

Request for Proposal AEPA RFP#021.5-C E-RATE CONSULTING SERVICES

Part B – Technical Specifications

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1. Scope of Work

AEPA is seeking qualified, an experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required consultant services to all participating member states (up to 29) in the category of E-Rate Consulting Services.

- a. Types of services may include but are not limited to developing, implementing, and managing any of the various tasks and events involved in carrying out a successful E-Rate Program. Provide consulting, training, program management, and support services that may be required to adequately implement, manage, and comply with the requirements of the Federal Communications Commission’s (FCC) E-Rate Program. All Offerors cannot provide Category 1 or Category 2 products and services as listed in the E-Rate Eligible Service List.

2. Anticipated AEPA Member Agency Participation

State	Participate? Yes/No/ Undecided	Other States Member Sells In
California	Yes	AZ, NV
Colorado	Yes	
Connecticut	Yes	MA, ME, NH, NY, RI, VT
Florida	Yes	
Georgia	Yes	AL
Illinois	Undecided	
Indiana	Yes	
Iowa	Yes	IL, SD
Kansas	Yes	OK
Kentucky	Yes	AL, LA, MS, NC, TN, WV
Massachusetts	Yes	
Michigan	Yes	
Minnesota	Yes	SD

Missouri	Yes	AR, IL, LA, SD
Montana	Yes	ID
Nebraska	Yes	
New Jersey	No	
New Mexico	No	
North Dakota	Yes	
Ohio	Yes	
Oregon	Yes	
Pennsylvania	Yes	DE, HA, MD, NY
South Carolina	Yes	
Texas	Yes	
Virginia	Undecided	
Washington	No	AK, ID
West Virginia	Yes	
Wisconsin	Yes	
Wyoming	No	SD, UT

Please note that individual AEPA Member Agencies that have indicated that they intend to participate in any contract approved under this solicitation, does not guarantee or mean that the individual AEPA Member Agency will enter into a contract with any AEPA approved Vendor Partner. Each AEPA Member Agency will make that determination after reviewing Vendor Partner responses and AEPA's recommendation for acceptance and award. The AEPA Member Agency's contracting decision shall be final.

3. Anticipated Volume

E-Rate Consulting Services for Schools and Libraries is a new category for AEPA. The resulting award will be an Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). AEPA Member Agencies estimate approximately \$1.5 to \$5 million in sales in the first contract term. AEPA Member Agencies anticipate that purchase volume will increase over contract years two (2) through four (4). This information is provided as an aid to Respondents in preparing responses only. It is not to be considered a guarantee of volume under this RFP. The successful Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract.

4. Voluntary Pre-Solicitation Conference Call

AEPA will host a voluntary pre-solicitation conference call on February 3, 2021, for any interested Respondents or potential Respondents. The conference call times are set in the following schedule for each of the four contiguous United States time zones. No pre-registration will be required. Recording of the conference call will be posted on the AEPA Website.

Voluntary Pre-Solicitation Conference Call Schedule (All Categories)

RFP	Eastern	Central	Mountain	Pacific
021.5-A HVAC and Mechanical Products and Solutions	11:00 AM	10:00 AM	9:00 AM	8:00 AM
021.5-B Disaster Recovery Services	11:30 AM	10:30 AM	9:30 AM	8:30 AM
021.5-C E-Rate Consulting Services	12:00 PM	11:00 AM	10:00 AM	9:00 AM
021.5-D Mobile and Cellular Connectivity Solutions	12:30 PM	11:30 AM	10:30 AM	9:30 AM

Join Zoom Meeting:

<https://us02web.zoom.us/j/85432001965?pwd=MFByNzVRTXRqbWFGamtd6Z0p6Y2d0UT09>

Meeting ID: 854 3200 1965

Passcode: 3X5CCH

Dial In

929-436-2866 OR 301-715-8592 Passcode: 430264

5. Glossary of Terms and Abbreviations

Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and websites are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

- a. Applicant: The entity applying for universal service support. In the Schools and Libraries Program, the entity is a school, library, consortium, or other eligible entity that files program forms.
- b. Billed Entity: The entity that receives the bill and pays for the supported service. A Billed Entity may be different from the physical location.
- c. CIPA: Children's Internet Protection Act
- d. Client Service Bureau (CSB): A helpline available to assist applicants and service providers.
- e. Consortium: A group of organizations or institutions that join together for the purpose of contracting for and applying for E-Rate funds.
- f. Consultant: A company or individual (non-employee of the entity) selected to perform certain activities related to the application process, on behalf of the applicant, for a fee. A Letter of Agency (LOA) or consultant agreement must be in place before the consultant undertakes these activities. Consultants can be organizations with one or more employees, or they can be individuals.
- g. Consultant Registration Number (CRN): A unique eight-digit identification number assigned by USAC to a specific consultant. Employees of a consultant do not request their own CRNs but instead use the CRN of the consultant.
- h. Entity Number (BEN): A number assigned to each entity applicant used to track applications for that applicant at SLD. Often called the billed entity number.
- i. E-Rate: A common name for the Universal Service Fund for Schools and Libraries. E-Rate provides discounts to schools and libraries for eligible products and services.
- j. E-RATE Productivity Center (EPC): EPC is the account and application management portal for the Schools and Libraries (E-rate) Program. Applicants, consultants, and service providers participating in the E-rate Program use this tool to manage program processes and to submit questions.
- k. FCC: Federal Communications Commission, the regulatory agency that oversees the E-Rate, among many other responsibilities.
- l. Form 470 Receipt Notification Letter ("RNL"): Sent to applicants informing them of the date their 470 was posted to the SLD Web site for bidding.
- m. Form 470: The Description of Services Requested and Certification Form is an FCC form that schools and libraries complete to request services and establish eligibility.
- n. Form 471: The Services Ordered and Certification Form is an FCC form that schools and libraries use to request discounts on eligible services and equipment for the upcoming funding year. Applicants must include information on the recipients of services and service provider(s); provide detailed descriptions of services including costs and dates of service or equipment; and certify compliance with program rules.
- o. Form 472 (BEAR): The Billed Entity Applicant Reimbursement Form is an FCC form that schools and libraries submit to request reimbursement from USAC for the discount costs of the eligible products or services that the applicant has received and paid for in full.
- p. Form 473 (SPAC): The Service Provider Annual Certification Form is an FCC form that service providers file annually to certify that they will comply with program rules and guidelines. This must be filed before USAC will pay invoices.
- q. Form 474 (SPI): The Service Provider Invoice Form is an FCC form, to request reimbursement from USAC for the discount amount for eligible services and equipment provided to the applicant. The service provider must provide the service and/or equipment and bill the applicant for its non-discount share before submitting a SPI Form to USAC.
- r. FORM 479: The Certification by Administrative Authority to Billed Entity of Compliance with the Children's Internet Protection Act Form is an FCC form that consortium members (the

- administrative authority for CIPA purposes) submit to their consortium leader to certify that they are in compliance with the Children's Internet Protection Act.
- s. Form 486: The Receipt of Service Confirmation and Children's Internet Protection Act and Technology Plan Certification Form is an FCC form that schools and libraries file to notify USAC that services have started for the recipients of service included on one or more funded Funding Request Numbers (FRNs). Indicate the status of compliance with the Children's Internet Protection Act (CIPA) for the recipients of service for the FRN(s).
 - t. Form 498: The Service Provider and Billed Entity Identification Number and General Contact Information Form is used to collect contact, remittance, and payment information from service providers and applicants receiving universal service support. This form allows service providers to use the same information for all of the programs, different contact, and remittance information for each of the four programs, or multiple contacts and remittance information.
 - u. Form 500: The Funding Commitment Adjustment Request Form is filed by schools and libraries and used to submit changes to funding requests after USAC has issued commitments for those requests. The applicant remains required to also file an FCC Form 486 (Receipt of Service Confirmation and Children's Internet Protection Act Certification Form) to notify USAC that services have started and invoices can be processed.
 - v. Letter of Agency (LOA): A Letter of Agency (LOA) authorizes a consortium leader to apply for the program.
 - w. support on behalf of each consortium member or a consultant to conduct specified activities on behalf of an applicant or service provider.
 - x. Payment Quality Assurance (PQA) Program: A USAC program that assesses specific payments made to beneficiaries in all four programs to determine if these payments were made in accordance with FCC rules.
 - y. Using the results of these assessments, USAC calculates estimates of improper payment rates and provides this information to the FCC.
 - z. Program Integrity Assurance (PIA): The compliance review process of FCC Forms 471 must be completed before funding commitments are made by USAC.
 - aa. Receipt Acknowledgment Letter (RAL): A RAL is issued by USAC to both the applicant and service provider to indicate that a filed FCC Form 471 has been certified before the close of the filing window. Available to download from the EPC System.
 - bb. SLD: Schools and Libraries Division of the Universal Service Administrative Company responsible for administering universal service.
 - cc. Selective Review: A separate component of the Program Integrity Assurance (PIA) review process that follows up on certifications that applicants make on their FCC Forms 471 about the competitive bidding process and the necessary resources to make effective use of requested services.
 - dd. Selective Review Information Request (SRIR): The request for information sent to applicants when they have been chosen for Selective Review.
 - ee. Service End Date: The date that services will end for an FRN. USAC may adjust this date if a program violation is identified or a deadline is missed.
 - ff. Service Start Date: The date that services will start for an FRN. USAC may adjust this date if a program violation is identified or a deadline is missed.
 - gg. Service Provider Identification Number (SPIN): A unique number that USAC assigns to each service provider once that service provider has submitted the FCC Form 498 to USAC.
 - hh. State Master Contract (SMC): A contract that is competitively bid and implemented by a state government which can be used by eligible entities within the state to procure products or services, or both.
 - ii. State Replacement Contract: A state master contract, filed pursuant to a state-filed FCC Form 470, which can replace an existing state master contract that expires before the end of the upcoming funding year.
 - jj. Technical Client Service Bureau (TCSB): Team answering technical questions about eligible services and program rules.

- kk. Telecommunications Act: The Telecommunications Act of 1996, which, among other things, established the Federal Universal Service support mechanism for eligible schools and libraries.
- ll. Universal Service Fund (USF): Money collected from telecommunications companies and dedicated to fulfilling the goals of universal service. Under the authority of the 1996 Telecommunications Act, the FCC created the USF as well as the Universal Service Administrative Company (USAC), the organization charged with administering the USF. Companies make contributions to the USF based on revenues from providing international and interstate telecommunications services.
- mm. Universal Service Administrative Company (USAC): The independent not-for-profit corporation created by the FCC in 1997 to administer the four universal service support mechanisms (programs) which help provide communities across the country with access to affordable telecommunications services.

6. Special Terms and Conditions

Item	Description
6.1.1.	All Offerors cannot provide Category 1 or Category 2 products and services as listed in the E-Rate Eligible Service List.
6.1.2.	An Offeror must be registered with USAC and have an eight-digit Consultant Registration Number (CRN) at time of RFP submission.

7. Product | Category Specific Specifications

Item	Description
7.1.1	An Offeror must be registered with USAC and have an eight-digit Consultant Registration Number (CRN) at the time of RFP submission. CRN number must be valid during the contract period.
7.1.2.	For each assignment, the Vendor shall provide Member with a scope of work including, but not limited to: name(s) of consultant(s), CRN, the scope of work, goals and objectives, evaluation tools and criteria, anticipated timeline, and milestones, project reports, and other deliverables.
7.1.3.	Work will commence only on activities approved in the scope of work identified on the purchase order.
7.1.4.	Provide comprehensive services to assist Members in securing funds, developing, and implementing a comprehensive E-Rate Program.
7.1.5.	Any awarded E-Rate consultants shall follow the gift rules outlined in the FCC’s 6th Report and Order. This restriction on acceptance of any gift or other thing of value from a service provider participating in the E-Rate program is always in effect.
7.1.6.	Consulting services requested include, but are not limited to: <ul style="list-style-type: none"> • Assist the school in determining their program needs. • Answer E-Rate related questions including, but not limited to: applications, filing deadlines, contracting requirements, eligibility services, correction and/or amendment procedures, and vendor invoices. • Appeal and Waiver support to assist Members in recovering any applications that may have been rejected by USAC in error. • Any Federal mandated changes to the E-Rate Program. • Program effectiveness <ol style="list-style-type: none"> 1) Review, Assessment & Reconciliation of previous funding years 2) Discount rate analysis and optimization • Staff training <ol style="list-style-type: none"> 1) Provide as required training on how to use the E-Rate Productivity Center (EPC). • Compliance Services <ol style="list-style-type: none"> 1) Serve as the single point of contact with USAC. 2) Interact with SLD on all application approval issues.

Item	Description
	<ul style="list-style-type: none"> 3) PIA, Site review, Selective review, and audit support. 4) Program Compliance Reviews. 5) Free and Reduced Lunch discount calculation and review. 6) CIPA & Technology Plan Compliance Review. 7) Competitive Bidding Guidance & Compliance Review. 8) On and off-site audits preparation and representation. 9) Other compliance issues as they arise or related to program changes. • Program Management <ul style="list-style-type: none"> 1) Policy, procedure, and practices creation and review. 2) Forms preparation and submission. 3) Review of prior years' applications. 4) Review discount numbers to ensure compliance with program rules. 5) Assisting school with discount and reimbursement process. 6) Review and assist with the update and/or creation of the school's technology plan. 7) Review of the school's CIPA compliance and internet safety policies and training. 8) Creation and filling the district, schools, or library 470 and 471 applications. 9) Filing 486 to certify service start date. • Service substitutions. <ul style="list-style-type: none"> 1) Other support services as required. • Competitive Bidding <ul style="list-style-type: none"> 1) Review AEPA Member bids and Request for Proposals for compliance with AEPA Member bidding laws, regulations, and USAC bidding requirements. 2) State & Local bidding policy review. 3) Help in the creation and review of AEPA Member bidding documents as required. 4) Make sure that the bidding process is open and fair. 5) 28 Day Rule for posting bid or RFP. 6) Explain the different methods for evaluation. 7) Vendor contracts review. 8) Explain the process to use state master and other cooperative contracts bid under Form 470 and when and how to use. 9) Advise how and when to use a mini selection process when using state master and cooperative contracts.
7.1.7.	<p>Children's Internet Protection Act (CIPA) Compliance:</p> <ul style="list-style-type: none"> • Review and advise on current policies and procedures for compliance with CIPA. • If needed, advise and review the development and implementation of the CIPA requirements as required by AEPA Member. • If needed, review and advise on technology protection that blocks or filters internet access to include, but not be limited to: <ul style="list-style-type: none"> 1) Protection against access by adults and minors to visual depictions that are obscene or contain child pornography. 2) Use of computers with internet access by minors and information that is harmful to minors. 3) How CIPA may be disabled for staff engaged in bona fide research or other lawful purposes. 4) The policy must also include monitoring the online activities of minors. • If needed, review and advise on current AEPA Member Internet safety policy that to address the following issues: <ul style="list-style-type: none"> 1) Access by minors to inappropriate matter on the Internet. 2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

Item	Description
	<ul style="list-style-type: none"> 3) Unauthorized access including "hacking" and other unlawful activities by minors online. 4) Unauthorized disclosure, use, and dissemination of personal information regarding minors. 5) Measures designed to restrict minors' access to materials harmful to minors. • If needed, review and advise on current AEPA Member Public Notice and Hearing policies to address proposed technology protection measures and Internet safety policy.
7.1.8.	<p>Form 470 - Form 470 cannot be completed by a service provider who will participate in the competitive process as a bidder.</p> <ul style="list-style-type: none"> • Identify, analyze, and consult with AEPA Member regarding new contract(s), contract renewal(s), and/or master contract issues. • Ensure the 28-day Rule is followed before signing a contract and submitting E-Rate forms. • Prepare Form 470(s) for online filing and review by AEPA Member. • Consult and advise AEPA Member regarding online certification.
7.1.9.	<p>Form 471 is used to calculate the discount percentage to which the applicant is entitled. Form 471 also lists the individual funding requests, which must be separated by service category and service provider.</p> <ul style="list-style-type: none"> • Prepare Form 471(s) for AEPA Member to review and submit online. • Identify, analyze, and consult with the district regarding the contract, tariff, and/or leasing issues. • Identify and resolve Service Provider Identification Number (SPIN) issues; this includes helping the district to obtain a new service provider and/or SPIN should the need arise. • Review and verify for the AEPA Member: <ul style="list-style-type: none"> 1) Eligibility of the entities receiving service. 2) Eligibility of the services requested. 3) Discount calculations. 4) Payment and Reimbursement options. 5) The competitive bidding process has been followed. • Review for compliance to the 30% rule so an AEPA Member does not have its funding request denied: <ul style="list-style-type: none"> 1) During the application review advise the AEPA Member how to have USAC do the following: <ul style="list-style-type: none"> a) Remove the ineligible items from the FRN. b) Create a new FRN and move the ineligible items from the original FRN to the new FRN. • Work with the agency to develop and to implement filing strategies designed to increase the amount of potential funding and the probability of receiving E-Rate funding. • Identify, analyze, and consult with AEPA or its Members regarding new contract(s), contract renewal(s), and/or master contract issues. • Respond to inquiries regarding E-rate Productivity Center (EPC) data entry and problem resolution. • Review and correct as necessary Receipt Acknowledgement Letters (RALs). • Respond to inquiries regarding SLD Program Integrity Assurance. • Prepare and assist in developing responses to Beneficiary and Contributor Audit Program (BCAP), as applicable. • Any other issues that may arise for use and compliance with the E-Rate Program.
7.1.10.	Discount Calculations

Item	Description
	<ul style="list-style-type: none"> • Advise as to the various methods to identify the student population that is eligible to receive free and reduced lunch under National School Lunch Program (NSLP). • Advise the Member if the school or library is rural or urban to properly calculate its percentage discount. • Advise, review, or calculate the AEPA Member's discount as required. • Identify, analyze, and consult with AEPA Member regarding federal lunch program-related issues and E-rate discount.
7.1.11.	<p>Program Integrity Assurance Review (PIA) – This is a review to ensure that Universal Service Fund support is committed only for eligible products and services, as well as eligible uses by eligible AEPA entities.</p> <ul style="list-style-type: none"> • Document the PIA Reviewer's Request. • Assist in responding to inquiries regarding SLD Program Integrity Assurance.
7.1.12.	<p>Funding Commitment Decision Letter (FCDL) - Following application review, USAC issues one or more Funding Commitment Decision Letters (FCDLs) to both the applicant and the service provider(s).</p> <ul style="list-style-type: none"> • Work with the AEPA Member to develop a process to receive, review, scan, and document receipt of the Funding Commitment Decision Letter. • With AEPA Member's approval, proceed with further forms preparation based upon decisions included in FCDL. • If an AEPA Member believes any of its funding requests have been incorrectly reduced or denied, provide review and advice to the AEPA Member on how to appeal the SLD decision to either the SLD or FCC. Train the AEPA Member on the requirements and timelines of the appeal process.
7.1.13.	<p>Form 486</p> <ul style="list-style-type: none"> • Notify USAC that services have started for the recipients of service included on one or more funded Funding Request Numbers (FRNs). • Indicate the status of compliance with the Children's Internet Protection Act (CIPA) for the recipients of service for the FRN(s). • Prepare, review, and advise on how to file Form 486 in E-rate Productivity Center (EPC). • Prepare, review, and advise AEPA Members on how to handle requests to change a Service Provider Identification Number (SPIN). A SPIN change may either be a Corrective SPIN Change or an Operational SPIN Change. • Review and advise the AEPA Member on certification requirements. • Review all data entered into the EPC System prior to certification if required by AEPA Member. • Review with AEPA Member USAC certification letter in EPC for accuracy.
7.1.14.	<p>Form 472 (BEAR) - Form 472 is used by the Member to request reimbursement for discounts on eligible services that have already been paid in full by the Member to the service provider.</p> <ul style="list-style-type: none"> • Help or create the Form 472 and any extension to file an invoice for AEPA Member. • Review and verify the AEPA Member has done the following: <ol style="list-style-type: none"> 1) Has received the Funding Commitment Decision Letter (FCLD) from USAC. 2) All paid bills for service receiving or has paid for the period(s) used to create Form 472 including the price of services and the discounts. 3) Has filed an FCC Form 486, Receipt of Service Confirmation, and Children's Internet Protection Act Certification Form. 4) Has filed an FCC Form 498, Service Provider and Billed Entity Identification Number and General Contact Information Form, to provide banking information 5) The service provider has filed an FCC Form 473, Service Provider Annual Certification Form.
7.1.15.	<p>Form 473: The Service Provider Annual Certification form is required to be filed annually by</p>

Item	Description
	<p>participating providers.</p> <ul style="list-style-type: none"> Verify that each of the AEPA Member service providers has a current Form 473 on file, with USAC, for each separate SPIN.
7.1.16.	<p>Form 474: The Service Provider Invoice Form used to invoice the SLD for the discounted cost of E-Rate services delivered and not paid for in full by the applicant.</p> <ul style="list-style-type: none"> Verify with the AEPA Member and service provider that the services have been received. Verify that the service provider has the correct SPIN and FRN for Form 474 submission prior to submission.
7.1.17.	<p>Form 500: The Adjustment of Funding Commitment and Modification to Receipt of Services Confirmation.</p> <ul style="list-style-type: none"> When required, create, review, and file for changes to or cancellation of a funding commitment request. <ol style="list-style-type: none"> To adjust the funding year service, start date reported on a previously filed FCC Form 486. To adjust the contract expiration date listed on the FCC Form 471. To cancel irrevocably and totally, a Funding Request Number (FRN). To reduce irrevocably the amount of an FRN.
7.1.18.	<p>Retention of Records and Audits</p> <ul style="list-style-type: none"> Work with the AEPA Member(s) to create a record retention system to comply with audits and other inquiries or investigations. The record retention system can either be a paper copy or a secure online accessible data warehouse or a combination of both systems. Records Retention System must be in compliance with E-Rate and FCC rules.
7.1.19.	<p>Provide training as required to include, but not limited to:</p> <ul style="list-style-type: none"> Provide in-person or web-based training on the E-Rate Program. State-specific newsletter on issues, deadlines, and complying with all E-Rate regulatory requirements, etc. involving the E-Rate Program How to fill out the required forms. How to archive documents and prepare for an audit.
7.1.20.	<p>Mini-Bid Process for use of state master contracts, cooperative contracts, or other government procurement contracts.</p> <ul style="list-style-type: none"> Help and Educate the AEPA Member on how to conduct a Mini-Bid Evaluation Process to select a contractor to provide products and services from a state master contract, cooperative contract, or other governmental procurement contracts before creating their Form 471. Help the AEPA Member to determine the factors to use for its evaluation – with the price of the eligible products and services as the most heavily-weighted factor – scores the service providers appropriately and chooses the most cost-effective solution. When conducting the mini-bid the applicant must solicit proposals from all bidders within the given category. For example, if the AEPA Member is requesting bids on switches and five vendors awarded a master contract to provide switches, the AEPA Member MUST solicit proposals from all five vendors.

8. Required Submittals for the Category

The following are required submittals specific to the E-Rate Consulting Service category. Please submit your responses as a single document in PDF format.

Item	Description
8.1.1.	<p>Provide a Background of your organization to include at a minimum the following:</p> <ul style="list-style-type: none"> How long your organization has been working with the E-Rate Program.

Item	Description
	<ul style="list-style-type: none"> • Describe how your company has the knowledge and know-how to advise and assist AEPA Members in all the requirements of the E-Rate Program. • Describe your company's background on filing for both Category 1 and Category 2 products and services. • Describe your company approach to determining the level of support for an AEPA Member School or Library? • Describe your organization has current operations, staffing levels, and how many clients under contract. • Describe your customer retention rate for the years you have been in business. Include factors that you believe have contributed to your customer retention rate. • Describe how you will communicate information to AEPA schools and libraries. • Describe how your company supports clients through program integrity assurance (PIA) and program quality assurance (PQA) requests. • Describe how your company supports clients in the auditing process. • Provide your Consultant Registration Number (CRN). An Offeror must be registered with USAC and have an eight-digit Consultant Registration Number (CRN) at the time of RFP submission

9. Pricing

AEPA has identified acceptable pricing methodologies that are to be utilized to submit pricing. We request that the pricing response contain sufficiently detailed information to determine a realistic cost for AEPA member agencies. The Vendor Partner agrees that the cost for any item offered on this contract will be uniform for all states and that any differences in pricing are due to state-specific installation and labor costs, AEPA Member Agency's Administrative Fee, or other approved reasons. The respondent must provide their pricing as requested utilizing the various pricing methodologies specified. **The Vendor Partner must agree that they will offer prices equal to or better than what they ordinarily offer to individual entities or cooperatives with equal or lesser volume.**

Price sheets, catalogs, and other pricing forms must clearly identify and describe the products, supplies, or materials, their unit of measure offered, and their stated price. Within the terms of this RFP, the response documents must indicate the AEPA discount off the price sheet, catalog, etc. All pricing information and documentation to be provided as part of the Offeror's response or the response may be considered non-responsive. AEPA has provided Part F - Discount Pricing Workbook to submit pricing information.

1. General Cost Items

- A. Travel Time – This represents any cost associated with employees or subcontractors traveling to and from the project site from their work location. Offerors are to indicate the percent of the individual's regular hourly rate charged for travel time. Example: If an individual is paid one hundred dollars (\$100) per hour and you charge the customer fifty dollars (\$50) an hour for travel time, the percent of regular time would be fifty percent (50%).
- B. Per Diem – This represents the costs associated with housing and meals for individuals who must stay overnight while working on a project. Offerors are to indicate the daily rate charged per person. Note: This does not cover transportation costs.
- C. Air Fare and Vehicle Rental – This represents the cost for providing public transportation and/or vehicle rentals to workers to travel to and from a project site. Offerors are to indicate a fixed fee to cover processing and overhead costs added to the actual expense incurred by the Offeror to provide transportation. Example: Airfare was Two Hundred Dollars (\$200), the Offeror bills the customer Two Hundred Dollars (\$200), plus the fixed fee to cover processing and overhead costs.
- D. Mileage Rate – This represents the per-mile cost when a company, rental, or individually owned vehicle for transportation. Offerors are to indicate per mile charge. An example is forty-five cents (\$.45) per mile.

2. Labor Rates – Hourly rates and fee schedules for both in-house and external service providers, must include associated insurances, benefits, payroll taxes, overhead and profit. Labor Rates by type can include but are not limited to:
 - A. Senior Consultant
 - B. Legal Review
 - C. Senior Program Manager
 - D. Program Manager
 - E. Compliance Specialist
 - F. Account Manager
 - G. Administrative/Clerical
 - H. Development of Training Material
 - I. Development of Program Documentation
 - J. Other hourly rates to include in your cost response
3. Discounts Provided off Price List and Catalogs – This represents the discount provided by the Offeror on stated prices for supplies, materials, and equipment.
4. Percentage Price Option – A full-service that will be based upon a percentage of the AEPA Member’s funds received from USAC. The Offeror can provide percentages based upon student enrollment, per school or library building. Describe and identify the terms, conditions, and parameters used and the fee schedule showing the various rates to be charged depending on total committed funds.
5. Fixed Fee Option – A full-service option based upon school or library building. Describe how this fee is calculated.
6. Pricing Option for only services requested. List the service and the cost of the services.
7. All pricing submitted to comply with the format requested in AEPA Form Part F - Discount Pricing Workbook.

10. Evaluation

The AEPA Committee for this category will evaluate proposals based on the entire response, and according to the criteria detailed in Part A for AEPA’s definition of Responsive and Responsible proposals. A recommendation may be made to recommend a single response or to recommend multiple offers based on differentiation of product or service. AEPA will vote as a whole to accept or not accept a committee’s recommendation. Once accepted, each recommended response will go to the individual states for contract approval. Please note, pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer’s offering represents the best value. The evaluation committee may consider such factors as life-cycle costs, the total cost of ownership, quality, and the suitability of an offering in meeting AEPA members’ needs.

Evaluation Criteria	Points
Cost Evaluation	55
Complete Response to RFP	5
Conformance to RFP Terms and Conditions	5
Pricing Equal to or Better Than That Offered to Individual Entities or Cooperatives With Equal or Lesser Volume	5
Quality and Suitability of Services Offered	5
Marketing Plan	5
Financial Viability	5
Demonstrated Track Record of Performance in the Public Marketplace	5
Value Added attributes	5
Background Information	5
Total Points	100