

University of Maine System
Wireless Site Management Services – RFP # 2016-16
ADDENDUM #1

QUESTIONS

1. Would the University consider a management and revenue sharing proposal? In this proposal, the bidder would take over management of the existing wireless infrastructure, identify viable University locations for the deployment of new wireless infrastructure, and pay a percentage of new revenue added by our management of the assets to the University. The proposed financial model would include no cost to the University.

ANSWER: The University may be open to that arrangement. The resulting Agreement following the award will need language that would provide full disclosure of those management fees to the University through periodic reporting of the fees by lease/contract to the Contract Administrator. The resulting Agreement with the University will need to specify a cap on the total management fee.

As part of your response please make sure you indicate the proposed management fee structure on Exhibit 1 Table 3.

2. Section 1.10 Confidentiality – if audited financials are provided by a private owned firm will that information be maintained as confidential?

ANSWER: No these are not treated as confidential. However we will modify Section 4.0, 4.2 Financial Stability to read:

No financial statements are required to be submitted with your responses, however, prior to an award the University may request audited financial statements from your company, credit reports and letters from your bank and suppliers.

3. Section 1.19 Contractor's Liability Insurance – Item 4 – are any maritime or marine services contemplated by this procurement?

ANSWER: We will remove the maritime or marine services liability insurance requirement.

4. Section 2.0 (1) – Is there an estimate of the number of stakeholders from whom input and feedback will be sought?

ANSWER: Stakeholders will be developed at the campus level and will be dependent on direction from the senior management team at that campus.

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5. Section 2.0 (1) – Has a steering committee or other working group been established to work with the consultant?

ANSWER: This is a new service so the steering committee will be developed once we know we have an award and agreement to move forward.

6. Section 2.0 (3) – Ninth bullet. Please clarify the definition of utilization as used as a measure. Does this refer to the total utilization of each defined wireless site, utilization of the consultant or their personnel, or some other metric?

ANSWER: Relates to Section 2.0 (5) Establish and manage radio frequency interference resolution process, including development and maintenance of radio frequency utilization records for each location. “Radio frequency utilization records” refers to those records necessary to inform current and future tenants so that interference can be avoided, or resolved if found.

7. Section 2.0 (3) last paragraph. The paragraph mentions “...utility master plan(s).” Is there an existing utility master plan per campus? Does this refer only to electrical service or does it include telecommunications service as might be provided by fiber or other means?

ANSWER: Most campuses do not have a utility master plan yet. We may see them as a part of the campus master planning process underway, which is referred to in the RFP. They would include all utilities, electrical, telecom, etc.

8. Section 2.0 (5) Wireless Leased Site Management. Who is responsible for negotiation of site licenses or leases with telecommunications site tenants? Who sets the rental fee? Who will develop a standard lease/license agreement to be used in negotiations with tenants?

ANSWER:

Standard lease/license agreement – The Contractor will use the standard University of Maine System agreement and work with the IT Strategic Sourcing Manager in development of new sourcing opportunities, see Section 2.0 (5).

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Lease/license Agreement Negotiation – Contractor and IT Strategic Sourcing Manager.
Contractor is required to follow public procurement policies.

Rental Fee – Negotiated as part of the agreement.

9. Section 2.0 (5) It is customary in the industry to charge an application fee to compensate the owner and its consultant/site manager for the effort required to review a proposed installation of equipment or facilities at a site. Not all proposals will be accepted by the owner, and in such cases substantial effort may have been expended in reviews. The fees and the distribution of revenues therefrom should be defined and reflected in the pricing forms in Exhibit 1, Table 3.

ANSWER: To the extent a Respondent has such fees they should communicate those in Exhibit 1 Table 3.

10. Section 2 (5) – Who collects the rent from the tenants and what reporting will be available to form the basis of the reports required in this section of the RFP?

ANSWER: The lease agreement has the terms for rental payments, they will go directly to the University of Maine System.

11. Section 2.0 (6) Presentations – The RFP states that “The University will require as many meetings and presentations as necessary. There should be no assumption on the number of presentations or the number of trips required.” Can the University provide an estimate of the number of meetings to allow for an accurate comparison of proposals? Or, would a “per trip/presentation cost” be allowed?

ANSWER: The Respondents are directed to provide a cost for each deliverable noted in Section 2.0 within Exhibit 1 Table 2.

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12. Section 8 – Contract for Services – The AIA document and additional exhibits cover the consulting services portion of the Scope of Work defined in Section 2.0 of the RFP. However, these documents do not adequately address the provision of all the site management services, including any detail on a service level, response times, approval processes, practices, security and access provisions, background investigations of persons who will be on the campuses, and financial management. Would the University consider a separate Exhibit to address these and other SLA details?

ANSWER:

Service Level Agreement (SLA) would be developed by the Respondent and will be incorporated by what is currently labeled Appendix B, Rider F. The Respondent is required to submit this as part of their proposal.

Implementation Plan and Timeline – Appendix B, Rider D will also be developed and submitted as part of the Respondent's proposal.