



Agreement for E-rate Consulting Services Category Two Services

This agreement is for consulting services to be provided by BTU Consultants, LLC (BTU) to assist **Campbell County School District** (the Client) with the tasks required for defining and submitting an application to the Federal Communications Commission (FCC), Universal Service Administrative Company (USAC), Schools and Libraries Division (SLD) for the Category One Service (Telecommunications and Internet Access) and Category Two as part of the E-rate program. This will include all work completed from July 1, 2022 through June 30, 2023.

BTU is committed to safeguarding the privacy of information collected from Client and shall maintain the confidentiality of such information. BTU will not sell or rent to anyone the private information entrusted to us. BTU will retain all records for Client for ten years per FCC regulations.

BTU and the Client shall discuss and agree upon the information needed for rendering of services. The Client agrees to provide to BTU all such information as agreed to be necessary. With respect to such information, the Client understands and agrees that BTU will rely solely upon the Client to ensure the accuracy and completeness thereof, as the Client recognizes that it is impossible for BTU to ensure the accuracy and completeness of such information. Further, BTU will not be responsible for knowledge of or compliance with local or state procurement laws. As a consultant hereunder, BTU will not be reviewing vendor RFPs or recommending vendors and any vendor selections will be the sole responsibility of the Client.

Phase I – Form 470: Based on the Client's input, BTU shall prepare a FCC Form 470 for the Client's signature and shall review the form with the Client to answer any questions. This form notifies the SLD of the Client's intention to file specific requests within the upcoming funding year. The current estimated date for filing of the Form 470 is October - December.

Phase II – Form 471: BTU shall work with the Client to gather all required information on current local, long distance, cellular and other eligible Telecommunications and Internet costs. BTU shall prepare an FCC Form 471 for the Client's signature and shall review the form with the client to answer any questions. This form represents the Client's specific funding requests for the upcoming funding year. The current estimated date for filing of the Form 471 is December - April.

Phase III – Form 486: Once the SLD notifies Client of funding approvals, BTU shall prepare an FCC Form 486 for the Client's signature and shall review the form with the Client to answer any questions. This form notifies the SLD that the Client's services have started and of the Client's intention to accept the funds. The current estimated date for filing of the Form 486 is June - September.

Phase IV – Receipt of discounts and Form 472 Billed Entity Applicant Reimbursement (BEAR): BTU shall monitor the Client's awarded funds and assist in recouping all eligible discount amounts. BTU shall prepare all necessary BEAR forms or apply for discounts with all service providers for the current funding year. This also includes are necessary forms that include the Form 500.



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BTU's fee for Category Two E-rate consulting services for **Campbell County School District** July 1, 2022 through June 30, 2023 shall be **\$9,420.00**. This fee shall be invoiced upon signing. Should the Client require additional assistance from BTU, outside of the scope listed above, appropriate changes will be made in BTU's fee for the balance of the program. Changes will be discussed, documented and approved by Client before proceeding. Reasonable travel and living expenses shall be charged at actual cost, if required. BTU's liability under this agreement shall be limited to the fees collected.

Specific services to be provided by BTU and responsibilities of the Client are outlined below.

BTU Responsibilities:

- Telephone interview to review program and district requirements
- Advise the Client regarding issues and tasks to be completed for eligibility.
- Discuss potential elements for funding.
- Provide a list of the client-owned data required for submission.
- Review of current contracts to ensure that they follow E-rate guidelines for compliance, fair competition and deadlines
- Complete the required FCC forms.
- Provide completed FCC forms to the Client for approval and signature.
- File appeals, if necessary.

Client Responsibilities:

- Supply BTU with all required information necessary for filing, including, but not limited to:
 - Contact information
 - School district building counts
 - School district student counts by school
 - Free and reduced lunch counts
 - Current service provider bills (telephone, internet, wireless, etc.).
 - Current service provider contracts (telephone, internet, wireless, etc.).
- Provide accurate and complete documents for all services that are E-rate eligible.
- Ensure that all bidding documents and new contracts follow the E-rate guidelines for compliance, fair competition and compliance with E-rate deadlines.
- Work with Service Providers to negotiate contracts and installation schedule
- Provide timely responses to BTU.
- Approve, submit, and certify completed forms to the SLD in a timely manner, prior to submission deadlines.
- Provide single point of contact and knowledge transfer for adherence to SLD guidelines regarding:
 - CIPA Compliance
 - Record Retention



We appreciate the opportunity to be of service to Campbell County School District.

Accepted for:
Campbell County School District

Accepted for:
BTU Consultants, LLC

Signature

Signature

Lori Thompson

Printed Name

Printed Name

Title / Date

Member Title / Date