



August 27, 2024

Dillon Geshel, Director
Superiorland Library Cooperative
1615 Presque Isle Ave
Marquette, MI 49855

Dear Dillon:

This letter is to confirm the agreement to engage the services of EdTech Strategies, LLC to assist the Superiorland Library Cooperative with E-rate matters for the period specified below.

EdTech Strategies, LLC, commits to the following tasks related to Superiorland Library Cooperative's E-rate activities:

- Draft FY2025 Form(s) 471 for review and filing by the person authorized to make legal certifications on behalf of SLC and the SLC WAN consortium.
- Review, if available, FY2024 Funding Commitment Decision Letters.
- Draft FY2025 Form(s) 486 for review and filing by the person authorized to make legal certifications on behalf of SLC and the SLC WAN consortium.
- Assist with responding to Program Integrity Assurance (PIA) requests associated with the FY2025 application(s).
- Advise SLC of documentation the needs to be retained for their files and timelines for document retention.
- Assist SLC and its members in updating profiles of entities in EPC, if necessary.
- Review letters of agency, Forms 479, and other documents related to the relationship between the SLC WAN consortium and its members.
- Develop, if appropriate, Form(s) 470 for the FY2025 funding year.
- Review, if appropriate, procurement and bid evaluation policies and procedures related to the FY2025 application process.
- Assist, as appropriate, with FY2020 - FY2024 Invoicing related to the SLC applications.
- Assist SLC with invoice reconciliation associated with invoices for FY2021 and FY2024, as appropriate.
- Provide general assistance with issues that may arise including those pertaining to PIA review, including application preparation related to contracts completed for the 2025 Funding Year.
- Communicate E-rate program changes and updates in E-rate eligible services, processes, procedures and rules on an ongoing basis.
- Provide guidance and assistance on invoicing and related issues.

EDTECH STRATEGIES, LLC
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- Monitor and report on deadlines related to the E-rate program.

In return, Superiorland Library Cooperative commits to the following:

- Identify a single point of contact. Ideally this would be the person responsible for making the legal certifications on application and invoicing documents on behalf of SLC.
- Provide documentation showing that the person(s) signing agreements (applications, contracts, funding reimbursements, etc.) on behalf of SLC has the authority to do so.
- Provide documentation requested in a timely fashion to allow procurement and filing deadlines to be met.

The total cost for these services for the period October 1, 2024 through September 30, 2025 will be \$10,600. The invoices for services will be submitted on or around April 1, 2025 and September 1, 2025. Each invoice will be for half of the total cost. If the scope is modified by a subsequent contract amendment, the cost may also be modified.

We would ask that you sign this letter of engagement and email it back to me at ajohnson@edtechstrategies.net. We will return a countersigned copy to you for your files. We look forward to continuing to work with you. Please contact me if you have any questions. I can best be reached at 202-352-5364.

EdTech Strategies, LLC

Superiorland Library Cooperative

By: Aleck S. Johnson, Vice President

By: Dillon Geshel, Director

Date: _____

Date: _____