

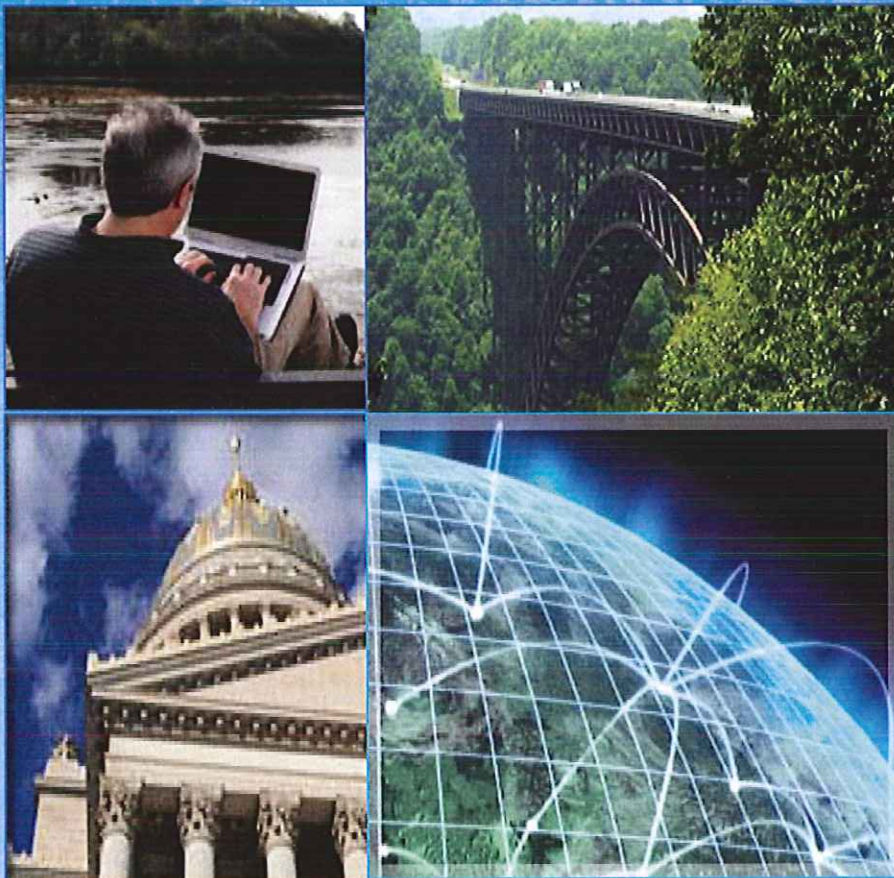
**West Virginia  
RFP #DEV1224  
COST PROPOSAL**

November 22, 2011

**Submitted to:**

Department of Administration  
Purchasing Division  
Building 15  
2019 Washington Street, East  
Charleston, WV 25305-0130

**ORIGINAL**



**Submitted by:**  
ICF International  
9300 Lee Highway  
Fairfax, VA 22031



November 22, 2011

Mr. Frank Whittaker  
Department of Administration  
Purchasing Division, Building 15  
2019 Washington Street, East  
Charleston, WV 25305-0130

**SUBJECT: ICF Proposal 20111343 in Response to State of West Virginia; Department of Administration; Purchasing Division Request for Proposal; RFQ Number DEV1224; "Broadband Consulting Services"**

Dear Mr. Whittaker:

ICF Incorporated, L.L.C. (an ICF International company hereafter referred to as "ICF") is pleased to provide this proposal in response to the subject request. This proposal is valid for a period of 60 days from the date of its submittal, at which time ICF reserves the right to revise the contents or extend the validity date, if needed.

ICF understands the complex issues and competing perspectives of broadband technologies, sustainable business models for rural service areas, and federal program compliance requirements. As an internationally recognized professional services firm with more than 4,000 employees, ICF offers more than 40 years of experience providing consulting services to address complex management, technology, and policy challenges like those in bringing affordable broadband access to rural America.

ICF looks forward to partnering with West Virginia to create a State-wide broadband assessment and plan designed to increase adoption and deployment of broadband technologies. ICF's passion for our work, deep industry expertise and knowledge of best practices will help the West Virginia Development Office improve the State's economy through small business development and entrepreneurship.

Timothy M. Lowry, Director, Contracts, is available to discuss contractual issues and may be contacted at 781-676-4016, or via email at ([tlowry@icfi.com](mailto:tlowry@icfi.com)). Issues of a technical nature should be directed to Dan Bertuna, Vice President, at 703-225-2924, or via email at ([dbertuna@icfi.com](mailto:dbertuna@icfi.com)). Correspondence should be faxed to 703-218-2547.

Sincerely,

A handwritten signature in blue ink that reads "F. Michael Gray".

F. Michael Gray  
Vice President, Contracts  
703-934-3527  
[mgray@icfi.com](mailto:mgray@icfi.com)

## Attachment C: Cost Sheet

Cost information below as detailed in the Request for Proposal and submitted in a separate sealed envelope. Cost should be clearly marked.

500 - Estimated quantity of hours the vendor may be required to devote to the project during the first year.

Description	Hourly Rate	Estimated Quantity	Total Bid
Broadband Analysis/Consulting	\$147.81	500	\$73,905

Vendors are to bid a single fixed hourly rate. Submission of multiple hourly rates or an alternate pricing structure may result in bid disqualification

The quantities listed above are estimated quantities for bid evaluation purposes only. Actual quantities will vary based on agency need

All travel must be pre-authorized by the agency and billed in accordance with the WV State Travel Regulations

**BASIS OF ESTIMATE****Period of Performance**

The proposed period of performance is as follows:

Base Period January 1, 2012 – December 31, 2012

**Cost Proposal**

Description	Hourly Rate	Estimated Quantity	Total Bid
Broadband Analysis/Consulting	\$147.81	500	\$73,905

**Direct Labor Rates**

ICF Incorporated, L.L.C. (an ICF International company hereafter referred to as "ICF") used actual salary data, dated September 1, 2011 in the development of this price proposal.

**Allocation of Hours**

In accordance with the instructions in the RFP, ICF is providing a single rate to be applied to the estimated quantity of 500 hours. Prior to determining the hourly rate (which is discussed in more detail in the Assumptions paragraph below), ICF performed a detailed analysis of the different activities to be performed under each of the goals/objectives outlined in the RFP and the total estimated number of deliverables that will be required to meet those goals. ICF's estimate is based on experience performing similar work for a variety of similar clients and reflects a distribution of hours by individuals across a staffing mix that ICF believes will be most cost-effective in completing this work.

**Allocation of Other Direct Costs**

It is ICF's disclosed accounting practice to recover contract specific other direct costs as a direct charge to any specific contract. Such other direct cost elements include but are not limited to courier/messenger, computer related, material/supplies, postage/express mail, printing, reproduction, telephone, relocation, and CAD.

**Allocations of Travel Costs**

It is ICF's disclosed accounting practice to recover contract specific travel costs as a direct charge to any specific contract. Such travel cost elements include, but are not limited to, airfare, lodging, meals & incidentals, per diem, rental car/local transit, mileage, parking, internet connection charges, and booking fees. Travel costs will be incurred with prior client authorization.

**Assumptions**

In order to arrive at a single hourly rate, ICF performed a detailed analysis of the different activities to be accomplished under each of the objectives/goals identified in section 2.4 of the RFP. ICF's estimate reflects a distribution of hours by individual across a staffing mix that ICF believes will be

most cost-effective in completing this work. ICF derived the single Broadband Analysis/Consulting rate by weighting the hours estimates by individual against the total estimated hours we believe will be required to accomplish the goals/objectives in the RFP. Other direct costs (e.g. travel, reproduction, shipping, purchase of the economic data model) will be required to accomplish the work as proposed. It is ICF's assumption that upon award of a contract for Broadband Consulting Services, the client will request a detailed cost estimate and project schedule to accomplish the proposed goals/objectives and that the hours estimate in the RFP is for evaluation purposes only.

**Invoicing & Payment**

Invoices will be submitted monthly during the contract period for equal amounts of the contract total. Payment is due within 30 days of the invoice date.

**Additional Information**

- DUNS Number – 07-264-8579
- CAGE Code – 5M571
- Federal Tax Identification Number – 52-0893615
- Size Status – Large Business
- ICF has prepared this submission on a Firm Fixed Price basis.

ICF's price proposal will remain in effect for a period of sixty (60) days from the date of submission. ICF retains the right to review its submission and to extend its offer or to revise its proposal based on the facts known at the end of the 60-day period.

**Remittance Address**

ICF's electronic funds transfer address is:

Bank Name and Address	[REDACTED]
ABA Number	[REDACTED]
Account Name	[REDACTED]
Account Number	[REDACTED]
Lockbox Address	[REDACTED]

RFQ No. DEV1224

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: ICF Incorporated, L.L.C.

Authorized Signature: *F. Michael Gray* Date: November 17, 2011

State of Virginia

County of Fairfax, to-wit:

Taken, subscribed, and sworn to before me this 17 day of November, 2011.

My Commission expires May 31st, 2015

AFFIX SEAL HERE

NOTARY PUBLIC *Rena Nolan*



State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 \_\_\_\_\_ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 \_\_\_\_\_ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 \_\_\_\_\_ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 \_\_\_\_\_ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**  
X \_\_\_\_\_ Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% resident vendor preference for the reason checked:**  
 \_\_\_\_\_ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 \_\_\_\_\_ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 \_\_\_\_\_ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: ICF Incorporated, L.L.C.

Signed: 

Date: November 17, 2011

Title: VP, Director of Contracts

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.