# Request for Proposal

# Data Warehouse & Reporting

# for NEKCV RFP #1026

## Invited 10/2/2026

## Intent to Respond and Questions Due 10/07/2026

## Proposal Due 10/14/2026

nekcv.org | 877-635-3423 | info@nekcv.org | PO Box 4012, St. Johnsbury, VT 05819

# Introduction

NEKCV is a municipal Communications Union District (CUD) formed under 30 VSA Chapter 82. The district is dedicated to ensuring that every grid-tied address of its 72 member municipalities has access to high-speed broadband. Primarily with grants, NEKCV has been constructing a fiber-to-the-premise public infrastructure network that will provide up to 2/2 Gbps internet to rural residents who are currently underserved or unserved.

NEKCV quickly began serving customers as NEKCV in December 2021, as an ISP (internet service provider) through a contractual partnership with an existing, 120-year old, Vermont-based ISP, Waitsfield-Champlain Valley Telecom (WCVT). The partnership provides NEKCV not only over a century's worth of regional telecommunication service experience, but also the capacity to quickly expand its operations by leveraging WCVT's network operation centers and peering, as well as WCVT's billing, technical and customer support operations.

NEK Broadband and CVFiber merged in 2024 to become NEKCV under the legal operating entity of NEK Community Broadband. NEKCV now has over 1,300 miles of fiber-optic infrastructure that it operates with another 1,200 miles planned.

# Objective

NEKCV is seeking a consultant that can help guide the organization to its next level of data management.  We are seeking estimates on each phase independently.  The first phase of the project will further define the scope for the other phases.  Each phase will be conducted as a scope of work.  Contractors may bid on one or more phases, and may be hired for one or more phases.

**PROJECT OVERVIEW**

NEKCV seeks to establish a centralized Data and Code Repository. The database will provide standard reporting dashboards and accommodate ad hoc data requests. This initiative will consolidate all siloed agency data into a single source of truth and create a secure environment for software assets, and will allow for the aggregation and rollup of data that may not currently be available from the siloed systems. The project is split into two primary objectives to separate business intelligence assets from technical code base management and tracking.

Currently the organization performs data mapping in a local database by extracting information from the SmartSheets and ESRI GIS layers to produce reports (CSV, JSON, and Excel spreadsheets) so we can keep the two in sync. We also work with information from Crowd Fiber,

WCVT and Elation to also ensure that we have the most recent data and that it conforms with the other data sources.

### CORE OBJECTIVES

**Objective 1: Centralized Data Repository & Business Intelligence (BI)**

NEKCV is a data-driven organization that needs to centralize data assets and build an analytical layer for reporting and business decision-making to support NEKCV's construction, sales, and grant management activities and needs.

- **Unified Data Warehouse:** A scalable data repository consolidating marketing, financial, operational, engineering, grant, HR, and client data.
- **Automated Pipeline (ETL/ELT):** Automated data extraction from agency tools into the warehouse at some regular interval (e.g., nightly).
- **BI Dashboard Suite and Reporting:** Interactive dashboards and scheduled reports tailored for leadership and operational teams, and the ability to create ad hoc data queries. NEKCV has heavy reporting requirements for various funding sources.

**Objective 2: Project Code Management System**

Establish a secure, structured, and collaborative environment specifically for storing and tracking software development assets (for example, SQL and/or Python code bases used to pull engineering design data out of engineering software systems).

- **Central Version Control System:** A secure cloud-based code repository (e.g., GitHub, GitLab, or Bitbucket).
- **Standardized Repository Architecture:** Clear organizational policies around branching strategies and documentation templates (READMEs).
- **Data Governance Framework:** Role-based access control (RBAC) to protect sensitive client and NEKCV information, and access restrictions for external contractors.
- **Backup/Recovery & Security Protocols:** Regular automated backups, and data recovery procedures for systems restoration in the event of data loss.

## Deliverables and Project Outline

Below is an outline of the phases, tasks, and key milestones required to complete the implementation.

**Phase 1: Discovery & Architecture Design**

- **Task 1.1:** Audit all current agency data sources, APIs, and manual spreadsheets.

- **Task 1.2:** Define business requirements for reports and key performance indicators (KPIs).
- **Task 1.3:** Define the data mapping design.
- **Task 1.4:** Map out the data warehouse architecture and choose the technology stack. Currently we use Python and SQL server databases.
- **Task 1.5:** Define access levels for data consumers and software developers.
- **Task 1.6:** Inventory of potential vendors and analysis of potential costs.
- **Task 1.7:** Identify a minimally viable solution that can be implemented quickly and then built on for future stages.
- **Task 1.8:** Identify ongoing maintenance and operational needs with a corresponding plan.
- **Task 1.9**: Identify different levels of data access needs and security requirements, including what data needs to be encrypted.
- **Milestone 1:** Architecture Blueprint and Data Dictionary approved.

**Phase 2: Repository Environment Setup**

- **Task 2.1:** Provision cloud data warehouse infrastructure.
- **Task 2.2:** Initialize the organizational accounts for the code repository system.
- **Task 2.3:** Configure security parameters, IP restrictions, and user groups for both platforms.
- **Milestone 2:** Secure data warehouse and code repository environments active.

**Phase 3: Code Migration & Data Integration**

- **Task 3.1:** Audit for any existing project code bases and if applicable migrate them into the new system.
- **Task 3.2:** Develop data pipelines (ETL) to connect active agency data sources to the warehouse. Build daily/nightly jobs to push data updates from the source systems to the warehouse.
- **Task 3.3:** Run data validation checks to ensure accuracy and resolve duplicates.
- **Task 3.4:** Deliver training for developers on version control guidelines and repository workflows.
- **Milestone 3:** Core historical data loaded; all active project code migrated.

**Phase 4: BI Development & Analytics Layer**

- **Task 4.1:** Build semantic data models within the warehouse for easy querying.
- **Task 4.2:** Design and develop interactive role-based dashboards.

- **Task 4.3:** Conduct user acceptance testing (UAT) on data accuracy and dashboard performance.
- **Task 4.4:** Set up automated email reports and data alert systems.
- **Task 4.5:** Deliver training sessions for NEKCV staff on how to read dashboards and use insights.
- **Milestone 4:** Business dashboards developed, and NEKCV staff trained on how to use them.

## 4. ROLES & RESPONSIBILITIES

- **Internal:**
    - **High-Level Project Management:** Defines and approves data and reporting requirements with leadership team, develops budget with leadership team, reviews high-level insights, and drives data-driven culture across the organization.
    - **Technical Project Management:** Produces technical requirements for the centralized Data and Code Repository. Undertakes a technical analysis of the vendor to assess the viability of their plan and output. Oversees cybersecurity and compliance.
- **External: RFP Responsibility Request - does not need to be multiple people:**
    - **Data Engineer / Architect:** Builds the data pipelines, structures the warehouse, and ensures data integrity.
    - **BI Developer / Analyst:** Builds the dashboards, creates reports, and translates raw data into business insights based on defined business requirements.

## 5. Assumptions & Considerations

- **Timeline:** A timeline to complete the data warehouse project as scoped above will be determined in conjunction with the contractor once high level requirements have been identified. A detailed project plan will inform all of the detailed tasks to be performed for the project, as well as the associated timelines.
- **Application Data:** Data to be incorporated into the data warehouse will be drawn from, but not limited to:
    - eLation Financials accounting software
    - eLation Mapkit engineering mapping software
        - eLation eMap engineering mapping software
    - Note: eLation software currently sits on their servers and there are some challenges on query and batch exports of comprehensive datasets.
    - ArcGIS spatial and tabular data, both local and online

- Smartsheets used for operational management and tracking, including grant management and financial management.
- Hubspot
- CrowdFiber
- Monday
- Spreadsheets or other documents that track and manage operational, grant-related, and financial data.
- Existing SQL and Python project code that exists on local computers currently to synchronize different data sources
- Other

## Instructions and Procedures

1. **Submissions** - Proposal must be received via email at **rfps@nekcv.org**. For consideration for initial work under a contract Vendors must respond to this RFP no later than 5:00 PM EST on **10/14/2026**. Email subject lines should reference the RFP name and number.
2. **Intent to Respond** deadline is 10/7/2026.
3. **Questions and Inquiries** - Any questions or inquiries regarding this RFP must be submitted in writing to NEKCV – **at rfps@nekcv.org**. The deadline for submitting questions is **October 07, 2026**. Responses to all questions and inquiries shall be emailed to all who submitted questions/inquiries or an intent to respond will be sent as quickly as reasonable. The source of the questions/inquiries will not be identified. Other than such inquiries, Vendors are prohibited from contacting any person or institution involved in the selection process concerning this RFP.
4. Cancellation and/or rejection - NEKCV reserves the right to cancel this RFP, in whole or in part, at any time. NEKCV may reject any or all Proposals received in response to this RFP in its sole discretion. NEKCV makes no guarantee or commitment to purchase, license or procure any goods or services resulting from this RFP.
5. Costs and Expenses - Each Vendor is responsible for its own costs and expenses involved in the preparation and submission of its Proposal, and any supplemental information requested by NEKCV shall not reimburse any such costs or expenses.
6. Contract Template and State of Vermont Grant Conditions - State and Federal funds will be used to support this work. The following clause will be incorporated into vendor contracts:

   State of Vermont – Terms Supplement. The Parties agree to the terms in the State of Vermont Federal Terms Supplement hereto attached. The Parties agree to provisions 10, 11, 12, 14, 16, 18, 20, 22, 30, and 32.A of the State of Vermont Attachment C: Standard State Provisions for Contracts and Grants hereto attached. Notwithstanding anything in this Agreement to the contrary,

in the case of any conflict or inconsistency between the specific provisions of this Agreement, relevant attachments, federal requirements or the Application, any conflict or inconsistency shall be resolved as follows: (a) State of Vermont Federal Terms Supplement; (b) State of Vermont Attachment C provisions identified; (c) this Agreement.

A template services contract will be provided as necessary. If you prefer to use your own template then a copy of the template contract must be submitted with the RFP response. The referenced State and Federal attachments are included as Exhibit A.

7. Notification - NEKCV will notify Vendor of their selection for negotiation to become the contractor under the provisions of an Agreement to be negotiated after selection. NEKCV will attempt to make its selection within fourteen days of receipt of final proposals, but shall have full discretion to make its decision earlier or later.

8. Public Information – NEKCV is a municipal organization that must conduct its business subject to existing laws and regulations. Accordingly, the following principles will apply to the proposal, negotiations, final agreement and work order(s): The names of all vendors submitting proposals may be announced publicly, but the proposals and individual negotiations with vendors will not be made public. Any agreement and/or work order negotiated with a vendor, excluding business confidential material as agreed to by the parties, may be made public after execution.
9. Intellectual Property Rights - All work performed shall be “work for hire” and shall be owned exclusively by NEKCV and the vendor shall not obtain or retain any rights or licenses from any work produced under an agreement or work order, unless otherwise agreed to by the parties in writing. This includes all data obtained in fulfillment of service performance. Nor shall the vendor provide the data to a third party in any form (digital, hard copy, etc.) or format except as permitted by NEKCV in writing.

## Selection Criteria

This RFP is designed to enable NEKCV to determine which Vendor will best satisfy the organization’s requirements and ability to enter into a satisfactory Agreement. NEKCV reserves the right to select the best value for the performance of the services, which may not necessarily be the lowest price bidder.

Each Vendor will be evaluated against the same set of criteria, which shall include:

1. Experience and familiarity with the subject matter of the RFP
2. Key personnel, and reference

3. Methodology, technology, accuracy, completeness, and quality of response.
4. Price and basis for price, including methodology for containing cost to said price.
5. Schedule / time frame to complete the scope(s) of work.
6. Ability to support the project moving forward.
7. Acceptance of terms and conditions.
8. Locale: NEKCV prioritizes companies based in the district or with employees in the district, followed by companies with a Vermont presence in circumstances where the expertise and pricing are relatively comparable.

## Proposal Format

Proposals shall be submitted using the following format:

A. Cover letter synopsis of the proposal
B. Company name, address, point of contact with email and phone number
C. Vendor shall outline the process and lead time for deliverables including identification of work that would be necessary to complete the project that may not be anticipated in this request for proposal.
D. Price, with breakdown and assumptions, for services.
E. Experience, qualifications, and accomplishments of key personnel.
F. References with email and phone number. References will only be called once negotiations for a scope of work have commenced and after notification.