

**STATE OF MAINE
ConnectME AUTHORITY**

RFP # 201407791

STATE AND LOCAL IMPLEMENTATION GRANT PROGRAM IN MAINE - PHASE I

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From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person / State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.

Deadline for Submitted Questions: Friday, August 8, 2014, 5:00 p.m. local time

Proposals Due: Thursday, August 21, 2014, not later than 2:00 p.m. local time

Submit to:

**Division of Purchases
Burton M. Cross Building, 111 Sewall Street, 4th Floor
9 State House Station, Augusta ME 04333-0009**

TABLE OF CONTENTS

PUBLIC NOTICE	2
PART I INTRODUCTION	3
A. PURPOSE AND BACKGROUND	3
B. GENERAL PROVISIONS.....	4
C. ELIGIBILITY TO SUBMIT BIDS	4
D. CONTRACT TERM	4
E. NUMBER OF AWARDS.....	5
PART II SCOPE OF SERVICES TO BE PROVIDED	6
PART III KEY RFP EVENTS	12
A. TIMELINE OF KEY RFP EVENTS	12
B. BIDDERS CONFERENCE.....	12
C. QUESTIONS.....	12
D. SUBMITTING THE PROPOSAL	13
PART IV PROPOSAL SUBMISSION REQUIREMENTS	14
A. PROPOSAL FORMAT.....	14
B. PROPOSAL CONTENTS	15
<i>Section I Organization Qualifications and Experience</i>	15
<i>Section II Proposed Services</i>	16
<i>Section III Cost Proposal</i>	16
<i>Section IV Economic Impact within the State of Maine</i>	17
PART V PROPOSAL EVALUATION AND SELECTION	17
A. EVALUATION PROCESS - GENERAL INFORMATION	17
B. SCORING WEIGHTS AND PROCESS	18
C. SELECTION AND AWARD	19
D. APPEAL OF CONTRACT AWARDS	19
PART VI CONTRACT ADMINISTRATION AND CONDITIONS	19
A. CONTRACT DOCUMENT.....	19
B. STANDARD STATE AGREEMENT PROVISIONS	20
PART VII CLIST OF RFP APPENDICES AND RELATED DOCUMENTS	21
A. PROPOSAL COST COVER PAGE, AND DEBARMENT, PERFORMANCE, AND NON-COLLUSION CERTIFICATION.....	22
B. PROPOSAL COST FORM.....	24

Public Notice

**State of Maine
ConnectME AUTHORITY
Public Notice for RFP # 201407791
STATE AND LOCAL IMPLEMENTATION GRANT PROGRAM
IN MAINE - PHASE I**

The State of Maine ConnectME Authority has a requirement for planning and governance assistance services toward a first responder broadband network in Maine. In accordance with State procurement practices, the Authority is hereby announcing the publication of a Request for Proposals (RFP), #201407791, for the purchase of the aforementioned services.

A copy of the RFP can be obtained by contacting the Authority's RFP Coordinator for this project: **Lisa Leahy, Associate Executive Director, ConnectME Authority**. The RFP Coordinator can be reached at the following email address: lisa.leahy@maine.gov or mailing address: 78 SHS, Augusta, ME 04333-0078. The Authority encourages all interested vendors to obtain a copy of the RFP and submit a competitive proposal.

Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street, 4th Floor, 9 State House Station, Augusta, Maine, 04333-0009. Proposals must be submitted by 2:00 pm, local time, on Thursday, August 21, 2014, when they will be opened at the Division of Purchases' aforementioned address. Proposals not received at the Division of Purchases' aforementioned address by the aforementioned deadline will not be considered for contract award.

State of Maine – ConnectME AUTHORITY
RFP # 201407791
STATE AND LOCAL IMPLEMENTATION GRANT PROGRAM
IN MAINE - PHASE I

PART I INTRODUCTION

A. Purpose and Background

Purpose

The ConnectME Authority (“Authority”) is seeking proposals to provide planning and governance services in preparation for a first responder broadband network in Maine as defined in this Request for Proposals (RFP) document. This network will interface with the National Public Safety Broadband Network (NPSBN). This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine (“State”) and the awarded Bidder(s).

Background

In February 2012, Congress enacted The Middle Class Tax Relief and Job Creation Act of 2012, containing landmark provisions to create a nationwide public safety broadband network (NPSBN) that will provide police, firefighters, emergency medical service professionals and other public safety officials wireless broadband communication services on a nationwide network. The law governing framework for the deployment and operation of this network is the new First Responder Network Board known as FirstNet, an independent authority within the National Telecommunications and Information Administration (NTIA). FirstNet will hold the spectrum license for the network, and is charged with taking “all actions necessary” to build, deploy, and operate the network, in consultation with Federal, State, Tribal and local public safety entities, and other key stakeholders. Through the State and Local Implementation Planning Grant Program (SLIGP), the State applied for planning component funding in the summer of 2013 and was granted its funding request in September 2013. The period of the grant award for planning is January 2014 through August 2016.

The State of Maine is implementing a SLIGP grant to produce a plan that will help the state interface with the national initiative. It is recognized that Maine possesses a unique rural characteristic and challenges in gathering input and deploying a telecommunications broadband infrastructure toward Maine’s participation in the first nationwide, high-speed, broadband network dedicated to public safety.

The State of Maine has, through executive order, established the Maine Interoperable Communications Committee (MICC) and has assigned the Committee the purpose of developing a plan for statewide voice and data communications interoperability to help ensure the safety of all citizens in day-to-day operations, natural disasters, emergency response scenarios, and terrorist incidents. The MICC will be the governance body for Maine’s FirstNet and SLIGP initiative.

The State of Maine SLIGP is being conducted by the State of Maine ConnectME Authority and consists of two phases within the preliminary consultation and state plan process, followed by an implementation component, not included in this RFP. This RFP is for Phase I of the SLIGP. Phase I focuses on planning, consultation and requirements gathering in preparation for Phase II. Phase II focuses on Data Collection and other requirements as identified during Phase I, released at a future date from NTIA.

Phase I goals are to:

- Perform the State planning consultation process required under The Act; <http://www.gpo.gov/fdsys/pkg/PLAW-112publ96/pdf/PLAW-112publ96.pdf>
- Prepare the State and its public safety communications governance structure for the network planning consultation; and
- Equip the State with the necessary information to engage in a fruitful consultation with FirstNet that accurately supports the needs of its stakeholders.

B. General Provisions

1. Issuance of this RFP does not commit the Authority to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Authority. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements and Evaluation” section of this RFP.
3. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Authority will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Authority information of previous contract history with the Bidder (if any). The Authority also reserves the right to consider other reliable references and publicly available information available in evaluating a Bidder’s experience and capabilities. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
4. The RFP and the selected Bidder’s proposal, including all appendices or attachments, will be incorporated in the final contract.
5. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).
6. The Authority, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
7. The State of Maine Division of Purchases reserves the right to authorize other agencies to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer’s/Vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Bids

Public agencies, private for-profit companies, and non-profit companies and institutions are invited to submit bids in response to this Request for Proposals.

D. Contract Term

The Authority is seeking a cost-efficient proposal to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimated and may

be adjusted as necessary in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Authority may opt to renew the contract for one renewal periods of two years, subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from this RFP, is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	September 2, 2014	August 31, 2016
Renewal Period #1	September 1, 2016	August 31, 2018

E. Number of Awards

The Authority anticipates making one award as a result of this RFP process. The Authority encourages collaboration among professional parties such that proposals can include multiple entities, with one entity serving as the primary contractor and other entities serving in a sub-contractor role.

PART II SCOPE OF SERVICES TO BE PROVIDED

Phase I Tasks

The selected Contractor must complete the following tasks and produce the deliverables indicated below. For all written deliverables, the selected Contractor must provide a first draft and any follow-up drafts. The State Point of Contact (SPOC) will review drafts and provide comments. The selected Contractor must revise the drafts until the deliverable is accepted by the SPOC in writing. These tasks are listed in general chronological order. Each additional task proposed by the respondent must follow the same Task-Deliverable description as detailed below and distinct from the Bidder's proposal for completing that work.

TASKS

- A. Define organizational structure for Maine's SLIGP initiative, assess sufficiency, recommend changes, if warranted, and prepare for Maine – FirstNet consultation in fall or winter of 2014.
1. Task Description:
Define governance body, with input provided by the SLIGP Working Committee, consisting of the Maine Interoperable Communications Committee (MICC) members plus other representatives as necessary, most specifically provide adequate tribal representation, private sector and utility representatives. Details on the MICC can be found here:
http://www.maine.gov/mema/programs/icommm/mema_prog_icomm_lib.shtml

The Contractor will work with the SLIGP Working Committee to produce and execute a set of recommendations regarding its governance structure and the Maine – FirstNet consultation process. More information on the consultation process can be found here:
<http://tinyurl.com/jvvz2qj>
The Contractor will advise whether or not the MICC current structure is or is not fully sufficient for the consultation process, and if not, what steps the SLIGP Working Committee should take to prepare its governance structure for the consultation process.
 2. Deliverable:
 - a. MICC governance recommendations
 - b. Two organization documents; one in chart format with names and affiliations and one in MS Word format that details membership names and areas of expertise
 - c. Prepare the State of Maine and the MICC governance structure documentation for the Maine FirstNet planning consultation, details can be found here:
<http://firstnet.gov/consultation>
 - d. Manage MICC quarterly meetings, schedules, and minutes
 - e. Due Date: Within four (4) weeks after award or as negotiated by SPOC
- B. Facilitate meetings, monitor FirstNet information and create consistent message.
1. Task Description:
Schedule and facilitate meetings between SPOC and working committee and with other entities on an as requested basis. Monitor Requests for Information (RFI) issuances by FirstNet, and update State Point of Contact (SPOC) accordingly. Work in coordination with the FirstNet federal government affairs team to ensure a single, consistent message is relayed.
 2. Deliverable:
 - a. Set meetings, produce meeting minutes, monitor RFIs and keep message consistent
 - b. Due Date: as needed

C. Prepare list of public safety association events and meetings.

1. Task Description:

Gather information on and prepare list of public safety association events and meetings in Maine in 2014, 2015 and 2016; maintain currency of information

2. Deliverable:

Continuously updated list

Due Date: Within six (6) weeks of award or as negotiated with SPOC

D. Conduct education and outreach sufficient to equip stakeholders with information necessary to understand and provide information for the Maine – FirstNet process.

1. Task Description:

The Contractor will work with the SPOC to develop and execute a plan for outreach and education related to SLIGP. All costs associated with outreach and education is at Contractor expense. Work in coordination with Statewide Interoperability Coordinator (SWIC) in conducting public safety/first responder outreach initiatives to the stakeholder community. Engage stakeholders in a comprehensive, long term, two-way dialogue about the network to ensure FirstNet meets their needs, addresses their challenges and concerns, and encourage them to actively participate.

A list of stakeholders can be found at: <http://www.maine.gov/mema/prepare/>. The Bidder shall address the following as well as any others the Bidder may introduce:

- The amount and extent of user training offered
- The quality and extent of the training content to be provided
- The extent of the effort required to perform the outreach functions
- Bidders should provide an awareness plan that delivers a series of conferences or meetings to reach the stakeholder community, and quantity, outlined in Maine SLIGP award documentation, Milestone Categories <http://www.ntia.doc.gov/slignp/maine>
- An overview of the training/awareness program, including objectives, roles and responsibilities, and facility requirements and acquisition

Examples include:

- Five minute or less target audience videos for each public safety responder entity such as law enforcement, fire, EMS and LMR
- Videos that demonstrate first responder iPhone and Android apps
- Flyer and or handout materials for stakeholder meetings and other statewide public safety official meetings, example: [http://www.npstc.org/download.jsp?tableId=37&column=217&id=3051&file=First Net by the Numbers 140509.pdf](http://www.npstc.org/download.jsp?tableId=37&column=217&id=3051&file=FirstNet%20by%20the%20Numbers%20140509.pdf)

Bidders must describe each of the training methods they propose to utilize as well as the staff hours required to prepare and execute these training materials. Schedule and conduct stakeholder, working group meetings and broadband conferences. See Maine, NTIA award documentation for further detail: <http://www.ntia.doc.gov/slignp/maine>

2. Deliverables:

- a. Outreach plan and education plan
- b. Outreach and education materials
- c. Pre and Post stakeholder meeting, working group meeting and broadband conference documentation packages
 1. Pre-package to include:
 - a. Mailing list
 - b. Vetted list of attendees broken down by position/discipline
 - c. Documentation of all bookings and reservations for venues, rooms, and meals

2. Post-package to include:
 - a. Verified list of actual attendees, their agency and position within the agency, or if elected official, the office which they hold, physical mailing address, email address, telephone number
 - b. Conference presentation materials, either hard copy or placed on the Maine.gov FirstNet website
 - c. Receipt for all payments
 - d. Written verification of payments meeting Federal and Maine guidelines
- d. Due date:
 - a. Outreach plan, education plan and materials within ten (10) weeks of award or as negotiated by SPOC
 - b. Stakeholder, working group meeting and broadband conference pre-package materials presented to SPOC within fifteen (15) business days of an event, with the first event scheduled to occur within eight weeks of award and last seminar completed within six months of the first event
 - c. Post-package deliverables within ten (10) business days after each event or as negotiated with SPOC

E. Needs Assessment

1. Task Description:

While at outreach and educational sessions, gather first responders' input on their projected uses of the network, including applications, video use, etc., to provide a complete picture of Maine's needs assessment for the NPSBN. Also gather a list of target hazards that must be covered (rail lines, ports, hazardous material storage, military facilities, nuclear power plants, etc.), and any other unique issues (storm escape corridors, annual planned events, etc.). Some items included in this list may be already compiled by MEMA (such as target hazards) and a non-disclosure agreement will be executed to access this data.

2. Deliverable:

Create a database of compiled input responses from the various stakeholder meetings to take place around the state over the life of the Phase I project

Due date: Ongoing throughout the life of the Phase I project

F. Match Requirements

1. Task Description:

While at outreach and educational sessions and any meetings where stakeholders gather to discuss Maine's SLIGP initiative, compile a list of participants to meet match requirements.

2. Deliverable:

Provide to SPOC a compiled list which shall include the name, entity represented list of actual attendees, their agency and position within the agency, or if elected official, the office which they hold, physical mailing address, email address, telephone number

Due date: Ongoing throughout the life of the Phase I project

G. Conduct New England-based FirstNet meetings.

1. Task Description:

Conduct New England-based FirstNet meetings with respective SPOCs, federal – regional FirstNet representatives and other interested parties to discuss integration and collaboration options.

Research, investigate and write a white paper to address the benefits, challenges and risks that may exist in pursuing a New England focused public safety based broadband consortium.

2. Deliverable:

- a. Plan for scheduled meetings and all aspects of hosting/facilitating meetings in late Fall 2014, Spring 2015, Fall 2015, and Spring 2016
 - b. Due Date: Meeting dates set within eight (8) weeks after award or as negotiated with the SPOC. White paper draft submitted in August of 2015 final version prepared for Fall 2015 meeting

- H. Develop and maintain a list of all potential public safety users, associated stakeholder and potential users for the public safety broadband network within Maine
 - 1. Task Description:

Develop a list of all potential public safety users of the NPSBN and associated stakeholders within Maine. Review list monthly to ensure information is current. Become acquainted with and utilize information in the U.S. Department of Homeland Security Office of Emergency Communications (OEC) Mobile Data Survey Tool (MDST).
 - 2. Deliverable:
 - a. The list must include all police departments, fire departments, EMS providers, 9-1-1 directors, hospitals, utilities, transportation officials, and other stakeholders including associations and regional planning commissions and deemed relevant
 - b. The list must contain, at a minimum, the following information for each entity identified: jurisdiction, agency, discipline, personnel count, prospective use, and an indication of whether or not the agency currently subscribes with a commercial wireless carrier to deliver data to its personnel and who the carrier is
 - c. Due Date: Eighteen (18) weeks after award or as negotiated with the SPOC. Monthly updated lists within five calendar days of the month's end

- I. Prepare list of major planned state events.
 - 1. Task Description:

Acquire the MEMA list of major planned state events that have a significant impact on public safety
 - 2. Deliverable:
 - a. List
 - b. Due Date: Eighteen (18) weeks after award or as negotiated with the SPOC

- J. Provide list of State of Maine contractual relationships.
 - 1. Task Description:

Provide list of State of Maine contract vehicles/terms and available usage information for wireless voice, data services and tower infrastructure used by Maine.
Work with the Office of Information Technology and legal counsel as necessary to develop list.
 - 2. Deliverable:
 - a. List
 - b. Due Date: Nine (9) weeks or as negotiated with SPOC

- K. Research and detail legal or non-legal issues affecting consultation process.
 - 1. Task Description:

Research and detail legal or non-legal issues that could impede Maine's ability to participate fully in the consultation process. Identify any state specific or unique information that Maine would like to provide to FirstNet during initial consultation.
 - 2. Deliverable:
 - a. Document detailing findings
 - b. Due Date: Twelve (12) weeks from award or as negotiated with SPOC

- L. Research Canadian border communication integration opportunities and challenges.
1. Task Description: Develop a plan for Canadian border integration based on current practices, areas of concern, and future possibilities.
 2. Deliverable:
 - a. Document detailing findings
 - b. Due Date: Twenty nine (29) weeks from award or as negotiated with SPOC
- M. Facilitate meetings.
1. Task Description: Conduct Maine's SLIGP Working Group Committee meetings with NTIA, FirstNet representatives for Initial Consultation, and ongoing meetings.
 2. Deliverable/Expectation:
 - a. Set meetings, prepare materials, conduct meetings and take notes. See information here: http://firstnet.gov/consultation#Initial_Consultation_Package
 - b. Due Date: Ongoing, consulting with SPOC as needed
- N. Invoice Authority electronically and timely.
1. Task Description: Utilize the Authority's invoicing system to submit all invoices for the project. Invoices shall reflect project milestones.
 2. Deliverable/Expectation:
 - a. All invoices will be submitted electronically via the Authority's online billing interface
 - b. Due Date: Submit invoices within thirty (30) days of work being billed throughout contract period
- O. Inventory Maine's Infrastructure and Broadband Components
1. Task Description: Structure a standardized approach to define coverage objectives that enables consultation and state customization using the following sources as a basis for data gathering.
 - a. Compare Department of Homeland Security, Office of Emergency Communications (OEC) September 2013 Maine Public Safety Broadband Coverage Objectives Workshop baseline datasets and presentation materials to the Authority's NTIA funded State Broadband Initiative's Mapping, Planning, Technical Assistance and Capacity Building data sets, to populate Maine's broadband infrastructure database and mapping interface
 - b. Research the Interoperable Communications Technical Assistance Program's (ICTAP) Mobile Data Survey Tool (MDST) to assess its viability for further survey work in meeting Maine's SLIGP Phase I project requirements
 - c. Research the Interoperable Communications Technical Assistance Program's Communication Assets Survey and Mapping Next Generation (CASM NextGen) Tool to assess its viability for asset survey and mapping work in meeting Maine's SLIGP Phase I project requirements and use by public safety entities moving forward to continually update asset sets during all phases of the FirstNet initiative.
 - d. Conduct a discovery and data collection process to identify and evaluate all publicly and privately owned infrastructure and other resources in the state which may contribute to the implementation, operations, or maintenance of the NPSBN
 - e. Identify types of broadband (wired and wireless) infrastructure, its current ownership, and the types of software/systems that first responder agencies currently use or hope to use on FirstNet
 - f. Interact with representatives from Maine's State Communications Network (MSCommNet) to ascertain interoperability options, legal considerations and current datasets applicable to Maine's SLIGP project
<http://www.maine.gov/oit/services/radio/mscommnet/index.html>
 2. Deliverables:

- a. Develop and recommend an asset collection plan specific to Maine's Phase I SLIGP that either utilizes the MDST and/or CASM NextGen tools or investigate other tools that can accomplish the required work
- b. Due Date: Fifteen (15) weeks from award or as negotiated with SPOC
- c. Prepare white paper defining Maine's broadband infrastructure, broadband components, coverage needs, network hardening and resiliency requirements as known during Phase I to provide the coverage baseline.
- d. Due Date: Twenty seven (27) weeks from award or as negotiated with SPOC

P. Provide Project Management Services

Task Description: Submit a project management plan, including the project management methodology. The management plan must include a detailed project plan for SLIGP Phase I, including resources devoted to the project, as well as a Gantt chart of high-level project events. The plan must describe how project changes will be managed.

For evaluation purposes only, assume a contract award date of September 2, 2014. Clearly indicate the total estimated time (# of weeks) for completion of the project. The Bidder should state their assumptions they made in developing this schedule / timeline. The Bidder should also indicate their ability to meet this timeline and/or to discuss any foreseen risks in meeting this timeline.

1. Deliverable: A project management approach which includes:
 - a. a project management plan, including a detailed project plan and project change management methodologies
 - b. a project schedule, including Gant chart
 - c. a project work breakdown structure
 - d. a staffing management plan identifying subcontractors and partners and resources assignments
 - e. a communications management plan
 - f. milestone events and dates, listed separately and to be reflected on a Gantt chart
 - g. Due Date: Included in RFP response

Q. Quality Assurance

1. Task Description: Include detail for the quality assurance (QA) process to be utilized for the project tasks, schedule, deliverables, and testing in order to ensure that work related to the production of acceptable deliverables is on track and expectations are met or exceeded. The QA process is expected to be proactive to ensure not only that the schedule is met, but also that product and service quality is maintained.
2. Deliverable:
 - a. Document describing QA process
 - b. Due Date: Included in RFP response

R. Risk Management Plan

1. Task Description: Detail a risk management plan that minimally identifies the risks associated with implementation, the methods proposed to mitigate each risk, the probability each risk will occur (i.e., high, medium, low), and the impact each risk can have on the project occur (i.e., high, medium, low). Each environment option proposed may have different risks associate with it, and these risks should be included in the risk management plan.
2. Deliverable:
 - a. Risk Management Plan Document
 - b. Due Date: Included in RFP response

S. Understanding of Maine SLIGP Phase I project.

1. Task Description: Include a high-level written description of the understanding of the Maine SLIGP Phase I project. In this section, the Authority is looking for evidence that the Bidders understand the level of effort, the criticality and risks associated with implementation of SLIGP Phase I. In addition, it is expected that Bidders will identify the risks inherent in each project phase and will identify the strategies that he Bidder will use to mitigate each risk.
2. Deliverable:
 - a. Documentation of bidder understanding of the project
 - b. Due Date: Included in RFP response

All work products are to be presented to the SPOC.

PART III KEY RFP EVENTS

A. Timeline of Key RFP Events

Event Name	Event Date and Time
Due Date for Receipt of Written Questions	Friday, August 8, 2014, at 5:00pm, local time
Due Date for Receipt of Proposals	Thursday, August 21, 2014, at 2:00pm, local time
Estimated Contract Start Date (subject to change)	Tuesday, September 2, 2014

B. Bidders Conference

The Authority will not hold a Bidders’ Conference concerning this RFP.

C. Questions

1. General Instructions

- a. It is the responsibility of each Bidder to examine the entire RFP and to seek clarification in writing if the Bidder does not understand any information or instructions.
- b. Questions regarding the RFP must be submitted in writing and received by the RFP Coordinator listed on the cover page of this RFP document as soon as possible but no later than the date and time specified in the timeline above.
- c. Questions may be submitted by e-mail. The Authority assumes no liability for assuring accurate/complete e-mail transmission and receipt.
- d. Include a heading with the RFP Number and Title. Be sure to refer to the page number and paragraph within this RFP relevant to the question presented for clarification, if applicable.

2. Summary of Questions and Answers

Responses to all substantive and relevant questions will be compiled in writing and distributed to all registered, interested persons by e-mail no later than seven (7) calendar days prior to the proposal due date. Only those answers issued in writing by the RFP Coordinator will be considered binding. The Authority reserves the right to answer or not answer any question received.

D. Submitting the Proposal

1. **Proposals due:** Proposals must be received no later than 2:00 p.m. local time, on the date listed in the timeline above, at which point they will be opened. Proposals received after the 2:00 p.m. deadline will be rejected without exception.

2. Mailing/Delivery Instructions

PLEASE NOTE: The proposals are not to be submitted to the RFP Coordinator at the requesting Authority. The official delivery site is the State of Maine Division of Purchases (address shown below).

- a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery. Proposals received after the 2:00 p.m. deadline will be rejected without exception. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted unless expressly stated in this RFP. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.
- b. The Bidder must send its proposal in a sealed package including one **original and five (5) copies** of the complete proposal. Please clearly label the original. One electronic copy of the proposal must also be provided on CD or flash drive with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files.
- c. Address each package as follows (and be sure to include the Bidder's full business name and address as well as the RFP number and title):

Bidder Name/Return Address

Division of Purchases
Burton M. Cross Building, 4th Floor
111 Sewall Street
9 State House Station
Augusta ME 04333-0009

Re: RFP # 201407791

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The Bidder's proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Authority and its evaluation team for this RFP have sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Authority seeks detailed yet succinct responses that demonstrate the Bidder's experience and ability to perform the requirements specified throughout this document.

A. Proposal Format

1. For clarity, the proposal should be typed or printed. Proposals should be single-spaced with 1" margins on white 8 1/2" x 11" paper using a font no smaller than 12 point Times New Roman or similar.
2. All pages should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder's name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds. Follow example
3. Bidders are asked to be brief and to respond to each question and instruction listed in the "Proposal Submission Requirements" section of this RFP. Number each response in the proposal to correspond to the relevant question or instruction of the RFP.
4. The following proposal elements, if applicable/requested, will not be counted as part of the maximum total number of pages allowed for the proposal: proposal cover page, table of contents, financial forms, any required attachments, appendices, or forms provided by the Authority in the RFP, organizational charts, job descriptions, or staff résumés.
5. The Bidder may not provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Any material exceeding the proposal limit will not be considered in rating the proposals and will not be returned. Bidders shall not include brochures or other promotional material with their proposals. Additional materials will not be considered part of the proposal and will not be evaluated.
6. Include any forms provided in the application package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
7. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Authority's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
8. Bidders should complete and submit the proposal cover page provided in Appendix A of this RFP and provide it with the Bidder's proposal. The cover page must be the first page of the proposal package. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

B. Proposal Contents

Section I Organization Qualifications and Experience

1. Overview of the Organization

Present a brief statement of qualifications and short summary of relevant experience. If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

2. Organization Location and Licensure

- a. Location of the corporate headquarters. Also, describe the current or proposed location where services will be provided or from which the contract will be managed.
- b. Attach documentation of any applicable Maine licensure requirements (or any specific credentials required).
- c. Attach a certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract.

3. Organizational Experience

Briefly describe the history of the Bidder's organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. Include similar information for any subcontractors.

4. Description of Experience with Similar Projects

- a. Provide a description of five projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the Proposed Services (Section II below) portion. For each of the five examples provided, a contact person from the client organization involved should be listed, along with contact information (telephone or E-MAIL address). Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder. It is recognized that Maine possesses a unique rural characteristic and challenges in gathering input and deploying a telecommunications broadband infrastructure.
- b. If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder's general capabilities.

5. Key Personnel and Qualifications

Detail the personnel who will be assigned to accomplish the work required within the Proposed Services (see Section II below) including their professional qualifications for involvement in this. Organizational job descriptions and resumes can be included as a part of Section VI, Additional Attachments.

Bidders must demonstrate years of experience in planning, outreach, needs assessment, broadband project management and must include the following:

- a. Demonstrated experience in general planning and project management
- b. Knowledge of broadband infrastructure networks, mapping/GIS, wireless networks and coverage parameters
- c. Knowledge of data transmission needs of public safety agencies including law enforcement, fire protection, emergency medical services and related health entities, emergency management agencies, transportation officials, National Guard, and any and all other potential users of the NPSBN
- d. Knowledge of the provisions of the Middle Class Tax Relief and Job Creation Act of 2012 as

- they pertain to the construction of the NPSBN
- e. Technical knowledge of the capabilities and limitations of the 4G LTE technology in Maine and its proposed utilization of the 20 Mhz of spectrum in the 700 Mhz range for data transmission needs of public safety users
 - f. Knowledge and experience with telecommunications policy and other related areas. The Bidder should demonstrate subject matter expertise with telecommunications regulations and policy, both at a state level and federal levels, and familiarity with relevant documentation, programs, and developments.
 - g. Experience with broadband related projects, including outreach programs for local and state government officials from across Maine in order to educate and gather information required by FirstNet.
 - h. Demonstrated experience with large scale data collection, integration, analysis, and visualization utilizing geographic information systems (GIS).

Section II Proposed Services

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. If subcontractors are involved, clearly identify the work each will perform. Present your response to this section in a manner that reflects the outline and numbering found in Part II, Scope of Services to be Provided. For example:

A. Needs Assessment

1. Task Description:
While at outreach and educational.....
2. Deliverable:
Create a database of compiled input responses.....
Due date: Ongoing throughout

2. Implementation: Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

Section III Cost Proposal

Cost proposal information must be provided on the Cost Proposal Form found in Appendix B.

1. General Instructions

- a. The Bidder must submit a cost proposal that covers the entire period of the contract, including any optional renewal periods. Please use the expected contract start date of Tuesday, September 2, 2014, and an end date of Wednesday, August 31, 2016, in preparing this section.
- b. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
- c. Failure to provide the requested information and to follow the required cost proposal format provided in Appendix B may result in the exclusion of the proposal from consideration, at the discretion of the Authority.
- d. No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the Authority may be included in the proposal. Only costs to be incurred after

the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

2. Cost Proposal Form Instructions

- a. The Bidder should fill out Appendix B, following the instructions detailed here and in the Form.

Section IV Economic Impact within the State of Maine

In addition to all other information requested within this RFP, each Bidder must dedicate a section of its proposal to describing the Bidder's economic impact upon and within the State of Maine. The use of economic impact in making contract award decisions is required in accordance with Executive Order 2012-004, which states that certain service contracts "...advertised for competitive bid shall include scoring criteria evaluating the responding Bidder's economic impact on the Maine economy and State revenues."

For the purposes of this RFP, the term "economic impact" shall be defined as any activity that is directly performed by or related to the Bidder and has a direct and positive impact on the Maine economy and public revenues within the State of Maine. Examples may include, but are not limited to, employment of Maine residents, subcontracting/partnering with Maine businesses, payment of State and Local taxes (such as corporate, sales, or property taxes), and the payment of State licensing fees for the Bidder's business operations.

To complete the "economic impact" section of the Bidder's proposal, the Bidder shall include no more than one page of typed text, describing the Bidder's current, recent, or projected economic impact with the State of Maine, as defined above. The Bidder may include all details and information that it finds to be most relevant for this section.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous cost and economic impact considerations (where applicable) for the State.
2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal best satisfies the criteria of the RFP at a reasonable/competitive cost.
3. The Authority reserves the right to communicate and/or schedule interviews/presentations with Bidders if needed to obtain clarification of information contained in the proposals received, and the Authority may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their costs and other requested information as clearly and completely as possible.

B. Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100 point scale and will measure the degree to which each proposal meets the following criteria.

Section I. Organization Qualifications and Experience (35 points)

Includes all elements addressed above in Part IV, Section I.

Section II. Specifications of Work to be Performed (30 points)

Includes all elements addressed above in Part IV, Section II.

Section III. Cost Proposal (25 points)

Includes all elements addressed above in Part IV, Section III.

Section IV. Economic Impact within the State of Maine (10 points)

Includes all elements addressed above in Part IV, Section IV.

2. **Scoring Process:** The review team will use a consensus approach to evaluate the bids. Members of the review team will not score the proposals individually but instead will arrive at a consensus as to assignment of points on each category of each proposal. The contract award(s) will be made to the Bidder(s) receiving the highest number of evaluation points, based upon the proposals' satisfaction of the criteria established in the RFP. The Economic Impact section will also be scored using a consensus approach, with the highest number of evaluation points being assigned to the Bidder(s) with the most economic impact, actual or feasible, as determined by the evaluation team. The Cost section will be scored according to a mathematical formula described below.
3. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

$$(\text{lowest submitted cost proposal} / \text{cost of proposal being scored}) \times (25) = \text{pro-rated score}$$

No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

4. Negotiations

The Authority reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Authority's Request for Proposals to an extent that may affect the price of goods or services requested. The Authority reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Authority may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Authority may cancel the RFP, at its sole discretion.

C. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Authority subject to approval by the State Purchases Review Committee.
2. Notification of contractor selection or non-selection will be made in writing by the Authority.
3. Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
4. The Authority reserves the right to reject any and all proposals or to make multiple awards.

D. Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

If this RFP results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful Bidder will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed
Rider B: Method of Payment and Other Provisions
Rider C: Exceptions to Rider B

Rider G: Identification of Country in Which Contracted Work Will Be Performed

The complete set of standard BP54 contract documents may be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms/BP54.doc>

Other forms and contract documents commonly used by the State can be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms.shtml>

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Purchases Review Committee. Contracts are not considered fully executed and valid until approved by the State Purchases Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Authority of

Administrative and Financial Services, Chapter 110, § 3(B)(i):
<http://www.maine.gov/purchases/policies/110.shtml>

This provision means that a contract cannot be effective until at least 14 days after award notification.

3. The Authority estimates having a contract in place by Tuesday, September 2, 2014. The State recognizes, however, that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Purchases Review Committee. Any appeals to the Authority's award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the successful Bidder shall act independently and not as an agent of the State of Maine.

B. Standard State Agreement Provisions

1. Agreement Administration

- a. Following the award, an Agreement Administrator from the Authority will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Authority staff will be available after the award to consult with the successful Bidder in the finalization of the contract.
- b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Authority may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Authority may cancel the RFP, at its sole discretion.

2. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFP.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

1. Appendix A – State of Maine Proposal Cost Cover Page, and Debarment, Performance, and Non-Collusion Certification
2. Appendix B – State of Maine Proposal Cost Form

Appendix A

**State of Maine
ConnectME AUTHORITY**

PROPOSAL COST COVER PAGE

RFP# 201407791

STATE AND LOCAL IMPLEMENTATION GRANT PROGRAM IN MAINE - PHASE I

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Proposed Cost:	
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Authority or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Debarment, Performance, and Non-Collusion Certification

By signing this document I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

- **Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name:	Title:
Authorized Signature:	Date:

Appendix B

**State of Maine
ConnectME Authority**

PROPOSAL COST FORM

RFP# 201407791

STATE AND LOCAL IMPLEMENTATION GRANT PROGRAM IN MAINE - PHASE I

Part IV, Section III of this RFP template addresses the use of a cost proposal form. The use of this form is required so that all cost proposals are evaluated in a consistent manner.

Bidder's Organization Name: _____

(shaded area is an example of how to complete the cost form)

	Task	Personnel	Travel	Other	Total
A.	<i>Define organizational structure for Maine SLIGP initiative</i>	<i>40 hours at \$60/hour =\$2400.</i>	<i>None</i>	<i>Printing \$75.</i>	<i>\$2475.00</i>
A.	Define organizational structure for Maine SLIGP initiative, etc.				
B.	Facilitate meetings, monitor information, create consistent message				
C.	Prepare list of public safety association events and meetings				
D.	Conduct education and outreach sufficient to equip stakeholders with information				
E.	Needs Assessment				
F.	Match Requirements				
G.	Conduct New England-based FirstNet meetings				
H.	Develop and maintain a list of users, stakeholders, and potential users				
I.	Prepare list of major planned state events				
J.	Provide list of State of Maine contractual relationships				
K.	Research and detail legal or non-legal issues affecting consultation process				
L.	Research Canadian border communication integration				
M.	Facilitate meetings				
N.	Invoice Authority electronically and timely				
O.	Inventory Maine's Infrastructure and Broadband Components				

P.	Provide Project Management Services				
Q.	Quality Assurance				
R.	Risk Management Plan				
S.	Understanding of Maine SLIGP Phase I project				
	Sub-total projected costs				
	Total Cumulative Projected Cost				