Dear Vendors:

Williamson County Schools will be applying for Category 2 E-rate funding for Funding Year 2016 using the Tennessee Education Broadband Consortium Statewide Master Contract(s). 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 support for which we are seeking proposals. This mini-bid specifically seeks proposals for Cisco network switch equipment.

Proposals are required to be submitted via e-mail no later than Friday, April 29, 2016 at 10:30 am. to the following:

Vicki Robbins, Assistant Finance Director  vickier@wcs.edu
Kirk Elliott, Purchasing Manager  kirke@wcs.edu
Skip Decker, Purchasing Agent  skipd@wcs.edu

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

Phil Folmar/philf@wcs.edu

All E-rate questions must be submitted via e-mail to:

Vickie Robbins/vickier@wcs.edu

Proposals must be submitted in the attached Excel format, citing the proposer’s information at the top of each page. By submitting a TEBC Mini-Bid proposal, vendors are agreeing to the following statements/conditions:

- The quantities shown on the attachment are estimates. Williamson County Schools 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.
- Equipment support will be awarded to the vendor that is selected for the equipment.
- Vendors must have a valid E-rate SPIN number and must submit it with the proposal.
- 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

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,

Skip Decker
Purchasing Agent
Williamson County Schools
skipd@wcs.edu