

CyberPilot PEPPM Mini-Bid Guide



The FCC has granted a State Master Contract bidding exemption for the 61 cybersecurity-related contracts on the PA PEPPM Contract. In doing so, the 54 Pennsylvania schools and libraries that were selected to participate in the FCC's Cybersecurity Pilot Program (CPP or CyberPilot) may utilize the PA State PEPPM Contract as the procurement vehicle for their CyberPilot equipment and service requests. These schools and libraries do not have to post their own Form 470 if they opt to use the PEPPM contracts. Consistent with the PEPPM bidding rules, CPP participants must conduct a PEPPM mini-bid and select the most cost-effective bidder.

This document provides a comprehensive step-by-step guide for conducting your CyberPilot PEPPM Mini-Bid. Each step **must** be followed in the correct sequence and all steps must be followed in their entirety in order to be CPP-compliant. The documents needed to complete the CPP PEPPM Mini-Bid Process can be found at: https://e-ratepa.org/?page_id=35967.

Reminders:

- **Reminder:** CPP rules prohibit bidding vendors from providing the equipment list that will become part of the mini-bid. Service providers are allowed to answer general questions about the products and services they sell in response to applicant inquiries, but they may not prepare any part of a RFP or spec sheet that will be used by the applicant for conducting a CyberPilot procurement.
- CPP Participants are not required to use the PEPPM procurement option and may post a CPP Form 470 to competitively bid the equipment or services that they are seeking. However, if they are using PEPPM, they should **NOT** also file their own Form 470 for the same products/services. On their CPP Form 471 application, they will cite to the PEPPM 470 number listed in Column J of the **CyberPilot PEPPM Contract – Vendor List**.
- The FCC's [CyberPilot Eligible Service List](#) is divided into four categories:
 - ✓ Advanced/Next-Generation Firewalls
 - ✓ Endpoint Protection
 - ✓ Identity Protection and Authentication
 - ✓ Monitoring, Detection, and Response

Although not a requirement, we encourage applicants to issue a separate CPP PEPPM Mini-Bid for each category of service. There is one exception: if a product/solution falls under multiple categories, it is ok to issue a single mini-bid for the product/solution. By confining each Mini-Bid to a single category, this will help applicants to conduct an apples-to-apples bid evaluation of like products/services.

Important: Unlike the E-rate PEPPM Vendor List, the CPP PEPPM Contract/Vendor List is not identified by categories. As such, all procurements should be sent to all Awarded Vendors on the

list. CPP Participants also may send to Authorized Resellers on Tab two if Column D indicates that the Awarded Vendors use resellers.

- PEPPM catalogue pricing and the PA COSTARS Contracts **are not** included in this CPP bidding exemption.

Step 1. Create CyberPilot Mini-Bid Equipment/Services List

Using the [CyberPilot Mini-Bid Template](#), list the equipment/services for which you are seeking vendor proposals. If installation, configuration, and/or training is required, be certain to include that on your Mini-Bid list. Applicants must complete Columns A-E and the Compatibility/Interoperability Requirements at the bottom of the page. This list should then be attached to the cover e-mail described in Step 2 and sent to vendors as described in Step 3.

Vendors must complete Columns F-G. Vendors submitting a quote for an equivalent product line (different from the manufacturer listed in Column B) must complete Columns H-I.

- The [CyberPilot Eligible Service List](#) is divided into four categories:

- ✓ Advanced/Next-Generation Firewalls
- ✓ Endpoint Protection
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Although not a requirement, we encourage applicants to issue a separate CPP PEPPM Mini-Bid for each category of service. There is one exception: if a product/solution falls under multiple categories, it is ok to issue a single mini-bid for the product/solution. By confining each Mini-Bid to a single category, this will help applicants to conduct an apples-to-apples bid evaluation of like products/services.

Step 2. Compose E-mail to Vendors

Attachment 2 is an [E-mail Template](#) to send to vendors explaining your CyberPilot PEPPM Mini-Bid and setting forth the instructions to vendors on how to prepare and submit a bid, along with minimum bid/disqualification factors. The message can/should be modified to meet your specific requirements, but it must be personalized where highlighted and must give a due date for vendors to submit responses. Please give vendors at least 14 calendar days to respond.

Step 3. Send Completed CPP Mini-Bid Template to Awarded Vendors

Regardless of the products/services or CPP category for which the applicant is seeking, mini-bids should be sent to all Awarded Vendors on the [Cybersecurity PEPPM Contract/Vendor List](#) (Attachment 3). This list shows all of the Cybersecurity Pilot-Eligible PEPPM Contracts, their Awarded Vendors, their Authorized Resellers (if they use resellers), Contact Information, and PEPPM Form 470 numbers.

Using the e-mail addresses of all Awarded Vendors, send the completed Vendor E-mail (Step 2 above) and completed Mini-Bid Template (Step 1 above) to seek pricing proposals. Note that you should identify your preferred manufacturer, if you have one, in the cover email.

Manufacturer Resellers: Each PEPPM product line has been awarded to a single vendor (Awarded Vendor); however, in some cases Awarded Vendors will identify Authorized Resellers that are bound by the PEPPM contract terms and conditions and will rely on those resellers to directly sell to customers. See the Column D Cybersecurity PEPPM Contract/Vendor List to identify whether the Awarded Vendor relies on resellers. The cover e-mail to vendors asks Awarded Vendors to forward the bid opportunity to their Authorized Resellers, or to notify the applicant so they can forward it to the Authorized Reseller directly. Alternatively, schools and libraries may also send the mini-bid to an Authorized Reseller(s) identified in the corresponding Reseller tab and then document in their bid evaluation a valid reason why they selected a particular Authorized Reseller. A valid reason could include: proximity to the school or library, previous experience with the school or library, administrative experience with the Universal Service Program for Schools and Libraries, favorable references from other schools, etc.

Step 4. Conduct Your Bid Evaluation

Using the prices contained in the vendor proposals submitted by the required deadline, applicants must conduct a bid evaluation to select the successful vendor and retain a copy of the final bid evaluation with their CPP records. If a vendor has not responded with a quote by your established deadline, you are not obligated to consider that vendor's equipment in your evaluation.

- Price of eligible equipment/services **must** be the most heavily weighted factor, but you may consider other factors such as previous experience with the school/library, references, cost to train or certify staff on a new manufacturer, etc. For example, if you have 4 bid evaluation factors, price of eligible equipment/services must be weighted at least 26%. *Best practice: I recommend always making the price of eligible equipment/services be at least 51% of the bid evaluation weight. It's not a requirement, but a strong suggestion.*
- **Attachment 4** is a template containing a [Sample Bid Evaluation Matrix](#) that you are welcome to use and modify, ensuring that the price of eligible equipment/services is assigned more points than any other factor.