***NOTE TO USERS OF THIS RFx INVITATION 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 letter is distributed.***

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

***Before issuing the RFx Invitation letter you should have defined the scope of the RFx and potentially have the RFx document ready as well.***

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

# ***[RFI/RFP/RFQ]*** Invitation Letter

***[Vendor Company]***

***[Date]***

Dear Sirs,

***[Tribal Land]*** has undertaken an effort to deploy a fixed wireless access (FWA) 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]***

***[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]*** is conducting a ***[RFI,RFP]*** to address the following Scope of Work: ***[Author: From the two list below choose the one that better describe your scope of work and customize it accordingly]***

***[Author: Following list summarize the scope of work of the consultancy services]***

1. Area Site Survey & Infrastructure Assessment in the Tribal land reservation
2. High-Level Network design for all domains of the network, including RAN, Backhaul, Core and Systems.
3. Network Low Level Design including all the required details to install, configure, integrate, and put the network in service.
4. RFP management to obtain network equipment & implementation services .
5. Equipment vendor(s) coordination and management .
6. Site/Network Acceptance to validate compliance and quality of the products and services delivered by equipment vendor(s).

***[Author: Following list summarize the scope of work of the Network equipment and implementation services]***

1. Network Equipment for Fixed wireless area network.
2. Network Systems to control and manage the network.
3. Network Design Services including site surveys and all the required details to install, configure, integrate, and put the network in service.
4. Implementation Services including site Installation, commissioning, acceptance testing and acceptance testing.

The ***[RFI,RFP]*** will be released on ***[Estimate launch date]*** to the interested ***[vendors | consultants]***. Please reply to this letter confirming your intention to participate in this ***[RFI,RFP]*** in a document signed by an authorized representative of your company including name, position, contact phone and email.

If your answer is positive, please send as an attachment the Non-Disclosure Agreement included with this letter, signed by your representative.

Sincerely,

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

***[Name & Title/Position of the sender of the letter]***