

## **Service Provider Signature & Logo Authorization E-Rate FY 2018-19**

### **Why Do We Request Your Signature?**

In most cases, contracts are REQUIRED for E-Rate products and services<sup>1</sup>. Contracts must be signed and dated by both the authorized service provider and the applicant representative PRIOR to the filing of the FCC Form 471.

Kellogg & Sovereign® Consulting, LLC (KSLLC) provides, as part of our online bidding program, a standard E-Rate contract that can be automatically printed when the applicant accepts your bid. (See the sample attached at the end of this form.)

If your company's legal requirements allow for use of the KSLLC standard contract, we *strongly* encourage you to participate in utilizing this tool. It is a time-saving option for both service provider and applicant.

### **What Do We Do With Your Logo & Signature?**

When we receive your original signature(s) and logo(s), we save the images on our secure web server. With your authorization, we will then affix your signature(s) and logo(s) on the bids you approve online as well as the bids and associated contracts that are accepted by the E-Rate applicants for inclusion in their Form 471.

### **What If I Choose Not To Use KSLLC's Standard Contract?**

Bidders who choose NOT to use the standard contract feature MUST submit a signed and dated contract PRIOR to bid closing for each bid submitted.

**Submit Completed Form As Soon As Possible!!**  
**To: Kellogg & Sovereign® Consulting, LLC**  
**EMAIL: [forms@kelloggllc.com](mailto:forms@kelloggllc.com)**

<sup>1</sup>Contracts are not required for tariffed or month-to-month services that do not have an underlying contract.



**Service Provider Signature & Logo Authorization  
E-Rate FY 2018-19**

- I authorize Kellogg & Sovereign® Consulting, LLC (KSLLC) and their authorized representatives to affix the signature below to bids submitted online by our company and to the standard contract. The total cost on the contract will agree with the cost of services proposed on the bids I will have submitted and been approved by the applicant.
- I have received a copy of the standard contract and have read the document in its entirety.
- I understand that KSLLC will forward copies of all executed contracts to me for my files.
- I understand that the only use of this signature will be for the above stated purposes unless other authorization is given by me via email, fax, or mail.
- I understand this is an annual agreement unless otherwise designated here within\*\*\*

*I certify that I am authorized to sign bids and contracts on behalf of:*

**Service Provider Name:** \_\_\_\_\_ **SPIN:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Main Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attach list of additional SPINs, if necessary.**

*The following people are authorized to submit bids for our company:*

Name	Title	Phone	Email

\*SIGNATURE MAIN CONTACT PERSON:

**What if we already have your signature and logo on file? Check mark the box below and *only* return this first page of the LOA if no other information has changed.**

I authorize KSLLC to use my signature & logo that is currently on file.

**\*\*\*I wish to make this a multi-year agreement:**

I wish to extend this contract until September 30, \_\_\_\_\_

AUTHORIZED REPRESENTATIVES & SIGNATURES:

- **Note: Signatures should NOT cross any lines in the box:**

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

*Is authorized to:* \_\_\_\_\_ PLACE BIDS &/OR \_\_\_\_\_ APPROVE CONTRACTS

SIGNATURE (should not cross any lines):

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

*Is authorized to:* \_\_\_\_\_ PLACE BIDS &/OR \_\_\_\_\_ APPROVE CONTRACTS

SIGNATURE (should not cross any lines):

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

*Is authorized to:* \_\_\_\_\_ PLACE BIDS &/OR \_\_\_\_\_ APPROVE CONTRACTS

SIGNATURE (should not cross any lines):

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

*Is authorized to:* \_\_\_\_\_ PLACE BIDS &/OR \_\_\_\_\_ APPROVE CONTRACTS

SIGNATURE (should not cross any lines):

- **SCAN AND SEND TO:** [forms@kelloggllc.com](mailto:forms@kelloggllc.com)
- **OR BY MAIL TO:** Kellogg & Sovereign<sup>®</sup> Consulting, LLC, 1101 Stadium Dr, Ada, OK 74820-8459

# Annual Logo Authorization E-rate 2018-19

- I authorize Kellogg & Sovereign® Consulting, LLC (“KSLLC”) and their authorized representatives to use the logo below as necessary to identify bids submitted by our company online at [www.erate470.com](http://www.erate470.com). KSLLC will affix the logo to bids submitted online by our company and to the final Applicant contract. Prior to printing bids for FY 2018-19, I will preview the company’s print format by logging into [www.erate470.com](http://www.erate470.com).
- I understand that the only use of this logo will be for the above stated purposes unless other authorization is given by me via email, fax, or mail.
- I understand that I need to send an approved logo as an attachment to an email to: [forms@kelloggllc.com](mailto:forms@kelloggllc.com)

Service Provider Name: \_\_\_\_\_

SPIN: \_\_\_\_\_ FCC Registration #: \_\_\_\_\_

*Complete a separate form for each SPIN. Be sure that name listed above is the same service provider registered with the Schools & Libraries Division of USAC.  
See [www.sl.universalservice.org/Forms/SPIN>Contact\\_Search.asp](http://www.sl.universalservice.org/Forms/SPIN>Contact_Search.asp)*

Street Address: City, State, Zip: \_\_\_\_\_

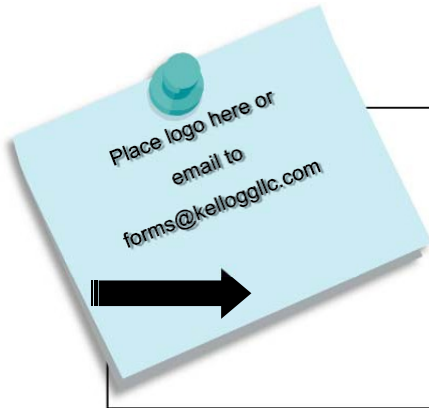
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This authorization shall remain in effect until September 30, 2018 unless cancelled in writing.



## How Do I Return These Items To KSLLC?

1. We only need pages 2, 3 & 4 returned to us if they are completed.
2. Email: [forms@kelloggllc.com](mailto:forms@kelloggllc.com) (include logo file as an attachment) **OR**
3. Kellogg & Sovereign Consulting®, LLC, 1101 Stadium Drive, Ada, OK 74820-8459

# CONTRACT FOR SERVICES AND/OR PRODUCTS E-RATE FUNDING YEAR 2018-19

	Service Provider "Provider"	School/Library "Applicant"
<b>Company Name:</b>		
<b>Contact Name:</b>		
<b>SPIN:</b>		
<b>Address:</b>		
<b>City, State Zip:</b>		
<b>Phone:</b>		

This contract made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between Provider and Applicant as specified above.

### SERVICES

The Provider agrees to provide to the Applicant the services and/or products as specified in Bid # \_\_\_\_\_ attached.

### RECITALS

Pursuant to the Schools and Libraries Universal Services Support Mechanism (E-Rate) contained in the Universal Service Provisions of the Telecommunications Act of 1996 [47 U.S.C. § 254, Telecommunications Act of 1996, Pub. L. No. 104-104, 110 Stat. 56 (1996) ("1996 Act")], Applicant advertised for certain telecommunications, Internet, and internal connections services. Provider submitted bid to provide same. In accordance with the requirements of the regulations implementing the Act, Applicant considered the bid and determined that it should be accepted. The parties are now ready to enter into a contract for the furnishing of such services and/or products and they set their agreement in writing as follows:

### AGREEMENT

For and in consideration of the payment of the sums of money specified herein, together with other good and valuable consideration, Provider does hereby agree to furnish, and Applicant does hereby agree to accept and pay the discounted price for the services bid.

The term of this contract shall commence on July 1, 2018 and shall terminate on (a) June 30, 2019 for recurring services or (b) September 30, 2019 for non-recurring services. The contract expiration date for non-recurring services shall be automatically extended to align with SLD authorized extensions due to late funding and changes in products and/or services approved after March 1, 2019.

If the Schools and Libraries Division ("SLD"), Administrator of the Universal Services Support Mechanism, or its successor, should fail to approve all of or any part of the services and products covered by this contract, the Applicant shall have the right, at its option, to cancel this contract, as to that part of the services and products disallowed for discount pricing.

If, after approval of discount funding by SLD or its successor, Applicant's governing board should fail to approve all of or any part of the services and products covered by this contract, the Applicant shall have the right, at its option, to cancel this contract as to that part of the services and products disallowed by the governing board.

The total costs of the services and/or products shall not exceed \$\_\_\_\_\_ (Pre-discount amount). In no circumstances shall Applicant be liable for an amount exceeding the Applicant's non-discount share unless Applicant's governing board specifically waives this provision in writing.

Executed and delivered on the day and year first written above.

<b>For Provider:</b>	<b>For Applicant:</b>
Signature of Authorized Person:	Signature of Authorized Person:
Printed Name of Authorized Person:	Printed Name of Authorized Person:
Title:	Title:
Date:	Date: