



DoIT CONSORTIUM LETTER OF AGENCY AND CIRCUIT INFORMATION

WELCOME

The background of the image is a blurred stage scene. At the top, there are numerous out-of-focus spotlights in various colors including white, blue, green, and red. Below the lights, a dark blue haze or smoke fills the air. In the foreground, rows of dark-colored chairs are visible, suggesting an audience seated in a theater or conference room. The overall atmosphere is that of a professional event or presentation.

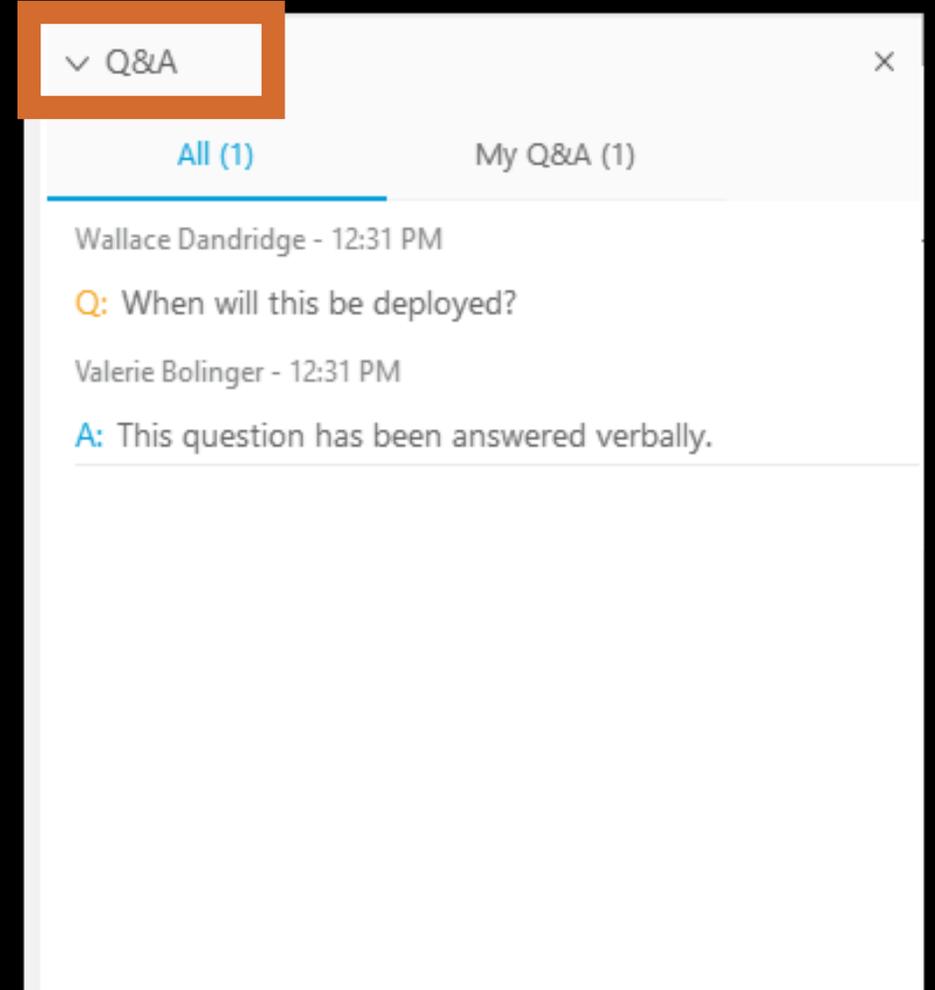
**SIT BACK AND
ENJOY THE WEBINAR**

SIT BACK AND ENJOY THE WEBINAR

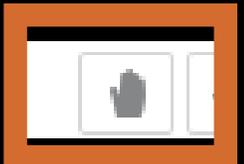
You will have an opportunity to ask questions by typing them into a Q & A box that appears in the lower right hand of the Webex screen.

If you would like to ask your question verbally, please **“RAISE YOUR HAND”** and we will unmute you.

The host and panelists will verbally answer the questions as time allows.



The screenshot shows a Webex Q&A panel. At the top left, there is a dropdown menu labeled "Q&A" with a downward arrow, which is highlighted with an orange border. To the right of this menu is a close button (an 'X' icon). Below the menu, there are two tabs: "All (1)" and "My Q&A (1)". The "All (1)" tab is selected and underlined. The main content area shows a question and answer exchange. The question is from Wallace Dandridge at 12:31 PM: "Q: When will this be deployed?". The answer is from Valerie Bolinger at 12:31 PM: "A: This question has been answered verbally." The panel has a white background and a thin border.





hello
MY NAME IS

INTRODUCTIONS

DALE WALTERS, CHIEF OF NETWORK OPERATIONS



INTRODUCTIONS

- § Robin Woodsome, ICN Field Operations Manager
- § Frank Walters, ICN Network Architect
- § Andre Bouravnev, ICN Supervisor
- § Essam El-Beik, K-12 Project Lead
- § Tom Oseland, DoIT E-rate Consultant
- § Mindy Fiscus, LTC E-rate Coordinator
- § Erich Grauke, ISBE Principal Consultant
- § Kim Friends, CSM Consulting E-rate Consultant

Regional Technology Center Staff

- § Jeremy Robieson, RTC Supervisor 3, 4, 7
- § Tim Sheets, RTC Supervisor 5, 6
- § Holli Crawford, Office Coordinator 8, 9



ACTION ITEMS



A CALL TO ACTION!

- § Complete your Letter of Agency form ASAP. Deadline is 30 June 2020
- § Provide the DoIT Consortium your circuit information ASAP. Deadline is 30 June 2020
- § Questions? Email DoIT.ICN.K12@Illinois.gov

MEMBERSHIP BENEFITS

§ Secure Internet Access

§ Broadband Circuits

§ Routers

§ Security Services



CONSORTIUM ELIGIBILITY

- § Public K-12 – No Charge for membership benefits
- § Non Public K-12 – Pass through





LETTER OF AGENCY (LOA)

- § Required – Per E-rate Rules – prior to Consortium procurement
- § Allows Consortium to include your circuits in the Consortium procurement
- § Does not limit your own procurement activity
- § Does not commit you
- § Complete, sign, scan and email the LOA to DoIT.ICN.K12@illinois.gov

LOA – ILLINOIS.NET

ILLINOIS CENTURY NETWORK
Illinois Department of Innovation & Technology

Department of Innovation & Technology

Home Services Network Support News Events K-12 Network About

Illinois K-12 Broadband Network

Stepping into the Future with Digital Learning

For Anchor Institutions For Service Providers Contact Us

Contact Information
Network Operations Center (NOC)
Springfield: 217-524-DoIT (217-524-3648)
Chicago: 312-814-DoIT (312-814-3648)
Support Email: DoIT.ICN@illinois.gov
Webmaster: webmaster@illinois.net

Useful Links
Illinois.gov Home
Governor JB Pritzker
Illinois Privacy Info
Web Accessibility
State Phone Directory
State Agencies

Notices
Acceptable Use Policy
Non-Discrimination and Interconnection Policy
Network Abuse Policy
CALEA Statement

Copyright © 2020 Department of Innovation & Technology (DoIT)

Forms & Tools

[K-12 Letter of Agency](#)



[Example K-12 Letter of Agency Instructions](#)

[Library Letter of Agency](#)

[Example Library Letter of Agency Instructions](#)

[DoIT Consortium MSA Member Service Agreement](#)

[FCC Form 479](#)

[Example FCC Form 479 Instructions](#)

[Consortium Data Collection Tool Use this tool to enter circuit info](#)

[Consortium Data Collection Tool Instructions \(Video\)](#)

LETTER OF AGENCY

PAGE 1



To: Illinois Department of Innovation & Technology Consortium ("DoIT Consortium")
120 West Jefferson Street
Springfield, Illinois 62702

From: (Insert Entity Name) [Redacted] ("Participant")
(Insert Entity Address) [Redacted]

Re: **E-rate Consortium Letter of Agency for Funding Year 2021 – 2025**

This is to confirm our participation in the DoIT Consortium for the procurement of all E-rate Category One Program and Category Two Program eligible products and services.

I hereby authorize DoIT Consortium to submit FCC Form 470, FCC Form 471, and other Schools and Libraries (E-rate) Program forms to the Schools and Libraries Division of the Universal Service Administrative Company ("USAC") on behalf of Participant.

I understand that, in submitting these forms on our behalf, you are making certifications for Participant. By signing this Letter of Agency, I make the following certifications:

- I certify that (Insert school, schools in our district) [Redacted] are all schools under the statutory definitions of elementary and secondary schools as defined under 47 C.F.R. § 54.500, that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
- I certify that our (Insert type of entity (e.g. school, school district), library/ies) [Redacted] has/have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the billed entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services and products from funds to which access has been secured in the current funding year.
- I certify that the services the school, library, or district purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. § 54.513.

PAGE 2

- (Insert type of entity (e.g. school, school district), library/ies) [Redacted]
- I certify that our (Insert type of entity (e.g. school, school district), library/ies) [Redacted] has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
 - I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
 - I certify that I will retain required documents for a period of at least ten (10) years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statutory or regulatory requirements regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the E-rate Program.
 - I certify that I am authorized to procure and/or order telecommunications and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the E-rate program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
 - I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.
- I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
 - I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to DoIT Consortium for E-rate submission is true.

PAGE 3

This Letter of Agency and certifications for the E-rate Program are effective for:

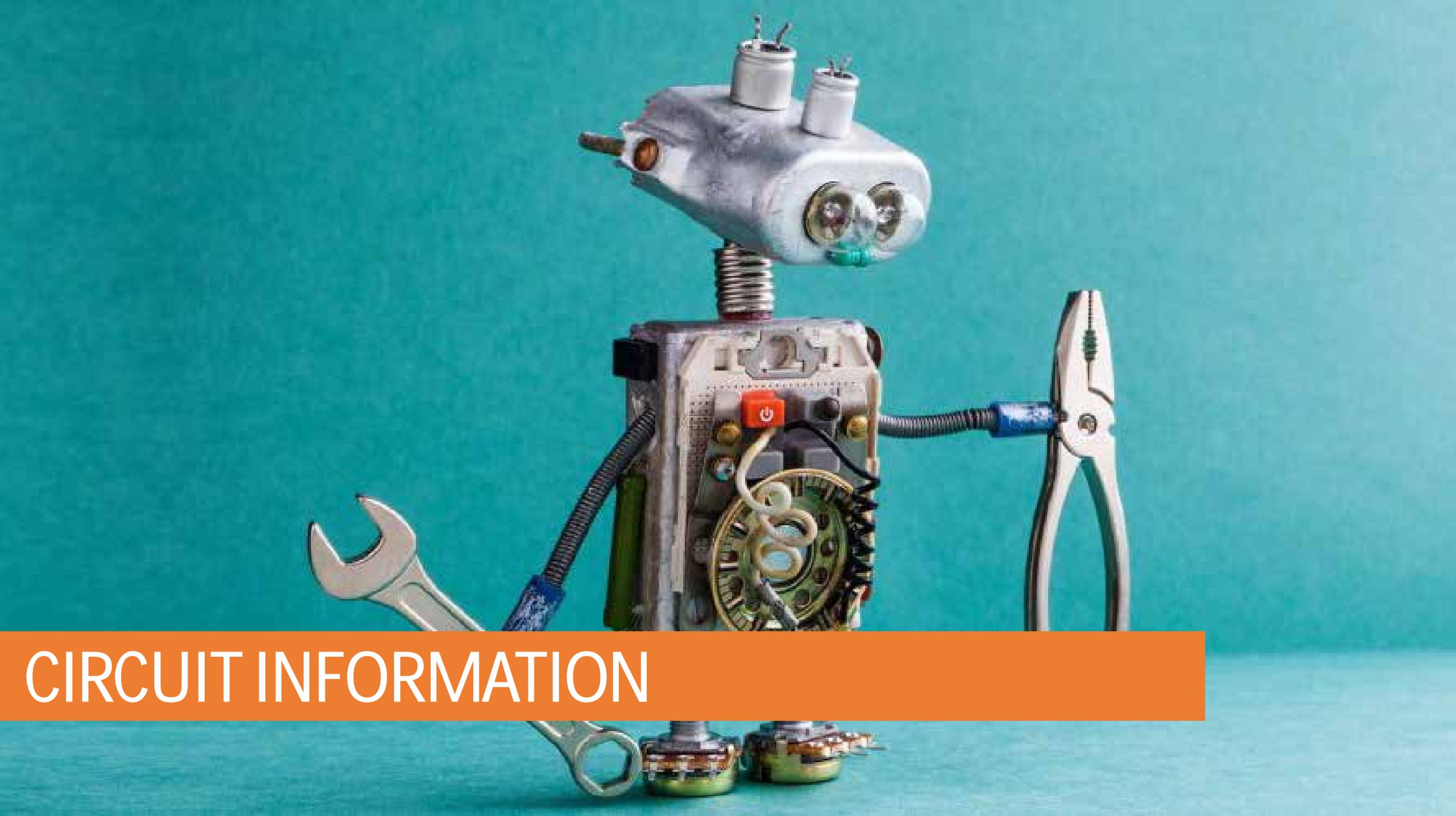
- Funding Year 2021 (July 1, 2021 – June 30, 2022)
- Funding Year 2022 (July 1, 2022 – June 30, 2023)
- Funding Year 2023 (July 1, 2023 – June 30, 2024)
- Funding Year 2024 (July 1, 2024 – June 30, 2025)
- Funding Year 2025 (July 1, 2025 – June 30, 2026)

This Letter of Agency in no way limits Participant to file for a discount or refund pursuant to the E-rate program on its own, nor does it abrogate any other rights and responsibilities of Participant with the E-rate Program.

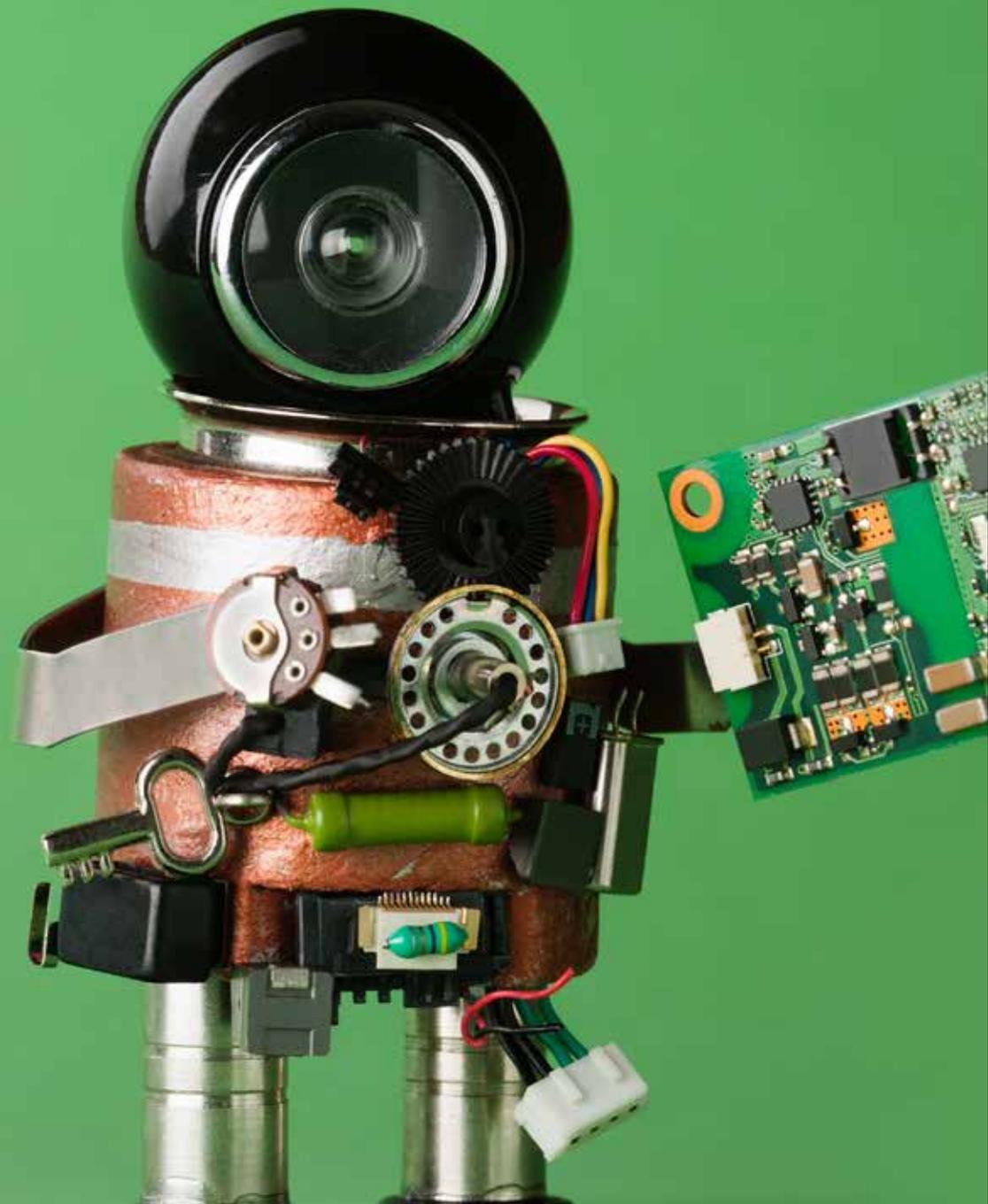
This Letter of Agency does not create any relationship between the parties outside of the purposes stated herein. Participant shall indemnify and hold DoIT Consortium harmless from and against any and all liability incurred by the actions of Participant related to this Letter of Agency.

Either party shall have the right to terminate this Letter of Agency upon giving the other party one hundred eighty (180) days written notice of such to the other party.

Name of Entity: [Redacted]
Billed Entity Number: [Redacted]
Wet Signature: [Redacted]
Printed Name: [Redacted]
Title: [Redacted]
Date: (MM/DD/YYYY) [Redacted]
Email: [Redacted]
Phone: [Redacted]



CIRCUIT INFORMATION

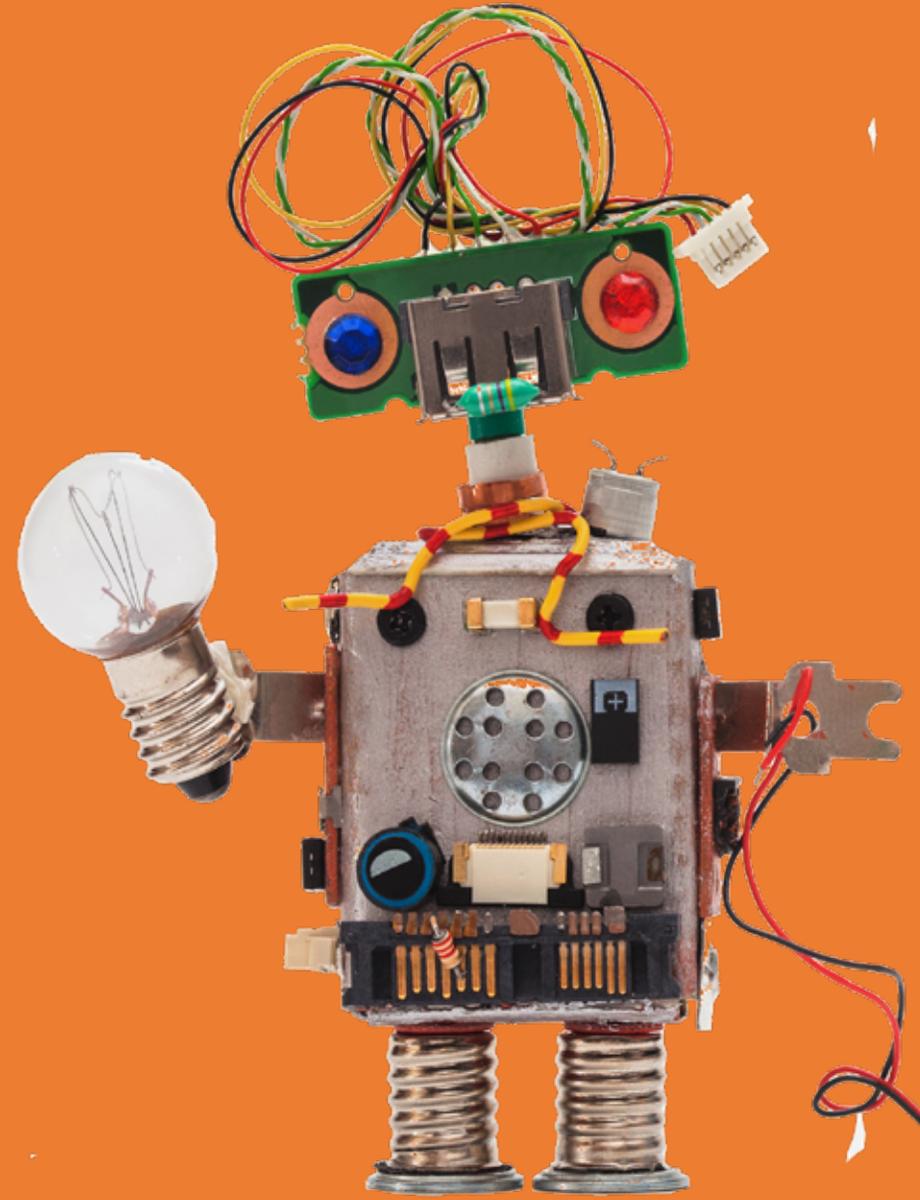


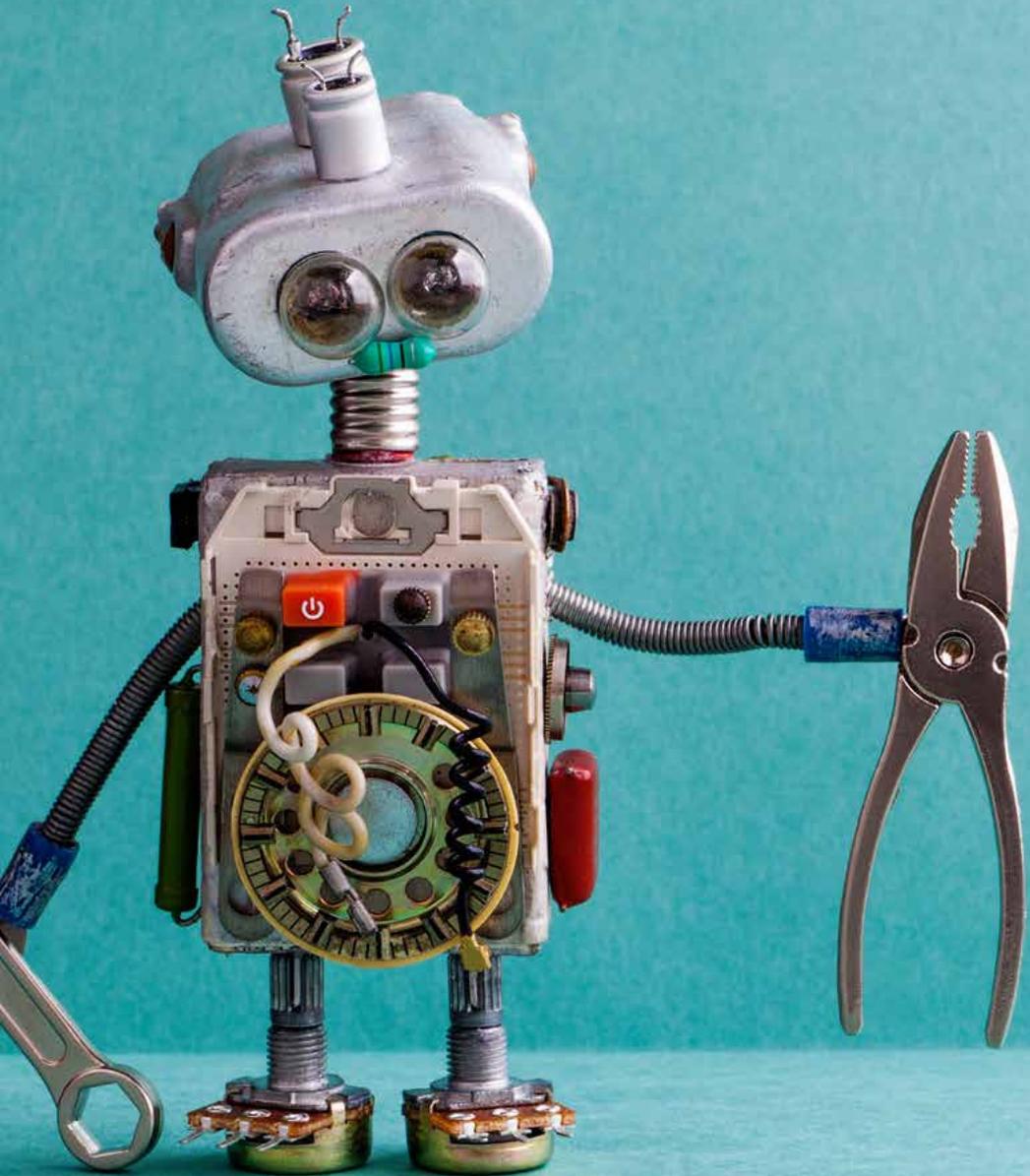
CIRCUITS

- § DoIT Consortium requires your Circuit information, to include in an upcoming DoIT Consortium procurement
- § Eligible circuits are circuits not under contract or under a contract that expires prior to 30 June 2022
- § Circuits are required to be procured by the Consortium – to benefit from circuits at no charge
- § Circuit information entered via DoIT Consortium Data Collection Tool

CIRCUITS

- § We do not need circuit information for Circuits already awarded
 - The K-12 website provides the awarded circuits
- § If you have circuits awarded, and circuits not awarded – we need the information for the circuits not awarded
- § For each circuit added, confirm physical site address, current contract end date.





CIRCUITS

- § Once you have added and confirmed all circuits, please SUBMIT the circuits to the DoIT consortium
- § A short video providing instructions is available at the K-12 website
- § Deadline: 30 June 2020

A collection of various hand tools including a hammer, pliers, a level, and a marker, arranged on a wooden surface. The tools are scattered across the frame, with a hammer on the left, pliers in the center, a level on the right, and a marker at the top right. The background is a textured wooden surface.

CONSORTIUM DATA COLLECTION TOOL



CONSORTIUM DATA COLLECTION TOOL

- § Will allow to enter circuit information, the end points, bandwidth and contract end dates
- § Will utilize site and address information already in the USAC database
- § Circuits to be solicited need to be entered into the tool
- § Tool available via K-12 website

CONSORTIUM DATA COLLECTION TOOL

LOGIN

Forms & Tools

K-12 Letter of Agency

Example K-12 Letter of Agency
Instructions

Library Letter of Agency

Example Library Letter of Agency
Instructions

DoIT Consortium MSA
Member Service Agreement

FCC Form 479

Example FCC Form 479
Instructions

Consortium Data Collection Tool
Use this tool to enter circuit info

Consortium Data Collection Tool
Instructions (Video)



ILLINOIS.gov Authentication Portal

Sign in with your Public account

Sign in

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)



CONSORTIUM DATA COLLECTION TOOL

CREATE PROFILE

[Home](#) [Profile](#) [Circuits](#) [Log Off](#)

Create Profile

First Name

John

Last Name

Doe

Title

Email

 JohnDoe@sd cusd12.com

Phone



Available Entities

Select Entity



Create Profile

CONSORTIUM DATA COLLECTION TOOL

ADD CIRCUIT

[Home](#) [Profile](#) [Circuits](#) [Log Off](#)

Circuit

Profile and Entity

First Name	Last Name	Email	Title	Phone
John	Doe	JohnDoe@sdcdusd12.com	Principal	123-456-7891

Managed Entity

Decatur School District 61 

Add Circuit

Submit Circuit(s)

Edit Profile

Circuits

Show 10  entries

Search records

Location A		Location Z		Bandwidth		Type		Contract?		Expiry		Modified		Actions	
------------	---	------------	---	-----------	---	------	---	-----------	---	--------	---	----------	---	---------	---

No data available in table

No records available

Previous Next

CONSORTIUM DATA COLLECTION TOOL

CREATE CIRCUIT

Home Profile Circuits Log Off

Create Circuit

Entity Name Decatur School District 61

Circuit Type

WAN  Last Mile 

Bandwidth required for E-rate funding year 2021 (1 July 2021 to 30 June 2022)

Select Bandwidth Requirement 

Over what Type of Transport is Service currently Delivered

Select Transport Delivery Type 

Is your current Service under Contract

Yes No

Location A 

Select Location 

Location Z 

Select Location 

CONSORTIUM DATA COLLECTION TOOL

EDIT/DELETE CIRCUIT

Home Profile Circuits Log Off

Circuit

Profile and Entity

First Name	Last Name	Email	Title	Phone
John	Doe	JohnDoe@sdcsd12.com	Principal	123-456-7891

Managed Entity ⓘ

Decatur School District 61

[Add Circuit](#) [Submit Circuit\(s\)](#) [Edit Profile](#)

Circuits

Show 10 entries

Location A	Location Z	Bandwidth	Type	Contract?	Expiry	Modified	Actions
Decatur Data Center 300 E Eldorado St Decatur, IL 62523-1037	Illinois Century Network PoP	1 Gbps	Last Mile	No		06/10/2020	Edit Delete
Decatur Data Center 300 E Eldorado St Decatur, IL 62523-1037	Franklin Elementary School 2440 N Summit Ave Decatur, IL 62526-3181	1 Gbps	WAN	Yes	06/30/2021	06/10/2020	Edit Delete

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

CONSORTIUM DATA COLLECTION TOOL

EDIT PROFILE

Home Profile Circuits Log Off

Edit Profile

First Name

Last Name

Title

Email

Phone

Your Managed Entities

Available Entities ⓘ

Show entries

Entity Info	Type	Actions
Decatur School District 61 101 W Cerro Gordo St Decatur, IL 62523-1001	School District	<input type="button" value="Manage Circuits"/> <input type="button" value="Submit Circuit(s)"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries



FAQ

FAQ

- § What if state appropriation ceases?
Am I on the hook for charges?
- § Does signing the LOA commit my
school district/library
- § I have further questions





REGIONAL TECHNOLOGY CENTERS

ROBIN WOODSOME, ICN FIELD OPERATIONS MANAGER

REGIONAL TECHNOLOGY CENTERS

- § 9 Regional Technology Centers (RTC) servicing all of Illinois
- § Provides local consultation services and advanced technical support
- § Know your local RTC Team ... staff contact is available at Illinois.net
- § RTC staff will assist with installation, provisioning and testing for circuits and security services





SCHEDULE

- § May – DoIT Consortium Tool released
- § May/June/July – LOA's and Circuit information received by Consortium
- § July – Last Mile and WAN Circuit procurement released



RECAP

RECAP

- § Send DoIT Consortium (DoIT.ICN.K12@illinois.gov) a signed Letter of Agency
- § Via Data Collection online tool – provide DoIT Consortium your circuit information
- § Letter of Agency template and Data Collection tool at www.illinois.net -> K-12 Network





STAY TUNED

VALERIE BOLINGER, ICN SERVICES COORDINATOR

STAY TUNED & CONNECTED

- § ICN Channel: Illinois.net (K-12 page)
- § Contact: DoIT.ICN.K12@Illinois.gov
- § Twitter: [@illinoisdoit](https://twitter.com/illinoisdoit) & [@valbolinger](https://twitter.com/valbolinger)



Q

&

A