



Bullitt County Public Schools

Office of Information and Technology

1040 Highway 44 East

Shepherdsville, Kentucky 40165

502-869-TECH

M E M O

04.13.2021

TO: Jesse Bacon, Superintendent

FR: Kevin Fugate, Director of Technology VF

RE: Adtec Renewal and Extension

BCPS receives reimbursements through eRate for network and telephony expenses. This federal program supplements communication needs for our schools and library systems. Eighty percent of the cost is covered through this program and helps keep our technology up to date.

The process to file for this funding is often difficult and time consuming which involves a lot of paperwork and sifting through FCC communication rules. We've worked with AdTec this year and they've alleviated the paperwork and management of the eRate program. Their consulting firm frees up all the time consuming work with eRate and allows me and my team the ability to focus on technology initiatives that will enhance student learning.

The eRate process for this year will save us over \$800,000 and we have AdTec to thank. We will have the ability to replace the aging wireless system in all of our schools starting next school year through this program. This agreement will only confirm renewal through June 30th, 2024. The contract was reviewed by Joe Mills of Buckman, Farris, & Mills Law Office and the terms of the agreement are the same. The agreement renewal is attached. Please contact me if you have any questions or need further information.

Equal Education and Employment Institution



Optional Multi-Year Contract Extension

Bullitt County School District elects a multi-year contract under the same terms, conditions and pricing per year for each of the following Funding Years:

_____ **2 Funding Years:** Funding Years 2021 and 2022 (July 1, 2021 through June 30, 2023).

_____ **3 Funding Years:** Funding Years 2021, 2022 and 2023 (July 1, 2021 through June 30, 2024).

By: _____
Signature

Print Name

Title

Date

Please return both page 5 and page 7 if the Optional Multi-Year Contract Extension is elected.

AdTec Remittance:

Email: contract@adtecerate.com

Mail: AdTec Inc.

PO Box 97

Centerville, IN 47330

Fax: 765-855-1615

E-Rate Timeline for Category 2 Funding (Page 1 of 2)

Funding Year 2021 (July 1, 2021 to June 30, 2022)

| Timeframe | E-Rate Details and Tasks |
|----------------------------|--|
| July –December 2020 | <ol style="list-style-type: none"> Develop an RFP. Your AdTec Consultant can provide a template for your use. Use the Eligible Services List (see pages 10-14) to determine which products are eligible. Consider scheduling or requiring an on-site bidder's meeting. If you choose to have a meeting, it must be listed on the RFP and Form 470, and should be at least 2 weeks after the 470 and RFP are released. Send AdTec your RFP no later than December 1, 2019. RFPS are not required, but are strongly encouraged to help vendors verify equipment and quantities needed. Sign the AdTec contract addendum for E-Rate filing for Category 2 services. |
| October 2020 –January 2021 | <ol style="list-style-type: none"> Your E-Rate consultant will file the necessary Form 470 for Category 2 equipment/services. This 470 will reference the RFP and must list any criteria that would disqualify a bid. Follow all state and local board rules regarding purchases and services. If your board has a policy regarding advertising contracts and selecting vendors, be sure to follow those. Many local board policies parallel State Law, but if not, defer to the stricter standard. Accept proposals for at least 28 days. Reasonable service provider questions must be answered during this time. Ensure ALL vendors feel that it is a fair and competitive bidding process. Do not show ANY favoritism towards any vendor. Forward all proposals to your AdTec Consultant and keep in a FY2021 E-Rate folder for your records. Use a matrix to evaluate proposals. See example here. Award points for each section of the matrix (do not give zero points for any section) and date the matrix. Email your AdTec Consultant a copy of the completed matrix. Choose vendor with an eligible SPIN. Service providers can NOT participate in the preparation of an RFP/Form 470 or any of the bid evaluation process (although they can answer questions about their bid) Sign an agreement with vendor <u>after</u> the Allowable Contract Date, which will be provided by your AdTec Consultant. Send your AdTec Consultant the legally binding agreement*, who will then file the FCC Form 471. |
| April 1, 2021 | <ol style="list-style-type: none"> April 1, 2021 is the first day the chosen vendor can invoice, install, or be paid for the Category 2 equipment project. Note: If your entity is depending on E-rate funding to do the project, you must wait until the FCDL (Funding Approval) is issued before proceeding. If your Category 2 project is for a Managed WiFi (MIBS) or a Basic Maintenance project, the invoice date should be July 1, 2020 or after. When equipment has arrived, please <ol style="list-style-type: none"> Save packaging slip On each piece of equipment, put a tag that says FY2021 and FRN # (FRN # provided by AdTec Consultant) Record each piece of equipment in your school or library asset (inventory) register or create an E-rate asset register (recommended). The asset register must contain the following information: |



E-Rate Timeline for Category 2 Funding Continued (Page 2 of 2)

Funding Year 2021 (July 1, 2021 to June 30, 2022)

| Timeframe | E-Rate Details and Tasks |
|-----------------------|---|
| April 1, 2021 | <ul style="list-style-type: none"> • Make & Model • Serial number (if available) • Physical location of equipment (building/room number) • Date installed • Funding Year • Funding Request Number <p>d. Equipment must stay in place for 3 years after the installation date.</p> <p>e. Equipment cannot be disposed of or traded in for 5 years, but it can move to another eligible entity after 3 years.</p> <p>f. Save proof of payment (i.e. front and back of check; bank statement); send copy of it to your AdTec Consultant</p> <p>g. Save copy of the invoice; send copy of it to your AdTec Consultant</p> |
| July 2021 – Sept 2022 | 16. Wait for funding to be approved. Subject to E-Rate approval, your reimbursement check will be applied for and received. For Managed WiFi (MIBS) or Basic Maintenance projects, the invoice date should be July 1, 2021 or after. |
| September 30, 2022 | 17. Last day to install, invoice, or pay for Category 2 project. Please contact your AdTec Consultant if you need additional time. |

***Legally Binding Agreements:**

The E-Rate process no longer requires that you have a signed contract BEFORE you file your funding application, but you must have a legally binding agreement. They will accept something as simple as an email thread that has the winning bidder's proposal and your statement that you intend to sign a contract based on that proposal. We recommend at a minimum a Letter of Intent (request a sample).

You can have caveats to your acceptance of a proposal (you must list them in your email or on the LOI). Routine caveats are: approval of E-Rate funding; approval of the Board. Keep in mind that if you put caveats in your agreement, you need to live with them. Don't state that the project will not proceed without E-Rate funding approval and then start the project before you get that approval.