# Lance J.M. Steinhart, P.C.

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December 14, 2010

# VIA ELECTRONIC FILING AND OVERNIGHT DELIVERY

Ms. Darlene Standley Utility Division Chief Tennessee Regulatory Authority 460 James Robertson Parkway Nashville, TN 37243-0505 (615) 741-3939

filed electronically in docket office on 12/14/10

Re:

Capital Communications Consultants, Inc.

Docket No. 10-00198

Dear Ms. Standley:

Enclosed please find for filing an original and four (4) copies of the responses to Data Request No. 1 for Capital Communications Consultants, Inc. This filing has been electronically submitted on December 14, 2010.

I have also enclosed an extra copy of this letter to be date stamped and returned to me in the enclosed, self-addressed, postage prepaid envelope.

If you have any questions or if I may provide you with additional information, please do not hesitate to contact me.

Respectfully sybmitted,

Lange J.M. Steinhart

Attorney for Capital Communications Consultants, Inc.

Enclosures

cc: Bryan Michael

Tennessee Regulatory Authority December 14, 2010 Page 2

Question 1) When did Capital Communications Consultants, Inc. become certificated in Georgia and Kentucky? If the company is authorized to provide service in Georgia and Kentucky, why has applicant not begun offering services in those states?

ANSWER: Georgia Certification to add facilities-based services completed November 23, 2010 and Kentucky Certification completed August 18, 2010. Services have not begun due the process underweight with AT&T to establish billing accounts as well as vendor set up and interconnection with our software platform.

Question 2) Have any filings been made in either Georgia or Kentucky that would transfer control of Capital Communications Consultants to another company? If so, provide complete details of the transfer.

ANSWER: No. Capital Communications Consultants is not transferring control to another company.

Question 3) The application for CLEC authority contained a copy of the application submitted to the Tennessee Secretary of State's Office; however, it did not contain the approval letter from the Tennessee Secretary of State's Office granting Capital Communications Consultants the authority to transact business in Tennessee. Please provide the approval letter from the Tennessee Secretary of State's Office.

ANSWER: Please see attached Exhibit A.

Tennessee Regulatory Authority December 14, 2010 Page 3

Question 4) Identify by name and address all entities with which Capital Communications Consultants, Inc. is affiliated, shares common ownership, or operates under a pseudo or assumed name, including but not limited to any parent, subsidiary, affiliate or associate, sister or holding company, and all d/b/a or f/k/a designations.

ANSWER: Capital Communications Consultants, Inc. is not affiliated with any other entity, nor does it share common ownership or operate under a pseudo or assumed name, including but not limited to any parent, subsidiary, affiliated or associate, sister, or holding company, and d/b/a or f/k/a designations.

Question 5) Identify the address, contact information, name and title of all company owners, operators, principals, officers, directors, members, shareholders, or stakeholders, and other holding management or executive positions in relation to all entities identified in your responses to question 5 above.

ANSWER: Not applicable.

- Question 6) Have any of the entities and/or persons identified in your responses to questions 5 and 6 above been investigated, audited or had their authority to operate revoked by any state or federal agency? If so, explain and provide the following additional information:
  - a. Identify the name and agency, state or federal, and the docket or identification number of the case or controversy and the name of the entity or persons involved.
  - b. For each entity and/or person, state specifically the allegations, complaint, or basis for the investigation or review, and any provide response, answer or defenses raised thereto.
  - c. State the status of the investigations, reviews, audits, cases or controversies identified in your above responses to this question.

ANSWER: Not applicable.

Question 7) The Tennessee Regulatory Authority must have enough financial information to ensure that Capital Communications Consultants, Inc. has a reasonable expectation of being a "going concern" financially. The Balance Sheet included with the application does not provide sufficient financial information for Staff to conclude that the company meets the financial qualifications of certification. Therefore, please provide proof of funding sources for Capital Communications Consultants, Inc.'s Tennessee operations such as loan commitments, lines of credit or any other sources of funding. Also provide the terms under which this financial assistance will be granted.

ANSWER: Capital Communications has a current line of credit in the amount of \$250,000.00 with First Citizens National Bank. This line has an expiration/renewal of December 9, 2011. Please see attached Exhibit B.

Question 8) Is Mr. Michael the only officer of the company? Are there employees of the company who will be responsible for billing, technical issues and customer service? If so, provide biographical information for those individuals.

ANSWER: Mr. Michael has contracted with a respected firm that specializes in telecommunications consultation to CLECs and ILECs with regards to the operations in today's telecom climate. In addition, Mr. Michael is adding to his staff telecommunications professionals to help manage the day to day operations with regards to regulatory and tax compliance, customer service and provisioning management, and vendor relations. Mr. Michael has extensive business and personnel management experience and is aligning with telecommunication consultants as well as the top CLEC software vendors in the business. Mr. Christopher Melton is joining the company and has extensive telecom experience with systems ILEC integration, provisioning, repair, as well as the CLEC software applications that will be used at Capital Communications. Mrs. Stephanie Stetler, with over 8 year's telecommunications experience, has also joined the team and will assist with regulatory compliance, PUC inquiries and general quality assurance. Please see attached Exhibit C - Resumes of Mr. Melton and Mrs. Stetler.

Question 9) Provide a sworn statement from an authorized officer of the company that all applicable state and federal laws and TRA rules will be adhered to.

ANSWER: Please see attached Exhibit D.

# Exhibit A

Tennessee Secretary of State's Office Approval Letter



# STATE OF TENNESSEE Tre Hargett, Secretary of State

Division of Business Services 312 Rosa L. Parks Avenue 6th Floor, William R. Snodgrass Tower Nashville, TN 37243

# Capital Communications Consultants, Inc.

July 13, 2010

7320 Old Clinton Hwy Ste 10 Knoxville, TN 37921 USA

# Filing Acknowledgment

Please review the filing information below and notify our office immediately of any discrepancies.

Control #:

635410

Formation Locale: Georgia

Filing Type:

Corporation For-Profit - Foreign

Date Formed:

02/14/2002

Filing Date:

07/13/2010 1:03 PM

Fiscal Year Close 12

Status:

Active

Annual Rpt Due: 04/01/2011

**Duration Term:** 

Perpetual

Image #:

6744-0805

**Document Receipt** 

Receipt #: 219346

Filing Fee:

\$600.00

Payment-Check/MO - LANCE J. M. STEINHART, P.C., ALPHARETTA, GA

\$600.00

# **Registered Agent Address**

INCORP SERVICES INC.

404 James Robertsonb Parkway

Suite 2100

Nashville, TN 37219 USA

Congratulations on the successful filing of your Certificate of Authority for Capital Communications Consultants, Inc. in the State of Tennessee which is effective on the date shown above.

You must file an Annual Report with this office on or before the Annual Report Due Date noted above and maintain a Registered Office and Registered Agent. Failure to do so will subject the business to Administrative Dissolution/Revocation.

> Tre Hargett, Secretary of State **Business Services Division**

Processed By: Lindsey Mullins

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APPLICATION FOR CERTIFICATE OF AUTHORITY (FOR PROFIT) STATE OF TENNED SEE FOR Office Use Only 2010 JUL 13 PM 1 03

RECEIVED

SECRETARY OF STATE

Benariment of State
Corporate Filings
312 Rosa L. Parks Avenue
6th Floor, William R. Snodgrass Tower
Nashville. TN 37243

TASSIACIO, TIL NICAL		
hereby applies for a certificate of authority to transact busin	Tennessee Business Corporation Act, the undersigned corporation ess in the State of Tennessee, and for that purpose sets forth:	
1. The name of the corporation is Capital Communi	cations Consultants, Inc.	
*If different, the name under which the certificate o	f authority is to be obtained is	
name does not comply with the requirements of Section 48-14 of authority under a different corporate name, an application Section 48-14-101(d) with an additional \$20.00 fee.]	lay not issue a certificate of authority to a foreign corporation for profit if its 4-101 of the Tennessee Business Corporation Act. *If obtaining a certificate for registration of an assumed corporate name must be filed pursuant to	
2. The state or country under whose law it is incorpora	ated is Georgia	
The date of its incorporation is 2/14/02 duration, if other than perpetual, is Perpetual	(must be month, day, and year), and the period of	
4. The complete street address (including zip code) of	f its principal office is	
7320 Old Clinton Hwy., Ste. 10, Knoxville, Tr		
•	nd the zip code) of its registered office in Tennessee and the name of	
its registered agent is 404 James Robertson Pkwy., Ste. 2100, Nashvi.	lle, TN 37219 Davidson	
Street City		
Registered Agent Incorp Services, Inc.		
6. The names and complete business addresses (including zip code) of its current officers are: (Attach separate sheet if		
Bryan Michael, President & Secretary;	7320 Old Clinton Hwy., Ste. 10,	
	Knoxville, TN 37921	
7. The names and complete business addresses (including zip code) of its current board of directors are: (Attach separate sheet if necessary)		
Bryan Michael, Director; 7320 Old Clinton Hwy., Ste. 10, Knoxville, TN 37921		
	pressure prior to the energyal of this application, the data of	
	ennessee prior to the approval of this application, the date of  NOTE: Additional filing fees may apply. See Section 48-25-102(d).	
Commencement (months, day and year)	MOTE: Additional mild least that ability are account to 50-105/01-	
9. The corporation is a corporation for profit.		
10. If the document is not to be effective upon filing by the Secretary of State, the delayed effective date/time is(time).		
	90th day after the date this document is filed by the Secretary of State.]	
[NOTE: This application must be accompanied by a certificate of existence (or a document of similar import) duly authenticated by the Secretary of State or other official having custody of corporate records in the state or country under whose law it is incorporated. The certificate shall not bear a date of more than two (2) months prior to the date the application is filed in this state.]		
X 12/2/200	Capital Communications Consultants, Inc.	
Signature pate	Name of Corporation	
President	X/AD	
Signer's Capacity	Signediuo	
	Bryan Michael	
mistru. M	Name (typed or printed)	
SS-4431 (Rev. 2/08) Filing Fee: \$600		

# STATE OF GEORGIA

# Secretary of State

Corporations Division 315 West Tower #2 Martin Luther King, Jr. Dr. Atlanta, Georgia 30334-1530

# CERTIFICATE OF EXISTENCE

I, Brian P. Kemp, Secretary of State and the Corporations Commissioner of the state of Georgia, hereby certify under the seal of my office that

# CAPITAL COMMUNICATIONS CONSULTANTS, INC.

#### **Domestic Profit Corporation**

was formed or was authorized to transact business on 02/14/2002 in Georgia. Said entity is in compliance with the applicable filing and annual registration provisions of Title 14 of the Official Code of Georgia Annotated and has not filed articles of dissolution, certificate of cancellation or any other similar document with the office of the Secretary of State.

This certificate relates only to the legal existence of the above-named entity as of the date issued. It does not certify whether or not a notice of intent to dissolve, an application for withdrawal, a statement of commencement of winding up or any other similar document has been filed or is pending with the Secretary of State.

This certificate is issued pursuant to Title 14 of the Official Code of Georgia Annotated and is prima-facie evidence that said entity is in existence or is authorized to transact business in this state.



WITNESS my hand and official seal of the City of Atlanta and the State of Georgia on 24th day of June, 2010

Bilh

Brian P. Kemp Secretary of State

Certification Number: 6003980-1 Reference:

Verify this certificate online at http://corp.sos.state.ga.us/corp/soskb/verify.asp

# Exhibit B

# **Letter of Credit**



December 9, 2010

To Whom It May Concern,

First Citizens National Bank has approved an open Line of Credit up to \$250,000.00 for Capital Communications. This line can be drawn upon at any time and will have a maturity date of December 9, 2011.

The availability of this Line of Credit is pending awaiting the final signature of the owner of Capital Communications and guarantors.

Should you have any questions regarding this transaction, please do not hesitate to contact me at 901.867.7747.

Sincerely,

Christian Heckler

Southwest Regional President

# Exhibit C

Resumes of Mr. Melton and Mrs. Stetler

# CHRIS MELTON

#### OBJECTIVE

Utilization of past experiences and accomplishments in the telecom industry and apply to a startup company.

#### SUMMARY OF QUALIFICATIONS

-Retail and B to B telecom sales along with years in wireline telecom

• Have managed operations at every level of wireline telecom from answering customer service calls, to processing orders and customer repair issues, to handling regulatory matters.

#### WORK EXPERIENCE

2010 - present Capital Communications Consultants, Inc.

- Systems and process management
- Vendor Management
- Tier 4 escalation for customer service issues which also include PUC interactions
- Tier 4 escalation for issues concerning ILEC interactions
- Regulatory Compliance
- Lifeline Compliance
- ILEC Management

#### 2006 - 2010 - SC TXLink.

- · Worked in all facets of wireline telecom.
- Began in customer service, taking customer calls and handling all manner of customer issues
- After customer service, responsibilities shifted to making sure all customer repairs and orders were handled in a timely manner
- Created and maintained processes for repairs, provisioning orders, handling complaints, etc. Responsible for all processes and procedures. Used comprehensive reporting to track efficiency for handling customer issues.
- Once customer service issues including orders and repairs had been handed off, I moved into operations.
- Responsible for ensuring that all orders were submitted to the ILEC with the proper provisioning setups. Easy way to say this is that I had to build all the plans for all carriers (ILEC's)
- Handled all escalated PUC, FCC and BBB customer complaints for 3 years
- Implemented contact center which took over all provisioning and repair duties.
- Responsible for training of more than 1000 employees
- Managed and implemented business rules by which we maintained a high level of customer satisfaction.

#### Supplementary Tools and Systems Experience (Vendors)

- ARK ANI Networks (long distance provider)
- Qwest LD Qwest
- CGM ILEC Invoice Company and Lifeline Bureau
- Smart Telecom Concepts ILEC Invoice Company
- USAC Managed relationship with USAC to ensure all matters of lifeline compliance were maintained at the highest level
- Quicktel Bequick (database software provider) responsible for integrating all vendors with our database. Also responsible for many innovations which led Bequick Software to be one of the most reputable OSS Bureau's in Telecom
- Redsson Billing Company
- SOLIX Lifeline Eligibility Verifier in Texas
- Data Dimensions Integrated their system for receiving customer lifeline documentation into a seamless process which automatically uploaded documents into database
- ExpressPayment Payment Tracker MoneyGram ACE Cash Express
- Softgate Terminal Payment Support

#### ILEC Application Experience Includes

- LENS At&t
- LEX At&t
- PMAPS At&t
- CSOTS At&t
- EBTA GUI At&t
- CLEC Profile At&t
- EASE CenturyLink
- WISE Verizon West
- CPSST (Company Profile) Verizon West
- Qwest Questionnaire (Company Profile) Qwest
- CORA Qwest
- Windstream Express Windstream
- · Managed relationships with all ILEC's regarding billing and profiles

#### 2005 - 2006 - Xpedius Communications

• Primary responsibility working as B to B sales rep selling commercial telephony solutions.

2000 - 2002 Southwest Tennessee Community College

• Seeking degree in business management 1996- 1999 Bolton High School.

#### REFERENCES

Upon Request

# Stephanie Stetler

288 Da Wyatt Rae Munford, TN 38058 901-832-8674 stephanie.stetler@gmail.com

#### **OBJECTIVE**

Advance career in telecom utilizing skills and experience to assist a telecom provider with compliance and training so to achieve a customer service level of excellence.

## **SUMMARY OF QUALIFICATIONS**

My telecom experience has encompassed retail sales of wireline and wireless telecom, telecom quality assurance, PUC dispute resolution and development, implementation and supervision of lifeline customer compliance.

#### WORK EXPERIENCE

2010-present Capital Communication Consultants, Inc

#### Compliance Manager

- Structure and Manage systems for Customer, PUC, BBB, and other dispute/resolution management
- Implement and manage quality assurance standards and training updates
- Lifeline systems compliance structuring and management.
- Research and implementation of federal and state guidelines
- · Reporting to federal and state agencies

#### 2007-2010 SC TXLink

#### Compliance Manager

- Developed PUC dispute resolution standards and addressed inbound dispute inquiries from state and federal agencies.
- Developed and managed quality assurance standards and assisted in training to assure employees / call center agents were trained.
- Developed and implemented customer feedback and retention tools
- System and process management for lifeline compliance
- Lifeline plan advertising standards development and monitoring including web, print and radio
- Institute Lifeline regulations pertaining to consumer billing and monitoring
- Reporting compliance to federal and state agencies.
- Attended state and federal compliance conferences

#### 2003-2007 AT&T

#### Sales Consultant

- Customer Service, cash management, inventory management, and sales.
- Assisted in training of team members.

Skills: Multi-tasking, problem solving, organization, CLEC systems, and Microsoft office product proficiency. Self-motivated and detail oriented.

# Exhibit D

## **Sworn Statement**

State of North Carolina	)
	)
County of McDowell	)
VERIFIC	ATION OF AUTHORIZED OFFICER
	sident of Capital Communications Consultants, Inc., do le State and Federal Laws and Tennessee Regulatory ed to.
·	Bryan Michael, President Capital Communications Consultants, Inc.
	Captai Communications Consultants, Inc.
Subscribed and sworn to before named, this day of	re me, a Notary Public in the State and County above 2010.
(Notary Seal)	(Signature of person authorized to administer oath)
My Commission Fynires	6/18/11

TN - Data Request