

Existing E-rate Management Services for

Benjamin School District 25

Submitted by Jerry Steinberg, Senior Consultant, Telesolutions Consultants LLC

May 1, 2025

Telesolutions Consultants LLC is a four-person E-rate and telecommunications consulting firm that provides turnkey E-rate Management Services to 90 school districts.

This describes and memorializes our existing **contract** and **billing** agreement to manage the E-rate program for the **Benjamin School District 25** on an annual basis.

Our present agreement is and has been for virtually unlimited E-rate management services for the past, present and future E-rate years. Our E-rate management services include working on the collections and any E-rate related paperwork for the past years, continued management of the present year E-rate activities, collections and management and planning and filing for the next E-rate year 2026/2027, which should begin this Fall, 2026.

Our E-rate Management agreement also includes one Fall planning site meeting, phone conference or video meeting, unlimited phone calls and emails, two audit meetings (if audited and necessary), evaluating and continuing discussions of the overall E-rate situation, providing newsletters, when appropriate, with the latest relevant news and helpful hints, placing all forms online proactively, interacting with vendors and auditors and collecting all monies owed or due.

Our E-rate **management fee** has been **\$2,400 per year** for the past year and will continue to be for the 2025/2026 year.

Our services will continue uninterrupted unless you specifically let us know differently.

This agreement can be canceled in writing by either the school district or Telesolutions Consultants LLC and all invoices and fees would be owed and due up to that time. Also, our agreement would be null and void if the E-rate Program goes away.

Telesolutions Consultants LLC Responsibilities

- Work to the best of our professional ability to secure E-rate funding for the school district
- We have a 99.8% success rate with over **7,500** applications filed
- File all paperwork accurately, online and on time to the best of our professional ability
- Interact with E-rate vendors on the school district's behalf and this does not preclude the school district acting on its own behalf
- Interact with E-rate reviewers and auditors on the school district's behalf
- File for the collection of all monies due to the best of our ability
- Provide professional guidance on the rules of E-rate and to ensure client compliance to all relevant E-rate rules
- Advise where services are not eligible or are questionable
- Represent, advise, and help the school district to pass E-rate on site or Selective Review/paper audits
- We are neutral, non-vendor affiliated, consultants who are only paid by school districts and never vendors.

Benjamin School District 25 Responsibilities

- Solely responsible for service bills invoices and vendor selections
- Maintain a fair, open and competitive vendor selection and bidding process
- Compare all vendors using the E-rate Decision Matrix as a basis
- Abide by the E-rate Program Decision Matrix rules by comparing vendors with Price or Cost of Goods as the highest factor
- Make changes to E-rate related services during the E-rate bidding times - Fall and Winter selections for July 1 service start dates
- Make decisions several weeks before the ultimate E-rate deadlines to avoid confusion and mistakes
- Maintain the Children's Internet Protection Act (CIPA) policies, including teaching Internet Safety to each student age appropriately, maintaining current CIPA software filtering, as required by E-rate and FCC laws, and having a documented board meeting (within the last two or three years) where CIPA Policies are addressed
- Keep all relevant forms and communications in an annual E-rate Binder or electronic folder for audit purposes for at least 10 years
- Pay Telesolutions Consultants LLC on a timely basis after the next Board of Education meeting after the invoice is received

Services Continue: This is a memorialized agreement that we send out every year to recap our agreement. **You do not need to do anything.** Our services will continue uninterrupted unless you specifically let us know differently.

We appreciate your support and business. Please do not hesitate to call or email me with any questions regarding our services or any planning you may need in your telecommunications or E-rate eligible services. We will discuss the details of your individual schools and the School District's overall budget during our annual E-rate meeting.

Thank you and best regards,

Jerry

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This agreement is authorized by:

Representative Signature

5-12-2025

Date

Print Name

President, Board of Education, Benjamin School District #25

Title