Memo

To: Bob Cooper, Director
Statewide Library Resources

To: Montana State Library Commission

From: Donci Bardash, Project Director
Broadband Technology
Opportunities Program (BTOP)

From: Bob Cooper, Director
Statewide Library Resources

Date: January 21, 2011

Re: MSL Broadband Technology Opportunities Program (BTOP) Public Computing Center Grant (PCC) Update

I. Significant Accomplishments

a. **Agreements Executed** - The BTOP Team, under review of the staff attorney, finalized and distributed 42 unique agreements to BTOP libraries. MSL has received all sub-grantee contracts and participating library Memoranda of Understanding from all 42 participating libraries. MSL is awaiting original signatures from 4 libraries.

b. **Webinars** - The BTOP Team hosted multiple kick-off webinars for participating libraries. The content included an overview of the project scope, reporting requirements and forms, hardware and software to be distributed, and compliance issues.

c. **Reassessment of Needs -** Each library was given an opportunity to request changes to the type and quantity of computers, software and furniture provided under the grant. A significant amount of time has passed between the initial needs assessment included in our grant application and the launch of the project, increasing the likelihood of changes. The large majority of libraries took advantage of this option. The change requests have been processed, and we are currently consulting our budget to determine which will be approved. Formal addenda to agreements with their approved revisions will be distributed to libraries next week.

d. **Procurement** - The BTOP team is working closely with the state procurement bureau to purchase items and services for libraries. On January 7th, a [Request for Information (RFI)](#) on the broadband expansion components of BTOP was published. The goal of the RFI is to gain valuable input from Internet Service providers relating to a proposed procurement method. The RFI closes on January 26th, followed by two listening sessions on February 3rd.

    Quotes have been received from Apple and AWE computers. Quotes are expected within the week from Dell and HP. The state procurement bureau staff will assist MSL with collecting quotes related to furniture and software, either using state term contracts or an RFP process.

e. **E-rate** - E-rate consulting services will be acquired using a Request for Proposal (RFP) process. Working in conjunction with Suzanne Reymer, the BTOP Team has provided the state procurement bureau with a draft scope of work.

f. **BTOP Website -** A number of new items have been posted to the BTOP website, including reporting forms for participating libraries, sample job descriptions, and links to compliance resources.

g. **Federal Activities** - The BTOP Recovery Act report was successfully submitted and accepted by the federal government prior to the deadline. MSL has submitted a number of documents to our federal program officer for review, including: an updated baseline report, a non-cost budget adjustment proposal, and a budget justification.

h. **Partnerships** - The BTOP Project Director has begun meeting with partners. A meeting has been held with AARP to discuss mutual goals and collaboration strategies.   Meetings have been scheduled with DPHHS and the Census and Economic Information Center. Meetings have also been requested with the Office of Indian Affairs, DLI- Workforce Development, Montana Digital Academy, and the Montana Supreme Court.

II.   Planned Activities

a. **E-rate Specialist** - Over the next quarter, the BTOP Team will work with the state procurement bureau to post an RFP and contract with an E-rate consultant. Services are anticipated to begin in March.

b. **Reporting -** The BTOP Team will submit quarterly and annual progress and financial reports by January 30, 2011.

c. **Broadband -** The Broadband RFI listening sessions are scheduled for February 3rd, 2011. A report summarizing feedback will be posted to the BTOP website by February 28th, 2011.

d. **Library Upgrades** - The BTOP team estimates that all libraries will receive and install their computers, hardware, software and furniture by May 2011. All scheduled broadband and wireless upgrades are anticipated to be complete by August.

e. **Presentations** - The BTOP Team will present at the Offline 2011 conference on February 12th.

f. **Technical Assistance and Monitoring** - The BTOP team will make on-site visits to at least five participating libraries in Eastern Montana this quarter.