To conduct a mini-bid using VITA state master contracts follow these instructions:

Go to the [VDOE E-rate web page](http://www.doe.virginia.gov/support/technology/edtech_plan/infrastructure_program/erate/index.shtml)

Go to Step 2: Competitive Bidding

* [VITA State Master Contracts for Category 1 and Category 2](https://www.vita.virginia.gov/supply-chain/e-rate/)
* [VITA Broadband Zip Code Search](http://vita2.virginia.gov/procurement/BroadBandZipSearch.cfm)
* Resources to use for the mini-bid process using VITA state master contracts:
  + [Mini-Bid Template Letter](http://www.doe.virginia.gov/support/technology/edtech_plan/infrastructure_program/erate/mini-bid-email.docx) (Word)
  + [Mini-bid Worksheet](http://www.doe.virginia.gov/support/technology/edtech_plan/infrastructure_program/erate/mini-bid-sheet.xlsx) (XLS)
  + [Service Provider Contact List](http://www.doe.virginia.gov/support/technology/edtech_plan/infrastructure_program/erate/erate-vendor-contacts.xlsx) (XLS)
  + [Bid Evaluation Template](http://www.doe.virginia.gov/support/technology/edtech_plan/infrastructure_program/erate/bid-evaluation-template.docx) (Word)

Keep in mind that if you do a mini-bid using VITA state master contracts for certain services or equipment that **you do not need to do an FCC Form 470, VITA has already submitted the 470.**

Use the mini-bid template and send it to ALL service providers on VITA state master contract for the particular Category of services or equipment you need, not just to the service providers that have the brand equipment you are looking for, you cannot do that under E-rate rules- the process must be fair and open.

Email the mini-bid template letter toALL service providers using the “Service Provider Contact List Excel spreadsheet, just copy and paste the service provider e-mail contacts into an e-mail with the mini-bid template.

Wait at least 2 weeks for responses (you do not have to wait 28 days if you do a mini-bid).  If you only get one response, document that you received only one response and "memorialize it" by emailing yourself that you only received one response. Use the VDOE suggested “Bid Evaluation Template” or one of your choosing to evaluate your bid(s) and sign and date it.

Once you have selected the vendor, sign your contract (s). Submit your 471 when the FCC Form 471 window opens.