

**THE GREENE COUNTY BOARD OF COMMISSIONERS  
(GREENE COUNTY COMMISSIONERS)**

# **REQUEST FOR PROPOSALS**

**FOR**

**Completion and Presentation of the Greene County Rural Broadband Coverage and  
Feasibility Study**

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

**Jeff Marshall**

**Chief Clerk/Administrator**

**E-mail Address: [GreeneBroadbandRFP@deltaone.com](mailto:GreeneBroadbandRFP@deltaone.com)**

**Greene County Board of Commissioners  
Greene County Office Building, 3rd Floor  
93 E. High Street  
Waynesburg, PA 15370  
Telephone Number: 724-852-5210**

**The Greene County Board of Commissioners (Greene County Commissioners) is an Equal  
Opportunity/Affirmative Action employer.**

## I. GENERAL INFORMATION

### A. Purpose

This Request for Proposals (RFP) is to contract for the development and timely completion of a feasibility study for rural broadband access in Greene County, Pennsylvania for completion by August 5<sup>th</sup>, 2020.

### B. Who May Respond

Any organization/firm, or team of organizations/firms, with appropriate expertise may respond.

### C. Description of Entity

The contracting agency will be the Greene County Board of Commissioners.

### D. Proposal Information

#### 1. Closing Submission Date

Proposals must be received no later than 4:00 P.M. on January 31, 2020.

#### 2. Submission Instructions

Proposals must be submitted in electronic format to the following:

E-mail Address: [GreeneBroadbandRFP@deltaone.com](mailto:GreeneBroadbandRFP@deltaone.com) (cc to [jmarshall@co.greene.pa.us](mailto:jmarshall@co.greene.pa.us))

It is the responsibility of the contractor to ensure that the proposal is received by the Greene County Board of Commissioners by the date and time specified above. Late proposals will not be considered.

#### 3. Inquiries

Inquiries concerning this RFP should be directed to [GreeneBroadbandRFP@deltaone.com](mailto:GreeneBroadbandRFP@deltaone.com) (cc to [jmarshall@co.greene.pa.us](mailto:jmarshall@co.greene.pa.us)) by 4:00 P.M. on January 10, 2020.

#### 4. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the contractor and will not be reimbursed by the Greene County Board of Commissioners.

#### 5. Right to Reject/Accept

The Greene County Commissioners reserve the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP. If only one proposal is received the Greene County Board of Commissioners may accept it if:

- the proposal is complete
- the contractor is capable of performing the required work

- the contractor meets minimum RFP qualifications
- the cost is reasonable and within the project budget

**6. Small and/or Minority-Owned Businesses**

Efforts will be made by the Greene County Board of Commissioners to utilize small businesses and minority-owned businesses. A contractor qualifies as a small business firm, if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three fiscal years of less than six million dollars.

**7. Notification of Award**

Upon conclusion of final negotiations with the successful contractor, all contractors submitting proposals in response to this RFP will be informed, in writing, of the name of the successful contractor.

The Greene County Board of Commissioners will prepare a written agreement for execution between the consultant and the Greene County Board of Commissioners. The general provisions of this agreement, the final work study and requirements placed on the project shall be made a part of this agreement. The consultant shall have authorization to proceed upon a written notice from the Greene County Board of Commissioners.

**E. Contract Information**

**1. Type of Contact**

The project budget is up to \$100,000, and the negotiated contract will be a fixed price. We recommend that the contractors provide a scope of work that fits this budget. Proposals are not to exceed \$100,000 for this project.

**2. Period of Performance**

The period of performance for this program will be from February 21, 2020 through August 5, 2020. (Study estimated to take a maximum of 5.5 months to complete).

**3. Payment**

Quarterly payments with invoices detailing work performed that allows the Greene County Board of Commissioners to determine that satisfactory progress is being made. Upon delivery of the final copies to the Greene County Board of Commissioners and its acceptance and approval, the contractor may submit a bill for the balance due on the contract.

Should the Greene County Board of Commissioners reject the products, the Greene County Board of Commissioners’ authorized representative will notify the contractor in writing of such rejection giving the reason(s). The right to reject the document shall extend throughout the term of this contract and for ninety (90) days after the contractor submits the final invoice for payment.

**4. Options**

At the discretion of the Greene County Board of Commissioners, this contract can be terminated at any time or extended beyond the specified contract period.

## II. PROPOSAL GUIDELINES

### A. **Proposal Format**

Proposals should not exceed 15 pages in length and should be typed on 8.5 X 11 inch pages with margins no smaller than one inch. Font size should be no smaller than 12 point.

The subcommittee may also require a perspective contractor to attend a meeting and/or participate in a conference call in order to discuss the proposal.

### B. **Proposal Outline**

#### 1. **Executive Summary**

This section shall consist of the proposal cover letter, highlighting the contents of this proposal, and bearing the authorized representative's signature. Briefly state your understanding of Greene County's needs. Summarize your firm's qualifications for providing these services in a timely manner. Include any material assumptions that either enhance or limit service performance.

#### 2. **Understanding of Work to be Performed**

The contractor should demonstrate its understanding of why this program is needed and how it will meet the customers' needs. The contractor shouldn't repeat the scope of work but rather the role of the contractor's organization in the implementation and completion of the study.

#### 3. **Technical Approach**

This section shall include, in narrative, outline, and/or graph form the proposed approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included. Provide detailed requirements of Broadband Taskforce and Greene County staff for support and any hardware, software, or office space needs.

#### 4. **Service Delivery Process**

The proposal must describe how the contractor proposes to complete all tasks identified in the Statement of Work included in Section IV of this RFP. The contractor must also include a timeline that denotes the completion of each task within the limits of the specified period of performance.

#### 5. **Organizational Experience/Past Performance**

The contractor should describe its organization, size, and structure. Indicate if appropriate, if the contractor is a small or minority-owned business. The contractor should describe its prior experience that qualifies the contractor's organization to fill the role based on past performance of the same or similar programs. Include all prior experience with similar programs, and the operation of programs financed by the

Federal/State Government. The contractor must identify any subcontractors and their qualifications.

Each contractor must provide a list of at least four prior customers for who related work was performed. The list shall include the company name, contact person's name and title, full mailing address, telephone, e-mail address, and fax number for the contact person.

**6. Staff Qualifications**

The contractor should identify all personnel that will be assigned to the project, including contact information such as address, phone number, fax number, and e-mail address. The contractor should also describe the relevant qualifications of staff to perform the proposed service, including technical, educational, and work background. This section of the proposal should include descriptions of staff team makeup, overall supervision of staff, and prior experience of the individual staff team members. Once the contract period starts, the contractor may not change staffing for the project unless agreed upon by the Greene County Commissioners. The contractor must submit the requested staffing change to the Greene County Commissioners in writing.

**7. Performance Measurement**

Explain the mechanisms within the agency to track, monitor, and ensure the attainment of work elements.

**8. Administrative Assurances**

Administrative Assurances are included in Section V of this RFP. Proposals must contain a statement verifying that the contractor will agree to these assurances if selected for award.

**9. Financial Statement**

This section shall provide the most recently audited financial statement or similar evidence of financial stability.

**10. Cost Proposal**

The contractor is required to submit a budget with its proposal detailing how money will be spent for the tasks listed in Section IV, Statement of Work. The cost of each work activity defined under the Objectives/Scope of Work must be identified separately. Proposal costs must include: a. Personnel costs (including hourly rates and total hours), b. Travel and Subsistence Expenses, c. Subcontractor Costs (if any), d. Other Costs (e.g., office expenses), e. TOTAL COST: A total not to exceed cost representing the maximum amount for all work to be performed must be clearly indicated under this heading.

### III. PROPOSAL EVALUATION

**A. Proposal Contents**

All proposals must follow the specified format and include all required elements listed in Section II of this RFP.

**B. Non-responsive Proposals**

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received by January 31, 2020 at 4:00 P.M.
2. The proposal does not follow the specified format.
3. The proposal does not include a statement regarding agreement with Administrative Assurances.

**C. Review Process**

All prospective bidders must provide an email address to which responses to questions may be sent. Should the contractor have questions concerning the RFP they must be in writing and received by the Greene County Board of Commissioners at [GreeneBroadbandRFP@deltaone.com](mailto:GreeneBroadbandRFP@deltaone.com) (cc to [jmarshall@co.greene.pa.us](mailto:jmarshall@co.greene.pa.us)). All responses to questions will be in writing. The Greene County Board of Commissioners will make every effort to provide the written responses in a timely fashion, but failure to do so will not affect the sole authority of the Greene County Board of Commissioners to complete the RFP process.

## IV. STATEMENT OF WORK

### Greene County Rural Broadband Coverage and Feasibility Study

#### Current Situation

In 2015, the Appalachian Regional Commission (ARC) announced the POWER (Partnerships for Opportunity and Workforce and Economic Revitalization) Initiative. The POWER Initiative is a congressionally funded, multi-agency strategy bringing federal resources directly to help communities and regions that have been affected by job losses in coal mining, coal power plant operations, and coal-related supply chain industries due to the changing economic of America's energy production.

The Appalachian Regional Commission (ARC), the U.S. Economic Development Administration (EDA), along with 8 other federal agencies have participated in the initiative. The POWER Initiative supports efforts to create a more vibrant economic future for coal-impacted communities by cultivating economic diversity, enhancing job training and re-employment opportunities, creating jobs in existing or new industries, and attracting new sources of investment.

ARC provided POWER implementation grants and technical assistance grants for activities addressing the challenges facing coal-impacted communities in the Appalachian Region. ARC has awarded almost \$190 million through the POWER Initiative to help coal-impacted communities in 326 Appalachian counties diversify and grow their economies. These investments will create or retain more than 23,000 jobs, leverage an additional \$811 million in investment, and prepare thousands of workers and students with globally competitive skills and opportunities.

#### Scope of Work:

**General Scope of Work:** The consultant shall coordinate this scope of work with the staff of Greene County and the County's Partners to complete a comprehensive broadband study and needs assessment. This study should be completed and ready for formal presentation by August 5, 2020.

#### Detailed Scope of Work (Tasks):

- 1. Review Greene County's assets, coordinate with the 2020 *Greene County Comprehensive Plan's* mapped assets of critical infrastructure, Federal Opportunity Zones, and Pennsylvania Keystone Opportunity Zones. (To be completed by March 20, 2020)**
- 2. Conduct a field survey to establish a baseline of existing broadband access, broadband speeds and providers, and other existing internet technology throughout the County. Information obtained through this process will be mapped as part of the study. Note: Some of this information may be available**

through a broadband study conducted by the Pennsylvania State University and the Broadband Resource map published by the Pennsylvania Department of Community and Economic Development. (To be completed by April 17, 2020)

- [https://www.rural.palegislature.us/publications\\_broadband.html](https://www.rural.palegislature.us/publications_broadband.html)
- <https://dced.pa.gov/broadband-resources/>

3. Determine potential customer demand and estimate new service uptake rates; coordinate with the 2020 *Greene County Comprehensive Plan's* Priority Investment Areas. (To be completed by May 15, 2020)
4. Compile survey data to isolate and prioritize areas that need broadband access. (To be completed by June 12, 2020).
5. Define the gaps in service, determine the best and most feasible technology for each service area (i.e. fiber, white space, cable, etc.), and recommended broadband speed based on geography, demographics, and proximity to anchor institutions. (To be completed by July 10, 2020).
6. Analyze all regulatory/legal issues pertaining to service areas. (To be completed by July 31, 2020).
7. Develop an implementation matrix that includes roles/responsibilities, timeframe for implementation, and a funding strategy (including funding source description, source, anticipated application period, award range, eligible projects/costs, match amount, and ineligible costs). Identify coordination efforts required on federal, state (legislative caucuses, Broadband sub-committees, Governor's Office of Broadband initiatives, etc.), and local level. (To be completed by July 31, 2020).

#### **Deliverables**

- Electronic copy and 15 hardcopies.
- Presentation of final report to the Greene County Board of Commissioners, Broadband Taskforce, and Greene County staff in August 5, 2020.

## V. IMPORTANT INFORMATION AND DATES

### Pre-Proposal Questions:

Questions regarding the Request for Proposal, the proposal process, and program specifications shall be in writing via email and filed with Jeff Marshall at [GreeneBroadbandRFP@deltaone.com](mailto:GreeneBroadbandRFP@deltaone.com). Broadband Taskforce and Greene County staff will not conduct private or unilateral consultations with Respondents prior to the receipt of proposals. Questions shall be submitted on or before the Pre-Proposal Questions Deadline. Response to all questions shall be posted on the Greene County website at <https://www.co.greene.pa.us/news> under Broadband RFP Answers by January 17, 2020.

### Important Dates:

<b>Date Issued:</b>	<b>December 18, 2019</b>
<b>Pre-Proposal Questions/Inquiries Deadline:</b>	<b>January 10, 2020 at 4:00 P.M.</b>
<b>Response to Questions/Inquiries Posted:</b>	<b>January 17, 2020</b>
<b>Proposal Due:</b>	<b>January 31, 2020 at 4:00 P.M.</b>
<b>Award of Contract:</b>	<b>February 21, 2020</b>
<b>Task #1 Due Date:</b>	<b>March 20, 2020</b>
<b>Task #2 Due Date:</b>	<b>April 17, 2020</b>
<b>Task #3 Due Date:</b>	<b>May 15, 2020</b>
<b>Task #4 Due Date:</b>	<b>June 12, 2020</b>
<b>Task #5 Due Date:</b>	<b>July 10, 2020</b>
<b>Task #6 Due Date:</b>	<b>July 31, 2020</b>
<b>Task #7 Due Date:</b>	<b>July 31, 2020</b>
<b>Final Presentations:</b>	<b>August 5, 2020</b>

### For all Inquiries Contact by EMAIL ONLY:

Jeff Marshall

Chief Clerk/Administrator

[GreeneBroadbandRFP@deltaone.com](mailto:GreeneBroadbandRFP@deltaone.com) (cc to [jmarshall@co.greene.pa.us](mailto:jmarshall@co.greene.pa.us))

### Execution of the Contract

The Respondent that is awarded the Project based on its submitted Proposal will be notified by the Greene County Board of Commissioners and contract negotiations will commence immediately thereafter. The contract will be on a form acceptable to the Greene County Commissioners.

## **Right of First Refusal**

The Greene County Board of Commissioners reserves the right to reject any or all Proposals, to waive any minor irregularities in this Request for Proposal or the Proposal and to make awards in the best interest of Greene County.

<h2><b>VI. ADMINISTRATIVE ASSURANCES</b></h2>
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The purpose of emphasizing the following assurances is to highlight specific requirements and does not limit the contractor's other responsibilities in any way. The contractor is required to ensure that all state and federal laws, regulations, and policies are adhered to.

The contractor assures that:

- The contractor must follow and agree to all policies and regulations detailed in the attached Exhibits of this RFP.
- The contractor will designate a Project Manager to be responsible for the overall implementation of the project, direct interaction with all project partners, resolution of all issues and concerns, and attendance at required meetings.
- The contractor-designated Project Manager will attend project meetings and subcommittee meetings as requested to provide status updates on the project and address any related issues or concerns raised by the project participants. The Project Manager may send a representative to attend meetings in his/her place as long as prior arrangements have been made with Jeff Marshall, Chief Clerk/Administrator.
- The consultant will submit monthly progress reports to the Greene County Commissioners that document the work performed during the past month, work planned for the next month, and all issues or concerns that are pertinent to the project. These reports and invoices will be submitted electronically to Jeff Marshall, Chief Clerk/Administrator, before the fifth day of each month.

## Exhibit A

### NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

During the term of the contract, Contractor agrees as follows:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the contract or any subcontract, the Contractor, subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not, by reason of gender, race, creed, or color, discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the contract on account of gender, race, creed, or color.
3. Contractors and subcontractors shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
4. Contractors shall not discriminate by reason of gender, race, creed, or color against any subcontractor or supplier who is qualified to perform the work to which the contracts relates.
5. The Contractor and each subcontractor shall furnish all necessary employment documents and records to and permit access to their books, records, and accounts by the contracting agency and the [Bureau of Contract Administration and Business Development], for purposes of investigation, to ascertain compliance with provisions of this Nondiscrimination/Sexual Harassment Clause. If the Contractor or any subcontractor does not possess documents or records reflecting the necessary information requested, the Contractor or subcontractor shall furnish such information on reporting forms supplied by the contracting agency or the [Bureau of Contract Administration and Business Development].
6. The Contractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that such provisions will be binding upon each subcontractor.
7. The Greene County Commissioners may cancel or terminate the contract and all money due or to become due under the contract may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the agency may proceed with debarment or suspension and may place the Contractor in the Contractor Responsibility File.