

September 15, 2026

Jason Jaffe
Central Bucks School District
20 Welden Drive
Doylestown, PA 18901

Dear Jason:

Candice Hall Consulting is pleased to offer the following pricing quote for E-Rate processing and consulting services for E-Rate Funding Year 2027 (service term: October 1, 2026 – September 30, 2027).

Total Flat-Fee Annual Pricing: \$14,000

Payment Terms: 100% of total flat-fee annual amount due 30-days from project kick-off (October 1, 2026)

As part of our annual agreement, I will:

- Ensure applicant is informed of the current FCC guidelines and requirements
- Advise applicant on any updates to the annual FCC Eligible Services List (ESL)
- Upload/update school district information in the E-Rate Productivity Center (EPC) portal as necessary
- Assist with filing the Form 498 and updating as necessary
- Provide guidance on Children's Internet Protection Act (CIPA) requirements
- Determine eligibility of services and equipment being sought by the district
- Review existing vendor billing and contracts for eligibility based on FCC guidelines
- Provide guidance and assistance with bid process including the creation of Form 470s and RFPs/mini-bids, as required, obtaining approvals, filing on time, and ensuring certification prior to deadline
- Obtain official National School Lunch Program (NSLP) data and enter in EPC
- Verify that service providers meet E-Rate eligibility requirements
- Prepare Competitive Bidding Matrices and assist with evaluation of bids
- Provide contract guidance, review, and compliance
- Prepare accurate Form 471 applications in EPC, obtain approvals, file and obtain applicant certification within the filing window
- Submit Form 471 Receipt Acknowledgment Letter modifications, if necessary
- Provide documentation during Program Integrity Assurance (PIA) reviews
- Monitor review progress and notify the applicant when Funding Commitment Decision Letters (FCDL) are issued
- File appeals, if necessary
- File Form 486 and obtain applicant certification in a timely fashion
- Work with service providers to set up Form 474 Service Provider Invoicing (SPI) and periodically verify SPI discounts are being applied correctly OR file Form 472 BEAR forms for reimbursement and verify direct deposit payments on each funding request.

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- Perform up to four hours work on any of the following if required: Form 500, Selective Review, Beneficiary and Contributor Audit Program Reviews, Payment Quality Assurance Reviews and Cost Effectiveness Reviews.
- Monitor Category Two budget and provide reports as requested
- Continue above work until all activities for E-Rate Funding Year 2027 have been completed
- Retain all documentation for ten years as required by current FCC rules

I look forward to working with you!

Sincerely,

Candice Hall – Owner/Consultant