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| **Question #** | **Bidding Process** | **Response** |
| 1 | What is the process for seeking approval to procure the eligible services and equipment? Who prepares the Form 470? |  |
| 2 | Do you use a consultant to assist in the bidding process? If so, what are the consultant’s responsibilities? |  |
| 3 | Do you have documented policies and procedures for soliciting and evaluating bids? |  |
| 4 | What instructions are provided to bid evaluators? |  |
| 5 | If only one bid is received, how do you assess whether the bid is cost-effective? How is this documented? |  |
| 6 | If bids are received according to varying terms (e.g., single year versus multi-year, annual versus monthly, total versus per unit, etc.), how do you ensure that bids are evaluated consistently? |  |
| 7 | How do you ensure potential bidders have access to the same information? |  |
| 8 | How are winning and losing bidders informed of decisions? |  |
| 9 | Are formal contracts executed with winning bidders? |  |
| 10 | Were there service substitutions for any of the FRNs funded in FY 2021? |  |
| 11 | Did service providers take part in the bid evaluation and selection process? |  |
| 12 | Are you aware of any Beneficiary personnel soliciting or receiving gifts or other things of value from a service provider? If so, please describe the circumstances. |  |
|  | **Budget Review** |  |
| 13 | How do you ensure you can fund your non-discounted share? |  |
| 14 | Do you prepare an operating budget for the funding year? |  |
| 15 | Is your non-discounted share included in the budget? |  |
| 16 | Do schools within your district receive funding as individual entities? |  |
|  | **Discount Rates** |  |
| 17 | Do you utilize the National School Lunch Program (NSLP) method? If so, how do you obtain NSLP eligibility data? |  |
| 18 | If you use an alternative discount mechanism, what mechanism do you use? Do you have documented policies and procedures for this process? |  |
| 19 | How often is eligibility data updated? |  |
| 20 | What processes are in place to maintain the integrity of the data? |  |
|  | **Invoice Approval** |  |
| 21 | Who initially receives the service provider bills? If applicable, who are the bills forwarded to for approval? |  |
| 22 | What is the process for ensuring services or equipment were received? |  |
| 23 | What is the process for entering bills and processing them through the accounts payable system, including writing checks? |  |
| 24 | Who signs the checks? Is this person independent of the accounts payable entry process? |  |
| 25 | Are there any Funding Year 2021 service provider bills that have not yet been paid? If so, why? |  |
| 26 | If you utilize the Billed Entity Applicant Reimbursement (BEAR) forms, who prepares the BEAR forms? |  |
| 27 | What is the process for reconciling the BEARs to the service provider bills and ensuring ineligible services and equipment are removed? |  |
| 28 | If the service provider(s) utilizes Service Provider Invoice forms (SPIs), how does the service provider bill you and provide reimbursements? |  |
| 29 | What is the process for ensuring all USAC reimbursements have been received from the service provider? |  |
| 30 | Have you requested an extension of USAC’s deadline(s) for delivery of services/equipment funded in FY 2021? |  |
|  | **Equipment** |  |
| 31 | Who is responsible for the oversight and monitoring of equipment? |  |
| 32 | How often is the fixed asset listing updated and how do you ensure that it is accurate? |  |
| 33 | Are floor plans and/or network diagrams maintained? |  |
| 34 | Is E-Rate program equipment uniquely identified with tags or other distinguishing marks? If not, how is it tracked? |  |
| 35 | Are periodic inventories performed? If so, how often? |  |
| 36 | Has any E-Rate program equipment been disposed of? If so, was it sold? |  |
| 37 | Has any of the E-Rate program equipment been substituted with a different make and/or model or for equipment with a different functionality? |  |
| 38 | Is there any E-Rate program equipment not currently installed or operational? |  |