REQUEST FOR PROPOSALS

Engineering Design for a Community Network for the Town of Falmouth, Massachusetts

FalmouthNet, Inc.
43 Sippewissett Rd.
Falmouth, MA 02540
www.falmouthnet.org

Contact: Courtney Bird
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(Please reference RFP Community Network in the subject line of correspondence)
1. Overview

FalmouthNet, Inc., a 501c3, henceforth FalmouthNet, is working to create a municipally based fiber optic network for the Town of Falmouth, Massachusetts. FalmouthNet believes that a robust broadband infrastructure is critical to the sustenance and future growth of the town’s commerce and to the welfare of its citizens. Along with many residents and businesses of Falmouth, it has concluded that the town broadband communications needs are inadequately served by the existing providers. This view was confirmed by an independent feasibility study commissioned by the Falmouth Economic and Industrial Corporation completed in November 2020. This Request for Proposal solicits bids for an engineering design to advance the network project to the next level of detail required to prepare for construction bids and funding solicitations. Key deliverables expected from this work are:

- a street level network design that serves all residences and businesses
- a comparison of PON vs Active Ethernet builds
- a bill of materials and cost estimates

It is the intention of FalmouthNet that this study start as soon as possible and be completed no later than January 21, 2022.

FalmouthNet is soliciting responses from qualified network engineering design firms that have extensive experience working with towns and cities on network planning, network design for residential communities and financial analysis. The selected firm will be expected to interact with FalmouthNet board members, town officials and interested residents while preparing its report and to provide detailed information specific to Falmouth as described in the Scope of Work (Appendix A.)

This request-for-proposal document provides information and requirements for responses from interested firms, as well as information and requirements for interviews, to which several qualifying firms may be invited.

2. Evaluation Process and Criteria

All Respondents shall submit their response using Appendix B (Submittal Requirements) as a template.

Responses will be evaluated on the degree to which they help FalmouthNet meet the specific requirements of this RFP. We will look at the following dimensions of each response:

- Scope of services – Proposal responses will be evaluated based upon their completeness.
- Expertise – Evaluations will include demonstrated competency in all of the required services.
- Timeliness – The ability to begin work with FalmouthNet promptly and complete the Scope of services in a timely fashion.
• Cost – The cost of required services and if relevant any additional options.

Proposals will be evaluated on the assumption that the RFP response offers the Respondent’s most favorable terms to FalmouthNet. Notwithstanding any other provision of this RFP, FalmouthNet expressly reserves the right to negotiate with any Respondent, using the Respondent’s RFP response as a basis for obtaining best and final offers prior to contract award. The final proposal selection may not necessarily be based on the lowest cost received, but on the proposal that best meets the RFP requirements and/or the most advantageous firm with a competitive price.

The Respondent should be aware that time is of the essence. By submitting a response, the Respondent agrees to negotiate in good faith with FalmouthNet to complete and finalize a contract in a manner consistent with the Project’s timeline.

2.1 Evaluation Criteria

The following criteria will be used in the evaluation committee’s review of submittals:

• Firm’s general experience.
• Firm’s relevant similar project experience.
• Firm’s expertise in developing and understanding programmatic requirements of FalmouthNet.
• Firm’s ability to comply with the proposed project schedule.
• Skill set(s) and experience of firm’s personnel proposed for the project.
• Firm’s capacities and financial capabilities.
• Firm’s proposed fee for services.
• Firm’s experience in working on Cape Cod.

2.2 Liability for Costs Incurred for Proposal Preparation

FalmouthNet is not, and shall not be, liable or responsible for any costs or expenses incurred by a proposing firm in the investigation, preparation, submission and production of a proposal, for expenses for any retained consultants, or for any work performed by the proposing firm prior to the final execution of agreements. All such costs and expenses are the sole and absolute responsibility of the proposing firm.

2.3 Right of Evaluation

Once proposals are submitted and reviewed by FalmouthNet, FalmouthNet may select a short list of firms to interview. If interviews are deemed necessary, FalmouthNet will select a Respondent or Respondents and begin negotiations to finalize a contract for services. If FalmouthNet cannot negotiate a contract successfully with the selected Respondent, the next highest-ranking Respondent(s) will be contacted and negotiations with them will begin. The process will continue until a mutually agreeable contract is finalized between FalmouthNet and the selected Respondent(s).
Notwithstanding any other provision of this RFP, FalmouthNet expressly reserves the right to:

1. Conduct discussions with any or all Respondents for the purpose of clarification of proposals.
2. Waive, or decline to waive, any insignificant defect or informality in any proposal or proposal procedures.
3. Cancel or amend this RFP or issue other requests for proposals.
4. Select a Respondent or Respondents based on FalmouthNet's analysis and evaluation of proposals submitted.
5. To request presentations of proposals if FalmouthNet feels further information is appropriate to the decision-making process.
6. Select no proposals at all.

FalmouthNet reserves the right to select and enter into a contract with a Respondent which provides the best-qualified response that is most beneficial to FalmouthNet's goals. At its discretion, FalmouthNet may choose not to pursue an Agreement for any of the services requested in this RFP.

By executing the Officers Certification and Acceptance Form (Appendix D), the Respondent acknowledges, understands and agrees to be bound by the procedures set forth in this RFP and agrees that it is compliant with them. The Respondent further agrees that FalmouthNet shall not be liable under any circumstances for the subsequent disclosure of any materials submitted to it by Respondent pursuant to this RFP.

It is the policy of FalmouthNet that contracts are awarded only to responsive and responsible Respondents. In order to qualify as responsive, the Respondent must respond to the requirements of the RFP in a complete and thorough manner. In order to qualify as responsible, the Respondent must demonstrate the availability of adequate resources and staffing and the necessary experience, organization, qualifications, skills and facilities to fulfill the requirements of this RFP. Any proposal determined to be non-responsive to this RFP, including instructions governing the submission of proposals, will be disqualified without evaluation, unless FalmouthNet determines that the noncompliance is insubstantial.

Unless otherwise specified in this RFP, all communications, responses, and documentation must be in English, and all cost proposals or figures in U.S. currency.

Respondents are prohibited from communicating directly with any employee, board member or sub-committee member of FalmouthNet except as specified in this RFP during the RFP process.

FalmouthNet may provide reasonable accommodations, including the provision of material in an alternative format, for qualified Respondents with disabilities or other hardships. Respondents requiring
accommodations shall submit requests in writing, with supporting documentation justifying the accommodations.

All proposals submitted become the property of FalmouthNet; 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 Massachusetts 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 Respondent may withdraw its proposal prior to the RFP response deadline. Proposals received after the deadline will not be considered. Proposals will be opened and reviewed internally at the convenience of FalmouthNet.

The proposal constitutes an offer by the Respondent to do business with FalmouthNet under (at a minimum) the terms, conditions and pricing gathered from the Respondent in response to this RFP, 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 Respondent, FalmouthNet, at its option, may incorporate all or parts of a Respondent’s proposal and any or all answers and information contained within that proposal into the final agreement between the successful Respondent and FalmouthNet.

Any information released either verbally or in writing prior to the issuance of this RFP shall be deemed preliminary and not binding upon FalmouthNet in any manner.

FalmouthNet reserves the right to use any and all concepts presented in any proposal to obtain the most beneficial and effective path to achieving its desired goals for the project. Selection or rejection of proposals shall not affect this right. All proposals will be evaluated pursuant to the criteria set forth herein, and, at FalmouthNet’s discretion, an award made to the Respondent(s) that demonstrates the best ability to satisfy the scope of work in the most timely and cost effective manner within the context of FalmouthNet’s goals.

By submittal of a proposal, a Respondent attests to have read, understood, and agreed to all requirements, terms, and conditions in this RFP, including any and all attachments, exhibits, appendices and addendum.

Respondents must identify any conflict of interest that may arise from providing services to FalmouthNet. FalmouthNet reserves the right:

1. to disqualify any Respondent or reject any proposal at any time solely on the grounds that a real or perceived legal or policy conflict of interest is presented;
2. to require the Respondent to take any action or supply information necessary to remove the conflict; or
3. 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 FalmouthNet’s satisfaction.

2.4 Response Requirements

A response will not be deemed received until FalmouthNet has received three (3) bound hard copies and one (1) electronic copy of a Respondent’s response. Hard copies shall be sent by regular mail, hand delivered or sent overnight to FalmouthNet, Inc., Attn: Courtney Bird, 43 Sippewissett Rd, Falmouth MA 02540. Faxed or telephone proposals will not be accepted. An electronic copy should be either emailed to info@falmouth.net, or provided on a USB “stick drive” or CD-ROM with the hard copies. Respondents assume the risk of the methods of dispatch or delivery chosen.

2.5 Questions Regarding RFP

Any questions regarding this RFP should be submitted electronically no later than 5:00 PM on August 23, 2021 to the following e-mail address: info@falmouth.net.

All questions received by the deadline, along with the corresponding responses, will be posted to FalmouthNet website (http://www.falmouth.net/contracts-and-requests-for-proposals) at the end of the business day on August 27, 2021.

2.6 Availability of Proposals

Any items that the Respondent wishes to cover under a non-disclosure agreement should NOT be included in this response.

2.7 Timeline and Due Dates

Project Timeline – all dates are subject to change at FalmouthNet’s discretion.

- August 16, 2021 – RFP Released
- August 23, 2021 - Written Inquiries Due by 5:00 pm
- August 27, 2021 – RFP Inquiry Responses Posted to FalmouthNet Web Site by 5:00 pm
- September 6, 2021 – RFP Response Due by 5:00 pm
- September 13 – 17, 2021 – Finalist Interviews if Needed
- October 3, 2021 - Respondent Selection
- October, 2021 - Contract Negotiation and Completion
- January 21, 2022 – Final Report Due
It is anticipated that this project will be completed within three (3) months, and a final report must be completed by January 21, 2022. A proposed schedule is required as part of the RFP response, and it will be part of the basis of criteria for award of the contract.

3. Background and Project Scope

The Town of Falmouth is a coastal town on Cape Cod, Massachusetts with a year round population of about 32,000. Because of its multiple beaches and connections to Martha’s Vineyard and Nantucket, it is a popular tourist attraction, and the summer population soars to more than 105,000. Falmouth is the home of several world-class scientific research organizations including the Woods Hole Oceanographic Institution, the Marine Biological Laboratory, the Woods Hole Research Center, the Sea Education Association and research centers for NOAA and the USGS. It also is the home of numerous technology driven spinoffs including Teledyne Benthos, Hydroid and Cape Cod Associates. The town covers approximately 54 square miles and is organized around several small village centers, each of which has its own historical and cultural characteristics.

The primary broadband service provider in Falmouth is Comcast, which currently offers DOCSIS 3.1 in most, but not all, areas of the town. Verizon offers DSL service, but has stated multiple times that it does not plan to bring FIOS to Falmouth or elsewhere on Cape Cod. OpenCape provides enterprise class
broadband services to most town buildings, including schools and libraries, and to the major businesses and research institutions in the town. It recently has begun to offer residential and small business broadband services in mixed-use buildings. This effort includes a joint EDIC and OpenCape project along Main Street in Falmouth center. Cell phone service is poor in many parts of the town and is frequently overburdened during the summer months.

The OpenCape Corporation, https://opencape.org/, is 501c3 non-profit company, based in Barnstable, MA, that owns and operates a state-of-the-art fiber optic network throughout Cape Cod and southeastern Massachusetts. It started as an ARRA funded middle-mile project designed to serve local governments, businesses, and residents of Southeastern Massachusetts, the Cape & Islands. The OpenCape 128 strand fiber backbone passes through much of Falmouth, as shown below, and there are more than 40 laterals constructed off of it. The network is an open-access network, and the role of OpenCape as an infrastructure resource or potential partner for the Falmouth Community Network.
The residents and businesses of Falmouth have long considered that their needs for a robust, modern communications infrastructure have not been adequately addressed by the major national communications providers. Small businesses, many operated out of people’s homes, are also very important contributors to the local economy, and the lack of reliable, affordable Internet services is a significant problem for them as well. Similarly there is a need for better Internet services to enable people to work at home in order to avoid long off-Cape commutes or extend vacation stays.

Falmouth’s summer population is more than triple its year around one (105,000 vs 32,000), and the impact upon a communications infrastructure that is already marginally adequate is often catastrophic. Obviously as both businesses and the general population becomes more and more accustomed to and dependent upon reliable Internet connectivity, this poorly performing infrastructure becomes increasingly unacceptable. A poorly performing communications infrastructure during the tourist season is not just an inconvenience but it also impacts the overall quality of our visitor’s experience and accordingly the economic health of the town. For additional background information and assessment of the feasibility of a town based residential network please see the Feasibility Study done by CCG.  
https://www.falmouthedic.org/fiber-optic-network-study

This RFP solicits proposals from experienced network design engineers that have helped towns of similar size and characteristics to us. We will require that the selected bidder work closely with FalmouthNet, town government and other interested parties to gain a true understanding of the community’s needs and expectations. We further require that the selected respondent develop a network design or designs with an associated estimated bills of materials and cost estimates based upon the network design objectives specified in the following section. A more detailed scope of services is provided in Appendix A of this document.

4. Network Design Objectives

The network design and plan must accommodate the Falmouth Community Network requirements, which include but are not limited to the following:

- The network must have the ability to provide access to all premises in the Town of Falmouth, although not all residents or businesses may choose to connect. There are approximately 24,000 locations in total spread over about 460 miles of roads.

- The network should be expandable in a manner as efficient and effective as possible to increase capacity and to accommodate advances in technology as may reasonably be expected to become available over the life of the network (at least 20 years). This means, at a minimum, a sufficient number of spare fiber strands in the backbone and distribution routes, as well as enough expansion
slots in electronics cabinets to accommodate expansion cards for all future subscribers.

- The network design throughout should allow for the potential of multiple ISPs simultaneously offering service and also the use of protocols other than IP. The report should discuss where considerations have a construction and cost impact.

- The network and its construction must adhere to all current and generally accepted technical standards, building codes, construction practices, and other regulations, specifications, and standards as may apply in the broadband networking industry. Also, all federal, state, and local laws, regulations, and codes applicable to the network, its construction, and its operation and services must be observed.

- The network will likely connect to the OpenCape middle mile network at multiple locations within Falmouth as well as other ISPs. The design must allow for multiple Internet service providers to connect at a minimum of two physically separated locations.

- The network must be capable of providing at least symmetrical 1 Gigabit/second data connections to the internet to all customers with the additional capability of offering lower speed services. It must be able to accommodate higher data rates as the technology evolves.

- The network is not expected to provide traditional Cable TV service although the system must be fully and robustly capable of accommodating current-state Internet Protocol Television (IPTV) and other internet-based video services, including interactive video services.

- The network must be capable of supporting Voice over IP telephony services.

- Where there are technical or architectural design alternatives, and where there are multiple approaches possible, the design engineers will be expected to identify all options and present to FalmouthNet a reliable and understandable explanation of each, along with an explanation of tradeoffs in terms of functions, features, costs, and other pros and cons. In particular FalmouthNet is looking for:
  - a comparison of PON versus Active Ethernet including considerations of capital costs, operational differences and power consumption
  - an evaluation of the use of micro-trenching as opposed to mixed aerial/buried construction.
Appendix A: Scope of Work and Deliverables

1) Network design
   a) Design a “last mile” fiber-to-the-premise network, including optimal fiber routes, that meets the design objectives specified in section 4 above.
   b) Survey utility poles along public and private ways and evaluate where fiber optic cables should be placed along the poles versus where they should be buried.
   c) Identify special situations, private roads, unusual cable runs, remote parcels, or other obstacles, if any, that will affect installation costs.
   d) Identify third-party approvals or permits that will be needed, if any, including but not limited to conservation, environmental, and historical preservation permits, waivers, and easements.
   e) Identify “hut” and distribution hub locations, equipment enclosures, etc.
   f) It is expected that most of this work will be done as a “desktop exercise” using online maps, imagery and databases. Respondents should describe their methodology and the expected accuracy of the results based upon experience with similar projects.
   g) Respondents should also plan upon at least three (3) on-site workdays for the purposes of verification and inspection of potential problematic areas.
   h) The final deliverable should be both a written report and computer manipulatable files just as .kmz and shape files.

2) Cost of network construction:
   a) For the proposed network design estimate the cost of construction for:
      i) the network backbone.
      ii) laterals into neighborhoods.
      iii) access to residential and business units.
      iv) routing, switching and end point access electronics
      v) network huts and other support structures.
   b) Prepare a bill of materials with costs estimates including strand-sized fiber optic cables, conduits, electronic components, huts, racks, and other installation and construction materials.
   c) This estimate and bill of materials is to be prepared for both a PON and Active Ethernet based network.
   d) Estimate cost differences for aerial, underground, micro-trenched or other installation methods.
   e) Major sources of uncertainty within the estimates should be identified and explained with estimated cost variations noted whenever possible.
   f) The final deliverable should be both a written report and a formula driven spreadsheet that allows for variations to be analyzed.
Appendix B:  Submittal Requirements

Responses to this Request for Proposal must include the following information in sections as numbered below:

All respondents should provide proposals in the following format:

1. **Cover Letter:** Indicate your firm’s interest in the project. Include company name, address, contact name, email, and phone. Provide detailed contact information requested in Appendix D.

2. **Overview of Respondent(s):** Include company(s) history, number of employees by discipline, company locations, location of office where this project will be managed, location of primary workforce, plans to procure additional resources or sub-contractors for this project, length of time your firm has provided similar services, and other relevant information.

3. **Project Team:** Identify the leadership for this project within your organization. Respondent should identify in-house and subcontracted functions to include the names of companies that will be subcontracted, if known.

4. **RELEVANT PROJECT EXPERIENCE**

Provide information on relevant project experience with comparable projects completed in the last five years or currently in progress, in a format that follows:

*(Please limit your proposal to a maximum of (4) four such examples.)*

1) Project Information  
2) Project Name  
3) Project Location  
4) Project Type  

5) Client Information  
6) Client Name  
7) Client Contact Name, Title, Address, Telephone Number and Email  
8) Completion Information  
9) Date of Completion; Length of Project.

Provide at least one completed engineering design study with cost estimates that you consider to be most similar to the work you propose to do for Falmouth. If required, the distribution of the submitted study will be limited to those evaluating responses to this RFP.
5. **Other Current Projects**: Indicate your existing client workload and what other projects your team is committed to, including project time frames. If you have any project that may cause a conflict of interest or could otherwise hinder your proposed time frames, please describe those projects and how your firm manages multiple client priorities.

6. **Financial Information**: Include certified financial statements for the past two (2) years, any current or pending lawsuits or legal actions against your company, and contact information for the primary financial institution.

Complete and submit Appendix C.

7. **Insurance**: Include in your proposal insurance certificates confirming coverage as set forth in the paragraphs below, that FalmouthNet shall be notified not less than thirty (30) days prior to any cancellation or material change in coverage, that coverage secured by the Contractor shall be on a “Per Occurrence” basis, that all insurance policies shall be obtained and maintained with companies rated “A” or better by AM Best, that the Contractor’s insurance shall cover its subcontractors that perform any of the Work, or the Contractor shall require each such subcontractor to maintain insurance of the type and amounts required of the Contractor.

Insurance coverage shall be written for not less than the limits of liability described in the following paragraphs or such limits as may be required by law, whichever are greater:

1. Workers’ Compensation and Employer’s Liability Insurance covering all employees of the Contractor and any subcontractors wherever they may be in the United States, so long as they are engaged in the work covered by this Contract. Workers’ Compensation insurance in amounts required by applicable law and Employer’s Liability insurance with a limit of at least two million dollars ($2,000,000.00) per occurrence is required. For any activity that takes place over water, such Workers’ Compensation policy shall include a Federal Act Longshore Harbor Workers Coverage Act “endorsement,” which shall be specifically listed on the required insurance certificate.
2. Commercial General Liability Insurance (Bodily Injury and Property Damage) which shall provide not less than five million dollars ($5,000,000.00) combined single limit liability insurance, per job aggregate, on a per occurrence basis, with the railroad exclusion and marine liability exclusion deleted, protecting the Contractor and any subcontractors from liability arising out of the Work for: (1) bodily injury, sickness, or disease, including death at any time resulting therefrom, sustained by any person; and 3. damage to or destruction of property, including loss of use thereof.
3. Protection and Indemnity Policy in an amount not less than two million dollars ($2,000,000).
4. An Excess/Umbrella policy in an amount not less than two million dollars ($2,000,000).
5. “All Risk” property insurance in an amount equal to the replacement cost of any and all equipment owned, leased, or borrowed while in the Contractor’s or subcontractor’s care, custody, or control, including while in transport at the direction of the Contractor or subcontractor. Such “All Risk”
insurance shall also cover all materials and equipment stored on a project site for incorporation into the Work as well as all partially constructed structures.

6. Automobile liability insurance covering death or injury to any person or persons, or damage to property arising from the operation of vehicles or equipment, with limitations of not less than two million dollars ($2,000,000).

7. Professional liability insurance, with limitations of not less than one million dollars ($1,000,000) combined single limit for each occurrence and two million dollars ($2,000,000) in the aggregate.

Include a statement that FalmouthNet, its subsidiaries, affiliates, directors, officers and owners shall be listed as additional insureds for general liability, protection and indemnity, excess liability, and automobile liability coverages required under the final contract. This coverage shall be primary and non-contributory. In addition, the Contractor and all of its subcontractors will waive all rights of subrogation against FalmouthNet, its subsidiaries, affiliates, directors, officers and owners, and the Contractor will waive any and all rights to recover against FalmouthNet, or its subsidiaries, affiliates, directors, officers and owners, for any loss or damage to the Contractor arising from any cause covered by any insurance required to be carried.

8. Time Schedule: Indicate your proposed timetable, based upon the scope of work, and your experience with similar projects in type and scope.

9. Proposed Project Cost Summary: Provide a detailed project cost using Appendix D.
APPENDIX C: Officer Certification and Acceptance Form

1. Is your organization in compliance with all of its obligations under all bank lending and other credit (e.g., equipment leases) arrangements and has it been in compliance with these requirements during the past 12 months?  ______Yes  ______No

2. During the past 5 years has your organization filed for bankruptcy or has any Principal (more than 5% stockholder or other type of ownership) or officer been an officer or Principal of another firm that filed for or been the subject of any bankruptcy or insolvency proceeding?  ______Yes  ______No

3. Is your organization current in all of its obligations to federal, state and local taxing authorities?  ______Yes  ______No

4. Is your organization a party in any litigation proceeding or threatened litigation which could result in a material adverse effect on the organization?  ______Yes  ______No

5. Has your organization or any officer or Principal been convicted in any criminal proceeding (other than minor traffic and other non-felony offenses) during the past 5 years or currently the subject of any similar criminal proceeding?  ______Yes  ______No

6. Is your organization involved in any material dispute with any federal, state or local regulatory authority or been involved in any such material dispute during the past five years?  ______Yes  ______No

7. Are your organization’s financial statements audited?  ______Yes  ______No

8. If so, have you received a “going concern” opinion from such audit firm during the past three years?  ______Yes  ______No

9. Are more than 25% of your revenues derived from any single customer?  ______Yes  ______No

10. Did your organization have positive net income in each of the two most recent fiscal years?  ______Yes  ______No

11. Do your organization’s tangible current assets (current assets less goodwill) exceed its current liabilities?  ______Yes  ______No

If you have answered ‘Yes’ to questions 2, 4, 5, 6, 7(b), or 8, please explain.
If you have answered ‘No’ to questions 1, 3, 7(a), 9, or 10, please explain.
Attach additional sheets if necessary.
I certify that I have the authority to bind the Respondent indicated below to the specific terms and conditions imposed in this RFP and offered in this bid proposal, that all of the foregoing answers and all statements contained in any explanation are complete, true and correct, and that by my signature on this document I specifically agree to all of the waivers, restrictions and requirements of this RFP as conditions precedent to submitting this proposal. I further state that in making this bid proposal that the Respondent has not consulted with others for the purpose of restricting competition or violating State or Federal anti-trust laws and has not knowingly made any false statements in this proposal.

Authorized Signature:

Printed Name:

Title:

Telephone:

Fax Number:

E-Mail:

Business Name:

Address:

Federal ID Number:

Signed and sworn to before me, a Notary Public, this ________day of __________,_________

____________________________________

Notary Public
Appendix D: Cost Summary

FalmouthNet strongly encourages respondents to bid on the entire Scope of Work described in Appendix A. All respondents must estimate the level of effort they will expend on each element. FalmouthNet, at its sole discretion, may consider bids where respondents exclude one or more of the elements in the Scope of Work as long as exceptions are clearly noted or may offer an award for work only in a subset of elements. **All bids must be inclusive of all costs.** Responses must follow the format below but may include additional descriptive material if necessary to explain the bid.

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<th>Estimated level of effort and cost</th>
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<td>Bill of Materials and cost estimates</td>
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