

Request for Proposal

Archuleta County Broadband Services Manager

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Due April 5, 2019

Program coordination for broadband services
for the Town of Pagosa Springs and Archuleta County, Colorado

Introduction

The Pagosa Springs Community Development Corporation (hereinafter, the CDC) requests proposals from qualified individuals and organizations to serve as the Archuleta County Broadband Services Manager (BSM), as a part-time independent contractor, not an employee. The successful candidate will be considered for contract renewal on an annual basis. The BSM will report directly to the CDC President, and will oversee the build-out of pre-approved broadband projects designated by the CDC in cooperation with Archuleta County and the Town of Pagosa Springs (project link available at <http://pagosaspringscdc.org/wp-content/uploads/2019/03/Broadband-2018-and-Beyond-Final.pdf>). The BSM will be expected to work closely with individual Internet Service Providers (ISP) in the implementation of the buildout, and to track all aspects of deployed facilities using a network/fiber tracking tool. Candidates should possess a solid understanding and working knowledge of broadband and wide-area networks (WAN) and internet technology. The successful candidate should have a minimum of five years of project management work experience and should demonstrate a keen ability to direct and work with others in the industry and government agencies at local, regional and statewide levels. The successful candidate should be available for meetings and correspondence primarily during normal weekday business hours; however, attendance at meetings during evening hours and participation in conferences in locations out of Archuleta County are expected. It is anticipated that the buildout of the approved Broadband Internet Service projects will take no fewer than 4 years to complete, and the project includes a heavy emphasis on working with ISP's to assist with the development of ISP-initiated grant applications for state and federal funds and grants for which the CDC and/or the project may be eligible. Skill at grant writing and grant research is a requirement of this position. The selected candidate will prepare monthly reports updating project progress and tracking ISP service performance and outage mitigation as related to the Town/County owned network, all in pursuance of the goal of achieving a greater footprint of broadband service for Archuleta County and the Town of Pagosa Springs.

Scope of Work

Acceptance of proposals for this contract will close at COB on April 5, 2019. The selected finalists will be notified by April 12, 2019 for a more in-depth interview. The selected individual or company will be notified by April 30, 2019. The contract for the Broadband Services Manager will commence no later than 60 days from contract award and will run for a period of 12 months from that start date, and can be renewed for additional periods of up to 12 months depending on

individual/organization performance as well as Town and County funding priorities and project status. The duties of the contract will require an estimated 20 hours per week with a potential for the work to expand into full-time project management depending on projects and available funding.

The Broadband Services Manager will have responsibilities as outlined below.

- Manage the inventory of all Town & County owned fiber and network facilities and assets using a software-based tracking system;
- Have knowledge of ISP-owned fiber and fixed wireless systems throughout the county to aid in the build-out and upgrade of broadband systems as well as partnering ISPs and potential projects.
- Oversee the buildout of a Carrier Neutral Location (CNL) facility;
- Follow the scope of work necessary to submit the DORA grant in 2019.
<http://pagosaspringscdc.org/wp-content/uploads/2019/03/Broadband-2018-and-Beyond-Final.pdf>;
- Collaborate with the Southwest Colorado Council of Governments (SWCCOG) and the CDC board to oversee all Town/County leased fiber and assets and report monetary collection for use of those resources as defined by the proposed CDC/governmental MOU;
- Coordinate issue resolution related to the Archuleta County broadband services project as coordinated by the Town of Pagosa Springs and Archuleta County;
- Track network, last mile and ISP service performance and report those measures to the CDC/Town/County on a regular basis;
- Coordinate the preparation of Broadband grant applications;
- Report project progress to the CDC board on a monthly basis;
- Prioritize projects and maps and analyze network buildout as part of a long term, strategic plan; <http://pagosaspringscdc.org/wp-content/uploads/2019/03/Broadband-2018-and-Beyond-Final.pdf>;
- Research and identify grant opportunities to assist funding potential projects;
- Arrange meetings with ISPs and broadband stakeholders and attend meetings locally or regionally as needed;
- Meet quarterly with local ISPs to ensure customer service quality and to resolve service issues in a timely manner;
- Work with all stakeholders to establish metrics and goals for achieving success of the project on an annual basis.
- Use the GIS ViewShed software analytics tool housed by Archuleta County to formulate broadband growth projections;
- Have working knowledge of parcel research and typical county assessment tools;
- Coordinate public relations and press releases through the CDC

Broadband Services Manager Skill Set

- The successful contract proposal will require demonstration of ability to provide services including tactical and strategic knowledge of the broadband services industry and an understanding of how the industry is evolving especially in rural and mountainous communities.

- The proposal should demonstrate evidence of working with boards, elected officials and government agencies;
- The proposal should demonstrate the candidate is well versed in the fixed-wireless sector and possesses a strong set of credentials for supporting professional work in the industry.
- The candidate will provide evidence of related project management experience.
- The candidate should demonstrate a prior record of success in securing grant and/or other funding in support of projects of comparable nature.
- The candidate should propose a compensation plan for the Broadband Services Manager role. This includes mileage and travel. Any lodging or conference costs will be considered extra and reimbursed at the advertised rates. The proposal should be supported with industry compensation statistics for comparable work in other geographic regions.
- The CDC encourages the selected candidate to attend the annual Mountain Connect Internet Conference and the cost of the conference should be included in the cost proposal.

Terms of Contract

- The successful BSM candidate as an independent contractor, will be required to utilize his or her own work space, equipment, internet connection, and transportation, as needed;
- The successful candidate will be expected to bill for services rendered in accordance with the proposal monthly, stating hours worked, and supported by a list of services accomplished or in progress. Payment will be made monthly and the contractor will be responsible for all State and Federal taxes;
- Contract can be renegotiated in terms of hours worked and potential for growth;
- There are no additional benefits associated with this contract position;
- The contract may be canceled by either party with a 30-day written notification;
- Upon cancellation by either party, payment to the contractor will be made within two weeks of the last day of the stated contract termination date;

Correspondence

Please send proposals (including resume, cover letter and references) by COB April 5, 2019 to: Mary Jo Coulehan, CDC Administrator

admin@pagosasprngscdc.com

970-264-2360