

January 2022 E-Rate
Applicant Conference Call

Presented by
Danny Christensen &
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TIPS FOR A SUCCESSFUL CALL



Today's presentation will be recorded and can be accessed at our website, www.kelloggllc.com on the "training page".



During this presentation, if you have a question or comment, please utilize the "chat", "question", or "raise your hand" function and one of our organizers will assist.



Monthly E-Rate Applicant Webinars occur the first Thursday of the month unless notified otherwise.



Be on the lookout for our next call on Thursday, February 4th, 2021 at 9:30 a.m. CST

E-RATE 2022 FILING WINDOW ANNOUNCED

January 15, 2022

Application
Filing Window
Opens

March 22, 2022

Application
Filing Window
Closes

CHECKLIST FOR JANUARY 2022



- ☒ Evaluate your bids & complete bid packets appropriately AND TIMELY
- ☒ Notify awarded bidders immediately & get contract process started ASAP
- ☒ Sign all applicable C1 & C2 contracts
- ☒ Provide Internet and WAN bills for use in completing the Form 471 (must be dated AFTER July 1, 2021)

IMPORTANT DATES TO REMEMBER

- ☑ January 15- Filing window opens
- ☑ February 25- Deadline to submit extended invoices to USAC for recurring services – Category One Internet & WAN services and Category Two Basic Maintenance and Managed Internal Broadband service with last date of service 6/30/2021
- ☑ February 22 – Last date to post an FCC Form 470. (Please do not wait until this day)
- ☑ March 22 – Filing window deadline.



A thick red ribbon graphic that curves upwards at both ends, framing the word 'IMPORTANT'.

IMPORTANT

2022 E-Rate Needs Requests are due

NO LATER THAN

5 pm on Friday, January 14th, 2022

Time is up! Almost out of time in order to meet
March 22, 2022, filing deadline.

BID EVALUATIONS & BID PACKETS

- ✓ Bid Evaluation Grid
- ✓ Accepted Bids Summary
- ✓ Signed Proposals or Contract
- ✓ Budget for Supporting Resources
- ✓ CIPA Certification
- ✓ Renewal of Multi-Year Contracts and/or Agreements
- ✓ Bill Request



BID EVALUATION GRID

Organization Name:	School Name								
Prepared by:	Preparer's Name					Title:	Title of Preparer		
Signature:	Please sign					Date:	Date completed		
Description of Service:	Please enter the individual product or service being evaluated below (EXAMPLE: 1 Gbps INT or WAPs)								
Service Provider	E-Rate Eligible Costs	Other Costs - Not Eligible	Price-Erate	Price-Other Costs	Prior Experience	Personnel Qualifications	Responsiveness	Technical Merit	Total Points
Points Possible for Each Bid			30.000	5	20	10	15	20	100
1 Bidder 1	750.00		10.000	5.000	20	10	15	20	80.000
2 Bidder 2	2,000.00		3.750	5.000	10	10	15	10	53.750
3 Bidder 3	757.00		9.908	5.000	20	10	15	20	79.908
4 Bidder 4	250.00		30.000	5.000	5	10	10	10	70.000
EVALUATION RATIONALE (Attach additional pages as necessary) We have used Bidder 4 in the past (2014) and had extensive issues when trying to contact them for technical assistance which we can provide documentation for. Additionally, we were invoiced more than what was on our contract at that time and it took several months and much communication to get corrected. Documentation can be provided of this, as well.									

ACCEPTED BID SUMMARY

- Even if C1 Services weren't included on 470, please include those that you wish to file on the 471 here
- A signed ***contract, bill (internet or WAN), or signed multi-year renewal form*** should be included for each item listed here.

1/7/2021

ACCEPTED BIDS SUMMARY AND AUTHORIZATION				
I AUTHORIZE KELLOGG & SOVEREIGN® CONSULTING, LLC ("KSLLC") TO INCLUDE THE REQUESTS LISTED BELOW ON OUR 2020 FORM 471 APPLICATION. I CERTIFY THAT I HAVE LISTED BOTH EXISTING AND NEW SERVICES ELIGIBLE FOR E-RATE DISCOUNT, I HAVE READ AND AGREE TO THE CERTIFICATIONS LISTED ON THE FCC FORMS 470 AND FORM 471, AND I UNDERSTAND THAT KSLLC WILL ONLY INCLUDE ITEMS LISTED BELOW ON OUR FORM 471 FOR 2020-21.				
Form available electronically : www.kelloggllc.com				
Applicant:	School or Library Name			
Completed by:	Person(s) who completed packet			
Title:	Title	DATE: Date prepared		
List below ALL items that you are accepting and want to include on your Form 471				
	Site <i>For services shared across the school district or library system, write "Shared"</i>	SHORT DESCRIPTION	SERVICE PROVIDER	TOTAL \$
1	District	1 Gbps Internet	Super Duper Internet	25,000.00
2	High School	WAP	C2RUS	9,500.00
3	High School	Cabling	C2RUS	2,500.00
4	Elementary School	Switches	Kellogg & Sovereign Consulting 580.332.1444 9123Switch	5,000.00

CONTRACT

CONTRACT FOR E-RATE PRODUCTS AND/OR SERVICES FY2021-22

APPLICANT		PROVIDER	
Organization		Company Name	
Contact Name		Contact Name	
Contact Email		Contact Email	
Address		Address	
City, ST, Zip		City, ST, Zip	
USAC BEN		USAC SPIN	
FCC Form 470 #		Bid #	
E-Rate RFP #		Bid Amount \$	
Number of annual renewals allowed for this agreement:			

SERVICES

The Provider agrees to provide to the Applicant the products and/or services as specified in the Provider's Bid and incorporated with the Applicant's E-Rate RFP and FCC Form 470 as listed above.

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 products and services. Provider submitted a 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 products and/or services 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 products and/or services bid.

The term of this contract shall commence (a) on or after July 1, 2021 and shall terminate on June 30, 2022 for recurring services or (b) on or after April 1, 2021 and shall terminate on September 30, 2022 for non-recurring services. The contract expiration 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 on or after March 1st. This agreement may be extended annually and voluntarily by mutual written ratification up to the number of renewals listed above. The Applicant must issue a written notice to proceed to the Provider prior to commencement of service, delivery or installation. The Applicant is under no obligation to pay if the Provider commences work without the Applicant's written notice to proceed.

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 products and services covered by this contract, the Applicant shall have the right, at its option, to cancel this contract, as to that part of the products and services 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 products and services covered by this contract, the Applicant shall have the right, at its option, to cancel this contract as to that part of the products and services disallowed by the governing board. The total costs of the products and services shall not exceed the Bid 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.

For Applicant:

Applicant Signature _____ Date _____

Printed Name: _____

Title: _____

For Provider:

Provider Signature _____ Date _____

Printed Name: _____

Title: _____

CONTRACTS—BEST PRACTICES



- Cotermious w/ E-Rate Year
- Multi-Year featuring voluntary annual renewals
- Incorporate RFP & Proposal
- Contingent upon funding (E-Rate and state) and subsequent governing board approval
- Confirm the contract expiration dates IN WRITING—don't assume
- Know your board agenda dates & don't miss approval
- Involve your attorney

CIPA CERTIFICATION



CERTIFICATION OF COMPLIANCE WITH THE CHILDREN'S INTERNET PROTECTION ACT (CIPA) E-RATE FUNDING YEAR 2020 (2020-21)

I certify that as of the date of the start of discounted services (July 1, 2020):

School/Library Name: Best School Ever

☐ has complied with the requirements of the Children's Internet Protection Act, as modified under FCC 11-125 adopted August 10, 2011.

We have the following technology protection measure in place

(Internet Filtering Software & make/model of hardware):

Hackers Beware-NSA2000

☒ has complied with the requirements of the Children's Internet Protection Act that we are educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

☒ We are using the following curriculum:

☒ Curriculum developed by staff members

☐ CyberSmart! Lessons from <http://www.cybersmartcurriculum.org/>

☐ Other: (List Below)

Signature of authorized person: <i>Christina Bailey</i>	Date: 1/7/20
Printed name of authorized person: Christina Bailey	
Title or position of authorized person: Sr. Account Manager	

IMPORTANT: Send the following items annually:

1. Internet filter invoice
2. Screen shot of filter/filter log

Please send the following ONLY IF YOU HAVE MADE CHANGES:

1. Copy of Board agenda when you discussed CIPA
2. Copy of your Acceptable Use Policy

Return this form to your KSLC Account Manager or
forms@kelloggllc.com

Kellogg & Sovereign Consulting 580.332.1444
KS0702-May 2019

RENEWAL OF MULTI-YEAR CONTRACTS AND/OR AGREEMENTS

Check the following MULTI-YEAR agreements* that you are choosing to RENEW for 2020-21:

✓	Service	Please list provider:
X	Internet Access	Service Provider Name Here
X	Wide Area Network	Service Provider Name Here
	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.

The renewal is effective for the period July 1, 2020 – June 30, 2021.

School/Library Name: Best School Ever

Signed: Christina Bailey

Printed Name: Christina Bailey

Title: Sr. Account Manager

Date: 1/7/2020

RENEWAL OF MULTI-YEAR CONTRACTS



**1 New Message
Received**

Be sure to forward any messages received from USAC to your account manager.
Timing is critical during the E-Rate Filing Window Period

**RESPOND IMMEDIATELY to emails from your account manager – TIME IS OF THE
ESSENCE**



Contact your Account Manager for any questions.

Emails:

Danny Christensen: dchristensen@kelloggllc.com

Daniela Yanez: dyanez@kelloggllc.com