



**First Step Internet**  
**PO BOX 9587**  
**Moscow, Idaho 83843**

REQUEST FOR PROPOSALS NO. PS01  
FOR

**Professional Service Contract – BTOP Audit Requirements**

For Additional Information, Please Contact:

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Date Issued: February 9, 2011

Proposals Due: March 9, 2011 5pm PST

First Step Internet is now accepting bids for the following products and services required for our ARRA grant. Bidders are required to disclose all costs involved to deliver a turn-key solution that includes the following:

Program-specific audit and company financial audits that follow generally accepted government audit standards and the requirements for a program-specific audit as described in OMB Circular A-133 S235 and any applicable compliance supplements and BTOP audit guidelines. The following schedule shall apply for the program specific audit. Program specific audit shall be performed at least once every two years using the following schedule for audit submission:

1. Within 90 days after the end of the award year 1. (3/1/2010)
2. Following the project expiration date and close out period. (2/28/2013)

The successful bidder will be required to comply with the Buy American Provisions set forth in Section 1605 of the American Recovery and Reinvestment Act (ARRA)

Bidders should be certain to include all costs associated with the complete

The criteria to be used by First Step Internet for bid evaluation are as follows:

Lowest overall cost (1-10)
Capability to perform (1-15)
Project Experience (1-15)
Qualifications/certifications (1-10)
Project approach/schedule (1-10)
Locality of business (1-10)
Relationship/credibility (1-20)
Forms of payment available (1-10)

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The format of the vendor proposal should be as follows:

- A. Background and History: Describe the company, organization, officers or partners, number of employees, and operating policies that would affect this

Agreement. State the number of years your organization has been continuously engaged in business.

- B. References: The Proposer shall provide a minimum of three (3) references including names of persons who may be contacted, title of person, addresses, phone numbers, and e-mail, where products or services similar in scope to the requirements of this RFP have been provided.
- C. Experience and Support: Describe Proposer's experience in performing the requested services.
- D. Costs: Include itemized costs for all components and features to be delivered. Costs should be identified as one-time or continuing (if applicable). Purchase prices, lease prices, installation charges, and maintenance charges must be identified. All equipment prices must be stated as FOB: Specified Tower site, ID.
- E. Warranties: Describe warranties provided by the Proposer. Include discussions of any additional support provided after the sale.
- F. Proposer Exceptions: Describe any exceptions to the terms and conditions contained within this document.