



# AFFINITI

AFFINITI

Proposal: Wide Area Network  
470 # 190007695

Prepared for:  
Silver Valley Unified School District  
Robert Saffel  
35320 Daggett Yermo Rd  
Yermo, CA 92398  
(760) 254-2916

From:  
**AFFINITI**

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Affiniti SPIN #: 143037344

Date Prepared: January 9, 2019

Proposal Valid for 90 Days

*Robert Saffel*

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

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The fifth part of the document discusses the preparation of financial statements. It outlines the steps involved in preparing the balance sheet, income statement, and statement of owner's equity. It also discusses the importance of providing a clear and concise explanation of the results of the financial statements.

The sixth part of the document discusses the importance of internal controls. It explains how these controls are used to prevent and detect errors and fraud. Examples are provided to show how internal controls are implemented in a business.

The seventh part of the document discusses the importance of ethics in accounting. It explains how accountants are expected to adhere to a code of ethics and how this helps to ensure the integrity of the financial statements.

The eighth part of the document discusses the importance of communication in accounting. It explains how accountants must be able to communicate effectively with management and other stakeholders to provide accurate and timely financial information.

The ninth part of the document discusses the importance of technology in accounting. It explains how the use of accounting software can help to streamline the accounting process and reduce the risk of errors.

The tenth part of the document discusses the importance of staying up-to-date on changes in accounting standards and regulations. It explains how accountants must be able to adapt to these changes to ensure that the financial statements are accurate and compliant.

Silver Valley Unified School District  
35320 Daggett-Yermo Rd  
Yermo, CA 92398

January 9, 2019

Subject: Wide Area Network RFP Response

Affiniti, LLC is pleased to submit the following Response to the Silver Valley Unified School District request for pricing. Our proposal is a partnership-focused collaboration to design and implement a cost-effective, technically superior, scalable, and support-driven solution.

Affiniti's K-12 and Libraries experience is unparalleled in the market, and our commitment to the connected classroom drives our innovative technical solutions and customer-centric project and support teams. We have expanded our network to deliver broadband to over 300,000 students nationwide with over \$170 million in approved E-rate funding-to-date.

Affiniti realizes this infrastructure requires a major investment from Silver Valley Unified School District, as you look to offer the community effective state-of-the-art digital services. We are committed to delivering the most affordable and innovative solution to meet your current and future needs, and to ensuring this network provides a significant return on investment in enabling educational excellence and administrative efficiencies.

Enclosed is our proposal, which demonstrates Affiniti's understanding of the services sought and our ability to deliver these solutions in a cost-effective manner.

We thank you in advance for your consideration of our proposal, and for the opportunity to deliver this critical project to your stakeholders. Please do not hesitate to contact me with any questions or concerns, regarding our response.

Regards,

*Chip White*

Chip White  
Vice President Sales  
[chip.white@affiniti.com](mailto:chip.white@affiniti.com)  
(303) 916-1653

## Western Plains Library System

Wide Area Network  
470 # 190007695

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## EXECUTIVE SUMMARY

Affiniti, LLC is a leading provider of wireless wide area networks (WAN), voice services (VoIP), and Internet service to K-12 Schools and Libraries, designed to meet the needs of the education market. Affiniti's network services simplify the complexities of data, voice, and video convergence, as well as provide network security and protection -- 24 hours a day, 365 days each year. Affiniti proudly supports hundreds of school districts and libraries, and 300,000+ students across the United States.

## SUPERIOR SOLUTION OFFERINGS

Affiniti realizes that the environment for each of our customers is different. Our philosophy is to design and build a network that meets current and future needs, and is based upon each individual customers' technology initiatives and budget.

### Affiniti:

- Utilizes "best-in-breed" equipment from industry leaders to deliver WAN, VoIP, and Internet solutions
- Designs solutions to provide end-to-end Quality of Service (QoS) delivering superior voice, video, and data to classrooms
- Deploys a VoIP service that utilizes QoS-enabled network to deliver extremely high quality voice connections
- Enables the delivery of cost-efficient and reliable education technology solutions (such as distance and multimedia learning)
- Offers a unique, competitive advantage of being able to rapidly and effectively build our Education Partner's network - even *outside the E-Rate cycle, if necessary* - so the needed solution is rapidly deployed and meets the required timeline.

## PRICING CONSISTENCY THROUGHOUT THE CONTRACT

- Affiniti's WAN, Internet, and VoIP services have been consistently approved for Priority 1 funding under the E-Rate program.
- Affiniti's Education Partners ("EP's") have the option to:
  - Make no capital expenditures
  - Pay no upfront costs, and
  - Delay billing until their network is installed
- Regardless of which pricing option is chosen, all pricing remains consistent over the full-term of the contract.

## SERVICE EXCELLENCE

Our commitment to outstanding Education Partner satisfaction has continuously ranked Affiniti as one of the leading companies in customer satisfaction of all business-to-business service providers across the nation, as rated by a leading independent customer satisfaction research firm. The majority of Affiniti's Education Partners rate Affiniti services in a category ranging from: "Maximum Customer Satisfaction" to "World-Class."

Affiniti doesn't simply talk about customer satisfaction, it is part of the fabric and value system of the whole Affiniti team. All Affiniti services are backed by the Affiniti Commitment Code -- a written document that provides each Education Partner with assurances that Affiniti's #1 goal is to provide total customer satisfaction.

Simply put, Affiniti excels at delivering customer satisfaction.

## QUALITY SERVICE WITH MONEY-BACK GUARANTEES

Affiniti ensures our networks meet specific availability commitments by having Service Level Agreements (SLAs) which detail customer rebates incurred if specific availability metrics are not achieved.

Affiniti services are supported by network, security, and VoIP professionals in our Network Operations Center (NOC). Our Education Partners consider these professionals as an extension of their IT team.

**Affiniti networks are continually and proactively monitored and serviced 24/7/365.** Affiniti will offer rebates for missing the 24/7/365 availability needed by our Education Partners.

### **PROFESSIONAL EXPERTISE WITH PROVEN E-RATE EXPERIENCE**

The Affiniti difference is its people. This is visible in all aspects of Affiniti's business; from design to E-Rate expertise to operations.

#### **Affiniti's Services:**

- Have enjoyed successful applications for Priority 1 E-Rate funding time and time again
- Are backed by our dedicated E-Rate experts with years of Program experience assisting our Education Partners with FCC 471 technical assistance, invoicing, and compliance matters.

### **LOWER TOTAL COST OF OWNERSHIP**

Affiniti offers great flexibility in meeting the business requirements of each Education Partner by offering options such as:

- No upfront costs to build
- No billing until the network goes live
- No capital expenditures

Affiniti knows firsthand that E-Rate funds can help make having a state-of-the-art, fully managed network an affordable reality. We also know that having this network managed by a team of innovative, committed professionals is more cost effective than purchasing and managing a district-owned solution. The fact is that buying, operating, and maintaining the complex and evolving technology needed over the long-term is quickly outweighed by allowing Affiniti to take care of the design, maintenance, and day-to-day support (and yes, headaches) of a world-class system.

When one conducts a cost analysis based on value, there is really only one choice to make  
– Affiniti, LLC.

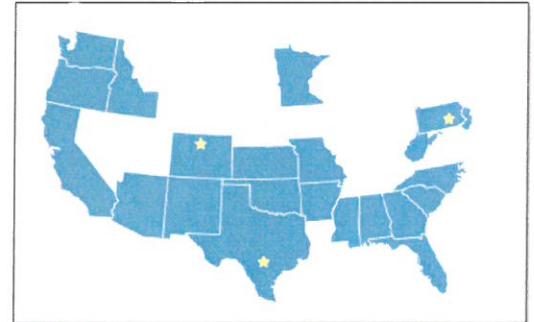
## ABOUT AFFINITI

Headquartered in Austin, Texas, Affiniti delivers advanced broadband services to public and private organizations across the United States. Affiniti has three major regional offices with support centers in Broomfield, Colorado, Austin, Texas and Lebanon, Pennsylvania. Affiniti has employees with decades' long experience in providing broadband and VoIP services to community anchor institutions (CAIs) such as schools, hospitals, and government agencies.

Affiniti's network infrastructure spans over 50,000 square miles across 25 states, with services deployed across the country. Affiniti directly serves over 300,000 students at thousands of education sites. Affiniti has extensive experience with the federal E-rate program, as the K-12 market is a primary focus for the company.

Affiniti Services Include:

- Wide Area Network Transport
- High-Speed and Dedicated Internet Access
- Managed VoIP
- Hosted VoIP / SIP Trunking
- Managed Services
  - Managed Routing and Configuration Management
  - Managed Firewalling/ Content Filtering
- Wholesale and ISP services
- Data Center Backup/Recovery
- Managed WiFi
- Infrastructure as a Service, including Data Center Backup/Disaster Recovery
- Caching Services



Affiniti was formed and is backed with the financial stability of a private investment firm, who supports the company's targeted expansion growth with access to capital. Affiniti has continued to seamlessly operate the network assets assumed from Affiniti's incorporation in 2012, which largely merged the assets and operations of two leading broadband providers who had operated K-12 networks for over 15 years.

Affiniti's commitment to customer satisfaction and superior network services is the driving force behind the historically high rate of customer retention and contract extension terms being executed for major customer accounts. Affiniti places high priority in building customer relationships, and focuses on developing long-term partnerships with customers, helping to strengthen local bonds and explore creative solutions for each unique region and the specific challenges it may face.



## *AFFINITI'S E-RATE EXPERIENCE*

As one of the nation's largest providers to the E-Rate market, Affiniti has over 15 years of in-depth experience working with the Universal Service and Administrative Company's E-Rate program processing hundreds of related transactions each month, and the company maintains full compliance with all E-rate processes and requirements, including timely filings, invoice processing and document retention.

Given the significant amount of business in the education market, Affiniti has extensive experience in working with the E-Rate process, and understands the importance of this Program and the intense, detailed administrative work involved in working through the process. Affiniti also has E-Rate experts on staff who manage service provider responsibilities for the E-Rate process, including post-award assistance for customer Item 21 Attachments, PIA reviews, and other E-rate issues that may arise. We have a dedicated E-Rate administrator responsible for our E-rate Center of Excellence, in addition to having experienced counsel with comprehensive and extensive experience with USAC-SLD and the FCC.

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The second part of the document provides a detailed breakdown of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing the financial statements. Each step is explained in detail, with examples provided to illustrate the concepts.

The third part of the document discusses the various types of accounts used in accounting. It categorizes them into assets, liabilities, equity, revenue, and expense accounts. It also explains the normal balances for each type of account and how they are used to calculate the net income or loss for a period.

The fourth part of the document discusses the importance of adjusting entries. It explains how these entries are used to ensure that the financial statements reflect the true financial position of the company at the end of the period. Examples are provided for each of the five types of adjusting entries.

The fifth part of the document discusses the preparation of the financial statements. It outlines the steps involved in preparing the income statement, balance sheet, and statement of owner's equity. It also discusses the importance of comparing the results of the current period with those of the previous period to identify trends and changes.

The sixth part of the document discusses the importance of internal controls. It explains how these controls are used to prevent and detect errors and fraud. Examples are provided for each of the five types of internal controls.

The seventh part of the document discusses the importance of ethics in accounting. It explains how accountants are expected to act in a fair and honest manner and to follow the principles of the accounting profession. Examples are provided for each of the five types of ethical dilemmas.

The eighth part of the document discusses the importance of communication in accounting. It explains how accountants are expected to communicate clearly and effectively with their colleagues and clients. Examples are provided for each of the five types of communication scenarios.

The ninth part of the document discusses the importance of technology in accounting. It explains how the use of accounting software and other technology can improve the accuracy and efficiency of the accounting process. Examples are provided for each of the five types of technology applications.

The tenth part of the document discusses the importance of continuous learning in accounting. It explains how accountants are expected to stay up-to-date on the latest developments in the field and to seek out opportunities for professional growth. Examples are provided for each of the five types of learning activities.



# SILVER VALLEY UNIFIED SCHOOL DISTRICT

Request for Proposal, eRate Year 22 (2019-2020) Wireless  
(Microwave) or Equivalent WAN Backhaul System, District-Wide  
[Proposal: 2019-01-WAN]

## Service Provider Notices, Criteria and Contract Requirements

- The requirements outlined in this document will apply to all contracts entered into as a result of the posting of (2019-2020) Year 22 E-Rate Form 470/471.
- Bids can be submitted within the 28-day posting period but are not required until the bid due date. **There will not be a job walk.** Refer to attached drawings and instructions.
- All questions regarding this RFP must be submitted in writing via email by 12:00PM Wednesday, January 09, 2019. Answers or addendums will be replied with and posted on the Silver Valley USD website. Questions can be emailed to [erate@svusdk12.net](mailto:erate@svusdk12.net), attention to Robert Saffel, Sr. Director Technology, Maintenance & Operations. Phone calls will not be returned.
- All bids are physically due, in writing, on or before ~~Wednesday, February 22nd, 2019~~ **Friday, January 18, 2019**, no later than 3:00PM at the Silver Valley USD District Office, Main Office, located at 35320 Daggett• Yermo Road or POB 847, Yermo, CA 92398.
- Clearly label your response to the address above and to the Attention of: Robert Saffel, Sr. Director Technology, Maintenance & Operations. E-Rate YR 15, RFP for Wireless (Microwave) or equivalent W A N Backhaul System, District-Wide. [2019-01-WAN]

*Please note: USPS only delivers to POB. Yermo, CA is a rural area and you are responsible for a timely delivery. Check all delivery times and guarantees with the carrier of your choice. Bids received after the deadline will be rejected and returned to the bidder, unopened.*

- There will not be a public bid opening. The winning bidder will be notified and all results will be posted on our district website; [www.silvervalley.k12.ca.us/District/Department/200-Educational-Technology-Services](http://www.silvervalley.k12.ca.us/District/Department/200-Educational-Technology-Services) under the eRate menu link.
- All bids will be evaluated using a Bid Evaluation Matrix. (See Figure 1, Page 2).
- All service providers must have and list a Service Provider Identification Number (SPIN) listed with USAC.  
[Affiniti has read, understands, and will comply. See Attachment 10 – E-Rate SPIN & Green Light Status of the Bid Response.](#)
- All State of California contracting license requirements for public schools apply. Any contractor providing work under these contracts shall have the appropriate license for the scope of work they are to perform. Low voltage cabling work requires a C-7 license. All electrical work requires a C-10 license. All contractors must be licensed for both C7 & C10 to work in California and be in good standing.
- Applicant expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- All contracts entered into as a result of the posting of this Form 470 will be contingent upon the specific funding of the FRN at the E-rate discount percentage rate on the Form 471.
- The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the form 471 Block 5. The Service Provider will be responsible for invoicing the Schools and Libraries Division for the funded amount.
- No billing or work can take place before July 1, 2019 or prior to funding commitment from USAC.
- *The contractor is responsible for providing an FCC Registration Number (FRN) and proof of Green Light Status from the FCC. Any potential bidder found to be in Red-Light Status will be disqualified from participation in the bidding process and will be considered nonresponsive.*  
[Affiniti has read, understands, and will comply. See Attachment 10 – E-Rate SPIN & Green Light Status of the Bid Response.](#)
- All work is subject to the 100% approval of the project or purchase by the FCC under the E-rate discount program of the Telecommunications Act of 1996.
- No change orders will be allowed for the work resulting from this posting, addendum or questions.



# SILVER VALLEY UNIFIED SCHOOL DISTRICT

## Request for Proposal, eRate Year 22 (2019-2020) Wireless (Microwave) or Equivalent WAN Backhaul System, District-Wide [Proposal: 2019-01-WAN]

- Additional terms and conditions are delineated in the specifications referenced in the 470's.
- The Service Provider will be required to send copies of all forms and invoices submitted to SLD prior to invoicing the SLD to the District for our records.

### Service Provider Notices, Criteria and Contract Requirements (cont'd)

- *The Applicant reserves the right to deny any or all proposals associated with a particular form 470, even with SLD funding approval. The district reserves the right to accept the pricing proposal solely dependent upon SLD approval.*
- Prospective Service Providers will be required to submit three references, describing experience with comparable projects in the K-12 customer market, the appropriate CMAS contract (if applicable), their SPIN number and their FCC Registration Number (FRN). Failure to supply these documents will be considered grounds for disqualification.  
[Affiniti has read, understands, and will comply. See Attachment 06 – References of the Bid Response.](#)
- If providing electronic equipment quotes for switches/hubs/routers Service Providers must have all current manufacturers' certifications or proof of training.
- No sub-contractors can be used in order to meet CMAS, FCC or SPIN contract requirements. If requested, the service provider must be willing to have employees fingerprinted.
- Service providers must provide proof of insurance and bond.  
[Affiniti has read, understands, and will comply. See Attachment 11 – Affiniti Evidence of Insurance & Attachment 12 – Ca 2018 Performance Bond Advice Letter of the Bid Response.](#)
- Service providers must provide proof of Drug Free workplace policy.
- [Affiniti has read, understands, and will comply. See Attachment 13 – Affiniti Drug Free Workplace Policy of the Bid Response.](#)
- Service provider must include Performance and Payment bond at 2.5%.
- [Affiniti has read, understands, and will comply. See Attachment 12 – CA 2018 Performance Bond Advice Letter of the Bid Response.](#)

### Right to Reject Any and All Quotes

*We reserve the right to reject any or all proposals and to waive any informalities or regularities. The Service Provider's submission of a proposal is recognition of this right. In addition, the district reserves the right to fund, (proceed with project or purchase) or not to fund regardless of E-rate approval.*



# SILVER VALLEY UNIFIED SCHOOL DISTRICT

Request for Proposal, eRate Year 22 (2019-2020) Wireless  
(Microwave) or Equivalent WAN Backhaul System, District-Wide  
[Proposal: 2019-01-WAN]

## Evaluation Criteria

- Price will be the most heavily weighted factor in selecting the awarded vendor. Other evaluation criteria may include, but are not limited to:

Figure 1. Bid Evaluation Matrix

No.	Factor	Weight*
1.	Cost of eligible goods and services	25%
2.	Experience with district	20%
3.	Ability to deliver service at start of the funding year	10%
4.	Ability to deliver service throughout District's geographic region	15%
5.	Design/service/support of system meets district's needs	20%
6.	Vendor RFP meets District's specifications	5%
	Total	100%

\*The District will score all responses submitted within the guidelines noted above, using a rubric scoring system.



# SILVER VALLEY UNIFIED SCHOOL DISTRICT

Request for Proposal, eRate Year 22 (2019-2020) Wireless  
(Microwave) or Equivalent WAN Backhaul System, District-Wide  
[Proposal: 2019-01-WAN]

## SILVER VALLEY USD

### TECHNICAL SPECIFICATIONS FOR \*WIRELESS (Microwave) or Equivalent OR EQUIVALENT WAN BACKHAUL SYSTEM, DISTRICT-WIDE

### WIDE AREA NETWORK, WIRELESS OR EQUIVALENT



# SILVER VALLEY UNIFIED SCHOOL DISTRICT

Request for Proposal, eRate Year 22 (2019-2020) Wireless  
(Microwave) or Equivalent WAN Backhaul System, District-Wide  
[Proposal: 2019-01-WAN]

The Silver Valley Unified School District will accept PROPOSALS for Wireless (Microwave) or equivalent or Equivalent WAN Backhaul System, District-Wide.

PROPOSALS must be received prior to 3:00 P.M. January 18th, 2019, in a sealed envelope labeled and addressed with the following information:

Robert Saffel, Sr. Director Technology, Maintenance & Operations  
E-Rate YR 22, RFP for Wireless (Microwave) or equivalent W A N Backhaul System,  
District-Wide  
2019-01-WAN

Silver Valley Unified School District  
35320 Daggett-Yermo Rd.  
Yermo, CA 92398

**[NO USPS to this address use PO Box]**

Or  
P.O. Box 847  
Yermo, CA 92398

FAX: 760-254-1393

Proposals received after the above stated time will be returned to bidder unopened. Successful bidder will be notified by "the district".

Proposals must be signed. A copy of the request for proposal is available at [www.silvervalley.k12.ca.us](http://www.silvervalley.k12.ca.us). Please see eRate 470 Posting Link.

The Board of Trustees of the Silver Valley Unified School District reserves the right to accept or reject any and all proposals, to waive any irregularities in the proposals, to be sole judge as to the merit, quality and acceptability of materials proposed and their compliance to the specifications, if it be in the best interest of the District.



# SILVER VALLEY UNIFIED SCHOOL DISTRICT

## Request for Proposal, eRate Year 15 (2012-2013) Wireless (Microwave) WAN Backhaul System, District-Wide [Proposal: 2012-01-WAN]

### INTRODUCTION

The Silver Valley Unified School District from now on referred to as "The District", desires to lease a high-speed state of the art aerial wireless (licensed microwave) WAN backhaul system to connect its various sites to the main district NOC. This connectivity will be designed to accommodate both the present and future digital application needs. The intent is to achieve an industry standard based infrastructure, which will enhance educational and administrative activities at all sites with the flexibility and support of future needs and activities. The lack of a fiber/ copper infrastructure in the area and between the school sites necessitates a full wireless or equivalent/ aerial solution.

"The District" is soliciting qualified telecommunications service providers to submit an installation and ongoing service bid for (including, but not limited to) equipment racks, digital equipment, data cabling, electrical circuitry and associated termination equipment as required. All equipment included in this request will be owned and maintained by the awarded service provider with no option for transfer of ownership to the lessee.

The infrastructure currently used to deliver Wide Area Network services to SVUSD is a fixed microwave wireless system with minimal use of fiber interconnections. This system is currently providing district school sites with a minimum of 500 Mbps up to 1.0 Gbps of Wide Area Network Access in a shared ring and spoke architecture, meaning that actual speeds delivered to schools are less, dependent upon actual usage of the network at any time. Due to the geographic region a microwave wireless solution has been the only solution to the district. SVUSD will also consider any and all Fiber WAN solutions. However any service provider submitting a fiber solution must include a transition plan and detailed time line.

This project is entirely contingent upon available funding from the federal E-Rate program (Schools and Libraries Division) and the California Teleconnect Fund (CTF). The Silver Valley Unified School District may or may not undertake the project at its sole discretion. In addition, "The District" will require that the awarded service provider ensure that all eligible components of service are filed with the California Public Utilities Commission (CPUC) and are eligible for the California Teleconnect Fund (CTF) discount.

This project encompasses the following:

1. The installation of a secure and dedicated wireless based WAN backhaul connection among the "The District" Office, which is the aggregate center (NOC) of the wide area network (1) and (6) remote locations (AEC, NES, YS, FIMS, LES and TVIS).

*Affiniti has read, understands, and will comply*

2. The installation of secure and dedicated connectivity between the "The District" Office which is the aggregate center of the wide area network (1) and the district's P2P Service Provider, the Spectrum Enterprise (1).

*Affiniti has read, understands, and will comply*





# SILVER VALLEY UNIFIED SCHOOL DISTRICT

## Request for Proposal, eRate Year 15 (2012-2013) Wireless (Microwave) WAN Backhaul System, District-Wide [Proposal: 2012-01-WAN]

3. All sites (6) shall have a minimum data connection to the network of a minimum of 500 Mbps, full duplex and layer 2 capability. The backhaul connection between sites and the NOC shall accommodate the maximum aggregate speed of all sites on their respective segments.

Affiniti has read, understands, and will comply. Affiniti is also including pricing for the same 500 Mbps service that is running today for consideration and comparison. See [Attachment 04 – Pricing of the Bid Response](#).

4. The service provider shall provide cost breakouts for 500 Mbs, 1Gbs, 2Gbs, and 5Gbs transmission speeds at the annual terms of 1 year, 3 year and 5 years.

Affiniti has read, understands, and will comply. See [Attachment 04 – Pricing of the Bid Response](#).

5. The hand off connection between "The District" Office and the Spectrum Enterprise to SBCSS P2P connection shall have a minimum data connection of 10Gbs, with full duplex capability.

Affiniti has read, understands, however under Scope number 2, this service is listed as "This is already in place and not part of this bid" so Affiniti has not bid on this connection since it is handled between Customer and Spectrum.

6. The service provider is responsible to obtain all necessary right of ways necessary to this project.

Affiniti has read, understands, and will comply

7. The service provider is responsible for obtaining any and all permits and any geological / geographical studies needed to implement and complete this project. The District does not own existing antennae towers/ poles and the service provider cannot assume or approve the use of these poles for this project. The pole owners must grant permission to use these existing poles.

Affiniti has read, understands, and will comply

8. During the term of this contract, any changes in the routing of the fiber cable due to city infrastructure changes and/or requirements (street widening, new underground cabling requirements, etc.) will be the responsibility of the service provider at no expense to "The District."

Affiniti has read, understands, and will comply

9. The vendor will guarantee a 4-hour response time Service Labor Agreement on all network outages. Uptime is expected to be 99.9999%

Affiniti has read, understands, and will comply. Affiniti has provided a standard Service Level Agreement as [Attachment 08 – Service Level Agreement to the Bid Response](#).

10. The proposal shall include the following cost breakouts for annual terms: 1 year, 3 year and 5 year. All terms must include the option to renew for up to 5 years. Pricing for these options must be included.

Affiniti has read, understands, and will comply. See [Attachment 04 – Pricing of the Bid Response](#).



# SILVER VALLEY UNIFIED SCHOOL DISTRICT

## Request for Proposal, eRate Year 15 (2012-2013) Wireless (Microwave) WAN Backhaul System, District-Wide [Proposal: 2012-01-WAN]

11. The proposal shall include the following cost breakouts for speed: 500 Mbs, 1Gbs, and 2 Gbs.  
[Affiniti has read, understands, and will comply. See Attachment 04 – Pricing of the Bid Response.](#)

### **SCOPE OF PROJECT**

1. **WIDE AREA NETWORK:** An aerial wireless licensed microwave backhaul system (fully licensed) to connect the following schools and NOC together in a redundant, fail-safe network. Connectivity shall be designed with the following transmission speed options, 500Mbs, 1G bs, 2Gbs and 5Gbs.
  - a. Newberry Springs Elementary School (Feed to Fort via American Tower)
  - b. Yermo School
  - c. Alternative Education Center
  - d. Fort Irwin Middle School (Located on Fort Irwin Army Base, feed for other Fort sites)
  - e. Tiefert View School (Located on Fort Irwin Army Base)
  - f. Lewis Elementary School (Located on Fort Irwin Army Base)
  - g. District Office Facilities (NOC)

[Affiniti has read, understands, and will comply. Affiniti is not able to price the redundant and fail-safe parts of this scope request. Those features are not E-Rate eligible and therefore not included in this RFP response for Category 1 funding. If awarded contract, non-E-Rate eligible options and costs will be provided to customer for consideration for out-of-pocket upgrades and costs.](#)

2. **DIGITAL TRANSMISSION TO ISP:** Connectivity of 500 Mbps to 2 Gigabit (2000 Mbps) from Silver Valley Unified School District Office (aggregate point of the network) located at 35320 Daggett-Yermo Road, Yermo, CA 92398 to its P2P service node located on premise. This is already in place and not part of this bid.  
[Affiniti has read, understands, and will comply.](#)
3. The main District Office facilities are to serve as the aggregate point for the network. The service may be delivered to the aggregate point at the design of the service provider as long as the minimum specified bandwidth is delivered.  
[Affiniti has read, understands, and will comply.](#)
4. The backhaul segments shall accommodate for the total transmission rate of all sites that are aggregated on each segment. Backhaul segments between sites that do not accommodate for full transmission speeds will not be acceptable.  
[Affiniti has read, understands, and will comply.](#)
5. Vendor must include the installation (one time) costs and monthly (ongoing) costs for all sites. Installation costs may be amortized into the monthly recurring charges over the term of the initial contract and must be identified in the response.  
[Affiniti has read, understands, and will comply.](#)



# SILVER VALLEY UNIFIED SCHOOL DISTRICT

## Request for Proposal, eRate Year 15 (2012-2013) Wireless (Microwave) WAN Backhaul System, District-Wide [Proposal: 2012-01-WAN]

6. The Minimum Point of Entry (MPOE) and Demarcation point at each site and in the Data Center at "The District" District Office shall be determined by Silver Valley Unified School District technical staff. All cost proposals must include pricing to install services to the MPOE and Demarcation point. All sites shall terminate on a fiber connection.  
[Affiniti has read, understands, and will comply.](#)
7. Any planned network outages shall be coordinated with "The District" technical staff.  
[Affiniti has read, understands, and will comply.](#)
8. An uptime guarantees of 99.9999% or better shall be provided on a 24x7 basis average over a seven-day period.  
[Affiniti has read, understands, and will comply. See Attachment 08 – Service Level Agreement for Service Metrics](#)
9. The circuits shall be capable of carrying multiple data services such as computer networks, voice over IP, digital video, etc.  
[Affiniti has read, understands, and will comply.](#)
10. All equipment necessary to provide this connectivity shall be provided by the service provider and with no option of transfer of ownership to "The District".  
[Affiniti has read, understands, and will comply.](#)
11. All cabling, low and high voltage is the responsibility of the service provider and shall be included in this bid to the District. No Change Orders are allowed.  
[Affiniti has read, understands, and will comply.](#)
12. Provide all accommodations for electrical power, where needed. Including but not limited to pathways, cabling, conduit, etc.  
[Affiniti has read, understands, and will comply.](#)
13. Provide towers of adequate height and placement for unobstructed line of site.  
[Affiniti has read, understands, and will comply.](#)
14. Vendor is responsible for any or all BLM, DSA, geological, geographical, local and state licensing and insurances for placement of any physical property, hardware or equipment.  
[Affiniti has read, understands, and will comply.](#)
15. Equipment shall be new. No refurbished or used equipment will be accepted. Proof of new equipment shall be provided and verifiable.  
[Affiniti has read, understands, and will comply. Affiniti pricing, see Attachment 04 – Pricing of the bid response, includes these costs rolled into the monthly charge for the life of the term. Affiniti is also including the monthly charge for keeping the same 500 Mbps shared services that are currently being provided. Included in the pricing under the 36 month and 60 month options is a full electronic equipment upgrade and replacement. The 12 Month pricing does not include equipment swap as it is cost prohibitive, Affiniti will continue to utilize existing equipment if the buyer selects the 12 month option.](#)



# SILVER VALLEY UNIFIED SCHOOL DISTRICT

## Request for Proposal, eRate Year 15 (2012-2013) Wireless (Microwave) WAN Backhaul System, District-Wide

[Proposal: 2012-01-WAN]

16. A minimum of 500Mbps, connectivity will be required for all sites. Cost breakout for speed offerings is needed at 500Mbps, 1 G bs, 2 Gbs and 5Gbs for annual terms of 1 year, 3 year and 5 year. All terms must include the option to renew for up to 5 years. Price for these options must be included. The district will choose the annual term and speed that best meets the district's needs.  
Affiniti has read, understands, and will comply. Affiniti has designed and priced a solution for 500 Mbps, as well as the current 500 Mbps shared services. Affiniti is unable to provide pricing for 1,000 Mbps or higher speeds to all sites currently due to geographic and technical limitations. Affiniti will, however, continue to seek out local providers to partner with and evaluate service options with the goal of lower costs and added stability of customer services as well as future potential upgrades.
17. Bidder shall create a matrix or spreadsheet that will include costs for each of the terms and speeds requested.  
Affiniti has read, understands, and will comply.
18. In the event of power outages or loss of power, vendor provided gear shall remain powered on for a minimum of 1 hour.  
Affiniti has read, understands, and is able to provide. However, this is not included in our standard package to all of our customers and therefore not E-Rate eligible. Affiniti will bid on the E-Rate eligible portions of this RFP. If awarded contract non-E-Rate eligible options and costs will be provided to customer for consideration for out-of-pocket upgrades and costs.
19. Outside equipment boxes are to be powder coated UV resistant white.  
Affiniti has read, understands, and is able to provide. However, this is not included in our standard package to all of our customers and therefore not E-Rate eligible. Affiniti will bid on the E-Rate eligible ports of this RFP. If awarded contract non-E-Rate eligible options and costs will be provided to customer for consideration for out-of-pocket upgrades and costs.
20. Licensed frequencies are required.  
Affiniti has read, understands, and will comply.
21. System shall be built so that one site does not cause failure of connected nodes (excluding DO).  
Affiniti has read, understands, and will comply. Affiniti has designed a network focused on the minimum speed requirements requested by this RFP. However, due to geographical and technical limitations, Affiniti is not able to design a cost-effective solution without leveraging and utilizing existing sites to interconnect all of the locations. As such, there are similar upstream site dependencies that some sites will have to pass through in order to connect to the DO. If an upstream site is impacted by a service outage, and downstream site doesn't have another path across the Affiniti infrastructure in place, the downstream site will be impacted by the outage as well. Affiniti can work with the customer to design other backup solutions that are not E-Rate eligible. Should the customer be interested in these options after contract is awarded, Affiniti will work with the customer to on options and costs for consideration for out-of-pocket upgrades or improvements.



# SILVER VALLEY UNIFIED SCHOOL DISTRICT

## Request for Proposal, eRate Year 15 (2012-2013) Wireless (Microwave) WAN Backhaul System, District-Wide [Proposal: 2012-01-WAN]

22. All vendor equipment installed shall be under repair maintenance at no cost to "The District" for the life of the contract agreement.  
*Affiniti has read, understands, and will comply.*
23. Services cannot commence before July 1, 2019 and will begin upon receipt of the Funding Commitment decision letter from the Schools and Libraries Division.  
*Affiniti has read, understands, and will comply.*
24. As the cut-over date for any new carrier is desired on **July 1, 2019**, SVUSD requires a transition plan to be provided with any proposal response from responsible suppliers that are not the current carrier. The plan is to include the resources to be dedicated to the transition, all costs associated with the transition, a timeline of actions with a completion target date for the supplier and for the SVUSD transition team. The transition plan is to outline the expectations the supplier team would have of SVUSD and the information or task SVUSD is to provide the supplier and the date any information or task would be required.  
*Affiniti has read, understands, and will comply. Affiniti has included a project specific Project plan in Attachment 05 – Project Plan & Project Management of the Bid Response.*
25. The vendor shall provide three (3) references consisting of similar work and scope.  
*Affiniti has read, understands, and will comply. See Attachment 06 – References of the Bid Response.*
26. The bid closing date/time will be January 19th, 2019 at 2:00PM as noted throughout this document. *Addenda #1 restated January 18, 2019 at 2:00 PM*  
*Affiniti has read, understands, and will comply.*



# SILVER VALLEY UNIFIED SCHOOL DISTRICT

## Request for Proposal, eRate Year 15 (2012-2013) Wireless (Microwave) WAN Backhaul System, District-Wide [Proposal: 2012-01-WAN]

27. Any bidder not meeting the requirements listed in this document will be deemed non-responsive and disqualified from the bidding process.  
*Affiniti has read, understands, and will comply.*

### Additional Notes:

Silver Valley USO is host to 7 school sites and the district office facilities. A fiber network joins the High School and the district office. The High School does not require a wireless WAN solution for Internet/ network connectivity. The district office is connected to a 1Gbps fiber P2P network for connectivity to the Internet via San Bernardino County Superintendent Schools. This connection is supplied by Spectrum Enterprise and is not part of this RFP,

This project will seek potential vendors to provide Silver Valley USD with a complete licensed, wireless (Microwave) or equivalent WAN backhaul system to connect all sites and district office for Internet and network connectivity.

*Affiniti has read, understands, and will comply.*

### DISTRICT LOCATIONS -WIDE AREA NETWORK

- a. **Alternative Education Center**, 33525 Ponnay, Daggett, CA 92327 Yermo, CA 92398
- b. **Newberry Springs Elementary School**, 33713 Newberry Rd., Newberry Springs, CA 92365
- c. **Yermo School**, 38280 Gleason St., Yermo, CA 92398
- d. **Fort Irwin Middle School**, 1700 Pork Chop Hill, Fort Irwin, CA 92310
- e. **Tiefort View School**, 8700 Anzio, Fort Irwin, CA 92310
- f. **Lewis Elementary School**, 1800 Blackhawk Dr, Ft. Irwin, CA 92310
- g. **District Office Facilities (NOC)**, 3320 Daggett-Yermo Road, Yermo, CA 92398

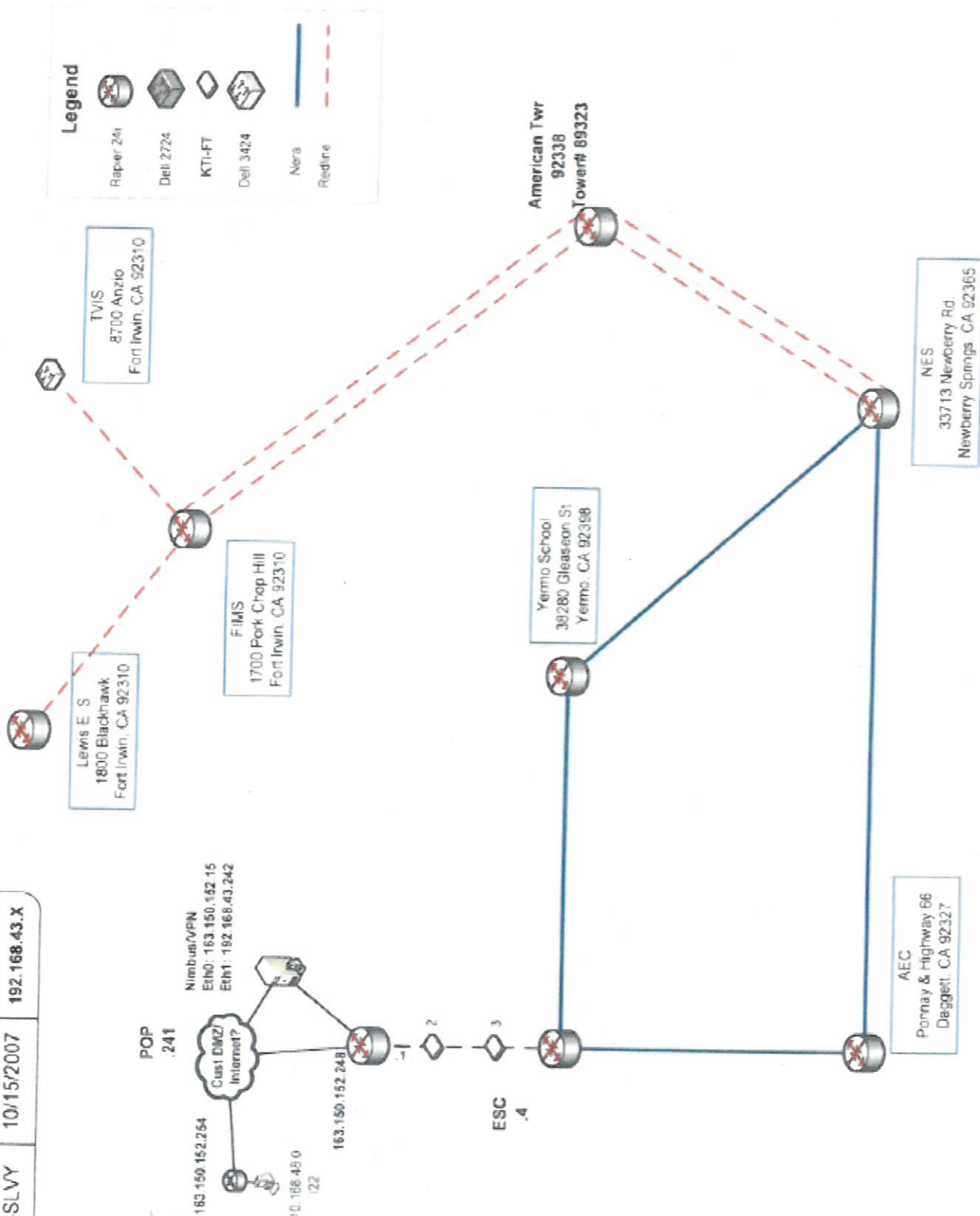


# SILVER VALLEY UNIFIED SCHOOL DISTRICT

## Request for Proposal, eRate Year 15 (2012-2013) Wireless (Microwave) WAN Backhaul System, District-Wide

[Proposal: 2012-01-WAN]

CA, Silver Valley		
CA-SLVY	10/15/2007	192.168.43.X



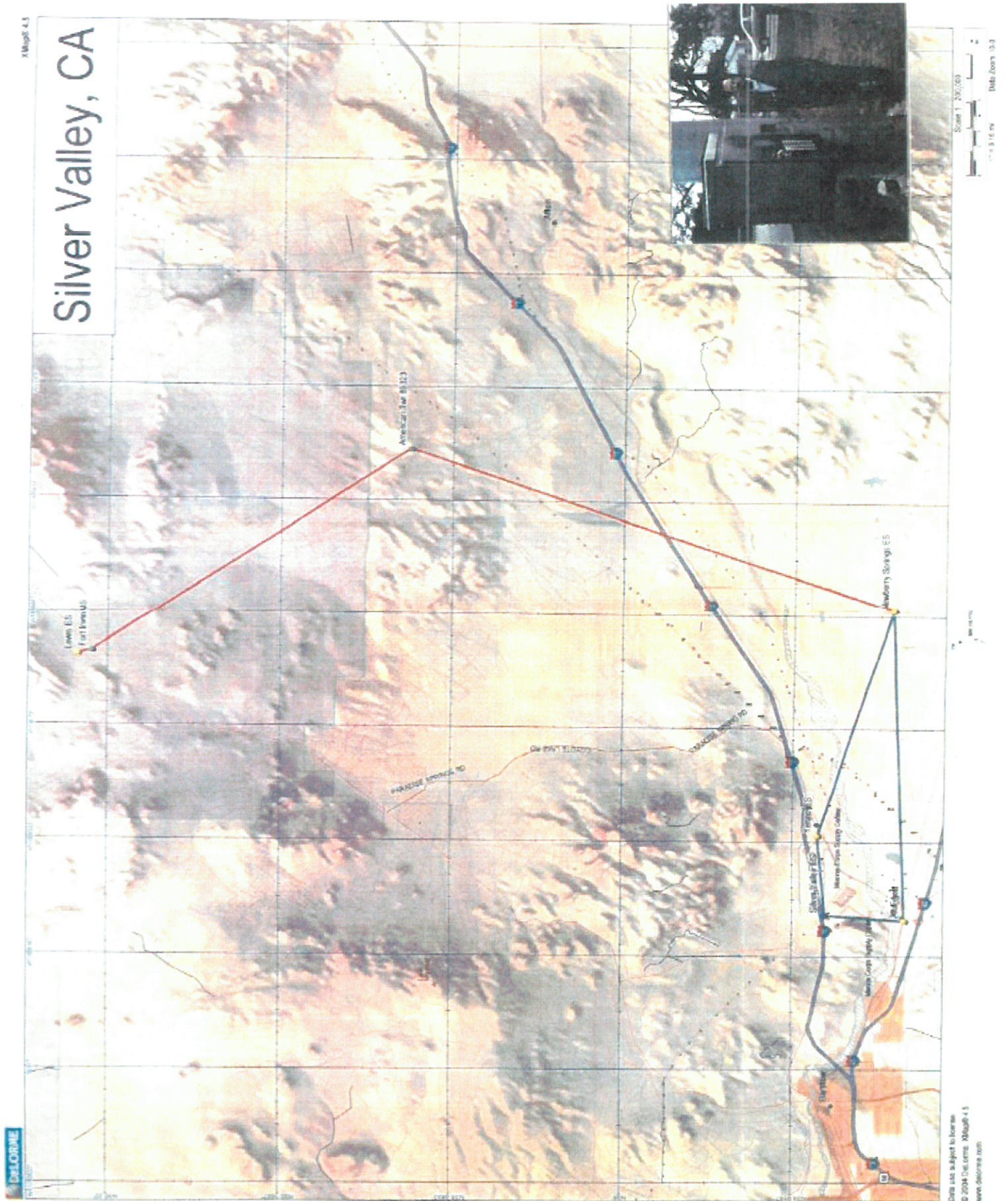
### Legend

- Raper 241
- Dell 2724
- KTI-FT
- Dell 3424
- Nets
- Redline

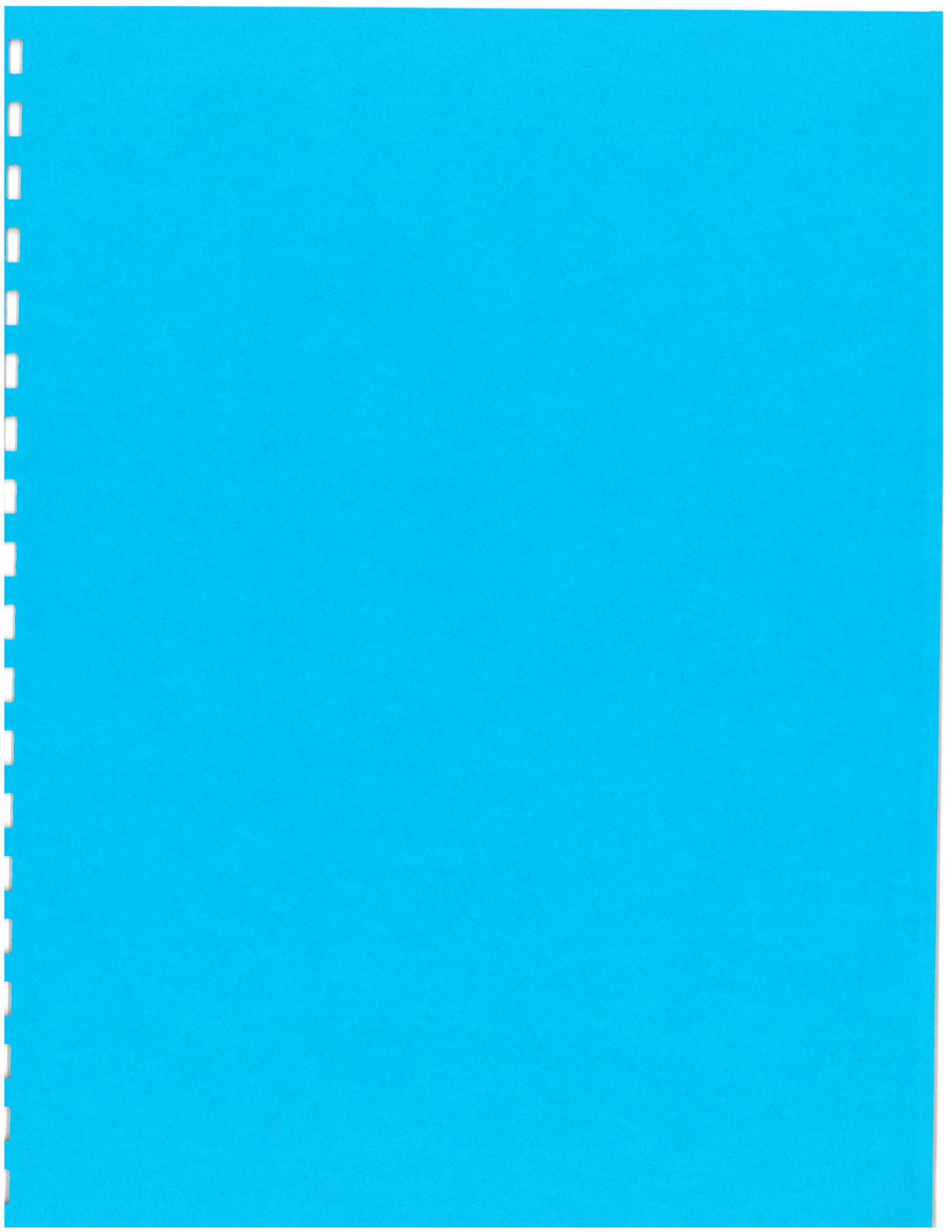


# SILVER VALLEY UNIFIED SCHOOL DISTRICT

## Request for Proposal, eRate Year 15 (2012-2013) Wireless (Microwave) WAN Backhaul System, District-Wide [Proposal: 2012-01-WAN]







Current. 12mo pricing

Site Name	Site Address	Site Bandwidth	NRR	MRR
Silver Valley Unified School District	7 Sites	500M shared	\$ -	\$ 20,993.00

Current. 36mo pricing

Site Name	Site Address	Site Bandwidth	NRR	MRR
Silver Valley Unified School District	7 Sites	500M shared	\$ -	\$ 14,000.00

Current. 60mo pricing

Site Name	Site Address	Site Bandwidth	NRR	MRR
Silver Valley Unified School District	7 Sites	500M shared	\$ -	\$ 11,200.00

25,588  
17,415

500M. 12mo pricing

Site Name	Site Address	Site		
		Bandwidth	NRR	MRR
Silver Valley Unified School District	7 Sites	500	\$ 95,000.00	\$ 22,750.00

500M. 36mo pricing

Site Name	Site Address	Site		
		Bandwidth	NRR	MRR
Silver Valley Unified School District	7 Sites	500	\$ 35,000.00	\$ 15,750.00

500M. 60mo pricing

Site Name	Site Address	Site		
		Bandwidth	NRR	MRR
Silver Valley Unified School District	7 Sites	500	\$ -	\$ 15,050.00

4

\* NEW EQUIPMENTS

1000M. 12mo pricing

Site Name	Site Address	Site		
		Bandwidth	NRR	MRR
Silver Valley Unified School District	7 Sites	1000 \$	-	\$ -

1000M. 36mo pricing

Site Name	Site Address	Site		
		Bandwidth	NRR	MRR
Silver Valley Unified School District	7 Sites	1000 \$	-	\$ -

1000M. 60mo pricing

Site Name	Site Address	Site		
		Bandwidth	NRR	MRR
Silver Valley Unified School District	7 Sites	1000 \$	-	\$ -

2000M. 12mo pricing

Site Name	Site Address	Site		
		Bandwidth	NRR	MRR
Silver Valley Unified School District	7 Sites	2000	\$ -	\$ -

2000M. 36mo pricing

Site Name	Site Address	Site		
		Bandwidth	NRR	MRR
Silver Valley Unified School District	7 Sites	2000	\$ -	\$ -

2000M. 60mo pricing

Site Name	Site Address	Site		
		Bandwidth	NRR	MRR
Silver Valley Unified School District	7 Sites	2000	\$ -	\$ -

5000M. 12mo pricing

Site Name	Site Address	Site		
		Bandwidth	NRR	MRR
Silver Valley Unified School District	7 Sites	5000	\$ -	\$ -

5000M. 36mo pricing

Site Name	Site Address	Site		
		Bandwidth	NRR	MRR
Alternative Education Center	33525 Ponnay	5000	\$ -	\$ -

5000M. 60mo pricing

Site Name	Site Address	Site		
		Bandwidth	NRR	MRR
Alternative Education Center	33525 Ponnay	5000	\$ -	\$ -

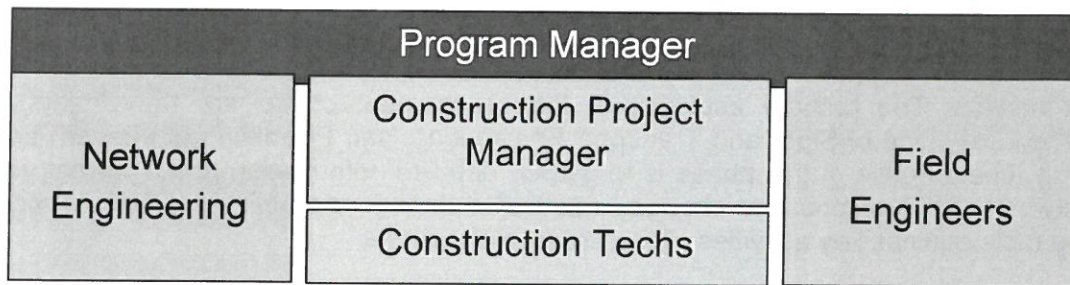


<b>Task Name</b>	<b>Duration</b>	<b>Start</b>	<b>Finish</b>
Silver Valley USD - WAN	112d	01/31/19	07/05/19
Contracts Complete	1d	01/31/19	01/31/19
Planning and Engineering - Internet, WAN, NOC	105d	02/01/19	06/27/19
Project Kick Off Meeting	3d	02/01/19	02/05/19
Engineering Design and Planning	18d	02/06/19	03/01/19
Finalize Engineering/Network Configuration Options	15d	02/06/19	02/26/19
Document Network Diagrams	3d	02/27/19	03/01/19
Network Design Complete		03/01/19	03/01/19
Acceptance Test Planning	7d	06/19/19	06/27/19
Test Design	5d	06/19/19	06/25/19
Review Acceptance Test Design with Customer	1d	06/26/19	06/26/19
Modify Test Design	1d	06/27/19	06/27/19
Acceptance Test Plan Complete		06/27/19	06/27/19
Equipment Procurement	54d	02/27/19	05/13/19
Prepare Network Equipment BOM	3d	02/27/19	03/01/19
Order Radios, Switching, and Routing Equipment	3d	03/04/19	03/06/19
Order UPS, Patch Cables, and Misc. Electronics	3d	03/07/19	03/11/19
Receive and Stage Equipment	30d	03/12/19	04/22/19
Assemble, Configure and Test Equipment	15d	04/23/19	05/13/19
Equipment Palletized and Ready to Install		05/13/19	05/13/19
Equipment installation	33d	05/14/19	06/27/19
Install Radios/Switches/Routers at Sites	26d	05/14/19	06/18/19
Configuration and Network Testing	6d	06/19/19	06/26/19
Turn-up and Acceptance Testing	1d	06/27/19	06/27/19
Microwave Sites Live		<b>06/27/19</b>	<b>06/27/19</b>
Project Closeout	6d	06/28/19	07/05/19
Network Operation Center Activation, Testing	1d	06/28/19	06/28/19
Customer Training and NOC Handoff	1d	06/28/19	06/28/19
System Documentation	5d	07/01/19	07/05/19



## PROJECT MANAGEMENT

Affiniti maintains an internal Project Management team to provide support and planning for all projects. A Web-accessible project portal site is accessible by the EP (Education Partner) during deployment for viewing project timelines, seeing status updates and receiving alerts on any changes to the deployment schedule.

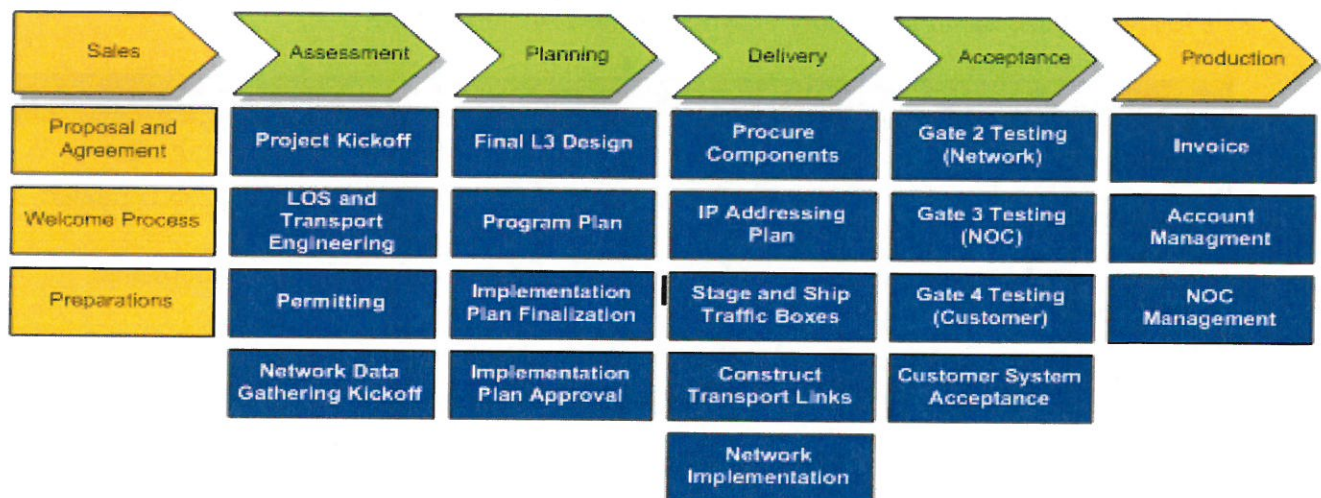


### Typical Education Partner Responsibilities

- EP Provides:
  - Project Sponsor
  - Technical Contact
  - Facilities Contact
  
- **Contact and Sponsor Roles:**
  - For wireless EPs, make decisions on final pole and/or building mount placement
  - Assist with data gathering necessary for implementation
  - Provide handoff point from the local LAN to the Affiniti service provided
  - Work with Affiniti on final site acceptance.

### PROJECT IMPLEMENTATION APPROACH

Affiniti takes a phased approach to WAN Implementation.



## ASSESSMENT - PLANNING - SERVICE DELIVERY - ACCEPTANCE

Adherence to these phases allows for a thorough and timely completion of the project. Conclusion of each phase is marked by accomplishment of a particular milestone, after which the project can proceed to the next phase. Each project will have a detailed Implementation Plan associated with it that will be agreed upon by Affiniti and the EP. Following is a description of the activities for each phase of the WAN installation.

### PHASE I: ASSESSMENT

Affiniti's Assessment phase is vital to the successful deployment and activation of your new network service. The primary activities of the assessment phase are the Project Kick-off Conference Call, Line-of-Sight and Transport Engineering, and Permitting (if needed) and Data Gathering. The purpose of this phase is to gather "detailed" information about current voice and data network configurations and changes needed to deploy and activate Affiniti services. The following table outlines key activities of the assessment phase.

Activity	Description
<b>Project Kick-Off Conference Call</b>	Review of Project Implementation Plan, key contacts, roles and responsibilities, and timeline
<b>Line-of-Sight and Transport Engineering</b>	Review the physical location where the WAN will be deployed, interview the EP's designated contacts, conduct the line-of-sight process and designate pole locations
<b>Permitting</b>	Obtain building permits and zoning variances if required
<b>Preliminary Timeline</b>	Consider necessary intervals for various time-sensitive orders and tasks
<b>Data Gathering</b>	Compile thorough information about the existing WAN, LAN, and telephone system

### PHASE II: PLANNING

Using the information obtained during the Data Gathering phase, a detailed plan is developed in preparation for Service Delivery. This information is incorporated into the Implementation Plan and a complete snapshot of the system configuration is created.

The following table summarizes key activities of the planning phase:

Activity	Description
<b>System Design</b>	Assess network design and document system configuration
<b>Program Plan</b>	Review configuration, project roles, responsibilities, and updated timeline
<b>Finalize and Approve Statement of Work</b>	Apply the design to the Implementation Plan for all parties to review and approve
<b>Schedule Resources</b>	Use timeline to schedule resources for Service Delivery implementation

### PHASE III: SERVICE DELIVERY

The Service Delivery phase implements the Statement of Work. The following key activities are involved:

Activity	Description
<b>Procure Components</b>	Purchase components required to implement the EP's solution
<b>IP Addressing Plan</b>	Finalize the IP addressing plan
<b>Equipment Staging and Shipment of Equipment</b>	Configure all network equipment per Implementation Plan specifications and ship equipment boxes to the EP's premise
<b>Network Construction</b>	Dig the holes and set the poles in their designated places
<b>Network Implementation</b>	Install equipment in the proper location and initiate functionality to the Ethernet (CAT5) or Fiber (LC Connectors) EP interface

### PHASE IV: ACCEPTANCE

Upon completion of primary installation tasks, Affiniti will begin acceptance testing. Each component's test will be performed and documented by a project team member.

At this point the Program Manager will close out the Implementation phase of the project and hand over primary communications to the Affiniti Network Operations Center team for monitoring. At that time, all project-related activities will cease, and communications will be established through the Affiniti Network Operations Center for problem resolution or the Regional Sales Manager for account management.

Activity	Description
<b>Network Testing</b>	Verify Implementation Plan compliance, test all system components and verify connectivity
<b>NOC Testing</b>	Configure and establish VPN connectivity between the NOC and the EP. Verify components can be remotely monitored and supported
<b>Training</b>	Schedule training sessions for system administrators
<b>Site Cut-Over</b>	Move users over to the newly configured system
<b>EP Site Acceptance Testing</b>	The EP accepts each site as it is turned up.
<b>EP System Acceptance</b>	The EP accepts Affiniti deployment; invoice is generated for service

## Affiniti Responsibilities and Education Partner Responsibilities

Subject	Education Partner (EP) Responsibilities	Affiniti Responsibilities
<b>Site Contact</b>	<ul style="list-style-type: none"> <li>- Providing a site contact that is the liaison between Affiniti and the customer, grant access to buildings, make scheduling decisions, etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Providing 24 x 7 access to customers network status and cases via the EP Web portal</li> <li>- Provide escalation procedures</li> </ul>
<b>LAN Management</b>	<ul style="list-style-type: none"> <li>- The EP is responsible for the LAN (Local Area Network) connectivity. This includes all LAN equipment and LAN activity including internal LAN routing, subnets, DHCP and/or DNS changes that need to be made for internal building network access to the WAN.</li> <li>- The EP must provide local LAN IP routing and Ethernet for incoming WAN connection</li> </ul>	<ul style="list-style-type: none"> <li>- Affiniti will validate network access from the building interface to the main MDF switch location (premise demarc) within the building</li> </ul>
<b>End-user Help Desk Support</b>	<ul style="list-style-type: none"> <li>- Providing end user help desk support including applications support, LAN support, Internet access support, VPN support, etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Affiniti will act as "Level 2 and Level 3" support for the EP's technical staff</li> </ul>
<b>Change Management</b>	<ul style="list-style-type: none"> <li>- Notify Affiniti about any change on the network infrastructure that could impact performance or availability</li> </ul>	<ul style="list-style-type: none"> <li>- Work with EP to plan any scheduled down time required for system maintenance</li> </ul>
<b>Backups</b>	<ul style="list-style-type: none"> <li>- Responsible for all customer owned equipment backups</li> </ul>	<ul style="list-style-type: none"> <li>- Affiniti will provide configuration backups of all Affiniti-owned devices</li> </ul>
<b>Additional Items</b>	<ul style="list-style-type: none"> <li>- Responsible for any other activities outlined in the Service Agreement.</li> <li>- Responsible for all other network components not specifically addressed in this proposal</li> <li>- Internal cabling and power</li> </ul>	<ul style="list-style-type: none"> <li>- Responsible for any other Affiniti activities outlined in the Service Agreement</li> </ul>

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, accounts payable, and accounts receivable. It also outlines the proper procedures for recording these transactions, including the use of double-entry bookkeeping and the importance of regular reconciliations.

The second part of the document focuses on the analysis of the recorded data. It explains how to interpret the financial statements and identify trends and anomalies. Key indicators such as profit margins, liquidity ratios, and debt-to-equity ratios are discussed, along with their implications for the business's financial health. The document also provides guidance on how to use this information to make informed decisions and improve the company's performance.

Finally, the document addresses the legal and ethical aspects of financial reporting. It stresses the importance of transparency and honesty in all financial dealings and provides a overview of the relevant laws and regulations. It also discusses the consequences of non-compliance and offers advice on how to ensure that the company's financial practices are fully compliant with all applicable requirements.

## REFERENCES

<b>Customer Name:</b>	Western Plains Library System
<b>Address:</b>	201 South 28 <sup>th</sup> Street Clinton, OK 73601
<b>Contact:</b>	Tim Miller, Executive Director
<b>Phone:</b>	(580) 323-0974
<b>Email:</b>	<a href="mailto:Tim.miller@wplibs.com">Tim.miller@wplibs.com</a>
<b>Customer Since</b>	2009
<b>Service Provided:</b>	8 Site WAN Service over Wireless

<b>Customer Name:</b>	Maricopa Unified SD
<b>Address:</b>	45012 Honeycutt Ave, Maricopa, AZ 85239
<b>Contact:</b>	Carter Plante, Technology Director
<b>Phone:</b>	(250) 568-5100
<b>Email:</b>	<a href="mailto:cplante@musd20.org">cplante@musd20.org</a>
<b>Customer Since</b>	2014
<b>Service Provided:</b>	10 Site WAN Service over Wireless

<b>Customer Name:</b>	DuBois Area School District
<b>Address:</b>	500 N. Brady Street, DuBois, PA 15801
<b>Contact:</b>	Randy Sass, IT Director
<b>Phone:</b>	(814) 375-8780
<b>Email:</b>	<a href="mailto:rsass@dasd.k12.pa.us">rsass@dasd.k12.pa.us</a>
<b>Customer Since</b>	2009
<b>Service Provided:</b>	7 Site WAN Service over Fiber

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

The second part of the document provides a detailed breakdown of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is explained in detail, with examples provided to illustrate the concepts.

The third part of the document focuses on the classification of accounts. It discusses the different types of accounts, such as assets, liabilities, equity, and income, and how they are used to record and summarize business transactions. It also explains the relationship between these accounts and the accounting equation.

The fourth part of the document covers the process of journalizing and posting. It describes how transactions are recorded in the journal and then transferred to the ledger. It also discusses the importance of double-entry bookkeeping and how it helps to ensure that the books are balanced.

The fifth part of the document discusses the preparation of financial statements. It explains how the information from the ledger is used to create the balance sheet, income statement, and statement of owner's equity. It also discusses the importance of these statements for the business and its stakeholders.

The sixth part of the document covers the closing process. It explains how the temporary accounts are closed to the permanent accounts at the end of the accounting period. It also discusses the importance of this process in preparing the books for the next period.

The seventh part of the document discusses the importance of internal controls. It explains how these controls help to prevent errors and fraud, and how they can be used to improve the efficiency of the business.

The eighth part of the document covers the use of accounting software. It discusses the benefits of using software to automate the accounting process, and how it can help to reduce the risk of errors and improve the accuracy of the financial statements.

The ninth part of the document discusses the importance of ethics in accounting. It explains how accountants have a responsibility to provide accurate and honest information, and how they can use their skills to help the business and its stakeholders.

The tenth part of the document covers the future of accounting. It discusses the impact of technology on the profession, and how accountants can stay up-to-date with the latest developments in the field.

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*WAN Service Level Agreement*

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**Network Monitoring / NOC:** Monitoring includes systems that provide automated monitoring of outages and downtime. Affiniti provides a NOC for support (866) 949-6631 / support@affiniti.com that is available 24x7 days per week. Customer may call, email, or open a ticket via the ticket portal at any time to report problems or request maintenance. Affiniti will provide network statistics, testing data, and monitoring information on request or via Affiniti portal if applicable. Support services are provided for up to four authorized technical contacts that have been given access to the Affiniti NOC.

**Scheduled Maintenance:** Affiniti will provide email notification to the Customer's technical contact(s) at least 48 hours before a maintenance window. Affiniti will make every effort to work with Customer to schedule a maintenance window that will have minimal impact on Customer operations. In the event there are special circumstances requiring unscheduled maintenance (Emergency Maintenance), Affiniti will provide as much prior notice as is possible. 911 services may not be available during maintenance.

**Service Metrics.** Affiniti will respond and begin corrective action when the following service specifications drop below the identified threshold for a given site:

- (1) *Service Availability: Availability drops below 100%*
- (2) *Latency: Average Round-trip Latency exceeds 25ms on a per-circuit basis.*
- (3) *Network Jitter: not to exceed G.114 standards more than 0.1% per calendar month*
- (4) *Packet Loss: Average Packet loss is greater than 1%*
- (4) *Mbps: Throughput is below 95% of the total bandwidth contracted as measured by certified standard testing methods.*

**Time to Respond:**

1. Affiniti will respond and will begin corrective action within 30 minutes for any Service Outage that is either detected by Affiniti monitoring or reported by Customer.
2. Affiniti will begin processing any other ticket submitted by Customer within 2 hours during normal business hours.
3. Affiniti will process all configuration change requests within 1 business day. Changes will be made during normal business hours unless prior arrangements are made with Affiniti at least 24 hours in advance. If the change is deemed to be a large scale or major change, the NOC will work with the Customer to schedule and coordinate a time to make the changes. Affiniti reserves the right to refuse the implementation of a change if they determine that the change is beyond the scope of the Service, or if it adversely affects other aspects of Service availability.
4. Delays resulting from Customer's equipment and/or software, staff, or users will not count against Affiniti's SLA.

**Service Credits:** For a given calendar month, within which Affiniti experiences a Service Outage, Customer may request a service outage credit. In order to be eligible for the credit, Customer must log a service credit case within five (5) business days of the outage with verification by Affiniti of the event. Affiniti will apply a service credit based on a pro-rated calculation of the amount of time the service was unavailable during that month using the following formula: (Minutes down / Minutes per month) times MRC. In no case shall the credits during any calendar month exceed the total of Customer's Monthly Recurring Service Charges. Affiniti has no other obligation to compensate Customer due to a Service Outage.

**Customer-caused Issues:** In the event that a Service Outage or other issue reported by Customer is found to be caused by Customer's equipment and/or software, Customer's staff, or Customer's users, Customer will compensate Affiniti, at Affiniti's standard Labor Rates as listed in the Service Order, for time and materials expended to restore Service performance.

**On-site Support:** Affiniti will begin a field technician dispatch within one hour of Service Outage verification if the Service cannot be restored remotely, unless Customer is not entitled to on-site support as detailed in the Service Order. Customers not entitled to on-site support may receive on-site support at additional expense by submitting





in writing an approved dispatch request from an authorized Customer contact. Any dispatch for a Customer-caused Issue (as defined elsewhere in this Service Level Agreement) is subject to additional billing. When additional billing is warranted for on-site support, Customer will be billed according to the Labor Rates listed in the Service Order plus any incurred travel costs.



## SUPPORT SERVICES



*Network Operations Center (NOC)*

- **World-class customer service**
- **Redundant NOC with the primary NOC staffed by Affiniti employees**

The Affiniti Support Service team is at the heart of the network management and related services we deliver. They provide the 24 x 7 x 365 monitoring and management of Affiniti services, ensuring performance and availability. If an issue occurs, an Affiniti expert will drive the problem to resolution while keeping you informed.

*NOC phone hours for service outages are 24 x 7 x 365*

### Contact Information

Web Portal: <http://support.affiniti.com>

Email: [support@affiniti.com](mailto:support@affiniti.com)

NOC	(866) 949-6631
NOC Manager Nicole Nichols	Desk: (512) 334-4070 Cell: (512) 514-5875
Sr. Director of Network Operations Darin Grad	Desk: (512) 334-4067 Cell: (512) 897-8965

## Case Management - Speedy Responses to Issues

When an issue occurs, an Affiniti expert immediately notifies the Customer, opens a case and starts the troubleshooting process. All issues are categorized and prioritized based on the system impact. The engineering team leverages the Affiniti NOC knowledge base during trouble resolution to streamline the trouble isolation process and speed the time to resolution.

**Affiniti categorizes cases as:**

Severity Level	Examples
<b>SEVERITY 1</b>	Complete Affiniti service outage to all users such as WAN, voice, etc.
<b>SEVERITY 2</b>	Partial outage or degraded service affecting one or more sites
<b>SEVERITY 3</b>	Support request, information request, change request
<p>* Priority levels auto-escalate based on time unresolved. The Customer can change the Priority Level at <b>any</b> time.</p>	

Each case will be resolved either remotely, by appropriate vendor dispatch or by Affiniti dispatches.

**On-site Dispatch:** Affiniti provides onsite service when necessary by utilizing certified partners and/or Affiniti technicians. Once need has been determined, technicians are dispatched by the NOC to repair any problems that cannot be resolved remotely. Affiniti's techs are normally dispatched in under one hour once the issue has been identified as requiring onsite service for repair.

**Escalation Procedures:** Each case follows an automatic escalation process to ensure that all cases are resolved in a timely manner.

- 🔍 **For a SEVERITY 1 incident**, the NOC will immediately notify the NOC Manager and the NOC Director. The VP of Operations will be notified after one hour.
- 🔍 **For a SEVERITY 2 incident**, if an incident has not been resolved, the NOC will escalate to the NOC Manager after one hour, the NOC director after four hours, and the VP of Operations after eight hours.
- 🔍 **For a SEVERITY 3 incident**, if an incident has not been resolved, the NOC will escalate to the NOC Manager after eight hours and the NOC Director after 24 hours.

*The Customer may escalate a case at any time.*

The table below summarizes Affiniti's escalation schedule:

Escalation Table			
Escalation Path	Severity Level & Escalation		
	Severity 1	Severity 2	Severity 3
NOC Manager	Immediately	After 1 Hour	After 8 Hours
NOC Director	Immediately	After 4 Hours	After 24 Hours
VP of Operations	After 1 Hour	After 8 Hours	
Customer Updates	Every 30 Minutes	Hourly	Every 24 Hours

### Case Resolution

Once the incident has been resolved, the NOC engineer will verify with the Customer that there are no outstanding issues before closing the case. Once any incident is closed, an e-mail is sent to the submitter with a close summary and root cause. The Customer can reopen the case if the incident was not correctly resolved.

### Response Standards

Affiniti will respond and will begin corrective action within 30 minutes for any service outage that is either detected by Affiniti monitoring or reported by the Customer.

Affiniti will begin processing any other case submitted by the Customer within 2 hours.

NOTE: An extended outage caused or exacerbated by dangerous situations such as extreme weather, fire, ice, or downed electrical line are considered force majeure and are excluded from uptime calculations.

### Incident Management

It is important to learn the unknown underlying cause of one or more incidents. The goal of Incident Management is to identify the underlying cause of cases in order to resolve issues and prevent subsequent cases. Incident Management minimizes the adverse effect of issues and problems faced by the Customer that are caused by errors in the infrastructure.

Affiniti resolves underlying problems on managed equipment to ensure system availability. We also proactively recommend software and hardware updates based on manufacturer defect lists.

### Configuration Management

The purpose of Configuration Management is to ensure that only authorized hardware and software is in use in the managed environment by identifying, controlling, maintaining, and verifying the versions of all configuration items under support.

Affiniti utilizes enterprise configuration management tools that back up device configurations on a nightly basis and notifies the NOC and engineering immediately when any configuration change is made to equipment in the field. This helps to resolve outages caused by incorrectly configured devices and provides a way to track changes to managed equipment of our Customers.

**Affiniti:**

- Maintains a record of the last four configurations and versions for each managed device
- Backs up all managed device configurations remotely on a daily basis *if remote backup capability is available*
- Helps Customers set up configuration backup procedures for those managed devices that cannot be backed up remotely
- Follows the Change Management process to implement configuration changes.

### *Change Management*

A change is the addition, modification, move or removal of Affiniti-supported hardware or software. The goal of Change Management is to make sure that standardized methods and procedure are used to carry out changes economically and in a timely manner with minimal risk to the organization. A change could be recommended by Affiniti to resolve or prevent an issue or it could be requested by a Customer.

**Requesting a Change:** Customers can request a change by opening a case on the Web Portal or by calling the NOC directly. Ideally, changes and service requests are submitted between 6am and 6pm CST. Before implementing a change, Affiniti will assess the ramifications of the change and coordinate the change with the Customer. Once the change has been executed, Affiniti will monitor the change's success before closing the case. All "Change Cases" are viewable via the Web Portal.

### *Preventative Maintenance*

Affiniti works closely with radio and equipment manufacturers so that equipment is up-to-date with preventative maintenance. Affiniti will work with the Customer to schedule any downtime needed so that equipment is up-to-date.

### *Service Level Management*

Service Level Management involves the process of planning, agreeing, monitoring, and reporting on service levels and the ongoing review of service achievements. The goal of Service Level Management is to reach agreement on the service levels and to ensure the standards for our Customers are all being met.

Affiniti will track service levels for all cases and change requests to ensure that service levels are being met. If a service level is at risk, the NOC will follow the escalation procedures previously outlined above.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity.

The second part of the document provides a detailed breakdown of the accounting process. It starts with the identification of the accounting cycle, which consists of eight steps: identifying the accounting cycle, analyzing and journalizing the transactions, posting to the ledger, determining debits and credits, preparing a trial balance, adjusting the entries, preparing financial statements, and closing the books.

The third part of the document focuses on the preparation of financial statements. It explains how to use the trial balance to identify any errors and how to adjust the entries to reflect the true financial position of the company. It also discusses the importance of comparing the financial statements to the previous period to identify trends and changes.

The fourth part of the document discusses the role of the accountant in the business. It highlights the need for the accountant to be objective, honest, and ethical in their work. It also emphasizes the importance of communication and collaboration with other departments in the company.

The fifth part of the document provides a summary of the key points discussed in the document. It reiterates the importance of accurate record-keeping, the accounting cycle, the preparation of financial statements, and the role of the accountant.



## Schools and Libraries

USAC Home Schools and Libraries Program Search Tools **Service Provider Download Tool**

### SERVICE PROVIDER DOWNLOAD TOOL

This tool provides service provider data for USAC's Schools and Libraries Program. Enter your search criteria then select "Search". If you wish to view and download all service provider data do not enter any search criteria. Click on the hyperlink for the SPIN to view all details associated with a service provider. You can download all data in a CSV (commas separated value) file by clicking the "Export" button.

You can find a detailed data map and definitions for all fields in the [Service Provider Download Tool User Guide](#).

#### Search Criteria

Service Provider Name  e.g. full or partial name

SPIN

Status

City

State

Zip Code  e.g. 12345

Data is updated nightly and includes the latest updates to EPC service provider profile data.

Show  entries

Search:

SPIN	Service Provider Name	Doing Business As	Status	Contact Name	Email	Phone	Spac Filed (FCC Form 473)
<a href="#">143037344</a>	Affiniti, LLC	FKA TX Communications L LC	Active	Darin Grad	darin.grad@affiniti.com	512-334-4067	2011,2012,2013,2014,2015,2016,2017,2018

Showing 1 to 1 of 1 entries

Previous  Next





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**FCC Form 499 Filer Database Detailed Information**

[FCC > CGB Home](#) > [FCC Form 499 Filer Database](#) > [FCC Form 499 Filer Database Detailed Information](#)

**FCC Form 499 Filer Database  
DETAILED INFORMATION**

[Form 499 Filer 829950 RSS Feed](#)

*Filer Identification Information*

**499 Filer ID Number:** 829950  
**Registration Current as of:** Apr 2 2018 12:00AM  
**Legal Name of Reporting Entity:** Affiniti, LLC  
**Doing Business As:** Affiniti, LLC  
**Principal Communications Type:** Private Service Provider  
**Universal Service Fund Contributor:** Yes  
 (Contact USAC at 888-641-8722 if this is not correct.)  
**Holding Company:** AFFINITI HOLDINGS INC  
**Registration Number (CORESID):** 0022115869  
**Management Company:**  
**Headquarters Address:** 9208 Waterford Centre Boulevard  
 Suite 150  
 Austin TX 78758  
**City:** Austin  
**State:** TX  
**ZIP Code:** 78758  
**Customer Inquiries Address:** 9208 Waterford Centre Boulevard  
 Suite 150  
 Austin TX 78758  
**City:** Austin  
**State:** TX  
**ZIP Code:** 78758  
**Customer Inquiries Telephone:** 866-949-6631  
**Other Trade Names:** Ext:

*Agent For Service of Process:  
Local/Alternate Agent for Service  
of Process:*

**Telephone:** Stephen Ross  
**Extension:** Cohn & Marks  
**Fax:** 323-449-0522  
**E-mail:**  
**Business Address of Agent for  
Mail or Hand Service of Documents:**  
**City:**  
**State:**  
**ZIP Code:** 323-661-7755

**D. C. Agent for Service of Process:** Stephen Ross  
**Telephone:** Cohn & Marks  
**Extension:** 323-449-0522  
**Fax:** 323-661-7755

E-Mail: [stephenrobertcross@yahoo.com](mailto:stephenrobertcross@yahoo.com)  
 Business Address of D. C. Agent for  
 Mail or Hand Service of Documents:  
 1920 N Street Northwest  
 No 300  
 Washington  
 DC  
 20036

FCC Registration Information:

Chief Executive Officer:  
 Business Address:  
 9208 Waterford Centre Boulevard  
 Suite 150  
 Austin  
 TX  
 78758

Chairman or Other Senior Officer:  
 Business Address:  
 9208 Waterford Centre Boulevard  
 Suite 150  
 Austin  
 TX  
 78758

President or Other Senior Officer:  
 Business Address:  
 9208 Waterford Centre Blvd., Ste. 150  
 Austin  
 TX  
 78758

Jurisdictions in Which the Filing Entity Provides Telecommunications Services:

- Alabama
- Arizona
- Arkansas
- California
- Colorado
- Florida
- Idaho
- Kansas
- Minnesota
- Mississippi
- Missouri
- New Jersey
- New Mexico
- Oklahoma
- Oregon
- Pennsylvania
- Texas
- Washington
- West Virginia

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FCC Form 499 Filer Database Software Version 01.03.06 July 21, 2011

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Federal Communications Commission  
 445 12th Street SW  
 Washington, DC 20554  
[More FCC Contact Information...](#)

Phone: 1-888-CALL-FCC (1-888-225-5322)  
 TTY: 1-888-TELL-FCC (1-888-835-5322)  
 Fax: 1-866-418-0232

[Privacy Policy](#)  
[Website Policies & Notices](#)  
[Required Browser Plug-ins](#)  
[Freedom of Information Act](#)



## Red Light Display System

[FCC](#) | [Fees](#) | Red Light Display System

< [FCC Site Map](#)

Logged in as FRN: Affiniti, LLC (0022115869) [[Log Out](#)]

[Back](#) | [Print](#) | [Help](#)

12/13/2018 10:11 AM

Current Status of FRN 0022115869

### STATUS: **Green**

**You have no delinquent bills which would restrict you from doing business with the FCC.**

The Red Light Display System checks all FRNs associated with the same Taxpayer Identification Number (TIN). A green light means that there are no outstanding delinquent non-tax debts restricting business with the Commission by any FRN associated with requestor's TIN. The Red Light Display System was last updated on 12/13/2018 at 6:36 AM; it is updated once each business day at about 7 a.m., ET.

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#### Customer Service

[Red Light Help](#)

[FCC Debt Collection](#)

[FCC Fees](#)

[Web Policies / Privacy Policy](#)

**Red Light Display System Help Line: (877) 480-3201, option 6; TTY (202) 414-1255 (Mon.-Fri. 8 a.m.-6:00 p.m. ET)**

Red Light Display System has a dedicated staff of customer service representatives standing by to answer your questions or concerns. You can email us at [arinquiries@fcc.gov](mailto:arinquiries@fcc.gov) or fax us at (202) 418-7869.

...the first of these is the fact that the ...

...the second is the fact that the ...

...the third is the fact that the ...

...the fourth is the fact that the ...

...the fifth is the fact that the ...

...the sixth is the fact that the ...

...the seventh is the fact that the ...

...the eighth is the fact that the ...

...the ninth is the fact that the ...

...the tenth is the fact that the ...

...the eleventh is the fact that the ...

...the twelfth is the fact that the ...



# EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
07/20/2018

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

PRODUCER NAME, CONTACT PERSON AND ADDRESS Willis of New York, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA		PHONE (A/C, No, Ext): 1-877-945-7378	COMPANY NAME AND ADDRESS National Fire Insurance Company of Hartford 333 South Wabash Avenue Floor 22 Chicago, IL 60604		NAIC NO: 20478
FAX (A/C, No): 1-888-467-2378	E-MAIL ADDRESS: certificates@willis.com		IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH		
CODE:	SUB CODE:		POLICY TYPE Commercial Property		
AGENCY CUSTOMER ID #:		LOAN NUMBER		POLICY NUMBER 5088285577	
NAMED INSURED AND ADDRESS AFFINITY HOLDINGS, INC., AFFINITY PA, LLC and AFFINITY, LLC 9208 Waterford Centre Blvd, Ste. 150 Austin, TX 78758		EFFECTIVE DATE 07/09/2018	EXPIRATION DATE 07/09/2019	CONTINUED UNTIL TERMINATED IF CHECKED	
ADDITIONAL NAMED INSURED(S)		THIS REPLACES PRIOR EVIDENCE DATED: 07/05/2018 WITH ID: W6858307.			

**PROPERTY INFORMATION (ACORD 101 may be attached if more space is required)**  BUILDING OR  BUSINESS PERSONAL PROPERTY

LOCATION / DESCRIPTION  
9208 Waterford Centre Blvd., Austin, TX 78758.  
38 South Eighth Street, Lebanon, Pennsylvania 17042.

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

**COVERAGE INFORMATION**

PERILS INSURED	BASIC	BROAD	<input checked="" type="checkbox"/> SPECIAL	
COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: \$ 1,960,000	DED: \$5,000			
<input checked="" type="checkbox"/> BUSINESS INCOME <input type="checkbox"/> RENTAL VALUE	YES	NO	N/A	
	<input checked="" type="checkbox"/>			If YES, LIMIT: 1,000,000 Actual Loss Sustained; # of months:
BLANKET COVERAGE			<input checked="" type="checkbox"/>	If YES, indicate value(s) reported on property identified above: \$
TERRORISM COVERAGE			<input checked="" type="checkbox"/>	Attach Disclosure Notice / DEC
IS THERE A TERRORISM-SPECIFIC EXCLUSION?			<input checked="" type="checkbox"/>	
IS DOMESTIC TERRORISM EXCLUDED?			<input checked="" type="checkbox"/>	
LIMITED FUNGUS COVERAGE	<input checked="" type="checkbox"/>			If YES, LIMIT: 50,000 DED:
FUNGUS EXCLUSION (If "YES", specify organization's form used)		<input checked="" type="checkbox"/>		
REPLACEMENT COST	<input checked="" type="checkbox"/>			
AGREED VALUE			<input checked="" type="checkbox"/>	
COINSURANCE			<input checked="" type="checkbox"/>	If YES, %
EQUIPMENT BREAKDOWN (If Applicable)	<input checked="" type="checkbox"/>			If YES, LIMIT: <b>Included</b> DED: 5,000
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg	<input checked="" type="checkbox"/>			If YES, LIMIT: <b>Included</b> DED: 5,000
- Demolition Costs	<input checked="" type="checkbox"/>			If YES, LIMIT: 500,000 DED: 5,000
- Incr. Cost of Construction			<input checked="" type="checkbox"/>	If YES, LIMIT: <b>Included</b> DED: 5,000
EARTH MOVEMENT (If Applicable)	<input checked="" type="checkbox"/>			If YES, LIMIT: 1,000,000 DED: 25,000
FLOOD (If Applicable)	<input checked="" type="checkbox"/>			If YES, LIMIT: 1,000,000 DED: 25,000
WIND / HAIL INCL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Subject to Different Provisions:			<input checked="" type="checkbox"/>	If YES, LIMIT: DED:
NAMED STORM INCL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Subject to Different Provisions:			<input checked="" type="checkbox"/>	If YES, LIMIT: DED:
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS	<input checked="" type="checkbox"/>			

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**ADDITIONAL INTEREST**

CONTRACT OF SALE	<input checked="" type="checkbox"/>	LENDER'S LOSS PAYABLE	<input type="checkbox"/>	LOSS PAYEE		LENDER SERVICING AGENT NAME AND ADDRESS
MORTGAGEE						
NAME AND ADDRESS Western Alliance Bank, ISAOA P.O. Box 26237 Las Vegas, NV 89126						AUTHORIZED REPRESENTATIVE 

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/20/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis of New York, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 1-877-945-7378      FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A: National Fire Insurance Company of Hartford      20478 INSURER B: Continental Insurance Company      35289 INSURER C: INSURER D: INSURER E: INSURER F:	
<b>INSURED</b> AFFINITY HOLDINGS, INC., AFFINITY PA, LLC and AFFINITY, LLC 9208 Waterford Centre Blvd, Ste. 150 Austin, TX 78758		

**COVERAGES**      **CERTIFICATE NUMBER: W6928622**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		5088285577	07/09/2018	07/09/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			5088285594	07/09/2018	07/09/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y		5088285580	07/09/2018	07/09/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Errors & Omissions Liability	Y		5088285577	07/09/2018	07/09/2019	Each Claim/Aggregate Deductible \$2,000,000 \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
This Voids and Replaces Previously Issued Certificate Dated 07/05/2018 WITH ID: W6858308.

Western Alliance Bank, ISAOA is included as an Additional Insured as respects to General Liability, Umbrella / Excess Liability and Errors & Omissions Liability.

**CERTIFICATE HOLDER**      **CANCELLATION**

Western Alliance Bank, ISAOA P.O. Box 26237 Las Vegas, NV 89126	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

The second part of the document provides a detailed breakdown of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is explained in detail, with examples provided to illustrate the concepts.

The third part of the document focuses on the classification of accounts. It discusses the different types of accounts used in accounting, such as assets, liabilities, equity, revenue, and expense accounts. It explains how these accounts are organized into the accounting equation and how they interact with each other.

The fourth part of the document covers the recording of transactions. It describes the process of analyzing a transaction, determining the accounts affected, and recording the transaction in the journal. It also discusses the importance of debits and credits in this process.

The fifth part of the document discusses the posting process. It explains how the journal entries are transferred to the ledger accounts and how the ledger is used to calculate the balances of each account. It also discusses the importance of balancing the ledger.

The sixth part of the document covers the preparation of financial statements. It discusses the different types of financial statements, such as the balance sheet, income statement, and statement of cash flows. It explains how these statements are prepared and how they provide information about the financial performance of the business.

The seventh part of the document discusses the closing process. It explains how the temporary accounts (revenue, expense, and dividend accounts) are closed to the permanent accounts (assets, liabilities, and equity accounts) at the end of the accounting period. It also discusses the importance of closing the books.

The eighth part of the document covers the reversing entries. It explains how these entries are used to reverse the adjusting entries made at the end of the previous period, ensuring that the accounts are ready for the start of the new period.

The ninth part of the document discusses the importance of internal controls. It explains how internal controls are designed to prevent and detect errors and fraud, and how they help to ensure the accuracy and reliability of the financial statements.

The tenth part of the document covers the final steps of the accounting cycle, including the preparation of the financial statements and the closing of the books. It emphasizes the importance of accuracy and attention to detail in these final steps.



Davis Wright  
Tremaine LLP

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March 22, 2018

**VIA US MAIL AND EMAIL**

PAL Coordinator  
Communications Division  
California Public Utilities Commission  
505 Van Ness Avenue  
San Francisco, CA 94102

**Re: Advice Letter Submitting Performance Bond for Affiniti, LLC (U7054C) in Compliance with D.13-05-035; Advice Letter No. 8**

Dear PAL Coordinator:

Pursuant to Ordering Paragraph (“OP”) 8 of Commission Decision (D.) 13-05-035, Affiniti, LLC (U7054C) (“Affiniti”) hereby submits an annual copy of its performance bond via this Advice Letter pursuant to General Order (“GO”) 96-B and D.07-09-019. This Advice Letter is a compliance filing and eligible for Tier 1 treatment. As required by OP 8, the performance bond is continuous (i.e., there is no termination date on the bond), issued by a corporate surety company authorized to transact surety business in California, and lists the Commission as the obligee on the bond.

A copy of this advice letter is being served on the CPUC Communication Advice Letter Service List and will be served on any persons upon request.

Anyone may object to this advice letter, which was filed on March 22, 2018, by sending a written protest to: Telecommunications Advice Letter Coordinator, Communications Division, 505 Van Ness Ave., 3rd Floor, San Francisco, CA 94102- 3298. Email: [TD\\_PAL@cpuc.ca.gov](mailto:TD_PAL@cpuc.ca.gov). The protest must state specifically the grounds on which it is based. The protest must be received by the Telecommunications Advice Letter Coordinator no later than 20 days after the date that the advice letter was filed. On or before the day that the protest is sent to the Telecommunications Advice Letter Coordinator, the protestant must send a copy of the protest to:

Suzanne Toller  
Davis Wright Tremaine LLP  
505 Montgomery Street, Suite 800  
San Francisco, CA 94111  
Email: [suzannetoller@dwt.com](mailto:suzannetoller@dwt.com)



PAL Coordinator  
Page 2  
March 22, 2018

To obtain information and protests, go to the Commission's Internet site ([www.cpuc.ca.gov](http://www.cpuc.ca.gov)) and look for document links to General Order 96-B.

Please don't hesitate to contact me if there are any questions about this submission.

Very truly yours,

DAVIS WRIGHT TREMAINE LLP

\_\_\_\_\_  
/s/

Suzanne Toller  
Attorneys for Affiniti, LLC

Enclosures

cc: Communications Division Service List, "Any Advice Letter Not Fitting Within the Preceding Categories"

# Telephone Corporation Surety Bond

Bond No. xxxxxxx 41161360

That We, Affiniti, LLC (hereinafter called Principal) of Austin, Texas, as principal, and Platte River Insurance Company (hereinafter called Surety) of Nebraska, a corporation duly organized under the laws of California, as surety, are bound to the Public Utilities Commission (hereinafter called Obligee or CPUC), as Obligee, in accordance with the provisions of the CPUC Decision 13-05-035, issued June 3, 2013, in Rulemaking 11-11-006, in the full amount of Twenty-Five Thousand Dollars (\$25,000.00) for the payment of which we, the said Principal and the said Surety, bind ourselves, our representatives, successors and assigns, each jointly and severally, firmly and unequivocally, by these presents.

**WHEREAS**, the Principal is licensed by the Obligee as a Telephone Corporation under the provisions of the California Public Utilities Code and;

**WHEREAS**, the Principal is required to post a performance bond pursuant to CPUC Decision 13-05-035 for the full and prompt payment of any monetary sanction (i.e. fines, fees, surcharges, taxes, penalties, and restitution) imposed against the Principal, its representatives, successors or assigns, in any CPUC enforcement proceeding brought under the California Public Utilities Code and CPUC Decisions applicable to Telephone Corporations.

**NOW, THEREFORE**, if the Principal shall fully comply with the requirements of the California Public Utilities Code and CPUC Decisions applicable to Telephone Corporations, the above obligation shall be void; otherwise to be continuous and remain in full force and effect. This bond shall become effective on the 12th day of Dec 2013 and shall be continuous. Regardless of the number of years this bond may remain in force, the liability of the Surety shall not be cumulative, and the aggregate liability of the Surety for any and all claims, suits, or actions under this bond shall not exceed twenty five thousand dollars (\$25,000.00).

The Surety may cancel this bond by giving thirty (30) days written notice of such cancellation to the CPUC and the Principal by certified mail, it being understood that the Surety shall not be relieved of the liability that may have accrued under this bond prior to the date of cancellation. The Principal must secure a replacement performance bond before the expiration of cancelled performance bond and provide written notice to the CPUC of proof of the replacement performance bond.

The Principal shall provide written notice to the Surety of any attempt by the Principal to transfer or encumber utility property pursuant to the California Public Utilities Code, Article 6, sections 851, *et. Seq.*

Signed, Sealed and Dated this 12th day of February, 2014

Principal: Affiniti, LLC

By: [Signature]

Title: VP - Finance

Surety: Platte River Insurance Company

By: [Signature]

Title: Steven R. Foster, Attorney-in-Fact

**PLATTE RIVER INSURANCE COMPANY  
POWER OF ATTORNEY**

41161362

KNOW ALL MEN BY THESE PRESENTS, That the **PLATTE RIVER INSURANCE COMPANY**, a corporation of the State of Nebraska, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint

-----MARIL PERRYMAN STEVEN R. FOSTER ALLYSON DEAN-----

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

-----ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED \$5,000,000.00-----

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of **PLATTE RIVER INSURANCE COMPANY** at a meeting duly called and held on the 8th day of January, 2002.

"RESOLVED, that the President, and Vice-President, the Secretary or Treasurer, acting individually or otherwise, be and they hereby are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, one or more vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointee to have the powers and duties usual to such offices to the business of the Corporation; the signature of such officers and the seal of the Corporation may be affixed to such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Corporation in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time."

IN WITNESS WHEREOF, the **PLATTE RIVER INSURANCE COMPANY** has caused these presents to be signed by its officer undersigned and its corporate seal to be hereto affixed duly attested, this 1st day of January, 2007.

Attest:

PLATTE RIVER INSURANCE COMPANY

*David F. Pauly*  
David F. Pauly  
Chairman & CEO



*James J. McIntyre*  
James J. McIntyre  
President

STATE OF WISCONSIN } S.S.  
COUNTY OF DANE

On the 1st day of January, 2007 before me personally came James J. McIntyre, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Dane, State of Wisconsin; that he is President of **PLATTE RIVER INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.



*Daniel W. Krueger*  
Daniel W. Krueger  
Notary Public, Dane Co., WI  
My Commission Is Permanent

STATE OF WISCONSIN } S.S.  
COUNTY OF DANE

CERTIFICATE

I, the undersigned, duly elected to the office stated below, now the incumbent in **PLATTE RIVER INSURANCE COMPANY**, a Nebraska Corporation, authorized to make this certificate, **DO HEREBY CERTIFY** that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Middleton, State of Wisconsin this 12th day of February, 2014



*Alan S. Ogilvie*  
Alan S. Ogilvie  
Secretary

THIS DOCUMENT IS NOT VALID UNLESS PRINTED ON GREEN SHADED BACKGROUND WITH A RED SERIAL NUMBER IN THE UPPER RIGHT HAND CORNER. IF YOU HAVE ANY QUESTIONS CONCERNING THE AUTHENTICITY OF THIS DOCUMENT CALL 800-475-4450.


**California Public  
Utilities Commission**
**Any Advice Letter not fitting within the  
preceding categories.**

NOTE: If you want to be removed from a list, please send an email to: [telcoadviceletterservice@cpuc.ca.gov](mailto:telcoadviceletterservice@cpuc.ca.gov)



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**CALIFORNIA PUBLIC UTILITIES  
COMMISSION**  
Advice Letter Filing Summary Sheet  
(PAL)

(Date Filed / Received Stamp by CPUC Industry Division)

Date AL served on parties: March 22, 2018

Company Name: Affiniti, LLC (fka TXC Communications, LLC)

CPUC Utility Number U-7054 -C

Address: 9208 Waterford Center Blvd, Suite 150

GRC-LEC  URF-Carrier  Other

City, State, ZIP:: Austin, Texas 79758

Commission Resolution Requested  
 Carrier of Last Resort (See D.96-10-066)

Filing AL #: 8 Requested Effective Date: March 22, 2018

AL Tier I  II  III

	Name:	Email Address:	Phone No.:	Fax No.:
Filer	Suzanne Toller	suzannetoller@dwt.com	415-276-6500	415-276-6599
Certif.	Judy Pau	judypau@dwt.com	415-276-6500	No. Tariff Sheets: n/a

(Name, email address & Phone and FAX numbers *are Required for "Filer"*)

Tariff Schedules: N/A

Keyword: Decision 13-05-035

(see keyword list on reverse)

For Contract Keyword, Type: Government  Other  Date Executed \_\_\_\_\_ Contract Total Rev (\$) \_\_\_\_\_

Subject of filing: Annual Performance Bond Filing

(Service(s) included)

Authorization for filing: D.13-05-035

(Resolution #, Decision #, etc.)

Affected services:

(Other services affected, pending or replacement AL filings)

Rate Element(s) affected *and* % change: \_\_\_\_\_

(Non-recurring and / or recurring)

Customer Notice Required (if so, please attach)

Notes/Comments:

(Other information & reference to advice letter, etc.)

**File Protest and/or Correspondence to:**

Director, Communications Division  
505 Van Ness Ave., San Francisco, CA 94102

*and if you have email capability, ALSO email to:*

TD\_PAL@cpuc.ca.gov

*Protest also must be served on utility:*

(see utility advice letter for more information)

**GRC-LEC** = Cost of Service LEC Carrier

**URF-Carrier** = Uniform Regulatory Framework Carrier  
(see D.06-08-030/D.07-09-019)

**OTHER** = Wireless (CMRS) Carrier

(FOR CPUC USE ONLY)

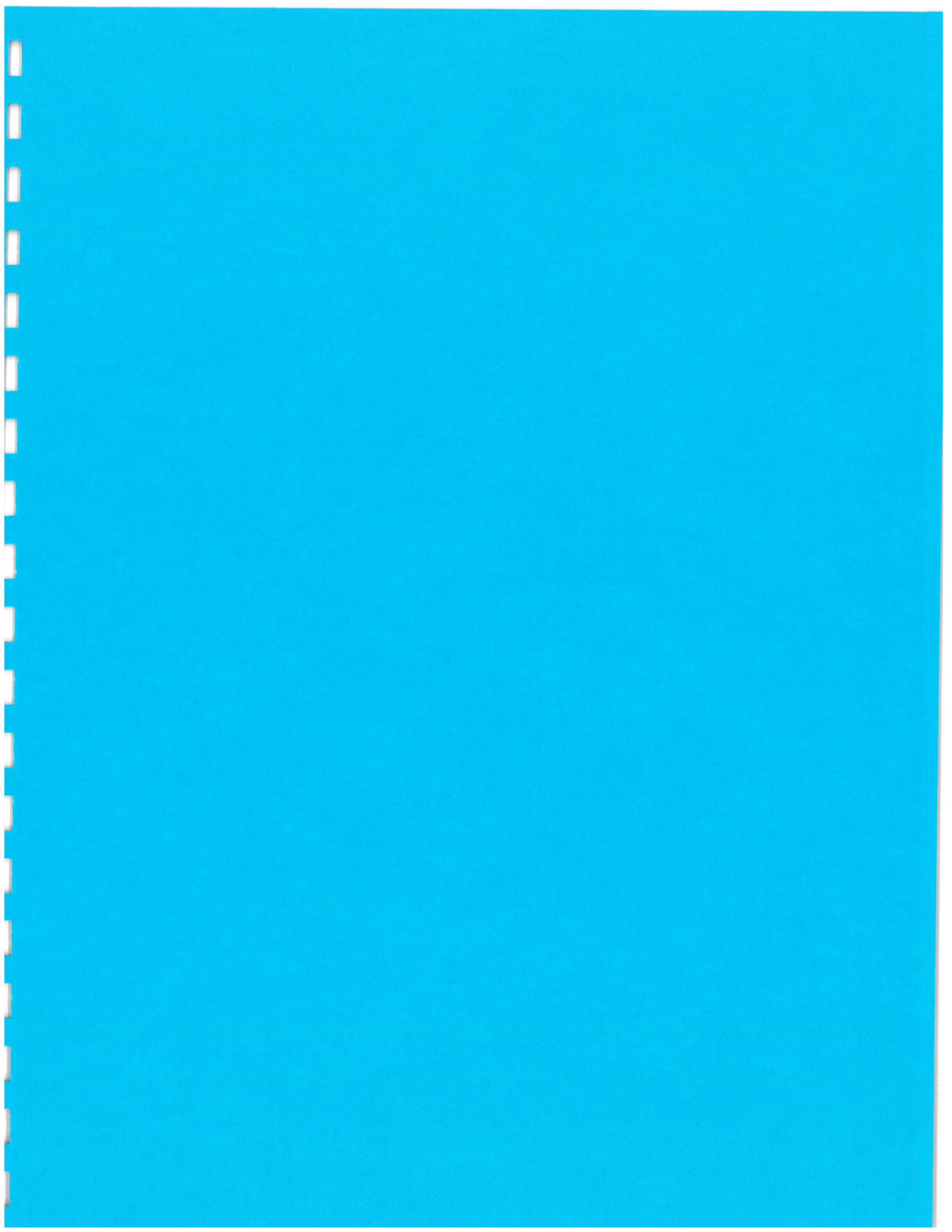
<input type="checkbox"/> Resolution Required <input type="checkbox"/> Executive Action Resolution Req'd. <input type="checkbox"/> TD Suspension on: ___ / ___ / ___ <input type="checkbox"/> Comm. Suspension on: ___ / ___ / ___  Resolution No.: T - _____  <i>Rev. 09/24/07</i>	Supv. / Analyst _____ / _____  Due Date to Supv.: _____  Analyst Completion Date: _____  Supervisor Approval Date: _____  AL / Tariff Effective Date: _____  Notes: _____
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**CALIFORNIA PUBLIC UTILITIES COMMISSION**

**KEYWORD LIST  
FOR TELECOMMUNICATIONS UTILITY  
ADVICE LETTER FILINGS**

*(Revised June 30, 2008)*

<b><u>Keywords:</u></b>	<b><u>Description:</u></b>
<b>Service Changes</b>	Any <b>permanent</b> change(s) to <u>currently tariffed</u> rates, charges, and/or terms and/or conditions of service
<b>Special / Provisional Offerings</b>	Any <b>non-permanent</b> change(s) to <u>currently tariffed</u> rates, charges, and/or terms and/or conditions of service (i.e. promotions and grandfather requests, etc.)
<b>Decision / Resolution Compliance</b>	Any filing made in compliance with a Commission order ( <i>indicate order number(s)</i> )
<b>Contracts</b>	Any contract or agreement <b>other than</b> a negotiated interconnection agreement; please indicate type (government or other), date executed, and total revenue (\$)
<b>Interconnection Agreement</b>	Any negotiated interconnection agreement per Section 252 of the Telecommunications Act
<b>New Service</b>	Any <b>new tariffed</b> service offering
<b>GRC</b>	Any <b>General Rate Case</b> filing
<b>Carrier Information Changes</b>	Name, DBA, contact information, mergers, transfers of control, and other licensing actions <b>not requiring</b> a formal application
<b>California High Cost Fund-A (CHCF-A)</b>	Any CHCF-A program filing requiring Commission action by Resolution
<b>California High Cost Fund-B (CHCF-B)</b>	Any CHCF-B program filing (including Carrier of Last Resort certification) requiring Commission action by Resolution
<b>California Teleconnect Fund (CTF)</b>	Any CTF program filing requiring Commission action by Resolution
<b>Universal Lifeline Telephone Service (ULTS)</b>	Any ULTS program filing requiring Commission action by Resolution
<b>Deaf and Disabled Telephone Program (DDTP)</b>	Any DDTP program filing requiring Commission action by Resolution
<b>Eligible Telecommunications Carrier (ETC)</b>	Filings made to be designated as an ETC, to continue ETC designation, or to have ETC designation rescinded.
<b>URF Carrier detariff filing</b>	Tier 2 filing requesting to detariff pursuant to D.07-09-018, or file notice of new detariffed offers.





# WORKSITE EMPLOYEE HANDBOOK

## Chapter Five: Safety

All worksite employees have a stake in keeping the workplace safe, pleasant, and free of hazards of any kind. We rely on you to help make the company a friendly, secure place to work. As a worksite employee, you are subject not only to the policies set forth below, but also to any safety-related policies maintained by your company. Check *login.trinet.com* for any such policies.

### What to Do if You Sustain a Work-Related Injury

Report all injuries to your manager or supervisor immediately or as soon as possible. The manager should report the injury via the TriNet dedicated reporting line: 1.866.443.8489. TriNet representatives are available to take calls 24 hours a day, 7 days a week. If emergency medical attention is needed, please go to the nearest medical facility or dial 911. In any event, the injury still must be reported within 24 hours of the injury, so the claim can be reported to the TriNet workers' compensation carrier.

In the event of a death in the workplace, in addition to notifying your manager and TriNet, you must notify the Occupational Safety and Health Administration (OSHA) within eight hours of the fatal accident. OSHA toll-free: 800.321.6742.

### Workplace Security and Anti-Violence Policy

The company is committed to providing a violence-free workplace for its worksite employees. In keeping with this commitment, it has established an anti-violence policy that prohibits actual or threatened violence by worksite employees against co-workers or other persons and applies to both on-site and off-site conduct. The policy also is intended to promote workplace security by addressing situations in which outsiders enter the workplace and engage in violent acts or threaten worksite employees with violence. Although some kinds of violence result from societal issues that are beyond our control, the company believes that it can adopt some measures that will protect our worksite employees. Any worksite employee who commits or threatens any violent act against any person while on company premises or at work will be subject to immediate discharge.

Worksite employees are required to report any incident involving a threat of violence or act of violence immediately to their manager or to another manager or officer of the company. If you become aware of an imminent act of violence, a threat of imminent violence, or actual violence, immediately seek emergency assistance. In such situations, you should contact your manager and, when appropriate, contact the law enforcement authorities by dialing 911. If your manager is not readily available, you should immediately inform another manager in the company or TriNet so that appropriate action can be taken.

Similarly, if worksite employees become aware of any workplace security hazards or identify methods of increasing security in the workplace, they should report that information to their manager or another company manager or officer. Worksite employees may report any and all concerns without fear of retaliation of any kind. Moreover, worksite employees may make such reports anonymously.

### Drug-Free Workplace

We all have the responsibility to maintain a safe and efficient working environment. As such, these guidelines apply to all worksite employees; your company may have additional provisions or policies for which you are responsible, outlined at *login.trinet.com*.

Worksite employees who work while impaired by drugs or alcohol present a safety hazard to themselves and coworkers. As a responsible individual, you should report to work fit to perform the duties of your job. The presence of drugs and alcohol in the workplace limits our ability to provide high-quality service to our customers, and will not be tolerated. Any worksite employee who engages in the following conduct may be subject to discipline, up to and including termination of employment:

- Use, possession, sale, or solicitation of illegal drugs while on duty, on company premises, or company time;
- Unauthorized use or possession of alcohol while on duty, on company premises, or company time; or

- Reporting to work impaired by alcohol or illegal drugs.

The legal use of prescribed drugs or over-the-counter medications that do not impair a worksite employee's ability to perform the essential job functions effectively and do not endanger the worksite employee or other individuals in the workplace is permitted on the job. The misuse and/or abuse of prescription medications and/or over-the-counter medications is strictly prohibited.

We encourage worksite employees with alcohol or drug dependencies to take advantage of our free and confidential Worksite Employee Assistance Program (EAP), described in the Guidebook and on the TriNet platform. A worksite employee with a drug or alcohol problem may request approval to take unpaid time off to participate in a rehabilitation program. The time off will be granted if the absence will not impose an undue hardship on the company. However, the company may terminate the worksite employee's employment without providing an opportunity to participate in a rehabilitation program if the worksite employee's current use of alcohol or drugs prohibits the worksite employee from performing his or her duties or endangers his or her health or safety or the health or safety of others.

To help ensure a safe, drug-free workplace, the company has the right to inspect worksite employees while on duty or on company property, including their persons, desks, lockers, and/or personal property, to the extent permitted by applicable law. We also have the right to investigate any possible violations of this policy. If anyone refuses to cooperate with an investigation of this nature (which may include medical testing for alcohol or drug use) the company may choose to discipline the worksite employee. Withholding consent or failing to cooperate with any of these measures could subject the worksite employee to disciplinary procedures, up to and including termination of employment.

If a worksite employee is convicted of a drug-related charge which occurred in the workplace, TriNet must be notified within five days. After receiving notice of such a conviction, the company will take appropriate action, which could include disciplinary action, including termination of employment.