



**COUNTY OF KENDALL, ILLINOIS  
ADMIN HR COMMITTEE  
KC Office Building, 111 W. Fox Street  
County Board Rm 210; Yorkville  
Monday, April 5, 2021 at 5:30p.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call: Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Dan Koukol, Robyn Vickers**
- 3. Approval of Agenda**
- 4. Approval of Minutes from March 17, 2021**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Discussion of Economic Development Coordinator Job Description*
  - *Discussion of Finance & Budget Coordinator Job Description*
  - *Discussion and Approval of Rural Broadband Feasibility Study*
  - *Approval of MetroNet Go Policy*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

**Microsoft Teams meeting**

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**COUNTY OF KENDALL, ILLINOIS  
ADMIN HR MEETING MINUTES  
Wednesday, March 17, 2021**

**CALL TO ORDER** – Chair Elizabeth Flowers called the meeting to order at 5:30pm.

**ROLL CALL**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Dan Koukol	EXCUSED		
Robyn Vickers	Here		

With four members present, a quorum was confirmed to conduct business.

**Employees in Attendance:** Gina Hauge, Scott Koepfel, Valarie McClain, Tracy Page

**APPROVAL OF AGENDA** – Motion made by Member Gilmour, second by Member Vickers to approve the agenda.

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Robyn Vickers	Yes

With four members voting aye, the motion passed by a 4-0 vote.

**APPROVAL OF MINUTES** – Motion made by Member Gilmour, second by Member Gengler to approve the March 1, 2021 minutes.

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Robyn Vickers	Yes

With four members voting aye, the motion passed by a 4-0 vote

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** - Mr. Koepfel presented a flyer and spoke about a request from CASA to run an annual Jeep and food truck fundraising event. It is required in CASA's lease agreement to get approval from the County Board to execute any event. In an effort to streamline this event, Mr. Koepfel recommended that CASA's lease be updated with a

rider to allow the annual event to take place in the HHS parking lot with approval from Mr. Koepfel and Ms. VanGundy, instead of bringing it to the full County Board. Mr. Koepfel would ensure the insurance is in order, and Ms. VanGundy would ensure the building is not in use and it will not cause a conflict for the Health Department. The goal is to streamline the event. Member Gilmour suggested that the event be brought before the board for event publicity. Mr. Gengler is on the CASA committee and reviewed the fundraising events that CASA promotes. Mr. Gengler mentioned that CASA may be leaving the HHS building due to space constraints. Mr. Gengler, Ms. Vickers and Ms. Flowers are in favor of streamlining. Mr. Koepfel will let CASA know to include the time of the event on the flyer. There was consensus by the committee to forward the item to the County Board on April 7th.

**PUBLIC COMMENT – None**

### **COMMITTEE BUSINESS**

- ***2020 Year End Presentation Alliant Mesrow Insurance - Dane Mall, the account executive from Alliant Mesrow discussed events from 2020 referencing the pandemic and the public distrust with law enforcement and civil unrest. The approval of Illinois' police reform will affect the future of County's risk management and insurance coverage. Achievements include regular claims review meetings, Sheriff is an active participant, and an enhanced case management program. Alliant will monitor the Rebound program for future. Last year the Sheriff's Department developed strategies with fitness and wellness. It was very proactive. Slip/trip/fall assessment was completed with a tour of the facility. Unable to do the in person training due to COVID. ICRMT provided a 10K grant for the ARCs alert software. Loss control services were highlighted. The most significant cost drivers are the worker's compensation costs. The County is seeing favorable results on average yearly claim costs to lower costs. Success is due to a centralized risk management function, the support of the County Sheriff and partnering with ICRMT. One major goal for 2021 is to look at self-insurance retention or deductible levels. Actuaries can run loss prevention options for County consideration. Flexibility in those areas will be important for law enforcement due to the state of the insurance marketplace for law enforcement liability. Ms. Flowers questioned increasing the deductibles by asking about how many workers comp claims per year - around 25-30 claims per year. Providing options for consideration.***
- ***Discussion of Kendall County Copier Lease Contract - Gina Hauge informed the board that the leases are up for renewal. The copiers are old and the technology department is looking for approval to get-a go out for bid for new copiers for the county. Mr. Koepfel indicated this is in budget and we may realize a budget savings by switching. Motion to bid by Ms. Vickers, second by Ms. Gilmour. Technology Staff will come back to the County Board with the lowest bid results.***

### **ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Robyn Vickers	Yes

**With four members voting aye, the motion passed by a 4-0 vote**

- ***Approval of Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement - Mike Neuenkirchen from the DeKalb Voluntary Action Center and Kendall Area Transit Program presented. The KAT program needs to apply annually for funding from the state for the 5311 Non-Urbanized Public Transit Grant pass through dollars along with the State Operating Assistance Grant to partially fund the KAT program, applying for \$55,000 in federal funds and \$1.3 million in downstate operating assistance funds which are matching funds. Primary funds are 65% match. The County along with local municipalities and other social service agencies contributes to fully fund the program. The application requires a resolution passed and a public hearing. Latreese Caldwell will prepare the resolution for the April 7th board meeting.***

Motion to approve by Ms. Gilmour, second by Member Gengler to forward the item to the County Board for final approval.

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Robyn Vickers	Yes

**With four members voting aye, the motion passed by a 4-0 vote**

- ***Approval of Resolution Extending the Agreement with Voluntary Action Center of Northern Illinois to run the Kendall Area Transit Program - Mike Neuenkirchen - as part of the grant, the grantee has to enter into an operating agreement with an entity to run the service. In 2010, the County asked VAC to operate the KAT program as a non-profit on a pass through basis. VAC runs the program, the dollars come to the County, and the funds are passed through to VAC to reimburse for the program. It is a federal requirement for the 5311 program. This is a second extension of an agreement from 2015. The current contract was passed in 2018, and is a three-year contract. An extension would bring KAT into compliance for an additional three years. Scott Koeppel recommends the extension of the agreement. Motion by Member Gilmour, second by Member Gengler to forward the item to the April 7, 2021 County Board for approval.***

Ms. Flowers questioned the ridership. Mr. Neuenkirchen stated that last year ridership showed a decrease due to Covid-19. In 2019, ridership was 32k, last year it decreased to 26k, but the ridership decrease allowed for social distancing and continuation of service

during the pandemic. Ridership is increasing and expected to be back at 2019 levels. Mr. Koepfel asked that Mr. Neuenkirchen put together a summary regarding COVID challenges for the full Board discussion.

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Robyn Vickers	Yes

With four members voting aye, the motion passed by a 4-0 vote.

**EXECUTIVE SESSION – Not needed**

**ITEMS FOR THE MARCH 11, 2021 COMMITTEE OF THE WHOLE - None**

**ACTION ITEMS FOR COUNTY BOARD**

- *Approval of Resolution for Authorizing execution and amendment of the section 5311 Grant Agreement*
- *Approval of Resolution extending the agreement with voluntary Action Center of Northern Illinois to run the Kendall Area Transit program.*
- *Approval of a Copley Lease Program Agreement Bid*
- *Approval of a CASA lease Rider for an annual event to be held in the HHS parking lot*

**ADJOURNMENT – Member Gilmour made a motion to adjourn the meeting, second by Member Gengler.**

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Robyn Vickers	Yes

With four members present voting yes, the meeting adjourned at 6:06 p.m.

Respectfully Submitted,

Suzanne Gonzalez, HR Specialist

## Kendall County Job Description

**TITLE:** Economic Development Coordinator  
**DEPARTMENT:** Administrative Services  
**SUPERVISED BY:** Deputy County Administrator  
**FLSA STATUS:** Exempt  
**APPROVED:**

### I. Position Summary:

Under the supervision of the Deputy County Administrator, this role will be responsible for the coordination and overseeing of the economic development of the County of Kendall including the facilitation of federal grants, business expansion and retention, recruitment of new industry, and loan assistance. This position will work to bring a stronger economic and tax base through local business retention and expansion, and new business opportunities.

### II. Essential Duties and Responsibilities:

- A. Coordinate and manage community growth projects by assisting in the development and implementation of goals, objective, policies and priorities for economic growth programs in support of the County's economic development strategy.
- B. Oversee and manage Kendall County Revolving Loan Fund and Loan Program.
- C. Collaborate with business owners and prepare periodic statistical reports concerning businesses and business ventures.
- D. Collaborate with other County Departments, municipalities, community agencies, and community stakeholders to assist new and existing businesses.
- E. Work professionally to develop strategic partnerships within the County as well as with other counties and municipalities.
- F. Create and implement the economic and community development strategic plan for the county.
- G. Attend meetings with public groups, clubs, organizations, and agencies to promote programs that encourage economic growth in the County.
- H. Respond to inquiries and meet with established and prospective business associations to serve as an information broker, providing a portal to the County services and programs.
- I. Create a database of available commercial properties.
- J. Create a database of active businesses in the County.
- K. Review and respond to potential economic development projects from state agencies.
- L. Assist interested businesses and industries in identifying potential sites, securing approvals, and identifying financing opportunities.
- M. Create marketing and promotional materials.
- N. Prepare and report progress on projects, monitoring until complete.
- O. Evaluate projects that are grant-eligible according to applicable regulations and criteria.
- P. Prepare and convey grant award documents; Communicate with recipients to ensure a good understanding of award terms and conditions, and expectations for performance and compliance.
- Q. Receive and review periodic financial and progress reports.
- R. Maintain a comprehensive, current knowledge of applicable policies, procedures, codes, and regulations.
- S. Conduct research and maintain an awareness of new issues, methods, equipment, trends and advances in the professions; read updates and other professional literature; maintain professional affiliations; attend meetings, conferences, workshops and training sessions as appropriate.
- T. Serve as staff liaison to Economic Development Committee.

## Kendall County Job Description

- U. Participate in County Board and Committee meetings as requested, sometimes after business hours.
- V. Provide backup support for expediting County mail.
- W. Maintain regular attendance and punctuality.
- X. Perform other duties as assigned.

### III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

### IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### A. Language Skills:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.
- Requires good knowledge of the English language, spelling and grammar.

#### B. Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to read and understand basic workplace data, such as simple forms, tables, graphs, schedules etc.

#### C. Reasoning Ability:

- Ability to analyze situations to pinpoint problems and assist with solving problems or identifying sources of obstacles.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to solve problems and make decisions.

#### D. Certificates, Licenses, and Registrations:

- Current and valid Driver's License and reliable transportation.
- Any and all other certificates and registrations as required for the specific duties performed.

#### E. Other Skills, Knowledge and Abilities:

- Strong organization and multi-tasking skills.
- Ability to carry out duties with minimal supervision.
- Ability to research documents and narrative materials and develop reports from information gathered.
- Ability to conduct work while maintaining confidentiality.
- Comprehensive understanding of the economic development field and application of advanced principles, techniques and theory.
- Excellent prioritization skills and the ability to meet deadlines.

## **Kendall County Job Description**

- **The ability to display a positive, cooperative, professional and team orientated attitude even in stressful situations.**
- **The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, and elected officials.**
- **The ability to follow guidance and work independently until project completion.**
- **Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.**
- **Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems**
- **Skills in operating a personal computer, facsimile machine, copier, and typewriter.**

### **F. Education and Experience:**

- **A minimum of a Bachelor's Degree from an accredited college or university; preferred areas of study/experience are Business, Administration, Public Administration, Planning, Economics or related field.**
- **Three (3) years of experience in public relations, economic development, community development, or planning.**
- **Master's Degree preferred.**

### **G. Physical Demands:**

**While performing the duties of this job, the employee must be able to:**

- **Frequently sit for long periods of time at a desk or in meetings;**
- **Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Historic Courthouse).**
- **Occasionally lift and/or move up to 40 pounds;**
- **Frequently lift and/or move up to 10 pounds;**
- **Use hands to finger, handle or feel;**
- **Reach, push, and pull with hands and arms;**
- **Talk and hear in person and via use of telephone;**
- **Specific vision abilities include close and distance vision, as well as depth perception;**
- **Travel independently to locations throughout Kendall County and the Chicago region to perform assigned job duties.**

### **IV. Work Environment:**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:**

- **Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.**
- **The noise level in the work environment is usually quiet to moderately quiet.**
- **Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.**
- **Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.**
- **Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.**

**By signing my name below, I hereby affirm that I received a copy of this job description.**

## Kendall County Job Description

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**Employee Receipt Acknowledgement & Signature**

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**Date**

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**Signature of Supervisor**

**cc: personnel file, employee**

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**Date**

## Kendall County Job Description

**TITLE:** Finance & Budget Analyst  
**DEPARTMENT:** Administrative Services  
**SUPERVISED BY:** Deputy County Administrator  
**FLSA STATUS:** Non-Exempt  
**APPROVED:**

### I. Position Summary:

Under the supervision of the Deputy County Administrator, perform budgeting, finance, analysis, administrative and research functions to aid in the development and implementation of the County's annual budget and capital improvement plan. Develop, compile and analyze information on County operations and budget implementation and perform policy analysis; analyze County fiscal operations and evaluate programs and funding requests. Maintain accurate fiscal records.

### II. Essential Duties and Responsibilities:

- A. Create month end and annual expenditure and revenue reports.
- B. Prepare financial reports for various County Board committees.
- C. Assist Deputy County Administrator by conducting various surveys, research, data analysis, cost-benefit analysis, and expenditure and revenue forecasting.
- D. Ensure compliance with grant awards, including but not limited to completing reporting requirements, submitting progress reports, performing sub-recipient monitoring, managing grant pass-through process, and other administrative oversight duties.
- E. Close out accounting records for grants. Follow up with departments on outstanding issues that pertain to the report and/or invoice submission and closing process. Maintain documentation on correspondence with department and external sponsors.
- F. Prepare administrative documents for contract and grant proposals.
- G. Develop, organize, and maintain files, documents and materials related to budgetary practices according to County policies.
- H. Execute transactions within the integrated budget, accounting, and purchasing system which may include purchase requisitions, contract payment vouchers, budget data entry, appropriate revisions, and salary and budget imports.
- I. Compare departmental expenditures to the original budget.
- J. Provide information to departments and elected offices regarding budgets and other requested financial data.
- K. Conduct bank reconciliations, account reconciliations and grant reconciliations.
- L. Create financial models based on analysis to support County decision making.
- M. Assist in the development of the County's overall budget document, and analysis to increase the efficiency of the County's spending.
- N. Assist in the creation and further development of the revenue manual, budget preparation manual, budget policies and procedures manual, and other documents as needed.
- O. Evaluate current and historical financial data.
- P. Develop automated reporting and forecasting tools for more efficient use of data.
- Q. Ensure cost accounting compliance on projects.
- R. Maintain a comprehensive, current knowledge of applicable policies, procedures, codes, and regulations.
- S. Conduct research and maintain an awareness of new issues, methods, equipment, trends and advances in the professions; read updates and other professional literature; maintain professional affiliations; attend meetings, conferences, workshops and training sessions as appropriate.

## Kendall County Job Description

- T. Produce other financial reports as requested.
- U. Serve as staff liaison for Finance Committee in absence of Deputy County Administrator.
- V. Participate in County Board and Committee meetings as requested, sometimes after business hours.
- W. Provide backup support for agenda, minutes and recording of Finance Committee meeting.
- X. Provide backup support for expediting County mail.
- Y. Maintain regular attendance and punctuality.
- Z. Perform other duties as assigned.

### III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

### IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### A. Language Skills:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.
- Requires good knowledge of the English language, spelling and grammar.

#### B. Mathematical Skills:

- Proficient in accounting software and Microsoft Office Suite or related software.
- Thorough understanding of accounting and budgeting principles and generally accepted accounting principles.
- Thorough understanding of the principles of financial analysis and economics.
- Basic understanding of and ability to conduct cost-benefit analysis.
- Ability to skillfully perform detailed statistical analysis of budget activities.
- Ability to prepare and present clear, concise administrative and financial reports.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to interpret financial data contained in reports and ledgers.
- Ability to read and understand basic workplace data, such as simple forms, tables, graphs, schedules etc.

#### C. Reasoning Ability:

- Ability to analyze situations to pinpoint problems and assist with solving problems or identifying sources of obstacles.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to solve problems and make decisions.

#### D. Certificates, Licenses, and Registrations:

- Any and all other certificates and registrations as required for the specific duties performed.

#### E. Other Skills, Knowledge and Abilities:

- Strong organization and multi-tasking skills.

## **Kendall County Job Description**

- Ability to carry out duties with minimal supervision.
- Ability to research documents and narrative materials and develop reports from information gathered.
- Ability to conduct work while maintaining confidentiality.
- Comprehensive understanding of the economic development field and application of advanced principles, techniques and theory.
- Excellent prioritization skills and the ability to meet deadlines.
- The ability to display a positive, cooperative, professional and team orientated attitude even in stressful situations.
- The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
- Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems
- Skills in operating a personal computer, facsimile machine and copier.

### **F. Education and Experience:**

- A minimum of a Bachelor's Degree from an accredited college or university; preferred areas of study/experience are Finance, Economics, Accounting or related field.
- Three (3) years of experience involving the analytical research and reporting of complex financial data.
- Master's Degree Preferred.
- CPA Preferred.

### **G. Physical Demands:**

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at a desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Historic Courthouse).
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Use hands to finger, handle or feel;
- Reach, push, and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception;
- Travel independently to locations throughout Kendall County and the Chicago region to perform assigned job duties.

### **IV. Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

## Kendall County Job Description

- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

\_\_\_\_\_  
Employee Receipt Acknowledgement & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

cc: personnel file, employee

\_\_\_\_\_  
Date

# KENDALL COUNTY BROADBAND FEASIBILITY STUDY REQUEST FOR PROPOSAL

## INTRODUCTION

Kendall County is seeking proposals for a broadband feasibility/engineering study.

The purpose this RFP is to provide the County with the information needed to analyze, select and implement the best solutions to improve broadband connectivity across our entire county so that our networks are an asset for community and economic development. The County recognizes reaching our goal may require a mix of technologies and phased build-out plans. Flexibility, ingenuity and innovation along with a cohesiveness in design will be necessary to reach the ultimate goal of digitally connecting the County's entities through a world-class, next generation network.

Our vision:

***All Kendall County residents will be able to use convenient, affordable world-class broadband networks that enable us to survive and thrive in our communities and across the globe.***

To achieve this vision, we seek the best path to a ubiquitous broadband network that is ultimately scalable to one Gigabit to homes, businesses and anchor institutions recognizing that this may require a 10 Gigabit (or greater) backbone. We recognize that there are a variety of models that could be used to achieve our vision and we are open to all of them, including incenting private sector investment, engaging in a public-private partnership, forming a new cooperative or operating as a government utility.

We expect this to be highly interactive and iterative process, with excellent and ongoing communications between the selected vendor and the steering committee so that at the end of the study process, the committee clearly understands the best alternatives for moving forward to achieve the vision.

## **DESCRIPTION OF KENDALL COUNTY**

Kendall County has been the fastest growing county in Illinois. Kendall County is a mixture of rural and urban communities. The south and west rural portion of the county are underserved for high-speed internet.

Kendall County website - <https://www.co.kendall.il.us/home>

Highway Map - <https://www.co.kendall.il.us/Home/ShowDocument?id=8262>

## **COUNTY CONTRIBUTIONS TO THE FEASIBILITY STUDY PROJECT**

To support the selected vendor, the county will, at a minimum, provide the following:

- Recruitment of a project steering team
- Recruitment of focus group participants
- Access to County GIS data
- Access to historical County Permit Data
- Other public information as needed

## **SCOPE OF WORK/REPORTING REQUIREMENTS**

This section outlines the study and report requirements.

### **Section A – Current assessment and market demand**

- Review of the competitive environment
  - Complete an inventory of existing fiber networks within the county, including ownership and availability for use by other network providers.
  - Provide an overview of current broadband providers' services, pricing strategies and coverage area. To the extent possible, determine and analyze the investment and deployment plans of Incumbent providers.
  - Provide an assessment of the services available to our existing and prospective businesses and how that impacts our economic development efforts.

- **Provide a market study to establish a likely market penetration rate and clarify which benefits from a new countywide network might be most important to the residents and businesses. Include information from the following sources**
  - Available market and census data
  - Local random sample countywide survey of residents and businesses
  - Focus groups of key constituencies
  - Include a sample survey your firm has used for similar project and the resulting report as an appendix of your proposal

### **Section B – Technology options**

- **Determine the best technology path for our county**
  - **What are the broadband capacities and considerations that are necessary now and in the future that will enable our county to be economically competitive? What technologies can provide broadband services at those speeds?**
  - **What are the technologies best suited to the various areas of the County based on geography and demographics?**
  - **What opportunities exist to provide a protected-ring fiber network that would connect businesses and anchor institutions such as schools, libraries, hospitals, public safety, cities, institutions of higher education and community support organizations?**
  
- **Options for services provision to include:**
  - **Mix of technologies and phased build out plans with multiple platforms scalable to 1 gigabit and include wireless, fiber, ARMER towers, cable, etc.**
  - **Options should include scenarios using what already exists within the County, with a minimum service level of 100/100 Mbps.**
  - **Business models and pro forma to be analyzed to include but not be limited to:**

- a) **Build on existing networks:** Options to combine or collaborate with existing providers to provide middle and last mile coverage to the underserved and unserved, with special emphasis on leveraging CAF2 dollars.
- b) **Create new networks:**
  - 1. **Open Access:** The County would finance and contract to build the network and invite other service providers to contract to deliver services over the network.
  - 2. **Proprietary Network:**
    - i. The County would incent a private sector partner, including existing cooperatives, the creation of a new cooperative, or other entity to invest, build and operate a network by using development powers as necessary.
  - 3. **Other options that might involve multiple local entities or other scenarios as contractor sees appropriate.**
- **Conduct pre-engineering study(s) at sufficient depth to estimate costs and approximate implementation timeframes for full network implementation.**
  - This evaluation should include an assessment of all available mainstream high-speed technologies either alone or in combination and include an assessment and consideration of both Fiber to the Premise (FTTP) and wireless technologies. All parts, materials, and service proposed must be currently available on the market and in continuing production (no discontinued manufacturers or parts).
  - Assessment of primary and redundant backhaul connection options between local network and the Internet.
  - Define the proposed service area and create a conceptual fiber route and high level design to provide the greatest coverage, showing businesses and publicly owned facilities passed within ½ mile on both sides of the fiber route.

- Use algorithmic tools to combine the map data with historical cost data to provide an estimated cost to offer scalable broadband service for all options identified. Costs will be calculated by service area and anticipated route miles to determine capital costs for fiber optic mainline, access equipment, cell tower backhaul, routers, and switches. Costs should be all inclusive of any design, initial configuration and installation costs.

### Section C – Partnership options

- Provide examples of who might be a prospective partner with a brief summary of how each relationship would function.
- What sectors, groups and individuals may help our county achieve the broadband goals? Please identify synergies and sharing opportunities that exist with providers and customers to include but not limited to:
  - ISP Providers, Telecoms, Cooperatives, Statewide telecom networks, Government entities, NGO's, K-12 and higher education, including library systems, Healthcare providers and the industry and business community

### Section D – Financing and Legal Considerations

- Provide financing options to include, but not limited to general obligation bonds, revenue bond, public/private partnerships, USDA RUS, other state and federal funding and others where appropriate.
- Provide an assessment of legal requirements, risks and regulations relevant to the building or operation of a network and partnership arrangements.
- Prepare financial projections for at least two project scenarios as selected by the project steering team:
  - Options Identified
  - Operational Cash flow for expenditures
  - One Time and Recurring Capital Expenses

- Business and technical expertise needed
- Organizational support
- Community Support

#### Section E – Optional Fiber Map

- Map existing the location of existing fiber and broadband-related electronics and available broadband speeds available by provider. This information should be provided in a format usable by the County GIS systems.
- Include this as an add-on to the entire project and list it as a separate and optional cost as part of the proposal

#### PROPOSED SCHEDULE

- **All proposals due at 4:30 pm CST on (date TBD).**
- Project Implementation schedule and phasing - Please provide an estimated project timeline. Timeline should include:
  - Estimated project start and end dates.
  - Proposed date(s) for pre-project meeting with County's feasibility study project committee.
  - Proposed dates for conducting a community presentation to collect public input and review preliminary findings.
  - Proposed date for presentation to County Board. Board meetings are typically the dates/time.
- Consultant will provide biweekly updates on progress during the work period, via either email, or phone calls, to the designated County Representative and/or steering committee.
- Consultant will provide fifteen copies of final feasibility study along with a digital copy

## **REQUEST FOR PROPOSALS**

The following will be considered minimal contents of the proposal. Limit proposal to 10 pages.

1. **Provide a restatement of the goals, objectives and project tasks to demonstrate the responder's view of the project and your approach to this project. Please reference the Study/Report Requirements: Sections A – D in your responses.**
  
2. **Provide on your background and experience in the following areas:**
  - a. **Network: Outline the direct knowledge and experience your company has regarding broadband solutions.**
  - b. **Financial: Describe direct experience and knowledge your company has creating and analyzing financial plans and models including capital requirements, operational pro formas, and financing options.**
  - c. **Regulatory/Legal: Describe any direct experience and knowledge your company has in analyzing and interpreting the regulatory and legal landscape and providing analysis and guidance on these issues as they pertain to the various options contained in the proposal.**
  - d. **Services: Describe any direct experience and knowledge your company has in providing community and business community analysis and guidance surrounding broadband services.**
  - e. **Project Management: Outline your company's direct knowledge and experience with structured project management.**
  - f. **Partnerships: Share your company's experience in working with state and local governments and public-private sector collaborations.**
  
3. **Conflicts of Interest: Provide any information on prospective conflicts of interests, including existing or financial relations with equipment vendors, ISPs or other firms.**

**4. References: Include at least three references from previous similar projects.**

**Identify key personnel who will conduct the project and provide detail of their training and work experience. No change in key personnel assigned to the project will be allowed without the approval of the local project team. Address experience in working with rural communities, schools and townships in regard to this type of study.**

**Note: Subcontractors working for the contractor must meet all the requirements of the Request for Proposal (RFP) and any contract between the contractor and the subcontractor must include all contract terms agreed to between the County and the successful contractor.**

**5. Detailed work plan to include:**

- a. Tasks to be accomplished and the budget hours to be expended for each task and subtask. (This will be used as a work plan and managing tool for basis of invoicing.)**
- b. Identify project timeline with deliverables and key milestones.**
- c. Provide detail regarding local involvement and services expected to complete the project. A minimum of 3 status meetings are to be contained in the work plan in addition to any data collection or input/review meetings.**
- d. Outline the project management approach that your company will employ to execute this project and identify individual(s) responsible for the various areas in the outline.**
- e. Identify areas of risk for the project based on the contractors detailed work plan and schedule for all aspects of the project including but not limited to financial, construction, legal, product availability, environmental and archaeological.**
- f. Provide detailed cost estimate of the study, including known project expenses, professional hourly rates and multipliers and estimated service/task hours with a**

**“Not to Exceed” cap. Other ancillary expenses related to the completion of the study will be discussed on a case-by-case basis.**

- g. Commit to working closely with Steering Committee and County Board**

## **EVALUATION CRITERIA**

**The local project team will evaluate all proposals using the following criteria to conduct a best value evaluation:**

- Experience and qualifications of the vendor and personnel assigned to this project**
- Clear understanding of this project**
- Clear technical proficiency for the mix of technologies and cohesiveness of the network proposed**
- Project work plan and timeline**
- Work experience in small and rural communities including counties, cities and townships**
- Pricing**

**After evaluating all proposals, the local project team may choose to interview the top candidates. After making a selection, the review team will submit their recommendation to the county board for final approval to pursue a professional services agreement with the chosen candidate.**

## **SELECTION**

**Selection of the consultant for this project will be based on the criteria noted above. Upon approval from the board, the county will enter into negotiations with the selected consultant to develop a Professional Services Agreement and finalize the work plan including budget hours. Should the county and the selected consultant fail to satisfactorily reach agreement to the work plan, including budget, the county may enter into negotiations with the respondent judged second in the evaluation process, or the county may re-advertise for proposals.**

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The county reserves the right to reject any and all proposals regardless of merit.

### **RFP TIMELINE**

Release RFP	Day 1
Questions due to _____ County	Day 21
_____ County responses provided	Day 30
Proposals due	Day 45
Interviews, if necessary	Day 60
Approval of contract by county board	Day 75

Proposal related questions will only be accepted by emailed to [kcadmin@co.kendall.il.us](mailto:kcadmin@co.kendall.il.us)

*The above dates are subject to change at the discretion of \_\_\_\_\_ County.*

Please email your proposal to Kendall County Administration. Generic marketing or advertising materials not specific to your bid should not be included with your proposal.

### **PRIMARY CONTACT**

**Name** Scott Koepfel

**Title** County Administrator

**Address** 111 W Fox St. Yorkville, IL 60560

**Phone** (630) 553-4171

**Email** [skoepfel@co.kendall.il.us](mailto:skoepfel@co.kendall.il.us)

**METRONET GO POLICY FOR KENDALL COUNTY EMPLOYEES**

The MetroNet Go application allows Kendall County ("County") employees to dial and receive telephone calls on their desktop telephone remotely by using their personal mobile device. County department heads and elected officials shall have sole discretion to allow specific employees to install MetroNet Go on their personal devices. Calls made using MetroNet Go should be for authorized County-business purposes only. Records of calls made and received while using MetroNet will be logged in the County's cloud-based storage system. Employees do not have any right or expectation of privacy on calls when utilizing MetroNet Go on their personal devices. Employees should also be aware that business-related phone records may be subject to disclosure as public records under the Illinois Freedom of Information Act ("FOIA") and that employees may be required to search their personal devices for public records that may be responsive to a request under the FOIA.

If the employee utilizes the MetroNet Go application on their personal mobile device, the County requires the employee to comply with the following requirements:

1. The employee must utilize a strong password to secure information on their mobile device;
2. No unauthorized persons are allowed access to any County-related information on their mobile device;
3. The employee shall not share their usernames or passwords for access to the County-related information on the employee's mobile device with any person, with the exception of authorized County employees;
4. Care is taken to ensure the device is properly locked and secured when it is not in the immediate possession of the employee; and
5. In the event that the mobile device is lost or stolen, or in the event that information security has been breached, employees are to advise their supervisor immediately.

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF  
METRONET GO POLICY FOR KENDALL COUNTY EMPLOYEES.**

I have read, understand and agree to comply with the above policy for the use of MetroNet Go for Kendall County employees.

**BY SIGNING MY NAME BELOW, I AFFIRM MY UNDERSTANDING AND AGREEMENT THAT I DO NOT HAVE AN EXPECTATION OF PRIVACY IN ANYTHING I CREATE, STORE, SEND, OR RECEIVE THROUGH THE METRONET GO APPLICATION ON MY PERSONAL MOBILE DEVICE. I AGREE THAT ALL OF THE ELECTRONIC DATA CONTAINED THEREIN BELONGS TO THE COUNTY. I ALSO EXPRESSLY WAIVE ANY RIGHT OF PRIVACY OR EXPECTATION OF PRIVACY IN ANYTHING I CREATE, STORE, SEND, OR RECEIVE THROUGH THE METRONET GO APPLICATION ON MY PERSONAL MOBILE DEVICE. I ALSO CONSENT TO ALLOWING PERSONNEL SELECTED AT THE SOLE DISCRETION OF THE COUNTY TO ACCESS AND REVIEW MATERIALS I HAVE CREATED, STORED, SENT, OR RECEIVED THROUGH THE METRONET GO APPLICATION ON MY PERSONAL MOBILE DEVICE. I UNDERSTAND THAT THE COUNTY MAY USE HUMAN OR AUTOMATED MEANS TO MONITOR MY USE OF THE METRONET GO APPLICATION ON MY PERSONAL MOBILE DEVICE.**

By signing my name below, I further affirm that signing this Acknowledgement does not create a contract of employment between the County and me and in no way alters my employment at will relationship with the County.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_