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## MEMORANDUM

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**TO:** MWA BOARD OF DIRECTORS

**CC:** ALTON B. NELSON JR., CEO

**FROM:** DAMON EDWARDS, MANAGING DIRECTOR OF IT

**SUBJECT:** T-MOBILE ECF CONTRACT & CDW ECF QUOTE FOR CHROMEBOOKS

**DATE:** SEPTEMBER 9, 2021

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This memo is to update the Board regarding the ECF T-Mobile agreement and the CDW Chromebook quote which were approved at the special Board meeting on August 11, 2021.

According to the Emergency Connectivity Funding rules, **all services or goods must be received during this school year before June 30, 2022.** Therefore, we are able to make the purchase anytime as long as we are invoiced and receive the goods /services during this school year.

In making a final decision, I considered the following:

- our ongoing needs/demands related to technology inventory
- increasing lead times from our manufacturers and service providers

**To ensure that we maintain a healthy inventory and that we receive the services/goods well before the end of the school year, I made the decision to:**

- **execute the T-Mobile agreement,** which our CEO, Alton B. Nelson Jr., signed on August 19, 2021.
- **move forward with processing the CDW order** for additional Chromebooks given ever-increasing manufacturing lead times. This will ensure that we receive the Chromebooks and associated invoice during this school year.