

Instructions for Quote Requests - 2020 NCDPI Category 2

- 1) From the Award Information spreadsheet, "By Product Type" tab, copy and paste the email address of ALL vendors who could possibly offer the gear you desire (ex: access points, switches, etc) into an email.
- 2) USE TEXT BELOW for the body of the message. Provide vendors with the equipment specs and they will be able to determine if they offer "equivalent" items. Vendors have been instructed to respond with "No Bid" if they can't or won't be quoting for you. **Vendors have 3 days to reply.**

COPY AND PASTE THE FOLLOWING TEXT INTO YOUR EMAIL.

(You will send one for each type of equipment you intend to purchase. Keep a copy of all emails sent and responses received.)

EMAIL TEXT:

Date: (Insert Current Date)

(School/School District XXX) is requesting a quote under the NCDPI E-rate Category 2 State Master Contracts (40-RQ22294323) for the XXX (below or attached) E-rate eligible goods and services.

Our current network infrastructure is (insert a brief description of hardware brands in current use).

Please submit a quote or NO BID notice to (Insert name, email) within three days of receipt of this email.

List of equipment (or attach spreadsheet*):

ITEM	BRAND or Equivalent	QUANTITY	SCHOOL**	SCHOOL BEN**
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Sincerely,

XXX

*Your spreadsheet MUST have item, brand/equivalent, quantity, school name, school BEN

**For school districts, make sure you list each school and BEN where equipment will be installed.