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USAC Sample Evaluation Grid from its annual applicant trainings

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of the ELIGIBLE goods and services	30	15	30	25
Prior experience w/ vendor	20	20	0	20
Prices for ineligible services, products & Fees	25	20	15	25
Flexible Invoicing: Discount or Reimbursement	15	0	15	15
Environmental objectives	5	5	3	2
Local or in state vendor	5	5	5	5
Total	100	65	68	92

Possible Criteria to Use in addition to the "Price of ELIGIBLE Goods and Services"
USAC Suggested Criteria

Experience
 Availability
 Minority Business Status
 Local or In State Preference
 Price of Ineligible fees, services, or goods
 Project Management Expertise
 Management Capability
 Personnel Qualifications/Certifications held
 Prior Experience with Vendor
 Environmental Objectives
 Flexible Invoicing: Discount or Reimbursement
 Financial Stability
 Experience providing goods and services (Provide contact information for successful educational projects)

Tier I Provider

Digital Transmission Services

Physical Transport Medium (landline vs wireless)

Cellular Services

Reliability of service
 Signal coverage
 Suitability of compatible end-user equipment

Hardware

Reference Check
 Quality of the technical solution
 Compatibility of solution to installed base
 Product's Current Life Cycle Position
 Accessibility of Support

Contract Terms

Contract Term is no longer than 36 months

Contract is coterminus with the e-Rate year

Bid Evaluation Matrix (Points Based) SAMPLE

There have been many requests for USAC to provide guidance with respect to what information should be included as you conduct your bidding process. Below is an example of information that may be helpful. In addition, retaining this type of information will be very helpful if USAC requests this information in the future. This example is not mandatory or intended to serve any other purpose than to respond to requests for guidance.

In this example, each factor is worth the same number of points as the weighting percentage. Vendors are rated on how well they met each factor. The entries for all factors are then totaled for each vendor. The winning bidder is the one with the highest number of total points. The cost of the eligible products and services must be weighted most heavily.

Number	Factors	Total Points Available	Vendor 1 143xxxxxx ABC Inc.	Vendor 2 143xxxxxx DEF Inc.	Vendor 3 143xxxxxx GHI Inc.	Vendor 4 143xxxxxx JKL Inc.
1	1 Cost of Eligible Products and Services	40*	38	25	38	0
2	2 Experience	20	18	17	20	0
3	3 Availability	10	10	8	7	0
4	4 Minority Business Status	10	6	9	9	0
5	5 In State Preference	10	3	7	10	
6	6 Cost of Ineligible Products	5	4	1	5	
7	7 Project Management Expertise	5	2	1	5	
Total Points		100	81	68	94	0

*This number must be higher than all of the other numbers in this column.

Winning Bidder:

Vendor 3 (GHI, Inc.) is the winning bidder because it has the highest total points.

Disqualified Bidders:

JKL Inc.

All interested bidders received two weeks' notice of a required pre-bid conference.

JKL Inc. did not attend this conference and did not provide a reason for its absence.