



Mohawk Valley Economic Development District, Inc.

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Serving Counties of: Fulton, Herkimer, Montgomery, Oneida, Otsego, Schoharie

Request for Proposal

Regional Broadband Deployment Planning Project

April 2022

ISSUED BY

Mohawk Valley Economic Development District, INC. (MVEDD)

REPRESENTATIVE

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Introduction & Background

The Mohawk Valley Economic Development District, Inc. is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in order to find a qualified source to develop a Regional Broadband Deployment Plan that encompasses the Northern Border Portion of the Mohawk Valley Region (Fulton, Montgomery, Herkimer, and Oneida Counties). MVEDD and its partners have been working diligently towards addressing the digital divide in the Mohawk Valley Region. Our goal for this proposed project is to take the existing data available and position the region to advance the most strategic deployment plan that connects the most people to the broadband access they need and access the funds available to help rural communities get connected on both the state and federal level.

Our goal with the Region Deployment Plan is to evaluate the current needs of the region, prioritize projects based on an evaluation framework that can be used going forward to evaluate all broadband expansion plans in the region, and identify at least one viable deployment project in each county that can be submitted for grant funding by 2024.

1. Using the data available from NYS, the FCC, MVEDD, and other relevant sources, create a regional deployment plan to prioritize unserved and underserved areas based on regional needs.
2. The deployment plan needs to include an evaluation framework that can be used to identify areas that should be prioritized for infrastructure deployment plans.
 - a. The evaluation should include the creation of evidence based metrics to evaluate the geographic areas that are both the most underserved and most viable for immediate solutions.
 - b. Metrics at a minimum should include information regarding:
 - i. Number of households, schools, and businesses unserved and underserved (in total and per mile)
 - ii. Provider readiness and willingness to expand
 - iii. School age children
 - iv. Affordability of the service that would be provided upon deployment

- v. Availability of project partners willing to contribute assets to the project
 - vi. Speed of service, accounting for the telecommunications capacity local households, institutions, businesses, and government will require in the future
 - vii. Cost effectiveness of the project, considering potential demand, initial costs, operational and lost term costs
 - viii. Technology available and appropriate for geography
 - ix. Other variables that the consultant, through their expertise, believe important in developing a regional plan
 - x. Appropriateness for current and upcoming grant funding opportunities
3. Using the created evaluation framework, the consultant will be required to then identify at least one target area in each county that is the most viable for grant funding and create a project plan to proceed, including drafting RFPs when applicable.
- a. The project plan should incorporate stakeholder feedback from municipalities and internet service providers.
 - b. The evaluation should include geospatial analysis and data visualization.
 - c. The project plan should select the most appropriate business or organizational models for implementation.
 - i. Identifying lead agency and partners
 - ii. Develop a capital and operating budget
 - iii. Determining funding
 - iv. Determining legal framework for partners to work together
 - v. Identify risks to long-term sustainability

The objective of this Request for Proposal is to locate a source that will provide the best overall value to MVEDD. While price is a significant factor, other criteria will also form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below. Demonstrated collaboration with other reputable firms to supplement technical services and/or to achieve M/WBE contract requirements is encouraged.

Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should notify the representative identified on the cover page no later than 05/09/2022.
3. Bidders must list at least 2 projects that are substantially similar to this project as part of their response, including references for each.
4. A technical proposal must be provided that is not more than 20 pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
5. A price proposal must be provided that is not more than 5 pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should MVEDD decide to award a contract on an hourly rate basis.
6. Proposals must be signed by a representative that is authorized to commit bidder's company.
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.

8. Proposals must be received **via e-mail delivery** to mmycek@mvedd.org prior to 05/30/2022 to be considered.
 9. Proposals must remain valid for a period of 30 days.
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Project Description

The purpose of this project is as follows:

1. Analyze the data available to identify priority areas for broadband deployment projects.
 2. Create an evaluation instrument, including the creation of appropriate metrics, to determine the most appropriate projects for immediate action.
 3. Use the evaluation instrument to identify four highest priority projects and draft implementation plans.
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Project Scope

New broadband data is available in NYS that will help identify what areas are unserved and underserved. This data needs to be organized and analyzed using a methodology that can identify priority areas for development given the current state of funding and resources available.

MVEDD seeks to create a tool that can help reduce the burden of this effort in the counties it serves, to ensure that the communities that need better access to broadband get it as quickly as possible.

The successful bidder will be responsible for analyzing and organizing the data available, identifying best practices for evaluating projects, and drafting project implementation plans for areas identified as most promising.

The criteria set forth below should be met to achieve successful completion of the project:

1. Priority areas identified in each county
2. Creation of an evaluation tool with evidence based metrics to evaluate priority areas for further advancement efforts
3. Priority areas ranked using the created evaluation tool
4. One priority area selected in each county as the most promising for immediate deployment plans
5. Project implementation plans for each top priority area in each county

Acceptance of the work is contingent on the following deliverables, agreed upon by MVEDD and the bidder:

1. List of all areas that are identified as unserved and underserved based on the current data available
2. Replicable evaluation tool that identifies, defines, and explains all variables used in analysis
3. Summary report identifying top priority areas in each county using the evaluation tool and rationale behind their selection, as well as any/all related data used in the analysis in both clean and raw forms.
 - a. An ESRI shapefile of preferred/promising areas that uses unique IDs for identification
4. Draft implementation plan for each top priority area, which will include at a minimum:
 - a. Argument for deployment efforts to be focused in this geography
 - b. Business model
 - i. Technology and network design (technology, network scope, geographic span, deployment approach)
 - ii. Market and services
 - iii. Funding (funding sources and financial evaluation criteria)
 - iv. Feasibility of public-private partnerships

RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	04/25/2022
Proposals due via e-mail delivery	05/30/2022
Selection of Top Bidders / Notification to Unsuccessful Bidders	06/13/2022
Contract Award / Notification to Unsuccessful Bidders	06/30/2022

The need-date for project completion is 9/1/2023. Bidders may propose a date earlier or later, and will be evaluated accordingly.

Budget

MVEDD's budget for the project is \$158,400.

Evaluation Factors

MVEDD will rate proposals based on the following factors:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work

4. Cost
5. Technical expertise/experience of bidder and bidder's staff
6. An overall M/WBE participation goal of 30% of the total contract dollar amount has been established for this procurement.

MVEDD reserves the right to award to the bidder that presents the best value to MVEDD as determined solely by MVEDD in its absolute discretion.