

## E-Rate U - FOR APPLICANTS 2012-2013





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## E-Rate Reference Section Pg 135 Workbook Index 167

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[www.kelloggllc.com](http://www.kelloggllc.com)



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Find out about breaking news!  
P2 for 2010 funding



[www.kelloggllc.com](http://www.kelloggllc.com) - SEARCH

Search

E-Rate Search Engine





Custom search : KSLLC, FCC, USAC, E-rate Central





## E-Rate Primer

[www.kelloggllc.com/basics.aspx](http://www.kelloggllc.com/basics.aspx)

## Study Guide

- Brief Overviews
- Q&A
- Complete throughout the day


### My Stuff

- E-Rate Summary
- All Years Summaries
- 2011 RFP
- 2011 P1 and P2 requests
- Your F/R Lunch for E-rate disc

**E-Rate Summary by Applicant, FY 2011**

Applicant Name: NCEP SCHOOL DIST 1  
 Dilled Entity #: 140244

City	FPS	SPN	Description Category	Spec. All Billing Acct	FY09 Disb. #	FY10 Disb. #	FY11 Disb. #	Pre-Order Amount	Order	Requested Amount	Committed Amount	Un-Order N.I.F. Paid	Amount Available
Hope	40770	140244	Telephone	11	100 000000	11	14 100 000	000	12 700 000	0 00	not set	0 00	



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### My Stuff

- E-rate Discount Calculations
- SPECIAL NOTICE:**
  - Non Instructional Facilities (NIFs) should be listed if they are receiving E-rate eligible Services
  - List all buildings with a separate address
    - Administration, Transportation, Maintenance
  - Notify us if yours are not listed
  - Buildings on same campus with listed site are fine (i.e. admin offices in high school)



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### E-Rate Changes 6R&O

- Sixth Report and Order
- SPIN Changes, Pg 3
- Gift Rules – Pgs 3-5
- Maintenance – Pgs 6-8
- Others in Public Notice – Page 9

Federal Communications Commission FCC 10-175


Before the  
Federal Communications Commission  
Washington, D.C. 20554

In the Matter of  
Schools and Libraries Universal Service  
Program Modifications  
A National Broadband Plan  
For Our Future

SIXTH REPORT AND ORDER

Adopted: September 23, 2010      Released: September 28, 2010

By the Commission: Chairman Genachowski and Commissioners Copps and Clyburn issuing separate statements. Commissioner McDowell approving in part, dissenting in part and issuing a statement. Commissioner Baker approving in part, concurring in part and issuing a statement.



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### Jul – Aug KSLLC Agreement & LOA (p. 14)

- E-Rate Services Agreement Due
- Letter of Agency Due
- Read LOA certifications carefully
- USAC Form 470 Certifications are on the LOA
- Read carefully
  - “I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities” p7

KELLOGG & SOVEREIGN® CONSULTING, LLC  
 Letter of Agency E-Rate Funding Year 2008-12

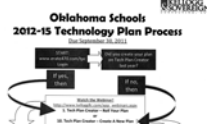
2012




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### Aug-Sep Technology Plans (P. 19)

- What???? AGAIN - I just did one!
- Your technology plan has to contain information on how you will be using the services and equipment requested on your RFP, Forms 470 and 471
- AND it has to be updated BEFORE the Form 470 is filed
- Sixth Report and Order changes – not required for P1 services, removed budget



**Oklahoma Schools  
2012-15 Technology Plan Process**




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### Tech Plan Check list (p. 19)

- Acceptable Use Policy
  - Cyberbullying Awareness **REQUIRED**
- Board Agenda & Minutes
- CIPA Certification Form



- Send all to:
  - Ashlee Thompson: athompson@kelloggllc.com



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### Jul-Sep RFP Questionnaire (p 24)

- Review the 2011 RFP included in My Stuff and Review your Technology Plan
- Be sure to include everything you want on the questionnaires
  - If you don't list it, it won't go on your RFP and Form 470 or your Form 471
  - **AND, you won't get it!** ☹






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### Aug – Sep RFPQ Maintenance

- Equipment for Maintenance (p 25)
- Update NOW with existing equipment
- Don't forget make, model and part #'s
- Detailed logs required for invoicing!

2. Click on "Click here to add new equipment"

K&S team updating please respond to requests

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### RFPQ - Maintenance

- Step by Step example
- [www.erate470.com](http://www.erate470.com)







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### Aug-Sep RFPQ 'Walk Throughs' p. 30

- Must be after RFP and Form 470 posted
- 10-14 days maximum, earlier better
- Coordinate with K&S
- If mandatory you must specify in advance
- If mandatory– Sign in sheet, collect business cards and retain them in case of future audit or review

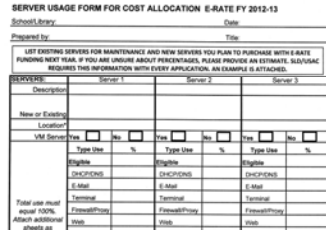




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### Aug-Sep – Usage for Cost Allocation (p. 32)

- All servers must have usage information
- VM Servers=usage
- E-mail
- DHCP
- Terminal
- Web


**NOT ELIGIBLE:**  
Applications, Storage, Wave (student data)

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### Aug-Sep RFPQ VoIP Details (p. 33)

- Priority One lease OR
- Priority Two purchase
- Provide detail specifications (p. 34)




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### Aug-Sep RFPQ & 470 Who Bidders should contact (p. 37)



Who do you want listed on your RFP? – email only  
**Can also direct bidders to your Q&A Site**  
On your Form 470? – Usually KSLLC staff





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### Jul-Sep RFP Questionnaire

- Blank RFPQ (p38)
- Completed RFPQ – *In My Stuff*
- **Online Q&A – p. 46**
- Completed RFP w/Links and downloads (p47)

**Provide/update your list of equipment for maintenance:**


If you selected YES for maintenance on question # 99 of your RFP Questionnaire, you MUST complete the maintenance equipment listing.

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### Ask for Bandwidth Needs



- Check with your current provider to find out what your usage is
- Learn basics to see if you should ask for more bandwidth
- Online testing, video, etc.
- See Reference Section pages 142-149



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### Household Income Survey (p. 48)

- OPTIONAL
  - Can use by site
  - Include with Fall enrollment
  - Form is available in spring each year
  - [www.kelloggllc.com/app\\_forms.aspx](http://www.kelloggllc.com/app_forms.aspx)
- Send to all families @ site
- 50% return rate
- Pro-rate results





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### Oct-Nov Competitive Bidding

- Host a Fair and Open Bidding Process
  - Codifies that the competitive bidding process must be fair and open
  - All potential bidders must have access to the same information and must be treated in the same manner throughout the procurement process
  - Additions or modifications to the form 470/RFP must be made available at the same time and in a uniform manner to all potential bidders.



**"In an effort to make all bidding information equally available to all vendors, Tupelo Public Schools has created this message board. Please submit any questions directly to this page. Your question and/or comments will be posted by the next school day."**



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### Preparing for Bidding:

- Consider Using a Message Board Like Tupelo's

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### Oct-Nov Bills for Application (p 54)

- Document your recurring services by sending us ALL your bills for E-rate eligible services

**KELLOGG & SOVEREIGN CONSULTING, LLC**  
 1301 Stadium Drive, Ash, OH 44822 • (419) 582-3444 • Fax: 582-351-2532 • email: info@kellogg.com

**E-RATE REQUEST FOR BILLS**  
**Due: October 28, 2011**

**NON**

For AT&T, you will need to get the Detail of Charges & Credits report from the web site  
 We can no longer obtain bills or details directly from AT&T!

**KELLOGG & SOVEREIGN CONSULTING, LLC**

### Oct-Nov Bills for Application

- Representative bill for each billing account (p 55)
- Don't forget to send us if credit balance
  - E-rate is why there is a credit!
- Download from service provider web site & email
- Scan & email
- Mail if you don't have scanning/download options
  - You do NOT have to scan one page at a time!
- Use the checklist to let us know what you are sending (p 55)

**KELLOGG & SOVEREIGN CONSULTING, LLC** [www.kelloggllc.com/links.aspx](http://www.kelloggllc.com/links.aspx)

### Oct-Nov Notify Service Providers

- Contact Service Providers (p 57)
- RFP has reminder to Service Providers (p. 58)

**INFORMATION FOR YOUR SERVICE PROVIDER/ BIDDERS:**  
 Reminder to Bidders - listed at the top of your RFP

Before submitting bids on behalf of this applicant, all providers must have completed each of the items listed below.  
 Guidance to completing all required forms is included in the Required Forms section of the website.  
[www.kelloggllc.com](http://www.kelloggllc.com)

**KELLOGG & SOVEREIGN CONSULTING, LLC**

### Oct-Nov REVIEW YOUR RFP

- KSLLC Converts your RFPQ to RFP for Providers

Login to [www.erate470.com](http://www.erate470.com)  
 Select [View RFP Information](#)  
 Click on Program Year 2011  
 Review Your RFP  
 Questions? [forms@kelloggllc.com](mailto:forms@kelloggllc.com)

**E-Rate Applicant Information Management**

- Applicant Instructions
- Modify My Account Information
- Required Forms
- RFP Questionnaire
- Equipment Maintenance
- Walk-Through Dates
- View RFP Information
- Bid Scoring Worksheets:
  - Telecommunications & Internet Access (PDF / Excel)

**KELLOGG & SOVEREIGN CONSULTING, LLC**

### Oct-Nov REVIEW YOUR Form 470

- Form 470 Completed (p 59)
- Review to verify correct – notify us when reviewed

REVIEW YOUR FORM 470  
 Go to [www.usac.org/sl](http://www.usac.org/sl)  
 Select [Apply Online](#)  
 Select [Search Posted](#)

**Form 470**  
 Description of Services Requested and Certification Form

[Form 470 Interview](#)  
[Creates Form 470](#)  
[Search Posted](#)  
[Continue Incomplete](#)  
[Certify Complete](#)

**KELLOGG & SOVEREIGN CONSULTING, LLC**


### Holiday Contact Info (p.64)

- OPTIONAL
- Complete if you will be out of touch during the holidays!


**KELLOGG & SOVEREIGN CONSULTING, LLC**

### Oct – Nov Documents for E-rate Discount (NSLP\*)

- Documentation for E-Rate Discounts (pp 66-70)
  - NSLP Certification Form (p 66)
  - % Free/Reduced Lunch
    - Varies by State
    - Oklahoma Example (p 67)
    - Texas Example (p 68)
    - Connecticut example (p 69)
  - Household Survey Results (p 70)



*\*NSLP = National School Lunch Program*



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### Oct-Nov Board Approval?

**Board Approval (p 71)**

OPTIONAL

- Your governing board may choose to approve the items to be included on your E-rate application
- If so, be sure to let us know as your bids will need to close in time for board approval.

**Board RESOLUTION (P 117)**



MANDATORY

- Your governing board must agree to pay their non discount share of any services that are funded AND installed
- Resolutions are approved in March/April




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### Accepted Bids to Include (p. 74)

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### Dec-Feb Multi-Yr Renewals (p 75)

The date that you accept to renew the terms of the existing multi-year contract or agreement for your E-Rate application is the date of the contract for E-Rate purposes.

Check the following MULTI-YEAR agreements\* that you are choosing to RENEW for 2012-13:

<input checked="" type="checkbox"/>	Service	Please list provider:
<input type="checkbox"/>	Flexnet/Centrex Service	
<input type="checkbox"/>	Long Distance Service	
<input type="checkbox"/>	Cellular Service	
<input type="checkbox"/>	Internet Access	
<input type="checkbox"/>	Circuits	
<input type="checkbox"/>	Other, Please Describe:	

We hereby agree to continue the terms and conditions set forth in the existing multi-year contracts and/or service agreements for the services as listed above.




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### Bid Scoring (p. 77)

- What's wrong?

**L4.Basic Maintenance**


Vendor (Spin)	Bid Amount	Price	Prior Experience	Personnel Qualifications	Proximity	Quality of Service	Total Points
Alliance Network Solutions LLC (143030996)	\$24,493.00	20	10	10	10	5	55
RECtec (143016596)	\$20,695.00	20	10	10	15	5	60
RECtec (143016596)	\$60,664.01	20	25	20	10	10	85
WPS, Inc. (143013381)	\$47,749.00	20	15	20	15	5	65
Public Provider		30	25	20	15	10	100



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### Dec-Feb BID APPROVAL DOCUMENTS

- Budgeted Resources (p. 80)
- Internet Access Statement (p. 81)
- Remote Access Certification (p. 82)



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### Dec-Feb Bids & Contracts (p. 84)

- RETURN SIGNED ACCEPTED BIDS ONLY
- SIGNED CUSTOM CONTRACTS





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### Dec-Feb Bid Packets (p. 84)

- What if I am missing something?
  - Bids sent directly to me –write in
  - No Bids
    - Contact at least 2 service providers
    - Write in bids received

**Copy KSLLC on any bids received outside of our bid packet!**



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### Reviewing Bids – Cost Allocations



- Required for all Equipment and Services
- Maintenance of eligible equipment
- Work with your Service Providers to be sure they have cost allocated all ineligibles
- www.kelloggllc.com/links.aspx




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### Dec-Feb Contracts (p. 76)

- Must return signed and dated contracts
- Includes any contracts sent directly to you, not included in bid packet
- **The Applicant is responsible for collecting any missing contracts**
- **DO NOT SIGN PRIOR TO 28 DAYS!**
- We CANNOT file an application without contracts – PIA will deny any request not accompanied by a contract\*

\* Except tariffed or MTM service with NO underlying contract

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### Dec-Feb Contracts continued

- List of providers who require custom contracts.
- See list on p76.

**CUSTOM CONTRACTS, DO I NEED ANY?**



If you select any of the following service providers for your FY 2012 E-Rate application, you will need to request a contract from them, have it signed, and provide us a copy:



<ol style="list-style-type: none"> <li>1. AT&amp;T</li> <li>2. BlueCross/BlueShield</li> <li>3. Broadband</li> <li>4. BTX Broadband</li> <li>5. ClearNet.com (Fiberhost)</li> <li>6. Cox</li> <li>7. Digital Bank Office</li> <li>8. eSolutions</li> <li>9. Educational Networks, Inc.</li> <li>10. Gigamon.net</li> <li>11. Inetware</li> <li>12. JNET</li> </ol>	<p><b>IMPORTANT!</b> Contracts must NOT be signed BEFORE the 28 day binding period has expired! Sign them <b>on or after</b> the 28th day.</p>
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### Dec-Feb E-Rate Riders p85 & 88

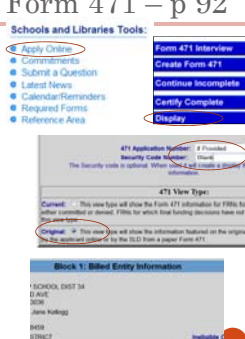
- An E-Rate Rider states how the applicant will manage start of services before funding is received
  - Dependent on funding
  - No funding required
  - For maintenance & internal connections, may choose partial

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### Dec-Feb REVIEW Form 471 – p 92

- How to display your Form 471
  - <http://www.usac.org/sl/>
  - Select Apply Online
  - Select Display (471 column)
  - Enter 471 # Provided to you
  - Leave Security Code Blank
  - Click on 'Original' Radial Button
  - Click Display Entire Application



**Schools and Libraries Tools:**

- Apply Online
- Comments
- Submit a Question
- Latest News
- Calendar/Reminders
- Required Forms
- Reference Area

**Form 471 Interview**

- Create Form 471
- Continuous Incomplete
- Verify Complete
- Display

**471 View Type:**

Current: This view type will show the Form 471 information for FRMs for all other completed or denied FRMs for which final funding decisions have not yet been made.

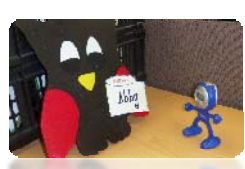
Original: This view type will show the information featured on the original FRM application submitted for the FRM from a paper Form 471.

**Block 1: Billed Entity Information**

SCHOOL DIST 34  
 87 Ave  
 9000  
 Jane Kellogg  
 8552  
 87822

Display Entire Application

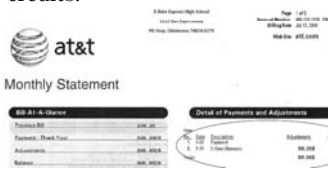
### What if I Made a Mistake? (p 107)



- Notify us immediately
- Email AND Call!
- Best if notice prior to form submission
- Most changes can be made w/in 15 days after submission
- Ministerial & clerical Corrections Only

### Mar-Jun Review Bills for Credits (p 110)

- For accounts utilizing SPI method
  - Service Provider is applying discounts to your bill
- Check your bills to ensure you are receiving proper credits.



**at&t**  
 Monthly Statement

**Detail of Payments and Adjustments**

Payment	Amount	Discount	Net
Payment	100.00		100.00
Adjustment		10.00	90.00
Total	100.00	10.00	90.00

### Mar-Jun Bills for Reimbursement (p 111)

**BILLS NEEDED FOR E-RATE REIMBURSEMENT**  
 E-Rate FY 2011-12 (07/01/2011 – 06/30/2012)

TO: State: 4/9/2012 School Name: E-Rate Express Public School District  
 FROM: Mandi Hanson Kellogg & Sovereign Consulting, FAX: 580.332.2532

**PLEASE SEND US COPIES OF THE BILLS LISTED BELOW SO WE CAN FILE FOR REIMBURSEMENT**

- Send us ALL page of each bill. The sooner you send us your bills, the sooner we can get your \$\$\$!
- Upload bills to our FTP site: <http://www.kelloggsovereign.com/KelloggSovereignFTP>
- You may also copy and mail your bills to: 1331 Stadium Drive, AIA, OK 74820

**\*\*Send us the bills for the Months that are Marked with an "X"**

Service Provider Account Number	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
AIA# 180-332-2444	X	X					X	X	X			
AIA# Long Distance 180-332-2444												
US Cellular 9803313213												
AIA# Mobility 1376135235												

NOTE: If you had services with a different service provider, please explain below and send us copies of the bills from the other provider.

### Mar-Jun Options for sending bills

- KSLLC File upload site: [kelloggllc.com/links.aspx](http://kelloggllc.com/links.aspx)
- Copy & mail
- Scan & E-mail
- Spreadsheet method instead of sending us copies of bills for reimbursement.\*

MONTHLY CHARGES:	JUL	AUG	SEP
E-rate eligible:			
T-1 Circuit	\$14.00	\$14.00	\$14.00
USF	25.00	25.00	25.00
Total	\$39.00	\$39.00	\$39.00

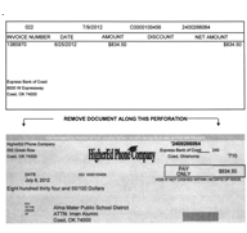
Authorized by: \_\_\_\_\_  
 your name \_\_\_\_\_  
 date: 8/20/2010

Click below for FTP Site:  
[Kellogg\\_Sovereign FTP Site](#)

\*Can only be used if you have someone on staff who can properly provide E-rate eligible charges in spreadsheet format.


### Mar-Jun Form 472 (BEAR) RNL

- Form 472 (BEAR) Notification Letter (p 112)
- Notifies applicant of decision regarding payment
- KSLLC will send fax notification to you (p 113)
- Send us a copy of your check when received (p 115)



### Mar-June OUSF Credits

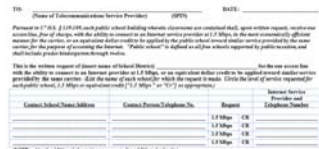

- Applies to OKLAHOMA schools only
- OUSF – Oklahoma Universal Services Fund
- Managed by the Oklahoma Corporation Commission
- Your telco requests discounts on your behalf
- Complete OCC form to list buildings for credit and give to your telco provider
- Outside scope of KSLLC
- **NEW JULY 2011: 1.5M RATE**



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### New OUSF Form 7/1/2011



- Oklahoma Schools & Libraries
- Download new form (school OR library)
  - [www.occeweb.com/pu/OUSF/OUSF.htm](http://www.occeweb.com/pu/OUSF/OUSF.htm)
- Include list of buildings with classrooms (schools)

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### Mar-Jun Quarterly Pmt Authorization (p. 118)

- Sent by USAC quarterly
- “Cash Basis” report
  - Reports all disbursements made on your behalf
  - SPI or BEAR
- KSLLC will email yours to you – PLEASE REVIEW!





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### Mar-Jun Board Resolution (p 117)



- **REQUIRED**
- Authorizes filing of the Form 471
- Resolves to pay applicant's non-discount share
  - Upon approval of funding
  - AND receipt of services



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### Agreements & Cancellations (p. 121)

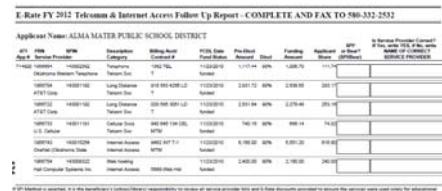

- **MULTI YEAR AGREEMENTS OR CHANGES**
  - CANCEL IN WRITING!
  - EVEN IF UPGRADING
- **MAINTENANCE AGREEMENTS**
  - Written Decisions on what to do if no funding



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### May-Jun? Funding Received


- Action Items – P1
- Action Items – P2
- Follow up Form (p 124)
- Follow up form (p 125)

**FILL OUT YOUR FLUP**

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### After Funding



- Check your funding
- Appeals can be filed w/in 60 days
- NOTIFY US!
- Changes:
  - SPIN Changes
  - Service Substitutions
  - Cancellations

**Internal Connections:**


- Extensions if after March 1<sup>st</sup>
- Consider cancel for 2 in 5 rule



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### SPI vs BEAR (p 127-128)

- **SPI – (Service Provider Invoice Form 474)**
  - Applicant pays their non-discount share
  - Service Provider invoice USAC for E-rate amount
- **BEAR – (Billed Entity Applicant Reimbursement Form 472)**
  - Applicant pays Service Provider in full
  - Applicant files for reimbursement (BEAR)
  - USAC sends payment to provider who in turn forwards check to applicant within 20 days


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### Changes



- Service Substitutions – See applicant forms
- [www.kelloggllc.com](http://www.kelloggllc.com)


Service Provider Change Request Form	Ongoing	KSLLC Clients: Use this form to notify us that you would like to change service providers (vendors)
Service Substitution Request (SSR) Form	Ongoing	KSLLC Clients: Use this form to notify us that you would like to change products and services on your existing E-Rate funding.



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### Change of Provider (SPIN Change)


- NEW RULES – Effective with 2011 filings
- See form – p. 129
- Documentation needed:
  - Proof original provider cannot provide service
  - Bid scoring – new provider must be 2<sup>nd</sup>
  - If only one bid received, may select anyone
- New provider items:
  - Proposal
  - Contract (replaces original)



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### May-Jun Final Version Tech Plan (p 132)



- Review your technology plan and submit final version
- Must be approved by July 1, 2012 (start of service)
- NOT REQUIRED for priority one services
- Most states DO require!!!



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### Audit Documents – p. 133

- USAC suggested items for your E-rate Files

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## Eligible Services List

**USAC Schools & Libraries**


**Eligible Services List**  
**Schools and Libraries Support Mechanism**  
**for Funding Year 2011**

**Overall Eligibility Requirements for All Categories of Service:**

The Eligible Services List (ESL) indicates whether specific products or services may be able to receive discounts under the Schools and Libraries Support Mechanism. The List is organized into five sections that represent the five funding categories established by the Federal Communications Commission (FCC) plus a Miscellaneous section that is applicable to multiple categories:

- Telecommunications Service
- Telecommunications
- Internet Access
- Internal Connections
- Basic Maintenance
- Miscellaneous

[www.usac.org/sl/tools/eligible-services-list.aspx](http://www.usac.org/sl/tools/eligible-services-list.aspx)



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## Q&A

- Q&A
- EVALUATIONS



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