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

**TO:** E-mail Address of all Awarded Vendors from the PEPPM Category List

**BCC:** Yourself

Dear Vendors:

Our school district will be applying for Category 2 E-rate funding for Funding Year 2015 using the 2015 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.

Proposals are required to be submitted to me via e-mail no later than [Day of Week, Month/Date/Year] 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 District reserves the right to increase or decrease quantities as is needed to meet District needs.
* The equipment is itemized by E-rate Category. We prefer to award to a single vendor for all of the equipment listed in a single Category.
* The winning vendor will be expected to complete the Form 471 Item 21 Template that will then be uploaded with the District's FY 2015 E-rate Category 2 application. Templates are available at: <http://www.usac.org/sl/tools/forms/471-templates.aspx>.
* 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 District will consider proposals for equipment manufactured by other companies that is equivalent in quality and functionality. Such “equivalent” manufacturer proposals should add three new columns to the right of the specific equipment name, showing alternative equipment manufacturer, model number, and bundled warranty information. Equivalent manufacturers also 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 also is interoperable with this equipment listed in the equipment mini-bid list.
* 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 District, 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 District.
* 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 District without District’s express written permission or official purchase authorization
  + Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
  + 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 District in a timely manner
  + Maintaining fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format upon project completion.

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

Your Name

Title

School District

Phone

E-mail Address