



AMENDMENT NUMBER 1

2223-02 E-RATE Consulting Services

DATE: September 26, 2022

RE: Additional Information

The above referenced solicitation issued September 14, 2022 is hereby amended/clarified as follows:

Effective this date, this amendment forms part of the contract documents and modifies the original RFP. All other requirements of the solicitation remain unchanged.

Page 24: Replace Attachment D Service and Experience with REVISED Attachment D Service And Experience attached to this amendment. (Firm Experience 2.2, 2.3, and 2.4 should have stated "School District" not "Library".)

Questions: The proposal is requested to be no longer than 6 pages, excluding Attachment D&E. Will the other attachments (B & C) count towards the 6 pages?

Will the blank page submitted for the cost proposal count towards the 6 pages of the requested response?

Will the required, signed cover page and page 2 of the RFP count towards the 6 pages of the requested response?

In addition to Attachments D and E, which proposal contents do not count against the 6-page limit (title page, table of contents, attachments/forms, etc.)?

Answer: No. The Cover Page (Page 1) and Page 2, Cost Proposal (Page 20), Table of Contents, Attachments B Minority Participation Affidavit, and C References do not count towards the 6 page limit.

Question: Can proposals be single-spaced?

Answer: No.

SERVICE & EXPERIENCE

Name of Consultant _____

REQUIREMENT CATEGORY	REQ. NUMBER	REQUIREMENTS	YES (Y) / NO (N)	WEIGHT
DOES YOUR FIRM PERFORM THE FOLLOWING SERVICES FOR E-RATE CLIENTS?				
1. CONSULTANT RESPONSIBILITIES	1.1	Track submission deadlines for applications and reimbursements and prepare required documentation for program participation.		30%
	1.2	Monitor USAC websites/list serves, research issues, and inform Client of changes to rules and procedures.		
	1.3	Fill out the online application forms (470, 471, and 486) on the E-rate Productivity Center (EPC), and the BEAR form on the On-Line Forms system, review the forms with Client staff and assist with electronic submittal and certification.		
	1.4	Prepare supporting documentation required for 470, 471 and BEAR forms based on invoices, RFPs, bids and reports received from Client staff.		
	1.5	Coordinate Client's responses to USAC questions regarding applications.		
	1.6	Assist Client, when necessary, to ensure credits are properly applied to invoice/bills and help to respond to reimbursement inquiries from USAC.		
	1.7	Prepare summary reports of program projections and activity for Client's financial and budget purposes.		
	1.8	Maintain annually updated list of contacts of E-rate service providers and USAC officials.		
	1.9	Work with Client to follow the USAC document retention policy and retain all forms, vendor bids, bid evaluations, contracts, invoices, inventory tracking, and other pertinent documentation for E-rate funded services for 10 years beyond the last date of service for each program year.		
REQUIREMENT CATEGORY	REQ. NUMBER	REQUIREMENTS	# / \$ VALUE	WEIGHT
PROVIDE A NUMERIC VALUE FOR THE CATEGORIES BELOW				
2. FIRM EXPERIENCE	2.1	Number of E-Rate clients for current contracted engagements?		30%
	2.2	Number of E-Rate School District specific clients for current contracted engagements?		
	2.3	Number of years performing E-Rate services for School District clients?		
	2.4	Average E-Rate funding dollars of current School District clients?		

You must acknowledge receipt of this addendum prior to the date and time specified by signing and returning this form with your proposal response or in a separate envelope **clearly** marked “**2223-02 E-RATE Consulting Services**” if your proposal have already been submitted. Failure to acknowledge, complete, and sign this addendum may result in rejection of any previous offer. This amendment takes precedence over the original portion of the bid documents referenced and becomes part of those documents. All portions of the bid documents not so amended remain in full force and effect.

Company Name: _____

Authorized Signature: _____

Date: _____