

Sample RFP

Specifications for Medical Linear Accelerators

In any request for proposal (RFP), include the following: a description of organizational situation; a general description of what is to be purchased and when it is to be supplied; and an outline of the factors that will be considered in determining the successful tender. For example:

- Compliance (with specifications)
- Connectivity to networks
- Patient throughput
- User-friendly operation
- Proven commitment of manufacturer and agent
- Cost (including life-cycle costing)
- Warranty
- Proven in-service performance
- Technical support and future upgrade options
- Training
- Features offered that exceed minimal requirements of specification
- Payment options and arrangements

General Requirements

- Necessary support for network connection and data transfer.
- List of sites where a system of similar configuration has been installed over the past 12 months and is in current use.
- Vendor shall supply details of any user groups operational.
- Training: Service training and application (including system networking) training.
- System manuals.
- Delivery, installation, and applications training timelines.
- Basic system price quoted including all equipment specified, warranty on service and parts, software upgrades, and customer support.

System Specifications:

Beam energies	Total body irradiation modes
Dose rates	Dynamic arc
Collimators	Patient setup lasers
Patient positioning system	Monitors' specifications
Wedges	MV online electronic portal imaging system
Multileaf collimators	3-D IGRT capability

Technical Support:

Parts	Compensation for performance failure
Factory upgrades	Service contracts
Warranty	Software

Additional Requirements:

Installation	Modifications notification
Final sitting/installation drawings	Training
Payment schedules	Service and service reports
Manuals	