



Request for Proposals to Provide Administrative Support for the Broadband Alliance of Mendocino County

Project Timeline: September 15, 2018 – August 31, 2019

Project Budget: \$4,200 (Estimated 7 hours per month, not to exceed 84 hours at \$50/hr)

Project Description

EDFC is seeking a professional individual to provide coordination and support for the Broadband Alliance of Mendocino County (BAMC).

The mission of BAMC is to ensure that the county's population has affordable universal broadband access in their homes, businesses, and public places to support economic vitality, ensure health and safety, and access to educational opportunities.

The Broadband Alliance was formed by the Community Foundation of Mendocino, Economic Development and Financing Corporation, the Mendocino Coast Broadband Alliance, and Mendocino County government.

As the BAMC does not have a formal structure, EDFC will be procuring and managing this contract on behalf of the Alliance. Economic Development and Financing Corporation (EDFC) is a not-for-profit organization founded in 1995. We provide economic development support and services to the four incorporated cities and the County of Mendocino.

Project Responsibilities

- Coordinate quarterly meetings for BAMC
 - In conjunction with the Alliance chair, craft agenda and distribute to members
 - Announce and publicize each meeting
 - Take and distribute meeting minutes
- Provide up to 2 hours of support per month on updating the BAMC website
- Provide up to 3 additional hours per month of support for the Broadband Alliance including outreach, partnership building, and other activities.
- Provide an invoice and monthly reports detailing activities under the contract.

This is an independent contract position. The successful candidate will **NOT** be an employee of EDFC. They will be responsible for filing and paying all self-employment taxes. Payments will be monthly and will be based on approved monthly invoices that must be submitted within 5 days of the last day of the month for payment within 30 days. The successful candidate will receive a 1099 at the end of the calendar year. There are no benefits nor additional compensation for this position.

Proposal Submissions

Interested candidates should provide a cover letter and resume demonstrating their qualifications and capacity to carry out the project activities outlined in the above project description. Please note in your proposal that you acknowledge that this is an independent contract position and that you understand that if you are successful in your proposal that you will not be an employee of EDFC.

Submissions are due by Monday, August 27, 2018 at 8:00 am. Submissions should be sent via email to diann@edfc.org in PDF format.