

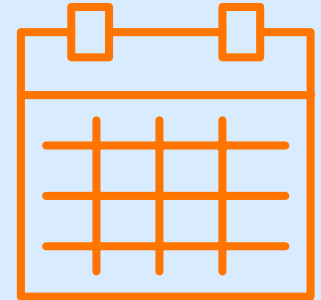
THE COMPETITIVE BIDDING PROCESS

allows applicants to identify and request products and/or services so that potential service providers can review those requests and submit bids for them.



The process consists of five steps:

- 1** Get Ready to File
 - Perform a needs assessment
 - Review your state and local procurement rules
 - Review the [Eligible Services](#) List
- 2** [File and certify an FCC Form 470](#)
 - No service provider who will bid on your 470 can help you file
 - You may or may not wish to file a Request for Proposal (RFP)
 - Note: Special rules apply for [Low Cost, High Speed Access](#) and [Fiber/Self-Provisioned Networks](#)
 - After you certify your FCC Form 470, USAC issues a Receipt Notification Letter (RNL)
- 3** Ensure an [open and fair process](#)
 - Provide any FCC Form 470, RFP and other information/updates in EPC for all potential bidders for at least 28 days
 - Utilize a [Bid Evaluation Matrix](#) with price of eligible services/equipment as the primary factor.
 - Consider all responsive bids
 - The Bid Evaluation Matrix is subject to [document retention](#) rules
 - Abide by the [Gift Rules](#)
- 4** Wait **at least 28 days** before selecting a service provider
 - The Allowable Contract Date (included in your RNL) is 28 days after the FCC Form 470 is **certified**
 - The day you **certify** the FCC Form 470 is day 1. If the FCC Form 470 is certified on the 1st of the month, you may select a service provider **on or after** the 29th of the month
 - If you later **change the information** needed to respond to the bid, you must restart the 28 days
 - If you issue an RFP on a later date, you must restart the 28 days
 - * State or Local procurement rules may require a longer waiting period
- 5** [Select a service provider](#)
 - Prior to certifying the FCC Form 471 and after your allowable contract date
 - Ensure that price is the primary factor in your selection
 - Enter into a legally binding agreement
 - If there is a signed contract, upload it to EPC



Be sure to [retain all necessary documentation related to your competitive bidding process for ten years after the last day you receive services.](#)

For more information, visit us at the [Competitive Bidding webpage](#). If you have any questions, [contact us](#).



Universal Service Administrative Co.