

## ATTACHMENT A - SERVICES & EXPERIENCE

### RFP E-Rate Consulting Services\_ 2021.05.14

**NAME OF CONSULTANT:** \_\_\_\_\_

REQUIREMENT CATEGORY	REQ. NUMBER	REQUIREMENTS	YES (Y) / NO (N)	WEIGHT
<b>DOES YOUR FIRM PERFORM THE FOLLOWING SERVICES FOR E-RATE CLIENTS?</b>				
<b>1. CONSULTANT RESPONSIBILITIES</b>	1.1	Track submission deadlines for applications and reimbursements and prepare required documentation for program participation.		<b>30%</b>
	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
<b>PROVIDE A NUMERIC VALUE FOR THE CATEGORIES BELOW</b>				
<b>2. FIRM EXPERIENCE</b>	2.1	Number of E-Rate clients for current contracted engagements?		<b>30%</b>
	2.2	Number of E-Rate Library specific clients for current contracted engagements?		
	2.3	Number of years performing E-Rate services for Library clients?		
	2.4	Average E-Rate funding dollars of current Library clients?		