



Vermont Telecommunications Authority

Request for Quotations: VTA2010-109 Broadband Stimulus Grant Writing Services

Background:

The Vermont Telecommunications Authority (VTA) is an instrumentality of the State of Vermont with a mission to advance the development of broadband and cellular services in the state. The creation of the Broadband Initiatives Program (BIP), under the U.S. Dept. of Agriculture, and the Broadband Technology Opportunities Program (BTOP), under the U.S. Dept. of Commerce, represent significant opportunities to assist Vermont in obtaining its broadband service objectives. The VTA is preparing to submit or assist other entities with the submission of a grant or loan application for broadband infrastructure to the BIP or BTOP applications after a Round 2 Notice of Funds Availability (NoFA) under these programs. The Round 2 BIP/BTOP NoFA release date is currently not known, but is expected to be around February or March of 2010. Round 1 application forms and summaries of Round 1 applications are available for review at www.broadbandusa.gov. Some differences may be expected in the form and substance of the Round 2 applications. The VTA seeks to retain the services of a firm or individual (“the vendor”) for developing, writing, assembly, and submission of grant and loan materials as part of a Round 2 BIP or BTOP application. The selected vendor can expect to work as part of a project team in the preparation of an application comprised of VTA technical staff, broadband service providers, and contracted firms which provide telecommunications planning and engineering services.

VTA Requirements:

The selected vendor can expect to be responsible for technical writing and editing for any or all sections of a Round 2 BIP/BTOP grant, loan, or grant/loan combination. The selected vendor will also be expected to provide advice to the project team on successful grant preparation strategies. The selected vendor may also be given responsibility for uploading the completed application, including supporting documents, into the broadbandusa.gov electronic application system.

The VTA is seeking a vendor with demonstrated technical and grant writing skills. Experience with writing on telecommunications topics is preferred. Vendors with knowledge of BIP and BTOP or related programs are preferred. Experience with the preparation of strong BIP or BTOP applications in Round 1 is strongly preferred.

The VTA expects to require the requested services beginning on or about January 22, 2010, and continuing through the Round 2 application deadline, which is currently unknown but expected to be sometime in March of 2010. Periods of intense iterative work in a collaborative setting can be expected, including sessions in a “war room” setting. Some work in Montpelier, Vermont, or other on-site locations in Vermont may be required for limited periods.

Response and Selection Process:

Respondents should provide a written narrative not to exceed two pages describing their ability to provide the services requested and identifying the individual or individuals who would be made available for the project. In addition, please provide a resume for each individual proposed for the project. Respondents are encouraged to provide a work sample. The VTA requests respondents provide quotations as an hourly rate, plus travel expenses if required, with a not-to-exceed cap for the project. The cap may be made contingent on the establishment of BIP/BTOP Round 2 application due date, but shall include the potential for work at least through March 31, 2010, if required by the application process.

The VTA anticipates an expedited selection process, but reserves the right to reject any or all quotes submitted, or negotiate with respondents.

RFQ Responses

Please e-mail your RFQ submission by 4:30 p.m. on January 19, 2010, to ctomczyk@telecomvt.org. Questions should be submitted to the same address not later than January 14, 2010. This RFQ will also be posted on the VTA website (www.telecomvt.org) for those not receiving a direct distribution. All questions and responses will be listed there so be sure to keep updated by checking that site.