

## E-RATE RECORD RETENTION AND PROCUREMENT

### Retention

It is the policy of Ringwood Schools to retain E-Rate records for a period of ten years after the last date of service in accordance with FCC E-Rate Modernization Order (Para. 262, FCC 14-99, Adopted July 11, 2014).

### Procurement

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

1. Make a request for competitive bids for all eligible goods and/or service 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.
2. Wait at least four weeks after the posting date of the FCC Form 470 on USAC Schools and Libraries website before making commitments with the selected service providers.
3. Consider all bids submitted and select the most cost-effective service offering, with price being a primary factor considered.
4. 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.

### Gifts

The school district will adhere to gift rules under the E-rate program consistent with the gift rules applicable to federal agencies, which permit only certain *de minimis* gifts. Generally, the federal rules prohibit a federal employee from directly or indirectly soliciting or accepting a gift (*i.e.*, anything of value) from someone who does business with his or her agency or accepting a gift given as a result of the employee's official position. The federal rules do, however, permit two categories of circumscribed *de minimis* gifts: (1) modest refreshments that are not offered as part of meal (*e.g.*, coffee and donuts provided at a meeting) and items with little intrinsic value intended for presentation (*e.g.*, certificates and plaques); and (2) items that are worth \$20 or less (*e.g.*, pencils, pens, hats, t-shirts, and other items worth less than \$20, including meals), as long as those items do not exceed \$50 per employee from any one source per calendar year

In determining the amount of gifts from any one source, the FCC will consider the aggregate value of all gifts from any employees, officers, representatives, agents, independent contractors, or directors of the service providers in a given funding year. The restriction on gifts is always applicable, and is not in effect or triggered only during the time period that competitive bidding process is taking place. 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. An exception for gifts to family and personal friends when those gifts are made using personal funds of the donor (without reimbursement from an employer) and are not related to a business transaction or business relationship.