1. **SCOPE OF SERVICES**
	1. Consultant(s) shall specialize in the management and processes of the E-Rate Program, administered by the Federal Communications Commission (FCC), ensuring program compliance and maximization of funding opportunities for the Lake County Library System Consortium (Library System), which includes Lake County and municipal member libraries.
	2. County intends to apply for funding to address documented County needs related to service delivery and needed capital infrastructure improvements while complying with all regulations, programs rules, and guidelines.
	3. Library System participates in the E-Rate Program to secure reimbursement and/or discounted pricing for services and projects for which the Library System otherwise would be required to utilize local tax dollars.
	4. Consultant shall identify and recommend possible E-Rate opportunities to the Library System and assist with navigating the processes, overseeing the reimbursement process, and with developing, issuing, and evaluating related requests for proposals.
		1. Services may also encompass assistance with reporting requirements, reimbursement requests, verifying compliance documents, and closeout documentation.
		2. Work will be assigned to the Consultant on a Project basis.
		3. Conditions imposed by funding sources must be shared with all involved to ensure compliance.
	5. Consultant will work with Library System, with the County as the lead agency.
2. **CONSULTANT RESPONSIBILITIES**
	1. Consultant shall provide professional expertise to manage the Lake County Library System Consortium’s participation in the Federal Communications Commission’s (FCC) E-Rate program, ensuring compliance and maximizing funding opportunities.
		1. Consultant’s proposal shall specify services considered their primary areas of expertise.
		2. Consultant’s responsibilities shall include, but are not limited to:
			1. Ensuring Lake System complies fully with FCC E-Rate program rules and guidelines, including maintaining adherence to the Children’s Internet Protection Act (CIPA).
			2. Educate Library System staff on E-Rate program requirements, and provide Library System with any updates, to ensure Library System’s team is informed and prepared to participate effectively in the program
			3. Prepare and submit all necessary E-Rate forms and applications, including but not limited to Form 470 and Form 471 (and any future forms). Consultant will ensure that all submissions are accurate, complete, and timely to prevent delays or denials that might impact funding opportunities.
			4. Assist in developing and issuing Requests for Proposals (RFPs), facilitating the evaluation of bids, and advising on the selection of vendors. This process will ensure that selected services align with E-Rate funding guidelines and maximize funding potential for Library System.
			5. Identify E-Rate funding eligible services and develop a multi-year funding strategy that aligns with Library System’s goals and technology needs.
			6. Assist in maintenance of proper record keeping and documentation to ensure compliance during audits or reviews. This includes conducting internal audits of earlier funding year records to identify gaps or areas requiring updates.
			7. Act as a liaison between Library System, service providers, and Universal Service Administration Company (USAC). Consultant will coordinate all communications and ensure Library System remains informed of updates from USAC and the FCC.
			8. Provide post-award management services, including invoicing processes and Form 472/BEAR and Form 474/SPI submissions (and all future forms), to ensure the timely receipt of discounts or reimbursements. Consultant will troubleshoot funding delays, resolve service provider issues, assist with appeals for denied funding requests, and handle waiver requests for missed deadlines or unforeseen circumstances.
			9. Provide guidance on eligible services such as internet access, Wi-Fi upgrades, and telecommunications equipment. Consultant will ensure the library’s technology planning aligns with E-Rate funding opportunities and provide ongoing updates and recommendations to optimize the program’s benefits for Library System.
	2. Consultant shall specify a comprehensive hourly rate for each type of staff person who would be used on a project. For each person or category of persons, identify the job titles, primary area of job responsibility, and hourly rate.
	3. Consultant shall describe in detail the fee structure proposed for providing all services.
	4. Consultant shall be familiar with all Federal, State, and local laws, ordinances, rules and regulations that may apply to the Services or that may in any manner affect the cost, progress, or performance of the Services.
		1. Knowledge of all license requirements and obtaining such licenses for Library System is the responsibility of the Consultant.
3. **COUNTY RESPONSIBILITIES**

County will provide required authorizations Consultant needs for the purpose of this Agreement.

1. **REQUIREMENTS**
	1. Define the methodology/approach to be used to identify County needs eligible for funding through the E-Rate Program.
	2. Detail County involvement and resources needed in the process. Detail the process to be utilized to advise and prepare all documentation.
	3. List experience facilitating the E-Rate program for other governing agencies.
	4. Detail method to use with the County to ensure E-Rate Program requirements are met and followed during the period(s) of performance.