

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: February 25, 2025

NUMBER: 25-087

FR: Office of the Superintendent

SUBJECT: Memorandum of
Agreement; E-Rate
Central Consulting
Services

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Expenditures over \$50,000 require the approval of the Board.

ISSUE:

Approve E-Rate Central Consulting Services MOA for \$89,000 to be funded by Technology FY26 General funds.

BACKGROUND AND/OR PERTINENT INFORMATION:

E-Rate Central provides consulting services to ensure the Universal Service Administrative Company (USAC) programs are followed and all proper documentation is filed in a timely manner when procuring qualified services. The District is applying for funding under E-Rate services for the 2025-2026 school internet.

The E-rate program provides funding for 90% of our school internet charges.

E-Rate Central supports timely and accurate filing of required E-Rate paperwork, program integrity assurance, and audit support. E-Rate Central has successfully supported the District in this capacity since 2012 with no increase to our annual costs until this year. The amount of E-Rate funding the District has sought from the Federal Government has increased from roughly \$4M to over \$19M in the past 13 years. Consequently, due to the requested high dollar amounts, the district has been subject to more audits, Payment Quality Assurances (PQAs), and heightened scrutiny, which require more senior resources from E-Rate Central.

The E-Rate Central 2025-2026 MOA is \$89,000 for E-Rate consulting on school internet.

ALTERNATIVES:

1. Approve the MOA with E-Rate Central Consulting Services for \$89,000 as presented.
2. Do not approve the presented MOA with E-Rate Central Consulting Services for \$89,000.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends Board approval of the E-Rate Central Consulting Services MOA for \$89,000 as presented.

Instructions for Completing MOA Form

1. You should have all of the information needed before completing and submitting the MOA. Please review the two-page MOA and if you have questions, contact Brad Eisel at 907-442-1822 or beisel@nwarctic.org.
2. If you are not the budget authority (BA) for this MOA, please get the BA's approval as shown by their signature on page 1, prior to submitting for approvals.
3. In the "Contractor Agrees To" section, please be as detailed as possible in describing the services to be provided by the Contractor, such as number of training days, type of service, etc.
4. In the "District Agrees To" section, list in detail what the District is to provide the Contractor for their services, such as reimbursement of air travel, lodging, ground transportation, per diem, miscellaneous costs (i.e. copies and faxes), and cost of services, such as daily rate, flat fee, etc. Do not enter Payment terms in this section.
5. In the "Payment Terms" section, detail the instructions for the payment(s) to the Contractor (i.e. to be paid in 4 installments as work is performed and invoice is provided, or one payment at the completion of services when invoice is presented).
6. The MOA Control # is filled in on page 1 and on page 2 Section B, after MOA has all required approvals.
7. Remember to give yourself plenty of time to complete the MOA form and get the necessary approvals and signatures prior to having the services performed by the Contractor.
8. This contract may be terminated by either party with a 30-day written notice.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

P. O. Box 51 Kotzebue, AK 99752

MEMORANDUM OF AGREEMENT (MOA)

MOA's for more than \$50,000 must be approved by the School Board prior to start of Contract
In a fiscal year MOA's to the same Contractor totaling more than \$50,000 must be approved by the School Board prior to start of Contract
Remember to follow federal procurement regulations when using federal funds to support the MOA

TAB BETWEEN FIELDS

Contractor: E-Rate Central MOA Control #: _____
Name of Company Contact Brad Eisel for #

Address: 400 Post Avenue, Suite 410 Westbury NY 11590-2291
Street or POB City State Zip + four

516 801-7803 516-801- ilegg@e-ratecentral.com
Area Code Phone # Fax # E-mail Address
7873

Federal ID #: 11-2907608 O Soc. Sec. #: _____ Alaska Business License #: _____
Enter without Dashes Enter without Dashes

07/01/2025 06/30/2026 W-9 Attached W-9 Submitted Previously
Start Date (mmdyy) End Date (mmdyy) Verify with Brad Eisel

Contractor Agrees To: Support timely and accurate filing of required E-Rate paperwork, program integrity assurance, document management, vendor management, invoice and billing support, and 2025-2026 school internet E-Rate program.

If additional space is needed, indicate here **See attachment**

District Contact Person: Amy Eakin Phone #: 907-442-1830 Ext _____
Email Address: aeakin@nwarctic.org Fax #: _____

District Agrees To: _____

If additional space is needed, indicate here **See attachment**

Payment Terms: _____

If additional space is needed, indicate here **See attachment**

Enter Account Code as:	<u>Amount</u>
Account #: _____	<u>\$ 89,000</u>
Account #: _____	<u>\$</u>
Total:	<u>\$ 89,000</u>

MOA Not to Exceed: \$89,000 Budget Authority Approval: _____

Additional Conditions/Provisions

A - GENERAL INFORMATION

1. All associated costs, not limited to fees and reimbursables, must be included in the MOA. All MOA's for more than \$50,000 require prior School Board approval before Contractor provides any service. (BP 3312)
2. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to Brad Eisel. It is important to verify funds are available before submitting.
3. Prior to the starting date of the contracted services and/or activities, the Contractor and NWABSD must sign the MOA. The Contractor is not to be given a notice to proceed unless all the appropriate parties have approved and signed the MOA.
4. The District Contact Person will be responsible for obtaining the Contractor's signature and submitting the original MOA to Brad Eisel along with a W-9 for tax purposes.
5. The District Contact Person must approve for payment all Contractor invoices and verify receipts and backup documentation prior to submission for payment to the Accounting Department.
6. The Contractor must pay all expenses, and submit receipts for reimbursement, (airline receipt, hotel receipt, other travel related expenses). Mileage tickets are not eligible for reimbursement.
7. MOA's cannot be used for employee contracts or work agreements.
8. Any NWABSD employee who authorizes services prior to the required approvals may be subject to disciplinary action up to and including termination. (BP 4118, 4218)

B - CONTRACTOR RESPONSIBILITIES

1. Check the MOA for contents and completeness. If the terms are agreeable, sign the agreement and return to the individual named as the Contact Person.
2. In accordance with the payment terms set forth on page 1, the Contractor shall submit a detailed invoice with the dates the services were provided and the appropriate documentation (copies of itineraries, airline tickets, hotel bills, ground transportation, etc.) to the District Contact Person for approval of payment. This **MOA Control #:** must be on the invoice.
3. As a condition of performance, the Contractor must pay all federal, state, and local taxes incurred by the Contractor.
4. A W-9 must be on file with the NWABSD or submitted with this MOA.
5. The Contractor must provide proof of any liability insurance coverage required on page 1 of this MOA.
6. To the extent allowed by law, the Contractor shall indemnify, defend, and hold the NWABSD harmless from any liability resulting from or arising out of the acts of the Contractor in the performance of this MOA.
7. This contract may be terminated by either party with a 30-day written notice.

I HEREBY ACCEPT THIS MOA AND THE CONDITIONS/PROVISIONS CONTAINED HEREIN.
Any changes in the terms of this MOA must be on an ADDENDUM FORM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

Natalie Dickey

Director of Administrative Services – Fiscal
Approval

Director's Signature

Date (mm/dd/yy)

Terri Walker

Interim Superintendent –Authorized Signer
NWABSD

Superintendent's Signature

Date (mm/dd/yy)

Julia Legg

Contractor

Contractor's Signature

Date (mm/dd/yy)

Tel/Logic Inc.
 E-RATE CENTRAL
 400 Post Avenue, Suite 410
 Westbury, NY 11590-2291

Tel: (516) 801-7863 Fax: (516) 801-7870
 Web: <http://www.e-ratecentral.com>

Quote

Date	Quote. No.
2/10/2025	NWAB 2025

Bill To:
Northwest Arctic Borough School District Ms. Amy Eakin Director of Technology P.O. Box 51 Kotzebue, AK 99752

Federal Tax ID; 11-2907608
Project Description: Quote for E-Rate support and form preparation

P.O. No.	Project

Description	Ordered	Rate	Amount
E-Rate consulting – Category 1 and 2 for schools 2025/2026		89,000.00	89,000.00
		Total	\$89,000.00