

REVENUE CONTRACT INFORMATION

Account Code #8990 98 12 825

ESD 112 Program Contact PersonGavin Hottman, Chief Fiscal Officer

Name of PayerTBD

Contact Person for PayerTBD

Mailing AddressTBD

Telephone NumberTBD

Email Address:TBD

Service(s) to be performed by ESD 112: (Include dates, times, and place where service is to be provided):

Provide E-Rate Application Services, including:

- Complete and submit all E-rate paperwork as needed (Form 470, 471, 486, 500, BEAR, FCC Registration Number applications, etc.) on behalf of the District;
- Complete all preparatory work/strategic planning for the forms (identify all eligible services to request discount; review current contracts; prepare RFP's if needed);
- Participate in bid review/vendor selection (assist in preparation and completion of vendor selection matrix);
- Draft contracts with E-rate specific language re: funding contingencies for use in attaining Category 1 and 2 services;
- Review and assist in preparation of free and reduced lunch eligibility documentation;
- Provide responses to SLD for funding request questions (PIA, Service Certification);
- Work to attain reimbursements or direct discounts so that consortium/District members receive approved funding;
- Attend state/regional E-rate meetings on ESD's and Districts' behalf;
- Record Keeping – Digital off-site plus on-site at District (10 year requirement);
- Further services requested by the District shall be provided through an additional negotiated fee to the District;
- Invoice the District on the following schedule:
 - Invoice #1: ESD 112 will invoice the District for 50% of the amount due as soon as the E-Rate consultant submits the report of funding requests;
 - Invoice #2: ESD 112 will invoice the District for the balance due no later than June 15, 2018.
- ESD 112's E-Rate fee charged to the District shall not exceed the amount equal to 50% of the total E-Rate discount requested by the District for 2018-2019.

Responsibilities of the Payer:

- Sign the Letter of Agency, and comply with all certifications specified in that document;
- Enroll in E-rate Productivity Center (EPC) and assign Paul Karlin as its consultant;
- Provide the ESD 112 consultant with data that is pertinent to the application by the requested deadline;
- Comply with all E-Rate program rules, regulations and requirements, and acknowledge that the District will bear the burden of responsibilities, penalties, fines, etc. for any act of the District that is not compliant;
- Comply with all federal bidding requirements for the E-Rate program, and the competitive bid requirements found in Washington RCWs 28A.335.19 and 39.26.160. When they are different, the District shall abide by the most restrictive requirement.
- Notify ESD 112 if an E-Rate audit occurs and there's a question regarding the application process for 2018-2019;
- Pay ESD 112 an amount based on their E-Rate discount request for 2018-2019 according to the schedule above. See Appendix A.

Starting Date: September 1, 2017

Ending Date: August 31, 2018

Fee for Service(s): See Appendix A.

Please note:

Appendix A is the fee schedule for the basic consulting services listed above. Should the District require additional services, the fee for the 2017-2018 school year will be determined by ESD 112 and will be based on the scope of consultation services required by the District.

Other Expenses:

(Travel, Per Diem, materials)* Actual costs for any required travel will be added to the contract through an amendment.

TOTAL CONTRACT: TBD
(This amount includes all expenses)

Approval: _____
ESD 112 Program Manager

Date: <date>