



**CITY OF GRIFFIN, GEORGIA  
REQUEST FOR QUALIFICATIONS**

**For**

**Telecommunications Resale and Consulting Services**

**BID #21-005**

**For all questions about this Bid contact:**

*Sherrí Huggins, Purchasing Coordinator*  
[shuggins@cityofgriffin.com](mailto:shuggins@cityofgriffin.com)

**Deadline:  
March 10<sup>th</sup> 2021**

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**CITY OF GRIFFIN, GEORGIA  
REQUEST FOR QUALIFICATIONS  
SPECIFICATIONS  
for**

**Telecommunications Resale and Consultation Services**

**1. SECTION I – BID INFORMATION**

**1.1. PURPOSE**

The City of Griffin (City) is seeking statements of qualifications (SOQ) from qualified Communications Providers to develop telecommunications services for resale.

**1.2. SCHEDULE**

This Request for Proposal will be governed by the following schedule:

**DATES**

Release of Request	Tuesday, February 23 <sup>rd</sup> , 2021
Pre-Bid Meeting*	no
Questions due	Wednesday, March 3 <sup>rd</sup> , 2021
Bids due	Wednesday, March 10 <sup>th</sup> , 2021
Public opening	no
Bonds required	none
Project Manager	Gibb Cotton, Chief Technology Officer <a href="mailto:g cotton@cityofgriffin.com">g cotton@cityofgriffin.com</a>

**1.3. SCOPE OF WORK**

To submit a comprehensive statement of qualifications, services to be rendered must be identified. The specifications listed below represent the duties and expectations of the successful bidder.

The selected firm will provide telecommunications services for resale and telecommunications consultation. The City is under no obligation, expressed or implied, to reimburse a responding auditing firm for expenses incurred in preparing proposals in response to this RFQ.

**SPECIFICATIONS**

**1.3.1. GENERAL**

1.3.1.1. The firm will provide consultation and managed services for all areas of voice, internet and telecommunications resale including: engineering, design, permitting, construction, installation, billing, customer marketing and support, sales, technical specifications, regulatory filings, and regulatory requirements.

1.3.1.2. The firm will provide Voice Over Internet Protocol (VOIP) services through City owned Passive Optical Network (PON) fiber and Optical Network Terminal (ONT) devices.

- 1.3.1.3. The successful bidder will, at no additional cost, keep the City informed about changes in regulatory requirements required to provide Internet and Voice services to customers.
- 1.3.1.4. Fiber Optic design deliverables will include all staking, engineering, permitting and quotation for construction.
- 1.3.1.5. Voice Over Internet Protocol service must include a hosted PBX solution that can be branded and resold to City customers. VOIP system must have the ability to provide analogue phone service utilizing existing City ONTs.
- 1.3.1.6. Firm will be required to provide monthly statements to the City including all financial and billing information for services that have been resold to City customers. Firm must offer a solution to bill the customer directly or bill the City for services.
- 1.3.1.7. Incidental meetings, conferences, and telephone calls will be included in the scope of the engagement and will be part of the base fee.

### **1.3.2. DATA – ACCESS AND RETENTION**

- 1.3.2.1. All working data and reports must be retained, at the firm's expense, for a minimum period of five (5) years, unless the firm is notified in writing by the City of the need to extend the retention period. The firm will be required to make any relevant City data available to the City upon written request.

## **QUALIFICATIONS**

### **1.3.3. REQUIREMENTS**

- 1.3.3.1. Provide the qualifications, competence, and capacity of the firm seeking to provide telecommunications resale and consultation services to the City. This must include relevant information, such as experience with local governments, water and electric utilities, governmental entities.
- 1.3.3.2. Identify the qualifications of the staff that shall be assigned to this engagement, including the number, qualifications, experience, and training of the personnel appointed to the City.
- 1.3.3.3. Provide a detailed outline of all services listed within the specifications of this RFP and how they will be provided to the City.
- 1.3.3.4. Supply two (2) on-going or completed projects in the last three (3) years for telecommunications services and two (2) on-going or completed projects in the last three (3) telecommunications construction projects.
- 1.3.3.5. All documents and information submitted as part of this proposal will become subject to public inspection upon request under the provisions of the Freedom of Information statutes. Any confidential information must be clearly marked.

### **1.3.4. EVALUATION**

It is imperative the submitted proposal fully address all aspects of the RFQ. The proposal response must provide the City's evaluation team with clearly expressed information concerning the bidder's understanding of the City's specific needs and requirements. A review committee will evaluate all proposals and conduct interviews with those deemed most qualified. Responses must be addressed to each set of criteria for easy reference.

The criteria used by the review committee to determine the best-qualified audit firm will be as follows: Responses must be addressed to each set of criteria for easy reference. The criteria used by the review committee to determine the best-qualified audit firm will be as follows:

- 1.3.4.1. Ability to meet the City's specifications & provide the service,
- 1.3.4.2. Commitment to all requirements of the RFQ,
- 1.3.4.3. Qualifications of firm and relevant experience,
- 1.3.4.4. Deployment speed of the network and services,
- 1.3.4.5. Adequacy of firm's staffing and qualifications of personnel anticipated to be appointed,
- 1.3.4.6. Previous disciplinary actions,

References / prior project completions,

- 1.3.4.7. Insurance coverage
- 1.3.4.8. Proposal letter content,
- 1.3.4.9. Value-added services or options.

**1.3.5. BIDDERS MUST INCLUDE THE FOLLOWING WITH THEIR SUBMITTALS:**

No faxed or scanned submissions will be accepted. E-Mail or Hard copies are to be submitted in a sealed package containing an original and two copies for a total of three (3) signed responses by the date and time reference in section 1.2. The sealed package submitted must be labeled on the outside with the bid number and title and delivered to: **City of Griffin**

Attn: Sherri Huggins, Purchasing Coordinator  
100 S.Hill Street  
PO Box T  
Griffin, GA 30224

- 1.3.5.1. \_\_\_ Title/Cover Page of Response section (*supplied*),
  - 1.3.5.2. \_\_\_ Project References (*supplied*),
  - 1.3.5.3. \_\_\_ Explanation of any previous disciplinary actions,
  - 1.3.5.4. \_\_\_ Qualifications of firm and experience relevant to local governments,
  - 1.3.5.5. \_\_\_ Staffing and qualifications (brief resumes) of personnel anticipated to be appointed,
  - 1.3.5.6. \_\_\_ Engagement letter,
  - 1.3.5.7. \_\_\_ Detail of telecommunication resale and telecommunication consultation services.
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**CITY OF GRIFFIN, GEORGIA  
REQUEST FOR QUALIFICATIONS**

**RESPONSE SUBMITTAL**

**For  
Telecommunications Resale and Consultation Services**

**BID #21-005**

**Submitted by:**

Name of Company:

Mailing Address:

City/State/Zip:

Phone (including area code):

E-mail:

**Submittal Deadline:**

**March 10<sup>th</sup> 2021**

**FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID DOCUMENT MAY RESULT IN REJECTION OF BID. THIS FORM MUST BE COMPLETED FOR EACH BID SUBMITTAL EVEN IF YOU ARE CONSIDERED TO BE A CURRENT VENDOR.**

## **PROJECT REFERENCES**

The City of Griffin requests a minimum of three projects where work of a similar size and scope has been completed within the past three (3) years.

### **REFERENCE 1:**

Company Name: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Narrative: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **REFERENCE 2:**

Company Name: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Narrative: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **REFERENCE 3:**

Company Name: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Narrative: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **COMPLETED BY:**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

(Signature)

(Printed Name)