



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

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 03

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1181103

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0402

Vendor ID: 000000102750

SO Doc ID: EDD2300000001

Legal Name: TEL LOGIC INC

Published Date: 3/1/23

Alias/DBA:

Close Date: 3/8/23

Total Bid: \$279,833.72

Close Time: 13:30

Response Date: 03/08/2023

Status: Closed

Response Time: 11:02

Solicitation Description: E-Rate Training and Advisory Services

Responded By User ID: TelLogic

Total of Header Attachments: 3

First Name: Winston

Total of All Attachments: 3

Last Name: Himsworth

Email: whimsworth@centraled.com

Phone: 5168017801



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 ESR03022300000004029	1

VENDOR
 000000102750
 TEL LOGIC INC

Solicitation Number: CRFQ 0402 EDD2300000001
Total Bid: 279833.7199999999720603227615 **Response Date:** 2023-03-08 **Response Time:** 11:02:02
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	10416.670000	125000.04

Comm Code	Manufacturer	Specification	Model #
80101508			

Commodity Line Comments: The fees quoted in Line Numbers 1, 2, and 3 are flat rate, monthly fees for providing the services requested in this RFQ.
Due to rounding issues, the unit pricing resulted in a higher amount than the bid. \$125,000.00 total for the year should be the Total Amount.

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	6597.220000	79166.64

Comm Code	Manufacturer	Specification	Model #
80101508			

Commodity Line Comments: The fees quoted in Line Numbers 1, 2, and 3 are flat rate, monthly fees for providing the services requested in this RFQ.
Due to rounding issues, the unit pricing resulted in a higher amount than the bid. \$79,166.67 total for the year should be the Total Amount.

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	4166.670000	50000.04

Comm Code	Manufacturer	Specification	Model #
80101508			

Commodity Line Comments: The fees quoted in Line Numbers 1, 2, and 3 are flat rate, monthly fees for providing the services requested in this RFQ.
Due to rounding issues, the unit pricing resulted in a higher amount than the bid. \$50,000.00 total for the year should be the Total Amount.

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	5000.000000	5000.00

Comm Code	Manufacturer	Specification	Model #
80101508			

Commodity Line Comments:

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	3000.000000	3000.00

Comm Code	Manufacturer	Specification	Model #
80101508			

Commodity Line Comments:

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	1000.000000	1000.00

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	166.670000	16667.00

Comm Code	Manufacturer	Specification	Model #
80101508			

Commodity Line Comments: \$166.67/hour

Extended Description:

Additional hours per 4.1.1.4.8 is specifications.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 200 Jefferson Park Whippany NJ 07981 License#: BR-724491 TELL NC-01	CONTACT NAME _____ PHONE (A/C, No, Ext) _____ FAX (A/C, No) 973-921-2876 E-MAIL ADDRESS Select_certificates@ajg.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Tel/Logic Inc. D/B/A CentralEd, E-Rate Central, and Textbook Central 400 Post Avenue Suite 410 Westbury NY 11590-2291	INSURER A Travelers Casualty Insurance Co of America NAIC # 19046	
	INSURER B Travelers Indemnity Company NAIC # 25658	
	INSURER C Beazley Insurance Company, Inc. NAIC # 37540	
	INSURER D NAIC #	
	INSURER E NAIC #	
	INSURER F NAIC #	

COVERAGES **CERTIFICATE NUMBER:** 894344685 **REVISION NUMBER:**

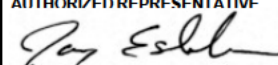
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE L MIT APPL ES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	Y		6801720C823	11/8/2022	11/8/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6801720C823	11/8/2022	11/8/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP2270Y616	11/8/2022	11/8/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACC DENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Professional Liability-Cyber Liability			V26F00220401	5/6/2022	5/6/2023	Professional/Cyber Limit/Aggregate Retention \$2,000,000 \$2,000,000 \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as Additional Insured (Contractors) with respects to the General Liability as PER FORM CG D1 05 04/94 when required by written contract BUT ONLY AS RESPECTS TO WORK PERFORMED: CONSULTING SERVICES E-RATE APPLICATION PROCESSES. RE: BID # RFB-17-021 E-RATE APPLICATION PROCESSING AND CONSULTING SERVICES FOR BOCES AND SCHOOL DISTRICTS. RE: 400 POST AVE. REALTY, VALLEY EAST BUILDING MANAGEMENT 400 Post Ave, Realty LLC and Valley East Building Management are included as Additional Insureds as respects General Liability policy, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

CERTIFICATE HOLDER **CANCELLATION**

EVIDENCE OF INSURANCE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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E-RATE TRAINING & ADVISORY SERVICES

Response to Request for Quotation
CRFQ 0402 EDD2300000001-2

Buyer: Josh Hager
Bid Opening: 3/8/2023
1:30 pm

**REQUEST FOR QUOTATION
E-Rate Training & Advisory Services**

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Julia Legg, Account Manager

(Address) 400 Post Avenue, #410, Westbury, NY 11590

(Phone Number) / (Fax Number) 516-801-7881 (phone) / 516-801-7810 (fax)

(Email address) jlegg@e-ratecentral.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

E-Rate Central, dba. Tel/Logic

(Company)

Andrew Easley

Digitally signed by Andrew Easley
DN: c=US, cn=Andrew Easley, e=aeasley@e-ratecentral.com
Reason: I agree to the terms defined by the placement of my
signature in this document
Location: your signing location here
Date: 2023.03.07 17:59:47-05'00'
Foxit PDF Editor Version 11.2.4

(Signature of Authorized Representative)

Andrew Easley

(Printed Name and Title of Authorized Representative) (Date)

516-801-7821 (phone) 516-801-7810 (fax)

(Phone Number) (Fax Number)

aeasley@e-ratecentral.com

(Email Address)

**REQUEST FOR QUOTATION
E-Rate Training & Advisory Services**

**ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:**

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.

E-Rate Central, dba Tel/Logic

Company

Andrew Eisle

Digitally signed by Andrew Eisle
DN: CN=US, CH=Andrew Eisle, E=aeisle@e-ratecentral.com
Reason: I agree to the terms defined by the placement of my
signature in this document
Location: your e-signing area here
Date: 2023.03.07 18:00:20-0500
Print PDF Editor Version: 11.2

Authorized Signature

March 7, 2023

Date

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

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, 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.

RESPONSE: E-Rate Central employs more state-level E-rate Coordinators than any other E-rate consulting organization. We are the State Coordinators for New York, New Mexico, Louisiana, Michigan, North Carolina, and Nevada.

Andrew Eisley has provided state coordination support for the New Mexico Public Education Department since 2016 and Melinda VanPatten has provided support to the Michigan Office of Data and Information Management since 2020.

We also employ former State E-rate Coordinators, including Julia Legg, former WV State E-rate Coordinator who was in the role for 17.5 years.

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

RESPONSE:

Library of Virginia

Cynthia Church

Phone: 804-692-3773

E-mail: cindy.church@lva.virginia.gov

New Mexico Public Education Department

Ovidiu Viorica, Broadband Manager

Phone 505-843-6272, Ext. 1027

E-mail: oviorica@nmepsfa.org

Michigan Office of Data and Information Management

Joe Polasek, E-rate Specialist

Phone: 517-335-1291

E-mail: polasekj3@michigan.gov

**REQUEST FOR QUOTATION
E-Rate Training & Advisory Services**

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

RESPONSE: E-Rate Central offers a deep bench of expertise that expands its value far beyond staff dedicated to this project. Below you will find an organization chart, showing the structure of the team, who act as resources to the key personnel involved, along with the key personnel to be assigned to the project.

Below is a current Tel/Logic Inc. dba E-Rate Central organizational chart as of August 1, 2022:

Te/Logic Inc. dba CentralEd	
Win Hinsworth	
Brett Hinsworth	

E-Rate Central	
Director - Andrew Eisley, CEMP	
Director - Melinda Van Patten, CEMP	

E-Rate Staff	
Alex Majewski	Kennedy Nail
Alicia King, CEMP	Kerri Dillon, CEMP
Andrew Epting	Kiel Lewis
Ashley Brown, CEMP	Laura Ciminera
Brandi Crubaugh, CEMP	Lorraine Giordano
Carl Parker	Lyell Walker
Caroline Wolf, CEMP	Melissa Zaruba, CEMP
Cheryl Miller	Mike Ocampo
Diana Zarillo	Pamela Tyler
Eric Silverstein	Pattie Hannahoe
Ginnie Harwood, CEMP	Patty Hollingsworth, CEMP
Jennifer Williams, CEMP	Shaneka Bratton, CEMP
Julia Legg	Stephanie Ratliff
Kelly Burch	

Application Development/IT
Director - Charles Thacker
Bill Weippert
Michael Ginzburg
Stephanie Murphy
Kathy Mackenzie

Textbook Central
Bruce Conlin
Amber Conlin
Keith Helmers

CIPA Specialist
Christine Hoyler, M.Ed.

Procurement Specialist
Julianne Hinsworth, Ed.D

Project Manager and Project Personnel

Our employees have professional backgrounds that include state E-rate coordination, school district administration, library administration, telecommunications, and senior administrative leadership at USAC/SLD.

Julia Legg, Senior E-rate Consultant – Proposed Contract Representative

Before joining E-Rate Central, Ms. Legg worked for the West Virginia Department of Education where she served as the State E-rate Coordinator for seventeen and a half years. She has a master’s degree in Curriculum and Instruction with a focus on Education Technology Leadership from Salem International University, a master’s level certification in Educational Administration Leadership from West Virginia State University, and a Course Certificate in the Fundamentals of Project Management and Planning from the University of Virginia Darden School of Business.

In her time as State E-Rate Coordinator, Ms. Legg was responsible for developing, planning and executing the procurement process for two multi-million-dollar contracts; the first for Category 1 Internet access service for all schools in the state, and the second for Category 2 networking and enterprise equipment. She was responsible in securing over \$146 million in Category 2 funding for WV K12 entities and was the nation’s only statewide Category 2 consortium applicant.

REQUEST FOR QUOTATION
E-Rate Training & Advisory Services

Melinda Van Patten, CEMP, Director of E-rate Services

Melinda Van Patten has worked in the E-rate program providing applicant consulting services since 2006. Ms. Van Patten has worked on statewide E-rate projects in collaboration with the Nevada Governor's Office of Science, Innovation, and Technology (OSIT), the Nevada State Library and Archives, the Texas State Library and Archives Commission (TSLAC), the Oklahoma State Library, the Library of Virginia, and the Michigan Statewide Educational Network (MISEN). She has extensive experience working in the State of Nevada and has been a component to the success of nearly 25 E-rate special construction projects for new fiber deployment for applicants since 2018. She is a current member of the OSIT State Broadband Team, is the current Nevada State E-rate Coordinator, and spends one week each month in-state meeting with broadband stakeholders. She earned her Certified E-rate Management Professional designation, (CEMP), in 2011, and is a current member of the E-rate Management Professionals Association (E-MPA®) where she served as President from 2015-2018. She is also a member of the State E-rate Coordinators' Alliance (SECA).

Andrew Easley, CEMP, Senior Director of E-rate Consulting Services

Andrew Easley joined E-Rate Central after 11 years with the Schools and Libraries Division of USAC. He oversees the day-to-day operations at E-Rate Central. His positions at the SLD included Program Compliance Appeals Auditor (1999 through 2002), Manager of Processes and Procedures (2002 through 2003), Senior Manager Post-Commitment Operations (3rd ranked at the SLD; 2003 through 2010). He was the Vice-President of the E-Rate Management Professionals Association (E-MPA®) and was a principal author of the Certified E-Rate Management Professionals Exam. He is also a member of the State E-rate Coordinators' Alliance (SECA).

Charles Thacker, Director of Information Technology

Charles Thacker is E-Rate Central's Director of IT. Before joining E-Rate Central, he worked at Farmington Municipal Schools for 25 years, retiring as their Executive Director of Technology. He oversaw a 30-member technology team with an annual budget of \$3.2 million. His fortes include negotiation of cost saving contracts with multiple vendors and developing cooperative relationships to ensure sustained equipment and labor at reasonable prices. Charles developed and implemented a new fiber wide area network that will deliver a 100% return on investment in five years, \$200k per year in reduced operating costs and 20-30 years of improved service. With Charles at the helm, Farmington Municipal Schools procured more than \$4.7 million in federal funding for technology infrastructure at school and district levels.

**REQUEST FOR QUOTATION
E-Rate Training & Advisory Services**

Following are the resumes for three key individuals who will support the WV State E-rate Coordinator: Julia Legg, M.Ed.ETL/EIL, Andrew Eisley, CEMP and Melinda Van Patten, CEMP.

JULIA LEGG

jlegg@e-ratecentral.com
www.e-ratecentral.com

Experienced State E-rate Coordinator with a demonstrated history of working in the education management industry. Skilled in Technology, Procurement, Administration, Technology Planning, and delivery of state, national-level, and 1:1 Professional Development.

SKILLS

State and National resource to SETDA, WVDE, and K-12 schools for:

- E-rate application processes and compliances
- RFP-RFQ, Competitive Bidding compliance
- Broadband, Telecommunications, and Local Area Network Planning
- Children's Internet Protection Act (CIPA)
- Technology Planning
- Professional Development

EDUCATION

CURRICULUM AND INSTRUCTION

Bachelor of Arts, English Education & School Library Media
Fairmont State College | 1990 - 1995

INSTRUCTIONAL TECHNOLOGY LEADERSHIP

Masters, Curriculum and Technology Leadership
Salem International University | 2004-2005

EDUCATION INSTRUCTIONAL LEADERSHIP

Certification, Superintendent, Coordinator, Principalship
WV State University | 2016-2017

FUNDAMENTALS OF PROJECT PLANNING AND MANAGEMENT Certificate

University of Virginia Darden School of Business | 2021

EXPERIENCE

ACCOUNT MANAGER

E-Rate Central 2022-Present

- Prepare all necessary applicant forms (Forms 470, 471, 472, 486, and 500) and special requests (SPIN changes, service substitution requests, appeals, etc.).
- Acts as the contact person for forms and coordinate responses to any inquiries from the SLD.

STATE E-RATE AND INSTRUCTIONAL TECHNOLOGY COORDINATOR

WV Department of Education 2005-2022

- E-rate application processes and compliances
- Procurement of C1 and C2 contracts
- Broadband, Telecommunications, and Local Area Network Planning
- Technology Planning
- Professional Development

ORGANIZATIONS

E-RATE MANAGEMENT PROFESSIONALS ASSOCIATION

Member 2022-Present

SCHOOLS, HEALTHCARE, LIBRARIES BROADBAND COALITION

Member, E-rate Group Co-Chair | 2022-Present

REQUEST FOR QUOTATION
E-Rate Training & Advisory Services

aeisley@e-ratecentral.com
www.e-ratecentral.com

ANDREW EISLEY

EXPERIENCE

COMPLIANCE OFFICER

E-Rate Central 2010-Present

- Responsible for implementing and monitoring all facets of the E-rate compliance program for all of E-Rate Central's clients.
- Prepare and file all E-rate related forms and documentation.
- Research E-rate substantive and procedural law, regulations, and interpretations.
- Represent school districts during Selective Reviews, Site Visits, Audits, and other inquiries by the FCC, USAC, and SLD.
- Expertise with the government's policies, procedures, and strategy relating to compliance

SENIOR MANAGER, POST COMMITMENT-OPERATIONS, WASHINGTON, DC

Universal Services Administrative Company, Schools & Libraries Division 2003-2010

- Oversaw the day to day operations and management of the Appeals Process, Commitment Adjustment (COMAD) Process, and Audit Response Process.
- Responsible for resolving challenging compliance issues stemming from Beneficiary audits.
- Worked closely with the FCC to ensure USAC was administering the Schools and Libraries Program in accordance with FCC rules.
- Oversaw the SLD Budget, Threshold Analysis, and Demand Projections. Each required approval of the SLD subcommittee of the USAC Board of Directors and the FCC

MANAGER. PROCESS AND PROCEDURES. WHIPPANY, NJ

Universal Services Administrative Company, Schools & Libraries Division 2002-2003

- Responsible for ensuring the Program Integrity Assurance (PIA) procedures used by over 200 PIA Auditors complied with program rules.
- Spearheaded effort to streamline PIA reviews and reduce application time response.

PROGRAM COMPLIANCE APPEALS AUDITOR, WHIPPANY, NJ

Universal Services Administrative Company, Schools & Libraries Division 1999-2002

- Processed E-rate appeals to ensure compliance with FCC Rules and USAC Procedures.
- Responsible for contacting applicants to obtain information needed to render appeal decisions.
- Oversaw the processing of FCC Remands, which required a detailed understanding of both FCC Rules and USAC procedures.

ORGANIZATIONS

E-RATE MANAGEMENT PROFESSIONALS ASSOCIATION

Certified E-rate Management Professional (CEMP) 2012-Present

SCHOOLS, HEALTHCARE, LIBRARIES BROADBAND COALITION

Member

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mvanpatten@e-ratecentral.com
www.e-ratecentral.com

MELINDA VAN PATTEN

Certified E-rate Management Professional with extensive experience in comprehensive applicant account management and a solid understanding of program rules and procedures.

SKILLS

- Account management
- Web-based reporting tools
- Operations analysis
- Staff development
- Needs assessments
- Event management

EXPERIENCE

DIRECTOR

E-Rate Central 2016-Present

- Organizing and overseeing the daily operations of the North Carolina Office
- Team coordination, procedures management, mentoring administrative staff
- Applicant account management, working closely with clients to navigate the E-rate application process from planning and procurement through invoicing
- Assigning tasks to associates, staffing projects, tracking progress, updating managers and clients, as necessary
- Thorough knowledge of all company and E-rate processes, rules, and procedures

CONSULTANT

Kellogg & Sovereign Consulting, LLC 2006-2016

- Organizing and overseeing the daily operations of the company, coordinating and managing procedures
- Coaching administrative and professional staff
- Thorough knowledge of all company and E-rate processes, rules, and procedures
- Safeguard and augment the efficiency of company operations to facilitate accelerating development and long-term success
- Assigning tasks to associates, staffing projects, tracking progress, updating managers and clients, as necessary
- Implemented client and service provider training events and materials, as well as managing the company's online web presence

BRANCH OFFICE ADMINISTRATOR

Gaddis & Gaddis Wealth Management 2003-2006

- Management of the front office of a busy investment firm
- Addressing client needs, communicating with investment companies and completing necessary paperwork
- Implemented a marketing plan to include developing and distribution of a monthly client newsletter, press releases, and rebranding the firm through a name change

ORGANIZATIONS

E-RATE MANAGEMENT PROFESSIONALS ASSOCIATION

Certified E-rate Management Professional (CEMP) 2011-Present
President 2015

SCHOOLS, HEALTHCARE, LIBRARIES BROADBAND COALITION

Member

ADA AREA CHAMBER OF COMMERCE

Board Member 2015-2016

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

RESPONSE: E-Rate Central is a founding member of E-MPA®, have had six staff serve on its Executive Board including its current President, and 14 certified staff members (staff with Certified E-rate Management Professional (CEMP) designation).



Kerri Dillon, CEMP
President
presidentempaboard@gmail.com

October 20, 2022

To Whom it May Concern:

Please accept this letter as confirmation that the following E-Rate Central employees are Certified E-Rate Management Professionals (CEMPs) in good standing with the E-Rate Management Professionals Association (E-mpa).

Name	Certification Date
Melinda A. Van Patten	9/27/2011
Andrew G. Easley	5/18/2012
Caroline D. Wolf	10/2/2012
Alicia King	11/16/2017
Shaneka Bratton	11/16/2017
Melissa Zaruba	6/21/2018
Kerri Dillon	7/26/2019
Ashley Brown	7/16/2020
Ginnie Harwood	7/16/2020
Jennifer Williams	7/16/2020
Brandi Crubaugh	10/22/2021
Patty Hollingsworth	10/22/2021

Sincerely,

Kerri Dillon

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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.

Response: E-Rate Central agrees and will comply.

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:

Response: E-Rate Central agrees and will comply.

4.1.2.1.1 Assistance in navigating the USAC website and EPC system.

Response: E-Rate Central agrees and will comply.

4.1.2.1.2 Assistance in the review, filing, audit, and appeals related to the USAC.

Response: E-Rate Central agrees and will comply.

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).

Response: E-Rate Central agrees and will comply.

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

Response: E-Rate Central agrees and will comply.

4.1.2.15 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.

Response: E-Rate Central agrees and will comply.

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

Response: E-Rate Central agrees and will comply.

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

Response: E-Rate Central agrees and will comply.

4.1.2.18 Assistance in the coordination of WV specific E-rate and ECF issues among other state E-rate Coordinators and USAC.

Response: E-Rate Central agrees and will comply.

In order to provide the most value to the state under this agreement, E-Rate Central, specifically Julia Legg, will help represent the state's interest in the State E-rate Coordinators' Alliance (SECA). Please note that our representation in SECA will not preclude anyone else from WVDE also participating in SECA. Rather, our participation in SECA will augment the participation from WVDE that already occurs. We believe participation in SECA will best allow E-Rate Central to fulfill the requirements under this RFP.

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

Response: E-Rate Central agrees and will comply.

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4.1.2.1.10 Assistance with the coordination of documents required for filing the State Internet Access E-rate application.

Response: E-Rate Central agrees and will comply.

4.1.2.1.11 Assistance with the review of all documents prior to submission by the WV State E-rate Coordinator to USAC or to the vendor(s).

Response: E-Rate Central agrees and will comply.

4.1.2.1.12 Assistance with E-rate and ECF audits.

Response: E-Rate Central agrees and will comply.

4.1.2.1.13 Assistance with PIA application review

Response: E-Rate Central agrees and will comply.

4.1.2.1.14 Assistance with CIPA Compliance

Response: E-Rate Central agrees and will comply.

4.1.2.1.15 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).

Response: E-Rate Central agrees and will comply.

4.1.2.1.16 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.

Response: E-Rate Central agrees and will comply.

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

Response: E-Rate Central agrees and will comply.

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

Response: E-Rate Central agrees and will comply.

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).

Response: E-Rate Central agrees and will comply.

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

Response: E-Rate Central agrees and will comply.

4.1.2.4.3 Provide guidance for items to include/discuss.

Response: E-Rate Central agrees and will comply.

4.1.2.4.4 Provide assistance with preparing and reviewing materials and documents.

Response: E-Rate Central agrees and will comply.

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

Response: E-Rate Central agrees and will comply.

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.

Response: E-Rate Central agrees and will comply.

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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.

Response: E-Rate Central agrees and will comply.

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.

Response: As requested, E-Rate Central has provided an hourly rate for additional work requested under the agreement. That said, E-Rate Central bid a flat-rate price for this contract and would only ask to leverage the hourly rate if there was a significant increase in scope that would result in a material change in the number of hours required to complete the work.

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.

Response: E-Rate Central agrees and will comply.

5.2 Pricing Page: Vendor should complete all commodity lines in wvoasis by entering the monthly charge per year and price per meeting. 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.

Response: E-Rate Central agrees and will comply.

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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.

Response: E-Rate Central agrees and will comply.

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.

Response: E-Rate Central agrees and will comply.

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.

Response: E-Rate Central agrees and will comply.

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.

Response: E-Rate Central agrees and will comply.

- 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.

Response: E-Rate Central agrees and will comply.

- 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

Response: E-Rate Central agrees and will comply.

- 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

Response: E-Rate Central agrees and will comply.

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9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

Response: E-Rate Central agrees and will comply.

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.

Response: E-Rate Central agrees and will comply.

10.1.2. Failure to comply with other specifications and requirements contained herein.

Response: E-Rate Central agrees and will comply.

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

Response: E-Rate Central agrees and will comply.

10.1.4. Failure to remedy deficient performance upon request.

Response: E-Rate Central agrees and will comply.

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

10.2.1. Immediate cancellation of the Contract.

Response: E-Rate Central agrees and will comply.

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

Response: E-Rate Central agrees and will comply.

10.2.3. Any other remedies available in law or equity.

Response: E-Rate Central agrees and will comply.

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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: Julianne Himsworth
Telephone Number: 516-801-7885
Fax Number: 516-801-7895
Email Address: jhimsworth@e-ratecentral.com

Pricing Response

Line Number	Commodity Description	Quantity	Unit of Measure/Per Month	Monthly	Cost
1	Year 1 -E-Rate and ECF Training & Advisory Service 750 Hours Per Year - Annual Rate Billed Monthly	12	Months	\$10,416.67	\$125,000.00
2	Year 2 -E-Rate and ECF Training & Advisory Services 475 Hours Per Year - Annual Rate Billed Monthly	12	Months	\$6,597.22	\$79,166.67
3	Year 3 -E-Rate and ECF Training & Advisory Services 300 Hours Per Year - Annual Rate Billed Monthly	12	Months	\$4,166.67	\$50,000.00
4	Face To Face (FTF) Fall Two (2) Day Training	1	Each	\$5,000.00	\$5,000.00
5	Virtual Fall Two (2) Day Training	1	Each	\$3,000.00	\$3,000.00
6	Half-Day Virtual Training (Per Training Meeting)	1	Each	\$1,000.00	\$1,000.00
7	Additional hours per 4.1.1.4.8 is specifications.	100	Each	\$166.67/hr	Maximum \$16,667

The fees quoted in Line Numbers 1, 2, and 3 are flat rate fees for providing the services requested in this RFQ.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 200 Jefferson Park Whippany NJ 07981 License#: BR-724491 TELL NC-01	CONTACT NAME _____ PHONE (A/C, No, Ext) _____ E-MAIL ADDRESS Select_certificates@ajg.com	FAX (A/C, No) 973-921-2876
	INSURER(S) AFFORDING COVERAGE	
	INSURER A Travelers Casualty Insurance Co of America	NAIC # 19046
	INSURER B Travelers Indemnity Company	25658
	INSURER C Beazley Insurance Company, Inc.	37540
	INSURER D	
	INSURER E	
	INSURER F	

COVERAGES **CERTIFICATE NUMBER:** 894344685 **REVISION NUMBER:**

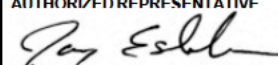
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE L MIT APPL ES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	Y		6801720C823	11/8/2022	11/8/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6801720C823	11/8/2022	11/8/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP2270Y616	11/8/2022	11/8/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACC DENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Professional Liability-Cyber Liability			V26F00220401	5/6/2022	5/6/2023	Professional/Cyber Limit/Aggregate Retention \$2,000,000 \$2,000,000 \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as Additional Insured (Contractors) with respects to the General Liability as PER FORM CG D1 05 04/94 when required by written contract BUT ONLY AS RESPECTS TO WORK PERFORMED: CONSULTING SERVICES E-RATE APPLICATION PROCESSES. RE: BID # RFB-17-021 E-RATE APPLICATION PROCESSING AND CONSULTING SERVICES FOR BOCES AND SCHOOL DISTRICTS. RE: 400 POST AVE. REALTY, VALLEY EAST BUILDING MANAGEMENT 400 Post Ave, Realty LLC and Valley East Building Management are included as Additional Insureds as respects General Liability policy, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

CERTIFICATE HOLDER **CANCELLATION**

EVIDENCE OF INSURANCE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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Pricing Response

Line Number	Commodity Description	Quantity	Unit of Measure/Per Month	Monthly	Cost
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