

ESUCC

Coop Committee Meeting

Wednesday, September 3, 2014, 3:00 PM

Educational Service Unit No. 10 76 Plaza Blvd Kearney, NE 68845, 6949 South 110th Street,
LaVista, NE 68128

Attendance Taken at 3:00 PM.

Fisher ESU 04: Present

Jeff West (NE): Present

Mowinkel ESU 08: Present

Tedesco ESU 11: Present

Paul Calvert (ESU 15): Present

1. Call to Order

2. Roll Call

3. Agenda Item

3.1. ESM Update

3.1.1. Easy Purchase Plan

3.1.2. Ordering/Billing/Payment

3.1.3. Account Set-Up

3.1.4. Reporting

3.1.5. Delivery

3.1.6. Coop Procedural Manual

3.1.7. Coop Advisory Committee

3.2. Program Updates

3.2.1. Annual Buy

3.2.2. Food Buy

3.2.3. Custodial Buy

3.2.4. Year-Round Catalog

3.2.5. Special Buys

3.2.5.1. World Book

3.3. Future Efforts

3.3.1. ESUCC Application Systems Analyst

3.3.1.1. UNL Department of Computer Science and Engineering

3.4. Policy Adoption - Unified Policies & Timeline

3.5. ERATE

4. Next Meeting Agenda Items

4.1. Coop Procedural Manual

4.2. Coop Advisory Committee

4.3. ESUCC Application Systems Analyst

5. Executive Session

6. Adjournment

{{Name: Agenda Item Name}}
{{Discussion: Agenda Item Discussion}}
{{Comments: Agenda Item Comments}}
{{Actions: Agenda Item Actions}}

3. Agenda Item

3.A. ESM Update

3.A.I. Easy Purchase Plan

We are currently asking ESM to expedite the catalog creation for our shop page. We currently have access to the Staples and CDW-G catalog for all schools. About half of the ESU's have access to School Specialty. Gov Connection & Amsan are available only in one ESU each. We are working on a number of agreements that we hope to be able to have ESM start development on shortly to have a more robust offering.

3.A.II. Ordering/Billing/Payment

There are no current changes being made to these segments. We have defined processes that allow ESU's to elect their in house process of facilitation. However, we have created a list of enhancements to the system that might ease some billing work on both the consumer and supplier end.

3.A.III. Account Set-Up

In the event you have a district that wasn't listed in the original implementation please contact a member of the Coop staff and we will work with ESM to provide availability.

3.A.IV. Reporting

ESM has a new reporting tool that was just placed in our training environment. It is very difficult to use. We have requested some template reports that would make a more simplistic approach to requesting reports.

3.A.V. Delivery

Currently the delivery piece needs to be evaluated to insure a more expeditious delivery process. We are looking to utilize information from all stakeholders to help with this process.

3.A.VI. Coop Procedural Manual

Speaker:

Chair of Committee/Executive Director

3.A.VII. Coop Advisory Committee

Speaker:

Chair of Committee/Executive Director

3.B. Program Updates

3.B.I. Annual Buy

The Annual Buy started off extremely well. However, our largest supplier Brown & Saenger was not able to meet the shipment dates as hoped. They are to have all items out by the end of the month.

This being the first year we realize that there need to be revisions and changes in process. Thus, we are looking to utilize a statewide advisory group comprised of the schools to assist us in process change to insure the desired result.

3.B.II. Food Buy

The Food Program is going well. Membership is about even from last year. We are currently working with Sysco to provide schools with informational tools to assist them in food service management. Additionally we are looking towards spring dates to host meetings where we will blend professional development with mini food shows. Sysco is in the works for ESM catalogs. Their development has been slowed by Sysco's current operation of two different procurement platforms.

3.B.III. Custodial Buy

Amsan is currently in development for the ESM application. With more visibility this contract should have great growth potential. We are currently working with Amsan in hopes to develop some professional development opportunities.

3.B.IV. Year-Round Catalog

The year round catalogs are slow to develop as discussed in the ESM Update section. We recently had a meeting with ESM in hopes to push quicker development and deployment of these catalogs.

3.B.V. Special Buys

We are currently working on contracts with the following: BSN Sports, Dick Blick, Demco, The Library Store, and Really Good Stuff. We are hopeful that these offerings would fill gaps in between our current offerings. However, we need to develop a process in which we elect to enter into agreements with interested parties.

3.B.V.a. World Book

We were able to get an extension signed with World Book for another year. However, World Book would like to receive an aggregate purchase order. We will work to accomplish this for the 2014-15 school. However, given that this is the only contract that Coop doesn't charge an administrative fee on this contract might be best suited to be held by IMAT.

3.C. Future Efforts

Future efforts are being focused around adopting a systematic approach that will create transparency and operational guidelines. In addition we are seeking legal opinion for the allowance of large-scale contracts (ie. Tracks, courts, and roofs). Also, we would like to explore the idea of having a traveling supplier show focused around face-to-face interaction with school administration. This would require input from ESU Administrators on how to best realize this process.

3.C.I. ESUCC Programmer

Speaker:

Chair of Committee/Executive Director

3.C.I.a. UNL Department of Computer Science and Engineering

Speaker:

Chair of Committee/Executive Director

3.D. Policy Adoption - Unified Policies & Timeline

Speaker:

Chair of Committee/Executive Director

4. Next Meeting Agenda Items

4.A. Coop Procedural Manual

Speaker:

Chair of Committee/Executive Director

4.B. Coop Advisory Committee

Speaker:

Chair of Committee/Executive Director

4.C. ESUCC Programmer

Speaker:

Chair of Committee/Executive Director

ESU Cooperative Purchasing Procedural Manual

Introduction:

Nebraska ESU Cooperative Purchasing provides a multitude of services both direct and indirect to the Schools of Nebraska, and all other participating parties. This manual is written with the intent of providing specific procedural actions as they relate to internal activities. Below is listed processes contained in ESU Cooperative's regular operations, and the tasks that are inherently associated with those activities.

Annual Buy Procedural Categories

Specifications: During this process specifications will be reviewed in coordination with suppliers and interested parties. All discontinued items will be updated to a new model and any recommendations for item inclusion in the bid will be considered. A review of specifications will be brought to the ESUCC Cooperative Purchasing Committee prior to the bids release.

Terms & Conditions: The terms and conditions act as a guide for all participating parties involvement in the Annual Buy process. Input from schools, ESU's, and vendors will be used to augment these documents as needed. Upon the ESUCC Coop Committee October meeting the committee will review the parameters of need by all included parties, and generate an outline for alterations to the existing terms & conditions.

Bid Advertisement/Vendor Contact: Prior to the bids release ESU Coop will advertise in a statewide paper the bid advertisement for the Annual Buy. This will provide visibility to the process and fulfill requirement to advertise. The bid period shall run no less than six weeks. In addition, previous bid participants and suppliers that have expressed interest in participation will be notified both by email and by the ESM Solutions database of the upcoming bid.

Technical Upload of Bid Documents: Prior to the bids opening day ESU Cooperative will take the specifications created and update existing documents. This is to include: terms & conditions, authorized signature form, statement of compliance form, shipment location form, and any other forms deemed necessary by ESUCC/legal services.

Vendor In Bid Communication: During the bid period vendors may seek clarification of content as it relates to the bid. This communication shall be

communicated in writing to esucoop@esucc.org as to not provide an inherent advantage for any other prospective awardee. ESU Coop will furnish a response within a reasonable amount time to all registered vendors.

Bid Award: During the awarding process ESU Coop will review all responses and finalize the awards no later than two weeks after the bids closing date. All registered vendors will be notified of their awards or lack there of by the ESM Solutions website.

Vendor Dispute Period: All Vendors have 10 business days to formally dispute awards. All disputes must be submitted in writing to esucoop@esucc.org. All disputes will be reviewed by ESU Coop personnel, and will be responded to within 48 hours of issuance.

Catalog Creation: ESU Coop will create a catalog of the Annual Buy offerings in encompassing the awarded items bid. The catalog will host all pertinent information for each line item.

Catalog Made Available to Schools: ESU Coop will upload the catalog or catalogs prior to the opening of the ordering period, unless ESM Solutions requests to load the catalog. ESU Coop will assign and configure all catalogs for the schools upon catalog availability.

Customer Care: ESU Coop will provide assistance to all schools during the ordering period. This is to include: clarification of items, provide updates on any errors found in the catalog, assistance with the Easy Purchase application, and any and all other inquires.

Close of Ordering Period: ESU Coop will close the ordering period on the specified date advertised to both schools and suppliers, unless an extension is warranted. Upon closing of the Annual Buy ESU Coop will inform all users of any uncompleted orders and provide a three-business day window to complete these orders.

Aggregation of Orders: Upon completion of the ordering period ESU Coop will create an aggregate list of orders for all suppliers. This list will be comprised of school name, item number, manufacturer part number, ship to location, bill to location, transaction number, purchase order number, quantity ordered, bid price, and subtotal for district order.

This report will also be distributed to each ESU to insure a local reference point should they like to assist with school specific items. In addition ESU Coop will require suppliers to confirm receipt of aggregate orders, thus there is a confirmation of all orders from the system.

Shipping: ESU Coop will send out a request to provide shipment status of all products three weeks prior to the delivery deadline. Awarded suppliers will be required to provide an aggregate update.

Substitutions/Discontinuations/Back Orders: Inevitably in the supply environment items become discontinued or back-ordered from the time of bid submission to product fulfillment. All substitutions should be submitted in writing to ESU Coop at esucoop@esucc.org. Upon receipt of the issue ESU Coop will respond to the supplier once the schools or Coop Committee approves or declines the substitution. In the event of a back-order ESU Coop will look for an alternative item in the event that the expected availability is past an acceptable date. Once a resolution is found ESU Coop will communicate with all parties that have an existing request for the item in question. All substitutions must be provided to ESU Coop in writing at esucoop@esucc.org two weeks prior to the closing date of the Annual Buy

Billing of Administrative Fee: ESUCC will bill awarded suppliers the administrative fee as stated in the terms and conditions of the Annual Buy the first week of **June**.

Communications: During the Annual Buy delivery time frame ESU Coop will provide a statewide weekly update compiling all pertinent information as it regards but not limited to the following: billing, product delivery, substitutions, late fee's, and back-orders. In the event that verbal communications lead to pertinent information outside of regular procedural awareness ESU Coop may ask for written confirmation of said discussions.

Late Fee's

Product shall be delivered in full upon the delivery deadline. The date post the delivery deadline date awarded vendors shall be assessed a 2% fee. An additional 2% fee may be assessed every 2 weeks passed the delivery deadline up to one month of being past due. At this time schools may source product from an alternative supplier competitively sourced by Coop with the difference in cost being billed to the awarded vendor.

Product Returns/Discrepancies

In the event that a product is received outside of the parameters defined within the agreement of ESU Coop the supplier agrees to provide for a pickup and credit of said good. In the event that the supplier can reach an amicable agreement with the requesting party upon the good/service in question than the supplier shall notify ESU Coop of the agreement.

Special Buy/AEPA Programs

Vendor Engagement Process: During the discussion of a future agreement the capacities of the supplier should be discussed in terms of procurement facilitation. Specifics about contract reference codes, punch-out capabilities, and hosted catalog capacities should be discussed. Upon agreement ESM Solutions will be engaged to actively bring visibility and access to the agreement.

Reporting: Suppliers shall provide quarterly sales reports to ESU Coop. These reports should include: district name, city, total sale, list price, and a products description if available. In the event that a supplier carries multiple contracts they are expected to provide a separate report clearly differentiating the sales per awarded contracts.

Contracts: While AEPA is a collection of educational service agencies all contracts are awarded at the state level. AEPA's committee's make recommendations on the contracts award or renewal. ESU Coop reserves the right to award or not award AEPA related contracts.

Renewals: ESU Coop will sign applicable renewals by February 28th of each year. ESU Coop reserves the right to not sign a previously carried contract as a result of AEPA.

AEPA Membership: The scope of this cooperative activity is to facilitate the joint solicitation for common goods and services for the good of the members of each agency. As a member of AEPA ESU Coop agrees to; help develop and issue bids, participate in publications and solicitations, attend AEPA Meetings, and preform various functions as volunteered or assigned by AEPA.

Prime Vendor Programs

Scope: Some offerings are best placed or require the use on one contracted party to provide goods and services throughout the state. These prime vendor programs shall utilize the RFP process. They are designed to leverage the purchasing power of the state and create a single sourcing model.

Awards: In accordance with bid terms and conditions a predetermined group decided by the ESUCC Committee will review all responses, and award as detailed.

Correspondence: Based on the nature of each contract certain aspects of the agreements terms may require periodic correspondence. These informational items will be sent to the program participants directly.

ESUCC Advisory Committee

Composition: Within the body of the ESUCC Educational Service Unit Administrators work in smaller groups to help aid and advise the projects of the ESUCC. This group is comprised of three to five ESU Administrators of varied geographic regions.

Role: The ESUCC Advisory Committee shall collectively recommend items to the ESUCC following committee meetings. These items may but are not limited to include: contract recommendations, systematic processes, revisions in operations, and providing operational guidance.

Meetings: The ESUCC Coop Advisory Committee shall meet the day prior to the regularly scheduled ESUCC meetings.

School Advisory Committee

Composition: One individual per Educational Service Unit would act as a representative for that group of member schools. These parties will be asked for input in regards to operational procedures.

Role: To provide compressive feed back, input, and support in Coop related efforts. This group will act as the voice of their area schools, and assist in providing information including: common school operational practices, capacities, needs, procurement trends, feedback on current operations, and direction on future efforts.

Meetings: This group will meet quarterly prior to key processes in hopes to gain the input of the committee, and drive current procedures to directly correlate to school need.

Input: The input of this committee will be utilized to drive needed changes and enhancements in processes. Minutes will be taken at these meetings will be made available to the ESUCC Coop Committee

Award Review: The School Advisory Committee may be asked to review awards of certain bids prior to finalization of bid awards.

Bids

Types

1. RFI: ESU Coop reserves the rights to use an RFI in the event that the scope of the project is too difficult to define without greater research, or requires more information. This process shall be followed by either a BFO or an RFP.

2. RFQ: An RFQ may be used in the event that one specific model or specification has been requested. Depending on the product in question based on its proprietary nature, and unique composition will determine how many parties will be presented the quote. Serviceability and scope of the project may be taken into consideration based on the nature of the desired good or service.

3. RFP: Competitive vetting that involves more than the individual component of cost shall be conducted within the RFP format. The evaluation process shall be explicitly stated within the bid scope and terms and conditions. Individual factors that determine the weight of the RFP's awarding shall be clearly stated and will clearly define the optimal response.

4. RFB: In the event that the vetted good and/or service is of singular focus, and that price is the only comparative measure and focus ESU Coop may utilize the RFB process.

Advertising/Bid Period: Bids shall be advertised within a statewide publication prior to the bids release. The period shall last no less than 28 days. Extensions may be granted based on the following conditions but not limited to: technical issues, addendums issued post bid release, augmentation to specifications, bid protest, change in bid regulations, and/or revision of scope of bid.

Awarding: Awarding of bids shall include parties designated to be appropriate by the ESU Coop Committee based on the unique nature and complexity of each bid. Bid awards shall be sent automatically via ESM Solutions Easy Bid Application to all registered participants, or via email or mail to all respondents.

Disputes: All disputes must be submitted in writing to esucoop@esucc.org within the two-week dispute process directly following the award. Disputes shall contain the item or issue in question, and explicitly state the objection to the award. All disputes will be reviewed by the ESUCC Coop Committee, and formally responded to upon the completion of evaluation.

Category Recommendations: The School Advisory Committee and any other interested member district can request the exploration of desired agreements. All requests should either be made within the committee structure or submitted to esucoop@esucc.org

Contracts

Bid: Bid contracts shall explicitly state the objective and nature of the agreement. Terms of a bid can range from one to three years. Bid terms shall be considered binding from the period of consent to enter formal agreement until the expiration date is reached.

Special Buy: Special Buy contracts shall be offered with exclusive pricing to ESU Cooperative Purchasing. These contracts may range from one to three years. Within the agreement terms shall be explicitly defined as to both parties expectations and the scope of the agreement.

Extensions: ESU Coop may sign one-year extensions to agreements upon the contract end date of the original contract. Both parties must be in agreement to the extension. Contract terms shall remain unaltered unless market conditions clearly demand augmentation, and the agreement is determined to be financially detrimental to either party.

Addendums: In the event that conditions of the original agreement need to be modified addendums to the original agreement may be signed based on the following conditions: rise in raw materials cost, inflation, reduction in supplier cost to provide contracted services, addition of new product lines, increased regulations, and any other condition that makes the previous contract financially detrimental to either party due to unforeseen changes in the product pricing. The CPI may be used to establish the baseline for the addendum.

Auditing: Audits of any Coop contracts can be preformed at anytime to insure bid or negotiated pricing being adhered to. In the event the audit reveals a discrepancy the price will be corrected, and the supplier will contact the ordering party. Additional audits may be preformed if the supplier's original audit reveals multiple pricing errors.

Interlocal Agreements: ESU Coop reserves the right to enter into an interlocal agreement in the event that the offering provides a benefit to ESU Coop's member districts, and complies with ESU Coop's review process.

Procurement Software

Bid Placement: Coop staff prior to their release of any bid utilizing the ESM application will place all specifications, terms and conditions, additional bid documents, and any other pertinent documents to the system.

Awards: In accordance with bid terms and conditions a predetermined group decided by the ESUCC Committee will review all responses, and award as detailed.

Catalog Uploads: ESU Coop will work in alignment with ESM Solutions to provide visibility of Annual Buy and hosted catalogs. Punch-out catalogs require the design of supplier credentials at the ESM level. In the event that a punch-out catalog is to be used ESU Coop will provide all information requested by both ESM and Supplier to aid in the creation process.

Shop Page Configuration: Upon availability of a new catalog ESU Coop will assign the catalogs to the school instance accounts. ESU Coop will also configure the schools shop page to contain pertinent information, and clarify different types of offerings.

Functionality Changes: Occasionally ESM Solutions will augment common practices within the application. Once we have been granted access to these functions it will be the role of Coop to communicate and train schools on pertinent or mandatory functionality changes. In the event the function is not a required feature change Coop will engage the School Advisory committee to ascertain interest in migration of practices.

Customer Care: Coop will aid schools in functions not limited to: assisting with reports, logins, problem resolution, and any other function of the system we are able to access. In the event that we cannot assist the customer at an optimal level Coop will facilitate/arrange a meeting between ESM and the school to effectively resolve the issue.

Notifications: Coop will maintain an active list within the ESM application of prospective bid respondents. The system will provide notifications to prospective bidders upon publication of the bid and again upon award. In the event that a supplier requires more information contained within the application Coop will refer the supplier to ESM's supplier customer support team.

Development Process: Following each School Advisory meeting ESU Coop will take recommendations for future development. In addition ESU Coop will create a list of desired administrative functions. This list will be sent to ESM upon its

completion in hopes that the prospective functionality augmentations will be considered for development.

Vendor Vetting Process

Proposals: In the event that a vendor expresses interest in being a contracted supplier of ESU Coop a proposal should be written for review. The proposal should contain: company history, explanation of service/goods, proposed pricing equivalent to or greater than any known discount, service capacities, and references. Only proposals that are completed in full will be considered. Proposals should be sent to esucoop@esucc.org.

Review: All comprehensive proposals shall be sent to the ESUCC Coop Committee for consideration. The ESUCC Coop Committee will review and consider all agreements. Agreements will be entered into based on the interpreted need for the proposed goods/services. In the event that a proposal is denied ESU Coop shall provide a summary of denial. In the event that the proposing supplier disagrees with a rejection they have a two-week discrepancy period in which they can layout the reason for their objection. To file a dispute the prospective party can email esucoop@esucc.org their concerns. ESU Coop reserves the right to reject any and all proposals.

Communications

Vendor: In the event Coop is actively receiving bids it reserves the right to not have verbal correspondence with potential responding parties as it pertains to the bid. All communications shall be written and be submitted to esucoop@esucc.org. These communications will be of public nature and may be shared with any inquiring parties.

In the event that verbal communications lead to pertinent information outside of regular procedural awareness ESU Coop may ask for written confirmation of said discussions. All other communications are to be professional in nature.

Schools: ESU Coop shall semi-annually update an all school district contact list originally provided by their ESU's. This list will be used to provide pertinent correspondence as it applies to member districts. ESU Coop will also actively work

to assist all schools by responding to and originating communications that are deemed to be essential or beneficial for the schools.

ESUCC: ESU Coop will actively engage in the ESUCC process of committee meetings and provide communications within the provided structure. The individual Service Units are encouraged to provide access to their ESU staff a copy of the committee meeting minutes. In the event an individual ESU requires specific communications outside of the designed ESUCC structure ESU Coop will accommodate upon request.

School Advisory Committee: The School Advisory Committee will receive notice of future meetings from ESU Coop. Prior to the meeting they will be furnished with an agenda and substantiating documents to pertinent information and discussion topics. ESU Coop will communicate progress of operational tasks as it relates to committee discussions.

Marketing Approach: ESU Coop considers itself a reference point for Nebraska Schools. Thus, it won't provide email lists or specific contacts without the consent of its member schools. ESU Coop will provide visibility through its informational website, procurement site (if applicable), and actively promote contracts while attending functions that member districts are in attendance. Certain contracts may require the supplier to assist in regional promotions, and professional development of school personal that currently or potentially may utilize the agreement.



2014-2015

EXTENSION OF CONTRACT/AGREEMENT

Contract EXTENSION AGREEMENT made by and between

World Book Inc.
Attention: Dale Weber
233 North Michigan Ave, Suite 200
Chicago, Illinois 60601

and
Nebraska ESU Cooperative Purchasing
1292 E. 4th St. Ainsworth, NE 69210
Phone: 402-387-1245 Fax: 402-387-2530

Nebraska ESU Cooperative Purchasing Contract

The existing Agreement initially commencing upon award terminates on September 1st, 2014, however, the Term of Contract and Extension in the NEBRASKA ESU COOPERATIVE PURCHASING Contract provides the Agreement may be extended by mutual written agreement. NEBRASKA ESU COOPERATIVE PURCHASING has approved this extension and now desires to extend the Agreement for an additional term of twelve (12) months until September 1st, 2015. Upon the signature of an authorized officer of the Agency and of the above named company or corporation, the Agreement is hereby extended.

This extension shall be subject to the same Terms and Conditions as contained in the original NEBRASKA ESU COOPERATIVE PURCHASING Contract.

Nebraska ESU Cooperative Purchasing
[Signature] Executive Director 8-20-14
Authorized Signature Title Date

Co: Dale Weber Regional Director 8-21-14
Authorized Signature Title Date
Contractor agrees to provide complete information of any deleted and new products or prices as allowed under (Discontinued Products) and (New Technology and Price Reduction) of the Bid and/or contract.

Discontinue:

Our Company chooses to discontinue the contract, effective September 1st, 2014. If you do not want to extend contract, please sign below and return this agreement.

Co:
Authorized Signature Title Date

NOTE: This agreement should be received by 5:00 p.m. at the offices of the Agency on or before September 1st, 2014.

ESUCC Coordinating Solutions to address FCC E-Rate Changes

The following are information points about the FCC E-Rate changes that will impact every public and private school in Nebraska:

- 56 million dollars will be available to public and private schools and public libraries in Nebraska
- 45 million is available to public schools in our state
- An average of 34% of the funds must be matching funds, or about 17.8 million of the 56 million will be school and library matching funds
- The federal government has set aside 1 Billion for 2015–2016 and 1 Billion for 2016–2017 for schools to use for equipment upgrades *(It is important for schools to access these funds over the next two years, no guarantees of funding beyond this timeframe)*

ESUs' technology staff will need to work with local school districts to determine:

- What wireless access do they currently have in place?
- Based on FCC E-Rate guidelines, what do they need to upgrade?
- Should each individual school district develop a project plan to better define their upgrades?

Each school district will need to bid their technology project plan including:

- Equipment costs
- Installation costs
- Maintenance costs (First two years only)

ESUCC Involvement including possible coordination of solutions for local districts:

- Enough vendors in Nebraska able to support this initiative?
- Should ESUCC bid on installing equipment into local schools?
- Coordinate this effort statewide with all ESUs providing staff support?
- Install during the summer months?

Federal Regulations: *Provided by Tom Rolfes*

8. C2 E-rate support will focus on broadband services and the equipment needed to deliver broadband inside libraries and schools. This includes: **Routers, switches, wireless access points, internal cabling, racks, wireless controller systems, firewall services, uninterruptable power supplies, and the software supporting each of these components.** For 2015 and 2016 Wi-Fi managed by an outside provider, basic maintenance and caching servers are also eligible. At a later date the FCC will determine if these services should remain eligible beyond 2016.

9. Starting in 2015, E-rate funding support for the following services, which are not directly Wi-Fi or broadband-related, will be eliminated: **Circuit cards/components, interfaces, gateways, servers, storage devices, telephone and video components, voice over IP (VoIP), voicemail, email, and webhosting.** The FCC will update the Eligible Services List (ESL) to reflect the changes, and cautions applicants to review the 2015 ESL carefully because of all the various changes.

Possible ESU Involvement in FCC E-Rate Changes

Gary Needham, Member of NITC Ed Council and ESU 9 Technology Director

At this date the full impact of the 2015-16 e-rate changes is still unclear. However, we do know that there is a significant emphasis for the next 2-5 years on wireless infrastructure in schools. Qualifying schools appear to be eligible for a discount on expenditures of up to \$150 per student or \$9,200 per building, whichever is larger. (The \$9,200 may be per NCES/NDE building, meaning a combined elementary and high school may qualify as 2 buildings.)

In the installation of “wireless infrastructure,” there are many components in which ESUs are regularly involved across the state, and all of which are potentially eligible for e-rate reimbursement. They might be broken down as follows:

- Wireless system (access point and controller) hardware and software
- Wireless system maintenance
- Cable and associated cabling hardware
- Cabling installation
- Switches, routers, and firewalls
- Switch, router, and firewall maintenance (software updates and labor)

In order for any work performed by an ESU to become e-rate eligible, the ESU would have to have a USAC Service Provider Identification Number (SPIN) and bid directly on school district Forms 470 through the bid process or subcontract for a bidder that does have a SPIN.

Network Nebraska has initiated a conversation seeking the guidance of the ESU NOC regarding its potential role in the process, particularly as a possible coordinator of a state-level bidding process. Due to the timeline of the e-rate changes, NOC will have to pass an action item on September 18 directing the involvement of Network Nebraska.

Small schools in particular could have a difficult time wading through both the bidding requirements and the vendor selection. ESUs will do what they can to guide the process, but this could be a large amount of administrative work for staff who wear many hats.

Due to the complexity of the issue, I am seeking administrative guidance from this committee on behalf of NOC regarding a possible state bidding process, including the possibility of Network Nebraska working with ESU Coop on the hardware bids.

Application Systems Analyst (Position Timeline)
Educational Service Unit Coordinating Council
September 2014

The following timeline has been established for the employment of an Application Systems Analyst:

September 15-October 3, 2014	Position Announcement
October 6-10, 2014	Review of Applications Development of Interview Questions
October 13-24, 2014	Interview Top Five Candidates
November 10, 2014	Recommendation for Employment and Candidate Contact
November 18-19, 2014	Ratification of Employment (ESUCC Meeting)
December 1, 2014	First Day of Employment

**Job Description: Application Systems Analyst
Educational Service Unit Coordinating Council
September 2014**

Department: ESUCC

Job Title: Application Systems Analyst

Education Level: 2 or 4-year degree in Computer Science, Management Information Systems or related field

Certification/Licensure: Zend Certification preferred

Knowledge & Experience:

1. Ability to participate in a collaborative team environment
2. Active listening and responsiveness to team, partner and user questions and concerns
3. A friendly, cooperative, professional attitude of service
4. Effective personal communication skills
5. Ability to research and develop logical and creative solutions to problems with team members
6. Detail-oriented
7. Programming experience and general programming skills in more than one development environment

Essential Functions of Position:

1. Collaborate, consult and communicate effectively with Technology and Project directors, advisory groups and partners to develop clear system specifications, design documents, goals and priorities.
2. Develop and maintain application algorithms, processes and code that are efficient and effective at meeting system specifications.
3. Write and maintain thorough documentation of all work within code and through supporting documents.
4. Implement and utilize an organization-wide revision control system to assist in tracking and documenting system revisions.
5. Research and recommend system changes to keep applications in stable, current and supported technologies.
6. Deliver, design, modify, develop, write, implement and maintain highest quality software applications for the company.
7. Design, build, test, debug, troubleshoot, tune and re-factor new and existing code within Eclipse or Zend Studio and using PHP 5.x, Zend framework, JavaScript, jQuery, PHP Unit and Selenium.
8. Develop PHP applications in a UNIX/Linux environment.
9. Administer databases using PostgreSQL.
10. Use JQuery, Ajax, JavaScript, HTML, JSON, XML and CSS as development tools to provide the desired user experience.
11. Provide project plans and level-of-effort estimates regarding completion for all projects and commit to plans
12. Ensure that deployed applications are properly maintained throughout their lifecycle
13. Provide technical-level application support to troubleshoot issues and work with the appropriate resources/parties to resolve them

Physical Requirements: (Place an "X" in the column pertinent to your job duties)

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67% +
Standing		X		
Walking		X		
Sitting				X
Bending/Stooping		X		
Reaching/Pushing/Pulling		X		
Climbing	X			
Driving		X		
Lifting (50# max)		X		
Carrying (25 feet)		X		
Manual Dexterity Tasks (using telephone, computer, adding machines, copiers, printers, other office equipment, etc.)				X