



**Request for Qualifications and Quotes (RFQ) for District Clerk and Grant Administration**

**Issued by:** Lamoille FiberNet Communications Union District (LFCUD)

**Issue Date:** 11/4/2024

**Submission Deadline:** 12/6/2024 5 pm ET

**Interviews:** TBD

**Final Selection:** December 2024 Governing Board Meeting – Date to be determined

**Overview:** Lamoille FiberNet Communications Union District (“LFCUD” or “Lamoille FiberNet”) is seeking a qualified individual or organization to perform a range of administrative and compliance duties, including those of District Clerk. See Title 30, Chapter 82, section 3068. This RFQ outlines the scope of work, qualifications (experience and skills) and submission requirements.

**Response Format and Deadline:** Interested parties shall submit responses in accordance with this RFQ as detailed below. *Responses must be submitted as PDF attachments via email by 5:00 PM on Monday December 6, 2024* to Lisa Birmingham at [director@lamoillefiber.net](mailto:director@lamoillefiber.net) with the subject line “Clerk and Grant Administrator RFQ – [Your Name].”

**Selection Process:** Qualified candidates will be invited for an interview with a selection committee. The selection will be based on experience, skills, and overall fit with Lamoille FiberNet’s mission and values.

**Reservation of Rights.** Lamoille FiberNet reserves the right to cancel this RFQ, in whole or in part, at any time. Lamoille FiberNet reserves the right to reject any or all Proposals in its sole discretion. All Proposals shall become the property of Lamoille FiberNet.

**Communications and Questions:** Please direct all questions regarding this request for proposals to Lisa Birmingham, Executive Director at 802-272-2725 or 802-851-0087 or [director@lamoillefiber.net](mailto:director@lamoillefiber.net). Please do not contact Board members or Officers other than the Executive Director.

**Background:** Lamoille FiberNet Communications Union District (LFCUD) is a Vermont municipality formed by ten Lamoille County towns pursuant to Vermont’s CUD statute, Title 30, Chapter 82. Our mission is to achieve universal broadband access throughout the District, ensuring that every on-grid address has access to at least one high-speed broadband provider. Our service area encompasses most of Lamoille County, except a portion of Wolcott.

To date, our funding has primarily been sourced from state and federal grants and enabled the construction of a new fiber network, operated and maintained by Consolidated Communications (“CCI”). While construction should be complete by December 2025, our responsibilities -- principally oversight of our partnership agreement with CCI, governance duties, and grant compliance and reporting -- will be ongoing. As our organizational goals evolve, we may seek additional grants as necessary.



The organization is overseen by two standing Committees – an Executive and Finance Committee and a Governing Board – which currently meet monthly. The organization is supported by a Treasurer, independent accountant and third-party contractors. LFCUD has an office in Morrisville, Vermont, but conducts most of its business remotely. For more information see: [www.lamoillefiber.net](http://www.lamoillefiber.net).

## A. Scope of Work

**Location:** Remote (periodic in-person meetings as necessary)

**Time Commitment:** estimated 10 hours/week, 40 hours per month

### Responsibilities:

1. **District Clerk Duties:** Pursuant to 30 V.S.A. section 3068, the clerk is the custodian of the CUD records and is tasked with maintaining the public records including agendas, votes, minutes and reports. The clerk may also perform duties and functions incidental to the Clerk's duties, such as managing committee calendars, scheduling and warning public meetings, preparing and posting agendas, and attesting to Board actions.
2. **Grant Administration:**
  - Work with the Treasurer and Accountant to track expenditures, process invoices and ensure compliance with funding requirements.
  - Perform general office tasks, including filing, invoice coding, facilitating payment of routine bills, and correspondence.
  - Support preparation of reports in compliance with state and federal requirements; ; finalize and file grant reports. (Reports are prepared monthly, quarterly and annually, with support from partners and contractors. Initial drafts of construction grant reports and federal asset inventories will be prepared by CCI.)
  - Maintain accurate records of grant applications, reports, and related documentation utilizing Lamoille FiberNet's documentation system.
  - If authorized by the Board, assist in the identification, application, and management of new grants.
3. **Communication and Other Administrative Duties:**
  - Assist in organizing Board meetings and events, assembling Board packets as necessary.
  - Monitor general mailbox; facilitate Board and organizational correspondence.
  - Monitor, respond and forward incoming correspondence, including communication with towns, grantors (State, VCBB), vendors, and contractors.

## B. Qualifications

- **Education:** Bachelor's degree in Business Administration, Public Administration, or related field is preferred.
- **Experience:**



- Minimum of 5 years of experience in administrative roles, preferably with a compliance focus.
- Project management or government administration experience is highly desirable.
- Experience in state or federal grant administration is highly desirable.
- Proven ability to manage multiple tasks and deadlines.
- **Skills:**
  - Strong organizational and time-management skills.
  - Proficiency in Adobe, Microsoft Office Suite, including TEAMS, Excel and Word, and QuickBooks.
  - Excellent written and verbal communication skills.
  - Ability to work independently with minimal oversight.

### **C. Submission Requirements**

Interested candidates must submit the following documents:

- A cover letter detailing relevant experience and interest in the position. If a firm or organization, please explain proposed staffing structure.
- A current resume or CV.
- Contact information for at least two professional references.
- MBE or WBE status.
- Estimated annual costs with proposed hourly rate and compensation structure, including out of pocket expenses.

### **D. Contract Term, Notice of Required Contract Provisions**

LFCUD anticipates entering into an annual contract, renewable subject to performance. The contract will be funded by state and federal grants. As such, certain contract terms will be required. Please review the attached Lamoille FiberNet Standard Attachments SFLRF State and Federal Grants for such terms, which includes the MBE/WBE qualification. See also [Attachment C State Contracts and Grants 12.2023](#)

### END ###