

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:**

TOPIC/TITLE: AdTec Contract

PRESENTER: Josh Rayburn

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING: (DATE)
- BOARD REVIEW REQUIRED BY

- STATE OR FEDERAL LAW OR REGULATION
- BOARD OF EDUCATION POLICY
- OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

BACKGROUND INFORMATION:

This is our company that helps us file E-Rate bids and filing all of the required forms. We have used them for years. This is the contract for this school year.

SUMMARY OF MAJOR ELEMENTS:

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended

_____ *Danny Adley*



Woodford County School District

Contract Fee E-Rate Agreement for Category Two Services

Internal Connections

Funding Year 2024 Schedule of Fees

Fees and Services		
Category 2 - Phase 1	E-Rate Form Preparations, Category 2 Eligibility Consultation and Optimization, FCC Category 2 Budget Review, Category 2 E-Rate Timeline Direction, Management of the USAC Portal (EPC), and Category 2 RFP review (if applicable) and/or review list of equipment and services to be purchased. Submission of FCC Forms 470 and 471, and Consultation for Category 2 Program Compliance with E-Rate Rules and Regulations. <i>Approximate Invoice Date: January 2024</i>	\$ 3495.0
Category 2 - Phase 2	Reviews, Appeals, and Submission of FCC Forms 486, 472(BEAR), and, if applicable, discount/SPI set-up. <i>Approximate Invoice Date: November 2024</i>	\$ 3495.0
Annual Total		\$ 6990.0

Please choose a Preferred Method of Payment:

Annual Invoice – Annual total amount above invoiced January 2024

Two Invoices - Phase 1 invoiced January 2024 and Phase 2 invoiced November 2024

Complete, sign and return this page for Category Two Services. Your signature also acknowledges that you have received and read pages 2-3, "E-Rate Timeline for Category 2 Funding".

Signature

Date

Josh Rayburn

Print Name



E-Rate Timeline for Category 2 Funding (Page 1 of 2) Funding Year 2024 (July 1, 2024 to June 30, 2025)

Timeframe	E-Rate Details and Tasks
July –December 2023	<ol style="list-style-type: none"> 1. 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. 2. 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. 3. Send AdTec your RFP no later than December 1, 2023. RFPs are not required, but are strongly encouraged to help vendors verify equipment and quantities needed. 4. Sign the AdTec contract addendum for E-Rate filing for Category 2 services.
October 2023 – January 2024	<ol style="list-style-type: none"> 5. 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. 6. 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. 7. Accept proposals for at least 28 days. Reasonable service provider questions must be answered during this time. 8. Ensure ALL vendors feel that it is a fair and competitive bidding process. Do not show ANY favoritism towards any vendor. 9. Forward all proposals to your AdTec Consultant and keep in a FY2024 E-Rate folder for your records. 10. 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. 11. 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) 12. Sign an agreement with vendor <u>after</u> the Allowable Contract Date, which will be provided by your AdTec Consultant. 13. Send your AdTec Consultant the legally binding agreement*, who will then file the FCC Form 471.
April 1, 2024	<ol style="list-style-type: none"> 14. April 1, 2024 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, 2024 or after. 15. When equipment has arrived, please <ol style="list-style-type: none"> a. Save packaging slip b. On each piece of equipment, put a tag that says FY2024 and FRN # (FRN # provided by AdTec Consultant c. 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 2024 (July 1, 2024 to June 30, 2025)

Timeframe	E-Rate Details and Tasks
April 1, 2024	<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 2024 – Sept 2025	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, 2024 or after.
September 30, 2025	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.