any of its obligations under the Contract, and in particular its obligation to effect the shipment of any item of the Goods by the time or times specified in the Delivery Schedule, the Purchaser shall have the right to deduct from the Contract Price or demand and receive from the Supplier, as liquidated damages for delay for every week or part of a week of delay after the date scheduled for performance or delivery according to the Delivery Schedule, the amount specified in the Special Conditions.
- 17-2 The total liability of the Supplier for liquidated damages under the Contract shall be limited to ten per cent (10%) of the Contract Price.
- 17-3 If the Purchaser shall demand the payment of any of the liquidated damages specified herein, the Supplier shall pay to the Purchaser the said liquidated damages by means of telegraphic or telex transfer remittance within thirty (30) days after receipt by the Supplier of the Purchaser's invoice.
- 17-4 The payment of liquidated damages pursuant to this Article shall be without prejudice to any other right or remedy that the Purchaser may be entitled to under the Contract or by law.

ARTICLE-XVIII

WARRANTY

- 18-1 The Supplier warrants that the Goods are new, unused and are manufactured in accordance with the current state of the art. The Supplier also warrants that the Goods and any part thereof, whether manufactured by the Supplier or procured from a sub-supplier shall be free from any defect in design, materials or workmanship.
- 18-2 The warranty stated herein shall remain valid for the period specified in the Special Conditions (the Warranty Period). The Warranty Period shall start after the Goods have been delivered to the final destination indicated in the Contract.
- 18-3 If at any time within the Warranty Period, the Purchaser alleges the existence of a defect in the Goods the particulars of such defect shall be promptly notified to the Supplier who shall be afforded a reasonable opportunity for inspection of the same.

- 18-4 Promptly upon receipt of such notice the Supplier shall either remedy, repair or replace the Goods.
- 18-5 The Warranty Period shall be extended by any period during which the Goods shall have been inoperative by reason of any defect therein or omission on the part of the Supplier. Further, in the event that any part or parts are replaced in accordance with this Article (either by the Supplier or by its sub-supplier(s)), the Warranty Period for such part or parts shall be extended for a further period, which shall be the greater of six calendar months from the date of the replacement of such part or parts, or the un-expired portion of the Warranty Period. A similar extension to the initially extended Warranty Period shall occur if the replacement part or parts need to be replaced again during the initially extended Warranty Period.
- 18-6 The Purchaser, or any of its duly authorized representatives, shall promptly notify the Supplier by telex/telegram or facsimile of the discovery of any defect for which a claim is to be made under this Article. Such notice shall include full particulars as to the nature of the defect and the extent of such defect which at the date of the notice is apparent. The Supplier shall have no obligation under the Warranty for any defects discovered during the Warranty Period, unless notice of such defects is received by the Supplier no later than thirty calendar days after the expiry of the Warranty Period. The Supplier shall have no obligation with respect to defects discovered after the expiration of the Warranty Period, as such period may be extended pursuant to Article 18-5 hereof.
- 18-7 The Supplier shall remedy at its expense any defect against which the Goods or any part thereof is warranted under this Article by making all necessary repairs and replacements at its expense in his Plant or such other place as directed by the Purchaser. If the Supplier delays or fails to remedy the defect within 21 days of sending the notice to it, the Purchaser or its authorized representatives shall in their discretion cause the necessary repairs or replacements to be made elsewhere for the account of the Supplier, provided, however, that the Purchaser shall have used reasonable endeavours to mitigate the cost of such repairs or replacement. For the avoidance of doubt, the Supplier shall reimburse the Purchaser for all costs reasonably incurred by the Purchaser in effecting repairs at any place other than the Supplier's Plant.
- 18-8 The Supplier shall guarantee all repairs and replacements effected to the Goods other than by the Supplier during the Warranty Period, provided that the Purchaser shall have given the Supplier reasonable notice to enable the Supplier to attend to and/or supervise or direct such repairs or replacements. For the avoidance of doubt, it is agreed that if the Supplier fails to attend to or supervise such repairs, after having been given notice, it shall nonetheless guarantee any and all such repairs or replacements that are effected to the Goods.

ARTICLE-XIX

FORCE MAJEURE

- 19-1 In the event of any delay brought about by war, hostilities, blockade, revolution, insurrection, mobilization, civil commotion, act of the public enemy, strikes, lock-outs, plagues or other epidemics, quarantines, earthquakes, accidents, fire (not caused by negligence of the Supplier, its servants or agents), storm damage or any identical or similar event affecting the Supplier's performance of its obligations under the Contract in general, and the delivery of the Goods in accordance with the Delivery Schedule of the Goods in particular, the Supplier shall be allowed such extension of time as may be agreed with the Purchaser subject, expressly to a detailed written application for such extension being lodged with the Purchaser within ten working days of the occurrence of such Force Majeure.
- 19-2 The Supplier shall not be entitled to extension of time, under this Article or Section 16-2, for the delivery of the Goods or the performance of any other obligation of the Supplier under the Contract, unless:
- (i) the Supplier has duly given the notices provided for in Section 16-1 and in 19-1 above; and
 - (ii) the delay has not in any way been caused or contributed to by any error, neglect or default of the Supplier or any its directors, servants or agents; and
 - (iii) the Supplier has taken all reasonable steps to avoid or mitigate the delay whether before or after the occurrence of the event causing the delay.
- 19-3 The Purchaser shall be entitled to dispute the occurrence of any event of Force Majeure or the duration thereof or whether any event constitutes an event of Force Majeure as defined above or whether the occurrence of such event of Force Majeure actually delays the delivery of the Goods or the performance of any other obligation of the Supplier thereby entitling the Supplier to any extension of time as set out above or the duration of such extension of time requested.
- 19-4 In the event that the Purchaser exercises any of its rights under Section 19-3 above and, if an agreement cannot be reached between the Supplier and the Purchaser on the matter, such matter shall be referred to arbitration in accordance with Article XXV hereof.
- 19-5 At all times, the onus shall be on the Supplier to establish the facts entitling it to rely on this Article and in particular, without prejudice to the generality of the foregoing, that the requirements set out in Paragraphs (i), (ii) and (iii) of Section 19-2 hereof have been satisfied.

- 19-6 If a Force Majeure event occurs and its effect continues for a period of 90 days, either party may give to the other notice of termination of the contract which shall take effect 14 days after the giving thereof. If, at the end of the 14 - day period, the effect of the force majeure continues, the Contract shall terminate.

ARTICLE-XX

DEFAULT AND TERMINATION

20-1 Subject to the provisions of Articles XVI and XIX hereof, in the event:

- (a) the Supplier fails to provide the Performance Security in accordance with Article IV hereof; or
 - (b) the Supplier fails to deliver the Goods or any part thereof within the Time Schedule of Delivery specified in the Contract; or
 - (c) the Supplier, having delivered part of the Goods, fails or refuses to remedy any defect brought to its notice by the Purchaser; or
 - (d) the Supplier shall have otherwise defaulted in the performance of any of its obligations under the Contract;
- the Purchaser may, by 30 (thirty) days' notice, terminate the Contract. The Contract shall be deemed terminated if the default is not remedied before the expiry of the 30 (thirty) days.

20-2 If the Purchaser fails to pay to the Supplier any amount due to the Supplier within 60 (sixty) days of the request for payment, and such amount or any part thereof is not contested by the Purchaser within 30 (thirty) days of the receipt of the request, the Supplier may, by a written notice of 30 (thirty) days (after the expiry of the initial 60 days period), terminate the Contract. The Contract shall be deemed terminated if the Purchaser fails to remedy the default before the expiry of the 30 (thirty) days notice.

20-3 If the Supplier shall have become voluntarily or involuntarily dissolved, or become bankrupt or insolvent (howsoever such bankruptcy or insolvency may be evidenced) or shall have taken steps to compound with its creditors, or proceedings are commenced for its voluntary or involuntary winding-up, or if the Supplier shall carry on its business under a receiver for the benefit of its creditors or any of them, the Contract shall thereupon be terminated without any notice, court proceedings or other legal procedure of any kind, all of which are hereby expressly waived.

20-4 In the event that the Contract is terminated pursuant to any of the above provisions of this Article or if the Contract is terminated under the provisions of Article 19-6 hereof, the Supplier shall be entitled, insofar as the price of any part of the Goods delivered or Services executed is not covered by payments made prior to the date of termination, to such price at the rates and prices stated in the Contract. Subject to the foregoing, the Supplier shall also be entitled to:

- (a) the price of any part of the Goods ordered by the Purchaser, which have been shipped to the Purchaser or of which the Purchaser is legally liable to accept delivery, such Goods becoming the property of the Purchaser upon payment therefore by the Purchaser;
- (b) the price of any part of the Goods ordered by the Purchaser which are ready for shipment to the Purchaser, where manufacture and assembly of the same, whether by the Supplier or by a sub-supplier thereof, is complete, provided that such part of the Goods becomes the property of the Purchaser, upon payment therefore by the Purchaser;

Provided that the Supplier shall not be entitled to payment under (a) and (b) above unless and until the Purchaser shall have received such part of the Goods at the final destination and accepted the same.

- 20-5 Notwithstanding anything contained in this Article or in any of the Contract Documents, if the Contract is terminated as a result of the default of the Supplier, the Purchaser shall be entitled to purchase all, or any part of the Goods not supplied by the Supplier and obtain any of the Services not executed by the Supplier, from another source as the Purchaser may, in its sole discretion, decide and shall be entitled to deduct from the payments due to the Supplier or claim and recover from the Supplier any cost the Purchaser has incurred over and above the amount of the Contract Price and also to recover, by way of deduction from the amounts due to the Supplier or otherwise, the amount of any damages or loss suffered by the Purchaser as a result of the default of the Supplier in carrying out its obligations.

ARTICLE-XXI NON-WAIVER

- 21-1 Failure of or delay by either party to exercise any rights or remedies provided for herein or by law or to properly notify the other party in the event of breach, shall not release the other party from any of its obligations under the Contract (including warranties in the case of the Supplier) and shall not be deemed a waiver of any right of that party to insist upon strict performance of the Contract or as a waiver of any rights or remedies which that party may have under the Contract and shall not be deemed as acquiescence in any subsequent default in the performance of the terms and conditions of the Contract.
- 21-2 The shipping or delivery by the Supplier or receiving or acceptance of or payment by the Purchaser for the Goods or for any designs or drawings therefor shall not be deemed a waiver of any rights in respect of any prior failure by the Supplier to comply with any of the provisions of the contract. No purported oral modifications to the Contract by the Purchaser shall operate as a waiver of any of the terms thereof.

ARTICLE-XXII LANGUAGE - NOTICES

- 22-1 Any document, order, request or communication to either party shall be in writing in the language or one of the languages specified in the Special Conditions. Should any document be in a language other than the above, certified translation of the same in the language or one of the languages specified in the Special Conditions shall be provided.
- 22-2 Any notice or request to be given or to be made by any party to the other under the Contract or in connection therewith may be given by telex, facsimile or letter. Such notice or request shall be deemed to have been duly given when it shall be delivered by hand, mail, telex or facsimile to the other party at its address specified in the Contract or any other address as that party may designate by notice to the other.

ARTICLE-XXIII APPLICABLE LAW

The Contract shall be subject to and shall be construed in accordance with the laws for the time being in force in the country of the Purchaser.

ARTICLE-XXIV TAXES

- 24-1 Any taxes, dues, fees, stamp duties or any other levies in the country of the Supplier or any other place outside the country of the Purchaser shall be borne by the Supplier.
- 24-2 Any taxes, dues, fees, stamp duties or any other levies in the country of the Purchaser for the importation of the Goods or in relation to any matter relating to the Contract, other than income tax imposed on the personnel of the Supplier providing incidental services required by the Contract, shall be borne by the Purchaser.

ARTICLE-XXV SETTLEMENT OF DISPUTES

Any dispute between the parties to the Contract and any claim by either party against the other arising from the Contract and which could not be settled amicably by the parties within 60 (sixty) days from the date of notice by either party to the other, shall be submitted to [the court of competent jurisdiction in the Purchaser's country/arbitration by an Arbitral Tribunal as provided for in the Special Conditions]*.

(*) State as appropriate.

PART V - SPECIAL CONDITIONS OF CONTRACT

1. General

The Special Conditions of Contract herein stated shall supplement the General Conditions of Contract. Wherever there is a conflict, these Special Conditions shall prevail over the General Conditions.

2. Definitions The Purchaser is **Ministry of Health**

3. Performance Security

The performance security shall be equal to 10% of the total Contract Price and shall be valid **to the end of Defects Liability Period.**

4. Inspection and Testing

The inspection and testing required by the Purchaser shall be carried out according to the following procedure:

Equipment to be factory tested to the relevant British standards and test certificate issued.

The contractor shall supply all instruments and equipment necessary to carry out site tests and shall arrange with other sub-contractors for the testing of associated equipment which may affect the performance of the plant installed under this sub-contract works.

5. Delivery and Documents

- i) The Supplier shall, upon shipment, notify the Purchaser by cable, telex or facsimile of the full details of the shipment including description and quantity of goods, the liner or vessel, the bill of lading number and date of shipment, port of loading and port of delivery.
- ii) The Supplier shall promptly forward the following documents to the Purchaser:
 - Original of negotiable, clear, on board bill of lading and a non-negotiable copy of the bill of lading.
 - 4 copies of the packing list indicating contents.
 - Insurance certificate.
 - Inspection and/or testing certificate issued by the authorized inspection agency.
 - Certificate of origin.

The document mentioned above shall be received by the Purchaser at least one week prior to the arrival of the Goods.

6. Schedule of Delivery

The delivery of Goods shall be according to the following Schedule of Requirements:

.....
.....
.....

7. Insurance

The comprehensive insurance, referred to under Article X of the General Conditions of Contract shall be equal to 110% of the "CIF/CIP" value of the goods on "all risks" basis, including war risks and strikes.

8. Contract Price

The Contract Price shall not be subject to any revision or adjustment unless explicitly stated herein.

9. Payment of Contract Price

- i) The method and terms of payment of the Contract Price to the Supplier shall be as follows:
 - a) **The supplier will be entitled to payment from time to time for materials and/or any work carried out under this Sub-Contract, the value of which shall be determined by the Consultant Engineer and included in Payment Certificate to the Main Contractor under the Main Contract. The Nominated Sub-Contractor will be informed by the Quantity Surveyor when such payments are certified and should he not receive from the Main Contractor the payment due within the period stipulated in the Conditions of Sub-Contract he should immediately report to the Engineer.**
 - b) **Unless otherwise agreed by the Engineer all materials relating to this Sub- Contract must be delivered to the site before payment for such items may be certified.**
 - c) **Materials delivered to site will be valued and amount certified shall be a maximum of 70% of the equipment/material contract value.**
- ii) The currency or currencies in which payment is to be made to the Supplier under this Contract shall be in accordance with the Contract Price currency which has been quoted in the Supplier's tender, including other currencies which the Supplier shall have indicated in its bid as required by him, unless otherwise stated herein.

- iii) Unless payments are to be made by letter of credit, payments shall be effected by the Purchaser within a period not exceeding days of receiving the Supplier's invoice and other documents required under Section 5 (ii) hereof, except for any advance payment required which shall be made within the aforesaid period against the Supplier's invoice and the bank guarantee provided for in Section 14.3 of the General Conditions.

10. Change Orders and Variations

The change orders and variations referred to under Article XIII of the General Conditions may take any one or more of the following forms:

- i) Amendment of design or specifications of certain components which are required to be specially designed or manufactured for the Purchaser.
- ii) The method of shipment or packing.
- iii) Increase or decrease of quantities limited to **15%** of the original quantities of goods specified in the Contract.
- iv) Place of delivery.

11. Subcontracting

The Supplier shall notify the Purchaser in writing of any subcontract it intends to conclude for manufacturing or supplying part(s) of the Goods. Such notification, in its original tender or later, shall not relieve the Supplier from any liability or obligation under the Contract. The total amount of subcontracts shall not exceed
% of the
Contract Price.

12. Packing

The Supplier shall provide packing that shall be sufficient to withstand rough handling during loading, transport or storage. Further specific requirements of packing shall be as follows:

Meet the manufacturer's recommended material/Equipment packaging standards

.....
.....
.....

13. Transportation

- i) If Goods are required to be supplied on CIF or C&F price basis, transport of the Goods shall be arranged and paid for by the Supplier up to the destination specified in the Contract.
- ii) If Goods are required to be supplied on FOB price basis, the Supplier shall arrange and pay for transport of the Goods up to and including loading of the Goods on board the vessel.
- iii) Other requirements of transportation of the Goods are as follows:
.....
.....
.....

14.Spare Parts

The Supplier shall carry sufficient ex-stock supply of consumable (fast-moving) spare parts required for operation for a period of not less than **2 years**. Other spare parts shall be supplied as promptly as possible, but in any case within six months of placement of order and establishment of a letter of credit.

15.Incidental Services

The incidental services required under Section 12.1 of the General Conditions are
(i).....
(ii).....
(iii).....

16.Change Orders - Variations

The percentage specified for the purpose of Article XIII of the General Conditions is% of the quantity of the Goods or an item of the Goods, as the case maybe.

17.Liquidated Damages

The liquidated damages payable under Article XVII of the General Conditions shall be.....(state currency and amount) for each week of delay.

18.Warranty Period

The warranty period under Section 18.2 of the General Conditions shall be **At least 2 years from the date of Commissioning.**

19. Language(s) of the Contract

The **English** language(s) is/are designated for the purpose of Section 22.1 of the General Conditions. In case the Contract is made in more than one language and in case of divergence between the texts in different languages, the text in the **English** language shall prevail.

20. Notices

The following addresses are designated for the purpose of Section 22.2 of the General Conditions.

For the Purchaser:

Mailing Address:

.....
.....
.....
.....

Telex:.....

Fax:.....

Email:.....

For the Supplier:

Mailing Address:

.....
.....
.....
.....

Telex:.....

Fax:.....

Email:.....

21. Settlement of Disputes

The formation of the Arbitral Tribunal and the rules relating to arbitration for settlement of disputes pursuant to Article XXV of the General Conditions shall be in accordance with the following:

.....
.....

PART VI – TECHNICAL SPECIFICATIONS

3.1 SUMMARY OF TECHNICAL SPECIFICATIONS

LOT NO	Item No	Name of Goods or Related Service	Technical Specifications and Standards	COMPLIED YES/NO	COMMENTS
1	HMIS Functional Requirements				
EMERGENCY DEPARTMENT					
Patient Triage		Automatically incorporates current patient demographic data from previous visits Imports data from hospital system Ability to run short registration form, with user-defined fields. Includes patient reception routine to enter patient into the system with minimal data fields Provide multiple search methods to identify patient, including: Names Partial name National ID number Medical Record Number Maiden Name Alias Soundex Search Ability to view patient picture online to ensure proper identification Ability to enter patient as Peter Maina Ability to merge Peter Maina with actual account number once patient identified Ability to capture chief complaint upon check in Ability to identify patient status (urgent, critical, non-critical) Ability to enter minimal patient data before patient arrives (ambulance) Ability to assign room prior to patient arrival Provide triage documentation Ability to capture ER doctor Ability to generate plans of care based on patient's chief complaint Documentation on patient's vital signs Ability to review patient allergies and current medications Ability to view patient history			

	<p>Ability to capture triage notes</p> <p>Ability to document arrival method (walk-in, ambulance, life-flight)</p> <p>Ability to capture patient's emergency contact and next of kin</p> <p>Ability to edit registration when more information can be obtained</p> <p>Automatically prints patient face sheet and bracelet</p> <p>Incorporates anatomical drawings to locate problem areas</p> <p>Provides waitlist capabilities</p> <p>Identify multiple chief complaints</p>		
Documentation	<p>Ability to enter physician and nursing notes</p> <p>Incorporate vital signs from patient monitors</p> <p>Ability to manually enter vital signs</p> <p>Ability to enter nursing assessment data</p> <p>Ability to insert canned text</p> <p>Ability to graph flow sheets</p> <p>Issues time and date stamp on all notes</p> <p>Supports user defined plans of care</p> <p>Allows unlimited free text on notes</p> <p>Includes on-line prescription writer</p> <p>Includes electronic signature capabilities</p> <p>Ability to calculate medications</p> <p>Ability to view and update hospital's MAR</p> <p>Provide bedside ordering and interaction checks including:</p> <p>Drug dosage checks</p> <p>Drug interaction checks</p> <p>Drug-allergy checks</p> <p>Drug-disease checks</p> <p>Duplicate therapy checks</p> <p>Disease contraindication checks</p> <p>Organization-defined rules</p> <p>Ability to order x-rays and lab tests</p> <p>Ability to base assessments on patient's chief complaint</p> <p>Ability to select pre-defined order sets based on patient's chief complaint</p> <p>Ability to place orders, document care and review a patient's record through a single portal</p> <p>Automatically captures charges and sends to Billing</p> <p>Ability to assign diagnosis codes</p>		

Patient Tracking	<p>Provide Ability to track patient's location throughout the Emergency Room/Hospital color-coded display</p> <p>Displays patient wait times/Queue management</p> <p>Automatically notifies staff of new results</p> <p>Provide full display of results from single screen including lab and radiology.</p> <p>Provides graphical display of vital signs</p> <p>Flags abnormal vital signs or lab results</p> <p>Provides at least a 24-hour panel</p> <p>Ability to define time limits per task</p> <p>Provides warning indicators based on user-defined criteria</p> <p>Ability to view all outstanding and completed orders with escalation capabilities based on set timelines.</p> <p>Ability to track patients on bedside terminal</p> <p>Ability to time stamp all tasks</p> <p>Ability to track all providers involved in a patient's care</p> <p>Flags patients who have not been assessed over a user-defined period of time</p>		
Patient Discharge	<p>Ability to transfer patient from Emergency Room to Hospital, with all documented information carried over.</p> <p>Not redundant entry of data.</p> <p>Ability to print patient discharge instructions</p> <p>Ability to customize discharge instructions for each patient, including information from patient's record</p> <p>Ability to print hospital logo on discharge instructions</p> <p>Hospitals have the capability to amend standard discharge instructions</p> <p>Ability to create new discharge instruction</p> <p>Discharge instructions based on best practice</p> <p>Include medication information with discharge instructions</p> <p>Ability to generate prescriptions upon discharge</p> <p>Ability to schedule follow up appointments</p> <p>Prints reminder letters for follow up appointments</p>		

	Ability to print return to work/school information Ability to generate patient surveys Ability to print other referrals and forms upon discharge		
Reports	Includes census of all patients by location Generate logs by patient type, diagnosis, service, classification, physician and arrival mode Provide Adhoc report capabilities Document reports on patient wait-time Generate reports of patients awaiting transfer Prints audit report of all changes made to patient record		
Integration	Provides integration with the following applications: Nursing Admissions Patient Accounting Order Management CPOE Surgery Scheduling Electronic Medical Record Pharmacy Laboratory Radiology Abstracting Report Writing Tool Inventory		
ADMISSIONS DEPARTMENT			
Master Patient Index	Provide multiple search criteria including: Name Partial Name Maiden Name Alias National ID/PPNo Number Medical Record Number Soundex Healthcare policy number Ability to specify MPI search levels for your organization. Identify potential duplicate records through date of birth or ID number, etc. Automatically update MPI when new information entered. Capability to view patient's address and phone number before selecting patient Information		

	<p>already captured on a patient default in when patient selected.</p> <p>Provide reports identifying duplicate ID numbers, etc.</p> <p>Display critical care indicators when selecting a patient- such as patient's allergies.</p> <p>Information is shared from previous visits at other facilities throughout the enterprise (County/Country*)-*Future option</p> <p>Automatically assign a medical record number for patients not in the system</p> <p>Provides both a facility-specific medical record number and an enterprise number</p> <p>Ability to merge duplicate medical records</p> <p>Automatically assigns new account number for each visit.</p>		
Registration	<p>Captures at a minimum the following information on a patient:</p> <p>Name</p> <p>Age/Birth Date</p> <p>Admitting Physician</p> <p>Attending Physician</p> <p>Service</p> <p>Admit Priority</p> <p>Restrict Direct Disclosure</p> <p>Admit Date/Time</p> <p>Requested Accommodation</p> <p>Room/Bed</p> <p>Employer</p> <p>Employer Address</p> <p>Employer Phone Number</p> <p>Occupation</p> <p>Next of Kin</p> <p>Next of Kin Address and Phone Number</p> <p>Relationship of next of Kin</p> <p>Emergency Contact</p> <p>Up to four Insurance Fields</p> <p>Policy Number</p> <p>Subscriber</p> <p>Guarantor</p> <p>Co-pay Amount</p> <p>Effective Dates</p> <p>Financial Class</p> <p>Medicare Questionnaire- if applicable</p> <p>Primary Care Physician</p> <p>Attending Physician</p> <p>Resident</p> <p>Referring Physician</p> <p>Other Physician</p>		

	<p> Admitting Diagnosis Capability to add new fields Allows administrator to define required fields Provides online insurance eligibility checks System flags pre-authorization requirements Provides quick registration form with minimal data Ability to pre-register patients Ability to enter frequently used default zip codes Ability to change insurance for current visit without affecting future appointments. Provide bad debt warning Capability to collect co-pay at time of registration System can print receipts Provides Medical Necessity checks Automatically prints ABN upon failed medical necessity check Supports unlimited physicians Ability to schedule recurring patients. Supports Peter Maina registration with minimal data Supports workman's compensation visits without affecting future appointments not covered under workman's compensation Automatically generates face sheet, card and bracelet upon registration. Ability to view information on patient referrals and automatically deplete visits upon registration Ability to cancel registrations Ability for authorized users to edit registrations Capability to transfer patient from outpatient to inpatient without having to reenter data </p> <p> Information captured during registration is available in real-time throughout the enterprise. Can restrict users to view only Can view patient pictures online at the point of registration Ability to place outpatient in a bed without charging for the room </p>		
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	<p>Supports recurring patients without having to reenter data at each visit</p> <p>Ability to view patient history.</p> <p>Print outpatients by service, By department.</p>		
Admissions	<p>Provides online bed board updated in real time</p> <p>Ability to print patient census on demand</p> <p>Ability to assign beds based on patient preference</p> <p>Conflict checks when assigning beds, (assigning male patient to female bed)</p> <p>Alerts users of rooms in need of cleaning</p> <p>Capability to reserve bed</p> <p>Allow currently occupied bed to be reserved for future use</p> <p>Capability to designate beds for certain types of patients</p> <p>Ability for authorized user to override room assignments</p> <p>Ability to transfer patients without having to reenter data</p> <p>Captures reason for transfer</p> <p>Captures separate rates for different rooms (private, semi-private)</p> <p>Does not charge private room rate for patients that request semi-private when only private rooms are available</p> <p>Ability to print census by nursing station</p> <p>Ability to set rooms aside for observation patients</p> <p>Ability to bill observation patient rooms by the hour</p> <p>Ability to admit observation patient to a room</p> <p>Ability to automatically admit newborns with mother's information defaulting in.</p> <p>Ability to readmit a patient that was accidentally discharged</p> <p>Ability to assign patient to overflow bed if room is occupied</p> <p>Print census by physician</p> <p>Print census by religion and/or parish</p> <p>Allow patient to be removed from patient list or religion list to meet HIPAA requirements</p> <p>Print list of unoccupied beds per unit</p> <p>Ability to swap beds</p> <p>Ability to assign patient a confidential or VIP status</p>		

	Assign confidential status to all patients with a specified disease or within a specified location. Restrict access to confidential patients to only authorized personnel Ability to view bed status of other facilities within the enterprise Allows user to edit admission time Capability to toggle between admissions screens Print labels at time of admission Captures length of stay and warns user when patient is nearing end of LOS		
Pre-admission	Ability to verify patient eligibility prior to admissions Ability to flag pre-authorization requirements Automatically transfer pre-admission data to admissions without having to re-enter data Assign account number during pre-admissions Assign room to pre-admitted patients Ability to automatically purge pre-admission if patient not admitted within a specified number of days Information updated during pre-admissions automatically updates patient record. Ability to capture all vital patient information during pre-admissions Ability to assign a billing number to pre-admitted patients Allows re-scheduling of pre-admitted patients Ability to enter free text notes during pre-admissions Ability to record patient room preferences Capability to print report of all pre-admitted patients for a user-defined period of time Upon arrival, user can select pre-admission from list of pending visits Ability to place orders during preadmission		
Patient Discharge	Ability to update or cancel pending discharges Ability to edit patient discharge Ability to view patient information on-line following discharge		

	<p>Ability to readmit discharged patient under same account</p> <p>Ability to schedule follow up appointments following discharge</p> <p>Ability to place outpatient orders during discharge</p> <p>Provides daily list of patients with pending discharge</p> <p>Can print list of pending discharges by nursing station</p> <p>Notify housekeeping following patient discharge</p> <p>Print discharge list for recurring outpatients</p> <p>Ability to backdate discharge</p> <p>Bed board updated upon patient discharge</p> <p>Automatically notify appropriate departments of cancelled discharge</p>		
Bed Tracking	<p>Ability to provide a departmental and enterprise wide, real-time patient tracking board.</p> <p>Ability to provide a bed board view that can be configured to allow patient name to be viewed</p> <p>Ability to provide a bed board view that can be configured to allow medical record number to be viewed</p> <p>Ability to provide a bed board view that can be configured to allow visit number to be viewed</p> <p>Ability to provide a bed board view that can be configured to allow insurance number to be viewed</p> <p>Ability to provide a bed board view that can be configured to allow patient type to be viewed</p> <p>Ability to provide a bed board view that can be configured to allow patient age to be viewed</p> <p>Ability to provide a bed board view that can be configured to allow patient gender to be viewed</p> <p>Ability to provide a bed board view that can be configured to allow a patient's requested accommodation type to be viewed</p> <p>Ability to provide a bed board view that can be configured to reflect any clinical requirement for a patient, such as isolation, oxygen, etc.</p>		

	<p>Ability to provide a bed board view that can be configured to allow leave of absence status to be viewed</p> <p>Ability to provide a bed board view that can be configured to allow CMG to be viewed</p> <p>Ability to provide a bed board view that can be configured to allow an alternate level of care indicator to appear</p> <p>Ability to provide a bed board view that can be configured to allow patient expected discharge date/LOS to be viewed</p> <p>Can provide a bed board view that can be configured to allow patient confidential status to be viewed</p> <p>Can provide a bed board view that can be configured to allow patient visitor status to be viewed</p> <p>Can provide a bed board view that can be configured to allow admitting diagnosis to be viewed</p> <p>Can provide a bed board view that can be configured to allow patient's medical service to be viewed</p> <p>Can provide census information to be viewed through the Bed Board</p> <p>Can provide an "off service" placement to be indicated through the Bed Board</p> <p>Can provide multiple facilities to be viewed through the Bed Board</p> <p>Ability for the Bed Board to display Pending Transfers</p> <p>Ability for the Bed Board to display Pending Discharges</p> <p>Ability for the Bed Board to display Emergency Registrations</p> <p>Ability for the Bed Board to indicate if a patient has expired</p> <p>Ability for the Bed Board to support blocking beds for periods of time.</p> <p>Ability for the Bed Board to improve the management of housekeeping functions</p> <p>Can notify management teams if beds are not filled within a pre-determined amount of time</p> <p>Ability for the Bed Board to notify housekeeping teams of the would be status</p> <p>Ability for the Bed Board to help to predict bed shortages</p>		
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	<p>Automated bed board function to display current occupants including: Nursing unit, room, accommodation type, occupied beds, patient sex, and special conditions. Supports ADT linkage for accurate patient tracking</p> <p>System supports transport management, including Transport specifications, assignments, productivity reporting etc. Describe your system's provide a warning device observation nearing the 23 hour. Ability to review floor layout plans with patient names.</p>		
Integration	<p>Admissions integrate with the following systems:</p> <ul style="list-style-type: none"> Patient Accounting Nursing Pharmacy Order Management Laboratory Scheduling Data Warehouse Electronic Medical Record Radiology ED Systems Operating Room Physician Office Systems Medical Records Physician Systems Quality Management Abstracting Reporting Tool Oncology system 		
NURSING SERVICES			
Care Planning	<p>Contains user defined patient assessments Assessments may include patient problems, treatments, vital signs, medications, outcomes, allergies, and dietary information.</p> <p>Captures patient demographic data from patient's medical record</p> <p>Capability to view patient's medications</p> <p>Capability to view patient's clinical history</p> <p>Captures patients' dietary order and restrictions</p> <p>Can access care plans from throughout the organization from any workstation.</p> <p>Captures patient's primary care, attending, and consulting physicians</p>		

	<p>Captures procedures to be performed during specified shift</p> <p>Captures patient allergies</p> <p>May add special precautions to plans of care</p> <p>Provides discharge planning and patient education</p> <p>Includes pre-op procedures</p> <p>Provides capability to view all active orders</p> <p>Can individualize plans of care by patient</p> <p>Vendor provides standard plans of care based on national benchmarks</p> <p>Can base focus of plan of care on outcome</p> <p>Supports both single and multi-disciplinary plans of care</p> <p>Provides critical pathways</p> <p>Can combine two or more plans of care</p> <p>Allows identification of problems and expected outcomes</p> <p>User can correlate critical path activities with length of stay</p> <p>Users have access to treatment plans from previous treatments</p> <p>System generates work lists by provider</p> <p>New orders can be flagged on work lists</p> <p>Problems can be added to care plan based upon response to an assessment</p> <p>Ability to determine which interventions should appear on the Kardex</p> <p>Ability to display and print patient Kardex</p> <p>Plans of care can be generated based on initial assessment using standard treatment protocols</p> <p>Incorporate lab results into plans of care</p> <p>Ability to modify treatments</p> <p>Ability to maintain interdisciplinary plan of care by NANDA</p> <p>Ability to discontinue portion of care plan once resolved</p> <p>Ability to assign target dates to plans of care</p> <p>Logs changes made to plan of care</p> <p>Ability to enter free text information for interventions</p> <p>Supports unlimited standard plans of care</p> <p>Capability to copy and paste plans of care</p>		
Clinical Care Documentation	<p>Supports multi-disciplinary documentation</p> <p>Allows for bedside point of care documentation on mobile devices</p>		

	<p>All documentation includes User ID and date/time stamp</p> <p>Can back date documentation time</p> <p>Documents vital signs, I & O, weight, medication, etc.</p> <p>Ability to view lab results</p> <p>Provides drill down capabilities</p> <p>Documentation updates patient's chart in real time</p> <p>Supports multiple documentation methodologies</p> <p>Provide summary list of patient allergies, medications and diagnoses</p> <p>Ability to customize view by provider</p> <p>Provides capability to edit notes</p> <p>Flags abnormal vital signs</p> <p>Capability to access input and output results</p> <p>Ability to view Radiology images and reports</p> <p>Provides electronic signature capability to sign off on results</p> <p>Ability to define required fields</p> <p>Ability to create user-defined flow sheets</p> <p>Ability to graph results</p> <p>Captures information from bedside monitors</p> <p>Ability to send charges to billing</p> <p>Ability to document patient goals</p> <p>Generates outcome variance reports from charting</p> <p>Capability to customize screens</p> <p>Capability to enter new allergy information and update a patient's medical record</p> <p>Authorized users can view documentation at any time</p> <p>Capability to generate canned text</p> <p>Capability to document History and Physical (H & P) Examination</p> <p>Capability to update progress notes</p> <p>Alerts clinicians of overdue charting</p> <p>Provides support for touch screen</p> <p>Supports voice recognition</p> <p>Ability to document wound appearance and drainage</p> <p>Ability to standardize wound descriptions via canned entries</p> <p>Ability to attach appended entry to note</p> <p>Can generate patient lists by clinician.</p>		
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	<p>Viewing of documentation is restricted by user</p> <p>User-defined viewing format (chronological, reverse chronological, by problem, by discipline)</p> <p>Documentation includes clinical decision support</p> <p>Updates care plans based on documented problems</p> <p>Can print documentation by shift, day, week, month, and upon discharge</p> <p>Provides patient tracking and documents with time. Uses a color-coded display</p> <p>View 24-hour snapshot of patient results</p> <p>Allows caregivers to prioritize tasks on work list</p> <p>Work list alerts staff of situations or potential problems requiring attention</p> <p>Documents all medications and allergies on an online Medication Administrative Record</p> <p>Captures insulin history for diabetic patients</p>		
Critical Pathways	<p>Clinical pathways include interdisciplinary orders</p> <p>Orders and outcomes entered generate entries on the Kardex</p> <p>Supports multi-disciplinary critical pathways</p> <p>Critical pathways are user definable</p> <p>Expected outcomes will auto-complete when charted as met and be rescheduled when charted as not met</p> <p>Integrated with Order Entry System</p> <p>Can document against variances to critical pathway</p> <p>Variance reporting includes LOS, procedure, diagnosis, DRG, providers, type of variance, and source of variance.</p> <p>Can edit critical pathways</p>		
Discharge Planning	<p>Automatically generate prescriptions upon discharge</p> <p>Capability to document patient education</p> <p>Ability to print patient discharge instructions</p> <p>Ability to print drug monographs</p> <p>Ability to schedule follow up appointments</p> <p>Ability to review all patient information online at time of discharge</p>		

	<p>Ability to produce user-defined checklists</p> <p>Ability to print patient surveys upon discharge</p>		
Medication Administration	<p>Provides interaction checks upon medication administration including:</p> <ul style="list-style-type: none"> Drug-drug Drug-Allergy Duplicate Drug Drug-food <p>Provide ability for authorized users to override warning</p> <p>Notifies clinician of abnormal lab results and/or vital signs prior to medication administration. Allow for rules-based logic.</p> <p>Automatically calculates dosage based on patient's age, height, weight, and BSA.</p> <p>Offers bar-coding of medications and patient wrist bands to verify prescriptions at patient's bedside</p> <p>Charts one-time doses</p> <p>Documents over the counter medications</p> <p>Capability to document IV volume, drip rates, additives and type</p> <p>Ability to place orders on hold</p> <p>Ability to administer medications on a set or alternating schedule</p> <p>Ability to document reason why a medication was not administered</p> <p>Ability to provide add notes that can be viewed upon administration</p> <p>Support interfaces with dispensing systems</p> <p>Capability to print patient's online MAR on demand.</p>		
Integration	<p>System is integrated with the following:</p> <ul style="list-style-type: none"> Pharmacy Electronic Medical Record Order Management Dietary Ancillary Services Physician's Practices Emergency Department Surgery Radiology Admissions Patient Accounting CPOE (Computerized Physician Order Entry) <p>Provides Adhoc reporting tool</p>		

MEDICAL RECORDS			
Master Patient Index	<p>Supports online access to Medical Records</p> <p>Automatically updates MPI when new information entered</p> <p>Provides multiple means of identification including; name, partial name, alias, ID number, medical record number, Soundex, etc.</p> <p>Provides multiple levels of search</p> <p>Capability to retain MPI information permanently</p> <p>Automatically assign a medical record number for patients not in the system</p> <p>Provide reports identifying duplicate ID numbers</p> <p>Information is shared from previous visits at other facilities throughout the enterprise</p> <p>Provides for multiple facility numbers linked to a single enterprise number.</p> <p>Ability to merge duplicate medical records</p> <p>Ability to unmerge records that have been merged.</p> <p>Ability to link multiple names to a record when merging records (Alias, maiden name, other name)</p> <p>Automatically alerts appropriate department of merged records</p> <p>Allows multiple users to view medical record at the same time</p> <p>Prohibits access to confidential patients and/or test results</p> <p>Ability to remove a patient from the Master Patient Index</p> <p>Ability to restore a patient who's been removed from the MPI</p> <p>Compile a list of duplicate or potentially duplicate patient accounts</p>		
Medical Record Tracking	<p>Provide online inquiry into chart location</p> <p>Ability to sign out medical record</p> <p>Ability to sign out portions of a medical record</p> <p>Ability to bar code medical records</p> <p>Ability to define chart locations</p> <p>Ability to change chart location</p> <p>Provide ability to request a chart</p> <p>Ability to reserve a chart</p> <p>Print chart request in medical records department</p> <p>Track charts by physician</p>		

	<p>Print report of all overdue charts by:</p> <p>Date</p> <p>Location</p> <p>Physician</p> <p>Department</p> <p>Automatically notify users of overdue charts after a user-defined number of days</p> <p>Ability to transfer charts from one user to another without having to return the chart</p> <p>Print charts by location</p> <p>Ability to update chart status online</p> <p>Ability to view what portions of a chart are signed out</p> <p>Print daily chart retrieval lists</p> <p>Captures name of person that signed chart out</p> <p>Tracks correspondence reason, date needed, type of requester and comment.</p>		
Deficiency Tracking	<p>Tracks deficiencies by physician</p> <p>Provides work list to track deficiencies</p> <p>Automatically updates work list when record completed</p> <p>Ability to electronically sign off on record</p> <p>Ability to assign delinquency status</p> <p>Automatically generates delinquency letters</p> <p>Generate hospital-defined physician deficiency, suspension, and reinstatement letters</p> <p>Define user-defined number of days a delinquency can be outstanding before letter is generated</p> <p>Ability to email and fax delinquency letters</p> <p>Produce user-defined delinquency aging reports</p>		
Release of Information	<p>Print list of parties that have requested patient records</p> <p>Allow patients to request their name be left off of certain lists (floor census, parish)</p> <p>Provides patients the means to view who has looked at their records</p> <p>Support the ability to print or fax requested patient information for outside parties</p> <p>Ability to bill requesting organization for release of information</p> <p>Support HIPAA requirements for release of information.</p>		

Integration	Provides integration with the following applications: Registration Abstracting Patient Accounting Scheduling Reporting Tool Pharmacy Radiology Laboratory		
Reports	Provide a log of delete and restore activity Provide a log of merge and unmerge activity Provide a log of specific changes that were made to patient data Provide a list of sealed and unsealed EMR accounts Provide an audit trail for patients' incomplete records Provide a log of user productivity in incomplete records Provide a log of on productivity related to chart location Audit trail inquiry specific to a patient account Accounting of Disclosures report Compiled report capability Report of productivity in Release of Information		
LABORATORY			
General Laboratory	The HMIS should have an integrated laboratory module Should be able to check for Medical Necessity Ability for the lab interface to support the uploading and downloading of patient and procedure information between the Lab Information System and the analyzer Ability for the results to be automatically printed to the patient's current location and/or the resulting department Ability for the results to be user defined to auto flag as high, low, critical high or critical low using multiple criteria based on gender and/or age (years, months or days) Ability to support Delta Checking Ability for the system to allow for auto verification Ability to support reflex testing		

	<p>Ability for the system to have online result review capability</p> <p>Ability to have custom report capabilities</p> <p>Ability to have Quality Control capabilities</p> <p>Allow a miscellaneous test code so previously undefined tests can be ordered and charged</p> <p>Support retrieval of patient records by partial (e.g. first few letters of) patient last name</p> <p>Ability to interface with reference lab</p> <p>Restrict access to certain functions to authorized users</p> <p>Capability to modify patient results</p> <p>Ability to enter multiple comments for the same test</p> <p>Support the use of ICD-10 and SNOMED codes</p> <p>Ability to interface with Pharmacy</p> <p>Ability to support specimen tracking</p> <p>Provides time, date, and User ID stamp on all transactions</p> <p>Incorporates patient demographic data from Admissions</p> <p>Ability to override results</p>		
Collections	<p>Ability to print collection labels:</p> <p>On demand</p> <p>At pre-defined intervals</p> <p>Ability to define what information appears on collection label</p> <p>Ability to print barcode labels on demand</p> <p>Collection lists include:</p> <p>Test name or code</p> <p>Priority</p> <p>Accession number</p> <p>Patient allergies</p> <p>Comments</p> <p>Scheduled draw time</p> <p>Sample size</p> <p>Tube type</p> <p>All associated physicians</p> <p>Ability to determine number and size of labels</p> <p>The labels should support bar coding (either Code 39, Code 128, ISBT 128 – or all)</p> <p>System should support sample type barcodes and separate out sample types</p> <p>Ability to change collection priority</p>		

	<p>Ability to sort collection labels based on patient location. Based on order status</p> <p>System should support sample type barcodes</p> <p>Require reason for specimens not collected</p> <p>Stores canned reasons</p> <p>Print log of pending collections</p> <p>Prints list of uncollected specimens</p> <p>Defines which specimens are collected by lab and which by nursing</p> <p>Date, time, and User ID stamp for all collections</p> <p>Automatically alert users of overdue collections</p> <p>Ability to reassign improperly collected specimen to collection list</p> <p>Ability to determine number and size of labels</p>		
Charge processing	<p>Provide integration with a hospital's patient accounting system</p> <p>Charges can be posted at a user-defined time (order entry, collection, results)</p> <p>Can include comments with charges</p> <p>Automatically generates charges based on orders</p> <p>Provides multiple pricing schemes</p> <p>Provides automatic credit for cancelled tests</p> <p>Can generate manual charges</p> <p>Ability to prevent charges from being posted for redraws</p> <p>Ability to tracks costs per procedure</p> <p>Can place multiple charges per test</p>		
Order Entry	<p>Ability to store standard orders</p> <p>Ability to check for duplicate orders</p> <p>Captures verbal orders</p> <p>Provides electronic signature</p> <p>Ability to enter diagnosis code for each order</p> <p>Accommodates multiple diagnosis codes</p> <p>Capability to select codes from drop down menu</p> <p>Ability to enter free text comments</p> <p>Ability to order additional tests based on results of previous tests</p> <p>Ability to enter pre-testing information</p> <p>Allow for order cancellation</p> <p>Automatically prints labels following order entry</p>		

	<p>Provides medical necessity checks at order entry</p> <p>Automatically prints ABN if medical necessity check fails</p> <p>Ability to update orders and track changes</p> <p>Ability to change ordering physician</p> <p>Ability to enter no charge tests</p> <p>Ability to override duplicate orders</p> <p>Ability to cancel tests at any time</p> <p>Allows for tests to be ordered reflexively</p> <p>Allow users to define required fields that must be completed before an order is filed</p> <p>Allow multiple CPT codes per ordered test</p> <p>Allow for tests to be ordered in groups, such as CBC</p> <p>Ability to receive orders from order communication system</p>		
Work list Management	<p>Sort work lists by user-defined sequence</p> <p>Work list includes user-defined data types</p> <p>List previous result on work list</p> <p>Print work lists on demand</p> <p>Include separate work lists for reference labs</p> <p>Ability to create temporary work lists with tests taken from multiple work lists</p> <p>Provide work list by technologist</p> <p>Provide for work list inquiry by multiple criteria.</p>		
Results Reporting	<p>Allow result entry both manually and via instrument interface or bar code reader</p> <p>Ability to attach free text comments to results</p> <p>Provide automatically calculations based on test results</p> <p>Display previous results for comparison</p> <p>Provide graphical display of results</p> <p>Display normal values</p> <p>Allow user to override test results</p> <p>Highlight abnormal test results</p> <p>Automatically alert providers of panic values</p> <p>Automatic rounding of results based on user-defined criteria</p> <p>Provide controls for highly classified results, such as HIV</p> <p>The system to provide Infection Control reporting</p>		
Integration	<p>Integrates with the following:</p> <p>Patient Accounting</p> <p>Admissions</p>		

	<p>Medical Records Pharmacy Radiology CPOE Emergency Department Oncology system Electronic Medical Record Reporting Tools Data Warehouse Materials Management Physician Practices Nursing Quality Management</p>		
Pathology	<p>Ability to assign accession numbers in a format specified by the user Ability to transfer a pending case into another pathologist for consultation Ability to generate processing labels for each phase of processing (gross, blocks, slides, etc.) Ability to include clinical impressions, diagnoses or other clinical data as part of the anatomic pathology record Ability to utilize voice recognition for entry of reports with integrated templates Ability to store electronic images and display them as needed and import them into patient reports as desired Ability to annotate embedded anatomic images Ability to use Microsoft Word for Pathology reporting Ability to use SNOMED coding Ability to sign-out with electronic signature restricted by security access</p>		
Blood Bank	<p>Ability to track blood products e.g. packed cells, whole blood, FFP, Cryo, Platelets, etc. Ability to provide ISBT 128 Barcode read/write capability Is your Blood Bank system FDA 510K approved Support computerized electronic cross match Track and display blood bank patient history when ordering Ability to record multiple donor types as required. For example: autologous, directed, platelets, etc.</p>		

	Provide Transfusion and Transfusion Reaction capabilities		
Microbiology	<p>Microbiology-reporting package should be designed to be a paperless module</p> <p>Ability to support Kirby-Bauer (KB) and MIC zone size and interpretation</p> <p>Ability to support online paperless work card</p> <p>Ability to capture specific source and specimen description information</p> <p>Ability to define valid susceptibility results for each antibiotic</p> <p>Ability to suppress reporting of certain antibiotics</p> <p>Ability to have full Preliminary and Final report functionality</p>		
Laboratory Outreach	<p>Provide standard integration with the other LIS applications</p> <p>Provides for medical necessity checking and ABN printing</p> <p>Provides an Order Entry solution screen customizable to fit the needs of the individual client</p> <p>Provides a comment section for easy free text entry of additional information</p> <p>Provides quick registration with limited patient information</p> <p>Provide clients with the option of maintaining their own numbering wheel and patient identifiers</p> <p>Perform Batch Requisitioning for “Mall or Fair” screening</p> <p>Preprint bar coded client requisitions and labels</p>		
IMAGING			
Patient Records	<p>Provide full integration with electronic patient record</p> <p>Ability to search for patient-by-patient name, orders number, film number, medical record number, SSN, physician, date of service.</p> <p>Ability to view online list of scheduled exams</p> <p>Ability to create unique exam identifier numbers</p> <p>Provide online access to clinical information, including lab, pathology, and pharmacy.</p> <p>Ability to see online exam status</p>		

	<p>Ability to track patients by arrival time, exam time and departure time.</p> <p>Ability to track turnaround time statistics.</p> <p>Real time updating of electronic medical record</p> <p>Allow users to view current and past orders from any PC</p> <p>Supports online Master Patient Index</p> <p>Ability to document patient wait time</p>		
Exam Scheduling	<p>Capability to schedule:</p> <p>Physicians</p> <p>Technicians</p> <p>Radiologists</p> <p>Rooms</p> <p>Equipment</p> <p>Other resources</p> <p>Capability to schedule:</p> <p>Multiple exams</p> <p>Multiple facilities</p> <p>Multiple resource</p> <p>Checks for proper exam sequence</p> <p>Checks against duplicate exams</p> <p>Provides conflict checks that factor in preparation time and procedure duration.</p> <p>Provides conflict checking for staff and other resources</p> <p>Flags problems when scheduling multiple exams</p> <p>Automatically finds next available time for inpatient and/or outpatient.</p> <p>Print schedules by:</p> <p>Room</p> <p>Radiologist</p> <p>Technician</p> <p>Nursing station</p> <p>Department</p> <p>Equipment</p> <p>Patient</p> <p>Provides capability to designate times when staff, rooms, equipment, etc are not available.</p> <p>Allows overriding of schedules with appropriate access.</p> <p>Allows multiple exams to be scheduled from one screen</p> <p>Allows booking of appointments at other facilities based upon patient's need and preferences from a single process screen.</p> <p>Offers role-based security</p>		

	<p>Can schedule from multiple departments from a single source.</p> <p>Capable of printing reminder letters, cancellation notices, follow-up questionnaires and other notifications</p> <p>Letters can incorporate patient information</p> <p>Provides reminders for f/u procedures based upon user-defined time frame</p> <p>Provide continuous follow-up, based on user-defined intervals until issue resolved.</p> <p>Tracks ongoing communication with follow up patients</p> <p>Provides online inquiry of patient-related information including:</p> <p>Orders</p> <p>Results</p> <p>Patient history</p> <p>Patient demographic data</p> <p>Transcribed reports</p> <p>Patient location</p> <p>Retains patient's scheduled appointment information in an on-line mode for a user specified date range.</p> <p>Ability to review comments from order entry</p> <p>Ability to schedule a series of appointments</p> <p>Ability to schedule for up to a year in advance</p> <p>Ability to schedule for all types of procedures (inpatient, outpatient, ER)</p> <p>Provide the capability to override the automated schedule.</p> <p>Provide the capability to quickly review on-line schedules using different views.</p> <p>Day</p> <p>Week</p> <p>Month</p> <p>Room</p> <p>Equipment</p> <p>Patient</p> <p>The ability to print, e-mail, or fax appointment notices</p> <p>Ability to enter orders from scheduling screen</p> <p>Record and track:</p> <p>Patient arrival times</p> <p>Exam begin/end time</p> <p>Patient departure time</p> <p>Exam/film repeat reason</p>		
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	<p>Patient no shows</p> <p>Cancel appointment with redefined list of cancellation reasons</p> <p>Tracks cancellations along with reason.</p> <p>Tracks no shows automatically</p> <p>Provides allergy interaction checks (patient allergic to dye)</p> <p>Automatically routes required paperwork to appropriate department</p> <p>Provides alerts for patient conflicts (pregnancy)</p> <p>Ability to identify length of time for a procedure</p>		
Order Entry and Procedure Tracking	<p>Ability to generate orders based on the procedure/exam scheduled.</p> <p>Ability to tie orders to appointments</p> <p>Ability to identify order priority</p> <p>Ability to flag order time conflicts to ensure correct order sequence</p> <p>Automatic flags using rules-based logic can be set to identify duplicate orders, inappropriate procedures and conflicts reducing the potential for errors.</p> <p>Ability to perform medical necessity checks prior to patient having the procedure</p> <p>Procedures can be started, and completed by technologists by using a scanner to read a barcoded exam ascension number on the paper requisition</p> <p>Documents supplies used during the exam</p> <p>Ability to automatically capture charges associated with supplies and send to billing.</p> <p>Ability to charge patient when procedure is complete</p> <p>Captures technologist that performed the exam</p> <p>More than one technologist can be recorded</p> <p>Can record and track quality assurance and quality control data for each exam, such as number of repeats, reason for repeats, etc.</p> <p>Documents adverse patient incidents</p> <p>Quickly review all exam activity through online exam log for area of interest to determine what's been completed/</p> <p>Ability to track wait times</p>		

	Ability to capture procedure-specific technologist workload		
Image Management	<p>Provide an online film tracker</p> <p>Track films that have been signed out, with reports for all late returns</p> <p>Send automatic reminder letters for outstanding films after a hospital-defined number of days</p> <p>Capability to track films via barcoding.</p> <p>Prints pull slip in medical records.</p> <p>Allow films to be signed outside the organization</p> <p>Ability to sign out films and jackets</p> <p>Ability to reserve films that have not yet been returned</p> <p>Ability to transfer films from one party to another</p> <p>Ability to print labels for films and film jackets</p> <p>Ability to interface with PACS systems to:</p> <p>View images online</p> <p>View images from any workstation</p> <p>Link transcribed reports to associated images</p>		
Results	<p>Access results from electronic medical record</p> <p>Sign off on results using electronic signature</p> <p>Incorporates canned text into reports</p> <p>Incorporates schematics</p> <p>Integrates with Microsoft Word</p> <p>Provides spell checking</p> <p>Automatically populates fields with demographic data</p> <p>Print reports by:</p> <p>Patient</p> <p>Physician</p> <p>Department</p> <p>Procedure</p> <p>Alert physicians of unsigned reports and deficiencies</p> <p>Enable rapid online signature of unsigned reports</p> <p>Transcription capabilities</p> <p>Provides communication between physicians and transcriptionists</p> <p>Provides integration with voice recognition system.</p>		

	<p>Ability to automatically update order status upon entering results</p> <p>Ability to automatically direct reports to the right location</p> <p>Ability to route reports to any printer in the network</p> <p>Ability to print results on demand</p> <p>Ability to hold results for viewing prior to them being reviewed and verified</p> <p>Ability to track follow up for abnormal results</p>		
Reporting	<p>Monitors lifetime exposure to radiation</p> <p>Allow radiologists to view all unsigned reports under their name</p> <p>Provide quality assurance reporting</p> <p>Easy mechanism to analyze film repeat/reject reasons</p> <p>Provide productivity reporting</p> <p>Produce daily log of exams</p> <p>Provide audit reporting</p> <p>Provide customizable ad-hoc reporting tool</p> <p>Print list of patients requiring follow-up</p> <p>Report physician utilization by type of exam, patient type, and total exams</p> <p>Real-time on-line report viewing</p> <p>User friendly method to customize reports</p> <p>Ability to add reports to custom menu</p> <p>Automatically tracks accuracy statistics</p> <p>Ability to maintain reports online for a user-defined period of time</p> <p>Ability to print monthly and yearly statistics</p> <p>Generate workload statistics by physician, radiologist, technician, facility, equipment, etc.</p>		
Inventory Control	<p>Ability to interface to central supply</p> <p>Ability to track film supplies</p> <p>Ability to automatically decrement stock levels based on usage</p> <p>Incorporates bar code technology in supply room</p> <p>Ability to automatically place charges for supplies used</p> <p>Provide auto re-stock notification when supplies fall below user-defined level.</p> <p>Tracks equipment maintenance</p>		
Charge Capture	Charges placed according to user-defined intervals		

	Provides integration with billing for automatic charge capture Allows for exam retakes without duplicating patient charges Allows for discounts by patient type Ability to check charges per patient or for the whole day Ability to track department financial data Allow for independent radiologist billing		
Image Viewing	Should be interfaced to a PACS system The Radiology application should automatically transmit patient information to the PACS system. Radiology should automatically submit patient exam information to the PACS system to set pre-fetch function. Radiology should automatically transmit result interpretations to the PACS system. The PACS image should be viewed within electronic medical record.		
Integration	Integrated with the following: Scheduling Registration Patient Accounting Medical Records Abstracting Materials Management CPOE Pharmacy Laboratory Pathology Nursing Emergency Department Physician's Office Remote Clinics Reporting Software		
PHARMACY			
General Requirements	Ability to define following fields: Weight Height Age Physician Store all orders on-line for a user-defined number of years. Supports remote locations. Ability to support physician order entry and medication review, along with Electronic Signature for processing medication orders.		

	<p>Ability to document medications using on-line MAR and at bedside using bar-code technology.</p> <p>Support HL7 interfaces to Dispensing Machines.</p> <p>Support processing of outpatient and employee prescriptions.</p> <p>Ability to run reports based upon lot numbers associated with patients in order to generate recall lists</p> <p>Ability to enter text to be reviewed by pharmacy users.</p> <p>Support long-term care facilities.</p> <p>Integrated functionality between Pharmacy and HMIS system allows for seamless flow of information.</p> <p>Checks for physician and/or resident DEA number when ordering.</p> <p>Provides inventory for central pharmacy substances room and satellite pharmacies.</p>		
Patient Information	<p>Lookup record by:</p> <p>Name</p> <p>Partial name</p> <p>Medical Record</p> <p>Location</p> <p>Room</p> <p>RX number</p> <p>Account number</p> <p>Social Security number</p> <p>Ability to access previous visit information to carry forward onto new record.</p> <p>Ability to view user-defined patient profile.</p> <p>Reporting capabilities for user-defined patient group.</p> <p>Produce departmental transfer and discharge lists as requested.</p>		
Ordering	<p>Ability to define which orders are required for review vs. which orders are required for verification.</p> <p>Display orders needing to review by user-defined criteria.</p> <p>Ability to program stop order warning and print if required.</p> <p>Ability to flag stop order warnings electronically to the responsible physician.</p> <p>Renewal of patient orders flagged.</p> <p>Allow for free text changes to drug identifier.</p>		

	<p>Check for duplicate orders using various user defined criteria:</p> <p>Duplicate class</p> <p>Duplicate generic</p> <p>Duplicate ingredient</p> <p>Can shut off duplicate order check.</p> <p>Order data changed during the ordering process.</p> <p>Check dosage using various parameters including:</p> <p>Physical makeup of patient</p> <p>IBW vs ABW</p> <p>Dose dependent on weight</p> <p>Dose dependent on BSA</p> <p>Dose independent of weight and/or BSA</p> <p>Various orders supported:</p> <p>Med orders</p> <p>Chemotherapy</p> <p>Large Volume IV's</p> <p>Alternating IV</p> <p>TPN</p> <p>Piggyback IV's</p> <p>Medications from Home</p> <p>Compound Medications</p> <p>Medications with different strengths using combined forms</p> <p>Medication Protocols</p> <p>Standing Orders</p> <p>The following are displayed during ordering:</p> <p>Trade name</p> <p>Generic name</p> <p>Date and Time of Order</p> <p>Order Type</p> <p>Directions</p> <p>Associated times</p> <p>Stop date (if identified)</p> <p>Additional comments</p> <p>Medication support provided for discharged patients.</p> <p>Allows all patients' orders to be placed on hold for specific reasons.</p> <p>Adverse drug reactions posted at time of order entry.</p> <p>Captures life-time dosage of medications.</p>		
Profiles	<p>Various profile types defined including:</p> <p>Inpatient</p> <p>Outpatient</p> <p>Staff defined</p>		

	<p>Maintain patient name, patient medical record #, sex, height/weight.</p> <p>Maintains:</p> <p>Patient birthdate</p> <p>Account number</p> <p>Physician</p> <p>Allergies</p> <p>Drug name (generic and trade)</p> <p>Dose, strength</p> <p>Ordering physician</p> <p>Maintain Medication Administration Data below:</p> <p>Nurse administering medication</p> <p>Units administered (including PRN)</p> <p>Instructions for administer times</p> <p>Doses missed</p> <p>Medication categories accepted (ex. Scheduled/routine daily, IV's, PRN's)</p> <p>Ability to manipulate sort order of profile</p> <p>Provides following on IV label:</p> <p>Patient</p> <p>Start time</p> <p>Solution and volume</p> <p>Time to run</p> <p>Drip rate</p> <p>Initials of pharmacist/technician that compounded solution</p> <p>Administration instructions</p> <p>Expiration dates</p> <p>Provides condensed IV patient profile</p> <p>Free text field</p> <p>Provides pre-programming of common IV solutions into code order entry system.</p>		
MAR (Medication Administrative Reports)	<p>Provides ability to use electronic means for documenting administration of medication.</p> <p>Ability to print multiple day formatted MAR for manual administration at end of this section</p> <p>for those who are not using eMAR yet.</p> <p>Provides capability to monitor drug administration once unit enters administration record into the system.</p> <p>System prompts for additional user-defined capture of information at the point of administration</p> <p>Output/ Printing</p> <p>Provides following on IV label:</p>		

	Patient Start time Solution and volume Drip rate Initials of pharmacist/technician that compounded solution Administration instructions Expiration dates Free text field for additional comments Ability to print MARs to specified locations. Ability to define number of labels to print. Ability to tailor format of: Labels Reports MARs Profiles Order Detail information		
Controlled Substance	Stores, generates, and updates substances stock lists for different hospital units. Ability to charge for controlled substance when administered. Provide reports or documentation for controlled substances dispensed. Inventory reports that include the following: Daily/Monthly audit reports Annual/Biannual summary reports Provides reports listing controlled substances requiring review for reordering. Provides patient's controlled substance activity since admission		
Cart Fill	Provides online cart fills. Support cart fill for single or multiple days. Calculate cart fill based on prior fill. Cart fill list/screen includes: Patient Drug Dose – Strength/Quantity Age Cart filler name/cart checked by Total units dispensed Provides list of total units for cart fill. Medication fill lists for patient care stations which decrease inventory. Provides IV processing list including supplies needed for the IV orders for that day.		

	Satellite cart fill locations available.		
Medication Processing	<p>Online remote access to processing screens allowing for quick updates of medication/IV information</p> <p>User-defined abilities to process medications</p> <p>Processes include but are not limited to:</p> <p>D/C</p> <p>Cancel</p> <p>Move med to new account</p> <p>Place on Hold</p> <p>Change to outpatient Rx for Pass meds</p> <p>Edit IV Rate</p> <p>Edit next dose due</p>		
Reporting	<p>Monthly and annual distribution reports including stats and expense reports for individual patient care units available.</p> <p>Drug utilization statistics reports available by:</p> <p>Drug</p> <p>Physician</p> <p>Service</p> <p>Location</p> <p>Workload Statistics allow you to track and print workload using various selection ranges and sort criteria.</p> <p>Drug adverse reactions and interactions reports available.</p> <p>Patient profile and specific drugs by patients or patients by drug printout available.</p> <p>Reports available based upon access throughout the enterprise.</p> <p>Information provided to patient care unit includes:</p> <p>Medication Administration Records</p> <p>Nursing Station Worksheets</p> <p>Renewal Notice List</p> <p>Expired Rx List</p> <p>Patient Monographs</p> <p>Floor stock reports provided.</p> <p>Provides the following exception reports:</p> <p>Stop orders</p> <p>Productivity statistics</p> <p>Low inventory</p> <p>Slow moving inventory items</p> <p>Inventory Usage Reports</p> <p>Annual inventory count lists</p>		

	User-friendly ad-hoc reporting capability		
Quality Control	<p>Medication errors tracked.</p> <p>Adverse drug reactions tracked and reported.</p> <p>Monitors online drug interactions, allergic reactions and incompatibility.</p> <p>Provides monitoring for drug utilization review by physician, service, patient or diagnosis.</p> <p>Track changes or additions to orders by users.</p> <p>Patient Monitoring Reports include:</p> <p>Progress Notes</p> <p>IV status report</p> <p>Override Interactions Report</p> <p>Microbiology Report</p> <p>MAR Variance Report</p>		
Inventory management	Ability to transfer stock between different pharmacy sub-units		
SURGERY			
OR Scheduling	<p>Provides centralized and de-centralized scheduling</p> <p>Supports block scheduling, with each surgeon having reserved blocks and time ranges for each appointment</p> <p>Provide ability to override blocks</p> <p>Ability to assign multiple surgeons to case</p> <p>Ability to schedule multiple rooms (exam, recovery, admission)</p> <p>Ability to schedule non-physician staff (anesthesiologists, scrub nurses, RNs)</p> <p>Allow user to select from list of authorized surgeons</p> <p>Ability to schedule equipment</p> <p>Ability to update resources assigned to a case</p> <p>Ability to list equipment as unavailable and prevent scheduling when down for maintenance</p> <p>Restrict scheduling of Operating rooms for specific surgeries.</p> <p>Allow users to define how much information they want captured and displayed on a patient</p> <p>Provide color coded graphical display listing available time slots</p> <p>Ability to view daily/weekly schedule by:</p>		

	<p>Surgeon Exam room Department Anesthesiologist Other staff member Ability to reschedule appointments through dragging and dropping Automatically locate next available time slot Maintain a surgery waitlist Tracks duration for each appointment Use's surgeon's average case time when scheduling cases Ability to move cases if resource becomes unavailable Ability to attach orders to procedure Ability to include comments for OR staff Provide resource conflict checks Ability for authorized users to override conflict checks Provide ability to swap cases Include reason for cancellation Set rooms aside for specific procedures Ability to cancel surgeries</p>		
Preference Cards	<p>Ability to create standard preference cards Ability to copy preference cards from one clinician to another Ability to select items for preference cards from pick lists Ability to edit all preference cards at once when an item discontinued or changed Ability to track implants and explants Ability to print a list of implants/explants in the event of a recall. Automatically submit charges to billing as items are used Automatically decrement inventory as items are used Use bar code readers to scan inventory items Take into account clinician allergies when defining preference cards (Latex) Provide the ability to select items from picklists Track surgeon preferences (hand size, left of right handed) Maintain floor inventory of general supplies (bandages, Tylenol, etc.)</p>		

Documentation	<p>Supports multi-disciplinary documentation</p> <p>Enables multiple care providers to document on a patient's chart at once</p> <p>Supports customizable documentation templates</p> <p>Ability to document deferred cases.</p> <p>Ability to view nursing assessments from pre-testing to recovery</p> <p>Provide audit trails of who entered information, including time and date</p> <p>Document medications as they are dispensed</p> <p>Allow for documentation to be completed after the procedure</p> <p>Supports the ability to finalize an operative episode once all information is entered</p> <p>Determine which fields within the documentation are required</p> <p>Support the ability to add addendum to documentation after it is finalized</p> <p>Documentation is accessible through the Electronic Patient Record</p>		
Tracking Patients	<p>All patient activity can be viewed through a patient tracker</p> <p>A private tracker is available to display in public areas and protect patient confidentiality</p> <p>Support ability to document from the tracker</p> <p>Displays patient's current location</p> <p>Displays patient's duration within a location</p> <p>Supports the ability to customize the tracker by department</p> <p>All updates to the tracker are provided in real-time</p>		
Reporting	<p>Standard reports are provided with your system</p> <p>The system supports the creation of custom reports</p> <p>Custom reports can be saved as standard reports</p> <p>Reports can be sent to any printer in the network or emailed.</p> <p>All information included on reports is real-time</p>		
Integration	<p>System shares the same inventory as your HMIS</p>		

	<p>System automatically submits charges to billing</p> <p>Medications entered automatically generate pharmacy orders</p> <p>System integrates with scheduling in order to schedule appointments for associated procedures at the same time</p> <p>Shares patient demographic and insurance information with HMIS</p> <p>Automatically sends CPT and ICD codes to Abstracting</p> <p>Information becomes part of the Electronic Health Record</p> <p>Pre-op lab tests can be ordered when scheduling surgery</p> <p>System shares common dictionaries with HMIS (Procedures, providers, resources, etc.)</p>		
ABSTRACTING			
Abstracting	<p>Automatic calculation of Diagnostic Related Groups (DRGs)</p> <p>Patient charges reviewed concurrently</p> <p>DRG statistics generated for case mix analysis</p> <p>Concurrent or retrospective coding supported to help identify cost and day outliers</p> <p>Users may define data elements for abstracting and reporting</p> <p>On-line patient abstracts</p> <p>DRG and Abstract statuses may be changed or updated</p> <p>Worklists enable users to select a specific group of patient accounts for processing</p> <p>Top ten diagnoses and procedures may be compiled</p> <p>May receive other vendor's coding data for automatic inclusion into patient abstracts</p> <p>Generation of letters and messages based on review outcomes</p> <p>Generation of abstract statistics</p> <p>Creation worksheets and collection forms for patient data</p> <p>Creation of organization-defined case mix reports</p> <p>Ability to monitor patient records for length of stay and provide exception reporting</p>		

	<p>Produce summaries of statistics required by managed care contracts</p> <p>Provides federally mandated updates to the DRG calculation program</p> <p>Maintains software to comply with all state and federal requirements</p> <p>An interface to patient information automatically from other applications</p> <p>Includes on-line access to case mix data for inquiry</p> <p>Case mix database which includes:</p> <p>Physician by specialty</p> <p>Patients by financial class</p> <p>On-line storage of at least three years of historical data</p> <p>On-line access to revenue, costs, and payment history</p> <p>Users have the capability to print:</p> <p>Summary report by DRG</p> <p>Summary report by MD</p> <p>Detailed report by MD</p> <p>Track inpatient data and expected versus calculated length-of-stay</p> <p>Provides online help screen</p>		
Utilization Management	<p>Provides concurrent review functions to monitor utilization</p> <p>Support utilization review</p> <p>On-line entry and tracking of UR functions, including review dates, criteria, referrals, etc.</p> <p>Ability to track and report:</p> <p>Pre-admission reviews</p> <p>Certifications</p> <p>Continued stay reviews</p> <p>Referrals</p> <p>Denials</p> <p>Discharge planning activities.</p> <p>Track ID for each UR action</p> <p>Support on-line inquiry of patient data, including name, visit number, medical record number, birthdate, age, social security, address and phone</p> <p>Support on-line inquiry of patient visit data, including admit and discharge dates, length-ofstay, and MDs</p> <p>Support on-line inquiry of patient medical record data including diagnoses, DRG, surgeries and dates</p> <p>Provide access to employer and payer certification requirements</p>		

	<p>Print list of physicians with suspended admission or clinical privileges</p> <p>Print reports of cancelled surgery and radiology</p> <p>Print report of patients and diagnoses for stays of less than 2 days</p> <p>Print UR worksheets which show patient demographics, guarantors, insurance, diagnoses, discharge planning, and review data</p> <p>Print DRG length-of-stay report of cases exceeding DRG LOS threshold, showing DRG, LOS, variance, patient name, ID, MR number, and MD</p> <p>Print reports for:</p> <p>Daily and cumulative summaries of surgeries</p> <p>One day “pre-op” patients</p> <p>Cancelled surgery and radiology</p> <p>Patients and diagnoses for stays of 2 or fewer days</p> <p>Patients readmitted within 30 days of last hospital stay</p> <p>Statistical report of length-of-stay by diagnosis</p> <p>Discharge analysis by medical service</p> <p>Major procedures, including charges, LOS, and certification data</p> <p>MD referral log by reason</p> <p>UR summary by payer, MD, Service</p> <p>Track and report on deaths</p> <p>Print medical record summary report</p> <p>Print list of hospital-issued denial letters</p> <p>Print financial utilization reports by MD, specialty, zip code, DRG</p>		
Integration	<p>Provides integration with the following modules:</p> <p>Admissions</p> <p>Patient Accounting</p> <p>Medical Records</p> <p>Order Management</p> <p>Reporting Tool</p> <p>Encoder/Grouper</p> <p>Quality Management</p> <p>Electronic Medical Record</p> <p>Data Warehouse</p>		
Reporting	<p>Compiled reports can be used to generate statistical and patient reports</p> <p>Ability to hold the compilation of a report for a later date or time</p>		

	Ability to limit the number of reports run at one time		
Tracking	<p>Able to sign out portions of Incomplete Records</p> <p>Records may be assigned to a new recipient without being physically returned</p> <p>Can give users the ability to reserve patient records without the ability to actually sign them out</p>		
SCHEDULING			
Scheduling	<p>Schedules can be created for:</p> <p>Physicians</p> <p>Staff</p> <p>Rooms</p> <p>Equipment</p> <p>Ability to create standard schedule templates</p> <p>Ability to copy and edit templates to create new templates</p> <p>Ability to establish time parameters for each appointment</p> <p>Allow users to define time lengths for each type of exam (ex. Physical)</p> <p>Ability to establish scheduling blocks</p> <p>Physicians can determine how many appointments can be scheduled per block of time</p> <p>Allow authorized personnel to overbook physicians based on physician preferences</p> <p>Ability to block days when department is closed (holidays)</p> <p>Can define schedules of availability for all resources</p> <p>Ability to schedule multiple resources for a meeting</p> <p>Ability to block equipment for maintenance</p> <p>Ability to indicate which physicians and rooms are available to take certain appointment types in specified time slots</p> <p>Ability for authorized users to override</p> <p>Ability to place resources in groups (pediatrics)</p> <p>Ability to link a resource or group of resources to a location</p> <p>Ability to generate notifications of appointment availability conflicts</p>		

	<p>Ability to define appointment sets consisting of multiple appointments</p> <p>Print department schedules</p> <p>Providers can view their schedules online</p> <p>Authorized users can edit their own schedules</p> <p>Ability to predefine appointment groups for scheduling</p> <p>Ability to schedule patients for next available time slot</p> <p>Ability to search for appointment by:</p> <p>Physician</p> <p>Physician Group</p> <p>Day of the week</p> <p>Time of day</p> <p>Other resource (equipment)</p> <p>Can exclude days and/or time frames from search</p> <p>Can exclude resource from search.</p> <p>Can manually search for appointments</p> <p>Ability to schedule multiple resources for single appointment.</p> <p>Ability to schedule multiple services from a single screen (sets)</p> <p>Supports scheduling of both inpatients and outpatients</p> <p>Automatically incorporates demographic data from previous visits eliminating redundant data entry</p> <p>Ability to schedule a sequence or set of appointments with user defined time intervals in-between</p> <p>Ability to view multiple provider schedules from a single screen</p> <p>Provide color-coded calendar display</p> <p>Provide drill-down capabilities to view details on each appointment</p> <p>Ability to schedule appointment for specific date and time</p> <p>Assigns a new account number upon scheduling</p> <p>Ability to update patient record with information captured during scheduling</p> <p>Ability to define specific queries and actions for appointment types</p> <p>Define patient instructions for appointment types</p> <p>Modify patient demographic information on the fly</p>		
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	<p>Ability to create a new medical record on the fly</p> <p>Give users the option of searching Admissions for a patient before creating a new patient</p> <p>Ability to determine which fields should be set as required</p> <p>Ability to attach important patient information to appear as a flag each time the patient is booked for an appointment</p> <p>Ability to search for earliest time when scheduling</p> <p>Ability to narrow the search for an appointment based on the patient's availability</p> <p>Able to book pending appointments</p> <p>Ability to assign a priority to appointments (urgent, for example)</p> <p>Provide eligibility checks upon scheduling</p> <p>Provides medical necessity checks upon scheduling</p> <p>Ability to view number of visits left on referral</p> <p>Flags for history of bad debt</p> <p>Ability to schedule appointments a year into the future</p> <p>Ability to place patient on waitlist if no appointments available</p> <p>Ability to schedule appointment from waitlist</p> <p>Waitlist includes call back number, priority and appointment type</p> <p>Ability to view number of available time slots by provider</p> <p>Provide calendar view or provider schedule</p> <p>Ability to schedule multiple patients for group appointments</p> <p>Provide user-defined warning when patient is scheduled for appointments that should not occur within a certain timeframe.</p> <p>Warn scheduler of overlapping appointment times</p> <p>Provide conflict checks for improper exam sequence</p> <p>Authorized users have the ability to override conflict checks</p> <p>Offers suggestions when scheduling</p>		
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	<p>Ability to add comments and instructions to appointment</p> <p>Provides both centralized and decentralized scheduling</p> <p>Ability to schedule walk-in patients</p> <p>Ability to assign a new medical record number for new patients</p> <p>Ability to hold on assigning medical record number for new patient until he/she presents for care.</p> <p>Automatically generate best fit schedule for multiple appointments based on appropriate sequence</p> <p>Automatically schedules recurring appointments based on user-defined schedule (ex. every Monday at 10:00AM)</p> <p>Restrict users to viewing schedules of only those providers within their facility</p> <p>Ability to drag and drop appointments</p> <p>Ability to cancel appointments</p> <p>Include reason for cancellation</p> <p>Ability to store canned reasons for cancellation</p> <p>Automatically place all appointments not attended or cancelled by the end of the day on a no show list</p> <p>Print list of all cancelled or no show appointments</p> <p>Automatically transfers cancelled or no show appointments to a waitlist</p> <p>Orders can be placed upon scheduling</p> <p>Capability to generate patient appointment reminder letters</p> <p>Reminder letters can include patient instructions</p> <p>Reminders can be faxed and emailed</p> <p>Automatically generates "No show" letters.</p> <p>Ability to view schedule of all appointments by patient</p> <p>Generates list of patients requiring rescheduling if a resource becomes unavailable.</p> <p>Can transfer case load to other physician or resource</p> <p>Captures ID of person scheduling appointment</p>		
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	<p>Information entered during scheduling is updated in real time</p> <p>Sends chart pull request to medical records when scheduling an appointment</p> <p>Print daily list of scheduled appointments by:</p> <p>Provider</p> <p>Provider Group</p> <p>Appointment Type</p> <p>Department</p> <p>Tracks when patient arrives, is seen, and departs</p> <p>Can define a series of appointments including:</p> <p>Frequency</p> <p>Day</p> <p>Quantity of visits</p> <p>Thru date</p> <p>Provides audit trails listing user, date, time, and routine, and patient accessed.</p> <p>Ability to change the display – which tabs appear</p> <p>Ability to create access groups for setting up users</p>		
Integration	<p>Provides integration with the following applications:</p> <p>Admissions</p> <p>Patient Accounting</p> <p>Abstracting</p> <p>Order Management</p> <p>Electronic Medical Record</p> <p>Physicians Practices</p> <p>Surgical Systems</p> <p>Report Writing tool</p>		
COMPUTERIZED PHYSICIAN ORDER ENTRY			
Placing Orders	<p>Support entry of orders with minimal keystrokes</p> <p>Provides easy to follow screens with Graphical User Interface</p> <p>Allow selection from drop down menu</p> <p>Allow physicians to save favorite order sets</p> <p>Ability to edit order sets</p> <p>Ability to copy order sets, edit, and create new order sets</p> <p>Ability to enter order sets on the fly</p> <p>Define order sets by:</p> <p>Diagnosis</p> <p>Specialty</p> <p>Patient event</p>		

	<p>Order sets can be created for facility, department, and specialty</p> <p>Order sets can link to clinical pathways</p> <p>Ability to define order priorities</p> <p>Ability to define route of medication</p> <p>Ability to define required fields</p> <p>Ability to set default responses</p> <p>Supports conditional ordering</p> <p>Interfaces to formulary service vendors</p> <p>Ability to search formulary when entering orders</p> <p>Ability to add to formulary</p> <p>Provides electronic signature on orders</p> <p>Allows covering physician to place orders</p> <p>Allows for verbal orders to be placed</p> <p>Physicians can maintain list of favorite medications</p> <p>Physicians can easily edit favorite medication lists on the fly</p> <p>Capability to place orders over mobile devices</p> <p>Orders can be placed from remote facilities</p> <p>All orders stamped with date, time, and user id</p> <p>Capability to include comments for nurse administering medications</p> <p>Automatically updates patient's MAR</p> <p>Ability to document over the counter medications</p> <p>Capability to temporarily suspend orders</p> <p>Provides templates for taper dosing or alternative day dosing</p> <p>Ability to roll inpatient to outpatient orders easily.</p> <p>Ability to roll outpatient to inpatient orders easily.</p> <p>Ability to place orders throughout the enterprise (inpatient, outpatient, ER, physician's office).</p> <p>Ability to enter orders upon discharge</p> <p>Ability to set order expiration date</p> <p>Print s drug monographs upon discharge</p> <p>Ability to cancel orders</p> <p>Ability to amend orders</p> <p>Ability to view patient notes when placing orders</p> <p>Provide medical necessity checks</p> <p>Ability to create pending orders</p>		
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	<p>Alerts physicians of patient in need of refill</p> <p>Automatically discontinues orders upon patient discharge</p> <p>Provides associated data at the time of ordering.</p> <p>Ability to limit access based on user and location.</p>		
Decision Support	<p>Checks for duplicate orders</p> <p>Allows physicians to review current test results and vital signs</p> <p>Warns providers of abnormal lab results</p> <p>Offers a dosage calculator, which bases dosages on the following criteria:</p> <p>Age</p> <p>Height</p> <p>Weight</p> <p>Body Surface Area</p> <p>Lab results</p> <p>Provides allergy interaction checks</p> <p>Provides drug interaction checks</p> <p>Provides drug-disease interaction checks</p> <p>Provides contraindication checks</p> <p>Provides IV compatibility checks</p> <p>Allows authorized physicians to override interaction checks</p> <p>Requires reason for override</p> <p>Reasons can be selected from drop down menu</p> <p>Offers severity levels for interaction checks</p> <p>Provides ability to override minor interaction checks but not severe ones</p> <p>Warning messages are easy to understand</p> <p>Provides dose limit checking</p> <p>Checks for less-expensive generic alternatives</p> <p>Notifies caregiver when order due to expire</p> <p>Provide warnings based on patients age (child, senior citizen)</p> <p>Provide automatic dosage calculator for patient with renal failure</p> <p>Provide capability for physicians to create their own rules "if then"</p> <p>Provides Rules based logic capabilities</p>		
Integration	<p>CPOE is integrated with the following applications:</p> <p>Pharmacy</p> <p>Nursing</p>		

	Physician's Office Order Management Medical Records Laboratory Radiology Admissions Patient Accounting		
PATIENT ACCOUNTING			
Account Access and Management	Multiple lookups into patient account, i.e. name, guarantor, social security, medical record number, ID number, etc. Unique account number assigned to every visit, independent of medical record numbering. Supports the establishment of new accounts by retrieval of MPI information. Ability to create new accounts with minimal data. Information from previous visits automatically populates appropriate fields. Provides one central location where billers and collectors can access information on a single account Provides online view of all transactions on an account Provide complete online access to guarantor financial history Provide capability for authorized users to make edits to account. Provide an audit trail of all changes made to an account i.e. patient demographics, financial, and insurance information. Allows for user defined required fields Support central or decentralized billing office. The Billing and Accounts Receivable application is integrated with the Registration and HMIS applications providing for a decrease of redundant data entry. Provide the ability to purge accounts on user defined parameters. Allow accounts to be reinstated. Ability to merge accounts if duplicate accounts are created. Accommodate multiple insurance payers on a single patient account.		
Charge Processing	Provide a charge master file and charge numbering system for use by all facilities and locations.		

	<p>Online access and updating to the charge master with appropriate audit trail and security.</p> <p>Accommodate multiple prices for individual charge master file entries with effective dates for each line item price.</p> <p>Support mass price changes.</p> <p>Perform across the board price adjustments by department, by percentage within department.</p> <p>Ability to handle multiple HCPCS/CPT codes per charge item.</p> <p>Produce Medicare Advanced Beneficiary Notice and notify billing if form has been signed or not.</p> <p>Automatically generate room and bed charges</p> <p>Automatically generate charges from Order Entry and Nursing applications.</p> <p>Automatically generate charges for standard services i.e. Admission Kit.</p> <p>Provide online real-time batch charge entry.</p> <p>Capture late charges and automatically bill based on user defined time cycle.</p> <p>Restrict the cancellation or reversal of charges to authorized personnel.</p> <p>Provide the ability to automatically transfer outpatient charges to an inpatient account based on pay or requirements when a patient is admitted within 24 or 72 hours of the initial service across facility.</p> <p>Allow charges to be overridden based on access.</p>		
Patient Billing	<p>Support billing for a variety of patient care delivery settings, including acute hospital, hospital outpatient, emergency room, clinic, surgery center etc.</p> <p>Allow users to determine and have flexibility over billing cycles based on guarantor, patient, or other user-defined criteria.</p> <p>Ability to edit claims online prior to submission.</p> <p>If all necessary information has not been completed, bill automatically drops on a user's worklist</p> <p>Allows for billing holds for incomplete data or other user-defined criteria.</p>		

	<p>The system generates reports for bills placed on hold.</p> <p>Compliant with ANSI transaction sets to provide the ability to receive and process bills and remittances via EDI with or without the use of a clearinghouse.</p> <p>Provide the ability to generate UB-92 claims, HCFA/AMA, 1500 and any other mandated billing forms based on insurance and or payer master.</p> <p>Allow variations of each form based on payor reporting requirements.</p> <p>Automatically produce interim bills.</p> <p>Automatically generate final bills, as defined by user.</p> <p>Produce bills upon demand.</p> <p>Provide for the display of detail on patient statements.</p> <p>Provide flexible statement messages and letters.</p> <p>Track the number of payments, adjustments and collection activities to an individual bill.</p> <p>Ability to calculate and post interest charges to a patient accounts.</p> <p>Automatically produce split bills.</p> <p>Determines patient deductibles and co-payment amounts.</p>		
Cashiering and Collections	<p>Allow both online and batch posting of payment and adjustment transactions.</p> <p>Support electronic remittance.</p> <p>Ability to transfer payment to another account.</p> <p>Support multiple cashiering sites with separate cash draws, receipts, and balancing functions.</p> <p>Generate cash balancing reports.</p> <p>Ability to record number and amount of payments received.</p> <p>Ability to process and report on returned checks.</p> <p>Allows for the creation and use of contracts for patients who enter into a payment plan with the hospital.</p> <p>Provide for credit and collection notifications for problem accounts during registration.</p>		
Accounts Receivable	<p>Automatically generates queues of accounts requiring follow-up activities.</p> <p>Produce revenue reports.</p>		

	<p>Support the generation of patient refund checks.</p> <p>Age the AR.</p> <p>Maintain user defined aging categories.</p> <p>Produce procedure count and volume reports.</p> <p>Generate on-demand trial balance reports.</p> <p>Ability to capture insurance pending or denial codes and messages for each patient account.</p> <p>Ability to process small balances.</p> <p>Ability to control the number of days that a zero-balance account remains active and automatically write off the zero-balance account based on user-defined intervals.</p> <p>Provide for automated and manual recording of all collection activity.</p> <p>Ability to support an unlimited number of contracts.</p> <p>Ability to send revenue information to the GL</p>		
Integration	<p>Provides integration with the following:</p> <p>Admissions</p> <p>Medical Records</p> <p>Order Management</p> <p>Nursing</p> <p>Pharmacy</p> <p>Radiology</p> <p>Oncology</p> <p>Pharmacy</p> <p>General Ledger</p> <p>Materials Management</p> <p>Abstracting</p> <p>Account Payable</p> <p>Reporting Tool</p>		
ACCOUNTS PAYABLE			
Invoice Entry and Processing	<p>Provide flexible invoice entry online and batch entry.</p> <p>Prohibit duplicate entry of identical invoice.</p> <p>Provide batch controls over:</p> <p>Number of invoices</p> <p>Dollar amount</p> <p>KES amaount</p> <p>Account hash totals</p> <p>GL code</p> <p>Bring forward materials management purchase order number.</p>		

	<p>Allow entry of invoices for current accounting period before closing of last accounting period.</p> <p>Accept entry of invoices for distribution in future accounting periods.</p> <p>Process credit and debit memos.</p> <p>Allow for default vendor data to reduce keying during invoice entry.</p> <p>Support online invoice approval.</p> <p>Allow entry of invoice data in summary or line-item data format.</p> <p>Provide online audit trail identifying who entered or edited an invoice along with the date and time of transaction.</p> <p>Allow entry of multiple invoices for one vendor on single screen.</p> <p>Ability to store and retrieve invoices electronically.</p> <p>Allow to specify/override for 1099 category by vendor.</p> <p>Ability to include/ exclude line items for 1099.</p> <p>After month end close, ability to accrue invoices to previous month until final close.</p> <p>Allow for setup of separate companies/entities with differing check run schedules, bank accounts, reporting, etc.</p> <p>Provide ability to automatically compute payment due dates.</p> <p>Calculate discounts and discount dates automatically.</p> <p>After scheduling payments, provide for manual confirmation before check generation when/if required.</p> <p>Allow for online automatic matching of invoices to purchase orders and receiving documentation before payment can be authorized.</p> <p>Support user-defined tolerances in invoice reconciliation process.</p> <p>Target discrepancies with easy-to-read exception reports</p> <p>Resolve discrepancies through exchange of cost/quantity change information with Accounts Payable</p> <p>Ability to automatically hold invoice processing for a vendor.</p> <p>Receive Invoice Electronically via 810.</p>		
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	<p>Ability to edit invoice dollar amounts</p> <p>Recurring invoices to help manage recurring vendor payments</p> <p>Ability to add or remove vendor payments and invoices from any payment schedule</p> <p>Automatic calculation of vendor discounts, based on payment terms</p> <p>Ability to create checks within payments process screen</p> <p>Immediate access to complete vendor, invoice, and transaction information</p> <p>Extensive selection criteria, providing the ability to search for invoices and checks based on specific needs</p> <p>Complete invoicing and check management capabilities</p> <p>Produce an audit trail of all entries affecting the general ledger.</p> <p>Allow ability to establish separate GL accounts for sales tax and use-tax, freight, miscellaneous, cash accounts, etc.</p> <p>Online Invoice and Check Inquiry.</p> <p>Support automatic check reconciliation process.</p> <p>Allow for the use of credits for future purchases.</p> <p>1099s - Provide for automatic generation of 1099's.</p>		
File Maintenance	<p>Supports automatic assignment of vendor numbers</p> <p>Provide the ability to inactivate vendors.</p> <p>Provide the ability to establish one-time vendors.</p> <p>Maintenance of all vendor information.</p> <p>Support multiple billing addresses for vendors</p> <p>Depending on user access, ability to change vendor information i.e. address and terms.</p> <p>Allow manual updates to 1099 amounts.</p> <p>Provide check number controls.</p> <p>Allow multiple vendor invoices per check.</p> <p>Support invoice payment based on a contract.</p> <p>Ability to set up contract terms for a vendor in vendor master file.</p> <p>Automatically hold invoice by vendor if over a dollar amount.</p> <p>Ability to release invoice, even if over a dollar amount.</p>		

	<p>Ability to override receipt or Purchase Order matching.</p> <p>Allow for inquiry of all checks and invoices by vendor number, check number, invoice number, and invoice date.</p> <p>Selectively hold or pay invoices by individual, vendor or date.</p> <p>Print inquiry detailing invoices to be paid.</p> <p>Produce check stub or optional remittance advice</p> <p>Prevent payment to a vendor when vendor owes money to the client</p> <p>Prevent printing of zero balance checks</p> <p>Detect duplicate payments</p> <p>Segregate printed checks for special handling and approvals by dollar limit, vendor or company.</p> <p>Allow payments to be made from multiple cash amounts.</p> <p>Print check preview register before printing actual checks.</p> <p>Print accounts payable checks and check stubs in a client-defined format on a laser printer.</p> <p>Ability to generate on-demand check.</p> <p>Provide for manual checks.</p> <p>Maintain vendor history.</p> <p>Allow checks to be voided with reinstatement of the related invoices and adjustment of the GL.</p> <p>Account for voided and returned checks.</p> <p>Support multiple banks and bank accounts.</p> <p>Print vendor mailing labels.</p> <p>Allow invoice partial payment.</p>		
Reporting	<p>Provide for automatic generation of 1099's.</p> <p>Batch Control Listing</p> <p>Tax Reporting</p> <p>Report all master file changes.</p> <p>Vendor History reporting</p> <p>Error and Exception Report</p> <p>Departmental Invoice Aging Report</p> <p>Cash Requirements Projection by: Day, Week, Month, Quarter, Semi-Annual</p> <p>Check Register Reports (including outstanding checks)</p> <p>Check reconciliation report</p> <p>1099 reporting and all forms</p> <p>Expense Distribution Report</p>		

	Vendor history report. Integrated with General Ledger, Materials Management, Fixed Assets, Payroll, and Decision Support System		
Other	Central location for employees to organize their daily workload with customized access and viewing parameters for each individual employee or job		
FIXED ASSETS			
Asset Acquisition, Management, and Retirement	Assign asset number automatically Maintain and edit the following information for each asset; Corporate entity Funding type New vs. used indicator Old and new capital for Medicare reporting Property type Recovery class for ACRS depreciation Tag number Serial number Cost Location Description Purchase date In-service date GL account number Depreciation expense account number Depreciation method Book life Disposal date Disposal method Salvage value Project number Vendor number Invoice number PO Number Support user-defined fields in asset master file. Maintain historical asset data. Support on-line inquiry of asset's purchasing, financial, depreciation, and tax information. Ability to purge sold assets. Provide the ability to easily copy one asset to another. Provide the ability to transfer assets between entities and locations. Support the tracking of leased assets.		

	<p>Maintain cost of improvements to existing assets.</p> <p>Support mass edit changes</p> <p>Provide the ability to retire assets fully or partially.</p> <p>Support reinstatement of retired assets.</p>		
Depreciation	<p>Automatically calculate depreciation at month-end.</p> <p>Support straight-line depreciation method.</p> <p>Support sum of years' digits depreciation method.</p> <p>Support ACRS depreciation method.</p> <p>Support flat rate depreciation method.</p> <p>Allocate depreciation expense to specified cost centers.</p> <p>Provide the ability to calculate life-to-date depreciation for an asset.</p> <p>Provide the ability to backdate assets for the purpose of catching up on depreciation.</p> <p>Provide the ability to distribute depreciation across multiple accounts.</p> <p>Provide ability to change assets depreciation method.</p> <p>Provide the ability to use multiple depreciation schedules.</p> <p>Project depreciation expenses for the current year, future year, and life of asset.</p>		
Reports	<p>Print detailed asset master file report.</p> <p>Print asset transfer report.</p> <p>Print asset disposition/retirement report</p> <p>Print depreciation report</p> <p>Print depreciation projection report</p> <p>Print tax reports</p> <p>Print physical inventory report</p> <p>Replacement cost reports</p>		
Construction in Progress	<p>Ability to track construction in progress projects.</p> <p>Allow for revision tracking.</p> <p>Ability to track budgeted amounts over time and against project budget.</p>		
Asset/Equipment Maintenance	<p>Have specifications, warranty and purchasing information</p> <p>Able to create work orders and requisitions directly from the equipment hierarchy</p>		

	<p>Warranty management alerts users when work orders are entered</p> <p>Ability to link any type of document to equipment and work orders</p> <p>Ability to pre-plan work orders for Preventive Maintenance</p> <p>Changes to equipment operating status (out of service/in service) starts/stops Preventive Maintenance work</p> <p>Ability to easily build job plans from completed work orders</p> <p>Ability to link parts from an inventory query directly to work orders</p> <p>Ability to create requisitions directly from work orders</p> <p>Ability to track all repair and maintenance costs</p> <p>Budgets for projects can be specified at the work order, task and sub-task level</p> <p>Use Work Breakdown Structure (WBS) for tasks and sub-tasks to handle complex projects</p>		
Integration	<p>Provides integration with the following:</p> <p>Accounts Payable</p> <p>General Ledger</p> <p>Materials Management</p> <p>Ad Hoc Reporting tool</p>		
Other	<p>Central location for employees to organize their daily workload with customized access and viewing parameters for each individual employee or job</p>		
GENERAL LEDGER			
General Ledger	<p>Provides ability to maintain separate chart of accounts for multiple entities (corporations, facilities, etc.)</p> <p>Maintains General Ledger for multiple types of services (acute care, ambulatory care, nursing, physicians practices, long term care)</p> <p>Allows for unlimited ledgers</p> <p>Allows for user-defined calendar period</p> <p>Includes ability to maintain multiple fiscal calendars</p> <p>Multiple users may have access to the General Ledger at a time</p> <p>Allows for user defined tables</p> <p>Provides online inquiry, input, and modification of ledger</p>		

	<p>Provides online inquiry into historical transaction details</p> <p>Chart of Accounts includes beginning date, end date, account type, and category type.)</p> <p>Allows for user-defined expense and revenue allocation rules</p> <p>Ability to enter journal entries for future posting</p> <p>Provides real time balancing of General Ledger</p> <p>Provides detailed audit trails of all general ledger transactions</p> <p>Provides user-defined account number structure</p> <p>Provides ability to rename existing account numbers</p> <p>Automatically flags inactive accounts to prevent further posting</p> <p>Provides the capability to merge/unmerge accounts</p> <p>Ability to store a data for a user-defined period of time</p> <p>Allows for different coding structures for different chart of accounts</p> <p>Ability to separate transactions by revenue category</p> <p>Supports entry of multiple journal entries</p> <p>Provides for recurring journal entries</p> <p>Ability to post directly to fund balance</p> <p>Ability to create financial statements</p> <p>Ability to preview financial statements prior to account closing</p> <p>Ability to create financial statement forecasts</p> <p>Supports daily automated posting and balancing from multiple financial applications</p> <p>Provides report of transactions that did not post</p> <p>Ability to generate multiple transactions from a single entry</p> <p>Ability to define real and adjusting accounting periods</p> <p>Prevents double entry of accounts</p> <p>Ability to print reports in user-defined format</p> <p>Ability to print chart of accounts by account number and cost center</p>		
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	<p>Provides for automatic validation of account numbers</p> <p>Automatically rejects invalid entries</p> <p>Supports entry of journal entries to prior and future periods</p> <p>Ability to calculate accrual entries</p> <p>Allows for entry of manual journal entries</p> <p>Provides role-based security</p> <p>Ability to support inter-company transfers</p> <p>Ability to allocate amounts to user-defined accounts based on user-defined allocation rates</p> <p>Ability to accommodate multiple preliminary closes at both the fiscal year level and accounting period level</p> <p>Ability to summarize and total sub accounts across departments</p> <p>Maintain a deleted and added account number list with activity for the current fiscal year</p> <p>Provide support for accrual journal entries with automatic reversal</p>		
REPORTING	<p>Print detailed income statements</p> <p>Print detail general ledger/ chart of accounts</p> <p>Print month-to-date journal entries</p> <p>Generate reports by corporation, facility, department, and division</p> <p>Print detail trial balance</p> <p>Print detailed master log</p> <p>Print account detail/summary</p> <p>Print period comparison</p> <p>Ability to generate and print journal vouchers</p> <p>Print detailed expense report by department</p> <p>Capability to generate reports on demand</p> <p>Limit reporting capabilities to only authorized users</p> <p>Restrict users by corporation/facility/department</p> <p>Provide ad hoc report capabilities</p> <p>Ability to create user-defined reports</p>		
INTEGRATION	<p>Provides integration with:</p> <p>Fixed Assets</p> <p>Patient Accounting</p> <p>Accounts Payable</p> <p>Budgeting</p> <p>Materials Management</p> <p>Payroll</p>		

OTHER	Central location for employees to organize their daily workload with customized access and viewing parameters for each individual employee or job		
ORDER MANAGEMENT			
Order Entry	<p>Orders are updated in real time</p> <p>Allows for future orders to print on specified day</p> <p>Provides the ability to suspend or cancel an order</p> <p>All orders are date and time stamped and include user's ID</p> <p>Capability to place orders for both inpatients and outpatients</p> <p>Ability to place orders upon scheduling</p> <p>Ability to copy orders from previous orders</p> <p>Includes on-line help screens</p> <p>Ability to define required fields for an order</p> <p>Ability to enter order duration</p> <p>Ability to limit order entry to authorized users based on patient</p> <p>Allows users to place orders on hold</p> <p>Ability for authorized personnel to modify orders</p> <p>Automatically notifies appropriate staff of order modification</p> <p>Ability to place charges during order entry</p> <p>Ability for ancillary staff to enter pending orders that need to be signed by authorized personnel</p> <p>Provides electronic signature capability</p> <p>Supports verbal orders</p> <p>Supports co-signer</p> <p>Automatically notifies physicians of orders requiring signature</p> <p>Ability to select items from drop down menu</p> <p>Allows users to page forward and backward between orders</p> <p>Ability to define order sets based on diagnosis or procedure</p> <p>Ability to create new order sets from existing order sets</p> <p>Physicians have the flexibility to create their own order sets</p> <p>System automatically flags duplicate orders</p>		

	<p>Provides drug and allergy interaction checks</p> <p>Ability to create discharge orders</p> <p>Ability to view patient orders by department, facility, site, etc.</p> <p>Allows for recurring orders</p> <p>Automatically discontinues recurring orders upon patient discharge</p> <p>Ability to prioritize orders (STAT)</p> <p>Ability to scan items using bar code reader</p> <p>Automatically depletes items from stock upon order entry</p> <p>Ability to review patient information when placing orders</p> <p>Allow entry of orders for multiple departments from a single screen</p> <p>Displays previous results on order screen</p> <p>Displays patient's current and discontinued orders</p> <p>Provides audit trail of who entered, modified, or cancelled an order</p> <p>Orders are automatically sent to radiology, laboratory, pharmacy, and ancillary departments</p> <p>Provides capability to include free text comments</p> <p>Provides the capability to place orders from patient's bedside using mobile devices</p> <p>Provides ability to place orders remotely.</p> <p>Ability to print orders at nursing station or within ancillary departments</p> <p>Provide the ability to print all orders by patient</p> <p>Ability to capture organization-defined information at time of order entry</p> <p>Provides on-line help screens to assist with ordering process</p>		
Results Reporting	<p>Results are updated in real time</p> <p>Ability to enter and retrieve results by patient name, account number, medical record number, order number, and requisition number.</p> <p>Provides color coded display to flag new and abnormal results</p> <p>Allows providers to enter new orders when reviewing results</p> <p>Provides 24 hour summary panel to review trends</p>		

	<p>Capability of capturing results from multiple facilities/departments</p> <p>Ability to access both inpatient and outpatient results</p> <p>Provides drill down capabilities to review sensitivities.</p> <p>Ability to review previous results</p> <p>Ability to store results for a user-defined period of time</p> <p>Restricts access to results to only those providers responsible for care</p> <p>Provides electronic signature that enables providers to sign off on results</p> <p>Provides graphical display and plotting of results</p> <p>Ability to graph temperature with WBC count to view trends</p> <p>Ability to customize result display by provider</p> <p>Ability to view all results from a single screen</p> <p>Ability to access patient vital signs and historic information while reviewing results</p> <p>Provides information on status of test procedure</p> <p>Only authorized personnel have the capability to sign off on results and reports</p> <p>Provides for batch verification of results</p> <p>Provides ability to access results from remote locations</p> <p>Prevents changes to previously reported results unless by authorized user</p> <p>Allows for unlimited free text reporting of results</p> <p>Allows for entry and storage of canned text to streamline reporting process</p> <p>Ability to review EKG and diagnostic imaging reports</p> <p>Ability to access PACS images</p> <p>Ability to access input and output results</p> <p>Ability to review pending and active orders from results screen</p> <p>Displays entire order history for current admission</p> <p>Displays order history by department</p> <p>Provides specialty and monitoring panels with graphical display of trends over a user-defined period of time.</p>		
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	Provides history of allergies and medications Displays status of results (new, signed, unsigned) Ability to print reports on demand		
Integration	Ability to place orders and capture results for: Pharmacy Laboratory Pathology Microbiology Hematology Radiology Ability to view patient clinical data including: Vital signs Progress notes Care plans On-line MAR Diagnostic images Allergies Visit History Provides integration with report writing tool Interfaces with voice recognition and transcription software		
MATERIALS MANAGEMENT			
Purchasing	Support online entry and editing of purchase orders and requisitions Support automatic assignment of purchase order numbers Ability to accommodate both stock and non-stock requisitions Support inquiry of open and closed purchase orders Ability to identify a project or reference number on a PO For stock items, the system will create automatic purchase orders and bring PO quantities up to PAR levels Hold purchase orders until approval for purchase Allow for multiple purchase requisitions for one vendor into one purchase order Allow for standing purchase orders Allow for blanket purchase orders Maintain audit trail for purchase orders Allow tracking of due dates Ability to add free text notes to PO Ability to assign multiple vendors per item		

	<p>Track back orders and print back order status report</p> <p>The system supports multiple levels of sales tax</p> <p>Ability to amend purchase order details</p> <p>Allows user to create multiple types of standard purchase orders with pre-defined profiles</p> <p>System allows for the identification of urgent orders.</p> <p>Provides the capability to print purchase orders in batch mode</p> <p>Allows users to copy a previous purchase order to create a new order</p> <p>Automatically generates unique purchase order number by order type</p> <p>Allows users the capability to create a change request</p> <p>Provides capability to track change orders</p> <p>Ability to track prices by facility</p>		
Receiving	<p>Automate all receiving transactions</p> <p>Purchase order data may be recalled using vendor name or PO number</p> <p>Provide ability to communicate receiving problems to purchasing and/or accounts payable</p> <p>Support procedures for handling stock-less or just-in-time supply items</p> <p>Support the use of bar codes in receiving functions</p> <p>Provide option for blind receiving (order quantities are hidden from receiver)</p> <p>Provide ability to receive items in multiple units of measure</p> <p>Ability to perform vendor analysis</p> <p>Allows users to ship to multiple warehouses from one purchase order</p> <p>Allow users to print receipts in batch or on demand</p> <p>Provides online access to view receipts</p> <p>Provides ability to place receipts on hold</p> <p>Provides capability to return damaged goods to suppliers, adjust open quantities for stock items returned, and generate return slips.</p> <p>Provide ability to generate replacement orders</p>		
Inventory Control	<p>Support bar code technology</p> <p>Support hand-held devices</p>		

	<p>Support an exchange/PAR stock supply system</p> <p>Automatic ABC classification of inventoried stock</p> <p>Maintain current inventory quantities in real time when items are issued, returned, received or transferred.</p> <p>Track and report on separate inventories in multiple locations</p> <p>Compute and report on EOQ.</p> <p>Calculate inventory item cost using the average cost method</p> <p>Calculate inventory item cost using the FIFO method</p> <p>Support conversion from units of purchase to units of issue</p> <p>Maintain inventory vital statistics (return rates, inventory on hand, number of PO's processed...)</p> <p>Print bin location labels</p> <p>Print bar code labels</p> <p>Print pick lists</p> <p>Allow departments to order supplies on-line and print requisition at inventory locations</p> <p>Print stock status report</p> <p>Provide audit trail of all adjustments to inventory</p> <p>System calculates and suggests maximum and minimum re-order amounts</p> <p>Allows authorized users the ability to edit reorder quantities (maximum and minimum).</p>		
Contract Management	<p>Allow for input of contracts</p> <p>Alert purchasing of a contracted item</p> <p>Print bid sheet</p> <p>Provide contract reports</p>		
Integration	<p>Provides integration with the following modules:</p> <p>Admissions</p> <p>Patient Accounting</p> <p>Surgery</p> <p>Order Management</p> <p>Laboratory</p> <p>Report Writer</p> <p>General Ledger</p>		
Other	<p>Provides Online help screens</p> <p>Offers role-based security</p> <p>Allows inventory management across multiple facilities.</p>		

	Central location for employees to organize their daily workload with customized access and viewing parameters for each individual employee or job		
PAYROLL			
Applicant Tracking	<p>Provide the ability to track and manage current and past job openings.</p> <p>Ability to copy past job openings to create new openings.</p> <p>Support scanning of resumes.</p> <p>Provide web capabilities to allow applicants to complete job application and forward resume via web access.</p> <p>Provide an applicant database containing personal data, skills, education, training, work experience, and references. Database should hold internal and external applicant information.</p> <p>Allow current employees to be entered as applicants.</p> <p>Allow job applicants to be considered for more than one position.</p> <p>Generate letters to notify applications of status of a position and status as an applicant.</p> <p>Generate offer letters.</p> <p>Support scheduling of interviews and routing of resumes.</p> <p>Ability to capture employee referrals.</p> <p>Ability to capture and report applicant and recruitment expenses.</p> <p>Track advertising associated with a job opening.</p> <p>Carry forward applicant information to employee file upon hiring to avoid double data entry.</p> <p>Ability to compare position requirements with applicant skills and qualifications to generate a list of potential candidates.</p>		
Employee File	<p>Maintain an employee master file containing both payroll and personnel information.</p> <p>Automatically or manually assign unique employee number.</p> <p>Store employment history to track such things as jobs, employment status and salaries.</p> <p>Address confidentiality/security issues regarding sensitive employee information.</p>		

	<p>Allow employee to have access to change demographic information in his or her own file.</p> <p>Provide special editing capabilities to allow users to edit information while not being able to view Human Resources information (for example rate of pay.)</p> <p>Ability to assign an employee to a primary position</p> <p>Ability to assign an employee to multiple positions.</p> <p>Ability to pay employee a different rate per position (if working more than one position.)</p> <p>Ability to define an unlimited number of benefits.</p> <p>Ability to define an unlimited number of classes or steps.</p> <p>Track COBRA eligibility for employees and produce standard forms and letters.</p> <p>Track all appropriate dates (date of hire, date of full benefits, evaluation/review dates.)</p> <p>Maintain employee skills.</p> <p>Ability to track and report on staff licenses and credentials.</p> <p>Unlimited number of withholdings within the system and per employee.</p> <p>Facility defined purge parameters.</p> <p>Provide audit trails for changes made to employee files.</p> <p>Ability to set up tables defining multiple accrual plans for vacation, PTO, and sick time.</p> <p>Support PTO buyback</p> <p>Ability to identify future changes, such as pay rate changes.</p> <p>Support union tracking and employee participation.</p> <p>Support workers compensation tracking.</p>		
HR Reports			
General	<p>Open position report</p> <p>Dependents turning of age report for COBRA processing.</p> <p>Complete W2 processing</p> <p>Position control reports</p> <p>Turnover reports</p> <p>Detailed FTE reports</p> <p>Printable employee file</p> <p>Birthday list</p>		

	Seniority list Evaluation/review due list Benefit usage report EEOC reports Printable grade, steps, and rate tables Productive vs. nonproductive hours reporting Skills expiring list		
Payroll Processing	Deductions Process payroll for an unlimited number of employees. Support multiple payrolls with each potentially having their own payroll cycle. Allow for an unlimited amount of withholdings and deductions in the system and for each employee, for example charitable contributions, association dues, insurance, cafeteria plan etc. Provide user maintainable salary, grade, step, and pay rate tables. Utilizes a deductions table to maintain calculations and rules for deductions. Ability to determine if each deduction is taxable or not. Calculate shift differentials Monitor annual deductions Ability to determine order in which deduction is taken. Take partial deduction if insufficient funds in check Provide for automatic deduction of the remaining amount in addition to the regular deduction during subsequent pay periods Process garnishments or levies against employee, ie child support Complies with statutory and government tax laws Allow across the board increases. Ability to calculate accruals		
Timecard Processing	Interface to Time and Attendance Vendor Check for duplicate timecards Allow manual entry of timecards		
Check Processing	Process direct deposit and print remittance advice Deposit to multiple accounts per employee Provide the ability to produce demand or special checks. Ability to cancel and/or void a check Print employee mailing labels		

	Ability to restart check run in the event of a printer malfunction. Ability to view checks before printing Perform retroactive calculations		
Payroll Reports	Print quarterly earnings with summary totals Print payroll registers with current and year to date information Print exception report of employees not receiving checks W-2 reporting Print payroll labor distribution report with GL information Labor variance reporting Actual vs. budget payroll amount and hours Annual employee benefit statements Time card reporting General ledger total		
2 Hardware Technical Requirements			
User Access Stations-Workstation	Thin client PoE Power At least 17-inch monitor 8GB RAM Windows 7/8/10 Standard Operating System Web Browser Appropriate client software Warranty & Support: at least 2 years		
IP-Phones	To be setup with each workstation IP Telephone Handsets which offer an easy-to-use interface and provide a traditional telephony-like user experience Features Supports a minimum of two lines which are fully programmable Signalling protocol support: Session Initiation Protocol (SIP) Codec support: G.711a/μ, G.722, G.729a, iLBC Keys Line keys: a minimum of two lines which are fully programmable, Volume control toggle key,		

	<p>Speakerphone, headset and mute keys The phone supports IEEE 802.3af PoE (Class 1); power consumption does not exceed 3.84 watts</p> <p>The phone supports user-adjustable ring tones</p> <p>Quality-of-service (QoS) options: The phone supports CDP and 802.1Q/p standards, and can be configured with an 801.1Q VLAN header containing the VLAN ID overrides configured by the Admin VLAN ID</p> <p>Security: Certificates, Media encryption using Secure Real-Time Transfer Protocol (SRTP) using AES-128, Signalling encryption using Transport Layer Security (TLS) Protocol using AES-128 or AES-256</p> <p>Auto-detection of headset, Busy Lamp Field (BLF)</p> <p>Call back, Call forward, Call history, Call park, Call Pickup, Call timer, Call waiting, Caller ID</p> <p>Corporate directory, Conference, Cross Cluster Extension Mobility (EMCC), Dial from the list, Direct transfer, Do not disturb</p> <p>Group call pickup, conference</p> <p>White backlit, greyscale, 3.5” 396×162 pixel-based display</p> <p>The handset is a standard wideband-capable audio handset (connects through an RJ-9 port)</p> <p>The handset is hearing aid-compatible (HAC)</p> <p>A volume-control toggle provides easy decibel-level adjustments of the handset, monitor speaker, and ringer</p>		
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	<p>Full-duplex speakerphone allows gives you flexibility in placing and receiving calls. For added security, the audible dual tone multi-frequency (DTMF) tones are masked when the speakerphone mode is used</p> <p>Include a default black bezel (replaceable)</p> <p>rotocols/Standards - SIP RFC3261, TCP/IP/UDP, RTP/RTCP, HTTP/HTTPS, ARP, ICMP, DNS(A record, SRV, NAPTR), DHCP, PPPoE, TELNET, TFTP, NTP, STUN, SIMPLE, LLDP, LDAP, TR-069, 802.1x, TLS, SRTP, IPV6</p> <p>Network Interfaces - Dual switched auto-sensing 10/100Mbps ethernet ports with integrated POE</p> <p>Graphic Display - 200 x 80 pixel (3.3'') backlit LCD display</p> <p>WiFi - Yes, integrated dual-band WiFi 802.11 a/b/g/n/ac (2.4Ghz & 5Ghz)</p> <p>Bluetooth No</p> <p>Feature Keys 6 line keys with up to 3 SIP accounts, 4 XML programmable context sensitive softkeys, 5 navigation/menu keys, 8 dedicated function keys</p>		
42U Rack & UPS Rack-	<p>Should have Industry Standard 19-inch rqqqack mounting rail Dimensions: Free Standing</p> <p>Minimum Rack Height: 42U high Minimum Rack Depth: 1,000mm Minimum Rack Width: 600mm</p> <p>Mesh Doors made of appropriate and secure materials</p>		

	<p>Should have at least two 6-way Power Distribution Unit OR strip with Type G (British 3-pin) sockets for support of BS 1363 (British 13 A/250 V earthed and fused) plugs</p> <p>Should have at least two overhead Low Noise Fan with Vent Guard & air filter</p> <p>Should have OR be supplied with an Electrical Grounding Kit</p>		
UPS	<p>At least 6000 VA Network & Server UPS</p> <p>Rack mountable</p> <p>Enterprise grade system</p> <p>Warranty & Support: at least two Years</p>		
LAN Access Switch	<p>LAN Access Switch</p> <p>Between 48-port</p> <p>10/100/1000 POE+</p> <p>At least two uplink ports, 1GE</p> <p>Layer 3</p> <p>Enterprise grade system</p> <p>Manageable</p> <p>Warranty & Support: 5 Years</p>		
Hospital Server	<p>Server</p> <p>Trusted Platform Module 2.0 V3</p> <p>2.5" Chassis with up to 16 Hard Drives (SAS/SATA) 2 CPU, PERC11</p> <p>Intel® Xeon® Silver 4416+ 2G, 20C/40T, 16GT/s, 38M Cache, Turbo, HT (165W) DDR5-4000</p> <p>Intel® Xeon® Silver 4416+ 2G, 20C/40T, 16GT/s, 38M Cache, Turbo, HT (165W) DDR5-4000</p> <p>High Performance Heatsink for 2 CPU configuration</p> <p>Performance Optimized 4800MT/s RDIMMs</p> <p>32GB RDIMM, 4800MT/s Dual Rank</p>		

	<p>C3, RAID 1 for 2 HDDs or SSDs (Matching Type/Speed/Capacity)</p> <p>Front PERC H755 Rear Load</p> <p>2.4TB Hard Drive SAS ISE</p> <p>12Gbps 10K 512e 2.5in Hot-Plug</p> <p>Power Saving BIOS Setting</p> <p>UEFI BIOS Boot Mode with GPT Partition</p> <p>Standard Fan x5</p> <p>Dual, Hot-plug, Power Supply Fully Redundant (1+1), 800W, Mixed Mode, NAF</p> <p>Rack Power Cord 2M (C13/C14 10A)</p> <p>Riser Config 0, No Riser, 3x16 + 1x8 (2 CPU), with OCP</p> <p>PowerEdge R760xs</p> <p>Motherboard with Broadcom 5720 Dual Port 1Gb On-Board LOM</p> <p>Broadcom 57414 Dual Port 10/25GbE SFP28, OCP NIC 3.0</p> <p>Emulex LPe35002 Dual Port FC32 Fibre Channel HBA, PCIe Low Profile</p> <p>PowerEdge 2U Standard Bezel</p> <p>No BOSS Card</p> <p>SFP+ SR Optic, 10GbE, for all SFP+ ports except high temp validation warning cards</p> <p>VMware ESXi 8.0</p> <p>Embedded Image (License Not Included)</p> <p>No Media Required</p> <p>iDRAC9, Enterprise 16G</p> <p>No Quick Sync</p> <p>iDRAC,Factory Generated Password, No OMQR</p> <p>iDRAC Group Manager, Disabled</p> <p>ReadyRails™ Sliding Rails</p> <p>No Systems Documentation, No OpenManage DVD Kit</p>		
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	<p>Parts Only Warranty 12Months, 12 Month(s) ProSupport and Next Business Day Onsite Service, 36 Month(s) No Installation Service Selected (Contact Sales rep for more details) Order Configuration Shipbox Label (Ship Date, Model, Processor Speed, HDD Size, RAM) Asset Tag - ProSupport (Website, barcode, Onboard MacAddress)</p> <p>Storage Array ME5024 SHIPPING REG LBL 32Gb FC Type-B 8 Port Dual Controller 8x SFP, FC16, 16GB 2.4TB 10K RPM SAS 12Gbps 512e 2.5in Hot-plug Hard Drive Hard Drive Filler 2.5in, Single Blank Rack Rails 2U Power Supply, 580W, Redundant, WW ME Series 2U Bezel Rack Power Cord 2M (C13/C14 10A) ProSupport and Next Business Day Onsite Service, 36 Month(s) Parts Only Warranty 36 Months, 36 Month(s) Smart Selection Storage</p>		
Enterprise Switches- Data Center Room	<p>General Description Data Center Core Switch Data Centre Switching DMZ Switches Network Management Switches Page 111 of 183 Warranty & Support Enterprise Core switches</p>		

	Support for 10 Gigabit Ethernet Ports Support for IP Ports Dual Power Supplies Support for 10GBASE-SR SFP transceiver modules Support for 1000BASE-SX SFP transceiver modules Support for 1000BASE-T SFP transceiver modules Support for 10GBASE-CU Twinax cables Minimum 2 sets for redundancy Enterprise Datacenter Access Switches Support for 10 Gigabit Ethernet Ports Support for Unified Ports – IP, FC & FCoE DMZ Switches 24-port 10/100/1000 POE+ Layer 2		
Enterprise Router- Data Center Room	DNA Software subscription, Enterprise Agreement, and Managed Service Licensing Agreement (MSLA IPv4, IPv6, static routes, IP and RIPv2, OSPF, EIGRP, BGP, IS-IS, IGMPv3, etc IPv4 forwarding throughput is Up to 3.8 Gbps 8 CPU cores Up to 32 GB of DRAM Both models use an internal, fixed AC power supply Subscription Embedded Software Support	YES	
Router –	ISR AppX license with 1300 conns/ ISRWAAS or vWAAS for IS optimized for 250 users Unified Intelligence Centre Attendant console functions		

	<p>Enable and disable call-waiting notification per line</p> <p>Extension mobility within the single site</p> <p>Fast Track Mode</p> <p>Fast transfer: blind or consult</p> <p>Redundant Unified CME</p> <p>Router on IP phones</p> <p>Remote teleworker IP phone support</p> <p>Support for analog voice gateways</p> <p>Support for fax machines on Foreign-Exchange-Station (FXS) ports or ATA using H.323, SCCP, or SIP</p> <p>Support for legacy IP phones and third-party SIP devices</p> <p>Support for the latest IP Phone</p> <p>System speed dial for 10,000 numbers</p> <p>Video and camera support for unified IP phones</p> <p>Warranty & Support</p>		
Network Firewalls	<p>Hardware Accelerated GE RJ45 - Ports 12</p> <p>Hardware Accelerated GE RJ45 Management/ HA/ DMZ Ports - 1 / 2 / 1</p> <p>Hardware Accelerated GE SFP Slots - 4</p> <p>Hardware Accelerated 10 GE SFP+ FortiLink Slots (default) - 2</p> <p>GE RJ45 WAN Ports - 2</p> <p>GE RJ45 or SFP Shared Ports * - 4</p> <p>Onboard Storage 0 1x 480 GB SSD</p> <p>IPS Throughput 2.6 Gbps</p> <p>NGFW Throughput 1.6 Gbps</p> <p>Threat Protection Throughput 1 Gbps</p> <p>IPv4 Firewall Throughput (1518 / 512 / 64 byte, UDP)- 20 / 18 / 10 Gbps</p>		

	<p>Firewall Latency (64 byte, UDP) 4.97 μs</p> <p>Firewall Throughput (Packet per Second) 15 Mpps</p> <p>IPsec VPN Throughput (512 byte) 1 11.5 Gbps Gateway-to-Gateway IPsec VPN Tunnels 2000</p> <p>Client-to-Gateway IPsec VPN Tunnels 16 000</p> <p>SSL-VPN Throughput 1 Gbps</p> <p>Concurrent SSL-VPN Users (Recommended Maximum, Tunnel Mode) 500</p> <p>SSL Inspection Throughput (IPS, avg. HTTPS) 1 Gbps</p> <p>SSL Inspection CPS (IPS, avg. HTTPS) 1800</p> <p>SSL Inspection Concurrent Session (IPS, avg. HTTPS) 135 000</p> <p>Application Control Throughput (HTTP 64K) 2 2.2 Gbps</p>		
Web Application Firewall-	<p>GB/ day of Logs 660</p> <p>Analytic Sustained Rate (logs/sec) *20 000</p> <p>Collector Sustained Rate (logs/sec) *30 000</p> <p>Devices/VDOMs (Maximum) 2000</p> <p>Max Number of Days Analytics** 34</p> <p>IOC and Outbreak Detection Service</p> <p>Security Automation Service Enterprise Bundle</p> <p>Hardware Bundle</p> <p>OT Security Service Security Rating and Compliance Service</p> <p>Form Factor (supports EIA/non-EIA standards) 2 RU Rackmount</p> <p>Total Interfaces 2 x 10GbE RJ45, 2 x 10GbE SFP+</p>		

	<p>Storage Capacity 32 TB (8 x 4 TB)</p> <p>Usable Storage (After RAID) 24 TB</p> <p>Removable Hard Drives</p> <p>RAID Levels Supported RAID</p> <p>0/1,1s/5,5s/6,6s/10/50/60</p> <p>RAID Type Hardware / Hot Swappable</p> <p>Default RAID Level 50</p> <p>Redundant Hot Swap Power Supplies</p> <p>Trusted Platform Module (TPM) ***</p> <p>Dimensions Height x Width x Length (inches) 3.5 x 17.2 x 25.6</p> <p>Weight 34 lbs (15.42 kg)</p> <p>AC Power Supply 100–240V AC, 50–60 Hz</p> <p>Power Consumption (Average / Maximum) 192.5 W / 275 W</p>		
NVR	<p>Up to 64-ch video access, storage, forwarding, 4/16-ch 1080p decoding, 2*HDMI</p> <p>6TB Disk Dedicated to IVS, SATA</p> <p>6Gb/s, 5400rpm, 3.5inch</p> <p>Signal Cable, Shielded Straight Through Cable, 3m,</p> <p>MP8-II, CC4P0.5GY(S), MP8-II, FTP</p> <p>3m-HDMI 2.0 Cable</p> <p>Extension Guide Rail</p>		
NOC Software	<p>Enterprise information technology (IT) infrastructure management software for managing all the IT and non IT infrastructure in the radiology network.</p> <p>The following are the minimum features;</p>		

	<p>Should work in a Virtualized platform i.e. Monitor Virtual Machines and Hypervisors Monitor all database instances Monitor all applications Monitor all Network Equipment Monitor all servers and workstations The solution should provide the following: Network Performance Monitor Monitor all WAN & LAN instances and interfaces Speeds troubleshooting, resolves network outages, and reduces downtime Monitors and displays availability, and performance of network devices Improves operational efficiency with out-of-the-box, customizable dashboards, and alerts Automatically discovers and maps network devices.</p> <p>Network Analysis Monitors network bandwidth & utilization down to the interface level Server and Application Monitoring Application Monitoring for all components – servers, virtual layer, and 150+ applications such as Database Servers, and Active Directory Easily customize alerts, reports, and dashboards for your enterprise-wide needs Use baseline to compare application performance and alert when apps start having issues Supports multiple discovery methods including has multiple maps</p>		
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	Provide ability to automate fix action Ability to send alert messages via e-mail and SMS Ability to monitor server temperature, fan speed voltage, and disk state, Network Topology Provide diagrams of network topology Virtual Environment Manager Real-time dashboards simplify identification & troubleshooting of performance, capacity & configuration problems Provides complete visibility of the application stack – from app to VM to data store Database Performance Monitor Identifies the performance problems most impacting end user response time. Pinpoint root causes by performing the necessary analysis Monitor all databases availability and performance		
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ACRONYMS

ABC	- Activity-Based Costing
ABN	- Advance Beneficiary Notice
ABW	- Actual Body Weight
ACRS	- Accelerated Cost Recovery System
ADT	- Admission, Discharge, and Transfer
ANSI	- American National Standards Institute
BSA	- Body Surface Area
CBC	- Complete Blood Count
CMG	- Case Mix Groups
CPOE	- Computerized Physician Order Entry
CPT	- Current Procedural Terminology
DICOM	- Digital Imaging and Communications in Medicine
DRG	- Diagnosis-related group
EDI	- Electronic Data Interchange
EMR	- Electronic Medical Records

EOQ	- Economic Order Quantity
FFP	- Fresh Frozen Plasma
GL	- General Ledger
HCPCS	- Healthcare Common Procedure Coding System
HIM	- Health Information Management
HIPAA	- Health Insurance Portability and Accountability Act
HL 7	- Health Level Seven
HMIS	- Hospital Management Information System
IBW	- Ideal Body Weight
ICD	- International Classification of Disease
LIS	- Laboratory Information System
LOS	- Length of Stay
MAR	- Medication Administrative Reports
MD	- Medical Doctor
MIC	- Medical Intensive Care
MPI	- Master Patient Index
PACS	- Picture Archiving and Communication System
RN	- Registered Nurse
TPN	- Total Parenteral Nutrition

PART VII BILLS OF QUANTITIES

PREAMBLE TO BILLS OF QUANTITIES

1. The Bill of Quantities shall be read in conjunction with the Instructions to Bidders, General and Special Conditions of Contract, Technical Specifications, and Drawings.
2. The quantities given in the Bill of Quantities are estimated and provisional, and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Contractor and verified by the Engineer and valued at the rates and prices bid in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Engineer may fix within the terms of the Contract.
3. The rates and prices bid in the priced Bill of Quantities shall, except insofar as it is otherwise provided under the Contract, include all Constructional Plant, labour, supervision, materials, erection, maintenance, insurance, profit, together with all general risks, liabilities, and obligations set out or implied in the Contract.
4. The rates and prices in the priced Bill of Quantities shall, be exempt of applicable local duties and taxes as the project is tax exempt.
5. A rate or price shall be entered against each item in the priced Bill of Quantities, whether quantities are stated or not. The cost of Items against which the Contractor has failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the Bill of Quantities.
6. The whole cost of complying with the provisions of the Contract shall be included in the Items provided in the priced Bill of Quantities, and where no Items are provided, the cost shall be deemed to be distributed among the rates and prices entered for the related Items of Work.
7. General directions and descriptions of work and materials are not necessarily repeated nor summarized in the Bill of Quantities. References to the relevant sections of the Contract documentation shall be made before entering prices against each item in the priced Bill of Quantities.
8. Provisional Sums included and so designated in the Bill of Quantities shall be expended in whole or in part at the direction and discretion of the Engineer in accordance with the General Conditions of Contract.
9. The method of measurement of completed work for payment shall be in accordance with *the Standard Specifications and Special Specifications*.
10. The Tenderer shall be deemed to have made allowance in his prices generally to cover items of Preliminaries or additions to Prime Cost Sums or other items, if the Tenderer has not priced these where appropriate.
11. Any arithmetic errors in computation or summation will be corrected by the Employer as follows:
 - (a) where there is a discrepancy between amounts in figures and in words, the

amount in words will govern; and

- (b) where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit price and the quantity, the unit rate as quoted will govern, unless in the opinion of the Employer, there is an obviously gross misplacement of the decimal point in the unitprice, in which event the total amount as quoted will govern and the unit rate will be corrected.
- (c) Bidders shall price the Bill of Quantities in United States Dollars

BILLS OF QUANTITIES

<u>COST SUMMARY</u>		
S/NO.	DESCRIPTION	TOTAL PRICE (USD)
1	Preliminaries	
2	HMIS Software	
3	SERVER ROOM ACTIVE DEVICES	
4	OPERATIONAL ICT EQUIPMENT	
GRAND TOTAL CARRIED TO FORM OF TENDER		

PRELIMINARIES				
S/NO.	DESCRIPTION	QTY	UNIT PRICE (USD)	TOTAL PRICE (USD)
1	Tender Preparation Costs & Misc	1		
2	Site Survey	1		
3	Bank Guarantees	1		
4	Preparation of working drawings, printing and distribution	1		
5	Preparation of 'As Installed Drawings', printing and distribution as specified, inclusive of Operations and Maintenance Manuals	1		-
6	Allow for any other preliminary stated in the conditions of contract	1		
7	Any other item necessary to complete the work (please state)	1		
Sub-Total Carried to Summary Page				

HMIS SOFTWARE				
S/NO.	DESCRIPTION	QTY	UNIT PRICE (USD)	TOTAL PRICE (USD)
1	HMIS Software	1		
Sub-Total Carried to Summary Page				

SERVER ROOM ACTIVE DEVICES				
S/NO.	DESCRIPTION	QTY	UNIT PRICE (USD)	TOTAL PRICE (USD)
1	Internet Routers	1		
2	Active Firewall Layer 3	1		
3	DC Core Switches	1		
4	DC Firewall Layer 2	1		
5	DC LAN Switches	6		
6	HIS Application Server (Proposed blade servers)	2		
7	Storage	1		
8	Windows Server 2022,Standard,ROK,16CORE (for Distributor sale only) - [G30CRJX]	2		
9	VMware software - Full Configuration - [DSVQUIK]	1		
10	Windows Server 2022 Standard Edition, Add License,16CORE,NO MEDIA/KEY, Cus Kit - [GD8VH6X]	12		
11	Windows Server 2022 Standard Edition, Add License,2CORE,NO MEDIA/KEY, Cus Kit - [GAB4X2P]	8		
12	50-pack of Windows Server 2022/2019 User CALs (STD or DC) Cus Kit - [GM67QZR]	1		

SERVER ROOM ACTIVE DEVICES				
S/NO.	DESCRIPTION	QTY	UNIT PRICE (USD)	TOTAL PRICE (USD)
13	OM4 LC/LC Fiber Cable, (Optics required), 2 Meter - [GSEMN48]	8		
14	50-pack of Windows Server 2022/2019 User CALs (STD or DC) Cus Kit - [GM67QZR]	1		
15	ICT Monitoring	1		
16	Server Rack (42U)	2		
17	IPCCTV NVR	1		
18	IPCCTV Storage	1		
Sub-Total Carried to Summary Page				

OPERATIONAL ICT EQUIPMENT				
S/NO.	DESCRIPTION	QTY	UNIT PRICE (USD)	TOTAL PRICE (USD)
1.	Network Printer	1		
2.	POS printers	4		
3.	Laptops	10		
4.	Office Desktop Computers	90		
5.	Standard IP Phones	100		
6.	55" Smart TV + roof mounting brackets or wall mount brackets	8		
Sub-Total Carried to Summary Page				