



**STATE OF MAINE REQUEST FOR PROPOSALS
RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

RFP NUMBER AND TITLE:	201507131
SUBMITTED QUESTIONS DUE DATE:	August 4, 2015
QUESTION & ANSWER SUMMARY ISSUED:	August 4, 2015
PROPOSAL DUE DATE:	August 14, 2015
RFP ISSUED BY:	ConnectME Authority
PROPOSALS DUE TO:	Division of Purchases Burton M. Cross Building, 4 th Floor 111 Sewall Street 9 State House Station Augusta, ME 04333-0009

Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.

Provided below are submitted written questions received and the Department's answers

Question #	Question	Answer
1	Are the surveys an extension of the public meeting? Who is being surveyed? (page 4, paragraph 4)	Yes, the survey tool is an extension of the public forum. It is an online means for people to share views regarding broadband. It will be promoted by the ConnectME Authority on its website and sent to a distribution list maintained by the Authority. Anyone who visits the Authority website can complete the survey.
2	What is meant by research to be further defined by the Authority? (page 4, paragraph 6)	The Authority constantly receives reports and other information regarding broadband needs, availability, trends, etc. It is intended that any of this type of information received during this process will be shared with the contractor for consideration of inclusion in the triennial strategic plan.
3	Does the plan need to address the municipal gigabit fund? (Appendix D)	Yes.
4	According to the meeting notes of the authority for June 19,2015, James W. Sewell Company was awarded a sole-source contract for the creation of the triennial strategic plan. Has this changed, and if so what are the circumstances, so that we can be sure it is	Yes, this has changed. At the July 24, 2015 Authority board meeting, the Board determined that the work would be put out to bid in order to evaluate presumed bids and approaches to conduct the work. This RFP solicitation is in accordance with the intent of the Board.

	worthwhile responding to the RFP?	
5	Will members of the Board be present and/or participate at the public meetings?	Yes, at least some Board members will be present at each of the forums. It is unlikely that all Board members will be present at each of the four public forums. (See #8 below)
6	Will the contractor be required to report on project progress at Board meetings? We would like clarification on whether the Board will want draft documents for review prior to the submission of the final document for approval.	The contractor and the contract administrator will meet or confer at least weekly. It is likely that the contract administrator will provide a triennial strategic plan update to the Board at the monthly meeting. That update may include drafts or excerpts of the document in progress. Contractor presence may be necessary at monthly Board meetings prior to the formal public hearing.
7	Do you have venues available for the planned meetings in Presque Isle, Bangor, and Portland?	Venues for all four regional forums are in the process of being secured. ConnectME Authority staff will finalize these arrangements in August.
8	Will any ConnectMe staff and/or board members participate in the regional forums?	ConnectME Authority Board members and staff members will be present at each regional forum; however, it is unlikely that all Board members and all staff members will attend each forum. (See #5 above)