

**TO:** Aaron Deacon, KC Digital Drive  
**FROM:** Lisa Honn, Jackson County IT, Technical POC  
**DATE:** 02/26/2026  
**SUBJECT:** Request for Proposed Scope of Work, Budget, and Timeline – Jackson County Broadband & Digital Equity Study

## **Background**

At the request of the office of Jackson County Legislator, Jeanie Lauer, Jackson County is seeking support to conduct a countywide Broadband & Digital Equity Study that will inform near-term investment decisions and a five-year action plan for expanding high-quality, affordable broadband access and strengthening digital inclusion across the County. The work should be coordinated with and informed by current statewide broadband initiatives and guidance from the Missouri Office of Broadband Development (MOBD), including relevant state and local planning, mapping, and funding efforts.

## **Purpose of this Memo**

This memo requests that your organization submit a proposed scope of work, including an estimated cost and timeline, to support Jackson County in completing the Broadband & Digital Equity Study. The County intends to use your proposed scope of work as the basis for contracting and project execution.

## **Requested Response**

Please submit a written proposal that includes, at minimum, the following:

- A proposed scope of work organized into two phases (Phase 1 and Phase 2) as described below, including a description of tasks, approach, and anticipated outputs.
- A detailed timeline and workplan for each phase, including key milestones, draft deliverable dates, review/feedback periods, and a proposed project start date assumption (e.g., within X days of contract execution).
- A cost proposal that provides (a) a not-to-exceed amount for Phase 1, (b) a not-to-exceed amount for Phase 2, and (c) a total not-to-exceed amount. Include labor categories/roles, hourly rates (if applicable), estimated hours, and any direct expenses.
- A staffing plan identifying key personnel, roles/responsibilities, and any subcontractors/partners.
- Key assumptions, dependencies, and data or participation requested from Jackson County to support timely completion (e.g., access to existing datasets, introductions to stakeholders, meeting cadence).
- A description of how your work will align with and incorporate up-to-date programs, data, guidance, and timelines from the Missouri Office of Broadband Development (MOBD) throughout the project (e.g., during mapping, funding strategy, and project pipeline development).

## Scope of Work Structure for Proposal

The County's draft scope is organized into eight (8) elements. For purposes of your proposal, please structure your proposed scope of work into the two phases below:

### Phase 1 – Elements 1 through 5

Please propose tasks, methods, and deliverables to address Elements 1–5:

1. **Project Management & Stakeholder Engagement:** project governance, stakeholder engagement plan, and public listening sessions in eastern and central Jackson County.
2. **Broadband Infrastructure Mapping & Technical Assessment:** countywide GIS mapping of served/underserved/unserved areas; crosswalk and reconcile, as appropriate, with relevant Missouri Office of Broadband Development (MOBD) datasets and guidance; performance assessment (speed, reliability, latency, affordability, redundancy); review of local government fiber assets and opportunities; identification of shovel-ready opportunities.
3. **Digital Equity & Community Needs Analysis:** analysis of device access, digital skills, socioeconomic factors, priority populations/neighborhoods, language/ADA needs; incorporation of recent workshop findings; assessment of gaps in affordability, device access, and training networks.
4. **Market Analysis & ISP Engagement:** evaluation of service coverage and competition; interviews with providers regarding expansion plans, barriers, and partnership opportunities; identification of areas unlikely to be served without subsidy.
5. **Funding Strategy & Financial Modeling:** roadmap for leveraging federal/state/local programs and cost-share models, including alignment with current Missouri Office of Broadband Development (MOBD) guidance and state-administered funding opportunities; development of cost estimates for infrastructure solutions and digital equity programs.

Phase 1 is intended to produce the analysis foundation, stakeholder input, and preliminary project pipeline needed to inform policy and a final action plan.

### Phase 2 – Elements 6 through 8

Please propose tasks, methods, and deliverables to address Elements 6–8:

6. **Policy & Governance Recommendations:** recommended organizational structures; permitting, rights-of-way, and dig-once opportunities; model partnership language as appropriate.
7. **Five-Year Countywide Broadband & Digital Equity Action Plan:** goals and performance measures; prioritized projects with cost estimates; digital equity program recommendations; implementation timeline and staffing/resource needs; communications plan.
8. **Deliverables and Presentations:** draft and final deliverables package; executive summary and presentation to the Jackson County Legislature and/or other designated audiences.

Phase 2 will translate Phase 1 findings into implementable governance recommendations and a final five-year action plan, subject to County review, available funding, and County approvals.

### Coordination and Meetings

Please propose a coordination approach (meeting cadence and engagement documentation) and, as appropriate, coordination with other relevant local and/or state program partners.

## **Cost Proposal Requirements**

Your cost proposal should include:

- Budget summary by phase (Phase 1, Phase 2, total). Funding is subject to annually approved budget.
- Budget detail by task and labor category/role (and by subcontractor/partner, if applicable).
- Hourly rates and estimated hours, if time-and-materials pricing is proposed; otherwise, provide a fixed-fee breakdown.

## **Submission Instructions**

Please submit your proposed scope of work, budget, and timeline to the County point of contact listed below.

- Requested submission deadline: 03/12/2026
- Submission email: [lhonn@jacksongov.org](mailto:lhonn@jacksongov.org)

## **County Point of Contact**

Lisa Honn, Digital Services Business Analyst

Jackson County MO, IT GIS Department

[lhonn@jacksongov.org](mailto:lhonn@jacksongov.org) | 816-881-3208

## **Next Steps**

Upon receipt, the County will review your proposal for alignment with County goals, feasibility, and cost reasonableness and may request clarifications or negotiate scope, schedule, and budget. Any contract award is subject to applicable County approvals and execution of a written agreement.