

## **Connellsville Area School District**

732 Rockridge Road  
Connellsville, PA 15425  
724-628-3300

# **Request for Proposal for Managed Internal Broadband Services and Other E-Rate Eligible Category 2 Services**

**Mandatory Walk Through: Monday, December 29, 2025  
at 9 AM EST**

**Questions due: January 12, 2026 at 9 AM EST**

**Proposals Due: February 9 , 2026, at 9 AM EST**

### **Introduction**

The Connellsville Area School District is requesting proposals (RFP) for Managed Internal Broadband Services for District owned and leased equipment.

The District intends to apply for discounts on the equipment/services listed in this RFP through the federal E-rate program. Several criteria and restrictions pertinent to the E-rate program are included herein and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.

### **District Technical Contact for Questions and Information**

All inquiries concerning this procurement should be directed to:

District Contact:

Kevin Ghost

Director of Technology

[kghost@casdfalcons.org](mailto:kghost@casdfalcons.org)

E-Rate Consultant:

Kristin Van Strien

[kristin@vanstrien.net](mailto:kristin@vanstrien.net)

## Submission of Proposals

Proposals are due by 9 AM EST on February 9, 2026.

Vendor questions must be submitted no later than January 12, 2026 at 9 AM EST via e-mail to Mr. Kevin Ghost at [kghost@casdfalcons.org](mailto:kghost@casdfalcons.org) and Kristin Van Strien at [kristin@vanstrien.net](mailto:kristin@vanstrien.net). Vendor questions should be submitted with "2026 MIBS E-Rate" in the line item for easy identification.

All questions must be submitted in writing for record keeping purposes; District will not respond to any phone requests. If necessary, any questions and answers, or other documents, will be posted as an addendum in the EPC portal.

Proposals must be submitted via email to Mr. Kevin Ghost at [kghost@casdfalcons.org](mailto:kghost@casdfalcons.org) and Kristin Van Strien at [kristin@vanstrien.net](mailto:kristin@vanstrien.net) by February 9, 2026 at 9AM EST . All required Vendor information, certifications and attachments must be included with the proposal.

After the public opening, the District will review the proposals for compliance with the procedural requirements and may reject any proposal that materially fails to comply.

The District reserves the right to ask clarifying questions of Vendors and to request best and final offers upon review of initial proposals. The price of E-rate eligible services will be most heavily weighted in the review of proposals.

The successful bidder(s) will be advised of selection by the District Contact through the issuance of a notification of intention to recommend the award via email. Any notification of the selection of the successful bidder shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement that is approved by the school board. Unsuccessful bidders also will be notified via email.

All personnel (contractors and subcontractors) that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by Pennsylvania law which include Act 34 Criminal Record Check, Act 151 Fingerprints, Act 114 Child Abuse History Clearance.

**Vendor Pre-Bid Walk-Through:** The District will conduct a mandatory pre-bid vendor walk-through on December 29, 2025 at 9 AM EST to explain the specs and coverage of the buildings. Vendors should meet at the Connellsville Area High School lobby. There will not be a second scheduling of site walkthroughs.

Any on-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and has presented required documentation for the personnel to work in the District's locations.

The District is exempt from Pennsylvania Sales and Use Tax and has other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions.

### **Reasons for Disqualification of Proposals**

If any of the following conditions occur, Vendor's proposal may be automatically disqualified from being evaluated:

- Vendor's proposal is submitted after proposals have been opened and reviewed by the District.
- Vendor is on Red Light Status with the FCC or is delinquent on a debt to a state or federal governmental agency or entity.
- Vendors are not authorized to do business in Pennsylvania.
- Vendor must supply references from at least three school districts where similar services are being provided.
- Vendor cannot provide all equipment and services requested.
- Vendor is not an authorized reseller of manufacturer equipment for which they are bidding.
- Vendor's proposal includes used or refurbished equipment.
- Vendor is not in good standing with District or USAC.
- Vendor does not have an E-rate SPIN number.
- Vendor is not located sufficiently near CASD to be able to provide the services.
- Bidder does not submit a timely response.

- Bidder contacts individuals other than points of contact and compromises the integrity of competitive bidding process.
- Vendor does not return all necessary documents with proposal.
- Vendor receives an “unqualified” rating by references, whether they be vendor- provided references or District-researched references.

### **Conditions**

- Proposals will only be considered from qualified vendors that are firmly established in the appropriate business, who are financially responsible, and who have the resources and ability to offer services in a professional and expedient manner as demonstrated from recent past experience.
- The proposals shall be retained by the District and cannot be returned.
- The District reserves the right to reject any and all proposals, to waive any informalities in the proposals received, and to accept the proposal deemed most advantageous and in the best interest of the District.

## Scope

This RFP encompasses two areas. MIBs with leased equipment and MIBS of existing district-owned equipment. Vendor proposals should include both areas. See Appendix C for a list of district-owned equipment per building.

Vendor will provide a proposal for a two-year term (2) year (July 1, 2026 - June 30, 2028) with three one-year optional renewals for Managed Internal Broadband Services (MIBs). Equipment leasing should be for a two-year term with a buyout at the end of the term.

Appendix A (pricing) and B (district building list) are included at the end of this document.

## MANAGED INTERNAL BROADBAND SERVICES (MIBS)

The District is seeking proposals for eligible Managed Broadband Internal Services (MIBS) to be provided by a third party to operate, manage, and monitor eligible broadband internal connections that are owned, or will be leased, by the District.

### What Services Are Eligible Under MIBs?

Under MIBs, a third party manages eligible network components located at the applicant site, such as access points, switches, and routers. According to the Universal Service Administrative Company (USAC), these services are necessary to transport information to classrooms and other learning spaces.

Operationally, services may include:

- Real-time network monitoring and performance reporting.
- Configuration management, backups, and restoration.
- Proactive troubleshooting (repairs/break-fix are generally treated under BMIC for E-Rate support).
- Management of network expansions, moves, adds, and changes.

Vendor proposals for MIBs must include the operation, management, monitoring and configuration services. The eligible broadband internal connections and managed services sought in this RFP are repair, upkeep, and replacement of eligible district owned and leased hardware; basic technical support; necessary configuration changes of routing, switching and WiFi to ensure proper operation; software and firmware upgrades and patches including bug fixes and security patches; operation, management, and monitoring of District flow of traffic along wireless and wired equipment and being proactive on issues.

Vendor proposals should describe in detail how they will provide each of the services requested including all included features.

In most cases, MIBS is a "proactive service" to help prevent failure, and monitoring is an essential component of a MIBS service. From time to time, unexpected failures will happen. District requires the Vendor to have a notification system that allows the Vendor to provide hourly status updates. Vendors must describe the alert system in their proposal.

According to E-Rate rules, proposals may include a fee which may cover the purchase of various types of monitoring software. Installation, configuration, and on-site training of staff are also eligible. All proposals must provide a detailed description of all components (district owned and leased) and services that make up any charge.

If monitoring software is included, the software can only be used to monitor eligible equipment on the CASD network, and a specification sheet of the software must be provided. A list of the equipment to be monitored and more details will be provided at the pre-bid meeting.

Connellsville Area School District (CASD) requires access to the service and the ability to view the status and performance of monitored equipment at all times. Vendors must agree to provide login access to CASD staff and access to all features.

CASD has a 5GB direct Internet connection that runs through a Sophos XGS firewall. Each building, except one, is a direct run to that firewall. One building is daisy-chained for connection.

Our normal operating hours are between 7:00 AM EST and 3:00 EST. MIBs are expected to occur without regard to school hours.

## **LEASED EQUIPMENT**

The District is interested in leasing new switches to replace existing. The District would like to lease the switches during the two-year term of the agreement with the outcome of owning those switches at the end of the agreement. The proposal must include a buyout amount option at the end of lease.

Vendor would be responsible for installation of all new leased equipment and should include configuration and testing. All equipment necessary must become the property of the district at the end of the initial two-year agreement.

Necessary equipment and potential locations will be discussed during the mandatory walk through.

Installations may include project equipment and cables, but not limited to mounting racks, UPSs, switches, fiber extenders, power cords, fiber panels, jumpers, copper patch panels, patch cords, power cords, etc.

The Vendor shall, as appropriate:

1. Mount and install access points and link back to appropriate wiring closet
2. Install/upgrade software
3. Install all switch software licenses
4. Configure switches
5. Provide, install and label all fiber and cables related to the installation

6. Describe all uplink connections in software configurations
7. Verify routing
8. Use a test plan to validate the functionality
9. Use a migration plan and migrate to new hardware
10. Review and correct latency or connectivity issues
11. Provide a testing plan
12. Provide all license and support documentation information
13. Integration with the existing system as required
14. The Vendor shall be responsible for the configuration of all newly installed equipment
15. The Vendor may be responsible for the configuration of existing equipment as needed

The Vendor will work closely with the District staff to develop all configuration requirements, and CASD shall approve all configurations. On implementation of any new equipment the District shall have final approval for all configurations. All equipment shall be fully installed and tested.

All cables, fiber jumpers, patch cords, patch panels, cabinets, connectors, etc. shall be provided by the Vendor as required to connect all installed equipment, as referenced above.

All configurations shall be adjusted as needed to function properly within the existing network and as specified by the District.

## **Requirements**

- All necessary hardware to provide high-quality network connections throughout district classrooms.
- Design of the district's network coverage configuration, network integration for access to local resources and the Internet, SSIDs and network access control.
- Ongoing monitoring, maintenance, troubleshooting, software updates and reporting for the life of the service.

The solution must provide services to all students and educators concurrently on the network with quality response time that does not hinder or impede effective instruction and learning in the classroom. This requirement includes the ability for students to browse the Internet, download files and use streaming video without unreasonable delay.

## E-RATE REQUIREMENTS

Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-rate program and be willing to include such requirements in the Vendor's contract:

- Vendors must agree to submit to the SLD a completed Form 473 prior to April 1 of each for the upcoming funding year. Discounted Bills: Should the District so choose; Vendor must agree to provide discounted bills to District which reflect the net charges due to the District after E-rate discounts have been reflected (also known as the "non-discount" amount). The Vendor will then invoice USAC using the Form 474 SPI form for the E-rate discount amount. Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing. Further, Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay. If the District's actions or failure to act are responsible for the non- payment of the Vendor's invoice with USAC, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.
- Vendors must separately itemize the cost of E-rate eligible and ineligible products and/or services on all invoices. To determine what items are eligible, vendors must contact the equipment manufacturer or contact USAC at 888-203-8100.
- If Vendor learns of any federal, state or local investigation conducted by any regulatory authority or law enforcement authority that could have an adverse impact on the District's ability to continue to receive the benefit of E-rate funding, Vendor must notify the District within 30 calendar days of learning of such investigation. The District reserves the right to cancel the agreement without penalty if the investigation impedes the District's ability in any way to receive the benefit of E-rate funding, subject to any investigation of wrongdoing.
- Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services and any subcontractors to the District. All such records shall be retained for 10 years following completion of services and/or installation of equipment and shall be subject to inspection and audit by the District.

- In addition to the foregoing, 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
  - Invoicing to USAC that is consistent with the contract and the District's Form 471
  - Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization
  - Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
  - Documenting that E-rate funded services were provided within the allowable contract period and program year
  - Charging proper FRN(s)
  - Ensuring that invoices and USAC forms are submitted to the District in a timely manner
  - Ensuring that USAC forms are filled out completely, accurately and on time
  - Maintaining fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format upon project completion.

## **CONDITIONS, CONTRACT and BILLING**

The District reserves the right to:

- Amend, modify, cancel this RFP, reissue, or not award any contract.
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers.
- When appropriate increase or decrease the quantities of equipment at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual District needs at the time that orders are placed. Such additional quantities will be purchased at the price indicated in the contract. Such modifications are expressly anticipated and included within the scope of this RFP;
- District intends to award a single contract for all equipment/services; however, the District reserves the right to award a contract for any or all parts of the RFP to one or more service providers;
- Negotiate terms and conditions to meet requirements consistent with this RFP;
- Request providers to clarify their RFP proposals.

### **Timeline for Lease/Purchase of Equipment**

The lease/purchase of equipment may be contingent upon E-rate approval. Purchase of any equipment cannot take place without prior budget approval of the District.

### **Equipment Substitution**

If the model specified in the contract is discontinued by the manufacturer after the award of this contract, the only acceptable substitute will be the manufacturer's standard replacement in a configuration that meets or exceeds the specifications and operating capabilities of the "as specified" unit. Further, the substituted equipment must be able to meet the FCC's Service Substitution Criteria. The winning Vendor must agree to cooperate with the District to provide the information necessary to obtain SLD's approval of a service substitution request.

Vendor must itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the District for E-rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number ("FRN")
- Vendor SPIN
- Detailed description of services performed, and materials supplied that matches District's contract specifications and Form 471 descriptions of same
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
- Invoice on Vendor's letterhead or on a Vendor-generated form
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter ("FCDL")

## **INFORMATION TO BE INCLUDED IN PROPOSAL**

In addition to the other information required to be provided, Vendor also will include with their proposal responses to the following questions, in this order and using this numbering convention:

- i. Provide a description of the nature and scope of your firm's business endeavors, including history of the company.
- ii. Provide a description of your firm's previous and ongoing relationship, if any, with the District.
- iii. Provide proof that the Vendor and all subcontractors are authorized to do business in Pennsylvania
- iv. Provide proof that the Vendor is an authorized reseller of the quoted manufacturer, unless the manufacturer is the Vendor submitting the proposal.
- v. Provide the names and contact information of at least 3 current Pennsylvania K-12 clients of similar size to the District that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.
- vi. Provide a description of the firm's experience with the federal E-rate program.
- vii. Provide federal Tax ID Number, E-rate SPIN Number, and FCC Registration Number (FCCRN).
- viii. Provide certification that the Vendor currently is not subject to the Red Light Rule and will notify the District if they are placed on Red Light Status with the FCC. Further, provide a certification that the Vendor's principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where Vendor is unable to certify any of the Statements in this certification, Vendor shall attach an explanation to their offer.
- ix. Provide contact name and contact information where questions related to the proposal can be directed with a statement certifying that this person (or his/her authorized representative) will be available in January 2026 – March 2026 in order to assist with the completion of the District's E-rate applications, as requested.
- x. Provide a copy accepting the conditions of the Appendix D Terms and Conditions for the proposed contract.

## **EVALUATION**

In accordance with applicable state law, 24 P.S. Section 8-807.1, the District is required to select the proposal of the “lowest responsible bidder” in the event that the District decides to award a contract.

In order for a bidder to be eligible to be considered a “responsible” bidder, the bidder must comply with the following:

- Submit a timely proposal.
- Vendor cannot have been disqualified for any reason listed earlier in this RFP.
- The proposal must include all of the required information.
- Bidders must indicate their willingness to be bound by the terms of the RFP.
- A bidder that opts to submit a proposal for an alternative manufacturer has submitted required documentation that satisfies the District requirements.

## Appendix A

District is requesting pricing based upon MIBS and leased equipment for a two-year term, as well as pricing for each subsequent one-year optional extension.

Vendor submits the following pricing information:

- A. Monthly charge for MIBS and leased equipment (24-month term)  
\$ \_\_\_\_\_ (per month)
  
- B. One-time fee after two-year lease period for District ownership of equipment (after 24-month original term) \$ \_\_\_\_\_
  
- C. Monthly charge for MIBS for each one-year optional extension:  
\$ \_\_\_\_\_ (per month)

The vendor may include other pricing information; however items above must be completed.

I hereby represent that I am authorized to submit this proposal on behalf of the above-named Respondent/Bidder and to commit the Respondent/Bidder to providing the services and/or equipment based on the terms, conditions, and prices in the attached proposal.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

## **Appendix B**

This is a complete listing, including address, of each building within the district.

Connellsville Area High School - 71003  
201 Falcon Drive  
Connellsville, PA 15425

Connellsville Area Career & Technical Center - 16083126  
720 Locust Street Ext  
Connellsville, PA 15425

Connellsville Area Middle School - 16994  
710 Locust Street Ext  
Connellsville, PA 15425

Bullskin Township Elementary – 17004  
125 Pleasant Valley Road  
Connellsville, PA 15425

Dunbar Township Elementary - 16996  
711 Ridge Boulevard  
Connellsville, PA 15425

Springfield CNP Elementary - 17019  
14 School House Road  
Normalville, PA 15469

West Crawford Elementary - 16075192  
215 Falls Avenue  
Connellsville, PA 15425

Connellsville Administration Building – NIF  
732 Rockridge Road  
Connellsville, PA 15425

## Appendix C

Connellsville Area School District

Existing equipment for MIBS

2026-27

Location	Make	Model	Amount
Administration Building	Ubiquiti UniFi	U6 Enterprise	11
High School	Ubiquiti UniFi	U6 Enterprise	91
High School	Ubiquiti UniFi	AC HD	8
High School	Ubiquiti UniFi	AC Pro	4
Middle School	Ubiquiti UniFi	U6 Enterprise	66
Middle School	Ubiquiti UniFi	AC HD	4
Middle School	Ubiquiti UniFi	AC Pro	3
CTC	Ubiquiti UniFi	U6 Enterprise	39
CTC	Ubiquiti UniFi	AC HD	1
CTC	Ubiquiti UniFi	AC Pro	2
Bullskin	Ubiquiti UniFi	U6 Enterprise	31
Bullskin	Ubiquiti UniFi	AC HD	1
Dunbar	Ubiquiti UniFi	U6 Enterprise	50
Dunbar	Ubiquiti UniFi	AC HD	1
Dunbar	Ubiquiti UniFi	AC Pro	1
Springfield	Ubiquiti UniFi	U6 Enterprise	31
Springfield	Ubiquiti UniFi	AC HD	1
Springfield	Ubiquiti UniFi	AC Pro	1
West Crawford	Ubiquiti UniFi	U6 Enterprise	40
West Crawford	Ubiquiti UniFi	AC HD	1
West Crawford	Ubiquiti UniFi	AC Pro	1
West Crawford	Ubiquiti UniFi	U6 Enterprise	2

**APPENDIX D**  
**E-RATE SUPPLEMENTAL TERMS AND CONDITIONS**  
**CONNELLSVILLE AREA SCHOOL DISTRICT RFP**  
**CATEGORY 2 MIBS**

*Signed copy to be returned with RFP response. Failure to sign and return this document may be grounds for disqualification.*

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country may access discount funding on eligible broadband and Internet network equipment and services. The program is commonly known as the E-rate Program. The eligible services and equipment is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), the company that is responsible for administering the E-rate program. The amount of funding is based on the National School Lunch Percentage (NSLP) or other federally approved alternative discount mechanism calculation, which is then correlated to the E-rate discount matrix established by the FCC. The discount percentage is multiplied with the eligible prediscount cost of services and equipment to quantify the amount of approved funding.

**SERVICE PROVIDER ACKNOWLEDGMENTS**

**1. Knowledge of and Compliance with E-rate Program Requirements.**

The Service Provider submitting a proposal ("Service Provider") agrees that they are or will become thoroughly familiar with the E-rate program rules and requirements on or before the July 1, 2026 service start date for E-rate Funding Year 2026. The Service Provider certifies they are in full compliance with all current requirements and future requirements issued by the SLD and will remain compliant throughout the contractual period of any contract entered into as a result of this procurement.

**2. SPIN.**

The Service Provider will provide a valid SPIN (Service Provider Identification Number or Form 498 ID) at the time the bid is submitted.

**3. FCC RN.**

The Service Provider will provide a valid Federal Communications Commission (FCC) Registration Number (FCC RN) at the time the bid is submitted.

**4. Service Provider in Good Standing with FCC.**

A. The Service Provider is submitting evidence of FCC Green Light Status at the time of preparation and submission of this proposal. Any Service Provider found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive.

B. If Service Provider learns of any federal, state, or local investigation conducted by any regulatory authority or law enforcement authority that could have an impact on Applicant's ability to continue to receive the benefit of E-rate funding, Service Provider agrees to notify Applicant within 30 days of learning of such investigation. Service Provider acknowledges that such investigation will be considered a breach of the parties' contract.

**5. Invoicing Customer and USAC.**

A. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice USAC before July 1, 2026.

- B. Prices will not increase for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contractual and USAC approved extensions). It is also expected that should pricing for contracted services drop during the term of the contract, the Applicant will realize those cost savings.
- C. Goods and services provided shall be clearly designated as "E-rate Eligible." Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.
- D. If the Applicant chooses, the Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The Applicant may choose to only be responsible for paying its non-discounted share of costs and is not required to use the BEAR process (Form 472). The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Funding Request(s) and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and, certification and USAC approval of FCC Form 486, the Applicant shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the Applicant decide that it is in the best interest of the Applicant to file a Form 472, the Applicant will inform the Service Provider of its intent.
- E. Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the Applicant will only be responsible for paying its non-discounted share. If USAC does not pay the reimbursement, the Service Provider must correct the errors leading to non-payment and must resubmit the reimbursement form. Service Provider agrees not to default to billing the Applicant for the E-rate discount portion of the charges.

**6. Responsiveness to E-rate Administrator Questions.**

In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 business days (5 calendar days) to questions associated with its proposal.

**7. Lowest Corresponding Price.**

- A. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>. To the extent that USAC or the FCC finds a violation of LCP and, therefore, makes any type of adjustment to the E-rate Funding, Service Provider agrees to solely bear all costs for the difference in E-rate Funding and the reduction in that funding as a result of the LCP violation.
- B. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to 47 C.F.R. § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.

**8. No Unauthorized Change of Products or Services.**

The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the Applicant and a USAC service substitution approval (with the exception of a Global Service Substitutions).

**9. Pricing Information is Public Data.**

The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).

**10. Compliance with Free Services Advisory.**

The Service Provider acknowledges that its proposal is in full compliance with USAC's Free Services Advisory <https://www.usac.org/e-rate/applicant-process/competitive-bidding/free-services-advisory/>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

**11. National Security Threat Compliance.**

The Service Provider acknowledges that its proposal does not violate the FCC's Reports and Orders in the matter of "Protecting Against National Security Threats to the Communications Supply Chain Through FCC Programs", WC Docket No. 18-89. Action by the Commission November 22, 2019 by Report and Order, Further Notice of Proposed Rulemaking, and Order (FCC 19-121) and can be found at <https://docs.fcc.gov/public/attachments/FCC-19-121A1.pdf>. In the [Supply Chain Second Report and Order](#), the FCC adopted a second, additional rule (47 CFR Section 54.10) to implement the Secure and Trusted Communications Networks Act of 2019. More information can be found at <https://www.usac.org/about/reports-orders/supply-chain/>

**12. Document Retention.**

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Service Provider hereby agrees to retain all books, records, and other documents relative to any Agreement/Contract for ten (10) years after receipt of service(s). The Applicant, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Service Provider and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

**13. Service Provider Annual Certification Form.**

Service Provider agrees to timely submit and certify annually FCC Form 473, Service Provider Annual Certification.

I, the undersigned, as an authorized agent of \_\_\_\_\_ (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with and adhere to the E-rate process as outlined above.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date: \_\_\_\_\_