**Sample PEPPM Mini-Bid Cover E-mail to Vendors**

**E-mail to:**  All Awarded Vendors from the PEPPM Category List Corresponding to Mini-Bid

**BCC:** Yourself

Dear Vendors:

The [Name of School or School District] will be applying for Category 2 E-rate funding for Funding Year XXXX using the PA PEPPM Contract.  In accordance with E-rate rules that all equivalent product lines must be provided the opportunity to submit proposals, we are hereby conducting an E-rate Mini-Bid.  Attached to this message is a list of the equipment and services (or their functional equivalent) for which we are seeking proposals.  If your company does not provide direct responses to mini-bids, then we request that you either forward this procurement opportunity to your PEPPM authorized resellers, or notify us immediately so that we can send it to them directly.

Important note: Vendors must be an awarded PEPPM contract holder for the product line quoted in any bid submitted in response to this request.

This mini-bid specifically seeks proposals for [list name of category here, such as Switches or Wireless Equipment] and our preferred manufacturer product line is [XXXX or state that you do not have a preferred manufacturer].

Note to vendors seeking to propose equivalent equipment: We will evaluate bids that propose equivalent product lines, provided those products are equivalent in quality and functionality with the equipment in the attached mini-bid. Vendors proposing equivalent product lines **must** include in their proposal manufacturer proof such as manufacturer’s specifications or other similar documentation that the equipment is equivalent in quality and functionality and follow the specific instructions listed below for completing the mini-bid response. Further, equivalent products must be fully interoperable and compatible with the District’s existing equipment/systems and the documentation submitted must include proof of this interoperability and compatibility. A list of the District’s existing equipment for which all equivalent products must meet this test is included at the bottom of the attached equipment list.

Deadline: Proposals must be submitted in the attached Excel format, citing the proposer’s information at the top of each page.  Proposals are required to be submitted via e-mail no later than [Day, Date, Time] to the following:

 Name/E-mail Address

 Secondary Name: E-mail Address (optional)

Questions: All equipment and technical questions must be submitted via e-mail to:

 Name/E-mail Address

Instructions to Bidders:

* The quantities shown on the attachment are estimates.  The Customer reserves the right to increase or decrease quantities as is needed to meet District needs.
* The mini-bid includes a single E-rate Category.   The District prefers to award to a single vendor for all of the equipment listed in a single Category.
* Vendors must have a valid E-rate SPIN number and must submit it with the proposal.
* Only proposals for new, non-refurbished, non-gray market equipment will be accepted.
* As previously stated, although a specific manufacturer’s equipment may be listed on the equipment bid list, the District will consider and evaluate alternative manufacturer proposals that are equivalent in quality and functionality.  Such “equivalent” manufacturer proposals must complete the cost columns (G – H), as well as the three additional columns to the right (I - K), listing the alternative equipment manufacturer, model number and confirmation that they have provided manufacturer documentation that the equivalent product line is equivalent in quality and functionality.
* If the District so chooses, Vendors must agree to provide discounted billing to the District, whereby the vendor submits a Form 474 SPI 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 such records shall be subject to inspection and audit by the District, the FCC, and/or USAC.
* Should this project include installation services, all personnel (contractors and subcontractors) must have their Security and Pennsylvania Act 34 Clearance/Act 151/Act 114 Clearances. All personnel must secure all record checks required by law which include Act 34 Criminal Record Check, Act 151 Fingerprints, Act 114 Child Abuse History Clearance. On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and each school has cleared the personnel for work in Customer’s locations.
* 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
	+ Ensuring that services or products are not provided to the Customer without the Customer’s express written permission or official purchase authorization
	+ Ensuring that all substituted products are Customer-approved prior to ordering
	+ 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 Customer in a timely manner
	+ Maintaining fixed asset list of E-rate-supported equipment provided to the Customer with detailed information for each item (model number, serial number, product description) and made available to the Customer in electronic format upon project completion.

Thank you in advance for your proposal.

Your Name, Title

School or District Name

Phone

E-mail Address