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www.bearingpoint.com

July 14, 2005

Mr. Dan Riordan [Applicant name] [Applicant address]

Re FRN: [withheld]

Dear Mr. Riordan:

Per our conversation earlier, I am writing to confirm that we will be conducting a site visit at the [applicant school] on Monday, August 8, 2005 as part of USAC's Extended Outreach Initiative. We plan on meeting with Mr. Riordan at 10:00 am at the address listed above.

The purpose of this visit, and our initiative as a whole, is to better understand the impact of E-rate funding. During this visit, BearingPoint plans to review E-rate documentation and the different methods you use to manage the E-rate process. BearingPoint will also check the physical equipment and services to see how they are being utilized and maintained.

During this review, we will concentrate on equipment and services related to the above FRN. Please have the following documentation available for our visit:

## **General Documentation**

- Evidence of E-rate document retention.
- Technology Plan Approval Letter.
- Evidence of sufficient resources.
- Evidence of competitive bidding process.
- Copies of maintenance agreements and logs for maintenance of E-rate equipment, evidence of training for teachers/librarians and teacher and student/library patron use of technology.

## **Invoice Specific Documentation**

- Contracts and addenda/modifications with service providers.
- Asset registers with make, model, serial numbers.
- Customer bills from service provider.
- Documentation of payment of non-discount portion.



We would also like to conduct the following activities during our visit:

- Speak with your E-rate contact and have him/her walk us through the processes that he/she uses to manage the E-rate program and related documentation
- View the equipment and services purchased through E-rate funding
- Observe students or patrons using the equipment and services
- Interview a teacher or a librarian to better understand how he/she uses E-rate funded technology.

The FCC has instructed USAC to report any instances of potential noncompliance with FCC rules. BearingPoint will therefore notify USAC if it finds evidence of noncompliance. In addition, USAC has established a toll free Whistleblowers' Hotline at 1-888 203-8100 for you to report instances of waste, fraud or abuse.

If you have any questions, please visit our website at <a href="www.extendedoutreach.com">www.extendedoutreach.com</a>. For additional assistance, please contact the BearingPoint Project Office at (800) 248-7758 to speak with Debbie Cameron, the BearingPoint Site Visit Coordinator.

Sincerely,

Debbie Cameron Site Visit Coordinator

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