

CONTRACT NAME: LETTER OF AGENCY FOR ADVANCED TECHNOLOGY GROUP  
(ATG) ON BEHALF OF DAVIS JOINT UNIFIED SCHOOL DISTRICT

BRIEF DESCRIPTION OF CONTRACT: This agreement grants ATG permission to prepare documentation, forms and applications related to the E-Rate program on behalf of DJUSD. This agreement will expire on June 30, 2020.

August 3, 2018

Letter of Agency

Davis Joint Unified School District, aka DJUSD, grants permission to AdTechGroup, aka ATG, to prepare documentation, forms and applications related to the E-Rate Program, administered by the Universal Services Administrative Company and Federal Communications Commission.

Davis Joint USD grants permission for ATG to investigate and communicate with any telecommunications company, service provider or representative of the E-Rate Program on Davis Joint Unified School District's behalf. ATG and Davis Joint USD acknowledge that this Letter of Agency does not authorize ATG to bind Davis Joint USD to any contract and does not authorize ATG to be a principal and/or agent of Davis Joint USD.

ATG is granted full access to all prior funding years and current funding year through the 2019 funding year.

Authorized representatives for ATG:

Russell Selken

Johnna Hensen



\_\_\_\_\_  
Signature, Davis Joint Unified School District



\_\_\_\_\_  
Date



Letter of Authorization/Consultant NDA

August 3, 2018

To: AT&T

Please be advised that we, Davis Joint USD (the "Customer"), have entered into an agreement with Advanced Technology Group (ATG) (the "Consultant"), with an office location at 1731 Capri Drive, Yuba City, CA 95993, to operate as our agent to AT&T for the purpose of auditing customer's billing record (the "Consultancy Work"). Consultant will perform the Consultancy Work in connection with AT&T services and accounts identified below (collectively, the "Services"):

Account Numbers	Circuit IDs	Contract ID's
9391031771		C3-A/B 12 10 TS 01
9391027085		C3-A/B 12 10 TS 01

(Customer must identify the account numbers and, if appropriate, one or more of the other selections above. Consultant may add account numbers with Customer's written agreement in the event of a migration, or when accounts are generated, during the term of the LOA/NDA. The Consultant will add these account numbers with the AT&T Customer Care Agent with who they established the fully executed LOA/NDA in an "as amended" document to be attached to the established LOA/NDA. If request for information is outside what has been defined in this section, a new LOA/NDA to cover the request for information will be required).

Letter of Authorization/NDA ("LOA/NDA") agreement expiration date: 6/30/2020

Subject to the terms of this Letter of Authorization/NDA ("LOA/NDA"), AT&T agrees: to accept Customer's authorization and designation of the Consultant to perform the Consultancy Work and to otherwise reasonably cooperate with the Consultant in accordance with the intents and purposes of this LOA/NDA.

Consultant agrees to follow any AT&T processes and procedures established by AT&T in connection with the Services that relate to the Consultancy Work.

Customer hereby authorizes AT&T to release to Consultant any and all information necessary for Consultant to perform Consultancy Work. Customer acknowledges and agrees that AT&T's release of such information does not breach any confidentiality, privacy or security obligations that may be in place between AT&T and customer. Customer acknowledges and agrees that Consultant may perform certain of the Consultancy Work by using certain of AT&T's online ordering and management tools that require a login and password. Customer understands and agrees that it is responsible for maintaining the confidentiality of such information and for restricting access to its computers. Customer agrees to accept responsibility for all activities that occur under its account with its login or password. Customer agrees that AT&T may rely on the authority of anyone accessing Customer's account or using its login and password.

All information that is confidential and proprietary to AT&T ("AT&T Confidential Information") shall be labeled as such and deemed the property of AT&T. Consultant shall hold all AT&T Confidential Information it receives in confidence for at least three (3) years following the receipts and or at least three (3) years after the expirations of the longest service agreement between AT&T and Customer, whichever period is longer.

Consultant may disclose AT&T Confidential Information to Customer and both parties will hold all information in confidence. A receiving party may not disclose such AT&T Confidential Information to another party unless required by law to provide such AT&T Confidential information.

Either Customer or AT&T may terminate this LOA/NDA on thirty (30) days written notice. Any modification or termination of Customer's authorization and designation of the Consultant or the Consultant's authorized personnel must be communicated to AT&T by an authorized Customer representative via written or electronic notice. The parties

agree that the confidentiality obligations undertaken herein shall survive and continue after any termination of this Agreement.

The parties acknowledge that AT&T Confidential Information provided under this Agreement may be in subject to U.S. export laws or regulation. The parties shall not use, distribute, transfer or transmit AT&T Confidential Information (even if incorporated into products, software or other information) except in compliance with such laws and regulations. If requested, the parties shall sign written assurances and other export-related documents as may be required to comply with such laws or regulations.

In the event of unauthorized disclosure of AT&T Confidential Information, AT&T shall be entitled injunctive relief. In addition, AT&T shall be entitled to reasonable costs, attorney fees, in addition to any other damages or remedy AT&T may be entitled to at law or in equity.

The law of the State of California shall govern the agreement described in this LOA/NDA.

This LOA/NDA constitutes the entire understanding of the parties, which includes all prior discussions between the parties.

This LOA/NDA is not intended to and does not modify any agreement between AT&T and Customer.

AT&T may assign this LOA/NDA in whole or in relevant part to an AT&T affiliate without notice to Customer.

The parties have executed and agreed to be bound by this LOA/NDA by the signatures of their representatives below. Each party represents and warrants that the person executing this LOA/NDA on its behalf is fully authorized to do so.

**Consultant:**

Advanced Technology Group (ATG)  
(Consultant Business Name)  
1731 Capri Drive, Yuba City, CA 95993  
(Consultant Business Address)  
Johnna Hensen  
(Consultant Contact Name)  
530-330-0567  
(Consultant Contact Number)  
jhensen@adechgroup.com  
(Consultant Contact Email Address)

\_\_\_\_\_  
(Consultant Contact Signature)  
\_\_\_\_\_  
(Date)

**Customer:**

Davis Joint Unified School District  
(Customer Business Name)  
PO Box 4000, Davis, CA 95617  
(Customer Business Address)  
Marcia Bernard  
(Customer Contact Name and Title)  
530-757-5300 x 117  
(Customer Contact Number)  
mbernard@djud.net  
(Customer Contact Email Address)

Marcia Bernard  
(Customer Contact Signature)  
8-17-18  
(Date)

**AT&T Corp.**

\_\_\_\_\_  
(AT&T Contact Signature)  
\_\_\_\_\_  
(Typed or Printed Name)  
\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Date)



# AT&T Billing Consolidator<sup>SM</sup> (ACUS) Access Request Form

The individuals listed below are authorized to view the designated invoices within AT&T Billing Consolidator<sup>SM</sup>. It is the administrator's responsibility to determine who is authorized to have access to AT&T Billing Consolidator invoices and maintain their customer's user hierarchy.

Note: This form should only be used when the online request form (<https://singlebill.att.com/NewUser.aspx>) is unavailable.

### Authorizing agency administrator

Customer (agency) name     Davis Joint Unified School District  
 Primary contact name     Marcia Bernard  
 Contact title                 Director of Instruction Technology and Learning  
 Contact number             530-757-5300 x 117  
 Contact email                mbernard@djud.net  
 Signature                     \_\_\_\_\_

**Instructions**

- Complete the authorizing agency administrator section with details of the existing administrator.
- Complete the New user profile table for all users needing access to AT&T Billing Consolidator.
- Email completed form to: [CalnetTechSupport@att.com](mailto:CalnetTechSupport@att.com) or fax to: 866.486.0688.

### New user profile table

	Customer name	User ID (5-10 characters)	Level of access: Agency Admin (AA) Agency User (AU) Bill Payer User (BP)	Phone number	Email address	End date, if applicable
1	Russell Selken	144544	AU	530-632-7384	erate@adtechgroup.com	
2						
3						
4						
5						

When requesting Bill Payer User access, please list the appropriate Billing Account Numbers (BANs) below. If more space is needed, please attach a list:

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