

Virginia Mini-Bid Quick Guide



Division/LEA Preforms E-Rate Steps:



- E-Rate Administrative Window Step
- E-Rate Competitive Bidding Step
- All work for mini-bid will need to wrap by about mid-March

VITA Procures E-Rate SMC:



- VITA files FCC 470 for C1 and C2
- VITA signs contracts with Suppliers
- VITA posts signed E-Rate SMC on VITA site

Division/LEA Requests Mini-Bid Proposals:



- Check what is available on VITA E-Rate SMC
- Render mini-bid letter and list attachment
- E-mail mini-bid letter and attachment to **all** on the Contact List
- Wait for your deadline (2-4 weeks) while answering questions

Division/LEA Evaluate Mini-Bid Proposals:

- Assemble your evaluation team
- Evaluate proposals with the most weight on price of eligible products and services after your deadline has passed

Division/LEA Continue E-Rate Steps:



- File FCC 471 with the SPIN and VITA FCC 470 number associated with the VITA SMC of the winning bid by end of filing window (usually mid-March)
- Continue with all other E-Rate steps
- Ensure P.O.s have winning VITA SMC number

VITA already signed E-Rate SMC and as such does not require school division/LEA to sign anything other than PO pursuant to an E-Rate mini-bid referencing a VITA SMC number.