



## Instructions for C2 Bidders

1. Vendors are required to complete the basic Category Two cover page. Vendors that do not complete this cover page will have their bids disqualified.
2. The total of all listed eligible and ineligible charges must be the total amount of your proposed bid. Please visit the USAC website here if you have any questions about eligible vs. ineligible charges - <https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-overview/>. The information provided under the eligible or ineligible costs must be a dollar amount, not a percentage or other figures. **Vendors that fail to list an exact dollar amount will have their bid disqualified.**
3. If additional items such as taxes, installation, lift rental, travel costs “may apply” to your project cost they must be included in your total project costs on the C2 Cover page.
4. If multiple projects are listed, the total amount for each project must be the total amount for you to complete each of these projects. Each project should have its own separate costs for additional items such as travel, taxes, lift rental, etc., when requested. Do not list a single lump sum for these additional items – they must be project specific. Vendors that intend to bid for some (or all) of the individual projects must identify a cost for the applicant to evaluate for each project. **Vendors that do not identify a cost for each project they are bidding will have their bid(s) disqualified.**
5. 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.
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.