

# **CROOK COUNTY, WYOMING**

Request for Proposals

For

High Speed Internet/Broadband Services in any area of Crook  
County, Wyoming

Date Issued June 18, 2020

Proposal Submission Deadline:

Must be delivered electronically to the Crook County Clerk  
By Monday July 6, 2020 4:00 PM

Primary Contact:

Linda Fritz, County Clerk  
[lindaf@crookcounty.wy.gov](mailto:lindaf@crookcounty.wy.gov)

PO Box 37  
Sundance, WY 82729  
307-283-1323

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1. SUMMARY

Crook County, Wyoming referred to as “[Government Entity]” is requesting proposals from all interested providers of High-Speed Internet/Broadband (hereafter “Internet”) services for affordable, reliable high-speed Internet access for unserved residential and business constituents, as well as unserved government offices..

The term “Provider” shall refer to a broadband carrier submitting a proposal in response to this Request for Proposals (RFP). The term “Contractor is also used to describe the successful Provider in the context of providing services under a contract resulting from this RFP. The electronic copy is downloadable from [https://www.crookcounty.wy.gov/public\\_notice/index.php](https://www.crookcounty.wy.gov/public_notice/index.php)

Each proposal received in response to this RFP will be evaluated on the criteria described herein. All proposals must be emailed to the County Clerk, clearly marked “PROPOSAL – High-Speed Internet Service” and must include all elements described in the PROPOSAL CONTENT AND FORMAT REQUIREMENTS section of this RFP.

One original shall be provided electronically to the email address and contact person listed below in PDF format. **before the July 6<sup>th</sup>, 2020 at 4:00 PM.** The Government Entity will not be responsible for proposals delivered to a person or location other than that specified herein, and reliance on the postal service will not excuse late proposals.

Access to Government Entity data for the identification of demand and assets is available by request. Rural Addressing Data is available from [Timl@crookcounty.wy.gov](mailto:Timl@crookcounty.wy.gov) 307-283-4548 Any amendment or addendum to this RFP is valid only if issued in writing by the Government Entity.

2. CONTRACT AWARD SCHEDULE

Publish RFP	June 18, 2020
Proposal Submission Deadline	July 6, 2020 4:00 PM
Contract Approval (tentative)	July 7, 2020
Services to Begin (tentative)	

3. GENERAL CONDITIONS

3.1. Prime Responsibility: The selected provider will be required to assume full responsibility for all services and activities offered in its proposal(s), whether or not provided directly. Further,

the Government Entity will consider the selected Contractor(s) to be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the contract.

3.2. Assurance: Any contract awarded under this RFP must be carried out in full compliance with all laws of the State of Wyoming. The Government Entity prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status, ancestry, national origin, political affiliation, physical disability or medical condition. This clause does not require the hiring of unqualified persons.

3.3. Independent Contractor: In performance of the work, duties and obligations assumed by the provider, it is mutually understood that the provider, and all of the provider's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the Government Entity.

3.4. The Government Entity reserves the right to reject any and all proposals; to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation; to waive any informalities or irregularities in the proposals; and to accept the proposal(s) that appear(s) to be in the best interest of the Government Entity. In determining and evaluating the proposals, costs will not necessarily be the sole factor; the experience of those who will be providing services under the contract, quality, equality, efficiency, utility, suitability of the services offered, and the reputation of applicants will be considered, along with other relevant factors.

3.5. The Government Entity reserves the right to:

- Request clarification of any submitted information;
- Not enter into any agreement;
- Not select any applicant;
- Amend or cancel this process at any time;
- Interview applicants after the responses to this RFP are received and prior to award and request additional information during the interview;
- Negotiate a multi-year contract or a contract with an option to extend the duration;
- Issue similar RFPs in the future.

3.6. Prior to commencement of services, the Contractor must provide evidence of the following insurance coverages in amounts satisfactory to the Government Entity: Worker's Compensation, Commercial General Liability for at least \$1 million (naming the Government Entity as additional insured), Comprehensive Business or Commercial Automobile Liability for Owned Automobiles and Non-owned /Hired Automobiles for at least \$500,000.00..

The Contractor will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent renewal terms of the contract.

#### 4. BACKGROUND

4.1. The Government Entity is looking for an internet solution that will serve unserved residents, businesses and government offices within the Government Entity's boundaries. Because areas of the Government Entity are currently unserved as defined by W.S. 9-12-1501(e), the Government Entity plans to apply for state grant funding provided pursuant to W.S. 9-12-1501 et. seq. and is

soliciting by this RFP provider responses to provide high-quality internet access services to the unserved areas of the Government Entities for the benefits of the Government Entity's citizens and to encourage economic development.

4.2. A map of the unserved areas subject to this RFP is attached as Attachment A, and can be reviewed on the state of Wyoming Business Council Map of Survey Results Dashboard on their website <https://www.wyobbmap.org/>. The Government Entity estimates that approximately 1,144 residential premises, 579 agricultural businesses, 84 commercial businesses and 9 industrial businesses are located within the unserved area and based on records in the office of Crook County Assessor and the Growth and Development in the Crook County Courthouse at 309 East Cleveland Street Sundance, Wyoming. The Government Entity believes that each of the premises within the designated unserved area on the map do not have access to broadband at speeds above those specified in W.S. 9-12-1501(e). Before responding to this RFP Contractor should confirm the unserved nature of the RFP area through its own surveys, testing, and contact with residences within the Government Entity.

4.3. Proposed broadband solutions must be highly reliable and provide low latency connections capable of carrying multicast, real-time streaming and video conferencing. Preference will be given to solutions which are future proof and in which broadband capabilities can easily be expanded to keep pace with modern internet applications.

4.4. The Government Entity may be willing to provide a qualified applicant with access to the Government Entities county road right-of-way for deployment of broadband services pursuant to its Access License in order to facilitate deployment to unserved areas within the Government Entity. The final determination on access to various Government Entity assets is to be made by the Government Entity on a case by case basis and must be requested as part of the Provider response.

## 5. DESCRIPTION OF SERVICES

### 5.1. Scope of Services

- Provide terrestrial based Internet access, with no data caps, minimal latency, at speeds above the minimums set forth in W.S. 9-12-1501(e) to as many unserved premises as feasible within the RFP designated unserved area.
- Preference will be given to solutions which provide the maximum number of premises within the unserved area with access to speeds which exceed those set forth in W.S. 9-12-1501(e).
- Preference will be given to solutions which provide speeds much greater than the minimums set forth in W.S. 9-12-1501(e).
- Preference may be given to RFP's which include redundant networks and superior performance warranties as part of the bid price.
- Pricing for residential internet access should be at or below the provider's pricing for internet services it provides within other areas of the state and must not exceed the FCC broadband comparability benchmark. Preference may be given to proposals which contain lower pricing as compared to pricing for other similar broadband packages offered in the state.

## 5.2. Deployment Project / Service Agreement Period

- This RFP envisions that the Contractor will install the network and will make available high speed broadband services to all, or at the very least, the vast majority of the premises within the unserved area within (30) thirty months of the signing of the contract. If the provider cannot meet this time frame, the provider should specify the anticipated installment time frame for each phase of the project in the proposal and the number of residential and business premises that will be reached in each of the phases.
- The Government Entity expects that the provider who is awarded the RFP and the state grant for the RFP will continuously make available internet access services in accordance with the winning proposal for a minimum of five (5) years after installation of the network.)
- The Government Entity will provide the following in-kind facilities and assets to facilitate any approved project:
  - Access to all county road rights-of-way pursuant to its Utility License
  - Access to all county owned property, if not restricted otherwise
- The Government Entity expects that the provider will be shovel ready to start the project within (120) one hundred twenty days of the award of the RFP and the grant, unless the customary construction season is over within the one hundred twenty days, in which case the provider will be shovel ready to start the project at the beginning of the construction season following the award of the RFP and grant.
- at an agreed upon below-market lease rate.

## 6. PROPOSAL CONTENT AND FORMAT REQUIREMENTS

Proposals shall be delivered no later than the date and time listed in the CONTRACT AWARD SCHEDULE and shall contain at a minimum the following items:

### 6.1. Cover Sheet (Attachment A& B)

- Provide the full legal name of the Contractor who will execute the contract. Provide specific information concerning the Contractor, including: the Contractor's legal name, type of entity, and Federal Tax ID #.
- The cover sheet must be signed by an owner, corporate officer, or agent authorized by the Contractor.

6.2. Executive Summary. Provider should provide a summary of the provider's history deploying broadband, noting key recent broadband deployment successes, a description of current operations; a summary of the experience, qualifications, knowledge and technical skills of key personnel who will be involved in the projects, as well as a high level overview of the proposed technical and operational approach for providing broadband connectivity for each unserved area in the RFP that Provider proposes to serve. This summary should be a maximum of three (3) pages in length.

### 6.3. Technical Proposal.

6.4. Provide a detailed technical description of the proposed network solution, including:

- Technology to be deployed (Fiber, Copper, Coaxial Cable, Fixed Wireless, or combination thereof) together with a map depicting the major technology components of the network solution and showing the spans of major technology components, i.e. fiber spans, fixed wireless spans etc.;
- Maximum bandwidth capacity of the network, and if maximum bandwidth varies at certain areas, delineate the different capacities by areas;
- Design considerations related to latency, long-term sustainability and network reliability, redundancy, security and future expansion.
- Describe the approach and potential to upgrade the proposed Network(s) over time to account for future consumer demand and service developments over the next ten years.
- Specify each of the primary network components and equipment and provide the specifications of major components of the proposed network in adequate detail document any performance claims. Describe any and all performance claims and warranties associated with the proposed network, and its major components.
- Describe the electrical requirements for the proposed network and its major components.
- Describe any benefits that the proposed network will provide beyond broadband access service above the minimum service speed requirements within the unserved area, or which will otherwise enhance the Government Entity's economy or future in ways not previously documented in the proposal.
- Include a statement as to shovel readiness... how soon can you implement the proposal once a contract is signed and a grant awarded.

#### 6.4 Provide details on Proposed Project Service Area (PSA)

- Provide maps detailing the unserved household and business premises you intend to reach with the proposed network. If the proposed project service area is not the entire unserved area specified by the Government Entity, please explain; If the project will provide service to underserved areas as defined in the Wyoming Broadband Plan, please depict those as well.( The state broadband grant is not available to fund network to underserved areas, but providing service to underserved areas is knowledge the Government Entity would like to have. If there is a proposal to serve underserved areas in addition to unserved areas, please remove from the cost proposal below, all costs associated with serving the underserved area, if any, as the state grant fund cannot be used to support those costs).
- If the project will proceed in phases provide maps or information detailing when each portion of the unserved area will receive access to the broadband service solutions, you are proposing.

#### 6.5 Provide details on the internet service packages Provider intends to provide, including:

- Pricing, terms and features for residential broadband packages;
- Pricing terms and features for business broadband packages;
- If applicable pricing, terms and features for broadband service to governmental

entities.

#### 6.6 Project cost/bid- Financial Plan,-Matching Funds

- Please identify the total cost of the RFP project, without reference to any funding or financial sources which may be utilized to offset the cost of the project, and identify the cost of key components, and phase cost breakdown if there are phases,
- Please identify all sources of funding the provider currently has access to or will seek access to which may fund some, or all of the total costs of the project, including the source of and the amount of any federal funds (loans, grants, federal universal service funding etc.) received which will or may contribute to offset the total cost of the project and describe in dollar amount those anticipated offsets, if any;
- If any of the funding sources identified in response to the foregoing criteria have deadlines for acceptance and completion, please identify those as to each funding source.
- Please identify the amount of state grant to be sought and the amount of government entity match the provider seeks for the project.
- Please identify any and all financing/loans provider anticipates it will need to obtain, if any to fund the project, the source of the loan, and the terms and conditions of that loan.

#### 6.7 References

Please provide the names and contact information of four references as follows: A financial institution familiar with your company's current finances;

Two references from anchor tenant customers or government entity customers;

A reference from an entity for whom you designed and built a network to serve multiple residential and/or business premises.

After interviews, any finalists will be required to submit detailed financial information to the Government Entity to establish creditworthiness, prior to selection of a Contractor, if any.

### 7. SELECTION PROCEDURES

Proposals will be evaluated on the criteria set forth in response to this RFP in the SECTION 6 PROPOSAL CONTENT AND FORMAT REQUIREMENTS section, together with the criteria set forth in W.S. 9-12-1505 and any preferences identified in SECTION 5.

After an initial review and evaluation of each of the proposals, the offerors submitting the most highly rated proposals may be invited for interviews prior to final selection, to further elaborate on their proposals. The Government Entity reserves the right to award a contract without holding interviews, in the event the written proposals provide a clear preference on the basis of the criteria described.

The Contractor(s) selected for this project will be required to accept the Government Entity's contract and to comply with insurance standards as deemed acceptable to the Government Entity's Risk Manager. No agreement with the Government Entity is in effect until both parties have signed a contract.

8. INQUIRIES Direct all inquiries regarding the proposal process or proposal submissions to:

Linda Fritz, County Clerk,  
[lindaf@crookcounty.wy.gov](mailto:lindaf@crookcounty.wy.gov)  
PO Box 37

For data inquiries:  
Sundance, WY 82729  
307-283-1323  
Tim Lyons, Administrator

**ATTACHMENT A: COVER SHEET**

Name of Person, Business or Organization:	
Type of Entity: (e.g. Sole-Proprietorship, Partnership, Corp., Non-Profit, Public Agency)	
Federal Tax ID Number:	
Contact Person – Name	
Contact Person – Address	
Contact Person – Phone Number (s)	
Contact Person – e-mail address	

By signing this Cover Sheet I hereby attest: that I have read and understood all the terms listed in the RFP; have read and understood all terms listed in this proposal; that I am authorized to bind the listed entity into this agreement; and that should this proposal be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFP as published by Crook County, Wyoming, including any amendments or addenda thereto except as explicitly noted or revised in my submitted proposal.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Title of Authorized Representative

**ATTACHMENT B: SPECIFICATIONS AND PRICING**

<b>Primary Network</b>	<b>Specification or (N/A)</b>
Rated Reliability	
Link-induced latency	
Advertised network speed	
Connection Distance Limit	
Roof Space Required (per site)	
Wall/Rack Space Required (per site)	
<b>Residential – Standard Price(s)</b>	\$
<b>Residential – Promotional Price(s)</b> (Include length of promotional period.)	\$
<b>Government – Standard Price(s)</b>	\$
<b>Government– Promotional Price(s)</b> (Include length of promotional period.)	\$
<b>Business – Standard Price(s)</b>	\$
<b>Business – Promotional Price(s)</b> (Include length of promotional period.)	\$

<b>SERVICE MAP</b>	
Provide a map identifying location of proposed towers, with designation of areas that will be likely to be connected from each tower, with designations identified as:	High Likelihood Likely Less Likely

<b>PRICING LISTS</b>	
Provide a complete list of products to be offered and associated pricing for each:	Residential Business Government