## Harriman Utility Board Grid Modernization & Broadband Project

## Intent to Bid – Voice Services RFP

## Project Summary

Harriman Utility Board (HUB), in partnership with Entrust Solutions Group, is currently engaged in a broadband fiber construction project with electric grid modernization capabilities. This fiber network will pass all 7,317 electric customers of HUB with availability for connection. With an estimated 40% take rate, the projection is that approximately 2,927 broadband service installs will be needed to onboard initial customers receiving the service. Voice services will be included as part of the broadband offering for both residential and business subscribers. HUB and Entrust will utilize a Request for Proposal (RFP) process to select a Voice Services Supplier for this project.

## Intent to Bid

The undersigned certifies an understanding of the nature and character of the work to bid and is sufficiently skilled and equipped to provide the requested services. HUB will use both subjective and objective criteria to evaluate each applicant’s qualifications. Submitting this Intent to Bid does not guarantee any award or invitation to future project bids.

The signee must be an officer of the company or authorized by an officer to submit this form. Inaccurate data and/or misrepresentation during this RFP process may be grounds for rejection.

|  |  |
| --- | --- |
| **Authorized Bidder** | |
| Company Name |  |
| Bidder Name (Print) |  |
| Bidder Title |  |
| Signature |  |
| Date |  |
| Authorizing Officer Name (Print) |  |
| Authorizing Officer Title |  |
| **RFP Question/Answer Portal Assignee**  *Identify an agent of the company to* *be provided access to the Q/A Portal.* | |
| Portal Assignee Name |  |
| Portal Assignee Email |  |

## Intent to Bid Form Registration

The Intent to Bid Form must be signed and returned by the deadline in order to be invited to receive access to the Question and Answer (Q/A) portal.

Intent to Bid Email Submission Instructions:

1. Download and fill in the Intent to Bid Form.
2. Print out and sign the completed form.
3. Scan page 1 of the signed form as a PDF document and ensure legibility.
4. Attach to email and send to the following addresses:
   1. [randy.cantrell@entrustsol.com](mailto:randy.cantrell@entrustsol.com)
   2. [ashley.hawkins@entrustsol.com](mailto:ashley.hawkins@entrustsol.com)
5. Subject line should read: “Voice Services ITB – [Insert Company Name]”

Recipients of the email will reply within 24 hours to acknowledge receipt. You will receive system generated email no later than the Q/A Portal Open date (see timeline below). Please check your spam and junk folders if you do not receive. You may also email the contacts above for additional assistance.

## RFP Timeline

The RFP timeline is shown in the table below.

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| **EVENT** | **DUE DATE (All Times EST)** | **COMMENTS** |
| Intent to Bid Form Available  RFP Documents Published | August 27 | ITB form will be available to register for the Q/A Portal & email correspondence. RFP documents will be made available for download to all registered bidders by COB. |
| Pre-Bid Call Bridge Info | September 3 | Call bridge information for the Pre-Bid Conference call will be provided to all registered bidders by COB. |
| Pre-Bid Conference Call  Q/A Portal Opened | September 4  10:30 AM | Pre-Bid kick off meeting will be hosted online by the Client. First bidder questions may be submitted via the portal. |
| Q/A Portal Closed | September 16 | The portal is closed for new questions by COB. |
| Sealed Envelope Call Bridge Info | September 18 | Call bridge information for the Sealed Envelope Public Opening will be emailed to registered bidders by COB. |
| Sealed Envelope Public Open | September 23  4 PM | The Sealed Envelope Public Open meeting will be hosted by the Client. |
| Digital Proposal Copies Due | September 24 | Electronic bid packages must be received before COB. |
| Award Announcement | October 1 | All bidders will be notified via email of the final award status by COB. |