Telecommunications Regulatory Commission

Request for Proposal

Spectrum Strategy and Release Project

Issue Date: 21 October 2022
Submission Deadline: 30 November 2022

Confidentiality Statement

All information in this document is provided in confidence for the sole purpose of enabling your firm to provide a proposal to the Telecommunications Regulatory Commission of the Virgin Islands (Commission) in relation to the work outlined in this Request for Proposal (RFP) and shall not be used for any other purpose. This information shall not be published or disclosed wholly or in part to any other party (including sub-contractors) without the Commission's prior written permission and shall be held in safe custody. These obligations shall not apply to information which is published or becomes publicly known and available.

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Introduction

The Commission is seeking the services of a consultant to undertake work related to a 5G roadmap, and subsequently a spectrum release awards process that will support the Commission's overall objective in promoting new and innovative wireless services across the Territory. These two relatable tasks are combined into a single project called the Spectrum Strategy and Release (SSR) Project.

In respect of this, the Commission is now accepting submissions in response to this Request for Proposals.

It should be noted that the remainder of this RFP outlines the scope of services which is being sought by the Commission, respective deliverables, and the requirements for a proposal in response to this RFP, as well as outlining the evaluation criteria that the Commission will use as the basis for selecting the successful consultant.

Organisational Background

The Commission is a statutory body with responsibility for the development and regulation of the telecommunications services industry in the Virgin Islands. To fulfill this mandate, the Commission is tasked with promoting the systematic development of telecommunications throughout the Virgin Islands, pursuant to section 6(r) of the Telecommunication Act, 2006 (Act).

In order to support this broad obligation, one area of critical importance for the Commission is the advancement of international mobile telecommunication (IMT) services. As a catalyst to foster the continuous IMT revolution and to ensure the Virgin Islands keep pace technologically, the Commission saw it fit to develop a Fifth-Generation network roadmap and to release the requisite spectrum to stimulate its implementation.

It is the Commission's aim, at the end of the SSR project, to have a comprehensive 5G strategy for the industry that will lead to the deployment of such services, and to award spectrum so that mobile operators and consumers alike can benefit.

Scope of Work

<u>5G Strategy:</u>

1. To seek stakeholders input and make the necessary evaluation in order to support the scope of the plan
2. Conduct the necessary gap analysis in consideration of BVI unique socioeconomic stature and technical advancement from a regional and international point of view.
3. Produce and provide a 5G Strategy, including its implementation plan
4. Cost impact study for operators to implement/deploy 5G

<u>Spectrum Release</u>:

5. Engagement of operators and other key stakeholders on spectrum and service needs, while ensuring that spectrum bands to be released are harmonized and appropriate with Region 2 allocations.
6. Design and develop an open and transparent spectrum award process that manages the release of spectrum. Any spectrum release must be in conformance with the Spectrum Management **Framework (SMF)**

Deliverables

The Deliverables as applicable to this RFP are as follows:

- A proposal outlining the work to be carried out on the SSR Project and the proposed timeline/schedule. This is to be reviewed by and agreed with the Commission before the commencement of work.
- Progress reports covering such areas and at intervals to be agreed with the Commission.
- A consultation document to solicit stakeholder views on the objectives that the Commission hopes to achieve with the SSR.
- A Public Consultation document to invite comments on the 5G Strategy Plan
- A Consultation Report summarising the comments received from the public, and the Commission's policy position it has taken on each question that it has posed.
- The final 5G Strategy Plan and its associated Implementation Plan
- Spectrum Award design tender process to facilitate the releasing of radio frequencies to licensees so that the winner can launch wireless services.
- Update the current Frequency Authorisation Template that will be used to grant the spectrum licences
- A Public Consultation document to invite comments from the industry
- A Consultation Report summarising the comments received from the public, and the Commission's policy position it has taken on each question that it has posed on the spectrum release.

The consultant will be required to submit, for approval, the schedule for completion of the deliverables indicated above and a corresponding payment schedule, as may be applicable.

Consultancy Bid

Consultants submitting proposals to undertake the Project are expected to demonstrate general and specific competency in the execution of projects of a similar nature. The consultant shall be a qualified industry professional, who has experiences with 5G implementation strategy and spectrum award design and implementation. Additionally, consultants shall submit CVs indicating relevant experiences and qualifications. The Consultant, in his/her offer, shall provide a description of the methodologies and resources that will be drawn on to conduct the exercise including man days, timeframes and travel details (if applicable) to meet intended consultancy objectives.

RFP Submission Guidelines & Requirements

The following submission guidelines and requirements apply to this RFP:

- All consultants must comply with these RFP Submission Guidelines & Requirements when submitting a response. Failure to comply with these guidelines & requirements may result in disqualification.
- Only qualified consultants with prior experience on projects such as this should submit proposals.
- Proposals must be signed by a representative that is authorised to commit the consultant
- If the consultant has a standard set of terms and conditions, it must be submitted with the proposal. All terms and conditions will be subject to negotiation.
- Proposals must be received by the deadline specified below to be considered.

- The Commission may ask the consultant, at the consultant's expense, to answer queries, make presentations or attend formal meetings in relation to the proposal.
- The Commission is not responsible for any costs or expenses the consultant may incur in the preparation of the consultant's response or in anticipation of a formal written contract.
- The Commission may not award a contract to the consultant for the whole or any part of its requirement.
- The Commission reserves the right to reject any response to the RFP which is not submitted in accordance with the instructions set out in the RFP or delivered after the return date.

RFP & Project Timelines

The following represents the projected schedule for the RFP. These dates are subject to change by the Commission at any time and consultants will be notified as soon as is reasonably practicable if any such changes occur.

Activity Due Date

- Request for Proposal Issuance 21 October 2022
- Deadline for Submission of Final Proposal to the Commission 30 November 2022
- Contract Award/Notification to Unsuccessful Bidders 9 December 2022
- The requisite date for completion of the Project is to be agreed upon with the Commission. Nonetheless, we encourage consultants to include in their submissions the time within which they propose to complete the Project, recognising that this is a priority item for the Commission.

Evaluation Criteria

The Commission will rate proposals in accordance with the following criteria:

- Responsiveness to the guidelines and requirements set out in this RFP;
- Relevant past performance/experience;
- Cost of the consultancy;
- Time required to complete the scope of work;
- Proposed Contract Terms and Conditions; and
- Any additional information (requested as a part of this RFP).

On submission of documents

Consultants are invited to submit their proposal by email to: Mr. Guy L. Malone, Chief Executive Officer, gmalone@trc.vg copied to Mr. George Lewis, Chief Operations Officer, glewis@trc.vg. Additionally, all queries regarding this RFP must be made in writing to the Telecommunications Regulatory Commission, to: Gregory A. Nelson, Chief Spectrum Officer, at gnelson@trc.vg. Answers to questions will be made available on a confidential basis to all other parties who may be responding to this RFP.