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***Request for Proposal (RFP)***  
***FOR***  
***NETWORK CABLING PROJECT***

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ISSUED DATE: March 27, 2020

SUBMISSION DUE DATE: April 20, 2020 3:00 P.M. ET

# 1 Introduction

## 1.1 Statement of Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to provide a complete network cabling solution that covers all steps from the initial site survey to equipment acquisition and complete installation, including cabling and, if necessary, upgrades to existing infrastructure for the new office location of The WorkPlace, Inc.. The RFP provides vendors with the relevant operational, performance, and architectural requirements of the system.

## 2 General Requirements

### 2.1 Goal and Objectives

The overall goal of this RFP is to install THE WORKPLACE, INC. networks cabling.

- a) An objective of this Request for Proposal (RFP) is to contract with a single vendor to provide network cabling installation for the new office location of The WorkPlace, Inc.
- b) An objective is to meet THE WORKPLACE, INC. network data and voice cabling needs in the most cost effective and efficient manner. The quantities described in this RFP are estimates only. THE WORKPLACE, INC. shall not be obligated to purchase any quantity of services detailed herein.
- c) An objective is to obtain fixed pricing to add capacity to the end to end network cabling system to support THE WORKPLACE, INC. offices. Any RFP response that does not outline pricing on a “firm-fixed price” basis, may be eliminated from further consideration.
- d) In order to insure that the required services are provided with the highest possible quality and professional services, THE WORKPLACE, INC. is interested in establishing a contract with a vendor experienced and qualified in such contracts and that will provide the quality of services, products and equipment requested in a professional and timely manner.

## 3 Background

THE WORKPLACE, INC. is a 501(c) (3) non-profit service organization located in Bridgeport CT. Total number of persons employed by THE WORKPLACE, INC. is approximately 85 at this location.

For more information about THE WORKPLACE, INC., please visit our website at: [www.workplace.org](http://www.workplace.org).

## 4 Overview of THE WORKPLACE, INC. Technical Environment

- a. All THE WORKPLACE, INC. offices as connected via a wide area network (WAN) and is configured via hardware to hardware VPN with Dell SonicWall Appliances. THE WORKPLACE, INC. infrastructure is powered by a fiber network for voice/data.

Our WAN includes:

- (250+) devices including computers, laptops, tablets
- (2) DNS servers, (1) Print server & Accounting server (1) DHCP server (1) Barracuda backup server
- (1) Firewall (7) 25-port switches, (7) 25-port patch panels
- (3) Multi-Function Machines (Print/Copy/Scan/Fax) and (5) Small use printers
- 200 Mb of bandwidth in our data center
- VOIP Phone System Handsets & Headsets

This office has a local file server (Windows Server 2008 or 2012) for network access.

- b. All local network servers are connected to the 2012 R2 server, Parent Domain Controller and Cloud based Barracuda Email Security.
- c. THE WORKPLACE, INC. has a Digium SwitchVox Cloud VoIP.
- d. Each office is equipped with secured, encrypted wireless access points (public and private).

## 5 Scope of Work for Network Cabling Project

Project includes installation of approximately 233 CAT6 data drops and runs of 12 strand 50-micron single mode fiber offering reliable performance up to 10 GB throughout THE WORKPLACE, INC. offices that meets or exceeds industry standards. Approximately 8 HDMI cable from Wall TV/Monitor to workstation and 4 VGA cables from work room to server room. In addition, Key Card entry into 4 entrance and a buzzer for the receptionist to provide access to customers for the front door. A dual CAT6 data run from the 4<sup>th</sup> floor handoff to the 5<sup>th</sup> floor server room.

**Cable:** Data distribution shall be General Cable GenSpeed 6000 or equivalent. All data distribution cables shall meet or exceed the Category 6 specifications. All cable installed in an air plenum environment must be plenum rated and have low smoke properties in accordance with the National Electric Codes. Vendor shall ensure that plenum-type cable is installed where required. The contractor must be a certified installer of the manufacturer they are representing; they must also warrant the installation for at least 25 years or more. A statement of warranty must be included in your bid proposal. All cables must also be certified.

**Wall Installation:** Dual drop locations should be finished through the walls

**Raceway Installation:** Drops unable to be fished should receive raceway (Non-metallic raceways inside of offices and metallic raceways that will route from above the drop ceiling to the outlet locations. All necessary covers, end caps and fittings will need to be provided for a complete surface mount raceway. All colors of raceway must be coordinated with the Project Manager.

**Cable Installation Specifics:** All cable must be run inside the wall or within the raceway. Cables need to be properly dressed and secured. All cables and faceplates must be labeled with a machine generated label per industry standards. Cabling system within FDFs and IDF's should include CAT6: Patch panels, modular jacks, patch cords, cables, and couplers. 2 racks will need to be removed from our current location and installed in one location in new office. Installation includes all terminating required. Wiring connections from MDF to IDF or other switches as needed with Fiber.

- a) All cables shall be independently supported throughout the entire project as recommended.
- b) All cables shall be protected from harm while passing through spaces that are not the property of the Owner.
- c) The contractor shall route in-groups or similar types (i.e., each data distribution cable shall be grouped with its kind).
- d) Cables shall be routed point-to-point (home run). Cables shall not be spliced.
- e) All fiber and data cables runs must have a ten (10) foot service loop on the MDF end of the cable and a three (3) foot service loop at the jack end.
- f) All cabling installed in the ceiling must be hung at least 8-inches above the finished ceiling. All cable must be routed to avoid fluorescent light fixtures or electric motors.
- g) The outside sheath of any cable shall not be damaged.
- h) The contractor shall terminate cables properly on both ends.
- i) The contractor shall provide proper temporary protection for cables after pulling is complete but before final dressing and termination is complete.
- j) Cable shall not be left lying on the floor or on top of drop ceiling grids.
- k) The contractor shall use Velcro-styled straps to tie-wrap all cables. Tie-wrap shall occur on two (2) foot intervals.
- l) Traditional cable ties shall be used where required to properly support cables and to protect them from harm or other environmental elements (i.e., to be used in ceilings to keep cables off of lighting fixtures or ceiling grids).
- m) During installation, the contractor shall comply with the manufacturer's recommendation for pulling tensions.
- n) The contractor shall comply with the manufacturer's recommendation for the short- and long-term minimum bend radius.
- o) Installation includes J-Hooks as required.

**Workstation Termination:** All cable connecting hardware and terminations shall meet the following standards:

A) The contractor shall:

- i. Install all connecting hardware per manufacturer's instructions and recommendations.
- ii. Field terminate all cables unless otherwise noted.
- iii. Terminate cables in proper order and sequence.
- iv. Utilize proper tools when performing terminations.
- v. Leave no more than a 0.50 inch of untwisted cable at the terminated ends.

**Information Outlets:** All 8-pin modules shall be CAT6 and wired according to wiring code. Any modular furniture faceplates must be test-fitted with the furniture prior to fulfilling the project's required quantities and provide the proper faceplate for the location.

**Typical Configuration:** The typical information outlet, wall or furniture mounted, shall contain one (1) modular keyed/non-keyed RJ-45 type jack unless specified as other on the drawings. All jacks will provide a universal DATA and VOICE functionality and shall be terminated sequentially on the patch panel. All colors for outlets and faceplates must be coordinated with the Project Manager.

**Modular Furniture Outlets:** All modular furniture outlets must be coordinated with other trades to ensure properly sized "in-feeds" and pathway capacity. All cables exiting a wall cavity or floor sleeve must be protected until the cables enter the furniture system. Any costs for scheduling offsets or "come-backs" for dressing the furniture must be included in base bid price.

**Cable Run per Workstation:** Each typical workstation (information outlet) shall receive two (2) separate cables. Each cable shall be terminated on one (1) raceway plate. Splitting of cables onto multiple jacks is not acceptable.

**Workstation Cable Run Length:** The maximum run of cable from any workstation to an IDF closet, or to the MC shall not exceed 290 linear feet with an allowance for patch cords. The overall length of the circuit (including patch cords) from desktop device to LAN equipment shall not exceed 100 meters.

**IDF Termination Details:**

- a) All data station cables shall terminate sequentially on termination panels where they will be patched with RJ-45 patch cables of appropriate length to the network switch.
- b) All data station cables shall be terminated onto rack-mounted patch panels. Patch panels shall be flat or angled modular patch panels. Additional Patch panel work room will be needed

**Switch Station Panels:** 24 or 48 port Category 6 rack-mounted modular patch panels, or equivalent, that accept modules for UPT, fiber optic and audio/video. Patch panels shall be wired. All patch panels shall provide space for a label for each port in the back. Installation Guidelines:

- a) Provide and install modular patch panels onto racks in the IDFs for terminating the data distribution cables and tie cables.

- b) Provide and install machine-printed label strips on the front and for each port of the patch panels.
- c) Terminate the distribution cables in proper outlet labeling order.
- d) Terminate individual cable pairs utilizing proper tool.
- e) Provide and install horizontal and vertical wire management panes. There shall also be a wire management panel between each 2 rack units of flat modular patch panel.

**Station Patch Panel Configuration:**

- a) The contractor shall install the data station cables such that the data ports appear from left to right on the station patch panel with "Data 1" appearing next to "Data 2" and so on across the entire row before moving down to the next row.
- b) Each patch panel port shall have a typed, non-smearing label using a self-adhesive sticker indicating the port number in accordance with the Cable Identification and Labeling section.
- c) All labels shall be machine generated. Hand-written labels will not be accepted.

**Patch Cables:** The contractor shall provide all patch cables required for completing Ethernet connections between the equipment patch panels and station patch panels. Provide one (1) patch cord of the appropriate size for each data cable installed. These patch cables can be double ended RJ-45 TIA Category 6 cables. Cables shall be of the same manufacturer of the structured cabling solution and shall be part of the channel warranty.

**Category 6 Cable System Test:**

- a) Each data outlet and cable shall be tested and certified for permanent link compliance with TIA Category 6.
- b) Each pair shall be tested end-to-end (from the outlet port through the port at Category 6 data patch panels). Two (2) ten (10) foot patch cables shall be used at the test unit end so that the outlet, outlet termination, cable and termination block can be observed in the test.
- c) End-to-end attenuation loss and near-end cross-talk shall be tested from 0.772 to 250 MHz and shall meet or exceed Category 6 TIA 568-C requirements.
- d) All tested cables shall pass all performed tests.
- e) End-to-end attenuation loss and NEXT shall meet or exceed Category 6, TIA 568-C requirements.

**Test Results:** the test results for all UTP cables shall include:

1. Overall cable length.
2. System continuity.
3. Proper connectivity.
4. Open pairs.
5. Short circuits.
6. Reversed pairs.
7. EMI noise induction.
8. Damaged cable.

9. Stretched, kinked or crimped cable.
10. Attenuation load in dB.
11. NEXT in dB.

**Successful Test / Certification:**

- a) The contractor shall download the results and measurements obtained from the cable point testing to a computer program. The contractor shall tabulate individual test results in chart and graph forms. The test result(s) shall be submitted to the owner and engineer for evaluation and approval.
- b) The contractor shall comply and implement all comments from the owner or the engineer without any additional cost to the owner. Upon receipt of approval, the contractor shall certify the cable and issue a warranty for a minimum of twenty-five (25) years.
- c) If a problem or fail test occurs, the contractor shall evaluate and remedy the problem without any additional cost to the owner.
- d) After a problem has been remedied, the contractor shall retest the circuit and resubmit the test result to the owner and engineer for analysis. The contractor is to continue this process until required results are achieved.
- e) The contractor is responsible for correcting and resolving any issues raised by the owner or its representative with respect to workmanship or deviation from standards stated herein.

**Documentation:** Documentation is to be submitted for approval prior to commencement of work. The above tests results shall be furnished in writing to THE WORKPLACE, INC. prior to acceptance. The contractor will provide all documents easily understood for each system as follows:

- a) Inside Wiring Cable Records (two (2) copies) showing station IDs and Cable Routes. Station cables shall be marked red. Riser cable shall be marked green. Inter-closet cable / tie cable (if applicable), shall be marked blue.
- b) Cross-Connect Reference Indexes for Cable, IDF and MDF I.D. (two (2) copies).

## **6 Material Lists for Network Cabling Projects:**

**Required for Cabling Project Bid)** – List all materials by Part Number, Brand and Description and Quantity. Use the form provided. This is mandatory to better evaluate each bid.

Example: Panduit Category 6 Module PN#xxxxxxxxxxx, Quantity 50

This information is crucial to the bid process. Failure to respond could result in disqualification.

Material List (Total Costs include everything needed to complete the project, (i.e. Patch Cables, Patch Panels, Keystone Jacks, Face Plates, etc.).

Part Number	Description	Quantity

## 7 Network Patch Panels


## 8 Communication

- a) All communications regarding the RFP should be referred to the contact below:  
 Director of Information Technology:  
 Jack Burton III
  
- b) Submit questions via email to: [JBurton@workplace.org](mailto:JBurton@workplace.org) Answers will be posted to The WorkPlace, Inc. website before the RFP deadline at THE WORKPLACE, INC. website at: Proposers are responsible for downloading and reviewing all documents, including the Addendum at this website.

## 9 Proposal Submission Requirements

- a) **Request for Proposals (RFP) responses must be received on or before Monday, April 20, 2020 by 3:00 PM (EST), via email or hard copy to: Gino G. Venditti, The WorkPlace, 350 Fairfield Avenue, 3rd Floor, Bridgeport, Connecticut 06604. Email [gvenditti@workplace.org](mailto:gvenditti@workplace.org).**
- b) To facilitate the analysis of the responses to this RFP, proposers are required to prepare their responses in accordance with the instructions outlined in this section and elsewhere in this RFP.
- c) The bid proposal must bear your official letterhead, clearly identifying your company.
- d) Bids may be submitted electronically or hard copy. Electronic copies should be in PDF format.
- e) Proposals shall include a letter of transmittal signed by an authorized representative of the bidding company. All information requested should be submitted.
- f) Bid proposal responses must be submitted containing the entire contents of your proposal to the person shown above. Failure to submit all requested information may result in THE WORKPLACE,

INC. requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.

- g) Proposals should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description of vendor's capabilities to satisfy the requirements of the RFP to enable THE WORKPLACE, INC. to evaluate your capabilities to provide the requested products and services.
- h) All responses are to be submitted on standard 8.5" X 11" paper in 12 pt. minimum type. Bidders shall respond to the items in the order they are shown in the RFP. Proposals should describe the most favorable terms and shall remain firm for 90 days from the bid opening date.
- i) Ownership of all data, materials and documentation originated and prepared for this RFP solicitation by any proposer/vendor shall belong exclusively to THE WORKPLACE, INC..
- j) The proposal shall be labeled "Network Cabling Project, RFP# 2020-03-01".

## 10 Selection Criteria

THE WORKPLACE, INC. will conduct a fair evaluation process based on criteria listed herein and will use multiple criteria to select the most qualified vendor who represents an understanding of THE WORKPLACE, INC. needs. Vendors should have significant experience in projects involving network data and voice cabling installations.

The RFP will allow THE WORKPLACE, INC. to review proposals and enter into negotiations with the vendor whose proposal is most advantageous to THE WORKPLACE, INC. with price and other factors considered.

## 11 Technical Review Criteria

A number of factors will influence the decision in determining whether or not a vendor is qualified. The following list summarizes the major qualitative areas that will be evaluated, along with their overall weighting.

These factors include:

Financial Considerations (Price of goods and service)	50%
Work Plan/Business and Technical Experience	35%
Vendor strength, stability and expertise	10%
Company references (Demonstrated customer service, quality and support)	5%
Total	100%

## 11.1 Response Contents and Format

Please complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Your response to this RFP will serve as the basis for the consideration of your proposal as the successful vendor.

The format as outlined in Section 11.3 below (Corporate Information), should be followed in order to provide THE WORKPLACE, INC. with a working basis on which to compare one proposal with another. Please put “**Proposal for Network Cabling Project**” in the subject line.

All proposals shall include a statement indicating that the submitter is authorized to offer this proposal by his/her company and may bind the company under contract if selected.

## 11.2 Information Requirements

For the purposes of understanding more about your company and your ability to successfully fulfill this important THE WORKPLACE, INC. requirement, please provide the information below as part of your response, clearly referencing each specific question.

## 11.3 Corporate Information

In order to simplify the review process and to obtain the maximum degree of comparability, the proposal responses should include the following items and be organized in the manner specified below.

1. **Overview of Company** - a brief overview of your company’s involvement in providing network voice/data cabling in the IT industry.
2. **Profile of Company Proposing** –
  - How long has the company been in this business?
  - In what counties/cities/states do you maintain offices?
  - Location of office to manage project.
  - Indicate the number of employees in your company.
  - The credentials and qualifications of professional staff.
3. **Qualifications** – Describe recent experience with similar engagements to which the proposal relates.
  - a) Briefly describe the company’s system of quality control to ensure the work meets a high-quality standard.
  - b) Include two (2) customer references that are similar in scope and requirements to those of THE WORKPLACE, INC.
4. **Scope of Services and Proposed Project Schedule** – Briefly describe the company’s understanding of the scope of services to be provided.
  - a) Will your company subcontract any components of the proposed cabling project to a third party? If so, please describe the components to be subcontracted and provide details of any agreement in place with the subcontracted company/individuals as well as a summary of past work that you have successfully completed together.

## 12 Clarification Questions

Should the bidder note any discrepancy, require clarification or wish to request interpretations of any kind, the bidder shall submit a written request to: Jack Burton III, Director of Information Technology , by email to: [JBurton@workplace.org](mailto:JBurton@workplace.org) . Answers will be provided on The WorkPlace website.

Jack Burton III, Director of Information Technology, is the designated Workplace representative for this initiative. For any information relative to this RFP, please direct all inquiries to his contact information is as follows:

Jack Burton III, Director of Information Technology, [JBurton@workplace.org](mailto:JBurton@workplace.org)

## 13 Proposal Process

Each bidder shall carefully examine the RFP and any and all attachments provided with respect to this RFP process. Bidders should familiarize themselves with all proposal requirements prior to submitting their proposal response.

## 14 Response Delivery Instructions

Please submit your proposal to the email address or mailing address indicated in the *Communication* section above (Sections 8 and 9). All responses must be received on or before 3:00 pm ET April 20, 2020, the *Proposals Due Date* indicated in the *Key Dates* table below. Proposals received following the deadline will not be considered.

## 15 Vendor Quote Requirements:

**All quotes must meet the following general requirements for network cabling/wiring:**

### Data/Cabling Requested

- Cabling and all associated equipment and cabling will be required to provide data to access points. Vendor will provide parts, materials, installation and testing. A cabling map for the site is included in this RFP.

### Provide new data grade wiring from IDF/MDFs to designated Device Cable Termination (DCT)

- Termination of data cables at provided network patch panel
- Cable color (green) and jacks' colors coordinated with the District
- Cables should be in available cable tray, suspended every 4 feet in drop ceilings using J or D style hooks or in enclosed conduit
- Labeling patch panels and wall plate jacks with indelible labels/ink indicating closet location and unique identified port number
- Color code ports per coordination with the District
- Provide testing with documentation of cable runs to meet specifications – end to-end
- The vendor must supply all supervision, tools, equipment, hardware, material, transportation, and construction, and all other related services unless specific provisioning by the customer has been denoted.
- The vendor is responsible for providing all necessary working/building permits required under this contract, which includes, local, state, or federal permits, as needed.

- The vendor will be responsible for repair of all damage to the building due to the negligence of its workers.
- During the contract period the vendor will abide by all fire and safety regulations.
- Upon completion of any repair, replacement or installation activity, the vendor must provide evidence of the completion with a successful test on said system with results provided to owner in owner specified format (s).
- The vendor will be responsible for the prompt correction of all defects in the system.
- The vendor must leave the premises clean and neat including having all ceiling tiles in place after each work session.
- All work must be coordinated through a designated contact before the beginning of the installation work and must be requested by the Network Administrator.

### **Cabling/Installation Specifications**

- Responsive bidders will provide a complete design and itemized quotation for a Structured Cabling System.
- Bidder is responsible for providing evidence that all materials and installation practices will meet or exceed BICSI specifications for CAT6 (minimum) materials and installation.

### **References:**

- A. Design, manufacture, test, and install telecommunications cabling networks per manufacturer's requirements and in accordance with NFPA-70 (2005 edition of the National Electrical Code®), IEEE C2 2007 (NEC 2007), state codes, local codes, requirements of authorities having jurisdiction, and particularly the following standards:

#### **ANSI/NECA/BICSI-568-2006 – Standard for Installing Commercial Building Telecommunications Cabling ANSI/TIA/EIA Standards**

1. ANSI/TIA/EIA-568-B.1 – Commercial Building Telecommunications Cabling Standard, Part 1: General Requirements
2. ANSI/TIA/EIA-568-B.2 – Commercial Building Telecommunications Cabling Standard, Part 2: Balanced Twisted Pair Cabling Components
3. ANSI/TIA/EIA-569-B – Commercial Building Standard for Telecommunications Pathways and Spaces
4. ANSI/TIA/EIA-606 (A) – The Administration Standard for the

#### **Telecommunications Infrastructure of Commercial Buildings**

- B. Install cabling in accordance with the most recent edition of BICSI® publications:

1. BICSI – Telecommunications Distribution Methods Manual
2. BICSI – Installation Transport Systems Information Manual
3. BICSI – Network Design Reference Design Manual
4. BICSI – Outside Plant Design Reference Manual
5. BICSI – Wireless Design Reference Manual
6. BICSI – Electronic Safety and Security Design Reference Manual
7. Info COMM/BICSI – AV Design Reference Manual

**Bidder is responsible for inspecting all existing structures, cableways, IDF/MDFs, wiring.**

## 16 Key Dates

Event	RFP Issued	Answers Provided	Proposals Due	Sites Walk Through	Evaluation/Negotiation
Date	March 27, 2020	Ongoing on website	April 20, 2020	As requested	April 25, 2020
Time	10:00 am		3:00 PM ET		

## 17 General Terms and Conditions / No Obligation

If bidder elects to respond to this RFP, submission of your proposal assumes the acceptance of the following understanding:

1. THE WORKPLACE, INC. reserves the right to reject any or all of the proposals received in response to the RFP, to waive irregularities or to cancel or modify the RFP in any way, and at any time THE WORKPLACE, INC. chooses, in its sole discretion, if THE WORKPLACE, INC. determines that it is in the best interest of THE WORKPLACE, INC..
2. THE WORKPLACE, INC. further reserves the right to make awards under this RFP without discussion of the proposals received. Proposals should be submitted on the most favorable terms from a technical, qualifications, and price standpoint.
3. Proposals must be signed by an authorized officer of the company. Proposals must also provide name, title, address and telephone number for individuals with authority to negotiate and contractually bind Vendor, and for those who may be contacted for the purpose of clarifying or supporting the information provided in the proposal.
4. THE WORKPLACE, INC. will not be responsible for any expenses incurred by the proposer in conjunction with the preparation or presentation of any proposal with respect to this RFP.
5. Any exceptions to the general terms and conditions and specifications must be clearly stated in the RFP response.
6. Costs not delineated in the RFP response will not be negotiated in the contract.
7. The successful proposer shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws; rules, regulations, including applicable licensing requirements, according to sound engineering, management and safety practices, and in compliance with any and all reasonable rules of THE WORKPLACE, INC. relative to the premises.

8. No instructions given in the contract documents shall be construed as an authorization to violate any codes, ordinances, regulations, or laws.
9. The submission of a proposal shall not in any manner oblige The WorkPlace, Inc. to enter into a contract or to be responsible for the costs incurred by your company in responding to this request.
10. THE WORKPLACE, INC. selection of a Vendor through this RFP is not an offer and THE WORKPLACE, INC. reserves the right to continue negotiations with the selected vendor until the parties reach a mutual agreement.
11. THE WORKPLACE, INC. has the right at its discretion to terminate or renegotiate this contract due to occurrence or any event or action beyond its control. After such termination of this contract, the proposer shall have no continuing obligation under the terms of this contract.
12. Any alteration to this RFP document by a proposer will deem that proposer's response to this RFP as null and void.
13. Any and/all revisions made to this Request for Proposal prior to due date will be posted on the following website and will be the responsibility of the proposer to check for any and/all revisions.

### **17.1 Disclaimer**

This RFP does not commit The WorkPlace, Inc. to any specific course of action. THE WORKPLACE, INC. reserves the right to not select any vendor or purchase any goods or services resulting from this RFP.

### **17.2 Agreement of Non-Disclosure**

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed and submitted to potential partners of The WorkPlace, Inc. solely for the benefit of The WorkPlace, Inc.