



**Official Policy
of
Ogden Preparatory Academy**

3. Fiscal Management

3.04 E-Rate Procurement Policy

Effective/Revision Date: 09/11/2013

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In selecting service providers for all eligible goods and/or services for which Universal Service Fund (E-Rate) support will be requested, Ogden Preparatory Academy (the School) shall:

Make a request for competitive bids for all eligible goods and/or services for which E-Rate support will be requested and comply with all applicable state procurement processes.

Wait at least twenty-eight (28) days after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.

Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.

Maintain control over the competitive bidding process; shall not surrender control of the process to a service provider who is participating in the bidding process; and shall not include service provider contact information on the FCC Forms 470.

If a situation is not addressed by this policy, the School will follow 47 C.F.R., section 54.503.

Document History

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Legal References