**Sample IT772 Mini-Bid Cover E-mail to Vendors**

**E-mail to:**  Yourself

**BCC:** All Awarded Vendors from the ITT72 Category 4 List

Dear Vendors:

The [Name of Library] will be applying for Category 1 E-rate funding for Funding Year 2024 using the ITT72 Contract.  In accordance with E-rate rules, we are hereby conducting an E-rate Mini-Bid and requesting that, as an awarded vendor to ITT72, you submit a bid.  Attached to this message is a list of the services and locations for which we are seeking proposals.  If your company does not provide direct responses to mini-bids, but has a reseller or partner who does under ITT72, we request that you either forward this procurement opportunity to your reseller or partner, or notify us immediately so that we can send it to them directly.

Important note: Vendors must be an awarded ITT72 contract holder for the service(s) quoted in any bid submitted in response to this request.

This mini-bid specifically seeks proposals for ITT72 Category 4: Data Services and Broadband services, which we will apply for under E-rate Category 1. The included Attachment A worksheet lists all of the locations where we want services, and the different possible levels of service we are seeking at each location. We do not anticipate contracting for more than one level of service at each location. We ask that the price of data circuits and Internet access be separated in each bid if possible. All services bid must be fully interoperable and compatible with the Library’s existing equipment and meet the Library’s technical requirements as expressed in the relevant section at the bottom of Attachment A.

Note to vendors seeking to propose equivalent services: If you do not offer services at the speeds sought, but have an equivalent service that you would like to bid, please list those services in the appropriate section of Attachment A. We will evaluate bids that propose equivalent services, provided those products are equivalent to or better than the speeds listed in the appropriate line of Attachment A.

Deadline: Proposals must be submitted in the attached Excel format, citing the proposer’s information at the top of each page.  Proposals are required to be submitted via e-mail no later than [Day, Date, Time] to the following:

Name/E-mail Address

Secondary Name: E-mail Address (optional)

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

Name/E-mail Address

Instructions to Bidders:

* The services listed on Attachment A represents all of the locations for which we are seeking service under this mini-bid, and all of the speeds for which we are seeking bids. We anticipate seeking only one line of service per location. Vendors must agree to honor the pricing listed in the bid for each speed of service for the term of the contract and permit the Library to modify speeds for each location among those bid for that location.
* The library is seeking a contract with a term of X year(s), with the option to extend the contract for up to 3 one-year extensions solely at the discretion of the library. This term should be included in any contracts resulting from this mini-bid.
* The Library prefers to award to a single vendor for all of the locations listed if possible. If a vendor is unable to serve all locations, they may submit a bid for some of the locations, or they may partner with other vendor(s) to submit a bid serving all of the locations.
* Vendors must have a valid E-rate SPIN number and must submit it with the proposal.
* Any termination equipment included with the service must be new, non-refurbished, non-gray market equipment.
* If the Library so chooses, Vendors must agree to provide discounted billing to the Library, whereby the vendor submits a Form 474 SPI 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 services related to this procurement.  All such records shall be retained for 10 years following completion of services and/or installation of equipment, and such records shall be subject to inspection and audit by the library, the FCC, and/or USAC.
* 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

Thank you in advance for your proposal.

Your Name, Title

Library Name

Phone

E-mail Address