

Quarterly Status Report

Update from the Iowa Telecommunications and Technology Commission (ITTC) regarding sale or lease of the network pursuant to House File 45 – due to legislature on or before October 1, 2011.

Progress Made: (Actions completed after legislation was signed by the Governor.)

- Due to the aggressive timeframe, to illustrate transparency in the process, and given the need to fully understand the legislature's intent for the sale/lease of the ICN, the ITTC determined that it was not feasible to meet the original deadline of June 30, 2012, as defined in *House File 45*, with or without external resources. The ITTC requested a 12 month extension for the RFP process, which was provided for in *House File 646 (June 30, 2013)*.
- ITTC has considered the scope of the RFP, evaluated/analyzed the skills and resources required to complete the task. For the internal coordination of the RFP, ICN transitioned a position to dedicate 100 percent of their time for this project.
- After internal review, it was determined that the creation of the RFP and management of the process was beyond existing ICN organizational capabilities, therefore external resources would be a critical need for the completion of this initiative.
- ICN determined that an external Program Manager and team of resources were necessary to complete the RFP by the new deadline of June 30, 2013.

Milestones: (Anticipation of milestones moving forward.)

- In order to procure a Program Manager and to ensure transparency, ICN submitted an RFP for the coordination of researching and assembling the overall RFP. ICN completed the RFP process for an external Program Manager on September 19, 2011.
- ICN awarded the contracted responsibilities of the Program Manager to Fiberutilities Group of Cedar Rapids, Iowa, on September 28, 2011.
- Fiberutilities Group and ICN will commence the gathering of information, organize and begin writing the sale/lease RFP on October 3, 2011.
- Embedded with this update (page 3) is a sample project plan, as submitted by Fiberutilities Group. The plan is anticipated to be modified when changes are identified and work begins.

Legislative Requests: (Requests needed in order to move forward.)

- As identified in the sample project plan, the creation of the RFP Implementation Team (RIT) is critical and members must be identified by November 1, 2011.

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- The RIT will be tasked with providing advice regarding the specific definitions and assumptions for current unidentified aspects of the legislation.
- The RIT will develop and execute a project plan to address transparency and the time sensitive requirements of the legislation.
- The creation of the RIT is necessary to ensure the RFP is completed on time.

- The RIT tasks will be performed with input from representatives of key organizations and agencies. Routine input, opinion, and authoritative decision making by these key stakeholders are necessary for the ITTC to effectively create the RFP mandated by law.

Below is a suggested list of participants that the RFP Implementation Team will minimally consist of:

- ITTC ongoing general oversight
- ICN operational staff as assigned by Executive Director of ICN
- ICN Executive Liaison
- Outside resources/consultants/experts as determined in ICN's sole discretion to be necessary
- Governor's Office (IGOV) Representation
 - One Individual
- Office of the Auditor of State Representation
 - One Individual
- Office of the Attorney General Representation
 - One Individual
- Iowa Department of Public Safety Representation
 - One Individual
- Iowa Department of Education Representation
 - One Individual
- Iowa Department of Management Representation
 - One Individual
- Legislative Representation
 - Two from the Senate (one from each political affiliation)
 - Two from the House (one from each political affiliation)

The ITTC intends to seek the appointment of an individual to serve as the representative(s) for the designated organizations and agencies. The RIT will play a critical role in meeting milestones and timelines for this project. ITTC will depend on the RIT for guidance and evaluation throughout the project.

For questions contact:

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Iowa Communications Network
Response to RFP 11-085

ATTACHMENT 1 – Timeline

