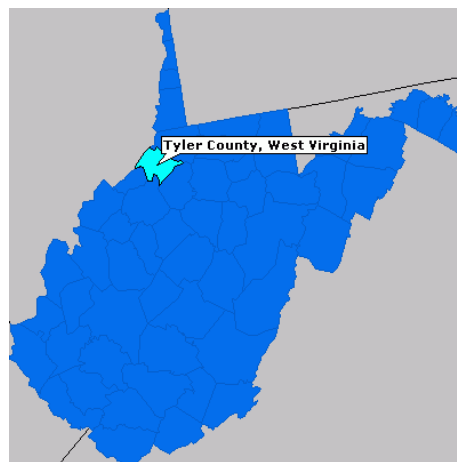


Get Tyler Connected!

**The County Commission
of Tyler County, West Virginia**



**Request For Proposal
Tyler County Broadband Development Plan**



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Executive Summary

Tyler County is situated along the Ohio River, midway between Wheeling and Parkersburg, West Virginia. The western part of the county which borders the Ohio River and the State of Ohio has attracted the largest concentration of the county's population and economic development along the river, railroad line, and most heavily traveled highway, West Virginia State Route 2. Incorporated towns in the county include Paden City, Sistersville, and Friendly, each located along the Ohio River on Route 2, and Middlebourne, the county seat which is located in the center of the county and along West Virginia State Route 18. There is over 125 years of oil and gas development history in Tyler County. The current shale boom has brought expanded drilling and pipeline activity to the county, along with a high probability of attracting gas storage and processing and new value-added manufacturing firms to the existing chemical industry. Despite much recent private investment in infrastructure, Tyler County lags far behind many neighboring counties and the national norm in availability of broadband internet. This is interrelated to a lack of cable television service and cellular phone service in many areas of the county.

With assistance and encouragement from state agencies, the Mid-Ohio Valley Regional Council (MOVRC Planning and Development Council) and the Tyler County Development Authority, the Tyler County Commission resolved to apply for a newly created grant program from the West Virginia Development Office to fund a Broadband Development Plan. The plan, or study, is intended to research and determine the best means to advance toward an outcome of fast, reliable Broadband services in a county that has some fragile infrastructure, limited resources, scattered population, and some difficult terrain. The following RFP must, first, identify the most appropriate vendor to produce the required deliverables described, and second, clearly define what that vendor must accomplish; because the results of this planning phase will become a Key Driver for subsequent grant applications to develop Broadband and telecommunications infrastructure in priority areas of Tyler County. The Tyler County Commission's goal is to build a world-class community telecommunications infrastructure serving Tyler County for the 21st century and beyond.

We acknowledge Broadband is a critical service for quality of life, as is the case with roads, water, sewer, and electricity. Every home, business, non-profit organization, medical facility, government entity, and place of education should have the opportunity to connect affordably, easily, and securely. The Tyler County Commission and Tyler County Development Authority cannot market local communities to their full worth nor empower citizens to realize their full potential in business, education, and health with the current unacceptable level of Internet service.

Successful development of a world class Broadband network mandates that several key drivers be addressed. Ultimately, success depends upon participation by a significant majority of the households, and essentially all the anchor-institutions, banks and businesses. Achieving high market penetration over time requires a high level of satisfaction by the initial participants and the Key Drivers for building satisfaction include:

- Bandwidth- for all households a minimum of 25 Mbps download speed and 3 Mbps upload speed during peak usage times. Symmetric ≥ 25 Mbps for anchor institutions, banks, and similar businesses would be appropriate,

Tyler County Commission, Broadband Development Plan RFP

- Data caps- none (bandwidth is useless unless you can use it),
- Reliability- $\geq 99\%$ (may require solar electric UPS in some areas),
- Competitive subscriber costs (with adequate bandwidth, bundled services are possible to justify higher subscription fees),
- Extensive efforts to educate the potential subscriber population, and
- Constant increases in bandwidth over time.

1. Announcement

NOTICE TO PROFESSIONAL CONSULTANTS

The Tyler County Commission is seeking qualified vendors to create a Broadband Development Plan. Services being sought include but are not limited to a feasibility study, a business plan, a marketing plan and a method to both explore costs and logistics of procuring the described Broadband services, while also evaluating alternative mixes of additional service offerings from a diverse vendor community.

A digital copy of the full RFP document can be obtained online at www.tcdawv.com or requested by email at luke.peters@movrc.org or by regular mail at Tyler County Broadband Development, P.O. Box 247, Parkersburg, WV 26101. No hard copies of the RFP will be provided. The Tyler County Commission reserves the right to reject any and all proposals and select the proposal that is in their best interest. It is critical that interested firms register with the Tyler County Commission and the Tyler County Development Authority their website at www.tcdawv.com as soon as possible in order to be fully informed for any addendums, updates, questions, discussions, etc.

PROJECT ID NUMBER: 17SCBG0015

PROJECT NAME: Tyler County Broadband Development Plan

PROJECT LOCATION: Tyler County, West Virginia. The county commission and development authority are seeking qualified vendors to prepare a Broadband implementation plan as a key input in the development of a comprehensive community telecommunications strategy.

CLIENT AGENCY: Mid-Ohio Valley Regional Council, P.O. Box 247, Parkersburg, WV 26101

CLIENT TECHNICAL CONTACT: Phone: 304-422-4998 x123. Leave a detailed message.

Email: luke.peters@movrc.org

RELEASE DATE: 6/04/2018

RESPONSE DUE DATE: 7/13/2018 by 4:00 pm. Any response received after this time will be rejected.

ERRORS AND OMISSIONS IN RFP: Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the agency, in writing, if the Proposer discovers any discrepancy, omission or other error. All correspondence must be by email with *.pdf attachments as necessary.

2. Request for Proposal Instructions

RESPONSE DUE DATE: 7/13/2018 by 4:00 PM EST. Any response received after this time will be rejected.

SUBMISSION REQUIREMENTS:

One (1) **hardcopy original of the proposal** (marked "ORIGINAL"), two additional copies for a total of three hardcopies shall be submitted in a sealed envelope accompanied by an electronic pdf version of the proposal on a thumb drive or CD. The face of the envelope shall be clearly marked in the lower left corner as follows:

FOR: Tyler County Broadband Development RFP

Send proposals to:

MOVRC, Tyler County Broadband, PO Box 247, Parkersburg, WV 26101

Please direct all requests for information relating to this RFP in email to: luke.peters@movrc.org

RFP Documentation and any Questions submitted regarding the Tyler County Broadband Development can also be viewed at: <http://www.tcdawv.com>

Proposals shall be prepared at the bidder's expense and all correspondence in any form becomes property of Tyler County Commission, and a public record, excluding any content deemed proprietary or sensitive in nature by the vendor.

Proposal should include and will be evaluated based on:

- Cover Sheet (Provided)
- General Vendor Information Sheet (Provided)
- Customer Reference Form (Provided)
- Demonstration of understanding of scope of work
- Proposed approach to performing the work defined by the deliverable section
- Proposed project schedule and project management activities
- Outline of staff expertise, technical and financial capabilities
- Assurance of staff depth to meet project timeline
- Experience related to the project
- Fee Schedule and Cost Proposal to complete deliverables
- Proof of insurance as described in Vendor Qualifications

3. Milestones

Release RFP to Vendors	5/30/2018
Vendor Questions (if any)	5/30/2018-6/27/2018
Answers to RFP Questions	As occurs, but ends 6/29/2018
Proposal Responses Due	7/13/2018 4:00 PM
Proposal Responses 1 st Review	7/19/2018
Vendor Selection (target)	(8/8/2018)
Contract Negotiations Complete	(8/16/2018)
Contract Signed	(8/22/2018)
Work Begins	8/22/2018
All Work Completed	6/30/2019

4. Evaluation Criteria

• Company Background, References & Quality of Proposal	30%
• Industry Experience	20%
• Pricing	25%
• Company Resources & Project Team	25%

5. Overview and RFP Purpose

The Tyler County Commission seeks qualified vendors to complete a Broadband implementation plan as a key input in the development of a comprehensive community telecommunications strategy. The Tyler County Commission reserves the option to include additional related services in the resulting vendor contract after reviewing vendor proposals. A more detailed description of the desired deliverables is provided in the following sections of this document.

This project is funded through a Community Development Block Grant awarded by the West Virginia Development Office, under regulations for Planning and Capacity Building, 24 CFR 570.205. The selected firm will be required to comply with Title VI of the Civil Rights Act of 1964, Executive Order 11246, Section 109 of the Housing and Urban Development Act of 1974, Section 3 of the Housing and Urban Development Act of 1968, Conflict of Interest Statement and Access to Records provisions and all other requirements as related to HUD-funded projects. The project will be implemented by a local project management team. Additional resources will be obtained through the West Virginia Broadband Enhancement Council and the State Office of GIS Coordination. The team will provide oversight and direction to the consulting entity selected.

The Tyler County Commission, in cooperation with the Tyler County Development Authority will consider proposals from single vendors or from multiple vendors working as a team, though a prime contractor is highly desired in the case of the latter. The ideal vendor will have excellent technical and analytic depth in areas of interest to the Tyler County Commission under this RFP, and must be highly-effective communicators, particularly in translating technical concepts to non-technical audiences. The Tyler County Commission prefers firms with experience working with public sector organizations. The Tyler County Commission is employing this procurement method to both explore the costs and logistics of procuring the described services, while also evaluating alternative mixes of additional service offerings from a diverse vendor community.

As such, the Tyler County Commission with the Tyler County Development Authority reserves the right to reject any and all proposals or any part thereof, to waive any formalities or informalities, to award the contract to the most responsive and responsible respondent(s) as deemed in the best interest of the Tyler County Commission and the Tyler County Development Authority, or to suspend the procurement if the desired outcomes are not achieved.

6. Background, Project Justification and Key Drivers

6.1 General Information

Knowledge of, and complaints about, the unacceptable Internet access and speeds for businesses and residents prompted the Tyler County Commission to hold a public meeting and edit their Community Development Needs Assessment to show that Broadband access is a key need, equal with any other infrastructure needs in developing Tyler County. The County Commission chose to assign the Development Authority to act as a lead on forming a Broadband Working Group to investigate the best avenues to enhance Broadband services. The County Commissions, through resolution, authorized the submission of a Community Development Block Grant application to the West Virginia Development Office for funding to conduct a Tyler County Broadband Development Plan.

Due to socioeconomic factors, physical and geographical access limitations, cultural differences and the fact that high quality Internet has not been available in Tyler County, there are some concerns about the likely “take rate” for Broadband. While these limitations and attitudes about the necessity of Broadband present a challenge, the positive impact on education, employment and the health of our population presents great opportunity. Any marketing plan should take into consideration what role these cultural elements may play when determining how to reach people. This plan may require approaches which supersede "normal" advertising methods because for a multitude of reasons, access to 21st Century technology can be a vital social, educational and economic force to lift people up.

6.2 Background/Demographic Information

The following section and corresponding appendices describe the business, community, consumer expenditures, labor force, talent pool and wage demographic data for Tyler County.

Any prospective vendor is highly encouraged to visit the State of West Virginia, Department of Commerce sponsored web site, www.wvsites.com for voluminous demographic, community and heat map data about the state and counties.

Square Miles:	256
Terrain:	Forest and farmland, flat bottoms along waterways, hilly rising to mountainous in areas
Population:	8,795
Median Age (Yrs):	46.3
Households:	3,518
Home Ownership (%):	76.5%
Labor Force:	3,440
Labor Force (%):	47% (White Collar)/ 53%(Blue Collar)
School Enrollment (age 3+)	1,688
Avg Daily Commute (Mins):	27.8
Businesses (all firms):	451
Major Employers:	Chemical Industry, Health and Education, Government
Unemployment (%):	7.8

6.2 Project Justification

The citizens of Tyler County recognize that to compete for the attention of investors as well as retaining the best and brightest of our state we must provide the same level of Broadband access that much of the rest of the country already enjoys. As was documented by the National Telecommunications and Information Administration “For our country to take full advantage of their promises of innovation, America’s path forward must ensure our people and ideas can move at the rapid pace of the 21st Century. At a time when technological innovation and economic growth go together, our digital infrastructure is central to our competitiveness.”

Beyond the economic factors our citizens should be able to benefit from the current and future promise of the digital age. We see the Key Drivers in Section 6.3 as just some of the potential benefits.

6.3 Key Drivers

- Make our county competitive in attracting business, people, ideas and investment
- Provide enhanced educational opportunities for our citizens
- Provide social interaction tools to strengthen our communities
- Increase engagement between government and citizens
- Extend the reach of healthcare and bring down costs
- Enrich student learning at all grade levels
- Empower business and entrepreneurship

6.4 Definition

For purposes of this RFP and any responses we will use the following definition of Broadband.

Broadband is a term describing high speed Internet that achieves a *minimum* of 25 Mbps download speed and 3 Mbps upload speed to households and symmetrical ≥ 25 Mbps to anchor institutions, banks and major businesses, as measured during peak usage periods.

7. Assistance to be provided by the Grantee and Partners

The Tyler County Commission will provide, if applicable, the following information:

- The location of known communications towers in Tyler County at the time of issuance of this RFP;
- Access to the county GIS Files showing locations of known businesses and governmental facilities;
- Such reasonable additional information as may be necessary to provide specific services and meaningful response to this RFP; and
- Speed test results from the West Virginia Speed Test Portal and other community feedback.

8. Project Specifications

8.1 Scope of Work

1. Research and evaluate the current supply of Broadband communications assets, products and services in the Tyler County area through a range of efforts and methodologies identified by the successful firm. Develop a communications and outreach strategy to engage stakeholders, disseminate information and provide opportunities for inclusion in the process.
2. Utilizing surveys and other methods, evaluate the current and future demand for Broadband products and services in the county through a range of efforts and methodologies, including but not limited to conversations with:
 - a. Utilization of speed test data from the WV Broadband Enhancement Council will be available and is required to be part of the analysis for the plan.
 - b. Public stakeholders (e.g. local and regional government agencies, educational institutions, federal laboratories and agencies, etc.) Consider the telecommunications needs of a potential municipal electric utility (e.g. support of utility monitoring, control, metering and outage management, etc.).
 - c. Private stakeholders (e.g. local businesses, business organizations, health care providers, digital divide advocates, other interested consumers and interest groups).
 - d. Broadband providers regarding the demand for, and adoption of, their products.
3. Provide strategic guidance in the planning of a Broadband connectivity project that can be implemented as cost-effectively and quickly as possible to enable economic development and citizen connectivity.
4. Conduct a technical, organizational feasibility assessment, develop preliminary plan with suggested route and make recommendations on how to proceed which may include current availability, penetration and usage of Broadband services, service territories, backhaul routes, capacity, providers and other relevant information for the project.
5. Provide an assessment of potential construction and operational relationships with public, private, and membership-owned companies in the project service area, and with other publicly or privately funded networks as suitable for interconnection.
6. Provide an assessment of the telecommunications environment detailing the types of services, pricing, availability and limitations. Identify potential areas for partnership between the Tyler County Commission and incumbent providers and if possible aid Tyler County in creating dialogue with these providers.
7. Identify potential network routes and interconnection points as well as possible tower site recommendations to support and maximize consumer coverage.
8. Consider opportunities to pursue a regional approach; leveraging telecommunications assets in support of regional cooperation.
9. Perform a Gap Analysis of the current Broadband environment. Evaluate the current environment against the current and future needs of Tyler County, including all stakeholders defined in the project. Determine what economic and community impact

Broadband issues are having on Tyler County. The Gap Analysis should include an evaluation of key issues limiting Broadband expansion.

10. Collaborate with the Tyler County Commission to provide community outreach for the purposes of educating potential customers on the value of having quality Broadband service. The goal of this being to maximize the “take” rate of these services.
11. Identify funding sources both government and foundation and provide strong justification for funding to serve as the basis for a grant/loan application to support project implementation.
12. Analyze eligibility criteria for the various funding resources by geographic area and provide a recommended implementation plan that maximizes potential funding.

9. Project Management

As part of their response the vendor should demonstrate their understanding of the work requested. They should begin with a thorough review of the Tyler County Commission’s objectives for the scope of work and provide an overview of how the work would be approached, controlled and the desired results achieved. This section should include:

- The project management methodology and approach to be used by the vendor
- A project time line/Gantt chart
- Examples of status reports and other control documents relevant to your methodology
- Examples of similar project deliverables to those being requested in this RFP, including West Virginia GIS compliant mapping
- A proposed project table of organization with roles and responsibilities for both vendor and Tyler County Commission and partners such as the Development Authority.

9.1 Project Management Methodology

A demonstrated and effective project management structure will enable the vendor project manager and team to meet evolving project needs and priorities and be responsive to the Tyler County Commission and stakeholder community. With the changing face of Broadband technology, a project management methodology capable of transformation and evolution will be essential. The proposed methodology should be consistent with the size and scope of this effort and should include but not be limited to the following:

- Best-in-class tools, including ArcGIS/QGIS-compliant mapping capabilities
- Project management integration
- Scope and change management processes and control
- Full life cycle requirements traceability management
- Stakeholder communications
- Risk and issue management methodology and processes
- Effective real-time project performance reporting and quality management

9.2 Project Timeline/Gantt Chart

The vendor should provide a project schedule and Gantt Chart detailing the steps necessary to complete the work requested in this RFP. These documents should be produced in an easy to use format.

9.3 Examples of Status Reports and Other Control Documents

The vendor should provide examples of the status reports and other control documents to be used to communicate the progress of the project. This should include the suggested frequency as well as the proposal for review and approval. This section must at a minimum include examples of issue documentation and change control reports. Although the examples may be in PDF format the actual documents must be produced using the Microsoft Office suite of products. Documents must not be password protected or secured in any way.

9.4 Examples of Similar Project Deliverables

The vendor should provide examples of deliverables produced in other projects that will be similar in form and content to the deliverables proposed for this project. If any content is deemed proprietary or sensitive in nature it is acceptable to redact any such information. Although the examples may be in PDF format the actual documents must be produced using the Microsoft Office suite of products. Documents must not be password protected or restricted in any way.

9.5 Project Table of Organization with Roles and Responsibilities

The vendor should provide a proposed table of organization that includes the titles of all key roles involved in this project including expectations of participation by the Tyler County Commission and any of its stakeholders. As part of this table of organization the vendor should list out the proposed responsibilities of each of these roles. Although the examples may be in PDF format the actual documents must be produced using the Microsoft Office suite of products. Documents must not be password protected or restricted in any way.

Our expectation is that the vendor's project management methodology will provide a structured approach that integrates standard processes into and across the entire project. This integration should support an overall solution that will reduce our project risk and promotes the following:

- Consistent use of repeatable processes and documentation
- A common understanding of project responsibilities in the organization
- Greater assurance that critical tasks are being monitored and controlled
- Effective project management communication and reporting
- Achievement of planned project schedules
- Predictable project performance

10. Deliverables

Using the results of the entire Scope of Work analysis, develop a comprehensive written report that presents alternatives to address the engineering and business parameters for deploying Broadband services throughout Tyler County. The analysis must consider a wide continuum of business models and

engineering options. It shall also highlight associated costs, alternative financing methods including other funding sources, as well as risk, timing and service quality considerations. The report must conclude the analysis by identifying a recommended strategy and associated action plan for its implementation. All materials, reports and data generated throughout this project shall remain the property of The Tyler County Commission. Data will also be provided to the State of West Virginia, West Virginia Broadband Enhancement Council, in electronic and paper format.

10.1 Deliverables Must Include

1. **Feasibility Study** - This deliverable should include data gathered on Tyler County population as well as the geographical distribution of that population. This deliverable should also include the results of surveys done to gain a better understanding of the unserved and underserved population in Tyler County. It should provide data on the interest level of the potential customers in Broadband Internet and other related services (i.e. phone, cable television, etc.).
2. **Marketing Plan** – This deliverable should focus on how the vendor will overcome the cultural obstacles to adoption of Broadband services as covered in Section 6. It should also address the overall approach to garnering a market share that will allow this effort to become as self-sustaining as possible.
3. **Incumbent Providers and Details on Current Service Competitors and Technologies** - This deliverable should include information on companies that provide similar services to those that this project intends to deliver within the Tyler County area. It should detail the service those companies provide and the technologies they use to provide those services.
4. **Similar Projects** - This deliverable should include descriptions of projects similar to the size and scope of this project. It should detail the delivery time, time in operation, cost and current status of those projects. A minimum of three projects should be documented.
5. **Funding Suggestions** - Analysis and recommendations for eligibility criteria for the various funding resources by geographic area with recommendation and justification in the form of an implementation plan that maximizes potential funding.
6. **Potential Project Partners** - This deliverable should include a list of potential partners to work with the Tyler County Commission and partners on the delivery portion of this project. It may include both public and private partners and should describe the type of services they would provide.
7. **Synergies and Sharing Opportunities** - This deliverable should include proposals for ways to work with other entities to provide Broadband services with maximum efficiency and cost effectiveness.
8. **Legal and Regulatory Issues** - This deliverable should include guidance based on the vendor's experience regarding any potential legal or regulatory hurdles the project may face. It should include information on those issues as well as how they may be overcome.
9. **Preliminary Design Modeling To Achieve Connectivity, Redundancy And Affordability** - This is one of the primary deliverables of the planning phase. It should provide detail on the design of a network that would meet the needs of Tyler County from both a cost and technical perspective. Where appropriate it should also include alternatives for providing those services and if necessary, a separate cost for each alternative.

10. **Business and financial modeling in support of network build to include Fiber-to-the-Home (FTTH), Fixed Wireless Broadband or Hybrid Systems** - such as, the Mimosa GigaPop
11. **Estimation Of Project Cost And Construction Timeline** - This deliverable should include a timeline for completion of the delivery phase of this project as well a proposed cost. If variations for the solution have been provided the cost and schedule should reflect those variations.
12. **Provide any GIS-Based shapefiles created or utilized for the Project** -
13. **Report That Clearly Defines Their Stakeholder Evaluation Process Including Their Recommended Participant Level In Order To Reach Statistically Reliable Results** - This deliverable should identify the method the vendor will use to determine when and how stakeholders will be included in this effort. It should clearly illustrate how the proposed participation by stakeholders will ensure that the documented solution will meet the needs of those stakeholders to the greatest possible degree.
14. **Final list of recommendations and suggested implementation measures to be employed by Tyler County and partners for its "Next Step" Phase** - This deliverable should provide recommendations to the Tyler County Commission on how to take the results of the planning phase and get to the delivery phase with maximum efficiency.

11. Vendor Qualifications

1. The Tyler County Commission and partners may make such investigations as deemed necessary to determine the ability of the vendor or subcontractors or suppliers to perform the work, and the vendor shall furnish to the Tyler County Commission and partners all such information and data for this purpose as the Tyler County Commission and partners may request.
2. The Tyler County Commission reserves the right to reject any proposal if the evidence submitted by or investigation of such vendor fails to satisfy the Commission that said vendor is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.
3. The vendor is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the Tyler County Commission.
4. The vendor must have the authority to do business in the State of West Virginia.
5. The vendor shall be required to provide evidence that it has and will maintain during performance of services under this contract, professional liability insurance and general liability insurance as applicable, and will be required to submit a Certificate of Insurance indicating the limits of such insurance that are satisfactory to the Tyler County Commission.
6. The vendor accepts the terms that anything provided to the Tyler County Commission and partners as a deliverable then becomes the property of the Tyler County Commission and the West Virginia Development Office and cannot be redistributed in any form without the express written consent of the Tyler County Commission or its designees.

12. Conditions

The Tyler County Commission and partners reserve the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the Tyler County Commission. The Tyler County Commission reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The Tyler County Commission and partners reserve the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the Tyler County Commission, is not able to adequately perform the contract. The Tyler County Commission and partners reserve the right to reject any and all proposals, any part or parts of a proposal, waive any requirements in the RFP for good cause.

Proposal and cost schedule shall be valid and binding for ONE HUNDRED EIGHTY (180) days following the proposal due date and will become part of the contract that is negotiated with the Tyler County Commission.

13. Proposal Cover Sheet

Name of Company	
Address of Home Office	
City of Home Office	
State of Home Office	
County of Home Office	
Zip Code of Home Office	
Phone Number of Home Office	
Federal EIN	
State EIN	
Contact Name	
Contact Office Phone Number	
Contact Cell Phone Number	
Contact E-Mail Address	

14. General Vendor Information Sheet

Name of parent company	
Length of time in business	
Length of time in business providing proposed service	
Gross revenue or the prior fiscal year	
Percentage of gross revenue generated by proposed services	
Total number of clients	
Total number of clients in the proposed service area	
Number of public sector clients	
Number of full time personnel in:	
Consulting	
Sales, marketing and administrative support	
Broadband technical support	
Other (please note relevant staff)	
Where are your headquarters and field offices located?	
Which office would service this account?	
Other information relevant to your efforts on similar projects this year?	

If the vendor has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. Submit full details of all terminations for default experienced by the vendor during the past five years, including the other party's name, address, and telephone number. Present the vendor's position on the matter. The Tyler County Commission and partners will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor. If no such terminations for default have been experienced by the vendor in the past five years, declare so with a detailed description.

15. Customer Reference Form

Include the required information for three references.

Customer – client name	
Reference name	
Title	
Office phone number	
Cell phone number	
email address	
Mailing address	
Customer size	
Start date	
End date	
Contract amount	

Customer – client name	
Reference name	
Title	
Office phone number	
Cell phone number	
email address	
Mailing address	
Customer size	
Start date	
End date	
Contract amount	

Customer – client name	
Reference name	
Title	
Office phone number	
Cell phone number	
email address	
Mailing address	
Customer size	
Start date	
End date	
Contract amount	