



(719) 689-2988 [www.co.teller.co.us](http://www.co.teller.co.us) Fax (719) 689-3268  
P.O. Box 959 Cripple Creek, CO 80813

## **REQUEST FOR PROPOSAL - RFP**

### **SECTION 1: INTRODUCTION AND BACKGROUND**

#### ***1.00 DEFINITIONS FOR PROPOSAL PURPOSES***

Please note the following definitions of terms as used herein:

"Request for Proposal (RFP)" means all documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals.

"Respondent" means the person, firm, or corporation that submits a formal sealed proposal and which may or may not be successful in being awarded this procurement.

"OWNER" means Teller County, dba Teller County Board of County Commissioners, the public body or authority with whom Contractor enters into the Agreement, once signed, and for whom the Work is to be performed.

"Owner's Representative" means the official representative of OWNER designated in the agreement that will have complete authority to transmit instructions, receive information, interpret and define OWNER'S policies and decisions with respect to the work under the agreement.

"Agreement" means the Form of Agreement between OWNER and Contractor for services including exhibits.

"Contract" means the binding agreement between OWNER and Contractor.

"Local Technology Planning Team" means the Teller County committee that advises Teller County Government, and participating municipalities and school districts on planning and implementation of the Teller County Broadband Implementation Plan.

"Contractor" means the company and the responsible persons in that company who is the successful applicant and enters into a written contract with Teller County Government.

"Participating jurisdiction" means a government entity in Teller County that is participating in the Contract with the Contractor. This includes Teller County Government; the Cities of Cripple Creek, Victor, and Woodland Park; and the School Districts of Cripple Creek Victor RE-1 and Woodland Park RE-2.

#### ***1.01 REQUESTS FOR INFORMATION***

The Request for Proposal (RFP) contains the instructions governing the proposals to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

Any requests for clarification and/or information of any kind regarding the submission of this RFP shall be directed to:

Name & Title: Norm Steen  
Department: County Commissioner  
Address: 112 N "A" Street  
City/State/Zip: Cripple Creek, CO 80813  
Phone: 719-689-2988 Fax: 719-686-7900  
E-Mail: [TellerBroadbandProject@co.teller.co.us](mailto:TellerBroadbandProject@co.teller.co.us)

*Written requests for interpretation, clarification and/or additional information  
must be received in writing not later than February 6, 2015*

## **1.02 SUBMISSION OF PROPOSAL**

Respondents are requested to submit one bound copy and an electronic copy of the proposal. The proposal must be received no later than 5:00pm MT, February 26, 2015, at the Teller County Administration Department. Responses shall be addressed as follows:

Proposal For Broadband Expansion Planning  
Teller County Administration Department  
112 North "A" Street / PO Box 959  
Cripple Creek, CO 80813  
Attn: Commissioner Steen  
[TellerBroadbandProject@co.teller.co.us](mailto:TellerBroadbandProject@co.teller.co.us)

The required bound copy of Proposal may be either mailed, sent by courier, or hand-delivered. If the proposal is sent by US mail or courier to the Teller County Administration Department, the respondent shall be responsible for actual delivery of the proposal to the proper office before the deadline. Any printed proposals received after the deadline may be returned unopened.

The printed version of the proposal must contain the signature of a duly authorized officer or agent of the Respondent's company empowered with the right to bind the Respondent.

Each printed proposal must be sealed to provide confidentiality of the information prior to the submission date and time. The proposal shall be firmly wrapped, securely sealed, and addressed to the Administration Department, clearly marked "PROPOSAL FOR BROADBAND EXPANSION PLANNING". OWNER will not be responsible for premature opening of proposals not properly labeled.

All proposals become the property of OWNER upon receipt of same by OWNER. The content of all proposals will, to the extent permitted by law, be kept confidential until an award is made, after which the content will no longer be kept confidential, except as may be otherwise specifically provided herein.

Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified shall be sealed and submitted in the format as required for the original submission to the Administration Department prior to the proposal submission deadline and must be clearly MARKED as RE-SUBMISSION.

## **1.03 INTRODUCTION**

OWNER reserves the right to select one or more providers/services and may elect to reject or eliminate one or more of the requested services.

The Teller County Administration Department/Office is a division of Teller County. Teller County Administration Department provides administrative oversight over all Teller County offices other than those that report to the Sheriff, Clerk and Recorder, Assessor, Treasurer, and Coroner.

This includes primarily the offices of Finance, Public Works, Social Services, Public Health, Information Technology, and Emergency Management.

The purpose of this RFP is to solicit a Broadband Expansion Plan Concept and financial bid for developing this plan. The shared goal of entities in Teller County is to provide abundant, redundant and affordable Internet service to our citizens, businesses and visitors. The services proposed by the Contractor shall be sufficient to bring each participating jurisdiction in the County to an informed level of preparedness to enable creation of one or more final design and construction phases by participating jurisdictions and/or commercial entities, to implement at their discretion. The plan will primarily address broadband connectivity through both terrestrial and wireless technologies, and include telephone services, public safety/emergency management communications systems, and other connectivity content. The development of an implementation plan shall address the need to coordinate multiple private and public efforts towards a common goal of improving broadband capability within the County. Community stakeholders, including both public and private, shall be invited to participate in the project. The creation of the plan should contemplate implementation by participating jurisdictions and/or commercial entities with direction, guidance, technical expertise, facilitation and document creation provided by the Contractor.

#### **1.04 SCOPE OF WORK**

The Contractor shall prepare and submit a documented plan that will bring each participating jurisdiction to a level of preparedness sufficient to transition into final design and construction phases. At a minimum, the final documented plan will address the following:

- 1) A total not-to-exceed cost for developing the plan;
- 2) an assessment of current levels of broadband service available, list of providers, and associated prices to populated areas of Teller County: Cripple Creek, Victor, Woodland Park, Divide, Florissant, populated areas immediately surrounding these cities, named housing developments, and other populated areas;
- 3) identification of public and private assets already in place and available for contractual use to address these needs;
- 4) an assessment of needs, both infrastructure and services, through any reasonable means including but not limited to surveys, public meetings, and asset mapping or other methods as proposed by the Contractor, including currently existing and available resources such as community assessments, state asset mapping, and others;
- 5) educational workshops, meetings, documentation and/or other communication necessary to ensure that the Stakeholders have the information needed on regulations, economics, and technology and funding sources to develop a realistic plan;
- 6) identification of gaps in the network of service coverage to populated areas and a blueprint to fill these gaps, including cost estimates and identification of public and private funding resources, such as the FirstNet initiative, and assistance in prioritizing projects/needs based on desired service levels and cost of service;
- 7) identify specific options for projects and associated projected costs for evaluation by participating jurisdictions and/or commercial entities to reduce or eliminate gaps in broadband service;
- 8) if the Contractor develops or uses a computer model or spreadsheet as a part of this project, the Contractor shall submit to the County for approval all proposed model names and data formats prior to beginning work on that task. All data shall be submitted to the County in written and electronic forms with the final report. Magnetic disks, if used, shall be labeled by the Contractor to provide sufficient detail to access the information on the disks;
- 9) address sustainability, scalability, and maintenance of the network into the future;
- 10) maintain such records as are necessary pursuant to the Department of Local Affairs (DOLA) Energy and Mineral Impact Assistance Fund (EIAF) and Teller County rules to assure proper accounting of all costs and funds collected. These records shall be submitted for audit purposes to Teller County upon request.

These steps are to ensure that the County has the ability to participate in statewide efforts already underway in a coordinated approach to improve broadband service in the region. TELLER COUNTY will convene a Local Technology Planning Team (LTPT) steering committee that will consist of one representative from each local government and each participating jurisdiction. This representative will serve as the point person for their governing body and work with TELLER COUNTY staff and the Contractor in identifying the appropriate stakeholders for meetings, workshops, or discussions regarding items related to that entity and helping to implement work assignments as necessary. The Steering Committee will meet periodically to oversee and direct the project. The LTPT Steering Committee will designate a Project Manager.

The CONTRACTOR should expect to:

- 1) Work with TELLER COUNTY and the LTPT Steering Committee to specifically identify the components of the implementation plan document.
- 2) Work with TELLER COUNTY and the LTPT Steering Committee to identify all of the required meetings, workshops, and tasks necessary to complete the plan document.
- 3) Work with participating jurisdictions and the Colorado State Office of Information Technology (OIT) to collect, verify and compile data.
- 4) Attend all LTPT Steering Committee meetings.
- 5) Facilitate community specific meetings and workshops as necessary.
- 6) Use existing maps and information, and develop additional data as needed for the county implementation plan document provided in a written and editable electronic format as agreed upon by TELLER COUNTY.

**RFP REQUIREMENTS.** Contractor must respond to the following:

1. A cover letter outlining the understanding of this project that includes the name, address and telephone number of the proposing Contractor. This letter must bear the signature of the person having the authority to make the proposal for the Contractor.
2. Individual or Company Overview:
  - a. A descriptive background/history;
  - b. Principal business location and any other service locations;
  - c. Primary line of business;
  - d. How long you been providing these and other services;
  - e. Locations where your services are now or have been used;
  - f. Whether subcontractors will be used.
3. Qualifications/Professional Competence/Training: Contractor must provide qualifications as well as experience information on key personnel. Contractor should list any similar projects, including work with public/private partnerships. Contractor must submit a list of all employees that will be associated with the contract. The list must include the employees' full names, resumes, and work history. Contractor must describe training provided to all personnel and/or subcontractors.
4. Contractor will provide an outline of the approach to the project, with a related timeline of project milestones, draft presentation, and final deliverables.
5. It is intended that the study primarily use information from existing reports, studies, and other information sources, rather than produce new primary data; but where necessary data are not available, new study(s) should be done.
6. References. Contractor must provide the names and telephone numbers of at least three professional references, with indication of project performed for each reference.

**COST OF SERVICES:** Contractor will provide cost of service. The program has a committed dollar amount to be spent on the plan. The Contractor should detail and itemize, as much as possible, costs for each part of the plan that Contractor is proposing. All costs for travel time, meetings, mailings, printing or any reimbursable or time/ material accruals should be clearly identified on a per unit and aggregate basis. Proposal award will not be based solely on low price, but the overall best value to the County in conjunction with all evaluation criteria. Because grant funding used to pay for these costs may take up to 90 days to obtain, cost of services shall be valid for at least 120 days.

- § The Contractor shall submit a brief monthly progress report summarizing the progress and results to date, regardless of whether a billing statement is submitted for that month. The progress report shall be submitted on or before the last working day of the month to the Project Manager or representative.
- § Each billing statement must include a task-by-task report and receipts for reimbursable expenses justifying the cost and service items contained in the billing statement. The monthly progress report may be used as the justification for the billing statement, as long as all cost items covered in the billing statement are addressed in the report.
- § Include in the final report a section describing the assumptions and methodology used by the Contractor in generating the data and conclusions contained in the report
- § The Contractor shall use the contract Scope of Work as the outline for the final report so that Contractor compliance with contract provisions can be verified. The cover of the final report and the executive summary must be signed by the responsible person. For any work performed by the Contractor that requires a license from the State of Colorado, the licensed professional responsible for the work shall also

stamp the above-mentioned documents.

### **1.05 TARGET DATES**

Listed below are key target dates associated with the project described in this RFP. Dates are approximate and may vary at the discretion of the OWNER:

01/26/2015	Issue Date of RFP
01/26/2015 – 02/06/2015	Question Period
02/11/2015	Questions received during the question period will be emailed to each respondent, along with answers.
02/26/2015 by 5:00pm MT	RFP Due Date and Time
03/13/2015	Contractor Selection
03/13/2015 – 07/16/2015	OWNER Grant application/award process
07/16/2015	Tentative Contract Award Date (CAD)
CAD + up to 180 days	Draft Plan presented to Teller County in Cripple Creek, CO
CAD + up to 270 days	Full Scope of Work completed and Final Document presented
CAD + up to 330 days	Contract end date/DOLA Grant agreement expiration date

## **SECTION 2: ADMINISTRATIVE REQUIREMENTS**

### **2.01 SCOPE OF TERMS AND CONDITIONS**

The following terms and conditions shall govern the submission of proposals and any Agreement resulting from this procurement. Respondents, by virtue of submission of a proposal, acknowledge and accept these Terms and Conditions.

### **2.02 GENERAL TERMS AND CONDITIONS**

The general terms and conditions listed in the Agreement shall govern any contract(s) ensuing from this Request for Proposal.

### **2.03 OBJECTIVE OF REQUEST FOR PROPOSAL**

The objective of this RFP is to provide sufficient information to enable qualified Respondents to submit written proposals. The RFP is not a contractual offer nor is it a commitment to purchase products or services.

All information must be legible. Any and all corrections and or erasures must be initialed. Each proposal shall be accompanied by a transmittal letter signed in ink by an authorized representative of the Respondent. The contents of the proposal submitted by the successful Respondent of the RFP may become part of any Agreement awarded as a result of this solicitation.

This Request for Proposal refers to both Teller County and the Teller County Administration Department. Any rights exercised by Teller County hereunder may be exercised by the Teller County Administration Department.

### **2.04 PRE-PROPOSAL CONFERENCE**

A pre-proposal conference is not scheduled. In the event a pre-proposal conference is scheduled, the following will be considered in the selection process:

Presentation skills and overall content of presentation;  
Ability to communicate clearly and concisely; and  
Ability to answer questions.

## ***2.05 AWARD OF CONTRACT***

Contract(s) may be negotiated with respondent(s) whose proposal is determined to be most responsive to OWNER's needs and most advantageous to OWNER, considering cost as well as other factors based on the criteria described herein, all as solely determined by OWNER. Award of contract may be made without discussion after proposals are received. Proposals should, therefore, be submitted initially on the most favorable terms, from both price and technical standpoints. OWNER reserves the right to reject any or all proposals, and to award a contract in whole or in part or not at all.

## ***2.06 ADDENDA TO THE REQUEST FOR PROPOSAL***

If it becomes necessary to revise any part of this RFP, an addendum will be provided to all Respondents who have been placed on the official plan holders list in the Teller County Administration Department.

## ***2.07 RESPONDENT RESPONSIBILITY FOR PROPOSAL COSTS***

OWNER is not liable for any cost incurred by any Respondent associated with the preparation of a proposal or the negotiation of a contract for services prior to the issuing of the contract.

Selected Respondents may be asked to present their proposals and/or to demonstrate ability to provide products or services to OWNER's representatives at a location in Teller County reasonably designated by OWNER. The Respondents shall bear all costs for such presentations.

## ***2.08 ECONOMY OF PROPOSALS***

Respondent must submit a complete and concise response to the RFP, which will be retained by OWNER. Proposals should be prepared simply and economically, while providing complete details of the respondent's abilities to meet the requirements of this RFP.

## ***2.09 SUBSTANTIVE PROPOSALS***

The respondent shall certify (a) that respondent's proposal is genuine and is not made in the interest of, or on behalf of, an undisclosed person, firm, or corporation; (b) that respondent has not directly or indirectly induced or solicited any other respondents to put in a false or sham bid; (c) that respondent has not solicited or induced any other person, firm, or corporation to refrain or abstain from proposing a bid; (d) that respondent has not sought by collusion to obtain for themselves any advantage over any other respondents or over OWNER; and (e) respondent shall not violate or cause any person to violate, the Colorado Code of Ethics (C.R.S. 24-18-101 et. seq.).

## ***2.10 PROPOSALS BINDING***

Respondents are advised that proposals shall be binding upon the Respondent for one hundred twenty (120) calendar days from the proposal due date. A Respondent may withdraw or modify their proposal any time prior to the proposal due date by a written request, signed in the same manner and by the same person who signed the proposal.

## ***2.11 DISCLOSURE OF PROPOSAL CONTENT***

If a proposal contains information that the respondent does not want disclosed to the public, or used for any purpose other

than the evaluation of this offer, all such information must be indicated with the following or similar statement:

"The information contained on page (s) \_\_\_\_\_, shall not be duplicated, used in whole or in part for any purpose other than to evaluate the proposal provided; that if a contract is awarded to this firm, as a result of the submission of such information, OWNER shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit OWNER's right to use the information contained herein if obtained from another source."

All such non-disclosure items specified in the proposal, and in this Section 2.11, shall be subject to The Colorado Public Records Act or as otherwise provided by law or regulation.

All material provided to OWNER during the RFP process and contract negotiation and administration will be expected to be used without restriction by OWNER in the future. Please be specific about any exceptions respondent may have to this provision.

In the event that a proposal is rejected, OWNER reserves the right to use any of the concepts or ideas contained therein without incurring any liability.

All Respondent marketing and promotional documentation supplied as part of the proposal may be included as addenda to any final contract that may result.

## ***2.12 NOTIFICATION***

Each Respondent submitting a proposal in response to this RFP will be notified in writing as to acceptance or rejection of their proposal. OWNER plans to release such letters within one hundred twenty (120) days of the proposal submission date. OWNER may delay this action if it is deemed to be in the best interests of OWNER.

## ***2.13 RIGHT TO REJECT PROPOSALS AND NEGOTIATION***

OWNER reserves the right to reject any and all proposals and to waive any formality in proposals received, to accept or reject any or all of the items in the proposal, and award a contract in whole or in part or not at all, if it is deemed in OWNER's best interest, and to re-solicit proposals if deemed to be in OWNER'S best interest.

OWNER reserves the right to negotiate any and all elements of the proposal, if such action is deemed to be in the best interest of OWNER.

## ***2.14 TAXES***

OWNER, as a governmental unit, is exempt from any and all taxes. Unless otherwise indicated, the prices shown in their proposal shall not include taxes of any kind.

## ***2.15 NON-COLORADO CORPORATIONS***

Unless waived by OWNER before or at the time that a contract is awarded to a corporation domiciled outside the State of Colorado, such corporation shall obtain authorization to do business in the State of Colorado, designate a place of business in Colorado, and appoint an agent for service of process. Filing requirements may be available at <http://www.sos.state.co.us/biz/FileDoc.do>

Such corporation must furnish OWNER with a certificate from the Secretary of the State of Colorado to the effect that a certificate of authority to do business in the State of Colorado has been issued and is valid. Such corporation shall also procure from the Colorado Secretary of State a certified copy of the designation of place of business and appointment of agent for service of process, or a letter from the Colorado Secretary of State that such designation of place of business and

agent for service of process has been made.

The laws of the State of Colorado shall govern any contract (herein referred to as the Contract) executed between the successful proposer and OWNER and any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in the County of Teller, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado, and more specifically, Teller County, Colorado.

## **2.16 APPROPRIATION OF FUNDS**

Performance of the OWNER'S obligations under this RFP, and any contract entered into are expressly subject to appropriation of funds by Teller County. Further, in the event that funds are not appropriated in whole or in part sufficient for performance of the OWNER's obligations under any contract, or appropriated funds may not be expended due to Teller County's spending limitations, then any contract entered into shall thereafter become null and void by operation of law, and the OWNER shall thereafter have no liability for compensation or damages in excess of the OWNER's authorized appropriation for any contract entered into or the applicable spending limit, whichever is less. The OWNER shall notify the Contractor as soon as reasonably possible in the event of non-appropriation or in the event a spending limitation becomes applicable.

The funds appropriated for any contract entered into are equal to or exceed the contract amount for the year in which this contract was awarded. For work to be completed in subsequent fiscal years, if any, the OWNER will notify the Contractor of the appropriation of funds for such work after the adoption of the OWNER'S annual appropriation resolution for those years.

The Contractor and the OWNER agree and acknowledge as a part of any contract entered into, that no change order or other form or order or directive may be issued by the OWNER which requires additional compensable work to be performed, which work causes the aggregate amount payable under the contract to exceed the amount appropriated for any contract entered into as listed above, unless the Contractor has been given a written assurance by the OWNER that lawful appropriations to cover the cost of the additional work have been made or unless such work is covered under a remedy-granting provision in any contract entered into.

## **2.17 TERMINATION OF CONTRACT**

Once a Contract is agreed upon, OWNER shall have the right to terminate such Contract at any time, for any reason, upon thirty (30) days written notice to the Contractor, as included in the terms of such Contract.

If through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of the Contract, OWNER shall thereupon have the right to terminate the Contract for cause by giving written notice to the Contractor of such termination and specify the effective date thereof, at least five (5) days before the effective date of such termination.

Notwithstanding the provisions above, the Contractor shall not be relieved of liability to the OWNER for any obligations to repay funds advanced under the Contract or for any damages sustained by the OWNER by virtue of any breach of the Contract by the Contractor, and the OWNER may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the OWNER from the Contractor is determined. In addition, upon receipt of any notice to terminate under this Paragraph, any unexpected funds allocated or advanced to the Contractor by the OWNER shall be reverted to the OWNER.

## **2.18 SELECTION PROCESS**

Each Respondent may additionally be required to show that they have satisfactorily provided products and performed similar work in the past and that no claims of any kind are pending against such work. No proposal will be accepted from a Respondent who is engaged on any work which would impair their ability to perform or finance this work. All such



work shall be revealed in the Proposal.

No proposal will be accepted from, nor will a contract be awarded to, any Respondent who is in arrears to Teller County, Colorado, upon any debt or contract, or who is in default, as surety or otherwise, upon any obligation to the OWNER or is deemed to be irresponsible or unreliable by OWNER.

The selection committee will use all facts, information, and data available to finalize its evaluation. On the basis of qualifications, technical and cost response to this RFP and subsequent evaluation activities, the selection committee intends to recommend a respondent (s) to provide the required services of this RFP.

Failure of the respondent to provide any information requested in this RFP may result in disqualification of the proposal. The selection committee's sole objective will be to recommend the award of a contract to the respondent whose proposal is most responsive to OWNER's needs and most advantageous to OWNER considering cost as well as other factors based on the evaluation criteria described herein.

Proposals will be judged on the information provided in the proposal submission or provided in response to interview questions, if interviews are conducted. In addition, the following selection criteria in descending order of importance will be used to evaluate the proposals:

- \$ Previous background, experience, and credentials, relevant to this RFP, of persons to be assigned to this project; (include plan for maintenance of qualified personnel required for the performance of services during the contract period, e.g., staff available as represented);
- \$ Previous performance of developing relevant plans that were feasible and sufficient to solve identified problems;
- \$ Project organization and management;
- \$ Method of interface with Teller County and other government stakeholder staff;
- \$ Previous experience working with governmental agencies, and with the public;
- \$ Illustrative and descriptive material of the Contractor's previous work is a requirement for evaluation;
- \$ Identification of key task(s) and descriptions of how they will be accomplished;
- \$ Schedule of rates (pricing) or fees for services proposed; e.g. estimated total labor hours, labor dollars, overhead dollars, other direct costs and total fee (total not to exceed amount in dollars), needed to complete project; including discounts, if any;
- \$ Experience and credentials of sub-Contractors as applicable;
- \$ Technical content of the proposal including product features;
- \$ Service Area or Coverage Area;
- \$ Contractual terms and conditions;
- \$ Project schedule and work plan based on current workload;
- \$ Service level agreements, ability to service product;
- \$ Adequacy and completeness of the proposal with regard to the information specified herein; i.e., compliance with terms, conditions, and other provisions contained in the RFP.

## **2.18 PROPOSAL CONTENT AND MINIMUM SUBMITTAL REQUIREMENTS**

Respondents are encouraged to submit clear responses to the RFP. Responses of excessive length or ornateness are discouraged. OWNER reserves the right to include the selected proposal, or parts thereof, in any final contract. Due to the need for an expedited review of proposals and selection of a respondent, respondents are cautioned against submitting excessive and extraneous material not directly responsive to the issues raised in the RFP. Instructions regarding scope and content are given in this section.

These instructions are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of the proposal.

To be considered responsive, all proposals MUST include the following information with an emphasis on adding value to OWNER. In order to expedite the evaluation of proposals, respondents shall organize their proposals in the sequence, using the same lettering/numbering system, specified below. Proposals not addressing the following items may be

considered non-responsive:

A. Detailed Company Background.

At a minimum, provide the following information relative to your firm. Similar information must be provided for each sub-respondent, partner and/or joint venture member. Define any joint relationships with other Contractors.

- (1) Firm name and business address, including telephone number and website (if applicable).
- (2) Year established (include former firm names and year established, if applicable). Identify the state in which the firm was, **and is**, organized or incorporated.
- (3) Type of ownership, and name and location of parent company and subsidiaries, if any.
- (4) Indication of whether the firm is licensed to do business in the State of Colorado

B. Staff Resumes Assigned To Project

Identify and provide resumes of the account representative and technical staff that may be assigned to the project. Realizing multiple technical support staff may support such a network, identify the primary contact to be used by Teller County, including telephone and email contact information.

C. Experience

Summarize experience and relate its relevance to the proposed project.

D. Project Narrative

Explain in detail the service you are offering. If applicable, explain how this service will benefit Teller County in the future. Multiple contracts could be awarded as a result of responses to this RFP. Would respondent use third party Contractors or resellers for any of the services required under the RFP? When would they be used and in what way? How will they be compensated? OWNER may elect to contract for all or only a portion or none of the planned work.

Be prepared to give an oral presentation to Teller County representatives outlining the respondent's view of current opportunities and practices, stressing potential alternatives, recommending solutions, industry trends, financial advantages or disadvantages.

E. Project Schedule

Indicate a proposed project schedule. Identify any project constraints.

F. Costs:

Provide a schedule of rates by services for each product or service offering. Also include any other fees that would be associated with this service.

G. Statement of Product Interests

Explain any concerns respondent may have in maintaining objectivity in recommending the best solution for OWNER.

H. References

Respondents shall provide a list of past and present clients for past and present contracts for work of similar size and scope.