



Request for Information: Broadband Services

Instructions to Offerors:

DUE DATE: Letters of interest are due in the Purchasing Office, 1 Center Street, Chatham, VA 24531 by 2:00 p.m. on October 26, 2021. Failure to submit proposals to the correct location by the designated date and hour will result @pcetdisqualification.

REQUEST FOR INFORMATION RESPONSES: Interested parties must submit a complete response to this Request for Information (RFI) in the form of a Letter of Interest. One (1) original hardcopy, and an electronic copy must be submitted to the Purchasing Manager.

Letters of interest should be mailed or hand delivered to:

Pittsylvania County Purchasing Department
Attn: Connie Gibson
1 Center Street, P.O Box 426
Chatham, VA 24531

Questions or requests for clarification must be made in writing. Questions from Offerors must be received by 11:00am, October 13, 2021. Questions should be emailed to Connie.gibson@pittgov.org. All responses to inquiries will be in writing in the form of a written Addendum and will be posted on the Pittsylvania County website at www.pittsylvaniacountyva.gov by 2:00p.m. October 28, 2021.

In order to be eligible to submit a Request for Proposal that may follow, a letter of interest with all requested information is required.

Note: The County of Pittsylvania, Virginia does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §§ 2.2-4343.1, 1950 as amended or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by Federal, State, and County law relating to discrimination in employment or contracting.

A. Purpose

This Solicitation for Information (Solicitation) by the County of Pittsylvania, Virginia, herein after referred to as the “County” is looking for information from private firms to provide an expansion of broadband access and capacity into all unserved areas of the Locality.

B. Requirements

The letter of interest should include:

- Proposed unserved project areas to be served by the Offeror
- Describe the internet service offered, including download and upload speeds (should be a minimum of 100/100 Mbps); type of connection (i.e., fiber, cable, wireless); hardware requirements for customers; etc.
- Demonstrated knowledge and experience applying for Federal and State funding opportunities
- Demonstrated financial capabilities of the offeror to provide a minimum match of 25% toward total project costs
- County participation should be limited to 20% of project cost
- Demonstrated ability to apply for, win and administer Federal and State funding
- Project should service at least 5,000 potential customers with at least 90% being residential customers
- Proposals requiring County investment should provide formula/provision for ongoing revenue share.
- Statement of the offeror’s availability to provide service to the proposed unserved areas within three years or less
- Estimation of one-time and monthly service fees to average residential customer
- Summary of Qualifications: provide a narrative description of the offeror’s history and related experience

Evaluation of the letters of interest – Letters of interest will be evaluated as follows:

1. Qualifications and experience. 25 points
2. Technology used. 25 points
3. Financial Capabilities 25 points
4. Project Timeline and Offeror Readiness - 25 points

Interviews – Interviews may be held at the sole option of the County. If interviews are conducted, firms should plan to provide key personnel on their interview teams who will be assigned to work specified in the proposal. Short listed firms may be asked to provide supplemental or additional information for review by the County prior to the interviews.

TRADE SECRETS/PROPRIETARY INFORMATION IDENTIFICATION

IF NO PROTECTION IS NEEDED STATE "N/A" ON THE TABLE BELOW AND SIGN

Trade secrets or proprietary information submitted by any Offeror in connection with this transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act, however, the Offeror must invoke the protection of §2.2-4342(F) of the Code of Virginia, in writing, prior to or upon submission of the data or other materials, and must clearly and specifically identify the data or other materials to be protected, and state the reasons why protection is necessary. **The proprietary or trade secret material submitted must be identified by the Offeror on the table below. If the Offeror fails to identify any protected information on the table below, the Offeror by return of this form, hereby releases the County and all of its employees from any and all claims, damages, demands or liabilities associated with the Locality's release of such information, and agrees to indemnify it for all costs, expenses and attorney's fees incurred by the Locality as a result of any claims made by Offeror regarding the release of such information. By submitting its bid or plan, Offeror understands and agrees that any language seeking protection from public disclosure, any specific documents or information, unless identified on the table below, are null and void and of no legal or binding effect on the County.** The classification of line item prices, and/or total bid prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the bid/plan will be rejected.

SECTION / TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

COMPANY NAME: _____

SIGNATURE _____