

July 9, 2020

Mr. Robert Pierce
Denton Independent School District
1212 N. Elm Street
Denton, TX 76201

Dear Robert,

Thank you for accepting this proposal for E-rate consulting services. When counter-signed, this letter can serve as a contract for these services. Our services can be procured through the TexBuy Purchasing Cooperative contract number RFP # CES-2017-034.

Tel/Logic Inc., d.b.a. E-Rate Central, is a specialized educational consulting firm dedicated to simplifying the E-rate application and funding process for state education departments, educational service agencies, districts, individual private and public schools, and libraries. The firm has been involved with E-rate at the local, state, and national levels since the program's inception.

In working with individual applicants, E-Rate Central has adopted an accounting-like approach to the E-rate application process. We work with schools and libraries much like a tax accountant would work with individuals or small businesses. We collect all necessary information from the applicants, prepare all E-rate forms, serve as the first point of contact on all SLD reviews, prepare appeals if needed, and coordinate with suppliers on contract and billing issues.

Executive Summary

- E-Rate Central's nationally recognized E-rate consulting services expand back to the inception of the program.
- We are involved with all aspects of the E-rate program at the **local, state, and national levels**.
- Our **reputation** is for providing **honest, expert, and timely support** to our E-rate clients.
- Our **primary business** is to provide application, administrative, compliance, auditing, appeal, and technology review services.
- Services include statewide training, technology plan development, procurement, E-rate forms preparation, application review and appeals.
- Our client base ranges from **the largest consortia and public school districts across the nation** (Chicago, Albuquerque, Richmond, Green Bay, and New Orleans) to very **small districts, private schools and libraries**.
- Our services are used by more than 3000 schools in 400 school districts and 300 libraries and library systems.
- We are the State E-rate Coordinators for New York, New Mexico, Louisiana and Michigan Departments of Education, State of Nevada, and the Library of Virginia.
- We also assist the State of New Mexico in its efforts to meet the goals of the Broadband Deficiencies Program (BDGP) and the Governor's Broadband for Education Initiative (BB2E).
- We are a member of the **State E-Rate Coordinators Alliance (SECA)**.
- We are a founding member of the **E-rate Management Professionals Association (E-mpa®)**, where we are a current Board member.

- E-Rate Central has either directly or indirectly (on behalf of our clients) filed comments in almost every E-rate related rule making proceeding initiated by the FCC since the inception of the program
- Our employees have professional backgrounds that include state E-rate coordination, school district administration, telecommunications, and administrative leadership at USAC/SLD.

Texas Summary

- We have assisted applicants in Texas with E-rate consulting services since 2007, working with over 200 school districts and libraries.
- We have a Texas-based office in Waco.
- E-Rate Central has contracted with the Texas State Library and Archives since 2017 to manage the Libraries Connecting Texas (LCT) program since 2017.
- Our Texas clients range from some of the largest school districts and public libraries (Cypress-Fairbanks ISD, Dallas Public Library), to midrange sized entities (Midlothian ISD, Wichita Falls ISD, Montgomery ISD, Alamo Heights ISD) to small districts and libraries (Kingsville ISD, Palestine ISD, Pasadena Public Library).

Full-year E-rate Services

We are very well aware that at any one time, at a minimum there are three active years with which any beneficiary deals. Below are the normally expected three concurrent year activities.

Summer/Fall 2020

- Review of existing eligible services and contracts
- RFP coordination and Form 470 (for FY2021)
- Competitive bid assessment documentation
- Collection of consortium member LOAs and Forms 479
- Reimbursement form completion (FY 2019)
- Form 500 completion
- Form 498 guidance
- CIPA compliance

Winter 2020-2021

- Vendor contract coordination
- Discount rate calculations and optimization
- Form 471 preparation
- RFP coordination and Form 470 (if applicable)

Spring 2021

- PIA application reviews
- Form 486 completion

E-Rate Central's role throughout the E-rate application and funding cycle is to prepare all necessary applicant forms (Forms 470, 471, 472, 486, and 500) and special requests (SPIN changes, service substitution requests, appeals, etc.). To facilitate its work, E-Rate Central typically works with a primary contact (designated by the applicant) to obtain required information. Although these forms are then sent to the applicant for their review, certification, and submission (and tracked for delivery to the SLD), E-Rate Central acts as the contact person for all forms (except for the Form 470 Request for Services) so that it can coordinate responses to any inquiries from the SLD. Please note that ultimate responsibility for the information contained in the forms and their timely submission remains with the applicant.

Capabilities - Secure Electronic Repository/Database

E-Rate Central's **web-based tools** simplify E-rate data navigation and provide funding status and tracking of our clients' E-rate data and supporting documentation. We have two significant tools: our E-Rate Central **website** (www.e-ratecentral.com) and a **cloud-based** document and email management application. Both can be accessed 24/7/365, and provide **secure, collaborative tools** for E-Rate Central and our clients not only to **access the USAC database dynamically**, but also to share E-rate documents to schools, including emails, creating as detailed an archived record as the client and E-Rate Central concur to use. Storage space can be adjusted to the needs of the client. E-rate consultancy clients are provided with secure credentials for access to the Documents Repository, providing immediate access to the clients' E-rate data.

Procurement of E-rate Funded Services

We look to advise our client on the best practices that will help ensure a fair and open competitive bidding process. We provide training to the appropriate staff in the various competitive bidding requirements, so the client understands how E-rate procurement rules dovetail with state and local procurement rules. Concurrently, we learn what your technology and strategic goals are as they are laid out in your technology plan that will serve as the driver in determining the services to procure.

E-Rate Central then works closely with the client to develop a Statement of Work that will allow the client to meet its strategic goals while attempting to keep costs within budget. It is important for your district to understand that E-Rate Central will not be involved in the evaluation process and will not endorse any vendors because it places undue risk on both parties. However, we will review the results of your competitive bidding process to identify arithmetic errors or other red flags that could pose potential problems from an E-rate perspective.

Vendor Management, Invoicing and Billing

At E-Rate Central we have extensive experience managing relationships with our clients' vendors. A productive and respectful relationship with vendors helps to ensure that our clients receive timely funding decisions from USAC. Unlike some E-rate consultants we do NOT perform work for E-rate vendors as we feel it could create a conflict of interest. Our focus is solely on providing consulting services to schools and libraries.

Invoicing and Billing: A critical and time-consuming activity of the E-rate program is determining the charges that are eligible for E-rate support. Our experienced team of experts is fully versed in understanding the intricacies of vendor billings, especially telecommunications bills.

Document and Asset Management

E-rate rules require extensive record retention. Since the actual funding cycle is approximately two years long, this actually equates to a **ten-year** record keeping requirement. Although E-Rate Central provides its clients with copies of all forms and SLD correspondence, it assiduously maintains copies of all E-rate records in paper and electronic format. Ease of access to historical E-rate information is provided by E-Rate Central's own internal database system, its own Web-based systems, and its knowledge of the SLD's databases and processes. In the event of audits, these records may prove critical.

Asset Management is a critical, yet often overlooked, component of a successful E-rate program. An inadequate asset management system exposes the district to audit risk for failing to comply with the FCC rules relating to asset and inventory control (See 47 C.F.R. Section 54.516). As schools face shrinking enrollments and the closure of failing schools, the ability to locate and identify equipment funded with E-

rate dollars is critical to ensure compliance with FCC rules. We have worked with both very large districts and small schools to identify the best asset tracking practices.

Audit Support

E-Rate Central will work with the district to organize all materials required in all types of reviews and audits. We will also assist the district in completing any questionnaire requesting information on various aspects of the district's E-rate process and practices. E-Rate Central will review all materials requested directly from the client and advise accordingly.

Additional Items

HB 89. Contractor named above verifies that under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with the Denton Independent School District. Pursuant to Section 2270.001, Texas Government Code:
 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Availability of Funds

1. Any Purchase Order resulting from a Solicitation is contingent upon the continued availability of appropriations and is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by Denton Independent School District School Board or otherwise not made available to Denton ISD.
2. Denton ISD's payment obligations are payable only and solely from funds appropriated and available for the purpose of the purchase.
3. The absence of appropriated or other lawfully available funds shall render the Contract Award null and void to the extent funds are not appropriated or available and any Deliverables delivered but unpaid shall be returned to the Contractor.
4. Denton ISD shall provide the Contractor written notice of the failure of Denton ISD to make an adequate appropriation for any fiscal year to pay the amounts due under the Contract Award, or the reduction of any appropriation to an amount insufficient to permit Denton ISD to pay its obligations.

In the event the FCC discontinues the Schools and Libraries program eliminating E-rate funding for applicants, the district will have the option to terminate or suspend the contract.

Service Fee

E-Rate Central charges a fixed fiscal year fee for its support services. Our fees vary according to the expected size and complexity of an applicant's E-rate application(s), but generally reflect a declining percentage of E-rate funding (an effective proxy for the work involved). With the exception of onsite support, this fee is all inclusive.

E-Rate Central is pleased to provide a multi-year agreement for support services for the term of July 1, 2020 through June 30, 2026

The multi-year fee was calculated by considering the district's FY2019 funded amount, FY2020 requested amount, the projected Five-Year Category 1 expenditures based upon the district's current monthly recurring charges, and the available Category 2 five-year budget. When we consider all of this, the district's normal fee for services through June 30, 2026 would be \$27,000, annually. However, we are proposing an adjustment of our fee structure to the following:

Fee for Year 1 of the term - \$14,000
Fee for Years 2 – 6 of the term - \$29,600

This option allows the district to mitigate the fluctuation of your fee from year to year due to a particularly large C1 or C2 project. The total contract value of Option 2 is \$162,000.

If this meets your approval, please counter-sign below and return a copy to us by e-mail to gharwood@e-ratecentral.com.

E-Rate Central is an established and experienced firm which offers a breadth and depth of E-rate knowledge which we believe is unmatched by any other E-rate consultant. We look forward to working with you.

Sincerely,

Agreed:



Ginnie Harwood
E-Rate Consultant

Name: _____

Date: _____, 2020