

Otter Creek Communications Union District

Request for Proposals: Grant Administration

August 19, 2021

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Objective

The Otter Creek Communications Union District (OCCUD) requests proposals for services to, include: grant administration and general administrative support.

This RFP describes the work, the hard deadline for completion, the process for selecting a vendor, and the terms and conditions that must be included in the contract.

Background

The Otter Creek Communications Union District (OCCUD) currently covers Rutland County, VT, with the exception of Pittsfield and with the addition of Goshen. The goal of the CUD is to ensure high speed internet infrastructure is built out across the region and accessible to any who choose to pursue services.

Scope of Work

The selected vendor will:

- Provide grant management services such as contract review, reporting, communications and check-ins with State representatives, and any other services needed to ensure that the OCCUD is in compliance with grant requirements, specifically H315 funds awarded.
- Provide meeting support that supports the work funded by H315 funds, to include supporting agenda drafting, meetings notices (emailed and posted to website), and any other needs to keep the OCCUD compliant with Vermont's Open Meeting Law.

Project Deliverables

The selected vendor will:

- Provide support as outlined in the above Scope of Work;
- Produce and submit the monthly reporting required by funds awarded through H315;
- Ensure regular communication and updates with OCCUD and VT State representatives; and
- Provide meeting support for both the OCCUD Executive Committee and Board of Directors.

It is estimated that this work will require an average 15 hours per week, with some weeks potentially have a few fewer or more hours depending on the needs of the moment.

Project Schedule

The start date is as soon as possible and will be funded at least through Dec 31, 2021 with a possibility of extension.

RFP Response Process

A. Communications / Contact

Questions regarding the RFP should be directed to Bill Moore, OCCUD Chair, at bmoore@townofbrandon.com and Jackie Savela, OCCUD Treasurer, at jsavela@townofbrandon.com. Responses to the RFP should be sent by email to the addresses above.

B. Questions and Answers

Answers to any questions regarding the RFP that are submitted by any respondent by the close of business on Monday, August 30, will be sent to the email addresses of all respondents on or before Thursday, September 2.

C. Proposal Submission Deadline

Responses are requested by the close of business on Monday, September 6, 2021.

D. Vendor Selection Process

Otter Creek Communications Union District will discuss with selected respondents the proposals they have submitted upon request of the respondents. Otter Creek Communications Union District will then negotiate a contract with the respondent that is selected. Otter Creek Communications Union District will notify the respondents that are not selected for further consideration. Otter Creek Communications Union District intends to make a vendor selection on or before September 8, 2021.

E. Award

The award will be made to the bidder whose offer is the most advantageous to the Otter Creek Communications Union District for reasons of suitability to purpose, qualifications of staff, demonstrated experience, capacity to deliver, and price or for any other reason deemed by Otter Creek Communications Union District to be in its best interest.

Otter Creek Communications Union District reserves the right to accept or reject any or all the responses received. A response to this RFP does not commit Otter Creek Communications Union District to paying any costs incurred in the preparation of bids. All costs associated with responding to this RFP are the exclusive responsibility of the respondent.

F. Project Completion Schedule

The Otter Creek Communications Union District is funding this initial work through at least 12/31/2021 with the possibility of extension.

RFP Response Requirements

Please include the following in your proposal response:

A. Overview of your company

Please include a couple recent project examples.

B. Overview of how you will meet our objectives

C. Proposed timeline from kickoff to deliverable

Respondent shall outline their availability to start and perform the outlined services.

G. Pricing

Respondents shall give an hourly price for outlined services.

H. Acceptance of Terms and Conditions

Respondent shall agree to the terms and conditions stated below which will govern responses to this Request for Proposals and any contract for services to which the Otter Creek Communications Union District and respondent may agree. If respondent does not agree with any of these terms and conditions, respondent shall state its objection and propose an alternative

I. Contact

State the names, mailing addresses, email addresses, and telephone numbers of respondent's primary points of contact to the Otter Creek Communications Union District.

Terms and Conditions

A. Contract Duration

The price quoted for the proposed scope of work shall be valid for a period of one year.

B. Expenses

All costs and expenses incurred by respondent to prepare, develop, and/or submit a proposal or participate in any presentation or negotiation leading to a definitive agreement shall be borne exclusively by respondent regardless of whether or not respondent's proposal is accepted. No such costs or expenses may be included in any fees for the requested services.

C. Response Preparation

Respondent's proposal must contain all the information specifically required by this RFP or must acknowledge any information that is not applicable or is otherwise omitted.

D. Bid Evaluation and Negotiation

This RFP is designed to enable Otter Creek Communications Union District to determine which respondent will best satisfy the organization's requirements. Each respondent will be evaluated against the same set of criteria, which shall include:

- Completeness and quality of response.
- Price and basis for price.
- In-house services.
- Acceptance of terms and conditions.

E. Bid Effectiveness

Your response to this RFP will constitute a firm offer provide the services described at the price that is proposed. The response may in no way be contingent upon any further review or approval by respondent.

F. Acceptance or Rejection

Nothing contained in this RFP or implied by the proposed evaluation process outlined in this document creates

any obligation on the part of Otter Creek Communications Union District to select any firm for the requested services. Otter Creek Communications Union District reserves the right at its sole discretion to select any firm on any basis that it deems appropriate (whether or not such basis is price), to decide not to select a firm, or to otherwise modify its approach to the project.