

WRITTEN QUESTIONS AND ANSWERS  
ASBO-24-0001 Professional Services for Broadband Grants Systems and Services  
AGENCY: Arkansas Department of Commerce State Broadband Office

	AS REFERENCED BY VENDOR'S QUESTION			
Q #	Question	Page	Section	ASBO Response
1	Requirements, page 8, paragraph 3: ASBO estimates 250 to 300 projects, but the original scope was 80 polygon projects. Where are the additional projects coming from and what type of projects are they?			The anticipated projects are BEAD infrastructure projects.
2	Will BEAD projects overlap with any NTIA and RDOF projects?			BEAD projects are NTIA projects. They should not overlap with RDOF projects from a geographical standpoint.
3	Requirements, page 9, paragraph 4: What previous systems are ASBO utilizing that are referred to for the software solution?			Grant application portal built on Quickbase. Vendor should respond to bid as if there were no previous systems.
4	Scope of Work, page 10, paragraph 1: Will damages for ISP non-compliance be set by ASBO or the contractor?			ASBO
5	Scope of Work, page 10 Asterisk: The reference for contract value being renegotiated, is this for the ISP or the awarded RFP contractor?			RFP contractor.
6	What metrics will be utilized to determine the adjusted value?			Metrics will be the detailed budget submitted by the bidder.
7	System Requirements, page 11, #5: Please define non-infrastructure projects.			Non-infrastructure projects that are broadband related, for example, digital skills programming or device drives.
8	Administrative Requirements, page 12, #10: How will ASBO empower Contractor to legally enforce program rule and laws? Will the Contractor be a 3 <sup>rd</sup> contract party on ISP agreements and granted the authority to take legal action on behalf of ASBO? Please provide documentation that ASBO has the legal authority to hire outside counsel or fund the Contractor to hire outside counsel on behalf of ASBO for enforcement actions (e.g., statute, caselaw, AG opinion, etc.). Please confirm that ASBO has funding available to pay for Contractor's legal fees related to enforcement.			Assist means provide information that has stemmed from the Contractor's work performed based on the RFP, and communicate ASBO's decisions to the subrecipient. ASBO will not pay for Contractor's outside counsel.
9	Administrative Requirements, page 12, #10: In reference to debarment of organizations and or/personnel, please provide further define debarment.			See Arkansas Code 19-11-245, Debarment or Suspension. ASBO will determine whether debarment activities are necessary.

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10	Administrative Requirements, page 13, #16, In order to avoid any potential conflict of interest, please identify your mapping partner.			McKinsey & Company - broadband strategy, project analytics (including project footprints), NTIA Initial Proposal compilation. Michael Baker, International - mapping, Challenge process.
11	Phase 2.A, page 15, Paragraph 1 and page 16 #9: Refers to a technical review vendor. Is the technical review vendor a different contractor than the awarded RFP contractor? If different, please identify the vendor to avoid any conflict of interest in the response.			Engineering/technical review services will be solicited separately.
12	Phase 2.A, page 16, #8: Will the contract be between ASBO and the ISP or a 3 party contract between ISP, ASBO and awarded contractor?			ASBO and the subrecipient
13	Phase 2.A, page 16, #12: Please elaborate on partial award determinations.			This is broadly intended to indicate ongoing administrative support of a general nature.
14	Attachment C, Performance Standards: each damage refers to "unacceptable to ASBO" – please define the parameters of acceptability.			Meets the requirements set forth in this RFP and adheres to the statement of work submitted by the bidder.
15	Attachment C, Performance Standards, Acceptable Performance: Please confirm that all due dates will be predetermined and agreed upon in writing during the contract negotiation.			Confirmed
16	Can the State clarify the reasoning for the expected reduction of level of effort as indicated on page 10 on the RFP as it relates to the BEAD reimbursement distribution?			A fixed price award structure would not be reimbursement based, thereby eliminating the review, documentation, and determination of eligibility of subrecipient expenditures.
17	Can the Department of Commerce clarify "Responses within the Information for Evaluation and Exceptions sections <b>must not</b> contain the Prospective Contractor's name or any other identifiers, including without limitation names of staff members, projects, products, and addresses." Does this mean that locations where projects were performed and the soliciting agency cannot be included?		1.7.A.1	Contractor names and identifiers must not be included in the Bidder's response. Arkansas uses a 'blind' evaluator approach. This way the evaluators do not know which company they are evaluating. Each bidder's response will be identified to the Evaluator as Vendor A, Vendor B, etc. As an example, the soliciting agency & location could be stated as 'contractor or mid-size company in the southeastern United States'.
18	By what date must the system of record be deployed?		2.1	See Page 9 of the Bid Solicitation
19	What is the current technology system used?			See Page 8 of the Bid Solicitation

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20	Do you anticipate soliciting engineering services separate from this RFP, or will this be the responsibility of the successful contractor?		2.1	Engineering/technical review services will be solicited separately.
21	On Page 9 under 'Objectives and Goals', Phase 1 identifies that project monitoring and reimbursement of previously awarded projects shall start on January 3, 2024 and the system requirements indicate that the Broadband Grant Monitoring and Reimbursement System shall go live on March 1, 2024. Is it the intention of ASBO that the successful contractor utilize legacy systems in monitoring projects and managing reimbursements or would the Grant Monitoring and Reimbursement System need to go live on January 3, 2024 to facilitate monitoring and reimbursements of previously awarded projects?		Phase 1	Although ASBO expects the Contractor to assume project monitoring and reimbursement activities upon the contract start date, the office is allowing additional time for system development. Contractor may work outside a system during system development.
22	Can you provide clarification around the requirements and expectations of the economic impact assessment?		Administrative Requirements #23	Economic impact assessments should provide information on the impact of ASBO grant activities that is meaningful to Arkansas citizens and policymakers.
23	The RFP states, "Responses within the Information for Evaluation and Exceptions sections must not contain the Prospective Contractor's name or any other identifiers, including without limitation names of staff members, projects, products, and addresses." <b>Question:</b> Given that the technical approach is required to not have any identifiable information, how would the DOC like a response to be drafted regarding specific processes and systems proprietary to responding firms? Would a redacted response be acceptable?	Pg. 5	1.7 Response Documents, A.1	See answer to Question 17. A redacted copy would not be acceptable for the Information for Evaluation and Exceptions section.
24	The RFP states, "A detailed budget must be provided to support the Official Solicitation Price Sheet that includes a breakdown of all expenditures and hourly rates included in the annual amounts." <b>Question:</b> To provide a uniform evaluation of all Prospective Contractors' budgets, will the DOC please clarify the level of budget detail requested?	Pg. 5	1.7 Response Documents A3.b.ii, Bullet #2	At a minimum, budget detail should support bidder's total pricing, to include hourly rates, and number of hours anticipated for each deliverable.

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25	The RFP states, "Current project management and reimbursement activity is largely performed by way of a combination of email, spreadsheet, and a monday.com information exchange portal." <b>Question:</b> Is an automated component between the future system and the existing monday.com system preferable to the client?	Pg. 8	Section 2 - Requirements: Arkansas State Broadband Office Overview	ASBO does not have a preference.
26	The RFP states, "As this RFP solicits a Contractor to design, develop, and implement systems and services for future grants as well as administer previously awarded grants, contract implementation is contemplated in multiple phases." <b>Question:</b> In reference to "administer previously awarded grants," how would the transition of information from previous contactors look? Especially considering that "Initial risk assessments for previously awarded projects shall be completed within sixty (60) days of the contract start date."	Pg. 9	Section 2 - Requirements: Objectives and Goals/Administrative Requirements	ASBO will share project files with Contractor on or around the contract start date. Reference Addendum 1.
27	The current combination of used tools doesn't elaborate on the reimbursement method itself. Is the money being sent as wires and/or checks at this time?	P. 9	Section 2 - Requirements: Required Online Systems or Modules	ASBO will process reimbursement payments.
28	The RFP states, "Contractor shall develop the workflow, process, and online forms that facilitate project monitoring and expense reimbursement." <b>Question:</b> In reference to on-line forms, is this for an Applicant? If so, is this referencing a third party system to integrate with for electronic signature or an internal means?	Pg 11	Section 2 - Requirements: Scope of Work, System Requirements, #1	This is not referencing a third party system requiring integration.
29	The RFP states, "If a subrecipient is no longer able to provide broadband service to the end user locations covered by the subrecipient, the Contractor shall assist the Arkansas State Broadband Office in its consultation with other entities in requiring the subrecipient to sell the network capacity." <b>Question:</b> What does this assistance entail exactly?	Pg. 13	Section 2 - Requirements: Scope of Work, Administrative Requirements, #20	Assistance would entail advising ASBO throughout the process, communicating with all parties involved, and ensuring required documentation is completed.

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30	The RFP states, "5. System shall be able to support and keep separate multiple application rounds." Questions: - Is this in reference to Applicants applying multiple times? Could an Applicant have multiple accounts/files? Is the grant based on a primary address, or could multiple addresses exist?	Pg. 15	Scope of Work, Phase 2 - Application Management Broadband Grant Application Submission, #5	ASBO expects multiple rounds of applications which may include the same applicants, applications for areas not covered in previous rounds, as well as for different types of grants. Infrastructure grants will be based on geographic areas and not specific addresses.
31	What is the total number of records in the existing monitoring process that will need to be loaded into the new system?		N/A	A typical broadband infrastructure project folder at project completion will range from 120-400MB, with 40-120 files. File types include docx, xlsx, pdf, png, kmz/kml, shp, and csv. See Bid Solicitation and Appendix 1 for number of closed, open, and anticipated projects.
32	Are there process flow diagrams available detailing the existing grants management program?		System Requirements, Item 1 (p. 11)	No
33	How is ABGIS intended to integrate with the state's financial systems for disbursement or other financial functionality?		System Requirements, Item 8 (p. 11)	ABGIS will not integrate with the state's financial systems.
34	Please provide the number of internal users who will use the new system as well as the number of external users.		N/A	ASBO anticipates 8 internal users. For external users (ISPs), bidder may extrapolate from the current 28 ISPs over 62 projects to the anticipated 250-300 projects.
35	Are there any existing tools that ASBO uses for DevOps and Document Management?		N/A	ASBO does not have existing DevOps tools. ASBO uses SharePoint for document management.
36	Do you have an existing integration platform or an API management platform that should be leveraged or should we include one in our response.		N/A	ASBO does not have an existing integration platform or an API management platform.
37	Can you provide a copy of EO 98-04: Contract & Grant Disclosure Form?		1.7 Response Requirements, Item 4.a. (p. 5)	<a href="https://www.transform.ar.gov/wp-content/uploads/2020/04/contgrantform.pdf">https://www.transform.ar.gov/wp-content/uploads/2020/04/contgrantform.pdf</a>
38	Can you provide a copy of the Voluntary Product Accessibility Template (VPAT)?		1.7 Response Requirements, Item 4.c. (p. 5)	<a href="https://www.section508.gov/sell/vpat/">https://www.section508.gov/sell/vpat/</a>
39	How many backend systems will be data sources for the overall solutions?		General Integration 2.1 Pages 9-11	ASBO uses SharePoint for document storage but otherwise has no backend systems that will be data sources for the overall solutions.
40	Can you provide details on the back systems to be included as data sources (for example: mainframe, SAP, databases, custom applications, etc.)?		General Integration 2.1 Pages 9-11	N/A

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41	How many integration interfaces are you anticipating to build for this application, to the backend systems?		General Integration 2.1 Pages 9-11	N/A
42	Are you planning on building any APIs to provide the data to both internal and external stakeholders (like other agencies)? If yes, how many APIs are you planning to build?		General Integration 2.1 Pages 9-11	No
43	Do you have any requirements which require part of the solution to be on premise in your data center, or on your private cloud?		System Location 2.1 Pages 9-11	No
44	Are there any security compliance requirements, such as FedRamp, CJIS, etc. that we need to be aware of?		Security Compliance 2.1 Pages 9-11	No
45	Is it mandatory for the Contractor to be within Arkansas? Will the contractor have the ability to work virtually? How often are they expected to travel and attend on-site meetings?		Contractor Work Location 2.1 - Key Personnel - Page 18	With the exception of the requirement listed in "Key Personnel," Page 18 of the Bid Solicitation, there is no requirement for the Contractor to be within Arkansas.
46	Can the Information from Evaluation Sub-Sections table be recreated into a new document that is easier to expand?	5	Technical Proposal Packet	No. Please reference Word document attached to the bid
47	Where in the response packet should these items be included? With the technical proposal packet or a separate file?	3	Submission Requirements Checklist	With the technical proposal packet
48	Please clarify what is meant by onsite verification. Is this for construction and deployment? Outside plant inspection? Verifying onsite permits?	14	Onsite Verification and Validation	The bidder should propose an onsite verification and validation regimen appropriate for broadband infrastructure projects funded by the sources described in the RFP.
49	Please clarify what defines a certified project manager?	18	Key Personnel	PMP, Certified Associate in Project Management (CAPM), Certified Project Manager (CPM), and/or Six Sigma certifications are acceptable
50	Please define "TECHNICAL" - does this mean which tasks/functions will be carried out in the software system versus which will be manual?	5	Technical Proposal Packet	Yes
51	In the interest of having a full understanding of the current-state, will you please identify all of ASBO's current vendor partnerships?	8	Section 2.1 SPECIFICATIONS	McKinsey & Company; Michael Baker, International; Heartland Forward; National Digital Inclusion Alliance; Quadra Partners; UAMS IDHI.

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52	From the previous systems noted, for the purpose of better understanding the previous systems mentioned, please provide technical information about the systems - development code, environment, technology architecture - to enable proposers to assess the time needed to determine whether previous systems can be leveraged for this project	9	REQUIRED ONLINE SYSTEMS OR MODULES	Vendor should respond to bid as if there were no previous systems.
53	For the previous systems mentioned, please provide a sample output of the data from the previous systems to help proposers to assess data portability to new systems	9	REQUIRED ONLINE SYSTEMS OR MODULES	Program files consist of Word, Excel, pdf, and kmz/kml, png, shp, and csv files.
54	Will the audit function identified in this section be performed by the State of Arkansas or a private sector contractor?	14	SCOPE OF WORK, PHASE 1, ADMINISTRATIVE REQUIREMENTS	Audits may be performed by the state and/or private sector contractors.
55	Can you provide an overview of the capabilities currently supported by the Monday.com solution?		Section 2 Requirements, ARKANSAS STATE BROADBAND OFFICE OVERVIEW, p. 8.	Please refer to monday.com for an overview of its capabilities.
56	Does the ASBO require using the exact format of the table provided in the Information for Evaluation including the requested information and the scoring columns or may the Prospective Contractor remove the scoring columns in our response to provide maximum response?		Technical Proposal Packet, Information for Evaluation, P5-6.	No. For easier completion, please see Word document attached to the bid
57	The instructions for the entire Information for Evaluation indicate we are to expand each of the areas that request information. In section E.2 Statement of Work and Technical Solution it states, "The Prospective Contractor should provide a Statement of Work (SOW), that, at a minimum..." and includes individual sections to address. Can the ASBO please clarify if we are to attach a separate SOW that at a minimum address each of the requested areas or are we to use the form provided and expand each of the requested areas?		Technical Proposal Packet, Information for Evaluation, E.2 Statement of Work and Technical Solution	ASBO will accept the Statement of Work as an attachment to the Information for Evaluation.

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58	Phase 1 of the RFP (Request for Proposal) requires the selected vendor to assist with "Transitioning of project monitoring and reimbursement activities for previously awarded projects from the current vendor shall begin on the contract start date." Who is the current vendor providing support for the existing projects? Is that vendor eligible to bid on this RFP?		SOW, Phase 1, p.11 of the RFP	University of Arkansas for Medical Sciences (UAMS) Institute for Digital Health and Innovation (IDHI). Yes.
59	Can you please describe expectations for a successful audit?		SOW, Administrative Requirements, 11.	Accuracy, objectivity, independence, thoroughness, and timeliness.
60	Can you clarify what is to be monitored and who we are monitoring?		SOW, Administrative Requirements, 11 & 12.	Broadband infrastructure projects. Internet service providers.
61	Will the State consider adding a reasonable and customary Limitation of Liability clause appropriate for a professional services engagement to the Arkansas Services Contract? Prospective Contractor proposes the following language for the State's consideration: "Limitation of Liability. Neither party shall be liable for consequential, special, punitive, or incidental damages, or lost profits from any cause under this Contract. Each party's liability (whether in contract, tort, negligence, strict liability, by statute, or otherwise) to the other party or to any third party under this Contract shall in the aggregate be limited to direct damages not to exceed the fees received by Contractor for the portion of its services giving rise to such claim."		Arkansas Services Contract, General	No



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62	Will the State consider adding clarifying language to protect Contractor's ownership of its pre-existing and/or independently developed materials that may be utilized during the engagement under the Arkansas Services Contract? Prospective Contractor proposes the following language for the State's consideration: "Contractor IP. Deliverables do not include any pre-existing and/or independently developed intellectual property, materials, ideas, know-how, processes and methodologies of the Contractor ("Contractor IP"), and such Contractor IP and any developments, modifications, improvements, or enhancements of Contractor IP will remain the property of Contractor."		Arkansas Services Contract, General	No
63	Does the state have a desired format for documenting economic impact?			No
64	Please clarify how we should refer to ourselves in our response. For example, should we just refer to ourselves as "Our Firm" and "Our Team"?		Section 1.7 Response Documents, Section A.1; Page 5	Our Firm' and/or 'Our Team' will be sufficient
65	Will the State allow electronic signatures?		Section 1.7 Response Documents, Page 5	No
66	To be able to assess what level of support we may need to provide for this RFP, we would like to obtain the names and the functions of the vendors who would be engaged in the broadband work functions. Could we obtain a list of those applicable vendors and their functions?		2.1 Specifications; Arkansas State Broadband Office Overview, Page 8, Paragraph 3	McKinsey & Company - broadband strategy, project analytics (including project footprints), NTIA Initial Proposal drafting. Michael Baker, International - mapping, Challenge process; Heartland Forward - Digital skills and opportunity research and DSKO plan drafting; National Digital Inclusion Alliance - Digital skills and opportunity strategy; Quadra Partners - strategy; UAMS IDHI - infrastructure project technical review, infrastructure project monitoring and reimbursement.
67	<u>Question a:</u> Has there been any prework started on any of the three listed systems (Arkansas Broadband Grant Dashboard, Broadband Grant Project Monitoring and Reimbursement System, Grant Application Submission, Evaluation, Award and Appeal System) or will the development work have to be started from scratch.		Section 2.1 Specifications; Required Online Systems or Modules; Page 9, Paragraph 1	No prework has begun on any of these systems.

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68	<u>Question b</u> : For the same three systems listed in the previous question, has there been any needs analysis performed to help determine the client's desired requirements?			No
69	<u>Question c</u> : If the answer to Question b is yes, will we have access to the analysis before the October 27 Proposal Due Date so we can anticipate the size of the effort to create the required systems?			N/A
70	We would like to receive a list of the "previous systems" and their function so we can assess the level of effort needed to maintain, adapt, or integrate them into the required ABGIS deliverable.		Section 2.1 Specifications; Arkansas State Broadband Office Overview; Page 9, Paragraph 3	Vendor should respond to bid as if there were no previous systems.
71	<u>Question a</u> : Without the information requested in the previous questions, the 60-day window could be very difficult to achieve (i.e., list of vendors and their functions, any prework on the ABGIS; any needs analysis, a listing of previous systems.) Can this information be provided with answers to questions?		Section 2.1 Specification; Scope of Work; Phase 1 - Project Monitoring and Reimbursement (Previously Awarded Projects); Page 11; Second Paragraph	See Addendum 1.
72	<u>Question b</u> : If that is not possible, what are the options for a new deliverable date for the Monitoring and Reimbursement Systems deliverable beyond the stated 60-day requirement?			See Addendum 1.
73	<u>Question a</u> : Could you clarify as to whether a needs analysis has been performed or whether additional information needs to be gathered by the contractor.		Section 2.1 Specifications; Scope of Work; Phase 1 - Project Monitoring and Reimbursement (Previously Awarded Projects); Systems Requirements; Page 12; Item 2	The successful vendor will have experience providing the services described in the RFP and will propose appropriate solutions based on that experience and knowledge of federal broadband infrastructure grant programs.

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74	<u>Question b</u> : If additional information is needed, could you provide examples of the type of information that may be required?			The successful vendor will have experience providing the services described in the RFP and will propose appropriate solutions based on that experience and knowledge of federal broadband infrastructure grant programs.
75	Can you provide a list of the types of non-infrastructure projects this may need to support?		Section 2.1 Specifications; Scope of Work; Phase 1 - Project Monitoring and Reimbursement (Previously Awarded Projects); Systems Requirements; Page 12; Item 5	Non-infrastructure projects that are broadband related, for example, digital skills programming or device drives.
76	Does this item require the assessment of only the awarded but not complete projects or the reevaluation of all previously completed projects in the CARES Act, ARPA SLFRF, ARPA CPF in their entirety?		Section 2.1 Specifications; Scope of Work; Phase 1 - Project Monitoring and Reimbursement (Previously Awarded Projects); Administrative Requirements; Page 12; Item 13	Only incomplete projects must be reevaluated.
77	<u>Question a</u> : Can you list which maps are available today, both public and privately accessible?		Section 2.1 Specifications; Scope of Work; Phase 1 - Project Monitoring and Reimbursement (Previously Awarded Projects); Administrative Requirements; Page 13; Item 16	Maps may be found at <a href="https://broadband.arkansas.gov">broadband.arkansas.gov</a> .
78	<u>Question b</u> : Does this RFP have any opportunity to add mapping support/development to our response?			No

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79	<u>Question a</u> : What scoring models are in place for the previously awarded programs (ARPA SLFRF, ARPA CPF)?		Section 2.1 Specifications; Scope of Work; Phase 2A; Broadband Application Review, Ranking, Award, and Appeal; Page 15; Paragraph 1	Scoring models for previous funding rounds can be found at <a href="https://broadband.arkansas.gov">broadband.arkansas.gov</a> .
80	<u>Question b</u> : Has the ASBO defined how they will be conducting their scoring for the BEAD program? Specifically, have you adopted the recommended BEAD Initial Proposal Volume II, Requirement 8, Scoring Process 2.4.2?			No
81	<u>Question c</u> : Can you provide the qualifications of the technical review vendor so we can understand their level of expertise given they will be an integral part of the successful delivery of this RFP?			The qualifications are still being developed
82	<u>Question a</u> : Does this statement only apply to the application review process? (See Section referenced.)		Section 2.1 Specifications; Scope of Work; Phase 2A; Broadband Application Review, Ranking, Award, and Appeal; Page 15; General, Item 1	Yes
83	<u>Question b</u> : Does ASBO have any existing standard operating procedures in place at this time for the application review process?			No
84	<u>Question a</u> : When does the current contractor's contract period end?		2.1 Specifications; Scope of Work; Additional Requirements; Page 18, Item 6	6/30/2024
85	<u>Question b</u> : May the transition meetings be conducted remotely, in person, or both?			Both

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86	<u>Question a:</u> Has ASBO completed and submitted Volume I to NTIA?		2.1 Specifications; Scope of Work; Phase 3 - Project Monitoring and Reimbursements (New Awards); Pages 16-17	No
87	<u>Question b:</u> If Question a is yes, where can we obtain a copy prior to the October 27 Proposal Due Date?			N/A
88	<u>Question c:</u> Has ASBO completed and submitted Volume II to NTIA?			No
89	<u>Question d:</u> If Question c is yes, where can we obtain a copy prior to the October 27 Proposal Due Date?			N/A
90	<u>Question e:</u> Has the Challenge Process as required in the Initial Proposal been defined?			No
91	<u>Question f:</u> If Question e is yes, where can we obtain a copy prior to the October 27 Proposal Due Date?			N/A
92	Question a: Does this RFP require any deliverables associated with the DE Plan?		2.1 Specifications; Scope of Work; Phase 3 - Project Monitoring and Reimbursements (New Awards); Pages 16-17	DE plan is still under development.
93	Question b: Has the DE plan been submitted to NTIA?			No
94	Question c: If Question b is yes, where can we obtain a copy prior to the October 27 Proposal Due Date?			N/A
95	Question d: Does ASBO intend to pursue a competitive DE grant?			Yes
96	Question e: If Question d is yes, can you please explain the role we would play in that effort?			None
97	Question a: Does ASBO have any MM projects that are part of this RFP?		2.1 Specifications; Scope of Work; Phase 3 - Project Monitoring and Reimbursements (New Awards); Pages 16-17	No

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98	Question b: If Question a is yes, can you please explain the role we would play in that effort?			N/A
99	Question c: Does ASBO intend to pursue a competitive MM project?			ASBO intends to pursue any grant opportunity that is advantageous to the State of Arkansas.
100	Question d: If Question e is yes, can you please explain the role we would play in that effort?			None
101	How much of the BEAD 10% administrative fee will have been spent prior to this RFP contract being awarded?		2.1 Specifications; Scope of Work; Phase 3 - Project Monitoring and Reimbursements (New Awards); Pages 16-17	This information is not relevant to this procurement.
102	Can you please explain how these required reporting dates of January 15th and July 15th correspond to the semiannual reporting deadlines of the BEAD program: April 30 and October 30?		2.1 Specifications: Scope of work, Reporting Requirements - Item 5 (subject to semiannual reports, BEAD projects); Page 17	Semiannual reports shall be due to ASBO 15 days prior to their federal due date.
103	Question a: Are all of the following acceptable certifications - PMP, Certified Associate in Project Management (CAPM), Certified Project Manager (CPM), and/or Six Sigma?		2.1 Specifications; Scope of Work; Key Personnel; Page 18; Paragraph 1	Yes
104	Question b: The travel requirement as to frequency and duration of trips is not clearly defined and we recognize this may be difficult to do. May our travel expenses be billed on a per trip basis with the appropriate approvals by ASBO prior to the travel vs a definitive budget line item for the Not-To-Exceed amount?			Bidders should provide an estimated travel expense in their cost proposal.
105	Do we need to know any specs of the Arkansas Broadband Grant Information System (ABGIS) to answer how it may be incorporated into our existing technologies and platforms?	9	REQUIRED ONLINE SYSTEMS OR MODULES	No
106	Will there be a separate RFP for a technical review vendor in addition to this RFP, or is it expected that this RFP will include the roles and responsibilities of the technical review vendor?			Engineering/technical review services will be solicited separately.

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107	How many projects are open? There is a discrepancy in the statement "eighty (62) open projects awarded to 28 different ISPs."	8	Section 2.1	There are 62 open projects.
108	What is the name of the subcontractor that is managing the opening projects through an intergovernmental contract?	8	Section 2.1	University of Arkansas for Medical Sciences (UAMS) Institute for Digital Health and Innovation (IDHI).
109	Who are the "vendor partnerships" references that are supporting ASBO and with whom the Contractor will coordinate?			McKinsey & Company; Michael Baker, International; Heartland Forward; National Digital Inclusion Alliance; Quadra Partners; UAMS IDHI.
110	Deliverable Acceptance, Item 1 and 2: Please confirm that the "previously awarded projects" means the 62 open projects the Contractor must administer/monitor as described in 2.1 Current Environment.	19	Section 2.1	Confirmed
111	Please provide additional information about the expected "expense reimbursement" process. Is the Contractor to perform the expense reimbursement process (e.g. process the actual payments on behalf of ASBO)?	11	2.1 Scope of Work, System Requirements, #1	ASBO will process the payments.
112	Users 1. How many total users will need access to the administrative side of the system? 2. What level of access will ASBO's partner vendors need to the system?			1. ASBO anticipates 8 internal users. 2. ASBO cannot anticipate what level of access its partner vendors will need at this time.
113	Data migration 1. How many data tables will need to be migrated to the new system? 2. What volume of data will be migrated?			A typical broadband infrastructure project folder at project completion will range from 120-400MB, with 40-120 files. File types include docx, xlsx, pdf, png, kmz/kml, shp, and csv. See Bid Solicitation and Appendix 1 for number of closed, open, and anticipated projects.
114	Integrations 1. Are integrations with any other systems required?			No
115	Number of forms 1. How many forms will need to be available to applicants? 2. How many forms will need to be available to awardees?			Bidders may consult the NTIA's Broadband, Equity, Access, and Deployment Program NOFO for guidance on how many forms may be required.

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116	<p>Timeline</p> <p>1. <del>B</del> Each implementation phase expected to be complete and live before the next phase begins?</p> <p>2. <del>P</del>hase 1 has a very short timeline. Is there flexibility in start/completion dates or is there a factor, such as compliance requirements, driving the implementation timeline identified in the RFP?</p>			<p>1. No 2. See Addendum 1.</p>
117	<p>Document management</p> <p>1. <del>W</del>hat volume of documents will be managed through the system?</p> <p>2. <del>W</del>hat file types will need to be uploaded as part of the application and existing awards?</p> <p>3. <del>I</del>n what format will application documents need to be packaged to export for review?</p>			<p>A typical broadband infrastructure project folder at project completion will range from 120-400MB, with 40-120 files. File types include docx, xlsx, pdf, png, kmz/kml, shp, and csv. See Bid Solicitation and Appendix 1 for number of closed, open, and anticipated projects.</p>
118	<p>Maps</p> <p>1. <del>U</del>nder administrative requirement #16, how will information need to be shared with ASBO's mapping partners?</p> <p>2. <del>H</del>ow many mapping partners does ASBO have?</p>			<p>1. CSV files. 2. Two</p>
119	<p>Processes</p> <p>1. <del>A</del>re close out procedures the same for all grants? If not, how many different close out procedures are needed?</p> <p>2. <del>A</del>re project monitoring onsite verification and validation regimen the same for all grants? If not, how many different regimens are needed?</p>			<p>1. The successful bidder will propose close out procedures appropriate for each funding source described in the RFP. 2. The successful bidder will propose a verification and validation regimen appropriate for each funding source described in the RFP.</p>



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120	<p>What are the current ASBO roles and what level of involvement will they have in program once awarded to Contractor? Is there an expectation the ASBO will add additional headcount? If so, what RFP states three FTEs, however, lists four roles; director, program manager, project manager, and analyst. (Section 2.1/ASBO Overview/Paragraph 1)</p> <p>Section 2.1/Objective and Goals and Section 2.1/Scope of Work/Phase 1/Paragraph 1 call out fully administering and transitioning entire program including existing and newly awarded grants.</p> <p>Section 2.1/Scope of Work/Key Personnel calls out contractor must lead all activities in RFP with limited support from ASBO.</p>			<p>ASBO currently has three FTEs: Director, grants program manager, and administrative analyst. One part time employee manages compliance issues. One AmeriCorps fellow manages outreach. ASBO anticipates hiring a full time project manager and a digital skills manager. The number of FTEs may reach 8. The Contractor will work closely with the grants program manager, compliance manager, and administrative analyst.</p>
121	<p>Is full vendor, existing and new, management program expected to be developed and managed?</p> <p>Vendor management duties are called out in Scope of Work/Phase 1/Paragraph 1, Scope of Work/Phase 1/Administrative Requirements/Items 3, 4, 7, 11, 14, 15, 17, 18, 19. This is a significant scope of work.</p>			Yes
122	<p>I see a need for clarity of ‘Onsite Verification and Validation’ section in Section 2.1/Scope of Work/Onsite Verification and Validation’. This could be considered Vendor Management.</p> <p>What do ‘verification and validation visits’ require? Is this an ‘in-the-field’ activity such as vendor site visits or reviewing submitted documentation?</p>			<p>The successful bidder will propose a verification and validation regimen appropriate for each funding source described in the RFP.</p>

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123	<p>In Scope of Work/Phase 2/Broadband Grant Application Submission/Item 8, RFP calls out contractor providing applicant support in form of a Help Desk.</p> <p>Would the Project Manager be required to field and address these inquiries? What is the expected response time requirement to any inquiry? Would the PM bring in and establish a Project Management Approach and Methodology, or does one exist and must be used? Is the PM expected to be on site 40 hrs per week or is some hybrid work plan acceptable?</p>			<p>The successful bidder will propose a service support plan appropriate for the activities described in the RFP. The project manager may be asked to assist in establishing a project management approach and methodology. A hybrid work plan for the project manager is acceptable.</p>
124	<p>Regarding Procurement requirements, Scope of Work/Phase 2/Broadband Grant Application Review, Ranking, Award, and Appeal, the RFP requires developing the RFP template for subrecipients to include multiple aspects of the RFP process; creation, packaging, disbursing, managing appeals, posting results, etc.</p> <p>Who currently manages this process?</p> <p>Is there a current template?</p> <p>How are appeals expected to be managed?</p>			<p>Vendor should respond to bid as if there were no previous systems.</p>
125	<p>In respect to Business Process &amp; Change Management;</p> <p>1. To what detail has upcoming program changes and implementation been communicated to current ASBO and existing subrecipients? Have current legal requirements been reviewed by AG or other legal representation of the State?</p> <p>2. What is your current grant management process? What is the process when a new user needs help?</p> <p>3. What tools and systems do you currently use to manage your grants?</p> <p>4. What, if any, documentation of current processes exists?</p> <p>5. What are the key metrics that you will use to measure the success of the program?</p> <p>6. What are the current KPIs used with current awarded grants?</p>			<p>1. ASBO will communicate program transition to stakeholders at the appropriate time. ASBO is following all legal requirements. 2. The current grant management process is performed via email, the exchange of spreadsheets, and uploading information to UAMS IDHI's monday.com portal. Subrecipients contact UAMS IDHI when they need help. 3. Vendor should respond to bid as if there were no previous systems. 4. Process documentation is not available at this time. 5. Refer to Attachment A, Performance Based Standards. 6. Current KPIs include fiber route miles built, adherence to project timeline; adherence to budget.</p>

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126	What systems and functions does ASBO currently use or previously used? Currently, the RFP states email, spreadsheets and Monday.com information exchange is the system in place.	8	Specifications	Vendor should respond to bid as if there were no previous systems.
127	How many users is the system expected to support upon go-live and in the future (3 - 5 years)?	10	Scope of Work	ASBO anticipates 8 internal users. For external users (ISPs), bidder may extrapolate from the current 28 ISPs over 62 projects to the anticipated 250-300 projects.
128	Are there limitations to use of off-shore resources during the implementation and operation stages of the projects?	18	Key Personnel	No
129	Referencing Section 2.1, how many internal ASBO users and how many external applicant and partner users will need access to the system for each of the 3 modules described in Section 2.1.	9	Required Online Systems and Modules	ASBO anticipates 8 internal users. For external users (ISPs), bidder may extrapolate from the current 28 ISPs over 62 projects to the anticipated 250-300 projects.
130	Related to Section 2.1, what third-party systems will be within scope for integration with the proposed solution and which use-cases do they satisfy?	10	Required Online Systems and Modules	None
131	Are there any requirements for data migration? If yes, is there an existing estimate of the number of files/objects, records, and total data size of information to be migrated into the Salesforce system?	10	Phase 1 - Project Monitoring and Reimbursement	Yes. A typical broadband infrastructure project folder at project completion will range from 120-400MB, with 40-120 files. File types include docx, xlsx, pdf, png, kmz/kml, shp, and csv. See Bid Solicitation and Appendix 1 for number of closed, open, and anticipated projects.
132	What is the estimated number of documents, document size, and document types that will need to be supported by the platform? Are there any requirements to integrate document storage with other third party systems such as Box.com or SharePoint?	11	System Requirements	ASBO uses SharePoint for document storage but otherwise has no backend systems that will be data sources for the overall solutions. Integration with SharePoint is not required. A typical broadband infrastructure project folder at project completion will range from 120-400MB, with 40-120 files. File types include docx, xlsx, pdf, png, kmz/kml, shp, and csv. See Bid Solicitation and Appendix 1 for number of closed, open, and anticipated projects.
133	Can further details be provided regarding what previous systems were used and what use cases they were used for.	9	Required Online Systems and Modules	Vendor should respond to bid as if there were no previous systems.
134	Is there a preferred method and/or file type to export application documents? Is there a specific point of delivery identified?	16	Phase 2.A - Broadband Grant Application Review, Ranking, Award, and Appeal	There is no preferred method. There is no specific point of delivery identified at this time.

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135	Is the current vendor eligible for award of this contract?	11	Phase 1 - Project Monitoring and Reimbursement	Yes
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