



Learningtech.org[®]

The Miller Institute for Learning with Technology

E-Rate FY2018 PLANNING RECAP

Campbell Union School District (BEN: 144274)

As of 1/16/2018

FY2018 PLANNING RECAP

This FY2018 PLANNING RECAP summarizes our planning meeting held on 10/31/2017, and any follow-up conversations/emails. It recaps background information (to be carried forward into the RFP) and your answers to the FY2018 planning questions, which formulate the E-Rate actions to be taken.

Background / Situation Assessment

Please reference most recent Executive Summary for information about:

- Upcoming Client Actions
- Highlights for FY2015, FY2016, FY2017
- Background / Situation Assessment
 - General Description of Applicant
 - Expected Discounts
 - Schools or Sites
 - Network Topology
 - E-Rate Productivity Center [EPC] Portal
 - Category 2 Pre-discount 5-Year Budget history
- Funding Year Details for FY2015, FY2016, FY2017
 - Pending Actions on prior year applications and funding requests
- E-Rate Cycle.

^{DS}
A blue signature box containing the initials "J.C." and a small "DS" in the top right corner.

I have reviewed the most recent E-Rate Executive Summary and confirmed all information is accurate, including addresses of all sites.

Current E-Rate Services

Contracted E-Rate services will/might continue into FY2018. Month-to-month services and one-time/non-recurring Category 2 products/services cannot continue into FY2018. Services with **Contract Expiration Date [CED] prior to 6/30/2021** cannot continue without renewal/extension documentation.

Table notations:

- Contract Award Date [CAD] is the date a contract was signed or other documentation established the selection of the vendor (e.g., bid matrix, email).
- Turn Up Date (aka Activation Date) is the date that the service became available for use. Often this is the date from which the contract expiration date is calculated.

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- **For CAD in 2017, please provide current status of implementation.**
- * Indicates Contract Expiration Date [CED] is approximate.
- ++ Indicates CED is confirmed with vendor and documentation is on file.

Category 1, Application #171000492

FRN	Nickname	\$Requested	CAD	Turn up Date	CED*	Implementation & Contract Terms
1799000833	camp_y20_c omcast_telco mm	\$8,413.13	3/14/12	7/1/12	11/30/18 ¹	60-month term from Service Date (activation), with automatic 1-year renewal terms unless terminated 30 days prior to expiration. This service is being replaced by SCCOE provided Internet Access to the district; anticipated activation of the SCCOE service is 3/2018. Termination Charges ² apply; estimated at \$9,347.92 (\$1168.49 x 8)
1799000842	camp_y20_p acbell_wan	\$92,877.19	1/22/13	7/1/13	7/31/18 ³	Vendor confirmed that this service is renewable for FY2018, but bandwidth needs to be increased.

Please provide recent invoice for each service listed above.

Expected Discounts

Based on enrollment of 7,387 students and 2,853 students NSLP eligible (39%), E-Rate discounts for FY2018 will be:

Internet/WAN	Voice	Category 2
60%	0%	60%

¹ From Comcast Phone, LLC General Terms and Conditions (Campbell Union School District [CTF - Intrastate] NSA 031312.pdf), Section 5 - Term: Unless sooner terminated as provided herein, the term of this Agreement shall be for sixty (60) months from the Service Date ("Term"). In the case of multiple Service Dates, the Term shall be sixty (60) months from the last Service Date. Upon the expiration of the Term, this Agreement shall automatically renew for successive periods of one (1) year each ("Renewal Term(s)"), unless prior notice of non-renewal is delivered by either Party to the other at least thirty (30) days before the expiration of the Service Term or the then current Renewal Term.

² From Comcast Phone, LLC General Terms and Conditions (Campbell Union School District [CTF - Intrastate] NSA 031312.pdf), Section 6 – Term without Fault; Default: **6.1** Notwithstanding any other term or provision in this Agreement, Customer shall have the right, in its sole discretion, to terminate this Agreement at any time during the Term, or any Renewal Term, upon (i) sixty (60) days prior written notice to Company and (ii) **the payment of 100% of the remaining Monthly Recurring Charges ("Termination Charges")** payable to Company within ten (10) days following termination of the Agreement ("Termination Charges").

³ Per camp_pacbell_wan_contract_signed20130129.pdf, CED is 7/31/18.

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For CA clients, if Voice discount will be 0%, additional forms may be needed for CTF discounts. For example, if ATT is the service provider, initiate SB1102 form (aka: CTF Eligible/ E-Rate Ineligible Services) to ensure CTF discounts are applied.

Category 2 Pre-discount 5-Year Budget

Site	C2 Pre-discount 5-year Budget Remaining	60% Discount	40% Applicant's Share
Blackford	\$85,022.38	\$51,013.43	\$34,008.95
Capri	\$101,597.14	\$60,958.28	\$40,638.86
Castlemont	\$103,592.25	\$62,155.35	\$41,436.90
Forest Hill	\$111,265.75	\$66,759.45	\$44,506.30
Lynhaven	\$90,086.89	\$54,052.13	\$36,034.76
Marshall Lane	\$84,101.56	\$50,460.94	\$33,640.62
Campbell MS	\$56,783.90	\$34,070.34	\$22,713.56
Monroe MS	\$141,959.75	\$85,175.85	\$56,783.90
Rolling Hills MS	\$156,846.34	\$94,107.80	\$62,738.54
Rosemary	\$79,497.46	\$47,698.48	\$31,798.98
Sherman Oaks	\$85,022.38	\$51,013.43	\$34,008.95
Village	\$41,897.31	\$25,138.39	\$16,758.92
Total	\$1,137,673.11	\$682,603.11	\$455,069.24

Questions / Decisions

Products / Services Needed for Next Year

A. Do you need faster/more reliable Internet service?

No.

B. Do you need more voice lines, or better service?

No.

C. Are you opening a new site?

No.

D. Do you need sites to share Internet or access to applications (e.g., SIS or curriculum that is not cloud accessible)?

Yes. WAN services 1 – 10 gig 3-year term

E. Do you need wireless network capabilities (Category 2)?

Yes. Trevor will provide a comprehensive list of needed network components (e.g., wireless access points and associated software, CAT6 (or better) drops).

F. Do you need upgraded switches capable of faster throughput (Category 2)?

No.

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G. Do you need basic maintenance for E-Rate eligible internal components (Category 2)?
No.

Technology Budget

For reference:

FY2016	FY2017	FY2018
\$121,499.01	\$101,290.32	\$2,000,000.00

E-Rate Group Email

These individuals from your organization are on the erate.camp@learningtech.org distribution list:

- twalker@campbellusd.org
- jcrawford@campbellusd.org
- ctran@campbellusd.org
- sjoe@campbellusd.org

E-Rate Actions

EPC Modifications

The following EPC modifications are needed:

- Update number of students enrolled and NSLP eligible

Learningtech.org will handle these steps.

Contract Renewals, Extensions, Terminations, Funding Request Cancellations/Modifications

Contract renewal documentation must be established prior to submission of Form 471 for:

- None

Contract termination notices will be needed for:

- WAN services for existing PacBell contract, once new greater bandwidth service is installed
- Will need to terminate contract with Comcast once the SCCOE Internet circuit is active.

Funding request cancellations/modifications (via Form 500) will be submitted for these prior year funding requests that require modification:

- FRN 1799000842 (camp_y20_pacbell_wan) CED should be updated to 7/31/18 (from 6/30/18, *unless new WAN service can be implemented by 7/1/18*)

**Learningtech.org will create the relevant documents and facilitate signatures via DocuSign.
You will sign and confirm receipt and processing by vendors.**

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Category 1 Competitive Bidding

A Form 470 and RFP is required for these Category 1 services:

- WAN services 1 – 10 gig 3-year term

Category 2 Competitive Bidding

A Form 470 and RFP is required for these Category 2 products/services:

- Ruckus R720 (or equivalent functionality) for the following sites:
 - Blackford: 23 units
 - Campbell MS: 14 units
 - Capri: 20 units
 - Castlemont: 26 units
 - Forest Hill: 25 units
 - Lynhaven: 18 units
 - Marshall Lane: 20 units
 - Monroe MS: 31 units
 - Rolling Hills: 27 units
 - Rosemary: 16 units
 - Sherman Oaks: 15 units
 - Village: 4 units
- Cabling CAT6 (or equivalent functionality) for the following sites (measured in Ft.):
 - Blackford: 1380
 - Campbell MS: 840
 - Capri: 1200
 - Castlemont: 1560
 - Forest Hill: 1500
 - Lynhaven: 1080
 - Marshall Lane: 1200
 - Monroe MS: 1860
 - Rolling Hills: 1620
 - Rosemary: 960
 - Sherman Oaks: 900
 - Village: 240

Learningtech.org will prepare and submit the required Form 470(s) and RFP(s).

You will review and approve the Form 470 and RFP prior to submission.

You will ensure your organization's procurement rules are followed.

Learningtech.org will prepare a Bid Evaluation Matrix to support proposal selection decisions.

Please anticipate scoring the Bid Evaluation Matrix provided by Learningtech.org within about 1 week of the RFP proposal due date. Then, execute award/contract documentation prior to Form 471 submission.

FY2018 PLANNING RECAPCategory 1 Application Form(s)

Category 1 Form 471 application for *continuing services* will include:

1. FRN #1799000833 (camp_y20_comcast_telcomm) Comcast Internet Access (5 months of service)
2. FRN 1799000842 (camp_y20_pacbell_wan) PacBell WAN (1 month of service through 7/31/18)

Category 1 Form 471 application for *newly competed services* will include:

- WAN services 1-10 Gig 3 year term (11 months of service)

Learningtech.org will prepare and submit the Category 1 Form 471.

You will review and approve the Category 1 Form 471 prior to submission.

Category 2 Application Form

Category 2 Form 471 application for newly competed services will include:

- Ruckus R720 (or equivalent functionality) for the following sites:
 - Blackford: 23 units
 - Campbell MS: 14 units
 - Capri: 20 units
 - Castlemont: 26 units
 - Forest Hill: 25 units
 - Lynhaven: 18 units
 - Marshall Lane: 20 units
 - Monroe MS: 31 units
 - Rolling Hills: 27 units
 - Rosemary: 16 units
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 - Forest Hill: 1500
 - Lynhaven: 1080
 - Marshall Lane: 1200
 - Monroe MS: 1860
 - Rolling Hills: 1620
 - Rosemary: 960
 - Sherman Oaks: 900
 - Village: 240

Learningtech.org will prepare and submit the Category 2 Form 471.

You will review and approve the Category 2 Form 471 prior to submission.

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FY2017 PLANNING RECAP APPROVAL

To ensure we have covered everything and we are all working from the same planning guidelines for FY2018, please approve this RECAP with your signature and date. We will rely on your FY2018 PLANNING RECAP APPROVAL throughout the next several months as we work towards your FY2018 E-Rate application submission.

The FY2018 PLANNING RECAP accurately reflects our expectations for FY2018.

Printed Name	James Crawford
Signature	<small>DocuSigned by:</small> <i>James Crawford</i>
Date	<small>A16041AF32BA455...</small> 1/22/2018