

1. Preferably bids should be submitted by or before the 28th day after the Form 470 has been posted, when the Allowable Contract Date has been reached. Applicant may begin bid review on Allowable Contract Date. Any bids received after vendor has been awarded may not be considered valid bid responses.
2. SPAM and/or robotic responses may not be considered valid bid responses.
3. All contact should be made via email to the technical contact listed on Form 470.
4. All bidder questions must be sent via email to the technical contact listed on the Form 470 within seven (7) days of the Form 470 certification date.
5. All accepted bids will be subject to both E-Rate funding approval, including the right to cancel, add, remove, or amend any and all services and/or locations in the event E-Rate funding is denied.
6. All bidder email subject lines should reference the applicant's name, Form 470 application number, and if the services are for Category One or Category Two.
7. All bids should be in PDF format delivered via email.
8. Bidders should be eligible participants in the E-Rate program (or in the process of applying) and all bids should contain the vendor's SPIN, company name, and contact information for the individual(s) who are responsible for the filing of the vendor's E-Rate forms.
9. Bidders should have a current Service Provider Annual Certification (Form 473) form on file with USAC or, if not, be in the process of filing for it.
10. Applicant may request certificates of insurance.
11. If the bidder is not the original equipment manufacturer or the actual service provider, the bidder should be authorized by the original equipment manufacturer or the actual service provider to supply the product(s). Supporting documentation that verifies or provides evidence of the authorized arrangement should be submitted with the bid.
12. All bids should offer the Lowest Corresponding Price (LCP) as described on USAC's website.
13. Bidders should identify and separately list all E-Rate eligible vs. ineligible items in their bids.
14. All bids should include any applicable taxes (if available), installation (if required by applicant), fees, shipping, etc. per requirements outlined in Form 470 narrative.
15. The winning bidder should provide a comprehensive list of services for the Form 471 application if requested by the consultant or the appointed contact.
16. All bids must comply with all applicable local and state laws, rules, and contract regulations.
17. CAT 1-specific
 - a. Bids may be presented with a month-to-month/tariff option, a single-year option or a multi-year option up to five years, with voluntary extensions. Bidders are encouraged to make multiple proposals/options if appropriate.
 - b. Bids should state if contracts will automatically go month-to-month at expiration and/or if they have voluntary contract extensions. For voluntary contract extensions, bids should also state the duration and the number of eligible extensions.
 - c. All bids should include actual pricing (e.g., not pricing with E-Rate and/or (where applicable) California Teleconnect Fund (CTF) discounts, unless the full price is also clearly listed) plus any special construction costs.
18. CAT 2-specific
 - a. If there is a Bill of Materials (BOM), line items should be listed in the same

order as in the BOM.

- b. If the applicant has multiple sites, Category Two bids should itemize the equipment, installation charges, taxes, shipping, etc. for each site separately.
- c. Internal Connections, Managed Services & Basic Maintenance should be totaled separately from one another. Any bids that do not meet this requirement will be asked to be redone.
- d. If applicable, bidders should include labor/taxes/fees/shipping (or indicate when they are not applicable). **THESE COSTS SHOULD BE TOTALED SEPARATELY FROM EQUIPMENT TOTAL.** Any bids that do not meet this requirement will be asked to be redone.
- e. For Internal Connections: Proposals should allow for purchase to be made between April 1 (prior to the July 1 start of the funding year) through September 30 of the following year.
- f. All bids should include actual pricing (e.g., not pricing with E-Rate discounts, unless the full price is also clearly listed).
- g. The bidders should also be willing to work with the applicant to determine each entity's Category Two Funding Budget and note in the proposal if the amount exceeds the entity's Funding Budget.