



## Instructions for Submitting C2 Bids

1. We would prefer that your bid submissions are combined into one zip folder and then uploaded as one submission.
2. If this is a C2 project, then templates are required and they are required for each individual school. If you submit bids and combine schools onto one template, your bid will be disqualified. Each school now has its own budget and needs to be tracked that way.
3. Please name each template with the name of the school and the project name (if there are multiple projects). Example would be: “Smith Elementary School Cabling Project.”
4. If there is shared equipment (equipment that is used by multiple schools) that equipment will be identified as “shared equipment” on the IFCB and, if identified as shared, will require its own separate template.
5. If there are separate projects (Project A – switches; Project B – WAPs) do not combine projects onto one template.
6. Make sure you extend your line-item costs! If you are bidding on Internal Connections purchases and you have 6 eligible items at \$1,000 each on one line item the “One Time Eligible Costs” total should be \$6,000. This means that we should be able to add up the totals of all of the line items on the templates and get to the total amount of the project.
7. Please submit your bid as you normally would (word, excel, PDF) in addition to the required templates. This helps us verify that the totals listed on the templates match the total amount of the project.

### **EXAMPLES:**

- Two projects (Project A – switches; Project B – WAPs) at one school would mean **two** templates.
- Two projects (Project A – switches; Project B – WAPs) at each of three schools would mean **six** templates.