



**BROADBANDUSA**  
CONNECTING AMERICA'S COMMUNITIES

**Request for Qualifications  
Contract Personnel  
RFQ #2013-01**

*Release Date:  
November 1  
2013*



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## 1. Introduction:

Under the Federal Government American Recovery and Reinvestment Act (ARRA) and the National Telecommunications and Information Administration (NTIA) Broadband Technology Opportunities Program (BTOP) Award #: NT10BIX5570136, GovNET, Inc. has been awarded a project to design, procure, deploy, install and operate a highly sophisticated digital microwave network spanning virtually the entire state of Arizona. Under this grant, the completed network and supporting Data Center and Network Operations Center (NOC) will be utilized by government agencies, educational and health organizations and other broadband-centric users in areas now underserved by reliable and cost effective broadband or where no broadband access exists at all. Various federal procurement terms and conditions apply and any Service Supplier must agree to abide by such requirements as listed in Appendix One. In addition, each Service Supplier must submit the required certification forms in Appendix Two to be considered for selection.

Funds provided by this BTOP Grant award are subject to federal compliance and procurement guidelines ([www2.ntia.doc.gov/compliance](http://www2.ntia.doc.gov/compliance)) and are subject to final approval of the Federal Grants Officer. Successful Service Supplier will make Bi-weekly reimbursement requests tied to contractor timesheets which meet GovNET reporting requirements approved by GovNET's General Manager for allowable supplemental staffing costs incurred, who in turn seeks reimbursement approval from the federal funding agency.

## 2. Purpose of the RFQ:

GovNET, Inc. requests proposals from qualified and interested Personnel Contract Staffing firms to provide supplemental staffing support to assist GovNET with the build out of the GovNET state wide microwave network.

To be considered and qualified, Service Suppliers will be required to demonstrate a recent history of staffing qualified contract personnel within a 30 day window with defined reference companies which are highly satisfied with stated candidates.

## 3. Scope of Professional Services:

GovNET requires contract and/or permanent staff in the following areas to assist in the build out and implementation of the network:

- Logistics / Distribution Functional Expertise:
  - Procurement Contract Administrator and Buyer
  - Materials and Warehouse Supervisor
- Large Scale Telecommunication Network Construction Functional Expertise
  - Senior Deployment Manager
  - Project Manager Network Deployment
  - Wireless Site Acquisition Manager
  - Quality Assurance Project Manager
- Information Technology Functional Expertise



- Senior Network Engineer
- Senior Systems Engineer
- Computing Engineer
- Data/IP Engineer
- Network Technician

The referenced position job descriptions are attached in Appendix 3

Service Suppliers can provide their Core Functional Markets served to source all three functional expertise areas as defined in Section 3, or propose to qualify to source candidates for one or two functional expertise areas only.

#### 4. Deployment Timetable:

The GovNET need for sourcing and placing qualified staff within a 30 day period from contract award is critical. Based on this need Service Suppliers should adhere to the RFQ timetable noted below.

##### 4.1. Timetable

- |                                   |                                                                                      |
|-----------------------------------|--------------------------------------------------------------------------------------|
| November 1, 2013 –                | RFQ Released and published on GovNET website                                         |
| November 8, 2013, 9:00 AM (MST) - | Service Suppliers Conference Call at Conference Number (480)424-1465 Code: 16538     |
| <b>November 22, 2013 -</b>        | <b>RFQ responses due by 4:00 PM (MST)</b>                                            |
| Before or on November 29, 2013 -  | Successful Service Supplier (s) selected and all parties notified on GovNET website. |

##### 4.2. Questions and Responses

Any Service Supplier requiring clarification of any section of this RFQ or wishing to comment or take exception to any requirements or other portion of the RFQ must attend the Service Suppliers Conference Call on November 8, 2013 at GovNET's headquarters as identified in section 4.1. Questions can be submitted before this Conference in writing no later than 4pm November 6<sup>th</sup> via e-mail to [RFQ2013-01@govnet.net](mailto:RFQ2013-01@govnet.net). At the close of the Conference a copy of all questions or comments and GovNET responses will be posted on the GovNET web site at [www.govnet.net](http://www.govnet.net), under the "RFQ" tab. Every effort will be made to have these available soon after the Conference ends, contingent on the number and complexity of the questions. At any time prior to the closing date for submission of proposals, GovNET may, for any reason, whether on its own initiative or in response to questions by Service Suppliers, modify the RFQ by amendment. Amendments could include modification of the Professional Services Scope or requirements, or extension of the closing date for submission. All prospective Service Suppliers receiving the RFQ will be notified via email of any amendments to the RFQ.



**4.3. Proposal Acceptance**

GovNET reserves the right to accept or reject any or all proposals, in whole or in part, as deemed to be in the best interest of the GovNET project.

**4.4. Costs of Preparation**

The Service Supplier shall be solely responsible for all expenses incurred in the preparation of a response to this RFQ and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request and/or any proposals made.

**4.5. Evaluation Criteria**

A selection team comprised of select individuals and staff from GovNET will be charged with evaluating proposals based on the criteria listed in this subsection. The team will evaluate proposals to determine whether or not the Service Supplier has the qualifications and associated qualified candidates to provide the required staffing. GovNET reserves the right to accept or reject any or all responses to this RFQ; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope of services; or to cancel this RFQ in its entirety.

The selection team will evaluate proposals based on the criteria listed (per the selection process defined in Appendix Five) below in no specific order:

1.	Has the Service Supplier successfully provided services and personnel to companies with similar supplemental staffing requirements per this proposal's needs?	Y/N
2.	Does the Service Supplier have a historical track record in sourcing: <ul style="list-style-type: none"> <li>• Highly qualified candidates in short timeframes (within 30 days)</li> <li>• Candidates meeting needs of company when placed the first time</li> </ul>	Y/N
3.	Are the proposed supplemental staffing costs by job position reasonable and competitive?	Y/N
4.	Is the Service Supplier registered and authorized to work in the State of Arizona; does the Service Supplier have experience working within the Federal/U.S. Dept. of Commerce grant regulation and reporting guidelines; Is the Service Supplier restricted in any way from working with the federal government with regard to the U.S. Dept. of Commerce grants	Y/N



Failure to meet any of these requirements does not necessarily preclude GovNET from entering into a contract for specific services. GovNET reserves the right to reject any proposal that does not meet these requirements.

#### 4.6. **Contracts**

Vendors planning to submit a response will be required to agree to the Standard Contract Provisions as outlined in **Appendix A**.

#### 4.7. **Contract Award**

GovNET may award one or more contracts.

#### 4.8. **Contract Negotiation**

Upon completion of the selection process, GovNET may select one or more Service Suppliers with which to negotiate a contract, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of GovNET. In the event GovNET is successful in negotiating with the Service Supplier(s), GovNET will issue a notice of award. In the event GovNET is not successful in negotiating a contract with a selected Service Supplier(s), GovNET reserves the option of negotiating with other Service Supplier(s).

#### 4.9. **Confidential/Proprietary Information**

Any proposal selected for contract award will be incorporated in the resulting contract. GovNET would prefer that Service Suppliers not include "trade secrets" or other privileged information considered confidential in their proposals. If proposals contain information considered by the Service Suppliers to be proprietary and confidential, the Service Suppliers shall clearly designate the material as such, explaining why such material should be considered confidential.



## 5. RFQ Response:

### 5.1. Period of Validity of Proposals:

- The Service Suppliers offer outlined in their proposal responses must be valid for a minimum period of ninety (90) calendar days after the closing date.
- Any proposals valid for a shorter period may be rejected by GovNET.
- In exceptional circumstances GovNET may solicit the Service Supplier's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any Service Supplier granting the request will not be required nor permitted to modify its proposal.

### 5.2. RFQ Response and Submission Criteria:

Responses to this Request for Qualification must include the information and follow the format provided in Appendix Four.

A response will not be deemed received until GovNET has received **three (3) bound copies** of a Service Suppliers response. Hard copies along with an electronic pdf copy residing on a USB Removable Storage Drive with all copies (hard and electronic) included packaged in a sealed envelope shall be sent by overnight delivery to:

General Manager  
GovNET, Inc.  
7835 E. McClain Drive  
Scottsdale, AZ 85260

GovNET will acknowledge receipt of all bid responses by email. Service Supplier assumes the risk of the methods of dispatch or delivery.

**Delivery failure of the method chosen for delivery will not constitute grounds for extension of the response due date.**

### 5.3. RFQ Response Evaluation Criteria:

Once all RFQ proposals are received, processed and reviewed by GovNET, GovNET will utilize a weight-based process (defined in Appendix Five) in determining which Service Suppliers it wishes to consider for further discussion. GovNET may require a shortlist of Service Suppliers deemed eligible to make an in-person presentation to the GovNET selection team to discuss their RFQ response and submit to further questioning and analysis. Once a successful Service Supplier(s) has been selected to meet the needs of specific Functional Expertise areas, GovNET will begin negotiation with the Service Supplier(s). The process will continue until a mutually agreeable Contract for Services has been finalized between GovNET and the Service Supplier. Should negotiations fail to produce a mutually agreeable Contract, GovNET may select the next highest scoring Service Supplier to finalize a Contract for Services.





#### 5.4. Rights of GovNET in the Evaluation:

Notwithstanding any other provision of this RFQ and criteria, GovNET expressly reserves the right for the Selection Team to:

- Waive, or decline to waive, any insignificant defect or informality in any proposal or proposal procedures;
- Through a best and final offer process to accept, reject, or negotiate a proposal or the terms of a proposal, or any parts thereof, for the purpose of obtaining the best and final offer;
- Cancel or amend this RFQ or issue other requests for RFQ proposals;
- Select a Service Supplier or Service Suppliers based on the GovNET Selection Team's analysis and evaluation of proposals submitted;
- Select no proposals at all;
- Select more than one Service Supplier;
- To disqualify any Service Supplier or reject any proposal at any time solely on the grounds that a real or perceived legal or policy conflict of interest is presented;
- To require the Service Supplier to take any action or supply information necessary to eliminate a legal issue or remove a conflict of interest;
- To disqualify any Service Supplier or reject any proposal at any time solely on the grounds that a real or perceived legal or policy conflict of interest is presented;
- To terminate any contract arising from this solicitation if any such relationship would constitute or have potential to create a real or perceived conflict of interest that cannot be resolved to GovNET's satisfaction.

#### 6. Special BTOP Contract Terms and Considerations:

This procurement will be financed using federal assistance authorized by the American Recovery and Reinvestment Act of 2009 (ARRA). Any contract resulting from this solicitation will require that the Successful Service Supplier comply with all provisions of the ARRA and the NTIA/BTOP program, including any Special Award Conditions applicable to the GovNET Grant, and shall also include the procurement provisions detailed in Appendix A to 15 C.F.R Part 14, as applicable ([http://www2.ntia.doc.gov/files/award\\_docs/15cfr14.pdf](http://www2.ntia.doc.gov/files/award_docs/15cfr14.pdf)) and identified in Appendix One. Per these requirements, GovNET will take all necessary affirmative steps to assure that small business, minority firms, women's business enterprises and labor surplus area firms are utilized whenever possible. Affirmative steps shall include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.



## 7. Additional GovNET NTIA Grant Related Information:

- Funding for this GovNET Project is available on a reimbursement basis pursuant to the award terms and conditions, and Project expenditures are contingent upon approval of the Federal Grants Officer. All expenditures must be reasonable, allowable and allocable to the GovNET grant.
- GovNET shall incur no costs or liability in the event expenditure approval is not authorized by the Federal Grants Officer.
- The Service Supplier must demonstrate the availability of adequate resources and staffing and the necessary experience, organization, qualifications, skills and facilities to fulfill the requirements of this RFQ.
- Any proposal determined to be non-responsive to this RFQ, including instructions governing the submission of proposals, will be disqualified without evaluation unless GovNET determines that the noncompliance is insubstantial.
- All communications, responses, and documentation must be in English, and all cost proposals or figures in U.S. currency.
- GovNET will not be liable for, nor reimburse Service Suppliers for any costs incurred in reviewing, preparing, or submission of their response.
- Service Suppliers are prohibited from communicating directly with any employee of GovNET except as specified in this RFQ during the RFQ process.
- GovNET may provide reasonable accommodations for qualified Service Suppliers with disabilities or other hardships. Service Suppliers requiring accommodations shall submit requests in writing, with supporting documentation justifying the accommodations.
- All proposals submitted become the property of GovNET. They will not be returned and may be released in whole or in part as required by applicable law, including the requirements of granting authorities, the Freedom of Information Act, and State of Arizona General Laws. Pricing and other information that is an integral part of the proposal cannot be considered confidential after an award has been made.
- A Service Supplier may withdraw its proposal prior to the RFQ response deadline. Proposals received after the deadline will not be considered. Proposals will be opened and reviewed internally at the convenience of GovNET.
- The proposal constitutes an offer by the Service Supplier to do business with GovNET under (at a minimum) the terms, conditions and pricing gathered from the Service Supplier in response to this RFQ, and such offer shall remain open and irrevocable for a time period of ninety (90) days after receipt. In the event a contract is awarded to a Service Supplier, GovNET, at its option, may incorporate all or parts of a Service Suppliers proposal and any or all answers and information contained within that proposal into the final agreement between the successful Service Supplier and GovNET.
- Any information released either verbally or in writing prior to the issuance of this RFQ shall be deemed preliminary and not binding upon GovNET in any manner.
- By submittal of a proposal, a Service Supplier attests to have read, understood, and agreed to all requirements, terms, and conditions in this RFQP, including any and all attachments, exhibits, appendices and addendum.
- A Service Supplier must be properly licensed and/or registered and in good standing as required by the State of Arizona.



- Service Suppliers must clearly identify any conflict of interest that may arise from providing services to GovNET with their proposal.

## 8. Insurance:

During the Term (and, to the extent such insurance is carried on a claims-made basis, for such period thereafter claims may be legally made with respect to occurrences during the Term) and in any event prior to commencement of work under this Contract, Successful Service Supplier shall have and maintain in force at least the following insurance coverage, naming GovNET Inc. as an additional insurer and provide to GovNET from companies acceptable to GovNET certificates of insurance evidencing:

- **Employer's Liability Insurance and Worker's Compensation Insurance** - including coverage for occupational injury, illness and disease, and other similar social insurance in accordance with the laws of the country, state, province or territory exercising jurisdiction over the employee with minimum limits per employee and per event of one million dollars (\$1,000,000.00) and a minimum aggregate limit of two million dollars (\$2,000,000.00) or the minimum limits required by law, whichever limits are greater.
- **Comprehensive General Liability Insurance** - including blanket Products, Completed Operations, Premises Operations, Bodily Injury, Personal and Advertising Injury, Contract and Broad Form Property Damage liability coverage's, on an occurrence basis, with a minimum combined single limit one million dollars (\$1,000,000.00) per occurrence and per project or per location aggregate. This coverage shall be endorsed to name GovNET, its officers, directors, employees, agents, representatives, Affiliates, subsidiaries, successors, and assigns as additional insured's using ISO CG 2026 (11/85).
- **Automotive Liability Insurance** - covering use of all owned, non-owned and hired automobiles for bodily injury, property damage, uninsured motorist and underinsured motorist liability with a minimum combined single limit per accident of one million dollars (\$1,000,000.00) or the minimum limit required by law, whichever limit is greater. This coverage shall be endorsed to name GovNET as an additional insured.
- **Professional Liability/Errors and Omissions Insurance** - covering liability due to errors or omissions in the performance of Services under this Contract, with limits of not less than one million dollars (\$1,000,000.00) per claim and two million (2,000,000.00) aggregate.
- **Commercial Crime Insurance** - including blanket coverage for Employee Dishonesty and Computer Fraud for loss or damage arising out of or in connection with any fraudulent or dishonest acts committed by the employees of Service Supplier, acting alone or in collusion with others, with a minimum limit per event of one million dollars (\$1,000,000.00).
- **Excess or Umbrella Liability Insurance** - with a combined single limit of not less than two million dollars (\$2,000,000.00) and per project or per location aggregate. These limits apply in excess of each of the policies described above.



## 9. Certificate of Insurance (COI):

Prior to Contract negotiations, the Awardee will furnish GovNET with a Certificate of Insurance providing evidence of the requirements above.

All Service Suppliers and supplemental staff must also be covered under a COI which also must be provided to GovNET prior to any Service Supplier entering any GovNET sites.



## Appendix One

All contracts between GovNET and Successful Bidder will include Terms & Conditions which address the following requirements contained in GovNET's Procurement Policy and detailed in Appendix A to 15 C.F.R. Part 14:

- Equal Employment Opportunity. All contracts shall contain a provision requiring compliance with E.O. 11246, Equal Employment Opportunity, as amended by E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- Copeland Anti-Kickback Act (18 U.S.C. 874 and 40 U.S.C. 276c). All contracts and sub grants in excess of \$2000 for construction or repair awarded by recipients and sub recipients shall include a provision for compliance with the Copeland Anti-Kickback Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Act provides that each contractor or sub recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Department of Commerce operating unit.
- Davis-Bacon Act, as amended (40 U.S.C. 276a to a7). When required by Federal program legislation, all construction contracts awarded by the recipients and sub recipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a7) and as supplemented by Department of Labor regulations (29 CFR part 5, Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Department of Commerce operating unit.
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327333). Where applicable, all contracts awarded by recipients exceeding \$100,000 for construction contracts and for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327333), as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions, which are unsanitary, hazardous or dangerous. These



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requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- Rights to Inventions Made Under a Contract or Agreement. Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401, Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements, and any implementing regulations issued by the awarding agency.
- Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended. Contracts and sub grants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the DoC operating unit and the Regional Office of the Environmental Protection Agency (EPA).
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors who apply or bid for an award exceeding \$100,000 shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.
- Debarment and Suspension (E.O.s 12549 and 12689). No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, Debarment and Suspension as implemented by Department of Commerce regulations at 15 CFR Part 26. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the simplified acquisition threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

All contracts between GovNET and Successful Bidder will include Terms & Conditions which address the following requirements contained in GovNET's Procurement Policy and detailed in 15 CFR 14.48:

- Performance and payment bonds. When required under applicable law, including under the terms and conditions of the Grant Award, in connection with the award of contracts in excess of \$100,000.00 for construction or facility improvements, the Contractor shall provide, at the time it executes the contract with GovNET, performance and payment bonds for 100% of the contract price. Such bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR Part 223, "Surety Companies Doing Business with the United States."
- Access and Retention to Records. GovNET, the Department of Commerce, the Comptroller General of the United States, and any of their duly authorized representatives, shall have access to any books, documents, papers, and records of Contractor which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcriptions. Contractor shall retain all records relating to this Contract for five (5) years after GovNET makes final payment and all other pending matters are closed
- Termination or Suspension. GOVNET may terminate the employment of the Contractor in whole or in part and take possession of all materials, documents, plans and designs and may finish a project by

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whatever reasonable method GOVNET may deem expedient without prejudice to any right or remedy it has thereunder and after giving seven (7) calendar days written notice during which period the Contractor shall have the opportunity to cure or commence in good faith to cure the violation, in the following events: (1) the Contractor is adjudged as bankrupt subject to the Federal Bankruptcy Act or enters into Chapter XI proceedings or proceedings of a similar nature, or if it makes a general assignment for the benefit of its creditors, or if a receiver is appointed on account of its insolvency; (2) if after written notice it persistently or repeatedly refuses or fails, to supply enough properly skilled workmen or proper materials to complete the work pursuant to the Contract; (3) failure to commence work under the contract within a reasonable time after issuance of the Notice to Proceed; (4) failure to maintain an established schedule (failure to maintain schedule shall be defined as any activity on the critical path that falls 30 days or more behind schedule) which has been adopted by GOVNET and the Contractor; (5) failure to make payment to subcontractors for materials or labor for which GOVNET has paid the Contractor; (6) persistent disregard of laws, rules, ordinances, regulations or orders of any public authority having jurisdiction or (7) otherwise violating the provisions of this agreement or any other just cause.

- GovNET shall have the right to terminate this Contract, in whole or in part, without cause upon thirty (30) calendar days' written notice to Contractor. In the event of such termination for convenience, Contractor's recovery against GOVNET shall be limited to that portion of the fee earned through the date of termination, together with any retainage withheld and any costs reasonably incurred by Contractor that are directly attributable to the termination, but Contractor shall not be entitled to any other or further recovery against GOVNET, including, but not limited to, anticipated fees or profits on work not required to be performed. GOVNET shall have the power to suspend all or any portions of the services to be provided by Contractor hereunder upon giving Contractor seven (7) calendar days prior written notice of such suspension. If all or any portion of the services to be rendered hereunder are so suspended, the Contractor's sole and exclusive remedy shall be to seek an extension of time to its schedule.

Any GovNET contract using grant award funds will include Terms & Conditions which address the following requirements in whole or in part. GovNET shall provide written notification of any revisions for all parties to such contracts.

- Whistle Blower Protection. ARRA § 1553. Contractor shall not discharge, demote or otherwise discriminate against an employee as a reprisal for disclosures by the employee of information that the employee reasonably believes is evidence of: (a) gross mismanagement of a contract or grant relating to ARRA Funds; (b) a gross waste of ARRA Funds; (c) a substantial and specific danger to public health or safety related to the implementation or use of ARRA Funds; (d) an abuse of authority related to implementation or use of ARRA Funds; or (e) a violation of law, rule, or regulation related to a contract, including the competition for or negotiation of a contract or grant, awarded or issued relating to ARRA Funds. Contractor shall post a notice of the rights and remedies available to employees under ARRA § 1553 in all workplaces where employees perform work that is funded in whole or in part by money authorized under the ARRA. Contractor specifically acknowledges that Contractor and its employees are aware of and shall abide by the provisions of ARRA §1553. Contractor shall include the language and requirements of this subsection ("Whistleblower Protection under § 1553 of the ARRA") in all of its contracts and agreements with employees, subcontractors and anyone else who performs work on behalf of GovNET and Contractor.
- False Claims Act. 31 U.S.C. §§ 3729-3733. GovNET and Contractor shall refer promptly to an appropriate Federal Inspector General any credible evidence that a principal, employee, agent, Contractor, sub grantee, subcontractor or other person has committed a false claim under the False



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Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving ARRA funds.

- Reporting of Fraud, Waste, and Abuse. GovNET and Contractor shall also refer promptly to the appropriate agency any credible evidence that a principal, employee, agent, Contractor, sub grantee, subcontractor, or other person has committed a criminal or civil violation of laws pertaining to fraud, waste, and abuse involving ARRA Funds. GovNET employees are required to adhere to its Fraud Prevention Policy.
- Enforceability. If Contractor and/or any of its subcontractors fail to comply with applicable Federal requirements governing the use of ARRA funds, GovNET may withhold or suspend, in whole or in part, funds awarded under the ARRA project.
- Davis-Bacon Act. Contractor shall obtain and maintain in its official records documentation of weekly certified payroll reports and the Statement of Compliance from itself and all sub recipients, Contractors, and subcontractor(s) in accordance with Section 1606 of the American Recovery and Reinvestment Act of 2009 and the Davis-Bacon Act and related acts.





## Appendix Two

All Service Suppliers shall sign and return the following certification forms with their Request for Proposal submission to be considered for further consideration and award of a contract by GovNET.

Service Supplier agrees that the following requirements will be met, as applicable:

- Service Supplier shall provide all information needed for GovNET reporting to the NTIA, to meet all reporting deadlines. Failure to provide the information on a timely basis could impact the approval of any pending pay requests.
- Any past, present or potential conflicts of interest, whether real or in appearance shall be avoided as provided in 15 CFR Part 14.
- Service Supplier certifies that its firm or any of its principals (meaning officers, directors, partners, and persons having primary management or supervisory responsibilities within the business) are not currently debarred, suspended, or proposed for debarment by any federal entity.

In addition, it is certified that neither the firm nor any of its principals have not, within a three-year period preceding this offer, been convicted of or had a judgment rendered against them for any of the following: fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract, violation of Federal or state antitrust statutes relating to the submission of offers, or committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property. It is further certified that the above listed are not presently indicted for or criminally or civilly charged by a government entity with any of these offenses. The undersigned further certifies that the Service Supplier or any of its principals have not, within a three-year period preceding this offer, had any contracts terminated for default by any Federal agency. The undersigned agrees to immediately notify GovNET of any change that occurs in this status up until the time the award of this procurement has been made. If it is determined that the Service Supplier signed this proposal (request for proposal) while knowingly withholding information that would have made the firm ineligible for a contract under these provisions, in addition to other remedies available to the government, GovNET may terminate the contract.

**Service Supplier hereby agrees to and complies with this pledge.**

Name:

Signature:

Title:

Company Name:



## Appendix Two

### **EQUAL OPPORTUNITY EMPLOYER (EOE) STATEMENT**

*By submitting a bid in response to this solicitation, the Service Supplier agrees to:*

- *Not discriminate against any employee or job applicant because of their race, creed, color, sex, marital status or national origin;*
- *Post a copy of this pledge in a conspicuous place, available to all employees and job applicants.*
- *Place or cause to be placed a statement in all solicitations or advertisement for job applicants, including subcontracts, that the Service Supplier is an "Equal Opportunity Employer".*

**Service Supplier hereby agrees to and complies with this pledge.**

Name:

Signature:

Title:

Company Name:



## Appendix Two

### MBE/WBE/DBE BUSINESS PARTICIPATION

#### **Minority Business Participation**

Minority Business Enterprise (MBE), Women Owned Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE) participation is encouraged. It is the goal of GovNET to consider (a) a Service Supplier's qualification as an MBE/WBE/DBE and/or (b) the Service Supplier's commitment to utilize other MBE/WBE/DBE in fulfilling its obligations on the project.

The Service Supplier may provide an MBE/WBE/DBE Participation Statement within the RFQ response:

- An explanation/narrative of how the Service Supplier and/or its subcontractors qualify as an MBE/WBE/DBE for the project.
- List of the locally certified MBE /WBE/DBE firms that will be utilized on the project including the services or equipment they are able to provide.
- Describe the methodology for monitoring the MBE/WBE/DBE participation on a continuing basis.

**Service Supplier qualifies as an MBE – Yes [ ] No [ ]**

**Service Supplier qualifies as an WBE – Yes [ ] No [ ]**

**Service Supplier qualifies as an DBE Participant – Yes [ ] No [ ]**

Name:

Signature:

Title:

Company Name:



## Appendix Two

### CONFLICT OF INTEREST STATEMENT

**By submitting a response to this solicitation, the Service Supplier agrees that:**

- Service Supplier is aware of the conflict of interest provision specified in 15 CFR 14.42.
- Service Supplier does not and shall not have any employment or agreement, oral or written, with any third party relating to any interests which are in conflict with or otherwise inconsistent with any interest or position of GovNET or its representatives
- Service Supplier shall not accept, during the term of any contract arising from this RFQ, any retainer or employment from a third party whose interests appear to be conflicting or inconsistent with those of GovNET.

**Service Supplier hereby agrees to and complies with this pledge.**

Name:

Signature:

Title:

Company Name:



**Appendix Two**  
**BYRD ANTI-LOBBYING STATEMENT (31 U.S.C.1352)**

The undersigned Service Supplier certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

The Service Supplier certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Service Supplier understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure.

Name:

Signature:

Title:

Company Name:



### Appendix Three

#### **Logistics / Distribution Functional Expertise:**

##### Procurement Contract Administrator and Buyer (Contract position, potential to hire)

The Procurement Contract Administrator and Buyer (PCAB) is responsible for administration of the proposal generation and contract award process to achieve the construction and implementation of the GovNET, Inc. digital microwave network. The network will virtually span the entire State of Arizona to be utilized by government agencies, educational and health organizations and other broadband-centric users in areas now underserved by reliable and cost effective broadband or where no broadband access exists at all. The PCAB will ensure adherence to existing procurement policies to confirm that all proposal generation and subsequent contract awards maintain compliance with these policies to achieve all Federal BTOP regulations. The PCAB will also enhance the overall procurement process to improve overall efficiencies. The PCAB will work closely with the Materials & Warehouse Supervisor to procure all equipment and supplies in a timely fashion to be warehoused and be preassembled to achieve the multi-site build out of the GovNET network, or delivered directly to the site. The PCBA will work directly for the Controller of GovNET.

This position requires significant experience in Procurement Proposal Management and Contract Administration in a fast paced and just-in-time oriented procurement environment.

#### **Experience, Knowledge and Skills**

- 5 to 8 years of related experience in purchasing with buyer and contract administration experience with a solid knowledge in:
  - principals and methods of centralized purchasing administration;
  - contract terminology, form, content, compliance requirements and related federal, state and local laws and regulations;
  - principles and practices of business law and financial management as they apply to governmental purchasing and contract law relating to purchasing functions;
  - statutory requirements and contract law relating to purchasing functions;
- At least 3 years of experience in the RFP generation, selection and award of contracts to firms exceeding a \$5 million dollar award value with adherence to strict procurement policies and guidelines
- At least 3 years of experience in managing complex procurement processes within an MRP II environment.
- Experience in effectively communicating with staff, vendors, contractors and senior management

#### **Education**

- A Bachelor's degree from an accredited college or university with a major in business administration, public administration, purchasing, materials management, finance, or a related

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### Appendix Three

field and five years progressively responsible experience in purchasing and contract administration.

(Additional relevant experience/education from an accredited college, university, trade or vocational school may be substituted)

#### **Logistics / Distribution Functional Expertise:**

##### Materials and Warehouse Supervisor (Contract position, potential to hire)

The Materials and Warehouse Supervisor (MWS) is responsible for maintaining warehouse inventory levels to meet the on-demand needs of GovNET Inc.'s microwave digital network construction schedule. The network will virtually span the entire State of Arizona to be utilized by government agencies, educational and health organizations and other broadband-centric users in areas now underserved by reliable and cost effective broadband or where no broadband access exists at all. Working closely with GovNet's Senior Deployment Manager, Procurement Buyer, staff and General Contractor(s) the MWS will ensure both Stock and Specialty items are ordered and inventoried to achieve all staging and kit assembly to achieve construction schedules. The WMS is responsible to ensure all receiving, shipping and warehousing transactions are handled in a manner consistent with GovNET policies and procedures, with a critical focus on space utilization and inventory control to achieve all cost and service objectives. Key responsibilities will include staffing warehouse operations as required to achieve construction schedules, implementation of safety and security procedures, and coordination of loading activities to achieve site construction requirements, all while maintaining accurate inventory and associated transactions.

The MWS will work closely with the Procurement Contracts Administration and Buyer to procure all equipment and supplies in a timely fashion to be warehoused and be preassembled to achieve the multi-site build out of the GovNET network, or delivered directly to the site. The MWS will work directly for GovNET's Sr. Deployment Manager.

This position requires significant experience in Materials Management and Warehousing in a fast paced and just-in-time oriented environment.

#### **Experience, Knowledge and Skills**

- 5 to 8 years of related experience in supervising warehouse and materials management processes in:
  - Receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.



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- Complying with federal, state, and local regulations for warehousing, material handling and shipping; enforcing adherence to requirements; advising management on needed actions.
- Safeguarding warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Controlling inventory levels by conducting physical counts; reconciling with data storage system.
- Maintaining physical condition of warehouse by planning and implementing new design / storage layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
- At least 3 years of experience in inventory management within a within an MRP II environment, evaluating risks and opportunities related to demand forecasts and supply capabilities; development of contingency plans to account for demand and supply volatility as necessary to mitigate risks.
- Experience in effectively communicating with staff, vendors, contractors and senior management

#### Education

- A Bachelor's degree from an accredited college or university with a major in business administration, purchasing, materials management, supply chain, or a related field and five years progressively responsible experience in warehouse operations.

(Additional relevant experience/education from an accredited college, university, trade or vocational school may be substituted)

Position requires the ability to identify industry standard color-coding of electrical wiring and components. May require the ability to lift or move equipment, etc., climb and descend ladders to work on elevated towers or below grade platforms.





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#### **Large Scale Telecommunications Network Construction Functional Expertise:**

##### **Senior Deployment Manager (Direct Hire or Contract position to Hire)**

The Senior Deployment Manager is responsible for the proposal generation and contract award process, and subsequent co-ordination, control and oversight of contracted construction firms to complete the construction and implementation of the GovNET, Inc. digital microwave network. The network will virtually span the entire State of Arizona to be utilized by government agencies, educational and health organizations and other broadband-centric users in areas now underserved by reliable and cost effective broadband or where no broadband access exists at all. The Senior Deployment Manager will manage a team of Project Managers accountable to monitor construction firm progress to maintain schedule and budget, to ensure each site adheres to all GovNET quality and construction/installation standards, as well as Federal BTOP and environmental regulations. The Senior Deployment Manager will also manage the acquisition, warehousing and kit assembly of all network related materials and equipment for contractor pickup and delivery to GovNET sites for use in constructing GovNET network sites. The Project Managers and Warehouse personnel will be directed by the Senior Deployment Manager. Working closely with the Senior Network Engineering staff, the Senior Deployment Manager will ensure a smooth handoff from GovNET Engineering to the Construction firms.

This position requires significant experience in managing network construction preferably with large wireless microwave and tower construction. Experience in the State of Arizona or similar desert and cold weather environments with stringently controlled environmental regulations dealing with landscape, flora and fauna is preferred.

#### **Experience**

- 8 to 10 years of related experience in construction project management with specific project co-ordination, control and oversight of contracted construction firms constructing multiple tower sites with cellular or microwave radio installations and associated infrastructure
- At least 5 years of experience in the RFP generation, selection and award of contracts to construction firms exceeding a \$5 million dollar award value
- At least 5 years of experience in managing materials and equipment procurement to ensure construction projects are completed on-time and on-schedule. Warehousing and Kit assembly experience preferred
- 5 years management / supervisory experience coordinating project managers to ensure contractor compliance with project schedule, budget, quality and construction/installation standards, and local, state and federal regulations
- Management experience during which one or more of the following has occurred:

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- Demonstrated high competency in construction project management and the execution of multiple or large projects
- Demonstrated high competency in managing a complete or portion of a wireless network construction project
- Demonstrated competency in strategic thinking with strong abilities in project management
- Experience in working with multiple teams in construction and engineering environments
- Demonstrated competency in developing efficient and effective solutions to diverse and complex construction and associated business problems
- Experience in effectively communicating with staff, contractors and senior management

#### Education

- Four-year degree from an accredited college or university with a major in architecture, mechanical, electrical or civil engineering, or equivalent education and experience
- Project Management Professional or equivalent experience

Position requires the ability to identify industry standard color-coding of electrical wiring and components. Position may require the ability to lift or move equipment, climb and descend ladders to work on elevated towers or below grade platforms.

#### **Large Scale Telecommunications Network Construction Functional Expertise:**

**Project Manager – Network Deployment (Direct Hire or Contract position to Hire)**

The Project Manager - Network Deployment is responsible for the managing the operational and tactical aspects associated with deployment of the GovNET, Inc. digital microwave network. The network will virtually span the entire State of Arizona to be utilized by government agencies, educational and health organizations and other broadband-centric users in areas now underserved by reliable and cost effective broadband or where no broadband access exists at all. The Project Manager - Network Deployment will manage the overall project schedule of one or more General Contractors to ensure their schedule progress adheres to the agreed upon schedules, plans and budget requirements. By working closely with the Sr. Deployment Manager and Quality Assurance Project Managers, this individual provides the weekly insights with this team to address any project variances as they occur in a timely fashion, protecting GovNET's critical network deployment investment. Insight on to positive or negative variances will be factored into GovNET's procurement and kit assembly operation to

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ensure timely delivery of required materials and kits to the construction sites to maintain schedule and minimize any budget variances.

This position requires significant experience in project managing network construction or similar large geographical site deployments construction preferably with large wireless microwave and tower construction. Experience in the State of Arizona or similar desert and cold weather environments with stringently controlled environmental regulations dealing with landscape, flora and fauna is preferred.

#### Experience

- 8 to 10 years of related experience in construction project management with specific focus on managing the overall schedule in Microsoft Project or a similar project management software tool. project co-ordination, control and oversight of contracted construction firms constructing multiple tower sites with cellular or microwave radio installations and associated infrastructure
- At least 3 years of experience in working closely with materials and equipment procurement personnel to ensure construction projects are completed on-time and on-schedule.
- 3 years management / supervisory experience coordinating project managers to ensure contractor compliance with project schedule, budget, quality and construction/installation standards, and local, state and federal regulations
- Project Management experience during which one or more of the following has occurred:
  - Demonstrated high competency in construction project management and the execution of multiple or large projects
  - Demonstrated high competency in managing a complete or portion of a wireless network construction project
  - Demonstrated competency in strategic thinking and problem solving applied to critical issues faced in a project management position
  - Experience in working with multiple teams and general contractors in construction and engineering environments
  - Demonstrated competency in developing efficient and effective solutions to diverse and complex construction / associated business problems
- Experience in effectively communicating with staff, contractors and senior management

#### Education

- Four-year degree from an accredited college or university with a major in construction, architecture, mechanical, electrical or civil engineering, or equivalent education and experience

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- Project Management Professional or equivalent experience

Position requires the ability to identify industry standard color-coding of electrical wiring and components. Position may require the ability to lift or move equipment, climb and descend ladders to work on elevated towers or below grade platforms.

**Large Scale Telecommunications Network Construction Functional Expertise:**  
**Quality Assurance Project Manager (Direct Hire or Contract position to Hire)**

The Quality Assurance Project Manager (QAPM) is responsible for the oversight of site construction and or implementation at sites on the GovNET, Inc. digital microwave network. The network will virtually span the entire State of Arizona to be utilized by government agencies, educational and health organizations and other broadband-centric users in areas now underserved by reliable and cost effective broadband or where no broadband access exists at all. The QAPM is responsible to provide the General Contractor all information required to successfully build and/or implement the site onto the GovNET network. This includes monitoring ongoing construction to ensure that GovNET is properly staging network components for pickup by the General Contractor to meet critical milestone dates to maintain schedule and budget. In addition, the QAPM will develop and enhance over the life of the project, a Site Quality Assurance checklist by milestone to audit the GC and subcontractors quality of installation to ensure each site adheres to all GovNET quality and construction/installation standards, as well as Federal BTOP and environmental regulations. The QAPM will work closely with the Engineering team, as well as Procurement and Warehouse staff to avoid any materials delays, or kit assembly delays for his/her sites. The QAPM will report directly to the Sr. Deployment Manager of GovNET, Inc.

This position requires experience in managing network site equipment/tower infrastructure construction and implementation with experience in the State of Arizona or similar desert and cold weather environments with stringently controlled environmental regulations dealing with landscape, flora and fauna is preferred.

#### **Experience**

- At least 4 years of related experience in construction specific project co-ordination, control and oversight of contracted construction firms constructing tower sites with cellular or microwave radio installations and associated infrastructure.



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- At least 2 years of experience in monitoring and directing contractor adherence to predefined quality and construction/installation standards, as well as Federal BTOP and environmental regulations.
- At least 2 years' experience in working with and adhering to strict procurement processes to ensure construction projects are completed on-time and on-schedule, but also adhere to Federal, State and local regulations.
- Experience in effectively communicating with staff, contractors and senior management.
- Currently or previously licensed in a construction trade
- Experience in monitoring and controlling the implementation/build out of a network site

#### Education

- Four-year degree from an accredited college or university with a major in architecture, mechanical, electrical or civil engineering, or equivalent education and experience
- or-
- Associate's degree from an accredited college, university or technical trade school in architecture, mechanical, electrical or civil engineering, or equivalent education and experience

Position requires the ability to identify industry standard color-coding of electrical wiring and components. Position may require the ability to lift or move equipment, climb and descend ladders to work on elevated towers or below grade platforms.

#### **Large Scale Telecommunications Network Construction Functional Expertise:**

**Wireless Site Acquisition/Leasing Manager ( Contract position, Potential to Hire)**

#### **Role:**

- Work with local government jurisdictions (municipalities, counties and federal agencies) to determine required zoning, permitting and special use permits or amendments required for wireless network build.
- Understand local market requirements for large towers, rooftop installations, electrical needs and other wireless facility elements that must be advanced and cleared prior to deployment.
- Attend and/or present site application at local governing board or city council meetings as required.
- Coordinates with or directs vendor partners, environmental consultant, architectural and engineering firm, and internal engineers to ensure transactions meet defined timeframes.
- Prepare site lease or other real estate agreement summaries for legal review as required.
- Provide tracking updates to manager and escalate site issues to meet construction timelines.

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#### Experience

- Work with local government jurisdictions (municipalities, counties and federal agencies) to determine required zoning, permitting and special use permits or amendments required for wireless network build.
- Understand local market requirements for large towers, rooftop installations, electrical needs and other wireless facility elements that must be advanced and cleared prior to deployment.
- Attend and/or present site application at local governing board or city council meetings as required.
- Coordinates with or directs vendor partners, environmental consultant, architectural and engineering firm, and internal engineers to ensure transactions meet defined timeframes.
- Prepare site lease or other real estate agreement summaries for legal review as required.
- Provide tracking updates to manager and escalate site issues to meet construction timelines.

#### Education

- Real Estate license and/or equivalent experience.



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#### **Information Technology Functional Expertise:**

##### **Senior Systems Engineer (Contract position, potential to hire)**

The Senior Systems Engineer maintains responsibility for managing the implementation of the network design, configuration, installation, systems management, and coordination of the GovNET network, ensuring an optimal technical infrastructure that will provide the foundation essential to meeting the long-term broadband delivery objectives of GovNET. The Senior Systems Engineer is responsible for the technical architecture and recommendations related to GOVNET's network and has accountability for oversight of wireless, wired, and cloud infrastructure, facilities and service deployment. This role is responsible for making decisions that are critical in nature and have the potential to affect the successful execution of the GovNET business strategy. The Senior Systems Engineer will proactively support project teams throughout the GovNET organization. Data/IP Network Engineers and Quality Assurance Personnel will report directly to the Senior Systems Engineer.

The Senior Systems Engineer will oversee implementation of technical designs with GovNET staff and contractors/consultants, ensuring that implementation of network infrastructure meets GovNET's requirements. The Senior Systems Engineer is also responsible for managing equipment and materials specifications, selection, implementation and integration. The position will manage major activities within the organization, providing instruction and oversight to both internal staff and contractors. In this role, the Senior Systems Engineer will supervise engineering and quality assurance staff to manage significant construction, installation and integration activities for the GovNET network. In addition, the Senior Systems Engineer will be responsible for coordinating and overseeing network activation and certification with the goal of placing network infrastructure in RFS or "Ready for Service" status. These activities will result in the handoff of network infrastructure from construction and integration teams to GovNET operations.

This position requires significant wireless experience in microwave backhaul design and implementation, wireless and tower construction, Line and Antenna work, EF&I management, Data/IP network design and engineering, BSS/OSS integration and general network (NOC) operations.

#### **Experience**

- 8 to 10 years of related experience in network design, engineering and implementation in a service provider environment
- At least 5 years of experience of project management in network infrastructure planning, design, construction and/or implementation
- 5 years planning and implementing in large-scale wireless and/or microwave environments
- 5 years planning and implementing large-scale Data/IP environments

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- Management experience during which one or more of the following has occurred:
  - Demonstrated successful development and implementation of technical services in a service provider or large enterprise environment
  - Demonstrated high competency in project management and the execution of multiple or large projects, with experience in technical environments
  - Demonstrated high competency in managing construction projects in the technology or related infrastructure fields
  - Demonstrated competency in strategic thinking with strong abilities in project management
  - Experience in working with multiple teams in technical and engineering environments
  - Demonstrated competency in developing efficient and effective solutions to diverse and complex business problems
- Experience in effectively communicating with staff, contractors and senior management

#### Education

- Four-year degree in Computer Science, Engineering or equivalent education and experience.
- Cisco Certification or equivalent experience preferred
- Project Management Professional or equivalent experience

Position requires the ability to identify industry standard color-coding of electrical wiring and components. Position may require the ability to lift or move equipment, climb and descend ladders to work on elevated towers or below grade platforms.

#### **Information Technology Functional Expertise:**

##### **Senior Network Engineer (Contract position, potential to hire)**

The Senior Network Engineer is responsible for finalizing the overall network design and coordinating the implementation of the final network design, configuration, installation, systems management, of the GovNET network, ensuring an optimal technical infrastructure that will provide the foundation essential to meeting the long-term broadband delivery objectives of GovNET. Is responsible for the overall network site design to include site layout, foundation, tower placement, grounding and electrical to include R56. In addition, defines radio requirements, microwave antenna, waveguide and coax placement along with radio path engineering to achieve overall network requirements. This role is responsible for making decisions that are critical in nature and have the potential to affect the successful execution of the GovNET business strategy.

This position will be responsible to manage equipment and materials specifications, selection, implementation and integration. In addition, this position will coordinate engineering and quality

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assurance staff to complete significant construction, installation and integration activities for the GovNET network. Will coordinate and oversee network activation and certification with the goal of placing network infrastructure in RFS or "Ready for Service" status. These activities will result in the handoff of network infrastructure from construction and integration teams to GovNET operations.

This position requires significant wireless experience in microwave backhaul design and implementation, wireless and tower construction, Line and Antenna work, with some experience in EF&I management, Data/IP network design and engineering, BSS/OSS integration and general network (NOC) operations.

#### Experience

- 8 to 10 years of related experience in network design, engineering and implementation in a service provider environment
- At least 5 years of experience of project management in network infrastructure planning, design, construction and/or implementation
- 7 or more years planning and implementing in large-scale wireless and/or microwave environments
- 5 years assisting in the implementation of large-scale Data/IP environments
- Engineering experience during which one or more of the following has occurred:
  - Demonstrated high competency and successful development and implementation of microwave network environments from initial planning, design, construction and implementation.
  - Demonstrated competency in designing and implementing microwave construction projects
  - Demonstrated competency in strategic thinking with strong abilities in project management
  - Experience in working with multiple teams in technical and engineering environments
  - Demonstrated competency in developing efficient and effective solutions to diverse and complex business problems
- Experience in effectively communicating with staff, contractors and senior management

#### Education

- Four-year degree in Computer Science, Engineering or equivalent education.



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Position requires the ability to identify industry standard color-coding of electrical wiring and components. Position may require the ability to lift or move equipment, climb and descend ladders to work on elevated towers or below grade platforms.

#### **Information Technology Functional Expertise:**

##### **Computing Engineer (Part-time Contract position, potential to hire)**

The Computing Engineer is responsible for leadings and performing the installation, configuration, troubleshooting and ongoing maintenance of the GovNET Inc. computing center server/storage, client (personal computer) environment. The Computing Engineer will provide ongoing support for communications system and data center infrastructure for GovNET's employee operational environment, and as required be a backup for supporting GovNET's IP based customer network.

The Computing Engineer role encompasses a wide range of responsibilities including virtualize server/storage design, engineering, and implementation, to accommodate Microsoft Exchange, Active Directory, SharePoint and other web or client based business application solutions. Responsibilities may include the following:

##### **Operational and Client Management**

- Leads and participates in the transition of new systems into production status through final approval of production control process (PCP) documentation;
- Leads and participates in the installation, configuration, troubleshooting and maintenance of the computing center and installed client environment;
- Assists in the development and implementation of system administration policies, procedures, guidelines and standards;
- Assists in defining appropriate service level objectives (SLOs) for the computing center;
- Assists in the implementation of SLO measurement criteria and methods to extract performance data to enable SLO reporting;
- Participates in forecasting computing growth and provides pro-active capacity management;
- Assists in the disposal of obsolete client and computing center equipment;
- Assists in client license compliance;
- Assists in maintaining an up-to-date client software environment through periodic patch installations; Assists in maintaining a virus free client environment through active deployment of virus cleansing programs/applications;
- Leads continuous improvement efforts in the computing center environment.

##### **Engineering & Maintenance**

- Assists in the installation, configuration, troubleshooting and maintenance of computing center infrastructure and associated documentation;



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- Assists in the resolution of client services and center related problems; Assists with the implementation of vendor supplied upgrades and patches;
- Assists in the set-up and on-going maintenance of disaster recovery and capacity planning requirements;
- Assists with the set-up and on-going maintenance of record retention requirements.

#### **Project Management**

- Functions as the project leader/manager on small to medium projects;
- Assists in the planning and implementation of the IT computing center business plan, as applicable;
- Assists in delivery of critical computing center capabilities to meet application and internal technical infrastructure needs;
- Interfaces with vendors for on-going life cycle maintenance and support activities.

The Computing Engineer would report directly to the General Manager of GovNET.

#### **Experience**

- Desktop or other operating systems and affiliated software components, services, protocols and technologies, which may include office automation applications (e.g., Excel, Visio, Word, PowerPoint) and other vendor commercial applications interfaced into client computing and communications environment;
- Security standards and procedures;
- Computing architectures and affiliated hardware components and technologies including networking, modems, monitors, projection devices and other peripheral devices, to include desktop computing, printer and other peripheral device driver, connectivity configurations and administration utilities (e.g., Microsoft SMS etc.);
- Client computing hardware and software infrastructure related Security technologies and alternative marketplace solutions utilized for departmental and enterprise solutions to include some of the following, Exchange / Citrix / IIS, Windows Server and Active Directory, Enterprise backup and redundancy, VMWare and SharePoint;
- In addition, the following skills or experience in these areas is considered a plus:
  - WAN Point-to-Point, Circuit and Packet Switching and Virtual Circuits;
  - multi-layer switch network and MPLS network design, traffic engineering and management;
  - IPSec protocol and compliant Cisco infrastructure components (e.g., VPN, PIX Firewall, Routers, etc.)

#### **Education**

- A Bachelor's degree from an accredited college, university or technical trade school with a major in computer science, computer engineering, management information systems (MIS), or a closely related field at the time of recruitment and eight years' work experience in the



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maintenance and administration of client computing or communications hardware and software infrastructure

(Additional relevant work experience and/or education from an accredited college, university or technical trade school may be substituted.)

Position requires the ability to identify industry standard color-coding of electrical wiring and components. Position may require the ability to lift or move equipment, climb and descend ladders to work on elevated towers or below grade platforms.

#### **Information Technology Functional Expertise:**

##### Data/IP Engineer (Contract position, potential to hire)

The Data/IP Engineer is responsible for all layer-2 and above network engineering, design, routing and switching, IP topology, MPLS and related technologies. The Data/IP Engineer will possess a background in wireless as it pertains to data/IP over microwave-based wireless networks and integration of wireless/microwave technologies with Ethernet-based and IP networks.

The Data/IP Engineer role encompasses a wide range of responsibilities including network design, network engineering, implementation, migration planning, IP service delivery, proof of concept testing, optimization and integration. The Data/IP Engineer will be required to work in a consultative manner with other engineering staff, vendors, project management, pre- and post-sales teams in a sales support role, customer service and ongoing technical operations. Responsibilities may include the following:

- Ethernet-based and IP network infrastructure design and implementation
- Configuration, operation and troubleshooting of Ethernet-based and IP networks
- Customer Ethernet and IP provisioning
- Coordinate with ISPs, carriers and equipment vendors
- IP Address acquisition and management to downstream customers
- Manage forward and reverse DNS for GovNET and downstream customers
- Manage routing registries for GovNET's Internet routes
- Produce network implementation and migration plans
- Oversee equipment and service configuration
- IP layer testing/certification of completed network segments from EF&I contractors
- Formulate network management strategies
- Produce and review technical statement of work documentation
- Pre-sales engineering to support sales staff in new customer acquisition
- Post-sales activation to efficiently hand-off customers to GovNET's NOC

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- Monitor customers and interface with NOC to determine customer issues/needs
- Work closely with vendors to test, design, and plan for deployments of new services

#### Experience

- 5 to 7 years of related experience in Data/IP engineering in a service provider environment, working in operations/NOC functions, pre-sales engineering, network architecture or equivalent
- At least 2 years of experience in project management of Data/IP networks
- Expert level knowledge in IP routing protocols such as BGP and OSPF and of enhanced technologies such as MPLS, VPLS and VRF
- Expert level knowledge in service level management using technologies such as MPLS Traffic Engineering and QOS using layer 3 DSCP and layer 2 COS
- Functional understanding of Internet engineering trends and future direction
- Ability to multi-task and work flexibly, both as a team player but also independently
- Ability to excel during high-stress situations such as during system outages and customer issues
- Experience in effectively communicating with customers, employees, and senior management

#### Education

- Four-year degree in Computer Science, Computer Engineering, or equivalent education.
- Cisco Certification or equivalent experience

Position requires the ability to identify industry standard color-coding of electrical wiring and components. Position may require the ability to lift or move equipment, climb and descend ladders to work on elevated towers or below grade platforms.

#### **Information Technology Functional Expertise:**

##### **Network Technician (Contract position, potential to hire)**

The Network Technician is responsible for assembling Microwave and Network Radio Cabinets and shelters with various critical network components (radios, batteries, etc) for delivery to key backbone, nodal or node sites. Working closely with the Senior Network Engineer and Senior Deployment Manager, this role ensures all key Kit components are preassembled to achieve tight site implementation timeframes.

#### Experience

- 3 or more years performing radio network or satellite TV installation experience

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- 3 or more years in the installation of IT coax, etc. cabling and attaching connectors
- Experience in reading Electrical drawings and an intermediate understanding of electrical theory and electronics

**Education**

- Associates degree, trade equivalent certification or equivalent experience in electronics, engineering or cable / radio installation.

Position requires the ability to identify industry standard color-coding of electrical wiring and components. Position may require the ability to lift or move equipment, climb and descend ladders to work on elevated towers or below grade platforms.



**Appendix Four**  
**RFQ RESPONSE COVER SHEET**

Name of Respondent \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State and Zip \_\_\_\_\_

Web Page \_\_\_\_\_

Primary Contact \_\_\_\_\_

Primary Contact Email \_\_\_\_\_

Primary Contact Phone Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Authorized Signatory Name \_\_\_\_\_

Authorized Signatory Position \_\_\_\_\_

Authorized Signatory Email \_\_\_\_\_

Authorized Signatory Contact Phone Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date Signed \_\_\_\_\_



**Appendix Four**  
**RFQ RESPONSE COVER SHEET**

1. Provide an overview of Company Core Services/Competencies and markets serviced.
2. Provide length of time your firm has been in business: in Arizona; in the Phoenix/Scottsdale area, if applicable
3. Provide a matrix of companies where your firm provides services in GovNET defined Functional Expertise areas, detailing the following information:
  - a. Company and contact information
  - b. Functional Expertise areas where services are provided
  - c. Positions placed within these functional expertise areas
  - d. Average # of days to source candidates for review by company
  - e. Average # of days to place a candidate once sourced
  - f. Average % Turnover of original candidate once placed

Provide specific examples by company of individuals placed which resulted in total average days from sourcing to placement of 30 days or less (or timeframe as close to 30 days as possible, please define). Also provide specific examples of 0% turnover with original placement as well as specific examples of > 0% turnover for use in an actual reference call with impacted companies.

4. Provide a copy of your firms' Arizona Business License
5. Provide examples of specific companies and contact information where contract placement was on a project funded by a Federal/US Department of Commerce grant. Detail by project any specific regulations / reporting requirements your firm was required to follow
6. By functional expertise area and job position:
  - a. Detail sample resumes that convey typical skills and experience that your firm can provide to satisfy specific job requirements identified by GovNET. Specifically highlight those components of the resume that meet the skills/experience/education requirements detailed in GovNET job descriptions
  - b. Provide specific contract personnel resumes available immediately that satisfy specific job requirements identified by GovNET. Specifically highlight those components of the resume that meet the skills/experience/education requirements detailed in GovNET job descriptions
  - c. For each job description provide the range of your firms "standard billing rate" defining the minimum hourly rate and maximum hourly rate and quantifying the actual factors that result in an hourly rate varying within this range
  - d. Identify if candidates will be sourced locally by your firm to avoid any incremental travel and housing/meals expenses for GovNET. If not, identify any incremental cost, if applicable, associated with sourcing outside of the regional Phoenix/Scottsdale area





## Appendix Five

### TECHNICAL QUALIFICATIONS EVALUATION

This stage considers the technical qualifications of the service supplier and the understanding of the members of the selection committee of the capabilities and performance history of the service supplier. Emphasis is on the service supplier's qualifications and ability to provide the services, which is addressed in the evaluation of the service supplier's written proposal. Each member of the selection committee will award points to each service supplier in accordance with the following guidelines, with a total of 100 points available:

- A. Ability of Professional Personnel = 50 points maximum
  - 1. Do the resumes of the key staff members and example resumes support the service supplier's competency in doing the work described in the RFQ? Key staff covers each functional expertise area.
  - 2. Has the service supplier provided these types of services in the past? If so, when and in what locations? What was the total contract value?
  - 3. Do the typical key staff members hold any necessary professional certifications / licenses required to perform the roles provided in the RFQ?
  - 4. Is the service supplier proposing to leverage subcontractors? If so, what are the abilities of the subcontractors and risks associated with subcontractors versus the contracts being the firm's employees?
  - 5. Are there factors, such as unique abilities, which would make a noticeable (positive) impact on the key staff members being provided?
  
- B. Capability to Meet Time Requirements = 30 Points Maximum
  - 1. Does the level of key staffing and their percentage of involvement, the use of subcontractors (if any), office location, and/or information contained in the transmittal letter indicate that the service supplier will, or will not, meet critical sourcing time requirements, including an ability to work quickly and efficiently to resolve issues within its areas of expertise, if issues arise with contract staff?
  - 2. Has the service supplier met or had trouble meeting time requirements on similar projects?
  - 3. Have proof of insurability and other measures of financial stability been provided?
  - 4. Are proposed sourcing time schedules proposed reasonable and in line with RFQ requirements?
  - 5. Does the service supplier's current workload permit dedication of adequate capacity to meet the needs of GovNET? Are the key staffs local to GovNET headquarters to minimize cost and ensure maximum availability to perform on GovNET requirements?



## Appendix Five

- C. Resources and History of Success = 20 Points
1. This factor provides points to service suppliers who have an established business presence and staff that will be directly involved in the project who have worked successfully in the past on projects in Arizona.
    - a. Does the service supplier have a staffed and equipped office that has been engaged in the business described in this RFQ for at least twelve (12) months prior to the advertisement of this RFQ;
    - b. Does the service supplier hold all business licenses required by the State, the County, and any City within the County to perform the required work; and
    - c. Has the service supplier or one or more key staff members recently done this type of work in Arizona for GovNET or a similar industry entity?



## Appendix Five

### WRITTEN PROPOSAL EVALUATION

This stage considers information submitted in the proposal outlining the service supplier's approach based on its understanding of the scope of work. Emphasis is on the service supplier's proposed approach to the services supplied and the requirements to be met. A total of 100 points is obtainable. Each member of the selection committee will award points to each service supplier in accordance with the following guidelines, with a total of 100 points available:

- A. Understanding of Staffing Requirements – 25 Points Maximum
  - 1. Does the proposal indicate a thorough understanding of the overall requirements of the RFQ?
  - 2. Is the appropriate emphasis placed on the various critical requirements within the RFQ?
  
- B. Staffing Approach – 25 Points Maximum
  - 1. Did the service supplier develop a workable approach to meet the overall or functional expertise area staffing needs of the RFQ?
  - 2. Does the proposal specifically address the requirements of the GovNET staffing need described in the RFQ, or is it "generic" in content?
  
- C. Ability to meet Governmental Reporting Needs – 25 Points Maximum
  - 1. Has the service supplier supplied staffing on Federal Grant projects previously?
  - 2. Has the service supplier met all governmental reporting requirements historically?
  - 3. Has the service supplier been restricted historically for providing services on Federal Grant efforts?
  
- D. Organization of the Proposal – 25 Points Maximum
  - 1. Was proposal organized methodically and logically?
  - 2. Was all required paperwork submitted and completed appropriately?
  - 3. Did the proposal contain an excessive amount of generic boilerplate, resumes, pages per resume, photographs, etc.?