

REQUEST FOR PROPOSALS-PROFESSIONAL SERVICES

ERATE SERVICES-2018/2019

January 24, 2018

Scott County School Board, 340 E. Jackson Street, Gate City, VA 24251 is issuing a request for sealed bids to establish a 12-month contract, with the possibility of issuing four one-year extensions, for professional services from responsible vendors. Proposals need to address the following.

- Gather all data required to file FCC Forms 470, 471, 486, and 472 to obtain Universal Services discounts on all E-Rate eligible Category 1 and Category 2 services.
- File the above-mentioned forms with the Schools and Libraries Division (SLD) in a time manner.
- Represent Scott County School Board with the SLD by responding to all inquiries concerning forms filed.
- Work with district staff to optimize procurement methods for each Cat. 1 and Cat. 2 services.
- Manage the bidding process each year
- Oversee the District Cat. 1 and/or Cat. 2 programs to ensure service providers providing all E-rate discounts to the district
- Terms will be dictated by E-Rate funding cycles stating allowable contract dates and contract termination dates.

Sealed bids are due by 1:00 PM on Friday, February 5, 2018. All bids may be submitted by mail to the Scott County School Board Central Office, 340 East Jackson Street, Gate City, VA 24251 or emailed in protected view to debby.brickey@scottschools.com. No faxes please. Bids will be opened and reviewed on Monday, February 7, 2018. Scott County School Board has the right to reject any or all proposals. Any bid not addressing the above features will not be considered.