

IVCi/TANDBERG E-rate Guide

E-rate Survival Tips

LAST DATE TO FILE THE FORM 470 ELECTRONICALLY: THIS DATE IS EXPECTED TO FALL IN MID- TO LATE DECEMBER 2004.

LAST DATE FOR POSTING OR MAILING THE FORM 471 AND ALL CERTIFICATIONS: THIS DATE IS EXPECTED TO FALL IN EARLY FEBRUARY 2005. THE FILING WINDOW FOR THE FORM 471 APPLICATION IS EXPECTED TO OPEN IN NOVEMBER 2004.



IVCi/TANDBERG E-RATE OVERVIEW

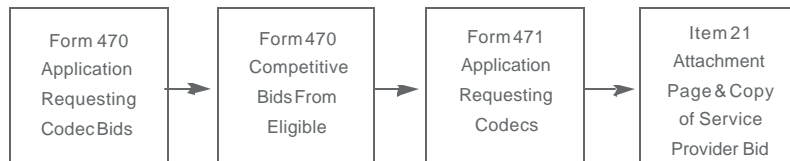
The E-rate program provides discounts to schools and libraries to help them purchase certain kinds of telecommunications services and networking products. TANDBERG codecs are eligible for this support, according to the Federal Communications Commission's current program guidelines.

ELIGIBLE PRODUCTS INCLUDE

- Codecs
- Some Cabinets
- Some TouchPanels
- UPS System for Eligible Equipment
- Shipping
- Installation and Taxes on Eligible Equipment

The E-rate program is managed by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). To take advantage of this opportunity to have the program pay a portion of the cost of your distance-learning equipment, it is very important that you prepare all your application materials carefully and correctly.

CRITICAL APPLICATION COMPONENTS



FILE ALL PAPERWORK WITHIN THE SLD TIMELINES

In fall 2004, the SLD will be accepting applications for purchases that are planned for the 2005 funding year, which runs from July 1, 2005 to September 30, 2006, for the purchase of equipment such as TANDBERG's. If you are planning to procure equipment that could be eligible for E-rate discounts, you should begin the E-rate application process at the same time you start your procurement process. Then when the final deadlines for applications are announced later this year, it is important to pay attention to those dates and filing requirements.

The E-rate process starts with a Form 470 application, which should be filed at the same time a school is conducting any traditional bid competition or procurement. However, most school districts file their Form 470 applications in the fall. In fall 2004, school districts will be focusing on their E-rate applications for the 2005 funding year.

FILING INSTRUCTIONS

If you have already filed a Form 470 application and requested a codec, a multi-point control unit (MCU), or "distance learning equipment" in the "Internal Connections" category, proceed to the section "Filing Your Form 471." If you filed your application before the SLD updated the Form 470 for the 2005 filing year, make sure you follow the SLD's special instructions for identifying and certifying your form.

FILING YOUR FORM 470

- If you have not filed a Form 470 application that included a request for a codec, MCU, or distance learning equipment in the "Internal Connections" category, you must do so at least 28 days before filing your Form 471 application. It is recommended that you file your Form 470 as early as possible. In any case, your Form 470 should be filed at the same time you are conducting any other bid competition for E-rate-eligible equipment or services.
- Go to the SLD website at www.sl.universalservice.org and click on the link labeled "Apply Online."
- These instructions will be updated when the SLD releases the revised Form 470 application for the 2005 funding year. In the meantime, please remember these key points:
 1. To apply for Internal Connections, you must file a Form 470 application that covers that category.
 2. To apply for Internal Connections, you must seek and sign a contractual agreement.
 3. If you wish, you can procure all of your E-rate-eligible products and services through the same Form 470. For the purposes of this guidebook, however, we will assume that you are interested in procuring distance learning equipment.
 4. If you are conducting an RFP for this equipment, make sure that is reflected on your Form 470. Also, make sure that you meet the requirements of your state and local procurement rules, and the E-rate program's regulations.
 5. If you are interested in signing a multi-year contract, make sure you indicate that in your RFP or on the Form 470 itself.
 6. Remember that your technology plan should reflect the kinds of equipment you are interested in procuring. You must have an approved technology plan to actually receive E-rate discounts. And if your plans have changed since the last time your technology plan was approved, you may wish to amend it or rewrite it.
 7. When you have completed your Form 470 application, don't forget to complete the certification process, either online or by mail. This must be done before the end of the Form 471 application period.
- After you have finished posting your application, check back to determine your "Allowable Contract Date." You cannot sign a contract for these services, or sign or submit a Form 471 application, until this date.
- It is possible to submit a Form 470 to the SLD in paper form. However, it is preferable to do it online, if possible, because you will not have to wait for the SLD to enter your information, and you will know right away the date when you will be able to proceed to sign a contract and complete the next application phase.

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DO NOT FILE YOUR FORM 470 AND FORM 471 ON THE SAME DATE, THERE MUST BE AT LEAST 28 DAYS BETWEEN THE DATE YOUR FORM 470 IS POSTED ON THE SLD WEBSITE AND THE DATE ON WHICH YOU FILE THE FORM 471.

NOTIFY SERVICE PROVIDERS

Once your Form 470 is posted online, you may want to notify local service providers, including IVCi, that you are seeking bids for distance-learning equipment. Contact information for IVCi is included on page 4 of this document.

You should ask your IVCi Representative to break out the eligible and ineligible components. Costs associated with the codec, UPS and cart (if it houses the codec) of TANDBERG models 550, 770MXP, 880MXP, 3000MXP and 6000MXP are eligible for discounts, as are the costs of Uninterruptible Power Supplies (UPS), installation, shipping and taxes, if any, associated with that particular equipment. Any costs associated with such items as end-user equipment, televisions and cameras should be broken out separately and designated as ineligible for support. Additional guidance on eligible services is available at <http://www.sl.universalser vice.org/reference/eligible.asp>.

SIGNING A CONTRACT AND FILING YOUR FORM 471

- Once your Form 470 has been posted online for 28 days, and your "Allowable Contract Date" has arrived, you can proceed to sign a contract for your distance-learning equipment. Make sure that this contract is NOT signed or dated before the "Allowable Contract Date" specified on the Form 470 that sought this equipment.
- Once your contract is signed, you should proceed to file a Form 471 if the Form 471 filing window has opened. You can file a Form 471 on paper, but it is preferable to do it online because it should lead to a faster review of your application.
- Under a new Federal Communications Commission rule, starting in the 2005 funding year, schools and libraries will be able to "receive commitments" for internal connections in only two out of every five years. So keep that in mind when you specify exactly where you want your internal connections products installed. (An exception is made for eligible network maintenance services, which will be reviewed in a new category of services for which applicants can apply every year.)
- These instructions will be updated when the SLD releases the revised Form 471 application for the 2005 funding year. In the meantime, please remember these key points:
 1. If you want to purchase video conferencing equipment, make sure to specify the Internal Connections category.
 2. Make sure you cite the correct Form 470 application that began your bidding process. (This application should also have designated the Internal Connections category.)
 3. You will need to provide the Service Provider Identification Number (IVCi E-rate Spin #: 143023310) for contracting the purchase of your distance-learning equipment.

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4. Make sure that the date of your contract is not earlier than your Allowable Contract Date.
- Each year the SLD publicizes very specific requirements for what applicants must do to meet the deadline for the application filing window. Be sure to follow these instructions carefully or it could jeopardize your funding. Also, be sure to retain records demonstrating that you met the pertinent deadlines for mailing in any required paperwork.
 - Whether you file your application on paper or online, you will be required to send the SLD a "Description of Services" attachment detailing what you will be purchasing. Your service provider should be able to provide you with this. Make sure that it reflects a correct breakdown of eligible and ineligible services. It is very important that this information correctly reflect the details of your installation.

IVCI/TANDBERG E-RATE CONFIGURATIONS

A listing of the available TANDBERG products is available from your IVCI representative. The following are key points regarding these E-rate Configurations:

- The configurations included in this guide include Manufacturer's Suggested Retail Prices (MSRP).
- Actual pricing from your service providers will vary from these prices.
- These prices do not include shipping, installation, extended warranty, or UPS units. Since these items are eligible for E-rate discounts as they pertain to eligible equipment, you should request that your service provider include them when determining the costs that would be eligible for support.
- The total prices listed include both eligible and ineligible products. IVCI will provide break outs of ineligible items separately and lists them as ineligible.
- The particular codec you select will depend on your specific needs. The majority of units have a built-in capability to operate using ISDN (BRI/PRI or H.320) or Internet (IP or H.323) protocols. Consult with your IVCI Representative to determine the best solution for your school or library.