

# Bid Evaluation Instructions

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1. Review each bid that is included in your packet (alphabetically by Service Provider name).
2. To compare each bid for a specific service, pull out all bids received for that service.
3. Complete EACH bid evaluation worksheet with your name, title, sign, and date.
4. Use the Excel spreadsheet that was provided to you with your bid packet OR download the form from [www.kelloggllc.com/app\\_forms.aspx](http://www.kelloggllc.com/app_forms.aspx).
  - a. Review your RFP to ensure that the bid evaluation criteria and points are the same as in your RFP
  - b. Include all bids on your bid evaluation worksheets. You must consider ALL bids received.
  - c. Enter the total annual amount of your costs for each service provider.  
Example: Bid is \$500/month plus \$1200 installation. Enter annual cost of  $\$500 \times 12 = \$6,000$  plus \$1,200 install = \$7,200.
  - d. Special construction charges must also be analyzed over the full contract term or useful life of the fiber build. **\*\*Be sure to contact your account manager to ensure proper evaluation of fiber special construction projects.\*\***
  - e. If a bid has been disqualified be sure to write this information in on your bid evaluation worksheet along with the reason for disqualification. The only way you can disqualify is if you clearly stated the disqualification reasons in your RFP. If you didn't specify the reason for disqualification on your RFP then you will need to score the bid.
  - f. Only enter E-rate ELIGIBLE costs in the "E-Rate Eligible costs" column. It is a violation of E-rate program rules to include other costs in the most heavily weighted factor.
  - g. The price of E-rate eligible products and services is automatically calculated in the Excel worksheet as a relative score based on the bid amounts entered. The bid with the lowest total cost will receive the maximum points. Example: your total points for price of E-rate eligible products and services is 30. You received bids from three providers for \$1,000, \$500, and \$250. The scores will be calculated as 7.5, 15, and 30.
  - h. Do not score zero points in any category unless you have documentation to prove this is a valid rating
  - i. Make sure you don't have a tie for the most points for the same product/service.
5. *Make sure the Service Provider you have selected is the one who received the most points!!!*
6. Write your winning bidder on the "Accepted Bids Summary and Authorization" worksheet. Use the Excel version or download the form from [www.kelloggllc.com/app\\_forms.aspx](http://www.kelloggllc.com/app_forms.aspx).

7. Print your accepted bids, sign and return ONLY accepted bids to KSLLC. If you need to cross out information and add clarifying notes, etc. to clearly communicate your intentions with us this is fine. We will reprint final copies for your application.
8. Complete the multi-year contract renewal form to memorialize your decision to renew your contract for the next year.
9. Be sure to have your governing board approve renewals if required by your Board policy.
10. **Notify your awarded providers** in writing and request contracts for all services with the exception of tariff or month-to-month service if there is no underlying contract.
11. *Save all of your email correspondence with service providers and consultants – competitive bidding documentation and bid evaluation information may be requested for audit.*

**OPTIONAL BIDS.** Some Service Providers have included options for you to choose from. You do not need to select ALL of the options proposed. Example: A service provider may offer you powered switches for the standard bid but put in the \*option\* for unpowered switches. You don't need both to have a complete solution. **Choose the one bid** that makes sense for your situation; circle the selected item on your bids, then write in the correct amount on your bid evaluation worksheet.

**ONLY ONE BID RECEIVED. NO COMPETING BIDS.** If you received only one bid you have two options:

- a. Write on your bid evaluation worksheet "no competing bids received"

	\$5,463.36	<i>No competing bids received</i>				
		30	25	20	15	10
						100

- b. OR contact other providers to receive competing bids. Watch your bid packet due date and ensure that any additional bids are received within 24 hours. Memorialize your process by adding a memo to your bid packet to explain how you handled the situation.
- c. Per E-Rate program rules, if only one bid was received, you will need to ensure that the cost is reasonable. Contact other schools or libraries in your area to compare costs or review details from other E-rate applications already submitted online.

**SELECT PARTIAL BID, CHANGE QUANTITIES.** You may select only a partial bid or change quantities. HOWEVER all adjustments to a bid must be verified with the provider in case the unit prices would change with the change in quantity. Any change that will affect unit prices CANNOT be made. Be sure to write in on the worksheet that you confirmed with the provider. Mark up your bids with the changes then write in the corrected amounts on your bid worksheets.

**NO BID RECEIVED FOR NEEDED SERVICES.** If you did not receive any bids for a product or service, you may contact other providers to receive competing bids. Memorialize your process by adding a memo to your bid packet to explain how you handled the situation.

**INCREMENTAL PRICING.** If you requested bids for incremental pricing, score each bandwidth level and contract term combination separately or make adjustments in order to have an “apples to apples” comparison. If you award an incremental pricing schedule, be sure to write in on your accepted bids summary which bandwidth level that you want to request and be very clear in your notes that you are including the incremental prices in your contract in order to increase bandwidth during the life of the contract.

**YOU MUST EVALUATE ALL BIDS RECEIVED FOR ANY SERVICES SELECTED.  
BID EVALUATION WORKSHEETS ARE REQUIRED TO DOCUMENT A FAIR AND  
COMPETITIVE BIDDING PROCESS.  
YOU MUST COMPLY WITH YOUR LOCAL & STATE PROCUREMENT GUIDELINES.**

**USAC REFERENCE:**

<https://www.usac.org/e-rate/applicant-process/selecting-service-providers/>