



BDCP Required Documentation Category 1

The below documents are what is required from the District by PSFA to ensure the award of PSCOC funding from E-rate eligible projects.

- RFP & RFP Addendum(s)** – All requests for proposals and any addendums.
- Evaluation Committee** – District shall send evaluation committee members names and their numbers and scores for the technical and cost rubric.
- Application Letter** - Official Signed/Returned Document – Request for the NM PSCOC to allocate the necessary funds from the Governor’s Broadband Deficiencies Correction Program
- PSCOC Award Letter** - Official Signed/Returned Document – Notification of the allocation of the requested funds from the Governor’s Broadband Deficiencies Correction Program
- Procurement Process Statement of Compliance** – Official Signed/Returned Document – Document ensuring NM State procurement compliance.
- FCC Form 471** – Copy of Submission - Description of Services Ordered and Certification Form
- FCC Form 486** - Copy of Receipt from USAC - Receipt of Service Confirmation Form
- MOU** – Official Signed/Returned Document – Memorandum of Understanding defines the scope of specific projects and delivery methodology for completing a public school capital outlay project as defined in the School District Master Joint Powers Agreement.
- Signed Contract and/or Proposal Agreement** – Copy of Official Signed Document – Contract between District and Vendor(s) **along with a campaign contribution form.**
- FCC FCDL** – Copy of Receipt from USAC - Funding Commitment Decisions Letters
- FCC Form 500** - Copy of Submission - Adjust funding commitments and/or modify the dates for receipt of services, if used.
- PO** – Copy of Submission – Purchase Order submitted to service providers.
- INVOICE** – Copy of Submission – Invoices received from Service Provider(s).
- PROOF OF PAYMENT** – copy of cancelled check payment to provider or reports from the district financial system.
- Closeout Form** - Official Signed/Returned Document – Form closing out project