

MEMORANDUM

To: Monsherry Terrell, Purchasing Administrator

From: Jeanie Lauer, Jackson County Legislator 5th District

Jeanie Lauer/kg
Jeanie Lauer/kg (Apr 7, 2026 19:22:13 CDT)

Date: April 7, 2026

Subject: Request to Execute Contract – Jackson County Broadband & Digital Equity Action Plan

Purpose

This memorandum requests the execution of a professional services contract for development of a Jackson County Broadband and Digital Equity Plan pursuant to Jackson County Code, Chapter 10 (Purchasing), Section 1030.7 (Tax Exempt Organizations and Agencies) with KC Digital Drive, Kansas City, Missouri (local nonprofit organization).

Under Section 1030.7, competitive bidding is not required when funds are appropriated and a contract for services is or will be awarded by resolution or ordinance of the County Legislature to an organization that is exempt from federal income taxation.

Requested action: Proceed with contract preparation and processing for County approvals and legislative authorization, consistent with Section 1030.7, for Phase 1 services as proposed by KC Digital Drive.

Background

Jackson County has an opportunity to develop a coordinated strategy for expanding broadband access and strengthening digital opportunity across the County. A countywide Broadband and Digital Equity Action Plan will help:

- Assess broadband infrastructure availability and performance across Jackson County
- Identify service gaps and barriers to adoption and participation
- Engage municipalities, ISPs, community organizations, anchor institutions, and residents
- Identify potential projects and funding pathways to expand access and strengthen digital inclusion
- Provide a practical five-year roadmap for implementation

KC Digital Drive submitted a proposed scope of work (March 2026) to complete this effort in two phases, with Phase 2 contingent on County review of Phase 1 findings and future authorization.

Proposed Vendor and Scope Summary (KC Digital Drive)

KC Digital Drive proposes completing the work in two phases:

Phase 1 – Analysis, Engagement, and Investment Strategy

Estimated timeline: Approximately five (5) months following execution of the agreement, with completion targeted by December 31, 2026.

Phase 1 activities include:

1. Project Management and Stakeholder Engagement
2. Broadband Infrastructure Mapping and Technical Assessment
3. Digital Equity and Community Needs Analysis
4. Market Analysis and ISP Engagement
5. Funding Strategy and Financial Modeling

Additional Phase 1 deliverable: A Preliminary Broadband and Digital Equity Investment Pipeline identifying potential infrastructure and program initiatives, preliminary cost ranges, and potential funding/partnership opportunities.

Phase 2 – Action Plan Development and Policy Recommendations

Phase 2 would build on Phase 1 findings to develop:

6. Policy and governance recommendations
7. A comprehensive five-year Broadband and Digital Equity Action Plan
8. Final deliverables, executive summary, and presentation to the County Legislature or other designated audiences

Important note: KC Digital Drive indicates that Phase 2 scope, schedule, and budget would be finalized following completion of Phase 1 and considered through a future Jackson County fiscal year budget process.

Cost Proposal (KC Digital Drive)

KC Digital Drive’s proposal provides the following **Phase 1 budget**:

- **Total Phase 1 Cost: \$100,000**
 - Personnel Costs: \$55,000
 - Program Costs: \$35,000
 - Direct Project Expenses: \$10,000

Phase 2 cost is not priced in the submission and would be proposed after Phase 1 completion and County direction.

Recommendation

Jackson County Legislative Office 5th District, in partnership with the IT/GIS Department request the approval to execute a contract with KC Digital Drive under Chapter 10, Section 1030.7 for Phase 1 of the Jackson County Broadband and Digital Equity Action Plan, in an amount not to exceed \$100,000.

Phase 2 should remain contingent upon County review/acceptance of Phase 1 deliverables and future funding authorization.

Budget source:

031-5032-56070; 911 System Fund, 911 Initiatives, Intergovernmental Agreements

Attachments / References

- KC Digital Drive – “Jackson County Broadband and Digital Equity Action Plan” submission (March 2026)
 - Jackson County Broadband & Digital Equity Study scope framework, “Broadband RFP”
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Prepared by: Lisa Honn, Digital Services Business Analyst, Jackson County IT Department







Purchasing Memo

Final Audit Report

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