

Questions Log: PIA Process

Q: Is there a current ESL yet?

A: No, it is still a draft copy at this time.

Q: Do contracts need to be signed by the district, the vendor, or both?]

A: Great question. Contracts must be signed by you by allowable contract date before 471 filed. Two years ago controversy of two dates two signatures. Bishop Perry took care of that and the important sign is yours. The contract they provide is an implied contract. Your (LEA) signature is the most important

Q: Is it necessary to have multiple evaluators?

A: No, it is not mandatory to have more than one evaluator. It is good to have more than one. Seen in past that a lot of times one person could be influenced by a vendor; if you have more folks it takes that influence out of equation.

Q: Is it OK to ask vendors to put in an E-rate bid or a quote?

A: Absolutely! Some districts create a listserv to announce to vendors that they have posted a Form 470.

Q: Back to the evaluation forms for a second... Is it an SLD rule to have them signed and dated, or is it a best practice to have them signed and dated? Just need a little clarification. Thank you

A: Great question. Not an SLD mandate that have the form signed and dated. The rule is that you must be able to prove that the evaluation took place between to Award Contract Date (ACD) and the Form 471 being filed. If you have multiple reviewers and get a PIA question about the evaluation then how do you prove if the form not dated and signed; so yes, a best practice.

Q: Some schools do not have NSLP numbers on the files on your website. Can we leave those schools out of the discount calculation?

A: Absolutely not. If a school is not listed in Block 4, they cannot receive a E-Rate discounted service. You must have NSLP for every school. If a NIF, you would use the district average. If a NIF with a classroom, use the survey.

Q: Is it still OK to cherry-pick your discount rate for each school from last-years data on your web site vs. this years data?

A: Yes ,you can cherry pick school to school; once school starts you can use current on one school and from the website for another school. Be aware: If do not use what is on TPESC website may get a PIA question and have to provide the method you used; so keep all documentation.

Q: What about if the schools are not receiving services but would normally be included when figuring out a non-matrix discount?

A: If a shared service, they should be listed in Worksheet A of Block 4. If site specific, just list the entity number for that school.

Q: How specific do you have to be in the ePlan budget for the items on E-rate Form 471? Do you have to include wording like DHCP servers, email servers, etc.?

A: Be specific enough to state you are going to do infrastructure. Be very clear what schools are getting an upgrade or if the entire district is getting an upgrade. Put a laundry list of items needed, using vague language.

Q: Is the funding source listed on the ePlan budget page that has the 3 year summary sufficient?

A: Yes, I think it is. When you have multiyear plan move from year to year make sure that if something changed you adjust appropriately. Thanks.

Q: I haven't been including POTS, cell phones, and long distance in the Technology Plan, and this money is not in the Tech Plan budget. Should it be?

A: Absolutely, it should be. Everything you buy should be included in your tech plan. The Form 470 should reflect your Tech Plan.