

Utah Telecommunication
Open Infrastructure Agency



Request for Proposal for
Door to Door Sales Services
RFQ # 2024SALES-001

April 22, 2024

The Utah Telecommunication Open Infrastructure Agency (UTOPIA Fiber) invites you to submit a proposal to provide door-to-door sales for our partner Yellowstone Fiber.

This RFP outlines the requirements for your proposal that UTOPIA Fiber is interested in.

All proposals must be received by **5:00 P.M. Mountain Time on April 29th, 2024 via email** to Jeff Erwin (jerwin@utopafiber.com). **PROPOSALS SUBMITTED AFTER THE DEADLINE WILL NOT BE CONSIDERED.**

Please use email to direct all questions to Jeff Erwin (jerwin@utopafiber.com). Any questions received will be answered and provided to other respondents.

We look forward to receiving your response.

Sincerely,



Roger Timmerman
Executive Director
UTOPIA Fiber

UTOPIA Fiber

Request for Proposals

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1. Introduction and Background

UTOPIA Fiber, in partnership with Yellowstone Fiber, is committed to expanding its high-speed fiber internet services in Bozeman, Montana. To effectively reach potential customers, we are seeking proposals from experienced door-to-door sales companies that specialize in telecommunications sales. The chosen company will be tasked with promoting Yellowstone Fiber’s internet packages, engaging with residents, and facilitating the sign-up process.

2. Scope of Services and RFP Schedule

The selected sales company will:

- Conduct door-to-door sales campaigns throughout designated areas in Bozeman, Montana.
- Educate potential customers on the benefits and features of Yellowstone Fiber’s internet services including the portfolio of open-access service providers.
- Manage customer inquiries and provide clear, accurate information.
- Collect and process customer sign-ups and coordinate with UTOPIA Fiber’s installation scheduling.
- Be able to mobilize quickly and meet a sales start date of 5/6/2024.
- Be able to acquire and maintain all appropriate solicitors licenses.

Final submissions to this RFP must be submitted via email by 5:00 P.M. Mountain Time on April 29th, 2024. Our timeline for entering the market and beginning door-to-door sales is May 6th, 2024.

RFP Process	Date
Posting first available for RFP	4/22/2024
Final Submissions for RFP Due	4/29/2024
UTOPIA Fiber Award Date	5/3/2024
Entry into Market (Sales Start Date)	5/6/2024

3. Proposal Guidelines

Proposals should include:

- A company profile, detailing experience in telecommunications and door-to-door sales.
- Articles of incorporation or certificate of existence from the state in which you are registered in.
- Detailed strategy and approach for reaching target demographics in Bozeman.
- Case studies or examples of previous successful campaigns.
- Team qualifications and experience.
- Projected timelines and milestones.
- Compliance strategies with local regulations regarding door-to-door solicitation.
- Commission model and detailed cost breakdown for a 250 Mbps, 1 Gbps and 10 Gbps sale.

4. Evaluation Criteria

Proposals will be evaluated based on:

- Relevance and proven track record on similar projects.
- Strategic approach to sales and customer engagement.
- Cost-effectiveness and value for money.
- Ability to meet projected timelines.
- References and testimonials from past clients.

5. Submission Requirements

Proposals must be submitted by April 29th, 2024. All proposals should be sent electronically to jerwin@utopiafiber.com with the subject line “Door-to-Door Sales Proposal – Bozeman Market”.

6. Contact Information

For further inquiries, please contact:

Jeff Erwin, Chief Operating Officer

jerwin@utopiafiber.com

7. Terms and Conditions

The RFP does not commit UTOPIA Fiber to proceed with any respondent. Proposals will be considered valid for a period of 90 days after the submission deadline. The issuance of this RFP does not constitute an assurance by UTOPIA Fiber that any contract will be entered into by UTOPIA Fiber, and expressly reserves the right to reject any and all quotes, cancel or reissue the RFP, or adjust or extend any due dates in the RFP process without warning.

8. Confidentiality

All information provided in the proposal will be treated as confidential. Information will only be disclosed to relevant parties involved in the evaluation process.

9. Conclusion

We look forward to receiving your proposals and exploring how we can collaboratively expand UTOPIA Fiber’s presence in Bozeman. This is an exciting opportunity to be part of a transformative project in high-speed internet services.