

B
 BROKEN ARROW PUBLIC SCHOOLS
Educating Today *Leading Tomorrow*

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: 04/19/2024

Contract/Agreement Vendor: E-Rate Central / Andrew Eisley
Name of Vendor & Contact Person
 bizdev@e-ratecentral.com
Vendor Email Address

E-Rate Consulting Service
Describe Contract (Technology, program, consultant-prof Development, etc.)
Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

District
Reason/Audience to benefit
 05/06/2024 \$ 26,800.00
BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review: Ali Shehada

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: *ali*

Does this Contract/Agreement utilize technology? YES/NO
 If yes, Technology Admin: *MA*

Cabinet Team Member: *MA*

Funding Source: General 163-2230-337-000-0000-000-030
Fund/Project OCAS Coding

Consent

Action

Accept and Approve the REWNEAL agreement between Broken Arrow Public Schools and E-Rate Central for professional E-Rate consulting services and Letter of Agency for the term of one (1) year, starting July 1, 2024 through June 30, 2025, for Category One and Category Two Services. Total cost to the District is \$26,800 paid from general funds. / A. Shehada

Summary This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



Andrew G. Easley
400 Post Ave. Suite 410 • Westbury, NY 11590-2291
bizdev@e-ratecentral.com • (877) 801-7880

April 17, 2024

Ashley Bowser
Chief Technology Officer
Broken Arrow School District 3
701 S. Main Street
Broken Arrow, OK 74012

Dear Mr. Bowser,

Thank you for the continued opportunity to provide E-rate consulting services for the next year. Below are one-year and multi-year options for your consideration. When counter-signed, this letter will serve as a continuation of services from the previous year.

Service Fees

E-Rate Central is proposing the following to Broken Arrow School District 3 for our E-rate consulting services:

_____ For E-rate support services for the term of July 1, 2024, through June 30, 2025.

We calculated your fee based on the \$747K in average funding for the last two funding years. Using these funding levels, the normal fee for services for one year is \$26,800.00 through June 30, 2025.

Please countersign and return a copy via e-mail to:
bizdev@e-ratecentral.com.

Cooperative Purchasing

If cooperative purchasing for E-Rate Central's consulting service is preferred or required, the following purchasing vehicles are available.

Broken Arrow School District 3

Contract Holder	State	Contract Number	Current Term Expiration	Remaining Renewals	Final Expiration (Inc renewals)	Please check the box for contract used.
AEPA	Multi	AEPA 021.5-C	04/30/22	Three 1yr renewals	04/30/25	<input type="checkbox"/>
Cooperative Educational Services	NM	2021-23-AC04-ALL	02/28/25	NONE	02/28/25	<input type="checkbox"/>
Capital Region BOCES	NY	Bid #23-021	06/30/2024	Four 1-yr renewal	06/30/28	<input type="checkbox"/>
Goodbuy	TX	20-21-5G100	06/30/23	One 1-yr renewal	06/30/24	<input type="checkbox"/>
TIPS	TX	210201	08/31/24	One 1-yr renewal	08/31/25	<input type="checkbox"/>
Central Texas Purchasing Alliance	TX	19-07-2010	06/30/26	NONE	06/30/26	<input type="checkbox"/>
Prince William County Public Schools	VA	R-TC-17012	08/31/24	Two 2-yr renewals	08/31/26	<input type="checkbox"/>

We appreciate and value your trust in our firm.

Sincerely,



Andrew G. Eisley
 400 Post Ave. Suite 410
 Westbury, NY 11590-2291
 (877) 801-7880

Agreed:

Name: _____

Signature: _____

Date: _____



Andrew G. Easley
400 Post Ave. Suite 410 • Westbury, NY 11590-2291
bizdev@e-ratecentral.com • (877) 801-7880

April 12, 2023

Ashley Bowser
Chief Technology Officer
Broken Arrow School District 3
701 S Main Street
Broken Arrow, OK 74012

Dear Mr. Bowser:

Thank you for accepting this proposal for E-rate consulting services. When counter-signed, this letter can serve as a contract for the services described herein.

Tel/Logic Inc., d.b.a. E-Rate Central, is a specialized educational consulting firm dedicated to simplifying the E-rate application and funding process for state education departments, educational service agencies, school districts, libraries and library systems, individual private and public schools, and all consortia. The firm has been involved with E-rate at the local, state, and national levels since the program's inception.

In working with individual applicants, E-Rate Central has adopted an accountant-like approach to the E-rate application process. We work with our clients in a strategic, operational, and tactical manner, similar to how an accounting firm provides assurance services to clients. We collect all necessary information from the applicants, prepare all E-rate forms, serve as the first point of contact on all SLD reviews, prepare appeals if needed, and coordinate with suppliers on contract and billing issues.

Executive Summary

- E-Rate Central has provided nationally recognized E-rate consulting services since the inception of the program.
- We are involved with all aspects of the E-rate program at the **local, state, and national levels.**
- Our **reputation** is for providing **honest, expert, and timely support** to our E-rate clients.
- Our **primary business** is to provide application, administrative, compliance, auditing, appeal, and technology review services.
- Services include statewide training, procurement assistance, E-rate forms preparation, application review and appeals.
- Our client base ranges from the **largest consortia and public school districts across the nation** (Albuquerque, Chicago, Green Bay, New Orleans, and Richmond) to very **small districts, private schools and libraries.**
- Our services are used by more than 3,000 schools in 400 school districts and 300 libraries and library systems.
- We are the State E-rate Coordinators for New York, New Mexico, Louisiana, Michigan, North Carolina, and Nevada.
- E-Rate Central also manages statewide programs to assist libraries and library systems for the Library of Virginia and the Texas State Library and Archives Commission (TSLAC)
- We are a member of the **State E-Rate Coordinators Alliance (SECA).**
- We are a founding member of the **E-rate Management Professionals Association (E-mpa®)** with two staff members who formerly served as President and one currently serving as President.

Broken Arrow School District 3

- E-Rate Central has either directly or indirectly (on behalf of our clients) filed comments in almost every E-rate related rule making proceeding initiated by the FCC since the inception of the program.
- Our employees have professional backgrounds that include state E-rate coordination, school district administration, telecommunications, and administrative leadership at USAC/SLD.

Full-year E-rate Services

We are aware that at any one time, at a minimum, there are three active years with which any beneficiary deals. Below are the normally expected three concurrent year activities.

- | | |
|-------------|--|
| Summer/Fall | <ul style="list-style-type: none">- Review of existing eligible services and contracts- RFP coordination and Form 470 (for next FY)- Competitive bid assessment documentation- Collection of consortium member LOAs and Form 479s- Reimbursement form completion (for previous FY)- Form 500 completion- Form 498 guidance- CIPA compliance |
| Winter | <ul style="list-style-type: none">- Vendor contract coordination- Discount rate calculations and optimization- Form 471 preparation- RFP coordination and Form 470 (if applicable) |
| Spring | <ul style="list-style-type: none">- PIA application reviews- Form 486 completion |

E-Rate Central's role throughout the E-rate application and funding cycle is to prepare all necessary applicant forms (Forms 470, 471, 472, 486, and 500) and special requests (SPIN changes, service substitution requests, appeals, etc.). To facilitate its work, E-Rate Central typically works with a primary contact (designated by the applicant) to obtain required information. Although these forms are then sent to the applicant for their review, certification, and submission (and tracked for delivery to the SLD), E-Rate Central acts as the contact person for all forms (except for the Form 470 Request for Services) so that it can coordinate responses to any inquiries from the SLD. Please note that ultimate responsibility for the information contained in the forms and their timely submission remains with the applicant.

Capabilities - Secure Electronic Repository/Database

E-Rate Central's web-based tools simplify E-rate data navigation and provide funding status and tracking of our clients' E-rate data and supporting documentation. E-Rate Central's website (www.e-ratecentral.com) and its cloud-based document and email management applications are valuable resources to support our clients. Both can be accessed 24/7, and are secure, collaborative platforms for E-Rate Central and our clients, not only to access the USAC database dynamically, but also to share E-rate documents to clients, including emails, creating as detailed an archived record as the client and E-Rate Central concur to use. Storage space can be adjusted to the needs of the client. E-rate consultancy clients, upon request, are provided with secure credentials for access to the Documents Repository, providing immediate access to the clients' E-rate data.

Broken Arrow School District 3

Document and Asset Management

E-rate rules require applicants to maintain documentation for 10 years after the last date to deliver service. Because the actual funding cycle is approximately three years long, this equates to a record keeping requirement in excess of 10 years. Although E-Rate Central provides its clients with copies of all forms and SLD correspondence, it assiduously maintains copies of all E-rate records in paper (if provided) and electronic format. Ease of access to historical E-rate information is provided by E-Rate Central's own internal database system, its own Web-based systems, and its knowledge of the SLD's databases and processes. In the event of audits, these records may prove critical.

Asset Management is a critical, yet often overlooked, component of a successful E-rate program. An inadequate asset management system exposes the applicant to audit risk for failing to comply with the FCC rules relating to asset and inventory control. As applicants face shrinking enrollments and/or budgets and sites close, the ability to locate and identify equipment funded with E-rate dollars is critical to ensure compliance with FCC rules. We have worked with both very large districts and small applicants to identify the best asset tracking practices.

Procurement of E-rate Funded Services

We help ensure our clients are adopting best practices to facilitate a fair and open competitive bidding process. We provide training to the appropriate staff in the various competitive bidding requirements, so the client understands how E-rate procurement rules dovetail with state and local procurement rules.

E-Rate Central then works closely with the client to develop a Statement of Work that will allow the client to meet its strategic goals while attempting to keep costs within budget. E-Rate Central will not endorse any vendor because it places undue risk on both parties. It is important for our clients to understand that E-Rate Central will not be an evaluator of bids. However, we may draft an E-rate compliant notional evaluation matrix based on feedback from the client and/or will review the results of your competitive bidding process to identify arithmetic errors or other red flags that could pose potential problems from an E-rate perspective.

Vendor Management, Invoicing and Billing

At E-Rate Central we have extensive experience managing relationships with our clients' vendors. A productive and respectful relationship with vendors helps to ensure that our clients receive timely funding decisions from USAC. Unlike some E-rate consultants, we do NOT perform work for E-rate vendors as we feel it could create a conflict of interest. Our focus is solely on providing consulting services to schools and libraries.

Invoicing and Billing: A critical and time-consuming activity of the E-rate program is determining the charges that are eligible for E-rate support. Our experienced team of experts is fully versed in understanding the intricacies of vendor billings, especially telecommunications bills.

Audit Support

E-Rate Central will work with the client to organize all materials required in all types of reviews and audits. We will also assist the applicant in completing any questionnaire requesting information on various aspects of the applicant's E-rate process and practices. E-Rate Central will review all materials requested directly from the client and advise accordingly.

Broken Arrow School District 3

Service Fees

E-Rate Central charges a fixed fiscal year fee for its E-rate consulting support services. Our fees vary according to the expected size and complexity of an applicant’s E-rate application(s), but generally reflect a declining percentage of E-rate funding (an effective proxy for the work involved). Except for onsite support, this fee is all inclusive. Please note if the FCC substantially modifies the E-rate funding levels or processes, E-Rate Central reserves the right to negotiate in good faith a price decrease or increase as appropriate.

E-Rate Central is proposing the following options to Broken Arrow School District 3 for our E-rate consulting services:

Option 1: For E-rate support services for the term of July 1, 2023, through June 30, 2024.

We calculated your fee based on the \$567K in average funding for the last two funding years. Using these funding levels, the normal fee for services for one year is \$25,00.00 through June 30, 2024.

Option 2: For E-rate support services for the term of July 1, 2023 through June 30, 2026.

The multi-year fee was calculated by considering your entity’s projected four-year Category 1 expenditures and the available Category 2 five-year budget. Using these estimates, we expect you will receive \$2.0M over three years. After considering all of this, we are offering a fee of \$22,000.00 per year for services through June 30, 2026. This option mitigates the fluctuation of the fee from year to year due to a particularly large C1 or C2 project and provides budget predictability. The \$22,000.00 fee will be invoiced annually.

Please identify which option best meet your needs, countersign, and return a copy via e-mail to: bizdev@e-ratecentral.com.

Cooperative Purchasing

If cooperative purchasing for E-Rate Central’s consulting service is preferred or required, the following purchasing vehicles are available. Please note our quoted fee excludes any charges associated with utilizing one of the purchasing methods below and those charges, if any, will be added directly to our invoice.

Contract Holder	State	Contract Number	Current Term Expiration	Remaining Renewals	Final Expiration (Inc renewals)	Please check the box for contract used.
AEPA	Multi	AEPA 021.5-C	04/30/23	Three 1yr renewals	04/30/25	<input type="checkbox"/>
Cooperative Educational Services	NM	2021-23-AC04-ALL	02/28/25	NONE	02/28/25	<input type="checkbox"/>
Capital Region BOCES	NY	Bid #23-021	6/30/2024	Four 1-yr renewals	6/30/28	<input type="checkbox"/>
Goodbuy	TX	20-21-5G100	06/30/23	One 1-yr renewal	06/30/24	<input type="checkbox"/>
TIPS	TX	210201	08/31/24	One 1-yr renewal	08/31/25	<input type="checkbox"/>
Central Texas Purchasing Alliance	TX	19-07-2010	06/30/26	NONE	06/30/26	<input type="checkbox"/>
Prince William County Public Schools	VA	R-TC-17012	08/31/24	One 2-yr renewal	08/31/26	<input type="checkbox"/>

Broken Arrow School District 3

E-Rate Central is an established and experienced firm which offers a breadth and depth of E-rate and Emergency Connectivity Funding (ECF) knowledge which we believe is unmatched by any other consultant. We look forward to working with you.

Sincerely,

Agreed:

Andrew G. Easley

Name: _____

Andrew G. Easley
400 Post Ave. Suite 410
Westbury, NY 11590-2291
(877) 801-7880

Signature: _____

Date: _____

E-Rate Central Letter of Agency

April 20, 2023

Universal Service Administrative Company
Schools and Libraries Division
700 12th Street, NW, Suite 900
Washington, DC 20005

To Whom It May Concern:

This letter will confirm that we have engaged E-Rate Central to assist in our E-rate application and processing. To facilitate this assignment, we have authorized E-Rate Central personnel to:

- Access and/or generate E-rate information within USAC's E-Rate Productivity Center ("EPC")
- File Form 486s on our behalf for approved funding based upon the CIPA documentation provided
- File Form 472 discount reimbursements through USAC's online BEAR system (E-rate) or
- File Form 500, upon direction, through USAC's EPC Portal
- Respond on our behalf to requests from FCC, USAC, SLD, PIA, or any other person or entity acting on their behalf, relating to all E-rate related matters for any and all funding years.
- Provide filing and forms support for the Emergency Connectivity Fund and/or the Emergency Broadband Benefit programs.

E-Rate Central is also authorized to represent us in all communications with our service providers regarding all matters pertaining to the E-rate application and funding process for related funding years. Specifically, E-Rate Central is authorized to access copies of invoices, billing records, customer service records (including Customer Proprietary Network Information ("CPNI")), contracts, service agreements, and any other information needed to facilitate the E-rate process.

Please be advised that E-Rate Central does not provide us with any services that are eligible for E-rate discounts, nor does E-Rate Central have responsibility for our selection of vendors providing such services.

This Letter of Agency ("LOA") shall remain in effect as long as E-Rate Central is designated as our E-rate consultant in EPC.

Sincerely,

<Name>
<Title>