

Terms and Conditions

Nicely Done Consulting is committed to securing maximum funding for its clients. However, due to circumstances beyond our control, Nicely Done Consulting cannot guarantee funding nor be responsible for E-rate funding denials by the USAC. Nicely Done Consulting will ensure that all services are completed in compliance with E-rate and FCC Rules, as well as State and Local Regulations. There are some activities that according to E-rate and FCC Rules must be completed by the E-rate Applicant District or School and cannot be completed by Nicely Done Consulting. By signing below, the client is acknowledging these responsibilities:

- ☐ **Letter of Agency** - The Universal Service Administrative Company requires that Nicely Done Consulting maintain and provide (when necessary) authorization from the entity to act on their behalf. The letter should adhere to the following standard:
 - Printed on the entity's letterhead.
 - Dated and signed by an entity official with the authority to sign contracts
 - Nicely Done Consulting must maintain a copy of the original letter. A facsimile is acceptable to begin work, but the original should be delivered as soon as possible.
- ☐ **Procurement Process** – Nicely Done Consulting and its employees will not materially participate in the vendor selection and award process. Nicely Done Consulting will provide guidance on procurement regulations and practices but will not participate in the evaluations of quotes/bids by service providers of E-rate eligible services. To qualify for E-rate funding, the entity must adhere to the following procurement standards:
 - All responsive quotes/bids received must be evaluated and scored on an E-rate compliant evaluation matrix; unless price is the only factor being considered. Price of eligible services must be the most heavily weighted factor on any evaluation matrix.
 - All correspondence (emails, letters, etc.) between potential service providers and entity personnel must be kept for possible USAC review. Nicely Done Consulting will also maintain any correspondence between our agents and potential service providers for review.
 - Purchasing from master contract vendors will require a mini-bid process in accordance with USAC guidelines.
- ☐ **CIPA Compliance** – The entity will provide the following documentation necessary to certify compliance with the Children's Internet Protection Act.
 - *Internet Use Policy*, including language required by the Protecting Children in the 21st Century Act.
 - *Agenda and minutes from the Board Meeting* in which the Internet Use Policy was approved. USAC requires that any Internet Use Policy be presented by the entity at a public hearing. If the entity chooses to review and approve the policy annually, please provide the agenda and minutes annually.
 - *Invoice for Web Filter covering the funding year.*
 - *Sample of the log generated by the Web Filter.* This item needs to be provided annually, so that the entity can document the presence of the filter during the applicable Funding Year.
- ☐ **Billing Method Selection:**
 - ☐ Prefer to be billed MONTHLY ☐ Paper Invoices are required
 - ☒ Prefer to be billed ANNUALLY ☐ Will accept Electronic Invoices sent to email: _____

Proposal Acceptance, subject to Purchase Order; and acknowledgement of the above Terms and Conditions:

District Authorized Signature:  Date: 9-9-26

Printed Name: Joshua Fant

The pricing below is a proposal to complete the remaining E-Rate tasks for each funding year identified in order to obtain funds not yet disbursed. The amount proposed is a fixed price proposal and will be billed according to the billing method selected on the attached Terms and Conditions and after receipt of a District Purchase Order. This proposal is based upon the terms and conditions of the cooperative purchasing contract identified above and the attached Terms and Conditions. Pricing includes any administrative fees charged by the cooperative purchasing contract.

Proposal for Optional Services for Funding Year: 2026

E-rate Consulting Services for Funding Year: Partial Service **\$1,520.00**

Fee includes:

- ☐ **Review of Receipt Acknowledgment Letters** – Review for errors and make corrections if necessary.
- ☐ **Program Integrity Assurance Requests** – Provide responses and supporting documentation to USAC as requested.
- ☐ **Funding Commitment Decision Letter** – Review for correct approved funding amount and report any deviation to the district.
- ☐ **Creation and Submission of Appeals** – If necessary, gather documentation and write appeal and submit to USAC.
- ☐ **Complete, Certify, and Submit all other E-rate Forms as required** – Including Form 486; Form 472 (BEAR) to obtain funding reimbursements; SPIN Change Requests; Service Substitution Requests; and Form 500. Provide reimbursement tracking to ensure that the client receives the correct amount of E-Rate.
- ☐ **Payment Quality Assurance and Invoice PIA Requests** – Provide responses and supporting documentation to USAC as requested.
- ☐ **Provide a Complete Documentation Binder** – Including all District documents from USAC, contracts, forms filed, Technology Plans, CIPA Compliance documentation, etc.

Proposal for Optional Services for Funding Year: 2025

The pricing below is a proposal to complete the remaining E-Rate tasks for the funding year identified above to obtain funds not yet disbursed. The amount proposed is a fixed price proposal and will be billed according to the billing method selected on the attached Terms and Conditions and after receipt of a District Purchase Order. This proposal is based upon the terms and conditions of the cooperative purchasing contract identified above and the attached Terms and Conditions. Pricing includes any administrative fees charged by the cooperative purchasing contract.

E-rate Consulting Services for Funding Year: Partial Service **\$950.00**

Fee includes:

- ☐ **Complete, Certify, and Submit all other E-rate Forms as required** – Including Form 486; Form 472 (BEAR) to obtain funding reimbursements; SPIN Change Requests; Service Substitution Requests; and Form 500. Provide reimbursement tracking to ensure that the client receives the correct amount of E-Rate.
- ☐ **Payment Quality Assurance and Invoice PIA Requests** – Provide responses and supporting documentation to USAC as requested.
- ☐ **Provide a Complete Documentation Binder** – Including all District documents from USAC, contracts, forms filed, Technology Plans, CIPA Compliance documentation, etc.

Mingus Union High School District

Date: June 9, 2026	Funding Year: 2027	Contract: MESC-23E-NDC-1110	Quote #: NDC-MUHSD-2027-E
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Nicely Done Consulting is very pleased to provide you with this proposal for E-rate consulting services. This proposal is a fixed price proposal for the funding year identified above. The amount shown will be billed according to the billing method selected on the attached Terms and Conditions and after receipt of a District Purchase Order. This proposal is based upon the terms and conditions of the cooperative purchasing contract identified above and the attached Terms and Conditions. Pricing includes any administrative fees charged by the cooperative purchasing contract.

E-rate Consulting Services for Funding Year: Full Service **\$2,945.00**

Estimated Travel Expenses (to be billed based on actual): **\$0.00**

Fee includes:

- ☐ **Annual Review Meeting/Conference Call** – Review previous and current year's funding commitments and reimbursements; contract status; free/reduced lunch statistics; review new E-rate requirements for coming funding year.
- ☐ **CIPA Compliance Review** – Compile CIPA documentation and review for compliance and completeness.
- ☐ **E-rate Compliant Procurement Guidance** – Provide guidance on use of State Master Contracts; guidance and assistance on preparation of RFP/Bid specifications and Scopes of Work; ensure compliance with the required 28 day waiting period; guidance on the vendor selection process.
- ☐ **Complete, post, and certify all required E-rate Form 470s** – Coordinated with posting of District RFP/Bid specifications, as required.
- ☐ **Discount Determination** – Calculate E-rate Discount Levels and recommend options to maximize discounts.
- ☐ **Provide direct guidance through the Procurement Evaluation Process** – Verify results of vendor evaluations; review resulting contracts for E-rate Compliance.
- ☐ **Complete, certify, and submit E-rate Form 471s** – Including all Item 21 information on or before the published application deadline.
- ☐ **Review of Receipt Acknowledgment Letters** – Review for errors and make corrections if necessary.
- ☐ **Program Integrity Assurance Requests** – Provide responses and supporting documentation to USAC as requested.
- ☐ **Review Funding Commitment Decision Letters** – Review for correct approved funding amount and report any deviation to the district.
- ☐ **Formulation and submission of Appeals** – Gather documentation, write appeals, and submit to USAC as required.
- ☐ **Complete, certify, and submit all other E-rate Forms as required** – Including Form 486; Form 472 (BEAR) to obtain funding reimbursements; SPIN Change Requests; Service Substitution Requests; and Form 500. Provide reimbursement tracking to ensure that the client receives the correct amount of E-Rate.
- ☐ **Payment Quality Assurance and Invoice PIA Requests** – Provide responses and supporting documentation to USAC as requested.
- ☐ **Provide a complete Documentation Binder** – Including all District documents from USAC, contracts, forms filed, CIPA Compliance documentation, vendor correspondence, etc.
- ☐ **Guidance on Audit Procedure and Response to Audit Findings** – as required by notification of Audit for Funding Years completed by Nicely Done Consulting. An additional fee may be charged for assistance with audits for Funding Years not completed by Nicely Done Consulting.

Fee does NOT include a Selective Review Response. Selective Reviews are not a routine part of the E-rate Process. If the District is chosen for a Selective Review by USAC, the cost would be an additional fee of \$2,070.00 to have Nicely Done Consulting facilitate and provide the response to this review.

The Nicely Done Consulting Advantage

The Nicely Done Advantage:

- ◆ We take **RESPONSIBILITY** for the complete E-Rate process
- ◆ We provide **PERSONALIZED** service for all schools, regardless of size or location
- ◆ We ensure **COMPLIANCE**
- ◆ We provide a spectrum of **VALUE-ADDED** services

The Nicely Done Advantage is that we take **RESPONSIBILITY** for the complete process, from beginning to end. We manage the procurement process, we manage the application process, **and** we manage the reimbursement process. We take care of all the details necessary to actualize your funding, so you don't have to; from downloading bills to the management and tracking of all funds disbursed. We work with your service providers to ensure we get you the funding when it meets your needs best. And we will work with your Food Services Department to obtain the best possible Free and Reduced Lunch Rates to maximize your E-Rate funding.

The Nicely Done Advantage is **PERSONALIZED** service. We meet annually to make sure we have a complete understanding of your plans and how those plans can be funded. We are local (in Arizona), which means that we are readily available for meetings or phone calls on short notice. Our fixed price structure allows you to take advantage of our expertise as often as you need to without the worry of additional cost.

The Nicely Done Advantage is that we are insistent on **COMPLIANCE**. We stay current with Arizona Procurement Regulations, USFR, and with FCC Rules. We have developed tools to assist you with producing concise and compliant Quote/Bid/RFP specifications and to assist with the evaluation process. We provide the guidance to keep you safe from adverse review and audit findings. We provide complete "Audit Proof" documentation on an annual basis, exceeding USFR specifications.

The Nicely Done Advantage is that our **VALUE-ADDED** services extend to a spectrum of related skills and expertise:

- ⇒ We stay abreast of the latest developments in technology, both in networking and in classroom instructional delivery systems, so that we can provide better guidance during your planning process.
- ⇒ We can provide training on the E-Rate process to give you a better understanding of how the process works and how to make it work better for you.
- ⇒ We have tools to help build compliant quote specifications and simplify the evaluation process. Our team develops all of your E-Rate forms, tracks deadlines and responds to all USAC reviews.
- ⇒ We download and review your monthly bills, file reimbursements, and ensure receipt of funds.
- ⇒ We are on your team every day for questions and guidance, with one fixed annual price.

The Nicely Done Advantage is . . . VALUE!

The Nicely Done Advantage is . . . SUCCESS!