

COST EFFECTIVENESS REVIEW INFORMATION REQUEST FUNDING YEAR 2008			
BEN#			
To:		From:	
Your Phone Number:		My Phone Number:	
Your Fax Number:		My Fax Number:	
Entity Name:		My E-Mail Address:	
Today's Date:		Total Pages:	6
PLEASE RESPOND BY:	15 days to respond		
Form 471 Application Number(s):			
PLEASE CALL TO CONFIRM THAT THIS DOCUMENT HAS BEEN RECEIVED IN ITS ENTIRETY.			

It is important that we receive all of the information requested within **15** calendar days from the date of this document so that USAC may complete the review of your funding request(s). USAC urges you to carefully review your response before returning it to ensure that you have provided complete responses to all questions. Finally, note that USAC is unable to grant multiple or lengthy extensions to respond to this request for information.

Competitive bidding and vendor selection processes

Who can respond to this request for information?

This document requests information that must be provided by the applicant or by the applicant's authorized representative.

How to respond

Please send your responses to the questions outlined on the following pages to:

Via Fax:	Via Expedited Mail:	Via email:
Reviewer name: PIA Review (973) 599-6513 (fax)	Reviewer name: SLD 100 S. Jefferson Road Whippany, NJ 07981	Name@sl.universalservice.org

Thank you for your assistance as we work to assure the integrity of the Schools and Libraries Universal Service Support Mechanism. It is important that we receive all of the information requested within 15 calendar days. *A checklist of the items requested in this document is included on page 2.* If you have any questions with regard to this request or these worksheets, please contact the reviewer at the phone number or email address listed above.

Cost Effectiveness Review Information Request Checklist

Please complete and return with your responses

Write on the first page of each document that you provide the FRN that each document supports.

Item #	Items to be returned to the E-Rate Reviewer	Document(s) Title & Corresponding FRN	Status								
1	Signed & dated contracts and/or other agreements with service providers related to the Form(s) 471		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A								
2	Request For Proposal (RFP) Please specify: Release date: mo ___/day ___/year ___ Due date: mo ___/day ___/year ___		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A								
3	All bid responses received for all funding requests. If no bids were received for any of the funding requests, please list those funding requests here. It may be helpful to include a chart as indicated below: <table border="1" style="margin-left: 20px; width: 200px;"> <thead> <tr> <th style="text-align: center;">Appl #</th> <th style="text-align: center;">FRN #</th> <th style="text-align: center;">#of bids received</th> <th style="text-align: center;">Vendor selected</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Appl #	FRN #	#of bids received	Vendor selected						<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A
Appl #	FRN #	#of bids received	Vendor selected								
4	Vendor selection process description (created during the bidding process)		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A								
5	Was a consultant used relating to the planning, implementation and support of your E-Rate funding requests? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide a signed and dated Consultant Agreement(s) or Letter of Agency		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A								
6	Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A								
7	Budget Information (page 4) (Approved operating budget or alternative budget documentation for FY 2007) Please check which you have provided: <input type="checkbox"/> Final and Approved budget for 2007-2008 <input type="checkbox"/> Letter and Budget Alternatives		<input type="checkbox"/> Enclosed <input type="checkbox"/> Final and Approved budget for 2007-2008 <input type="checkbox"/> Letter and Budget Alternatives								
8	Cost Effectiveness Review Questions		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A								
9	Cost Effectiveness Review Certification (pg 6) (Include signature, title and dated.)		<input type="checkbox"/> Enclosed								

Cost Effectiveness Review Overview

We are requesting and will be examining information for ALL Form(s) 471, listed on the cover page of this document, that were filed by the billed entity for the 2008-2009 funding year (Funding Year 2008).

This document is a quick tool to guide you with your Special Compliance Review responses.

Special note to Consortium applicants: You have an option to provide us with the information requested below for the overall Consortium, or on a disaggregated basis with information pertaining to each individual entity listed on the Form(s) 471 Block 4 Worksheet C.

Please contact the Cost Effectiveness Review team if you need further assistance in responding to this request on a disaggregated basis or you may refer to www.usac.org for additional information.

Part I: Information Regarding your Competitive Bidding and Vendor Selection Process

For each of the following items we have outlined the requested documentation you will need to supply.

Please provide the information by funding request number (FRN) unless otherwise indicated. 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. If for any reason you do not have any of the documentation requested below, you **MUST provide a complete explanation for why it is missing.**

1) CONTRACTS AND/OR OTHER AGREEMENTS

Signed and dated copies of any and all agreements related to each of the Form 471 funding request(s), including any and all contracts, agreements, Statements of Work, etc. (**NOTE: COPIES OF STATE MASTER CONTRACTS ARE NOT REQUIRED IF YOU HAVE ALREADY SENT A COPY OF YOUR STATE MASTER CONTRACT. TELL YOUR REVIEWER THE TYPE OF DOCUMENT PROVIDED AND FORM 471 NUMBER, OR IF YOUR STATE MASTER CONTRACT IS LOCATED ON A WEBSITE, PLEASE PROVIDE US WITH THE WEBSITE URL.**)

2) REQUESTS FOR PROPOSAL (RFP)

Copies of any and all 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). Be sure to include any and all amendments made to the original RFP. 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.

3) BID RESPONSES

Indicate the number of bids/proposals received for all funding requests and provide complete copies of any and all proposals, bid responses, etc., received in response to the 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.. This information should be provided for all funding requests including tariff, month-to-month and contracted services.

4) VENDOR SELECTION PROCESS

Provide all documentation created during the bidding process that indicated how and why you selected the vendor. Include all bids that you received and any other bid documentation such as attendance sheets, correspondences to and from the bidding vendor and a description of your bid evaluation process. This information should be provided for all funding requests including tariff, month-to-month and contracted services.

5) CONSULTING AGREEMENTS

Please indicate if a consultant was used for the planning, implementation, and support of your E-rate funding request(s) and provide a signed and dated copy of any consulting agreement (s) or Letters of Agency. If a consultant was not used, please indicate as such.

6) CORRESPONDENCE

Provide a copy of all correspondence between your entity and any service providers or consultants regarding the competitive bidding process and the application process.

7) OPERATING BUDGET

- a) You are being asked to document the funds you have available to pay for the discounted charges on eligible services. These are funds for paying your share of telecommunications services, Internet access, or internal connections costs after the discount has been applied.
- b) The FCC intentionally requires applicants to pay for a portion of their services in order to encourage cost-effective practices. For further information on your obligation to pay this amount, please see "Obligation to Pay Non-Discount Portion" in the Reference Section of the SLD website at <http://www.sl.universalservice.org>. Remember that the funds to pay for your share of the E-rate cannot come directly or indirectly from your service provider.
- c) The chart below indicates the total amount of your funding requests in section A and your share in section B.

A. Commitment Amount Requested	
• Telecom	1 \$xxxx
• Internet Access	2 \$xxxx
• Basic Maintenance of Internal Connections	3 \$xxxx
• Internal Connections	4 \$xxxx
Total of Funding Requests (A)	\$xxxx
B. Form 471 Applicant's Share	
• Telecom	5 \$xxxx
• Internet Access	6 \$xxxx
• Basic Maintenance of Internal Connections	7 \$xxxx
• Internal Connections	8 \$xxxx
Total of Applicant Share (B)	\$xxxx

Final, Approved Operating Budget:

Provide an approved 2008-2009 operating or facilities budget, including total revenues and expenses (covering Funding Year 2008: July 1, 2008 – June 30, 2009) that documents your expenditures and ability to pay your share of the purchased products/services. **(YOU MUST INDICATE THE EXPENSE LINE(S) FROM WHICH YOUR E-RATE SHARE WILL BE PAID.)** If you provide a final approved budget, we may verify that budget with independent sources. Please indicate on the budget that it is final and approved.

Alternatives to a Final, Approved Operating Budget:

If a final, approved budget is not available or is still in the approval process, we will accept certain alternative documentation, please go to www.universalservice.org for further details.

If there is any other documentation that would be helpful to us in our review to ensure that you complied with the Commission's rules requiring a fair and open competitive bidding process, please provide that as well.

8.) Cost Effectiveness Review Questions

Review of your below mentioned Form 471 application(s) raises various questions about whether funding requests are cost effective as required by FCC rules. You have submitted application #xxxxxx, for FRN xxxxxxxx for Internal Connections - \$xxxx. In order to determine the cost effectiveness of your request, we are affording you an opportunity to submit further information. A favorable determination requires that we have a full understanding of the specific services to be provided for the amounts requested, and a justification that establishes that the funding requests are cost effective. The information needed to complete this evaluation is as follows:

App xxxxxx - FRN xxxxxxx

- I. Please explain how xxx Cabling Runs are cost effective based on a school of xx students.
 - Please provide the location(s), total number of classrooms with cabling and the number of drops per classroom.
- II. Please provide the make, model and component list for the PBX exchange and cost per component (with Unity voicemail).
 - How was the Installation cost of \$xxxx costs calculated for this part of the FRN? Please provide a list of tasks performed under installation.
- III. Why are xx Catalyst 3560 switches (12 port minimum configuration) with xx ports and xx Catalyst 3750 switches (12 port minimum configuration) with xx ports for a total of xx ports appropriate and cost effective for a school of xx students? How many rooms and buildings do the xx switches and xx wireless access points support?
 - This FRN includes xx Access Points, please provide justification as to the cost effectiveness of these access points for a school of xx students?
 - Please provide vendor documentation for the equipment in this FRN totaling \$xxxx with a cost per equipment piece that is listed.
- IV. You are requesting an amount of \$xxxx for the installation of equipment listed in this FRN, please provide how the cost of installation was derived. Examples of a sufficiently broken down request include the tasks that will be needed as installation under this request and the cost allocated per task. This breakdown should result in the total annual requested amount of \$xxxx.
- V. Please indicate any special circumstances, rationale, or justification that we should be aware of that would validate your funding request as cost effective.
- VI. Please provide a description of how you chose your service provider as a cost effective source for the services requested.

Cost Effectiveness Review Information Request Completion Certification

Complete and return the enclosed Certification to the Schools and Libraries Division (SLD). If the applicant's authorized representative completed the information in this document, please *attach a copy of the letter of agency or other agreement* between the applicant and consultant authorizing them to act on the school or library's behalf. For the purposes of this form, in the Employer's Name field, a consultant should enter the name of his or her consulting firm. Please note that if an authorized representative signs this form, a signer of school or library official is also required in the space provided below.

SECTION 1: AUTHORIZED SIGNER INFORMATION			
Name of Authorized Signer		Title	
Email Address		Telephone Office:	Fax :
Authorized Signer's Employer's Name			
Employer's Street Address		State	Zip Code
SECTION 2: APPLICANT INFORMATION			
Billed Entity Name		Billed Entity Number	
Funding Year 2007 Forms 471 Application Numbers:			
SECTION 3: CERTIFICATION STATEMENTS			
<ul style="list-style-type: none"> ▫ I certify that I prepared the responses in this document on behalf of the above named entity. ▫ I certify that despite any budget deficits, fund-raising effort shortfalls, or other uncertainties we expect to be able to finance this budget. 			
Authorized Signer's Signature		Date	
Authorized School or Library Official's Signature		Date	
Title of Authorized School or Library Official			

The FCC's Fifth Report and Order (FCC 04-190) released on August 13, 2004, sets out document retention requirements for program participants. Failure to comply with these requirements will put your funding at risk.