



## Vermont Digital Economy Project Wi-Fi Zone Installation: Scope of Work

The **Vermont Digital Economy Project** will:

- Select the towns
- Help the town to find a moderator and a fiscal sponsor
- Help maintain smooth communication between the town and the contractors (including technicians, electricians, etc.)
- Provide the equipment, including hardware, software and payment for the initial 5-year license fee.
- Pay for the initial installation, equipment and contractors' time
- Provide a template for a landing page and advice on what to include on this page
- Coordinate all installation with the contractor
- Help to create a launch event, should the town desire one

**The Town** will designate a point person for the project, and find a moderator and a fiscal sponsor and help mobilize members in the town for placement of the network:

- The point person will:
  - Connect with members within the town to gain input into best placement for the overall zone
  - Gain permission from landlords, selectboards and town businesspeople for equipment placement on their buildings
  - Address any concerns that the community might have about the project, with help from the Vermont Digital Economy Project
  - Be responsible for finding a means to pay for the continuing license fee of cloud software, in five years, when those licenses are up for renewal.
- The moderator will:
  - Look after the Wi-Fi zone once it is up and running
  - Moderate the zone, using the cloud software provided, to ensure there is no abuse of the free internet
  - Be the first point of contact for community members with questions once the zone is live
- The fiscal sponsor will:
  - Be responsible for paying for continuing service from the dedicated ISP line, should it be necessary.
  - (total cost per year for fiscal sponsor would be approximately \$1,000)

The **Contractor** will:

- Assess each town to determine best placement for APs based on the recommendations from the town on the location for the overall zone.
- Install equipment and set up cloud software
- Give an introduction to the equipment and software to the town's moderator and fiscal sponsor
- Be available for technical assistance should the need arise in the future, once the network is running