



Township of Union Public Schools

Office of Student Information and Technology
Ann M. Hart, Director

June 4, 2014

Letter of Intent to Participate in the DRLAP Broadband Component E-Rate Consortium

School Organization Name: Township of Union Public Schools

County/District Code: Union County, 39/5290

My school district intends to participate in the New Jersey Digital Readiness for Learning & Assessment Project (DRLAP) – Broadband Component, which aims to help New Jersey schools increase their data telecommunications capabilities for online assessments and digital learning. Specifically, this letter confirms the inclusion of our school organization in a consortium E-Rate procurement to purchase wide area network and Internet access services for New Jersey schools. The procurement document will be issued during the summer of 2014 for services to begin no earlier than July 2015.

I acknowledge that the procurement will be administered by the Middlesex Regional Educational Services Commission (1660 Stelton Road, Piscataway, NJ 08854) through a competitive contracting process to buy certain telecommunications services as specified on the Service Order Form which accompanies this letter. I understand that my school organization will be part of a regional purchasing consortium managed by one of the following organizations: Middlesex Regional Educational Services Commission (1660 Stelton Road, Piscataway, NJ 08854), Bergen County Technical School (327 E Ridgewood Ave, Paramus, NJ 07652) or Educational Information and Resource Center (107 Gilbreth Parkway, Suite 200, Mullica Hill, NJ 08062). I understand that each regional purchasing consortium will make joint buying decisions to select the successful service providers through this procurement process.



Township of Union
Public Schools
Office of Student Information and Technology
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I authorize the organizations listed above to submit FCC Form 470, FCC Form 471, and other E-Rate forms to the Schools and Library Division on behalf of the undersigned school district.

This letter does not bind my organization to purchase any services. However, it expresses my good-faith intent to participate in the procurement process and ultimately purchase services as part of a consortium in order to get the best value for my school telecommunications dollars.

Sincerely,

Ann Hart
Printed Name

Dir IT / DATA
Title

Ann Hart
Signature, Superintendent or Approved Designee

6/4/14
Date

CC: Technology Coordinators; Business Administrators

**New Jersey Digital Readiness for Learning & Assessment Project (DRLAP) – Broadband Component
Service Order Form- Page One**

Primary Connection

District/School Organization Name

Township of Union Public Schools
39/5290

Contact Information

Contact Name
Contact Title
Contact Email
Contact Phone

Ann Hart
Director of IT/Data
ahart@twunionschools.org
908-851-6528

Location of District Hub-Site

Building Name
Street Address 1
Street Address 2
City
Zip
County
Phone (no mobile numbers please)

Union High School
2350 North 3rd Street
Union
07083
Union
908-851-6528

Services Sought

Category of Service
Service Start Date
Dedicated Internet Access*

High-Speed Wide Area Network (1,000 Mbps WAN Transport)
1-Jul-15
200

*Only input dedicated Internet access bandwidth if category of service is basic or high-speed wide area network
Please contact John Matthews of Dellicker Strategies with questions: jmatthews@dellicker.com; 717-491-2936

New Jersey Digital Readiness for Learning & Assessment Project (DRLAP) – Broadband Component
 Service Order Form- Page Two
 Additional Connections

District/School Organization Name	Township of Union Public Schools
	39/5290

Provide address for district/organization hub-site and list additional intra-district locations

ID#	Building Name	Street Address 1	Street Address 2	City	Zip	County	Phone
Hub	Union High School	2350 North 3rd Street		Union	07083	Union	908-851-6528
1	Administration Building	2369 Morris Avenue		Union	07083	Union	908-851-6400
2	Burnet Middle School	1000 Caldwell Avenue		Union	07083	Union	908-851-6490
3	Kowameeh Middle School	490 David Terrace		Union	07083	Union	908-851-6570
4	Jefferson Elementary School	155 Hilton Avenue		Vauxhall	07088	Union	908-851-6560
5	Battle Hill Elementary School	2800 Killian Place		Union	07083	Union	908-851-6480
6	Connecticut Farms Elementary School	875 Stuyvesant Avenue		Union	07083	Union	908-851-6470
7	Franklin Elementary School	1500 Lindy Terrace		Union	07083	Union	908-851-6450
8	Hannah Caldwell Elementary School	1120 Commerce Avenue		Union	07083	Union	908-206-6100
9	Livingston Elementary School	960 Midland Boulevard		Union	07083	Union	908-851-6440
10	Washington Elementary School	301 Washington Avenue		Union	07083	Union	908-851-6460
11	Input name of additional building to connect to hub-site	Input physical address where network equipment is located	(no P.O. boxes please)	Input city	Input zip	Input county	Input phone at physical location
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State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

 CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Acting Commissioner

May 20, 2014

TO: Chief School Administrators
Charter School Lead Persons
School Business Administrators
Nonpublic School Administrators

FROM: Evo Popoff, Assistant Commissioner
Division of Charter Schools, School Choice, Technology, Turnarounds

SUBJECT: Regional Broadband Purchasing Cooperatives

As schools and districts work to improve their technology infrastructure within their existing budgets, the Department has identified a potential cost savings opportunity in regional broadband purchasing cooperatives. As part of the Department's Digital Readiness for Learning and Assessment Project's Broadband Initiative, over 500 business administrators, technology coordinators and school representatives have attended informational meetings since February to learn more about how the cooperative purchase of Internet access can save money for schools. If your school has not yet attended an informational session, please see the below list of additional webinars/meetings in late May/early June.

The goal of the Broadband Initiative is to help LEAs, schools and nonpublic schools achieve significant gains in Internet capabilities to support emerging applications important to student academic achievement. The Broadband Initiative team has reviewed service and pricing information from leading telecommunications companies and has analyzed data from thousands of schools. Based on this work, a statewide procurement opportunity for wide area networks and Internet access will be released in July 2014, which will aggregate the purchasing power of hundreds of LEAs and schools and provide new services beginning July 2015 through the creation of regional broadband purchasing cooperatives. The NJDOE is excited to be supporting the Middlesex Regional Educational Services Commission, Bergen County Technical Schools and the Educational Information and Resource Center, who are creating and implementing these regional cooperatives.

Any LEA, school or nonpublic school may participate in the purchasing cooperative initiative. Please follow the steps laid out below if your LEA or school wishes to take part.

1. *Get familiar with the process.* Additional informational meetings have been scheduled to discuss the upcoming procurement before final commitments are due in June. Meetings will be via webinar or in-person at one of three locations, Middlesex Regional Educational Services Commission (MRESC), Bergen County Technical Schools (BCTS) and Educational Information and Resource Center (EIRC). If you cannot make one of the webinars or meetings, a recorded webinar will be available after June 4 at http://njdigitallearning.org/nj_digital_learning_portal_library/broadband-consortia-project/. To register for a webinar or a meeting, simply click on the appropriate link below and use password "broadband" for each meeting:

Date	Time	Location
May 28, 2014	1:00 PM – 3:00 PM	Via Recorded Webinar click to register
May 30, 2014	10:00 AM – 12:00 PM	Via Recorded Webinar click to register
June 4, 2014	9:30 AM – 11:30 AM	MRESC - 1660 Stelton Rd Piscataway, NJ 08854 click to register
June 4, 2014	12:30 PM – 2:30 PM	MRESC - 1660 Stelton Rd Piscataway, NJ 08854 click to register
June 5, 2014	9:30 AM – 11:30 AM	BCTS-200 Hackensack Ave Hackensack, NJ 07601 click to register
June 5, 2014	12:30 PM – 2:30 PM	BCTS- 200 Hackensack Ave Hackensack, NJ 07601 click to register
June 6, 2014	9:30 AM – 11:30 AM	EIRC- 107 Gilbreth Parkway Ste. 200, Mullica Hill, NJ 08062 click to register
June 6, 2014	12:30 PM – 2:30 PM	EIRC - 107 Gilbreth Parkway Ste. 200, Mullica Hill, NJ 08062 click to register
June 11, 2014	9:30 AM – 11:30 AM	MRESC–1660 Stelton Rd Piscataway, NJ 08854 click to register
June 11, 2014	12:30 PM – 2:30 PM	MRESC – 1660 Stelton Rd Piscataway, NJ 08854 click to register

Each organization hosting a Broadband Initiative meeting also operates a website that provides additional information, including customized documents and background materials, for schools by region:

BCTS <http://drlap.bergen.org>

EIRC <http://eirctech.org/services/broadband-consortium/>

MRESC http://www.mresc.k12.nj.us/pages/Middlesex_Regional/News/DRLAP_Broadband_Component

2. *Return the Letter of Intent.* This letter expresses the interest of a LEA or school participating in the cooperative procurement. It is non-binding and does not commit a LEA or school to buy anything. It simply grants permission for the Broadband initiative team to include your school in the cooperative.
3. *Submit the Service Order Form.* LEAs and schools must choose the level of service they seek to buy: basic broadband Internet access or wide area network services. Schools selecting wide area network services must choose basic (100 Mbps) or high-speed (1,000 Mbps) and also identify the amount of Internet bandwidth they seek to purchase. In addition, schools may bid their intra-district campus locations as part of the consortium purchase by completing page two of the Service Order Form.

The Letter of Intent and Service Order Form are available for download at http://njdigitallearning.org/nj_digital_learning_portal_library/broadband-consortia-project/ and the regional websites listed above.

Please be advised that, in conjunction with N.J.A.C. 6A:23A-8.1(f) (9), which provides the authority to request a detailed list of efforts to improve administrative efficiency and realize other potential or real cost savings, the department encourages every school district to evaluate on an annual basis whether participation in a regional broadband purchasing cooperative would likely result in lower costs. In an effort to ensure that districts have undertaken such an evaluation, beginning with fiscal year 2015-16, the NJDOE plans to incorporate into the budget software and/or executive county business administrator budget review process an inquiry to ascertain whether or not the LEA has evaluated if participation in one of the New Jersey School Broadband Purchasing Cooperatives is more cost effective than any existing broadband contract(s). Participation in the Broadband Purchasing Cooperative is not required, but consideration of participation is strongly recommended. It is expected that significantly reduced broadband costs will be available for members of the consortia/cooperative as of July 1, 2015, and that such future pricing will be announced beginning November 2014.

For more information and to return completed Letters of Intent and Service Order Forms, please email Digital Readiness for Learning and Assessment Project Broadband Initiative consultant, John Matthews at jmatthews@dellicker.com or call 717-491-2936.

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c: Members, State Board of Education

Senior Staff

Executive County Superintendents

Executive Directors for Regional Achievement Centers

Executive County School Business Administrators

Charter Schools Office

County Test Coordinators

District Test Coordinators

District PARCC IT Contacts

Directors of Approved Private Schools for the Disabled

NJ LEE Group

Garden State Coalition of Schools



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Commissioner

March 5, 2014

TO: District Superintendents
Charter School Lead Persons
School Business Administrators

FROM: Evo Popoff
Assistant Commissioner

RE: PARCC Technology Readiness Update: Regional Broadband Purchasing
Consortia

The New Jersey Department of Education (NJDOE), along with a team of telecommunications procurement experts including North Highland Worldwide Consulting and DeLlicker Strategies, will be conducting a series of seminars to explain the Broadband Component of the New Jersey Digital Readiness for Learning and Assessment Project (DRLAP) to school districts.

The Broadband Component is designed to help schools upgrade their data telecommunications capacity for online assessments and digital learning. The idea is to help schools get faster service for a better price by pooling their buying power into regional purchasing consortia.

The seminars will be hosted regionally by Bergen County Technical Schools (North), Middlesex Regional Educational Services Commission (Central), and Educational Information and Resource Center (South). Invitations with the program agenda and meeting details will be distributed to school districts within the next two weeks. In the meantime, schools are encouraged to save the below dates and prepare to send a representative to one of the upcoming sessions.

North Region: Bergen County Technical Schools - BCTS (For districts in Sussex County, Passaic County, Bergen County, Hudson County, Essex County, Morris County, and Warren County)

Dates	Time	Location
April 2, 2014	9:00 AM – 11:30 AM	BCTS, 200 Hackensack Ave, Hackensack, NJ 07601
April 2, 2014	12:30 PM – 3:00 PM	BCTS
April 4, 2014	9:00 AM – 11:30 AM	Morris County Vocational School District, 400 East Main Street, Denville, NJ 07834
April 4, 2014	12:30 PM – 3:00 PM	Morris County Vocational School District

Central Region: Middlesex Regional Educational Services Commission - MRESC (For districts in Union County, Somerset County, Hunterdon County, Middlesex County, Mercer County, Monmouth County, and Ocean County)

Dates	Time	Location
March 25, 2014	9:00 AM – 11:30 AM	MRESC – 1660 Stelton Rd, Piscataway, NJ 08854
March 25, 2014	12:30 PM – 3:00 PM	MRESC
April 1, 2014	9:00 AM – 11:30 AM	MRESC
April 1, 2014	12:30 PM – 3:00 PM	MRESC
April 3, 2014	9:00 AM – 11:30 AM	MRESC
April 3, 2014	12:30 PM – 3:00 PM	MRESC

South Region: Educational Information and Resource Center - EIRC (For districts in Burlington County, Camden County, Gloucester County, Salem County, Atlantic County, Cumberland County, and Cape May County)

Dates	Time	Location
March 18, 2014	10:00 AM – 12:30 PM	EIRC - 107 Gilbreth Parkway, Suite 200, Mullica Hill, NJ 08062
March 18, 2014	1:00 PM – 3:30 PM	EIRC
March 27, 2014	10:00 AM – 12:30 PM	EIRC
March 27, 2014	1:00 PM – 3:30 PM	EIRC

Please contact John Matthews of Dellicker Strategies (jmatthews@dellicker.com) with any questions.

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c: Members, State Board of Education
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Executive County School Business Administrators
County Test Coordinators
District Test Coordinators
Directors of Approved Private Schools for the Disabled
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100 WEST WASHINGTON STREET
TRENTON, NJ 08646-0001
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DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

CHRIS CHRISTIE
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KIM GUADAGNO
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DAVID C. HESPE
Acting Commissioner

May 20, 2014

TO: Chief School Administrators
Charter School Lead Persons
School Business Administrators
Nonpublic School Administrators

FROM: Evo Popoff
Assistant Commissioner

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www.nj.gov/education

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c: Members, State Board of Education
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 Executive Directors for Regional Achievement Centers
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 Charter Schools Office
 Nonpublic Schools Office
 County Test Coordinators
 District Test Coordinators
 District PARCC IT Contacts
 Directors of Approved Private Schools for the Disabled
 NJ LEE Group
 Garden State Coalition of Schools



Dellicker Strategies, LLC
1647 Ashley Court
Kutztown, PA 19530
Phone: 484.788.1221
Web: www.dellicker.com

**Digital Readiness for Learning and Assessment Project (DRLAP)-Broadband Component
Frequently Asked Questions about the
Consortium Purchase of Telecommunications Services and Internet Access**

This document is designed to answer the most common questions from schools about the upcoming consortium purchase of telecommunications services and Internet access through the DRLAP-Broadband initiative. If this document does not answer your questions, please contact John Matthews, DRLAP consultant at jmatthews@dellicker.com for a personalized and prompt response.

What is DRLAP-Broadband?

The Digital Readiness for Learning and Assessment Project (DRLAP) is the New Jersey Department of Education's (NJ DOE) initiative to help schools prepare for next year's online assessments and future digital learning activities. The Broadband Component is designed to help schools upgrade their Internet access so they have ample bandwidth for important emerging educational technology applications.

Who is Dellicker Strategies?

Dellicker Strategies is a Pennsylvania-based consulting company hired by the New Jersey Department of Education through an existing state contract with North Highland Worldwide Consulting, which is helping NJ DOE with all aspects of DRLAP. Dellicker Strategies has extensive experience helping schools and other institutions upgrade their telecommunications capacity through collaborative purchasing. The company has helped more than 470 different school organizations improve their networks since 2005.

Who are the other parties in the process?

Besides working with Dellicker Strategies, DOE is working with several other organizations to help make the project a success. In particular, three educational organizations have volunteered to help NJ DOE work with schools throughout this process: Middlesex Regional Educational Services Commission (MRESC), Bergen County Technical School (BCTC) and Educational Information and Resource Center (EIRC). These organizations are hosting meetings, providing resources and contributing their expertise to build a more comprehensive shared services infrastructure that can better serve New Jersey schools.

How does the consortium procurement process work?

The concept is really very simple. Schools can get a better deal on Internet access by combining their purchasing power with other schools instead of buying services on their own. Purchasing Internet and telecommunications services in bulk can drive down prices and increase service availability.

What is the project timeline?

Now through June, the DRLAP Broadband team will be signing up schools for the consortium procurement, which is scheduled to be released in July. After the vendors have a chance to review the competitive contracting document, they will submit proposals for review by the consortium (around October 2014). By December, the winning vendors will be selected and schools will know the final price. New services will begin in July 2015.

How will the procurement be managed?

SERVICE ORDER FORM INSTRUCTIONS

The DRLAP-Broadband Service Order Form is an easy way for schools to specify how they want to be included in the upcoming consortium procurement for Internet and telecommunications services. Page One is mandatory for all participants seeking to purchase Internet access in bulk to save money. Page Two is optional for districts that also want to bid their intra-district building locations.

If you have any questions about this form, please contact DRLAP- Broadband consultant John Matthews via email (jmatthews@dellicker.com) or by phone (717491-2936). **Schools must return this completed form to John via email by June 13, 2014 in order to be included in the consortium procurement.**

Page One (Mandatory)

- **District/School Organization Name**
 - Input the name of the district/school organization in the space provided
 - Input six digit County/District Code
- **Contact Information**
 - Input the name of a reliable school point of contact (POC). We will contact this person with questions and to provide information through the procurement process
 - Provide POC title, email and phone contact information
- **Location of District Hub-Site**

The District Hub-Site is the place within the district or school organization where the networking equipment resides. It is the physical location where the telecommunications provider connects its circuit to the district's equipment. This is the place that will be listed in the procurement document where Wide Area Network and/or Internet Access services will be delivered. Generally, districts only list one hub-site. Contact Mr. Matthews if you want to list more.

 - Input the complete physical address and county that will receive the vendor's circuit (no post office boxes please)
 - Input the phone number associated with the hub-site address (no mobile numbers or extensions please)
- **Services Sought**
 - Select the category of service your school district/organization seeks to buy from the drop-down menu. Choose either Basic Broadband Internet Access, Basic Wide Area Network (WAN) or High-Speed Wide Area Network. You only may select one. Consult the DRLAP-Broadband Categories of Service document for additional information to make a selection

- Basic Broadband Internet Access is asymmetrical service on a best-effort basis using cable modems, DSL, Verizon FIOS or other residential/small business services. Schools should choose Basic Broadband if they cannot afford more capable but more expensive options, are only seeking back-up service or don't intend to offer high-bandwidth applications to their students at school.
 - Basic WAN Service connects the school hub-site to a regional WAN for the distribution of bulk Internet access and other network-delivered applications. At this level of service, schools will receive a 100 Mbps connection from the designated hub-site to the WAN, which doubles as the Internet transport circuit for the district. Through this connection, schools can receive up to 100 Mbps of Internet access.
 - High Speed WAN Service connects the hub-site to the regional WAN through a 1,000 Mbps (gigabit) connection. Schools may receive up to 1,000 Mbps of Internet access through this connection.
- Input the desired service start date. If your school already has a multi-year contract for Internet services that you cannot terminate early, select a future date that coincides with the contract expiration. Options are July 1, 2015, July 1, 2016 or July 1, 2017. If these dates don't work or you still have questions, contact John Matthews.
 - For schools choosing WAN services only, input the total amount of dedicated Internet access you would like to purchase through consortium procurement. This Internet will be delivered via your WAN connection. Therefore, schools choosing Basic WAN (100 Mbps) cannot request more than 100 Mbps of Internet access. Schools choosing High-Speed WAN (1,000 Mbps) can input up to 1,000 Mbps of Internet access.

Page Two- (Optional)

- **District/School Organization Name**
 - Make sure the district/school organization name and County/District Code also is correctly inputted on Page Two
- **Address for Hub-Site and Additional Intra-District Locations**
 - The first row should be the district hub-site location, populated from Page One of the form
 - Input the physical address and phone number for each building that will be connected to the district/organization hub-site. The default bandwidth will be 100 Mbps per connection
 - If you need more than 40 rows please contact John Matthews.

If you have any questions about this form, please contact DRLAP- Broadband consultant John Matthews via email (jmatthews@dellicker.com) or by phone (717491-2936). **Schools must return this completed form to John via email by June 13, 2014 in order to be included in the consortium procurement.**