The Ohio Public Library Information Network (OPLIN) seeks to engage a contractor to assist OPLIN in providing a variety of services to the Ohio public library community regarding the application and administration of the Schools and Libraries Program of the Universal Service Fund, more commonly known at E-rate.

The contractor must have a valid E-rate Consultant Registration Number (CRN); must have a minimum of 8 years experience filing state level consortium E-rate applications; must have current and easy access to the profile data of both the public libraries and the public schools of Ohio that is held by the Schools and Libraries Program; must have the ability to validate that data; and must have the authority to request and track changes to that data.

The contractor will develop and implement two educational workshops, to be presented both in-person and by webinar, one workshop in the Fall 2017 and a second workshop in the Fall/Winter 2017-2018 timeframe; please include examples of training materials/presentations in your response to this posting. The contractor will develop and implement a program of E-rate support and information to provide support to individual Ohio public libraries through e-mail and telephone communications regarding questions and problems related to the E-rate application process as well as required interactions with federal program administrators. The contractor will also manage all aspects of E-rate support and information for OPLIN including but not limited to serving in an advisory capacity to OPLIN for E-rate services and preparing, submitting and reviewing OPLIN E-rate applications.

Please email proposals to Stephen Hedges, OPLIN Director, at stephen@oplin.ohio.gov.