



Request for Proposal (RFP) for Otter Creek Communications Union District Executive Director

1. Introduction: Otter Creek Communications Union District (OCCUD) invites qualified individuals or firms to submit proposals for the contract position of Executive Director. OCCUD has been awarded a construction grant from the Vermont Community Broadband Board (VCBB) to build Fiber Broadband infrastructure in rural communities within Rutland region. The Executive Director will play a pivotal role in managing and advising OCCUD's activities, partnerships, communication, and sustainability efforts.

The position is envisioned to be part-time, approximately 20 hours per week.

Otter Creek CUD has been awarded a pre-construction grant which funds this position through December 2026.

2. Scope of Work: The selected Executive Director will be responsible for, but not limited to, the following:

- Effectively communicate pertinent information to the Governing Board; execute short- and long-term business objectives; evaluate technologies and opportunities to better serve the participating communities of the CUD;
- Implement operating procedures to comply with state and federal regulations.
- Interpret and implement objectives and directives adopted by the Governing Board.
- Serve as a company representative before regulatory agencies, legislative bodies, and industry associations as appropriate.
- Participate in and support Governing Board and committee meetings as needed and lead implementation of strategic goals.
- Manage and advise OCCUD in its relations with its partner-provider (Consolidated Communications Inc.).
- Manage and advise OCCUD in its relations with other ILEC's constructing and offering fiber high-speed broadband in the OCCUD member towns.
- Coordinate with contractors, including construction engineers, to ensure successful implementation of the Fiber Broadband project.
- Establish and maintain effective communication channels with VCBB.
- Develop a relationship between OCCUD and the Regional Planning Commission in terms of shared resources, opportunities for collaboration.
- Handle communications and responses to all public inquiries, including CUD town residents, state representatives, press, and other stakeholders.



- Ensure alignment with VCBB policies and the contractual agreement with the partner provider.
- Explore additional funding opportunities, including potential BEAD (Broadband Expansion Adoption and Deployment) funds, to support the completion of OCCUD's fiber build-out.
- Develop funding resources and a sustainable management structure to continue OCCUD's mission beyond the completion of the fiber network construction.

3. Requirements: The ideal candidate or firm should possess the following qualifications:

- Strong knowledge of broadband infrastructure development, state grant programs, and related regulations.
- Exceptional communication skills, both written and verbal, to effectively engage with diverse stakeholders.
- Previous experience in stakeholder engagement, public relations, and media communication.
- Proven ability to seek out and secure additional funding opportunities.
- Leadership and strategic planning skills to guide OCCUD's mission beyond the construction phase.
- Familiarity with Vermont's telecommunications landscape and policies is a plus.
- Flexibility to dedicate approximately 20-30 hours per week to the role.
- Demonstrated expertise in the telecommunications industry, including broadband and wireless is required; a demonstrated strong technical background is necessary. Demonstrated success leading a community or cooperative-based organization is preferred.

4. Proposal Submission: Interested parties are requested to submit their proposals by March 8, 2024.

Proposals should include:

- Cover letter introducing the proposing individual or firm and summarizing their qualifications.
- Detailed explanation of the proposed approach to fulfilling the scope of work outlined in this RFP.
- Resume.
- Relevant past project experience and successes in similar roles.
- References from previous clients or partners.

5. Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Qualifications and relevant experience of the proposing individual or firm.



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- Clarity and feasibility of the proposed approach to fulfilling the scope of work.
- Demonstrated understanding of the broadband industry, regulations, and stakeholder engagement.
- Ability to secure additional funding and develop a sustainable management structure.
- References and past project successes.

6. Contract Details: The selected Executive Director will enter into a contract with OCCUD for the duration of the project. Compensation will be discussed during contract negotiation.

7. Contact Information: For questions or clarifications regarding this RFP, please contact Laura Black, Chair of OCCUD Governing Board at Chair@OCCUD.org.

We look forward to receiving your proposals and partnering with a dedicated and qualified Executive Director to drive the success of the Fiber Broadband project and OCCUD's mission.