Instructions for C2 Bidders

1. Make sure you separate out your bid/scope of work by **each individual school** (including all costs, such as install costs and taxes and fees). **If you provide a bid that doesn't break down the costs by each school your bid will be disqualified**. Each individual school now has its own C2 budget, and we have to track those budgets by school. Your bid must identify the entire scope of work and costs to be provided at each school. Equipment that is listed on the IFCB as shared equipment (shared between schools) should be bid out separately, as that equipment will draw down from the budgets of the listed shared schools.

2. The total of all listed eligible and ineligible charges must be the total amount of your proposed bid.

3. Vendors are required to complete the basic Category Two cover page. Vendors that do not complete this cover page will have their bids disqualified.

4. Combine your bid documents into one folder before you upload it (.zip files are accepted). If, at a later time you realize you need to upload another document you may do so (hit your refresh button when you are viewing the correct IFCB) but we would prefer that you upload all bidding documents in one file.

5. Winning C2 bidders will be required to complete the Item 21 templates within one week of notification of bid award.

6. If you have questions about an IFCB, please ask those questions via one "submit a question" submission. We understand that additional questions may come up at a later date, but please make sure if you have multiple questions for a single IFCB that you send all of them in one "submit a question" submission.

7. E-rate rules require a fair and open competitive bidding process. We are trying to make sure that all vendors are working from the same information, which is why we require all questions and answers to be posted on the IFCB. Unless there are scheduled walkthroughs, please do not contact the applicant directly with questions that you may have – those questions should be submitted via the "submit a question" button.