**Infrastructure Supporting Public WiFi and Wireless Broadband Across Puerto Rico**

**RFP – Checklist**

Please note that this list is made to be an overview of the required materials and is therefore non exhaustive. Applicants should carefully read and follow the instructions detailed in the full RFP document.

1. **Project Narrative**
   1. Required
      1. 2.3.2 Broadband WiFi Service Capabilities
         1. Demonstration of sufficient, related experience
         2. Detail how applicant will provide this service to each of the locations
      2. 2.3.3 Financials, Monetization Plan, O&M and Additional Services
         1. Narrative description of the monetization plan and additional service offerings
         2. Plans and ability to operate the WiFi network on a long-term, ongoing basis
      3. 2.3.4 Local Business Preference
         1. Applicants should note the extent of their network and how this will assist them in lowering the cost to provide service by, for instance, providing easier backhaul access points
         2. Provide description of their existing presence and services in Puerto Rico
      4. 2.3.5 Implementation Plan
         1. Provide a sample, narrative plan, and implementation methodologies
         2. Plan should include, at a minimum, timelines, dependencies, and any other information that the applicant would include in a typical implementation plan
         3. Provide a price schedule for a representative sample of any proposed additional services
      5. 2.3.7 Applicant References, Organization and History
         1. Financial References: Include the bank or savings and loan institution (provide one financial reference that shows the credit worthiness to implement and maintain a system)
         2. Client References: Name clients that most accurately reflect the business performance and ability to fulfill contract obligations (provide three (3) customer references)
         3. Resumes of key personnel who will be working on this project from the applicant’s organization
         4. Applicants must provide a detailed description of their organization
      6. 2.3.8 Marketing Plan & Materials
         1. Applicants must describe their plan to market and advertise the availability of the WiFi service areas and any other service that is enabled by the underlying infrastructure
      7. 2.3.9 Network Testing Plan
         1. Describe plan to test, troubleshoot, and activate WiFi hotspots and WiFi service areas.
      8. 2.3.10 Service Level Agreement
         1. List of all service level agreements (SLAs) for users of the WiFi service, which should address topics such as speed, performance and latency, help desk answer times, onsite break fit, etc.
      9. 2.3.11 Reporting Analytics
         1. Describe plans for ongoing reporting.
   2. Optional
      1. 2.3.6 Network Design Plan/Sample
         1. Any accompanying narrative component
2. **Project Workbook (.xlsx)**
   1. Complete all sections of the Workbook
      1. Sheet 1. Basic Information
      2. Sheet 2. General Questions
      3. Sheet 3. Locations
      4. Sheet 4. Technical Specs
      5. Sheet 5. Capital Budget
      6. Sheet 6. Operating Budget
      7. Sheet 7. Projected Revenue
3. **Supplemental Workbook (.xlsx)**

Optional

Applicants who want to demonstrate their ability to operate the public WiFi network beyond the minimum required ten years in order to receive the scoring points in that category will need to complete the Supplemental Workbook.

Please follow the instructions provided in the Supplemental Workbook.

1. **Supporting Documents**
   1. Required
      1. 2.3.6 Network Design Plan/Sample
         1. network architecture map(s) for all portions of the proposed network design, including for the backhaul system, Wi-Fi equipment, etc; this should be in the form of an ESRI shapefile (preferable),Google Earth KMZ, QGIS geopackage, JSON, or other related georeferenced file type format. These files must encapsulate, at a minimum, the discussed portions of the network.
         2. a basic bill of materials with pricing for all portions of the proposed network, including backhaul, Wi-Fi antennas, etc.
         3. specifications sheets for any equipment, including antennas and WiFi equipment
   2. Optional
      1. 2.3.2 Broadband WiFi Service Capabilities
      2. 2.3.3 Financials, Monetization Plan, O&M and Additional Services
      3. 2.3.4 Local Business Preference
      4. 2.3.5 Implementation Plan
      5. 2.3.7 Applicant References, Organization and History
      6. 2.3.8 Marketing Plan & Materials
      7. 2.3.9 Network Testing Plan
      8. 2.3.10 Service Level Agreement
      9. 2.3.11 Reporting Analytics