

HOST A BIDDERS CONFERENCE &/OR WALK-THROUGH

You may require that service providers participate in a walk-through of your facility or attend a bidders conference in order to submit bids. **As long as you have clearly stated in your Form 470 and/or RFP that not attending these events is a reason for disqualification, you can disqualify bids from service providers that were not present at these events.** (Walk-throughs may also be voluntary whereas service providers who do not attend will NOT be disqualified.)

However, you must be sure that all bidders had access to this information and have timely notice so that they have a reasonable opportunity to attend.

Note that if you use the walkthrough or bidders conference as the *only* opportunity to distribute the RFP, you must then wait at least 28 days from the date you last distributed the RFP before you can select your service provider.

Communication with your KSLLC Account Manager regarding your procurement process and bidding period management is absolutely necessary. Notify them during the RFP Questionnaire process of your intentions to host a bidders conference &/or a walk-through.

Bidders Conference and Walk-Through Dates will be included in the KSLLC RFP posted on www.erate470.com in the Bidding Notes:

General RFP Information

Due Date: 01/23/2015
Form 470-1: 569610001273467
Form 470 Date: 12/20/2014
Form 470-2: 966310001273478
Forum Link:

Bidding Notes: Bidders for Category 2 Services (Internal Connections and Maintenance) MUST attend a mandatory walk through beginning at 9:00am CST on Wednesday, January 7th, 2015, Administration Building, 7217 SE 15th St., Midwest City, OK 73110

For additional information regarding the requests, contact Kevin Knauss, Director of Information Technology, Midwest City-Del City Public Schools by email: kknauss@mid-del.net. Questions and Answers will be posted on the Midwest City-Del City website.

Bids must be posted on www.erate470.com no later than 11:59 pm CST on the closing date posted above.

Notice: District personnel will be out of the office for Winter Break December 22, 2014 – January 2, 2015.

District Q&A

Posted 1/14/2015 - Bidders Questions and District Responses: [Mid-Del Schools Bidder Questions and District Responses_151401](#)

Notify your KSLLC Account Manager once your RFPQ and supporting documents are completed.

Set-Up Bidders Conference (Walk-Through) Dates:

1. Login to www.erate470.com, select WALK-THROUGH DATES



2. FILL in the date, start & end time.
3. Write in any notes that apply.
4. Click on the 'Required' check box if attendance is REQUIRED for vendors' bids to be considered.
5. Provide location and directions. You may reference your school/library web site where you have directions posted. In this section, you may also provide contact information IF it is different than your standard contact information on your RFP.
6. Click on SAVE to save the walk through
7. You may add multiple dates and times as needed.

Applicant Scheduled Walk-Throughs				
Date	Start Time	End Time	Notes	Required
10/14/08	09 : 00 AM	12 : 00 PM	End time may vary. Bidders must attend at least or	<input checked="" type="checkbox"/>
Location: Walk through will start at conference center building, 205 Skiff Street, Hamden, CT 06517. For directions see: http://www.aces.org/directions/staff_development.aspx				<input type="button" value="Save"/> <input type="button" value="Cancel"/>

8. If you need to EDIT the record, click on the blue underlined (hot link) date, make your changes, then SAVE.
9. If you need to delete an item, click on the RED "X" to the right of the item.

IMPORTANT INFORMATION REGARDING MANDATORY BIDDERS' CONFERENCES & WALK-THROUGHS:

Should you choose to host a bidders conference or make a walk-through mandatory, additional documentation needs to be collected and retained:

1. Make certain every participant has signed in. The sign-in sheet should include the provider's name, name of the company and the date.
2. Collect a business card from each participant to verify their identity, OR take a copy of their driver's license.
3. Retain the sign-in sheets and business cards as important E-Rate bidding documentation. This will allow you to defend your bid selections.
 - a. For example, bidders from five companies attend your mandatory walk-through, but you receive bids from six service providers. You have the right to disqualify the bid from Company 6 who did not send a representative to your walk-through.

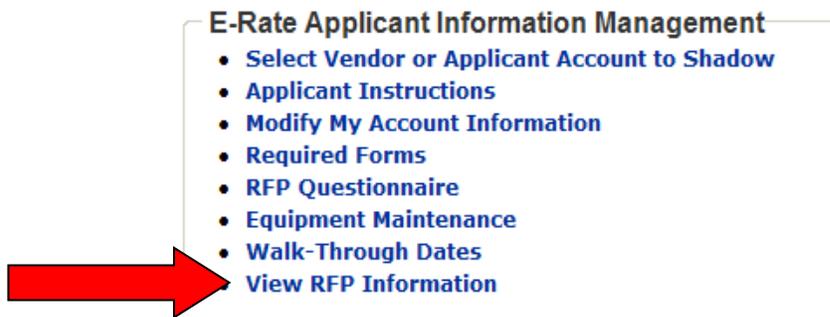
Notify your KSLLC Account Manager once your RFPQ and supporting documents are completed.

Contact your KSLLC Account Manager with any questions you may have regarding hosting a bidders conference, walk-through dates, etc. Send a copy of all gathered documentation for our files, including sign-in sheets, etc.

VIEW YOUR POSTED RFP

KSLLC will notify you when your Form 470 and RFP have been posted to the EPC Portal. You can view your RFP that all service providers see online on the EPC Portal or at www.erate470.com.

Login to www.erate470.com, click on VIEW RFP INFORMATION:



**Upload completed supporting documents through the KS Client Portal
Questions?**

**Contact your Account Manager
Phone: 580.332.1444 or by Live Chat**

Notify your KSLLC Account Manager once your RFPQ and supporting documents are completed.