



2018 Information and Application Letter for Category 2 Funding

Hello Everyone,

To ensure a successful and cost efficient final outcome for your category 2 projects, please use the checklist below to prepare for the next steps for funding. As always, please do not hesitate to contact us if you have questions or need one-on-one assistance from Jerry Smith, jsmith@nmpsfa.org at PSFA or John.Chadwick@state.nm.us at PED. For reference, a category 2 flow chart can be found at http://www.nmpsfa.org/IT/Files/BDCP_Category_2_Upgrades_Process_2016-03-28.pdf

1. Procurement Options:

- I. **District Form 470:** Fill out the FCC Form 470 to initiate the required competitive bidding process for eligible services under the E-rate Program.
 - II. **State Master Agreement:** Schools/Districts can opt to utilize the State Master Agreement found at http://www.nmpsfa.org/pdf/Admin/BDCP_School_Connectivity-E-rate_RFP.pdf. Please refer to the State's form 470 on the Form 471 when filing. When using the master agreement and performing a mini-bid process the school/district is required to contact all the Master Agreement vendors for that respective category notifying them of award status via email. The list of approved vendors is posted on the PSFA site and can be found [here](#).
 - a. As available, schools and districts may opt to use the Online (PED) Mini-Quotes tool by contacting John Chadwick at PED.
2. **Determine Potential Award Selection:** Finalize vendor selection and the associated offered solution.
 3. **Complete Application Documents:** Please return the signed original PSCOC Application Letter to PSFA, attention Jerry Smith.
 4. **Documentation to PSFA:** Please submit the documents listed on the "BDCP Required Documents" list in electronic format and by mailing original signed documents when required.
 5. **PSCOC Award:** Following the PSFA receipt of the PSCOC Application Letter, a Letter of Award will be sent to the District. The District has 30 days to accept, sign, and return the original Letter of Award from the PSCOC. Upon receipt of the signed/returned Letter of Award to PSFA, a Memorandum of Understanding (MOU), will be sent to the District. The District will have 30 days to sign and return the MOU to PSFA.
 6. **471 Application to USAC:** This will be done by the districts. If you need assistance, please contact Jessica Olsen at E-Rate Central by dialing 516-801-7829 or e-mailing her at <http://www.e-ratecentral.com>.



LETTER OF APPLICATION

Application for Broadband Deficiencies Correction Program (BDCP) Award

The undersigned below hereby certifies that an application for a Broadband Deficiencies Correction Program (BDCP) award is submitted for

(Insert District Name)

to receive the state funding match to complete E-rate eligible category 2 project(s) under the 2018-2019 E-rate funding year. The district will match any funds as required by the Public School Capital Outlay Council (PSCOC), and any ineligible portions of the work shall be at the sole cost of the district. Any awarded funds will be expended only for the stated purpose.

SIGNATURES:

_____ **DATE:** _____
School Board President

Insert District Name

_____ **DATE:** _____
Superintendent

Insert District Name