**Request for Applications**

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS

Issue Date:  July 26, 2021

**Response Due Date: 4 pm CDT July 30, 2021**

**Background and purpose**

The Alabama Department of Economic and Community Affairs (ADECA) is seeking grant proposals from private providers interested in participating in a ‘covered partnership’ with ADECA for the National Telecommunications and Information Administration’s (NTIA) Broadband Infrastructure Program (BIP). Through BIP, ADECA seeks to extend broadband deployment to areas of the state that are currently unserved by sustainable 25/3 Mbps broadband coverage. ADECA anticipates selecting one applicant with a track record of providing high quality services and that has the capabilities to implement the proposed project in the required timeline. To this end, ADECA has consulted with CTC Technology & Energy—an engineer consulting company—to facilitate creation of materials for the application on behalf of the State to NTIA’s BIP.

ADECA will host an informational webinar review of this RFA and to answer questions potential applicants may have on July 26, 2021 at 4 p.m. Central Standard Time.

Webinar Details:

<https://zoom.us/j/91038427792?pwd=MlN4c05wTFVFR1RiNk5jN3ZlT2htQT09>

Meeting ID: 910 3842 7792  
Passcode: 502334

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Find your local number: <https://zoom.us/u/adEQmEWX4s>

**Anticipated Scope of Work:**

Applicants should review all details of the NTIA BIP program to ensure they understand and can comply with program rules and requirements. Information about the opportunity can be found online:

<https://broadbandusa.ntia.doc.gov/resources/grant-programs/broadband-infrastructure-program>

Applicants are required to provide the following information (all formatting should be in Word unless otherwise indicated) regarding their proposed project:

1. Administrative information
   1. SAM registration status and CAGE Code
   2. DUNS number/Unique entity identifier number
2. Description of the proposed partnership (Narrative)
   1. List of proposed partners and project collaborators and their scope of work
   2. One-page resumes of five key proposed project personnel
3. Information on the finished broadband project (Narrative and Data)
   1. Network and system designs with technical specifications and route miles
   2. Network diagrams
   3. Speeds or tiers of speeds and associated pricing
   4. Method of construction
4. Information on the proposed service area (Narrative and Data)
   1. Project routes in shapefile, .kmz, and .pdf format
   2. Site and aerial photographs of the project area (google earth is acceptable)
   3. A copy of any environmental or historic preservation review documentation that has been prepared in connection with obtaining permits or approval (optional)
   4. Information on how the project will comply with environmental and historic preservation requirements
   5. List of census blocks (or portions of census blocks) to be served
   6. Percentage of total unserved population by census block to be served by the project
   7. Number of unserved households, businesses, and community anchor institutions by census block to be served by the project
5. Project plan (Narrative)
   1. Major project activities
   2. Timelines for implementation including key development milestones
   3. Gantt chart of proposed timeline with milestones
   4. An inventory of current build materials, including orders placed or anticipated
6. Project costs (Narrative and Data)
   1. Itemized costs, including materials
7. Financial background information (Most recent)
   1. Balance sheets
   2. Income statements
   3. Statements of cash flows
8. Project sustainability (Narrative and Data)
   1. Proformas through one year period of performance, including:
      1. Revenue projections
      2. Expense projections
      3. Business plans
      4. Market projections, including take rate over the coming years and how that estimate was reached
   2. Documentation of third-party funding commitments for the proposed project, if any
   3. Scalability and future capacity to integrate next generation technology
   4. Other data demonstrating how the project will be sustained beyond award period
9. Previous aid (Table format)
   1. Information on previous grants, loans, or loan guarantees, if any
10. Description of labor standards, as applicable (Narrative)
    1. Labor standards
    2. Project labor agreements
    3. Community benefit agreements
    4. Local hire provisions
    5. Workforce plans and practices
11. Letter of commitment
    1. Letter of commitment from an authorized representative to ADECA, including the scope of work to be undertaken and its relevance to the project and its obligations and responsibilities to the proposed project and required compliance in the ‘covered partnership’

Additionally, applicants should review and state agreement to all Federal Award Administration Information contained in Section VI of the NOFO (See page 36). The NOFO is available at:

<https://broadbandusa.ntia.doc.gov/sites/default/files/2021-05/NTIA%20Broadband%20Infrastructure%20Grant%20Program%20NOFO.Final_.pdf>

**Table 1: Technical Requirements:**

|  |  |
| --- | --- |
| Capacity | Minimum 25/3 Mbps simultaneously to every household in the eligible service area; preference for 100/20 Mbps or better |
| Type of Service | Fiber to the premises |
| Latency | 95 percent or more of all peak period measurement of network round trip latency are at or below 100 milliseconds |
| Data Caps and Restrictions | No limitations on time of day; unlimited data |
| Customer Service | Available 8 a.m. to 5 p.m. Central time, seven days a week |

**Evaluation of proposals:**

Responses will be evaluated based on the following criteria:

1. Whether requested information was provided and the quality of that information
2. Ability to implement project in 1 year timeline
3. Affordability of service offerings
4. Technical capabilities as defined in Technical Requirements
5. Cost
6. Data caps or related technical parameters
7. Qualifications and track record

**Process and schedule:**

* Issue Request for Proposals: July 26, 2021
* Responses due: July 30, 2021 by 4 p.m. CDT
* Selection and notification of provider(s): August 2, 2021

Responses should be submitted, via email, to [hmills@ctcnet.us](mailto:hmills@ctcnet.us) by 4 p.m. CDT on July 30, 2021. Questions regarding this Request for Proposals can be directed to [hmills@ctcnet.us](mailto:hmills@ctcnet.us).

**General Terms:**

1. Nonresponsive Responses. Any response that does not satisfy requirements of this Request for Applications may be deemed non-responsive and may be disregarded without evaluation. Clarification or supplemental information may be required from any Respondent.
2. Rejection of Responses. ADECA reserves the right to reject any and all responses and cancel this Request if, in the exercise its sole discretion, it deems such action to be in its best interest.
3. Expenses of Response. ADECA will not compensate a Proposer for any expenses incurred in the preparation of a Response.
4. A response must include one original Disclosure Statement as required by Code Section 41-16-82, et seq., Code of Alabama 1975. Copies of the Disclosure Statement, and information, may be downloaded from the State of Alabama Attorney General’s web site at <http://ago.alabama.gov/Page-Vendor-Disclosure-StatementInformation-and-Instructions>.
5. The Final Terms of the Application/grant. Issuance of this Request for Applications in no way constitutes a commitment by ADECA to award a grant. The final terms of the application/grant for the service provider will be set out in a grant agreement which will be effective upon its acceptance by ADECA as evidenced by the signature thereon of its authorized representative. Provisions of this Request for Applications and the accepted Response may be incorporated into the terms of the grant should ADECA so dictate. Notice is hereby given that there are certain terms standard to commercial contracts in private sector use which the State is prevented by law or policy from accepting, including but not limited to indemnification and holding harmless a party to a contract or third parties, consent to choice of law and venue other than State of Alabama, methods of dispute resolution, waivers of subrogation and other rights against third parties, agreements to pay attorney’s fees and expenses of litigation, and some provisions limiting damages payable by a vendor.
6. Beason-Hammon Act Compliance. A grant resulting from this Request for Applicaions will include provisions for compliance with certain requirements of the Beason-Hammon Alabama taxpayer and Citizen Protection Act (Act 2011-535, as amended by Act 2012-491 and codified as Sections 31-13-1 through 35, Code of Alabama, 1975, as amended), as follows:

E-Verify Enrollment Documentation and Participation. As required by Section 31-13 -9(b), Code of Alabama, 1975, as amended, Contractor that is a “business entity” or “employer” as defined in Code Section 31-13-3, will enroll in the E-Verify Program administered by the United States Department of Homeland Security, will provide a copy of its Memorandum of Agreement with the United States Department of Homeland Security that program and will use that program for the duration of this contract.

Contract Provision Mandated by Section 31-13-9(k). By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

1. The Respondent must be registered to do business with the State of Alabama through the STAARS Vendor Self-Service (“VSS”), if selected. For more information, visit VSS at <http://procurement.staars.alabama.gov>.