

Request for Proposal

San Luis Valley Broadband Community Relations Management

Request for Proposal
Program coordination for broadband services
For the San Luis Valley Council of Governments

Introduction

The San Luis Valley Council of Governments (hereinafter, the SLV COG) requests proposals from qualified individuals or firms for the position of San Luis Valley Broadband Community Relations Manager. These individuals/firms will report directly to the SLV COG Broadband Technical Steering Committee and SLVCOG Executive Board as contractors and will be considered for contract renewal on an annual basis.

The Broadband Community Relations Manager will work in partnership with the technical Broadband Services Manager to oversee the buildout of regional broadband enhancement within Colorado Planning Region 8 by pre-approved broadband projects. The Broadband Community Relations Manager will center regional broadband efforts in a digital equity lens inclusive of the region's most geographically isolated and underserved communities, ensuring that those furthest from opportunity have a seat at the table. Working closely with nonprofit leaders in the San Luis Valley Regional Broadband Collaborative (SLV RBC), the position will leverage the existing trust and relationships held by the SLV RBC to develop meaningful community engagement in this process. The SLV RBC is building an equity accountability plan to guide this work, which will ensure that smaller communities remain central in our decision-making process. The candidate will be responsible for ensuring the successful execution of the equity plan established for the project.

We anticipate community engagement taking shape in a variety of ways based on the unique communities needs - and the Broadband Community Relations Manager will be tasked with implementing what will be most effective for each community.

Additional stakeholders that the Broadband Community Relations Manager will intersect with include, but are not limited to, government officials, local Internet Service Providers (ISPs), local businesses, and community anchor institutions in healthcare, education, human services, and the nonprofit sector. There will be a deep focus in encouraging the participation of all counties in the region, particularly from those who have been traditionally underserved.

Successful candidates/firms will have a minimum of five years of project management/community engagement work experience and should demonstrate a keen ability to direct and work with others in the sector at a local, regional, and statewide level. The candidates/firms should be available for meetings and correspondence during normal weekday business hours. Some work might require

availability outside of normal hours for issues such as meetings or conferences. In addition to the digital equity lens, there is heavy emphasis on working with ISPs to assist with the development of ISP-initiated grant applications for state and federal matching funds. The selected candidates/firms will prepare quarterly reports updating project progress toward the goal of achieving a greater footprint of community engagement around broadband service availability for the SLV and the region's traditionally underserved communities. Improved broadband service will increase speed, reliability and availability to residents and businesses in the San Luis Valley of Colorado.

Scope of Work

Applications for this position will close on September 27, 2021, and the selected individuals or firms will be notified by October 22, 2021. The contract for the Broadband Community Relations Manager will commence no later than 30 days from contract award and will run for a period of 24 months from that start date. Contract renewal will be based on individual/firm performance as well as funding availability.

The Broadband Community Relations Manager will have the responsibilities as outlined below. The chosen candidates/firms will:

- Identify short and long-range projects, with emphasis on those that will expand access in and adoption within the region's most geographically isolated and underserved communities;
- Assist the preparation of broadband grant applications under a digital equity lens;
- Research, prepare, and manage additional funding sources for underserved communities;
- Work closely with local nonprofit leaders in the SLV RBC and leverage existing trust and relationships to develop meaningful community engagement;
- Arrange meetings with broadband stakeholders and attend meetings locally or regionally as needed;
- Conduct community engagement work including focus groups, coffee chats, roundtables with agencies, and community feedback processes in project development;
- Conduct public outreach and education, identify local community champions, and create community feedback processes;
- Coordinate regular meetings of the SLV RBC to provide updates, seek guidance, and plan for the future;
- Attend meetings of the Colorado Broadband Office, and other relevant stakeholder meetings;
- Convene with local ISPs to encourage project collaboration to expand broadband access and adoption to meet community needs;
- Work closely with the Broadband Services Manager to ensure results of the community engagement processes are reflected and equity is centered in decision making;
- This position is currently grant funded, research options and advance proposals to provide income to make this position self-sustaining into the future.

Broadband Community Relations Manager Skill Set

The qualified individuals/firms for the San Luis Valley Broadband Community Relations Manager

position will require a demonstrated commitment to equity, and expertise in community engagement and organizing collaborative projects. The position will use an equity lens to center community voice, particularly striving to empower and uplift voices from communities furthest from access.

The individuals/firms should hold a deep knowledge of the diverse communities of the San Luis Valley, and possess the ability to communicate effectively with a variety of stakeholders. This includes the ability to explain complicated concepts surrounding broadband to the public and frame community issues within the scope of digital equity and access to broadband.

Applicants will provide evidence of related experience and will be interviewed to validate this expertise. The applicants should propose a compensation plan for the Broadband Community Relations Manager role. Payment to the selected individuals/firms will be made monthly and the selected individuals/firms will be responsible for all State and Federal taxes. Full health and dental benefits will be provided for these positions if it is an individual applying. If selected, the firm would serve as a contractor of SLV COG and any individuals would serve as temporarily benefited employees of SLV COG. SLV DRG will provide accounting services for this work, and individuals/firms will be provided their work space with internet service in the offices of the SLV COG/SLV Development Resource Group located at 610 State Ave. Alamosa, CO.

Terms of Contract will be provided upon selection of individuals/firms.

Annual community outreach budget for a two year cycle:

Budget for Broadband Community Relations Manager RFP	
Salaries for 1 FTE: Salary range \$55,000 - \$65,000 commensurate on experience	\$55,000 - \$65,000
Benefits for 1 FTE based on 24% of salary	\$13,200 - \$15,600
Not to exceed bid per year:	\$68,200 - \$80,600
Additional Program Budget Includes:	
Travel, food and lodging	\$11,000
Conference/Training	\$2,000
Honorariums, supplies needed for community engagement, including child care and translation services, and local government incentives for participation	\$20,000
Additional support for engagement with communities (\$5,000 per county)	\$30,000

Correspondence

To be considered for this position, please submit proposals, resumes, and accompanying documentation by the September 27th, 2021 to:

To: Kevin L. Wilkins
kwilkins@slvdrg.org

CC: Nellie Stagg
stagg@crcamerica.org