

## REQUEST FOR PROPOSALS

### **Regional Broadband Implementation Blueprint**

Region 10 League for Economic Assistance and Planning (REGION 10) is requesting proposals from qualified vendors or individuals to assist REGION 10 staff in the development of a Regional Broadband Implementation Blueprint for an six county area, which consists of Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel Counties, and related communities. This project is supported in part by an Energy and Mineral Impact Assistance Fund (EIAF) grant awarded through the Colorado Department of Local Affairs (DOLA). Proposals will be accepted until 5:00 p.m. on Monday, June 27, 2014. Proposals may be delivered via mail, in person, or via e-mail:

Region 10 League for Economic Assistance and Planning  
Attn: Michelle Haynes, Executive Director  
300 North Cascade, Suite #1 Montrose, Colorado 81401  
mhaynes@REGION 10.org

If sent via email, include as subject line: ***Region 10 Broadband Implementation Blueprint Response.***

Only proposals received (not postmarked) by the deadline will be accepted. No proposals which are received after the time and date stated above will be considered, and any proposals so received after the scheduled closing time and date mentioned above shall be returned to the submitting vendor unopened. Hand carried proposals must be delivered to the REGION 10 at the street address shown above.

The contract will be made with REGION 10 and REGION 10 will award the contract based on the evaluation criteria contained in the RFP. The REGION 10 reserves the right to accept or reject any or all proposals, to waive informalities and to reserve any RFP's. The REGION 10 also reserves the right to award the contract as it deems will best serve its interests.

### REQUIREMENTS

RFP Name: Region 10 Implementation Blueprint for Broadband

TERMS: The following terms will apply to this RFP and to any subsequent contract. Submission of a proposal in response to this RFP indicates acceptance of all the following terms:

- a. "Contract" means the written agreement resulting from this RFP executed by the Region 10 League for Economic Assistance and Planning and the Contractor;
- b. "Contractor" or "Provider" means the successful Applicant to this RFP who enters into a written Contract with the Northwest Colorado Council of Governments;

- c. "REGION 10" means the Region 10 League for Economic Assistance and Planning;
- d. "Region" means the participating jurisdictions in Delta, Montrose, Gunnison, Hinsdale, Ouray and San Miguel counties of Colorado, and includes governments and other public institutions; businesses, and residents.
- e. "Firm", "Proposer", "Vendor", or "Bidder" means an individual or a company that submits, or intends to submit, a proposal in response to this "RFP";

#### SCOPE OF SERVICE AND GENERAL CONDITIONS

1. Services shall be provided as requested by REGION 10 in compliance with the REGION 10 is looking for a Contractor to assist REGION 10 staff in developing a six-county **Implementation Action** plan for broadband. The participating jurisdictions include:

1) all of the REGION 10 members, which include Delta, Montrose, Gunnison, Hinsdale, Ouray and San Miguel counties of Colorado and most of the municipalities within those counties, including the Towns of Cedaredge, Crawford, Hotchkiss, Paonia , Crested Butte, Marble, Mt. Crested Butte, Lake City , Naturita, Olathe, Ridgway, Norwood, Ophir, Sawpit, Telluride and Mountain Village and Cities of Delta, Gunnison, Montrose, and Ouray .

2. The Provider shall maintain such records as are deemed necessary pursuant to the DOLA EIAF grant and REGION 10 rules to assure a proper accounting for all costs and funds collected. These records shall be submitted for audit purposes to REGION 10. The Provider shall submit financial, program progress and other reports as requested by REGION 10.

3. Information provided by REGION 10 shall be used only for purposes intended and in accordance with federal and state laws and regulations.

#### SERVICE DESCRIPTION

The shared goal of our region is to provide abundant, redundant and affordable Internet service to our citizens, businesses and visitors. Participating jurisdictions in the Region have all engaged in various planning and implementation activities captured in Exhibit A. The services proposed by the Contractor shall be sufficient to bring each participating jurisdiction in the Region to a consistent level of preparedness to allow the Region to move into a final design and construction phase upon completion of the plan. The plan will primarily address broadband connectivity through both terrestrial and wireless technologies, and include phone services, emergency management communications systems, and other connectivity content. The development of an implementation plan shall address the need to coordinate multiple private and public efforts towards a common goal of improving broadband capability within the region. All stakeholders, including both public and private, shall be invited to participate in the project.

The creation of the plan should contemplate significant involvement from and work provided by participating jurisdictions with direction, guidance, technical expertise, facilitation and document creation provided by the Contractor.

Specifically, the plan should address:

- 1) an assessment of needs, both infrastructure and services, through any reasonable means including but not limited to surveys, public meetings, and asset mapping or other methods as proposed by the Contractor, including currently existing and available resources such as community assessments, state asset mapping, and others;
- 2) educational workshops, meetings, documentation and/or other communication necessary to ensure that the participants have the information needed on regulations, economics, and technology and funding sources to develop a realistic plan;
- 3) identification of public and private assets already in place and available for public use to address these needs;
- 4) identification of gaps in the network and a blueprint to fill these gaps, including cost estimates and identification of public and private funding resources, and assistance in prioritizing projects/needs based on desired service levels and cost of service; and
- 5) address sustainability, scalability, and maintenance of the network into the future.

These steps will ensure that the region builds on statewide efforts already underway in a coordinated approach to improving broadband in the region. REGION 10 will convene a steering committee that will consist of one representative from each county. This representative will serve at the point person for their county and work with REGION 10 staff and the Contractor in identifying the appropriate stakeholders for meetings, workshops, or discussions regarding items related to that county and helping to implement work assignments as necessary. The Steering Committee will meet periodically to help oversee and direct the project. REGION 10 staff will serve as the Project Manager and Project Coordinator.

#### SCOPE OF WORK

The Vendor shall draft and submit a Scope of Work that his/her Vendor believes will bring each participating jurisdiction to a level of preparedness sufficient to transition into final design and construction phases. At a minimum, the Scope of Work will address the following:

- Work with REGION 10 staff and the broadband committee to specifically identify the components of the implementation plan document.

- Work with REGION 10 staff and the broadband committee to identify all of the required meetings, workshops, and tasks necessary to complete the plan document.
- Work with participating jurisdictions and the Colorado State Office of Information Technology to collect, verify and compile data.
- Attend all steering committee meetings.
- Facilitate community specific meetings and workshops as necessary.
- Develop all of the mapping and other content for the regional implementation plan document in a written and editable electronic format as agreed upon by Region 10.

## RFP REQUIREMENTS

Vendor must respond to the following:

1. A cover letter outlining the understanding of this project that includes the name, address and telephone number of the proposing Vendor. This letter must bear the signature of the person having the authority to make the proposal for the vendor.

2. Individual or Company Overview:

- \* A descriptive background/history.
- \* State principal business location and any other service locations.
- \* What is your primary line of business?
- \* How long have you been providing services?
- \* State how many locations where your services are now in use.
- \* Are you a single source provider, or will subcontractors also be used?

3. Qualifications/Professional Competence/Training: Vendor must provide qualifications as well as experience information on key personnel. Vendor should list any similar projects, including work with public/private partnerships. Vendor must submit a list of all employees that will be associated with the contract for exercise program for the Region. The list must include the employees' full name, resume, social security number and date of birth. Vendor must describe training provided to all personnel and/or subcontractors.

4. Vendor will provide an outline for the approach to the project, with a related timeline of project milestones, draft presentation, and final deliverables.

5. References: Vendor must provide the names and telephone numbers of at least three references, with indication of project performed for each reference.

1. 6. Cost of Services: Vendor will provide cost of service. The program has a committed dollar amount to be spent on the plan. The Vendor should detail and itemize, as much as possible, costs for each part of the plan that he/she is proposing. All costs for travel time, meetings, mailings, printing or any reimbursable or time/material accruals should be clearly identified on a per unit and aggregate basis. Proposal award will not be based solely on low price, but the overall best value to the Region in conjunction with all evaluation criteria.

#### INNOVATION & COMMENT

Vendor may include any other information that is believed to be relevant but is not specifically asked for in this RFP. Vendor may explain in detail any innovation, alternatives, or more cost-effective approaches available in any area of the RFP. Vendor may provide suggestions of other products or services available that may assist the Region.

#### PAYMENT

REGION 10 will approve all payments of funds for this project upon receipt of invoices. Chosen Contractor will invoice the REGION 10 every 30 days for work completed to date until completion of contract, subject to allowable withholding to be paid upon final project deliverables. The REGION 10 shall not be billed for, and reimbursement shall not be made for, time involved in activities outside of those defined in the Cost per Service.

**KEY TARGET DATES** Listed below are the key target dates associated with the project described in this RFP.

Dates are approximate and may vary:

**June 2, 2014**--Issue Date of RFP

**June 9, 2014**—Written receipt of questions due

**June 18, 2014**--Questions received during the question period will be emailed to all respondents, along with the answers

**June 24, 2014**--Conference call with potential contractors to review questions received

**June 27, 2014**--RFP Due Date must be received by 5:00 p.m. MST

**July 9, 2014**-- Vendor Finalist Selection

## VENDOR QUALIFICATIONS

Proposals will be considered only from Vendors who have experienced personnel and necessary equipment to provide the required services. The REGION 10 may request information substantiating the requirements. Failure to provide this information may result in a Vendor's proposal being declared non-responsive.

## WRITTEN AGREEMENT

The selected Vendor shall be required to enter into a written agreement with the REGION 10. Signature on the Proposal Cover Sheet shall serve as an acknowledgement that the Vendor is willing to enter into an agreement with the REGION 10 if their proposal is accepted.

## EVALUATION AND CONTRACT AWARD

The REGION 10 shall evaluate and select a Vendor to provide the required services based on the completed proposal responses. The REGION 10 shall be the sole judge in determining how the evaluation process shall be conducted and what Vendor shall be considered for award as deemed to be in the best interest of the Region.

## PREPARATION OF PROPOSALS

The proposal must be signed by a company representative authorized to bind the Vendor contractually. Failure to read the RFP and these instructions will be at the Vendor's own risk. Corrections and/or modifications received after the closing time specified will not be accepted. Vendor should include acknowledgement of receipt of addendums issued after the initial release date.

All information submitted in response to this RFP is public after the award and/or contract has been executed with the successful Vendor. If Vendor includes as part of the response to the RFP any information that the Vendor believes to be a trade secret or other privileged or confidential data, the Vendor must supply under separate cover and identify as confidential. Statements that the entire proposal is confidential will not be honored. REGION 10 will endeavor to keep that information confidential, separate and apart from the proposal subject to the provisions of the Colorado Open Records Act or order of court.

## OMISSIONS

Should the REGION 10 omit information from this RFP that is necessary for a clear understanding of the work, or should it appear that various instructions are in conflict, then the

Vendor shall secure written instructions from the REGION 10 at least seventy-two (72) hours prior to the time and date of the proposal opening.

#### DEBARMENT

By submitting this proposal, the Vendor certifies that neither the company nor its principals is presently debarred, suspended, in the process of debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal state department or agency.

#### EQUAL OPPORTUNITY

The REGION 10 adheres to a policy of equal opportunity and non-discrimination and will ensure that all Vendors will be treated fairly and equitably throughout the bidding process, including the advertisement, evaluation and selection stages.

#### COST OF DEVELOPING PROPOSALS

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the Vendor. The REGION 10 assumes no liability for any costs incurred by Vendors throughout the entire selection process.

#### PROPOSAL OWNERSHIP

All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the REGION 10 and participating members and will not be returned to the Vendor.

#### ADDITIONAL GENERAL INFORMATION & CLARIFICATION

For additional information or clarification concerning the services specified in this RFP under Scope of Work, interested parties must submit their questions or comments, in writing via e-mail, to Michelle Haynes, [mhaynes@REGION 10.org](mailto:mhaynes@REGION10.org). Questions will be received, answered in writing, and sent via e-mail to all vendors who received the RFP or expressed interest in accordance with the dates designated in the "KEY TARGET DATES" section of this RFP. Only one copy of the proposal should be submitted.

#### TERMS AND CONDITIONS

Late Proposals will not be accepted or considered. It is the responsibility of the vendor to ensure that his/her Proposal is properly delivered to the required authority at the time and place designated in this RFP. REGION 10 will notify unsuccessful vendors in writing or by telephone within approximately ten (10) days following the closing date for receiving Proposals. The REGION 10's silence does not imply any acceptance or rejection of any quotation offer. Issuance of this RFP does not constitute a commitment by REGION 10 to award a contract.

REGION 10 reserves the right to reject any or all Proposals received in response to this RFP, to waive minor irregularities and informalities in Proposals received, or to cancel this RFP if it is in the best interest of the REGION 10 or Region to do so.

The Vendor agrees, if his/her Proposal is accepted by REGION 10, to furnish supplies and/or services in strict accordance with the Proposal specifications and at those prices set forth for each item in said Proposal. The REGION 10 is exempt from federal tax and Colorado sales tax.