

ISM Questionnaire for Equipment, IT, & Medical Systems

For information technology (IT)/computer and other Equipment Systems (see the definition of "Equipment System or Moveable Property System" in the Glossary), respond to the following questions.

1. Explain how each component item, or group of items, relates to the system and is physically connected or connected through a wireless network, and why the items are necessary for the system to function. Please provide as much detail as possible about each component item specified in **Attachment C.9 Moveable Property List** of the CapGrants Application Submission.

2. In addition, please provide responses to the following if applicable:

a. If in multiple locations, is the connection based only on the Internet or is it part of a larger enterprise network? (Please note that the minimum cost of the Moveable Property must be \$50,000 per site.)

b. What applications will be used/shared over the network, and how will they be used/ shared?

c. Are these shared applications unique to the Organization?

d. Will the shared applications be available to the public, or can they only be accessed by people affiliated with the Organization?

e. Is the system replacing or upgrading an existing system that was previously funded by the City? If so, when was the existing system purchased and installed?

3. Provide a diagram of all components of the Moveable Property showing how they are physically and/or wirelessly connected and networked, and how they function interdependently as a system and/or as a single medical treatment/diagnostic unit as **Attachment C.16 Equipment System Medical Equipment Diagram**. (For reference, see the sample diagrams in Exhibit 7D, Sample Diagrams - Equipment System of the CapGrants Application Documents.)

Note: If the **Equipment Systems Diagram** includes equipment owned by the organization, in order for the City-funded movable property to function, then complete the **Owned Equipment in Relation to the Capital Award** statement, where you will list such items, along with their purchase dates, purchase price, and affirm that these existing items will have a useful life of at least five years after reimbursement is issued and that these items will be replaced, if they cease to function during the 5-year reimbursement period.

Several Organizations have not uploaded this Attachment in the past.

Please indicate that the Organization understands that in order to have its application reviewed, this diagram must be uploaded.

Not Applicable (i.e., not an Equipment System or Medical Treatment/Diagnostic Unit)

4. If the Moveable Property is intended for medical treatment and/ or diagnostic services for patients, describe the general function of each item below.

Software:

Review the Guidelines (Exhibit 1) for requirements for software licenses and the Form of Assignment of Software License and Consent (Exhibit 5).

Software licenses are capitally eligible only when they will be valid for at least five years with the initial purchase. A five-year software subscription with ongoing fees (such as monthly or annual fees) is not capitally eligible.

Any software license(s) for Moveable Property purchases must be transferrable to the City and/or the City's designee, and the City's Assignment of Software License and Consent (see Exhibit 5) will need to be executed by the software licensor(s), if the license is not transferrable by its terms.

Note that many items of Moveable Property in addition to computers contain software, including medical Moveable Property and telephone systems.

Does the Organization understand and agree to these software license requirements?

Yes No

Installation and Related Soft Costs:

Are there any consultant or design fees, installation or installation-related costs, or other soft costs for the Moveable Property (as indicated in **Attachment C. 9 Moveable Property List**)?

Yes No

If YES, then attach a detailed description of the scope of work for the consulting, design and/ or installation, the estimated hours to perform the consulting, design and/or installation, and the hourly rates to be paid for the consulting, design and/or installation as **Attachment C.17 Design, Installation, and Other Soft Costs**.