

## TEBC Website Roadmap

Use this document to help you navigate the website to find the documents necessary for conducting your Mini-Bids.

<https://www.tn.gov/education/district-technology/erate.html>

### Tennessee Education Broadband Consortium

- > Current Contracts 2021 & Beyond
- > Previous Contracts Prior to 2021

Use the **“Current Contracts 2021 & Beyond”** accordion to find all of the relevant documents.

There are 5 areas where the documents will be found. The page number(s) where the documents are described are listed below.

- > Guidance Page 2
- > Mini-Bid Process and Templates Pages 3-6
- > SMC Order Form Page 7
- > Contracts Pages 8-9
- > Catalogs Page 10

- > **Guidance**
- > Mini-Bid Process and Templates
- > SMC Order Form
- > Contracts
- > Catalogs

Selecting the **“Guidance”** accordion will provide general guidance, documents, and instructions for conducting your Mini-Bids and filing your Form 471 application(s).

### **Contract Cheat Sheet**

This is a listing of all of the contract records that have been uploaded into EPC for your use in developing your various funding requests on your associated Form 471 application(s). This information will allow you to easily create your funding requests with the correct information associated with your selected service provider.

### **TEBC Form 471 Contract-FRN Filing Guide**

This document details step by step instructions on HOW to file your various funding requests relative to the contract records that have been uploaded into EPC.

### **TEBC Vendor Listing by Product Category**

This document summarizes all of the service providers’ product and service offerings by category in accordance with the Eligible Services List and provides contact information for each to use when conducting your Mini-Bids. The broad categories are C1 Broadband and items such as Switches, Access Points, Cabling, etc.

### **Using the TN Education Broadband Consortium Contract(s) and Conducting a Mini-Bid**

This is a Power Point presentation describing each step in the Mini-Bid process for both Category 1 and Category 2.

- > Guidance
- > **Mini-Bid Process and Templates**
- > SMC Order Form
- > Contracts
- > Catalogs

Selecting the **“Mini-Bid Process and Templates”** accordion will provide access to all of the documents necessary to conduct your Mini-Bids.

### **Email Notification to Winning Vendor**

This template document should be updated and used at the end of your Mini-Bid process to notify your winning vendor that they won.

### **C1 IA-Transport Mini-Bid**

Use this Mini-Bid template for Broadband Internet Access and/or Wide Area Network transport circuits (ingress and egress).

### **C2 BMIC Mini-Bid**

Use this Mini-Bid template if you are seeking Basic Maintenance of Internal Connections on *EXISTING* equipment.

#### **Basic Maintenance of Eligible Broadband Internal Connections**

*E-Rate support is available for basic maintenance and technical support appropriate to maintain*

*reliable operation when provided for eligible broadband internal connections.*

*The following basic maintenance services are eligible:*

- *Repair and upkeep of eligible hardware*
- *Wire and cable maintenance*
- *Configuration changes*
- *Basic technical support including online and telephone-based technical support*
- *Software upgrades and patches including bug fixes and security patches*

#### **Eligibility limitations for basic maintenance**

*Basic maintenance is eligible for support only if it is a component of a maintenance agreement or contract for eligible broadband internal connections.*

*The agreement or contract must specifically identify the eligible internal connections covered, including product name, model number, and location. Support for basic maintenance will be paid for the actual work performed under the agreement or contract. Support for bug fixes, security patches, and technical support is not subject to this limitation.*

*Basic maintenance does not include:*

- Services that maintain ineligible equipment*
- Upfront estimates that cover the full cost of every piece of eligible equipment*
- Services that enhance the utility of equipment beyond the transport of information, or diagnostic services in excess of those necessary to maintain the equipment's ability to transport information*
- Network management services, including 24-hour network monitoring*
- On-site technical support (i.e., contractor duty station at the applicant site), unless applicants*

*present sufficient evidence of cost-effectiveness*

- Unbundled warranties*

## **C2 Internal Connections Mini-Bid**

Use this Mini-Bid template if you are seeking Internal Connections products and/or services, including installation of such products.

### **Eligible Broadband Internal Connections**

- Antennas, connectors, and related components used for internal broadband connections*
- Cabling*
- Caching*
- Firewall services and firewall components separate from basic firewall protection provided as a standard component of a vendor's Internet access service*
- Racks*
- Routers*
- Switches*
- Uninterruptible Power Supply (UPS)/Battery Backup*
- Access points used in a local area network (LAN) or wireless local area network (WLAN) environment (such as wireless access points)*
- Wireless controller systems*
- Software supporting the components on this list used to distribute high-speed broadband throughout school buildings and libraries (applicants should request software in the same category as the associated service being obtained or installed)*

*Notes:*

*(1) Functionalities listed above that can be virtualized in the cloud, and equipment that combines eligible functionalities, like routing and switching, are also eligible.*

*(2) A manufacturer’s multi-year warranty for a period up to three years that is provided as an integral part of an eligible component, without a separately identifiable cost, may be included in the cost of the component.*

*(3) Caching is defined as a method that stores recently accessed information. Caching stores information locally so that the information is accessible more quickly than if transmitted across a network from a distance. A caching service or equipment that provides caching, including servers necessary for the provision of caching, is eligible for funding.*

## **C2 MIBS Mini-Bid**

Use this Mini-Bid template for requesting Managed Internal Broadband Services.

NOTE: This is different than Basic Maintenance of Internal Connections.

### **Eligible Managed Internal Broadband Services**

- *Services provided by a third party for the operation, management, and monitoring of eligible broadband internal connections are eligible managed internal broadband services (e.g., managed Wi-Fi).*
- *E-Rate support is limited to eligible expenses or portions of expenses that directly support and are necessary for the broadband connectivity within schools and libraries. Eligible expenses include the management and operation of the LAN/WLAN, including installation, activation, and initial configuration of eligible components and on-site training on the use of eligible equipment.*
- *In some eligible managed internal broadband services models, the third-party manager owns and installs the equipment and school and library applicants lease the equipment as part of the managed services contract. In other cases, the school or library may own the equipment, but have a third party manage the equipment for it.*

## **Mini-Bid Assessment Worksheet**

Use one of the two tabs in this workbook to evaluate your Mini-Bid responses. There is a tab for Category One and a tab for Category Two. These worksheets are pre-populated with the appropriate Form 470 number, etc. Please complete the other sections of the worksheets with more details regarding your process, as necessary.

You can use the criteria and scoring weights present in the template documents or, you can change them to suit your needs however, price of the eligible goods and services must always be the single most heavily weighted factor in any multi-factor evaluation process.

## **Mini-Bid Cover E-mail to Vendors**

Update and use this template document to announce your Mini-Bid. There are several areas of the document that require your specific information such as a brief description of your request, contact name and email and most importantly, a DUE DATE for your Mini-Bid responses.

Send this document (or copy it into your announcement email) along with the appropriate Mini-Bid template or templates as described above to all vendors able to sell the products and/or services you are requesting.

> **Sample Files**

This accordion contains sample documents that you can use to ‘practice’ evaluating multiple responses for both Category One and Category Two products and services.

- > Guidance
- > Mini-Bid Process and Templates
- > **SMC Order Form**
- > Contracts
- > Catalogs

Use the **“SMC Order Form”** accordion to access the State Master Contract Order Form that will complete your Mini-Bid process.

### **Tennessee Education Broadband Consortium SMC Order Form**

Update and use this Order Form to memorialize the details of your Mini-Bid process results. This is a LOCAL document that you will keep for your records that simply commemorates the decision between you and your vendor(s) to purchase from the appropriate State Master Contract. It should be signed and dated by both you and your service provider.

The State Master Contract Number can be found on the “Contract Cheat Sheet” as described above or, by using the “Contracts” accordion described below.

***REMEMBER: You are purchasing from a State Master Contract. Your vendor should not provide you any other contract documents for you to sign as they are selling to you under the terms and conditions of the State Master Contract they were awarded.***

- > Guidance
- > Mini-Bid Process and Templates
- > SMC Order Form
- > **Contracts**
- > Catalogs

Use the **“Contracts”** accordion to access all of the contracts awarded to the various vendors.

### **Contract Cheat Sheet**

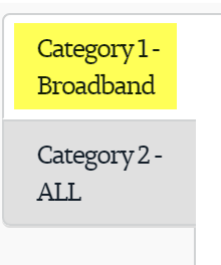
*This is a duplicate of the Contract Cheat Sheet that is also available under the “Guidance” accordion.*

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### **TEBC Form 471 Contract-FRN Filing Guide**

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This document details step by step instructions on HOW to file your various funding requests relative to the contract records that have been uploaded into EPC.



The Category 1- Broadband tab of this section has the contracts for the 3 different vendors who can provide Category 1 Broadband Internet Access and/or Wide Area Network transport circuits.



Category 1 -  
Broadband

Category 2  
- ALL

The Category 2 – ALL tab of this section has the contracts for the up to 29 different vendors who can provide some or all of the Category 2 products and/or services including Basic Maintenance of Internal Connections, Internal Connections, or Managed Internal Broadband Services as described in earlier sections.

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[68877 AT&T](#)

[68881 Education Networks of America](#)

[68879 Granite Telecommunications](#)

Each vendor's CONTRACT NUMBER is indicated in each section by the 5 digits preceding their name.

- > Guidance

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- > Mini-Bid Process and Templates

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- > SMC Order Form

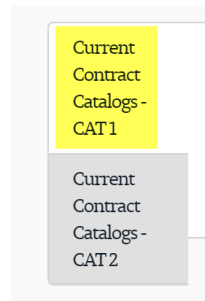
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- > Contracts

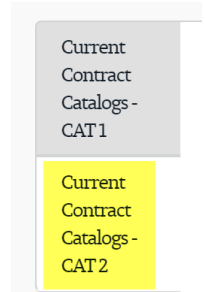
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- > Catalogs

Use the **“Catalogs”** accordion to access each vendor’s detailed products offerings including manufacturers and ceiling pricing.



The Current Contract Catalogs – CAT 1 tab contains a detailed listing of product and service offerings for the 3 vendors who were awarded Category 1 State Master Contracts. You can use the detailed information to validate that the service provider is not charging more than the ceiling price detailed in their catalog in their response to your Mini-Bid request.



The Current Contract Catalogs – CAT 2 tab contains a detailed listing of product and service offerings for the 29 vendors who were awarded Category 2 State Master Contracts. You can use the detailed information to validate that the service provider is not charging more than the ceiling price detailed in their catalog in their response to your Mini-Bid request.