



**STATE OF NEW HAMPSHIRE
DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS
Broadband Consultant RFP (Coronavirus Capital Project Funds)
RFP DBEA 2023-05**

Clarifying Questions and Answers

1. General Questions

- 1.1** Does the state expect the consultant/consultant team to have a presence on site at an associated state office?

The broadband office expects most work to be done at an office of the winning applicant. However, the broadband office will provide temporary space on an as-needed basis.

- 1.2** Will the state provide office space for the consultant?

The broadband office expects most work to be done at an office of the winning applicant. However, the broadband office will provide temporary space on an as-needed basis.

- 1.3** Who will be the state's main point of contact for the project?

Mark Laliberte; Broadband Project Manager; and Matt Conserva; Broadband Business Manager.

- 1.4.** How many personnel are assigned to the BEA's Broadband Office and its related activities?

This will change as broadband activities increase and decrease statewide.

- 1.5** Does the state have preference for an in-state consultant?

No.

- 1.6** The press release references the initial \$50m award to New Hampshire and a second award of \$66m for a total of \$116m. That said, this same release indicates that New Hampshire's total CPF funding award is now \$122m. What other funding sources have been secured for broadband development, which would represent the \$6m difference?

The approximate \$6 million (5 percent of \$122 million) are administrative funds as allowed by the CPF.

- 1.7** Will the awarded contractor receive access to the state's broadband mapping platform (NHBMPP) funded by NTIA?

While the contractor will have access to the NHBMPP, the state will also have its own mapping through the University of New Hampshire. The state will discuss mapping guidelines with the winning applicant.

- 1.8** To develop a robust public-transparency effort, does BEA's Broadband Office require detailed service areas including address level access (service offerings) for all the Internet Service Providers operating within the state when receiving federal and state grant funding?

This will be addressed through mapping.

- 1.9** Does the BEA use Microsoft 365 Teams for a communications platform? If not, what is the preferred platform for data sharing and webinars?

Microsoft Teams and Zoom are the preferred communication platforms.

- 1.10** Does BEA and/or its Broadband Office have a strategic broadband plan for the state?

No.

- 1.11** Have there been other consultants/contractors engaged with the BEA for past broadband activities such as the CARES Act grant program?

Yes, but none will be active during performance of the contract.

- 1.12** Can respondents safely assume that when the State's uses a number that it agrees with the alphabetical reference on the attachment itself, and that "appendix" and "attachment" are synonymous?

Yes.

- 1.13** RFP Attachments D, E & F (the State's website uses the file names Attachments 4, 5 and 6, respectively): please confirm that these attachments are for informational purposes only and not required in our response.

Yes.

- 1.14** There are two sets of directions regarding references...please indicate which set of directions for completing the Contractor Data Sheet should be followed for a compliant response.

"...at least three (3) accounts for whom you have provided broadband consultation services, at least two being political entities (i.e., states, counties) Include the date service was furnished, and contacts."

2. Budget and Contract

2.1 What is the state's estimated budget range for year one of the project?

The applicant can address this in the application.

2.2 The RFP states a not-to-exceed budget of \$2.4 million for this project. Is this the total budget for a period of 3 years?

Yes

2.3 Will the selected consultant enter into a contract agreement for 1-year with potential for renewal without re-bid for years 2 and 3?

This applicant can address this in the application. Page 1 of the RFP states: "The State anticipates awarding this contract to a single applicant for a term of up to three years."

2.4 Does the state want a proposed budget for only year 1, or for multiple years?

This applicant can address this in the application. Page 1 of the RFP states: "The State anticipates awarding this contract to a single applicant for a term of up to three years."

2.5 Can you provide some guidance as to how the state would like to see the pricing component of the proposal?

Page 1 of the RFP states: "The State anticipates awarding this contract to a single applicant for a term of up to three years." In addition, Section 5 states it must "address...budget of each item listed in scope of work." It will be up to the applicant to determine how it will structure its payment structure.

2.6 RFP Section C references Appendix A as containing Standard Terms and Conditions however this was not included with the RFP. If this should have been included would you please confirm so and provide it for reference.

This will be provided to the winning applicant during the contract negotiation phase.

2.7 Attachment 3, Terms & Conditions, pg. 3, Event of Default/Remedies §8.2.3

Our firm does not accept set off of monies owed to Contractor. Given this, please confirm the proposed revision is acceptable.

... give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or ...

If applicant does not accept set-off of monies, please indicate in application.

2.8 Attachment 3, Terms & Conditions, pg. 3, Termination §9.1

Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement. We request the following modification to the above paragraph...

Any questions involved with the preferred changing of terms within this RFP shall be addressed by the winning applicant with the State of New Hampshire after Notification of Selection.

2.9 Third bullet, second sub-bullet "A written one-page introductory statement including: ...Expertise of participating personnel including, but not limited to, those identified in Attachment A and a description of training and development programs that ensure all personnel assigned to contract are capable and qualified."

Please include said information within application.

2.10 Fourth bullet "Demonstrate the Offeror's financial capability to provide the work described in Section 3: Scope of Work."

Please indicate what documentation or narrative will suffice as a demonstration of financial capability. Please define what the State wants to see regarding "relevant case studies".

This is up to the discretion of the applicant.

2.11 Please confirm that the Rates and Fees Schedule is required as part of a complete and compliant response.

Yes.

2.12 Please indicate whether Respondents can identify confidential information as part of our cover letter or whether a second, separate letter addressed to the agency should be included in our response.

This may be done in a cover letter or separate letter, but the applicant must specifically identify that information in a letter to the agency and must

mark/stamp each page of the materials that you claim must be exempt from disclosure as “CONFIDENTIAL.”

3. Reporting and Compliance

3.1 What programs are currently in place that require compliance procedures and reporting? Who currently leads these efforts?

All programs conducted within the Coronavirus Capital Project Fund (CPF) will be required to meet the compliance and reporting procedures determined by the U.S. Treasury. The broadband office currently leads these efforts.

3.2 RFP Section D.4 required that the successful awardee provide a performance bond that “shall be in place for the duration of construction...” Given this RFP is for consulting services, please confirm that the awardee will not be required to provide a performance bond.

If work listed in RFP is not required for performance of the contract, then said requirements are not applicable.

3.3 Please indicate how we need to demonstrate registration with SAM.

A .pdf of a SAM.GOV page that the U.S. Treasury and/or BEA could verify through its own due diligence.

4. Scope of Work

4.1 The RFP asks for guidance and training for municipalities, counties, and non-entitlement units of local government. What is the estimated number of localized units that will require guidance and training?

Currently, there is no estimated number.

4.2 Will this work include assisting BEA in writing federal grants to obtain funding, i.e., USDA, NTIA, BEAD etc. funding opportunities?

This will be applicable for funding opportunities that exist within the CPF.

4.3 Will this work include developing BEA grant programs to be used for “In-State” grant programs to be used by communities, service providers, and others?

Such services may be required, but only grant programs that use CPF.

4.4 Section 3.A.ii “Engaging Stakeholders” – Can BEA define groups or types of stakeholders?

Stakeholders will be any entity that would benefit from broadband funds from CPF, which may include, but not be limited to: Government offices within New Hampshire state government, political subdivision within the state, internet service providers, and the United States Treasury.

- 4.5** RFP pg. 2, Scope of Work – 3.A.i.a –The example references “mobile broadband internet.” All NOFO information provided for the grants being administered for the CPF program do not allow for mobile broadband internet. Should we assume this was just an example with no specific connection to this grant funding source?

If work listed in RFP is not required for performance of the contract, then said requirements are not applicable.

- 4.6** RFP pg. 3, Scope of Work – 3.A.v – The statement reads: “Engaging in program development and roll-out, if needed; and...”

Does BEA require a response and a plan for the roll out, or is the intent of this RFP only to produce plans for the program developed?

This shall be addressed with the winning applicant by the State of New Hampshire after Notification of Selection.

- 4.7** RFP pg. 3, Section 3.B.i – “...and FAQ review and implementation...”. The FAQ process is straight forward. However, for the “implementation” piece, please confirm BEA wants the selected vendor to be able to plan and carryout an implementation program that would include assistance with the selection process and ongoing oversight of the deliverables through completion of the individual projects.

This shall be addressed with the winning applicant by the State of New Hampshire after Notification of Selection.

- 4.8** RFP pg. 3, Section 3.B.iii – “Gathering feedback submitted to the federal government by other states, organizations, entities.” Please provide further specificity as to what BEA requires as to the type of information to be gathered. Is it only related to U.S. Treasury CPF grant information or to all other similar grants such as NTIA IIJA BEAD?

Funding is through CPF, though there may be opportunities where other fundings may complement or be required for the execution of CPF activities.

- 4.9** RFP pg. 4, Section 3, E.vi., please define what is meant by "more detailed program design efforts"?

This shall be addressed with the winning applicant by the State of New Hampshire after Notification of Selection.

- 4.10** “More detailed program design efforts,” would additional funding/resources be provided should the locality work become voluminous?

This applicant can address this in the application. However, the amount of available funds for the grant within the RFP is firm.

- 4.11** Please provide examples of the types of high-level guidance BEA would like to see for the localities and counties regarding availability and use of federal funds?

The winning applicant can address this question with the State of New Hampshire after Notification of Selection.

- 4.12** Does BEA’s Broadband Office have any current community outreach programs established to facilitate stakeholder engagement for an assessment of the need in rural and unserved areas of the state?

While the broadband office does not have a formal community outreach program, it engages extensively with statewide, county, and municipal groups to solicit and facilitate feedback.