Tewksbury Public Schools

139 Pleasant Street

Tewksbury, MA 01876

April 18, 2019

TO: FCC

From: Patricia Meuse, Esq., Purchasing and Erate Coordinator

RE: Waiver

BEN: 120400

FCC Registration Number: 0012040697

471 # 191042126 Switches Revised 1

(1st original 470 # 190021074 was certified on 2/1/19, second 470 # 190029813 was certified on 3/12/19.

The Tewksbury Public Schools hired a new IT Director who had asked that we do 470’s for all erate. I have up to this point used only Mass. State Contracts and just did 471’s for the last 15 or so years.

When I put in the original 470 for Switches I sent it to the new IT Director before I certified it and he made a few changes and you can’t just change the 470, I actually had to go in and create a new one. When I created the new 470, I made a mistake and used the Basic Maintenance of Internal Connections as the services requested instead of just plain Internal Connections. On the 470 I did put as the function “switches” and attached the RFP. I did not realize this mistake until the 28 days were up and I started to do the 471 and I was not allowed to enter the information. I actually put in 3 incomplete 471’s at the time trying to fix my error. I contacted Schools and Libraries and asked how I could fix it and I was told the only way I could fix it was to do another 470, wait the 28 days, file my 471 and then ask for a waiver, because I would be outside the window after I waited the 28 days.

So here I am, I redid the 470 waited 28 days and filed my 471, certified it and am asking for a waiver. I am hoping you understand that this was a mistake that can be overlooked and you will give me the waiver

Both 470’s had the correct items I was looking for which were “switches” and had a full RFP attached, which was also advertised under M.G. L. 30b. So all vendors had the ability to bid both times.

Tewksbury Memorial High School needs this upgrade for switches and this may be the last year that we can use these Erate funds.

If you need any more information please let me know. Thank you.

(attached is my request to Schools and Libraries re: how to fix the problem and their reponses.)