



ADDENDUM #2
RFP 2025-1: Broadband Market & Feasibility Studies

Notice to Bidders on the Above Request for Proposals:

This addendum forms a part of the contract documents. The following questions and answers were submitted during the Preproposal Conference.

1. Please clarify the delivery of the electronic file as it pertains to scanned images of signed copies. What is the preference of how those electronic files should appear on the USB.

Answer: The District would prefer all the exhibits and items that require a wet signature be scanned and labelled according to the title of the document as is in stated in the RFP as separate files. The project proposal does not need to be scanned, and the District would prefer it be the original pdf electronic document to retain the ability for the document to use search functions. However, if the entire project is scanned, it would still be considered responsive and will be evaluated by the committee.

2. For the hardcopy proposals, do the technical proposal and cost proposal need to be submitted in separate envelopes?

Answer: No. The technical and cost proposals shall be submitted in the same sealed envelope.

3. The sample agreement says the end date is May 30, 2025, but the RFP says the scope of work ends August 2025. Can you please clarify the two different dates?

Answer: The District has separated this project into two phases: The Market Study and the Feasibility Study. The Market Study will be the first awarded contract of this project and is anticipated to end May 30, 2025. Should the District opt to continue with the project through the Feasibility Study the original contract may be amended by addendum to extend the timeline to August 2025 and add in the additional scope and compensation for Phase 2.

4. Based on the sample agreement, there's an ADA requirement, is this one of those items that can be discussed or negotiated?

Answer: Any term that the Proposer would like to discuss and negotiate for amendment, addition, or deletion in the sample agreement should be submitted with Exhibit E "Acceptance of the Terms and Conditions". Any items listed will be discussed during the negotiation process with the selected Proposer.



5. Can you please give a sense of the board approval timeframe and how long it will be before a signed contract is received?

Answer: After the evaluation team selects a Proposer to recommend award of contract to the Board of Trustees, Administration will begin negotiations for terms and conditions. Once both parties agree on contract, the awarded Proposer will be asked to sign the contract first. This document will go to the board for approval. The Notice of Intent to Award will state the firm date for the agenda item; currently we are anticipating taking this contract on February 25, 2025. After the board approves the contract, the Vice Chancellor of Administrative and Business Services will sign and that is usually done within 24-48 hours after the board meeting. A fully executed agreement will be sent to the contact person for the awarded Proposer.

6. In regards to the data collection method, does West Hills have an ideal number of responses that they're targeting? Or would you leave that up to us and our approach and our expertise on a certain percentage of the population, etc?

Answer: The District would rely upon the expertise of the firm on the specifics for data collection method. The method and rationale should be included in the Proposal.

7. On your website, there is a vendor pre-qualification form. Does that need to be submitted before the Proposal is due?

Answer: No. That form is exclusively for construction contracts and would not be relevant to this RFP.

8. Is there a technology preference for broadband connectivity such as fixed fiber wireless?

Answer: For the Market Analysis, the current FCC benchmark for broadband should be used, which was increased to 100 Mbps download and 20 Mbps upload as of March 2024. All applicable broadband services should be included in the market analysis to determine if all locations are unserved, underserved, or served with broadband access. For the Feasibility Study, the research should only consider technologies that meet the current FCC definition of broadband.

9. Does the District plan to employ in-house engineering and operations teams or will this cooperative be a managed service model?

Answer: The District as a community college is in the role of facilitating the formation of a broadband cooperative. We have a steering committee in place that's guiding the decision making process that's made up of representatives from various elected officials from within our services area. The goal for Phase 1 of the project is to have the cooperative formed. At that point, the control will be handed over to the board of directors that's in place, so it becomes a separate



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entity from the District. The District will be assisting the cooperative in Phase 2 of the project to begin operation and acquire capital.

10. Is there a preference for small or veteran owned business?

Answer: The District will evaluate all proposals based on the evaluation criteria provided in the RFP. The criteria does not include a preference for small or veteran owned business.

11. Is there a service launch date for this broadband cooperative?

Answer: The grant period is 2 years and we began in May of 2024, so the goal is to have the cooperative formed within the next 8 months. Then the cooperative will focus on supporting the operation and emphasis on digital literacy and adoption.

12. Is there dial in functionality for the bid opening?

Answer: No. The sealed bids will be opened and all Proposer names will be read at 2:01 pm PT on January 24, 2025 in the Lobby of the District Office.

13. How will you be conducting further evaluation and interviews?

Answer: An evaluation committee will be reviewing and scoring each Proposal received based on the evaluation criteria. An average score will be used to rank each Proposer. Interviews will be optional should the committee request further information and/or clarification of one or more Proposals. Should the in committee request interviews with one or more Proposers, those Proposers will be contacted to coordinate date and times. Interviews will be conducted over a Zoom call. Once a Proposer has been selected for award by the committee, a Notice of Intent to Award will be issued.

14. Do subcontractors need to be disclosed?

Answer: Please include all key personnel working on the project including subcontractors in the Proposal under Experience and Approach.