

# Educational Services Commission of New Jersey

New Jersey Approved Co-op Number 65MCESCCPS

## E-Rate Filing Guidance for New Jersey Digital Readiness for Learning and Assessment Project (NJDLAP) (RFP #ESCNJ 20/21-45, RFP #ESCNJ 17/18-45, and RFP #ESCNJ 18/19-46) Internet Access and Data Transmission Services Cooperative Purchasing Initiative

January 13, 2022

Dear Colleagues:

The E-Rate filing window for 2022 is now open with a closing date of **March 22, 2022**. For the eighth consecutive year, schools have access to the ESCNJ's cooperative contracts for Internet access and data transmission services known as the New Jersey Digital Readiness for Learning and Assessment Program (NJDLAP). These contracts deliver low prices and high bandwidths to schools across New Jersey.

This letter provides guidance for applicants continuing services under existing NJDLAP contracts as well as E-rate filing guidance for applicants using these NJDLAP contracts for the first time.

The ESCNJ has three open NJDLAP contracts for E-rate Category 1 services:

**RFP #ESCNJ 20/21-45 (Current Contract for Internet and Fiber)**  
**RFP #ESCNJ 17/18-45 (Previous Contract for Internet and Fiber)**  
**RFP #ESCNJ 18/19-46 (Previous Contract for Broadband Internet)**

Most participants will use the most recent contract, RFP #ESCNJ 20/21-45, which was signed in 2021 and has the current pricing available to New Jersey schools. Some schools remain under contract with previous versions, such as RFP #ESCNJ 17/18-45 or RFP #ESCNJ 18/19-46, which remain current for multi-year arrangements. Please follow the specific instructions below:

### Returning Customers with Existing E-rate Services

If you entered into a NJDLAP contract in 2018, 2019, 2020 or 2021 using RFP #ESCNJ 17/18-45, RFP #ESCNJ 18/19-46, or #ESCNJ 20/21-45 and filed for E-rate discounts previously, AND the service term does not expire before June 30, 2023, use the Copy FRN feature in the Form 471 to create a new 2022 Funding Request Number.

- Create a Form 471
- Select Category 1
- Click through Entity information, verifying correct discount rate
- On the FRN page, click "Add FRN"
- Give FRN Nickname
- Click Yes to the question Is this a Funding Request Continuation of an FRN from a previous year?
- Enter FRN from previous year
- Click "Copy FRN"
- Use Search by FRN with the same previous year FRN
- Select loaded FRN and click Continue, then Refresh, and Continue to the Contract Summary
- Enter 07/01/2022 as the service start date
- Enter Contract Expiration Date in the next box, which should be the same date as last year's application
- The next screen is Fiber Request Key Information. "No" should be highlighted, click Continue

- Narrative should be pre-populated, click Save and Continue
- Click the box by the FRN, then click Edit FRN
- Update pricing for RFP #ESCNJ 17/18-45 referencing “Refresh Pricing” at <https://www.escnj.us/Page/1114>
- Check pricing information for RFP #ESCNJ 18/19-46 at <https://www.escnj.us/Page/2521>
- Update recipients of service and number of circuits for locations that have changed status since last year
- Once all FRNs have been entered, click Review Form 471, and check for accuracy.

### **New Customers**

New customers will use RFP #ESCNJ 20/21-45 and pricing is found at <https://www.escnj.us/Page/2744>. The ESCNJ executed Master Service Agreements (MSAs) with each of the awarded vendors on the contract award dates listed below. Districts and eligible school organizations must still sign individual contracts with awarded vendors that specify the type, term, and bandwidth from among the awarded options. School officials should work out details now to execute a contract before the filing deadline. Contact information for each of the awarded vendors is listed below.

The Educational Services Commission of New Jersey (ESCNJ) has filed E-rate Forms 470 that can be referenced to purchase NJDRLAP services. You may also use your district’s own Form 470. If you use your own, conduct your own selection process and retain the required documentation. You may use the NJDRLAP award as one of the submitted proposals for evaluation purposes. Note that if using your own Form 470, the Contract Award Date for your selected vendor will be the date you select your vendor which must be at least 28 days after your local Form 470 has been posted.

If you use the ESCNJ’s Form 470, you do not need to conduct another evaluation. However, you do need to refer to the proper Form 470 number when filing your Form 471 paperwork. Use 470 **#210001792 for Category A and B** services. These “A” and “B” services were awarded based on regional and district groupings according to specific term and bandwidth criteria. Use 470 **#210001793 for Category C** services. These “C” services were awarded based on individual districts according to multiple terms and bandwidths, and options. All awards for Categories A, B and C are posted on the official ESCNJ procurement website at [https://drive.google.com/file/d/1GLf\\_87nhP9eggYO4U7-oocpc8E5huXy/view](https://drive.google.com/file/d/1GLf_87nhP9eggYO4U7-oocpc8E5huXy/view).

Regardless of whether you use the ESCNJ’s 470 or your own, be aware that there is a three percent (3%) administrative fee included in the vendor pricing. This fee is not E-rate eligible and should be entered on the “Ineligible Recurring Cost” line item on the Form 471. Your vendor should break this out for you. You also need to make sure that all services you buy are Category One E-rate eligible. For example, certain cybersecurity add-ons may not meet the eligibility criteria. Ask if you have questions.

If you need to refer to the official NJDRLAP award for RFP #ESCNJ 20/21-45, the information is posted on the ESCNJ website: <https://www.escnj.us/Page/2744>. If you need more information about specific awards, contact the vendor or ESCNJ.

Since NJDRLAP is a statewide procurement, ESCNJ will contact the New Jersey state E-rate reviewer and provide all necessary contract information to facilitate quicker review, if required.

If you are signing on to this contract for the first time this year, you will need to enter the NJDRLAP contract information in your profile. Below is the contract information required to be provided in the E-rate Productivity Center (EPC) user profile. From the EPC Landing Page, click on the name of your district, click the “Contracts” link along the top of the page. Then click “Manage Contracts” box in the upper right. Click “Add New Contract” on the next page. If using an E-rate Consultant, please pass this information to them. There are several pages of required information needed to establish contracts in EPC, and this can cause confusion for even the most experienced E-rate filers. So, to make it easier, the required information is listed here in sequence:

- Nickname: Enter a unique name for this contract
- Contract Number: See contract information below
- Upload Contract? No
- Based on State Master Contract? Yes
- Is contract based on multiple award schedule? No
- Can other Applicants Piggy-Back off this contract: No
- Was this contract created by another applicant and you then piggybacked of their contract? Yes
- Indicate the original party that created the contract: ESCNJ
- Was a Form 470 posted for this contract? Yes
- Was your 470 posted prior to 2016? No
- How many bids were received? (same page as above question): 7 for A&B awards; 5 for C awards
- Search FCC Forms 470: Enter 210001792 for A&B awards, OR 210001793 for C awards
- Service Provider Account Number: N/A
- Search Service Providers by SPIN: See SPIN information below
- Is this a Multi-Year contract: Yes
- Includes Voluntary Extensions: Yes

**Contract #ESCNJ 20/21-45 Information (Contract Award Date 12/18/2020):**

Contract Holder	SPIN	Vendor Contact
Cablevision Lightpath of New Jersey	143013604	<a href="mailto:Todd.Margiotta@AlticeUSA.com">Todd.Margiotta@AlticeUSA.com</a>
CherryRoad Technologies, Inc.	143051031	<a href="mailto:nelliott@cherryroad.com">nelliott@cherryroad.com</a>
Comcast Business Communications, LLC	143003990	<a href="mailto:rich_scheid@cable.comcast.com">rich_scheid@cable.comcast.com</a>
DNS (Listed as Business Automation Technologies, Inc.)	143009866	<a href="mailto:sales@dnetworksolution.com">sales@dnetworksolution.com</a>
PenTeleData Limited Partnership	143004441	<a href="mailto:gfoley@corp.ptd.net">gfoley@corp.ptd.net</a>
Planet Networks, Inc.	143009149	<a href="mailto:fibersales@planet.net">fibersales@planet.net</a>
XTel Communications, Inc.	143010147	<a href="mailto:lsorino@xtel.net">lsorino@xtel.net</a>

All vendor contact information available at:

<https://drive.google.com/file/d/1Fo6Ouro2xEKjNTBSisQzuQwJlKGi3te3/view>

If you have any questions, please contact an ESCNJ representative. We are here to help!

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Sincerely,

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