SALISBURY-ROWAN_16063812_2016 - 161029819

Competitive Bidding

Issue

USAC's Special Compliance team is currently reviewing your FCC Form 471 application, and we have identified an issue that we need you to help us resolve.

What is the issue?
Additional documentation is required related to your competitive bidding and vendor selection processes. For additional information, see http://www.usac.org/sl/applicants/step04/selective-review.aspx.

Please read all of the questions, descriptions, and requests below. Provide responses that most accurately reflect the status of the entities listed above. Please give enough detail, insight, and clarity to help the reviewers fully understand your specific situation. Also, if your answer pertains to a specific entity, be sure to include the relevant entity name with that answer.

Check the boxes for statements that apply, and where applicable, type the information requested into the text boxes. If your information is too detailed for the text box, or if you need to provide additional documentation, click "Browse" to upload relevant files or documentation.

Question(s)

This page will timeout after an extended period of inactivity. Please periodically save your work using the 'Save & Close' button below. You may then use your browser's 'Back' button to return to your work.

Your response to PIA's questions:

#	Question	Response
	Listed on the Information Needed tab in the attached spreadsheet are the applicable FCC Form 471 Number(s), Funding Request Number (s) (FRNs) and FCC Form 470 Number(s).	
1	Please complete the Information Needed tab in the attached spreadsheet. For an example, please see the Sample tab: Sample Document: Salisbury Rowan Community Action BEN 16068695 CB Spreadsheet.xlsx On the first page of each document you provide, please write the corresponding FRN(s) the document pertains to. In the event that a document (e.g. contract, RFP, bid response, etc.) applies to multiple FRNs, simply indicate on the first page of the document which FRN(s) is supported by the document.	Salisbury Rowan Community Action BEN 16068695 CB Spreadsh...
Note	Please also label each document and include FRN(s)/name that identifies the information contained within. If your documentation was already uploaded into EPC, you don't need to submit the same documentation again. Likewise, if the requested documents were previously provided to USAC during a prior year Special Compliance/Competitive Bid Review, please provide the corresponding FCC Form 471 and FRN(s).	---
2	Do you have signed & dated contracts and/or other agreements with service providers related to any of the FRNs? If Yes please provide signed and dated copies of any and all agreements related to each of the FCC Form 471 funding request(s), including any and all contracts, legally binding agreements, Statements of Work, etc.	Yes
a	If using a State Master Contract (SMC) for any of the FRN(s), please provide the contract number(s) so that we can verify the contract award dates and expiration dates. If you have a web link or supporting documentation to the SMC, please include that in your response.	TWC Contract 2015.pdf (970.78 KB)
Note	Please provide the competitive bidding and vendor selection documentation requested below (Items #3-8) for the year that established bidding for all FRNs.	---
3	Do you have any requests for proposals (RFPs), invitations to bid, requests for bids, or other documentation of bid requests for services and/or products requested, or other solicitations in any way associated with the applicant's funding request(s) and/or the selection of the service provider(s) that appear(s) on the applicant's funding request(s)?	No
a	If Yes , please provide the following for each FRN:	---
I	Please provide copies of the RFPs, invitations to bid, requests for bids, or other documentation of bid requests for services and/or products requested, or other solicitations.	Browse...
II	All RFPs should indicate when they were first made available to service providers, i.e. release and posting date as well as the due date for which bids must be submitted. Please specify in the attached spreadsheet:	Browse...

#	Question	Response
	Release date: month____/day____/year____ Bid due date: month____/day____/year____	
III	Were any amendments made to any original RFP?	--Yes / No--
i	If Yes, please provide any and all amendments made to the original RFP and include the date(s) issued.	Browse...
b	Is your entity in compliance with your state and local procurement regulations regarding issuance of RFPs?	--Yes / No--
Note	For the below question and sub-questions, if the services are being received from the current service provider, the current service provider should be considered to be one bid response.	---
4	Were bid responses received for any of the attached funding requests?	Yes
a	If Yes, please provide the following for all of the attached funding requests including tariff, month-to-month and contracted services:	---
I	Please indicate the number of bids/proposals received in the attached spreadsheet.	Salisbury Rowan Community Action BEN 16068695 CB Spreadsh...
II	Please provide complete copies of any and all proposals, bid responses, etc., received in response to the FCC Form 470, and/or any RFP, or other solicitation in any way associated with the applicant's funding request and/or with the selection of the service provider that appears on the applicant's funding requests. Please indicate the FRN to which each of the bids you provide applies and the date of each bid you received.	TWC Contract 2015.pdf (970.78 KB)
5	Do you have any information documenting the vendor selection process (created during the bidding process) for any of the attached funding requests?	No
a	If Yes, please provide the following for all of the attached funding requests including tariff, month-to-month and contracted services:	---
I	Please provide your bid evaluation matrix which was created during the bid evaluation period that provides evidence of how the selected vendor was chosen. The weighting of each bid evaluation factor should also be included.	Browse...
II	Do you have any other bid documentation such as attendance sheets, correspondences to and from the bidding vendor(s) and a description of your bid evaluation process?	No
i	If Yes, please provide the other bid documentation.	Browse...
III	Were any of the bids you received considered non-responsive/disqualified?	No
i	If Yes, please identify the reason for disqualification and include the documentation that made the bidder aware of the cause of the disqualification.	Browse...
6	Was a consultant used relating to the planning, implementation and support of your E-rate funding requests?	Yes
a	If Yes, do you have a signed and dated copy of any consulting agreement(s) or Letters of Agency that covers the current funding year?	Yes
I	If Yes (Item 6a), please provide a signed and dated copy of the consulting agreement(s) or Letters of Agency.	Salisbury_LOA_2018 rev.pdf (52.87 KB)
II	If No (Item 6a), please explain why.	
7	Do you have any correspondence between your entity and any service providers and/or consultants regarding the competitive bidding process and the application process?	--Yes / No--
a	If Yes, please provide a copy of all correspondence between your entity and any service providers and/or consultants regarding the competitive bidding process and the application process.	Browse...
8	Is there any of the documentation requested above that you are not able to provide for any reason?	No
a	If Yes, you MUST provide a complete explanation for why it is missing.	N/A
9	If you would like to provide any additional information about these issues that have not been addressed above: Use the text box to type information, or upload additional documentation using the "Browse" button.	N/A

+Add Document

Delete Uploaded Files

Save & Close Submit

E-Rate Bid Assessment Worksheet - (Points Based)

Funding Year 2016/2017

Project or Service Description

Evaluation Criteria	Total Points Available*	Points Awarded ** Vendor 1:	Points Awarded ** Vendor 2:	Points Awarded ** Vendor 3:	Points Awarded ** Vendor 4:
Cost of Eligible Products/Services	30				
Prior Experience	20				
Understanding of Needs	20				
Customer Service	15				
Financial Stability	15				
Other (describe)					
Other (describe)					
Total Points	100	0	0	0	0

Vendor Selected:
Approved By:
Title:
Date:

Bid Assessment Comments, if needed:

Notes:

* Points for all Evaluation Criteria must add up to 100.

** Evaluated based upon total points available for each criteria

Salisbury-Rowan COMMUNITY ACTION AGENCY, INC.
1300 W. Bank St. • Salisbury, NC 28144 • Phone: (704) 633-6633 • Fax: (704) 633-7814

William "Pete" Kennedy, Board Chairman
Donna W. Cook, Vice Chair
Suzette Davis, Secretary

Tammy Corpening, Treasurer
Carlos Watson, Parliamentarian
Stanley Wilson, Executive Director

LETTER OF AGENCY

To Whom It May Concern:

The undersigned appoints E Rate Solutions Group Inc. to serve as our agent on all federal E-Rate program ("E-Rate") matters for the Funding Years 2013 through 2018 effective June 1, 2012.

E Rate Solutions Group Inc. shall serve as our agent on all past, present and future applications for all E-Rate eligible services and equipment. E Rate Solutions Group Inc. is authorized to perform all activities set forth in USAC Administrative Procedures for E-Rate, including but not limited to the authority to file and sign, in the name of and on behalf of the undersigned, all required E-Rate applications on our behalf, e.g., Forms 470, 471, 472, 486, and 500, as well as any required appeals, extensions or any other relevant documentation. Please cooperate with E Rate Solutions Group Inc. on all matters related to the documentation and filing of past, present and future E-Rate applications. You may deal directly with E Rate Solutions Group Inc. on all matters pertaining to documentation and filing of past, present and future E-Rate applications, as well as to obtain all billing information and contracts for all telecommunications and internet services associated with the undersigned's account(s).

This authorization shall remain in effect until otherwise notified in writing or expiration of the term as set forth above.

Authorized Customer Signature: Stanley Wilson

Print Name: STANLEY WILSON

Title: EXECUTIVE DIRECTOR

Date: 6-18-13