

Upper Peninsula Region of Library Cooperation, Inc.

**E-Rate Policies**

**Authorization for E-Rate, FY 2021/2022** (annual adoption)

The Board of Directors of the Upper Peninsula Region of Library Cooperation designates its Board Member, Pamela Malmsten, as Purchasing Agent for the Upper Peninsula Region of Library Cooperation; as its Authorized Representative for all federal programs, including, but not limited to, E-Rate; and as its Designated Custodian for all federal programs, including, but not limited to, E-Rate.

**E-Rate Record Retention Policy**

All E-Rate records shall be retained for **the period required by the FCC** in accordance with FCC **current rules**.

**E-Rate Gift Policy**

The Upper Peninsula Region of Library Cooperation board, employees, and any E-Rate consultants shall follow the gift rules outlined in the FCC's 6<sup>th</sup> Report and Order.

This restriction on acceptance of any gift or other thing of value from a service provider participating in the E-Rate program is always in effect. The restriction is not triggered only during the period when a competitive bid is in process.

**E-Rate Procurement Policy**

In selecting service providers for all eligible services and/or goods for which E-Rate support will be requested, the Upper Peninsula Region of Library Cooperation Administration shall:

Request competitive bids for all such eligible services and/or goods and comply with the following local procurement process:

## BIDS FOR GOODS OR SERVICES

### Value \$15,000 or more:

The UPRLC Treasurer's Office will solicit competitive bids and submit the bids with a recommendation to the UPRLC Board's Contract Review Committee for final approval of vendor selection. Two officers will sign contracts valued at over \$15,000.

Reaffirmed by UPRLC governing board on 12 November 2009.

The Administration shall wait at least four weeks after the posting date of the competitive bid before making commitments with selected service providers.

The Administration shall consider all complete bids that meet required specifications and select the most cost-effective service offered, with price being the primary factor considered.

The Administration shall keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process.

### **Children's Internet Protection Act (CIPA) Compliance**

The Board of Directors of the Upper Peninsula Region of Library Cooperation reaffirms its CIPA and Internet Safety Policy adopted at its public Annual Meeting on September 25, 2008 and affirmed by the UPRLC Board of Directors on November 12, 2009.

The E-Rate Record Retention policy shall apply to invoices proving purchase of Internet filtering software.