



# REQUEST FOR PROPOSALS

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## Distributed Antenna Systems, Small Cell, Specialty Services and Applications (DSSA)

### MT-DSSA 2015

February 26th, 2015

#### RFP Contact

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#### Important Dates

Release Date: February 26<sup>th</sup>, 2015  
Intent To Respond Form: March 13<sup>th</sup>, 2015  
Deadline for Questions: March 27<sup>th</sup>, 2015  
Response Deadline: April 27<sup>th</sup>, 2015

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# 1. Introduction

## 1.1. Request For Proposals

On behalf of its member institutions, MiCTA issues this Request For Proposals (RFP). This RFP seeks qualified potential vendors to provide DAS, Small Cell, Specialty Services and Applications (DSSA) to MiCTA members, using a general framework known as a Master Service Agreement (MSA).

Using an MSA negotiated following this RFP, MiCTA members may contract with selected vendors to provide the range of services described in this RFP and included in any resulting MSA. Some MiCTA members may also be eligible for funding from one or more federal programs designed to support DSSA products and services.

**MiCTA is not currently soliciting any DAS, Small Cell, Specialty Services and Applications (DSSA) for itself, nor are there currently any specific DSSA projects planned or associated with this RFP.**

**Through this RFP, MiCTA is conducting a competitive bidding process to identify, evaluate and select highly qualified vendors throughout the United States that can supply any of all DSSA services to MiCTA members on an as-requested basis.**

**By conducting a single, competitive bid for services on behalf of our members, MiCTA eliminates the need for our members to issue individual RFPs for DSSA services, and accelerates the process of obtaining federal and other funding.**

**Any MiCTA member who seeks these services for a specific project under a MiCTA MSA will provide complete project information to the selected vendor in the project pre-planning stage, and will enter into a specific, detailed Member Participation Agreement (MPA) that is consistent with the previously negotiated terms of the Master Service Agreement when the project receives funding.**

Other MiCTA members who are not eligible to request support from specific federal programs may also contract for services under this RFP.

DAS, Small Cell, Specialty Services and Applications (DSSA) may include, but are not limited to:

- Design, engineering and documentation services
- Project management
- Materials procurement
- Lease/purchase/IRU negotiation
- Environmental studies
- Connection services for existing network segments
- Inspections and on-site personnel

Qualified vendors include providers that:

- can deliver one or more of the requested products and services on a local/regional or national basis
- demonstrate the technical and professional capacity to deliver the products and services described or requested in this RFP
- have demonstrated a successful history of satisfactory product delivery or service provision with regard to these products and services

This document will serve as a basis for your response. **Please read the entire document** for complete information and the specifications for this RFP.

In addition to responding to the questions placed herein, prospective vendors will complete a cost proposal that details all of the standard costs, fees, charges and discounts associated with their proposed services. This cost proposal will be delivered in a **separate, sealed envelope** that is clearly marked as containing the cost proposal and will accompany your response documents. The Evaluation Committee reserves the right to exclude from initial consideration proposals that do not conform to this requirement.

## 1.2. Project Background

To support its goal of extending and enhancing healthcare services to currently unserved and underserved **rural** areas of the country, the United States government has established a special fund, as part of the USF Rural Health Care program, known as the Healthcare Connect Fund. The purpose of the Fund is to support high-capacity, wide-area connectivity and Internet Service to eligible rural healthcare providers (HCPs). Additionally, the Fund promotes the formation of state, regional or national Consortiums of rural and urban HCPs. A Consortium comprised of 51% rural HCPs provides the opportunity for a specified amount of funding for Urban HCPs. The Fund is administered through the Universal Service Administrative Company (USAC), an agency of the Federal Communications Commission (FCC).

Eligible rural HCP applicants filing either individually or in a Consortium can receive a 65% discount on all eligible services/equipment. The current annual funding cap for the Healthcare Connect Fund is 400 million.

MiCTA strongly encourages interested vendors to learn more about the Healthcare Connect Fund, USAC and the FCC at:

**<http://www.usac.org/rhc/healthcare-connect/>**

To facilitate the funding of Distributive Antenna System Equipment/Installation under the Healthcare Connect Fund, MiCTA seeks qualified potential vendors who can provide DAS equipment/installation to our Healthcare members under the terms of our Master Service Agreement.

#### **1.2.1. Universal Service Fund (E-rate)**

Further, the Federal Communications Commission (FCC) supports long-established goals of providing select telecommunications and broadband services through the Universal Service Fund (E-rate) to program-eligible entities. In 2014 the FCC released two Orders making sweeping changes to the E-Rate program adding 1 billion dollars for Category Two Internal Connections Equipment and Services funding and raising the overall annual “Funding Cap” for the E-Rate program to 3.9 billion.

Please visit:

**<http://www.universalservice.org/>**

To view the Eligible Services list for 2015.

#### **1.3. Why Vendors Should Respond To This RFP**

Potential vendors can realize a number of benefits by entering into a business relationship with MiCTA.

- MiCTA represents thousands of members in a number of important sectors across the United States. MiCTA vendors enjoy direct access to technical and procurement level decision makers at our member institutions. Promoting your products and services to interested parties is both easy and effective.
- MiCTA members enjoy the benefits of volume purchasing, and MiCTA vendors enjoy the benefits of volume sales. By responding to a MiCTA RFP, vendors can reduce the number of individual RFP responses they must produce without compromising their ability to meet the needs of MiCTA's membership. Further, MiCTA vendors can take advantage of the marketing and promotional opportunities MiCTA provides.
- MiCTA contracts are awarded to vendors exclusively as the result of our competitive bidding process. Many MiCTA members may only purchase high-value products and services following a competitive bid, however few are required to conduct *their own* bid process. By using a MiCTA MSA, our members save time and money, and can purchase products and services immediately using our respected MSAs.

- MiCTA membership is limited to qualified non-profit, non-commercial and public sector entities that can provide our vendors with a safe, desirable and diverse source of income.

The typical MiCTA MSA is divided into five major parts and includes:

**Terms and Conditions**, a framework that describes the general terms and conditions under which the MiCTA member and the vendor agree to operate.

**Attachment A**, which lists the services or products included in the offer

**Attachment B**, which is the price list

**Attachment C**, which describes the commissions and reporting required of vendors.

## 1.4. About The Issuer

### 1.4.1. About MiCTA

MiCTA is a national non-profit consortium comprised of higher education, healthcare, state and municipal governments, libraries, K-12 schools and school districts, other public sector entities, non-profit, religious and charitable organizations. MiCTA aggregates demand for essential telecommunications, data, and technology products and services, and negotiates favorable pricing for our members. MiCTA also acts as a provider of services and a clearinghouse for technological and legislative information related to the telecommunications, data and technology interests of its members.

Among MiCTA's other primary functions are:

- To identify and resolve voice, data and video problems common to its members;
- To act as a centralized information source for information related to these technologies;
- To locate and disseminate information on new products and services to its members;
- To enhance the competence and professional status of members' personnel
- To influence the development, reduce the cost and improve the quality of voice, data and video services delivered to the members;
- To participate in governmental and regulatory proceedings that affect technology issues of central interest and importance to the members.
- Provide assistance in developing applications to federally funded programs.

## 1.5. The MiCTA Model

### 1.5.1. MiCTA Membership

Depending upon the member's size, MiCTA collects a small annual membership fee from its participating organizations. The fee is used to pay a portion of MiCTA's overhead. MiCTA also funds its numerous member services by collecting a fee on the sales of goods and services purchased by our members when they execute the Member Participation Agreement for contracted products and services from a MiCTA vendor.

**For the purpose of developing the cost proposal for this RFP, potential vendors should assume that MiCTA is paid a 2% fee on sales of all products and services generated through contracts established by this RFP.**

### 1.6. Potential Sales Volume

MiCTA does not collect comprehensive statistics regarding current demand or usage of products by its membership. However, MiCTA represents thousands of public and private universities, colleges, school districts and municipalities nationwide. From among our membership, these organizations are the most likely purchasers of the requested products and services. For a list of MiCTA members, please visit the MiCTA Web site at <http://www.mictatech.org>.

### 1.7. RFP Status

This RFP is not a commitment to award a contract to a responding potential vendor. MiCTA reserves the right to enter into a contract with a potential vendor at its sole discretion and only when MiCTA determines that such a contract is in the best interest of MiCTA and its membership. MiCTA also reserves the right to make multiple awards to responding vendors. Responding vendors must agree that MiCTA's decisions are final and not subject to appeal.

### 1.8. Freedom Of Information Act

MiCTA is a private, non-profit organization. Our organization is not subject to Freedom of Information Act (FOIA) requests. Our members may be subject to FOIA requests.



## **2. Responding To This RFP**

In all cases, prospective vendors must prepare and submit a complete, timely response to this Request for Proposals. The Evaluation Committee will consider partial responses to be incomplete, and will score incomplete sections accordingly.

Potential vendors should provide their best possible pricing on products and services included in their offer. Your response to this RFP constitutes a legal offer to provide the goods or services at your proposed prices.

### **2.1. Eligibility To Respond**

Current and past vendors (including their affiliates and/or subsidiaries) that provide or provided services under any previous MiCTA program must have fully complied with the terms of those agreements. Vendors that have not completed all reporting requirements, have outstanding commission payments or have failed to meet other program requirements are not in full compliance. MiCTA will not consider responses to this RFP or future RFPs from potential vendors that have not complied with the terms of a MiCTA MSA. Please direct all questions regarding compliance with existing or prior agreements to the MiCTA office immediately to determine your status of compliance.

### **2.2. Collusion Among Bidders, Response Rejections**

MiCTA shall reject all bids that are a product of collusion among potential vendors, or that are later revealed to have been the product of a collusive agreement. MiCTA shall reserve the right to reject any or all bids. MiCTA also reserves the right to reject a bid not accompanied by the data required by this RFP or that contains incomplete or irregular responses.

### **2.3. Personal Gain**

In all circumstances, MiCTA employees and its agents are expressly forbidden from accepting gratuities or inducements of any value from any existing vendor or potential vendor. MiCTA may cancel any contract resulting from this solicitation without any further obligation if any MiCTA employee significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of MiCTA is found to be in collusion with any potential vendor to this RFP for their personal gain or for any other reason. Such cancellation shall be effective upon written notice from MiCTA or a later date if so designated in the notice given. Termination of a contract under this provision shall not relieve either party of financial, product or service obligations due to participating members or to MiCTA at the time the contract is voided.

### **2.4. Intent To Respond Form**

All potential vendors should provide complete, correct contact information using the

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Intent To Respond form that accompanies this RFP. Potential vendors that do not provide completed Intent To Respond forms may not receive updates, clarifications and responses to questions submitted by other potential vendors.

**Note: All potential vendors must also submit the MiCTA E-Rate 470 ITR that can be found on the left hand side of the MiCTA web site by clicking the drop-down link under the E-Rate 470 tab shown in red.**

Potential vendors should complete and return the Intent To Respond forms no later than **4:30 PM EDT, Friday, March 13th, 2015**. Vendors may still submit a responsive offer without submitting an Intent To Respond form. Returning the Intent To Respond form does not obligate a potential vendor to submit a response to this RFP. The Intent To Respond form is located on the last page of this RFP.

### 2.5. RFP Contact

The sole contact for all issues regarding this RFP is:

Tim von Hoff  
Chief Operating Officer, MiCTA  
4805 Towne Centre, Suite 100  
Saginaw, MI 48604  
(888) 964-2227  
(989) 753-2655 (fax)  
rfp@mictatech.org

### 2.6. RFP Questions

MiCTA requires all prospective vendors to submit questions and clarification requests in writing to the RFP contact. MiCTA explicitly cautions prospective vendors not to rely on oral representations regarding this RFP. Prospective vendors may submit questions regarding the RFP **in writing only** until **Friday, March 27th, 2015 at 4:30 PM EDT**. MiCTA is not responsible for late or misdirected email, postal mail or faxes. MiCTA will not guarantee a response to questions submitted after this date.

Questions and responses will be posted on the DSSA RFP page on the MiCTA website. Vendors are solely responsible for ensuring that they are in possession of the latest RFP documents, addenda, updates and questions. Responding vendors must also ensure that MiCTA has updated contact information at all times throughout this RFP process.

### 2.7. RFP Closing Date and Time

Potential vendors must submit their offers no later than **4:30 PM EDT Monday, April 27th, 2015**. Potential vendors may choose to respond to one, many or all of the section(s) of the RFP. The vendor must submit a complete response for each selected section. The Evaluation Committee will not consider incomplete offers.

## 2.8. RFP Response Format Requirements

All potential vendor responses must follow the format explained in this section. Any failure to follow the response requirements may result in disqualification of the vendor's response.

This RFP is provided to you as an editable Microsoft Word document. Each section poses a series of questions and contains a Vendor Response indicator. Please add your response to each applicable element following the Vendor Response indicator.

- Do not renumber the document sections or the questions.
- Do not combine questions or your responses to questions. Answer each question individually as requested.
- Do not include cost information in your technical proposal. All cost information should be provided in a separate, sealed envelope clearly marked **COST PROPOSAL**.

***Potential vendors are expressly cautioned against modifying the text of the RFP document, except to incorporate their responses, where indicated.*** Potential vendors may not apply any form of security, encryption or password protection to the response form.

Potential vendors must submit **ONE bound, printed original** offer that is manually signed by an officer of the company with the authority to bind the potential vendor to its offer. The original offer must include all attachments and other required documentation, and must be clearly indicated as the original offer.

Potential vendors must also submit an electronic copy of the complete proposal response, the cost proposal, all attachments and other required documents with the exception of audited financial reports. MiCTA will consider responses that do not contain an electronic copy to be incomplete.

Your bound responses must be submitted in the following format:

- Cover Letter/Letter of Transmittal, manually signed as described in the following section
- Executive Summary as described in Executive Summary Requirements
- The RFP document, including all vendor responses
- The cost proposal, placed in a sealed envelope marked **COST PROPOSAL**, include printed copies of all spreadsheets and other requested cost information
- Completed Vendor Profile and Reference sections
- All attachments, which must be clearly labeled with the pertinent section information
- Audited financial statements (may be submitted under separate binding)

Responses may be delivered in person, or by the courier of the potential vendor's choice to the RFP Contact at the address specified by **Monday, April 27th, 2015**. The outside of each shipping carton must include the phrase: "**CONTAINS RFP RESPONSE**" in plain view. MiCTA is not responsible for late or misdirected mail or packages. Late or incomplete proposals risk disqualification.

MiCTA does not intend to conduct a public bid opening; however bids will be opened on **Wednesday, April 29th, 2015 at 10:00 AM EDT**.

### **2.9. Cover Letter Requirements**

Each proposal shall be accompanied by a cover letter signed by an officer of the potential vendor who is authorized to commit the organization to a contract. The cover letter shall serve as a letter of transmittal and shall indicate all of the following:

- The prospective vendor has read and understands the RFP requirements
- The prospective vendor has never been a MiCTA vendor OR is a current or past MiCTA vendor and is fully in compliance with its existing or prior Agreement with MiCTA
- The prospective vendor accepts the conditions of the RFP
- The prospective vendor is committing itself to the prices, products and services offered in the response
- The prospective vendor understands and agrees that MiCTA's determination is final and waives any rights to protest or appeal MiCTA's determinations.

### **2.10. Executive Summary Requirements**

Each conforming response will contain an executive summary of not more than two pages in length. The Executive Summary should briefly describe:

- The prospective vendor, its capabilities and experience with delivering DAS, Small Cell, Specialty Services and Applications (DSSA); the vendor should highlight any relevant experience in delivering DSSA services
- The vendor's approach to delivering the services requested in the RFP
- Major features and benefits of the prospective vendor's approach
- Risks that may arise from the vendor's proposed approach and how the vendor intends to mitigate those risks
- The vendor's general approach to pricing (detailed pricing will be required in the cost proposal)
- Any additional services or costs in the vendor's proposal that this RFP did not anticipate

### **2.11. Identification Of Prime Contractor On Joint Proposal Submissions**

MiCTA encourages the submission of joint proposals by organizations whose combined strengths will produce solutions superior to those of each prospective vendor alone. We request that such collaborations designate one prime contractor as the primary point of contact to submit the proposal. Should the joint proposal be

successful, the prime contractor will be solely responsible for the contractual performance and management of all subcontracted relationships.

The prime contractor will assume all responsibility for performance, work quality, delivery, installation, maintenance, and support services provided by the subcontractor. The joint proposal must include a complete and clear description of all subcontracted work and must fully describe the capabilities of all subcontractors on the project.

### **2.12. Vendor Profile**

All prospective vendors are required to submit a completed vendor profile included with this RFP. All respondents, including those with existing contractual relationships with MiCTA, are required to complete the Vendor profile.

### **2.13. Vendor Introduction**

Please provide a brief (not to exceed 1,000 words) introduction to your company that discusses:

- The respondent's corporate history
- The respondent's experience with DSSA Services
- The geographic area in which the respondent can provide DSSA Services
- A description of the respondent's corporate structure
- The respondent's team structure for a DSSA Services

## **Vendor Response:**

### **2.14. Program Marketing**

Each successful vendor will work closely with MiCTA to develop a detailed marketing plan to promote its MiCTA MSA to our members. Successful vendors will bear the cost of developing and implementing their marketing plans, however MiCTA offers a wide range of marketing capabilities that vendors may use to reach out to our membership. These capabilities include:

- Blast and targeted email messages
- Video-enhanced email messages (MiCTA-grams)
- Membership surveys
- Directed webinars and digital media production, including podcasts
- Email newsletters
- The MiCTA Annual Meeting
- The MiCTA Vendor Meeting
- Postal mail

Please describe your organization's capabilities to develop and/or implement a marketing plan that minimally includes:

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- Announcement of the successful vendor's affiliation with MiCTA
- Collaboration with MiCTA on marketing the vendor's program to MiCTA members and membership-eligible organizations
- Assignment of a lead account representative to coordinate and administer the MiCTA program
- Provision of marketing and mailing materials to promote the MiCTA program throughout the MSA term
- Promotion of the MiCTA program at trade shows, seminars and other similar events

**Vendor Response:**

**2.15. Competing Programs**

Please identify any programs in which the potential vendor participates that will compete with the MiCTA program.

**Vendor Response:**

Please describe the potential vendor's policy regarding the presentation of competing program information to MiCTA members and membership-eligible prospects.

**Vendor Response:**

**2.16. Reporting**

Under the terms of this contract, MiCTA will provide an online reporting structure that will enable successful vendors to report sales agreements to MiCTA. Potential vendors are required to report updated monthly sales figures. Please identify:

- The person (or role) who will provide sales reporting data
- The reporter's contact information

**Vendor Response:**

**2.17. Legal Proceedings**

Please identify all legal proceedings to which your organization is currently a party or that have been concluded in the previous two (2) years that may have a direct or indirect impact on your organization's ability to fulfill contractual obligations to MiCTA or MiCTA members. Please indicate the current status of the dispute(s).

**Vendor Response:**

Is your organization or any principal or agent within your organization presently debarred, suspended, excluded, sanctioned, facing debarment or deemed ineligible

to contract by any federal, state or municipal governing agency? If yes, please identify the authority that imposed the sanction, the reason for the sanction, the date the sanction was imposed and the length of the sanction.

**Vendor Response:**

**2.18. Staffing Levels**

Will your organization assign one or more permanent sales representative(s) to service MiCTA members and membership-eligible organizations?

**Vendor Response:**

Please indicate how MiCTA will be notified of changes in the vendor's reporting structure, personnel assigned to the MiCTA account, reorganizations that will affect the management of the MiCTA account.

**Vendor Response:**

Does the vendor commit to providing continuous account servicing for MiCTA's membership throughout the life of the MiCTA Master Service Agreement?

**2.19. Case Studies**

Please provide a brief case study for each of the circumstances listed below. If you cannot provide a case study for each circumstance, please indicate that in your response to this question.

The case studies should include basic information about the size and location of the project, the approximate dollar value of the finished project, any unique requirements for the project, the basic design of the project (aerial, buried, combination, etc.). Please also indicate the amount of time it took to complete the project, any unexpected challenges you encountered, any unique design solutions you applied, and the services your organization provided.

Describe relevant DSSA projects your company has completed in the last five years:

- In a mostly rural setting
- In a mostly urban setting
- That connected multiple locations and/or multiple entities in either rural, urban or a combination of settings.

## Vendor Response:

### 2.20. Performance Bonds

Do you anticipate any difficulty obtaining a bid or performance bond associated with a project under this MSA?

## Vendor Response:

Has your organization ever been denied a performance bond?

## Vendor Response:

Has your organization ever failed to complete a bonded DSSA project? If so, please provide a detailed description of why you were unable to complete the project. Indicate whether the bond underwriter was required to pay the performance bond.

## Vendor Response:

### 2.21. Customer References

All prospective vendors are required to submit all required customer references on the forms included with this RFP. All respondents, including those with existing contractual relationships with MiCTA, are required to complete the customer references. Proposals that do not include the correct number and type of references risk elimination from further consideration by the Evaluation Committee.

### 2.22. Pricing and State or Regional Offer Variations

Potential vendors are strongly encouraged to extend their most favorable pricing to MiCTA and its membership for the duration of an award, including negotiated extensions. MiCTA acknowledges, in some cases, pricing may vary among states or regions. Therefore, if costs or discounts vary, vendors must indicate the costs and discounts for each state or region. **Vendors will not have an opportunity to add additional costs or fees after the response deadline.**

### 2.23. Incorporated References

Please write out all responses in full. Do not "incorporate" brochure or product literature references, direct the reader to Web pages, or refer to other third-party documentation in this response unless directed to do so in the RFP document. Clearly label all supporting material.

The Evaluation Committee is not responsible for gathering information from multiple sources to form and assess a complete response. Responses will be evaluated **exactly as written**, except in the few narrow circumstances noted in this



RFP.

#### **2.24. Late Proposals**

Prospective vendors must submit their proposals no later than **Monday, April 27th, 2015**. The Evaluation Committee reserves the right to reject all late and non-conforming proposals without any consideration. The Evaluation Committee is under no obligation to permit corrections, additions, or modifications to a proposal once the submission deadline has passed. Timely delivery of the prospective vendor's proposal is the sole responsibility of the submitter.

#### **2.25. Cost Of Response**

MiCTA assumes no responsibility for the cost of preparing a response to this proposal. The entire cost of response is borne solely by the respondent with no exceptions.

### 3. Evaluation of Proposals

A committee of technical and administrative professionals who are subject matter experts will evaluate all complete, responsive proposals. MiCTA will evaluate each proposal without regard to the potential vendor's market share; the number of different products and services in the potential vendor's proposal; and the potential vendor's area(s) of operation. Successful proposals will provide the best combination of price, value and service in MiCTA's sole determination.

The committee will:

- Award evaluation points for all proposals based on their adherence to technical and administrative requirements
- Ask for clarifications, demonstrations or presentations to inform the committee's decision-making
- Evaluate the financial stability of prospective vendors and their subcontractors
- Evaluate vendor performance via customer referrals and member experiences
- Make acceptance recommendations in whole or in part based upon the proposal's ability to meet any or all of the RFP's requirements
- Make rejection recommendations in whole or in part based upon failure to meet any or all proposal requirements, or the presentation of what in the committee's sole judgment represents an unacceptable risk to MiCTA or its membership.

**The decisions of the Evaluation Committee are final. As a condition of responding to the RFP, the potential vendors agree to accept the decision of MiCTA and its Evaluation Committee as final, have no appeal there from, and expressly waive any potential challenges.**

#### 3.1. Evaluation Criteria

Proposals will be evaluated according to the following criteria, in order of their importance. Of all elements on which proposals will be evaluated, pricing carries the primary weight in proposal evaluation. At the same time MiCTA members may be interested in various price-quality combinations. Therefore, we encourage vendors to respond with solutions that fulfill the technical requirements of the proposal, and also offer a variety of attractive price-quality combinations.

Each element of the RFP will be evaluated. Consideration will be given to the proposals as follows:

**40% - Cost Proposal**

**35% - Response to the Technical Requirements**

**15% - Ability to work within the terms of the Master Service Agreement**

**10% - Administrative Requirements, Vendor Profile, Customer References**

**PLEASE NOTE:**

While MiCTA reserves the right to issue a "Best And Final Offer" (BAFO) as part of the evaluation process, we use the BAFO only in exceptional circumstances. Pricing is of primary importance to the Evaluation Committee, and the Evaluation Committee is instructed to assume that proposer's original offer presents the best possible pricing. The Evaluation Committee will evaluate your technical and costs proposals **as written**. Potential vendors **should not assume** that they will have an opportunity to refine the pricing in their offers during the evaluation or negotiation processes. In fact, during the cost-comparison stage of the evaluation process, high-cost proposals risk elimination.

At the end of the evaluation period, the Evaluation Committee will draft recommendations to the MiCTA Board of Directors. The recommendations will identify those proposals that contain the best overall combination of price and service, and will advise the MiCTA Board of Directors to invite the successful potential vendors to enter into a MSA. This advice will be considered and acted upon at the appropriate MiCTA Board of Directors meeting.

Following action by the Board of Directors, MiCTA may invite qualified potential vendors to enter into a **two-year MSA with as many as three one-year extensions**. Multi-year pricing should be based on a term of two years. Alternatives to two-year terms may be proposed, provided that the vendor also supplies pricing for a two-year term.

MiCTA prefers to execute MSAs with multiple vendors within each RFP section to provide our members with substantial choice among qualified vendors of the requested products and services.

**3.2. Length of Offer**

All elements of the offer must remain valid from the time of submission through the close of business on **August 28th, 2015** and for the length of the MSA and its extensions for successful vendors. MiCTA expects to conclude execution of all MSAs no later than **August 28th, 2015**. Selected vendors who do not have an executed MSA with MiCTA at that time are eliminated.

## 4. Master Service Agreement

### 4.1. Purchases By MiCTA Members

MiCTA members may already have contracts for services requested in this RFP in place. Making a purchase under a MiCTA MSA by a MiCTA member is strictly voluntary. Successful vendors will work directly with the MiCTA member to enter into a Member Participation Agreement, which will cover how to place orders, perform work or provide services, issue and settle invoices, and settle contractual disputes. MiCTA shall not be liable for any costs incurred by either the successful vendor or any MiCTA member in this process.

MiCTA and its membership inherently prefer products and services that promote interoperability through the use of recognized telecommunications, networking and/or industry standards. MiCTA and its membership also prefer products and services that are easily maintainable, expandable and upgradeable.

### 4.2. Allowable Use of The MiCTA Relationship

Vendors who successfully enter into a Master Service Agreement with MiCTA will be given direct access to MiCTA's membership for the purpose of selling products and services specifically governed by the MSA. Successful vendors may not use this access as a means to sell, promote or offer services that are not governed by their MSA.

With MiCTA's agreement, new products and services that are developed or made available following the execution of a MSA may be added or appended to the MSA during the contract period. MiCTA may assist in the introduction and promotion of these products and/or services as agreed upon, and sales of these products and services will incur a commission identical to that agreed upon in the MSA. Violations of this provision may result in the termination of the MSA.

Vendors may neither make sales contact with MiCTA Members, nor begin any billable work on a Member's project under this RFP until execution of the MSA is complete. Members will not be responsible for payment of a Vendor's invoice for work completed under the terms of this RFP until the Vendor has fully and properly executed a MiCTA MSA and a Member Participation Agreement (described in the following section) with the Member.

Eligible organizations that are not MiCTA members must become MiCTA members to purchase under the MiCTA MSA. The vendor agrees to refer all non-MiCTA members that wish to purchase under the MiCTA MSA to MiCTA to register as members prior to the execution of a sales agreement based on the MiCTA MSA.

**Vendors are expressly prohibited from offering MiCTA pricing and MiCTA purchasing benefits negotiated by MiCTA under its programs to non-MiCTA members for the duration of the MSA.**

## 5. Member Participation Agreements

Under the MiCTA MSA, MiCTA members will negotiate a Member Participation Agreement (MPA) with the successful vendor. MPAs are separate agreements between successful vendors and MiCTA members. Except as described in this RFP, MiCTA is not a party to MPAs negotiated between its members and its vendors.

MPAs are legal binding contracts to provide specific products and services under this MiCTA MSA. The MPA defines the additional purchasing terms and conditions sought by the Member, the vendor or both parties.

All MPAs are negotiated between the Member and the Vendor directly. Each member may seek terms or conditions that are unique to their particular circumstances, in addition to terms found in the MSA.

MPAs typically specify additional terms and conditions that can include, but are not limited to:

- Subcontractor selection terms
- Funding contingencies
- Multi-year agreements
- Performance bonds
- Insurance requirements
- Payment reserves
- Member invoice terms
- Freight and shipping terms
- Member governing laws
- Confidential personal and financial information
- Financial stability demonstrations
- Indemnification
- Member project schedules
- Alternate product sourcing requirements and preferences
- Member service conditions
- Site survey requirements
- The use of new and/or pre-owned equipment
- Installation services
- Hardware/software compatibility
- System acceptance
- Title and risk allocation
- Warranties and guarantees on hardware, software and workmanship
- Service Level Agreements (SLA)
- Liquidated damages
- Firm order cancellation or termination terms
- Participation contract terminations

## 6. Definitions – for the purpose of this RFP, the following definitions apply

- 6.1. PC (Angled Physical Contact) – A class of singlemode fiber-optic connector in which the face of the optical fiber is beveled to reduce internal reflections and increase return loss.
- 6.2. BDA (bi-directional amplifier). - A two-way amplifier used to increase signal power in both directions of a two-way signal path. For in-building applications, a BDA is commonly, though not exclusively, used with antennas and feed line to amplify the over-the-air signal between subscribers and a nearby BTS. (Also known as signal booster)
- 6.3. BSC – base station controller – Mobile network equipment which manages the BTS, its connection to the switched network, and its relationship with adjacent BTS's. It handles mobile network functions such as RF channel management, roaming, and call set-up.
- 6.4. BICSI – The Building Industry Consulting Service International, Inc.
- 6.5. BTS (base transceiver station) – Mobile network equipment that provides the bridge between the wired communication network and the wireless subscriber. BTS functions typically include RF transmission and reception, spectrum filtering, and amplification. (AKA, Base Station)
- 6.6. DAS (distributed antenna system) – A network of antennas, cables, transceivers, amplifiers, and repeaters used to provide and/or improve communications between a mobile subscriber and a BTS. The BTS connection can be over-the-air to a nearby “cell tower” or wired to a BTS dedicated to the DAS.
- 6.7. FCC - Federal Communications Commission
- 6.8. Femto technology/Femtocell – A small, low-power BTS that connects to the wireless service provider’s network via an Internet-connected broadband network.
- 6.9. IDAS – Indoor distributed Antennas System (See DAS)
- 6.10. GPS - Global Positioning System – A network of satellites that transmits highly accurate time announcements. Specialized receivers can use the relative delay in the announcements from multiple satellites to calculate their location. GPS is used in some in-building applications to identify system location for E911 and/or coordination with surrounding BTS's.

- 6.11.** IDF (Intermediate Distribution Frame) - A telecommunications facility, which, in DAS applications, commonly hosts the equipment which converts the communications signals between optical fiber and RF.
- 6.12.** LC - A common small form factor optical fiber connector.
- 6.13.** LMR (land mobile radio) – A category of wireless communications devices designated by the FCC for use in mobile, ground-based communications systems. Common applications include public safety, public works, and private fleets, among others.
- 6.14.** LTE (long term evolution) – A broadband mobile communications standard based on the earlier GSM/UMTS standards. LTE offers higher data rates and greater flexibility than preceding standards.
- 6.15.** MDF (main distribution frame) (MDF) - A telecommunications facility which, in DAS applications, hosts the equipment which receives the RF communication signals from the BTS. (AKA, Head End)
- 6.16.** MME (mobility management entity) – The main control node of an LTE network, responsible for functions such as subscriber activation, deactivation, and gateway selection.
- 6.17.** NEC (National Electrical Code) – NFPA-70, a standards document of the National Fire Protection Association for the safe installation of electrical systems. The NEC has been adopted in whole or in part by the code enforcement agencies of many jurisdictions.
- 6.18.** NEMA (National Electrical Manufacturers Association) - An association of electrical equipment and medical imaging manufacturers in the United States. NEMA develops standards related to the performance, safety, and compatibility of electrical equipment.
- 6.19.** NFPA (National Fire Protection Association) - An international organization best known for development and publication of standards intended to minimize fire-related risk.
- 6.20.** ODAS - Outdoor distributed antenna system (See DAS)
- 6.21.** RF (Radio Frequency) - Electromagnetic radiation in the frequency range between 3kHz and 300Ghz.
- 6.22.** RU (Rack unit) - A commonly-used unit of equipment rack measurement, equal to 1.75 inches. Most rack-mounted equipment is dimensioned in integer numbers of rack units.



- 6.23. SC – A common fiber-optic connector for form factor.
- 6.24. SDO (standards development organization) – An organization whose primary activities involve developing and disseminating technical standards addressing the common needs of affected adopters.
- 6.25. WSP (wireless service provider) – A company with which mobile wireless subscribers contract to provide communications service. (AKA, Cellular Carrier).

## 7. Distributed Antenna Systems (DAS)

MiCTA seeks to identify qualified contractors who can provide complete Distributed Antenna Systems services. MiCTA's membership is national; however we anticipate that responding vendors will provide DAS services primarily on a statewide or regional basis. As stated earlier in this RFP, MiCTA seeks to negotiate MSAs with multiple vendors, provided that the responses we receive are acceptable to the Evaluation Committee.

**There is no requirement that responding vendors provide these services nationwide.**

### 7.1. General

The minimum requirements and the specifications for the Services, as well as certain requests for information to be provided by Vendor as part of its proposal, are set forth below.

The Member may consider alternate proposals utilizing other technologies and/or business models.

MiCTA assumes that the proposed DAS network will consist of microcellular nodes (microcells) located in a designed pattern to provide a high quality RF signal presence in the required areas. Centralized hub equipment is expected to interconnect the nodes and distribute the wireless carrier's RF signal via Member-owned fiber-optic cable. The architecture is presumed to be comprised of multi-protocol, frequency-independent microcellular nodes. Within each microcell, each wireless carrier will be afforded their individual RF signal path(s) allowing as much autonomy as possible. The microcells will be connected to a centralized "Hub" or "Base Station" location, where the wireless carriers connect to their specific base station electronics. The solution shall be flexible enough to extend a variety of spectrum allocations to the node groups. The Hub shall scale to support multiple base stations. The microcell's wide-area distribution shall appear logically to

resemble a “horizontal macro tower” with access shared amongst multiple wireless carriers.

## **7.2. Minimum Requirements**

Each Proposal must include information that clearly indicates that the Vendor meets each of the following minimum qualification requirements

- 7.2.1.** The DAS should be capable of providing ubiquitous and robust outdoor wireless coverage for all current and future cellular carrier frequencies and maximum in-building wireless penetration on and around the Member’s campus.
- 7.2.2.** The DAS must accommodate any commercial wireless carrier on Member property to enhance coverage, especially in-building penetration, and network capacity.
- 7.2.3.** The DAS shall be designed such that alarm and status information is available to the Member and the wireless carriers.
  - 7.2.3.1.** This alarm and status information, along with configuration information and records of maintenance actions shall be maintained in a historical database.
  - 7.2.3.2.** Each wireless carrier shall have the ability to view alarms and control key network/equipment parameters so that it can optimize the performance of its portion of the network...
- 7.2.4.** The Contractor shall initiate corrective actions including field dispatch and keep wireless carriers contacts and Member informed of problem and resolution status
- 7.2.5.** The DAS Contractor shall provide the Member documents of yearly signal strength surveys in order to verify the continued performance of the network (at the same resolution or greater as specified for original surveys).

## **7.3. Additional Questions and Requests for Information Specific to this RFP**

Vendor must respond to the following questions and submit the following information as part of Vendor’s proposal

### **7.3.1. Requests for Information**

#### **7.3.1.1. Design and Installation**

- 7.3.1.1.1.** Describe Vendor’s overall strategy for selecting the proposed type of project design and equipment for the project, including the ability to meet the needs of new technologies and geographic requirements as they arise.

**Vendor Response:**

**7.3.1.1.2.** Describe the DAS design including link budgets, fiber route designs and distance limitations, equipment specifications (e.g. IMD, reliability, environmental), and any other information that is pertinent to a project design.

**Vendor Response:**

**7.3.1.1.3.** Vendor will be asked to provide on an individual case basis (ICB) by a Member detailed information as to the type and amount of fiber optic cable required to support the DAS both initially and with reasonable expected growth.

**Vendor Response:**

**7.3.1.1.4.** Describe the electrical, HVAC, floorspace, weight loading, and access requirements for the project design including the potential use of either AC or DC power.

**Vendor Response:**

**7.3.1.1.5.** Describe Vendor's equipment and fiber maintenance plan giving specific consideration as to how Vendor intends to preserve the condition of the equipment and fiber used in the project over the term of the agreement.

**Vendor Response:**

**7.3.1.1.6.** Explain fiber transport characterization, failure identification, analysis and repair for MTBF compliance. Contractor shall identify any desired fiber path diversity.

**Vendor Response:**

**7.3.1.1.7.** List any and all RF frequencies Proposer is licensed to transmit in the area to be covered.

**Vendor Response:**

**7.3.1.1.8.** Indicate the method and procedures for implementation testing and acceptance.

**Vendor Response:**

**7.3.1.2. Operations and Maintenance**

**7.3.1.2.1.** Describe the typical roles and responsibilities for operating, monitoring, and maintaining the DAS.

**Vendor Response:**

**7.3.1.2.1.1.** Contractor responsibilities

**Vendor Response:**

**7.3.1.2.1.2.** Member responsibilities

**Vendor Response:**

**7.3.1.2.1.3.** Wireless carrier responsibilities

**Vendor Response:**

**7.3.1.2.2.** Describe how you plan to develop wireless carrier use of the DAS carriers in a reasonable time to ensure the success of the program.

**Vendor Response:**

**7.3.1.2.3.** Describe your ability to manage the system 24 x 7 x 365

**Vendor Response:**

**7.3.1.2.4.** Describe the methodology used to resolve technical issues among participating DAS wireless carriers.

**Vendor Response:**

**7.3.1.2.5.** Explain how Vendor will respond to emergencies and network failures including response time and escalation procedures.

**Vendor Response:**

7.3.1.2.6. Describe the redundancy, resilience, and survivability of the proposed DAS and all its components

**Vendor Response:**

7.3.1.2.7. Describe the aspects of the DAS that may be independently and/or autonomously controlled by a wireless carrier through the Contractor.

**Vendor Response:**

7.3.1.2.8. List the location(s) of any “network operations center” or equivalent monitoring center

**Vendor Response:**

**7.3.1.3. Future Technology Issues**

7.3.1.3.1. Describe how proposed DAS can be leveraged for internal building coverage including representative plans/equipment costs.

**Vendor Response:**

7.3.1.3.2. Describe how the proposed DAS may be upgraded/scaled to support wider geographic or remote areas and new and/or more advanced technologies.

**Vendor Response:**

7.3.1.3.3. Describe how Vendor plans to acquire licenses as new frequencies become required.

**Vendor Response:**

7.3.1.3.4. Describe how the proposed DAS may assist in providing 802.16 services (which use both licensed and unlicensed spectrum).

**Vendor Response:**

**7.3.1.4. Business Information**

7.3.1.4.1. Make a brief statement as to your overall business strategy and why your company is qualified to meet the Member's goals.

**Vendor Response:**

7.3.1.4.2. Describe your business models for building and operating a campus DAS that have had proven success for other organizations and all interested wireless carriers.

**Vendor Response:**

7.3.1.4.3. Describe any business Vendor has done with any and all wireless carriers at either a regional or corporate level including a description of deployed networks.

**Vendor Response:**

7.3.1.4.4. Describe in detail Vendor's plan for installing the DAS and acquiring the rights to use required infrastructure needed in the time available.

**Vendor Response:**

7.3.1.4.5. Recommend an evaluation and assurance process to ensure quality of service for DAS and for carriers.

**Vendor Response:**

7.3.1.4.6. Explain how you evaluate, decide and fund upgrades for the DAS.

**Vendor Response:**

7.3.1.4.7. Describe any financial and performance risk contingencies that will ensure that poor implementation, poor configuration, or otherwise faulty or inadequate performance of the systems is corrected with minimum impact to the DAS project.

**Vendor Response:**

7.3.1.4.8. List any other consultants/vendors capable of operating the DAS proposed.

**Vendor Response:**

- 7.3.1.4.9. Provide a list of Offeror's Master Agreements with wireless operators and their reference contacts, Offeror's existing networks on air (and length of time on air), and Offeror's largest network contract received.

**Vendor Response:**

**7.4. Scope of Work**

Contractor will provide the following services to Members:

**7.4.1. Design DAS**

- 7.4.1.1. Conduct a spectrum analysis of current RF usage to determine impact on proposed system and produce a report to the Member

**Vendor Response:**

- 7.4.1.2. Engineer and provision fiber transport based on existing and planned routes, as specified by the Member. If applicable, the Contractor shall design and document the implementation of "laterals" where new fiber must be routed to the DAS electronics point of interconnect, and the implementation termination electronics.

**Vendor Response:**

- 7.4.1.3. Provide detailed planning maps that precisely indicate areas requiring RF signal enhancement (including internal building coverage), detailed maps of the new predicted coverage levels, and related systems design review documents.

**Vendor Response:**

- 7.4.1.4. Specify location type and characteristics of all interface points for equipment, signals, frequency, bandwidth, wavelength, and roles and responsibilities of process sufficient to clearly produce reliable electrical, mechanical & process interaction through all systems integration and operations.

**Vendor Response:**

- 7.4.1.5. Clearly identify network interfaces in all system drawings and as-built drawings, and supported with clear documentation of the electrical, mechanical and performance specifications of both sides of the interface.

**Vendor Response:**

- 7.4.1.6. Document standard test methods and procedures for common implementation testing and acceptance at each.

**Vendor Response:**

- 7.4.1.7. Provide clear detail of fault, performance and configuration tool interactions with a Network Management System (NMS), allowing accurate information distribution across the NMS. Details regarding Contractor's NMS must be provided during the design review checkpoint.

**Vendor Response:**

**7.4.2. Acquire and install the DAS**

- 7.4.2.1. Provide a flowchart indicating the roles and responsibilities of all anticipated and assumed participants in the process, including, but not limited to, procurement, engineering, deployment, integration and operation of the completed system. Interfaces between the individual participants shall be identified and described.

**Vendor Response:**

- 7.4.2.2. Describe unescorted access requirements to the campus including any office, storage, parking (including but not limited to construction trailers), etc.; and security precautions implemented by your firm.

**Vendor Response:**

- 7.4.2.3. Include all necessary antennas, RF cables, mounting, electronics, fiber interconnections, power systems, software, and other equipment for a fully operational and manageable wireless infrastructure to support wireless carrier operations.



**Vendor Response:**

**7.4.2.4.** Following implementation, the Contractor shall provide documentation of measured signal levels for acceptance by the Member. The resolution of the survey will be specified by the Member.

**Vendor Response:**

**7.4.3. Market, negotiate and execute agreements with all interested licensed wireless carriers (with Member approval)**

**Vendor Response:**

**7.4.4. Operate and maintain DAS at an industry standard wireless carrier service level.**

**Vendor Response:**

**7.4.4.1.** All configurations requested herein involve interaction between the Member and Contractor. The Contractor shall commit to rapid resolution of any inter-system interference at the RF level, the digital signaling levels, or in mechanical or electrical connections. The Contractors shall provide a statement of interference resolution for RF Interference, Electrical Mechanical Interference, Digital and/or Optical Interference.

**7.5. Vendor System Testing**

Describe your organization's testing and certification process for completed networks and network segments. Minimally, your response should include information about:

- Basic function testing
- Technical performance/certification
- Capacity testing

**Vendor Response:**

Specify your organization's acceptable testing results for each of the areas noted above. Indicate how acceptable performance is verified prior to turning over the system, service and/or equipment to the member.

**Vendor Response:**

Indicate how the member will be involved in your system testing and evaluation processes.

**Vendor Response:**

Do you provide written documentation of acceptable testing results to the member?

**Vendor Response:**

How are component or system failures that occur during testing addressed?

**Vendor Response:**

**7.6. Member Acceptance Testing**

Under the terms of a MSA, MiCTA Members will be permitted an acceptance testing window of 30 days, during which problems or issues arise that may not have surfaced during the vendor system testing period.

**Vendor Response:**

Explain how issues of non-performance that arise during the member acceptance testing period will be addressed.

**Vendor Response:**

Identify the recourse members have if disagreements regarding the acceptable performance of the system, service or equipment cannot be addressed to the member's satisfaction.

**Vendor Response:**

**7.7. Service Level Agreements (SLA)**

Do you offer any service level agreements (SLA) related to DAS or Small Cell, either included as part of a services agreement or as part of a maintenance agreement? If yes, please attach a copy of your standard SLA. Clearly label it **Attachment 6.7** and place it in the Attachments section of your response.

**Vendor Response:**

If you offer an SLA or an optional maintenance agreement, please answer the following questions. Otherwise, please respond to the next section of this RFP.

**Vendor Response:**

Describe your organization's escalation procedures.

**Vendor Response:**

What triggers an escalation under your organization's SLA?

**Vendor Response:**

Describe the support that is available to assist with escalated issues under your SLA.

**Vendor Response:**

Indicate the recourse available for breach of the SLA.

**Vendor Response:**

**7.8. Severability of Project Components**

Some MiCTA members may be capable of completing portions of a project design. Will the vendor work with the member to determine which project elements, if any, the member will take responsibility for completing?

**Vendor Response:**

**7.9. Subcontractors, Contracted Employees, Project Team**

Describe your use of subcontractors. Do you use subcontractors DAS/Small Cell? How do you select subcontractors? What work do subcontractors typically perform? Who is responsible for the direct management of your subcontractors?

**Vendor Response:**

Does your organization provide all project services using permanent employees? If not, which portions of a project do contracted personnel typically perform?

**Vendor Response:**

Please identify the essential project personnel (by role) that would be assigned to a DAS and/or Small Cell project.

**Vendor Response:**

Please identify the average number of years of industry experience your essential project personnel have.

**Vendor Response:**

Please identify the professional certifications and/or licenses currently held by key project personnel.

**Vendor Response:**

Are all of your equipment installers manufacturer-certified for the installation of the products you recommend/install?

**Vendor Response:**

#### 7.10. Geographic Limitations and Service Areas

Describe your geographic limitations as they relate to providing DAS and Small Cell services.

**Vendor Response:**

#### 7.11. Project Design

Please describe your organization's process for preparing an initial project design.

**Vendor Response:**

How will design requirements and recommendations be communicated to the member?

**Vendor Response:**

How will changes that affect the cost of a project be communicated to the member?

**Vendor Response:**

## 8. Distributed Antennae Equipment

This section is for DAS equipment only for institutions that wish to complete their own installations or those that wish to outsource the installation yet purchase their own equipment.

8.1. The vendor is to provide a list of all of the equipment components available along with a list price and MiCTA discounted price.

**Vendor Response:**

8.2. The vendor is to specify discount levels for any components that could be added to the system in the future.

**Vendor Response:**

8.3. Are there any manufacturer certifications required to install the equipment?

**Vendor Response:**

8.4. What training is available from the manufacturer to install, test and maintain the equipment? What is the cost of the training? When and where is it provided

**Vendor Response:**

8.5. What are typical lead times for equipment ordered?

**Vendor Response:**

## 9. Small Cell

Describe solutions offered for Femtocells.

9.1. Standalone consumer grade Femtocells

**Vendor Response:**

9.2. Which carriers and wireless service providers are supported? (i.e. AT&T 3G, AT&T 700MHz LTE, AT&T AWS LTE etc...)

**Vendor Response:**

9.3. How many users are supported on each Femtocell?

**Vendor Response:**

9.4. Is external GPS antennae supported?

**Vendor Response:**

9.5. Enterprise grade small cell design that supports roaming between small cells

**Vendor Response:**

## 10. Specialty Services and Applications

### 10.1. Professional Services

This section should be completed by organizations that intend to provide professional services such as:

- Engineering services
- Network design services
- Security consulting
- Training
- Consulting services, not otherwise listed

**10.1.1.** Describe in detail the professional service(s) in your proposal.

**Vendor Response:**

**10.1.2.** Specify the benefits these services will provide and who would best benefit from these services

**Vendor Response:**

**10.1.3.** Identify the qualifications of the individuals or organizations that will provide these services. Provide a copy of any professional certifications, licenses or credentials, and identify the source of the certification, licensure or credentials. Label these as Attachment 8.1.3 and place them in the Attachments section of your proposal.

**Vendor Response:**

**10.1.4.** Describe any performance guarantees or Service Level Agreements that may be included in your offer.

**Vendor Response:**

**10.1.5.** Identify any professional liability insurance coverage the offeror currently has. Identify the underwriter, coverage limitations, the length and expiration of the current policy, and all policy exclusions.

**Vendor Response:**

**10.1.6.** Describe how the costs are calculated (flat rate/hourly rate – not to exceed value). Do not include actual cost information here. Actual costs and rates must be disclosed only in your sealed cost proposal.

**Vendor Response:**

**10.1.7.** Indicate any geographical limitations of the proposed professional services.

**Vendor Response:**

**10.1.8.** What reports are provided the Member as part of the service?

**Vendor Response:**

**10.2. Power Backup and Emergency Power Systems**

MiCTA seeks to negotiate purchase contracts for large-scale power backup systems. The systems sought are those that are appropriate for use in computing center data

rooms, and those systems that can provide emergency or backup power for campus buildings, hospitals and other similar facilities. Members may require design and/or installation assistance on these systems. We are not seeking desktop computer backup systems at this time.

- 10.2.1.** Please describe your organization's ability to provide large-scale power backup or emergency power systems. Indicate how long your organization has provided this service.

**Vendor Response:**

- 10.2.2.** Please describe any geographic limitations or constraints on your ability to provide these products and services to MiCTA members.

**Vendor Response:**

- 10.2.3.** Please describe in detail the types of power back-up and emergency power systems you offer.

**Vendor Response:**

- 10.2.4.** Please describe in detail the type of professional design and installation services your organization offers with regard to these systems.

**Vendor Response:**

- 10.2.5.** Please attach any product or service literature regarding these services to your response. Clearly label them Attachment 8.2.5 and place them in the Attachments section of your response.

**Vendor Response:**

**10.3. Extended Warranty and Maintenance Services**

- 10.3.1.** Does your offer include extended warranty services and/or maintenance services?

**Vendor Response:**

- 10.3.2.** If yes, please answer the following questions.

**Vendor Response:**

- 10.3.3.** Indicate the terms of your extended warranty program.

**Vendor Response:**

**10.3.4.** Identify the extended warranty or maintenance services your organization provides

**Vendor Response:**

**10.3.5.** Attach a copy of the extended warranty agreement(s) and/or standard maintenance contract. Clearly label this Attachment 8.3.5 and place in the Attachments section of your response.

**Vendor Response:**

**10.4. Miscellaneous Services**

If your organization offers other services that provide alternative technical solutions that this RFP has not specifically sought, or that respond to a niche technology need in the market place, we invite you to describe these services here. This section is an appropriate place to offer managed services, specialty applications and similar technology products and services.

**10.4.1.** Describe the product or service in detail

**Vendor Response:**

**10.4.2.** Describe the target audience for this product or service

**Vendor Response:**

**10.4.3.** Indicate the length of time your organization has provided this product or service.

**Vendor Response:**

**10.4.4.** Indicate any geographical or technical limitations that affect your product or service.

**Vendor Response:**

**10.4.5.** Indicate any technical requirements a Member must meet to adopt this product or service.

**Vendor Response:**



**10.4.6.** Describe how the cost of the product or service would be calculated.  
Do not include cost information in this section.

**Vendor Response:**

**10.4.7.** Attach any product or service literature that explains the offer. Clearly label this as Attachment 8.4.7 and place it in the Attachments section of your response.

**Vendor Response:**

## 11. Pricing

Respondents are asked to provide pricing for all services included in the offer. To provide pricing information, create an Excel spreadsheet and identify all items in the offer as follows:

- A description of the product or service
- The vendor's standard price/rate for the service
- The discount from the standard price/rate, expressed as a percentage
- The vendor's price/rate to MiCTA members
- Any additional volume/quantity discounts that may apply

An example of the suggested format is provided below:

Item/Service	Unit Cost	Proposed Discount	MiCTA Unit Cost	Additional qty discounts

The cost proposal should be placed in a separate, sealed envelope marked **COST PROPOSAL**. Additionally, an electronic version of the pricing proposal should be included on the proposal CD, as described on pages 9-10 of this document.

## 12. Vendor Profile

The Vendor Profile will describe the vendor, subsidiary or division that will provide the services and/or equipment solicited as part of this RFP. Please provide complete, concise responses for all sections of the profile. Include additional information that highlights the vendor's competitive advantages and expertise. Vendors should provide a brief rationale for non-responses. The Evaluation Committee reserves the right to verify profile information through a Clarification Request or other means as necessary.

### 12.1. Company Profile

Company: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Operates as:  Privately-Held  Partnership  Corporation / Incorporated in State of: \_\_\_\_\_

Street Address: \_\_\_\_\_ Mail Stop/PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

URL: \_\_\_\_\_

Are you a current or previous MiCTA Vendor? \_\_\_\_\_

If yes, under which MSA? \_\_\_\_\_

Company Dun & Bradstreet Number: \_\_\_\_\_ Year Joined: \_\_\_\_\_

Total number of employees as of December 31, 2013: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time

Percent of employees dedicated to proposal response areas: \_\_\_\_\_% - FT \_\_\_\_\_% - PT

Total number of customers as of December 31, 2013: \_\_\_\_\_

% growth over previous year: \_\_\_\_\_%

Company has been in the proposal response area(s) providing products, services, equipment, support and training for a minimum of five (5) years:  Yes  No

If no, specify the number of years Company has been offering products and services in the proposal response area(s): \_\_\_\_\_

Parent Company: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Total number of employees as of December 31, 2013: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time

Headquarters Located In - City: \_\_\_\_\_ State: \_\_\_\_\_

Identify All Subsidiaries (Insert lines for additional listings):

Subsidiary	Year Founded	# of Full-Time Employees
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### 12.2. Business Background:

Market Share: Identify what percentage of Vendor's current overall business is from the following non-profit market segments:

Education – including K-12 / Higher Education: \_\_\_\_\_%

Libraries \_\_\_\_\_%

Government Agencies – Local/State/Federal: \_\_\_\_\_%

Religious Organizations: \_\_\_\_\_%

Healthcare Facilities: \_\_\_\_\_%

Charitable Organizations: \_\_\_\_\_%

Public Sector Non-Profits: \_\_\_\_\_%

Vendor Affiliations: Identify any current strategic partnerships or alliances with other technology and/or educational consortia that may benefit the Members and any resulting RFP agreements, date joined, and whether the relationship is current or expired:

Partner / Affiliation Name	Membership Date
Current/Expired	

_____	
_____	
_____	

**12.3. Revenue As Percent of Sales:**

Vendors are required to identify their annual gross revenue and net profit as a percent of sales for the following:

	Annual Gross Sales	Net Profit	% of Sales
FY 2013:	\$ _____	\$ _____	_____%
FY 2012	\$ _____	\$ _____	_____%
FY 2011:	\$ _____	\$ _____	_____%

**12.4. Company Minority Status:**

Is the company:  Minority Owned  Woman Owned  HubZone Other \_\_\_\_\_

Certified as a disadvantaged business with a state or federal entity?  Yes  No

If certification is currently active, provide the following:

Issuing Agency(s)	Certification Number	Date Issued	Date Expires
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___

Company has an Affirmative Action Plan currently in place:  Yes  No

If yes, is the plan certified by a state/federal department/division of civil rights?  Yes  No

**12.5. Federal Universal Service Fund (USF) Participation:**

Vendor has current Federal USF Certification(s):  Yes  No

Vendor will provide a copy of the USF Certification(s) upon request:  Yes  No

Provide Vendor’s current USF Service Provider Identification Number(s) (SPIN):

Company Division/Product Category	Current SPIN Number	Expiration Date
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___

**12.6. Vendor’s Assigned Personnel:**

If the vendor submits a successful proposal, the vendor will need to identify the MiCTA Account Representative during the Master Service Agreement negotiations. If that person is not yet hired, the vendor must provide a timeline for hiring a qualified account representative. In addition, the Vendor certifies that all staff members assigned the MiCTA account will be:

Proficient in English – both spoken and written:  Yes  No

A United States citizen:  Yes  No

If no, Vendor will require staff member(s) to maintain compliance with Immigration and Naturalization Service (INS) regulations for employment eligibility:  Yes  No

Vendor will guarantee any assigned staff member, who is a non-U.S. citizen, will retain current INS eligibility throughout their assignment with the MiCTA program:  Yes  No

## 12.7. Signatures

I guarantee the truth and accuracy of all statements made and all information provided here. By completing and signing this proposal, I affirm that I have the legal authority to bind the company to all requirements, terms, and conditions of this RFP. I also authorize the pricing provided in this proposal for all products and services offered to MiCTA and its membership.

Company Name: \_\_\_\_\_

Officer's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 13. Vendor References

### 13.1. Vendor's Financial References

All vendors, including those classified as public or private entities, are required to provide, as part of the submitted proposal response, appropriate copies of all financial requirements listed below, banking references, and auditing firm information.

Additionally, vendors are required to provide the financial records listed below for its subcontractor(s) who will provide products and/or services and invoice Members directly. Vendors, assuming financial responsibility for its subcontractors, must attach an authorizing letter stating the Vendor accepts all financial responsibility and liability for the subcontractors listed. Subcontractors referenced in the Vendor's letter are not required to submit financial records.

Please provide:

Last three (3) fiscal years audited financial reports, which must include Income Statements and Balance Sheets, with certification by an independent auditor. Vendor should be prepared to provide 5 years' worth of financial reports at the request of MiCTA. Alternately, the Vendor may provide copies of the Vendor's published Annual Report for 2011, 2012, and 2013. Vendor's Form 10K is not an acceptable substitute for the requested financial reports.

- All quarterly reports since the publication of the last audited financial statements or Annual Report if most recent fiscal year is currently incomplete
- Security and Exchange Commission Certification Reports – verification that Vendor has filed SEC Certification Reports for fiscal years 2011, 2012, and 2013, which acknowledges in all material respects Vendor's financial affairs have been accurately reported to the SEC.
- Current Dun & Bradstreet or Credit Bureau report, which must be the original report issued by the reporting company – copies are not acceptable
- Major Supplier Credit Level – submit a copy of authorizing letter(s) from either Vendor's suppliers or bank documenting Vendor's credit level with its major suppliers
- Federal Bankruptcy Proceedings – submit a description of any bankruptcy proceedings, including filing date, chapter type, and disposition, as filed by the Vendor or their subsidiaries, suppliers/subcontractors, or manufacturers from whom products and/or services will be provided to Members
- Mergers, Buyout or Acquisitions – identify, to the best of your knowledge, whether the company or vendor's subcontractors are currently under consideration for either mergers, buyouts or acquisitions that would directly impact any agreement with MiCTA, and describe vendor's procedure to address a Master Agreement under these circumstances



### 13.2. Vendor's Banking References:

Vendors are required to provide a list of their banking references. MICTA and the Evaluation Committee reserve the right to contact all references during the reference verification process. The resulting verification scores will become part of the final evaluation criteria process. If a signed release is required to contact the banking references, Vendor is required to attach a copy of the signed release document as part of the RFP response.

Bank Name 1: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Bank Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Services: \_\_\_Checking Account \_\_\_Savings Account \_\_\_Line of Credit

Loans: \_\_\_Secured and/or \_\_\_Unsecured \_\_\_Property Mortgage

Bank Name 2: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Bank Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Services: \_\_\_Checking Account \_\_\_Savings Account \_\_\_Line of Credit

Loans: \_\_\_Secured and/or \_\_\_Unsecured \_\_\_Property Mortgage

Bank Name 3: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Bank Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Services: \_\_\_Checking Account \_\_\_Savings Account \_\_\_Line of Credit

Loans: \_\_\_Secured and/or \_\_\_Unsecured \_\_\_Property Mortgage

### 13.3. Vendor's Auditors:

Vendors are required to submit the name(s) of their current and prior auditing firm(s), and contact information. MICTA and the Evaluation Committee reserve the right to contact Vendors' auditing firm during the financial evaluation as circumstances dictate. The resulting verification scores will become part of the final evaluation criteria process. If a signed release is required to contact the auditing firm(s), Vendor must attach a copy of the signed release document as part of the RFP response.

Current Auditing Firm: \_\_\_\_\_

Number of year's firm has conducted Vendor's audits: \_\_\_Year Expires (MM/YY): \_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Previous Auditing Firm: \_\_\_\_\_

Number of year's firm has conducted Vendor's audits: \_\_\_Year Expired (MM/YY): \_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Reason for not retaining: \_\_\_\_\_

Previous Auditing Firm: \_\_\_\_\_

Number of year's firm has conducted Vendor's audits: \_\_\_Year Expired (MM/YY): \_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Reason for not retaining: \_\_\_\_\_

### 13.4. Customer References

Vendors are required to submit a list of their customer references by completing the following attachment. The Evaluation Committee will be the ultimate judge of the acceptability of all references and may request the vendor to provide additional references. Vendor may submit a reference listing generated from their system as long as it includes all the information requested below and is in an easily readable format.

Customer references must include a minimum of 3 current customers with purchase agreements awarded and begun within the last 12-months. Additionally, 3 customer references are required with completed projects and/or purchases completed within the last 24- months. References should be customers with a program developed similar in nature, size, and scope to that which a MiCTA member may request based on their market share.

The Evaluation Committee reserves the right to contact any or all of the references listed. If a signed release is required prior to the committee contacting references, Vendor is required to attach a copy of their completed and signed release document as part of the RFP response. Potential references refusing to agree to speak with an Evaluation Committee representative should not be included, and alternate reference sources provided.

### 13.5. Current Customer References:

Reflects projects and/or purchases awarded and begun within the last 12-months:

**Customer Name 1:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Products or Services Provided \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Project Estimated Dollar Value: \$\_\_\_\_\_

Project Came In On Budget: \_\_\_Yes \_\_\_No

Successful Contract Completion: \_\_\_Yes \_\_\_No

Authorization received for MiCTA to contact customer directly: \_\_\_Yes \_\_\_No

Customer Coordinator: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Customer Technician: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ E-Mail: \_\_\_\_\_

**Customer Name 2:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Products or Services Provided \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Project Estimated Dollar Value: \$\_\_\_\_\_

Project Came In On Budget: \_\_\_Yes \_\_\_No

Successful Contract Completion: \_\_\_Yes \_\_\_No

Authorization received for MiCTA to contact customer directly: \_\_\_Yes \_\_\_No

Customer Coordinator: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Customer Technician: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ E-Mail: \_\_\_\_\_

**Customer Name 3:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Products or Services Provided \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Project Estimated Dollar Value: \$\_\_\_\_\_

Project Came In On Budget: \_\_\_Yes \_\_\_No

Successful Contract Completion: \_\_\_Yes \_\_\_No

Authorization received for MiCTA to contact customer directly: \_\_\_Yes \_\_\_No

Customer Coordinator: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Customer Technician: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ E-Mail: \_\_\_\_\_

### 13.6. Prior Customer References:

Reflects projects and/or purchases awarded and completed 12-24 months ago:

**Customer Name 1:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Products or Services Provided \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Project Estimated Dollar Value: \$\_\_\_\_\_

Project Came In On Budget: \_\_\_Yes \_\_\_No

Successful Contract Completion: \_\_\_Yes \_\_\_No

Authorization received for MiCTA to contact customer directly: \_\_\_Yes \_\_\_No

Customer Coordinator: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Customer Technician: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x\_\_\_\_\_ E-Mail: \_\_\_\_\_

**Customer Name 2:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Products or Services Provided \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Project Estimated Dollar Value: \$\_\_\_\_\_

Project Came In On Budget: \_\_\_Yes \_\_\_No

Successful Contract Completion: \_\_\_Yes \_\_\_No

Authorization received for MiCTA to contact customer directly: \_\_\_Yes \_\_\_No

Customer Coordinator: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Customer Technician: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Customer Name 3:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Products or Services Provided \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Project Estimated Dollar Value: \$ \_\_\_\_\_

Project Came In On Budget: \_\_\_Yes \_\_\_No

Successful Contract Completion: \_\_\_Yes \_\_\_No

Authorization received for MiCTA to contact customer directly: \_\_\_Yes \_\_\_No

Customer Coordinator: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Customer Technician: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x \_\_\_\_\_ E-Mail: \_\_\_\_\_

## 14. Master Service Agreement

To view a copy of the standard MiCTA Master Service Agreement, please click the link below (document may take a few moments to load). You will need to download the RFP document to open. It will not open while viewing in an internet browser.



MT-DSSA2015  
MSA.pdf

## Intent To Respond Form

### MiCTA 2015 DAS, Small Cell, Specialty Services and Applications (DSSA) RFP (#MT-DSSA)

\_\_\_\_\_ has received and reviewed the MiCTA 2015 DAS, Small Cell, Specialty Services and Applications (DSSA) Request For Proposals (RFP). We may submit a proposal response.

MiCTA will provide RFP updates only to those organizations that have provided MiCTA with updated contact information. Please ensure that our contact information for your organization is valid at all times during the RFP process.

#### Contact Information

The following individuals will serve as the primary contact for our organization.

##### Primary Contact:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

##### Secondary Contact:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

##### Legal Counsel:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ x \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL: \_\_\_\_\_

Please return This Form By 4:30 PM Friday, March 17th, 2015 to (989) 753-2655 or to [rfp@mictatech.org](mailto:rfp@mictatech.org). Submitting this form does not obligate you to respond to the RFP. Not submitting this form does not preclude you from responding.