



**Federal Communications Commission
Washington, DC 20554**

Reply to Attn of: RFQ-10-000031

July 22, 2010

**SUBJECT: Federal Communications Commission Request for Quotation for National
Broadband Map State Data Integration Services**

To Whom It May Concern:

Your firm is invited to respond to this Request for Quotation (RFQ) to provide a data integration services in accordance with the attached Statement of Work (SOW). As a result of this RFQ, the Government anticipates award of one delivery order issued against the Vendor's General Services Administration (GSA) Federal Supply Schedule (FSS) 874 for Mission Oriented Business Integrated Services (MOBIS) Special Item Number 874-3 (Survey Services) contract. The resultant order will be firm fixed price and will be placed with the responsive responsible FSS 874-3 contractor that provides the best value to the Government.

This procurement is funded with funds made available under the American Recovery and Reinvestment Act (Recovery Act). Only those MOBIS contractors that have accepted Recovery Act clauses in their GSA contracts are eligible to receive orders funded, in whole or in part, by the Recovery Act, including any order that results from this RFQ.

Instructions for preparation and submission of your quotation are detailed below. Any quotation that fails to comply with these instructions may be rejected without further consideration. Additionally, the Government reserves the right to not make any awards as a result of this RFQ. Firms submitting quotations will not be reimbursed for any costs associated with development and/or submission of a quotation.

Brief Background and Timeline for Quotation

The National Telecommunications and Information Administration (NTIA) and the Federal Communications Commission (FCC or Commission) have entered into an inter-agency agreement in which the FCC is tasked with analyzing data under the SBDD Grant Program. The FCC is responsible for integrating and analyzing state and territory data sets and then creating a conformed dataset that will support semi-annual reporting of broadband availability to NTIA.

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All quotations must be received by 04:00 PM Eastern Time on August 23, 2010. Quotations shall be sent by e-mail to the Contracting Officer (Labeled RFP-10-000031 and e-mailed to: eproposals@fcc.gov). An email confirming receipt of the RFQ will be sent to respondents. The cut-off date for submission of written questions submitted by e-mail to the same address will be August 2, 2010 at 1:00PM Eastern Time.

Instructions for the Preparation of Quotations

Firms are requested to respond to this RFQ through a written quotation. The written response for Technical Approach and Past Performance information submitted by the Vendor must not exceed 56 pages (50 pages for Technical Approach and 6 pages for Past Performance). Certain exclusions, as explained below, apply. Information that exceeds the page limitation will not be considered. Also, the quotation text may not be smaller than 12-pitch type on standard 8 ½ by 11 inch paper. Minimum margins for top, bottom and sides are (1) inch excluding headers and footers. Cover Letter, Resumes, and the Quotation cover page are excluded from the page limitation. Failure to fully adhere to the prescribed format may result in your firm's disqualification from the competition.

Contractor personnel working on this effort (subcontractors inclusive) will be required to complete and submit a non-disclosure agreement prior to beginning work. A sample is attached.

Pricing – Vendors shall use pricing from their current GSA FSS 874 MOBIS schedule Special Item Number (SIN) 874 contract to develop Firm Fixed-Price (FFP) quotes for each Line Item Number identified in the Contract Pricing Table. Vendors are strongly encouraged to provide discounts to their established GSA prices. The pricing section of the quotation shall be separate from the Technical and Past Performance sections. Vendors shall address the following in its pricing section:

1. Identify any pricing assumptions made in development of their quotations;
2. Identify any proposal qualifications or restrictions associated with your quotation.
3. Provide the basis of your estimate showing proposed hardware, software, and labor costs, applicable labor category rate, hours and extended prices for each line item effort;
4. Identify any open market items contained in your quotation; and
5. Provide point of contact information for the person responsible for this quotation, to include name, telephone number and e-mail address.
6. Copy of your firm's current GSA FSS 874 MOBIS contract.
7. Identify and describe any discounts from GSA schedule prices and rates (discounts are strongly encouraged).

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8. Describe if your firm will have, or will potentially will have, an Organization Conflict of Interest (OCI) by providing the services described in the SOW. especially, but not limited to, conflicts created by your firm having worked in support of NTIA or the SBDD program or making or planning to make offers on work for NTIA programs or the SBDD program. Describe if a potential conflict exists and suggest an approach to mitigate existing or potential OCIs. The OCI Mitigation plan shall only address OCI mitigation and is not part of the response page limitations.

Technical Approach – Firms shall describe their technical ability to fulfill the requirements within the SOW in a clearly and cogently presented Technical volume of 50 pages or less. Demonstrate your understanding of the requirement and your ability to successfully complete the effort as stated in the SOW, by addressing the items below. Number the sections in the Technical Approach volume as the outlined below.

1. Executive Summary of Technical Approach
2. Technical Approach to manage the project, including:
 - i. Project management approach/methodology to organize, plan, schedule, implement, control, analyze and report on elements of this contract.
 - ii. Approach to manage subcontractors.
 - iii. Project Plan - Provide a project plan that illustrates how you will successfully complete the work. The project plan shall include a proposed schedule that includes all major tasks associated with the successful performance of the work.
 - iv. Describe your firm's staffing plan, including all proposed personnel i.e. key, non-key and subcontractor personnel who will support this effort. For key personnel describe the availability to begin work upon delivery order award. Describe related experience for key personnel to this SOW. State the percentage of time identified key personnel will be needed to work on this effort, if less than 100%.
 - v. Resumes of Key Personnel (not part of the response page limitations). Resumes shall include experience related to the specific task or deliverable the personnel will support, years of experience, degree(s), and other information pertinent to this effort. The resumes are excluded from the page limitation for the Technical Approach Volume

of the quotation, and each resume shall not exceed two 2 pages. All resumes shall be submitted in the same format.

3. Technical Approach to perform the specific requirements and tasks of this project. The quotation shall describe the methodologies, processes and tasks the firm will undertake to perform the SOW, including its proposed approach to:
 - i. Creating process documentation as described in Section 3.0.
 - ii. Creating and managing the Oracle® Relational Database that fulfills technical requirements as described by the FCC (See SOW Section 3.1 and Appendix A).
 1. Ensuring the ability of the database to intake data of up to 5 terabytes (TB) in the form of text and spatial data.
 - iii. Reviewing the Data packages as described in Section 3.2 of the SOW, including:
 1. Review of each Government furnished SBDD dataset to report on format and completeness.
 2. Steps the firm will develop, define, document and execute to review datasets and report on data meeting the requirements for intake, format and completeness (See Appendix B for Acceptance Criteria).
 - iv. Reviewing Format and content as described in Section 3.3 of the SOW, including:
 1. How the firm will perform format and content review of all imported data files to identify structural errors.
 2. How the firm will process data files to fulfill SOW Section 3.3 requirements, including its:
 - a. Ability to process an initial submission of state/territory filings and up to two (2) subsequent submissions to account for repeated incomplete or incorrect filings.
 - b. Ability to process data files (both text and spatial) through an Extract, Translate and Load (ETL) tool to ensure the data is formatted consistent with the requirements of the grant program and the structure of the relational database (e.g. numeric fields are indeed numeric in content and with appropriate data field classification).
 - c. Ability to review data files for spatial issues, including projection information, ensure closed polygons, and verify that metadata exists within the file.

- d. Ability to ensure purity of data in loading and integration while managing data integration.
 - e. Proposed process for and ability to perform data conflation, reporting, and data consistency; provide raw text and shape files; and construct data layers.
- v. How the firm will fulfill the SBDD Data Completeness Analysis requirements of Section 3.4 of the SOW, including its:
- 1. Ability to analyze the data for completeness consistent with the grant program and document findings.
 - 2. Ability to analyze data submissions at the state and census tract level and report the following:
 - i. Number of Broadband providers
 - ii. Available technologies by ISP including spectrum used for broadband
 - iii. Households with availability by rural/non-rural
 - iv. Type of Community anchor institution
 - 3. Ability to analyze data submissions and report the following:
 - i. Data submission by state
 - ii. Count of middle mile/last mile connection points by provider (state only)
 - iii. Maximum advertised upload and download speeds across each service/franchise area speeds by Cellular Market Area (CMA) by provider and state
 - iv. Typical upload and download speeds across each service/franchise area speeds by Cellular Market Area (CMA) by provider and state
 - 4. Proposed process to use its GIS analysts, data analysts and database architects to assess data prior to the automated algorithm analysis. This proposed process should address how data analysts and data architects will determine the data is in a suitable format for conversion of geospatial data into a tabular data format.
 - 5. Proposed process and ability to perform the data analysis in Section 3.4 of the SOW, including assessment with identified data types and ability to baseline broadband providers by census block, region and community anchor institutions, connection speeds, and wireless spectrum use.

- 6. Proposed process and ability to perform demographic, socioeconomic and geographic analyses required by Section 3.4 of the SOW.
- vi. Construct Data Layers in accordance with SOW Section 4 requirements.

Past Performance – Firms shall provide up to three (3) references of current or previous projects similar in size, scope, and complexity to this procurement . Each past performance reference shall not exceed two (2) pages in length. The FCC may contact those references during the evaluation process to verify relevant experience and level of performance. The FCC may, at its discretion, obtain and evaluate information from sources other than those provided by the firm making the quotation.

Vendors shall submit the past performance references in the following format:

Section	Content									
Section 1	1.1 Name of Contracting Agency 1.2 Contract Number 1.3 Initial Contract Value 1.4 Total Contract Value 1.5 Period of Performance 1.6 Customer Point of Contact 1.7 Customer POC Phone									
Section 2	Description of Describe Work Products and/or Services Delivered to this Work Products/Services customer. Describe and demonstrate how this past Delivered performance correlates with FCC's SOW Requirements									
Section 3 – List of Proposed Personnel that worked on this Past Performance reference.	List of Proposed Personnel <u>who worked</u> on cited past performance, their role/responsibility on cited past effort, their utilization on cited effort, and <u>their proposed role/responsibility</u> on proposed effort. <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Name</th> <th>Role/Responsibility on cited effort</th> <th>Role/Responsibility on proposed Effort</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Role/Responsibility on cited effort	Role/Responsibility on proposed Effort						
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Basis for Award - Best Value Determination and Successful Quotation Selection

The Government will select the contractor for award on a best value basis following FAR 8. The Government intends to make one (1) award to the Contractor whose quotation, conforming to the solicitation, represents the best value to the FCC to fulfill the SOW requirements based upon the Government's evaluation of each quotation in the areas set forth below. To receive award, the quotation must meet the requirements of this RFQ and be judged capable of meeting the requirements of the SOW. The Government may reject any or all submissions if such action is in the public interest. The Government reserves the right to allow a firm to cure an informationally deficient quotation should the Government elect to request revised quotations, and the Government may waive minor irregularities in quotations received.

Preliminary Inventory – Pass/Fail Evaluation

The Government will conduct a physical inventory of each quotation to insure receipt of the required documentation. Any firm submitting an informationally incomplete quotation risks a determination that the firm's quotation is ineligible for further evaluation for award. Quotations submitted that are so informationally incomplete as to preclude an informed initial evaluation will not be considered. The Government reserves the right to allow a firm to cure an informationally incomplete quotation should the Government elect to request revised quotations, and the Government may waive minor irregularities in quotations received.

Vendors should note that deviating from mandatory requirements of the SOW or these instructions will render the quotation unacceptable, unless: (1) the Government requests revised quotes from participating vendors (or all potentially interest vendors) under revised requirements or instructions, or (2) the Government establishes a competitive range in which the vendor is included, and the vendor revises its quotation to comply with the RFQ as currently written. Such deviations may exist as proposal qualifications, restrictions, pricing assumptions, or any other declaration, assertion, or tender that contravenes or conflicts with the mandatory requirement of the SOW or these instructions.

Evaluation Factors and Their Relative Order of Importance

All quotations will be evaluated against the evaluation factors set forth in this section. To receive consideration for award, the quotation must be acceptable in meeting the Government's requirements in each area. The Contracting Officer (CO) may determine that a superior solution/approach merits a higher price, and therefore represents the best value to the Government. The CO, using sound business judgment, will base the selection decision on an integrated assessment of each quotation's merits as measured against the evaluation factors identified below.

The Government will award a contract resulting from this RFQ to the responsible firm whose quotation conforming to the RFQ will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate quotations:

- Technical Approach;
- Past Performance; and
- Price.

The Technical Approach and Past Performance factors are of equal importance and each is more important than the Price factor. The non-price factors (i.e. Technical Approach and Past Performance), together, are significantly more important than Price. As the merit of quotations under the non-price factors become closer, Price shall become more important in any trade-off decisions.

Evaluation

Under the Technical Approach Factor, the Government will consider all of the information provided in the Technical Approach Volume and any related information from the Price Volume (prices redacted). The Government will consider, based on the quotation information:

- the Vendor's understanding of, and likely ability to successfully perform, the specific requirements and tasks of this project;
- the sufficiency and prospects for success of the Vendor's staffing plan;
- the Vendor's readiness to perform the work upon award;
- the quality, adaptability, and availability of the proposed personnel to perform the SOW and manage the effort;
- the likelihood of the Vendor successfully managing the project and its subcontractors;
- the likely quality of that management; and
- any specific risks posed by the Vendor to successful performance, including susceptibility to bias or lack of impartiality.

The Government will rate the Technical Approach factor using the adjectival ratings below. Narrative descriptions of the evaluation findings will accompany the adjectival designations.

- Outstanding - An "Outstanding" rating indicates that the quotation contains significant strengths and few or no weaknesses and no deficiencies.
- Good - A "Good" rating indicates that the quotation contains a number of strengths, but also some weaknesses and no deficiencies.

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- Fair - A "Fair" rating indicates that the quotation contains strengths, but also significant weaknesses (or deficiencies, which could likely be corrected with discussions and would render the quotation acceptable after successful discussions, if any).
- Unacceptable - An "Unacceptable" rating indicates that the weaknesses of the quotation significantly exceed any strengths or that the quotation includes deficiencies that either cannot be corrected or would require substantial reworking of the quotation to correct.

The Government will evaluate the degree to which the vendor's past performance demonstrates its likelihood of its successful in performing the requirements in the SOW. Under the Past Performance factor, the Government will consider the Vendor's:

- record of conforming to contract requirements and to standards of good workmanship;
- record of forecasting and controlling costs;
- adherence to contract schedules, including the administrative aspects of performance;
- history of reasonable and cooperative behavior and commitment to customer satisfaction; and
- business-like concern for the interest of the customer.

Where no or less than complete past performance/experience is available for evaluation based on the Vendor's truthful assertion that it has no or less than complete directly related or similar past performance experience, the quotation will not be unfavorably rated on account thereof.

The Government will rate the Past Performance Factor using the adjectival ratings.

- Outstanding - An "Outstanding" rating indicates that the quotation contains significant strengths and few or no weaknesses.
- Good - A "Good" rating indicates that the firm's past performance contains a number of strengths, but also some weaknesses.
- Acceptable - An "Acceptable" rating indicates that the firm's past performance contains strengths, but also significant weaknesses.
- Neutral - - A "Neutral" rating indicates that the firm does not have relevant past performance information or past performance information is not available.
- Unacceptable - An "Unacceptable" rating indicates that the weaknesses of the firm's past performance significantly exceed any strengths.

The FCC may, at its discretion, obtain and evaluate past performance information from sources other than those provided by the Vendor. Vendors that do not have a record of

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relevant past performance will not be evaluated favorably or unfavorably under this evaluation factor.

The Government will evaluate the Price Factor by examining total price the proposed line item prices listed in the SOW. Vendors which provide an unbalanced price may be determined materially unbalanced and deficient.

Award on Initial Submissions

The Government intends to award based on initial submissions without discussions. However, the Government reserves the right to conduct discussions and allow for quotation revisions if it is in its best interest.

Please feel free to contact me if you have any questions regarding this correspondence at 202 418-1952.

Sincerely,



Jamie Thompson
Contracting Officer
Federal Communications Commission

Enclosures:

- (1) Quotation Cover Page
- (2) Non-disclosure Agreement (to be executed at time of contract award)
- (3) Statement of Work, Terms and Conditions
- (4) Appendix

Enclosure (1) – Quotation Cover Page

The Vendor shall submit the following table as part of its pricing information.

Quotation Cover Page

Company Name:

Company Representative for GSA Orders:

Name:

Title:

e-mail:

Address:

Number:

Payment Terms:

GSA Contract Number and expiration date:

Please check business size: () Large () Small () Minority () Women-owned

TIN:

DUNS:

NAICS:

Product Service Code (PSC):

Complete Mailing Address:

Other Pertinent Information:

Name, Title, Email Address and Phone Number of Person Authorized to Sign Quotation:

Signature:

Date:

Non-Disclosure Agreement

In connection with Contract No. _____ (contract) awarded by the Federal Communications Commission (FCC) to _____ (the Contractor), I, _____, am an authorized representative of _____ (Company) and, on its behalf, agree to abide by the terms and conditions of this Non-Disclosure Agreement and state as follows:

- (1) I understand that it is my responsibility to keep in confidence all non-public information. I understand that non-public information includes any information held by the FCC that is not routinely made available for public inspection. I further understand my responsibility to keep in confidence and not use, release, reproduce, distribute, or publish any data first produced in the performance of this contract, nor authorize others to do so, without written permission of the Contracting Officer. In case of doubt as to whether information is confidential under this contract, I will seek written clarification from the Contracting Officer.
- (2) I certify that I will not discuss or disclose non-public information with anyone except:
 - (a) FCC employees authorized by the Contracting Officer to receive such information;
 - (b) Contract personnel who have been authorized in writing by the Contracting Officer to receive such information and have signed this Non-Disclosure Agreement (and even then, only to the extent necessary for performance of work under the Contract); or
 - (c) As directed in writing by the Contracting Officer.
- (3) I understand that the prohibition on disclosure of confidential information as described above is an ongoing obligation and does not terminate upon completion of work under this Contract or upon conclusion of my employee/consultant/representative relationship with _____ (Company).
- (4) I certify that I will not assign, delegate or transfer any right or duty under this Non-Disclosure Agreement to any other individual or organization.

Signature _____ Printed Name _____ Date _____

Title _____ Company _____

Company Address _____

Witness _____ Printed Name _____ Date _____