



Northwest Arctic Borough

SERVING THE COMMUNITIES OF:

Ambler Buckland Candle Deering Kivalina Kiana
Kobuk Kotzebue Noatak Noorvik Selawik Shungnak

REQUEST FOR PROPOSALS

RFP NO. FY25-02

PROJECT: NORTHWEST ARCTIC BOROUGH INTERNET SERVICES

SECTION I – ANNOUNCEMENT

1.1 The Northwest Arctic Borough (“NAB”) is requesting proposals for the award of a contract to provide the Borough with internet service. Deadlines are as follows:

- RFP Publish Date: **Monday, September 6, 2024.**
- Proposals Due: **Friday, October 4, 2024, at 4:30 AST**

Submit proposals to: **NAB Clerk’s Office at: clerkmail@nwabor.org**

1.2 This Request for Proposals (RFP) details the overall scope of services desired, identifies specific qualifications, and desired skills. Responses to this RFP will be used to select and negotiate with a qualified contractor(s) to provide the services described in this RFP. The Borough Assembly will approve the award of a contract or contracts based on the evaluation criteria identified in Section III of this RFP.

1.3 This RFP does not commit the Borough to enter into a contract, nor does it obligate the Borough to pay for any costs incurred in the preparation and submission of responses to this RFP. The Borough reserves the right at its sole discretion: to make selections, to reject any or all submissions, to issue subsequent RFPs, to remedy technical errors in the RFP process, and to enter into a contract for all or some of the services described in this RFP.

1.4 Proposals must be received by email by 4:30 AST (local time) on October 4, 2024. The proposals will be opened publicly at 9:00am AST (local time) on October 7, 2024, or as soon thereafter as practicable. **Proposals received after the deadline will not be considered. FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.**

1.5 RFP documents may be obtained from the Northwest Arctic Borough Clerk in person, through email at clerkmail@nwabor.org, or online at www.nwabor.org. Questions about this RFP may be directed to Clara Jones, Director of Public Services, at cjones@nwabor.org.

NORTHWEST ARCTIC BOROUGH

/s/
Dickie Moto, Sr., Mayor

September 6, 2024
Date

SECTION II - INSTRUCTIONS TO PROPOSERS

PROPOSAL PREPARATION

2.1 Proposal Format: To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Information in excess of that allowed will be removed prior to evaluation/scoring, which may result in incomplete responses to the evaluation criteria and resultant low scores.

2.2 Proposal Requirements. Proposals will adhere to the following requirements:

- Proposals must be typed and must not exceed 20 pages in length (excluding letter of transmittal, title pages, index/table of contents, licenses, resumes, forms, attachments, or dividers).
- If emailed, all components of the proposal must be submitted in PDF format. Proposals must be emailed to the Borough prior to the submission deadline at clerkmail@nwabor.org, unless prior authorization of an alternative submission method is provided by the Borough in writing.
- Proposals must include a completed “Proposal Submission Form” (See Section IV).
- Proposals must include a completed “Local Bidder Certificate” (See Section V).
- No oral, telephone, or facsimile proposals will be accepted.
- No proposal received after proposal closing time will be considered.
- Proposers must submit a single email (unless attachment size prohibits) with the title “[Proposing Entity Name] - Northwest Arctic Borough Internet Services Project, RFP FY25-02 Proposal.” Please be advised that the Borough email system rejects all emails exceeding 25mb in size. The Borough Clerk shall not be responsible for the proper identification and handling of any proposal.

2.3 Conformance to Proposal Requirements: Proposals must conform to the requirements of the RFP. All necessary attachments (residency statement, references, descriptive literature, etc.) must be submitted with the proposal. Cost proposals must be stated as indicated in the proposal. Failure to comply with all requirements of the RFP may result in proposal rejection.

2.4 Contract Timeline: Services will be provided pursuant to a standard form Borough services contract (sample available from the Borough Clerk) and will commence October 2024, and terminate no later than June 30, 2025, unless terminated earlier pursuant to the contract’s terms. The Borough may extend the agreement for additional services, to be determined at a later date.

2.5 Signature on Proposal: An authorized representative of the proposer must sign proposals. Signature on a proposal certifies that the proposal is made without collusion with any person, firm, or corporation making a proposal for the same goods and/or services, and is in all respects, fair and without collusion or fraud. Signature on a proposal also certifies that the proposer has read and fully understands all proposal specifications, terms, and conditions.

2.6 Proposal Modification: Modifications or deletions made before submitting a proposal must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing before the time and date set for proposal closing. Any modifications must be

prepared on the proposer's letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior proposal. Modifications must be submitted in a sealed envelope or PDF email clearly marked "Proposal Modification," and identify the proposal number and closing date.

2.7 Proposal Withdrawals: Proposals may be withdrawn in writing on the proposer's letterhead signed by an authorized representative and received by the Borough Clerk prior to proposal closing time. Proposals may also be withdrawn in person before proposal closing time upon presentation of appropriate identification.

2.8 Protest of Proposal Specifications: A proposer who believes proposal specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Borough Clerk. To be considered, protests must be received at least five (5) days before the proposal closing date. Protests should be marked: "Protest Proposal RFP FY25-02, Closing Date: 06/21/24."

2.9 Proposal Opening: Proposals will be opened at 9:00 a.m. on October 7, 2024, in the Northwest Arctic Borough Assembly Chambers (unless otherwise specified), 163 Lagoon Street, Kotzebue, Alaska 99752. Proposers may be present; however, award decisions will not be made at the opening, and any proprietary information may be withheld from public inspection.

2.10 Evaluation Criteria: Proposals will be evaluated based on the evaluation criteria set forth in Section III of this RFP and on the recommendations received from the Evaluation Committee.

2.11 Award: The contract will be awarded for Internet Services based on the evaluation criteria and to the proposer who, in the discretion of the Borough, offers the best combination of price and performance, and meets all requirements of the specifications. Upon successful completion of the contract, the Borough may consider awarding subsequent projects to the selected contractor(s).

2.12 Confidentiality: After the award of a contract, all proposals will then become public information. All materials submitted in response to this RFP will become the Borough property.

2.13 Proposal Rejection: The Borough reserves the right to reject any proposals.

2.14 Local Bidder Preference: "Local Bidders" are entitled to a 5% cost preference as described in the Northwest Arctic Borough Code ("NABC") § 6.16.470, but a contract under this RFP will not be awarded on the basis of cost alone.

2.15 Proposal Results: Only a proposer who receives an award will be notified of proposal results; unsuccessful proposers will not be notified. Proposal files are public records and available for review at the Borough Clerk's office between 9:00 a.m. - 11:00 a.m. and 2:00 p.m. - 4:00 p.m., Monday through Friday.

2.16 Equal Opportunity: Proposals will receive fair and equitable consideration without regard to race, color, religion, sex, age, national origin, or handicap.

2.17 Contact: Direct questions regarding RFP requirements to: Clara Jones, Director of Public Services, in person, by mail, at the Borough offices, by phone at (907) 442-8224, or through email at cjones@nwabor.org.

SECTION III – EVALUATION CRITERIA

3.1 The Borough’s Evaluation Committee will evaluate RFP responses. The Committee will consider how well the proposal meets the Borough’s requirements as described in the RFP. It is important that the responses be clear and complete to ensure that the Committee can adequately understand all aspects of the proposal.

3.2 Primary Evaluation Criteria

3.2.1 Adherence to requirements for RFP preparation.

3.2.2 Experience in IT and Internet Service Delivery.

- Detail the firm’s experience in the same or similar areas of expertise, stability, and adaptability to providing the required services.
- Include information about specialized experience and past record of performance regarding similar work.

3.2.3 Equipment and staffing capabilities and overall approach.

- List of proposed equipment to be allocated to the project and its location.
- List the personnel involved with this project, their education and/or experience related to the project, and the name of the individual who would be the Borough’s primary contact.
- Include information about subconsultants and subcontractors expected to provide services on behalf of the firm.
- Describe overall approach to include special considerations. List and discuss the Proposer’s deviations, if any, from the RFP requirements. Discuss the Proposer’s experience in interacting with and coordinating with Northwest Arctic Borough stakeholders.

3.2.4 Internet Performance. Identify network capacity, speed, capability, and redundancy.

3.2.5 Price/Cost.

- Show fees and costs itemized separately. State the supplies, travel, and other reimbursable costs, which may be associated with the duties and obligations under this Request for Proposals. All costs must be identified and approved to be reimbursed.

3.2.6 Local Bidder.

- “Local Bidders” are entitled to a 5% cost preference as described in the Northwest Arctic Borough Code (“NABC”) § 6.16.470, but a contract under this RFP will not be awarded on the basis of cost alone. Fill out the Local Bidders certificate if applicable and submit with Proposal.

3.2.7 References.

- A minimum of two references. List contact name, address, phone number, fax number, and email address for each reference. *The Borough reserves the right to investigate the references and past performance of any applicant with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion of prior projects on time, and other factors related to the work of this project. The Borough is not limited to the references provided by the proposer.*

3.3 Minimum Criteria (no points)

3.3.1 Two (2) years in business

- 3.3.2** Current Alaska business license
- 3.3.3** At least 2 references from clients, preferably in Alaska
- 3.3.4** Comprehensive liability insurance in an amount of not less than \$1,000,000, with the Borough named as an additional insured
- 3.3.5** Workers' compensation insurance as required by law

3.4 Criteria to be Scored and Weight

- 3.4.1** Price (50 points)
- 3.4.2** Service Proposal (45 points)
- 3.4.3** Local Bidders Preference (5 points)

3.5 Award

Proposals must demonstrate ability to provide services outlined in the "Scope of Services" and include all "Information Required" as described in Section VI of this RFP. If awarded, the contract will be awarded at the discretion of the Borough Assembly to the proposer who is judged to offer the best combination of price and performance, and to have met all specified qualifications. The Borough fully reserves the right to exercise subjective judgment in ranking proposals.

SECTION IV - PROPOSAL SUBMISSION FORM

I, the undersigned, submit the following proposal for Internet Services as further described in this Request for Proposals.

Proposer's Signature: _____

Proposer's Printed Name: _____

Company Name: _____

Address: _____

Phone: _____

Fax Number: _____

Email Address: _____

Business License Number: _____

Federal Tax ID Number
(EIN): _____

SECTION V – LOCAL BIDDER CERTIFICATE

“Local Bidder” Certification:

Yes, I certify that I am a “local bidder.” The Northwest Arctic Borough Code (“NABC”) § 6.16.470 describes the requirements to be considered a “local bidder.” Local bidders are eligible for a 5% preference in price consideration. Price consideration is not the sole criteria for awarding a contract under this RFP.

_____ No, I am not a “local bidder” as described in NABC § 6.16.470.

NABC § 6.16.470 Local bidder preference

All evaluations of bids or proposals based on price shall be made after a local bidder preference of five percent has been applied. In this section, “local bidder” means a person, business, or firm who:

- A. Holds a current state of Alaska business license;
- B. Submits a bid or proposal for supplies, services or construction under the name that appears on the firm’s current business license;
- C. Has maintained a place of business within the borough, which is the primary place of business staffed by the bidder or an employee of the bidder, for a period of six months immediately preceding the date of the bid; and
- D. Not less than 40 percent of the ownership of a bidder is held directly or indirectly by a natural person or persons who reside in the borough. (*Ord. 22-08 § 1, 2022; Ord. 13-11 § 1, 2014; Ord. 03-08 § 1, 2003. Formerly 6.16.370*)

SECTION VI - DETAILED SPECIFICATIONS

At this time, the scope of services includes the following minimum specifications. The scope of services will be finalized once the contractor(s) for the project is selected.

6.1 Project Background and Scope.

The Northwest Arctic Borough is the home rule regional government for Northwest Alaska. Through this RFP, the Borough seeks proposals for a contractor to provide internet services and related support to the Borough (“the Project”). This includes the provision of a minimum of ten (10) Mbps bandwidth for Internet connectivity to the Borough, to include 30 to 45 individual Borough computer “users.”

All work must be performed in accordance with the contract. All work under this contract must comply with the latest edition of all applicable codes, ordinances, standards, and all associated addenda.

6.2 Agreement Period.

Internet service will be provided pursuant to a standard form Borough services contract (sample available from the Borough Clerk) and will commence in October 2024, and shall terminate no later than June 30, 2025, unless terminated earlier pursuant to the contract’s terms. The Borough may agree to extend the agreement for additional services, to be determined at a later date.

6.3 Payment.

Payment will be made upon monthly invoices itemizing services rendered and approved reimbursable expenses. The Borough will pay invoices submitted by the selected contractor as stipulated in the services agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed-upon project services and performance. Upon acceptance of the billing by the Borough Finance Department, the payment will be processed and submitted to the contractor.

6.4 Review and Selection Process.

- 6.4.1** The Northwest Arctic Borough Evaluation Committee includes members selected by the Borough Mayor for each RFP. The committee will rank the proposals as submitted. The Committee will consider how well the proposal meets the Borough’s requirements as described in the RFP. It is important that the responses are clear and complete to ensure that the Committee can adequately understand all aspects of the proposal.
- 6.4.2** The Borough reserves the right to award a contract solely on the written proposal. The Borough also reserves the right to request interviews with the highest ranked proposers. If interviews are conducted, a maximum of two proposers will be shortlisted. A second score sheet will be used to score those interviewed.
- 6.4.3** The Evaluation Committee will rank the proposals against the criteria in Sections III and VI of this RFP and submit its recommendation to the Borough Mayor for recommendation to the Assembly for approval to negotiate and execute a contract. The Assembly will award the contract in its sole discretion and judgment.
- 6.4.4** The Northwest Arctic Borough may reject any proposal not in compliance with all prescribed public bidding procedures and requirements in this RFP, and may reject any proposals upon a finding that it is in the Borough’s interest to do so.

The Borough also reserves the right to waive any informality in any proposal and to delete matters from proposals if not prohibited by law.

- 6.4.5** The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Borough. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. The Borough reserves the right to terminate negotiations with any Proposer should it be in the Borough's best interest. The Borough reserves the right to reject any and all proposals submitted.
- 6.4.6** The Borough may award contracts to more than one proposer. Upon successful completion of the contract, the Borough may consider awarding subsequent projects to the selected contractor(s).

6.5 Information Required.

Responses to this RFP must include the following components:

- 6.5.1** Name or business name, mailing address, telephone number, and email address.
- 6.5.2** Number of years in business providing internet services and related support.
- 6.5.3** List of proposed personnel to be involved with this project, their education/training and/or experience related to the project, and the name of the individual who would be the Borough's primary contact.
- 6.5.4** Staff and equipment availability, considering the current and planned workload in order to perform the required services.
- 6.5.5** Specialized experience performing similar work.
- 6.5.6** Past record of performance regarding similar work.
- 6.5.7** Service proposal – cost proposal, schedule, specifications, and program implementation plan.
- 6.5.8** A minimum of two references. List contact name, address, phone number, and email address for each reference.
- 6.5.9** Include a copy of current and valid Alaska business license.
- 6.5.10** A completed "Proposal Submission Form" (See Section IV).
- 6.5.11** A completed "Local Bidder Certificate" (See Section V).
- 6.5.12** Proof of comprehensive public liability insurance in an amount of not less than \$2,000,000, with the Borough named as an additional insured; Workers' compensation insurance as required by law.