



TELECOMMUNICATIONS REGULATORY COMMISSION

REQUEST FOR PROPOSALS

BVI Requirements for a Mobile Spectrum Monitoring Unit

Date: 19 July 2018

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 British 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 This information shall not be published or disclosed wholly or in part to any other party (including sub-contractors) without the Commission's prior written permission and shall be held in safe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.

1 Introduction

The Commission is a statutory body with responsibilities for among other things, the management of the radio frequency spectrum. The Commission is further mandated by Section 37(1) of the Telecommunications Act 2006 to implement a spectrum monitoring station to support effective management of the national spectrum resource. For the purpose of fulfilling this specific mandate, the Commission is seeking to procure a monitoring unit (Mobile Station).

The aim of this RFP is, therefore, to outline the Commission's objectives for a monitoring station, and to provide specific guidelines to vendors who might be interested in proposing an applicable monitoring unit that will meet the Commission's needs.

2 General Monitoring Task

Our monitoring tasks are expansive and, without limitation, includes the below listed areas. Accordingly, the monitoring station must be able to perform the following:

- Surveillance of spectrum users' compliance with the emission requirement(s) of their frequency authorisation;
- Measurement of frequency occupancy;
- Analysis and investigation of radio interference;
- Management of coverage obligations;
- Identification and elimination of unauthorised usage of the spectrum; and
- Performance of any technical function(s) necessary for fulfilling the requirements of the Radio Regulations of the International Telecommunication Union (as may be applicable).

3 Measurements Objectives

Our spectrum measurement objectives include, at a minimum, the following tasks:

- Frequency measurements;
- Field strength and power-flux density;
- Bandwidth measurements;
- Modulations Measurements;
- Spectrum occupancy measurements;
- Signal analysis and transmitter identification;
- Direction finding and location determination; and
- Generating measurement reports to demonstrate findings.

4 Technical Requirements

Our scope and technical monitoring requirements are in the following table. The listed descriptions are in no way exhaustive; rather, they indicate the general required capabilities of the system.

Technical Requirements		
No.	Description	Remarks
1.	Frequency Range of interest	~Up to 6 GHz
2.	Number of units	We are requiring a mobile unit (vehicle installed) that has direction finding (DF) capability
3	ITU Compliant	Measurements and analysis must be in accordance with ITU Recommendations and standards, or higher, and must be able to be used in a court of law
4	Software integration	Monitoring system must be able to integrate with the major spectrum management software where data can be shared.

		The Commission has used SMS4DC but is considering an alternative.
5	Geographic Maps	Must be able to support various map files including KML, KMZ
6	Radio services to be monitored	Fixed wireless, Broadcasting, Land mobile, Mobile (public mobile network),etc.
7	Vehicle requirements	A 4WD vehicle with comfortable workstation area for one employee in addition to driver. Vehicle must be suitable for mountainous terrain

5 Scope of Work

The scope of work for this project includes designing and supplying a mobile spectrum monitoring station with at the least the minimum requirements contained within this document. Additional work involves:

- Commissioning and testing of the unit to ensure the intended technical requirements are met;
- Training of Commission staff who are involved in carrying out the spectrum monitoring functions; and
- As a part of vendors' proposals, the Commission is requiring a site visit to vendors headquarters for the purpose of experiencing first-hand the proposed monitoring solution and its capabilities prior to the execution of any agreement (such expense to be incurred by the Commission).

6 Deliverables

One (1) Mobile Spectrum Monitoring Station with 4WD capability.

7 Submission Guidelines

The following submission guidelines and requirements apply to this RFP:

- All vendors must comply with these RFP Submission Guidelines and Requirements when submitting a response. If a vendor fails to comply with the RFP Submission Guidelines and Requirements, that vendor may be disqualified.
- Only qualified vendors with prior experience on monitoring stations should submit proposals in respect to this RFP.
- Proposals must be signed by a representative that is authorized to commit the vendor.
- If the vendor 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 under RFP and Project Timelines to be considered.
- Proposals must be delivered in US Dollars.
- The Commission may ask the vendor, at their own 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 vendor may incur in the preparation of the firm's response or formal written contract.
- 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 Deadline for Submission set out below.

8 Project Timeline

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

Activity	Due Date
Request for Proposal Issuance	09 August 2018
Deadline for Submission of Final Proposal to the Commission	23 August 2018; Now extended to 30 August 2018
Contract Award/Notification to Unsuccessful Bidders	01 September 2018; Now extended to 10 September 2018

The Commission is endeavouring to have this project completed no later than 30 September 2018. Should a vendor wish to propose an earlier or later date, it will be evaluated accordingly.

9 Evaluation Criteria

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

- Responsiveness to the guidelines and requirements set out in this RFP
- Cost of the deliverable
- Proposed Contract Terms and Conditions
- Any additional information (requested as a part of this RFP)

10 Submission of Documents

Vendors are invited to submit their proposal by email to: Mr. Guy L. Malone (Chief Executive Officer), gmalone@trc.vg and, Cc: Mr. Gregory Nelson, Chief Spectrum Officer, gnelson@trc.vg. Additionally, all queries regarding the RFP must be made in writing to the Telecommunications Regulatory Commission, to: Mr. Guy L. Malone, gmalone@trc.vg and Mr. Gregory Nelson, 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.