

## **Exhibit D – Reporting Requirements for Federal and State Discounts**

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate program. The eligibility for discounts on services is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act.

CENIC applies for E-rate discounts on behalf of a consortium of E-rate eligible entities. Bidders are required to be in full compliance with all current requirements and future requirements issued by the FCC and USAC for participation in the E-rate program throughout the contractual period of any contract entered into with CENIC as a result of this RFP.

The successful bidder agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from the Universal Service Administrative Company via the FCC Form 474 Service Provider Invoice (SPI). Should CENIC, at the time of project implementation, decide that it is in the interest of the CENIC to file a FCC Form 472, CENIC will inform the vendor of E-rate program requirements.

In addition, high speed telecommunications services may also be eligible for, and receive, the applicable discounts funded through the California Teleconnect Fund (CTF) which is administered by the California Public Utilities Commission (CPUC). In accordance to CPUC resolution T-16763 all E-rate program discounts delivered to eligible entities such as K-12 schools and libraries must be posted via the Service Provider Invoice Form 474.

Bidders submitting bids on E-rate eligible circuits shall be eligible Telecommunications Services or Telecommunications service providers as determined by the FCC in good standing and registered with the California Public Utilities Commission to provide California Teleconnect Fund (CTF) discounts by the proposal deadline of November 30. Bidders shall maintain such eligibility and good standing status for as long as service is provided. Specifically, the qualified respondent must: (a) provide a valid SPIN (Service Provider Identification Number) as part of the response to this RFP, (b) provide documentation that shows the annual FCC Form 473 SPAC (Service Provider Annual Certification) has been historically filed, (c) remain in good standing with the E-rate authorities (FCC, USAC/SLD) throughout the life of any contract awarded as a result of this RFP, and (d) notify CENIC if the Bidder has any unresolved delinquent debt with the E-rate authorities that might invoke the “red light” rule barring Bidder from full participation in the E-rate program.

- Bidders are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <http://www.usac.org/sl/providers/step01/>
- Bidders are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website:

<https://fjallfoss.fcc.gov/coresWeb/publicHome.do>

- Bidders are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive. More information about FCC Red and Green Light Status may be found at this website: [http://www.fcc.gov/debt\\_collection/welcome.html](http://www.fcc.gov/debt_collection/welcome.html)

Each Bidder shall provide, in addition to its normal invoicing or billing statements, specialized reports that document E-rate and CTF discounts. These reports shall provide CENIC a clear and comprehensive accounting of the cost for contracted services and the federal (E-rate) and/or state (CTF) discounts applicable to those services. The specifications, contents, format and frequency of such reports shall be mutually discussed but ultimately decided by CENIC. Bidders are also required to work with CENIC on reconciliation of both E-rate and CTF credits to the complete satisfaction of CENIC. All specialized reports shall include at least the following elements or their functional equivalents:

- Date(s) or period(s) covered
- Billed Telephone Number (BTN)
- Circuit ID number
- Full pre-discounted cost for service, including taxes and surcharges
- State (CTF) discounts
- Federal (E-rate) discounts
- Sum of state and federal discounts or credits
- Adjustments for taxes and surcharges
- Adjustments for other causes, to be stipulated
- Post-discount (net) owed by CENIC
- Date that sum of state and federal discounts (credit) was converted into a check to CENIC
- Check number for all credits converted into checks to CENIC
- Summary of all discount checks issued to CENIC by date

In the event of questions during the E-rate audit processes, the Bidder is expected to reply within 3 days to questions associated with its proposal, contract, services, invoicing, discounting processes, and any other questions that may arise during the audit.

All work is contingent upon CENIC receiving 100% approval of the discounts it requests for the project and related purchases by the E-rate authorities under the E-rate discount program. Adjustments made to the funding requests by the E-rate authorities may result in a subsequent reduction in the scope of the project and services, in which case CENIC reserves the right to reduce the number or type of services without penalty. CENIC reserves the right to proceed or not to proceed with any of the services outlined in this RFP or the posted Form 470 irrespective of whether CENIC receives E-rate funding or not, or whether the K12 HSN LEA receives state funding.

In addition to the above requirements, the qualified respondent must agree to, and incorporate into any agreement, all the conditions listed on FCC Form 470 No. 788850001040013.

The above specifications and conditions become part of any contract signed as a result of this solicitation for responses or proposals.