

STATE OF NEW HAMPSHIRE
Department of Business and Economic Affairs
RFP BEA 2027-02 Cellular and Wireless Action Plan (State Broadband Capacity Program
Funds)

STATE OF NEW HAMPSHIRE
DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS

REQUEST FOR PROPOSALS:
CELLULAR AND WIRELESS ACTION PLAN (STATE BROADBAND
CAPACITY PROGRAM FUNDS)
RFP BEA 2027-02

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SECTION 1 – Overview and Schedule

A. Executive Summary

The New Hampshire Department of Business and Economic Affairs (BEA) is seeking proposals from qualified Vendors to support the development of a comprehensive cellular and wireless action plan designed to strengthen mobile connectivity across the state. BEA is specifically seeking a Vendor with at least five (5) years of experience in providing research, analysis, marketing, design, and stakeholder engagement services related to telecommunications infrastructure, preferably with a focus on wireless and cellular connectivity. This initiative will complement existing regional and national broadband and economic development strategies while focusing specifically on New Hampshire's economic priorities, workforce needs, and overall business climate. In addition, the plan must take into account the needs and experiences of New Hampshire residents and consumers to ensure that expanded mobile connectivity improves access to essential services, supports public safety, enhances quality of life, and enables full participation in the state's digital economy. The Vendor will be expected to assess current gaps affecting residential and consumer users, identify priority areas for expanded or improved coverage, and recommend strategies that deliver equitable, reliable, and high-quality wireless service across all communities.

The action plan will build upon past research and lessons learned from initiatives such as statewide broadband expansion projects, federal connectivity programs, and previous infrastructure deployments. A key objective of this effort is to identify geographic areas with insufficient cellular or wireless service that hinder economic activity, public safety, and community connectivity.

The project will include extensive outreach to stakeholders, such as businesses, municipalities, first responders, industry representatives, and state agencies, to better understand New Hampshire's unique connectivity needs. These insights will help align future infrastructure development with BEA's mission to advance economic opportunity, support business growth, and strengthen statewide competitiveness.

The resulting analysis will highlight priority areas for investment and outline strategies to enhance 4G and 5G access, improve service reliability, and leverage existing cellular and wireless assets already present in New Hampshire. Ultimately, this work will produce a Cellular and Wireless Action Plan that will guide strategic investments, accelerate infrastructure deployment, and support BEA's broader economic development goals.

BEA seeks proposals from qualified Vendors, as outlined in Section 2 (Proposed Scope of Work), at the lowest cost to the Agency, and in full compliance with all issued applicable federal guidance and requirements for non-federal entity contracts made under Northern Borders Regional Commission federal awards.

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BEA will enter into a Firm Fixed-Price/Not-to-Exceed contract with the Selected Vendor, pending approval by New Hampshire's Governor and Executive Council (G&C). The anticipated contract term for this project is 18 months, and proposals should not exceed a total project cost of \$800,000.

Because NBRC federal funds are being used, the contract will be structured to ensure full compliance with all applicable federal requirements, including the Uniform Guidance under 2 CFR Part 200.

B. Schedule

The following table provides a Schedule of Events for this RFP through contract finalization and approval. BEA reserves the right to amend this Schedule at its sole discretion and at any time through a published Addendum. As referenced below, Local Time shall refer to Eastern Daylight Time (EDT) prior to November 1 and Eastern Standard Time (EST) on and after November 1.

EVENT	DATE	LOCAL TIME
RFP Released to the Public (Advertisement)	10/26/2026	
Vendor Inquiry Period Ends	11/09/2026	4:00 PM
Final Agency Responses to Inquiries	11/16/2026	4:00 PM
Vendors' Submission of Proposals Due	11/23/2026	4:00 PM
Estimated Notification of Selection and Begin Contract Negotiations	01/11/2027	
Targeted G&C Meeting	April 2027	

C. Description of Agency or Program issuing the Request for Proposals

BEA, home of New Hampshire's Office of Broadband Initiatives, is dedicated to enhancing the economic vitality of New Hampshire while promoting the State as a destination for domestic and international visitors. For more information visit www.nheconomy.com or www.choosenh.com.

In this RFP, "Agency" and/or "BEA" refers to New Hampshire's Department of Business and Economic Affairs. "Vendor" means a person or entity that offers products or services for sale. "Selected Vendor" means the qualified person or entity that submits a proposal to which BEA awards the highest score according to the criteria set forth in this RFP.

D. Vendor Instructions

Interested Vendors must read this RFP in its entirety and submit required information and documents in the manner it prescribes. Vendors are responsible for reviewing the most updated information related to this RFP before submitting their proposals.

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SECTION 2 – Proposed Scope of Work

BEA is seeking proposals from qualified Vendors to provide the following services for analyzing and developing a plan to enhance wireless and cellular connectivity throughout New Hampshire. The project will be completed in two stages:

- **Stage 1A – Information Gathering and Stakeholder Engagement**
 - **Focus:** Conduct a thorough assessment of New Hampshire’s demand for wireless and cellular coverage. This stage aims to understand current connectivity needs, identify areas with significant unmet demand, and gather insights from stakeholders to inform future cellular network expansion and bandwidth requirements.
 - **Activities:**
 - Identify and engage a wide range of stakeholders, including cellular providers.
 - Leverage any existing relationships with cellular providers to streamline outreach efforts.
 - Develop and implement a robust community outreach strategy, including both virtual and in-person engagement events.
 - Benchmark existing New Hampshire state plans and related activities.
 - Capture feedback from industry and community stakeholders.
 - **Outcomes:**
 - A comprehensive understanding of statewide connectivity needs and the geographic distribution of demand for expanded cellular services.
 - Clear alignment of connectivity improvements with New Hampshire’s regional and economic goals.
 - Identification of ways enhanced wireless and cellular connectivity can support economic development.
 - Insights into existing partnerships and opportunities for new collaborations to address statewide connectivity needs.
- **Stage 1B – Technical Assessment and Analysis**
 - **Focus:** Conduct a detailed technical evaluation of New Hampshire’s existing wireless and cellular infrastructure and services. This includes analyzing current coverage, tower locations, technical deficiencies, spectrum constraints, and backend infrastructure capacity to determine actual service availability.
 - **Activities:**
 - Synthesize findings from Stage 1A.
 - Analyze existing infrastructure and service performance and validate findings through statewide drive-testing

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- Identify geographic areas that would benefit from future public investment.
 - Develop business cases for new or expanded infrastructure.
- **Outcomes:**
 - Clear identification of investment opportunities in areas with high demand and limited supply.
 - Prioritized recommendations for improving cellular access.
 - Identification of opportunities to leverage matching funds or complementary investments.
- **Stage 2 – Action Plan Development and Integration**
 - **Focus:** Combine demand analysis, capacity assessments, and infrastructure deficiency findings to create a comprehensive action plan aligned with New Hampshire’s strategic priorities, including relevant efforts by agencies such as the New Hampshire Department of Business and Economic Affairs, New Hampshire Office of Information Technology, and other partners.
 - **Activities:**
 - Develop a clear, accessible, and visually engaging Cellular and Wireless Action Plan.
 - Integrate stakeholder feedback and technical analysis results.
 - Align all recommendations with New Hampshire’s funding strategies and priorities.
 - **Outcomes:**
 - A comprehensive, actionable plan to guide future investments and support statewide economic development through improved wireless and cellular connectivity, ensuring expanded coverage addresses the needs of New Hampshire’s residents and consumers.

The Selected Vendor will be responsible for the following deliverables across each stage. This list may be modified to include additional requirements at BEA’s discretion. Additional deliverables are expected to be minimal and will be clearly defined by BEA, with the support and agreement of the Selected Vendor, throughout the project.

Project and Administrative Deliverables:

- Project Kickoff Summary Package – A written summary documenting agreed roles, responsibilities, schedules, project goals, management approaches, and communication protocols established during the kickoff meeting.
- Recurring Project Status Reports – Scheduled written progress reports submitted to BEA at agreed intervals.
- Project Implementation Plan – A comprehensive implementation plan prepared for inclusion in BEA’s contract for services.
- Technical Guidance Memoranda – Periodic written guidance and advisory notes produced for BEA during project execution and evaluation.

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- Stakeholder Outreach Log – A maintained and regularly updated record of stakeholder outreach activities, including milestone tracking and timelines, within the agreed-upon platform.
- Decision Support Materials – Packets or briefs prepared to support BEA decision-making, including summaries, comparisons, recommendations, key data highlights, analyses, stakeholder alignment materials, and other related items as requested or needed.

Stage Specific Deliverables:

Stage 1A – Information Gathering and Stakeholder Engagement

- Community & Stakeholder Engagement Plan – A documented strategy outlining outreach methods, timelines, and identified stakeholder groups.
- Engagement Session Summaries – Written records of in-person and virtual meetings, including attendance, themes, and key insights.
- Benchmarking Assessment Summary – A comparative analysis of New Hampshire’s existing plans, programs, and related activities.
- Interim Demand Report – A comprehensive written report detailing statewide connectivity needs, geographic demand patterns, alignment with regional and statewide economic goals, and opportunities for improving connectivity to support economic development.
- Partnership Development Summary – Documentation of existing partnerships leveraged, and new collaborative opportunities identified across public and private sectors.

Stage 1B – Technical Assessment and Analysis

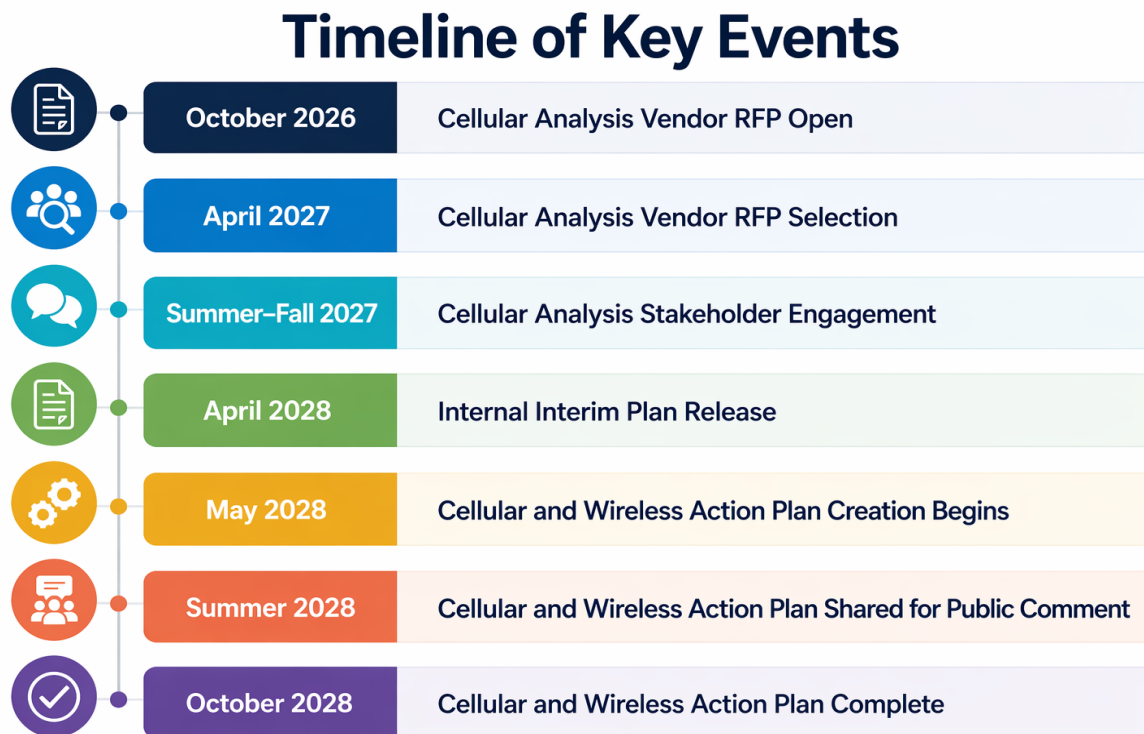
- Integrated Stakeholder Insights Addendum – A written summary showing how Stage 1A feedback influenced the technical assessment.
- Statewide Technical Assessment Report – A detailed report covering network coverage, tower locations, bandwidth and spectrum constraints, service gaps, and backend capacity, and validate findings through drive-testing to capture real-world performance data.
- Priority Area Identification Map & Summary – A mapped and narrative description of the geographic areas with the most significant need for investment or service expansion.
- High-Level Business Case Portfolio – A set of brief business cases outlining new or enhanced infrastructure projects, including both publicly funded and privately financed options.

Stage 2 – Action Plan Development and Integration

- Comprehensive Cellular & Wireless Action Plan – A finalized plan presenting demand analysis, capacity gaps, statewide cellular infrastructure deficiencies, stakeholder feedback, technical assessment findings, and aligned recommendations with BEA priorities and other statewide strategic initiatives.
- Draft Action Plan Report (Summer 2028) – A draft version of the Action Plan submitted by Summer 2028 summarizing key conclusions and proposed actions for BEA review. After the submittal of the draft report, revise to address BEA review and comments.

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The graphic below highlights the key timeline events.



The timing of program milestones may vary, and any adjustments will be communicated in writing to the Selected Vendor to ensure coordinated planning. BEA operates in a fast-paced environment and is working to address an urgent connectivity challenge through this program. As such, BEA expects the Selected Vendor to be adaptive, collaborative, and responsive. Services will be required throughout the contract term specified in Section 3 below.

SECTION 3 -- Contract Terms and Conditions

A. Non-Exclusive Contract

Any resulting Contract from this RFP will be a non-exclusive Contract. BEA reserves the right, at its discretion, to retain other contractors to provide any of the services or deliverables identified in this RFP or make an award by item, part or portion of an item, group of items, or total Proposal.

B. Award

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If BEA decides to award a contract as a result of this RFP process, any award is contingent upon approval of the contract by the Governor and Executive Council of the State of New Hampshire and upon continued appropriation of funding for the contract.

C. Standard Contract Terms

BEA will require the Selected Vendor to execute a contract using the Standard Terms and Conditions of the State of New Hampshire (Form P-37) which is attached as Appendix A. In no event is a Vendor to submit its own standard contract terms and conditions as a replacement for the State's terms in response to this solicitation.

The terms of this RFP and the selected Vendor's Proposal will be used to form the terms of any resulting contract. The resulting contract may incorporate some or all of the selected Vendor's Proposal. References in the P-37 to Exhibits A, B and C are references to the required structure of any resulting contract (Exhibit A – Special Provisions/Amendments to the P-37; Exhibit B – Scope of Services; and Exhibit C – Payment Terms) and are not references to sections of this RFP.

To the extent that a Vendor believes that exceptions to the contract terms in Appendix A will be necessary for the Vendor to enter into the contract, the Vendor must note those issues during the Vendor Inquiry Period, as further described Section 4B.

D. Special Terms to be Included in a Contract Resulting from This RFP

The Selected Vendor will be required to agree to the contract provisions for non-federal entity contracts under federal awards as defined by Appendix II to CFR Part 200, Title 2 and any additional provisions based on the specific requirements of this RFP and the Vendor's response to it. All projects may be subject to a compliance review and/or audit by either the State, the Northern Borders Regional Commission, or their representatives.

The Selected Vendor will be required to provide, in a timely manner, all documents necessary for approval of the contract, including, but not limited to:

- 1) A current Certificate of Good Standing from the NH Secretary of State.
- 2) A Certificate of Authority for the individual signing the contract.
- 3) A Certificate of Insurance naming the State of New Hampshire, Department of Business and Economic Affairs as an additional insured and reflecting the following required coverage:
 - i Comprehensive General Liability Insurance. The coverage shall have appropriate riders against all claims of bodily injury, death, or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate;
 - ii Automobile liability coverage; and

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- iii State of New Hampshire Workers' Compensation, as defined by the state.

SECTION 4 –Request for Proposal Process

A. Agency Point of Contact/Restriction of Contact with Agency Employees

The **sole point of contact** for this RFP, from the RFP issue date until the approval of the resulting contract by the G&C, is:

Wayne Goulet, Wayne.V.Goulet@livefree.nh.gov

From the date of release of this RFP until an award is made and announced regarding the selection of a Vendor, all communication with personnel employed by or under contract with BEA regarding this RFP is prohibited unless first approved by the RFP Sole Point of Contact. Agency employees have been directed not to hold conferences and/or discussions concerning this RFP with any potential contractor during the selection process, unless otherwise authorized by the RFP Sole Point of Contact. Vendors may be disqualified for violating this restriction on communications.

B. Vendor Inquiries

All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, any changes to the RFP, and any exceptions to the contract terms in Appendix A, including the Form P-37, shall be submitted via email to BEA Point of Contact specified above. Inquiries must be received by the end of Vendor Inquiry Period (see Schedule of Events herein).

The Vendor must identify the RFP name and the number and include the Vendor's name, telephone number, and e-mail address.

BEA will issue responses to properly submitted inquiries on or before the date specified in the Schedule of Events; however, this date is subject to change at BEA's discretion. BEA may consolidate and/or paraphrase questions for sufficiency and clarity. BEA may, at its discretion, amend this RFP on its own initiative or in response to issues raised by inquiries, as it deems appropriate. **In response to requested exceptions to P-37, BEA will review requested exceptions and accept, reject or note that it is open to negotiation of the proposed exception at its sole discretion. Questions about or requested exceptions to the RFP, Form P-37 and/or any relevant attachments not raised during the inquiry period are waived.** Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon BEA. Official responses by BEA will be made only in writing by the process described above. Vendors shall be responsible for reviewing the most updated information related to this RFP before submitting a proposal.

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SECTION 5 – RFP Terms and Conditions

A. Debarment

Vendors who are ineligible to submit proposals, bids or quotes as sought by the Department of Administrative Services, Division of Procurement and Support Services pursuant to the provisions of RSA 21-I:11-c shall not be considered eligible for an award under this RFP.

B. Proposal Preparation Cost

By submitting a proposal, a Vendor agrees that in no event shall BEA be either responsible for or held liable for any costs incurred by a Vendor in the preparation of or in connection with the proposal, or for work performed prior to the Effective Date of a resulting Contract.

C. Validity of Proposal

Proposals must be valid for one hundred and eighty (180) days following the deadline for submission of Proposals in Schedule of Events, or until the Effective Date of any resulting Contract, whichever is later.

D. RFP Addendum

BEA reserves the right to amend this RFP at its discretion, prior to the proposal submission deadline. In the event of an addendum to this RFP, BEA, at its sole discretion, may extend the Proposal submission deadline, as it deems appropriate.

E. Non-Collusion

The Vendor's signature on a proposal submitted in response to this RFP guarantees that the prices, terms and conditions, and work quoted have been established without collusion with other vendors and without effort to preclude BEA from obtaining the best possible competitive Proposal.

F. Property of BEA

All material received in response to this RFP shall become the property of BEA and will not be returned to the Vendor. Upon contract award, BEA reserves the right to use any information presented in any Proposal.

G. Proposal Confidentiality

Unless necessary for the approval of a contract, the substance of a proposal must remain confidential until the Effective Date of any Contract resulting from this RFP. A Vendor's disclosure or distribution of proposals other than to BEA may be grounds for disqualification.

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H. Public Disclosure

The information submitted in response to this RFP (including all materials submitted in connection with it, such as attachments, exhibits, addenda, and presentations), any resulting contract, and information provided during the contractual relationship may be subject to public disclosure under Right-to-Know law, including RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>).

Confidential, commercial, or financial information may be exempt from public disclosure under RSA 91-A:5, IV. If a Vendor believes any information submitted in response to this RFP should be kept confidential, the vendor must specifically identify that information where it appears in the submission in a manner that draws attention to the designation and must mark/stamp each page of the materials that the vendor claims must be exempt from disclosure as “CONFIDENTIAL.” Vendors must also provide a letter to the person listed as the point of contact for this RFP, identifying the specific page number and section of the information you consider to be confidential, commercial, or financial and providing your rationale for each designation. Marking or designating an entire proposal, attachment or section as confidential shall neither be accepted nor honored by the State. Vendors must also provide a separate copy of the full and complete document, fully redacting those portions and shall note on the applicable page or pages that the redacted portion or portions are “confidential.”

Submissions which do not conform to these instructions by failing to include a redacted copy (if necessary), by failing to include a letter specifying the rationale for each redaction, by failing to designate the redactions in the manner required by these instructions, or by including redactions which are contrary to these instructions or operative law may be rejected by the State as not conforming to the requirements of the proposal.

Pricing, which includes but is not limited to the administrative costs and other performance guarantees in Proposals or any subsequently awarded contract shall be subject to public disclosure regardless of whether it is marked as confidential.

Notwithstanding a Vendor’s designations, the State is obligated under the Right-to-Know law to conduct an independent analysis of the confidentiality of the information submitted in a proposal. If a request is made to the State to view or receive copies of any portion of the proposal, the State shall first assess what information it is obligated to release. The State will then notify the Vendor that a request has been made, indicate what, if any, information the State has assessed is confidential and will not be released, and specify the planned release date of the remaining portions of the proposal. To halt the release of information by the State, a Vendor must initiate and provide to the State, prior to the date specified in the notice, a court action in the Superior Court of the State of New Hampshire, at its sole expense, seeking to enjoin the release of the requested information.

By submitting a proposal, Vendors acknowledge and agree that:

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- The State may disclose any and all portions of the proposal or related materials that are not marked as confidential and/or which have not been specifically explained in the letter to the person identified as the point of contact for this RFP;
- The State is not obligated to comply with a Vendor's designations regarding confidentiality and must conduct an independent analysis to assess the confidentiality of the information submitted in your proposal; and
- The State may, unless otherwise prohibited by court order, release the information on the date specified in the notice described above without any liability to a Vendor.

I. Electronic Posting of RFP Results and Resulting Contract

At the time of receipt of proposals, BEA will post the number of responses received with no further information. No later than five business days prior to submission of a contract to the Department of Administrative Services, BEA will post the ranks or scores of each responding Vendor. In the event that the contract does not require Governor & Executive Council approval, BEA will disclose the rank or score at least five business days before final approval of the contract.

Pursuant to RSA 91-A and RSA 9-F:1, the Secretary of State will post to the public any document submitted to G&C for approval, including contracts resulting from this RFP, and posts those documents on its website (<https://www.sos.nh.gov/administration/governor-executive-council>). By submitting a proposal, vendors acknowledge and agree that, in accordance with the above-mentioned statutes and policies, (and regardless of whether any specific request is made to view any document relating to this RFP), any contract resulting from this RFP that is submitted to G&C for approval will be made accessible to the public online.

J. Non-Commitment

Notwithstanding any other provision of this RFP, this RFP does not commit BEA to award a contract. BEA reserves the right, at its sole discretion, to reject any and all proposals, or any portions thereof, at any time; to cancel this RFP; and to solicit new proposals under a new acquisition process.

K. Ethical Requirements

From the time this RFP is published until a contract is awarded, no Vendor shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFP, or similar submission. Any Vendor that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any Vendor who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from bidding on the RFP, or similar request for submission and every such Vendor shall be disqualified from bidding on any RFP or similar request for submission issued by any state agency. A Vendor that was disqualified under this

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section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the department of administrative services, which shall note that information on the list maintained on the state's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.

L. Challenges to Identification of Selected Vendor

Within five business days of BEA's posting of the rank or score on its website, vendors may, in accordance with RSA 21-G:37, request that BEA review its selection process. The request must be in writing and must specify all points on which the Vendor believes BEA erred in its process and shall contain such argument in support of its position as the Vendor seeks to present. In its request for review, a Vendor shall not submit, and an agency will not accept nor consider, any substantive information that was not included in the original proposal. BEA will respond to the request within five business days of its receipt.

SECTION 6 – Evaluation of Proposals

A. Criteria for Evaluation and Scoring

Each responsive Proposal using a scoring scale of 100 points, which will be distributed as set

PRIMARY CRITERIA	MAXIMUM AVAILABLE POINTS	EXPLANATION
TECHNICAL PROPOSAL with the following potential maximum scores for each Technical Proposal category;	100	
Understanding of Scope and Proposed Approach	25	BEA may award up to 25 points based on the following: <ul style="list-style-type: none">• Demonstrated understanding of New Hampshire's wireless/cellular connectivity needs and of the Stage 1A, 1B, and Stage 2 approach described in this RFP.• Soundness and rigor of the proposed methodology for demand assessment, technical infrastructure evaluation, and Action Plan development.• Evidence of innovative, cost-effective approaches to stakeholder engagement and technical analysis.
Technical Expertise and Qualifications	20	BEA may award up to 20 points based on the following: <ul style="list-style-type: none">• Demonstrated experience with comparable statewide broadband, wireless, or cellular connectivity studies or planning efforts.• Experience working with state agencies, cellular/wireless providers, and community stakeholders.

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		<ul style="list-style-type: none"> • Quality of references and past performance on similar engagements.
New Hampshire Knowledge and Stakeholder Engagement	10	BEA may award up to 10 points based on the following: <ul style="list-style-type: none"> • Quality and feasibility of the proposed community and stakeholder outreach strategy, including virtual and in-person engagement. • Ability to leverage existing relationships with cellular providers to streamline outreach. • Approach and platform proposed for documenting outreach activities, milestones, and timelines. • Familiarity with New Hampshire geography • Knowledge of existing telecommunications infrastructure
Project Management and Administrative Capability	15	BEA may award up to 15 points based on the following: <ul style="list-style-type: none"> • Realistic project timeline aligned with program milestones, including the draft Action Plan report due Summer 2028. • Proposed reporting cadence, communication protocols, and risk-management approach. • Compliance with debarment, conflicts of interest, lobbying, and telecommunications equipment certification requirements.
Key Personnel & Staffing Plan	10	BEA may award up to 10 points based on the following: <ul style="list-style-type: none"> • Qualifications and relevant experience of the proposed project manager and key technical staff. • Availability and responsiveness for virtual consultations and day-to-day project needs. • Clarity of the organizational structure, including any proposed subcontractors.
Cost Proposal	20	BEA may award up to 20 points based on the following: <ul style="list-style-type: none"> • Reasonableness and completeness of the proposed budget relative to the scope of work. • Overall value offered, including cost-effectiveness of the proposed approach and staffing. <p>BEA reserves the right to determine whether proposed costs are reasonable in relation to the proposed technical solution. Lowest cost will not necessarily receive the highest score.</p>
Total Maximum Points	100	

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The Evaluation Committee will select a Vendor based upon the criteria and standards contained in this RFP and from applying the weighting in this section. Oral interviews and reference checks, to the extent they are utilized by BEA, will be used to refine and finalize scores. If BEA decides to make an award based on these evaluations, BEA will notify the Selected Vendor. Should BEA be unable to reach agreement with the Selected Vendor during Contract discussions, BEA may then undertake Contract discussions with the next preferred Vendor and so on, or BEA may reject all proposals, cancel this RFP, or solicit new Proposals under a new acquisition process.

B. Planned Evaluations

BEA plans to use the following process:

- Initial screening to ensure that the Proposals are in compliance with submission requirements;
- Evaluation of Technical Proposals and scoring;
- Oral interviews and/or product demonstrations (if necessary) to refine scores;
- Final Selection: Select the highest scoring Vendor and begin contract negotiation.

C. Initial Screening

BEA will conduct an initial screening to verify Vendor compliance with the proposal submission requirements set forth in Sections 4 and 7, as well as the minimum content set forth in Sections 2 and 8 of this RFP. BEA may waive or offer a limited opportunity to cure immaterial deviations from the RFP requirements if it is determined to be in the best interest of the State.

D. Technical Scoring of Proposals

BEA will establish an evaluation team to review and score the technical proposals according to the criteria set forth in Section 6. Price proposals **will** be considered as part of the “cost proposal” category, and the Vendor should provide, **at a minimum**, a lump sum price for all work. As part of the evaluation process, BEA may conduct oral interviews, product demonstrations, reference checks, and review written clarifications of proposals if needed. The evaluation team will consider all such information as part of the technical scoring process. Scores assigned during technical review may be revised based on information obtaining oral interviews and product demonstrations.

E. Oral Interviews and Product Demonstrations

If BEA determines that it is appropriate, Vendors may be invited to oral interviews and/or product demonstrations including demonstrations of any proposed automated systems or technology components. BEA retains the sole discretion to determine whether to conduct oral interviews, with which Vendors; and the number of interviews. Vendors are advised that BEA may decide to conduct interviews with less than all responsive Vendors.

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The purpose of oral interviews and product demonstrations is to clarify and expound upon information provided in the written proposals. Vendors are prohibited from altering the basic substance of their proposals during the oral interviews and product demonstrations. BEA may ask the Vendor to provide written clarifications of elements in their technical proposal regardless of whether it intends to conduct oral interviews.

Information gained from oral interviews and product demonstrations will be used to refine technical review scores previously assigned to the proposals.

G. No Best and Final Offer

The Proposal should be submitted initially on the most favorable terms which the Vendor can offer. There will be no best and final offer procedure. The Vendor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Proposal.

H. Final Selection

BEA will conduct a final selection based on the evaluation of the proposals and begin contract discussions with the Selected Vendor.

I. Rights of BEA in Accepting and Evaluating Proposals

BEA reserves the right, at its sole discretion, to:

- Make independent investigations in evaluating proposals
- Request additional information to clarify elements of a proposal
- Waive minor or immaterial deviations from the RFP and contract requirements, if determined to be in the best interest of the State
- Omit any planned evaluation step if, in BEA's view, the step is not needed
- Reject any and all proposals at any time, and
- Open contract discussions with the second highest-scoring Vendor and so on, if BEA is unable to reach an agreement on contract terms with the higher-scoring Vendor.

SECTION 7 – Process for Submitting a Proposal

A. Proposal Submission, Deadline, and Location Instructions

Proposals submitted in response to this RFP must be received by the BEA no later than the Proposal Due Date and time specified in the Schedule of Events, herein. Proposals must be submitted electronically to the State's designated Point of Contact:

Wayne.V.Goulet@livefree.nh.gov

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Emails pertaining to this proposal must be clearly marked in the subject line as follows:

STATE OF NEW HAMPSHIRE RESPONSE TO RFP CELLULAR AND WIRELESS ACTION PLAN (STATE BROADBAND CAPACITY PROGRAM FUNDS) BEA 2027-02

Unless waived as a non-material deviation in accordance with Section 6, late submissions will not be accepted. Delivery of the Proposals shall be at the Vendor's expense. The time of receipt shall be considered when a Proposal has been officially documented by BEA, in accordance with its established policies, as having been received at the location designated above. BEA accepts no responsibility for misaddressed or mislabeled documents not delivered or undeliverable for whatever reason.

All Proposals submitted in response to this RFP must consist of:

- a) One original electronic copy of the Proposal; and
- b) One electronic copy of the Proposal with all Confidential Information fully redacted, as provided for in Section 5H of this RFP.

Vendors should consider file size when submitting an electronic proposal and strive to keep attachments in a single email below 15 megabytes. Multiple emails may be necessary to transmit a single proposal. To guard against responses potentially being overlooked due to being quarantined by the State's spam protection software, it is strongly recommended that an email with no attachments be sent to the contact person initially stating that email(s) containing a proposal are to follow.

No changes or additions to the proposal will be accepted after the specified due date and time. If necessary, Vendors may be contacted for clarification of information submitted.

Vendors who are ineligible to submit proposals, bids or quotes in response to requests by the Department of Administrative Services, Division of Procurement and Support Services, pursuant to the provisions of RSA 21-I:11-c, shall not be considered eligible for an award under this RFP.

SECTION 8 – Proposal Content and Requirements

Vendor shall follow the format below and provide the required information set forth below:

A. Organization and Experience

- Verify SAM registration at www.SAM.gov and provide a printout with the application.

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- Submit a signed Transmittal Letter using “Appendix B – The State of New Hampshire Transmittal Letter” template. Electronic alteration of this template is prohibited.
- Complete “Contractor Data Sheet” (Appendix C).
- Provide a written introductory statement (maximum three pages) including:
 - Experience delivering services outlined in Section 2.
 - Expertise of participating personnel and a description of training/development ensuring qualifications.
- Address strategy, analysis, tactics, and budget for all elements in Section 2: Scope of Work.
- Demonstrate the Vendor’s financial capability to perform the work.
- Provide resumes/portfolios of key personnel and subcontractors, including roles, responsibilities, qualifications, and experience with similar projects (within the past five years).
- Provide relevant case studies.
- Complete “Project Budget and Budget Narrative Worksheet” (Appendix D).
- Provide an oral presentation of strategy, methodologies, and execution (if requested).
- Provide client references as required in Appendix C.
- Provide evidence of certification as a cooperative, non-profit, or government-affiliated entity authorized to do business in New Hampshire.
- Identify any anticipated subcontractors required to complete the project work.
- Describe the specific services the Vendor can provide, and identify any services that fall outside the Vendor’s expertise.
- Provide details of cost and timing to complete the services, including an itemized breakdown.
- Include Debarment and Anti-Lobbying certifications.
- Provide references for similar projects or partnerships with State Broadband Offices or other public entities.

B. Vendor Minimum Requirements

- Have or retain staff who can be readily available for virtual consultations with appropriate notice.
- Communicate effectively with all relevant parties, including cellular partners, stakeholders, state agencies, and community partners. Communications may be with or on behalf of the BEA.

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- Confirm that they have no existing conflicts. Other projects or business dealings shall not interfere with the ability of the selected Vendor) to work with or provide this information.
- Meet debarment, conflicts, lobbying, and use of telecommunications equipment (including the CTR Ex E-3 re Telecommunications Equipment prohibition) certification requirements of federal funding sources.

C. Preferred Vendor Qualifications

The Selected Vendor will ideally also:

- Have experience/familiarity with providing similar services in the State of New Hampshire, including statewide engagement campaigns.
- Have familiarity with the introduction/launch of broadband or other technology programs.
- Have experience or familiarity with existing regional and national broadband and economic development strategies, with particular emphasis on New Hampshire's economic priorities, workforce needs, and overall business climate.
- Have a documented strong track record of successful project management.
- Technical expertise to analyze and report on existing cellular infrastructure.

SECTION 9 – Appendices to this RFP

9.1 Appendix A P-37 Standard Contract Form

9.2 Appendix B The State of New Hampshire Transmittal Letter

9.3 Appendix C Contractor Data Sheet

9.4 Appendix D Project Budget and Budget Worksheet

9.5 Appendix E Oral Presentation Evaluation Criteria

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