

E-Rate U -FOR SERVICE PROVIDERS 2012-2013



- Jane Kellogg
- Debi Sovereign
- Mel Van Patten
- Sampson Service Provider



The Important Stuff!

- 2011 Workbook

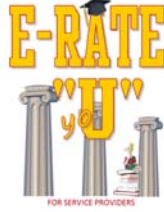





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E-Rate Primer




e-rate primer July 2011

Inside



- What is E-rate P.1
- How Does the Program Work P.2
- Special Rules, Requirements P.3
- Definitions and Resources P.4
- Program Changes P.4

E-rate: Universal Service for Schools & Libraries



My Stuff


- E-Rate Summary 2011
- E-Rate Summary 2010
- Letter of Agency

E-Rate Reference Section Pg 194 Workbook Index 217


E-RATE REFERENCE

- 1 Quick Reference Guide
- 2 Service Provider Flow Chart
- 3 KSLCC Custom Web Search
- 4 USAC Applicant Guide to Success
- 5 USAC Commonly Used Acronyms & Terms



WORKBOOK INDEX

Description	Page
Applicant Basic Mkt Details	74, 75
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Specialized Training via Cisco WebEx

- Service Provider Workshop WebEx
 - Sept. 6th, 1:30 – 3:30 PM CST
 - Overflow Sept 13th, 9:30- 11:30 AM CST
- Specialized Training Sessions Available (p35)
 - Bidding Basics
 - Advanced Bidding
 - Data Retrieval Tool
 - WebEx Training Registration Form (www.kelloggllc.com)




Suggestions: forms@kelloggllc.com

www.kelloggllc.com

FOR SERVICE PROVIDERS

- Services Provider Forms
- E-Rate Bidding
- Product Eligibility
- Sales & Invoicing
- Training

Follow us on Twitter: @kelloggllc
Find out breaking news: example P2 funding for 2010

CIPA Late Breaking News!

Effective July 1, 2012

- “ must include Monitoring the online activities of minors and must provide for educating minors about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response”
- Do not need to hold public meeting if have current policy that is just updated to comply
- FCC found that social network Websites (e.g., Facebook and MySpace) do NOT fall into one of the categories that must be blocked.

E-Rate Advisory 6R&O*

*FCC Sixth Report and Order

- SPIN Changes, Pg 4-5
- Gift Rules – Pgs 5-6
- Maintenance – Pgs 7-9
- Others in Public Notice – Page 10

Gift Policy Examples

Gifts OK	NOT OK
Coffee and donuts at a presentation	Meal at presentation over \$20
Door Prize: Ball cap worth \$20 or less	Door Prize: \$30 gift card
Certificate or plaque presented at conference	Gold watch given as thank you gift
Pens handed out a conference worth \$20 or less	Travel, food or lodging at conference, even if you are speaking on behalf of the provider
Holiday present to sibling, not reimbursed by company, paid with own funds	Conference giveaways: any item exceeding \$20 in value (eg briefcase)
	Customer Appreciation meal/gift exceeding \$20

Compliance is Continuous

- Program Integrity Assurance (PIA)
 - Begins once applications are submitted
 - Occurs as long as it takes to fund or deny all applications
 - Sometimes spanning several years
- Selective Reviews occur simultaneously with PIA
- Compliance is expected year round
 - Gift Rules apply now – even outside the bidding window!
- USAC audits occur AFTER funding
- Appeals occur when denials are inaccurate

Eligible Services List Changes

<p>ELIGIBLE</p> <ul style="list-style-type: none"> • 3rd parties can lease fiber capacity to applicants if applicant will provide electronics to modulate fiber & use the fiber on an immediate basis • Web hosting - Note this change! 	<p>NOT ELIGIBLE</p> <ul style="list-style-type: none"> • Software applications including GPS for wireless devices • Unbundled warranties Including SmartNET
---	--

August

August 2011

Begin E-Rate 2011-12 Items for Providers:
 Update USAC Form 498, Form 473
 Complete KSLLC Annual Signature and Logo Authorization Form
 Review USAC Service Provider Data & Don't Do's
 Provide applicable product and service information
 Register for SP Service Provider
 Register for SP Product/Service
<http://www.kelloggllc.com/eratebid1.aspx>
 (Opening & Close Dates for Service Providers)
 Notify KSLLC by September 1 if Service Delivery Extension is required
 Applicant's Deadline:
 Complete and submit 2011-12 Technology Plan, complete RFPs, update entire list of equipment for maintenance

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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Step by Step Bidding for E-rate

- www.kelloggllc.com/eratebids.aspx
- Step 1. Register & Complete Forms
- Step 2. Read Notice to Service Providers
- Step 3. Read General Specifications
- Step 4. Start Bidding!

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August, 2011

Forms Overview

- KSLLC Forms
 - SP Signature & Authorization Form
 - Custom Terms & Conditions
 - Sales Material
- USAC Forms
 - Form 498
 - Form 473
 - E-file System

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August, 2011

1. Registration or Update Process

- Logging in first time:
 - www.kelloggllc.com
 - Click on apply for access – SLD name is the one registered with your SPIN (don't have a SPIN, www.usac.org/sl)
 - You will receive email approval
- Log in to update
 - www.kelloggllc.com
 - Enter Login name and Password

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August, 2011

www.kelloggllc.com/eratebid1.aspx

Bidding Step 1

Register and Complete Forms

A. Register for Access

If you have not bid on www.erate470.com before, you will need to register for a login and password. Go to www.erate470.com, then click on "apply for access" and complete the form online. Once you have submitted your contact information, you will receive confirmation by email when your account is activated. In order to register, you will need to know your SPIN (Service Provider Identification Number) and the name of your company associated with your SPIN.

To look up your SPIN or your official company name associated with your SPIN, use the [USAC SPIN Contact Search Tool](#).

If you have already registered on www.erate470.com, be sure to update your contact information by selecting "modify account information" from the vendor menu.

B. Complete Forms

- KSLLC Forms
 - KSLLC's online bidding program can automatically affix your logo and authorized signatures to both your bids and contracts. In order to utilize these tools on the bidding site, you will need to complete the [KSLLC Service Provider \(SP\) Signature and Logo Authorization](#).
- USAC Forms
 - If you don't have a SPIN, you will need to register your company with USAC/SLD by completing [USAC Form 498](#).
 - You also need to obtain a registration number with the FCC. Be sure to look up your company first to make sure you don't already have a registration number. See [ESC Registration](#).
 - If you already have a SPIN, you need to update your contact information and renew your SPIN annually by completing [Form 473, Service Provider Annual Certification \(SPAC\)](#).

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August, 2011

Signature & Logo Authorization (p. 16-20)

- KSLLC Signature & Logo Authorization Form
 - Optional Multi-Year Agreement
 - Due September 30, 2011
 - www.kelloggllc.com
 - Click on Service Provider Forms


Authorizes KSLLC to affix your signature & logo to bids & contracts.

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August, 2011

Custom Terms & Conditions (p. 21)


Sample Wording: All products and services are subject to the Equipment Terms and Services Terms and Conditions which are listed on the Providers web site:
<http://www.xyzcompany.com/xyzcompany/legal.aspx>



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 August, 2011

Dec-Feb Contracts (applicants)

- 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*




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Dec-Feb Contracts (applicants)

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

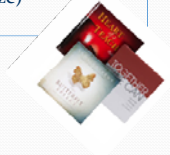
CUSTOM CONTRACTS, DO I NEED ANY?



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Sales Materials Request (p. 23)

KSLLC will include your sales and /or marketing materials in the bid packets that will be distributed to KSLLC's applicants for a fee during E-rate filing for FY 2012-13.
 Can include up to 4 pages (letter size)



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 August, 2011

Marketing time is NOW p. 32

- **What?** Market to Applicants Now
- **How?** Provide info on new products or services available
- **When?** Now BEFORE the applicant posts Form 470 & RFPs
- **Why?** This time frame will allow the applicant to decide what to request




When sending information to clients via e-mail include KSLLC by copying us on emails:
forms@kelloggllc.com Keep us in the loop!

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 August, 2011

Record Keeping - Ongoing

- Installed Equipment (p 184-187)
- Transfer of Equipment (p 184-187)
- School Closings (p 184-187)
- Maintenance
- PIA



Sampson in the K&S File Room

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 August, 2011

August: SP Guide to Success (USAC) p. 24

Do's	Don'ts
<ul style="list-style-type: none"> • Provide Product information Before 470 • Cost Allocation • Sign Contracts before 471 • Assist with Item 21 attachments • Remind applicants to file Form 486 	<ul style="list-style-type: none"> • Prepare or be involved with technology plan or RFP • Assist with Form 470 • Assist applicant with competitive bid process • Provide free services or gifts to get selected • Waive non-discount share • File Form 472 (BEAR) • Withhold BEAR Payment

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August, 2011

August: SP Certifications (p. 25)

Form 473 (SPAC)

- Service Provider Annual Certification Form (SPAC)
- 8 certifications
- BE SURE TO READ THEM!
- Retention item 13 requires 3 years; but FCC requires 5 years from last date of service.

Form 472 (BEAR)

- I am authorized to sign
- I agree to remit discount amount to applicant within 20 days after receipt
- May not make use of the payment prior to remitting to the applicant

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August, 2011

USAC's E-File System (p. 26)

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August, 2011

USAC Form 473 (SPAC) p. 28-29

- Service Provider Annual Certification Form
 - Must submit every year
 - Certify compliance with FCC rules concerning invoicing & documentations.

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August, 2011

September

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Deadlines & Extensions (p. 33)

- September 30, 2011 – Last date to install non-recurring products/services for FY2010-11 or FY 2009-10 if granted an extension
- Submit forms to KSLC & USAC
 - Signed KSLC SP Signature & Logo Authorization Form
 - USAC Form 498
 - USAC Form 473


Watch for early Form 470 & RFP postings

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September, 2011

Service Provider Bidding Tips (p. 37)

- Submit total functional bid
- Visit applicant
- SP's remove ineligible
- BMIC SP include scope of work
- Properly cost allocate ineligible items
- Use Data Retrieval Tool or other reporting tool

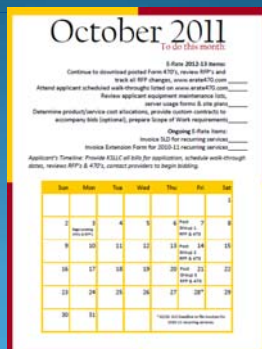
- Submit bids at: www.erate470.com
- Include info and docs
- Stay current on all things E-rate!
- Follow the Do's and Don'ts
- Submit bids and docs on time



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September, 2011 31

October




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October, 2011 32

Bidding Step 2

Notice to Service Providers (p 40)

READ




www.kelloggllc.com/eratebid2.aspx

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October, 2011 33

Basic Maintenance Advisory (p 45)

- Basic maintenance is **only** eligible on a break/fix basis or other actions required to prevent network failure.
- SP needs to provide incident reports for each visit to an applicant's site to perform necessary maintenance to the Applicant
- USAC will not pay for maintenance **up-front**
- Will pay for repairs conducted **after** you have identified that an item is damaged, is malfunctioning in some way, or fails



If you don't remove it PIA will!!!!

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October, 2011 34

Bidding Step 3 (p. 46) General Specifications

- Overall Guidelines
- Company Information
- Products & Services
- Documentation & Audit Compliance
 - Audit responsibilities
 - Accurate information

SP or applicant is solely responsible for verifying accuracy of information submitted to KSLLC

KSLLC is not liable for damages resulting from SP's non-response or incomplete response and/or SP's inaccurate, invalid, incorrect, or incomplete provision of information.



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October, 2011 35

READ THE ELIGIBLE SERVICES LIST

- Review the Eligible Services List
- Understand EXACTLY which of your products & services you sell are E-rate eligible AND % of eligibility
- Cost Allocations Required!!!
- DRAFT ESL is available now!
- FINAL ESL will not be approved until Nov. 2011
- Very few changes

[DRAFT] Schools and Libraries Universal Service Support Mechanism Eligible Services List for Funding Year 2012

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 Universal Service Support Mechanism (otherwise known as the E-rate program or "E-rate"). The ESL is organized into five sections that represent the five funding categories established by the Federal Communications Commission (FCC), plus a Miscellaneous section:


- Telecommunications Service
- Information Services
- Internal Connections
- Basic Maintenance
- Miscellaneous

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October, 2011 36

Step 4 Review the Following Before You Bid!!!


- Manufacturer Web Sites for Cost Allocation (p. 49)
- Understand Cost Allocation (p. 50)
- Required Documents for Bidding (p.51 & 52)
- Links to Service Provider Forms (p. 53)
- How to find & use Form 470 information (p. 54 & 55)
- How to find & use RFPs on www.erate470.com (p 56-61)
- Applicant Server Allocation & Site Plans (p. 63 & 65)
- Scheduled Walk Throughs (p. 66)
- RFP Changes (p. 67)



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October, 2011

Cost Allocations (p 49-50)



Part	SKU	MSRP
Base	CISCO3845	13,000.00
VPN Concentrator	AIM-VPN/EPIB-PLUS=	2,500.00
		15,500.00
Eligible: All		15,500.00
Eligible Percentage		100%

Part	SKU	MSRP
Base	CISCO3845	13,000.00
Voice Module	PVDM2-64	3,200.00
SRST Phone Licenses	FL-SRST-240	4,800.00
		21,000.00
Eligible: All but SRST		16,200.00
Eligible Percentage		77%

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Bidding Step 4 Required Bid Documents (p. 51 -53)

- **Detailed Bid**
 - Bids submitted on www.erate470.com will meet these requirements
 - KSLLC's online program will automatically affix your signature & logo
- **Contracts for Services and/or products**
 - KSLLC's online bidding program will automatically generate E-rate approved contracts
- **Submit to KSLLC PRIOR to Bid Closing or according to applicant's RFP instructions.**


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Service Provider PIA Response

During PIA* if bid does not meet requirements stated in Bidding Guidelines Step 4 – you will receive an email with the following options to choose from:

- I agree to submit the comprehensive detailed information requested by PIA to Kellogg & Sovereign within 24 hours from receipt of this document.
- I would like to withdraw my bid and the applicant may choose a different provider for this service.
- I will pay Kellogg & Sovereign Consulting, LLC a Bid Processing fee charged at \$100 an hour for you to prepare the requested bid detail.




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Bidding Step 4 Download Form 470's (p. 54 & 55)

- Download Applicant Form 470's from USAC
 - www.sl.universalservice.org/Search_FundYear_Select.asp
 - Note whether the 470 lists an RFP that is posted



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October, 2011

Bidding Step 4 Download RFPs (p. 56-61)

- Contact applicant as directed on Form 470
- For KSLLC clients, go to www.erate470.com
- Login or apply for access
- Click on View RFP's by Applicant
- General RFP Information will direct you to any formal RFP's, on-site contact person, and specific directions.

E-Rate Vendor Information Management

- Important Notices & Instructions
- Modify my Account information
- View RFP's by Applicant
- RFP Changes
- Scheduled Walk-Through Dates
- Applicant Server Setup and Site Plans
- Applicant Equipment Maintenance
- Place Bids
- Place Blanket Bids
- Print Bids
- SLD Service Provider Guide
- SLD Eligible Services List
- School/Library Contact Information

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October, 2011

Bidding Step 4 Applicant Walk-Throughs (p. 66)

- Walk-Through dates will be at least 1 week after the posting of the RFP and Form 470
- Contact the applicant if you are unable to attend walk-through PRIOR to the bid closing deadline
 - Applicant will allow for an alternative date
- Notice if Required
 - You MUST attend a mandatory walk to meet the bidding criteria for that applicant

Applicant Name or Public Schools	Start Time	End Time	Required	Location
Commerce Public Schools	10/27/2011 11:00 am	12:00 pm	No	Commerce High School 420 D Street Commerce, OK 74238
Commerce Public Schools	11/16/2011 11:00 am	12:00 pm	No	Commerce High School 420 D Street Commerce, OK 74238
East Selig School District	12/02/2011 01:30 pm	04:00 pm	Yes	5301 Independence Email, OK 73701
East Selig School District	12/02/2011 01:30 pm	04:00 pm	Yes	5301 Independence Email, OK 73701

October, 2011

Bidding Step 4 RFP Changes (p. 67)

www.erate470.com
Check daily for RFP Changes!
Due Dates & Items Requested may change

E-Rate Vendor Information Management

- Important Notices & Instructions
- Modify My Account Information
- View RFP's By Applicant
- RFP Changes
- Scheduled Walk-Through Dates

RFP List

Applicant Name	Due Date	Date Change	Description of RFP Change
Adrian Public School Dist 1	12/14/2011	11/09/2011	11/11/2011 Added basic maintenance, Project #2 from 470 #54912000037946, and extended bid closing date from 11/23/2010 to 12/14/2010
Asher Public Schools	11/09/2011	11/11/2011	Form 470 # 6217000000064 Project 11112010, NO ASSOCIATED RFP Item or additional bandwidth for Internet Access (30 Mbps) - request of 50 MB internet access, and basic maintenance for 1 router should be added by December 14, 2011 to form470@erate470.com
Barnwell School District	11/23/2011	11/09/2011	11/14/2011: This district is NOT requesting additional CPE from FY 2011. Changed the RFP from (2) new to (3) new for actual next year of (3).
DeWitt School District	10/26/2011	01/10/2012	12/01/2011: Renewed request for VCM System and supporting UPS for VCM School District no longer wants to request any VCM equipment. 10/20/11: Added request for 2 servers at Bid E3 and 2 servers at District 2 extended due date to 10/20/11.

October, 2011

Bidding Step 4 Maintenance Detail

View Applicant Equipment Lists

- Important Notices & Instructions
- Modify My Account Information
- View RFP's By Applicant
- RFP Changes
- Scheduled Walk-Through Dates
- Applicant New Server Usage and Site Plans
- Applicant Equipment Maintenance
- Place Bids
- Place Blanket Bids
- Print Bids
- SLD Service Provider Guide
- SLD Eligible Services List
- School/Library Contact Information

October, 2011

Preparing for Bidding:

- Consider Using a Message Board Like Tupelo's

October, 2011

November

November 2011

November 2011 is here! Continue attending applicant walk-throughs. Continue to bid online, watch for bid closing dates. Prepare specialized contracts, as needed, and return to KSCC as full item.

Applicant's Timeline from 11/01/11 to 11/30/11. All dates represent approximate, optional, beneficial income ranges only.

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

October, 2011

Step by Step Bidding Guide (p 71)


- Step by Step Bidding Session
- Presented by:
- Mel Van Patten

November, 2011

Bidding Scope of Work (SOW) p 80-81

- Prepare Scope of Work to submit with your bids
- **REQUIRED** for maintenance bids

- ✓ Clean Equipment
- ✓ Repair Loose Cabling
- ✓ Update Software
- ✓ Performance Checks of hardware
- ✓ Apply software patches
- ✓ Repair or replace defective parts



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Bid Samples (p. 83-100)

Page	Description
83	Network Solution w/ Bid Details entered online
85	Network Solution w/ reference to detailed bid
88	Phone system w/ ineligible hand sets
91	Video Codec w/ ineligible items
94	Router w/ detailed description
97	Firewall w/ Ineligible %

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Bid Samples (p. 100-117)

Page	Description
100	Maintenance
105	Monthly Telephone Service w/ different SPINs
108	Circuits w/ one time set up fee & options
112	Internet Access
115	Internet Access: webhosting & email referencing your web site for additional product details

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November, 2011 51

December



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December, 2011 52

Bid Documentation (p. 119-134)


Item 21 ATTACHMENTS

- Description of Eligibility
- Bid/Proposal
- Bid Detail
- Contract
- Scope of Work

CONTRACTS

- Standard KSLLC Contract
 - Custom T&C's (p. 21)
- Your Custom Contract
- E-Rate Rider (p. 130)


CONTRACTS MUST BE SIGNED & DATED PRIOR TO FILING 471



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December, 2011 53

What if I Made a Mistake? (p 135)



- 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

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December, 2011 54

January 2012
To do this month:

E-Rate 2012 E3 Home:
Final bids submitted with contracts and supporting documentation.
Continue to work KSLC with Item 21 Attachment applications.
Review applicants' Form 471's E2/E3 to submission, notify KSLC of any needed corrections.
Form 471 corrections post filing need to be corrected as soon as possible.

Ongoing E-Rate items:
NOTE: 4/30/2012 tracking deadline for non-merchandising services established by 4/30/2011.

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Form 471 Review (p. 137-150)

USAC Apply Online menu:
www.sl.universalservice.org/menu.asp

Schools and Libraries Service Program
Services Ordered and Certification Form
471 Application Display

Enter the 471 Application Number and Security Code Number, then click Display

471 Application Number: 715645
Security Code Number:
The Security code is optional. When used it will create a display that includes Contact information.

471 View Type:
Current: This view type will show the Form 471 information for FRNs for which funding has been either committed or denied. FRNs for which final funding decisions have not been made will not appear in this view type.
Original: This view type will show the information featured on the original Form 471, whether entered by the applicant online or by the GLD from a paper Form 471.

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January, 2011

Form 471 Review (p. 137-150)

Schools and Libraries Universal Service Program
Services Ordered and Certification Form 471
Application Display

Block 1 | Block 2 & 3 | **Block 4** | Block 5 | Block 6 | Misc

471 Application No: 715645 Funding Year: 07/01/2010 - 06/30/2011 Cert. Postmark Date: 02/04/2010
Form Status: CERTIFIED - In Window RAL Date: 02/10/2010
Out of Window Letter Date: Not applicable

Applicant's Form Identifier: MCL0 Y13-1

Block 1: Billed Entity Information

Billed Entity Number: 140766
Applicant Name: MCL0UD PUBLIC SCHOOLS
Address: 113 N MAIN ST - PO BOX 240
City: MC LOUD State: OK Zip: 74851 0240
Contact Name: Dana Sovereign or Jane Kellogg
Address: 1101 Stadium Drive
City: Ada State: OK Zip: 74820 8459
Type of Application: SCHOOL DISTRICT Ineligible Orgs: N

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January, 2011

Form 471 Review (p. 137-150)

- Block 4 - Shared discount
- Block 5 - Verify associated entity & amounts

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January, 2011

E-RATE FORM 471 APPLICATIONS DUE!

- Respond Quickly to requests for information.
- Do NOT disturb unless emergency!

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January, 2011

February 2012
To do this month:

E-Rate 2012 E3 Home:
Respond quickly to KSLC requests for Item 21 Attachment items.
Wait to contact KSLC with non-critical requests until the filing deadline passes.
Program Integrity Assurance (PIA) review begins for all FY 2012 E3 Form 471's.
February/March - Pending E-Rate Filing Deadline.
Please call only for issues directly related to 2012 E3 Form 471's.
*For all other issues, contact KSLC via e-mail, fax, or US Mail or express delivery systems or wait until after filing deadline.

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February, 2011

March

March 2012

10 to 15th Month

Form 471 RAL Deadline for FY 2012-13
 Receive notification of Form 471 selection from USAC
 Item 21 Attachments available for request from KSLLC
 Provider PIA assistance to KSLLC, as requested

Opening 5 Rate Items:
 Continue delivery of services
 Service delivery extension for non-recurring services, if funded after 3/31/12
 SPIN Change
 Service Substitution
 Funding Commitment Decision Letter
 Form 500 to extend contract expiration date with USAC

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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Receipt Acknowledgement Letter

USAC Universal Service Administrative Company
Schools & Libraries Division

FORM 471 RECEIPT ACKNOWLEDGMENT LETTER
(Funding Year 2011 - 01/01/2011 - 06/30/2011)

February 26, 2011

Anna Kelly, USAC, District 9
 P.O. Box 14
 Allen, TX 75013-0014

Re: Form 471 Application Number: 94246
 Funding Year: 2011 to 2011 (2011 to 06/30/2011)
 Applicant: K. Kelly, 20110111, 20110111-1
 Billing Cycle Number: 04123
 CONNECTION ID #: 43,12/2011

- Form 471 RAL sent to contact associated with SPIN (p. 153-154)
- Includes any funding request associated with SPIN

DOES NOT EQUAL FUNDING!

March, 2011 62

Extensions & Form 500 (p. 155-159)

- If any occur **AFTER March 1:**
 - Funding Received
 - SPIN Change
 - Service Substitution
- Then automatic extension received for an additional year
- ONLY applies to non-recurring services (internal connections)
- Use Form 500 to update contract expiration date with USAC.

March, 2011 63

Service Provider Item 21 Attachment Pages Request (p. 160)

If you want to request copies of Item 21 attachment pages, download form from KSLLC.

KELLOGG & SOVEREIGN CONSULTING, LLC

Service Provider Item 21 Attachment Pages Request

PURPOSE OF FORM: This form is used by Service Providers to request copies of Item 21 attachment pages for funding requests associated with their SPIN. Item 21 attachments can be provided for Form 471 applications submitted by Kellogg & Sovereign Consulting, LLC on behalf of our client schools and libraries.

I hereby authorize Kellogg & Sovereign Consulting, LLC to send copies of Item 21 Attachment pages in pdf format to the designated company representative as specified below.

Check any that apply:

Funding Year(s): 2009-10 2010-11 2011-12

Please send ALL Item 21 attachments associated with our SPIN to the contact below.

Please send Item 21 attachments for the following applicants (attach listing if more than 10):

Applicant Name: _____ Form 471 Application #'s: _____

www.kelloggllc.com/docs/sp/sp_item21attachments_request.pdf

March, 2011 64

APRIL

April 2012

16 to 21st Month

Form 471 RAL Deadline for FY 2012-13
 Receive notification of Form 471 selection from USAC
 Item 21 Attachments available for request from KSLLC
 Provider PIA assistance to KSLLC, as requested

Opening 5 Rate Items:
 Continue delivery of services
 Service delivery extension for non-recurring services, if funded after 3/31/12
 SPIN Change
 Service Substitution
 Funding Commitment Decision Letter
 Form 500 to extend contract expiration date with USAC

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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Data Retrieval Tool (DRT) p. 163*

Most Recent Data Available at Your Fingertips

- Spin Status
- Contracts
- Funding
- Remarks for reductions or not funded
- 486 filed
- Bear vs SPI
- Invoice deadline
- Disbursed Funds

Funding Request Data Retrieval Tool
 Step 1: Please Enter the Search Criteria

To obtain funding request data, you must select the fund year, and State, NYS and/or MTA. You may also select the funding request type (New, Renew, or Amend) and the "Status" (Data Request) to filter the data on the basis of the status of the funding request.

1. Required Criteria:

Funding Year: _____

State: _____

NYS: MTA:

Please select at least one of the Service Type and one Type of 471 Application (The status of that data are selected):


Form Service Type: Renew Amend New Other

Type of 471 Application: School School District General Government Other


<http://www.usac.org/sl/tools/search-tools/data-retrieval-tool.aspx>

*Study Guide P. 15
April, 2011 66

April: Invoicing (888-641-8722)



- Invoicing Tips – p. 162
- Form 474 – Service Provider Invoice (SPI) p 165-166
- Column 11 (billed date) vs Column 12 (last date of work performed)
- Service Certification – p. 167
- BEAR (online best) – p. 168-169
- Payment notification p. 170



April, 2011 67

April: SPI vs. BEAR

- **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
- **KSLLC confirms with applicant & service provider**



April, 2011 68



May




May, 2011 69

May: Funding

- KSLLC Follow up Forms (“FLUP”)
 - Priority 1 funding (p. 172)
 - Priority 2 funding (p. 173)
 - Authorizes KSLLC to file Form 486 on their behalf
- Funding Commitment Decision Letter
 - Sample p. 174-175
- Form 486 (p. 176)
 - Filed by KSLLC on behalf of our clients
 - Contact us directly if you need one filed!

May, 2011 70

May: (p. 177-181)


Provider and/or Product Changes

SPIN changes

- Change of Provider
- Applicant completes SPIN change authorization p. 179
- Provider must send proposal and sign new contract
- KSLLC processes change with USAC & notifies when approved.

Service substitutions

- Change of Product
- Applicant completes SSR authorization form p. 181
- Provider must send proposal and new contract
- KSLLC processes change with USAC & notifies parties when approved.
- Files Form 500 to extend expiration date if needed.



May, 2011 71


Label the Equipment

Provide list to applicant for fixed assets register

Funding Year
 Form 471 Application Number
 Funding Request Number
 Installation Date
 Serial # (if not readily visible)

“Not to be moved until _____
 <3 years after install date>”

Label E-Rate Equipment When Installing (p. 182)



May, 2011 72

June & July

June 2012
To do this month

• In June 2012, it is time to prepare for start of fiscal year July 1, 2012.
 Maintenance agreements
 50% of maintenance of essential services and funding of separate contract for non-E-rate maintenance
 Maintenance Compliance Agreement with Agg

73

June & July:

Start Services – Contingency Plans

- Sample Maintenance Agreements – p. 189
- Plan for funding contingencies

P2 Funding Thresholds

FY	%	Rollover	FY	%	Rollover
1998	70%		2005	80%	
1999	N/A		2006	86%	
2000	82%		2007	81%	\$650M
2001	86%		2008	87%	\$600M
2002	81%		2009	77-78%	\$900M
2003	70%	\$420M	2010	tbd	\$900M
2004	81%	\$150M	2011	tbd	tbd

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Workshop Wrap Up

- Evaluations
- Sign up for additional WebEx training!
 - Bidding Basics
 - Advanced Bidding Techniques
 - Data Retrieval Tool (DRT)
 - Return your SP Signature & Logo Authorization Form

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Thank You for Attending!

- Kellogg & Sovereign® Consulting, LLC
 1101 Stadium Drive
 Ada, OK 74820
 p. 580.332.1444
 f. 580.332.2532
 www.kelloggllc.com

Emails:
 erate@kelloggllc.com
 forms@kelloggllc.com
 info@kelloggllc.com

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