

## EXHIBIT A – PROPOSAL FORMAT

A qualifying proposal must address all following points and shall be in the format outlined in this section:

- A. **Project Title**
- B. **Applicant or Firm Name**
- C. **Format of Response Package**

To respond to the RFP, a Proposer must submit a proposal on or before the deadline. The proposal must be signed by a person authorized to bind the proposing firm to the representations, commitments and statements contained in the proposal. The proposal must contain the following information and documents:

1. **A Cover Letter** summarizing the key points of the proposal (2 pages max.). RFP # BH-PS-150421 must be referenced in the bid proposal. Bids must be signed by a person duly authorized to legally bind the Bidder submitting the bid.
2. **Description of Firm.** A description of the firm’s organizational structure, the jurisdiction in which the firm is organized and date of such organization. In addition, provide a brief description of the firm’s qualifications and experience on projects of similar nature to those described in the proposal as well as projects/clients where consultant has performed as an extension of staff.
3. **Authorized representative of the Proposer.** The name, address, telephone number, and email address of the person authorized to represent the Proposer with respect to all notices, negotiations, discussions, and other communications relating to this proposal, to any negotiation relating to the contract.
4. **Commercial Terms and Conditions** – A baseline System Purchase Agreement, Software Licensing Agreement, and/or any other documents relevant to the commercial terms and conditions of purchasing the equipment and services.
5. **Pricing Forms.** The Proposal Price shall be provided using the Price Forms shown below. Prices for all categories included in the Price Forms shall be provided. If needed, additional categories may be added.

If a Proposer desires to qualify any information requested in the RFP on the Price Forms which could influence the overall pricing for the Work, the Proposer shall provide such information in the appropriate portion of the Price Forms. If the Proposer desires to qualify or add different information to the pricing for each component of the Work, such information may be added in another attachment to the Proposal.

A firm fixed Proposal Price is required with milestone payments to be made upon completion of the designated milestone and Acceptance by TCOMM after conducting appropriate Acceptance testing. Proposers shall provide a firm Proposal for all functions specified in this RFP.

Where appropriate "None" or "N/A" (for not applicable) shall be used. Detailed price breakdowns shall be provided as requested. If breakdowns are unavailable, "Included in Item" shall be used. The blank lines in the item columns shall be used to indicate additional items needed along with appropriate quantities or other costs necessary to provide a complete, operational, and integrated system as specified.

The "Proposal Price" shall include all Deliverables necessary to provide complete, operational and integrated systems, including but not limited to: hardware, software, perpetual, irrevocable, non-exclusive, non-transferable (except to the extent set forth in the Contract) software licenses, testing, documentation, shipping, project management, warranty, configuration, installation, integration, training, spare parts, shipping, applicable taxes, and any other costs. Prices of options, alternatives, exceptions, and post warranty maintenance service contract shall be separately identified.

The price for any option(s) proposed shall include and account for the impact, if any, on the proposed system configuration and any resource additions (time and materials) required for the base system to meet the performance requirements with the option selected. Each option shall also reflect its impact on the Project Schedule. Each such option shall be independent; TCOMM shall be able to select any or all of the options for inclusion in the system. The prices of all options shall be additive, that is to say, TCOMM shall be able to select any combination of the options and the net increase to the base Proposal Price shall be the sum of the costs of the selected options. **The option prices shall be valid for ninety (90) days after the Notice to Proceed, during which time TCOMM may select any, all or none of the options.**

The Proposal shall include the Proposer’s rate schedule for any additionally requested Work.

Pricing Table No. 1  
**Capital Equipment**

ITEM	DESCRIPTION	TOTAL PRICE
1	Power System Equipment and Materials	\$
2	Power System Labor	\$
5	Spare Equipment	\$
6	Training	\$
7	Year 1 power system support costs (hardware, software, technical support, etc.)	\$
8	Year 2 power system support costs (hardware, software, technical support, etc.)	\$
9	Year 3 power system support costs (hardware, software, technical support, etc.)	\$
10	Year 4 power system support costs (hardware, software, technical support, etc.)	\$
11	Year 5 power system support costs (hardware, software, technical support, etc.)	\$
12	Year 6 power system support costs (hardware, software, technical support, etc.)	\$
13	Year 7 power system support costs (hardware, software, technical support, etc.)	\$
14	Year 8 power system support costs (hardware, software, technical support, etc.)	\$
15	Year 9 power system support costs (hardware, software, technical support, etc.)	\$
16	Year 10 power system support costs (hardware, software, technical support, etc.)	\$
17	Continue annual support costs through one replacement cycle	\$
	<b>Subtotal – Price Table No. 1</b>	\$

Pricing Table No. 2  
**Optional Services**

ITEM	DESCRIPTION	TOTAL PRICE
1	Installation Services	\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
	<b>Subtotal – Price Table No. 2</b>	\$

Pricing Table No. 3  
**Alternatives**

The pricing in this table is reserved.

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1				\$
2				\$
3				\$
4				\$
5				\$
	<b>Subtotal – Price Table No. 3</b>			\$

Proposer agrees the price(s) as quoted in the Proposal Form(s) are all-inclusive and include(s) all costs, insurance, all taxes, overhead, profit, and all miscellaneous items to fulfill the Contract as specified.

6. **Table of Exceptions and Alternatives.** The Proposers shall prepare a Table of Exceptions and Alternatives, if any, that summarizes the Alternative Proposals. This table shall contain the following items:
- Specification Section Reference i.e., B.A.3;
  - Text description of the original requirements;
  - Text description of functional equivalent alternative or exception; and
  - Column indicating that it is an exception (X) or an alternative (A).

Failure to provide the Table of Exceptions and Alternatives in the format requested may be cause, in TCOMM’s sole discretion, to disqualify a Proposal.

7. **Technical Proposal.** The technical portion of the Proposal shall include the following:
- a. Proposers shall provide a Compliance Table listing all technical requirements of this RFP in their response (preferable by embedding responses in the requirements text) and shall identify the following:
    - Fully Comply – no clarification required although additional information is allowed.

- Partially Comply – clarification required.
- Not Compliant – no clarification required although additional information is allowed.
- Read and Understood (Information only) - if the statement provides information and does not require compliance.

**A sample Compliance Table is provided below.**

**Sample Compliance Table**

Specification	Fully Comply	Partially Comply	Not Compliant	Read and Understood	Clarification
A.1 Replace system				X	
A.2 Complete System	X				
A.3 System Components				X	
A.4 Remain in Service		X			Outages will be minimized but some outages will be necessary.

- b. Technical System Description – provide a technical description of the proposal.
  - c. List of Deliverables – provide list of tangible and measurable deliverables.
  - d. System Drawings – provide system block diagram, site plan, floor plan, rack layouts, cabling/connection diagrams, etc.
  - e. The Proposer shall include a project quality assurance/quality control (QA/QC) plan.
  - f. Test Plans – include Final Functional Acceptance Plan. Draft plans are preferred to generic plans.
  - g. Implementation and Cutover Plan – discuss the implementation of the solution. Similar to test plans, a draft Implementation and Cutover Plan is preferred to generic plans.
  - h. Spare Parts – identify the list of recommended spare parts
  - i. Warranty – provide warranty information on equipment and installation services.
  - j. Training – provide information on recommended training to operate and maintain the proposed solution.
  - k. Initial Project Schedule – propose tasks and milestones to implement the project to support the TCERN radio system construction schedule.
  - l. Product Literature – provide datasheets and technical information on the proposed solution.
8. **Staffing.** Provide an organizational chart identifying: 1) the project manager for the work; 2) each key person who would be assigned to carry out the work, and their respective roles in performing the work. Provide a separate description of the experience and qualifications of such manager and key persons, including a summary of experience on similar projects to those described in this proposal. Resumes should be included for all key individuals as an appendix to the submittal.

9. **References.** A list of no more than three references for projects completed within the last 36 months along with no more than three references for the sub-consultants, including the names, addresses and telephone numbers of recent clients (preferably other public agencies) and a listing of the specific projects and key individuals that have participated in them. Include the dollar amount related to the participation. Identify the amount of experience the firm and sub-consultant had with public agencies.
  
10. **Required Attachments Appendices**
  - a. Resumes. In the Appendix, proposer shall include resumes for all key personnel, the specific projects and roles of the individuals, specialty licenses, certificates, or relevant training. List all similar work.
  - b. Fees. Propose total fixed fees as described under Project Scope. Fees shall detail the billing rates for each firm's key individuals, other position's overhead rates and other costs. Include any, and all other costs for office, vehicle, cell phones, per diem, etc.