

PLANNING SERVICES

E Rate/Tech Funding

PURPOSE

Intelagent Resources is focused on helping you maximize your funding potential through the Federal E-Rate program and other technology grant sources.

TECHNOLOGY PLANNING

- Identification and coordination of a Technology Plan steering committee to define all stakeholders input and needs
- Analysis of identified current status, issues, requirements and desirables
- Recommendations of possible solutions
- Preliminary review of possible E-Rate leveraging
- Construct and/or review technology plan for compliance with E-Rate requirements
- Plan implementation management; ranges from initiating individual projects through generating vendor relations and constructing services/equipment RFP's
- Customized staff training on using networks and technology

E-RATE CONSULTING

- Discovery process with diversified stakeholders to evaluate needs and construct E-Rate strategy
- Assist with preparation/alignment of your technology plan with E-Rate strategy.
- Review your compliance with SLD requirements including CIPA (Children's Internet Protection Act).
- Assist in development of your Request for Proposal (RFP) for services eligible for E-Rate discount or leveraging of E-Rate eligible contracts
- Prepare and submit your Form 470-Description of Services Requested
- Coordinate the posting of bids and corresponding proposals from respondents and provide school/library administrators with a bid summary report which will provide comparison information for use in the decision making process.
- Construct Notification of Award letters/contracts and coordinate required signature processes
- Assist with discount percentage determination including alternative discount mechanisms.
- Prepare and submit your Form 471-Services Ordered and generate all required Item 21 attachments
- Ensure Forms 470 and 471 are properly submitted within filing window and certified.
- Review Receipt Acknowledgement Letter for accuracy and submit corrections to SLD as needed.
- Communicate with SLD Program Integrity Assurance personnel as needed to ensure reviewers receive an accurate and timely response.
- Review Funding Commitment Decision Letter (FCDL) for accuracy. Prepare and submit appeal letters if needed.
- Prepare and submit Forms 486, 472 and 500 as necessary for collection of E-Rate discounts on behalf of the applicant (school or library).
- Prepare and submit appeal letters, Service Provider Identification Number (SPIN) change requests, service substitutions, change of invoicing mode, contact change letters, and other requests as needed to maximize your E-Rate discounts.
- Provide full documentation and summary report for client's E-Rate process

Contact:

Remy Bibaud

Phone: 412.563.8043

E-mail: remy@intelagentresources.com

