

August 10, 2026

Mr. Aaron Guske
Director of Technology
Harlem SD 122
8605 N. Second Street
Machesney Park, IL 61115

Re: Proposal for E-rate Consulting Services

Dear Mr. Guske:

Please accept this letter as our proposal for E-rate consulting services for Harlem SD 122 starting in the fiscal year 2026-2027.

ClientFirst will provide E-rate services for the District as follows:

- Advice and consultation on E-rate processes, eligible services, contract issues, and matters related to the E-rate cycle.
- Determination of services eligible for reimbursement under the E-rate program; this will include services that may potentially be eligible but not filed under the program.
- Preparation and filing of required forms, such as Forms 470, 471, and 486 for Category 1 Internet and Category 2 E-rate eligible services.
- Initial interface to the vendor community and District to deal with questions and issues that may result from the filing of these documents.
- Responses to questions from the Universal Service Administrative Company (USAC), the agency that administers the E-rate program.
- Establishment of process for Form 472 (BEAR) or Service Provider Invoice, per direction from the District; with the District to certify BEAR forms.

The District agrees to provide timely support, as requested. Issues related to the technical plan are the responsibility of the District.

For E-rate consulting services the District also agrees to pay ClientFirst for time-and-material consulting, up to \$4,500 plus expenses. Billing will occur on a quarterly basis, as costs are incurred.

Our professional fees for services within the scope of this agreement are based on the estimated time required to complete consulting requests and the individuals performing the specific elements of those requests. ClientFirst will use the following rates for time-and-material consulting services:

Summary Rates	
Consultant Level	Hourly Rate
Administrative Staff	\$ 95
E-rate Consultant	\$ 205
Network Engineer/Consultant	\$ 205
Senior Network Engineer/Project Manager	\$ 215
Specialized Senior Consulting – Director Level	\$ 235
Partner	\$ 250

E-rate Consultants are expected to perform the majority of consulting work. A Director level consultant will lead the E-rate services for the District. Specialized Senior Consulting – Director Level includes team leads in telecommunications, structured cabling, and applications subject-matter experts. Partner includes the two partners in the firm.

ClientFirst will provide detailed accounting of all consulting time and expenses as a part of the invoice. Payment is expected thirty (30) days after receipt of the invoice. Expenses are expected to be primarily for local travel and will be passed through at cost. Should the application be rejected in total by the USAC, ClientFirst will not be entitled to fees. Any fees paid under this agreement will be refunded to the District. This agreement will renew annually unless terminated in writing by either party.

Special Projects

As plans for E-rate applications are being developed, there may be Category 1 or Category 2 networking and infrastructure projects that require additional consulting expertise, like system design or preparation of a detailed Request for Proposal document. These projects may range in size from the procurement of new wireless access points or firewalls to the replacement of the District's entire infrastructure. The projects may be directly related to E-rate or related to the IT operations of the District. They would be performed separately from these services, with either time-and-material or project-based billing.

Because of the broad spectrum of IT-related issues, in order to provide superior cost-effective solutions, *CLIENTFIRST* uses subject-matter experts (SMEs) for these types of projects. SMEs allow us to provide consultants that are extremely well-versed in their specific area of responsibility. The use of SMEs reduces the overall cost of projects by creating highly competitive selection processes that generate solutions to meet clients' needs without extraneous costs. SMEs are normally at the Director level. They will be assisted by Network Engineers and Senior Network Engineers in performing the project work.

If you have any questions, feel free to contact Craig Williams at 630.656.7366, or via email at cwilliams@clientfirstcg.com for additional information. We look forward to the opportunity of serving Harlem SD 122 as one of our many satisfied clients.

Sincerely,



Tom Jakobsen

Partner

IT Infrastructure and Operations Practice Leader



Craig Williams, RCDD, NTS

Director

Infrastructure Consulting Services

Accepted by

Harlem SD 122



Signature

Date

Name and Title (print)