

August 18, 2021

**E-Rate Application Services – Warren County School District
Category 1 and Category 2 E-rate Eligible Services
Funding Year 2022**

Scope of Work: Category 1

Pre-Application Services

- Register any new eligible users and designate permissions in USAC EPC Portal for the District.
- Ensure that all school buildings and non-instructional facilities are registered in EPC and have any missing entities added.
- Enter enrollment and NSLP data in each building's EPC profile.

Form 470 Application Submission

- Submit Form 470 application to USAC to satisfy competitive bidding requirements.
- Work with the District to determine most cost-effective service and lowest responsible bidder.
- Assist with contract negotiations.
- Ensure contract language is E-rate compliant and that contracts are fully executed in a timely manner.
- Upload contracts and create contract records in the EPC Contract Module.

Form 471 Application Submission

- Submit Form 471 application and required attachments to SLD to formally apply for funding.
- Coordinate all responses to Problem Resolution/Program Integrity Assurance (PIA) staff concerning applications and, if required, secure additional information from District to forward to PIA.
- Prepare summary of E-rate funding requests submitted to the SLD, and compute the amounts that the District must pay for the non-discounted portion of services, and the amounts that the District may have to pay up front and then seek reimbursement from the SLD (if a vendor is unable to provide discounts on bills).

Post-Commitment Services

- Submit Form 486 to SLD to turn-on funding and certify CIPA compliance.

- Submit Form 498 to SLD for District's bank account information in order to allow BEAR reimbursements to be deposited from USAC.
- Create and submit Form 472 (BEAR) Reimbursement forms to SLD to collect funding (for any vendor that does not reflect discounts on bills).
- Complete all vendor paperwork to ensure discounts are applied to district's accounts, if district chooses discounted billing.
- Submit SPIN change request to SLD if District changes service providers in mid funding year.
- File necessary appeals, if required.
- Review vendor bills issued to District, if requested, to confirm that discounts are properly reflected on bills and services delivered are consistent with the documentation submitted to the SLD.
- Prepare Service Certifications, if required, which require the District to validate its receipt as well as payment documentation of all services and products for which the vendor has invoiced to the SLD in order to secure payment for the vendor(s).
- Submit Service Substitution requests, if required, if the vendor delivers services or equipment that is different from the documentation that was submitted to the SLD (this may occur when the District's requirements change or vendor service offerings may be updated).

Scope of Work: Category 2

The following services will be performed related to Category 2 procurements, should the District choose to apply for Category 2 equipment.

Pre-Commitment Services

- Prepare Category 2 budget cap estimates for five-year C2 budget cycle.
- Discuss Category 2 E-rate eligible equipment and services.
- Discuss competitive bidding options and requirements.
- Assist District with the development of PEPPM mini-bid process or provide edits to a formal district RFP.

Form 470 and Form 471 Application Submissions

- Submit Form 470 application to USAC to satisfy competitive bidding requirements.
- Work with the District to determine most cost-effective service and lowest responsible bidder.
- Assist with contract negotiations.
- Ensure contract language is E-rate compliant and that contracts are fully executed in a timely manner.
- Submit Form 471 application to USAC to formally apply for funding.
- Coordinate all responses to Problem Resolution/Program Integrity Assurance (PIA) staff concerning applications and, if required, secure additional information from District to forward to PIA.

Post-Commitment Services

- Submit Form 486 to SLD to turn-on funding and certify CIPA compliance.
- Submit Form 472 (BEAR) Reimbursement forms to vendor for signature and forward to USAC to collect funding (for any vendor that does not reflect discounts on bills).
- Complete all vendor paperwork to ensure discounts are applied to district's accounts, if district chooses discounted billing.
- Review vendor bills, as requested, to confirm that discounts are properly reflected on bills and services delivered are consistent with the documentation submitted to USAC.
- Submit Service Substitution requests, if required, if the vendor delivers services that are different from the documentation that was submitted to the SLD (this may occur when the District's requirements change or vendor service offerings may be updated).

Fee – Category 1 – Telecommunications Services and Internet Access

The combined cost for these services related to Category 1 (Broadband and Internet Access services) is \$5,000, invoiced after submission of the Form 471 Request for Discounts (approx. April 2021).

Fee – Category 2 – Internal Connections

The cost for these services related to Category 2 (Internal Connections and Basic Maintenance of Internal Connections) is \$3,000 plus 3.5% of the committed amount, invoiced after Funding Commitment Decision Letter is issued to the District. Should the District proceed with the procurement but then not apply for E-rate funding or cancel the E-rate funding, the cost would be \$3,000. Should the District choose not to proceed with the procurement, there would be no fee.

JULIE TRITT SCHELL

Julie Tritt SchellAugust 18, 2021

Date

WARREN COUNTY SCHOOL DISTRICT

Signature

Date

Printed Name

Title

ATTEST:

Board Secretary