C2 Mini-bid Checklist

September – End of November

* Determine schools
* Determine budget (Current Year Multiplier X ADM) - You can use current ADM for planning. We will send you a file in mid-December with the exact numbers you are to use when filing.
* Determine list of hardware needed per school
* Put together spreadsheet of items/costs using cost sheets from Mike Ramsey (try to stay within budget)
	+ All information needed found on our website under Category 2

December – January/February (Early March if you must)

* Complete Google Form from Mike Ramsey for C2 plans/budgets for funding year
* Compare your list of equipment needs against vendor’s prices from our lists of vendors on state contracts.
* Complete Mini-bid to select vendor
	+ Price must be given highest weight
* Complete Letter of Intent
	+ Request Quote and Item 21 from Vendor
* File 471