

STEP-BY-STEP BIDDING GUIDE K&S 2010

ALL RFPs AT WWW.ERATE470.COM

NOT REGISTERED YET? BEGIN HERE

1 Register: Fill out form & wait for activation.

ALREADY REGISTERED? BEGIN HERE

2 Login

3 View RFP's

- To get an overall view of requests for a particular school, choose to view RFP's by Applicant

Welcome to our E-Rate RFP (Request for Proposal) site.

You must log in before accessing this site. Please enter your *Login Name* and *Password* below and click on **Login**.

If you are a vendor and do not currently have a login, you may [apply for access](#) to this site. [Click here](#) to start the signup process.

Direct all questions to erate@kelloggllc.com

Login Name:

Password:

Login

- View RFP's By Applicant
- RFP Changes
- Applicant Equipment List for Maintenance and Server Usage
- Place Bids By Applicant

RFP's are modified from time to time. Check for changes often.

Existing equipment to be maintained is listed here if the school sent theirs in.

A. By Applicant allows you to focus on just one applicant if desired.

RFP's for **Refresh**

Applicant Name	City
Adair Indep School District 2	Adair
Afton Public Schools	Afton
Albion Public Schools	Albion

PLACE BIDS

4 PLACE BIDS BY APPLICANT

- Place Bids By Applicant
- Place Bids By Service

Choose: PLACE BIDS BY APPLICANT → SELECT STATE → SELECT AN APPLICANT → SELECT CLICK HERE TO POST A NEW BID

[Click here to post a new bid](#)

Service	Location
F1. Firewall Appliance (479)	HS

Make	Model	Part #	Description	List Price	Sell Price	Qty	Period	Ext Price	% Eligible	Ext Eligible	
Cisco	ASA5510-AIP10-K9	ASA5510-AIP	Cisco Firewall	4,936.91	4,936.91	1	1	4,936.91	44%	2,172.24	X
APC	1200	APC1200	UPS	185.00	185.00	1	1	185.00	44%	81.40	X
Reindeer	Installation	INSTALL	Installation	1,000.00	1,000.00	1	1	1,000.00	44%	440.00	X

Optional Item **Save** **Cancel**

Add site

Total Bids This Applicant \$2,693.64

The Firewall Appliance number (479) is the location code for the specific school RFP. To be able to bid accurately, you will need to have the RFP for the school you are bidding on with you as you place your bid—each service has a different number.

F. Firewall: Firewall Appliance

F1.Firewall Appliance
[Firewall Appliance](#)

Location: HS Type: As Recommended Qty: 1 (479)

- SAVE the bid
- You will be taken to the exit screen and you will see this message, **"YOUR BID HAS BEEN SAVED"**
- Click on the message, **"CLICK HERE TO CONTINUE"** to add another bid for this school



SEE NEXT PAGE - PLACE BLANKET BIDS →

1 PLACE BLANKET BIDS

- Place Bids
- Place Blanket Bids

Bid Selection
Please scroll page up to access additional information.

Select State:

- 2**
- SELECT STATE
 - SELECT SERVICE
 - CHECK SCHOOLS

Bid Selection

[Click here for instructions](#)

Current Selection: [ABC COMPANY](#) > [Oklahoma](#) > [K. Video: K1.Video Codec](#)

Select Applicant Name:
Please select all applicants that you wish to include in your bid. Scroll page up to access any additional applicants.

Category	Service	RFP's With Bid Placed	RFP's With No Bid Placed
K. Video	Video Codec	0 Bids Placed	75 RFP's Not Bid

**** WARNING: You can only edit bids one at a time using place bids by applicant once multiple bids have been selected. Suggest. TEST ONE First ****

- CHOOSE ONE school, enter your bid print it out and check accuracy. IF accurate, proceed.
- SELECT as many schools from the list as you want to bid on. This could be the entire list or only those schools in your service area.

Bid Selection

[Click here for instructions](#)

Current Selection: [ABC COMPANY](#) > [Oklahoma](#) > [K. Video: K1.Video Codec](#)

Select Applicant Name:
Please select all applicants that you wish to include in your bid. Scroll page up to access any additional applicants.

Selected	Applicant Name	Due Date	Location	Mfr.	Qty	Model #:
<input type="checkbox"/>	SAMPLE SCHOOL DISTRICT	12/15/2007	Sample ES	As Recommended	1	
<input type="checkbox"/>	SAMPLE SCHOOL DISTRICT	12/15/2007	SAMPLE MS	As Recommended	1	

3 PLACE BID

Bid Selection

Please scroll page up to access additional information.

Current Selection: [Oklahoma](#) > [B. Telephone Service: Long Distance Service](#) > [Selected Applicants](#)

4 REVIEW BID

Enter Your Bid Information

1. Make: Quantity: Description:

(or short desc.) Unit Price: Billing Periods: Ext Price:

Model: Part #:

Your Bid Information

Make	Model	Part #	Qty	Price	Pd	Extended
SPECIAL LONG DISTANCE			1	34.00	12	\$408.00
Description: This is a limited time only offer when you sign a multi-year agreement. Pricing will vary based on quantity purchased.						
Total						\$408.00

5 RELICATE BID

See Frequently Asked Questions (FAQs) for instructions on how to enter one bid w/ multiple pricing options (i.e. volume discounts, different configurations)



SEE NEXT PAGE - MAINTENANCE BIDS →

1

PLACE BIDS FOR MAINTENANCE

THE RFP IS REQUESTING BIDS FOR BASIC MAINTENANCE

L. Maintenance: Maintenance
 L4 Basic Maintenance
 Basic Maintenance. Bidder may add items from list provided by applicant, modify items, and add items to be maintained.
 Request Next Year? YES Type: (324)

2

- Place Bids
- Place Blanket Bids

- SELECT STATE
- SELECT APPLICANT

Select State: Oklahoma

Select Applicant Name: Select an Applicant

[Click here to post a new bid](#)

Your Bid Information

Service L4 Basic Maintenance(536) <input type="checkbox"/> Optional Item				Location District					
Make	Model	Part #	Qty	List Price	Sell Price	Period	Extended	Elig %	Ext Eligible
			1			1		100	

Equipment included on bid

##	Product Type	Manufacturer	Location	Bid Price	Qty	Extended
	Product Name	SKU or ID#	Serial #	Purch Yr	Elig %	Ext Elig
1.						

Remove Selected New Entry Save & Continue Save

[Click here to ADD equipment from applicant's list](#)

Total Bids This Applicant: \$0.00 \$0.00

3

BID ON THE APPLICANT'S LIST OF EXISTING EQUIPMENT BY CLICKING HERE. CHOOSE THE PIECES YOU WISH TO BID ON. YOU ALSO HAVE THE OPTION OF ADDING ADDITIONAL EQUIPMENT.

4

EXISTING EQUIPMENT:

- Include wiring, network electronics, servers, firewalls, and routers in the NETWORK MAINTENANCE bid.
- List each item separately within the bid along with cost of service and clearly show **ELIGIBLE AND INELIGIBLE CHARGES**
- Include **specific make and model EXCEPTION—PHONE SYSTEMS**
- Prepare separate Maintenance Bid detailing ALL components of the system.
- Breakout all handsets!
Each school may have one console.

NEW EQUIPMENT:

- Include your warranty/ maintenance charges as a part of your bid for the new equipment itself.
 - The maintenance portion should be clearly detailed as to the scope of the maintenance agreement.
- DO NOT BID IN THIS SECTION FOR EXISTING EQUIPMENT**

Remove Selected New Entry Save & Continue Save

[Click here to ADD equipment from applicant's list](#)

Please click the box next to all of the equipment you wish to include on your maintenance bid and click "Add to Bid" below.

Select/Unselect All

- 3Com Corporation, centre com, 3Com - (ES)
- 3Com Corporation, centre com, 3Com - (HS)
- Cisco Systems, Inc., 2950, Cisco - (HS)
- Cisco Systems, Inc., Switch Module WS-X4232-L3, WS-X4232-L3= - (ES)
- Cisco Systems, Inc., Switch Module WS-X4232-L3, WS-X4232-L3= - (HS)
- Cisco Systems, Inc., router, Cisco - (District)
- Cisco Systems, Inc., router, Cisco - (District)
- Cisco Systems, Inc., switch2, WS-X4232-L3= - (District)
- Dell Marketing LP, isa, Dell - (District)
- Dell Marketing LP, server, - (District)
- Dell Marketing LP, server, Dell - (District)
- Dell Marketing LP, web server, - (District)
- Hewlett Packard Company, pro curve switch, HP - (District)
- IBM-Int1 Business Machines, ibm, - (District)
- IBM-Int1 Business Machines, ibm, - (District)
- IBM-Int1 Business Machines, ibm, - (District)
- Inter-Tel, pvbx, PVBX - (HS)
- Polycorn Corporation, polycorn, polycorn - (HS)

SEE NEXT PAGE FOR ADDITIONAL FEATURES

Your Bid Information

Service	Location									
Make	Model	Part #	Qty	List Price	Sell Price	Period	Extended	Elig %	Ext Eligible	
L4.Basic Maintenance (536)	District			1	0.00	0.00	1	0.00	0	0.00
Description: Basic Maintenance for E-Rate eligible equipment. See attached detail.										
Service				Location						
L4.Basic Maintenance(536)				District						
Make	Model	Part #	Qty	List Price	Sell Price	Period	Extended	Elig %	Ext Eligible	
			1	9750	9750	1	9750.00	95	9309.00	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>										

Equipment included on bid

##	Product Type	Manufacturer	Location	Bid Price	Qty	Extended
Product Name	SKU or ID#	Serial #	Purch Yr	Elig %	Ext Elig	
<input type="checkbox"/> 1.	CODEC / Video Encoder	Polycom Corporation	HS	1200	1	1200
	polycom	polycom		2006	82	984
Desc: IETV						
<input type="checkbox"/> 2.	File Server	Dell Marketing LP	District	500	1	500
	server	X		2008	90	450
Desc: dhcp in server room						

5

Enter your Bid Price and Verify Eligible % of Equipment. Use the Description area to be as specific as you need to be. Save your bid.

6 PRINT OUT BIDS

CHOOSE PRINT BIDS

- E-Rate Vendor Information Management**
- Important Notices & Instructions
 - Modify My Account Information
 - View RFP's By Applicant
 - RFP Changes
 - Scheduled Walk-Through Dates
 - Applicant New Server Usage and Site Plans
 - Place Bids
 - Place Blanket Bids
 - Print Bids
 - SLD Service Provider Guide
 - SLD Eligible Services List
 - School/Library Contact Information



E-Rate Funding Year 2009 - BID FOR SERVICES

ABC COMPANY
SPIN: 143123456

Manufacturer	Product Name	Part #	Qty	List Price	Sell Price	Pd	Ext. Price	Elig Pct	Ext. Eligible
L4.Basic Maintenance			1	9,750.00	9,750.00	1	9,750.00	95	9,309.00
Description: Basic Maintenance for E-Rate eligible equipment. See attached detail.									
Total for L4.Basic Maintenance:							\$9,750.00		\$9,309.00
Total for L. Maintenance:							\$9,750.00		\$9,309.00

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

Proposed By:

Accepted By:

Jane Kellogg
05/20/2009
Date
Jane Kellogg
President
ABC COMPANY
PO Box 130, 10501 CR 3665
Allen, OK 74625
(580) 332-1444

SCHEDULE OF EQUIPMENT COVERED BY BASIC MAINTENANCE

Ref #	Manufacturer	Product Name	Part #	Product Type	Description	Qty	Price	Ext. Price	Elig Pct	Ext. Eligible
1	3Com Corporation	centre com	3Com	Network Switch	elem	1	450.00	450.00	100	450.00
2	3Com Corporation	centre com	3Com	Network Switch	ag	1	450.00	450.00	100	450.00
3	Cisco Systems, Inc.		Cisco	Network Switch	hi tech	1	450.00	450.00	100	450.00
4	Cisco Systems, Inc.	Switch Module WS-X4232-L3	WS-X4232-L3=	Network Switch	Cisco Systems Catalyst 4000 series switch module WS-X4232-L3	1	450.00	450.00	100	450.00
5	Cisco Systems, Inc.	Switch Module WS-X4232-L3	WS-X4232-L3=	Network Switch	Cisco Systems Catalyst 4000 series switch module WS-X4232-L3	1	450.00	450.00	100	450.00
6	Cisco Systems, Inc.	router	Cisco	Router	router 2811	1	450.00	450.00	100	450.00
7	Cisco Systems, Inc.	router	Cisco	Router	router 2600	1	450.00	450.00	100	450.00
8	Cisco Systems, Inc.	switch2	WS-X4232-L3=	Network Switch	Cisco Systems Catalyst 4000 series switch module WS-X4232-L3	1	450.00	450.00	100	450.00

Maintenance Bids will print out the bid and the schedule of equipment.

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SEE NEXT PAGE FOR ADDITIONAL FEATURES

4

• ADDITIONAL FEATURES

1

OPTIONAL ITEMS:
If you want to provide an option to your standard bid, you may do so by clicking on the “Optional Item” Box.

Current Selection: Reindeer Communications> Oklahoma > North Pole Indep School District

[Click here to post a new bid](#)

Service	Location
F1. Firewall Appliance (479)	HS

Make	Model	Part #	Description	List Price	Sell Price	Qty	Period	Ext Price	% Eligible	Ext Eligible	
Cisco	ASA5510-AIP10-K9	ASA5510-AIP	Cisco Firewall	4,936.91	4,936.91	1	1	4,936.91	44%	2,172.24	X
Optional Item		3060	SonicWall Firewall	4,999.00	4,999.00	1	1	4,999.00	90%	4,499.10	
APC	1200	APC1200	UPS	185.00	185.00	1	1	185.00	44%	81.40	X
Reindeer	Installation	INSTALL	Installation	1,000.00	1,000.00	1	1	1,000.00	44%	440.00	X

Optional Item

Add site

Total Bids This Applicant \$7,192.74

- Network Solution (456)
- Cabling (457)
- Wireless (458)
- Switches (459)

2

SELECTING THE BIDDING LEVEL
If “total solution” available, RFP will have higher level choice in the drop down list. Select “Network Solution to Include all subcategories: E1, E2, E3, E4, E5, E6, E7, E9
If you only want to bid on 1 or 2 items, you would choose individual categories.

[Click here to post a new bid](#)

Service	Location
E. Network: Data Network	District

Make	Model	Part #	Item Desc.	List Price	Sell Price	Qty	Period	Ext Price	% Eligible	Ext Eligible	
Belkin	Network Cabling	2346-000	Cat 5e Network Drop for Access Point	112.50	90.00	10	1	900.00	100%	900.00	X
Reindeer	Building Connection	1511235	Fiber: 6-strand multi-mode fiber optics.	1,956.25	1,565.00	1	1	1,565.00	100%	1,565.00	X
HP	Network Switches	12351-312	HP 6-port mini GBIC Fiber Module	1,036.25	829.00	1	1	829.00	100%	829.00	X
HP	4140GL	HP31235	HP 4140GL 60-port Switch 10/100	4,186.25	3,349.00	1	1	3,349.00	100%	3,349.00	X
HP	4140GL	HP1235	HP 4140GL 60-port Switch 100/1000	6,350.00	5,080.00	1	1	5,080.00	100%	5,080.00	X
HP	240	HP240	HP 420 Wireless Access Point	473.75	379.00	10	1	3,790.00	100%	3,790.00	X
Netgear	WG311	WG311	Network Interface Card	62.50	50.00	32	1	1,600.00	100%	1,600.00	X
APC	1200	APC 1200	APC 1200 UPS Battery Backup	231.25	185.00	4	1	740.00	100%	740.00	X
APC	1500	APC 1500	APC 1500 UPS Battery Backup	873.75	699.00	1	1	699.00	100%	699.00	X
Reindeer	Installation		Installation	4,500.00	4,500.00	1	1	4,500.00	100%	4,500.00	X

Optional Item

Add site

Total Bids This Applicant 23,052.00

3

DUPLICATING A BID:
Network: Data Network – Includes
BEFORE hitting the SAVE button, click on ADD SITE
The most recent entry will be duplicated and ready for editing—change site, or modify part #, etc.



SEE NEXT PAGE FOR PRINTOUT SAMPLE & FINAL INSTRUCTIONS

5

1

- **NEXT STEPS**

VIEW PRINTED BID



Elf Video
SPIN: 143009999

**E-Rate Funding Year 2008
BID FOR SERVICES**

North Pole School District (149999)
310 Glacier Drive
North Pole
(821) 123-4567

Location: Sleigh ES
BEN: 84321

Category: **K. Video Systems**

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

Make	Model	Part #	List Price	Sell Price	Qty	Pd	Ext Price	% Eligible	Ext Eligible Price
Polycom	VSX 5000		3,999.00	3,495.00	1	1	3,495.00	80%	2,796.00
	Description: VSX 5000 CODEC								
Elf Video	Install and Training		750.00	750.00	1	1	750.00	100%	750.00
	Description: On-Site Installation & Training on basic instruction on the use of the eligible equipment								
Polycom	Cart		1,500.00	1,500.00	1	1	1,500.00	50%	750.00
	Description: Cart for VSX 5000								
Elf Video	Shipping		100.00	100.00	1	1	100.00	50%	50.00
	Description: Shipping and Handling for Codec								
APC	RS 1500		300.00	300.00	1	1	300.00	100%	300.00
	Description: UPS								
Total for K. Video							6,145.00		4,646.00

Proposed By:

Accepted By:

Billy Elf
Owner
Elf Video
PO Box 99
North Pole
(888) 232-1235

Date

Dr. Santa Clause
Superintendent

Date

2

**SIGN AND MAIL OR SCAN AND SEND VIA ATTACHMENT
(Only send if KSLLC does not have Signature & Logo Authorization)**

**Kellogg & Sovereign Consulting, LLC
Attn: Service Provider Bids
1101 Stadium Drive
Ada, OK 74820**

Email: forms@kelloggllc.com



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