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***RFP Fixed Wireless Network Consulting Services***

**<** **Tribal Land’s Name>**

**

*<Release Date>*

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***NOTE TO USERS OF THIS RFP TEMPLATE***

***Throughout this template, notes and instructions to the Author are provided in red, using the format of this paragraph. Please, review the notes and instructions to the Author and delete all notes and instructions before the RFP is posted. It is recommended that these notes are not deleted until the RFP is finalized, in the case that changes are made during drafting.***

***[Blue brackets indicate text fields that must be filled out with your own data]***

***This request for proposal (RFP) template addresses the case when a Tribal Land decides to seek support and guidance to manage their fixed wireless network evaluation, selection, and implementation process. Some of the drivers to pursue this path are the following:***

* ***The Tribal Land team lacks resources with technical background***
* ***Timelines to deploy the network are tight***
* ***The Tribal Land has a large area which potentially requires the deployment of more than 10 sites***
* ***The Tribal Land area required for coverage is situated in a challenging or extreme terrain***

***This RFP is targeted at engineering consultancies that offer the following services:***

* ***Area Survey, Site Surveys & Infrastructure assessment (in case that the Tribal Land hasn’t performed the network planning data collection process)***
* ***High-level Network Design***
* ***RFP Management for equipment procurement, engineering, and deployment services***
* ***Low-level Network Design (validation of designs from vendor equipment)***
* ***Vendor Management through equipment procurement, delivery, and installation & commissioning process***
* ***Site Acceptance***

***DELETE THIS PAGE PRIOR TO POSTING***

# Information for Consultants

## Introduction

***[Author: Provide a summary of your Tribal Land. Add any relevant information to the following generic statement]***

***[Tribal Land]*** is a federally recognized Tribal Nation located in the state of ***[state’s name]***. The***[Tribal Land]***Reservation comprises approximately***[Tribal Land area in sq km]*** square kilometers. Approximately ***[# of tribe members*],** tribal members live and work on or near the Reservation.

***[Tribal Land]*** has undertaken an effort to deploy a fixed wireless network to provide broadband service in unserved or underserved areas of the Reservation to residential, commercial, business and institutional users, including Wi-Fi access in public services.

***[Author: edit the paragraph above to match your own scope. In particular, confirm if you require public Wi-Fi]***

The target area for coverage is distributed in ***[# of target polygons]*** polygons that together represent an area of ***[total area of target polygons]*** square km covering an estimate of ***[total housing units in target polygons]*** homes.

The purpose of this Request for Proposal (RFP) is to solicit responses from qualified consultants and consulting companies (“the Consultant”) to provide consulting services related to the implementation of the fixed wireless network (“the Network”) in ***[Tribal Land]***. This document provides interested parties with the required information to prepare and submit a proposal.

***[Author: Include this paragraph only if budget has been secured for consulting services]***

Proposals will be evaluated by ***[Tribal Land]***’s committee to select a Consultant for final negotiations with a view to establish a formal agreement to procure and deliver one or more of the services defined in this RFP.

## Point of Contact

Upon release of this RFP, all Consultant communications concerning the overall RFP should be directed to the point of contact listed below. Any oral communication will be considered unofficial. Consultants should rely only on written statements issued by the point of contact.

***[Author: Include other means of contact as you see fit]***

Name: ***[RFP Contact]***

Title: ***[Contact Title]***

E-mail: **[Contact email]**

# Scope of work

The consulting services of this RFP encompass engineering and management services to be delivered throughout the entire process of design, procurement and implementation of the Network on ***[Tribal Land]***, including the radio access network (RAN), backhaul and core layers, as well as the implementation of the required software systems(e.g., Operations Support Systems (OSS) and Business Support Systems (BSS)).

The specific services are described in the sections below, including expected deliverables.

## Area Site Survey & Infrastructure Assessment

***[Author: This is an optional section. If the Tribe has already performed the network planning data collection detailed in Module 2 of the Playbook, this section should be deleted]***

This service consists of an on-site visit to the ***[Tribal Land]*** Reservation to understand the Reservation’s current and desired operating environment, identify existing infrastructure, and collect relevant data, via Site Surveys for the preliminary or High-Level design.

First, a general area survey must be performed to develop a list of sites, that according to the Consultant experience and knowledge, are feasible for network deployment and should be considered during the high-level design process. The list should be divided in two categories: one for general site survey and one for detailed site survey.

***[Tribal Land]***‘s representative will review and accept the sites to be surveyed for both general and detailed site survey before the Consultant proceeds.

The deliverable for General site survey is a register of coordinates and building/structure height.

The deliverable for Detailed site survey is a detailed report including photographs of the site and at minimum site name, site ID, site coordinates, type of building/structure, owner name and contact data, antenna install height, LoS conditions, mounting structure dimensions, available space on the floor and the tower, power & cooling, equipment room capacity and characteristics, and characteristics of any existing backhaul at the site.

## High-Level Network design

The High-Level Network design must follow engineering best practices and must meet the requirements set forth in section 3.

The design must be based on technologies compliant with requirements in section 3 and must follow a methodology oriented to optimize the total cost of ownership.

The complete design must include the radio access network, backhaul solution for each site, design of the core/aggregation site, and an architecture for operation and business support systems (OSS/BSS)

The design will be reviewed by ***[Tribal Land]***’s representative and any modifications resulting from discussions shall be accommodated as part of this service.

Deliverables related to this service are listed below:

1. RAN HLD. – Deliverable must include, at minimum, site location, radio equipment specifications, coverage plots, and estimated number of covered homes and priority targets (see section 3.1) for each site that is part of the design.
2. Backhaul HLD. – Deliverable must include, at minimum, transport technology and equipment specifications to connect each access site to the core site, network topology and link capacity
3. Core HLD. – Deliverable must include but is not limited to defining the networking architecture at the core site, and the capacity and technical specifications of the core/aggregation elements
4. Systems Architecture. – Deliverable must specify the type and number of required systems to manage the monitoring, maintenance, operations, and billing processes of the network including specific requirements. In addition, consideration of and recommendation for on-premises vs cloud implementation is required.

## Network Equipment & Implementation Services RFP Management

Once the high-level network design is accepted, ***[Tribal Land]*** will issue an RFP to procure the required network equipment, systems, and the associated engineering and implementation services.

Consulting services are required to manage the RFP process mentioned above on behalf of ***[Tribal Land]***, including the following tasks:

* RFP document preparation
* RFP distribution to relevant vendors
* Vendor evaluation and selection
* Vendor negotiation & contracting
* Purchase Order validation

The tasks above shall be performed to ensure suitability of the selected vendor and contracting under the most favorable conditions possible to ***[Tribal Land]***.

## Network Low Level Design

After the vendor(s) in the RFP process mentioned in section 2.3 are selected, a detailed/low-level network design must be generated, considering specific characteristics and configuration of the selected network equipment and systems.

Depending on the terms of the Agreement with these vendors, the consulting service may consist of one of the following tasks:

* Generate the low-level design based on the selected equipment
* Validate the low-level design generated by equipment vendors.

The low-level design must include the required details to install, configure, integrate, and put the network in service.

In addition, the deliverables must include a detailed bill of materials including equipment models and final pricing from vendors.

## Vendor Management

This service consists of managing the network equipment and implementation services vendor(s) selected during the RFP process mentioned in section 2.3, on behalf of ***[Tribal Land]*** to ensure timely and quality delivery of network milestones, and compliance with network requirements established in section 3.

The tasks associated with this service include but are not limited to:

* Project Plan that considers milestones for equipment delivery, civil works (if required), site installation and commissioning, and site acceptance.
* Vendor coordination and management to ensure execution of project deliverables and milestones
* Project Status reports periodically and on-demand for ***[Tribal Land]*** team.

## Site/Network Acceptance

The objective of this service is to validate compliance and quality of the products and services delivered by equipment and implementation services vendor(s) through a formal acceptance process that ultimately will trigger payments to these vendors.

At minimum, this service must include the following tasks:

* Define acceptance criteria or acceptance test plans (ATP) for each product and/or service provided by vendors.
* Validate acceptance testing and provide the first level of acceptance before [Tribal Land] formally accepts products and services to trigger payments to vendors
* Resolve issues with vendors based on the terms of the corresponding agreements.

# Network Requirements

The fixed wireless network to be deployed in/by ***[Tribal Land]*** must meet the requirements listed in the following subsections.

## Coverage targets

The Network must provide coverage to the area(s) shown in Figure 1. The total target area is ***[sum of the target areas in sq km]*** sq km and covers an estimate of ***[sum of estimated covered homes]*** homes. Detailed information for each polygon shown in Figure 1 is provided in Annex B.

In addition, the Network must provide coverage to the set of priority targets listed in Annex B.

***[Author: Replace the figure with your target polygons]***

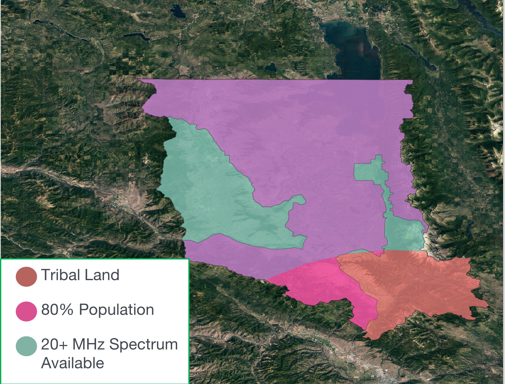


Figure 1 – Target Coverage Area

***[Author: If you have applied for an EBS spectrum license, and consider that it is necessary for the consultant to confirm that your polygons comply with the 80% coverage requirement from the FCC, include the paragraph below and a figure showing the area of your license application, else, delete it]***

The coverage area must be adjusted, if considered necessary, to cover at least 80% of the population in the EBS license area which is shown in Figure 2 (section 3.3).

***[Author: If your Tribal Land is pursuing a phased approach to implement the network, edit the paragraphs below to match your scope. On example of this situation is if the secured funding only considers deployment of one or 2 sites as an initial step or pilot program, and the rest of the network will be deployed once the pilot has been validated or when more budget is available]***

***[Option 1]***

The Network will be implemented in two phases. During Phase 1, the polygons that must be covered are [list the IDs of the polygon to cover during Phase 1], while Phase 2 must consider the remaining polygons.

***[Option 2]***

The Network will be implemented in two phases. During Phase 1, the two sites that demonstrate to be the most profitable will be deployed. Once that budget is secured for the remaining sites and/or the initial deployment has proven to be successful, the rest of the network will be deployed.

## Service plans

The network will provide ***[Number of services]*** services with varying throughputs as indicated in Table 1. Thus, the network must be dimensioned to support the expected traffic based on the adoption rates shown in Table 1 for each service.

***[Author: Fill the table with the characteristics of your services defined in Module 1 of the Playbook]***

|  |  |
| --- | --- |
| Throughput | Service adoption rate |
| **[X Mbps DL/ Y Mbps UL]** | ***[Y%]*** |
| **[X Mbps DL/ Y Mbps UL]** | ***[Z%]*** |

Table 1 – Service plans & adoption rate forecast

## Spectrum

***[EBS License Applicants/Holders]***

***[Author: If your Tribal Land has applied for an EBS license use the paragraphs below, otherwise, look for the “Non EBS Applicants” tag and use those paragraphs instead]***

***[Tribal Land]*** has ***[applied for / been granted]*** an EBS license in the area shown in Figure 2.

***[Author: Insert a map showing your EBS license area].***

Figure 2 – EBS License area.

Thus, the fixed wireless network must use the available EBS spectrum in the license area for the RAN solution. Available frequencies are ***[list the frequencies or channels that are available in your EBS license area]***.

***[Author: if your coverage targets are outside of the EBS license area, include the paragraph below, else, delete it]***

For areas of the coverage targets that are outside the EBS license, or if additional capacity is required at one of the sites, the network may use CBRS spectrum (3.65 GHz) or unlicensed spectrum in 5.8 GHz. Selection of frequency band to be used must consider the technical and economical tradeoffs of each frequency band.

***[Non EBS Applicants]***

***[Author: If your Tribal Land has not applied for an EBS license use the paragraph below, instead of the paragraphs above]***

The RAN solution of the fixed wireless network must use CBRS spectrum (3.65 GHz) or unlicensed spectrum in 5.8 GHz. Selection of frequency band to be used must consider the technical and economical tradeoffs of each frequency band.

## Use of Existing Infrastructure

The fixed wireless network must leverage existing buildings, towers, and other IT or telecom infrastructure available in ***[Tribal Land]***. Thus, design must prioritize sites to be deployed on existing infrastructure, minimizing and avoiding to the extent possible the construction of new (greenfield) sites.

***[Author: If your Tribal Land has undergone the network planning data collection process, include the paragraph below, else, delete it]***

Assets that can be potentially used for the network deployment have been identified by ***[Tribal Land]***. A detailed list of these assets is provided in Annex C

## Network Architecture

***[Author: If your Tribal Land has not established the network architecture, delete this section]***

***[Author: Remove backhaul options that are not part of your architecture]***

Network must be implemented using ***[LTE/TDMA]*** technology, allowing for microwave (licensed and unlicensed), fiber, and VSAT solutions for backhaul

***[Author: Remove the following statement if using TDMA technology]***

The mobile core must be implemented under a ***[distributed/centralized]*** architecture.

# Proposal response

Consultants should ensure that their response follows the format and instructions detailed in this section to receive full consideration during evaluation.

1. Signed cover page (See Annex A)
2. Table of contents including page numbers.
3. Content of the proposal
   1. Executive Summary (one or two pages)
   2. Consultant background as indicated in section 4.1.
   3. Service Proposal as indicated in section 4.2
   4. Statement of Qualifications as indicated in section 4.3
   5. Pricing as indicated in section 4.4
4. Appendices, including additional information or deliverable samples that can improve the understanding of the proposal

***[Author: Edit the submission details such as the delivery method in the paragraph below]***

The response must be compiled in a single PDF document and must be sent via email with the subject line “RFP Consulting Services: <Consultant Name> Response”

## Consultant Background, Capabilities and Experience

Provide relevant and concise information of the Consultant, including at minimum, name, address, website, main area of expertise, and market differentiators.

## Service Proposal

Consultant should describe the methodology, processes, and tools to be applied to execute the services detailed in the scope of work subject of this RFP. In addition, details on the deliverables can be provided

Consultant should specify any dependencies in terms of data and resources that will be required from ***[Tribal Land]*** team.

## Statement of Qualifications

All responses must include a statement of Consultant’s qualifications to verify their ability to provide the services required in this RFP.

Consultant must complete the table in Annex D, including comments and relevant details that support their suitability to deliver the required services, such as previous projects, tools, methodologies, and impacts/savings that other organizations have obtained derived from the services provided by Consultant.

## Pricing

Consultant must submit pricing information for each of the services set forth in section 2 of this document, clearly stating pricing conditions and structure.

Pricing structure must be based on fixed-fee deliverables or based on time and material resources. For deliverable-based pricing, all assumptions and constraints must be documented and a unit price per deliverable must be submitted. For resource-based pricing an hourly rate or monthly rate must be provided per consultant and/or type of resource. In this case, an initial estimate on the number of man-hours or man-months shall be provided.

Although ***[Tribal Land]*** reserves the right to negotiate best and final pricing, the price included in Consultant’s response will be used when evaluating the proposal submission. ***[Tribal Land]*** will assume that the proposed unit prices will be fixed and remain in effect throughout the negotiation period.

# RFP Schedule

Table 2 sets forth the schedule that applies to this RFP. Based on ***[Tribal Land] ´s*** needs or unforeseen circumstances, schedule may change. Changes will be communicated by e-mail to all invited Consultants.

***[Author: Edit dates according to your schedule. Elapsed time is suggested for each milestone]***

| RFP Milestone | Responsible | Date |
| --- | --- | --- |
| Issuance of invitation email and copy of Non-Disclosure Agreement. | ***[Tribal Land]*** | ***[RFP Start Date]*** |
| Consultant confirmation of intent to participate and return of signed NDA. | Consultant | ***[+ 1-2 weeks]*** |
| RFP document released to Consultants | ***[Tribal Land]*** | ***[+ 1-2 days]*** |
| Clarification questions accepted from Consultants deadline | ***[Tribal Land]*** /Consultant | ***[+ 1.5 weeks]*** |
| Answers to clarification questions supplied to Consultants | ***[Tribal Land]*** | ***[+ 1.5 weeks]*** |
| Deadline for Consultant RFP responses | Consultant | ***[+ 3-4 weeks]*** |
| Notification of timeline for selection process | ***[Tribal Land]*** /Consultant | ***[+ 2 weeks from RFP response deadline]*** |

Table 2 – RFP timeline

# Questions Related to RFP

Questions regarding this RFP shall be submitted in writing by email to the point of contact identified in Section 1.2. Verbal questions will NOT be accepted. Questions will be answered by email and sent to all Participants; accordingly, questions shall NOT contain proprietary or classified information.

**[Tribal Land]** does not guarantee that questions received after the deadline in Table 2 will be answered.

# Evaluation and Selection

The ***[Tribal Land]*** team will conduct a thorough evaluation based upon the Consultant responses. The purpose of this evaluation is to identify Consultants that have the interest, capability, and experience to fulfill the project scope. It is important to comply with the mandatory criterion described below. Mandatory criteria

Each proposal must comply with the following mandatory criteria..

1. Consultant is registered to do business in the U.S. and must be in good standing.
2. Proposal contains all the components requested in section 4.
3. Proposal addresses all the services that are part of the scope of work in section 2.
4. Consultant agrees with the terms and conditions of this RFP

## Evaluation Guidelines

Proposal evaluation will be based on the criterion described below:

|  |  |
| --- | --- |
| **CRITERIA** | **DESCRIPTION** |
| Service proposal | Project understanding and completeness in Consultant’s service proposal as indicated in section 4.2. Each requirement will be scored separately. |
| Project Experience | Nature, quality, and relevance of recently completed projects, credentials, and experience of both the firm and key personnel assigned to the project. |
| Pricing | Reasonableness, completeness, and realism of proposed fees in Consultants proposed budget to accomplish its proposed services |

***[Tribal Land]*** is not under any obligation to reveal to a participant how a response was assessed or to provide information relative to the decision-making process.

# Terms and conditions

1. While ***[Tribal Land]*** has every intention to enter into an Agreement as a result of this RFP, issuance of this RFP in no way constitutes a commitment by ***[Tribal Land]*** to make an contract or to enter into an Agreement.
2. ***[Tribal Land]*** shall not be liable for any pre-Agreement expenses incurred by any Consultant, including the selected Consultant. Consultants shall not include any such expenses as part of the price proposed in the response to this RFP.
3. Consultant agrees to treat all the information contained in this document as Confidential Information to ***[Tribal Land].***The information is to be used by Consultant only for the purpose of preparing a response and will not be disclosed to third parties. ***[Author: check applicability of the following statement]*** Please refer to the executed Non-Disclosure Agreement (NDA) between ***[Tribal Land]*** and Participant for additional details regarding the treatment of Confidential Information (as defined in the NDA).
4. ***[Tribal Land]*** reserves the right to accept or reject any and all Consultants at its sole and complete discretion and to enter (or not enter) into an agreement with the Consultant(s) of its choosing.
5. In the event it becomes necessary to revise any portion of the RFP for any reason, ***[Tribal Land]*** shall distribute addenda, supplements, and/or amendments to all potential Consultants known to have received the RFP.

***[Author: Do not share these terms and conditions without legal advice]***

# Annex A: Cover Page

***RFP Fixed Wireless Network Consulting Services***

***<Company Name> Proposal***

|  |  |
| --- | --- |
| **Name of Person, Business or Organization:** |  |
| **Type of Entity:** |  |
| **Federal Tax ID Number:** |  |
| **Contact Name** |  |
| **Contact Address** |  |
| **Contact Phone Number(s)** |  |
| **Contact Email address(es)** |  |

By signing this Cover Sheet I hereby attest: that I have read and understood all the terms listed in the RFP; have read and understood all terms listed in this proposal; that I am authorized to bind the listed entity into this agreement; and that should this proposal be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFP as published by ***[Tribal Land]***.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*<Name & Position>*

# Annex B: Coverage Targets

Details regarding coverage polygons is provided in Table 3.

***[Author: Take the data from the Geodemographic tool and paste it in the table below]***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Polygon | Area [sq km] | Spectrum availability | Population Estimate | Housing Units Estimate |
|  |  |  |  |  |
|  |  |  |  |  |

Table 3 – Coverage Polygons data

Priority targets to be covered by the fixed wireless network are listed in Table 4.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location Type | Latitude | Longitude |
|  |  |  |  |
|  |  |  |  |

Table 4 – Priority Targets Data

***[Author: Attach the KML and/or CSV file with the coverage polygons and priority targets]***

# Annex C: Existing Infrastructure & Network Assets

***[Author: If the Tribal Land has not undergone the Network planning data collection process detailed in module 2 of the playbook, this annex should be deleted]***

Preliminary data on existing sites that can be considered for the network design is provided in Table 5.

***[Author: Fill the table with the data obtained through the Network Planning data collection process]***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Site ID | Latitude | Longitude | Height Estimate | Existing Backhaul |
|  |  |  |  |  |
|  |  |  |  |  |

Table 5 – Existing Sites & Infrastructure.

***[Author: If there is any other relevant infrastructure such as fiber runs or telco rooms, etc. Please, provide it below]***

# Annex D: Statement of Qualifications

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Compliance / Value** | **Respondents comments** |
| Experience working with other Tribal Lands and/or other government and municipal organizations on similar fixed wireless projects | *Yes/No* |  |
| Experience in fixed LTE network design ***[Author: Delete this row if a TDMA architecture has been established]*** | *Yes/No* |  |
| Experience in fixed TDMA (vendor proprietary) network design ***[Author: Delete this row if an LTE architecture has been established]*** | *Yes/No* |  |
| Size of networks designed before this RFP | *(Value)* |  |
| Experience in MW link design | *Yes/No* |  |
| Experience in fiber optic link design, including fiber path and optical link budget | *Yes/No* |  |
| Experience in Satellite link design | *Yes/No* |  |
| Experience in EPC design ***[Author: Delete this row if a TDMA architecture has been established]*** | *Yes/No* |  |
| Experience in IP networking design | *Yes/No* |  |
| Tools used for RAN design | *(Value)* |  |
| Tools used for Backhaul design | *(Value)* |  |
| List RAN vendors for which your company has configuration skills | *(Value)* |  |
| List Backhaul vendors for which your company has configuration skills | *(Value)* |  |
| List Routing & Switching vendors for which your company has configuration skills | *(Value)* |  |
| List EPC vendors for which your company has configuration skills ***[Author: Delete this row if a TDMA architecture has been established]*** | *(Value)* |  |
| Experience in link budget analysis for Indoor & Outdoor CPEs | *Yes/No* |  |
| Experience on OSS/BSS architecture | *Yes/No* |  |
| Experience managing RFPs to procure network equipment | *Yes/No* |  |
| Size of the contract related to the RFP in US dollars, number of sites, population to be covered or number of network elements. | *(Value)* |  |
| List equipment vendors that your company has engaged in the past | *(Value)* |  |
| Experience managing site deployments. Specify the use case (mobile vs fixed) and the size of any recent deployments | *Yes/No* |  |
| Experience designing and conducting acceptance test plans. | *Yes/No* |  |