

Administered by University of Maine System

Office of Strategic Procurement

Request for Proposal (RFP)

SUBMISSION FORM PACKAGE

FIBER OPTICS AND COPPER SERVICES

RFP 2024-045

**Issued Date:** November 20, 2023

**Response Deadline Date/Time:** December 15, 2023 11:59 p.m. EST

**Response Submission Information:**

Submitted electronically to [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu) and [robin.cyr@maine.edu](mailto:robin.cyr@maine.edu)

Email Subject Line – RC: Fiber Optics & Copper Services - RFP#2024-045

**Response Contact Information:**

Strategic Sourcing Manager (SSM): Robin Cyr

Email: [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu) and [robin.cyr@maine.edu](mailto:robin.cyr@maine.edu)

Email: UMSResponses@maine.edu <mailto:robin.cyr@maine.edu>

**INSTRUCTIONS**

**Response Format Instructions**

This section contains instructions for Respondents to use in preparing their response. The Respondent’s submission must follow the outline used below, including the numbering of section and sub-section headings. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the response being disqualified as non-responsive or receiving a reduced score.

The University and its evaluation team for this document have sole discretion to determine whether a variance from the document specifications should result in either disqualification or reduction in scoring of a response.

Re-phrasing of the content provided in this document will, at best, be considered minimally responsive. The University seeks detailed yet succinct responses that demonstrate the Respondent’s experience and ability to perform the requirements specified throughout this document.

* + 1. **Section 1 - Response Cover Page**
       1. Label this response - Section 1 – UMS Response Cover Page
       2. Insert Appendix A – University of Maine System Response Cover Page
       3. Insert Appendix B – Debarment, Performance and Non-Collusion Certification
    2. **Section 2 - Cost Response**
       1. Label this response - Section 2 – Cost Evaluation
       2. Insert Appendix C – Required Cost Evaluation Exhibits
    3. **Section 3 - Response to Questions**
       1. Label this response - Section 3 – Response to Evaluation Questions & Related Information
       2. Insert Appendix D – Evaluation Question(s) - Organization, Qualifications and Experience
       3. Insert Exhibit A – Response to Scope of Services

**SECTION 1**

**Appendix A – University of Maine System Response Cover Page**

RFP # 2024-045

Fiber Optics Services and Copper

|  |  |
| --- | --- |
| Organization Name: |  |
| Chief Executive – Name/Title: |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Headquarters Street Address: |  |
| Headquarters City/State/Zip: |  |
| Lead Point of Contact for Quote – Name/Title: |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Street Address: |  |
| City/State/Zip: |  |

1. This pricing structure contained herein will remain firm for a period of 90 days from the date and time of the quote deadline date.
2. No personnel currently employed by the University or any other University agency participated, either directly or indirectly, in any activities relating to the preparation of the Respondent’s response.
3. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a response.
4. The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.
5. By submitting a response to a Request for Proposal, bid or other offer to do business with the University your entity understands and agrees that:
   1. The Agreement provisions in **Section 1.2.1.2** of this document will not be modified and are thereby incorporated into any agreement entered into between University and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
   2. The above Agreement provisions in **Section 1.2.1.2** of this document will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
   3. Your entity agrees that the resulting Agreement will be the entire agreement between the University (including University’s employees and other End Users) and Respondent and in the event that the Respondent requires terms of use agreements or other agreements, policies or understanding, whether on an order form, invoice, website, electronic, click-through, verbal or in writing, with University’s employees or other End Users, such agreements shall be null, void and without effect, and the terms of the Agreement shall apply.
   4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to ''trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize UMS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless UMS in any and all legal actions that seek to compel UMS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between UMS and your entity.

*To the best of my knowledge all information provided in the enclosed response, both programmatic and financial, is complete and accurate at the time of submission.*

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title (Printed) Authorized Signature

**Appendix B – Debarment, Performance and Non-Collusion Certification**

**University of Maine System**

**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

RFP # 2024-045

Fiber Optics Services and Copper

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

1. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
2. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
   1. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
   2. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
   3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
   4. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
3. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the University’s discretion.**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title (Printed) Authorized Signature

**SECTION 2**

**Appendix C – Required Cost Evaluation Exhibits**

University of Maine System

COST EVALUATION

RFP # 2024-045

Fiber Optics Services and Copper

**GENERAL INSTRUCTIONS:**

1. No costs related to the preparation of the Response for this document or to the negotiation of the Agreement with the University may be included in the Response. Only costs to be incurred after the Agreement effective date that are specifically related to the implementation or operation of contracted services may be included.
2. The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will NOT be given another opportunity to modify pricing once submitted.

**INSTRUCTIONS FOR - Exhibit 1 (Table 1) - Professional Services Rate Schedule**

If you charge by the hour for professional services, provide a rate schedule, or range of hourly rates we could expect. Specify whether or not those rates include travel.

**Respondent’s Organization Name** – Provide the Respondent’s Organization Name.

**Role/Position Title if Individual -** List role/position title of each role/position title from your organization that would be responsible for work on the project.

**Geographic Area** – Indicate the geographic area if providing services in that area affects the hourly rate for the position title. Otherwise, if the geographic area is blank this will indicate the hourly rate will be used for all geographic areas notes as supported by the Respondent in Appendix D, Question 5.

**Hourly Rate** - Is the hourly dollar amount that may be invoiced by role/position title. If the services offered include separate rates for fiber optic and copper, please note the differences and clearly mark them as fiber or copper.

IMPORTANT – If your services are priced according to another approach, please do you best to categorize the approach and the amount charged.

**Exhibit 1 (Table 1) –** Respondents will use this attachment to record all costs associated with this section.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Role of Individual/Position Title** | **Geographic Area** | **Hourly Rate** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Include additional explanation of costs and list assumptions that could influence the cost of change request pricing.** |

**INSTRUCTIONS FOR – Exhibit 1 (Table 2) – Pricing for Equipment/Materials**

The University needs to understand the associated lifecycle costs for your proposed system or service. This pricing table provides a list of equipment needed. The Required Equipment Receive Date is noted in the table to reflect when equipment is needed.

**Description** – Brief description of the component.

**Unit Price** - Price per unit for the Agreement period, and anticipated future rates.

**Discount Price** - Discount offered by the Respondents.

The Respondent can choose to offer Equipment Pricing examples or Discount Pricing Options or both.

**Exhibit 1 (Table 2) –** Respondents will use this attachment to record all costs associated with this section.

**Equipment Pricing**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description** | **Unit Price** | **Discount Price** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Other equipment discounting options.**

|  |  |
| --- | --- |
| **Discount Pricing Offered** | **Discount Method** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**SECTION 3**

### **Appendix D – Evaluation Question(s) - Organization, Qualifications and Experience**

Respondent’s Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS**: Respondents shall ensure that all information required herein is submitted with the response. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the response or rescission of an award. Respondents are encouraged to provide any additional information describing operational abilities.

**Evaluation Question(s)**

1. Provide a statement describing your company to include name, number of employees, locations, number of years in business, number of years offering/supporting the proposed solution, and any and all acquisitions or mergers in the last five years. Is the company publicly or privately held?
2. Please provide information detailing your technicians’ credentials such as Certified Fiber Optic Technicians through the Fiber Optic Association.
3. If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.
4. Please provide your material stocking practice and list of supplies.
5. Please identify the geographic areas you are willing to support and the average response times for those areas.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Campus Location** | **Willing to Provide Services (Y/N)** | **2 Hour Response (Y/N)** | **4 Hour Response (Y/N)** | **Same Day Response (Y/N)** | **Next Day Response (Y/N)** |
| Androscoggin County |  |  |  |  |  |
| Aroostook County |  |  |  |  |  |
| Cumberland County |  |  |  |  |  |
| Franklin County |  |  |  |  |  |
| Hancock County |  |  |  |  |  |
| Kennebec County |  |  |  |  |  |
| Knox County |  |  |  |  |  |
| Piscataquis County |  |  |  |  |  |
| Lincoln County |  |  |  |  |  |
| Oxford County |  |  |  |  |  |
| Penobscot County |  |  |  |  |  |
| Piscataquis County |  |  |  |  |  |
| Sagadahoc County |  |  |  |  |  |
| Somerset County |  |  |  |  |  |
| Waldo County |  |  |  |  |  |
| Washington County |  |  |  |  |  |
| York County |  |  |  |  |  |
| University of Maine System (State Wide) |  |  |  |  |  |
| University of Maine, Orono |  |  |  |  |  |
| University of Maine at Machias |  |  |  |  |  |
| University of Maine at Augusta, Augusta Location |  |  |  |  |  |
| University of Maine at Augusta, Bangor Location |  |  |  |  |  |
| University of Maine at Farmington |  |  |  |  |  |
| University of Maine at Fort Kent |  |  |  |  |  |
| University of Maine at Presque Isle |  |  |  |  |  |
| University of Southern Maine, Portland, South Portland and Gorham Locations |  |  |  |  |  |
| University of Southern Maine, Lewiston-Auburn Location |  |  |  |  |  |
| Maine Law School, Portland, ME |  |  |  |  |  |

### **EXHIBIT A – Response to Scope of Services**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **Place 'X' in Supported or Not Supported Column(s) Below** | |
| **Service Category** | **Service Sub Category** | **Description** | **Supported** | **Not Supported** |
|  |  |  |  |  |
| **Construction** | Messenger Strand |  |  |  |
|  |  |  |  |  |
|  | Required Guying |  |  |  |
|  | Aerial Fiber Optic Cable | Jigged & Lashed |  |  |
|  |  | Aerial Maintenance Loops |  |  |
|  | Underground Fiber Optic Cable | Construct underground pathways |  |  |
|  | Approved Contractor for Make Ready/Pole Transfers | FirstLight Fiber |  |  |
|  |  | Charter |  |  |
|  |  | GWI |  |  |
|  |  | Tidewater Telecom/Lincolnville |  |  |
|  |  | Axiom Technologies |  |  |
|  |  | Consolidated Communications |  |  |
|  |  | Pioneer |  |  |
|  |  | Crown Castle |  |  |
|  |  | GoNetSpeed |  |  |
|  |  | Versant |  |  |
|  |  | Central Maine Power |  |  |
|  | On Premise Work | Installation of drops and service terminals |  |  |
|  |  | Installation of protected network |  |  |
|  |  | Network tie-in to customer demarc |  |  |
|  |  |  |  |  |
| **Consulting** | Project Management |  |  |  |
|  | Quality Control |  |  |  |
|  | Agreements for New Pole Attachments |  |  |  |
|  | Assistance in Pole Licensing | Creation Pole Attachment Applications |  |  |
|  |  | Assistance make-ready process |  |  |
| **Emergency Restoration** | 24/7/365 restoration services with multiple tiers of callout | 2 Hour Callouts |  |  |
|  |  | 4 Hour Callouts |  |  |
|  |  | Same Day Restoration |  |  |
|  |  | Next Day Restoration |  |  |
| **Repair** | Fiber Optic Splicing | Certified Fiber Optic Technicians |  |  |
| **Repair** | Copper Splice Repair | Up to 900 Pair |  |  |
|  |  | Up to 1800 Pair |  |  |
|  |  | Up to 3600 Pair |  |  |
| **Telecommunications Engineering** | Fiber Optic Engineering Services | Project Cost Estimates |  |  |
|  |  | Project Data Collection |  |  |
|  |  | Engineering Fiber Network |  |  |
|  |  | Network Design |  |  |
|  |  | Fiber path and splice design |  |  |
| **Trouble**  **shooting** | Fiber Optic Network Troubleshooting | Optical Time-Domain Reflectometer Testing |  |  |
|  |  | Optical Loss Test Set Testing |  |  |
|  |  |  |  |  |
|  |  | Visual Fault Locator Testing |  |  |
|  |  | Distribution Panel Port Scope, Probe with cleaning |  |  |
|  | Copper Plant Troubleshooting |  |  |  |