

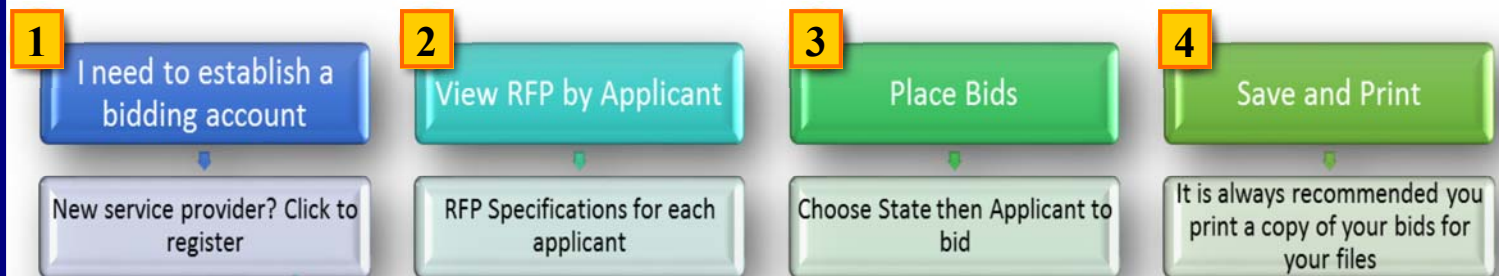
# STEP BY STEP BIDDING GUIDE FY2018

All RFP's are co-located:  
[www.erate470.com](http://www.erate470.com) & <https://portal.usac.org>  
 Place bids according to RFP instructions

## Steps to take if you already have an established bidding account with [www.erate470.com](http://www.erate470.com)



## Steps to take if you need to establish a bidding account with [www.erate470.com](http://www.erate470.com)



Complete registration and wait for activation. Login.

### IMPORTANT TIPS:

- All RFP Addendums are listed on erate470. Click **RFP Changes** to view addendums/changes by State.
- An applicant may set up a mandatory walk-through or bidders conference. Check **Scheduled Walk-Through Dates** frequently.
- Applicants requesting basic maintenance for existing equipment provide their equipment lists. Click **Applicant Equipment Maintenance** and sort by State.
- Print your Bids** for your files for every applicant.

**E-Rate Vendor Information Management**

- Important Notices & Instructions
- Modify My Account Information
- View RFP's By Applicant
- RFP Changes
- RFP Questions & Answers
- Scheduled Walk-Through Dates
- Applicant Equipment Maintenance
- Place Bids
- Place Blanket Bids
- Print Bids
- SLD Service Provider Guide
- SLD Eligible Services List
- School/Library Contact Information
- File Upload Manager
- USAC EPC Portal

# STEP BY STEP BIDDING GUIDE FY2018

**TIP:**

The number in parenthesis is the RFP line-item number aligning with a specific location or request in the RFP you are bidding on. To be able to bid accurately, you will need to reference the RFP for the school you are bidding on. Each service/location/line item has a different number.

## C1: Data Transmission: Category One - Data Transmission Services

### Data Connections - Existing (Data Transmission Services)

Data Connections - Existing. Use "District" location on bid. Provide details of to-from locations in description or attach schedule. See applicant schedule for details.

0 questions on file / [Ask new question](#)

Type:  Speed:  Qty:  To Location:  (469)

Type:  Speed:  Qty:  To Location:  (468)

**TIP:**

Have the RFP available when placing bids.

Your Bid Information									
Service						Location			
Data Connections - Existing (Data Transmission Services) (468) <input type="checkbox"/> Optional Item						HS			
Make	Model	Part #	Qty	List Price	Sell Price	Period	Extended	Elig %	Ext Eligible
						1		100	<input type="checkbox"/>
<div style="text-align: right;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div> <input type="checkbox"/> Copy									
Description:									
Item 21 Template:									
Attachments: Upload Support Files.									
No files are currently attached for download...									
<a href="#">Select Files</a>									
Total Bids This Applicant:								\$0.00	\$0.00

**TIPS:**

**SUBMIT** the bid when finished. This saves it however you may continue to edit it until the bid closing time.

**Upload supporting documents as an attachment to your online bid!**

**Check "Copy" before you submit to copy current line item information to a new line item.**

## C1: Data Transmission: Category One - Data Transmission Services

### Data Connections - Existing (Data Transmission Services)

Data Connections - Existing. Use "District" location on bid. Provide details of to-from locations in description or attach schedule. See applicant schedule for details.

0 questions on file / [Ask new question](#)

Type:  Speed:  Qty:  To Location:  (469)

Type:  Speed:  Qty:  To Location:  (468)

**TIP:**

**Ask new question** option on the RFP allows you to gather additional information about the applicant's requests. Watch for the last date to submit questions.

# STEP BY STEP BIDDING GUIDE FY2018

## 1 PRINT BIDS

### E-Rate Vendor Information Management

- Important Notices & Instructions
- Modify My Account Information
- View RFP's By Applicant
- RFP Changes
- RFP Questions & Answers
- Scheduled Walk-Through Dates
- Applicant Equipment Maintenance
- Place Bids
- Place Blanket Bids
- Print Bids
- SLD Service Provider Guide
- SLD Eligible Services List
- School/Library Contact Information
- File Upload Manager
- USAC EPC Portal

## 2

## REVIEW FOR ACCURACY AND SAVE FOR YOUR FILES

**E-Rate Funding Year 2018 - BID FOR SERVICES**

**ABC COMPANY**  
SPIN: 143123456  
\*BID INCLUDES OPTIONAL ITEMS\*

Kellogg & Sovereign School Dist (123456)  
Category: C1: Data Transmission

**Maintenance & Operations C1 (Data Transmission Services)**

Short Description	Contract Term	Qty	List Price	Sell Price	Pd	Ext. Price	Elig Pct	Ext. Eligible
M&O	120 Months	1	2,500.00	3,200.00	12	38,400.00	100	38,400.00
Total for Maintenance & Operations C1:						\$38,400.00		\$38,400.00
Total for C1: Data Transmission:						\$38,400.00		\$38,400.00

Proposal/Contract Contingent upon E-Rate Funding & School Board Approval

Proposed By: Valerie B. Smith 10/10/2017 Date

Accepted By: \_\_\_\_\_ Date

Valerie Smith  
Account Manager  
ABC COMPANY  
1101 Stadium Drive  
Ada, OK 74820  
(580) 332-1444

Doug Smith  
Principal  
1101 Stadium Drive  
Ada, OK 74820  
(580) 332-1444

## SUBMITTING A SIGNED BID IS AN RFP REQUIREMENT

Your may provide a signed bid one of several ways:

- Complete and return a Service Provider Signature and Logo Authorization form:  
[http://www.kelloggllc.com/docs/sp/sp\\_loa.pdf](http://www.kelloggllc.com/docs/sp/sp_loa.pdf)
- Print, sign and email your bids to [forms@kelloggllc.com](mailto:forms@kelloggllc.com)
- If it is BEFORE the bid closing date, you may print, sign and upload & attach the signed bid to your online bid as a vendor attachment.