E-RATE PROCUREMENT, GIFT AND RETENTION POLICY

E-rate Procurement
In selecting service providers for all eligible goods and/or services for which Universal Service Fund ("E-Rate") support will be requested, the Stillwater Public Library shall:

Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.

Wait at least four weeks after the posting date of the Federal Communications Commission (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.

Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC Forms 470.

E-rate Gift
The Stillwater Public Library will comply with the gift rules outlined in the Federal Communications Commission (FCC) 6th Report and Order (6R&O)

In the 6th Report & Order (6R&O), the FCC addressed the receipt of gifts by applicants from service providers and potential service providers under the E-Rate program. To ensure applicants conduct a fair and open competitive bidding process, the FCC adopted gift rules applicable to federal agencies which permit only de minimis gifts. The rules are not intended to discourage charitable giving.

E-Rate applicants are prohibited from soliciting or accepting any gift or other thing of value from a service provider participating in or seeking to participate in the E-Rate program. It is a violation for any service provider to offer or provide any gift or other thing of value to those personnel of eligible entities involved with the E-Rate program.

The restriction on gifts is always applicable, and is not in effect or triggered only during the time period when the competitive bidding process is taking place.

E-rate Retention
The Stillwater Public Library will retain all E-Rate records for a period of ten years after the last date of service in accordance with the Federal Communications Commission 5th Report and Order (Para. 47, FCC 04-190, Adopted August 4, 2004).

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Approved: August 26, 2014