

**NAME OF LOCAL GOVERNMENT**  
**BROADBAND PROJECT NAME**

**THIS SAMPLE IS PROVIDED AS A GUIDE. PLEASE REVIEW CAREFULLY AND MODIFY ACCORDING TO LOCAL REQUIREMENTS. EDIT AS NEEDED TO COMPLY WITH ANY LOCAL PROCUREMENT GUIDELINES.**

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Request for Proposal RFP

# \_\_\_\_\_

**Broadband Project Name**

**PROPOSALS OPENED: Date and Time 30-45 Days from Date of Release**

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All questions concerning this RFP must be submitted in writing (email is acceptable) by **1:00 PM EST of INSERT DATE** and addressed to:

**Local Government**

**Local Government Official or Designee, Title**

**Street Address**

**Email Address**

Proposals must be received by the date and time stated above or they will remain unopened and returned. No allowance will be made for postmark or error in delivery to incorrect address.

RFP Documentation and any Questions Submitted to the **[Local Government]** can also be viewed at **Insert Website if Applicable**

Proposals shall be prepared at the bidder's expense and becomes a **[Local Government]** record and therefore public record. Submit **\_\_\_\_\_** copies of the proposal, including one original (clearly marked "ORIGINAL"), and one copy in WORD software or PDF on CD/Flash Drive, shall be submitted in a sealed container. The face of the container shall be clearly marked in the lower left corner as follows:

**RFP#:** \_\_\_\_\_

**Broadband Project Name**

**Proposals must be submitted to:**

**Local Government**

**Local Government Official or Designee, Title**

**Street Address**

**City, WV \*zip Phone**

**Proposal should include and will be evaluated based on:**

1. Cover Sheet (Provided)
2. General Vendor Information Sheet (Provided)
3. Customer Reference Form (Provided)
4. Demonstrated Understanding of Scope of Work
5. Qualifications and Experience
6. Approach, Methodology and Timeline for Achieving Scope of Work with emphasis on identifying future implementation projects in HUD CDBG eligible areas
7. Company Resources and Project Team
8. Relevant Experience
9. Proof of insurance as described in Vendor Qualifications
10. Fee Schedule and Cost Proposal
11. Any other local requirements

Milestone	Date
Release RFP to Vendors	Date
Vendor Questions (if any)	Insert Date within Two Weeks of Release Date
Answers to RFP Questions	Insert Date within One Week of Vendor Questions Date
Proposal Responses Due	Insert Date and Time EST
Proposal Responses Opened	Insert Date and Time EST
Vendor Selection (target)	Insert Date and Time EST
Contract Negotiations Complete	Insert Date and Time EST
Contract Signed	Insert Date and Time EST
Work Begins	Insert Date and Time EST

Evaluation Criteria	Points [Edit as Needed]
Qualifications and Experience	30
Approach, Methodology and Timeline	20
Company Resources and Project Team	20
Fee Schedule and Cost Proposal	30

## OVERVIEW

The [LOCAL GOVERNMENT] seeks qualified vendors to conduct a broadband feasibility study. Broadband is high speed Internet that achieves a minimum of 25 Mbps download speed and 3Mbps upload speed. This project is funded through a CDBG grant, under HUD regulations for Planning and Capacity Building, 24 CFR 570.205. The selected firm will be required to comply with Title VI of the Civil Rights Act of 1964, Executive Order 11246, Section 109 of the Housing and Urban Development Act of 1974, Section 3 of the Housing and Urban Development Act of 1968, Conflict of Interest Statement and Access to Records provisions and all other requirements as related to HUD-funded projects. The project will be implemented by a local project management team. Additional resources will be obtained through the West Virginia Broadband Enhancement Council and the State Office of GIS Coordination. The team will provide oversight and direction to the consulting entity selected.

## BACKGROUND

Provide overview of project location, demographic data, population, average income, major employment sectors, educational and medical facilities, overview of unserved or underserved status, minimum speed, known service options.

## APPROACH, METHODOLOGY AND TIMELINE

Provide a review of objectives for the scope of work and an overview of the planned approach, methodology and timeline. All project activities must be completed no later than: June 30, 2020.

## SPECIAL REQUIREMENTS

- a. Experience in broadband policy development; broadband infrastructure development; and broadband project management with state and local government agencies in the past three years.
- b. Skills, technical resources and capabilities, experience and expertise in broadband development program of comparable scope and scale.
- c. Knowledge of related state and federal laws and requirements.
- d. Knowledge of broadband-specific funding programs, including the HUD CDBG program as administered by the West Virginia Development Office, the U.S. Department of Agriculture, the U.S. Economic Development Administration, the Appalachian Regional Commission, and other public and private funding sources.
- e. Excellent technical depth and ability to convey technical concepts to non-technical audiences.

## JURISDICTION OF GENERATED DATA

All materials, maps, reports and data generated through this project shall remain the property of the local government. Data will also be provided to the State of West Virginia, West Virginia Broadband Enhancement Council, in electronic and paper format.

## ASSISTANCE TO BE PROVIDED

The [LOCAL GOVERNMENT] will provide: The location of communications towers in the county/region; access to GIS data, including maps showing telecommunications assets as reported to the State Office of GIS Coordination; FiberLocator data; and internet speed test data as reported by the West Virginia Speed Test Portal via the West Virginia Broadband Enhancement Council.

## SCOPE OF WORK AND DELIVERABLES

A high-level preliminary design of broadband networks outlining the types of connectivity solutions; their locations, including projects that could be implemented in identified CDBG-eligible areas; and a prioritization of those areas if the preliminary designs dictate a phased approach to construction projects. Specific components and deliverables must include:

- a. **Technical Analysis:** Research existing public and private sector internet infrastructure, technology, and assets within the project area; develop an inventory and provide recommendations for expanding broadband services to residents and businesses. Identify potential network routes and interconnection points, existing and possible infrastructure recommendations to support and maximize service utilizing regional assets with an emphasis on identifying areas eligible that would qualify under the HUD CDBG program at the community level.

- b. **Market Analysis:** Compile and analyze information on needs and usage, perform a gap analysis of existing services, identify trends by existing and potential residential and business users and anchor institutions.
- c. **Current Use Analysis:** Utilize the WV Speed Test Portal <https://broadband.wv.gov/>, surveys and other methods to evaluation presence and level of internet service among stakeholders. Identify unserved and underserved areas.
- d. **Connectivity Solutions:** Provide strategic guidance in planning broadband connectivity projects.
- e. **Broadband Development Strategies:** Develop a communications and outreach strategy to engage public and private stakeholders, internet service providers and related groups.
- f. **Preliminary Design Overview and Cost Estimates:** Develop strategy and concept for network design, outline type(s) of technology; identify rights-of-way, describe network specifications and structural options. Include preliminary cost estimates for construction of the proposed installations and potential related costs such as engineering, permitting, legal services, project administration and GIS mapping. Include GIS mapping of the following: a) existing infrastructure, b) areas of need, and c) proposed infrastructure routes of connectivity solutions (base mapping will be provided). Priority should be given to CDBG-eligible areas.
- g. **Network Operation Options:** Provide an assessment of the telecommunications environment detailing the types of services, pricing, availability and limitations. Identify all potential service providers and investigate willingness to collaborate. Review viable technical and delivery methods as allowed by state and federal law. Develop a comprehensive public-private agreement template of the possible organizational/ownership structures for proposed broadband infrastructure networks between the [LOCAL GOVERNMENT] and other potential business partners.
- h. **Technical Broadband Development Plan:** Develop a technical broadband development plan that includes: an assessment of service territories, backhaul routes, interconnection points, suggested routes, capacity, providers, technical and delivery models, market analysis, expansion strategies, cost estimates, funding resources, best practices, and other appropriate factors to address barriers at local and regional levels, with an emphasis on unserved and underserved areas.
- i. **Gap Analysis:** Evaluate the current environment against current and future needs. Include all stakeholders defined in the project. Determine the economic and community impact of broadband issues, including evaluation of key issues limiting broadband expansion.
- j. **Preliminary Infrastructure Application(s):** The plan must detail strategies in assisting the [LOCAL GOVERNMENT] in applying to identified, broadband-specific funding programs, including the HUD CDBG program and others offered by the U.S. Department of Agriculture, U.S. Economic Development Administration, Appalachian Regional Commission, and other public and private funding sources.

## SELECTION PROCESS

INSERT LOCAL GOVERNMENT SELECTION PROCESS

## SELECTION CRITERIA

Vendors will be evaluated on the following criteria:

1. Understanding of Scope of Work: Direct industry experience is a fundamental requirement of the vendor to ensure viability of proposed strategies. This experience must be documented specifically in the proposal.
2. Qualifications and Experience: The [LOCAL GOVERNMENT] prefers firms with experience in the development of broadband infrastructure on behalf of government entities. Vendor must have direct past experience working within the telecommunications or broadband industry (carrier or Internet service provider) in a network planning, design and business development capacity. Vendor must demonstrate a working knowledge of federal funding programs such as, but not limited to, the HUD CDBG program, the U.S. Department of Agriculture, U.S. Economic Development Administration, Appalachian Regional Commission, and other funding sources.
3. Approach, Methodology and Timeline: Capacity to perform the work within the given time limitations. Services proposed, how the local government will be involved in the planning and design process and the overall approach to the project.
4. Company Resources and Project Team: Professional qualifications and experience of project team. Vendor is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the [LOCAL GOVERNMENT].

5. Relevant Experience: Knowledge of State and Federal telecommunications laws and familiarity with the HUD CDBG program as administered by the West Virginia Development Office. Names and contact information of clients for whom the Consultant has worked in a similar capacity within the last 3 years.
6. Vendor Qualifications: Vendor must have the authority to do business in the State of West Virginia and be properly insured.
7. Fee Schedule and Cost Proposal.
8. Insert any other required local government conditions and directions as needed to fully address local needs and requirements.

Minority and/or female-owned businesses are encouraged to apply. The \_\_\_\_\_ is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin or against faith-based organizations.



## Proposal Cover Sheet

Name of Company	
Address of Home Office	
City of Home Office	
State of Home Office	
County of Home Office	
Zip Code of Home Office	
Phone Number of Home Office	
Federal EIN	
State EIN	

Contact Name:

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Contact Office Phone Number:

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Contact Cell Phone Number:

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Contact Email Address:

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“Proposal and cost schedule shall be valid and binding for ONE HUNDRED EIGHTY (180) days following the proposal due date and will become part of the contract that is negotiated with the [LOCAL GOVERNMENT].”

## General Vendor Information Sheet

Name of parent company	
Length of time in business	
Length of time in business of providing proposed service	
Gross revenue for the prior fiscal year	
Percentage of gross revenue generated by proposed	
Total number of clients	
Total number of clients in the proposed service area	
Number of public sector clients	
Number of full-time personnel in:	
Consulting	
Sales, marketing, and administrative support	
Internet fiber-optic technical staff	
Other (please note relevant staff)	
Where is your headquarters located? Field offices?	
Which office would service this account?	
Other significant statistics related to creating feasibility projects during the past year	

If the vendor has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. In the space provided below, submit full details of all terminations for default experienced by the vendor during the past **five years**, including the other party's name, address, and telephone number. Present the vendor's position on the matter. The [LOCAL GOVERNMENT] will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor. If no such terminations for default have been experienced by the vendor in the past five years, declare so in the space provided.

## Client Reference Form (Include Information for Three References)

Client Name	
Reference Name	
Title	
Office Phone Number	
Cell Phone Number	
Email Address	
Mailing Address	
Customer Size/Service Area	
Start Date	
End Date	
Contract Amount	

Client Name	
Reference Name	
Title	
Office Phone Number	
Cell Phone Number	
Email Address	
Mailing Address	
Customer size service	
Start Date	
End Date	
Contract Amount	

Client Name	
Reference Name	
Title	
Office Phone Number	
Cell Phone Number	
Email Address	
Mailing Address	
Customer Size/Service Area	
Start Date	
End Date	
Contract Amount	