

## Broadband GIS RFP Questions

- 1) Is the State going to be procuring any technology or will locals just be getting \$\$ from state broadband office to implement local solutions? Will there be a state-led effort to procure a broadband solution or a solution to link all the local solutions together creating a system-of-systems?

The State will issue grants to public and private sector entities to implement solutions.

- 2) **“A proposed project Service Area addresses either Unserved or Underserved Units, as defined in the [New NY Broadband Program Request for Proposal Guidelines (the Program Guidelines)], and does not address both in the same application.”** How does the BPO intend to administer the grants knowing the unserved and underserved areas shown via census blocks in the BPO map is incorrect?

The BPO data is correct, as based on the Federal Communications Commission’s December 2014 Form 477 broadband availability data.

- 3) **“Proposed project Service Area does not divide an eligible U.S. Census Block”.** How does the BPO plan to update the census blocks to reflect actual data? Does the BPO plan to provide accurate data or obtain the data needed? If not, should the cost be included in the overall RFP budget or as line items?

The BPO data is correct, as based on the Federal Communications Commission’s December 2014 Form 477 broadband availability data.

- 4) **“A proposed project Service Area covers at least 2,500 Units, or all eligible Unserved or Underserved Census Blocks within a NYS Economic Development Region.”** Will the BPO be providing this unbiased data or should this cost be in the RFP budget or as line items?

The BPO data is correct, as based on the Federal Communications Commission’s December 2014 Form 477 broadband availability data.

- 5) **“All Units in a proposed “Adjoining Service Area” are either Unserved or Underserved, and an Adjoining Service Area does not propose to address a combination of both Underserved and Unserved Units.”** Will the BPO be supplying this or should the cost be included?

Adjoining service areas are to be determined by individual grant applicants, as defined in the Program Guidelines.

- 6) **“Using the Census Block data provided by the applicant, the Respondent will verify the applicant’s Service Area and Network maps.”** Will all respondents be required to submit street level maps for proposed cable placements and tabular listing of residents and businesses to be served?

## Broadband GIS RFP Questions

Applicants are required to submit mappable shapefiles, to the Census Block level, and a detailed network design. Applicants are also required, as detailed in the Program Guidelines to provide a total number of units to be served by their proposed service area.

- 7) **“Respondent shall, with use of GIS mapping tools, confirm the existence of libraries and/or Education Opportunity Centers (EOC’s) in the proposed project Service Area.”** Will connectivity to such CAI’s be used to determine whether or not the proposal is granted?

The Program Guidelines detail the extent to which connectivity to libraries and EOC’s are relevant to the BPO’s consideration of an application.

- 8) **“Respondent will, with the use of GIS mapping tools, confirm the number of Units to be served by each applicant, by Unit type.”** Will this be done by converting the written proposal to mapping? Will grant applications be required to include GIS based maps and data sets as part of their proposals? If, so will they be provided as .shp, .dat files or other types?

Applicants are required to submit a mappable shapefile (.shp) of their proposed service area.

- 9) **“Respondent will verify each County, City, and Town, located in whole, or in part, within the applicant’s proposed Service Area.”** What recommended source is to be used when importing this spatial data?

The BPO does not have a preferred or recommended source of data for applicants to use.

- 10) **Cost-Modeling. “Microsoft Excel worksheets and narrative documents comparing the costs described in each application to the Study. Any recommended funding totals determined by the consultant that deviate from the existing Study results should be clearly explained, alongside the consultant’s recommendation for funding, by project.”** Will the respondent or the BPO be responsible for creating the point system used for evaluating and or awarding grants?

The BPO is implementing a reverse auction to award grants to qualifying applicants, as described in the Program Guidelines.

- 11) **“3.1.1 Rights to Contractor-Developed Computer Software and Software Documentation:”** Will the respondent or the BPO be responsible for creating the point system used for evaluating and or awarding grants?

See response to Question 10, above.

12) **“3.1.2. For Software License Agreements**

**4 For software license agreements regarding any and all pre-existing computer Software and Documentation including Software/Documentation developed by the Respondent or purchased from outside sources in the course of performance on an Agreement, the Respondent hereby grants to ESD a nonexclusive, royalty-free, irrevocable, license to ESD, for:”** Shouldn’t this read that the respondent will allow the BPO to utilize its software for the sole purpose of this agreement? If the BPO wants nonexclusive is the BPO willing to pay for said proprietary software? How can we be sure it does not end up in a competitor’s hands?

ESD and the vendor shall enter into a non-disclosure agreement with respect to such licenses.

13) In the "purpose of the procurement" section it is stated that the supported services from the selected vendor will be conducted "as needed". The cost proposal has columns for Personnel Title, hourly rate, number of hours, and total cost. Since the services are to be rendered "as needed", we won't be able to provide the number of hours or total cost at the proposal/bid stage. Is ESD interested in one of these options for the cost proposal from all vendors. Potential options:

a) Personnel Title and hourly rate supplied at proposal/bid stage and contract would be a time & materials based contract.

This is acceptable.

b) Personnel Title and hourly rate supplied at bid stage and contract would be fixed-fee. During contract execution, tasks will be assigned by ESD and winning vendor will supply fixed-fee costs for each assigning prior to work being conducted.

If these options are not acceptable, can ESD clarify what is required to be supplied for cost proposals at proposal/bid stage?

14) Page 4, Section B. Cost Modeling: ESD has referenced an “interactive MS Excel workbook” that will be used to perform the requisite cost modeling for this work. In order to better-understand and quantify the scope elements for estimating our costs for this proposal will ESD make the MS Excel Workbook available for us to review during proposal preparation?

ESD may provide illustrative summary outputs from the Cost Model as deemed necessary, but will not share the model in entirety, prior to selection of the vendor. For purposes of preparing proposals in response to this RFP, ESD requests that Respondents develop cost-estimates on an hourly basis.

15) Page 4, Section B. Cost Modeling: If the above request is not possible, please provide an average time estimate, per submittal, for using the interactive MS Excel workbook in the performance of

## Broadband GIS RFP Questions

reviewing and analyzing one (1) application submitted to ESD under this program.

See response to Question 14 above. ESD requests that Respondents develop cost-estimates on an hourly basis.

16) Page 5, Section 1.3 Deliverables: Please provide the ESD definition of: “Teledensity”

Teledensity refers to the concentration or density of broadband related technology, hardware, and availability.

17) Page 6, Section 1.3 Deliverables: To determine workload needs over the course of the project period of performance, please clarify (1): the number of applicants anticipated over the term of the contract period, and (2): the number of applicants within a single 30 day period when ESD opens the application submittal period.

In developing work plans and budgets, Respondents to this Request for Proposals should assume that they support the review of thirty-five (35) applications for Program funding within a period of approximately thirty (30) days, or within such other period as mutually agreed between the Respondent and ESD. The number of applications to be reviewed could be more or less than 35, based on the number of applications actually received.

18) Page 17, Section 4.2 Cost Proposal: Please clarify the statement: “...the Respondent supports the review of thirty-five (35) applications for Program funding”. Over what time period is the review of thirty-five (35) applications assumed to be performed?

See response to Question 17 above. Furthermore, the review of applications will begin on or around April 15, 2016 and conclude with ESD’s selection of grantees in the summer 2016.

19) Page 5, Section 1.3 Deliverables: Please provide ESD’s definition of “Unserved” and “Underserved”, for our proposal response and the New NY Broadband Program.

Unserved is defined as those with access to 0-24 Mbps (download). Underserved is defined as those with access to 25-99 Mbps (download).

20) Page 4, Section 1.2 Scope of Services: Will ESD provide an up-to-date list or database of libraries and/or Education Opportunity Centers (EOC’s) for the State of New York? The data will be available in what format?

The BPO will provide lists of libraries and EOC’s by name and address, in shapefile format.

21) Page 4, Section 1.2 Scope- Services/ 1st Bullet: You indicate:”...either Unserved or Underserved Units, as defined in the Program Guidelines, and does not address both in the same application”.

## Broadband GIS RFP Questions

Does this mean that Program applicants cannot submit a single application with Unserved and Underserved in the same geographic area?

Correct. Unserved and Underserved units cannot be combined into a single application.

- 22) Page 4, Section 1.2 Scope- Services: Please provide ESD definition of "Unit Type". If ESD decides to align to the Census definitions, please provide.

As noted in the Program Guidelines, the BPO uses the Census Bureau definition of Housing Units. Additionally, the Program Guidelines detail that "Units" include Housing Units, commercial properties, governmental buildings, healthcare facilities, K12 schools, libraries, educational opportunity centers, institutions of higher education, and other community institutions; *i.e.*, each such entity, with the exception of Libraries and EOC's will count as one (1) Unit for the purposes of Phase 1.

- 23) Section 1.2 Scope of Services, A. GIS Mapping, i. Confirmation of Applicants Eligibility for the Program: Will it be necessary to include the "Territories Excluded from Phase 1" as part of the verification? These boundaries are included in the grant program guidelines. If so, will the boundaries such as the proposed TWC/Charter service area(s), Qualifying Connect NY, and REDC priority areas be provided?

No.

- 24) Section 1.2 Scope of Services, B. Cost-Modeling: Can you please clarify the last sentence in this section, particularly the phrase: "...and developing additional layers for the Study that take selected projects into consideration"

The BPO will provide Cost Model data, which will be compared to a grant applicants cost-to-serve estimates. The Applicant must use this Cost Model to assess the reasonableness of the grant proposals received.

- 25) Section 1.3 Deliverables, A. General Requirements, i. GIS Mapping: Does the NYS Broadband Program Office prefer a solution that could be used beyond the extent of this contract? In other words, would it be valuable to have a tool that can be used for future rounds in addition to the deliverables that are stated in the current RFP?

The BPO has not yet defined the structure of future rounds of funding, and so the selected vendor would need to respond to the particular circumstances surrounding Phase 1.

- 26) Will the BPO direct the successful respondent to review Phase 1 Applications on a rolling basis (*i.e.*, as they are received) or in a batch after the April 15th, 2016 application deadline?

## Broadband GIS RFP Questions

The BPO anticipates that all applications will be considered at once, and not on a rolling basis.

- 27) Can a copy of the MS Excel workbook developed as part of the "Network Investment Study" be provided so that the respondents can gain a better understanding of the structure of this spreadsheet and how it might need to be revised to evaluate Phase 1 applications? This would also be useful when estimating the level of effort and personnel requirements for performing this task.

See responses to Questions 14 and 15 above. ESD requests that Respondents develop cost-estimates on an hourly basis.

- 28) The RFP notes that "all data transmissions must be encrypted". Can additional details be provided regarding the specifications and/or technology to be used?

The BPO does not have specifications preference regarding encryption.

- 29) As part of the Administrative Proposal, the RFP lists 8 requirements on page 17 of the RFP, with number 8 being the "Insurance Requirement". However, it appears that insurance will only be required of the selected Respondent (page 21 of the RFP). Please clarify if any insurance requirements need to be included in the Administrative Proposal.

Applicants must understand the insurance requirements, and be prepared to meet these requirements upon award.

- 30) In section 2.2 (Submission of Proposal) of the RFP, information is provided on the number of copies and mailing address to be used for the Technical and Cost proposals. However, an Administrative proposal is also required. Please provide details regarding the number of copies and mailing address for this document.

Please submit 7 copies of the Administrative proposal, and include the Administrative proposal materials on the same CD and Zip Drive as the electronic copy of the proposal. Please mail that document to the following address (also provided in Section 2.2 of the RFP):

Empire State Development  
633 Third Avenue, 35th Floor  
New York, NY 10017  
Attn: Edgar Camacho, Procurement Unit  
**RE: Broadband GIS Cost Modeling RFP**

- 31) Please confirm that Appendix B (Diversity Practices) should be included in the Technical proposal rather than the Administrative proposal.

## Broadband GIS RFP Questions

Yes, this is correct.

- 32) Does the respondent need to provide a completed copy of Appendix B (Diversity Practices Questionnaire) and if so, should this be included in the Administrative proposal or another section?

The Diversity Practices Questionnaire should be included as part of the Technical proposal.

- 33) In section 1.4 of the RFP, “The Respondent must provide the names and addresses of at least three (3) business references” and on page 14 under Firm References, “The Respondent is asked to supply ESD with the names and contact information for two individuals (one primary and one alternate contact person) that ESD may contact as a reference for each engagement...”. Are three business references required in addition to the two individual references required for each engagement?

Please identify at least three (3) business references. For each firm/business identified, please identify at least two individual contacts.

- 34) Are business and/or individual references required for subcontractors that may be included in the respondent’s project team? If so, please provide details such as the numbers of references.

To the extent possible, subcontractor references should be submitted as part of the Administrative proposal. However, these references are not required.

- 35) Item C in section 1.4 requests proof of “adequate financial resources”. Should this be included in the Administrative proposal or another section?

This should be included in the Administrative proposal.

- 36) Item 23 (Project Location) of the Phase 1 Application Questions, requires the upload of a “mappable shapefile”. Will any additional specifications be required such as a coordinate system, attributes, feature type (e.g., polygons rather than polylines), alignment with census block boundaries, etc. This would likely facilitate the subsequent evaluation process.

The mappable shapefile is due at the time of application. Additional materials will be required from project awardees, as will be articulated in the award contracts and Grant Disbursement Agreements.

- 37) Item 29 of the Phase 1 Application Questions, requires the upload of a spreadsheet containing information on libraries and/or educational opportunity centers contained within the proposed Service Area. Has the BPO considered also requesting the census block in which these structures

## Broadband GIS RFP Questions

are located? This would avoid potential address matching (geocoding) issues and would also facilitate the evaluation process.

The BPO can reach out to grant applicants to request additional data as needed, to align shapefiles, etc. This will be done on a case-by-case basis to address points of inconsistency.