

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: May 25, 2021

Title: New Business – Approval of Grant Management Agreement with Broadband Telecom for Atlantic Broadband VATI Grant Project

(Check Mark)

Consent

Action

No Action (Information Only)

Resolution

Closed Meeting

Public Hearing

Ordinance

PowerPoint Presentation

Summary: As the Board is well aware, Caroline County was awarded a Virginia Telecommunication Initiative (VATI) grant to expand broadband service in the County through a partnership with the internet service provider Atlantic Broadband (ABB). The grant award is part of a regional application that will provide broadband access to homes and businesses throughout Caroline, Lancaster, Mathews, and Middlesex counties. In Caroline, the project will extend fiber for 49.65 miles and pass a total of 512 occupied homes along portions of Ladysmith Road, Balty Road, Penola Road and Route 17 east and west of the Town of Port Royal.

Management of the 18-month project and ensuring compliance with Virginia Department of Housing and Community (DHCD) policies and VATI guidelines is beyond the ability of the limited IT staff of each of the participating localities to facilitate. Accordingly, a proposed agreement with Broadband Telecom for grant management services was developed and is attached for the Board's consideration.

Budget Impact: The proposed fixed contract price is \$2,000 per month for 18 months for a total of \$36,000. The proposed source of funds is federal funds received by the County through the American Rescue Plan State and Local Fiscal Recovery Program.

Action(s) Requested of Board: Authorize County Administrator to sign attached agreement with Broadband Telecom

**Scope of Work for
Caroline County, VA**



**Four County ABB VATI
Grant Management
May 14, 2021**

**Submitted by:
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Table of Contents

1. Introduction.....	3
2. Grant Management Scope of Work	3
3. Schedule.....	4
4. Change Order Procedure.....	4
5. Completion Criteria for Services	4
6. Fixed Price Contract	4
7. Additional Terms and Conditions	5
8. Authorization	5

1. Introduction

Broadband Telecom Services, LLC (Broadband Telecom, BTS) has provided services to assist clients with their broadband initiatives. We are very excited to partner with the Caroline, Lancaster, Mathews, and Middlesex Counties as a grant management team to act as a liaison between this Four County consortium and Atlantic Broadband (ABB). Broadband Telecom, on a monthly retainer to each county, will provide professional grant management services to assist the consortium with the required duties and oversight for the 18-month duration of this grant build, as listed in this scope and in compliance with VATI guidelines and Virginia Department of Housing and Development (DHCD) policies.

2. Grant Management Scope of Work

To deliver the best possible support to Caroline County, the Broadband Telecom team will contain of a mix of personnel required for each assigned task:

- Act as a member of this VATI project's Management Team
- Attend all required monthly meetings between the Management Team, as well as any meeting set up between Caroline, ABB, and DHCD
- Oversee counties' responsibilities with ABB's grant planning and scheduling
 - Review grant activities
 - Help designate responsibilities on the project management plan
- Make sure that the project is professionally designed, within budget, and on track to achieve the proposed benefit, to the best of our abilities
- Work with DHCD's Telecommunications and Broadband Grant manager to make sure they are satisfied with compliance to VATI guidelines and DHCD policy
- Act as a pillar of support along with the selected county representative
- Track and monitor grant status
- Provide status updates upon request to both DHCD and Caroline County
- Review documentation before upload into CAMS
 - Includes remittance requests and budget revisions

Jeffery Beekhoo will oversee the role as Grant Manager, having the overall authority and responsibility for managing and executing this project oversight according to this scope of work and its subsidiary management plans. The Grant Manager will work with all resources to perform grant oversight. All funding decisions will also be approved firstly by ABB, with further review from each county representative and then BTS.

The principal objective of BTS acting as a grant manager is to act as a main point of contact and liaison between ABB, DCHD and the Four Counties, as well as verify and approve of data that is submitted to keep in compliance with VATI award guidelines.

3. Schedule

The scope of work schedule for Broadband Telecom technical and engineering services will be determined upon the receipt of written authorization from Caroline County, determined by the acceptance of this Statement of Work, the tasks ordered and the final approved project plan.

4. Change Order Procedures

Changes to this Statement of Work must be agreed upon by Broadband Telecom and the customer in writing and can be requested by contacting the grant manager.

5. Completion Criteria for Services

Broadband Telecom will have fulfilled its obligations under this SOW when one of the following first occurs:

1. Term of the Agreement has been reached.
2. Caroline County, DHCD, ABB, or Broadband Telecom terminates the agreement in accordance with the provisions of the Additional Terms and Conditions listed below.

6. Fixed Price Contract

The table below provides pricing information. The services identified in the Scope of Work are offered and customer will be billed monthly beginning on the date of grant commitment, for a duration of 18 months or until the grant outcomes are achieved, if earlier. Fixed price contract for the statement of work, as described in section 2, the Grant Management Scope of Work.

Task	Months	Rate	Total
Grant Management	18	\$2,000.00/month	\$36,000.00

1. The above pricing quote will be determined upon negotiations with Caroline County and Broadband Telecom, once agreed, will be valid for duration of the Contract.
2. The determined quote will be valid for 30 days.
3. Caroline County may alter the current Statement of Work to add hours or other requests (travel, etc.) via change order.

7. Additional Terms and Conditions

Broadband Telecom will provide the services as stated in the Scope of Work under the following Terms and Conditions.

1. The services offered are on a monthly retainer. Broadband Telecom will invoice customer on a monthly basis.
2. Broadband Telecom and the customer may extend the term or funding of this agreement by mutual consent and in writing.

8. Authorization

Signing below indicates that Caroline County, Virginia's acceptance of this Statement of Work.

Accepted by:

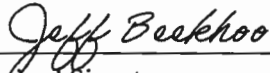
Broadband Telecom Services

Caroline County

Contractor Name:

Client Name:

By



By

Authorized Signature

Authorized Signature

Jeff Beekhoo

Name (Type or Print)

Name (Type or Print)

President

Title (Type or Print)

Title (Type or Print)

May 14, 2021

Date (Type or Print)

Date (Type or Print)