

Selective Review Response Checklist

1. Copies of signed and dated contracts relating to the Form(s) 471 for all contracted services
2. Copies of all Requests For Proposals (RFP), etc., if any
3. Copies of all bid responses that were received for all funding requests; if there were no responses, show that.
4. Complete documentation regarding the process used for selecting your vendor/service provider(s).
5. Copies of any consulting agreements.
6. Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process.
7. Technology plan
8. Letter of agency or agreement, if consultant is completing
9. SRIR Response
 - a. Page 1:
 - i. Check amounts in items I-A and I-B; should agree with 471.
 - ii. Fill out I-C, if you plan to purchase services or equipment which are eligible for E-Rate, but for which you are not applying for funding.
 - iii. Section II: give numbers of computers in funding year being reviewed and previous funding year. II-D should include only hardware not eligible for E-Rate.
 - iv. Section III: Assessment of hours of staff development hours and cost.
 - v. Section IV: Cost of ineligible software necessary to make use of E-Rate requests.
 - vi. Section V: Cost of retrofitting buildings necessary to make use of E-Rate requests.
 - vii. Section VI: Cost of ineligible maintenance necessary to make use of E-Rate requests. Included maintenance of ineligible equipment needed to use eligible equipment (PCs, phone sets, TVs, etc.) and salaries of staff involved in maintenance of eligible equipment.
 - viii. Technology Implementation Level: See the Worksheet on the previous page for description of levels.
 - b. Page 2: “Resource Plans and Investments” narrative
 - c. Page 3: “E-Rate Implementation” narrative
 - d. Page 4: Certification page