

Buncombe County Continuity of Operations Equipment Needs for Hybrid Workers

RFP for Coronavirus State and Local Fiscal Recovery Funds

Buncombe County Government

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Application Form

Question Group

Buncombe County requests proposals for projects to help the community recover from and respond to COVID-19 and its negative economic impacts.

Buncombe County has been awarded \$50,733,290 in Coronavirus State and Local Fiscal Recovery Funds (Recovery Funding), as part of the American Rescue Plan Act. This infusion of federal resources is intended to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Buncombe County is committed to investing these funds in projects that:

- Align to county strategic plan and community priorities
- Support equitable outcomes for most impacted populations
- Leverage and align with other governmental funding sources
- Make best use of this one-time infusion of resources
- Have a lasting impact

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

[Click here for the full terms and conditions of the RFP](#)

Coronavirus State and Local Fiscal Recovery Funds*

Name of Project.

Buncombe County Continuity of Operations Equipment Needs for Hybrid Workers

Amount of Funds Requested*

\$33,000.00

Recovery Fund Eligible Category*

Please select one:

County only

Brief Project Description*

Provide a short summary of your proposed project.

Effective July 1, 2021, Buncombe County implemented a formal flexible workplace (telework) policy. In conjunction with the BC facility study, the County will be reducing the physical space requirements of several hundred employees who will have been classified hybrid or full time remote. This application seeks to fund the equipment for 60 on-site locations for 131 employees. These on-site locations will be used throughout

the year as shared on-site “hoteling” locations and in the event of emergencies can be used to ensure continuity of operations as needed. It should be noted that several hundred positions in HHS at 40 Coxe Ave are also included in this initiative; however, funding for those are being pursued through opportunities related to 40 Coxe Ave.

Project Plan*

Explain how the project will be structured and implemented, including timeframe.

Exact physical spaces requirements and locations for 131 employees are currently being determined. Equipment including monitors, docking stations, keyboards, mice, and cables will be purchased and installed for 60 on-site locations by IT and General Services. Assuming all requested dollars are granted, the intent is to complete all technology install by the end of FY22

Statement of Need*

Describe the need that this project will address. Include data to demonstrate the need, and cite the source of the data.

The COVID-19 global pandemic ushered in a new reality on the feasibility of remote work. As the County moves forward with the implementation of teleworking, it will be creating shared workspaces for hybrid and remote employees. These hoteling spaces provide a continuity of operations in the event of emergencies. Staff may need to be called in onsite to support emergency response. Upfitting the “hoteling” spaces with required equipment is needed in order to allow an efficient and productive work environment.

Link to COVID-19*

Identify a health or economic harm resulting from or exacerbated by the public health emergency, describe the nature and extent of that harm, and explain how the use of this funding would address such harm.

During 2020, North Carolina state mandates as well as Buncombe County restrictions related to COVID-19 required that a large percentage of Buncombe County’s workforce move to a virtual environment. This resulted in a scramble to determine appropriate and safe technology platforms that provided continuity of operations. While roughly 70% of the County’s workforce has now returned to in-office operations, Buncombe County has chosen to remain innovative in allowing the remaining percentage to function in a telework capacity. If we are unfortunate in experiencing another pandemic or the likelihood of a COVID-19 resurgence, the County nearly has the infrastructure in place to accommodate such a reality. A missing link is the ability for currently hybrid and remote employees to be able work in the office if they are needed on site to support an emergency.

Population Served*

Define the population to be served by this project, including volume and demographic characteristics of those served.

The intent of the hoteling stations is to provide physical space for hybrid and remote employees to perform necessary on-site duties including during an emergency. The referred to 131 employees will be the most impacted; however, the duties they perform impact the continuity of operations and the residents of Buncombe County as a whole.

Results*

Describe the proposed impact of the project. List at least 3 performance measures that will be tracked and reported. If possible, include baselines and goals for each performance measure.

The impact of this project will be realized with Buncombe County staff having the properly equipped physical spaces needed in order to provide continuity of operations in the event of an emergency. Once the equipment is installed, hybrid and remote staff will be able to perform their on-site duties.

of hoteling spaces acquired: baseline = 0/60, Goal = 60/60

of hoteling spaces setup: baseline = 0/60, Goal = 60/60

create training materials: baseline: none, Goal = 1 how to video, 1 self-help guide

Evaluation*

Describe the data collection, analysis, and quality assurance measures you will use to assure ongoing, effective tracking of contract requirements and outcomes.

We will track the acquisition and installation of equipment. Once the equipment is setup, it will be utilized on a regular basis ensuring availability and reliability in the event of an emergency.

Equity Impact*

How will this effort help build toward a just, equitable, and sustainable COVID-19 recovery? How are the root causes and/or disproportionate impacts of inequities addressed?

The requested equipment helps Buncombe County ensure continuity of operations of services for all residents and businesses during an emergency.

Project Partners*

Identify any subcontractors you intend to use for the proposed scope of work. For each subcontractor listed, indicate:

- 1.) What products and/or services are to be supplied by that subcontractor and;
- 2.) What percentage of the overall scope of work that subcontractor will perform.

Also, list non-funded key partners critical to project.

None

Capacity*

Describe the background, experience, and capabilities of your organization or department as it relates to capacity for delivering the proposed project and managing federal funds.

IT has acquired and tested devices that would be proposed for this initiative. General Services has all the need skills to perform any work related to installation.

Budget*

Provide a detailed project budget including all proposed project revenues and expenditures, including explanations and methodology. For all revenue sources, list the funder and denote whether funds are confirmed or pending. For project expenses, denote all capital vs. operating costs, and reflect which specific expenses are proposed to be funded with one-time Buncombe County Recovery Funds.

Download a copy of the budget form [HERE](#). Complete the form, and upload it using the button below.

Hoteling ARPA Budget.xlsx

Special Considerations*

Provide any other information that might assist the County in its selection.

No special considerations.

File Attachment Summary

Applicant File Uploads

- Hoteling ARPA Budget.xlsx

