

## System Name Here

**Last Updated**  
4/28/2011

*<It is important to remember this is a template and may not meet all of the needs of your technical environment. These templated sections provide a starting point and will likely need to be augmented for your specific situation.>*

### Volume and Usage Information

*<This section will help define how technically demanding your IIS is and can be very valuable for the vendor in many aspects including hardware sizing, help desk levels, end user training needs, and provider recruitment needs.>*

	Current	1 Year Estimate	3 Year Estimate	5 Year Estimate
Number of Clients				
Number of Immunizations				
Number of Users				
Avg. Concurrent Users				
Peak Concurrent Users				
Yearly Birth Cohort				
% Public Providers using IIS				
% Private Providers using IIS				
% of Data via User Interface				
% of Data via Data Exchange				
Help Desk Calls				

### Server Information

*<When filling out this section, the more information you can provide about your current environment, the more accurate your RFP will model your real-world technical environment. Be sure to include all servers including pre-production servers that are actively used. Logical/Virtual servers should also be listed as individual servers. It can be noted that they are virtualized, but it is important to detail what the virtualized server is used for and the resources it consumes. Copy/Paste the section below for each logical server being used to support your IIS.>*

Server Purpose		
Hardware	Manufacturer	
	Model	
	Support Level	
Operating System		
OS Version		
RAM		
CPU	Type	
	# of Processors	
	Cores/Processor	
	Speed	
Internal Disk	Type, Speed, Size, and # of Disks	
	Total Raw Size (GB)	
	Useable Size (GB)	
	Disk Configuration	
	Free Space (GB)	
External Disk	Type, Speed, Size, and # of Disks	
	Total Raw Size (GB)	
	Useable Size (GB)	
	Disk Configuration	
	Free Space (GB)	
Installed Software	<i>&lt;Include third party software used to support your IIS. Include version numbers, patch levels, support levels, and other related information.&gt;</i>	

### Other Technical Information

<This section does not provide a template as the variance between grantees is likely too large to template, but it does offer areas to consider when putting together your technical environment description for your RFP. These are common questions that need to be answered/understood when operationalizing your IIS.>

<b>Server Diagram</b>	<Now that you have defined the logical servers above, how do those fit into a server farm diagram. Include firewalls and other hardware that affect the IIS. Does your IIS interface with a Single Signon Server/LDAP/ActiveIdentity/etc? A Master Patient Index? Vital Records? Medicaid? Include them.>
<b>Backup/Recovery</b>	<Provide details on your Disaster Recovery plan including but not limited to timing, recovery options, testing frequency, failover options, retention policies, and responsibilities.>
<b>Responsibilities</b>	<In the current mode of operations, who is responsible for the System Administration? Who is responsible for the Database Administration? The Web Server Administration? What about the future mode of operations? Is the Vendor going to be responsible for those? For how long? Patching? Upgrades?>
<b>Data Migration</b>	<Are you replacing your existing operational IIS with a new IIS? If so, it is imperative to include enough detail about how your current operations work for the vendor to put together a workable Data Migration plan to ensure a seamless transition between your current system and your new system with minimal downtime.>
<b>Service Level Agreements</b>	<Consider the uptime requirements for all of your environments (Testing, Pre-production, Training, Production, etc...). What is an acceptable amount of downtime? Is there a preferred maintenance window? How long?>
<b>State Specific Reports</b>	<Will your IIS need to produce State Specific reports unique to your state? For example, A school entry form? >
<b>Incoming Data</b>	<Do you have regularly scheduled data feeds (WIC, Medicaid, IHS, Vitals, Lab Reporting, large provider, HIE) which must be processed into the IIS in a timely manner? Provide specifics (time, amount of data, type of data, format of data, transport layers, etc...)>
<b>Outgoing Data</b>	<Do you have regularly scheduled extracts of data (HMO, State-to-State, Surveillance, HIE) from the IIS? Provide specifics (time, amount of data, type of data, format of data, transport layers, etc...)>

### Detailed Data Exchange Information

<This section can be used to detail your current Data Exchange volume. The template include some common EHRs and allows for additional EHRs to be added. Expand as needed. The "Message Format" column should be populated with how the data is formatted (Flat File; HL7 V2.3.1, etc.). The "Transport Layer" should be populated with how the message is transmitted (FTP, SOAP, HTTPS Post, etc.). The "Batch/Realtime" column is used to define (in your own terms) which data exchanges are batch feeds and which are realtime feeds. The "Schedule" column should be populated with the rough scheduled processing time as it is relevant to the situation. The "Volume" column is used to provide metrics (however you track them) for the EMR/EHR. Finally, the "# of Providers" column should be populated with the number of providers exchanging data with your IIS for the particular EHR. If an EHR submits data in different formats or through different transports, etc... it is entirely feasible to duplicate the EHR with different data to accurately represent your Data Exchange environment.>

Data Source	Message Format	Transport Layer	Batch/Realtime	Schedule	Volume	# of Providers