

NEK Broadband  
4 S. Main Street, Suite 16  
P.O. Box 712  
Hardwick, VT 05843-0712

## **ACCOUNTING SERVICES REQUEST FOR PRICING**

NEK Broadband is a communications union district (CUD) formed by over 44 towns in the Northeast Kingdom of Vermont. Our mission is to ensure that every address in the district has access to 100Mbps/100Mbps service through fiber to the home. Over the last year the district has been developing a business plan and structure to accomplish this goal. Our current business plan contemplates well over 2000 miles of fiber. In the last legislative session, the State of Vermont designated \$150 million of the ARPA funds toward CUD build out of public fiber infrastructure. NEK Broadband anticipates that a minimum of \$40 million of that will go to the Northeast Kingdom. Because of the substantial increase in grant funding, NEK Broadband is seeking to work with an accounting consultant that can help us properly set up our accounting system, grant management, and financial policies. We currently contract with a part time clerk/bookkeeper and an interim executive director.

**Ownership and Operational Structure:** NEK Broadband intends to build and own the vast majority of the fiber network. The CUD also intends to leverage partnerships to lease rather than own some infrastructure and to trade infrastructure with certain partners. NEK Broadband intends to own the equipment to light the fiber and provide lit services at wholesale pricing. The CUD will hire an operator to provide retail ISP services to NEK Broadband customers. In the beginning, the CUD will also pay an entity to be the network operator. After a certain number of customers or mileage, the CUD may elect to perform network operations itself.

**Chart of Accounts:** NEK Broadband is in the process of collecting sample charts of accounts for a network operator and retail isp services. NEK Broadband would work with consultant to construct a chart of accounts from the samples received.

**Financial Policies:** NEK Broadband seeks to build a set of financial policies to supplement existing ]policies (attached). NEK Broadband is looking for a consultant to help create and review such policies.

**Grant Management:** NEK Broadband needs to set up grant tracking to track very large amounts of grant funds anticipated between 2022 and 2026. This will include the ability to use multiple grants on a project and have budgeting for grants.

**Audit Preparation:** NEK Broadband will need to do a single audit due to the receipt of grant funds. We want to make sure our processes are in place for a clean audit.

**Payroll Services:** NEK Broadband is looking to put payroll services in place sometime between 10/15 and the end of the year. Please identify if you can assist with this.

Response requirements:

Please provide the following information:

- Hourly rate
- Estimated number of hours for the items listed above or a flat fee approach (we are working on a grant and we need to have something for the budget - this number will not be part of a contract unless negotiated to be so amongst the parties.)
- A description of your work and experience relevant to the statement of work.
- Identification of assistance with some or all of the items listed.
- Other resources or connections that you can use to assist.

Timing: We wish to begin the quickbooks portion of the work asap. I will arrange my schedule to make time next week work if I receive responses that enable me to do that.

Please send response to [director@nekbroadband.org](mailto:director@nekbroadband.org) and to [rfps@nekbroadband.org](mailto:rfps@nekbroadband.org).

Please submit the response as quickly as you can. A respondent will be selected for our most immediate needs once at least two responses have been received or one week has passed, whichever occurs earlier. Some items are not as urgent and so I urge you to submit a response. NEK Broadband may break the scope of work up and select more than one respondent to assist in different categories. Respondent selection will be based on price, availability, and expertise relevant to each category.

We work under strict grant requirements which require that ALL of our contracts get approved by the state before we can enter into those contracts. To simplify matters and prevent delays we would prefer to use a contract that has already been approved. I have attached a word version of that contract for your review. Additional terms can be put into the statement of work section.

