

Bidders Conference – BEAD Five-Year Action Plan

RFP No. 2023-MBI-07

10/31/2022

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Welcome! Please review the following meeting guidelines:

Please put yourself on mute.

If you would like to ask a question at the end of the presentation please raise your hand.

Feel free to post questions in the chat during the presentation.

This presentation and a recording of the meeting will be posted on the procurement webpage.

Agenda

1. MassTech Collaborative / MassBroadband Overview and Introductions
2. Federal/State Broadband Funding Context
3. Project Overview and Goals
4. Scope of Services
5. Submission Requirements
6. Procurement Schedule
7. Questions

About MassTech & MBI



MASSACHUSETTS
TECHNOLOGY
COLLABORATIVE

OUR MISSION:

We strengthen the competitiveness of the tech and innovation economy by driving strategic investments, partnerships, and insights that harness the talent of Massachusetts.



Mission:

*Innovation
Economy*



MASSACHUSETTS CENTER for
ADVANCED MANUFACTURING

Mission:

*Advanced
Manufacturing*



MASSACHUSETTS
BROADBAND INSTITUTE

Mission:

Broadband



MASSACHUSETTS
eHEALTH INSTITUTE

Mission:

*Digital Health
and
Caregiving*



Mission:

Cybersecurity

MBI's mission is to make affordable high-speed Internet available to all homes, businesses, schools, libraries, medical facilities, government offices, and other public places across the Commonwealth. MBI works closely with key stakeholders to bridge the digital divide in Massachusetts.



MASSACHUSETTS
BROADBAND INSTITUTE



at the MassTech
Collaborative

Federal Broadband & Digital Equity Funding Context

NTIA Digital Equity Act Planning Grant - \$1M Consulting Award Pending

- Support a yearlong statewide digital equity planning effort.
- Engage stakeholders, analyze data, build strategies to close the digital divide.
- Design and implement systems to deploy DEA capacity grants.

NTIA Broadband Equity, Access, and Deployment Initial Application Grant - \$5M

- **Develop a 5 Year Action Plan for deploying BEAD funds.**
- Prepare a state challenge process.
- Design and implement systems to deploy BEAD grants
- BEAD Planning grant will cover expenses over a 5 year period of time.



MBI will require any selected consultants to ensure that the planning activities under both programs are explicitly linked and integrated as required by the NTIA.

State Broadband & Digital Equity Funding Context

Overview

- **MA Digital Equity Fund:** \$50M allocation under state ARPA legislation. Administered by MBI through a contract with the Commonwealth.
- **Statewide Mapping:** MBI is leading an effort to collect and map data to identify communities that have (1) gaps in physical infrastructure; and/or (2) deficiencies in reliability and quality of service.
- **Capital Projects Fund Gap Networks Program:** \$145 million to address gaps in broadband infrastructure where reliable broadband service is currently unavailable.
- **Prior State-Funded Last Mile and Middle Mile Investments**



BEAD Five-Year Action Plan

Statewide Broadband Planning Overview and Goals



- **Consultants, or teams of consultants, who apply for any category of service must be able to demonstrate their ability to execute all activities described within that category.**
- **Respondents may apply for one or more of any of these categories of service.**
- **All categories of service will be executed within the context of MBI's ongoing activities under the State Funded Digital Equity Initiatives, Mapping, and Capital Projects Fund**

BEAD Five Year Action Plan Activities (Section 2.2.1)

At a minimum, consultants should expect to engage in the activities that include (see RFP more details):

Strategic Assessment of the Commonwealth of Massachusetts' Assets and Needs

- Prior to the deployment of IJJA funds, MasTech needs to establish a strategic assessment of the Commonwealth's current assets and potential future needs
- Expansive review of MBI's current programs and capacity
- Inventory existing broadband adoption, affordability, equity, access and deployment activities in Massachusetts
- Strategic framework and recommendations to MBI for implementing BEAD funding

BEAD Implementation Opportunities and Obstacles

- Identify known or potential obstacles or barriers to successful BEAD implementation
- Identify service needs and gaps
- Develop high-level cost estimate for broadband deployment
- Develop economic impact analysis
- Solicit input from broad range of stakeholders
- Develop evaluation framework
- Provide a comprehensive, high-level plan for providing reliable, affordable, highspeed internet service through the Commonwealth

BEAD Digital Equity Analysis

- Coordinate with MBI, consultants and RPAs on needs assessment, asset mapping, digital equity visioning, implementation strategies, etc. to avoid duplication of effort
- Coordinate with MBI and consultants to integrate relevant information and data from "in progress" Digital Equity Act Statewide Plan

Workforce Development Assessment

- Performing a market analysis of labor needs among sectors anticipated to experience labor demand induced by federal/state funding for broadband initiatives.
- Recommending strategies to ensure an available and highly skilled workforce to minimize project disruptions, including any plans to ensure strong labor standards
- Coordinating activities with industry leaders in relevant sectors
- Recommending strategies for increasing utilization of MWBE businesses

Draft Plan must be ready to publish for public comment by end of June and submitted to NTIA by end of August.

Final Deliverable is a cohesive written Five-Year Action Plan that complies with all requirements in the BEAD NOFO including not only developing the written content, but also integrating any relevant photographs, maps, charts, or other visual collateral into a well formatted plan that can be published in print and digital formats. Consultants should be prepared to translate elements of this plan into multiple languages.

Community Engagement (Section 2.2.2)

MBI needs support for a robust and comprehensive community outreach and engagement Strategy that will support the development of the BEAD Five-Year Action Plan

Community Outreach and Engagement Strategy

- Designing and executing a robust and comprehensive community outreach and engagement strategy, in multiple languages, in person and online, and within various community cultural contexts.
- Designing and developing a wide range of media collateral that can be used in outreach and communications related to the BEAD Five-Year Action Plan

Statewide Community Digital Needs Assessment

- Design and implement a statewide digital needs assessment survey, including coordination with local or regional entities selected by MBI to support this effort.

Timeline will be concurrent with BEAD Five-Year Action Planning activities

Deliverables to include, but not be limited to: Comprehensive documentation of all engagement activities, including photo/video, data collected, transcripts, outreach materials, detailed summaries of stakeholder engagement sessions, etc. Reporting documents and presentation materials summarizing the above activities. Integration of materials into final deliverables for BEAD Five-Year Action Plan.

Broadband and Digital Equity Working Group (Section 2.2.)

The Selected Respondent will assist MBI with the planning and implementation of meetings of a Broadband and Digital Equity Working Group consisting of individuals and entities that represent the broad and diverse perspectives of the Covered Populations across the Commonwealth of Massachusetts.

Broadband and Digital Equity Working Group Support

- Assisting MBI in developing meeting agendas and content, including presentations and the drafting of detailed meeting summaries;
- Assisting MBI in identifying appropriate opportunities for Working Group members to participate in key planning activities and events
- Incorporating Working Group members' input in to development of vision statements, goals, objectives, and other foundational elements of the BEAD Five-Year Action Plan

Timeline will be concurrent with BEAD Five-Year Action Planning activities

Deliverables to include, but not be limited to: Documentation of Working Group content and integration of meeting input, guidance, and process into final plan deliverable.

Submission Requirements (Section 3.1)

Description of Firm

- Qualifications to perform services
- Description of any needed subcontractors
- Three references for work previously performed by the Respondent that is **substantially similar** to the Categories of Services included in the Respondent's Application. References should include a contact person, address, and phone number.

Approach to Services

- A list of the Categories of Service in Sections 2.2.1 – 2.2.3 the Respondent proposes to provide services to MassTech.
- The proposed approach to executing the activities and tasks listed in each Category of Service the Respondent is applying for The approach should include a **high level project plan and timeline** that is in alignment with the BEAD planning requirements.
- The total not-to-exceed costs for completing the work and providing the deliverables for the activities and tasks included in each Category of Service. **THIS IS A TIME AND MATERIALS ENGAGEMENT.**
- Cost proposals must be submitted in the Budget Template (Attachment C) which includes an excel tab for each Category of Service. These costs should be based on projected hours, proposed hourly rates, as well as any other appropriate and reasonable direct costs.

Description of Staff

- Respondent's staff qualifications relevant to the activities and tasks listed within each Category of Service that is included in the Respondent's Application. Please enumerate their qualifications using the following list as a guide:
 - Community Engagement and Stakeholder Outreach
 - Graphic Design, Communications, and Collateral Development
 - Meeting Facilitation and Conflict Resolution
 - Grant Program Development and Operations
 - Data Analysis and Mapping
 - Workforce Development
 - Economic Development
 - Organizational Strategic Planning
 - Project Management
 - Fiber broadband network deployment and broadband infrastructure.
 - Broadband service quality evaluations
 - Translation/interpretation in major languages spoken in the Commonwealth

Submission Requirements (Attachment C)

BEAD Planning Budgeting			
Applicant Information			
Applicant:		RFP No.:	
Budget Period:		Title of Proposed Project:	
Address:			
Cost Elements			Total Fees
I. Consulting Fees			
<i>name/title</i>	<i>HRS</i>	<i>Rate</i>	
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Consulting Fees			\$0
II. Travel			
II. Other Direct Costs (list by type)			
Total Other Direct Costs			\$0
Total Not-to-Exceed Project Costs			\$0
Allocation of Time and Effort			
Service Category from section 2.2.2	% of total	Costs	
Plan Development		\$0	
Strategic Assessment of Assets and Needs		\$0	
Implementation Opportunities & Obstacles		\$0	
Digital Equity Analysis		\$0	
Workforce Development Assessment		\$0	
	0%	\$0	
* should = 100% and total should match cell I33			

Budget period should correspond to the estimated length of each planning activity.

Corresponds to Respondent's proposed direct labor costs – individual hourly rate based on key staff named and assigned at start of engagement.

Please indicate the percent of total costs expected for each activity described in each category of service

Respondents are expected to complete a budget sheet for each category of service they wish to be considered for.

Submission Requirements General

- Massachusetts Technology Collaborative (on behalf of Massachusetts Broadband Institute) issued this RFP for [Statewide Broadband Planning Services](#), and will be the contracting entity. Selected consultants will be considered sub-contractors to MassTech.
- Respondents are urged to carefully read the RFP submission requirements. Failure to comply with the requirements of the RFP may serve as grounds for rejection of an Application.
- Respondents may [submit responses to one or more of the categories of services](#) described, and should clearly indicate those for which they wish to be considered.
- Any exceptions to MassTech's [Services Agreement \(Federally Funded\)](#) must be identified and included as a component of the Respondent's Application. The form of agreement is posted on the MassTech website at <https://masstech.org/procurements>.
- All communications from prospective Respondents regarding this RFP should be directed by email to proposals@masstech.org.

Procurement Schedule

Task	Date
Issue Date	2/2/2023
Bidders' Conference	2/14/2023
Questions Due	5PM 2/16/2023
Answers Posted	5PM 2/22/2023
Applications Due	5PM 3/2/2023

Questions!

proposals@masstech.org