

E-Rate Requirements In The Use Of A State Master Purchase Agreement

Applicant solicits possible offers from the state master agreement –

If the state awards contracts to multiple service providers as a result of its posted Form 470 and competitive bidding process, the applicant must evaluate the pricing of all service providers able to provide services to the applicant under these contracts. This is done through the *mini-bid* process.

The Mini Bid Process: A *mini-bid* is an evaluation done by an applicant if they are using a state master contract for pricing, and the state has awarded multiple service providers for the service or product the applicant is seeking. This is referred to as a multiple award schedule.

Conduct a mini-bid and identify all bidders – the applicant must choose from among a minimum number of bidders, per local jurisdictions. In AZ for example, at least three bidder that are offering bids consistent with your needs.

1. Confirmation: Contact the minimum number of service providers listed in State Master Purchase Agreement and **confirm** the master agreement's availability of the required scope of work (SOW) and determine best pricing and terms and conditions (T&Cs). Applicant should request this information to be returned in writing.
2. Perform Analysis (scoring): To complete a *mini-bid*, the applicant must determine the factors to be used for the evaluation of all received bids. Reminder: Pricing of the eligible products and services should be assigned the singular most heavily-weighted factor.
 - a. Create a score card with applicable criteria, again, applying the highest weighting to the category of lowest price as the heaviest singular weight (per USAC rules).
 - b. All other elements of selection criteria are up to the applicant. Such examples may be minority or women owned business, national versus local presence of *footprint*, incumbency (prior relationship), etc.
 - c. Assess each bid received, use the established scorecard criteria, score points total, pick the winner.

It is well advised that the applicant document and retain all actions, notes, documentation, etc. providing evidence of the mini-bid evaluation process and the service provider selection. Per USAC rules, the applicant should safely secure everything documented in a file (Mini Bid) and keep for 10 years. (Evidence that you evaluated all bids received)