



SERRC

Alaska's Educational Resource Center
(907) 586-6806 | www.serrc.org

March 24, 2025

Mr. Taw Lindsey, Superintendent
Annette Island School District
P.O. Box 7
Metlakatla, AK 99926

Dear Mr. Lindsey,

Enclosed in this contract packet you will find the following:

- Cover Letter
- Services Contract ERATE 26-05-001 in the amount of \$7,837.00 for E-Rate Management services during FY26
- SERRC standard contract provisions
- Deliverables Timeline
- Invoice

If acceptable, please sign and return the document electronically. You may choose to utilize an electronic signature or print, sign and scan the contract. We require the signed contract be returned before services are provided.

Thank you for choosing SERRC - Alaska's Educational Resource Center. We will do everything to ensure that you receive the best services available.

Kind regards,

Chris Reitan
Executive Director



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SERRC SERVICES CONTRACT FY26

Contract Number: ERATE 26-05-001

District/Client: Annette Island School District

Preparation Date: March 24, 2025

Amended Date:

TERMS:

No less than 50% of agreed amount shall be due by September 30, 2025; 25% due by December 31, 2025; 25% due by March 31, 2026.

SERVICES: E-Rate Management

E-Rate management- Overall E-Rate management and submission of required state and federal forms.

(See attached sheet for details)

100 Personnel Services	\$0.00
Office/Travel	\$0.00
200 Travel & Lodging	\$0.00
Per Diem	\$0.00
300 Contractual Services	\$7,837.00
400 Supplies/Testing Materials	
500 Equipment	
Total:	\$7,837.00

SERRC Officer

Date

Client Officer

Date



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STANDARD PROVISIONS

- 1.) SERRC shall not be held responsible for delay or failure to perform hereunder when such delay or failure is due to fire, flood, epidemic, strikes, act of God or the public enemy, unusually severe weather, legal act of public authority, or delays or defaults caused by public carrier, which cannot reasonably be forecast or provided against.
- 2.) Each party shall perform any services under this agreement as an independent contractor. Each party shall be responsible exclusively with respect to its respective employees. Each party shall provide for employment-related benefits and deductions that are required by law, including but not limited to federal income tax deductions, workers' compensation coverage, and retirement system contributions, as applicable.
- 3.) Each party shall be responsible, to the extent required by law, only for the act, omissions, and/or negligence of its own officers, employees, or agents. Each party shall indemnify and hold harmless the other party, its officers, employees, and agents only from and against any and all claims, damages, and expenses resulting from the sole negligence of that party. Otherwise, each party is responsible for its own percentage of fault. Each party shall maintain its own Commercial General Liability, General Liability, Cyber Liability, Workman's Compensation, Umbrella Liability, Property, and Automotive insurance policy to cover services incorporated herein.
- 4.) Except as otherwise expressly provided in this agreement, SERRC disclaims any and all promises, representation and warranties, express or implied, with respect to the Supported Systems, corrections and the services provided hereunder, including promises, representations and warranties as to condition, the existence of any latent or patent defects, merchantability or fitness for any particular purpose, non-infringement, or any implied warranty of information content or system integration. Without limiting the generality of the foregoing disclaimer, SERRC does not warrant that its advice, systems configuration, or programming on behalf of the Customer will be error free.
- 5.) For a period on 1 (one) month following delivery of the hereunder listed Service, SERRC shall have an obligation to correct demonstrated errors in the operation of the Supported Systems which may appear as a result of incorrect provision of Service.
- 6.) SERRC shall not have any obligation to correct errors in the operation of the Supported Systems if the programming code, configuration, or wiring has been modified by Customer or by any other party.
- 7.) SERRC disclaims all liability whatsoever to Customer or any other party for any act or omission that may result in consequential, indirect, incidental, special, or such other damages including but not limited to, any loss of performance, functionality, or data resulting from equipment, software, malware, configuration, or overall systems component interaction.
- 8.) Each party shall, to the extent required by the law, provide services in a manner compliant with Federal and State Special Education regulations as per the Alaska State Special Education Handbook.
- 9.) This agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms or provisions of this agreement shall bind the parties unless in writing and signed by SERRC and DISTRICT. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement.



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Deliverables Timeline (Adjustable)

Description	Timeline
(From prior E-Rate FY) Form 472 Vendor Documentation/Invoice	Autumn
Maintain accuracy of District's (USAC) required EPC portal to include FCC registration, NCES, compliance with negotiated contract upload and connectivity data, student counts	Ongoing
Create and/or write RFPs/Technical Specifications narrative for release of Form 470	Autumn / Winter
Form 470 Preparation/Filing/Certification	Autumn / Winter
Work with potential providers to gain proposals for service	Autumn / Winter
Develop/Implement evaluations/matrix for potential contracts	Autumn / Winter
Bid Opening, vendor selection: Review/Compliance per USAC Regulations/ Evaluations/Bid Matrix	After 28 Day Window Closes Autumn / Winter
Form 471 Preparation/Filing/Certification	After USAC Filing Window Opens Winter
Research and respond to all PIA and High-Level Reviews (Selective Review, PQA, Provider Audit)	Upon Review Requests from USAC – Ongoing
Form 500 and RAL Preparation/Filing/Certification (If required)	TBD
Form 486 Preparation/Filing/Certification (Qualified School Sites) School BAG application, preparation, certification delivery of all required documentation (executed contract, originating Form 470, Form 471), management to meet the DEED deadlines and coordination between the district and the ISP. Includes assistance in the preparation of the BAG Year End report upon request.	(TBD) Upon release of grant application
Continuation and Document Management & Retentions	Ongoing

Revised 03/2024



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Southeast Regional Resource Center
210 Ferry Way
Juneau, AK 99801
Phone: (907) 586-6806

Invoice #
10415

Contract #
ERATE 26-05-001

TO: Annette Island School District
Attn: Mr. Taw Lindsey, Superintendent
Metlakatla, AK 99926

Invoice Number	Invoice Date	Transaction Description	Amount
10415	7/1/2025	<ul style="list-style-type: none">• E-Rate management- Overall E-Rate management and submission of required state and federal forms.• (See attached sheet for details) <p>Contract Terms:</p> <p>No less than 50% of agreed amount shall be due by September 30, 2025; 25% due by December 31, 2025; 25% due by March 31, 2026.</p> <p>Please Pay This Amount</p>	<p>\$7,837.00</p> <p>\$7,837.00</p>