

Date: 03/19/2026

**Task Proposal Request /Task Order Form-0001
Kansas Department of Commerce
Consulting Services**

A. Introduction

This Task Proposal Request (TPR) or Task Order (TO) is being issued by the Kansas Department of Commerce with the intent of seeking competitive task proposals for Consulting Services from contractors selected from the Qualified Contractor List utilizing the TO selection process. Kansas Department of Commerce requires Consulting Services for the following purpose:

The Kansas Office of Broadband Development (KOBD), within the Kansas Department of Commerce, was established in 2020 to help ensure all Kansans have the opportunity to live, work, learn and compete in a global economy by improving universal access to quality, affordable and reliable broadband.

KOBD seeks proposals from qualified contractors or individuals to provide **post-award support for projects funded through the Broadband Equity, Access, and Deployment (BEAD) Program.**

The BEAD Program, funded by the National Telecommunications and Information Administration (NTIA) and administered by KOBD, provided \$451.7 million in federal funding to the state of Kansas to expand high-speed broadband access, particularly to unserved and underserved areas. KOBD is responsible for **ensuring compliance, timely execution, and quality delivery of all awarded projects in Kansas.**

Mandatory requirements include extensive experience working with federal grant programs, specifically with experience within the broadband industry. The contractor shall demonstrate the necessary qualifications, resources, experience and expertise to perform the following tasks. The services provided by the contractor will support state staffing and will be performed primarily at the contractor's office location. Occasional onsite local activities will be required.

This TO seeks contractors to assist KOBD with **all aspects of post-award grant administrative and programmatic oversight**, including but not limited to:

- Federal Award Compliance & Reporting Support
- NEPA and Permitting Capacity Support
- Subaward Project Agreement Management and Modification Tracking
Project Performance Reporting
- Subrecipient Technical Assistance
- Project Deliverable & Milestone-Based Disbursement Request/Match Contribution Verification and Tracking
- Project Monitoring & Onsite Field Inspections
- Testing of Completed Infrastructure or Services for Project Acceptance
- Project Closeout & Final Payment Verification Procedures
- Provision of Technical Assistance to Subrecipients

Proposers must demonstrate:

- Experience providing post-award support for federally funded broadband or infrastructure programs
- Knowledge of federal and state grant compliance, reporting, and audit requirements
- Familiarity with the Kansas BEAD Final Proposal, NTIA BEAD NOFO, NTIA BEAD Restructuring Policy Notice, NTIA BEAD Updated Terms and Conditions, most current version of NTIA's BEAD FAQs, guidance, and resources, and broadband deployment best practices
- Capacity to manage multiple projects and contractors simultaneously
- Strong documentation, communication, and stakeholder coordination skills

A Task Order response should include both a narrative proposal and a cost proposal.

The narrative proposal is a narrative description of how an applicant will address and comply with the tasks directly proposed. The narrative should speak to an applicant’s qualifications to perform the described work via either resumes for proposed personnel, or a statement of previous work. Elements to consider and address in the narrative proposal include: understanding of post-award BEAD project administration; proposed plan to adhere to federal uniform guidance 2 CFR 200 and reporting and compliance requirements set forth by NTIA; proposed approach, overall project methodology including but not limited to performance testing of broadband serviceable locations (BSLs), and timeline; key personnel and qualifications; and indication whether proposing as single-sourced provider or one of multiple-approved providers. The narrative should include key personnel experience and references, including: description of similar post-award federal grant support projects; description of qualifications for monitoring and inspections; description of qualifications for NEPA subrecipient support; and at least three references with contact information.

The cost proposal clearly and concisely describes the costs proposed. The cost proposal should include a detailed cost breakdown, including labor rates, estimated hours, and reimbursable expenses. Applicants should complete and include the below listed cost criteria table in a task order response. Total proposed cost should be recorded. Titles and rates identified must adhere to the applicant’s approved MSA cost rate sheet.

Goods or Services Description	Amount (per compensable increment)
<i>Strategic Consulting Services – Strategic Planning</i>	<i>\$ XXX (Rate Per hour/ day/ etc.)*</i>
<i>Project Management & Administration Consulting Services – Program Development</i>	<i>\$ XXX (Rate Per hour/ day/ etc.)*</i>
<i>Project Management & Administration Consulting Services – Project Oversight</i>	<i>\$ XXX (Rate Per hour/ day/ etc.)*</i>

**The amount rate per hour/day/etc. must reference the applicant’s rates established in the MSA under EVT0008682/EVT0000MCS.*

KOBD will award this contract as a single-source provider, depending on proposals, capacity, geographic coverage, and specialized expertise. Respondents are allowed to utilize subcontractors to perform work requiring specialized skillsets, or specific work, but primary respondent will remain wholly responsible for fulfilling all duties, responsibilities, and financial obligations of the contract. If respondent intends to utilize subcontractors for all, or a portion of the services, this should be clearly identified in the technical proposal.

B. Services Requested and Requirements of Vendor

Category	Services	#	Specifications of Services
Strategic Consulting Services	Strategic Planning		The selected contractor(s) shall provide comprehensive post-award BEAD program support, including but not limited to: <ul style="list-style-type: none"> • Lead the planning and implementation of the project • Facilitate the definition of project goals, tasks, resources, and other requirements • Develop methods to monitor project progress • Work cross-functionally to solve problems and implement necessary changes. Follow a defined, agreed upon project management methodology • Regularly maintain an up-to-date tracking system for key metrics to monitor progress and potential issues for the program

Project Management & Administration Consulting Services	Program Development	<p>The selected contractor(s) shall provide comprehensive post-award BEAD program support, including but not limited to:</p> <ul style="list-style-type: none"> • Federal Award Compliance & Reporting Support • Eligible Entity NEPA Capacity Support • Provide support, as needed, for BEAD post-award activities including programmatic design, development of evaluation criteria, review process, and applicable pre- and post-award activities for BEAD non-deployment adhering to upcoming federal guidance on non-deployment
Project Management & Administration Consulting Services	Project Oversight	<p>The selected contractor(s) shall provide comprehensive post-award BEAD project oversight and management, including but not limited to:</p> <ul style="list-style-type: none"> • Subaward Project Agreement Management & Modification Tracking • Project Performance Reporting • Subrecipient Technical Assistance • Project Deliverable & Milestone-Based Disbursement Request/Match Contribution Tracking • Project Monitoring & Onsite Field Inspections • Testing of Completed Infrastructure or Services for Project Acceptance • Project Closeout & Final Payment Verification Procedures • Pre- and post-award management for BEAD non-deployment projects and activities

C. Schedule

*This schedule represents our current intent but shall not serve as a guarantee or commitment to utilize services for the duration listed. As always, the duration on any time and materials-based contract award is subject to change due to funding loss or limitations.

- i. Preferred start date: May 1, 2026
- ii. Pre-Bid Meeting: N/A
- iii. Length of service in days, weeks, or months: Four (4) years, with the ability to request an extension for an additional one (1) year if KOBD determines it is necessary, in coordination with KOBD's federal obligation to adhere to federal requirements.
- iv. Number of days per week: Usually 5 days per week, but varies with workflow.
- v. Work hours: Usually 40 hours per week, but varies with workflow.
- vi. Post Award Progress Meetings: Including but not limited to virtually on Teams and in-person in Topeka, Kansas.
- vii. Deliver Date: June 30, 2030; if extension is granted, June 30, 2031.

D. Proposal and Basis for Award

A Contractor will be chosen from the Qualified Contractor List based on the response to this proposal. The following must be provided as part of the response to this TO:

1. **Qualifications:** The names and resumes for all individuals on Contractor team for the work identified in the TO and the task(s) to which each person will be assigned. Only submit resumes of persons who are available and will actually be assigned to this TO. Failure to comply will result in termination of award of this TO. Resumes are to include a minimum of two references (with contact name and current telephone number) for work performed for similar projects.
2. **Methodology:** How the contractor proposes to implement the agency's request.
 - Include timeline implications if applicable.
3. **Cost Sheet :**
 - Total cost of project with a breakdown of all expenditures to include, but not limited to the following:
 - Hourly wage rate for each level of classification; i.e. Administrative, Account Executive, VP, etc.
 - Individual service fees
 - Transportation/Travel Costs
 - Delivery Fees
 - Sub-Contractor costs
4. A reference to Contract Number: EVT0008682/EVT0000MCS (Page 1) and this TO Number 0001 (Page 1).

All proposals will be reviewed and evaluated based upon the professional business judgment of the Review Committee designated for this TO from review of the response and any presentations, if requested. Evaluation of this TO response will be based on the best price for competency, no major problems in prior service, and the best interest of the State of Kansas. A TO may be negotiated. However, negotiations that include any change to the specifications shall provide matching information to all Contractors on the pre-qualified contractors list if the change is significant enough that it would cause more than a minor alteration in the previous TO responses received. Evaluation and review of all proposals will begin after the closing date cited in section G of this TO.

E. Submission

All proposals must be submitted as instructed in the TO and delivered to the Kansas Department of Commerce listed below by closing date and time outlined in the TO.

Kansas Department of Commerce
Attn: Office of Broadband Development
915 SW Harrison St, Ste 250
Topeka, KS 66612
E-Mail address: kdc_broadband@ks.gov

F. Questions

Questions pertaining to the TO shall be submitted to the attention of the Office of Broadband Development cited in "E". Questions shall be in writing via e-mail only. The deadline for questions is 5:00 pm CT on 17 April, 2026. The questions shall be answered and distributed via e-mail to all vendors from the Qualified Contractor List. NO EXTENSIONS TO THIS DEADLINE WILL BE GRANTED.

G. Closing Date

The closing date without exception for this TO is 5:00pm CT on 17, April, 2026. At this time all submittals that have been received will be entered into a central database for record keeping and forwarded to the requestor for review. You will be contacted directly by the Office of Broadband Development if they wish to interview your submitted candidate.