



PREPARED FOR
Albany County

Request for Proposal #2021-045 for
Albany Connect Broadband Initiative

11/5/2021 @ 04:30 PM EST

SUBMITTED BY:

Peter Sylvester

Client Executive

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November 05, 2021

Karen Storm
Purchasing Agent
Albany County
112 State Street
Room 1000
Albany, NY 12207
karen.storm@albanycountyny.gov

Dear Ms. Storm:

Enclosed with this letter is our response to Albany County RFP requesting Albany Connect Broadband Initiative. Insight and our strategic partner Tilson are on a mission to build and implement innovative technologies and infrastructures to deliver compassionate solutions utilizing creative approaches to overcome today's challenges to better our community's future. We firmly believe technology inspires the spirit of togetherness, and we continually explore new innovations with integrity and thoughtfulness in everything we do.

Insight's broadband team, in combination with Tilson, has decades of experience, 100+ certifications, and a thorough understanding of both wired and wireless networks. We have been entrusted with 25 million square feet of business-critical broadband networks deployed across North America because of our proven agile approach, which includes:

- Identifying key requirements and future considerations that meets or exceeds expectations
- Continuous refinement of practice methodologies of Enterprise Wireless Design with experience in the public sector
- Basing designs on best practices and Validated Architectures
- Deployment equipped for projects of all scale ranging from a single to large enterprise

Our unique methodology and robust capabilities will mesh into a beneficial public-private community partnership providing a cost-effective and secure means to extend broadband to underserved County citizens.

Thank you for your time and consideration. We look forward to further discussing our RFP solutions with Albany County. If you require any further information or clarification of any of the elements of our proposal, please contact me via email or telephone.

Sincerely,

Peter Sylvester

Peter Sylvester
Client Executive

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Validity Statement

Insight's Proposal is valid for 90 days from the date of submission stated on the Cover Page, with optional extensions granted upon mutual agreement between Insight and Albany County.

Tariff Validity Statement

The United States government recently imposed tariffs on technology-based products imported from China. Affected technology manufacturers are in the process of evaluating the impact of the tariffs and passing mandated cost increases on to partners such as Insight. The situation is fluid and manufacturers are providing frequent cost updates, in some instances, multiple times per day. For this reason, Insight has to use a pricing methodology for the proposal that is reflective of the ever-changing cost impact of the imposed tariffs on products. Insight will attempt to adhere to its price proposal as quoted; however, the volatility in manufacturers' costs due to the tariffs may require a requote prior to finalizing any subsequent award or purchase order.

Product does not include hardware, software, software tools, and software utilities designed into data center solutions by Insight engineers as part of storage, converged infrastructure, hybrid cloud, backup/disaster recovery, and other specific data center solutions. The pricing methodology referenced in this Schedule only applies to the Products included or contemplated at the effective date of the current Schedule. Any additions of products, solutions or technology that are different from such included Product must be agreed upon in writing by the parties prior to being subject to the Schedule.

Section II: Qualification / Experience

The Qualification / Experience section must address proposer's qualifications and experience to carry out the requested service, inclusive of, but not limited to: qualification to do business in NYS, number of years in business and length of experience. The project team should have a full-range of relevant industry expertise. Primary personnel in each of the noted disciplines must be identified by name and office location, with resumes included, and should demonstrate satisfactory experience in the past 10 years and depth in each of the required disciplines. This should also include identifying the firm's role within any project and the year(s)

Insight Response:

Introduction to Insight

Insight Enterprises Inc. (Insight), one of the nation's premier providers of information technology products, software, and advanced IT services, was founded in 1988 and became a publicly traded company in 1995, selling its stock on the NASDAQ under the ticker symbol NSIT. Insight's business is to provide technology solutions, products, and services to Fortune 500 corporations, small and medium businesses, valued-added resellers, government, education, non-profit agencies and other major organizations. As a single source solutions provider, Insight also delivers a full range of advanced services and have the expertise to help businesses, the public sector, and non-profit organizations make the most of their technology investments.

The combined Insight companies and their subsidiaries represent a \$8.3 billion global enterprise and are the largest single source solution provider of computer technology and services in the USA, as well as a leading provider in Canada and the United Kingdom. It is interesting to note, 416 of the global Fortune 500 companies are Insight clients. Insight is ranked number 360 on Fortune Magazine's 2020 'Fortune 500' list.

Company Overview

For over 30 years, Insight has evolved with the technology industry which now plays a part in the success of almost every business. From the onset, Insight primarily served as an IT reseller and began to expand its geographic footprint into Canada and the United Kingdom.

As the potential of the cloud began to emerge in the mid to late 2000s, Insight pivoted into IT services. Through organic growth and acquisitions, our company began to focus on advanced networking solutions, enterprise software integration services and entry into cloud and digital solutions — gradually evolving into a global Fortune 500 solutions provider.

Our network team has a combined hundreds of years of experience, 100+ certifications, and a thorough understanding of both wired and wireless networks to provide detailed assessments and develop robust designs. We have been entrusted with 25 million square feet of business-critical wireless networks deployed across North America because of our proven approach, which includes:

- Identifying key requirements and future considerations to develop a robust and unique design that meets or exceeds requirements
- Refining our practice methodologies through our 10+ years of Enterprise Wireless Design
- Basing designs on best practices and Cisco Validated Architectures
- Providing experience in most business verticals

- Being equipped for deployments of all scales ranging from a single site to large enterprise multi-site rollouts

Today, Insight has become an industry leader with a single-source business model that provides complete IT product and service solutions based on clients' business-driven needs. Insight acts as an extension of a client's IT department by assisting with total product and service solutions that can be applied across the full technology life cycle to maximize return on investment. Insight offers vendor-neutral IT product choices with the broadest selection available in the industry, complemented by advanced service and custom configuration capabilities, all through a single point of contact.

Insight maintains strong relationships with the industries' leading manufacturers including Dell-EMC, Cisco, Hewlett-Packard, IBM, Microsoft, Sony and Toshiba as well as all of the major distributors including Ingram Micro, TechData, and Synnex. With over forty buyers in Insight's purchasing organization, there is virtually no information technology product that we cannot source.

Insight's facilities include 440,000 square feet of distribution and warehouse space, as well as ISO 9001:2008 certified configuration, advanced integration labs, and seventeen branch offices around the country. Typically, Insight has over \$100 million of on-hand inventory for fast availability, in addition to our unparalleled ability to source hard-to find technology products.

Insight's e-commerce site provides 24x7 access to thousands of name brand products at competitive prices. Clients have the ability to track orders, view account status, order history and much more. Insight's website may be viewed at www.insight.com. Insight Public Sector's website may be viewed at www.ips.insight.com. In addition, we can customize an e-commerce site designed exclusively for the way each company or organization does business.

Central to Insight's continued growth and success is our focus on offering a comprehensive menu of service solutions. There are thousands of Insight employees in our Technical Services division. These include field engineers, systems engineers, consultants, repair lab and configuration lab technicians, technical support, administration, sales and an Internet implementation team. Our technical service company supports our clients nationwide.

Insight Public Sector (IPS)

Insight Public Sector, Inc. (IPS), a subsidiary of Insight Enterprises, was incorporated in 1994 and has become one of the nation's leading computer resellers and trusted technology partners of educational institutions and of federal, state, and local governments by providing quality products, competitive pricing and comprehensive service and support. IPS offers the benefits of working with an industry leader along with the personalized services that builds lasting partnerships. Insight Public Sector holds over 180 federal, state, local, education and non-profit contracts. IPS currently maintains federal contracts with agencies such as the General Services Administration. In addition, our participation in many state contracts gives us a solid market share of government technology sales. We are currently listed on statewide agreements in 24 states. IPS also holds local government and education contracts for computer equipment and services in 27 states. Highly specialized teams are dedicated to each market offering customized solutions that range from initial consulting, procurement and product delivery to maintenance and support.

About Tilson

Company Information

Legal name: Tilson Technology Management, Inc.

Address: 16 Middle St., Portland, ME 04101

Phone: (207) 591- 6427

Website: www.tilsontech.com

Organization: C-Corporation.

Federal ID: 01-0509537

Annual Revenue: >\$200M

Ownership: Joshua Broder (majority owner), SDC Capital Partners (minority investor), Paul Anderson (minority owner)

Executives:

Joshua Broder, CEO

Kelly Brewer, Chief Operating Officer

Shaun McCarthy, Chief Financial Officer

Timothy Schneider, General Counsel

Adria Horn, VP of Workforce

Andy Spurgeon, VP of Strategy and Business Development

Drew Colbow, VP of Network Deployment

Contact: Adam Quinlan, Broadband Consulting Manager (207) 229-4849;
aquinlan@tilsontech.com

Anticipated Growth: Tilson considers itself a high growth company, actively pursues new business and seeks to maintain a diverse client base including public and private sector partners around the country. We pursue new business and consider strategic acquisitions opportunistically.

History and Background

Founded in 1996 and headquartered in Portland, Maine, Tilson is a multi-specialty telecommunications services firm with more than 15 years of experience designing, building, and maintaining telecommunications networks using both wireless and fiber technologies, in middle and last-mile applications. Our breadth of in-house resources allows us to lead projects from conception and planning through engineering, construction, and operations.

Tilson partners with our clients to help them define their needs, articulate their goals, set milestones, and launch networks that are scalable for growing user-bases and new technologies so that they become appreciating, long-lived assets. Many of our broadband planning clients later select Tilson to provide fiber design, engineering, and construction services. In that market, we provide turnkey solutions: everything from acquiring land rights and producing stamped, engineered drawings to full general contractor services. Tilson's public sector Broadband

Consulting clients benefit from the experience of Tilson not only consulting but implementing telecommunications infrastructure projects for a wide range of service providers, utilities, and government entities.

We are recognized by customers and peers for our commitment to excellence in fiber network business and engineering consulting, design, and deployment. We work collaboratively on meaningful, impactful projects for great clients. Our team environment fosters intellectual curiosity, motivates employees, and cultivates talented people who work with purpose, mastery, and autonomy. We strive to listen to our clients, partner with them as a team, and accept their goals as our own. Our mission is to serve our customers by building, integrating, and maintaining the information technology and communications infrastructure that enables great organizations to innovate and deliver. Our consulting teams have broad-based experience with fiber, copper, coaxial, wireless, and hybrid networks and can assess the full range of network technology, network architecture design and construction, management, and financial performance.

Tilson is a privately held C-Corporation, majority owned by our CEO, Joshua Broder. For ten consecutive years, we have been named on the Inc. 5000 list, one of the most prestigious rankings for the nation's fastest-growing private companies, a feat that less than half of one percent of companies have achieved, putting us in the company of Microsoft, Vizio, Intuit, and Oracle. Financial audits and other confidential company solvency-related documentation can be provided upon further request.

In conjunction with our affiliate, Tilson Infrastructure, we have capabilities and expertise commercializing fiber networks, including negotiation, brokerage, and crafting of lease agreements with carriers, ISPs and other dark and lit fiber broadband users nationwide. Tilson Infrastructure is a registered CLEC nationwide and collaborates frequently with utilities and other infrastructure providers to efficiently bring broadband and communications infrastructure to underserved communities.

Qualifications and Credentials

Insight engineers understand well that as consulting engineers we must demonstrate our expertise with certifications, so our engineers work hard to earn new certifications and to keep their existing certifications current. Usually, an Insight Architect level engineer will have at least one top level industry certification (i.e., CCIE). All Insight engineers have certifications in their fields.

Insight's expertise includes the following industry certifications:

- Cisco Certified Design Expert ("CCDE")
- Cisco Certified Internetwork Expert ("CCIE") – Routing/Switching
- Cisco Certified Internetwork Expert ("CCIE") – Collaboration
- Cisco Certified Internetwork Expert ("CCIE") – Security
- Cisco Certified Internetwork Expert ("CCIE") – Data Center
- Cisco Certified Internetwork Expert ("CCIE") – Wireless
- Cisco Certified Network Professional ("CCNP")
- Cisco Certified Design Professional ("CCDP")
- Cisco Certified Network Associate ("CCNA")
- Cisco Certified Design Associate ("CCDA")
- Cisco Telephony Support Specialist
- Cisco Optical Specialist
- Cisco Wireless LAN Design Specialist
- Cisco Wireless LAN Support Specialist
- Cisco Certified Security Professional
- Juniper Network Certified Associate (JNCIA)
- Juniper Mist AI, Associate (JNCIA-MistAI)
- Juniper Mist AI, Specialist (JNCIS-MistAI)
- Fortinet Network Security Associate (NSE 1, 2 & 3)
- Fortinet Network Security Professional (NSE 4)
- Fortinet Network Security Analyst (NSE 5)
- Fortinet Network Security Specialist (NSE 6)
- Fortinet Network Security Architect (NSE 7)
- Fortinet Network Security Expert (NSE 8)
- F5 Administrator, BIG-IP
- Bicsi Registered Communications Distribution Designer (RCDD) – Cabling
- Bicsi Network Technology Systems Designer (NTS) – Cabling
- Ruckus Portfolio Sales Accreditation Exam
- Ruckus Wireless Portfolio Sales Engineer Pre-Sales Training
- Ruckus Wired Portfolio (ICX) Sales Engineer Pre-Sales Training
- Ruckus SmartZone SE & Partner Assessment Accreditation Exam
- Ruckus RICXI-150: ICX Implementer Accreditation Exam
- CommScope ND7504 CBRS System Specialist
- CBRS Certified Professional Installer by Google
- JMA Discovering X-RAN On-Demand
- JMA Cell Hub Platform Overview on-Demand
- JMA Exploring X-RAN On-Demand
- Cradlepoint Certified Network Associate
- Palo Alto Networks PCNSA
- Palo Alto Networks PCNSE
- Palo Alto Networks PSE
- Information Technology Infrastructure Library (ITIL) v3 & v4

- Information Technology Infrastructure Library Manager's Certification (ITIL Manager's)
- OEM Certifications
- Comms/Cabling
 - BICSI RCDD
 - BICSI Installer
- iBwave Design Certification Level 1
 - WiFi Expert
- Project Sherpa Certified Professional (PSCC)
- Project Management Professional (PMP)

Insight Grant Support Program

Federal and state grants are part of the budget picture for nearly every public sector agency in the country, but many agencies are understaffed for grants development or lack experience with grant programs that could dramatically increase their capacity to leverage technology to advance their missions and impact their communities. The Insight Grants Support Program provides public sector agencies, educational institutions, and hospitals with grants information, customized funder research, and consultation that will help develop project ideas, get technology-rich projects funded, and even expand initiatives that are already in the works.

Project Consultation

Grants Development Consultants with the Insight Grants Support Program work with public sector agencies, schools, colleges, and healthcare institutions, to help organizations develop and define their projects in the context of what funders want to support. If you already have an idea of the technology you'd like, Grants Development Consultants will help you clarify and articulate the needs the technologies will address and provide input on other elements that might further develop and strengthen your project.

Funder Research

More than 5,000 grant programs are opened each year in the US, providing approximately \$500 billion dollars in funding. Of course, not all of these programs are technology friendly, and most of them have very specific parameters that define who may receive funding and what it may be used for.

With a few specifics on your concept, Insight Grants Support Program consultants will develop customized reports on funding opportunities that are the best fit with the project. The reports will identify the most relevant funders, based on your project type, your organization type (or types, in the case of a consortium project), and the geographic location where the project will be deployed. Then the consultants will review their findings with you on a conference call, scheduled at your convenience.

Grant Development Support

To obtain funding for your technology projects, you will ultimately need to develop and submit competitive grant applications to a qualified list of funding prospects. Whatever capacity and resources customers must dedicate to developing grant proposals, the Insight Grants Support Program will help you see the process through.

A range of proposal support services are available, from review and consultation with your organization's grant writer to full proposal development, if you don't have one.

Grants Development Consultants will work with you to evaluate your needs and determine the level of support that will maximize the funding you can obtain and optimize the technology you are able to purchase with the grant funds you receive.

Use Cases

- Municipalities looking to build out private network
- Public safety
- Remote learning for education
- Fixed wireless/backhaul
- Remote teleworker connectivity

Meaningful Outcomes

Wireless technologies are driving meaning outcomes for:

- **Addressing Challenges** – 4.4 million households with children don't have consistent access to computers for online learning
- **Improve Communities** – Public Wi-Fi with reliable service delivery enables remote learning and at home employment
- **Innovative Use Cases** – Some examples include connected cities that become IoT enabled, enhancing emergency response and even having wildland fire detection in place

Our approach

- Feasibility assessment
- Solution design and implementation services
- Management and ongoing support services

Funding sources

- CARES Act
- Rural Broadband Initiative

Insight: Super Solution Integrator (SSI)

Insight is a super solution integrator, meaning we can procure and deploy and consult on, and integrate the right technology for your organization. Insight's industry experts will provide the Nation with the technical assistance required to successfully deliver a full range of Broadband Consulting services. A single unified team with expertise across all aspects of modern IT solutions to architect, manage and execute initiatives from end-to-end.

Insight provides the end-to-end capabilities and extensive partnerships required to tackle these initiatives at scale — all under one roof. Leveraging our expertise across Digital Innovation, Cloud + Data Center Transformation, Connected Workforce and Supply Chain Optimization.

- **Broad expertise** - With 8,000+ client-facing teammates and 4,500 technical experts, we have the resources and experience to understand and solve your unique challenges.
- **3,500+ partners** - We have a deep portfolio of partners and relationships in hardware, software and the cloud.

- **End-to-end** - Our solution areas and meaningful partner relationships enable us to effectively manage every aspect of IT to eliminate siloes, streamline execution and ensure a cohesive IT strategy for your business.

Internet Expansion to Underserved Areas

Insight will focus this response to the following under and unserved areas. If implemented, 100% of the unserved addresses will be impacted by the expansion and 100% of the underserved addresses will have improved broadband service by the expansion. Additional areas can be added.

The service expansion plan will begin with a Community Wireless Broadband site survey. The study's objectives are as follows:

- Assessing what types of wireless broadband options are available per county.
- Improving speed, reliability, and affordability for existing connections to residents.
- Connecting or improving connections to residents in low-income service areas.
- Proposing cost effective solutions to prioritized areas.

Insight will assemble a Wireless Broadband Consultative team to perform the following services:

- Provide a Wireless Broadband Consultant(s) that will be required to sign an agreement that includes the terms and requirements including the start date and end dates of the Work.
- Wireless Broadband Consultant(s) will be required to meet all associated requirements in regard to applicable federal, Commonwealth and local laws and regulations, and be responsible for meeting all requirements related to the [Customer Name], specific counties and cities
- Wireless Broadband Consultant(s) will maintain all licenses required, if any, for their discipline by the federal government, state, county, and city over the course of the contract.
- Wireless Broadband Consultant(s) will collaborate with the specified workgroup and attend monthly meetings (remote meetings are an option).
- Wireless Broadband Consultant(s) will be required to provide a qualified representative to attend all meetings related to contract tasks.
- Complete a kick-off meeting with the specified Workgroup to discuss project objectives, goals, and tasks; share information already held such as existing infrastructure and existing facilities with strong broadband service; and share existing Internet policies related to broadband.
- Conduct an inventory current broadband service providers operating in the Service Areas and the locations of existing fiber-optic infrastructure in the Service Area.
- Identify areas in the Commonwealth that are underserved and unserved. By showing where the gaps are in existing broadband infrastructure on a macro level, such an analysis will enable the city/county to focus its resources in areas where broadband deployment is most needed.

- Identify the cities/counties current assets that may be utilized to promote broadband deployment, such as streetlights and existing conduit. This inventory can then be used to identify some of the tools available in accomplishing broadband objectives. Conversely, identifying the absence of some sort of asset or asset class may lead to recommendations to acquire that asset or asset class.
- Develop a strategy to engage owners/operators of existing fiber-optic and broadband infrastructure in the Service Area to encourage them to deploy service within areas.
- Identify obstacles to broadband deployment in the Service Area. This may include physical, legal, regulatory, financial, and other obstacles. Identifying obstacles to broadband infrastructure will help advise the Commonwealth as it decides how to best promote broadband deployment within the Service Area.
- Assess Internet Access for the proposed area residents utilizing census or other data sources:
 - % of households without a PC
 - % of households with a PC but no Internet
 - % of households using Dial-Up Internet service
 - % of households using Cable Modem Internet service
 - % of households using DSL Internet service
 - Market share of Internet providers
- Perform a feasibility analysis of deploying a broadband network across the Commonwealth Service Area, exploring the strategic, financial, and organizational implication of each structure option. Consultant shall note capital costs, operating expenses, revenues, etc. for various options of fiber, and other broadband ownership or non-ownership options.
- Provide Financial Analysis and Recommendations for Business Structure Options:
 - Working Capital Requirement
 - Bond Amount if applicable
 - Total Funding Requirement
 - Total Revenue (Year 10)
 - Total Expense (Year 10)
 - Operating Income (Year 10)
 - Cash Flow with Debt Service (Year 10)
 - Cumulative Cash Flow (Year 10)
 - Net Present Value (Year 10)
 - Return on Investment (Year 10)
- Determine if developing a [Customer Name] Wireless Broadband Network(s) is feasible, Consultant shall provide an operating budget for the following:

- Internet backbone connection
- Incremental staffing and applicable overhead loading
- Help desk services
- Vendor and vehicle maintenance
- Professional services
- Right of way fees
- Advertising, marketing and sales
- Billing and collections

- Recommend Funding Sources based on availability.

Upon completion of the recommended Wireless Broadband Consultative engagement/phase then Insight can perform the Community Wireless Broadband Survey, Design and Implementation phases. The high-level process is outlined as follows:

Network Planning Phase - RF Predictive Analysis

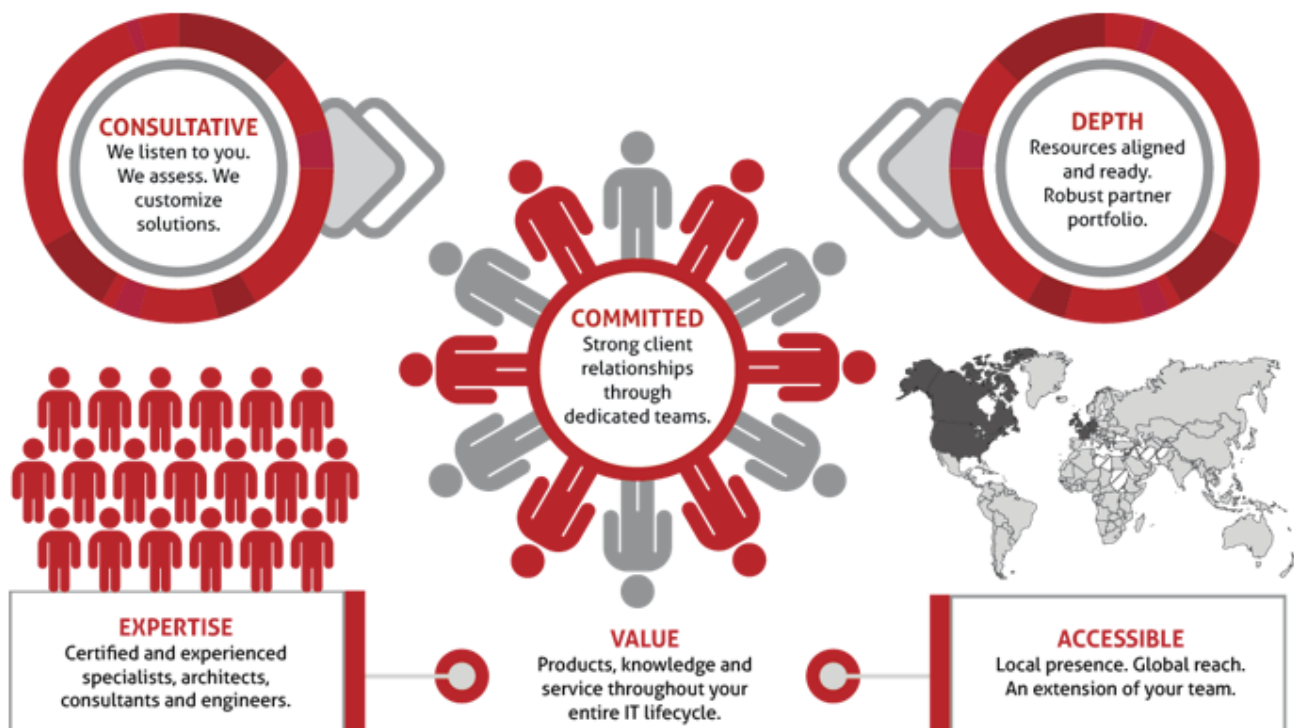
The purpose of this phase is to better understand the area, requirements, and determine the components and architecture of the network. Based on boundaries, general coverage and capacity requirements, redundancy requirements, device type, fiber location information, and any other asset agreements provided by the Commonwealth, Insight will perform the following work:

- Gather Building, GIS and land use data and generate estimated number of nodes based on provided information and general area types
- Cut Clutter to depict RF Environment obstacles for outdoor radio locations
- Utilize tools-based software analysis to identify:
 - Potential issues with Backhaul/Capacity Injection
 - Topology, trees, and building/housing coverage issues
 - Potential mounting assets required to meet general coverage area requirements
 - Potential access coverage/exclusion area issues
- Create a preliminary high level design document containing:
 - Network requirements
 - AP estimates from Land use and general drive area
 - Preliminary BOM for materials required
 - Radio and antenna mounting recommendations
- Provide predictive model for coverage, identifying ingress/egress points, and exclusion areas

Insight's Project Management Office Overview

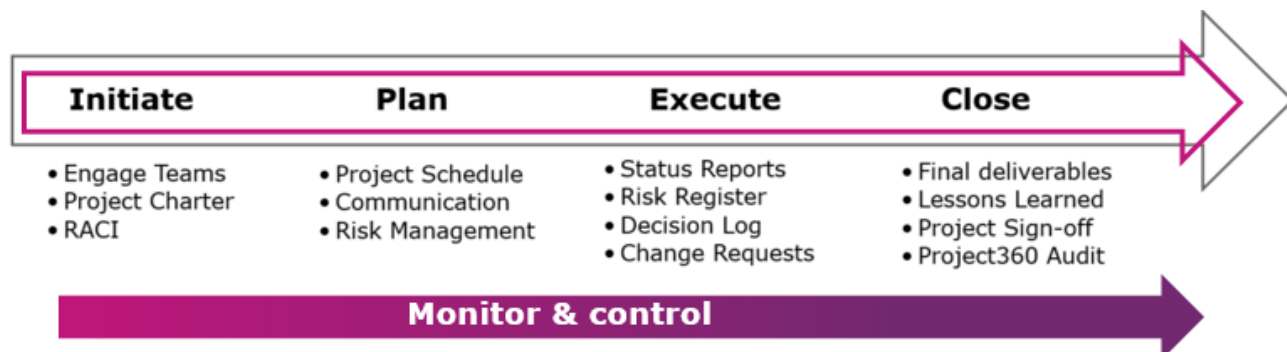
Insight's Project Management Office (PMO) framework provides a disciplined approach to risk and communications management to ensure program success.

- We adhere to a formal methodology and apply proven best practices throughout our service engagements
- Our industry-recognized best practices in process, methodology and continuous improvement are at the core of our capabilities
- Our PMO is comprised of skilled and experienced PMO resources



The Insight Methodology (TIM)

Insight's Management team developed The Insight Methodology ("TIM") to ensure we serve our clients as consistently and effectively as possible.



Updated on an ongoing basis, this methodology includes clear guidelines and procedures for delivering solutions and partnering with clients to review and improve these solutions.

TIM includes the following phases:

Initiate. We review your business priorities, technical requirements, user communities, and desired outcomes to understand any challenges and opportunities. The project scope is defined, costs are documented, pricing is created, and a Statement of Work (SOW) is produced.

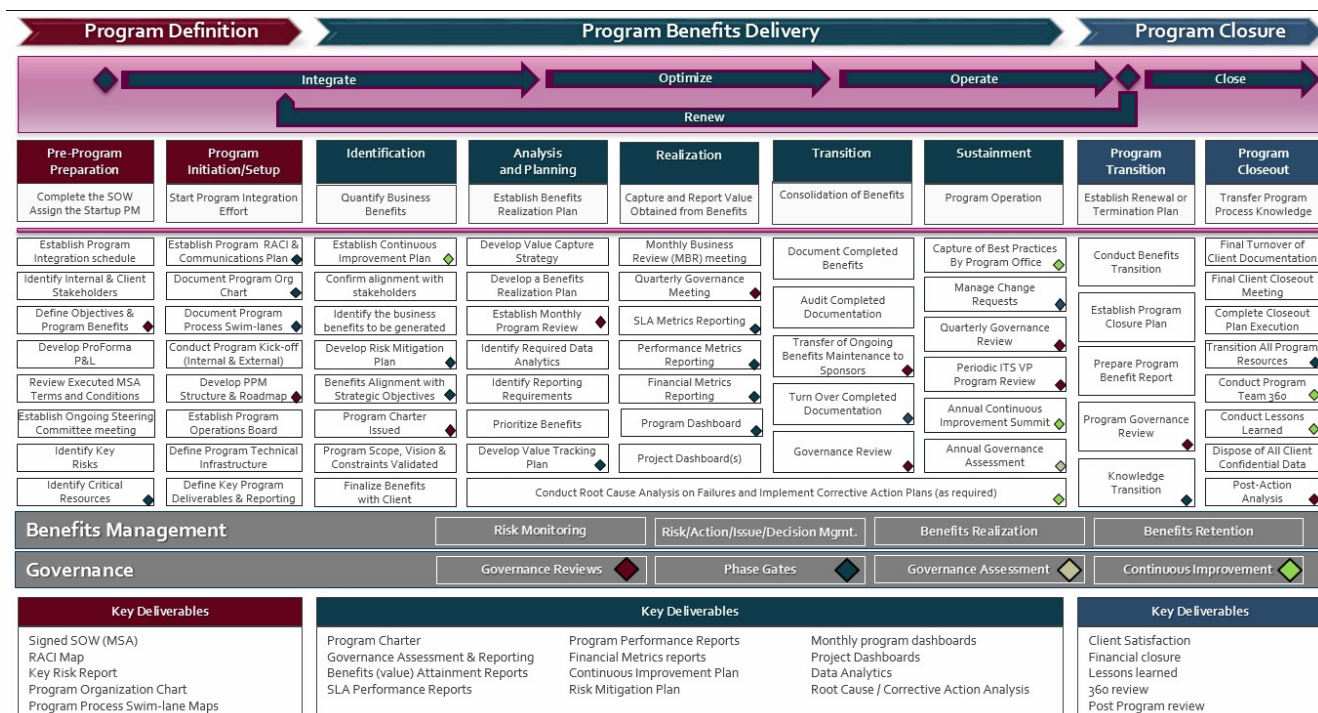
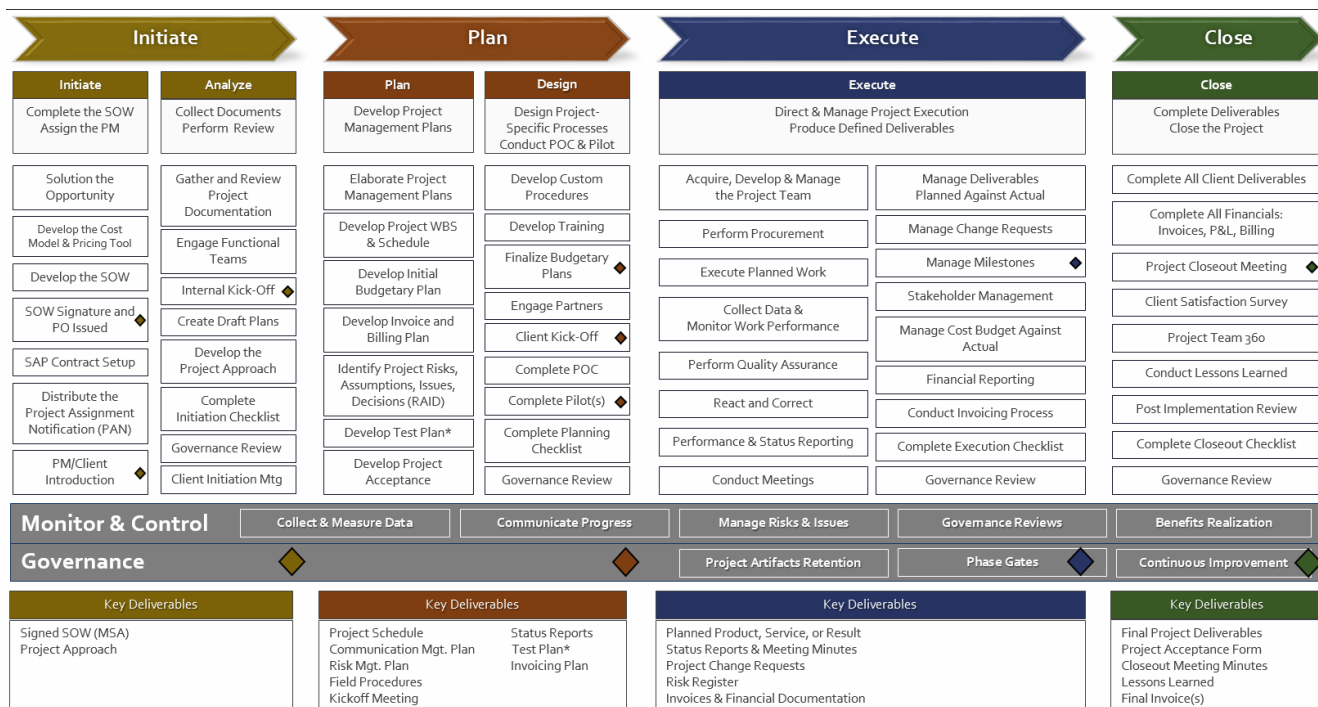
Plan. Focused on developing project management plan documents, designing specific processes, testing plans, migration strategies, and conducting the Proof of Concept (PoC) and Pilots. Based on the recommendations developed in the Initiate phase, we delve deeper into understanding your network strategy and architecture, and create a new strategy and architecture in sync with your business priorities.

Execute. Focused on delivering the planned work while tracking and reporting progress to project stakeholders. We work with you to implement your business solution. Training, documentation, pilot testing, and the production cutover/migration occur within this phase.

Close. Focused on completing all client deliverables, performing final invoicing, and closing the project. Post-implementation support addresses any performance issues and transitions from the project team to your ongoing support team.

Monitor and Control. Monitoring and controlling project work occurs throughout the project lifecycle and includes the processes of tracking, reviewing, and reporting the progress of the project in meeting defined objectives.

Governance. Provides a consistent opportunity to review delivery and financial performance measurements for projects and outsourced programs by identifying and implementing continuous improvement and identifying opportunities to improve client satisfaction.



Communications Management

The Program Manager will be responsible for establishing the Communications Management Plan ("CMP") and managing communications throughout the life of the project.

The overall objective of a CMP is to promote the success of a project by meeting the information needs of project stakeholders. The CMP defines the project's structure and methods of information collection, screening, formatting, and distribution and outlines understanding among project teams regarding the actions and processes necessary to facilitate the links among people, ideas, and information that are critical for project success.

All communications must have a purpose which can be categorized in four general groups:

- Inform
- Prepare
- Report
- Assess Benefits/Impacts

Methods of Communication

- Meetings – Allows for participant interaction; to ask clarifying questions and provide feedback.
- Email – Used to communicate pending plans and status reporting.
- Letter/Memo –Used to convey the importance and support of management for the project. It is important that the user community understand the impact of the project and its strategic importance.
- Escalation call – direct calls to escalation points will be used to address immediate high priority situations.

Communication Items

The following table shows what information is available to team members and other stakeholders for reporting needs (i.e.: status reporting, deliverable reviews, time and expense reporting). The Project Manager will provide the status of the project to the appropriate teams and stakeholders.

Item	Description	Owner	Frequency	Format	Audience
Team Status Report	Status of each assigned deliverable, issues costs	Team Members	As completed per site	Verbal	Project Team
Internal Status Report	Status of the project, issues, costs	PM	Weekly	Written	Internal Stakeholders
External Status Report	Status of the project deliverables, issues	PM	Weekly	Written	Client
Issues Log	List of project issues	PM	Posted on Data Share	Written	Project Stakeholders
Change Log	List of pending and approved changes	PM	Posted on Data Share	Written	Project Stakeholders
Meeting Notes	Action items and notes from meetings	Project Coordinator	After each meeting	Written	Meeting Participants and Action Item Owners
Project Expenses	Expenses incurred as a result of the project	Team Members	After each meeting	Written	PM

Depiction of the information available to team members and other stakeholders for various reporting needs like status reporting, deliverable reviews, time and expense reporting, marketing materials, etc.

Communication Standards

The following applications/versions are standards for projects:

- Microsoft Word - Meeting Minutes and Project Updates
- Microsoft Excel - Inventory spreadsheets
- Microsoft Project - Schedules
- Microsoft Visio - Diagrams and network drawings
- Adobe Acrobat

The figure below is an example of the Weekly Status Report that will be created and distributed to project team members and stakeholders on a regular basis.

Weekly Project Status Report (Client Logo)

Project Name	Project Manager	Sponsor Contact	Reporting Period
Project Description			

Project Rating: Overall ● Schedule ● Budget ● Resource ● Risk ●

Executive Summary
• (Provide high level summary related to project milestones or critical information)

Work completed for the previous week – (Date range)

WBS #	Work Description	Status

Work planned for the upcoming week – (Date range)

WBS #	Work Description	Status

High Level Timeline

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Should there be an error or omission, please contact POC NPM at POC.NPM@insight.com Page 1 of 2

Weekly Project Status Report (Client Logo)

Key Action Items

Task	Task Owner	Status	Due Date

Key Issues / Risks

#	Status	Issue	Resolution	Date Opened	Date Closed	Owner
1	●					
2	●					
3	●					

Key Decisions

Decision Item	Responsible	Status	Due Date

Key Deliverables

ID	Description	Status
01		
02		
03		

Major Milestone Dates

Milestone	Baseline Date	Complete Date	Status

Change Requests for This Period - Current

CR#	Description
01	
02	
03	

Resource Calendar

Resource	Dates Unavailable	Back-up Resource
01		
02		

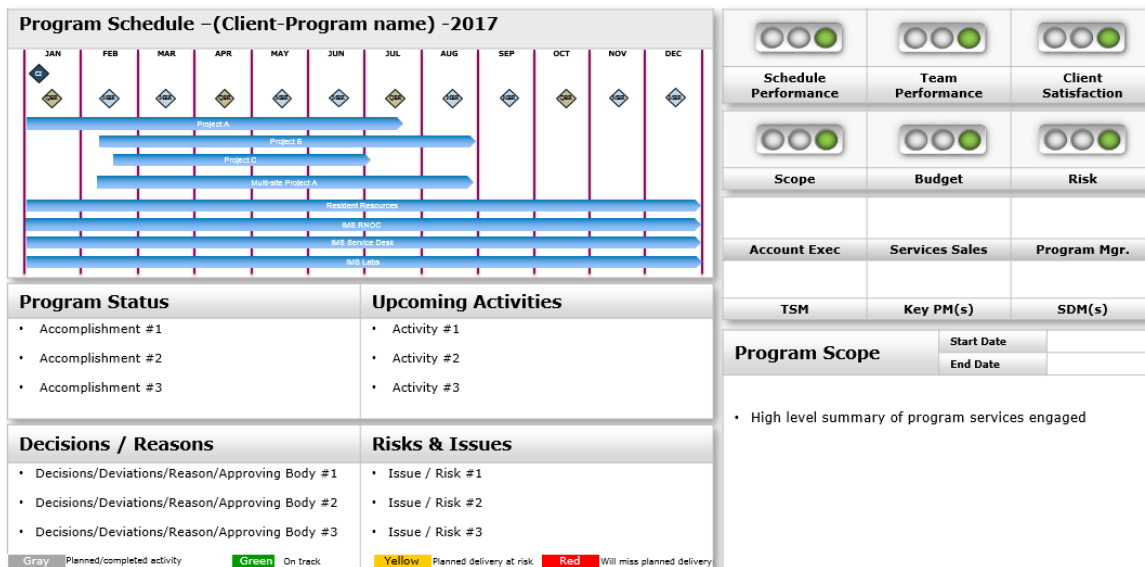
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Should there be an error or omission, please contact POC NPM at POC.NPM@insight.com Page 2 of 2

Detailed weekly status reports help increase project status visibility across project team members and project stakeholder groups.

Project Dashboard

Executive Dashboard – Enforcement and Inspection

- Review Project Dashboard at consistent time intervals throughout the engagement
- PM remediation plan: “yellow” to “green”
- Daily monitoring calls when necessary to get projects back into “green” status
- Frequent reporting for Governance review



Project Dashboard

Risk Management

To achieve successful management of risk, Insight's Project Manager will communicate and apply the following principles:

- Decisions will not be revisited once made (unless substantial new facts become available)
- Escalation of risks follows the defined RMP process
- A single owner is assigned responsibility for a risk even if several people work to mitigate it
- Work and communicate progress on the most severe risks first
- Set realistic due dates and then work to meet the dates
- Mitigate risks at the appropriate level (i.e., team, sub-team, Project Sponsor etc.)
- Program Manager and key team leads determine and agree on the risk severity level
- Document the planned risk mitigation history and actual mitigation of a risk. This documentation serves as a key input to root cause analysis, key learning, metrics, and risk analysis
- For high impact, unanticipated risks, a 24-hour decision turnaround may be required or as determined by the PMs. In such cases, available applicable team members will make the decision

Risk Management Process

Risk management involves three major phases: Planning, Executing and Closeout:



Section III: References

The References section must include references from similar type projects.

Insight/Tilson Response:

CITY OF CAMBRIDGE, MASSACHUSETTS

Broadband Inventory Analysis, Community and Stakeholder Outreach, Service Gap Analysis, FTTP high-level design proposals and associated cost estimates

Tilson conducted a comprehensive inventory of existing broadband services in the City of Cambridge, MA and proposed three alternatives for FTTP encompassing different levels of capital commitment and connectivity. As part of this project, Tilson assisted the City's Broadband Task Force and City staff develop recommendations to the City Council.

First, Tilson developed and implemented a community engagement plan to seek input from residents and businesses from all areas of the City, which included facilitating two large-group public meetings. Next, Tilson identified the service gap to define desired broadband service levels and determine underserved areas, then quantify their level of service compared with other parts of the City. Third, Tilson worked with the City and stakeholders to develop a range of alternatives for improving access. Finally, recognizing the community's desire for and the suitability to its needs of a fiber-based solution, Tilson proposed three discrete fiber network buildout plans suiting different capital commitment levels and service improvement goals. For each, Tilson provided a high-level network design and cost estimate. Tilson also advised the City on the tradeoffs and implications associated with different business and financing models for a municipal-scale network.

SENECA NATION

Preliminary Route Design for Universal Access Across Target Region; Business Model Planning and Financial Forecasting; Pole Data Collection and Field Surveying; Pole Applications and Make-Ready Management; Outside Plant Engineering and Low-Level Design; Construction Ready Plans, Bill-of-Materials, and Detailed Capital Expenditure Estimation; Permitting; Full Construction and Implementation of Designed Network

The Seneca Nation is a federally recognized tribal nation consisting of five territories over approximately 54,000 acres in Western New York. These territories are not contiguous, each parcel is unique in its economic, social, and environmental profile. The Cattaraugus territory encompasses approximately 22,000 acres (or 34.4 square miles) with a population of 2,655 enrolled tribal members and their families, 41 government facilities, and approximately 1200 residential and commercial structures.

Through its ReConnect Funding Program, the USDA awarded \$4.3 million in high-speed broadband infrastructure aimed at creating or improving rural e-Connectivity for more than 1,000 rural households in the Seneca Nation's Cattaraugus Territory in western New York. The proposed network would provide access to all premises on the territory, provide speeds up to 2.4 Gbps downstream and 1.2 Gbps upstream per 32 subscribers, and be engineered for integration and expansion of future technological advances or subscriber growth. The Nation required a reliable firm to provide expert-level broadband consulting and holistic oversight of the project; conduct comprehensive utility pole surveys; design and engineer the last mile fiber-to-the-premise network to meet necessary specifications; undertake financial modeling and budget forecasting of the proposed network; identify required third-party approvals or permits; oversee

the utility pole and conduit licensing process; prepare the construction-ready bid package; and provide assistance in reviewing proposals and ultimately identifying a construction contractor.

Tilson provided first-in-class turnkey design and engineering services creating a construction-ready design capable of connecting the entirety of identified premises in the Cattaraugus Territory. Through value-added engineering, Tilson was able to creatively re-purpose existing commercial grade properties as hut locations, efficiently develop routes to leverage federal funding, and ultimately introduce savings of approximately \$425,000 or roughly 8.5% of the estimated total project cost.

Tilson also provided expert broadband consulting services throughout the project to develop informative and actionable financial models and acted as a resource to ensure successful execution of the project from start to finish.

Tilson has also been selected to provide full construction, implementation, and testing of the designed network, bringing the client all the way from initial planning efforts to a fully operational high-speed broadband network.

SANFORDNET BROADBAND NETWORK

Project Highlights: Community Broadband Consulting; Network Design and Engineering; Value Engineering; Construction Management; Interconnection of Municipal and Community Anchor Institutions

Tilson was hired by the City of Sanford, Maine, to assist with the implementation of a 10-gig, 45-mile, municipal high-speed fiber optic network. The municipally-owned network connects 87 community anchor institutions such as banks, medical institutions, industry and enterprise buildings to schools and municipal buildings. The network connects to the Maine Three Ring Binder network, that Tilson designed and built, in Wells.

Tilson initially provided consulting services to the City of Sanford in 2014, determining that a new, high speed broadband system designed with the purposes of growth and retention of existing businesses, and attracting new businesses, had the potential to inject \$47-\$192 million to the City's economy over the next decade.

In 2017 Tilson was hired by the City to provide network design and engineering services and construction management services to implement the network. Tilson reviewed the preliminary network route design with the network operator and recommend design changes, with value engineering in mind to avoid long delays in permitting or complex and costly make ready. Our experienced outside plant engineers performed field surveys of all utility poles along the route, using sophisticated, customizable applications for data collection, tethered GPS units, and photographs of each attachment location with optical references. Data from field surveys was imported into Tilson databases, allowing for fine engineering in 3GIS of the route and service drops with fiber counts, splice points and all BOMs. After finalization of the network design, Tilson's pole licensing team applied for all utility pole licenses and attended joint ride outs with the local utilities to ensure accurate and cost-effective make-ready. Tilson's real estate team consulted on environmental and regulatory issues and obtained all required jurisdictional permits.

Once the network was ready for construction, Tilson drafted an RFP to solicit bids from qualified contractors. The RFP packaged included construction plans, BOMs, Scope of Work and Close-Out requirements including the network test and acceptance plan. The network construction is currently in process and is scheduled to be completed by the end of 2018. Tilson is providing construction management for the City of Sanford which includes construction oversight and

regular reporting to the City. Once construction is complete, Tilson will review the network construction and all test and acceptance documentation to ensure that the network is built to plan, and fully operational.

REFERENCES

Steven R. Buck, City Manager, City of Sanford	Anthony Giacobbe, Director of Power and Gas, Seneca Energy, (Seneca Nation)	Don Linnertz, Director, Methow Valley Broadband Action Team
919 Main Street Sanford, Maine 04073 (207) 324 9172 srbuck@sanfordmaine.org	219 Thomas Indian School Drive Irving, New York 14081 (716) 534-7950 Anthony.Giacobbe@sni.org	502 S. Glover Street Twisp, WA, 98856 (509) 997-3300 dlinnertz@twispworks.org

Section IV: Plan Implementation

The Plan Implementation Section must address the Scope of Services in terms of the proposer's plan to carry out the requested service.

Insight/Tilson Response:

PROJECT APPROACH

Tilson will work with Insight and Albany County's steering committee to assess the feasibility of the Albany Connect program and to help guide its implementation.

Evaluation of Present Infrastructure and Service

Tilson will assess and quantify the county's existing communications architecture and infrastructure, including assets owned by or installed in the public right-of-way by incumbent service providers. This analysis will:

- Identify opportunities to scale existing infrastructure for future use
- Identify gaps in service and opportunities for remediation

Tilson will undertake to research and analyze all public and private providers of broadband and internet services in the county that could be enticed to the market, to create a roadmap towards more diversified service and consumer choice. Tilson will also quantify the likely economic and public welfare benefits of universal high speed internet access.

This work will include a SWOT analysis of the County's current and forecasted infrastructure and will include our analysis of industry and technology trends that might affect the County's planning.

Steps Forward

Tilson will examine and model the likely outcomes for several broadband advancement initiatives including:

- Partnerships with the county, state, or neighboring towns
- Expanding existing commercial relationships
- Attracting private sector broadband service providers to join public/private partnership arrangements

Funding Opportunities

Tilson will catalogue and evaluate all federal and state initiatives to provide high-speed, low-cost internet/broadband to unserved, underserved, low-income, and rural communities. Once identified, Tilson will advise the steering committee in the pursuit of grants, including helping the county build a "bank ready" package of financials and exhibits such as: 5-year pro-forma statements covering following costs and expenses for construction, maintenance, staffing, operations, insurance, legal, spare equipment, pole rental, building leases, HVAC, facility utility bills (water, power, gas), security, and miscellaneous items.

As requested, we will review funding opportunities that include: state, federal, and other broadband funding including such as the NYS Broadband Office, Federal Communications Commission, Universal Services Corporation, US Department of Commerce, Economic

Development Administration, and the US Department of Agriculture as well as any possible funding that may be available from the national RBOCs.

Financial Projections

We will model and provide financial projections covering 20 years under ownership of a municipal utility, regional, or private sector owner-operator.

Deliverables

Tilson will host all required public meetings to solicit comments from stakeholders and to win community buy-in for our work. Throughout our work, we will produce the three requested reports on an agreed-upon schedule, culminating in a final feasibility report and roadmap. After review and acceptance by the County steering committee, Tilson will produce a final, comprehensive broadband feasibility study, in printed and electronic formats, with all supporting documentation.

EXPERIENCED TEAM

Project Manager	Elaina Davis
Principal Consultant	Frederic Feit
Senior Consulting Engineer	John Costa
Principal Consultant	Chris Campbell



ELAINA DAVIS

Elaina acts as a Project Manager for Tilson's Broadband Consulting team. She is a technology savvy and multi-faceted telecommunications professional with a strong track record of managing million-dollar broadband-related projects for both public and private entities. Her attention to detail and high level of transparency allows clients to have full confidence and visibility in project delivery. A natural problem-solver with widespread success handing critical business objectives against any timeline, Elaina has been essential to ensuring the timely success of our clients multi-faceted and complex projects. She has the proven ability to motivate and coordinate high performing resources ensuring project deliverables are quality and meet the Tilson-standard of excellence.



FREDERIC FEIT

Frederic is highly experienced in the field of middle-mile and last-mile network analysis and planning for ISPs, telecommunications companies, municipalities, utilities, developers, and tribal lands. Fred has extensive experience with regulatory compliance including the FCC, the USF, and participation in federal and state level broadband funding opportunities. He has represented various ISPs in the Connect America Fund Price Cap Auction process. This process included business plan development; competitive analyses; network engineering and optimization; cost analyses and recovery; regulatory review; and negotiation. He has a strong track-record assisting communities and stakeholders perform actionable infrastructure planning tasks through feasibility studies, network analyses, funding opportunity guidance, and strategic partnership negotiation.



JOHN COSTA

John acts as Tilson's Senior Engineering Consultant and is an accomplished, multi-disciplined telecommunications engineer with over 29 years of experience. John has extensive experience building ground up UAT function and process solutions and has successfully led numerous strategic quality initiatives. With his strong telecommunications engineering and broadband architecture background, John brings a depth of experience in reliable and efficient broadband network design.



CHRIS CAMPBELL

Chris Campbell is Principal Consultant in Tilson's Government and Institutional Consulting practice, where he leads a team of professionals who provide strategic consulting expertise to states, communities, and firms seeking to improve telecommunications infrastructure and services and manage or develop networks. At Tilson, Chris has led Tilson's engagement with the New York Broadband Program Office, the Commonwealth of Pennsylvania Broadband Initiative and is currently advising the West Virginia Broadband Enhancement Council. He has also worked on numerous engagements with municipal, county, and private investment clients. Chris has 20 years of experience in technology, public policy and community development. Prior to joining Tilson, Chris was the Executive Director of the Vermont Telecommunications Authority (VTA). At the VTA, Chris led efforts to build new fiber networks and expand access to broadband and cellular service. In addition to fiber optic construction and cell site development, Chris had oversight of commercial contract development, grant making, and federal grant seeking. Prior to the VTA, Chris served as Director for Telecommunications at the Vermont Department of Public Service and Assistant Chief Information Officer for the State of Vermont.

SECTION V: Cost Proposal Section

The Cost Proposal Section must include all costs associated with the proposer's plan to carry out the requested service. Any cost proposal forms furnished by the County must be included in this section.

Insight Response:

Please see cost proposal forms along with pricing starting on the next page.

COUNTY OF ALBANY

PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Assess the Feasibility and Implementation of the “Albany Connect Broadband Initiative”

RFP Number: 2021-045

THIS PROPOSAL IS SUBMITTED TO:

Karen A. Storm, Purchasing Agent
Albany County Department of General Services
Purchasing Division
112 State Street, Room 1000
Albany, NY 12207

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the Contract Documents.
2. Proposer accepts all of the terms and conditions of the Instructions to Proposers, including without limitation those dealing with the Disposition of Proposal Security. This Proposal may remain open for ninety (90) days after the day of Proposal opening. Proposer will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of County’s Notice of Award.
3. In submitting this Proposal, Proposer represents, as more fully set forth in this Contract, that:

- (a) Proposer has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

Date

Number

October 20, 2021

Addendum #1

(receipt of all of which is hereby acknowledges) and also copies of the Notice to Proposers and the Instructions to Proposers;

- (b) Proposer has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as Proposer deems necessary;

(c) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; PROPOSER has not solicited or induced any person, firm or a corporation to refrain from Proposing; and Proposer has not sought by collusion to obtain for himself any advantage over any other Proposer or over the owner.

4. Proposer will complete the Work for the following prices(s): (Attach Proposal)
5. Proposer agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. Proposer agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.
6. The following documents are attached to and made a condition of this Proposal:
 - (a) Non-Collusive Bidding Certificate (Attachment "A")
 - (b) Acknowledgment by Bidder (Attachment "B")
 - (c) Vendor Responsibility Questionnaire (Attachment "C")
 - (d) Iranian Energy Divestment Certification (Attachment "D")
7. Communication concerning this Proposal shall be addressed to:

Peter Sylvester, Client Executive

peter.sylvester@insight.com

Phone: 646-428-1499

8. Terms used in this Proposal have the meanings assigned to them in the Contract and General Provisions.

COUNTY OF ALBANY


COST PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Assess the Feasibility and Implementation of the “Albany Connect Broadband Initiative”

RFP Number: 2021-045

Submit a cost proposal as described in Section 4 Scope of Services.

COMPANY:	<u>Insight Public Sector, Inc.</u>
ADDRESS:	<u>13755 Sunrise Valley Dr., Ste. 750</u>
CITY, STATE, ZIP:	<u>Herndon, VA 20171</u>
TEL. NO.:	<u>646-428-1499</u>
FAX NO.:	<u>480-760-7002</u>
FEDERAL TAX ID NO.:	<u>36-3949000</u>
REPRESENTATIVE:	<u>Peter Sylvester</u>
E-MAIL:	<u>peter.sylvester@insight.com</u>
SIGNATURE AND TITLE	<u> Client Executive</u>
DATE	<u>10/25/21</u>

Phase	Task
Project Initiation	Kickoff Meeting
	Initial Research
	Progress Meetings
Overall Project Expectations	Public and Private provider research
	Existing Infrastructure Assessment
	SWOT Analysis of existing service in Albany
	Industry Analysis
	Gap Analysis and recommendations
	Funding Strategy Development
	Coordinate/run meeting and public comment process
Public and Private Sector Roles	Business Model Research Public and Private
	Analysis and recommendations on Public or PPP model for Albany
Assets Location and Demand	Broadband-related asset inventory
	Current operator inventory
	Broadband Demand Analysis
	Identification of potential partners
	Hold 2 public meetings re: Albany County Connect Broadband Project
Final Report	Drafting
	Presentation
	Final edits, revisions, and polish
Total	\$154,600.00

This estimate is based on a T&M hourly effort to complete the tasks shown above.

SECTION VI: Mandatory Documentation

The Mandatory Documentation Section must include: The Non-Collusive Bidding Certificate (Attachment "A"), Acknowledgment by Proposer (Attachment "B"), and Vendor Responsibility Questionnaire (Attachment "C"); Iranian Energy Divestment Certification (Attachment "D").

Insight Response:

Please see required forms starting on the next page.

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organizations, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

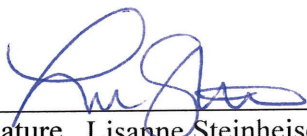
(2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation



Signature Lianne Steinheiser

Global Compliance Officer

Title

Insight Public Sector, Inc.

Company Name

10/25/21

Date

ATTACHMENT "B"
ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

If Corporation:

STATE OF Arizona)
COUNTY OF Maricopa) SS.:

On this 25th day of October, 2021, before me personally appeared Lisanne Steinhilber to me known, who, being by me sworn, did say that he resides at (give address) _____; that he is the (give title) Global Compliance Officer of the (name of corporation) Insight Public Sector, Inc., the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.



Erica Falchetti
Notary Public, State of Arizona

Qualified in Maricopa County

Commission Expires 9-25-23

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 20____, before me personally came _____ to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he / she is a partner of the firm of _____ and that he / she has the authority to sign the same, and acknowledged that he / she executed the same as the act and deed of said partnership.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

ATTACHMENT "C"

ALBANY COUNTY

VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: <input checked="" type="checkbox"/> PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME Insight Public Sector, Inc.		3. IDENTIFICATION NUMBERS a) FEIN # 36-3949000 b) DUNS # 884347568	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable) www.ips.insight.com	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 13755 Sunrise Valley Dr., Ste. 750 Herndon, VA 20171		7. TELEPHONE NUMBER 800-467-4448	8. FAX NUMBER 480-760-7002
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i> 1450 Broadway, 21st Floor New York, NY 10018		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE Name Peter Sylvester Title Client Executive Telephone Number 646-428-1499 Fax Number e-mail peter.sylvester@insight.com			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individual's name, business title or consulting capacity and the official political position held with applicable service dates.</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

16.	<p>WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:</p> <p>a) 1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease;</p> <p>3. entered into an agreement to a voluntary exclusion from bidding/contracting;</p> <p>4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles;</p> <p>5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract;</p> <p>6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited;</p> <p>7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract;</p> <p>8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or</p> <p>9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.</p> <p>b) been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>c) been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>1. federal, state or local health laws, rules or regulations.</p>
17.	<p>IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES ¹ HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."</p>
18.	<p>DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO:</p> <p>a) file returns or pay any applicable federal, state or city taxes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.</i></p> <p>b) file returns or pay New York State unemployment insurance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i></p> <p>c) Property Tax <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Indicate the years the vendor failed to file.</i></p>
19.	<p>HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES ¹ WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.</p>
20.	<p>IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ration, Debt Ration, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES¹ :

☐ Yes ☒ No

a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;

Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.

¹ "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN # 36-3949000

State of: Arizona)
) ss:
County of: Maricopa)

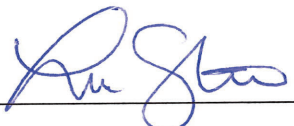
CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

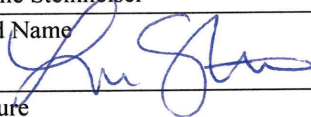
- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business
Insight Public Sector, Inc.
Address
13755 Sunrise Valley Dr., Ste. 750
City, State, Zip
Herndon, VA 20171

Signature of Owner 
Printed Name of Signatory Lisanne Steinheiser
Title Global Compliance Officer

Sworn before me this 25th day of October, 2021;
Erica Falchetti
Notary Public



Lisanne Steinheiser
Printed Name 
Signature _____
10/25/21
Date _____

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.



Signature Lianne Steinheiser

Global Compliance Officer

Title

Insight Public Sector, Inc.

Company Name

10/25/21

Date