



Request for Qualifications

TO: Broadband Engineering, Construction, and/or Consultants
FROM: JR Walters, Senior IT Officer
DATE: November 4, 2022
Project: Citizen Broadband Needs Assessment and Inclusivity Plan

Samish History

The Samish Indian Nation is the successor to the large and powerful Samish Nation, a signatory to the Treaty of Point Elliott in 1855. The Tribe's traditional territory stretches over a seven-county region of Northwest Washington. This area, which ranges from the mountain tops of the Cascades westerly along the hills, woodlands, and river deltas, arriving at the far western shores of the San Juan Islands, provides a backdrop for our history and cultural traditions that remain strong today.

Modern day citizens of the Samish Indian Nation live throughout the Samish traditional territory, as well as the continental United States and Canada, and as far reaching as New Zealand. Many Samish citizens live in the Pacific Northwest in both developed and underdeveloped urban and rural areas. The quality of broadband affects the equitable access to Samish online programs and services to an extent that we do not currently understand.

Overview

Samish wants its citizens to have access to robust broadband connections, Internet-enabled devices that meet their needs; and the skills to explore, create and succeed in the digital world.

Samish was awarded a grant from the NTIA to contract with broadband experts to conduct a needs assessment of Samish citizens and to create a Digital Inclusivity Plan to address those needs. This plan may be used as a tool to aid in the application of future broadband grants. The NTIA grant award has specific deliverables and budget requirements that cannot be exceeded.

Qualification Requirements

Samish is soliciting qualifications and cost estimates from broadband experts to provide the following in support of a needs assessment and digital equity plan:

1. Prove ability to create vision, mission, values, goals and objectives for the collective vision for Digital Inclusion for a tribal community.
2. Demonstrate the ability of the contractor to develop an asset inventory of and assessment of the following:
 - a. Asset Inventory: broadband assets, digital literacy/skill opportunities, individual support opportunities, public computer access points, and equipment.

- b. Needs Inventory: broadband availability, subscriptions, affordability, computers/devices, digital literacy/skills.
 - c. Partner Identification and gap assessment.
 - i. ISPs, cellular providers, community resources, etc.
 - ii. FCC Spectrum Opportunities and Cellular Carrier buildouts on Samish Tribal lands
3. Demonstrate the ability to create a Digital Equity Action Plan.

Requirements

Samish must complete all projects utilizing federal NTIA funding by April 30, 2023. Completion of a needs assessment and digital inclusivity plan must be completed by that date. Specifically, the project’s goals include:

1. **Scope of Work/Project Outline Creation.** This will involve discussions with selected consultant on goals and vision of the Tribe in relation to the Inclusivity Plan. From these stakeholder consultations, the consultant will work with the Tribe to determine the full scope of work needed for the project and determine project timelines.
2. **Assessment & Evaluation of Citizen Needs.** Assess all Samish citizens in relation to their access to broadband, the service they receive, costs of service, and reliability of service. Information will also be collected on how Samish citizens utilize broadband on digital platforms, as well as digital literacy.
3. **Digital Inclusion Plan Development.** Engage key staff and stakeholders, including Tribal Council, to create a digital inclusion plan to serve as a roadmap for future implementation and/or funding applications by other resources.

Budget Limitations

Samish Indian Nation was awarded a Grant from the NTIA with a budget of \$199,800 to contract and develop a Digital Inclusivity Plan. Below is an estimate of costs for each activity, your proposal may differ as long as it does not exceed the allowable budget.

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|---|-----------|
| Scope of Work/Project Outline Creation | \$11,500 |
| Assessment & Evaluation of Citizen Needs & Opportunities | \$93,250 |
| Digital Inclusion Plan Development | \$95,050 |
| Total | \$199,800 |

Proposal Evaluation

- Quality of response (25 points)
 - Thoroughness of service offerings with respect to needs assessment and Broadband Inclusivity Plan
- Price (25 points)
 - Proposals are within budget constraints
- Service Capabilities (35 points)
- Preference to Minority Owned Business (15 points)

Schedule

Below is the anticipated schedule for this request for qualifications.

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| Contractor Questions Due, Responses to be published on Samish website. | November 18, 5pm |
| Contractor Qualification/Estimates Due | November 28, 5pm |
| Contract Award | December 1 |

How to Submit

This is an informal request for qualifications. Submit your qualifications and cost estimate by the deadline above using the following link: [NTIA Broadband Inclusivity Proposal Submission](#). Please include:

- Narrative about design approach
- Description of your qualifications
- Fee estimate to ensure your services will not exceed the allowable budget

For More Information

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Samish Indian Nation

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