

The Telecommunications Board of Northern Kentucky (TBNK) is seeking proposals to provide legal counsel for the TBNK. The TBNK will consider either one firm to handle all areas described below, or a combination of legal firms: one firm to act as its general counsel, and who should be familiar with Kentucky municipal law, open meetings and open records law, government organizational matters, and HR issues, and another firm to handle telecommunications matters, including expertise in cable TV law, cable franchising, and the Telecommunications Act of 1996.

Legal matters related to Cable TV and telecommunications franchising would include, but not be limited to the following:

- 1) Provide expert legal advice in cable TV law and cable franchising (as governed by the 1984 Cable Act and the Cable Television Consumer Protection and Competition Act of 1992, as amended), and the Telecommunications Act of 1996.
- 2) Fulfilling responsibilities of consumer protection, and franchise rights of way issues/requirements.
- 3) Administering and enforcing the TBNK member communities Cable Television Franchise(s).
- 4) Reviewing and taking action on potential future transfers of ownership and applications for franchises and franchise renewals.
- 5) Possible communication with the FCC and participation in FCC policy proceedings on behalf of TBNK cities, counties, and residents.
- 6) Possible assistance with monitoring and participating in federal, state, and local legislative activities on behalf of TBNK member community cable subscribers, cities, and residents.
- 7) Legal matters and policy concerns related to operating Community Media/PEG Access TV channels and production facilities, and other general activities relevant to the TBNK's purpose and mission.

General legal matters and activities would include, but not be limited to the following:

- 1) Attendance at TBNK board meetings as needed, ensuring compliance with Kentucky open meetings and records requirements, meeting procedures, purchasing laws and other governmental agency requirements.
- 2) Contract needs for items such as office lease, or equipment, or telephone system, or vehicle leases/purchases, possibly review insurance policies, etc.

- 3) Legal issues related to employment and staffing of the TBNK franchise administration and PEG Access TV operations, and possible updates of any administrative and employment policies as needed.
- 4) Legal matters and policy concerns related to operating Community Media/PEG Access TV channels and production facilities, and other general activities relevant to the TBNK's purpose and mission.
- 5) Possible assistance with fulfilling responsibilities of consumer protection, and franchise rights of way issues/requirements.
- 6) General legal counsel for routine board matters.

You should list and describe other issues you believe are important, as well as any potential conflicts of interest that should be disclosed. Also, please include in your proposal your hourly fees, and those of any colleagues in your firm who may from time to time do work for the TBNK, as well as three references. Your proposal should be no longer than five pages (and may be shorter.)

Bids may be submitted by mail to the TBNK at 3414 Decoursey Avenue, Covington, KY 41015 or by email at [tbnk@tbnk.org](mailto:tbnk@tbnk.org). All bids must be received in the TBNK office by 2:00 p.m. on Friday, August 29, 2025.

The TBNK will also consider combined bids from more than one firm. TBNK is a government agency and reserves the right to reject any or all bids, waive any informalities, and negotiate with the apparent successful bidder if needed. TBNK is the sole judge of which bid is most desirable and advantageous based on value, service, and operational fit.

Feel free to contact Tim Broering with questions at 859-261-1300.