

## Service Provider Bidding Tips for E-rate FY2018

The following are helpful tips for service providers submitting bids on [www.erate470.com](http://www.erate470.com)

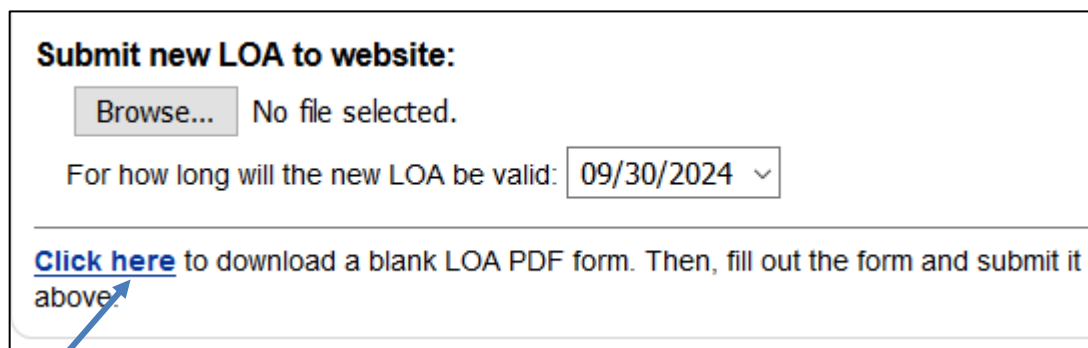
### 1. MODIFY MY ACCOUNT INFORMATION

To get started bidding, login to [www.erate470.com](http://www.erate470.com)  
Read the Important Notices & Instructions, then  
Choose “Modify My Account Information” from the vendor menu

Review all information displayed and update your contact information as appropriate.

If you would like the system to automatically affix signature and logos to your bid, you will need to complete the following steps:

- a. **Complete the Signature and Logo Authorization (“LOA”) Form.** Then upload it to your account.



**Submit new LOA to website:**

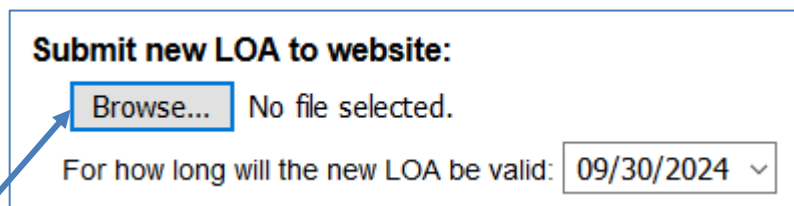
No file selected.

For how long will the new LOA be valid:  ▾

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[Click here](#) to download a blank LOA PDF form. Then, fill out the form and submit it above.

Click “Click here” to download the blank form. Complete the form, sign where appropriate, affix your logo, then scan and save the completed form on your computer.



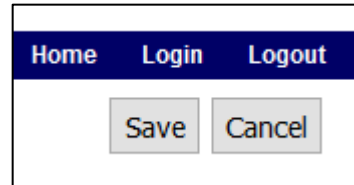
**Submit new LOA to website:**

No file selected.

For how long will the new LOA be valid:  ▾

Click “Browse” to browse to the completed LOA Form on your computer, click on the filename, and it will be uploaded to your vendor record. Then enter the date when the LOA will expire. Be sure to choose “Save” in the upper right hand corner of the screen to save your work.


b. **Upload your Company logo file:**



Click the box next to "Remove from Server" to remove the logo that is displayed. Then click on "Save" in the upper right hand corner of the screen.

Click "Browse..." to browse to the logo you want to use. Click on the filename on your computer and the file will be uploaded. Click "save" in the upper right hand corner of the screen. The logo you uploaded will be displayed on the screen.

Company Logo File ( Remove From Server)



Replace Logo:  No file selected.

c. **Upload your Signature(s)**

Enter the Bid or Contract Signee Name and Bid or Contract Signee Title.

Click on remove from server then click "Save" in the upper right hand corner to remove the existing signature.

To upload a new signature, click on the radio button next to upload file to upload a signature file. Click on the radio button next to signature capture to use your device to write your signature. (note you will need to use a smart device or touch pad screen in order for you to write on the screen). Then click on "Save" in the upper right hand corner to save the signatures. Once saved, the new signatures will be displayed.

Bid Signee

<b>Bid Signee Name</b>	<b>Bid Signee Title</b>
Deborah J. Sovereign	Consultant

Current Signature ( Remove From Server)



Replace signature with:  Upload File  Signature Capture

Contract Signee

<b>Contract Signee Name</b>	<b>Contract Signee Title</b>
Deborah J. Sovereign	Consultant

Current Signature ( Remove From Server)



Replace signature with:  Upload File  Signature Capture

## 2. BIDDING TIPS

Review the step by step bidding guide and watch the bidding basics video.

Additional bidding tips & tricks:

### a. Copy



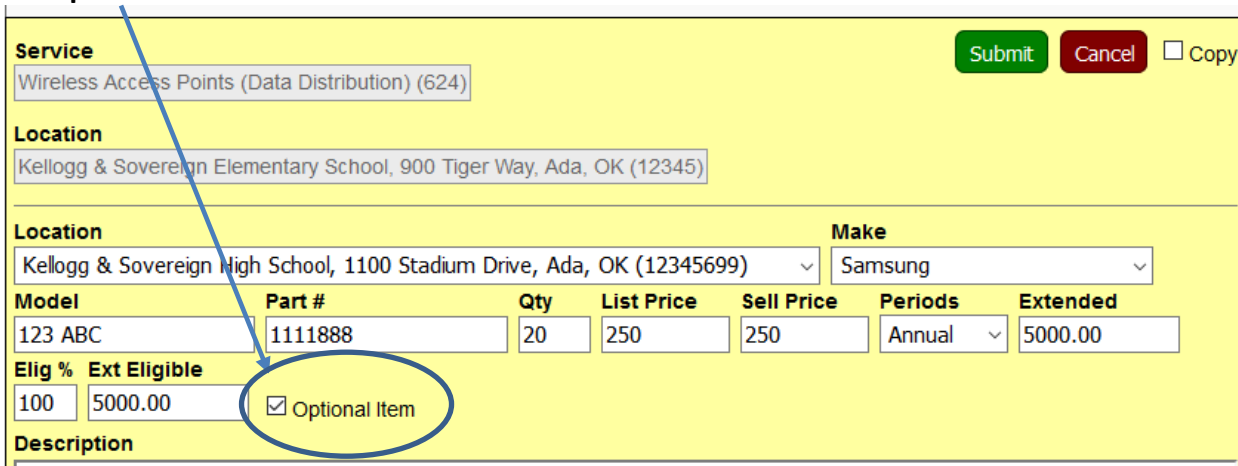
The screenshot shows a bidding form with a yellow background. At the top right, there are three buttons: a green 'Submit' button, a red 'Cancel' button, and a white 'Copy' checkbox. A blue circle is drawn around the 'Copy' checkbox, and a blue arrow points from the text 'a. Copy' to it. The form contains the following fields:

- Service:** Wireless Access Points (Data Distribution) (624)
- Location:** Kellogg & Sovereign Elementary School, 900 Tiger Way, Ada, OK (12345)
- Location:** Kellogg & Sovereign High School, 1100 Stadium Drive, Ada, OK (12345699)
- Make:** Samsung
- Model:** 123 ABC
- Part #:** 1111888
- Qty:** 20
- List Price:** 250
- Sell Price:** 250
- Periods:** Annual
- Extended:** 5000.00
- Elig %:** 100
- Ext Eligible:** 5000.00
- Optional Item
- Description:**

Click on the box next to “Copy” if you want to copy the line item you just entered.

The system will copy the information when you click on the Submit button. Uncheck the box if you no longer want the system to duplicate your line item when submit is clicked.

### b. Optional Item



The screenshot shows the same bidding form as above. In this version, the 'Optional Item' checkbox is checked. A blue circle is drawn around the 'Optional Item' checkbox, and a blue arrow points from the text 'b. Optional Item' to it. The form contains the following fields:

- Service:** Wireless Access Points (Data Distribution) (624)
- Location:** Kellogg & Sovereign Elementary School, 900 Tiger Way, Ada, OK (12345)
- Location:** Kellogg & Sovereign High School, 1100 Stadium Drive, Ada, OK (12345699)
- Make:** Samsung
- Model:** 123 ABC
- Part #:** 1111888
- Qty:** 20
- List Price:** 250
- Sell Price:** 250
- Periods:** Annual
- Extended:** 5000.00
- Elig %:** 100
- Ext Eligible:** 5000.00
- Optional Item
- Description:**

Click on the box next to “Optional Item” if you want the system to recognize the line item as an optional item. This means the line item will not be included in the bid total and will be printed on a separate page. Test this function for yourself by entering a bid on the Kellogg & Sovereign School District, then print your bids to see how it looks.

**c. Installation and Configuration**

To enter line items for installation and configuration, use the same drop down for the service that the installation and configuration is for. Enter "Other" as the manufacturer, enter the model number of the item being installed if applicable, enter "Installation" in the Part # field, then enter "Installation and Configuration" or the appropriate narrative for the installation services you are providing in the description.

Example bid entry screen:

<b>Service</b>		<b>Location</b>		<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>	<input type="checkbox"/> Copy
Wireless Access Points (Data Distribution) (624)		Kellogg & Sovereign Elementary School, 900 Tiger Way, Ada, OK (12345)				
<b>Location</b>		<b>Make</b>	<b>Model</b>	<b>Part #</b>		
Kellogg & Sovereign High School, 1100 Stadium Drive, Ada, OK (12345699)		Other	123 ABC	Installation		
<b>Qty</b>	<b>List Price</b>	<b>Sell Price</b>	<b>Periods</b>	<b>Extended</b>	<b>Elig %</b>	<b>Ext Eligible</b>
20	50	50	Annual	1000	100	1000
<input type="checkbox"/> Optional Item						
<b>Description</b>						
Installation and Configuration of wireless access points.						

Example printed bid with installation and configuration:

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

**ABC Company**  
SPIN: 143666666

**Kellogg & Sovereign School Dist (123456)**  
**Category: C2: Internal Broadband Components**

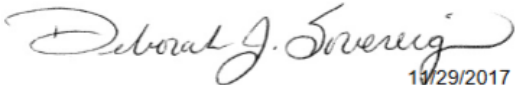
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**Wireless Access Points (Data Distribution)**  
Location: Kellogg & Sovereign High School, 1100 Stadium Drive, Ada, OK (12345699)

Make	Model	Part #	Qty	List Price	Sell Price	Pd	Ext. Price	Elig Pct	Ext. Eligible
Other	123 ABC	Installation	20	50.00	50.00	1	1,000.00	100	1,000.00
Description: Installation and Configuration of wireless access points.									
Samsung	123 ABC	1111888	20	250.00	250.00	1	5,000.00	100	5,000.00
Total for Wireless Access Points:							<u>\$6,000.00</u>		<u>\$6,000.00</u>
Total for C2: Internal Broadband Components:							<u>\$6,000.00</u>		<u>\$6,000.00</u>

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

<b>Proposed By:</b>	<b>Accepted By:</b>
 11/29/2017 Date	_____ Date
Deborah J. Sovereign Consultant ABC Company 1101 Stadium Drive Ada, OK 74820 (580) 332-1444	Doug Smith Principal 1101 Stadium Drive Ada, OK 74820 (580) 332-1444