

**IT Professional Technical Services  
Master Contract Program  
T#:902TS**

**Statement of Work (SOW)  
For Technology Services  
Issued By**

**The State of Minnesota Office of MN.ITServices**

**Project Title: Capitol Complex Multicarrier Distributed  
Antenna System RFP Creation**

**Service Category: Architecture Planning & Assessment -Technical**

**Purpose**

Purpose of this SOW is to procure technical resources for helping the State of Minnesota (“State”) create a RFP for Capitol Complex Multicarrier Distributed Antenna System (“MDAS”). The RFP will then be used for soliciting vendors to implement MDAS.

**Business Need**

For a number of years, State wireless users were served by Sprint, as the sole carrier, for its cell phone service requirements in the capitol area. Sprint installed a Distributed Antenna System (DAS) in the capitol complex tunnel and a number of State office buildings in the proximity of the tunnel to supplement the signal strength throughout both. The system was designed and built by a subcontractor per Sprint specifications to support the 800, 900 and 1900 MHz radio spectrum used by Sprint wireless and the ARMER public safety voice radio system. DAS equipment and the coaxial cabling was procured and maintained by Sprint while State provided the high capacity fiber optic cables to interconnect the DAS equipment in the head end, base units and remote cabinets.

As the business needs of its various agencies have expanded, State now wants the system upgraded to support wireless services from multiple carriers, viz. Sprint, AT&T, Verizon and T-Mobile, in the current spectrum of frequencies as well as 4G LTE spectra used by the carriers for newer services. State may also want it to support the emerging public safety FirstNet 700 MHz broadband system using Band 14. Multiple State agencies, including Admin, MDH, MnDOT, MDA, MMB, as well the legislative offices want to see this project done quickly and efficiently.

The wireless carriers named above, who will all accrue benefit from the system upgrade, have stated that they may provide shared funding for the project.

State needs technical resources competent in wireless and DAS technologies to help create a comprehensive RFP for implementing MDAS, and who do not have organizational conflict of interest with the above carriers. The RFP should include an accurate description of the current DAS system, including an inventory of equipment and infrastructure details to help elicit appropriate bids that take the above constraints into careful consideration.

The RFP creation covered by this SOW may be completed in phases. Review of the existing system and its documentation, functional requirements from the State users of the system, current and future service plans by the carriers, preliminary design options for the upgrade and their budgetary costs may be completed in the initial phases. Later phases may involve detailed technical specifications and drawings, development of a best value RFP and evaluation methodology, pre-proposal walk-throughs and RFP response evaluations.

## **Project Deliverables**

- Current system review report
- System equipment inventory and infrastructure layouts
- Functional requirements for MDAS
- Service perspectives from the four carriers – current offerings and future plans
- Schematic level design for the upgrade
- Design review and approval
- Budgetary cost estimates for the various options
- Detailed technical specifications including carrier specific interface requirements
- Well-written RFP documents and evaluation criteria that meet State requirements
- Vendor Q&A support and pre-proposal meeting
- Assist State in evaluating RFP responses and produce evaluation summaries
- Assist State in financial analysis and produce summary spreadsheets
- Advice to State as required during evaluation and negotiations

## **Project Milestones**

- Project Start Date
- Kickoff meeting
- Deliver current system review report
- Final functional requirements document ready
- Meetings with carriers
- Schematic design review
- Review of budgetary project costs
- Technical specs complete
- RFP documents complete
- Pre-proposal meeting
- RFP bid evaluation complete
- Final recommendation to State
- End Date

## **Project Environment (State Resources)**

This project is to be executed by the successful respondent with minimal demands on State resources.

State desires the project to begin within 90 days after the contract is awarded. Delays due to unanticipated issues are acceptable to a maximum of 30 days.

State sponsor of this project is:  
Director, Telecomm Division  
Office of MN.IT Services

State point of contact for the contract awardee is:  
System Architect, Telecomm Division  
Office of MN.IT Services

## **Responsibilities Expected of the Selected Vendor**

Execute the project according to meet the commitments made in the SOW response:

- Completeness of project documents
- Efficient project management
- Quality of project deliverables
- Adherence to project schedule
- Collaborative teamwork
- Comprehensive and well-written RFP
- The successful respondent to this SOW, will be unable able to respond to the RFP once it has been posted.

## **Required Skills (To be scored as Pass/Fail)**

Required minimum qualifications:

- 10 years' experience in wireless technologies
- 5 years' experience in distributed antenna systems
- 5 years' experience in building codes, including cabling, electrical wiring and wireless installations
- At least one previous project involving State RFP and procurement processes
- Must not have organizational conflict interest with the carriers listed in the Business Need section.

## **Desired Skills**

- Project management
- Technical documentation
- Future trends in wireless technologies

## Process Schedule

- Deadline for Questions 09/06/2013, 3:00 pm CDT
- Anticipated Posted Response to Questions 09/10/2013
- Proposals due 09/13/2013, 4:00 pm CDT
- Anticipated proposal evaluation begins 09/16/2013
- Anticipated proposal evaluation & decision 09/20/2013

## Questions

Any questions regarding this Statement of Work should be submitted via e-mail by 09/06/2013, 3:00 pm CDT:

Name: Ullas Kamath

Department: Office of MNIT Services

Email Address: ullas.kamath@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by approximately the end of business day on 9/10/2013 at ([http://mn.gov/buyit/statements/mcp902ts\\_active.html](http://mn.gov/buyit/statements/mcp902ts_active.html)).

## SOW Evaluation Process

- Proposal and experience - 25%
- Desired Skills - 25%
- Interview – 10%
- Cost - 40%

**This SOW does not obligate the State to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.**

All responses received by the deadline will be evaluated by representatives of the Office of MN.IT Services. Proposals will first be reviewed for responsiveness to determine if the minimum requirements have been met. Proposals that fail to meet minimum requirements will not advance to the next phase of the evaluation. The State reserves the right, based on the scores of the proposals, to create a short-listing of vendors who have received the highest scores to interview, or conduct demonstrations/presentations. The state reserves the right to seek best and final offers from one or more responders.

## Response Requirements

- Company overview
- Company experiences relevant to the Project
- Proposed process for the Project – be specific while providing sufficient detail to differentiate your proposal from the others
- Detailed response to the required and desired qualifications:
  - 1) Required experience with similar projects – please be very specific and demonstrate how it meets the Required Skills (Pass/Fail) Criteria; and,
  - 2) Desired experience and proficiencies – describe in sufficient detail suitable to determine evaluation points

- 3) References: Provide three that will be able to provide information that has high degree of relevance to the Project.
- Conflict of interest statement as it relates to this project
- Please provide a Statement that your organization does not have conflict of interest with the carriers listed in the Business Need section.
- Required forms to be returned or additional provisions that must be included in proposal
  - 1) Affidavit of non-collusion  
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc> (if applicable)
  - 2) Veteran-Owned/Service Disabled Veteran-Owned Preference Form  
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

## Proposal Submission Instructions

All proposals must be submitted via e-mail to:

Name: Lynette Podritz, Contract Manager

Email Address: MN.IT\_Contracts@state.mn.us

Subject line: Capitol Complex MDAS RFP Creation

Late proposals will not be considered or evaluated.

The project response format must include detailed answers and descriptions of work to be performed to meet the requirements of the SOW.

### Cost Proposal

The cost proposal must be a separate attachment within the email. The total Cost should be for the entire project. Please be specific on the Grand Total.

The price and terms proposed should be good for a minimum of six months following the date submitted. All costs incurred in responding to this SOW will be borne by the responder.

The state does not make regular payments based upon the passage of time; it only pays for services performed or work delivered after it is accomplished.

Proposals will be evaluated on "best value" as specified in this SOW.

The cost proposal will not be opened by the evaluation committee until after the qualifications points are awarded.

## General Requirements

### Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order.

The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

### Indemnification

In the performance of this Contract by Contractor, or Contractor's agents or employees, the Contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Contractor's:

- a) Intentional, willful, or negligent acts or omissions; or
- b) Actions that give rise to strict liability; or
- c) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this Contract.

### **Disposition of Responses**

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

### **Conflicts of Interest**

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime

contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve the State’s rights.

### **IT Accessibility Standards**

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at:

[http://www.mmd.admin.state.mn.us/pdf/accessibility\\_standard.pdf](http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf)

### **Preference to Targeted Group and Economically Disadvantaged Business and Individuals**

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at [mmdhelp.line@state.mn.us](mailto:mmdhelp.line@state.mn.us). For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

### **Veteran-Owned Preference**

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by:**

- (1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;
- (2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or
- (3) any other veteran-owned small businesses certified under section [16C.19](#), paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the**

**solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

**Foreign Outsourcing of Work Prohibited**

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.