

Audiovisual, Electronic, and Telecommunication Installation Services RFP #P19DC001



Submitted by Aspen Communications LLC



Prepared for Northern Arizona University



September 20, 2018

Debra Cisneros
Senior Buyer
Northern Arizona University
Building 98B, Box 4124, 545 E. Pine Knoll Drive
Flagstaff, Arizona 86011

Re: NAU RFP #P19DC001

Dear Ms. Cisneros

This letter is to introduce you to the Aspen Communications team and to provide a summary of our project approach.

We are a Technology Infrastructure Design/Build Systems Integrator founded in Flagstaff, Arizona in March of 1999. Aspen is a licensed, bonded, and insured Low Voltage Communication Systems Contractor (ROC145414), Electrical Contractor, (ROC248277) and General Commercial Contractor (ROC297066) meeting all Arizona Licensed Contractor Qualifications. Aspen Communications has been in operation for nineteen years, is the winner of the SBDC 2001 Success Award and the SBA 2006 Arizona Veterans Small Business Champion Award. We are a Department of Veterans Affairs certified Service Disabled Veteran Owned Small Business (SDVOSB) and an SBA 8(a) and HUBZone company, with offices in Flagstaff and Prescott, Arizona. A Baldrige Quality company, Aspen adheres to quality as a byword in everything we do. Aspen Communications is a leader in technical development and Telecommunications throughout the Southwest.

We feel our expertise and stellar track record on AV electronics and cabling projects similar to this one will serve you well on this project. What's more, Aspen Communications LLC is the only low voltage communications company in Northern Arizona that meets or exceeds all NAU Division 27 Contractor Requirements.


Thank you very much for your consideration, and as always we look forward to the opportunity to support the work that NAU does for its students and for our community.

Respectfully,

A handwritten signature in black ink that reads "Shawn Al-Maskeen".

Shawn Al-Maskeen, Capture Manager
Aspen Communications
Cell: 928-255-2745
smaskeen@aspentelco.com


PROPOSAL ACKNOWLEDGEMENT RECEIPT

| | |
|---|-------------------------------------|
|  | Proposal Acknowledgement Receipt |
| | CONTRACTING AND PURCHASING SERVICES |

Request for Proposal number: P19DC001

Request for Proposal description: Audiovisual, Electronics and Telecommunication
Installation Services


Complete, sign, and submit this document to Contracting and Purchasing Services. The completed and signed document may be faxed to Contracting and Purchasing Services at 928-523-1343, emailed to nau-purchasing@nau.edu or delivered through any other method.

| | | |
|--|------------------|--|
| Name of Offeror | | |
| Aspen Communications, LLC | | |
| Name of Contact | Title of Contact | |
| Don Richardson | CEO/President | |
| Address 1 | | Address 2 |
| 7 Kiji Dava Circle | | Suite A |
| City | State | Zip Code |
| Prescott | AZ | 86301-5691 |
| Telephone Number | | Fax Number |
| (928) 774 - 0992 | | (928) 214 - 9202 |
| E-mail address, if available | | |
| drichardson@aspentelco.com | | |
| Print Name of Offeror's Authorized Agent | | Signature of Offeror's Authorized Agent |
| Don Richardson | |  |
| Title of Authorized Agent | | Date |
| CEO/President | | 9/20/2018 |

SECTION K LEGAL WORKER CERTIFICATION

Pursuant to ARS §41-4401 the University is prohibited after September 30, 2008 from awarding a Contract to any Offeror who fails, or whose subcontractors fail, to comply with ARS § 23-214-A. Offeror warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the U.S. Department of Homeland Security's E-Verify program, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the Offeror.

Offeror acknowledges that a breach of this warranty by Offeror or by any subcontractor or sub-subcontractor under this Contract shall be deemed a material breach of this Contract, and is grounds for penalties, including termination of this Contract, by the University. The University retains the right to inspect the records of any Offeror, subcontractor and sub-subcontractor employee who performs work under this Contract, and to conduct random verification of the employment records of the Offeror and any subcontractor and sub-subcontractor who works on this Contract, to ensure that the Offeror and each subcontractor and sub-subcontractor is complying with the warranties set forth above. The portion of this provision dealing with the Offeror's warranty is not applicable where the Offeror is a governmental entity nor is the Offeror required to pass this provision through to subcontractors and sub-subcontractors who are governmental entities.

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| Don Richardson | |  | |
| Title of Offeror's Authorized Agent | | Date | |
| CEO/President | | 9/20/2018 | |
| AN AUTHORIZED AGENT OF THE OFFEROR SHALL SIGN THE LEGAL WORKER CERTIFICATION | | | |

SECTION L ANTI-LOBBYING CERTIFICATION

Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sept 2007). In accordance with the Federal Acquisition Regulation, 52.203-11:

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The Offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989.

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of this contract;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the Offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by Section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

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| Print Name of Offeror's Authorized Agent | Signature of Offeror's Authorized Agent |
| Don Richardson | <i>Don Richardson</i> |
| Title of Offeror's Authorized Agent | Date |
| CEO/President | 9/20/2018 |
| AN AUTHORIZED AGENT OF THE OFFEROR SHALL SIGN THE ANTI-LOBBYING CERTIFICATION | |

SECTION M FEDERAL DEBARRED LIST CERTIFICATION

Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Dec 2001)

In accordance with the Federal Acquisition Regulation, 52.209-5:

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

(A) (check one) Are () or are not (X) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; (The debarred list (List of Parties Excluded from Federal Procurement and Nonprocurement Programs) is at <http://epls.arnet.gov> on the Web.)

(B) (check one) Have () or have not (X), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) (check one) Are () or are not (X) presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror (check one) has () or has not (X), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) “Principals,” for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

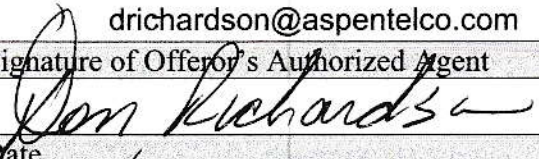
(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of

the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsive.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

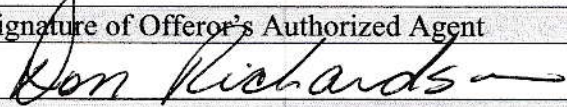
(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

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| Don Richardson | |  |
| Title of Offeror's Authorized Agent | | Date |
| CEO/President | | 9/20/2018 |
| AN AUTHORIZED AGENT OF THE OFFEROR SHALL SIGN THE FEDERAL DEBARRED LIST CERTIFICATION | | |

SECTION N PARTICIPATION IN BOYCOTT OF ISRAEL

Legislation has been enacted to prohibit the University from contracting with firms currently engaged in a Boycott of Israel. To ensure compliance with A.R.S. §35-393 and §35-393.01 this form to be completed and returned with Offer.

By signing this form, Offeror certifies that it is not currently engaged in and agrees, for the duration of the Contract, to not engage in a Boycott of Israel.

| | | | |
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| CEO/President | | 9/20/2018 | |
| AN AUTHORIZED AGENT OF THE OFFEROR SHALL SIGN THE PARTICIPATION IN BOYCOTT OF ISRAEL | | | |

SECTION O NORTHERN ARIZONA UNIVERSITY FORM FS13

NORTHERN ARIZONA UNIVERSITY FORM FS-13: SPECIAL NOTIFICATION AND CONFIRMATION FOR ASBESTOS CONTAINING BUILDING MATERIALS ON THE UNIVERSITY CAMPUS (RFP/BLANKET PO)

PROJECT NAME: Audiovisual, Electronics, and Telecommunication Installation Services

NAU PROJECT#: RFP P19DC001 REFERENCE NUMBER: _____

The following is notification and confirmation for all contractors and subcontractors working at the Northern Arizona University campus. A comprehensive asbestos containing building material (ACBM) survey was completed July 2000 and is available for review in the Asbestos Program Office of the Office of Regulatory Compliance (ORC) in accordance with the Occupational Safety and Health Administration (OSHA) Asbestos Standard 29 CFR 1926.1101.

NAU is responsible for informing you of the presence of ACBMs in your project work area on the NAU campus. The standard FS-13 document acts as the vehicle of notifying you of any ACBMs present. This special form does not contain site specific information and shall not be considered to fulfill the notification requirement. It is incumbent on you the contractor to not commence any work until you have received, signed, and returned a standard FS-13 notification form with site specific information pertinent to the project at hand. If no FS-13 is furnished, an asbestos survey and FS-13 form may be requested from the Project Manager or Asbestos Program Manager. **Failure to sign and return a project specific FS-13 form may result in violation of University policies, state and federal asbestos laws, and the terms of the vendor's service agreement.**

By law, contractors must provide training for their employees who will be working with or near ACBM's. It is the contractor's responsibility to be knowledgeable of and comply with all applicable local, state, and federal laws.

The signature below acknowledges that you received this information and will comply with this document and all legal requirements.

| | | |
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Don Richardson

42

Don Richardson

| | |
|-------------------------------------|---------------------|
| <i>Don Richards</i> | <i>Don Richards</i> |
| Title of Offeror's Authorized Agent | Date |
| CEO/President | 2/20/2018 |

AN AUTHORIZED AGENT OF THE OFFEROR SHALL SIGN THE NORTHERN ARIZONA UNIVERSITY FORM FS13

Offeror to complete, sign, and submit Form FS-13 with Offer.

No work shall be authorized nor commence prior to submission of Form FS-13 and receiving an Asbestos Survey Results and Work Authorization form with appropriate University signatures on each project.



Qualifications/Experience

RFP for Audiovisual,
Electronic, and
Telecommunication
Installation Services

1.1

We are a Technology Infrastructure Design/Build Systems Integrator founded in Flagstaff, Arizona in March of 1999. Aspen is a licensed, bonded, and insured Low Voltage Communication Systems Contractor (ROC145414), Electrical Contractor, (ROC248277) and General Commercial Contractor (ROC297066) meeting all Arizona Licensed Contractor Qualifications. Aspen Communications has been in operation for nineteen years, is the winner of the SBDC 2001 Success Award and the SBA 2006 Arizona Veterans Small Business Champion Award. We are a Department of Veterans Affairs certified Service Disabled Veteran Owned Small Business (SDVOSB) and an SBA 8(a) and HUBZone company, with offices in Flagstaff and Prescott, Arizona.

Aspen has grown significantly over the past three years as we expand from being solely a Telecommunications contractor to also being a general and electrical contractor. While we look forward to continuing to grow as a general contractor, none of our changes detract from our core competency of being the most certified, credentialed, and skillful low voltage contractor in Northern Arizona.

1.2

No restructuring, mergers, and/or downsizing has occurred over the last three years or is anticipated to occur within the next two years. In the extremely unlikely event any such downsizing occurs, we pledge to alert NAU to any change in service offering.

1.3

We are not currently subject to any patent or copyright lawsuits or legal actions against us.



1.4

Experience - Experience within the last 5 years

| | |
|--|---|
| Name of Contracting Organization: | Davidson's 6100 N Wilkinson Dr., Prescott, AZ 86301 |
| Project: | A/V– Mass Notification and overhead paging for new office expansion. |
| Period of Performance: | March 2017 – November 2017 |
| Total Contract Value: | \$11,523 |
| Point of Contact: Telephone: Email: | Richard Gutierrez 928-776-8055 richard.gutierrez@davidsonsinc.com |

| | |
|--|---|
| Name of Contracting Organization: | Luke AFB 56th Contracting |
| Project: | Audio/Visual-Design/Build Squadron 63 classified areas, build out completed in classified areas. |
| Contract/Task Order Number: | GS-35F-0601W, Order No. FA4887-16-F-A142 |
| Period of Performance: | Contract Date: 8/26/16 Completion Date: 11/28/16 |
| Total Contract Value: | \$144,329 |
| Point of Contact: Telephone: Email: | Major Peter Cossette (702)951-7467 peter.cossette.1@us.af.mil |

| | |
|--|---|
| Name of Contracting Organization: | Luke AFB 56th Contracting |
| Project: | Audio/Visual-Design/Build Squadron 63 unclassified areas. |
| Contract/Task Order Number: | GS-35F-0601W, Order No. FA4887-16-F-A094 |
| Period of Performance: | Contract Date: 8/5/16 Completion Date: 11/9/16 |
| Total Contract Value: | \$118,772 |
| Point of Contact: Telephone: Email: | Major Peter Cossette (702)951-7467 peter.cossette.1@us.af.mil |



| | |
|--|---|
| Name of Contracting Organization: | Luke AFB 56th Contracting |
| Project: | Audio/Visual-Design/Build Squadron 62, build out completed in classified areas. |
| Contract/Task Order Number: | GS35-0601W P.O.# FA4887-14-F-A139 |
| Period of Performance: | 09/23/2014 to 03/30/2015 |
| Total Contract Value: | \$198,000.00 |
| Program Manager's Name: Telephone: Email: | Major Eric Puels, USAF Telephone: (623)856-0040 Cell: (623)866-9871 Email: eric.puels.1@us.af.mil |

| | |
|--|--|
| Name of Contracting Organization: | Prescott VA Medical Center (NAVAHCS) |
| Project: | Code Blue – Emergency campus wide paging notification. |
| Contract/Task Order Number: | Req. # 649-18-1-042-0007 / Order # 36C25818P0047 |
| Period of Performance: | 2017 – 2018 |
| Total Contract Value: | \$149,865 |
| Program Manager's Name: Telephone: Email: | Robert Walters 928-848-6822 Robert.Walters2@va.gov |

| | |
|--|---|
| Name of Contracting Organization: | Prescott VA Medical Center (NAVAHCS) |
| Project: | Bldg 160 – Audio/Visual – Mass notification and overhead paging system. |
| Contract/Task Order Number: | Project # 649-407 |
| Period of Performance: | 2011 – 2013 |
| Total Contract Value: | \$161,000 |
| Program Manager's Name: Telephone: Email: | Robert Walters 928-848-6822 Robert.Walters2@va.gov |



Project Resources

RFP for Audiovisual,
Electronic, and
Telecommunication
Installation Services

2.1

Aspen Communications maintains a permanent staff of highly trained and qualified installation personnel, composed of BICSI RCDDs, BICSI Technicians, BICSI Level II installers, and BICSI Level I & apprentice level workers. All personnel are capable of working from either office, but during normal operation, 8 work from our Prescott office, with six dispatching from our Flagstaff location. We have included a number of their certifications for your review as supplementary documentation at the end of this proposal.

All of our technical personnel are certified by BICSI (The principle international telecommunications certification agency) certified and undergo a strict training program as well as a rigorous focus on ongoing and continuing education.

2.1.1 Your principle point of contact for the duration of this contract will be Aspen's Operations Officer, Eric Bedell. (Reachable at (928) 699-7145 or at ebedell@aspentelco.com)

2.2

Assigned key personnel for this project will include Donald Richardson, President/CEO, as well as Steve Randall, the design engineer and intended project manager. Steve has over 35 years of experience in the audio/video industry as both an RCDD and a CTS, direct project management in all phases of AV projects, and extensive experience in the information transport technology field. He also holds the Extron AV Associate Certificate and is a graduate of the SynAudCon Audio/Video training. He has successfully completed all types of AV projects including theaters, stadium sound systems, numerous large church sound systems and the complete networked AV system of a large new high school.

Don is the CEO and founder of Aspen Communications and as a BICSI RCDD/OSP with decades of experience in large scale telecommunications, audio visual systems, and project supervision, performs high level management and oversight of our technical projects.

2.2.1 Please find full resumes for each attached immediately after this section. Your principle point of contact for the duration of this project will be Aspen's Operations Officer, Eric Bedell. (Reachable at (928) 699-7145 or at ebedell@aspentelco.com)

2.2.2 Please find certifications attached immediately after this section

2.2.3 Please find licenses attached immediately after this section



2.3

Aspen takes no issue or exception to this background and security check policy.

2.4

The need for subcontractors will be assessed on a project by project basis but is not generally anticipated at this time for most of NAU's needs.

2.5

Aspen takes no issue or exception to the University's right to inspect our facilities prior to contract award or any time throughout the term of the Contract.

Steve Randall, RCDD

Flagstaff, AZ

Summary

I have formal education in electronics technology and business management and have been working in the low voltage and telecommunications industry for over 35 years. Holding the designation of Registered Communications Distribution Designer and Certified Technology Specialist I have experience in the audio/video industry, direct project management in all phases of AV projects, and extensive experience in the information transport technology field. I hold the Extron AV Associate Certificate and am a graduate of the SynAudCon Audio/Video training. Direct AV experience includes theaters, stadium sound systems, churches sound systems, and the complete networked AV system for a large new high school.

Experience

Independent Telecommunications Consultant

January 2013 to present

- Specializing in audio/video design

Technical Operations Manager

April 2006 to January 2013

- Provide oversight for six project managers and estimating department.
- Provide technical assistance and review on all projects.
- Assist estimating department in the creation of proposals.
- Oversee organizational aspects of the installation, service and estimating departments.
- Oversee parts department.

Project Manager

August 1997 to April 2006

- Oversee lead technician and crew for structured cabling systems and other low voltage systems.
- Communicate and work with general contractors and customers.
- Manage project timelines.
- Create and obtain project materials.
- Budget labor hours.
- Create solutions for on-site installation issues.
- Work with distributors to obtain proper materials.
- Manage multiple projects concurrently.

Service Manager

January 1988 to August 1997

- Dispatch technicians for the repair of various low voltage systems including CATV, sound systems, intercoms, nurse call, fire alarm and network structures.
- Coordinated the final connection and testing of these low voltage systems.
- Worked with sales to design security systems.
- Created quarterly installation budgets.

Employment

Communication Wiring Specialists, Inc., San Diego, CA

August 1997 to Present

Communications Company, Inc., San Diego, CA

September 1977 to August 1997

Steve Randall, RCDD
Flagstaff, AZ

CTS in renewal process now.



Certified Technology Specialist

Stephen Randall

has been examined and has demonstrated competence in all technical aspects of a Certified Technology Specialist, has met the requirements of the InfoComm independent Certification Committee necessary for professional competency, is in good standing in the Directory of Certified Technology Specialists, has agreed to abide by the CTS Code of Ethics and Conduct, and is therefore entitled to use the name Certified Technology Specialist and the CTS® designation.

Effective Date
May 01, 2012
Date of Expiration
May 31, 2015
Certification Number
1324345



Doug Dillman, CTS-D, CTS-I
Chair, InfoComm independent
Certification Committee



infoComm
INTERNATIONAL

ANSI The InfoComm Certified Technology Specialist certification is accredited by the American National Standards Institute (ANSI) under the International Standard ISO/IEC 17024 General Requirements for Bodies Operating Certification Schemes of Persons program.

Certificate of Completion

On this Fourteenth Day of February, Two Thousand Twelve
Presented to:

Steve Randall

For successfully completing requirements for and attaining the title of



Extron
CERTIFIED
AV Associate



Jim Clements
Director of Education



SERVICE SOLUTIONS



Andrew C. Johnson
President

Building Industry Consulting Service International

THE PROFESSIONAL DESIGNATION OF

**REGISTERED COMMUNICATIONS
DISTRIBUTION DESIGNER®**

IS AWARDED TO

Stephen J Randall

by BICSI in recognition of having successfully completed BICSI's registration and examination requirements.

Designation Number: 201776R
Registration Start Date: 1/1/2010
Registration End Date: 12/31/2020



Steven E. Thompson
Chair, Registrations & Credentials Supervision Committee



B



R. L. Thomas
Director of Credentialing

BicSI
RCDD
Since
6/25/2005

Site Superintendent/RCDD

Donald D. Richardson

EXECUTIVE PROFILE

- President □ Chief Executive Officer
- Director of Construction Management
- Director of Technical Services
- Director of Integrative Medicine Development □ Outreach
- Director of Telecommunications
- Communications Manager
- Director of the Office of Management Development
- Officer-in-Charge Satellite Communications Detachment □ US Navy
- Special Operations Team Officer, Team 12 (Beach Jumpers) □ US Navy
- Special Equipments Officer □ US Navy

KEY TRAITS & ACCOMPLISHMENTS - UNIQUE VALUE PROPOSITION

- **Record of over-achievement under pressure and ability to think on my feet.**
- **Master of business development in the field of Telecommunications technology and infrastructure**
- **Adept at seeing windows of opportunity and knowing how to take advantage of them.**
- **Ability to lead people through difficult times, develop effective, mission focused teams and keep company morale positive during adverse circumstances.**
- **Principal spokesperson for Broadband development and associated economic development throughout Arizona and the Southwest.**
- **Established a coalition of associated technology based businesses to better penetrate and serve the region.**
- **Authored Specification and Standards development documents for federal agencies and universities**
- **Recognized by □eterans Business Journal as a □Rainmaker□**

EDUCATION - **BACHELORS** - Business Administration (BSBA) - Northern Arizona University

- **MASTERS** - Business Administration, Management (MBA) - Northern Arizona University

EXPERIENCE

President and Chief Executive Officer – Aspen Communications, LLC

March 1999 -

Present

- ❑ Founded company; conducted initial market studies, wrote business plan, obtained start-up capital, wrote Position Descriptions and Policy and Procedure Manuals, obtained company licensing and certifications, conducted initial hiring and employee training, directed operation of first successful Structured Cabling, Fiber Optics and Security Infrastructure company in Northern Arizona. Obtained a General Contractors license in order to perform more expansive construction projects.
 - ❑ Lead the company in sales and market growth of over 30% over six consecutive years. Brought the company from start-up to \$4 million in valuation in less than seven years under adverse economic conditions.
 - ❑ Directed the Federal Government technology segment, guided the company through the initial SDQO development and UBBone stages, directed the acquisition of a \$3 million Department of the Interior ID/IO contract, initiated the obtaining of a Government Services Administration (GSA) Corporate Schedule 70.
 - ❑ Obtained over \$200,000.00 Line of Credit and raised over \$400,000.00 in investment capital.
 - ❑ Established Aspen Communications as a prestigious provider of Design/Build Telecommunications and Security Infrastructure Services in the eyes of a wide number of Federal Government Departments, Agencies and Bureaus. Lead the company successfully through the recent global economic downturn and emerged as one of the leading, sought after IT/Telecom/Security Infrastructure Design and Construction companies in the Southwest.
 - ❑ Holder of the prestigious international designations of Registered Communications Distribution Designer and Outside Plant Designer. Established Aspen Communications as a federal construction contractor with major equipment vendors including Fiber SenSys, OCC Fiber, Corning Fiber, Panduit and Leviton.
-

Director of Technical Services – Northern Arizona Healthcare

12/1993 - 03/1999

Director of Integrative Medicine development and Outreach

03/1997 - 03/1999

- ❑ Director of Technical Services for Northern Arizona Healthcare, Flagstaff, Arizona. Responsible for all aspects of telephone, radio, clinical information systems and LAN/WAN network systems connectivity and management for three major and two minor satellite facilities for Northern Arizona Healthcare.
 - ❑ Director of Integrative Medicine Development and Outreach responsible for development and coordination of integrative medicine at all NA facilities. Co-founder and business developer of CenterPath, the first fully integrative medicine outpatient clinic in Northern Arizona.
-

Telecommunications Manager – Bureau of Land Management

01/1991 - 12/1993

- ☐ Telecommunications Manager with the Bureau of Land Management in Cheyenne, Wyoming. Responsible for design, installation, maintenance, repair and operation of all radio, telephone and data communications for BLM offices and sites throughout the states of Wyoming and Nebraska. Performed collateral duties as Special Emphasis Program Manager for Native American Affairs.
-

Graduate School and associated work experience

01/1987 ☐ 01/1991

- ☐ Upon completion of US Navy career, attended Northern Arizona University completing a BS Degree in Business Administration (Management) and an MBA (Management) in August 1990. Concurrently worked as Interim Director of the Office of Management Development Center. Performed duties as Seminar Coordinator and Liaison Officer between NAU and LeChee Chapter of the Navajo Nation for the Office of Management Development. Taught accredited University courses in Line Management, Karate, Judo and Self-defense.
-

United States Navy

04/1960 - 10/1986

- ☐ Recognized for superior leadership and managerial performance throughout a 26-year U.S. Navy career. Retired as Chief Warrant Officer (CWO4) 1 October 1986. Strongest skills centered around management of independent Special Operations detachments or units.
-

PERSONAL

Excellent health and physical condition.

Commendations:

Awarded Navy Commendation Medal and Navy Achievement Medal for superior leadership and performance.

Awarded special recognition for achievement as Special Emphasis Program Manager for Native American Affairs, Bureau of Land Management.

Awarded ☐old Star Employee for superior Leadership at Northern Arizona ☐healthcare

Aspen awards - SBDC 2001 Success Award; First NATBI ☐graduate; 2006 ☐eteran Small Business Champion of the Year (SBA award).

Special Interests: Martial Arts, 8th Degree Black belt ☐ Judo; 7th Degree Black belt Tae Kwon Do; 7th Degree Black belt Karate; 6th Degree Black Belt Jujitsu; 3rd degree Black belt ☐oshinjutsu

President/Founder ☐ North American Martial Arts. Co-founder Chung Do Kwan Alliance

References and additional information available upon request.



B-1 General Commercial Contractor

5/4/2017

Contractor Information ROC297066 Aspen Communications LLC B-1 COMMERCIAL 297066



DISCLAIMER

The data supplied below is based on your specific request(s) and is correct to the best of our knowledge as of the date and time it was extracted from our data files. The information is provided without personal research or analysis. The data is subject to change on a daily basis. You may obtain additional public records related to any licensee, including dismissed complaints and nondisciplinary actions and orders, by contacting the ROC directly. If this information is required for legal purposes, you may request an affidavit or certified copies for a fee as specified in A.R.S. 32-1104A3. Please read our Standard Disclaimer at www.azroc.gov/Legal/Disclaimer.html

Please note: The company or individuals listed on this license may hold other Arizona contracting licenses. To view information, status and complaint history for the past two years on other licenses held, go to the License Inquiry page and do a "Company Name and Personnel" search by entering the name of the company or individuals listed on the license.

| Detail: for License Number 297066 (Thursday, May 4, 2017 12:19:17 PM) | | | |
|---|----------------|------------------------|---|
| Contractor | | License | |
| Name/ Address/ Phone | Status/ Action | Class Type Entity | Issued/Renewal |
| Aspen Communications LLC 7 Kiji Dava Cir Ste A Prescott, AZ 86301-5691 Phone: (928) 774-0992 | CURRENT | B-1 COMMERCIAL LLC | First Issued: 04/09/2015 Renewed Thru: 04/30/2019 |

License Class & Description

Qualifying Party and Personnel

The Qualifying Party listed below is associated with this license. All other persons named, if any, are associated with the company. They are not all necessarily associated with this license.

| | |
|---------------------------------|-------------------------------|
| Name Donald Deane Richardson II | Name Sheila Dianne Richardson |
| Position QP/MEMBER | Position MEMBER |
| | Qual. Date 04/09/2015 |

Complaint Information

Complaints against this contractor are listed below. Complaints that were cancelled, resolved or settled without a corrective work order or dismissed are not included. Contact the Registrar of Contractors at 602-542-1525 or toll-free statewide at 1-877-MY AZROC (1-877-692-9762) to identify the ROC office location you need to visit to view complete complaint documentation.

| | |
|--------------------------------------|---|
| Open: 0 | This is the number of complaints against this contractor that are currently open except those in which an agency inspection has not occurred or a violation was not found. Upon adjudication some complaints are found to be without merit and are dismissed. |
| Closed Cases | |
| Disciplined: 0 | This is the number of complaints that resulted in discipline against this contractor. |
| Resolved/Settled/Withdrawn: 0 | This is the number of complaints closed against this contractor that were resolved or settled by the contractor or withdrawn by the complainant after issuance of a corrective work order or formal citation. |
| Denied Access: 0 | This is the number of complaints against this contractor that were closed without corrective work being performed because the contractor was denied access by the complainant. |
| Bankruptcy: 0 | This is the number of complaints against this contractor that were closed because the contractor is in bankruptcy. |

Bond [1] Information

| Number | Effective | Amount | Paid | Available | Company | Notes |
|----------|------------|-------------|--------|-------------|-----------------------------------|-------|
| 09151451 | 02/17/2015 | \$50,000.00 | \$0.00 | \$50,000.00 | Zurich American Insurance Company | |



C-11 Commercial Electrical

3/20/2017

Contractor Information ROC248277 Aspen Communications LLC C-11 COMMERCIAL 248277



DISCLAIMER

The data supplied below is based on your specific request(s) and is correct to the best of our knowledge as of the date and time it was extracted from our data files. The information is provided without personal research or analysis. The data is subject to change on a daily basis. You may obtain additional public records related to any licensee, including dismissed complaints and nondisciplinary actions and orders, by contacting the ROC directly. If this information is required for legal purposes, you may request an affidavit or certified copies for a fee as specified in A.R.S. 32-1104A3. Please read our Standard Disclaimer at www.azroc.gov/LegalDisclaimer.html

Please note: The company or individuals listed on this license may hold other Arizona contracting licenses. To view information, status and complaint history for the past two years on other licenses held, go to the License Inquiry page and do a "Company Name and Personnel" search by entering the name of the company or individuals listed on the license.

| Details for License Number 248277 (Monday, March 20, 2017 11:30:22 AM) | | | |
|--|----------------|-------------------------|---|
| Contractor | | License | |
| Name/ Address/ Phone | Status/ Action | Class Type Entity | Issued/Renewal |
| Aspen Communications LLC 7 Kiji Dava Cir # 7A Prescott, AZ 86301-5691 Phone: (928) 774-0992 | CURRENT | C-11 COMMERCIAL LLC | First Issued: 08/18/2008 Renewed Thru: 08/31/2018 |

License Class & Description:

Comments

● [ISUSP 6/15/09-7/10/09 LACK OF BOND]

Qualifying Party and Personnel

The Qualifying Party listed below is associated with this license. All other persons named, if any, are associated with the company. They are not all necessarily associated with this license.

| | |
|---------------------------------|-------------------------------|
| Name Donald Deane Richardson II | Name Sheila Dianne Richardson |
| Position QP/MEMBER | Position MEMBER |
| | Qual. Date 08/18/2008 |

Complaint Information

Complaints against this contractor are listed below. Complaints that were cancelled, resolved or settled without a corrective work order or dismissed are not included. Contact the Registrar of Contractors at 602-542-1525 or toll-free statewide at 1-877-MY AZROC (1-877-692-9762) to identify the ROC office location you need to visit to view complete complaint documentation.

| | | | | | | | |
|------------------------------------|------------------|---|---------------|------------------|-------------------------|-----------------------------|--------------|
| Open: | 0 | This is the number of complaints against this contractor that are currently open except those in which an agency inspection has not occurred or a violation was not found. Upon adjudication some complaints are found to be without merit and are dismissed. | | | | | |
| Closed Cases | | | | | | | |
| Disciplined: | 0 | This is the number of complaints that resulted in discipline against this contractor. | | | | | |
| Resolved/Settled/Withdrawn: | 0 | This is the number of complaints closed against this contractor that were resolved or settled by the contractor or withdrawn by the complainant after issuance of a corrective work order or formal citation. | | | | | |
| Denied Access: | 0 | This is the number of complaints against this contractor that were closed without corrective work being performed because the contractor was denied access by the complainant. | | | | | |
| Bankruptcy: | 0 | This is the number of complaints against this contractor that were closed because the contractor is in bankruptcy. | | | | | |
| Bond [1] Information | | | | | | | |
| Number | Effective | Amount | Paid | Available | Company | Notes | |
| LSM0206125 | 06/11/2010 | \$2,500.00 | \$0.00 | \$2,500.00 | R L I INSURANCE COMPANY | | |
| Bond [2] Information | | | | | | | |
| Number | Effective | Cancelled | Amount | Paid | Available | Company | Notes |
| FS2716876 | 08/18/2008 | 06/14/2010 | \$2,500.00 | \$0.00 | \$2,500.00 | GREAT AMERICAN INSURANCE CO | |



CR-67 Low Voltage Communications Systems

2/14/2018

Contractor Information ROC145414 Aspen Communications LLC CR67 DUAL 145414



DISCLAIMER

The data supplied below is based on your specific request(s) and is correct to the best of our knowledge as of the date and time it was extracted from our data files. The information is provided without personal research or analysis. The data is subject to change on a daily basis. You may obtain additional public records related to any licensee, including dismissed complaints and nondisciplinary actions and orders, by contacting the ROC directly. If this information is required for legal purposes, you may request an affidavit or certified copies for a fee as specified in A.R.S. 32-1104A3. Please read our Standard Disclaimer at <https://roc.az.gov/terms>

Please note: The company or individuals listed on this license may hold other Arizona contracting licenses. To view information, status and complaint history for the past two years on other licenses held, go to the License Inquiry page and do a "Company Name and Personnel" search by entering the name of the company or individuals listed on the license.

| Details for License Number 145414 (Wednesday, February 14, 2018 9:07:03 AM) | | | |
|--|----------------|-----------------------|---|
| Contractor | | License | |
| Name/ Address/ Phone | Status/ Action | Class Type Entity | Issued/Renewal |
| Aspen Communications LLC 7 Kiji Dava Cir # 7A Prescott, AZ 86301-5691 Phone: (928) 774-0992 | CURRENT | CR67 DUAL LLC | First Issued: 05/21/1999 Renewed Thru: 05/31/2019 |

License Class & Description **CR67 LOW VOLTAGE COMMUNICATIONS SYSTEMS**

Comments

●[SUSP 6/1/03 - 6/19/03 RENEWAL] ●[SUSP 4/16/07 - 5/14/07 LACK OF BOND]

Qualifying Party and Personnel

The Qualifying Party listed below is associated with this license. All other persons named, if any, are associated with the company. They are not all necessarily associated with this license.

| | | | | |
|---------------------------------|--------------------|-----------------------|---------------------------------|-----------------|
| Name Donald Deane Richardson II | Position QP/MEMBER | Qual. Date 05/21/1999 | Name Donald Deane Richardson II | Position MEMBER |
| Name Sheila Dianne Richardson | Position MEMBER | | | |

Complaint Information

Complaints against this contractor are listed below. Complaints that were cancelled, resolved or settled without a corrective work order or dismissed are not included. Contact the Registrar of Contractors at 602-542-1525 or toll-free statewide at 1-877-MY AZROC (1-877-692-9762) to identify the ROC office location you need to visit to view complete complaint documentation.

| | | | | | | | |
|------------------------------------|------------------|---|---------------|------------------|-------------------------|------------------------------|--------------|
| Open: | 0 | This is the number of complaints against this contractor that are currently open except those in which an agency inspection has not occurred or a violation was not found. Upon adjudication some complaints are found to be without merit and are dismissed. | | | | | |
| Closed Cases | | | | | | | |
| Disciplined: | 0 | This is the number of complaints that resulted in discipline against this contractor. | | | | | |
| Resolved/Settled/Withdrawn: | 0 | This is the number of complaints closed against this contractor that were resolved or settled by the contractor or withdrawn by the complainant after issuance of a corrective work order or formal citation. | | | | | |
| Denied Access: | 0 | This is the number of complaints against this contractor that were closed without corrective work being performed because the contractor was denied access by the complainant. | | | | | |
| Bankruptcy: | 0 | This is the number of complaints against this contractor that were closed because the contractor is in bankruptcy. | | | | | |
| Bond [1] Information | | | | | | | |
| Number | Effective | Amount | Paid | Available | Company | Notes | |
| LSM0110018 | 03/27/2009 | \$6,750.00 | \$0.00 | \$6,750.00 | R L I INSURANCE COMPANY | | |
| Bond [2] Information | | | | | | | |
| Number | Effective | Cancelled | Amount | Paid | Available | Company | Notes |
| FS8144217 | 05/14/2007 | 05/17/2009 | \$3,500.00 | \$0.00 | \$3,500.00 | GREAT AMERICAN INSURANCE CO | |
| Bond [3] Information | | | | | | | |
| Number | Effective | Cancelled | Amount | Paid | Available | Company | Notes |
| AC8333 | 05/21/1999 | 04/16/2007 | \$3,500.00 | \$0.00 | \$3,500.00 | CONTRACTORS BONDING & INS CO | |





Client References

RFP for Audiovisual,
Electronic, and
Telecommunication
Installation Services

9.1

Please find for your review the following past performance questionnaires from some of our clients on our recent Audio-Visual, Cabling and Electronics work.

PAST PERFORMANCE EVALUATION

CONTRACT INFORMATION (Contractor to complete Blocks 1-4)

1. Contractor Information
 Aspen Communications, LLC dba Aspen Engineering & Contracting
 7 Kiji-Dava Circle, Suite A, Prescott, AZ 86301
 DUNS Number: 082111795 CAGE Code: 3L7Z4

Primary Point of Contact: Don Richardson, drichardson@aspentelco.com
 Office: 928.774.0992 Cell: 928.699.8111
 Secondary Point of Contact: Eric Bedell, ebedell@aspentelco.com
 Office: 928.774.0992 Cell: 928.699.7145

2. Work Performed as: Prime Contractor Sub Contractor Joint Venture Other (Explain)
 Percent of project work performed: 100% for Division 27, reporting directly to Davidson's IT Manager

3. Contract Information
 Davidson's Inc., 6100 Wilkinson Dr., Prescott AZ 86301
 Project: Expansion, Paging System, and Relay Solution
 Project Date(s): March 2017 – January 2018
 Contract Price: \$69K + \$9K + \$1K (Time & Materials)

4. Project Description:
 Complexity of Work High Med Routine

Expansion: Provide and install (145) Network locations consisting of 1 white and 1 blue cables and all connecting hardware to meet TIA 568 CAT 6 channel standards, above ceiling cable support system consisting of Flex Line Basket tray and bridal and saddle rings, tray shall conform to TIA 569 CAT 6 standard, (2) 6 strand single mode armor fiber cables from new IDF to Server room and training IDF and all connecting hardware, IDF Hardware, including 1 Relay Rack, vertical and horizontal mangers and 40' of over-head ladder rack, and test and document all above according to the appropriate TIA/EIA/NEC/BICSI standard.

Valcom Paging: Provide and install (50) valcom 2X2 lay in speaker with back box, (1) 4 Amp -24V Digital Power Supply need to power all new speakers, Cat5e plenum yellow cable for connectivity to speakers, and test and document all above according to the appropriate TIA/EIA/NEC/BICSI standard.


Relay Solution: Provide and install 5 relay for NO and NC, 3 U drawer to house all relay and wiring connections, and test and tweak system as needed.

CLIENT INFORMATION (Client to complete Blocks 5-8)

5. Client Information
 Name: Richard Gutierrez Title: IT Manager Phone Number: 928-776-8055
 Email Address: Richard.Gutierrez@davidsonsinc.com

6. Describe the client's role in the project: I was responsible for communicating our needs and working with Aspen on scheduling.

7. Date Questionnaire was completed : 3/20/2018

8. Client's Signature:


ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE

| RATING | DEFINITION | NOTE |
|--------------------|--|---|
| (E) Exceptional | Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective. | An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified. |
| (VG) Very Good | Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective. | A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified. |
| (S) Satisfactory | Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory. | A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract. |
| (M) Marginal | Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented. | A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner. |
| (U) Unsatisfactory | Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective. | An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. |
| (N) Not Applicable | No information or did not apply to your contract | Rating will be neither positive nor negative. |

TO BE COMPLETED BY CLIENT

PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE

| 1. QUALITY: | | | | | | |
|---|-----|----|---|---|---|----|
| a) Quality of technical data/report preparation efforts | x | VG | S | M | U | N |
| b) Ability to meet quality standards specified for technical performance | x | VG | S | M | U | N |
| c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance | E | x | S | M | U | N |
| d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements without adverse effect on performance | x | VG | S | M | U | N |
| 2. SCHEDULE/TIMELINESS OF PERFORMANCE: | | | | | | |
| a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. (If liquidated damages were assessed or the schedule was not met, please address below.) | E | x | S | M | U | N |
| b) Rate the contractor's use of available resources to accomplish tasks identified in the contract | x | VG | S | M | U | N |
| 3. CUSTOMER SATISFACTION: | | | | | | |
| a) To what extent were the end users satisfied with the project? | E | x | S | M | U | N |
| b) Contractor was reasonable and cooperative in dealing with your staff? (including the ability to successfully resolve disagreements; responsiveness to administrative reports) | x | VG | S | M | U | N |
| c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer? | x | VG | S | M | U | N |
| d) Overall customer satisfaction | x | VG | S | M | U | N |
| 4. MANAGEMENT/ PERSONNEL/LABOR | | | | | | |
| a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force? | E | x | S | M | U | N |
| b) Ability to hire, apply, and retain a qualified workforce to this effort | E | x | S | M | U | N |
| c) Government Property Control | E | VG | S | M | U | x |
| d) Knowledge/expertise demonstrated by contractor personnel | E | x | S | M | U | N |
| e) Utilization of Small Business concerns | E | x | S | M | U | N |
| f) Ability to simultaneously manage multiple projects with multiple disciplines | E | x | S | M | U | N |
| g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes | E | VG | S | M | U | x |
| h) Effectiveness of overall management (including ability to effectively lead, manage and control the program) | E | x | S | M | U | N |
| 5. COST/FINANCIAL MANAGEMENT | | | | | | |
| a) Ability to meet the terms and conditions within the contractually agreed price(s)? | x | VG | S | M | U | N |
| b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client | E | x | S | M | U | N |
| c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns) | E | VG | S | M | U | x |
| d) Is the Contractor's accounting system adequate for management and tracking of costs? If no, please explain below. | x | | | | | NO |
| e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? Indicate if show cause or cure notices were issued, or any default action in comment section below. | YES | | | | | x |
| f) Have there been any indications that the contractor has had any financial problems? If yes, please explain below. | YES | | | | | x |
| 6. SAFETY/SECURITY | | | | | | |
| a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.) | x | VG | S | M | U | N |
| b) Contractor complied with all security requirements for the project and personnel security requirements. | x | VG | S | M | U | N |
| 7. GENERAL | | | | | | |
| a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues). | E | VG | S | M | U | x |
| b) Compliance with contractual terms/provisions (explain if specific issues) | x | VG | S | M | U | N |
| c) Would you hire or work with this firm again? (If no, please explain below) | x | | | | | NO |
| d) In summary, provide an overall rating for the work performed by this contractor. | E | x | S | M | U | N |

REMARKS: Aspen was able to meet our requests without issue during a changing landscape and provided good feedback on alternatives that were available to accomplish the necessary tasks.

NAVFAC/USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ-0)

CONTRACT INFORMATION (Contractor to complete Blocks 1-4)

1. Contractor Information

Firm Name: Aspen Communications
 Address: 7 Kiji-Dava Circle, Suite A, Prescott, AZ 86301
 Phone Number: 928.774.0992
 Point of Contact: Don Richardson

CAGE Code: 3L7Z4
 DUNs Number: 082111795
 Email Address: [drichardson@aspentelco.com](mailto:d Richardson@aspentelco.com)
 Contact Phone Number: 928.774.0992

2. Work Performed as: Prime Contractor Sub Contractor Joint Venture Other (Explain)

Percent of project work performed: 100 %
 If subcontractor, who was prime (Name/Phone #): Not Applicable

3. Contract Information

Contract Number: GS-35F-0601W Order Number: FA4887-16-F-A094 Purchase Request Number: F2U1006172AW01 (Unclassified)
 Contract Type: Firm Fixed Price Cost Reimbursement Other (Please specify):
 Contract Title: A/V for Luke AFB, 63rd Fighter Squadron Contract Location: Luke Air Force Base
 Award Date (mm/dd/yy): 08/05/2016
 Contract Completion Date (mm/dd/yy):
 Actual Completion Date (mm/dd/yy): 11/9/2016
 Explain Differences:
 Original Contract Price (Award Amount): \$118,772.61
 Final Contract Price (to include all modifications, if applicable):
 Explain Differences: xxx

4. Project Description:

Complexity of Work High Med Routine

1. Installation of audio/visual equipment at a military base: The project entailed design adjustments during installation of audio/visual equipment to provide the customer with the required capabilities and mission requirements for communication and visual sharing of information.
2. Aspen personnel worked hand in hand with the customer to meet all mission requirements and provide optimum performance of all communication and audio/visual equipment within a constrained environment.

CLIENT INFORMATION (Client to complete Blocks 5-8)

5. Client Information

Major Peter Cossette
 702.951.7467
 peter.cossette.1@us.af.mil

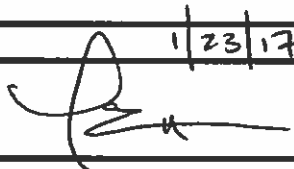
6. Describe the client's role in the project:

NONE

7. Date Questionnaire was completed (mm/dd/yy):

1/23/17

8. Client's Signature:



NOTE: THE CONTRACTING OFFICER REQUESTS THAT THE CLIENT COMPLETES THIS QUESTIONNAIRE AND SUBMITS DIRECTLY BACK TO THE OFFEROR. THE OFFEROR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO CONTRACTING OFFICER WITH THEIR PROPOSAL, AND MAY DUPLICATE THIS QUESTIONNAIRE FOR FUTURE SUBMISSION ON NIST AMD TEAM-E-BOULDER SOLICITATIONS. CLIENTS ARE HIGHLY ENCOURAGED TO SUBMIT QUESTIONNAIRES DIRECTLY TO THE OFFEROR. HOWEVER, QUESTIONNAIRES MAY BE SUBMITTED DIRECTLY TO THE NIST AMD TEAM-E-BOULDER CONTRACTING OFFICER. PLEASE CONTACT THE OFFEROR FOR CONTRACTING OFFICER POC INFORMATION.

**SOURCE SELECTION SENSITIVE INFORMATION
DISCLOSURE LIMITATIONS AS OUTLINED IN FAR 2.101 & 3.104 APPLY**

| ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE | | |
|---|--|---|
| RATING | DEFINITION | NOTE |
| (E) Exceptional | Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective. | An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified. |
| (VG) Very Good | Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective. | A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified. |
| (S) Satisfactory | Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory. | A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract. |
| (M) Marginal | Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented. | A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner. |
| (U) Unsatisfactory | Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective. | An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. |
| (N) Not Applicable | No information or did not apply to your contract | Rating will be neither positive nor negative. |

TO BE COMPLETED BY CLIENT

| PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE. | |
|--|---|
| 1. QUALITY: | |
| a) Quality of technical data/report preparation efforts | E <input checked="" type="radio"/> VG <input type="radio"/> S <input type="radio"/> M <input type="radio"/> U <input type="radio"/> N |
| b) Ability to meet quality standards specified for technical performance | E <input checked="" type="radio"/> VG <input type="radio"/> S <input type="radio"/> M <input type="radio"/> U <input type="radio"/> N |
| c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance | E <input type="radio"/> VG <input checked="" type="radio"/> S <input type="radio"/> M <input type="radio"/> U <input type="radio"/> N |
| d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance) | E <input checked="" type="radio"/> VG <input type="radio"/> S <input type="radio"/> M <input type="radio"/> U <input type="radio"/> N |
| 2. SCHEDULE/TIMELINESS OF PERFORMANCE: | |
| a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. (If liquidated damages were assessed or the schedule was not met, please address below) | E <input type="radio"/> VG <input checked="" type="radio"/> S <input type="radio"/> M <input type="radio"/> U <input type="radio"/> N |
| b) Rate the contractor's use of available resources to accomplish tasks identified in the contract | E <input checked="" type="radio"/> VG <input type="radio"/> S <input type="radio"/> M <input type="radio"/> U <input type="radio"/> N |
| 3. CUSTOMER SATISFACTION: | |
| a) To what extent were the end users satisfied with the project? | E <input checked="" type="radio"/> VG <input type="radio"/> S <input type="radio"/> M <input type="radio"/> U <input type="radio"/> N |
| b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication) | E <input checked="" type="radio"/> VG <input type="radio"/> S <input type="radio"/> M <input type="radio"/> U <input type="radio"/> N |
| c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the | E <input checked="" type="radio"/> VG <input type="radio"/> S <input type="radio"/> M <input type="radio"/> U <input type="radio"/> N |

| ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE | | |
|--|--|---|
| RATING | DEFINITION | NOTE |
| (E) Exceptional | Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective. | An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified. |
| (VG) Very Good | Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective. | A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified. |
| (S) Satisfactory | Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory. | A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract. |
| (M) Marginal | Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented. | A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner. |
| (U) Unsatisfactory | Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective. | An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. |
| (N) Not Applicable | No information or did not apply to your contract | Rating will be neither positive nor negative. |

TO BE COMPLETED BY CLIENT

| PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE. | |
|--|---------------------|
| 1. QUALITY: | |
| a) Quality of technical data/report preparation efforts | E VG S M U N |
| b) Ability to meet quality standards specified for technical performance | E VG S M U N |
| c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance | E VG S M U N |
| d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance) | E VG S M U N |
| 2. SCHEDULE/TIMELINESS OF PERFORMANCE: | |
| a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. (If liquidated damages were assessed or the schedule was not met, please address below) | E VG S M U N |
| b) Rate the contractor's use of available resources to accomplish tasks identified in the contract | E VG S M U N |
| 3. CUSTOMER SATISFACTION: | |
| a) To what extent were the end users satisfied with the project? | E VG S M U N |
| b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication) | E VG S M U N |
| c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer? | E VG S M U N |
| d) Overall customer satisfaction | E VG S M U N |

| | |
|---|---|
| customer? | |
| d) Overall customer satisfaction | E <input checked="" type="radio"/> VG S M U N |
| 4. MANAGEMENT/ PERSONNEL/LABOR | |
| a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force? | E <input checked="" type="radio"/> VG S M U N |
| b) Ability to hire, apply, and retain a qualified workforce to this effort | E <input checked="" type="radio"/> VG S M U N |
| c) Government Property Control | E <input checked="" type="radio"/> VG S M U N |
| d) Knowledge/expertise demonstrated by contractor personnel | E <input checked="" type="radio"/> VG S M U N |
| e) Utilization of Small Business concerns | E <input checked="" type="radio"/> VG S M U N |
| f) Ability to simultaneously manage multiple projects with multiple disciplines | E <input checked="" type="radio"/> VG S M U N |
| g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes | E <input checked="" type="radio"/> VG S M U N |
| h) Effectiveness of overall management (including ability to effectively lead, manage and control the program) | E <input checked="" type="radio"/> VG S M U N |
| 5. COST/FINANCIAL MANAGEMENT | |
| a) Ability to meet the terms and conditions within the contractually agreed price(s)? | E <input checked="" type="radio"/> VG S M U N |
| b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client | E <input checked="" type="radio"/> VG S M U N |
| c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns) | E <input checked="" type="radio"/> VG S M U N |
| d) Is the Contractor's accounting system adequate for management and tracking of costs? If no, please explain in Remarks section. | <input checked="" type="radio"/> Yes No |
| e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? Indicate if show cause or cure notices were issued, or any default action in comment section below. | Yes <input checked="" type="radio"/> No |
| f) Have there been any indications that the contractor has had any financial problems? If yes, please explain below. | Yes <input checked="" type="radio"/> No |
| 6. SAFETY/SECURITY | |
| a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.) | E <input checked="" type="radio"/> VG S M U N |
| b) Contractor complied with all security requirements for the project and personnel security requirements. | E <input checked="" type="radio"/> VG S M U N |
| 7. GENERAL | |
| a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues). | E <input checked="" type="radio"/> VG S M U N |
| b) Compliance with contractual terms/provisions (explain if specific issues) | E <input checked="" type="radio"/> VG S M U N |
| c) Would you hire or work with this firm again? (If no, please explain below) | <input checked="" type="radio"/> Yes No |
| d) In summary, provide an overall rating for the work performed by this contractor. | E <input checked="" type="radio"/> VG S M U N |

Please provide responses to the questions above (if applicable) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (please attach additional pages if necessary):

NAVFAC/USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ-0)

CONTRACT INFORMATION (Contractor to complete Blocks 1-4)

1. Contractor Information

Firm Name: Aspen Communications
Address: 7 Kiji-Dava Circle, Suite A, Prescott, AZ 86301
Phone Number: 928.774.0992
Point of Contact: Don Richardson

CAGE Code: 3L7Z4
DUNs Number: 082111795
Email Address: [drichardson@aspenelco.com](mailto:d Richardson@aspenelco.com)
Contact Phone Number: 928.774.0992

2. Work Performed as: Prime Contractor Sub Contractor Joint Venture Other (Explain)

Percent of project work performed: 100 %

If subcontractor, who was prime (Name/Phone #): Not Applicable

3. Contract Information

Contract Number: GS-35F-0601W Order Number: FA4887-16-F-A142 Purchase Request Number: F2U1006225AW01-0002

Contract Type: Firm Fixed Price Cost Reimbursement Other (Please specify):

Contract Title: A/V for Luke AFB, 63rd Fighter Squadron

Contract Location: Luke Air Force Base

Award Date (mm/dd/yy): 26-Sep-2016

Contract Completion Date (mm/dd/yy):

Actual Completion Date (mm/dd/yy): 11/28/2016

Explain Differences:

Original Contract Price (Award Amount): \$144,329.41

Final Contract Price (to include all modifications, if applicable):

Explain Differences: xxx

4. Project Description:

Complexity of Work High Med Routine

Installation of audio/visual equipment at a military base: Aspen personnel worked in a sensitive environment to meet all mission requirements for the Air Force.

CLIENT INFORMATION (Client to complete Blocks 5-8)

5. Client Information

Major Peter Cossette
702.951.7467
peter.cossette.1@us.af.mil

6. Describe the client's role in the project:

NONE

7. Date Questionnaire was completed (mm/dd/yy): 1/23/17

8. Client's Signature:



NOTE: THE CONTRACTING OFFICER REQUESTS THAT THE CLIENT COMPLETES THIS QUESTIONNAIRE AND SUBMITS DIRECTLY BACK TO THE OFFEROR. THE OFFEROR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO CONTRACTING OFFICER WITH THEIR PROPOSAL, AND MAY DUPLICATE THIS QUESTIONNAIRE FOR FUTURE SUBMISSION ON NIST AMD TEAM-E-BOULDER SOLICITATIONS. CLIENTS ARE HIGHLY ENCOURAGED TO SUBMIT QUESTIONNAIRES DIRECTLY TO THE OFFEROR. HOWEVER, QUESTIONNAIRES MAY BE SUBMITTED DIRECTLY TO THE NIST AMD TEAM-E-BOULDER CONTRACTING OFFICER. PLEASE CONTACT THE OFFEROR FOR CONTRACTING OFFICER POC INFORMATION.

Revised 16 Aug 2012

**SOURCE SELECTION SENSITIVE INFORMATION
DISCLOSURE LIMITATIONS AS OUTLINED IN FAR 2.101 & 3.104 APPLY**

| 4. MANAGEMENT/ PERSONNEL/LABOR | |
|---|---|
| a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force? | E <input checked="" type="radio"/> VG S M U N |
| b) Ability to hire, apply, and retain a qualified workforce to this effort | E <input checked="" type="radio"/> VG S M U N |
| c) Government Property Control | E <input checked="" type="radio"/> VG S M U N |
| d) Knowledge/expertise demonstrated by contractor personnel | E <input checked="" type="radio"/> VG S M U N |
| e) Utilization of Small Business concerns | E <input checked="" type="radio"/> VG S M U N |
| f) Ability to simultaneously manage multiple projects with multiple disciplines | E <input checked="" type="radio"/> VG S M U N |
| g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes | E <input checked="" type="radio"/> VG S M U N |
| h) Effectiveness of overall management (including ability to effectively lead, manage and control the program) | E <input checked="" type="radio"/> VG S M U N |
| 5. COST/FINANCIAL MANAGEMENT | |
| a) Ability to meet the terms and conditions within the contractually agreed price(s)? | E <input checked="" type="radio"/> VG S M U N |
| b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client | E <input checked="" type="radio"/> VG S M U N |
| c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns) | E <input checked="" type="radio"/> VG S M U N |
| d) Is the Contractor's accounting system adequate for management and tracking of costs? If no, please explain in Remarks section. | <input checked="" type="radio"/> Yes No |
| e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? Indicate if show cause or cure notices were issued, or any default action in comment section below. | Yes <input checked="" type="radio"/> No |
| f) Have there been any indications that the contractor has had any financial problems? If yes, please explain below. | Yes <input checked="" type="radio"/> No |
| 6. SAFETY/SECURITY | |
| a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.) | <input checked="" type="radio"/> E VG S M U N |
| b) Contractor complied with all security requirements for the project and personnel security requirements. | <input checked="" type="radio"/> E VG S M U N |
| 7. GENERAL | |
| a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues). | E <input checked="" type="radio"/> VG S M U N |
| b) Compliance with contractual terms/provisions (explain if specific issues) | E <input checked="" type="radio"/> VG S M U N |
| c) Would you hire or work with this firm again? (If no, please explain below) | <input checked="" type="radio"/> Yes No |
| d) In summary, provide an overall rating for the work performed by this contractor. | E <input checked="" type="radio"/> VG S M U N |

Please provide responses to the questions above (if applicable) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (please attach additional pages if necessary):

NAVAC/USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ-0)

CONTRACT INFORMATION (Contractor to complete Blocks 1-4)**1. Contractor Information**

Firm Name: Aspen Communications
 Address: 7 Kiji-Dava Circle, Suite A, Prescott, AZ 86301
 Phone Number: 928.774.0992
 Email Address: drichardson@aspenelco.com
 Point of Contact: Don Richardson

CAGE Code: 3L7Z4
 DUNs Number: 082111795

Contact Phone Number: 928.774.0992

2. Work Performed as: Prime Contractor Sub Contractor Joint Venture Other (Explain)

Percent of project work performed:

If subcontractor, who was prime: N/A

3. Contract Information

Contract Number: GS35-0601W
 Delivery/Task Order Number (if applicable): P.O.# FA4887-14-F-A139
 Contract Type: Firm Fixed Price Cost Reimbursement Other (Please specify):

Contract Title: Luke AFB, Squadron 62, Audio/Visual, Design/Build
 Contract Location: Luke AFB

Award Date (mm/dd/yy): 09/23/14
 Contract Completion Date (mm/dd/yy): 03/30/15
 Actual Completion Date (mm/dd/yy): 03/30/15
 Explain Differences: N/A

Original Contract Price (Award Amount): \$199,809.50
 Final Contract Price (to include all modifications, if applicable): \$199,809.50
 Explain Differences: N/A

4. Project Description:

Complexity of Work High Med Routine

How is this project relevant to project of submission? (Please provide details such as similar equipment, requirements, conditions, etc.)

The project consisted of multiple conference rooms AV systems, pilot briefing room systems, a secure briefing room system and a Mission Planning room system. A complete audio/visual system was installed in the Break Room, allowing for entertainment as well as official presentations.

CLIENT INFORMATION (Client to complete Blocks 5-8)**5. Client Information**

Name: xxx *Jennifer Yi / Scott Stout*
 Title: xxx *Contract Manager / Quality Assurance Rep.*
 Phone Number: xxx *623-856-7192*
 Email Address: xxx *scott.stout.1@us.af.mil*

6. Describe the client's role in the project:

Facilitate and manage completion of all government requirements

7. Date Questionnaire was completed (mm/dd/yy): *02/16/2016*

8. Client's Signature:

NOTE: THE CONTRACTING OFFICER REQUESTS THAT THE CLIENT COMPLETES THIS QUESTIONNAIRE AND SUBMITS DIRECTLY BACK TO THE OFFEROR. THE OFFEROR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO CONTRACTING OFFICER WITH THEIR PROPOSAL, AND MAY DUPLICATE THIS QUESTIONNAIRE FOR FUTURE SUBMISSION ON NIST AMD TEAM-E-BOULDER SOLICITATIONS. CLIENTS ARE HIGHLY ENCOURAGED TO SUBMIT QUESTIONNAIRES DIRECTLY TO THE OFFEROR. HOWEVER, QUESTIONNAIRES MAY BE SUBMITTED DIRECTLY TO THE NIST AMD TEAM-E-BOULDER CONTRACTING OFFICER. PLEASE CONTACT THE OFFEROR FOR CONTRACTING OFFICER POC INFORMATION.

**ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE**

| RATING | DEFINITION | NOTE |
|---------------------------|--|---|
| (E) Exceptional | Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective. | An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified. |
| (VG) Very Good | Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective. | A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified. |
| (S) Satisfactory | Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory. | A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract. |
| (M) Marginal | Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented. | A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner. |
| (U) Unsatisfactory | Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective. | An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. |
| (N) Not Applicable | No information or did not apply to your contract | Rating will be neither positive nor negative. |

TO BE COMPLETED BY CLIENT

PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE.

| PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE. | |
|--|---|
| 1. QUALITY: | |
| a) Quality of technical data/report preparation efforts | <input checked="" type="radio"/> E VG S M U N |
| b) Ability to meet quality standards specified for technical performance | <input checked="" type="radio"/> E VG S M U N |
| c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance | E <input checked="" type="radio"/> VG S M U N |
| d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance) | E <input checked="" type="radio"/> VG S M U N |
| 2. SCHEDULE/TIMELINESS OF PERFORMANCE: | |
| a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. (If liquidated damages were assessed or the schedule was not met, please address below) | E VG <input checked="" type="radio"/> S M U N |
| b) Rate the contractor's use of available resources to accomplish tasks identified in the contract | E <input checked="" type="radio"/> VG S M U N |
| 3. CUSTOMER SATISFACTION: | |
| a) To what extent were the end users satisfied with the project? | <input checked="" type="radio"/> E VG S M U N |
| b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication) | <input checked="" type="radio"/> E VG S M U N |
| c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer? | <input checked="" type="radio"/> E VG S M U N |
| d) Overall customer satisfaction | <input checked="" type="radio"/> E VG S M U N |
| 4. MANAGEMENT/ PERSONNEL/LABOR | |
| a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force? | E <input checked="" type="radio"/> VG S M U N |
| b) Ability to hire, apply, and retain a qualified workforce to this effort | <input checked="" type="radio"/> E VG S M U N |
| c) Government Property Control | E <input checked="" type="radio"/> VG S M U N |
| d) Knowledge/expertise demonstrated by contractor personnel | E <input checked="" type="radio"/> VG S M U N |
| e) Utilization of Small Business concerns | E <input checked="" type="radio"/> VG S M U N |
| f) Ability to simultaneously manage multiple projects with multiple disciplines | <input checked="" type="radio"/> E VG S M U N |
| g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes | <input checked="" type="radio"/> E VG S M U N |
| h) Effectiveness of overall management (including ability to effectively lead, manage and control the program) | E <input checked="" type="radio"/> VG S M U N |

| 5. COST/FINANCIAL MANAGEMENT | |
|---|--|
| a) Ability to meet the terms and conditions within the contractually agreed price(s)? | <input checked="" type="radio"/> E VG S M U N |
| b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client | <input checked="" type="radio"/> E VG S M U N |
| c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns) | <input checked="" type="radio"/> E VG S M U N |
| d) Is the Contractor's accounting system adequate for management and tracking of costs? If no, please explain in Remarks section. | <input checked="" type="radio"/> Yes No |
| e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? Indicate if show cause or cure notices were issued, or any default action in comment section below. | <input checked="" type="radio"/> Yes No |
| f) Have there been any indications that the contractor has had any financial problems? If yes, please explain below. | <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No |
| 6. SAFETY/SECURITY | |
| a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.) | E <input checked="" type="radio"/> VG S M U N |
| b) Contractor complied with all security requirements for the project and personnel security requirements. | <input checked="" type="radio"/> E VG S M U N |
| 7. GENERAL | |
| a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues). | E <input checked="" type="radio"/> VG S M U N |
| b) Compliance with contractual terms/provisions (explain if specific issues) | <input checked="" type="radio"/> E VG S M U N |
| c) Would you hire or work with this firm again? (If no, please explain below) | <input checked="" type="radio"/> Yes No |
| d) In summary, provide an overall rating for the work performed by this contractor. | <input checked="" type="radio"/> E VG S M U N |

Please provide responses to the questions above (if applicable) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (please attach additional pages if necessary):



Preferred Payment Method

RFP for Audiovisual,
Electronic, and
Telecommunication
Installation Services

4.1 -

While checks or EFT is preferred, Aspen is happy to accept a corporate VISA liability card, at the 3% rate we are charged by our processor.



10.0 Detailed Technical Offering

RFP for Audiovisual,
Electronic, and
Telecommunication
Installation Services

We are seasoned providers of Information Transport Systems installations and have successfully completed numerous structure cabling projects at NAU along with design builds for various federal and private entities, in the Southwestern United States. Our credentialing ensures that all work will be to industry required standards and codes.

Installations will have the oversight of four in house Registered Communications Distribution Designers (RCDD) with Outside Plant (OSP) certification which will insure only the highest quality of installation and system operation. With our team of BICSI/CTS certified installers, we bring the best of the best to the Northern Arizona University Campus.

Because we are a local Flagstaff company, and have personnel right here in Flagstaff, we are always able to respond to any situation within a very short timeframe.

Aspen Communications has a strong working relationship with a number of equipment distributors and manufacturers, insuring that we will have all materials needed in a timely manner. We will review all equipment needs with the distributors to ensure that any item with a long lead time will be ordered and received in a timely manner.

All equipment, devices and racks will be installed per the plans and specifications, with careful attention paid to ensure that all items are safely installed. Racks will be supported to building structure so that they are solidly installed.

All cables will be installed and terminated in a workman-like manner and according to the National Electrical Code, BICSI and ANSI standards and all other applicable standards, including Northern Arizona University's Division 27 (Communications Systems) specification.

Aspen Communications provides and uses only the highest grade of equipment and devices to ensure that the quality and performance of the system will be of the highest level. Again, because we are a local company we are always available to remedy any problems that may occur. Aspen's roots are in this community and we care about the quality of the experience that other community members will have on this campus.



Exceptions to RFP

RFP for Audiovisual,
Electronic, and
Telecommunication
Installation Services

11.1 -

Aspen takes no material exceptions to the terms and conditions set forth by this RFP.

SECTION H PRICING PROPOSAL

Unit costs and fixed labor rates are for labor only. Offeror to be responsible for inspecting buildings before establishing unit price or fixed pricing.

Pricing to be based on labor and consumables.

Consumables provided by Offeror, to include but not limited to, tape, jet line, Velcro, anchors, cable lubricants, solvents, gels or any items used for installation.

Outside plant fiber optic copper cabling installation pricing to include one (1) setup time and a price per foot for installation. Lengths will vary per installation.

Telecommunication plant cabling, to include any cabling connecting to the University's Information Technology closet. Costs to include the installation of J-hooks or approved supports for the length of the cable run, replacement of existing pull strings, fire stopping materials as required, labeling of the all cables, patch panels, one hundred ten (110) termination blocks, faceplates and test results per the University's most current Technical Standards Division 27.

Pricing to include all materials and labor:

Telecommunication

1. Install terminate and test one duplex category outlet consisting of one (1) yellow Cat6 and one (1) blue Cat6 cables with matching color jacks, under any conditions. **\$ 326.00**
2. Install terminate and test one quad category outlet consisting of two (2) yellow Cat6 and two (2) blue Cat6 cables with matching color jacks, under any conditions. **\$ 454.00**
3. Install terminate and test one hexed category outlet consisting of three (3) yellow Cat6 and three (3) blue Cat6 cables with matching color jack,s under any conditions. **\$ 546.00**
4. Install terminate and test one duplex category outlet consisting of two (2) category six (6a) gray cables with matching color jacks, under any conditions. **\$ 326.00**
5. Removal of one (1) existing workstation up to (four) 4 cables from IT room to Workstation, work to include the removal/ modification of any labels blank cover or associated hardware, under any conditions. **\$475.00**
6. Installation and test of a single ISP rated pre-terminated two (2) strand duplex fiber optic cables and test back to building demarcation point, under any conditions. **\$ 517.00**

7. Installation and continuity test of one (1) two (2) conductor power wires, 12-23awg, under any conditions. \$ 239.00

8. Installation and test of a pre-terminated two (2) conductors, two (2) strand composite cables 12-23awg under any conditions. \$ 239.00

9. Installing and connecting to fiber and power with a power brick or Fenix connection to a single desk or wall mount ONT. Offeror must verify connectivity with the University's Network Operations Center prior to completion. \$485

10. Installation of the Cisco, model number, thirty-six thousand (3600) internal antenna or model number thirty-seven thousand (3700) external antenna or equivalent or better model with ceiling grid bracket or external access point mount as specified by manufacturer with a zip tie installed to secure the access point to the mounting bracket. Access point to be patched into the (A) side jack at both ends. The access point to be labeled the same as the station cabling with an additional label showing the MAC address. \$218

Audiovisual

11. Installation of a standard single projector classroom, as defined in NAU Design Guidelines and Technical Standards, including installation of all AV equipment, lectern, and programming (GUI and Fusion), under any conditions. \$ 4036.00

12. Installation of a standard dual projector classroom, as defined in NAU Design Guidelines and Technical Standards, including installation of all Audiovisual equipment, lectern, programming (GUI and Fusion), under any conditions. \$ 4467.00

13. Audiovisual Crestron touch panel programming (SIMPL; GUI and Fusion) for a standard classroom, as defined in NAU Design Guidelines and Technical Standards, Section, independent of full AV installation, under any conditions. \$ 957.00

14. Audiovisual installation of conference room wall-mounted display, processor, touch panel, speakers, and video conference hardware, including programming (GUI and Fusion), under any conditions. \$ 3937.00

15. Installation of single wall-mounted display for digital signage and way finding applications under all conditions, under any conditions. \$ 598.00
Price per foot/piece:

16. Installing fifteen hundred pounds (1500lb) test calibrated mule tape in conduits, duct banks at the access point. \$289.00

17. Setup and install max cell three (3) packs of three inches by three inches (3" X 3") cells \$ 935.00

- Two (2) packs of four inches by three inches (4" X 3" cell) **\$935.00**
18. Setup and install one inch (1") corrugated inner-duct with couplers. **\$ 935.00**
19. Setup and install Copper backbone cable one hundred (100) pair **\$ 935.00**
(Does not include cable termination.)
20. Setup and Install an ISP rated Fiber optic cable. (Does not include cable termination.)
6 Strands **\$ 831.00**
12 Strands **\$ 831.00**
24 Strands **\$ 831.00**
48 Strands **\$ 939.00**
21. Install and test an ISP rated Pre-Terminated Fiber optic cable.
6 Strands **\$ 831.00**
12 Strands **\$ 831.00**
24 Strands **\$ 831.00**
48 Strands **\$ 939.00**
22. Setup and Install OSP rated Fiber optic cable. (Does not include cable termination.)
48 Strands **\$ 1373.00**
96 Strands **\$ 1481.00**
144 Strands **\$ 1698.00**
23. Installation of one inch (1") metallic conduit raceway with associated hardware bushings. **\$ 1770.00**
24. Non-metallic raceway, latch duct installation to include one (1), ten feet (10') stick
Two (2) couplers of any type and secured with minimum of two (2) wall anchors. **\$ 70.00**
25. Installation of optical fiber; LIU (1/ 4U). **\$ 98.00**
Splice enclosure both wall and rack Mount. **\$ 98.00**
Splice case with trays up to four (4) trays. **\$ 98.00**
Passive optical splitter one inch by sixteen inches
(1' x 16") and one inch by thirty-two inches (1" x 32") **\$ 98.00**
26. Installation of a two (2) post racks, assemble and secured to floor. **\$ 350.00**
27. Installation of a single four feet by eight feet (4' x 8') sheet of fire rated plywood secured to wall. **\$ 150.00**
28. Installation of a single TMGB/TGBB or as supplied grounding bar. **\$ 35.00**
29. Installation of one (1) vertical, seven feet (7') wire manager **\$ 100.00**
30. Installation of a single patch cord from patch panel to network switch. **\$ 26.00**
31. Installation of one (1) horizontal manager one U/two U (1U/2U). **\$ 20.00**
32. Installation of one (1) equipment cabinet, up to twenty- seven (27) RMU. **\$ 270.00**

33. Installation of cable runway ladder rack to include ten feet (10') section and secured to wall and or rack. \$ 400.00

34. Installation of a single ten feet by twelve feet (10'x 12') section of basket tray. Secured and supported on both ends. \$ 638.00 (Assuming that this is supposed to be a 10'x12" section).

35. Installation of a fire-rated pre-fabricated wall penetration sleeves.

Two inch (2") Drywall/Plaster \$ 70.00

Two inch (2") Concrete/Block \$ 350.00

Four inch (4") Drywall/Plaster \$ 70.00

Four inch (4") Concrete/Block \$ 350.00

36. Copper cabling label blocks and patch panels, one hundred ten (110) blocks, one hundred (100) pair BET with In./Out tails. \$ 420.00

37. Fusion splice twelve (12) strands of fiber optic cable loose tube with the installation of a fiber optic breakout kit and placement into the provided unit(s) (LIU, bulk head, splice tray) test bi-directionally, label accordingly. \$ 1250.00

38. Fusion splice twelve (12) strands of tight buffer fiber optic cables and placement into the provided unit(s) (LIU, bulk head, splice tray) test bi-directionally, label accordingly. \$ 1200.00

Price per strand/conductor:

39. Fusion splice of a single fiber optic strand. (loose tube or tight buffered) With entry/closure of splice case. \$ 100.00

40. Splice copper conductor pair with entry/ closure of splice case. \$ 140.00

Audiovisual, Electronic and Telecommunication:

41. Trip Charge, per hour. \$50

42. Emergency Labor Rate, per hour. \$65

43. Travel Overnight Rate \$90

44. Provide and describe travel charges, if applicable and not listed. \$ Consulting Services

45. Provide hourly rate for consulting services for Audiovisual, Electronics and Telecommunication services. No consulting services will be provided without University approval. \$90

46. Electronic and Telecommunication application integrator for design and integration oversight services for information technology service solutions. \$90

SECTION I

VENDOR INFORMATION



NORTHERN ARIZONA UNIVERSITY
 SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM
 Contracting and Purchasing Services
 928-523-4557

DO NOT SEND
 TO IRS
 RETURN TO
 NAU

Foreign individuals/business entities doing business within the U.S. should complete the Foreign Substitute W-9 available at <http://nau.edu/Contracting-Purchasing-Services/Forms/>.

| | | | |
|---|---|---|--|
| 1. Taxpayer Identification Number (TIN): | 86-0948761 | <input checked="" type="checkbox"/> Employer ID Number (EIN) | |
| | | <input type="checkbox"/> Social Security Number (SSN) | |
| 2 LEGAL NAME: (must match TIN above) | Aspen Communications, LLC | | |
| 3. DUNS # (If applicable) | 082111795 | | |
| 4. LEGAL MAILING ADDRESS: | (Where check, tax information, and general correspondence is to be sent) | | |
| | Aspen Communications, LLC | | |
| DBA (Doing Business As): | Aspen Engineering & Contracting | | |
| Address: | 7 Kiji Dava Circle, Suite A | | |
| Address Line 2: | | | |
| City: | Prescott | State: | AZ |
| | | ZIP Code: | 86301-5691 |
| 5. Remit to Address: | <input checked="" type="checkbox"/> Same as Legal Mailing Address | | |
| Address: | | | |
| Address Line 2: | | | |
| City: | | State: | |
| | | ZIP Code: | |
| 6. Contact Name: | Don Richardson | | |
| Phone Number: | (928)774-0992 | | |
| Email Address: | drichardson@aspentelco.com | | |
| 7. ENTITY TYPE | | | |
| <input type="checkbox"/> Individual (not a business) | <input type="checkbox"/> Sole proprietor (Individually owned business) or sole proprietor organized as LLC or PLLC | <input type="checkbox"/> Corporation (NOT providing health care, medical or legal services) | <input type="checkbox"/> Corporation (providing health care, medical or legal services) |
| <input type="checkbox"/> The US or any of its policital subdivisions or instrumentalities | <input type="checkbox"/> A state, a possession of the US, or any of their policital subdivisions or instrumentalities | <input type="checkbox"/> Tax-exempt organizations under IRC §501 | <input checked="" type="checkbox"/> Partnership, LLP or partnership organized as LLC or PLLC |
| 8. Business Purpose: | | | |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Merchandise | <input type="checkbox"/> Legal | <input checked="" type="checkbox"/> Other, Specify: Contractor |
| 9. Product or Service Provided/ Purpose of Payment: | Provide General Contracting, Electrical and Low Voltage Communications Systems Design and Build (Products/Services) | | |



NORTHERN ARIZONA UNIVERSITY
 SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM
 Contracting and Purchasing Services
 928-523-4557

DO NOT
 SEND TO IRS
 RETURN TO
 NAU

10. FEDERAL INFORMATION – REQUIRED

What is the Federal classification type of your business? – see definitions on link below.
 (S.B.A. Small Business definition FAR 19.001 and size standards FAR 19.102)

<http://www.sba.gov/size>

LARGE Business? YES NO

SMALL Business? YES NO

Please check all that apply to your business for Federal Supplier Type:

| | | |
|--|--|--|
| Service Disabled Veteran Owned (VD) <input checked="" type="checkbox"/> Certified VA SDVOSB | Small Disadvantaged (SD) SBA Certified 8(a) <input checked="" type="checkbox"/> | Women Owned (WO) <input type="checkbox"/> |
| Veteran Owned (VO) <input type="checkbox"/> | Minority Institution (MI) <input type="checkbox"/> | HUB Zone (HZ) <input checked="" type="checkbox"/> |

Note: Supplier type will be verified through the System for Award Management

<https://www.sam.gov>

11. Residency (Select one):

U.S. Person, Includes Resident Alien

Nonresident Alien performing services outside the U.S.

12. CERTIFICATION

Under penalties of perjury, I certify that :

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me),
- I am not subject to backup withholding.
- I am a U.S. person (including a resident alien). Cross '3' if non-resident doing business outside the U.S.
- I certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government. See Federal Acquisition Regulation section [52.209-6](#) for more information regarding debarment.

The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

PRINT NAME:

Don Richardson

SIGNATURE:

(Electronic signatures will not be accepted)

Date:

Don Richardson
4/9/2018

Title:

CEO/President

NAU Contact Name and Phone/Email:

**AN AUTHORIZED AGENT OF THE OFFEROR
 SHALL SIGN THE VENDOR INFORMATION**

Northern Arizona University is an Equal Opportunity/Affirmative Action Institution.







U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, D.C. 20416

January 19, 2017

Don Richardson, CEO
Aspen Communications, LLC
7 Kiji Dava Circle, Suite A
Prescott, Arizona 86301

Dear Mr. Richardson:

Congratulations! Your firm has been certified as a Participant in the U.S. Small Business Administration's (SBA) 8(a) Business Development Program. Your nine (9) year program term begins on the date of this letter.

During participation in the 8(a) BD Program, you will receive business development assistance from an assigned Business Development Specialist in the SBA Arizona District Office located at 2828 North Central Avenue, Suite 800, Phoenix, Arizona, 85004. The telephone number is 602-745-7200. We are sending a copy of this certification letter to the SBA Arizona District Office. That office will contact you to schedule an orientation session. This could take up to 4-6 weeks. In the meantime, there are steps you should take to start your participation in the program.

Next Steps

- **Read and Sign Participation Agreement:** SBA requires the 8(a) participant's President or Chief Executive Officer sign a Participation Agreement showing he or she understands the conditions of 8(a) BD program participation. Please find the Agreement attached to the approval email associated with this letter. Please read the Agreement carefully, sign and date it, and make a copy. Return one copy to the SBA Arizona District Office at the address shown in the second paragraph above. The second copy is for your records.
- **Develop Your Business Plan:** We encourage you to start developing your business plan. Current 8(a) BD program regulations require a firm, once certified, to promptly submit a business plan which must be approved by the SBA before the firm is eligible to receive 8(a) benefits; including 8(a) contracts. Once approved, the business plan will be reviewed annually and may be modified as needed. We offer an optional format for business plans. To consider the optional 8(a) Business Plan Form 1010C, please go to: <https://www.sba.gov/sites/default/>

files/SBA%201010C.pdf.

- **Develop Your Strategy for Winning Contracts in Year 1:** Though your firm's approved North American Industry Classification System (NAICS) Code is 238210, your firm may be awarded contracts under other NAICS Codes, as long as your firm is qualified to perform the required service or task. In this regard, please note that contracts awarded under 8(a) Business Development Program authority generally result from the self-marketing efforts of participating firms. You must build relationships with potential federal customers, pursue federal prime contractors for subcontracts, and aggressively pursue prime contract opportunities to grow your business. Successful 8(a) firms regularly respond to competitive small business contracting opportunities posted on www.FBO.gov. Establish a goal and vision for winning at least two (2) competitive contracts during your first year.

- **Utilize Resources:** There are valuable FREE resources available to you right now that offer expertise in all areas of business operation including reviewing your business plan and strategy. Two resources that you can utilize today are:
 - o **SBA Resource Partners:** I encourage you to locate your nearest Resource Partner, please go to: <https://www.sba.gov/tools/local-assistance>. This link will provide access to upcoming small business events and the webpage for your District SBA Office, also.

- o **7(j) Management and Technical Assistance:** While your firm's acceptance into the 8(a) Business Development program is not a guarantee for contracts, the SBA will make every effort to assist you in implementing your business plan and strategy. Your success in the program is dependent upon the extent to which you take advantage of SBA's efforts to support you. One of the agency's major tools for your success is the 7(j) Management and Technical Assistance Services Program. For more information, click on the following link: <https://www.sba.gov/about-sba/sba-initiatives/7j-management-and-technical-assistance-services-program>

I am excited about your future, and I welcome you as an 8(a) Business Development Program participant. Wishing you much success!

Sincerely,

A handwritten signature in black ink that reads "Robert Watkins". The signature is written in a cursive style with a clear, legible font.

Robert Watkins,

Cindy Spheeris

From: Don Richardson [drichardson@aspentelco.com]
Sent: Thursday, May 19, 2016 1:15 PM
To: Cindy Spheeris; Eric Bedell; Sheila Richardson
Subject: Fwd: Your HUBZone Application No: 48555 has been self Recertified

Oh yea!

Sent from my iPhone

Begin forwarded message:

From: hubzone@sba.gov
Date: May 19, 2016 at 11:19:20 AM MST
To: drichardson@aspentelco.com
Subject: Your HUBZone Application No: 48555 has been self Recertified

SBA - HUBZone
--- Instructions for Recertification---

DONALD D RICHARDSON - Vice-President/CFO
7 Kiji Dava Cir Ste A
Prescott, AZ, 86301-5691

Dear DONALD D RICHARDSON:

I am pleased to advise you that, based on the affirmations provided by the firm's highest ranking official or designee, the firm has successfully completed the recertification process and continues to be included on the list of qualified HUBZone small business concerns found at http://dsbs.sba.gov/dsbs/search/dsp_searchhubzone.cfm. This certification will remain in effect unless SBA later determines that the firm does not meet the eligibility requirements of the program or the firm submits a [voluntary decertification form](#). The information below sets forth facts concerning the company's continued eligibility and its responsibilities.

The Firm's Responsibilities as a HUBZone certified concern

As a HUBZone certified concern, the program benefits the firm may receive come with important responsibilities, including:

- **Keeping the firm's System for Award Management (SAM) and Dynamic Small Business Search (DSBS) records up-to-date.** To apply for HUBZone Program certification, the firm had to be registered in SAM and DSBS. For the firm to receive benefits from the HUBZone Program (i.e., to be identified by contracting officers as eligible to receive HUBZone contracts and to be paid under any such contracts), these records must remain up-to-date. You must validate the firm's information at least annually or your SAM registration will become inactive. If you need assistance in updating the firm's SAM or DSBS information, please go to the SAM Help Desk at <https://fsd.gov/fsd-gov/home.do>.

- **Maintaining records.** Retain copies of documents demonstrating your firm's continuing compliance with HUBZone Program eligibility requirements for a period of 6 years from the date you submitted these documents to SBA, or used these documents to support assertions of continued compliance with HUBZone Program requirements - such as the ones you used for this recertification.
- **Informing the HUBZone Program of any material changes to the concern.** If there are material changes to the concern that may affect its continued eligibility, you must notify the HUBZone Program by sending an e-mail to HZMCN@sba.gov. Material changes include a change in name, size, ownership, business structure, or principal office location, in addition to falling below the 35% employee HUBZone residency requirement when the firm is not performing on a HUBZone contract. Failure to notify the HUBZone Program of material changes may result in decertification from the program. If at any time the concern no longer qualifies for the HUBZone Program, the individual authorized to represent the firm can complete the "Voluntary Decertification Agreement" available at <http://www.sba.gov/content/maintaining-hubzone-certification>.

Note: The HUBZone Program sends notices regarding program examinations, proposed decertifications, and re-certifications to the firm's physical and email addresses of record. If the firm fails to respond to these notices because the firm relocated without updating its SAM and DSBS profiles and informing the HUBZone Program, SBA will propose the firm for decertification and may subsequently decertify it from the Program. Therefore, it is critical that you check your email's SPAM folder to make sure that you are receiving emails from SBA, notify us of any change in the physical address and keep the firm's SAM and DSBS profiles current.

- **Remaining in compliance at all times and staying updated on Program changes.** It is the firm's responsibility to continually ensure that it meets the requirements of the Program. This includes, for example, continuously meeting the 35% HUBZone residency requirement. The firm can make good faith efforts to "attempt to maintain" (see definition at [13 C.F.R. § 126.103](#)) having 35% of its employees reside in a HUBZone during the performance of a HUBZone contract it received (as a prime, not as a subcontractor). But, the business must meet this residency requirement anytime it submits an offer on and receives a new HUBZone contract. This also includes complying with contract performance requirements in connection with any HUBZone contracts awarded to the firm as a qualified HUBZone SBC (e.g., the subcontracting limitations requirements set forth in [13 C.F.R. § 126.700](#), and/or the non-manufacturer rule set forth in [13 C.F.R. § 126.601\(e\)](#)).
- **Periodically visiting our website (<http://www.sba.gov/hubzone>) to keep up-to-date with the Program requirements and geographical designations.** Check SBA's HUBZone mapping pages to determine whether changes in HUBZone area designations impact or will impact the firm's eligibility at <http://www.sba.gov/content/hubzone-maps>. While there, sign up to receive HUBZone News Updates via email; and when you need help, go to the Small Business Learning Center at <http://www.sba.gov/tools/sba-learning-center>.

- **Participating in SBA eligibility monitoring initiatives.** In order to ensure the integrity of the Program, firms will be required to recertify their status and may be subject to program examinations, proposed decertifications, or protests designed to verify eligibility, including:
 - SBA requiring the concern to certify in writing under penalty of perjury that it continues to meet all the eligibility criteria of the HUBZone Program or voluntarily decertify
 - SBA requiring the concern to submit updated documentation, similar to the information and documents you provided for the firm to obtain initial certification, in order to verify that it remains eligible for the program.
 - SBA requiring the concern to demonstrate that it was eligible for the Program both at the time of its initial offer and award of a HUBZone contract.
 - SBA making unannounced site visits to any or all of the concern's locations to verify the accuracy of any information provided to SBA.

- **Misrepresentation:** By bidding on any Federal solicitation that is set-aside or reserved only for HUBZone SBCs or for which a HUBZone preference will be applied, the firm's submission of that offer is deemed to be a representation to the United States that the company is fully in compliance with the HUBZone regulatory requirements, and that there have been no material changes since it received the HUBZone certification. ANY SBC FOUND TO MISREPRESENT ITS HUBZONE STATUS IN OBTAINING SUCH AN AWARD MAY BE SUBJECT TO A RANGE OF CIVIL OR CRIMINAL PENALTIES, TREBLE DAMAGES UNDER THE FALSE CLAIMS ACT, AND/OR SUSPENSION OR DEBARMENT FROM FEDERAL CONTRACTING.

How to get the most out of the Program

Although the firm's status as a certified HUBZone SBC greatly improves its access to Federal awards, this certification does not guarantee contract awards. Your ability to research opportunities and competitively bid on them will be the key to your success in this program. I recommend you utilize the following additional web resources designed to help you maximize the Program's benefits:

- SBA's Government Contracting Classroom website at (<http://www.sba.gov/gcclassroom>) provides valuable information on Federal contracting. Please note that while your concern was approved under the primary North American Industry Classification System (NAICS) Code found in your firm's SAM and DSBS profiles, you may be awarded contracts under other NAICS Codes. You may benefit from researching and identifying potential HUBZone contracting opportunities outside your profile's NAICS code.
- SBA's Surety Bond Program website (www.sba.gov/osg) provides information on how to apply for an SBA surety bond guarantee.
- Federal Business Opportunities (www.fbo.gov) serves as a central listing for Federal procurement solicitations to the public.

Thank you for contributing to US economic development!

We wish you the best of luck as a HUBZone certified concern - your success will help improve the economic future of the HUBZone(s) in which the firm operates. If at any time you have any questions about the Program or how the SBA may be able to support your business objectives, the HUBZone Office offers assistance via an interactive conference call where we can respond to

general questions and concerns in real-time. Visit our website at <http://www.sba.gov/hubzone>, for additional information or contact the HUBZone Help Desk at HUBZone@sba.gov

Sincerely,

Mariana Pardo
Director
Office of HUBZone Program



DEPARTMENT OF VETERANS AFFAIRS
Center for Verification and Evaluation
Washington, DC 20420

November 20, 2015

In Reply Refer To: 00VE

Mr. Donald D. Richardson
Aspen Communications, L.L.C.
DUNS: 082111795
7 Kiji Dava Ct., Suite A
Prescott, AZ 86301

Dear Mr. Richardson:

On behalf of the U.S. Department of Veterans Affairs (VA), Center for Verification and Evaluation (CVE), I am writing to inform you that Aspen Communications, L.L.C. has been verified as a Service-Disabled Veteran-Owned Small Business (SDVOSB) and added to the Veteran business database at www.vip.vetbiz.gov. Aspen Communications, L.L.C. will be eligible to participate in Veterans First Contracting Program opportunities with VA. **This verification is valid for two years from the date of this letter.**

To promote Aspen Communications, L.L.C.'s verified status, you may use the following link to download the logo for use on marketing materials and business cards:

http://www.vetbiz.gov/cve_completed_s.jpg

To ensure that Aspen Communications, L.L.C. is correctly listed in the Vendor Information Pages, check Aspen Communications, L.L.C.'s profile for the verified logo. Please notify us if the logo is not present within 72 hours of receipt of this letter.

While CVE has confirmed that Aspen Communications, L.L.C. is in compliance with the regulation, Aspen Communications, L.L.C. must inform CVE of any changes or other circumstances that would adversely affect its eligibility. Eligibility changes not reported to CVE within 60 days could result in a referral to the Office of Inspector General (OIG), a referral to the Debarment and Suspension Committee, and the initiation of cancellation proceedings—all of which could result in Aspen Communications, L.L.C. being removed from the VIP Verification Program.

Please be advised that this letter and other information pertaining to Aspen Communications, L.L.C.'s verification application may be subject to Freedom of Information Act (FOIA) requests. In addition, all companies approved for the program may be required to participate in one or more post-verification audits. Please retain a copy of this letter to confirm Aspen Communications, L.L.C.'s continued program eligibility.

At any time if Aspen Communications, L.L.C. discovers one or more NAICS Code(s) that are other than small on its CVE VIP profile, CVE will require all other than small NAICS Codes to be removed within five (5) business days. If these NAICS Codes are not removed within the allotted five (5) business days, CVE may request the U.S. Small Business

"World Class Professionals

Enabling Veteran Business Opportunities by Protecting the Veteran Advantage - One Vet at a Time"

11/20/15 11:00 AM

Page 2

Page 2.

Mr. Donald D. Richardson

Administration (SBA) to conduct a formal size determination. In addition, CVE may initiate a referral to OIG, Debarment and Suspension Committee and or pursue cancellation proceedings. All of the aforementioned referrals and procedures could result in Aspen Communications, L.L.C. being removed from the VIP Verification Program.

Thank you for your service to our country and for continuing to serve America through small business ownership.

Sincerely,



For

Elizabeth E. Torres
Acting Director