

training corner

Use of the Mohave E-rate Contracts

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The process change did not affect E-rate contracts. The process of this type of Mohave contract usage has remained the same.

Use of the Mohave E-rate Contracts:

Mohave E-rate contracts are for the sole purpose of E-rate funded projects. Members who have received funding commitment letters from the SLD are ready to use Mohave E-rate contracts.

The keys of the process to remember are:

1. The Mohave admin fee is based on the total contract usage, no matter who is paying what percentage. And Mohave E-rate contracts are admin fee add contracts, the admin fee is not included in the vendor's pricing.
2. The member needs to have a purchase order made out to Mohave for the admin fee amount, this is an add contract so the subtotal of materials and labor on the entire project is multiplied by 1%.
3. It is the responsibility of the member to pay the vendor for the portion of the project that is not funded by the SLD in the funding commitment letter. A purchase order made out directly to the vendor for this amount is needed.
4. The purchase orders (one to MESC, one to vendor, referencing the E-rate Contract number, the SPIN and FRN numbers) should accompany copies of the detailed quotes, and a copy of the funding commitment letter sent to Mohave.
5. Mohave will bill the member for the 1% administration fee for the contract usage. The vendor will bill the member for the project portion that is their responsibility. The vendor will bill the SLD the portion that is funded on the funding commitment letter.
6. The member will pay Mohave the 1% administration fee for the contract usage. The vendor will be paid directly for unfunded portion of the project. The SLD will pay the vendor the funded portion of the project.

How to use the Mohave E-Rate contracts in those instances where the funding has not yet been committed by the SLD. The member has applied or will ask for reimbursement but wants to start the project without the approval of the SLD.

1. A letter stating that the member is using the Mohave E-rate contract with the intent of going for reimbursement or is waiting for approval and will be the responsible party for all payment at this point in time. This should be sent to Mohave with the purchase orders referenced below.
2. A purchase order made out to Mohave for the admin fee. The Mohave admin fee is based on the total contract usage. Mohave E-rate contracts are admin fee add contracts, the admin fee is not included in the vendor's pricing.
3. A purchase order made out to the vendor will be for the total amount of the project.
4. The purchase orders will reference the Mohave E-rate contract, a detailed quote will accompany the purchase orders and the members letter mentioned above.
5. Mohave will bill the member for the 1% administration fee of the contract usage. The vendor will bill the member for the entire project. The member will submit to the SLD the required paperwork for reimbursement.
6. The member will pay Mohave the 1% administration fee for the contract usage. The vendor will be paid directly for the project. The SLD will pay the member the funded portion of the project.