

## **E-RATE PROCUREMENT POLICY**

In selecting service providers for all eligible goods and/or services for which Universal Service Fund (“E-Rate”) support will be requested, the Administration shall:

1. Make a request for competitive bids for all eligible goods and/or services for which Universal Services Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.
2. Wait at least four weeks after the posting date of the FCC form on the USAC schools and Libraries website before making commitments with the selected services providers.
3. Consider all bids submitted and select the most cost-effective services with price being the primary factor considered.
4. Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC Forms 470.

Adopted 8-11-2008