



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at *wvOASIS.gov*. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at *WVPurchasing.gov* with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.


Header @ 1

List View

General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 1181103

Procurement Type: Central Master Agreement

Vendor ID: VS0000042389 

Legal Name: Janice Meyers Educational Consulting, LLC

Alias/DBA:

Total Bid: \$25,560.00

Response Date: 03/07/2023 

Response Time: 14:32

Responded By User ID: Jmeyers3 

First Name: janice

Last Name: Meyers

Email: janice@jhmedu.com

Phone: 9147152466

SO Doc Code: CRFQ

SO Dept: 0402

SO Doc ID: EDD2300000001

Published Date: 3/1/23

Close Date: 3/8/23

Close Time: 13:30

Status: Closed

Solicitation Description: E-Rate Training and Advisory Services

Total of Header Attachments: 1

Total of All Attachments: 1



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder: 1181103
Solicitation Description: E-Rate Training and Advisory Services
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2023-03-08 13:30	SR 0402 ESR03012300000004010	1

VENDOR
 VS0000042389
 Janice Meyers Educational Consulting, LLC

Solicitation Number: CRFQ 0402 EDD2300000001
Total Bid: 25560 **Response Date:** 2023-03-07 **Response Time:** 14:32:58
Comments:

FOR INFORMATION CONTACT THE BUYER
 Joseph E Hager III
 (304) 558-2306
 joseph.e.hageriii@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Year 1 -E-Rate and ECF Training & Advisory Services	12.00000	MO	180.000000	2160.00

Comm Code	Manufacturer	Specification	Model #
80101508			

Commodity Line Comments: Based on an 8 hours day at \$ 180.00/hour

Extended Description:

Year 1 -E-Rate and ECF Training & Advisory Service
750 Hours Per Year - Annual Rate Billed Monthly

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Year 2 -E-Rate and ECF Training & Advisory Services	12.00000	MO	180.000000	2160.00

Comm Code	Manufacturer	Specification	Model #
80101508			

Commodity Line Comments: Based on an 8 hours day at \$ 180.00/hour

Extended Description:

Year 2 -E-Rate and ECF Training & Advisory Services
475 Hours Per Year - Annual Rate Billed Monthly

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Year 3 -E-Rate and ECF Training & Advisory Services	12.00000	MO	180.000000	2160.00

Comm Code	Manufacturer	Specification	Model #
80101508			

Commodity Line Comments: Based on an 8 hours day at \$ 180.00/hour

Extended Description:

Year 3 -E-Rate and ECF Training & Advisory Services
300 Hours Per Year - Annual Rate Billed Monthly

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	FTF Fall 2-Day Training	1.00000	EA	180.000000	180.00

Comm Code	Manufacturer	Specification	Model #
80101508			

Commodity Line Comments: based on an 8 hours day at \$180.00/hour = 1,440/day
total is \$ 2,880

Extended Description:

Face To Face (FTF) Fall Two (2) Day Training

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Virtual Fall 2-Day Training	1.00000	EA	180.000000	180.00

Comm Code	Manufacturer	Specification	Model #
80101508			

Commodity Line Comments: based on an 8 hours day at \$180.00/hour = 1,440/day
total is \$ 2,880

Extended Description:

Virtual Fall Two (2) Day Training

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Half-Day Virtual Training	1.00000	EA	720.000000	720.00

Comm Code	Manufacturer	Specification	Model #
80101508			

Commodity Line Comments:

Extended Description:

Half-Day Virtual Training (Per Training Meeting)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Additional Hours	100.00000	EA	180.000000	18000.00

Comm Code	Manufacturer	Specification	Model #
80101508			

Commodity Line Comments: Based on an 8 hours day at \$ 180.00/hour

Extended Description:

Additional hours per 4.1.1.4.8 is specifications.



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1181103	Reason for Modification: Addendum #1 issued to publish agency responses to all vendor submitted questions and provide spec revisions.
Doc Description: E-Rate Training and Advisory Services	
Proc Type: Central Master Agreement	

Date Issued	Solicitation Closes	Solicitation No	Version
2023-03-01	2023-03-08 13:30	CRFQ 0402 EDD2300000001	2

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR**Vendor Customer Code:**

VS0000042389

**Vendor Name : Janice Meyers
Educational Consulting, LLC****Address****Street : 411 Emissary Drive # 311****City : Cary****State : NC****Country :****Zip : 27519****Principal Contact : Janice Meyers****Vendor Contact Phone: 914-715-
2466****Extension:****FOR INFORMATION CONTACT THE BUYER**

Joseph E Hager III

(304) 558-2306

joseph.e.hageriii@wv.gov

**Vendor
Signature X** Janice Meyers**FEIN#** 27-0137251**DATE** MArch 7, 2023**All offers subject to all terms and conditions contained in this solicitation**

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Education, Office of Data Management & Information Systems to establish a contract for E-rate and ECF Training and Advisory Services to include: information resources, leveraging the vendor's experience and resources, providing expertise and advice to reduce risk and maximize results of the state's participation in the E-rate program per the attached specifications and terms and conditions.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E CHARLESTON WV US		DEPARTMENT OF EDUCATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 6 RM 550 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Year 1 -E-Rate and ECF Training & Advisory Services	12.00000	MO	\$180/hour.	\$11,250/month

Comm Code	Manufacturer	Specification	Model #
80101508			

Extended Description:

Year 1 -E-Rate and ECF Training & Advisory Service

750 Hours Per Year - Annual Rate Billed Monthly

ALL PRICING IS BASED ON NOT TO EXCEED

PRICE INCLUDES ALL TRAINING MATERIAL

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E CHARLESTON WV US		DEPARTMENT OF EDUCATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 6 RM 550 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Year 2 -E-Rate and ECF Training & Advisory Services	12.00000	MO	\$ 180.00/hour	\$7,050.00/month

Comm Code	Manufacturer	Specification	Model #
80101508			

Extended Description:

Year 2 -E-Rate and ECF Training & Advisory Services

475 Hours Per Year - Annual Rate Billed Monthly

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E		DEPARTMENT OF EDUCATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 6 RM 550	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Year 3 -E-Rate and ECF Training & Advisory Services	12.00000	MO	\$ 180.00/hour	\$4,250/month

Comm Code	Manufacturer	Specification	Model #
80101508			

Extended Description:

Year 3 -E-Rate and ECF Training & Advisory Services

300 Hours Per Year - Annual Rate Billed Monthly

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E		DEPARTMENT OF EDUCATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 6 RM 550	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	FTF Fall 2-Day Training	1.00000	EA	\$ 180.00/hour	\$2,520 total

Comm Code	Manufacturer	Specification	Model #
80101508			

Extended Description:

Face To Face (FTF) Fall Two (2) Day Training

Based on 7 hours/day at \$180.00/hour includes all training material

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E		DEPARTMENT OF EDUCATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 6 RM 550	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Virtual Fall 2-Day Training	1.00000	EA	\$ 180.00/hour	\$2,520 total

Comm Code	Manufacturer	Specification	Model #
80101508			

Based on 7 hours/day at \$180.00/hours includes all training material

Extended Description:

Virtual Fall Two (2) Day Training

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E		DEPARTMENT OF EDUCATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 6 RM 550	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Half-Day Virtual Training	1.00000	EA	\$180.00/hour.	\$720.00

Comm Code	Manufacturer	Specification	Model #
80101508			

Extended Description:

Half-Day Virtual Training (Per Training Meeting)

Based on 4 hours/day at \$180.00/hour includes all training material

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E		DEPARTMENT OF EDUCATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 6 RM 550	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Additional Hours	100.00000	EA	\$180.00/hour	

Comm Code	Manufacturer	Specification	Model #
80101508			

Extended Description:
Additional hours per 4.1.1.4.8 is specifications.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
-------------	--------------	-------------------

SOLICITATION NUMBER: CRFQ 0402 EDD2300000001

Addendum Number: No.01

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. To publish agency responses to all vendor submitted questions
2. To add commodity line 7 for Additional Hours.
3. To add 4.1.2.4.8 to the specifications for Additional Hours. .
4. To change 4.1.2.2. to be 475 hours

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

RUBRIC FOR EVALUATION

Category: Knowledge and Understanding

1. Preliminary: Demonstrates a limited understanding of the E-rate program components, including eligibility criteria, application process, funding priorities, and compliance requirements.
2. Developing: Demonstrates a basic understanding of the E-rate program components, including eligibility criteria, application process, funding priorities, and compliance requirements, but lacks depth and clarity in some areas.
3. Proficient: Demonstrates a solid understanding of the E-rate program and its key components, including the ability to explain and apply key concepts and procedures.
4. Advanced: Demonstrates an advanced and nuanced understanding of the E-rate program and its key components, including the ability to analyze and evaluation complex scenarios and make informed decisions.

Category Application and Analysis

1. Preliminary: Demonstrates a limited ability to apply and analyze E-rate program concepts in practical situations. Requires significant support to complete forms and respond to FCC requests.
2. Developing: Demonstrates some ability to apply and analyze E-rate program concepts in practical situations, but may struggle to navigate complex or ambiguous scenarios.
3. Proficient: Demonstrates a strong ability to apply and analyze E-rate program concepts in practical situations. Can respond to PIA reviews, beneficiary audits, and onsite audits.
4. Advanced: Demonstrates exceptional ability to apply and analyze E-rate program concepts in practical situations and can effectively adapt to new or challenging scenarios and provide innovative solutions.

CRFQ EDD230000001 Addendum 1 - Summary

- 1) To answer vendor question as attached.
- 2) To add commodity line 7 for Additional Hours.
- 3) To add 4.1.2.4.8 to the specifications for Additional Hours.
- 4) To change 4.1.2.2. to be 475 hours.

RFI: Questions from vendors for EDD 1181103 E Rate Training

Q.1. Are the hours included in this solicitation 750 year 1/350 year 2/250 year 3 **estimated** goals, or not to exceed estimates?

A. The WVDE does not intend to exceed 750 hours for year 1, 475 hours for year 2, and 300 hours for year 3. Commodity line 7 has been added to wvOASIS to allow for additional hours to be bid at an hourly cost as specified in section 4.1.2.4.8.

REQUEST FOR QUOTATION
E-Rate Training & Advisory Services

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Education, Office of Data Management & Information Systems to establish a contract for E-rate and ECF Training and Advisory Services to include: information resources, leveraging the vendor's experience and resources, providing expertise and advice to reduce risk and maximize results of the state's participation in the E-rate program. Utilization of the services specified herein shall be limited to the WV Technology Officer, State E-rate Coordinator, and personnel as more fully described in these specifications.

BACKGROUND: The new WV State E-rate Coordinator will need training and advisory services (phone/email support) to facilitate the E-rate filing at the State level and to provide filing support to the school districts. As State E-rate Coordinator, they must be aware of any legislation or rulings related to the FCC and USAC, any orders or procedures, and numerous other events which occur related to the position. This RFQ requests assistance from a vendor to train this position so they may have the background knowledge and expertise to perform the job.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in Section 2 of the General Terms and Conditions.

2.1 "Contract Services" means E-rate and ECF Training and Advisory services as more fully described in these specifications.

2.2 "Pricing Page" means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.

2.3 "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.4 "E-Rate Services" means the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

2.5 "FCC Form 470" means "Description of Services Requested and Certification Form" is the first form that must be filed by a school or library in the E-rate application process.

2.6 "FCC Form 471" means "Description of Services Ordered and Certification Form" is the second form that must be filed by a school or library in the E-rate application process. Its purpose is to individually list all contracts and services for which the

REQUEST FOR QUOTATION
E-Rate Training & Advisory Services

applicant is requesting discounts.

- 2.7 “FCC Form 472”** means (Billed Entity Applicant Reimbursement (BEAR) Form) to request reimbursement from USAC for the discount costs of the eligible products or services approved on the FCC Form 471, and which the applicant has received and paid for in full.
- 2.8 “FCC Form 486”** means (Receipt of Service Confirmation and Children's Internet Protection Act Certification Form) notifies USAC that the billed entity and/or the eligible entities that it represents is receiving, or has received, service in the relevant funding year from the named service provider(s).
- 2.9 “Form 500”** means (Funding Commitment Adjustment Request Form) is used to submit changes to funding requests after USAC has issued commitments for those requests.
- 2.10 “FDCLs”** means Funding Commitment Decision Letters.
- 2.11 “SPIN”** means a Service Provider Identification Number (SPIN) is a unique nine-digit number assigned to service providers by USAC when an FCC Form 498 is filed.
- 2.12 “NSLP”** means the National School Lunch Program
- 2.13 “Percent Needy”** means children who receive free and reduced lunch
- 2.14 “PIA”** mean Program Integrity Assurance
- 2.15 “ECF”** means Emergency Connectivity Funds
- 2.16 “EPC”** means E-rate Productivity Center (EPC) EPC is the account and application management portal for the Schools and Libraries (E-Rate) program. Applicants, consultants, and service providers participating in the E-Rate program use this tool to manage program processes and to submit questions.
- 2.17 “CIPA”** means Children’s Internet Protection Act (CIP)
- 2.18 “WVBE”** means West Virginia Board of Education (WVBE)
- 2.19 “Valid File”** means the state data file used to confirm the E-rate discount rates and entity eligibility for schools and libraries.

REQUEST FOR QUOTATION
E-Rate Training & Advisory Services

- 3. QUALIFICATIONS:** Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications and should submit proof with the bid. Proof may be requested prior to contract award if not submitted with the bid:

- 3.1.** The Vendor must have a minimum of five (5) years of experience providing the services requested in Section 4, at the State Level. Compliance with experience requirement will be determined prior to contract award by the State through references provided by the Vendor upon request.

Janice Meyers Educational Consulting, LLC has 22 years of E-Rate experience. We have successfully managed the E-rate and ECF application process for over 250 entities. While we have not worked at the State Level we have worked with large districts in multiple states

- 3.2.** Vendor must provide a minimum of 3 references providing similar scope and size of work.

Ernesto Ruiz Velasco

Lead, Infrastructure Architect
Success Academy Charter Schools
O: (332) 222-6534

ernesto.ruizvelasco@successacademies.org

Meg Bishop

Director, Instructional Technology and Information Services
Colquitt County School District
(229) 890-6200 ext 10093

megan.bishop@colquitt.k12.ga.us

David Goodridge

Chief Information Officer
Somerville, MA
(616) 625-6600 ext 3260

Dgoodridge@somervillema.gov

- 3.3.** Vendor must provide a resume for the dedicated person(s) who will be providing the training and advisory services.
See resumes attached.

- 3.4.** Vendor must be a certified member of E-MPA (E-rate Management Professionals Association).

Janice Meyers Educational Consulting, LLC has been an active member of E-MPA since 2008 and passed the certification exam in 2011.

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 Vendor must maintain a current level of knowledge of E-rate rules, regulations, and interpretations. It is expected that the Vendor, at its own expense, will participate in annual Schools and Library Division (SLD) training at national levels, and will track new E-rate developments through applicable website monitoring and program-specific teleconferences and listservs mailing lists.

Janice Meyers systematically tracks developments in E-rate rules and regulations. Staff participates in all applicable training offered by the School and Library Division. We join in monthly calls with E-MPA and closely monitor the E-MPA and SHLB listservs. We collaborate with other members to problem solve and stay current with the latest from the FCC. All members of E-MPA are required to attend at least sixteen hours of training per year, but we routinely exceed this requirement.

4.1.2 Vendor must provide the following E-rate and ECF Training and Advisory Services to the WV E-rate Coordinator and personnel:

4.1.2.1 Year 1 Training/Advisory Services will be 750 hours of training.

Vendor must provide step-by-step hands-on training via Microsoft Teams to the E-rate Coordinator. This includes but is not limited to:

Janice Meyers Educational Consulting, LLC is unique among E-Rate consultants; Together, our staff has over forty years of classroom and administrative experience. We are experienced in the training and mentoring staff as well as students and have a deep understanding of adult learning theory. We empower learners to synthesize their knowledge and exceed performance expectations.

4.1.2.1.1 Assistance in navigating the USAC website and EPC system.

Janice Meyers has been navigating the USAC website and EPC system for more than two decades. Our first step in training staff at the state level would be to familiarize them with the site and systems. We would provide ongoing training in this essential task.

4.1.2.1.2 Assistance in the review, filing, audit, and appeals related

to the USAC.

Janice Meyers Educational Consulting, LLC has extensive expertise in this area. We have been dealing with PIA reviews, beneficiary audits, onsite audits, and audits from outside companies contracted by USAC and the FCC for 22 years. Janice Meyers has a proven record of success in writing arguments for appeals to USAC and the FCC. She has a comprehensive knowledge of every major FCC establishing order and appeal decision. The FCC has only once denied an appeal she wrote, and even that was on an Appeal of Reconsideration.

4.1.2.1.3 Assistance in filing an FCC Form 470 (this will include an RFQ/RFP and using WV Purchasing procedures and/or Policy 8200).

Janice Meyers Educational Consulting, LLC has worked with districts in the following states: NY, NJ, CT, MA, ME, RI, PA, VT, GA, FL, IL, WI, and OK. Every state has different contracts, purchasing and bidding laws. We are fluent in all bidding procedures, state contracts, and regulations. We would be proud to add WV to our resume.

4.1.2.1.4 Assistance in determining the discount rates using enrollment data and percent needy data and creation/review of the Valid File.

This requirement is at the heart of the E-Rate program. The discount level is not always accurate and needs updated yearly. We have extensive experience maximizing funding through the use of alternative discount mechanisms.

4.1.2.1.5

Assistance with filing any and all FCC Forms as needed. This includes but is not limited to FCC Form 471, FCC Form 472, FCC Form 486, and FCC Form 500.

We will assist and teach the staff every aspect of filing forms. We will share our proven system to limit the time involved in a PIA review and achieve funding more quickly.

4.1.2.1.6 Assistance with checking the status of WV schools E-rate funding requests.

The SLD database is the most accurate way of monitoring

the status of the districts' filing. It also can indicate when a district needs more guidance. The goal for filing with USAC is to get the most E-Rate and EPC funding from each application so schools can use the savings for other necessary programs. It's a win-win for students and teachers. We will provide clear assistance and training in this essential skill.

REQUEST FOR QUOTATION
E-Rate Training & Advisory Services

4.1.2.1.7 Assistance with checking for regulatory and program change proposals, USAC key decision, and other critical information that would impact WV filings.

Janice Meyers prides herself on staying current with all regulatory and program changes and key USAC decisions. We would not only keep state staff aware of all developments, we would help them make connections and stay up to date with the ever-changing world of E-rate.

4.1.2.1.8 Assistance in the coordination of WV specific E-rate and ECF issues among other state E-rate Coordinators and USAC. State E-Rate coordinators have enormous power to comment to the FCC and change policy. We would facilitate networking between West Virginia staff and SECA, the State E-rate Coordinators Alliance.

4.1.2.1.9 Assistance with filing appeals to USAC on behalf of the WVDE.

Janice Meyers Educational Consulting, LLC has extensive expertise in writing arguments for appeals to USAC and the FCC. This comes from a comprehensive knowledge of every major FCC establishing orders and appeal decisions. Only once did the FCC deny my appeal, but it was won on an Appeal of Reconsideration.

REQUEST FOR QUOTATION
E-Rate Training & Advisory Services

4.1.2.1.10 Assistance with PIA application review

Janice Meyers Educational Consulting, LLC prepares for PIA reviews before filing the 471. This includes enrollment and free/reduced figures, copies of existing bills, and contracts,

4.1.2.1.11 Assistance with CIPA Compliance

All districts must be CIPA compliant to participate in the E-Rate program. Schools will need to describe the filtering software used in the network and on devices, as well as reports showing that filtering software is functioning. CIPA compliance relates directly to student safety, and all of our staff member take this responsibility very seriously.

4.1.2.1.12 Provide monthly Status Reports summarizing the work performed during the reporting period, work to be accomplished in subsequent reporting periods, and a summary of any issues or problems (real or anticipated).

Monthly Status Reports will contain the deliverables, goals accomplished, future goals based on performance, and feedback from the employee on the pace and scope of work presented.

4.1.2.1.13 Email and telephone support for designated WVDE personnel must be available Monday through Friday, 8:00AM – 5:00PM EST, with a response within the next business day.

Initial support would be tracked through email so the appropriate staff could respond via email and/or phone conversations. We have multiple staff members available to provide support and respond to our clients in a timely manner. Resolutions of support requests will be archived much like desktop and user device support.

4.1.2.2 Year 2 Training/Advisory will be 450-475 hours of training.

Understood that this is not to exceed

4.1.2.3 Year 3 Training/Advisory will be 300 hours of training.

Understood that this is not to exceed

4.1.2.4 Vendor must provide the following Training Services with the WV E-rate Coordinator to the Districts (currently 57 districts):

4.1.2.4.1 Attend Fall E-rate training with the E-rate Coordinator for district training (2 days). This training may be held either face to face (FTF) or virtually depending on funding and approval by State Superintendent. (Pricing page has separate commodity lines for the option FTF or Virtual).

Janice Meyers Educational Consulting has a proven track record of providing dynamic and effective trainings to district staff. We build trainings following the ADDIE model: Analysis, Design, Development, Implementation, and Evaluation. Whether held virtually or in-person, we would provide opportunities for district level staff to network and make the connections necessary for success.

4.1.2.4.2 Provide assistance with developing training materials to support districts participating in the E-rate program.

Janice Meyers has extensive experience working with staff and teachers using “train the trainer” method. The goal is to build learning communities who share and discover together. A single point of failure is not acceptable.

We would use our knowledge of instructional design to produce reference materials, presentations, learning evaluations and assessments that will empower districts to successfully navigate the E-rate program.

4.1.2.4.3 Provide guidance for items to include/discuss.

After two decades helping districts and large organizations maximize funding, we know what it takes to manage the process. We will make sure state and district staff are supported and aware of all possible contingencies.

4.1.2.4.4 Provide assistance with preparing and reviewing materials and documents.

We have a proven track record of successful applications, made possible by our attention to detail.

We will assist with the preparation and review of documents, while training staff to manage the process in the future.

4.1.2.4.5 Provide information assistance for related needs/questions for the training.

After training, Janice Meyers provides multiple pathways for attendees to receive follow up support. When staff needs information that is not available in our extensive training materials, we are accessible by email and phone.

4.1.2.4.6 Provide assistance to the E-rate Coordinator to provide resources and support for the application of E-rate funding and compliance for the districts.

We will provide close mentoring to the E-rate coordinator so that they can support district level staff. Using a gradual release model of instruction, we will ensure the coordinator is able to successfully mitigate and resolve pressing issues in a timely manner.

REQUEST FOR QUOTATION
E-Rate Training & Advisory Services

4.1.2.4.7 Provide assistance to the E-rate Coordinator for optional half day virtual trainings to current and potential E-rate participants.

We will support the E-rate coordinator in planning and delivering sessions that provide valuable information and guidance related to E-rate criteria, application process, and compliance requirements.

4.1.2.4.8 Additional Hours not to exceed a total of 100 hour per year. Additional hours will only be allowed if WVDE requires additional training/advisory hours in excess of 750 hours for year 1, 475 hours for year 2, and 300 hours for year 3. Additional hours for training/advisory services must stay within the scope of the services as listed in this contract.

Janice Meyers is confident that we can successfully train West Virginia staff in the time provided.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

5.2 Pricing Page: Vendor should complete the Exhibit A - Pricing Page by entering the monthly charge per year and price per meeting. The Exhibit A spreadsheet will automatically calculate for Total Bid Amount. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: joseph.e.hageriii@wv.gov.

6. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already

included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

7. **PAYMENT:** Agency shall pay monthly or quarterly, in arrears, for services as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

REQUEST FOR QUOTATION
E-Rate Training & Advisory Services

- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
- 9. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
- 9.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 9.2.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
 - 9.3.** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
 - 9.4.** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
 - 9.5.** Vendor shall inform all staff of Agency's security protocol and procedures.

10. VENDOR DEFAULT:

- 10.1.** The following shall be considered a vendor default under this Contract.
- 10.1.1.** Failure to perform Contract Services in accordance with the requirements contained herein.
 - 10.1.2.** Failure to comply with other specifications and requirements contained herein.
 - 10.1.3.** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

REQUEST FOR QUOTATION
E-Rate Training & Advisory Services

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Janice Meyers _____
Telephone Number: 914-715-2466 _____
Fax Number: _____
Email Address: janice@jhmedu.com _____

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ EDD23*01

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Janice Meyers Educational Consulting, LLC

Company

Janice Meyers

Authorized Signature

MArch 7, 2023

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Revised 6/8/2012

Janice H. Meyers

████████████████████
████████████████████
████████████████████
janice@jhmedu.com

EXECUTIVE SUMMARY

- Owner and founder, Janice Meyers Educational Consulting, LLC
- Member of E-rate Management Professional Association
- Passed E-mpa certification exam September 2011
- Fourteen years successfully securing E-Rate funding for over 250 schools nationwide
- Ten years as a Technology Coordinator and Director of Technology
- Ten years of classroom and technology teaching experience
- Ten years as sales consultant in paperwork systems
- Expertise in project implementation, coordination, monitoring of administrative systems, WAN, VoIP, video conferencing, infrastructure design, and wireless systems
- Experienced in technology staff development and K-12 assessment
- Extensive experience writing and implementing school technology plans

CERTIFICATIONS

New York State SDA certificate	February 2007	Permanent
New York State Public School Teacher	Nursery, K-6	Permanent

EDUCATION

Certificate in Administration and Supervision College of New Rochelle, New Rochelle, NY
(Emphasis in Staff Development)

MS Ed in Instructional Psychology	Fordham University, New York, NY
MS Ed Art of Teaching	Sarah Lawrence College, Bronxville, NY
M.F.A. Photography	Rochester Institute of Technology, Rochester, NY
BA Liberal Arts	Slippery Rock University, Slippery Rock, PA

PROFESSIONAL EXPERIENCE

Janice Meyers Educational Consulting, LLC- www.jhmedu.com

Janice Meyers Educational Consulting specializes in E-Rate funding, technology planning, and technology staff development.

- Secured E-Rate funding for over 250 schools nationwide
- Member of E-rate Management Professional Association, passed E-mpa E-rate exam for certification
- Written technology plans for the following schools in AK,MA, CT, NY, NJ, PA,OK,MI,RI
- Extensive knowledge of E-Rate eligible services, rules and regulations, and all FCC orders
- Extensive knowledge using state contracts for E-rate applications
- Maximized districts E-Rate funding to support technology and infrastructure needs
- Successfully authored appeals to USAC and the FCC to reverse funding decisions

- Handled a KMPG E-Rate audit and kept all awarded funds
- Hired to conduct independent E-Rate audits to assure compliance
- Used knowledge of classroom and administrative technologies to improve instruction, learning, and productivity

Instructional Technology Consultant, AUSSIE Digital School Solutions, October 2010-August 2011: Position was funded by the Broadband Technology Opportunity Grant to NYCBOE to provide instructional technology coaching to 6th and 7th grade teachers in selected NYC Schools

- Served as an educational leader within school communities
- Customized and implemented professional development plans to integrate technology into grade 4-8 classrooms
- Worked with students to create technology projects aligned with the curriculum
- Led the development and implementation of a school wide Innovation Plan to support organizational and instructional goals, developed technology projects to support the Innovation Plan
- Supported teachers in the use of technology in all curricular areas, including modeling and co-teaching
- Implemented Web 2.0 tools to differentiate learning
- Introduced iPads into 6th grade classrooms to support individual needs

Director of Educational Technology, The Solomon Schechter School of Westchester, February 2008-May 2010: Educational technology leader for two schools and 1215 users

- Created 21st century plan to update instruction and facilities
- Authored and implemented technology grants in conjunction with teachers
- Applied for and received E-Rate funding, including funds to install a new hosted VoIP phone system
- Wrote district technology plan for 2008-2011
- Provided technology staff development to teachers and support staff
- Managed day-to-day operations of WAN for 2 locations, 1000 students and 215 staff
- Supervised two technicians as well as outside consultants
- Purchased all technology related equipment and services
- Collaborated with webmaster to implement new communication portals
- Formed school technology committees to oversee the implantation and integration of technology to improve all learning
- Incorporated video conferencing, voice threads, and podcasts into curriculum
- Investigated and shared new technologies with lab teachers and department chairs to improve instruction
- Mentored and taught Middle School technology classes
- Integrated Smart Boards into 70 classrooms, designed training, mentoring and “just-in-time” staff development for teachers

Technology Coordinator, Leake and Watts Services, Inc. The Carol and Frank Biondi Educational Center, February 2000- February 2008: Responsible for the education technology program in an 853 Special Act District

- Developed tech integration plans, staff development and assessments for K-12 teachers
- Applied for and received over 5 million dollars in E-rate funding from 2001-2010
- Developed expertise in Windows XP, Microsoft 2003 Server, Exchange, Wireless networking, Active Directory, V-LANS, Novell, V-Brick, Video Conferencing, Citrix, WAN and LAN configuration and design, Microsoft products, Inspiration, and various educational software
- Worked with CIO and MIS staff to plan and implement infrastructure changes to meet the growing needs of our educational network
- Integrated technology to differentiate learning for our special education students
- Budgeted and allocated resources to accommodate technology growth
- Uploaded test scores to the New York State Warehouse
- Shared student data with the CSE office to implement IEP goals
- Implemented IEP Direct, Power School, Power Lunch, online attendance, online grading and report cards.
- Authored grant proposals to secure funding for the technology program
- Wrote school technology plan for New York State Department of Education
- Re-designed the technology lab

Educational Technology Consultant- TimeCruiser Computing Corporation, Fairfield, NJ: August 2000- January 2001. Marketed SchoolCruiser, a K-12 communications portal to NY, CT, MA, RI, NH, VT, and ME.

Educational Technology Consultant- nschool.com, Norcross, GA: December 1999-June 2000. Marketed a free web-based communications portal to schools in six states in the Northeast.

Sales Consultant- Health Information Systems, Wallingford, CT: September 1998-December 1999. Responsible for sales and marketing of Practice Management software to physicians and MSO's in Northern New Jersey and Rockland County, NY. Duties included cold calling, demonstrating software, presenting proposals, maintaining database, and representing HIS in trade shows.

Educational Technology Consultant- The Learning Edge, Tappan, NY: September 1997-August 1998. Sold educational software and provided technology training to schools in New York, Connecticut, and Rhode Island.

Head Teacher- Bronx Educational Opportunity Center, Bronx, NY: September 1994-August 1997. Responsible for all aspects of a PreK-Kindergarten of 25 children: planned curriculum, supervised assistant teachers, social service trainees, and volunteers.

Business Forms and Systems Integration Account Representative - The Standard Register Company, Dayton, OH. Sold all types of business forms after analyzing paperwork and computer systems to streamline productivity and reduce costs.

PUBLICATIONS

“Does the Use of Multimedia Technology in the Classroom Improve Teaching?” *Journal of NYACTE*, Volume 15, Spring 1999: 43-49.

Laura Kent

Certifications / Education	Colorado Teaching License: Elementary Education, Special Education Generalist
	UMass Lowell , Lowell, MA Behavioral Intervention in Autism Certificate GPA: 3.93
	Long Island University , Brooklyn, NY M.S.Ed Degree in T.E.S.O.L., September, 2006 GPA: 3.58
	Columbia University , New York, NY B.A. Degree in East Asian Studies, May 2004 GPA: 3.48
Professional Experience	Consultant , Janice Meyers Educational Consulting LLC, Cary NC, June 2010-Present <ul style="list-style-type: none">• Developed customized e-rate professional development materials for district staff and charter school networks, resulting in increased funding and compliance with program rules• Collaborated with district leadership teams to design and implement comprehensive technology plans, leading to improved technology infrastructure, increased teacher effectiveness, and enhanced student learning outcomes• Designed rubrics to evaluate the effectiveness of e-rate professional development
	1st Grade Classroom Teacher , Castro Elementary School, Denver CO, August 2022-present <ul style="list-style-type: none">• Implemented evidence-based reading instruction techniques grounded in the Science of Reading, resulting in significant improvement in students' reading proficiency levels• Fostered a positive and inclusive classroom environment that encouraged student growth and engagement
	Multi-Intensive Class Teacher , Hill Campus of Arts and Science, Denver CO, August 2019-May 2022 <ul style="list-style-type: none">• Taught academic, life, and social skills through direct instruction, incidental teaching, and discrete trial training• Led the IEP team in the creation Functional Behavior Assessments• Authored more than 15 successful grant applications and received over \$5000 worth of materials, including books to diversify classroom library and instructional resources
	1 and 2nd Grade Classroom Teacher , Barnum Elementary School, Denver CO, August 2017-May 2019 <ul style="list-style-type: none">• Utilized backwards design to plan standards-based lessons and data-driven intervention groups• Integrated technology and encouraged student self-monitoring through the use of student driven digital portfolio
	Mild/Moderate Special Education Teacher , Parr/Fremont Elementary Schools, Arvada CO, Aug. 2015-May 2016 <ul style="list-style-type: none">• Delivered multi-sensory literacy and math interventions to groups of struggling students• Provided specifically designed instruction based on the common core and created a positive learning environment for students with Autism, Developmental Delays, Emotional and Learning Disabilities
	Special Education Teacher , Melrose Public Schools, Melrose MA, August 2009-August 2014 <ul style="list-style-type: none">• Trained special and general education teachers and paraprofessionals in multiple areas (including the use of technology for behavior data collection, PBIS, implementation of BIP's and Curriculum Based Measurement)• Assumed leadership roles within the school: managed special education calendar, organized testing/intervention materials, served on district Technology Leadership Team, piloted Math Expressions Curriculum and managed cases on the Instructional Support Team• Mentored new teachers and provided instructional and behavior management support and coaching
	Kindergarten Sheltered English Immersion Classroom Teacher , Ralph Waldo Emerson Elementary, Boston, MA, September 2007 – June 2009 <ul style="list-style-type: none">• Provided literacy, math and ELD instruction to kindergarten class consisting entirely of ELL's• Supported teachers as the school math facilitator and ran monthly Math Leadership Team meetings
	2nd Grade Sheltered English Immersion Classroom Teacher , P.S. 127, Queens, NY, Sept. 2004 – June 2007 <ul style="list-style-type: none">• Differentiated instruction and adapted 2nd grade curriculum to meet the needs of 30+ beginning and intermediate English Language Learners in all content areas• Fostered linguistic development through Specially-Designed Academic-Instruction in English using realia, manipulatives, graphic organizers and scaffolds
Skills	<ul style="list-style-type: none">• Bilingual Spanish/English• CPI trained in Nonviolent Crisis Intervention• Significant knowledge of assistive technology, PECS, Smart Boards, iPad/Chromebook integration, Boardmaker, and Member of International Society for Technology Educators

Melissa Clark

C-Level Executive Assistant

CONTACT

melissa@jhmedu.com

EDUCATION

BENTLEY UNIVERSITY
Waltham, MA

Bachelor of Science
Business Management

2000- 2003*

*Double Minor in Information
Design and Corporate
Communication/Marketing*

HONORS

Dean's List
* Graduated early

SOFTWARE

Google Suite
Microsoft Office
Social Media Applications
QuickBooks
Adobe Photoshop

WEB DEVELOPMENT

Shopify
Squarespace
WordPress
Wix
Formsite

OPERATING SYSTEMS

Mac OS
Windows 10
iOS

Janice Meyers Educational Consulting, LLC | Cary, NC

1/14 - Present

Executive Assistant to President/Founder

- File 470, 471, 486 and BEAR report forms using the USAC E-Rate system
- Adhere to strict timing deadlines when filing for E-Rate
- Communicate with telecom/internet vendors regarding BEAR form status
- Follow-up with schools to obtain telecom bills for E-Rate filing in a timely manner
- Create and maintain JHMEDU website and add RFPs as they come in
- Develop and maintain spreadsheets used for file tracking
- Proofread email and paper correspondence
- Enter and track expenses using QuickBooks
- Book travel reservations for President
- Attend annual USAC/E-MPA meetings
- Assist with ad hoc projects as needed

Universal McCann | New York, NY

9/11 – 8/13

Executive Assistant/Personal Assistant to Global Client Business Partner

- Maintained extremely heavy global calendar
- Booked frequent domestic and international travel and made formal itineraries
- Processed all corporate expense reports in timely manner
- Acted as liaison between executives and Global Client Business Partner
- Attended executive meetings – recorded and distributed minutes
- Prepared and quality checked presentation materials for executive meetings
- Developed and maintained database for new hires and promoted employees
- Recruited for and managed administrative team/front desk staff
- Communicated and sustained relationships with clients and VIPs
- Handled extremely confidential information on a frequent basis
- Organized company events while adhering to strict budgets
- Assisted executive team with ad hoc projects
- Assisted with personal tasks and errands as needed

Isaacs and Company, Inc. | New York, NY

9/10 – 9/11

Executive Assistant to President/Founder

- Maintained heavy calendar and scheduling
- Booked travel and make formal itineraries for all President's travel
- Created internal and external correspondence
- Liaised between brokers and President
- Organized and maintained all contracts, files and agreements
- Created, tracked and reconciled expense reports and commission reports
- Scheduled/managed internal and external meetings
- Negotiated contracts with external vendors
- Updated and maintained real estate property database
- Created and edited presentations for meetings

Melissa Clark

melissa@jhmedu.com

DIESEL USA Inc | New York, NY

4/06 – 9/10

Executive Assistant/Personal Assistant to CEO

- Booked travel and made formal itineraries for all CEO's trips – domestic and international
- Maintained heavy calendar including expense reporting
- Traveled with CEO to attend & assist at company events / store openings / parties / red carpet events
- Scheduled/attended all executive meetings: took meeting minutes, organized and distributed to executive team
- Created PowerPoint presentations for CEO's speeches
- Formatted, typed and distributed monthly reports for Headquarters in Italy
- Developed and maintained relationships with industry contacts and VIP clientele
- Tracked executive committee attendance in database
- Planned and managed Diesel holiday party as well as company activity day
- Liaised between all executive committee in US and Italy
- Planned and managed semi-annual Retail Forum and Test Patrol events in USA.
- Created and maintained PowerPoint library of all executive presentations
- Set up conference rooms prior to meetings
- Casted and styled models for market in showroom and runway fashion shows
- Assisted with entire office building move
- Managed office services/travel coordinator and receptionist
- Negotiated contracts with office supply / car / travel / phone / printed material vendors
- Spoke on CEO's behalf at new hire orientations
- Held weekly status meetings with direct reports
- Wrote / delivered performance/pay reviews for direct reports
- Performed interviews for other assistants being hired in other departments
- Coordinated office requests with building management and procurement
- Managed teams for event projects
- Tracked and managed departmental budget
- Assisted CEO with personal matters as needed

ESTÉE LAUDER COMPANIES INC. | New York, NY

4/04 – 4/06

Assistant to Clinique Global Product Development Team

- Assisted Senior Vice President and team by performing general administrative tasks
- Maintained heavy calendar for SVP
- Processed expense reports
- Researched and analyzed global trends
- Booked international and domestic travel
- Selected panels and conduct tests for new products
- Responsible for organizing and preparing visual presentations for internal and external meetings
- Participated in decision making process of future products
- Prepared and maintained competitive product databases
- Analyzed ingredients and formulas in new products and report to R&D
- Created standard and competitive boards for new and existing product launches
- Tracked competition and beauty trends for future product launches
- Tested and analyzed products