Dear Service Providers:

(Enter Name of School Here) is conducting an E-rate mini-bid and applying for Category \_\_

E-rate funding for Funding Year (enter the FY here) using the VITA State Master Contract (SMC). Please read this letter carefully to ensure you provide all of the information according to deadline and it is accurate and complete. Attached to this email is a list of the equipment and services (or their functional equivalent) for which we are seeking proposals.

Proposals are required to be submitted to me via e-mail no later than (indicate date here) in Excel format by school building.  The following are requirements with which the winning vendor will be expected to comply:

* The quantities shown on the attachment are estimates.  The Division reserves the right to increase or decrease quantities as needed to meet needs.
* Equipment should be itemized by E-rate Category and ineligible costs should be identified.   We prefer to award to a single vendor for all of the equipment listed in a single Category.
* The winning vendor will complete the Form 471 Bulk Submission Template that will then be uploaded with the Division's (insert FY here) E-rate Category 2 application.  Templates are available **at** [**https://www.usac.org/e-rate/applicant-process/applying-for-discounts/fcc-form-471-filing/**](https://www.usac.org/e-rate/applicant-process/applying-for-discounts/fcc-form-471-filing/)
* Vendors must have a valid E-rate SPIN number and must submit it with the proposal unless Authorized Resellers can or must be used to submit orders.
* Although specific equipment is listed on the attachment, the Division will consider proposals for equipment manufactured by other companies that is equivalent in quality and functionality.
* Proposals must include a description of the manufacturer's equipment warranty for each component listed.  Descriptions should be specific and include the number of years covered by the warranty.  E-rate rules allow for NO MORE than a 3-year manufacturer’s warranty to be included as long as the costs are seamlessly bundled with the cost of the equipment and not broken out separately.
* Vendors must agree to provide discounted billing to the Division, whereby the vendor submits a Form 474 invoice to USAC to seek reimbursement for the discounted share of the eligible costs.
* Vendor shall maintain copies of all proposals, correspondence, receipts, purchase orders, delivery information, memoranda and other data relating to Vendor’s equipment and services related to this procurement.  All such records shall be retained for 10 years following completion of services and/or installation of equipment, and shall be subject to inspection and audit by the Division.
* In addition to the foregoing, the winning vendor must maintain and enforce an internal E-rate audit process that ensures that vendor complies with all E-rate program rules and regulations. This process must include the following:   
  + Where labor is involved, maintaining detailed, signed individual timesheets
  + Ensuring that ineligible charges are not submitted to USAC
  + Invoicing to USAC that is consistent with Item 21 attachment and Funding Commitment Decision Letter (FCDL)
  + Ensuring that services or products are not provided to the Division without Division’s express written permission or official purchase authorization
  + Ensuring that Division-approved substitute services or products are prominently noted on invoices submitted to USAC and the Division
  + Documenting that E-rate funded equipment/services were provided within the E-rate funding year
  + Charging USAC for proper FRN(s)
  + Ensuring that invoices are submitted to the Division in a timely manner
  + Maintaining fixed asset list of E-rate-supported equipment provided to the Division with detailed information for each item (model number, serial number, product description) and made available to the Division in electronic format upon project completion.

Walk through will be available on (indicate date(s) and time(s)) meeting at the (indicate location here). Walk through is optional, not required.

Thank you in advance for your proposal.  If you have any questions, please contact me at the e-mail address below.

Thank you,

(Type in name here)

(Type in title here)