FY2021 FCC Form 470 and Competitive Bidding

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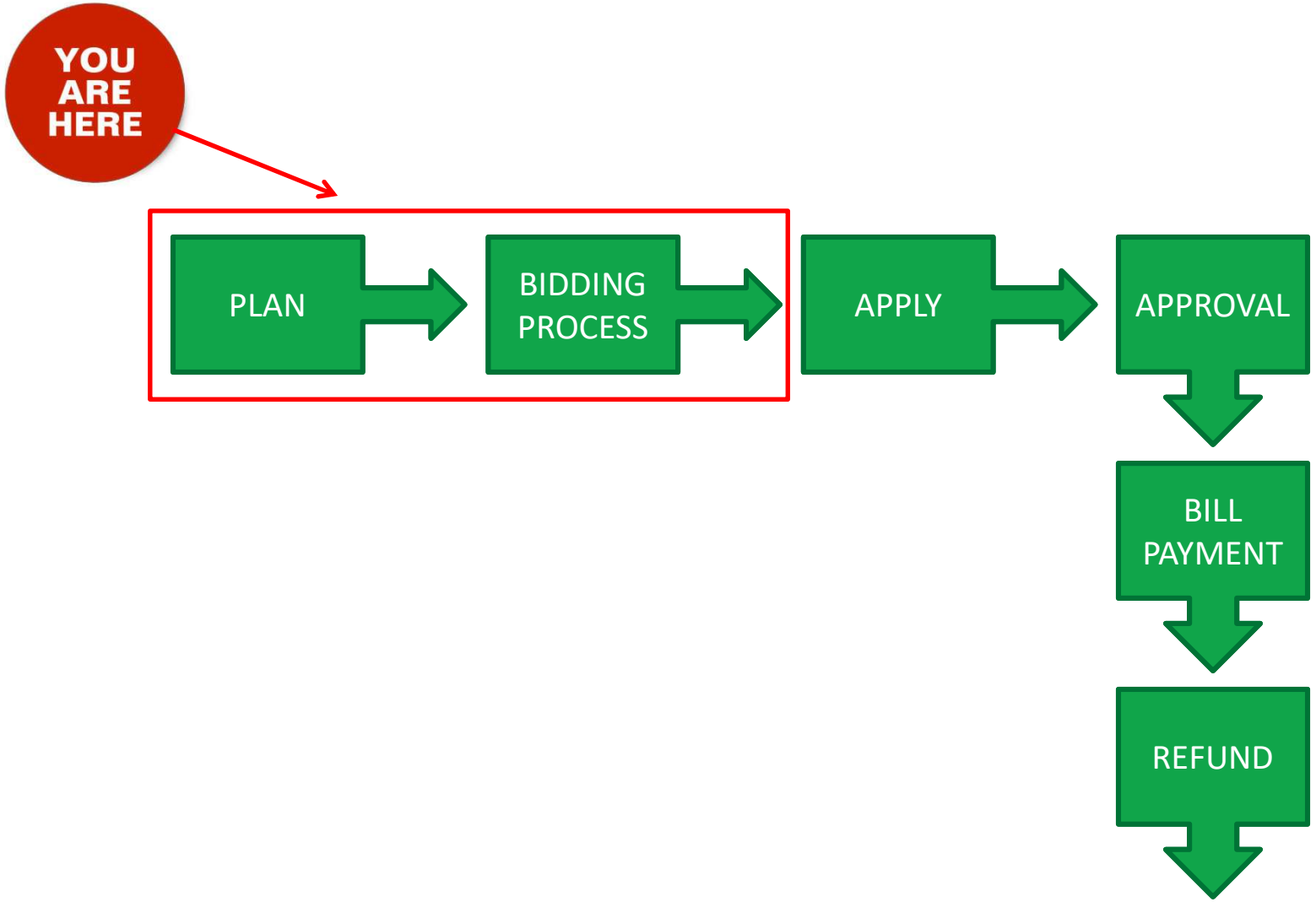
Where does the Form 470 fall in the E-Rate process?


YOU ARE HERE
PLAN
BIDDING PROCESS
APPLY
APPROVAL
BILL PAYMENT
REFUND

Making a Plan

Question 1: What do I need?

First consider what services are needed and which of those services might be eligible for E-Rate funding.

Use the Eligible Services List for the Funding Year for which you wish to receive E-Rate.

What is eligible?

There are four requirements for eligibility:

1. Must be an eligible product or service
2. Must be used by an eligible entity
3. Must be used at an eligible location
4. Must be used for an eligible purpose

Question 2: What can I afford?

1. Get estimates from service providers on the cost of what you think you would need. You are not selecting a provider at this point; you are simply assessing the potential costs.
2. Examine your budget to see if you can afford what you need. You should always consider the entire cost (pre E-Rate discount) in your budget. If you can't afford the full cost, revisit your needs.
3. Determine your E-Rate discount rate.
4. If you are applying for Category Two products and services, calculate your Category Two budget.

Question 3: What can I do?

Although a technology plan is not required specifically for E-Rate, your planned E-Rate supported products and services should align with your required Maine state technology plan.

Develop a plan that supports what you want and need to do, and what you can afford to do.

What's next?

Once you have determined the products and services for which you want to receive E-Rate funding, you are ready to file an FCC Form 470 and run an open and fair competitive bidding process.

The Basics

What is the FCC Form 470?

A request for products and/or services that opens a competitive bidding process

- Identifies and describes desired categories of service and the function of the services
- Describes the scope of your needs
- Notifies potential bidders of the types and quantities of services that you need

If a product or a service is not listed on a Form 470, you cannot request funding for it on a Form 471.

Do I need to file a Form 470?

- If you are a member of MSLN, Networkmaine files on your behalf for Internet and/or transport services. If you wish to obtain E-Rate funding for any other E-Rate eligible products or services, you must file your own separate Form 470 for those products or services.
- If you are not a member of MSLN and you wish to obtain E-Rate funding for any eligible products or services, you must file a Form 470 for those products or services.

Do I need to file a Form 470?

You cannot receive E-Rate funding without first posting a Form 470.

Yes in the following situations:

- Month to Month or Tariffed Services:
  - If you are applying for MTM or tarrifed services, you must file a new Form 470 every year.
- Contracted Services
  - If you have an expiring contract, you must file a new Form 470.
  - If you want or need to sign a new contract, you must file a new Form 470.
- Products
  - If you want to purchase products or equipment, you must file a Form 470.

No in the following situation:

- If you have an existing multi-year contract in place as a result of a competitive bidding process that includes ALL of the application funding year AND you already filed a Form 470 in a previous year "establishing" this contract, it is not necessary to post a new Form 470 until a new contract is required.

Words of Caution:

Even if you did not need to file a Form 470 for the upcoming Funding Year, you still must file a Form 471 during the Form 471 application filing window in order to receive any E-Rate funding.

Who can complete the Form 470?

- No one other than the applicant or an authorized representative of the applicant should either prepare or certify the FCC Form 470.
- The form cannot be completed or certified by a service provider or feature a service provider as the contact person.
- The form cannot be certified by a consultant, but a consultant can prepare the form for you.

How do I file a Form 470?

1. The applicant submits a completed FCC Form 470 from their EPC portal account
    - If you have any additional information to provide beyond that which is included on the actual Form 470, then you must also post an RFP to EPC (even if this is just a single page information sheet rather than a traditional Request for Proposals)
2. USAC posts the form, opening a competitive bidding process to service providers
3. After the form is posted, USAC issues a FCC Form 470 Receipt Notification to the EPC portal account
    - The notification features much of the information featured on the form and provides a means to correct certain errors
    - Check the notification for the “allowable contract date”… this is the earliest date you may file an FCC Form 471

When can I file a Form 470?

You can file the Form 470 for any given funding year as soon as it is released.

Words of Caution: *File as early as possible. Be sure to allow enough time to file the Form 470, wait 28 days, evaluate and compare bid responses, select a service provider, review potential contracts, get all resulting contracts signed, and file a Form 471 all before the Form 471 filing window closes.*

FY2021 Form 470 Deadline:
February 25, 2021
(28 days before the end of the Form 471 Filing Window)

Where do I file a Form 470?

You must file the Form 470 by accessing the account in the EPC Portal for the Billed Entity that will negotiate with potential service providers for eligible products and services.

How many separate forms do I file?

Your choice!

- You may file one Form 470

OR

- You may file a separate Form 470 for each category of service

Recommendation: *Put Category 1 and Category 2 requests on separate forms.*

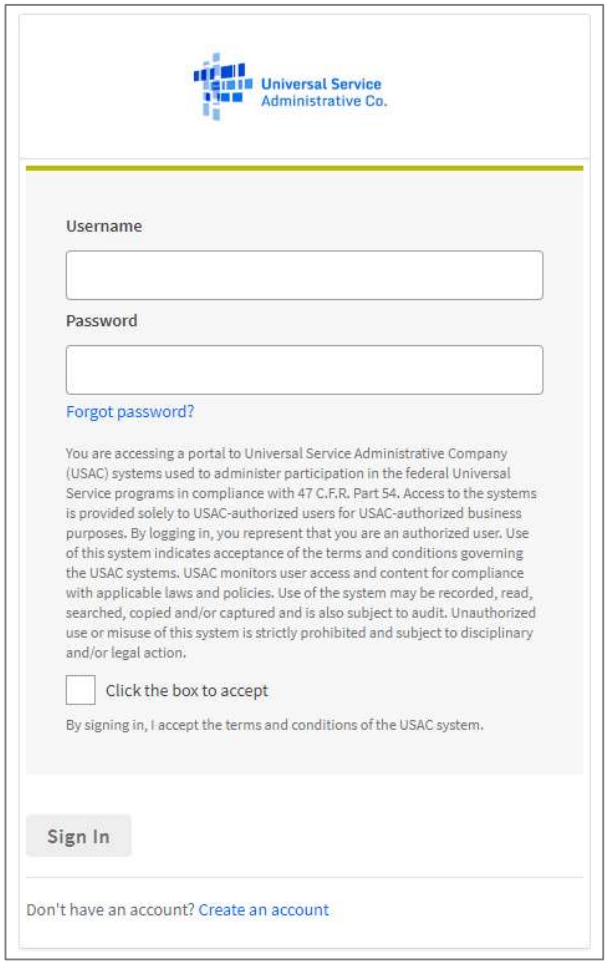
Filing a Form 470

If you are the EPC Account Administrator or the Administrator has granted you rights to create and edit the Form 470, you will create the Form 470 using the steps indicated.

Filing a Form 470

① Navigate to https://forms.universalservice.org/portal

② Log into One Portal with your username (your full email address) and One Portal password



Filing a Form 470

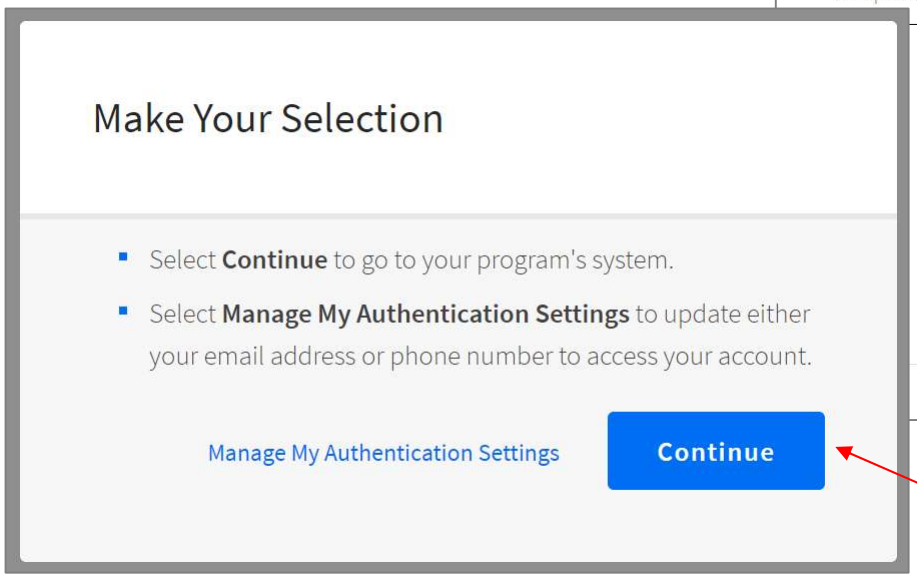
③ Complete the steps as prompted to obtain and enter a one-time verification code

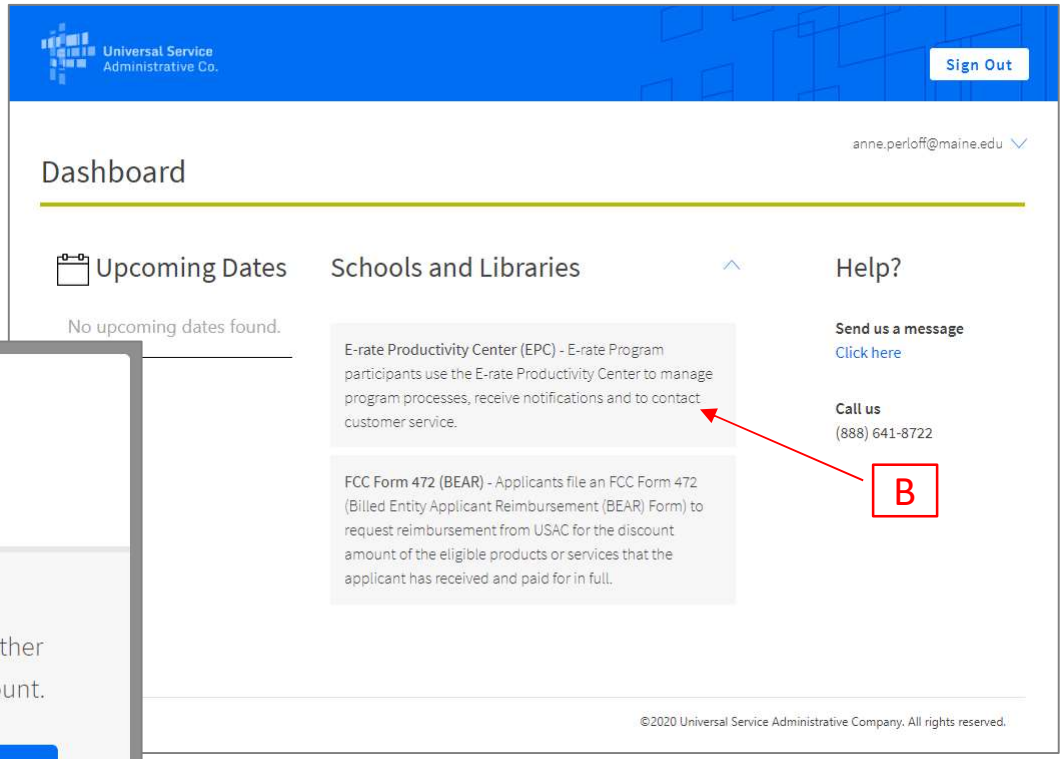
④ Once you have successfully logged into One Portal, access EPC either through the

A pop-up (click on the “Continue” button) or

B the dashboard (click on the block for EPC)

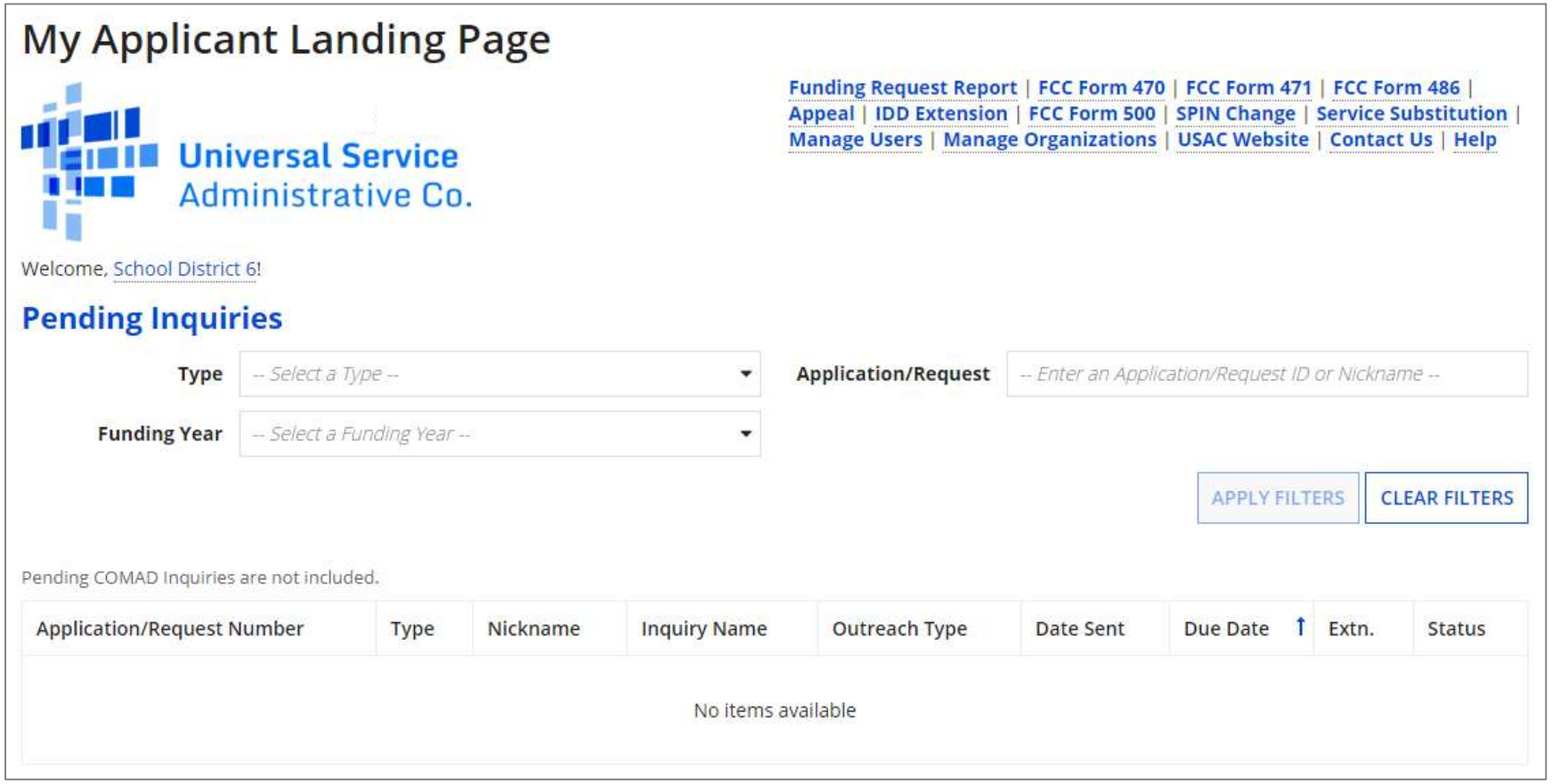
NOTE: *which one you see is dependent on whether you only have access to EPC with your email address or if that email address is also associated with a BEAR PIN*





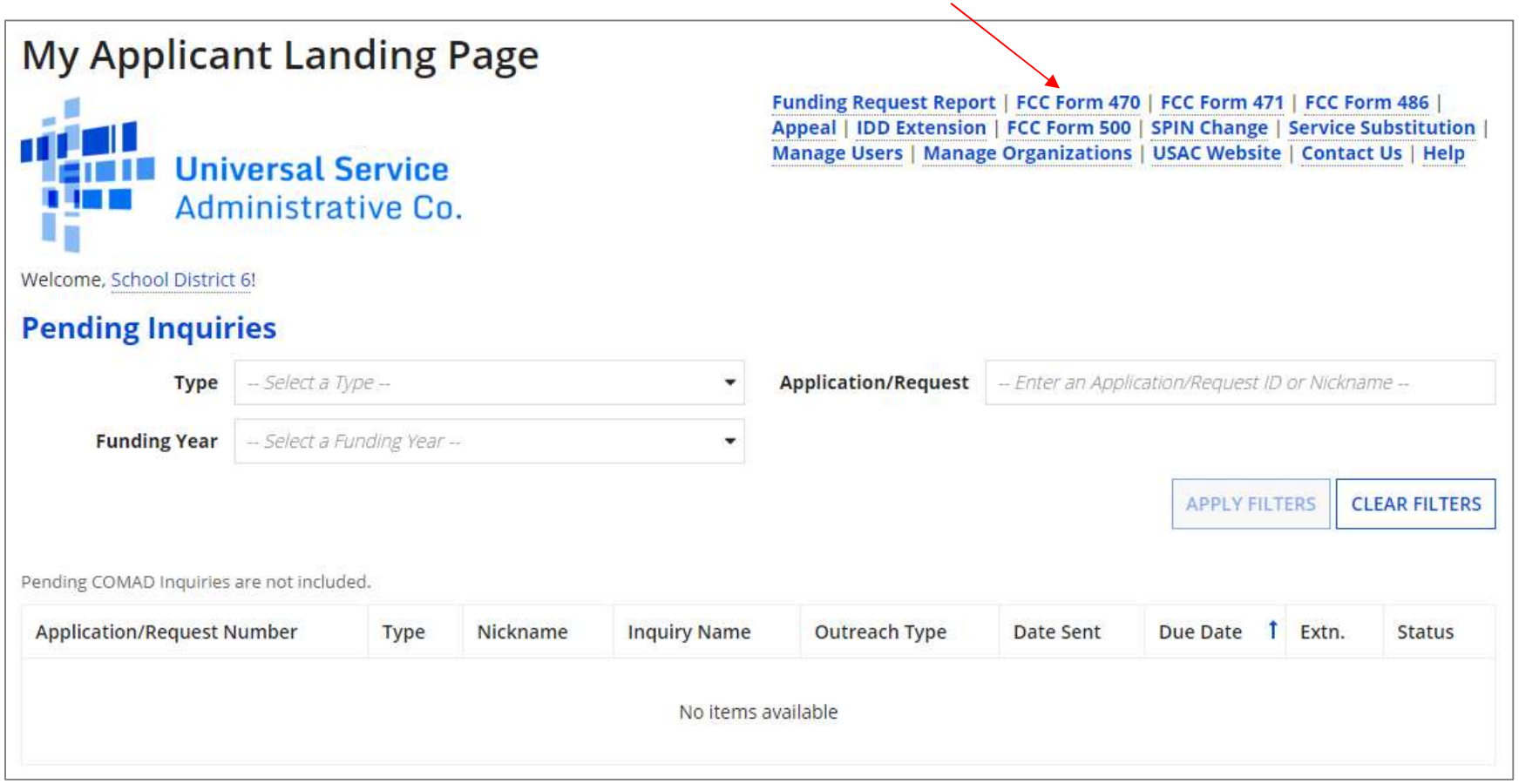
Filing a Form 470

Your EPC Landing Page will display



Filing a Form 470

⑤ Select the “FCC FORM 470” link on your landing page to begin a new FCC Form 470



Form Actions: Saving, Sharing, and Discarding the Form

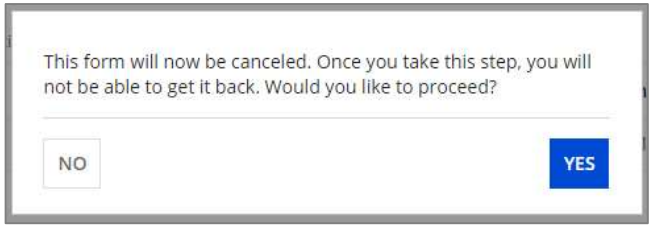
Form Actions

At the bottom of every form screen, you are given options to save and continue working on the form, make the form available to others within your organization for editing, or to discard the form altogether.

Form Actions

- If you select the “BACK” button, you will be taken back one screen.

- If you select the “DISCARD FORM” button, the entire form will be discarded. Once you confirm that you want to discard the form, it will no longer be available in the EPC system.



- If you select the “Save & Share” button, the form is saved and will appear in the task list for other partial rights and full rights users in your organization. One of them can accept the form to view it and make changes to it. Once the new user has finished making changes, he or she can select a link to return the task to all assignees in the group.

- If you select the “Save & Continue” button, you will proceed to the next page to continue entering information for the form.

Form Actions

If, after completing part of the form, you want to save your work and return to it later, click on the “SAVE & CONTINUE” button.

When you are ready to return, go to the “Tasks” link in the navigation bar at the top of the browser window. Then locate the task for the in-process form.

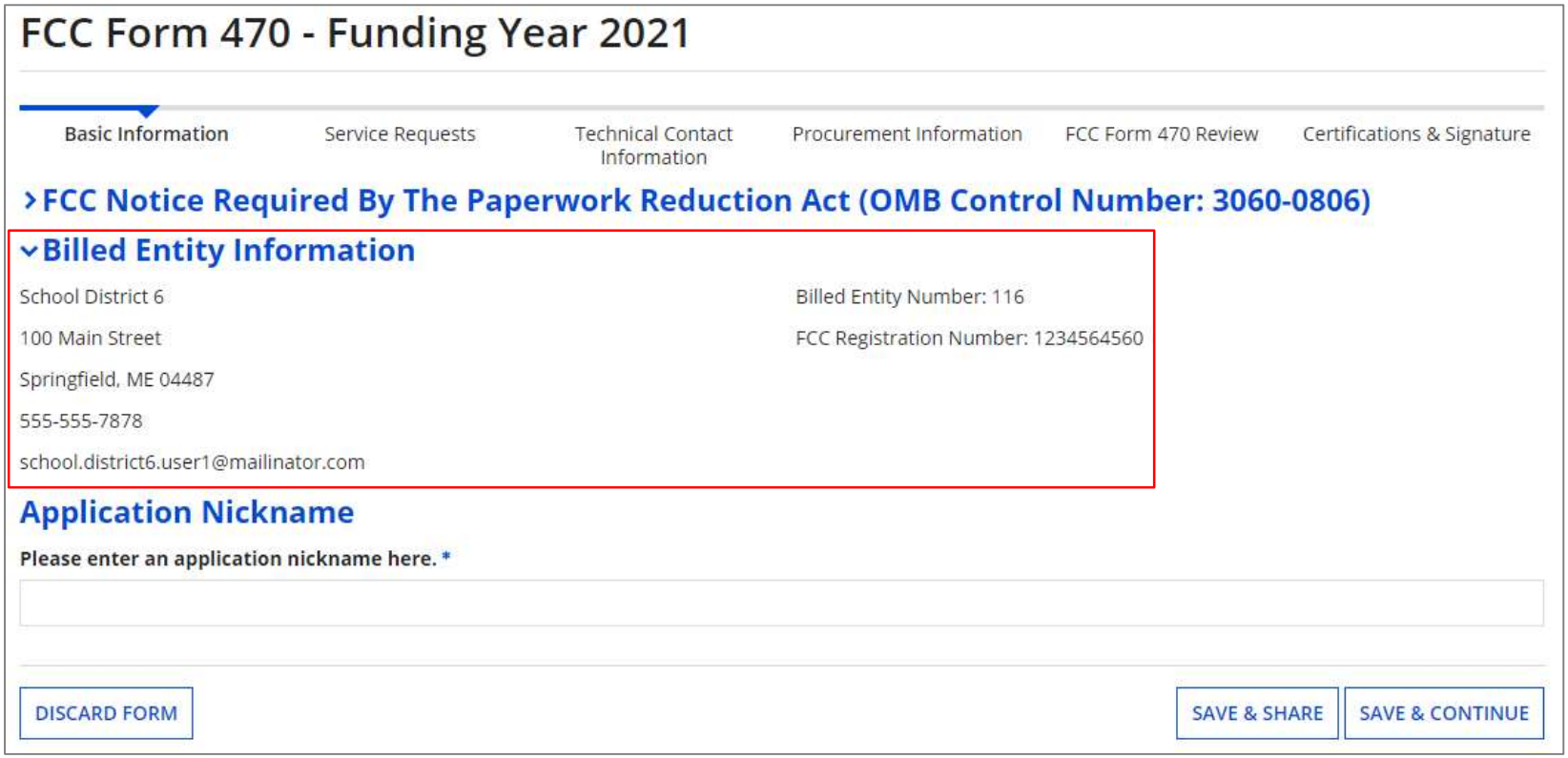
When you click on the task, your form will open back up where you left off.

Form 470 Section One: Basic Information

First, you will review and enter some basic information.

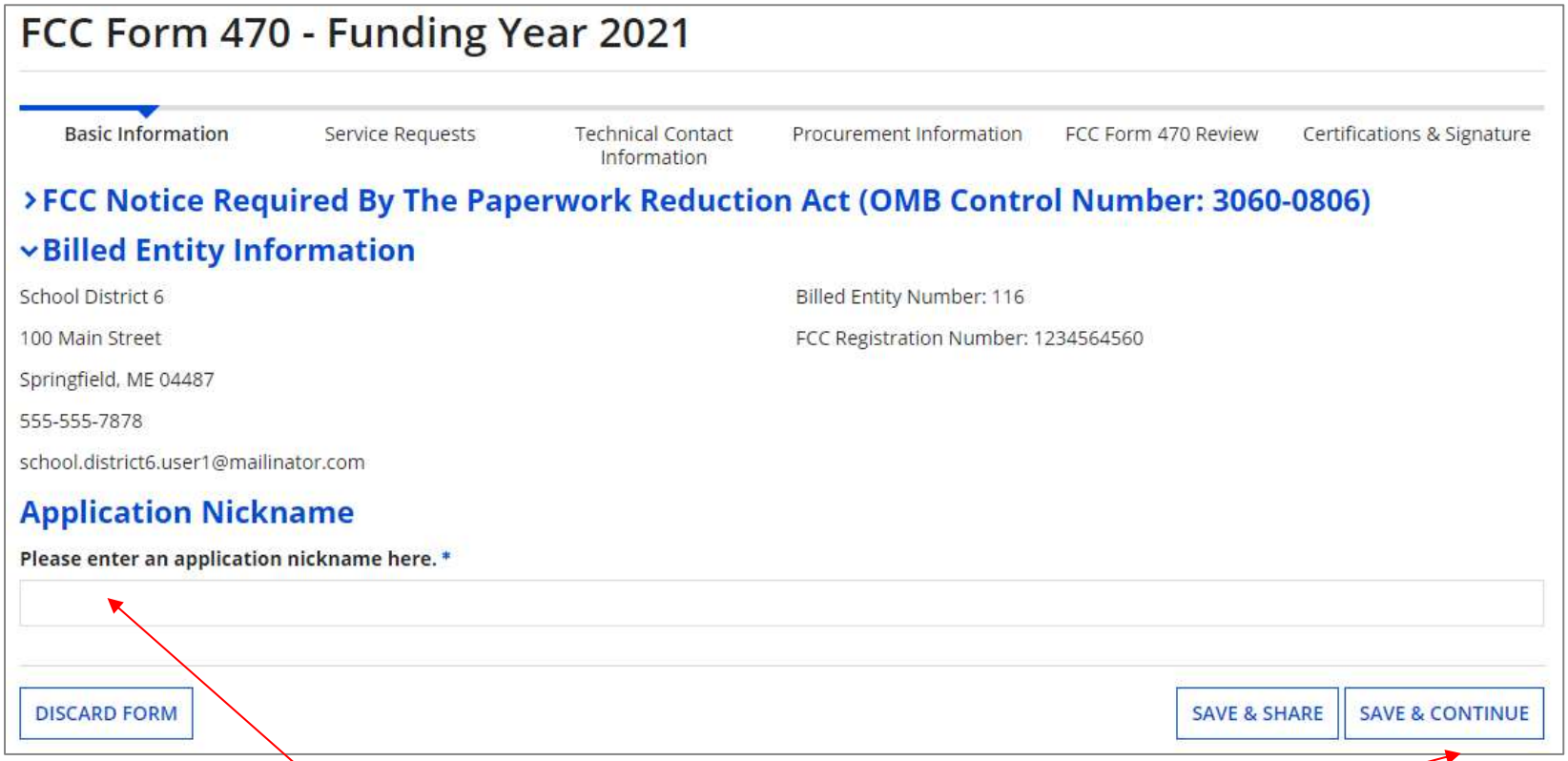
[Billed Entity Information]

When you begin the FCC Form 470, the basic information about the billed entity, including the Billed Entity Number (BEN), name, and address will automatically populate from the organization's EPC profile.



You cannot edit this information on the form. If you wish to make changes to the information, the Account Administrator can update the organization's profile using the "Manage Organization" function. Changes made in the profile will be automatically updated in the form.

[Application Nickname]



① Enter an application nickname that will serve as a reminder for the requests in this form

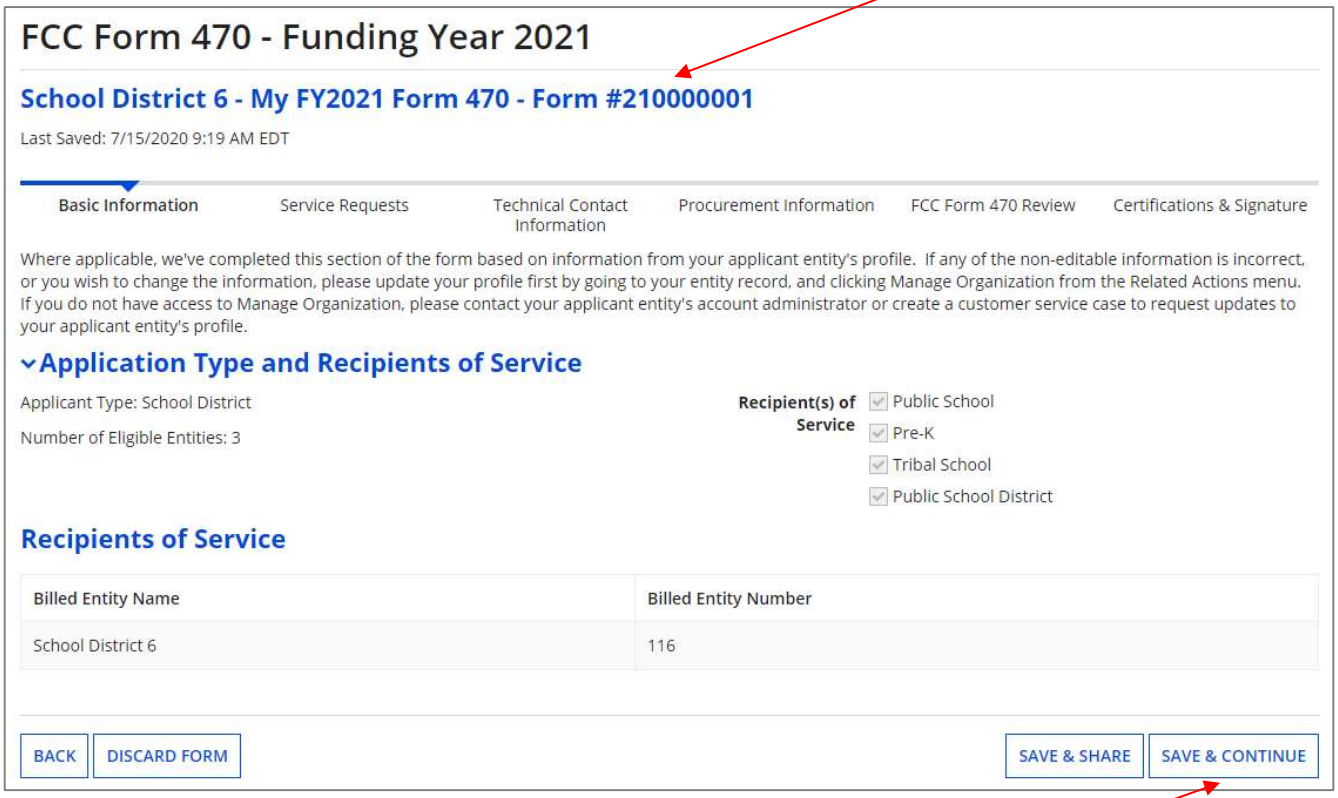
② Then click on the "SAVE & CONTINUE" button to proceed

[Recipients of Service]

Additional basic information about the billed entity, including the applicant type, number of eligible entities, and recipients of service will automatically populate from the organization's EPC profile.

If you wish to make changes to the information, the Account Administrator can update the organization's profile using the "Manage Organization" function. Changes made in the profile will automatically be updated in the form.

The Nickname you entered will appear at the top of the form



③ Click on the "SAVE & CONTINUE" button to proceed

[Consultant Contact Information]

If the account profile indicates that you are using a consultant, the consultant will automatically appear in this section.

Next, you will identify the individuals assisting in seeking E-rate support.

Consultant Information

Consulting Firms

The consulting firms associated with your organization are listed below.

Name	Consultant Registration Number	Phone Number	Email
USAC Consulting Firm 1	15010001	111-111-1111	

If a consultant has not been added to the profile, no consultant will display. If you are using a consultant, you will need to return to the profile and enter consultant information.

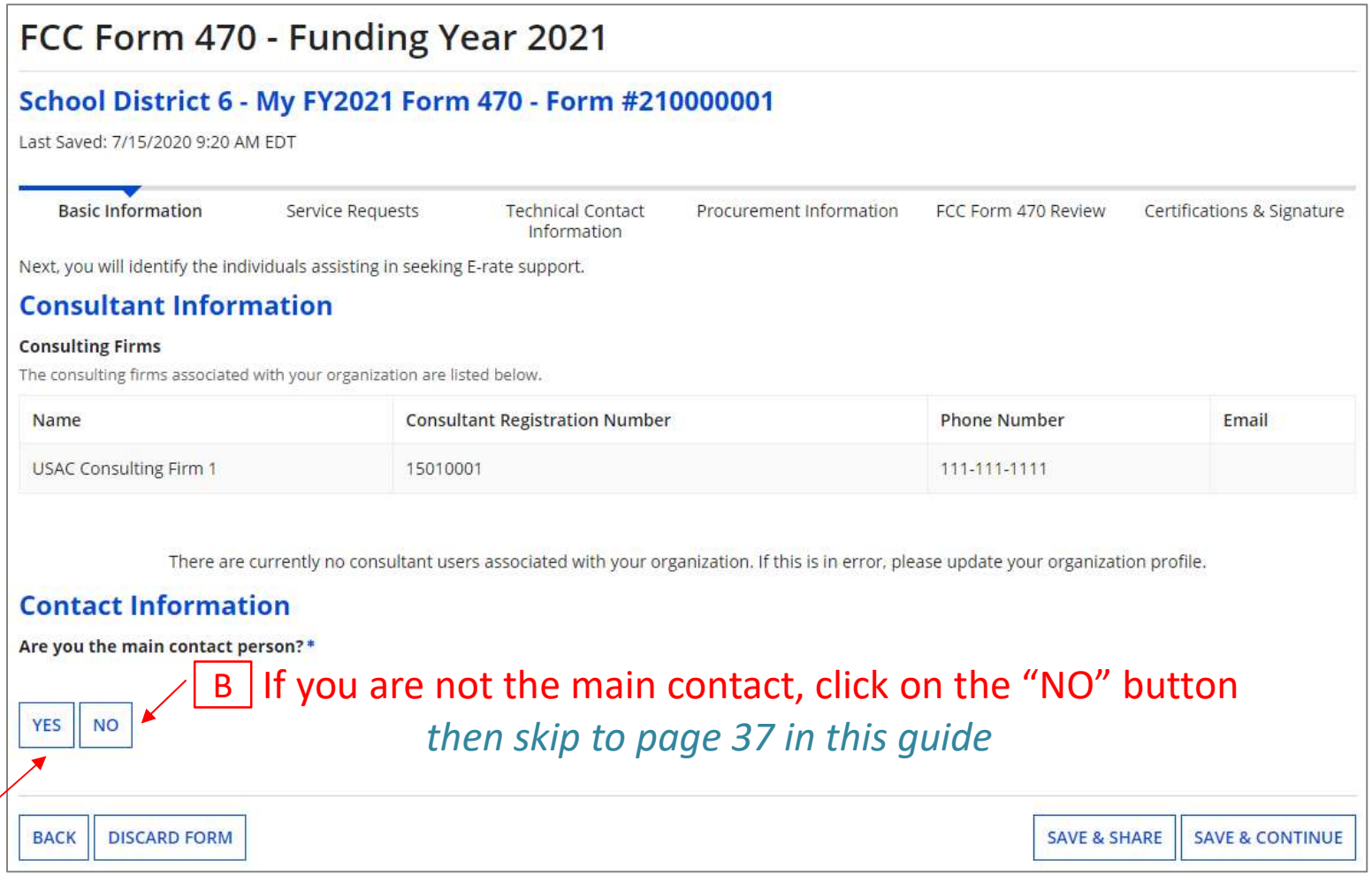
Next, you will identify the individuals assisting in seeking E-rate support.

Consultant Information

There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

[Contact Information]

④ Select a contact person for this form



B If you are not the main contact, click on the "NO" button

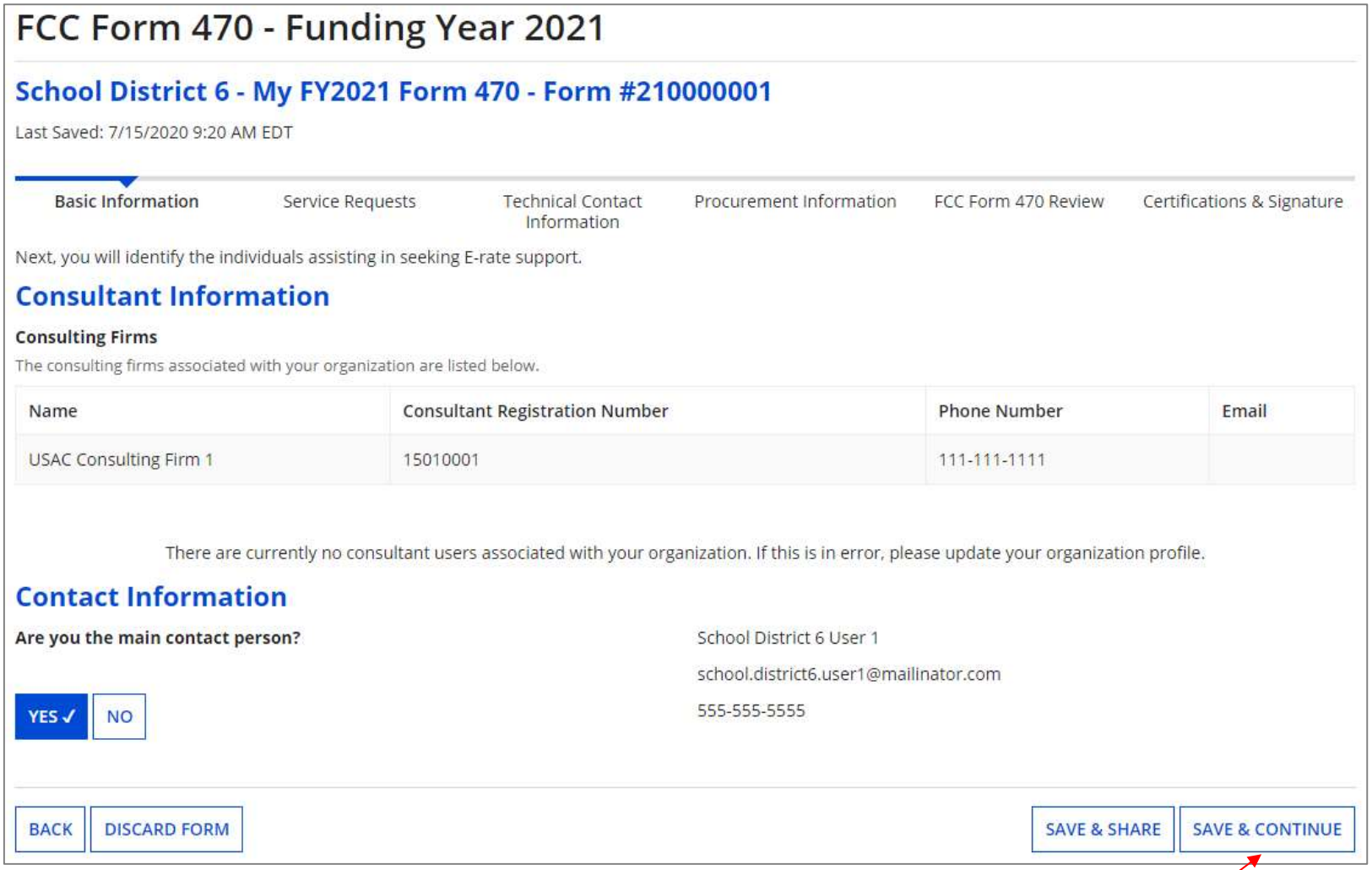
then skip to page 37 in this guide

A If you are the main contact for this form, click on the "YES" button

then go to the next page in this guide

[Contact Information]

A ① If you chose "YES", your contact info will automatically display



FCC Form 470 - Funding Year 2021

School District 6 - My FY2021 Form 470 - Form #210000001

Last Saved: 7/15/2020 9:20 AM EDT

Basic Information | Service Requests | Technical Contact Information | Procurement Information | FCC Form 470 Review | Certifications & Signature

Next, you will identify the individuals assisting in seeking E-rate support.

Consultant Information

Consulting Firms

The consulting firms associated with your organization are listed below.

Name	Consultant Registration Number	Phone Number	Email
USAC Consulting Firm 1	15010001	111-111-1111	

There are currently no consultant users associated with your organization. If this is in error, please update your organization profile.

Contact Information

Are you the main contact person?

YES ✓ NO

School District 6 User 1

school.district6.user1@mailinator.com

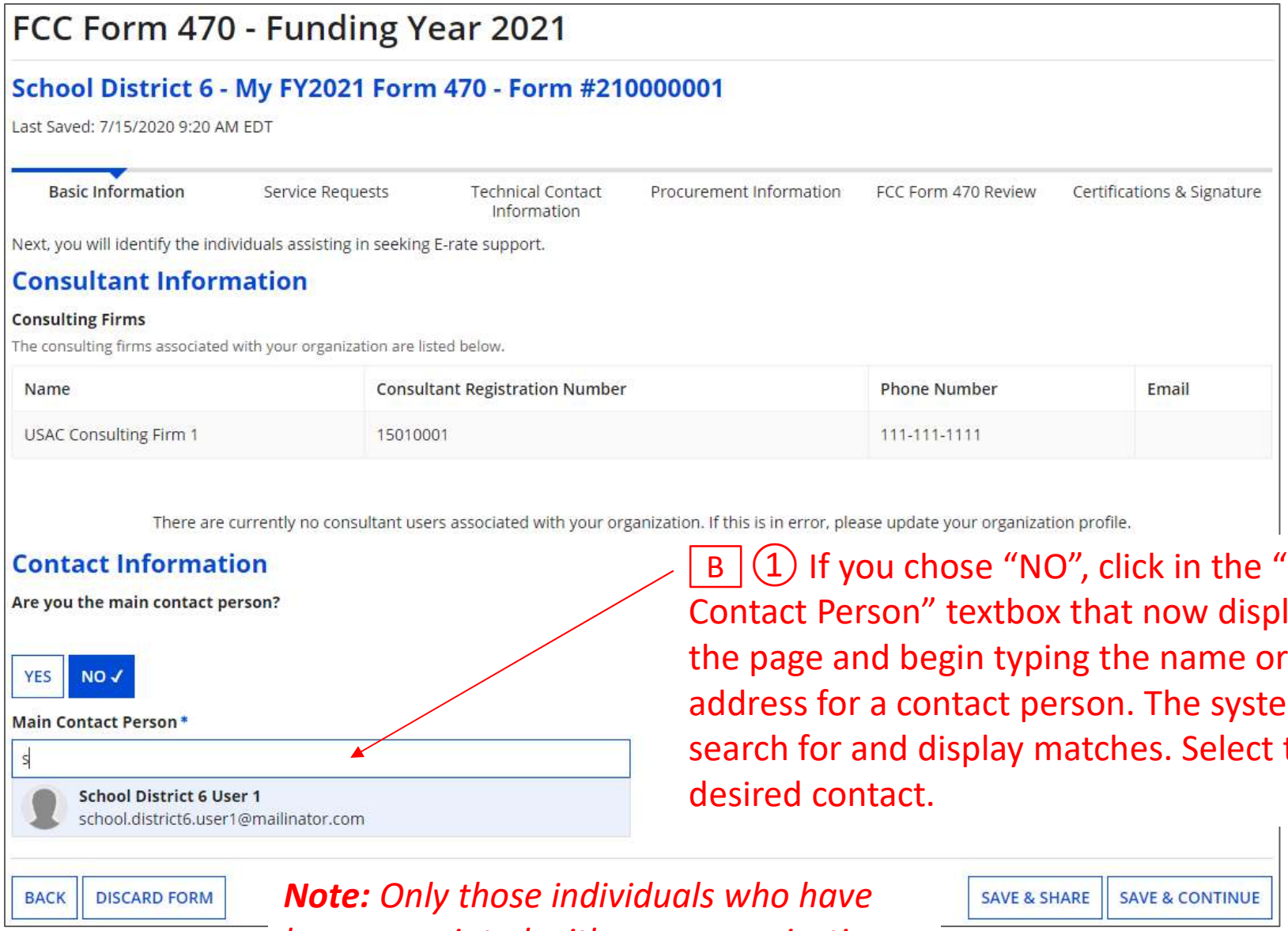
555-555-5555

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

A ② Click on the "SAVE & CONTINUE" button to proceed

skip to page 39 in this guide

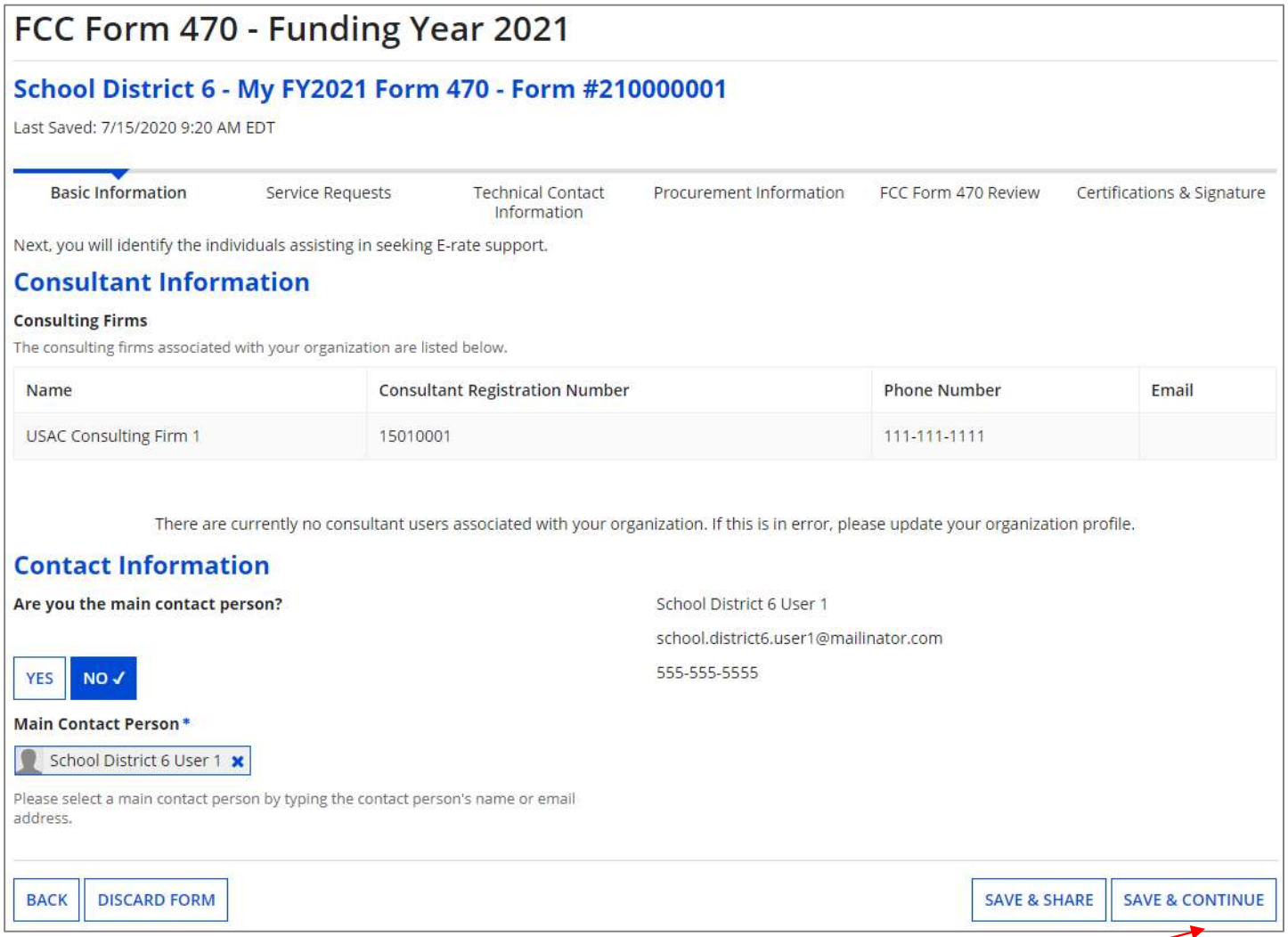
[Contact Information]



B ① If you chose "NO", click in the "Main Contact Person" textbox that now displays on the page and begin typing the name or email address for a contact person. The system will search for and display matches. Select the desired contact.

Note: *Only those individuals who have been associated with your organization can be the contact person.*

[Contact Information]



B ② Click on the "SAVE & CONTINUE" button to proceed

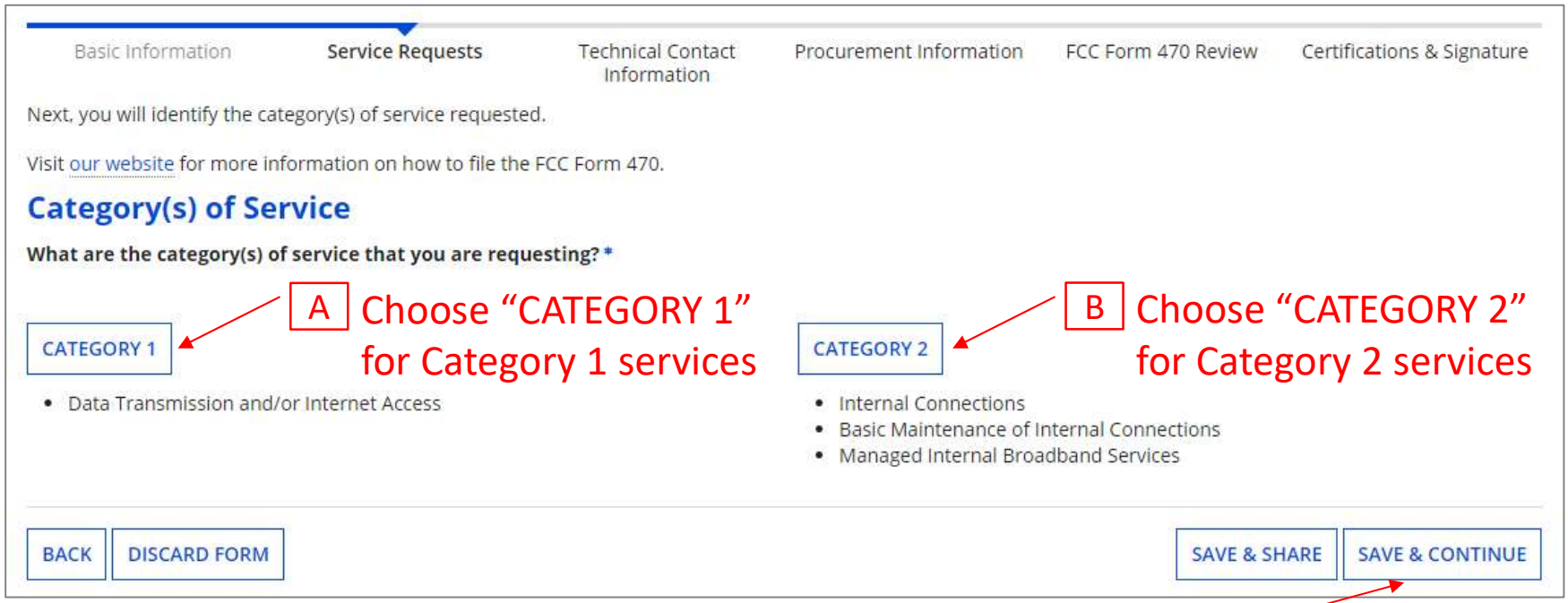
go to the next page in this guide

Form 470 Section Two: Service Requests

Next, you will select the Category of Service you are requesting and identify the desired products and services.

[Category of Service]

① Indicate the category of service for which you are requesting bids - you can choose Category 1, Category 2, or both categories



② Click on the "SAVE & CONTINUE" button

[Category of Service]

- Make sure that you post for the correct category of service for the services you are requesting

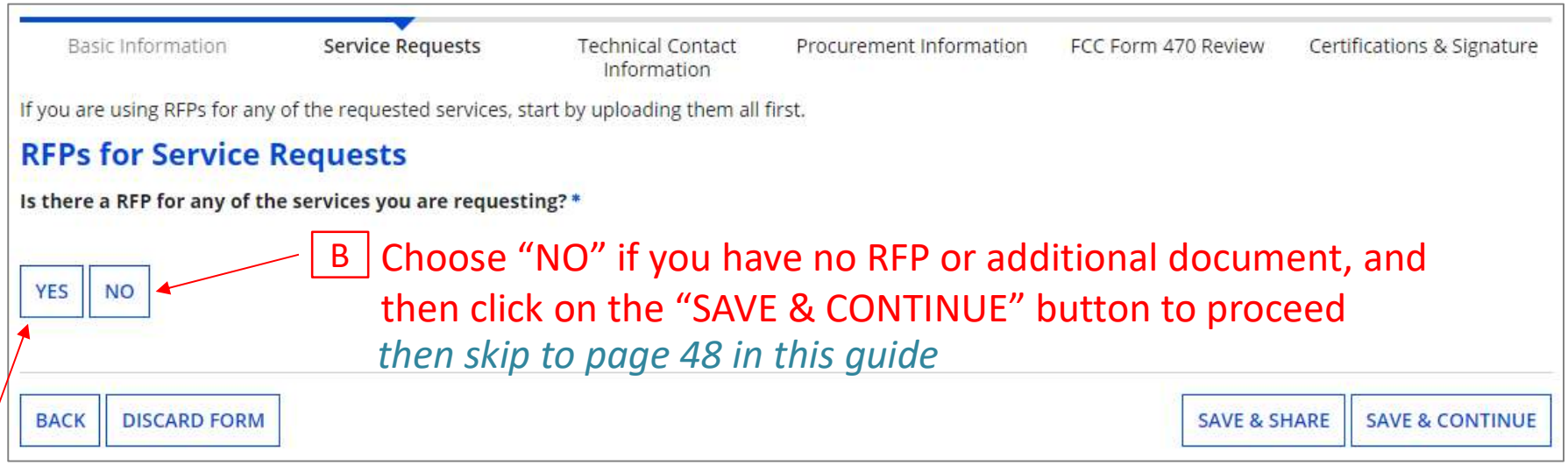
Words of Caution: *USAC will deny a funding request if the category of service posted on the Form 471 does not match the category of service posted on the Form 470*

- Post for all applicable categories of service
  - a service that can appear in more than one category should be posted in both categories
  - a service that could possibly be moved from one category of service to another during application review should be posted in both categories

③ Indicate whether or not you are using an RFP (Request for Proposal) related to the services being sought. An RFP is *required* for dark fiber or self-provisioned fiber.

Words of Caution: *Any additional document that provides information beyond what is provided in the Form 470 itself is considered by USAC to be an RFP (even though the document may not be what you consider to be a formal RFP)*

ANY AND ALL RFP DOCUMENTS MUST BE UPLOADED TO THE EPC PORTAL!!!



A

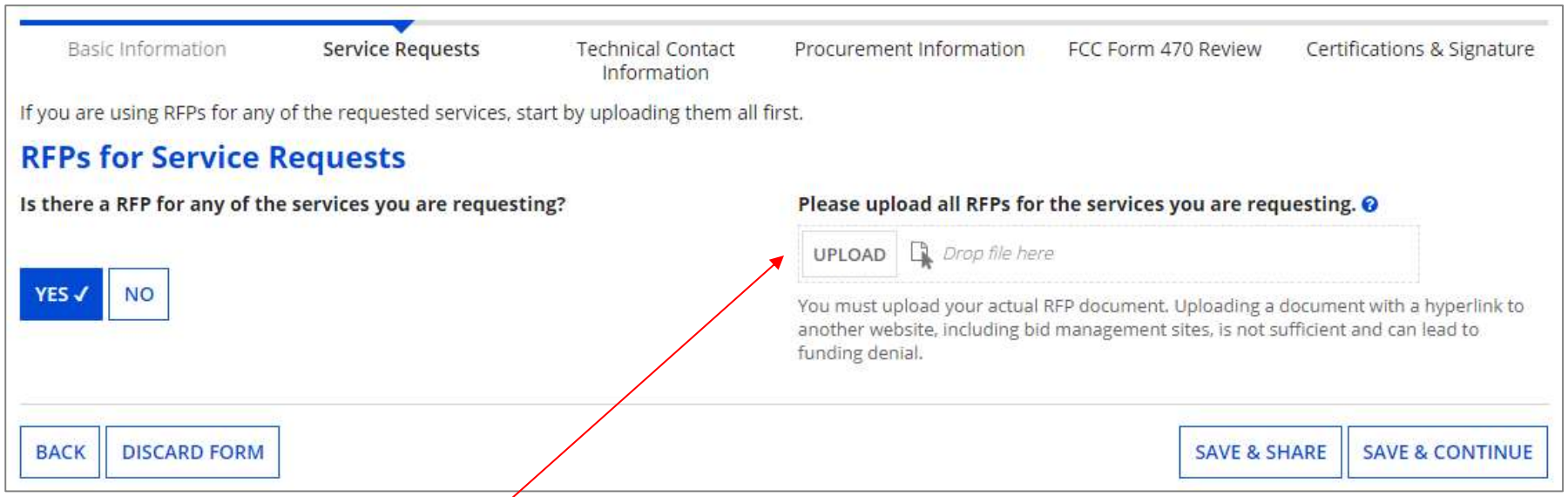
Choose "YES" if you are using an RFP or have an additional document

then go to the next page in this guide

B Choose "NO" if you have no RFP or additional document, and then click on the "SAVE & CONTINUE" button to proceed

then skip to page 48 in this guide

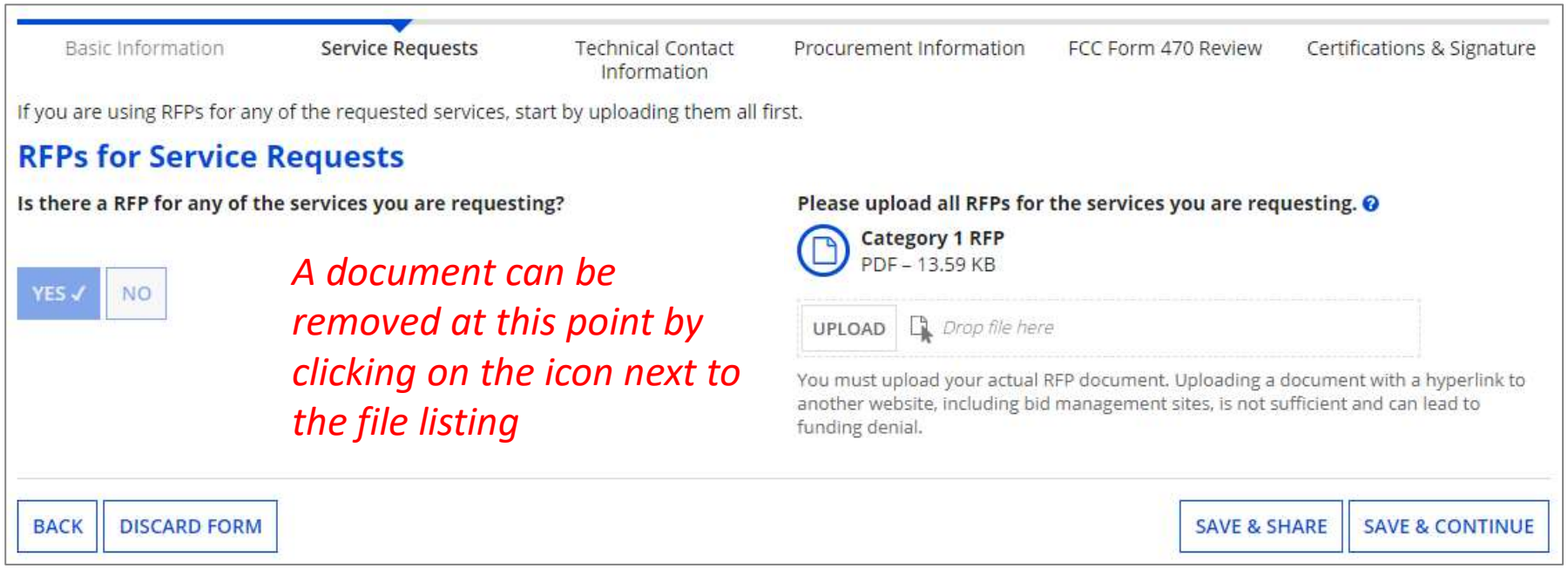
Words of Caution: *Funding requests that rely on an RFP not disclosed on the Form 470 are subject to denial*



A ① Upload documents to the portal by clicking on the "UPLOAD" button or simply drag a file from your computer onto the "Drop file here" area

Note: *You can upload as many additional documents as you desire*

[RFPs]



A document can be removed at this point by clicking on the icon next to the file listing

Words of Caution:

Once the form has been certified, you cannot remove documents

Once an RFP has been specified for a service request in subsequent steps, you cannot remove the document without first deleting the service request

A ② When all RFP documents have been uploaded, click on the "SAVE & CONTINUE" button

Verbiage that you might include in an RFP:

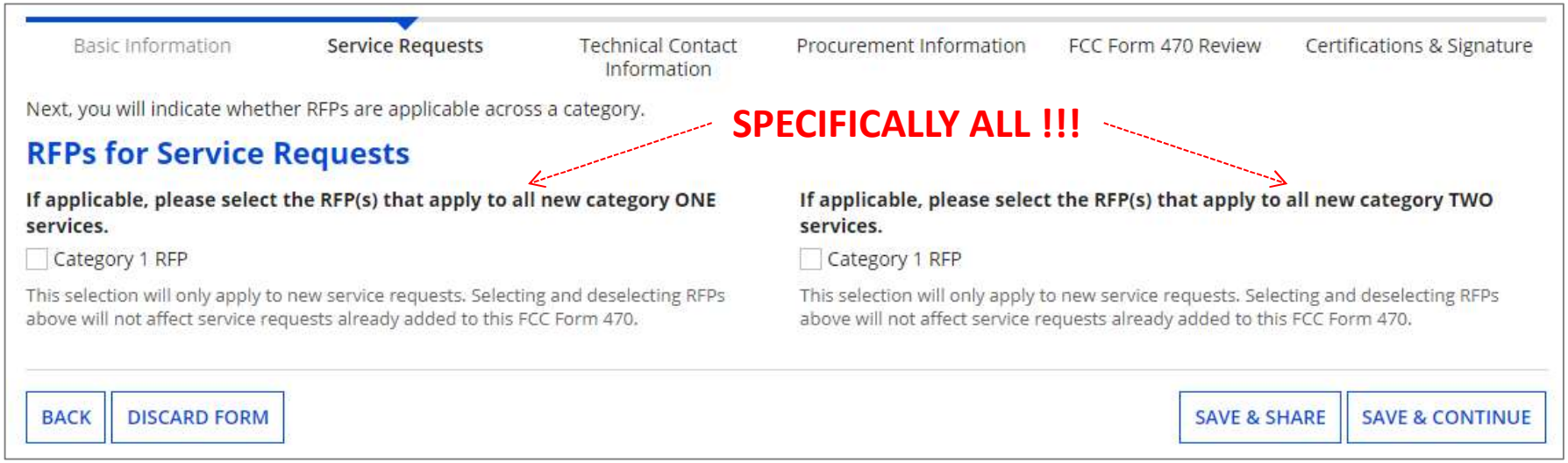
- Bid responses must include the service provider's Form 471 pricing and descriptions.
- Bid responses must be received by [a specific date].
- Bidders are expected to make themselves thoroughly familiar with and comply with any rules or regulations regarding the E-rate program.
- Multi-year contracts and voluntary extensions are accepted.
- All contracts or agreements entered into as a result of this RFP will be contingent upon receipt of E-Rate funding. ☆☆☆
- Failure to comply with any of the items above may be grounds for disqualification.

Words of Caution: *If an entity is not listed on the Form 470, it cannot receive E-Rate funding through the Form 471*

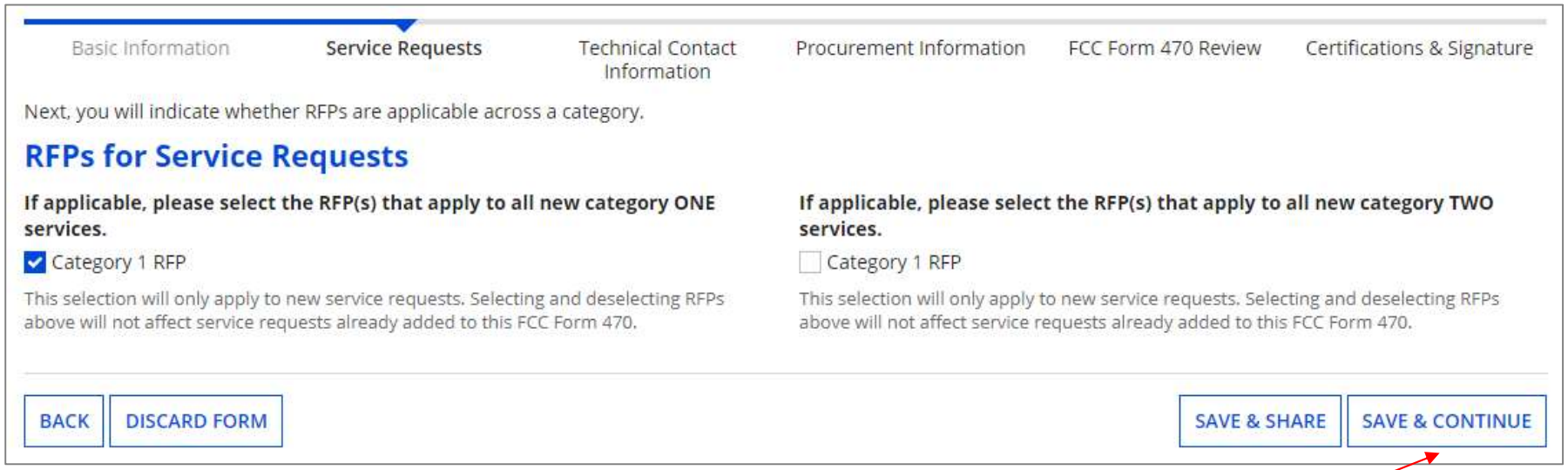
A ③ Indicate which RFPs you uploaded were used to support **ALL** requests for Category 1 and which were used to support **ALL** requests for Category 2 by clicking the applicable check box next to each listed document.

*If an RFP document is not applicable to **ALL** requests for that category, you do not need to check the box on this screen. Later, you will select any RFP that is specific to a single service request.*

If you chose to include only one category on this form, then only that category will display on this page.



[RFPs]



A ④ Click on the “SAVE & CONTINUE” button to proceed

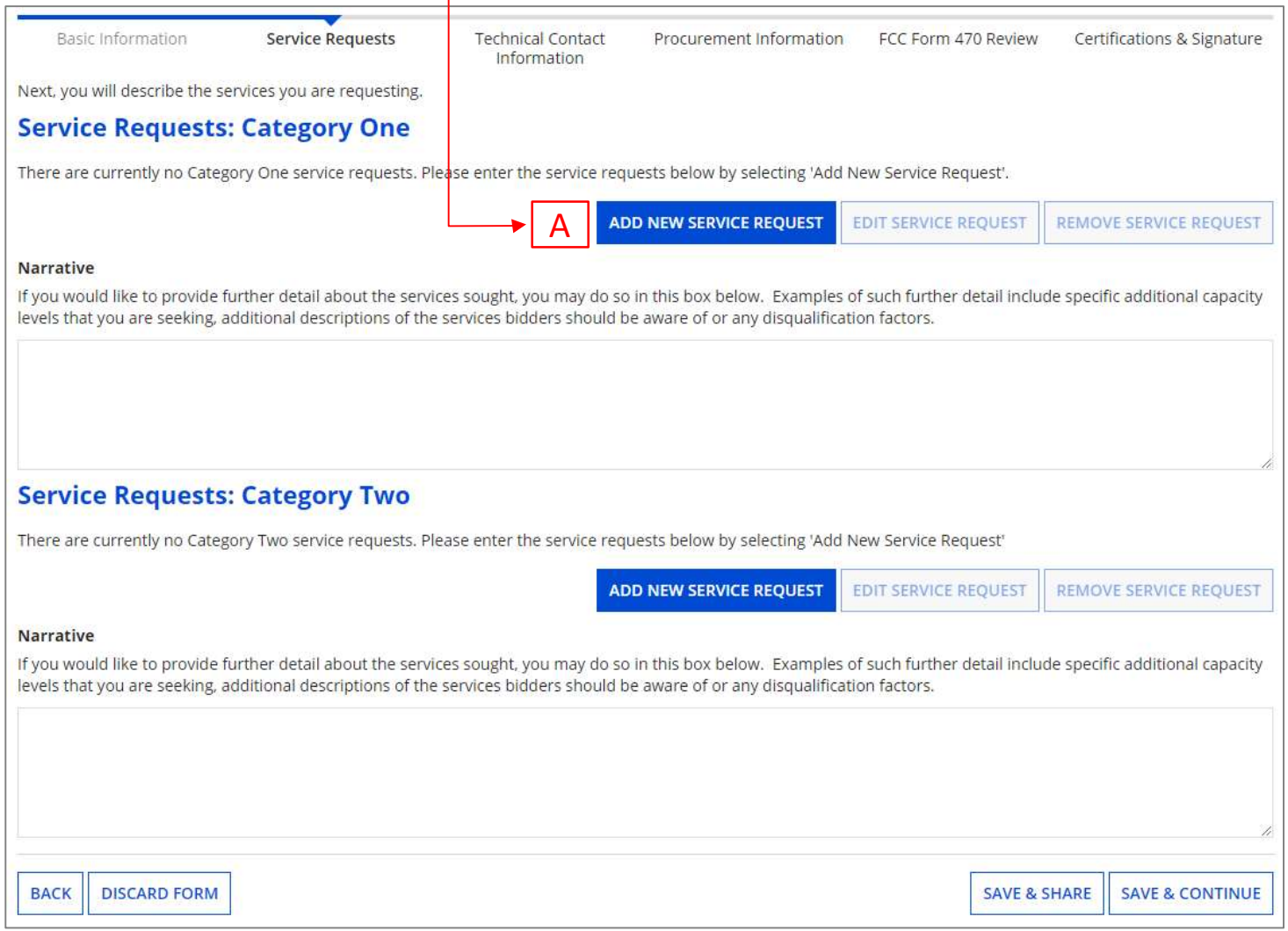
Category One Service Requests

If you will not be entering Category One Service Requests on this form, skip to page 61 in this guide

[Category 1 Service Requests]

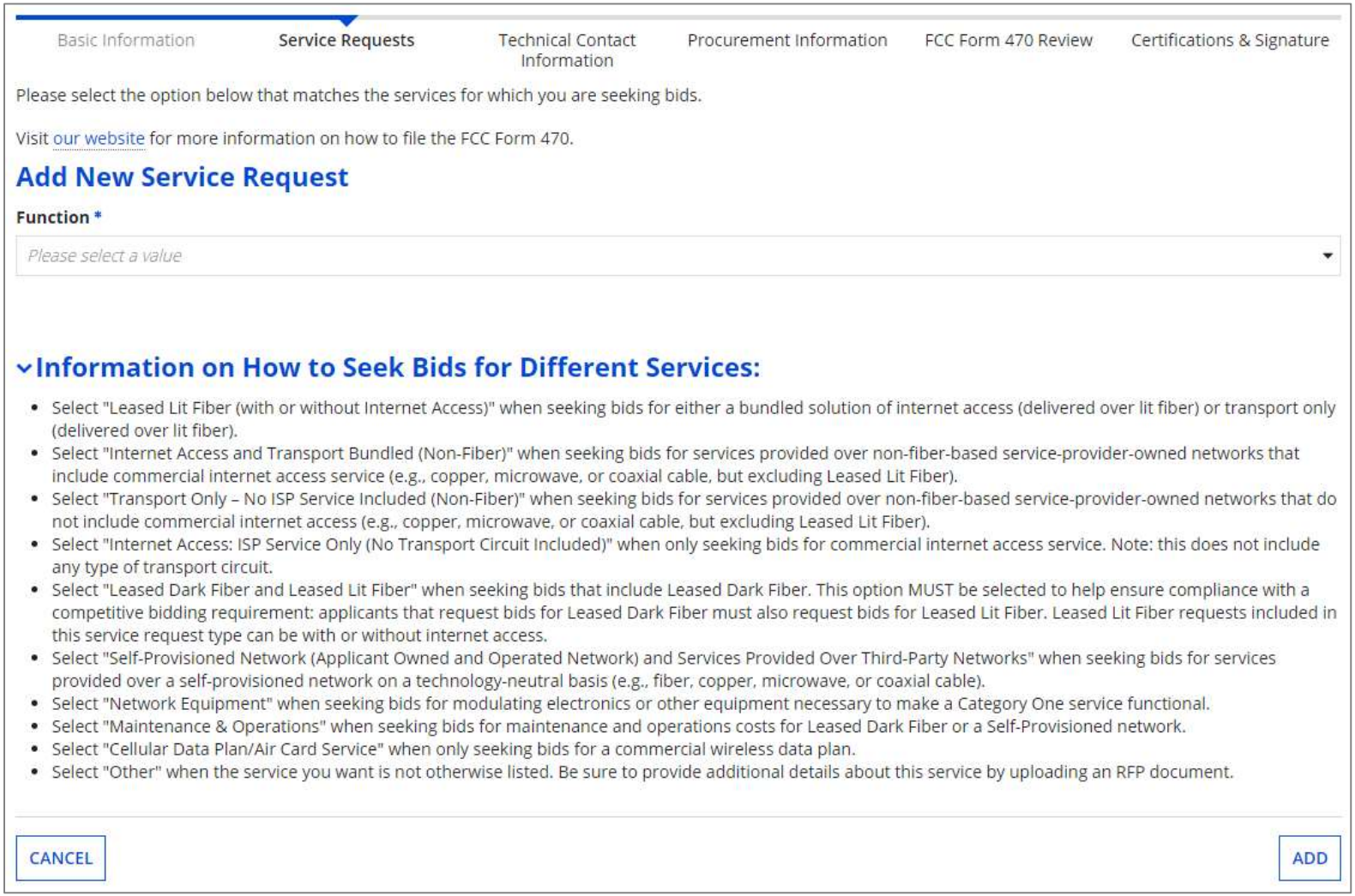
① Click on the "ADD NEW SERVICE REQUEST" button in the Category One section to add a service request

Note: *If you chose to include only Category One service requests on this form, then only that category will display on this page*



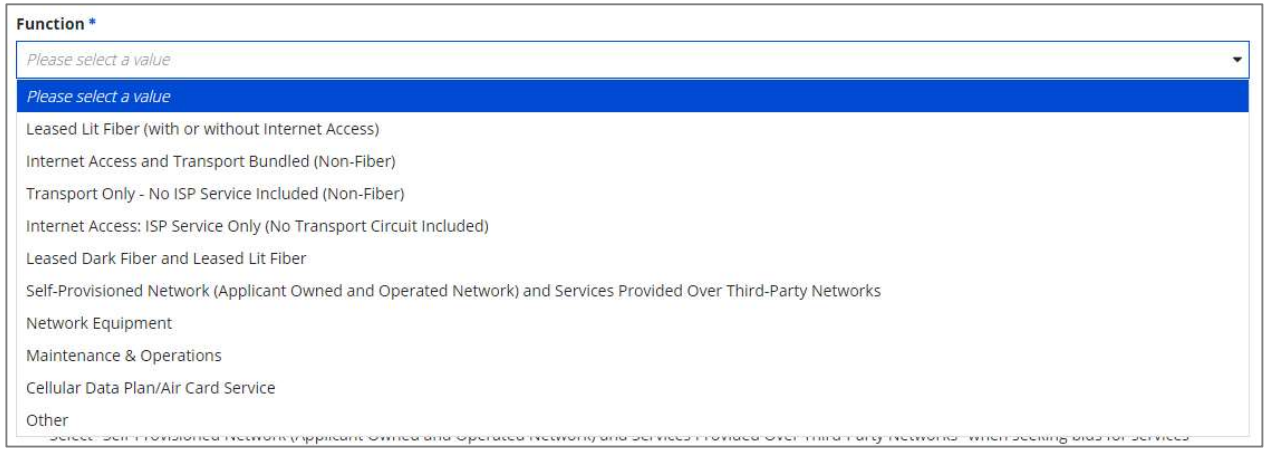
[Category 1 Service Requests]

After choosing "Add New Service Request" under the "Category One" section, the "Add New Service Request" page displays



[Category 1 Service Requests]

A ① Use the "Function" drop-down menu to add a service

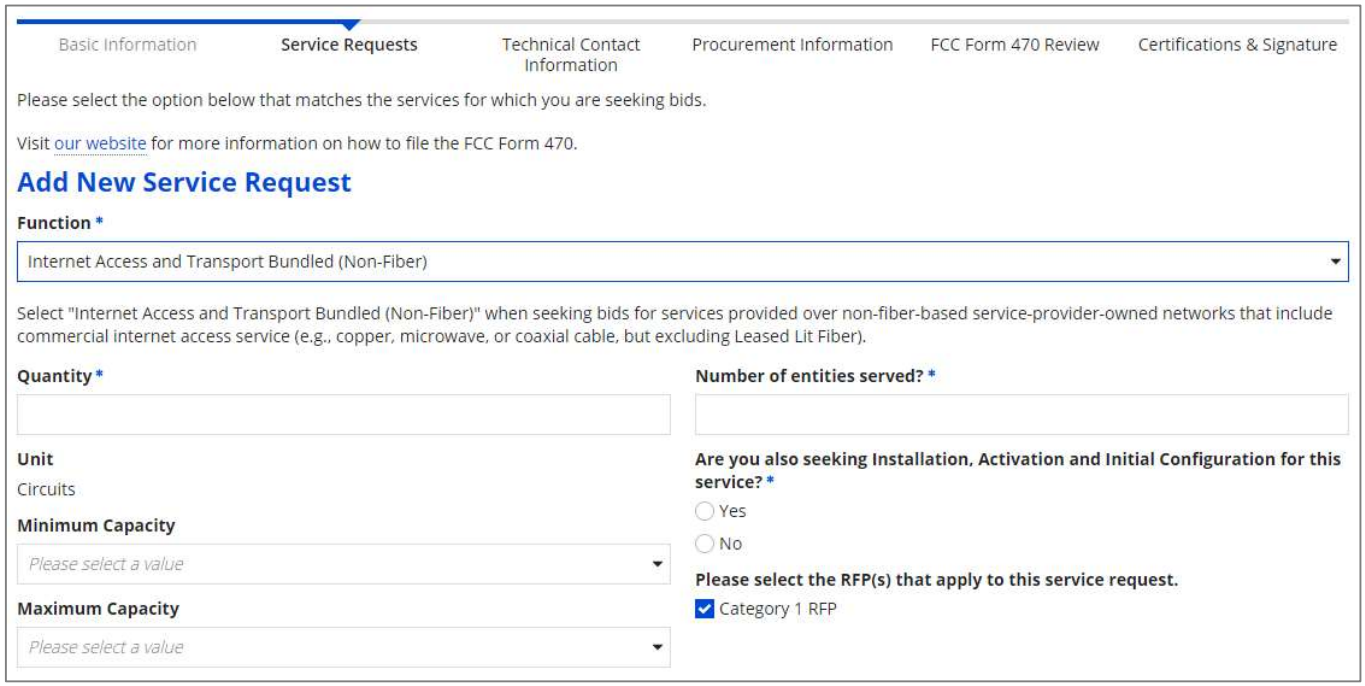


Words of Caution: *Read the information on the screen about each of these options carefully.*

- *If you are considering **leased lit fiber**, use the "Leased Lit Fiber (with or without Internet Access)" option.*
- *If you are considering **leased dark fiber**, you must also bid for — and evaluate — leased lit fiber solutions. Use the "Leased Dark Fiber and Leased Lit Fiber" option.*
- *If you are considering **self-provisioned fiber services**, you must also consider non-fiber solutions. Use the "Self-Provisioned Network" option.*
- *If you want **non-fiber connectivity** (e.g. coaxial cable or microwave), use the "Transport Only – No ISP Service Included (Non-Fiber)" option. This option cannot be used for fiber.*
- *For **Internet access only** — meaning that connectivity is being provided as a separate service — use the "Internet Access: ISP Service Only (No Transport Circuit Included)" option.*
- *For **bundled services** when you want Internet access and a circuit to be bundled together:*
  - *if you don't want fiber or fiber is not available in your area, use the "Internet Access and Transport Bundled (Non-Fiber)" option*
  - *if you want the transport portion to be fiber you must create two separate service requests, one for "Internet Access and Transport Bundled (Non-Fiber)" and one for "Leased Lit Fiber"*
- *If you are unsure of the services to be requested, include all fiber, non-fiber, and Internet options*

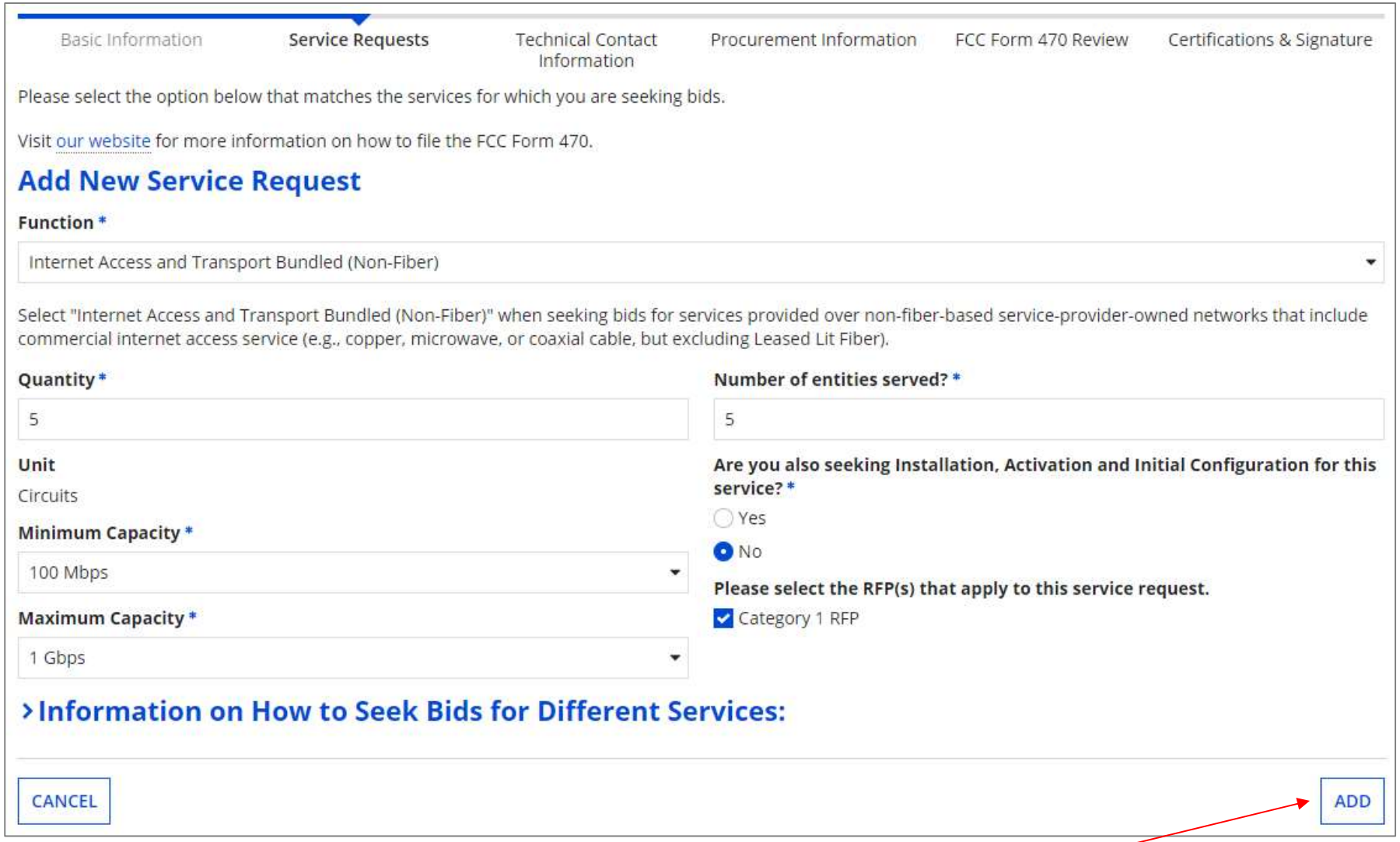
[Category 1 Service Requests]

A ② Enter the details for the service selected in the “Function” menu. This screen will vary depending on the function selected.



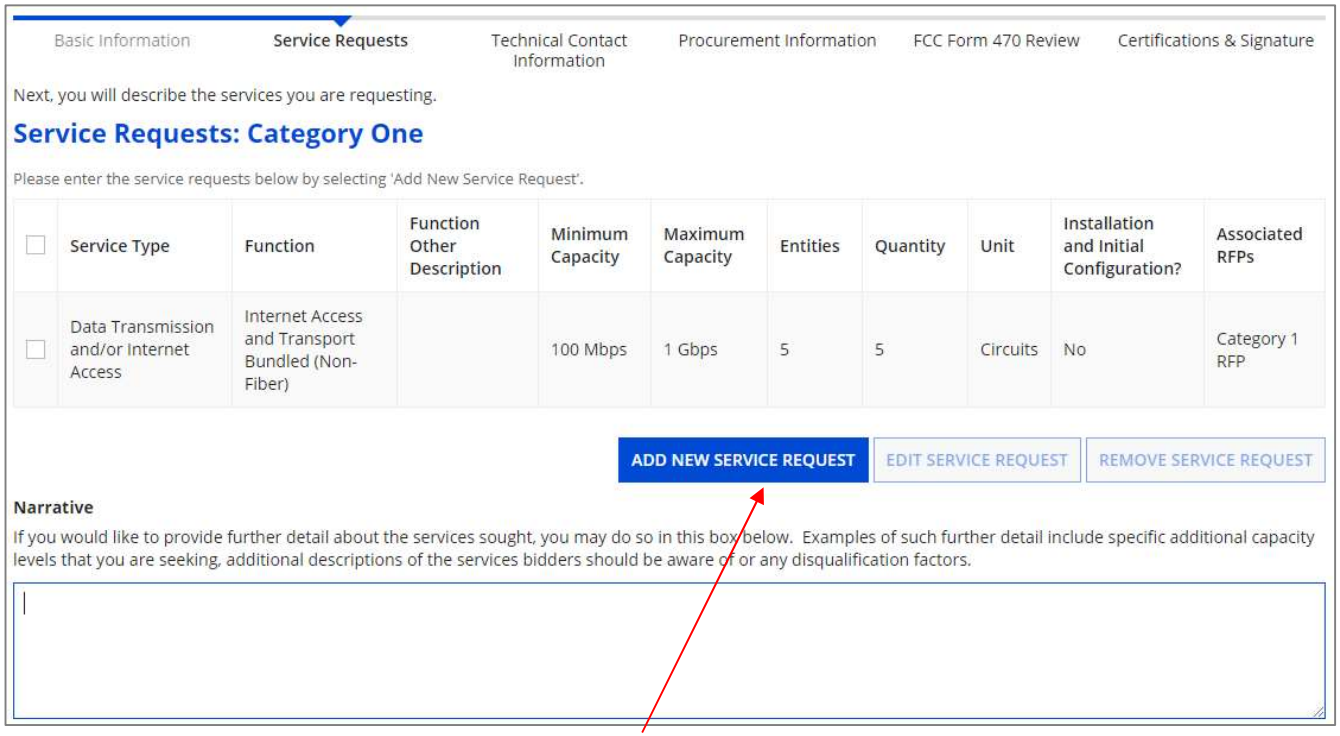
- The required fields for each service request are indicated with a red asterisk. Enter the information requested to describe the services that you are seeking.
- Select “Yes” or “No” to request installation, activation, and initial configuration support for that service.
- If you have an RFP for this service, select the RFP document that supports this request. Note that if you indicated that an RFP applied to all Category One services, that document will automatically be associated with this request.

[Category 1 Service Requests]



A ③ Click the "ADD" button to add the information and display the service type table

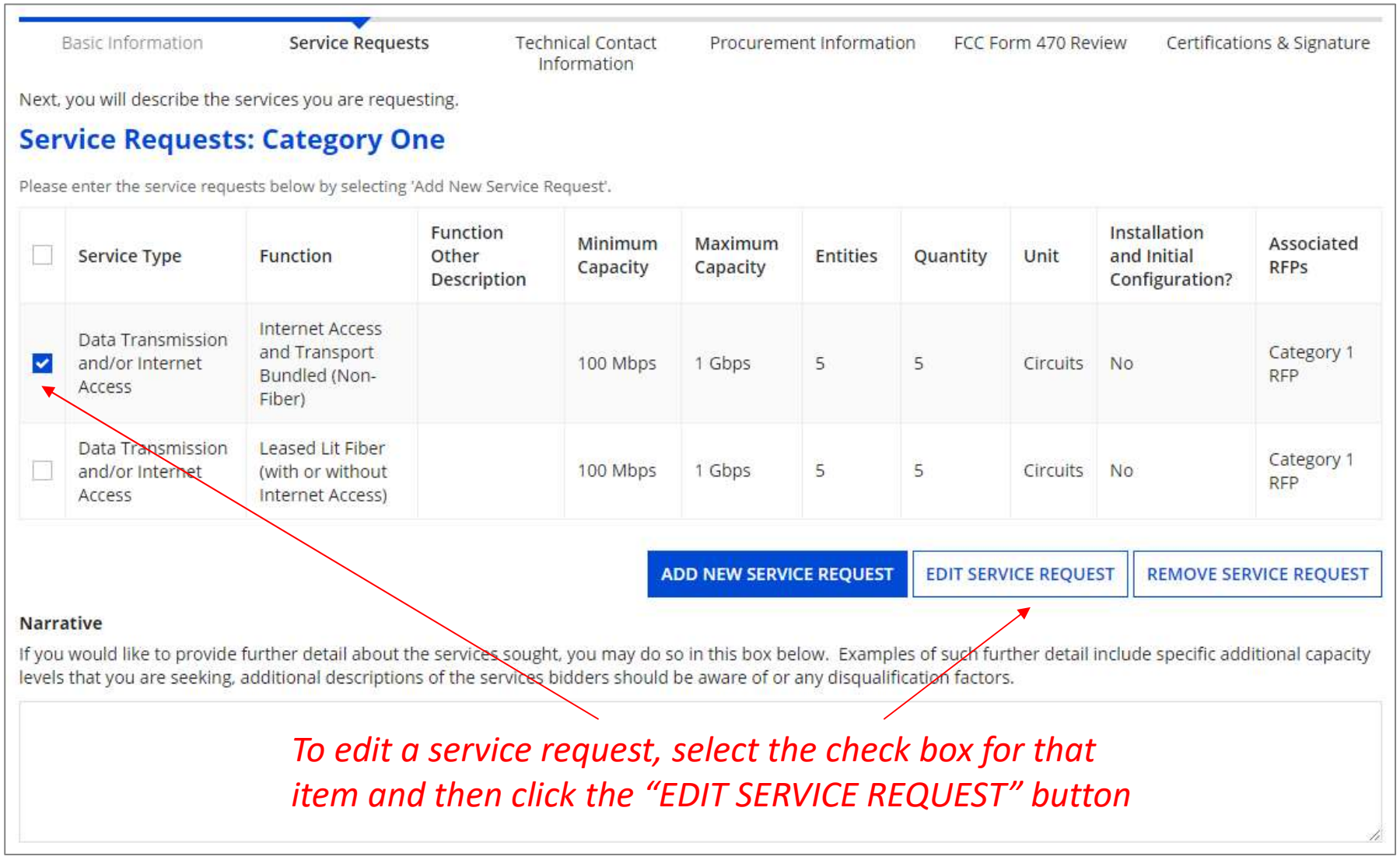
[Category 1 Service Requests]



A ④ Click the "ADD NEW SERVICE REQUEST" button again to enter an additional service request, repeating as necessary until all Category One service requests have been entered

WORDS OF CAUTION: *In some instances, you may need to add service requests for several different functions in order to have a fair competitive bidding process. For example, if you are seeking Internet access bundled with fiber transport, you must also seek and compare bids for transport only for the analogous fiber transport option and also seek and compare bids for Commodity Internet Access*

[Category 1 Service Requests]



Basic Information | Service Requests | Technical Contact Information | Procurement Information | FCC Form 470 Review | Certifications & Signature

Next, you will describe the services you are requesting.

Service Requests: Category One

Please enter the service requests below by selecting 'Add New Service Request'.

	Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
☑	Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Mbps	1 Gbps	5	5	Circuits	No	Category 1 RFP
☐	Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		100 Mbps	1 Gbps	5	5	Circuits	No	Category 1 RFP

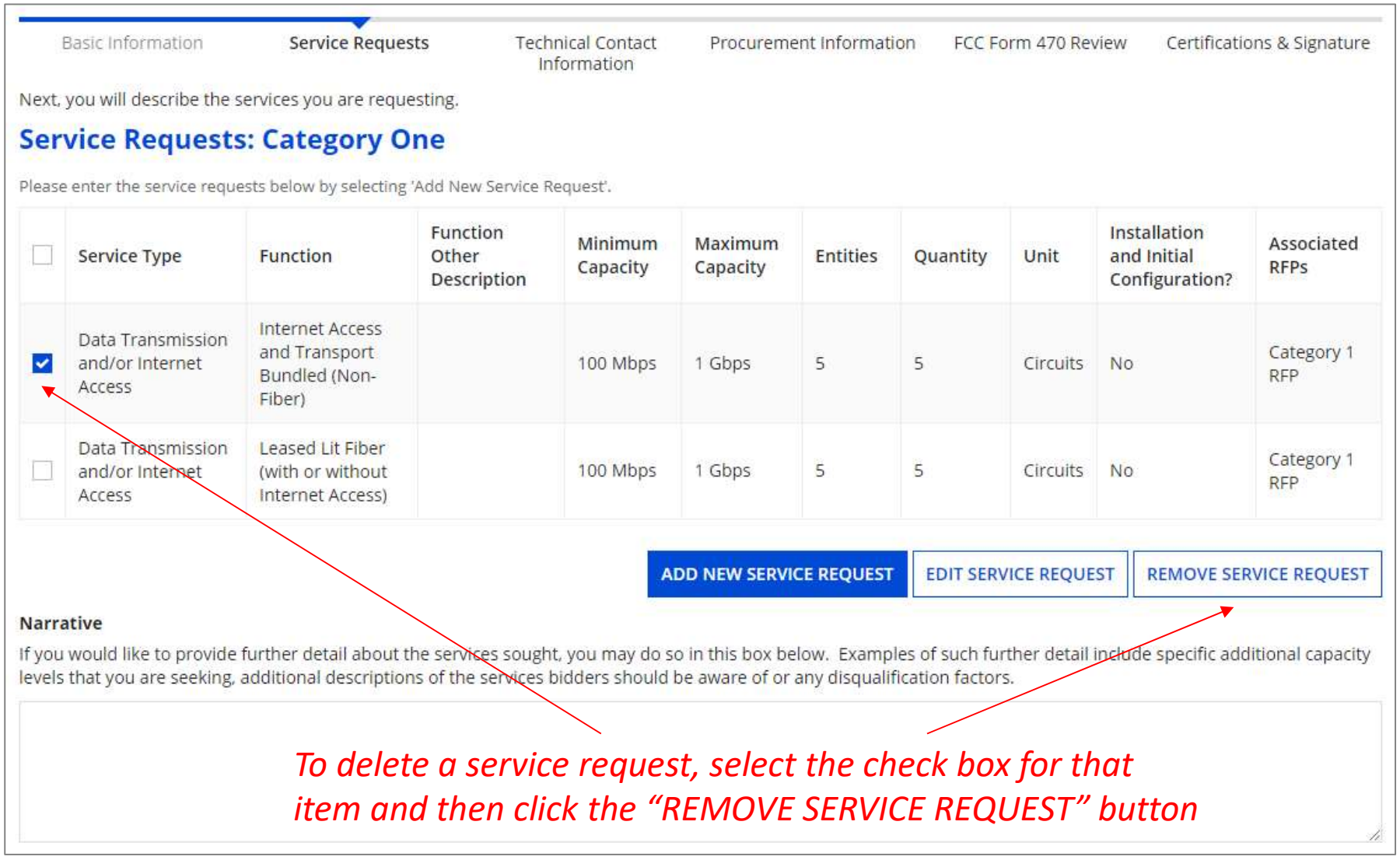
ADD NEW SERVICE REQUEST | EDIT SERVICE REQUEST | REMOVE SERVICE REQUEST

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

To edit a service request, select the check box for that item and then click the "EDIT SERVICE REQUEST" button

[Category 1 Service Requests]



Basic Information | Service Requests | Technical Contact Information | Procurement Information | FCC Form 470 Review | Certifications & Signature

Next, you will describe the services you are requesting.

Service Requests: Category One

Please enter the service requests below by selecting 'Add New Service Request'.

	Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
☑	Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Mbps	1 Gbps	5	5	Circuits	No	Category 1 RFP
☐	Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		100 Mbps	1 Gbps	5	5	Circuits	No	Category 1 RFP

ADD NEW SERVICE REQUEST | EDIT SERVICE REQUEST | REMOVE SERVICE REQUEST

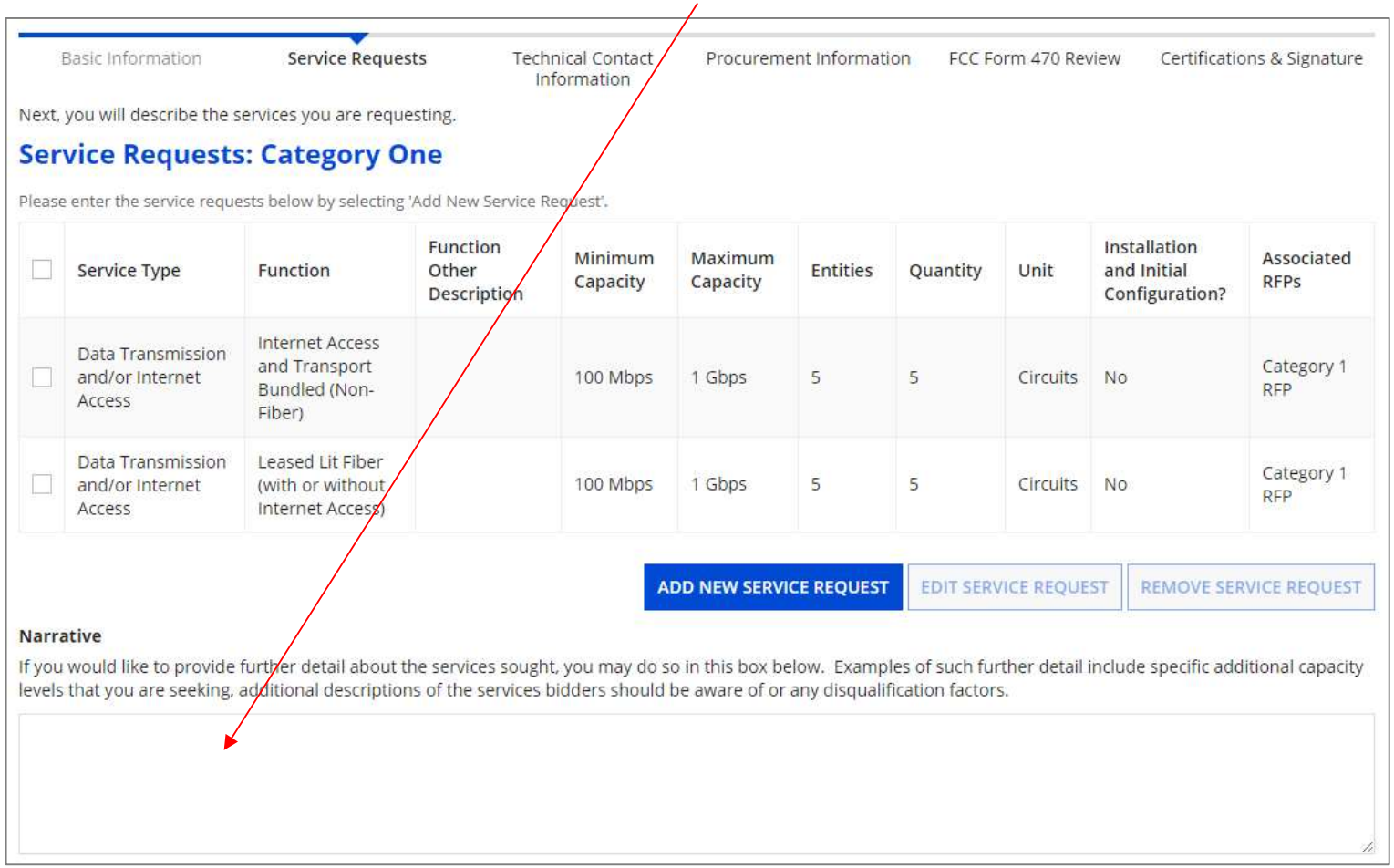
Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

To delete a service request, select the check box for that item and then click the "REMOVE SERVICE REQUEST" button

[Category 1 Service Requests]

A ⑤ In the "Narrative" field, include a clear, textual description of the services you are seeking. Enter any further information to support the request that is not already specified using the service request fields, such as additional capacities being sought, additional descriptions of services, or disqualification factors.



Basic Information | Service Requests | Technical Contact Information | Procurement Information | FCC Form 470 Review | Certifications & Signature

Next, you will describe the services you are requesting.

Service Requests: Category One

Please enter the service requests below by selecting 'Add New Service Request'.

Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Mbps	1 Gbps	5	5	Circuits	No	Category 1 RFP
Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		100 Mbps	1 Gbps	5	5	Circuits	No	Category 1 RFP

ADD NEW SERVICE REQUEST | EDIT SERVICE REQUEST | REMOVE SERVICE REQUEST

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

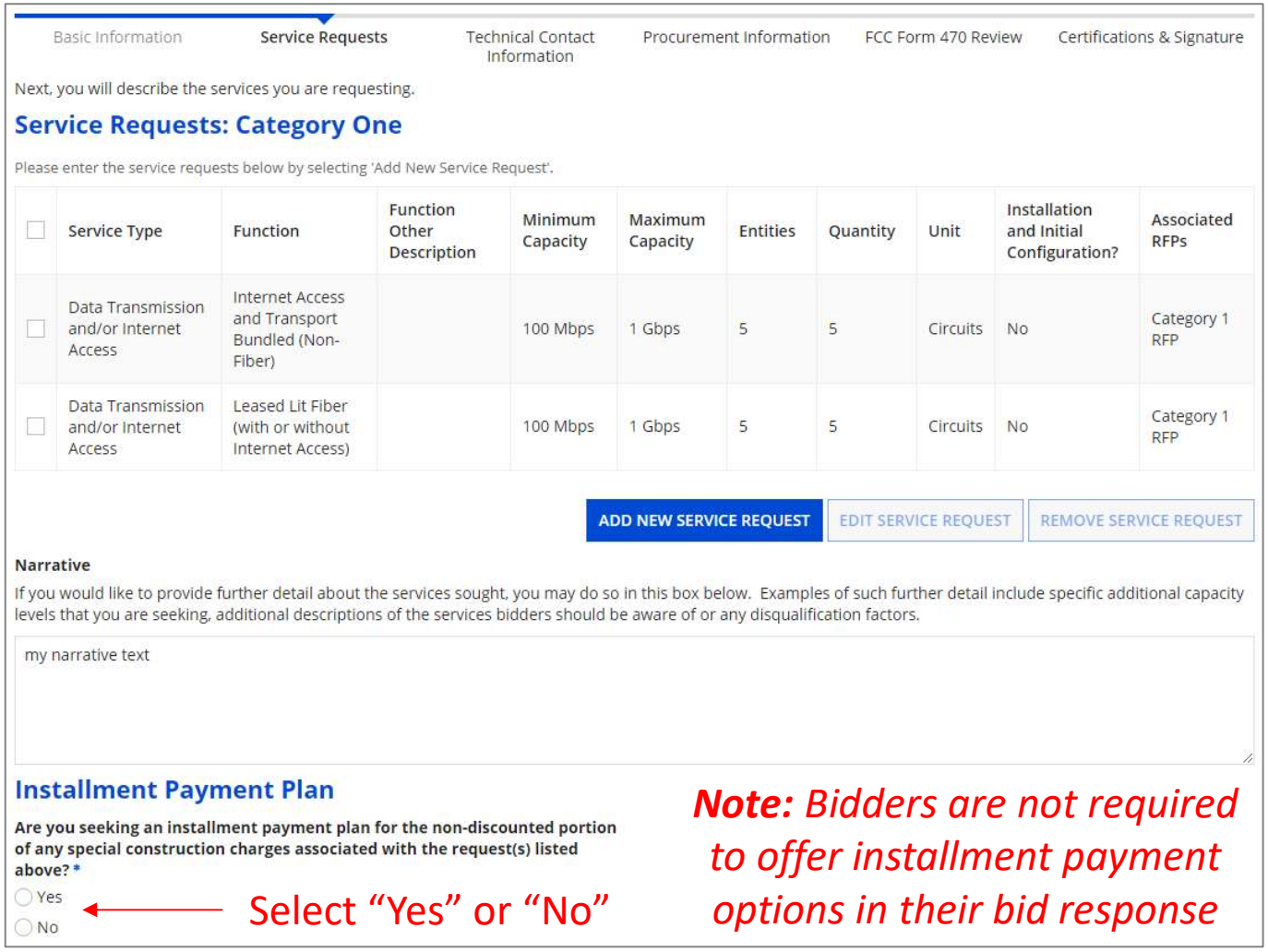
[Category 1 Service Requests]

Words of Advice: *You should also specify the deadline for vendors to submit proposals either here in the narrative or in your RFP. USAC is now taking the position that if your Form 470 or RFP does not state a deadline for vendors to submit proposals, you must consider all bids received up until the date that you conduct your bid evaluation. This is different from previous guidance which was that vendors should consider the 28th day after the Form 470 is posted as the default deadline to submit bids.*

Example: *"The deadline for proposals is 9:00 AM, 29 days after the date this Form 470 is posted. We reserve the right to reject late-submitted proposals."*

[Category 1 Service Requests]

A ⑥ If you are selecting any services that have non-discounted special construction charges, you can request to pay those charges in installments. This option will only appear for those service requests that could potentially include special construction charges.



Basic Information | **Service Requests** | Technical Contact Information | Procurement Information | FCC Form 470 Review | Certifications & Signature

Next, you will describe the services you are requesting.

Service Requests: Category One

Please enter the service requests below by selecting 'Add New Service Request'.

	Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
☐	Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Mbps	1 Gbps	5	5	Circuits	No	Category 1 RFP
☐	Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		100 Mbps	1 Gbps	5	5	Circuits	No	Category 1 RFP

ADD NEW SERVICE REQUEST | EDIT SERVICE REQUEST | REMOVE SERVICE REQUEST

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

my narrative text

Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? *

○ Yes
○ No

← Select "Yes" or "No"

***Note:** Bidders are not required to offer installment payment options in their bid response*

[Category 1 Service Requests]

② When you have entered all of the information for the requested Category One services, click on the “SAVE & CONTINUE” button to proceed

Note: *If you indicated that you would include both Category One and Category Two service requests on this form, you must add at least one request to both sections before you can continue*

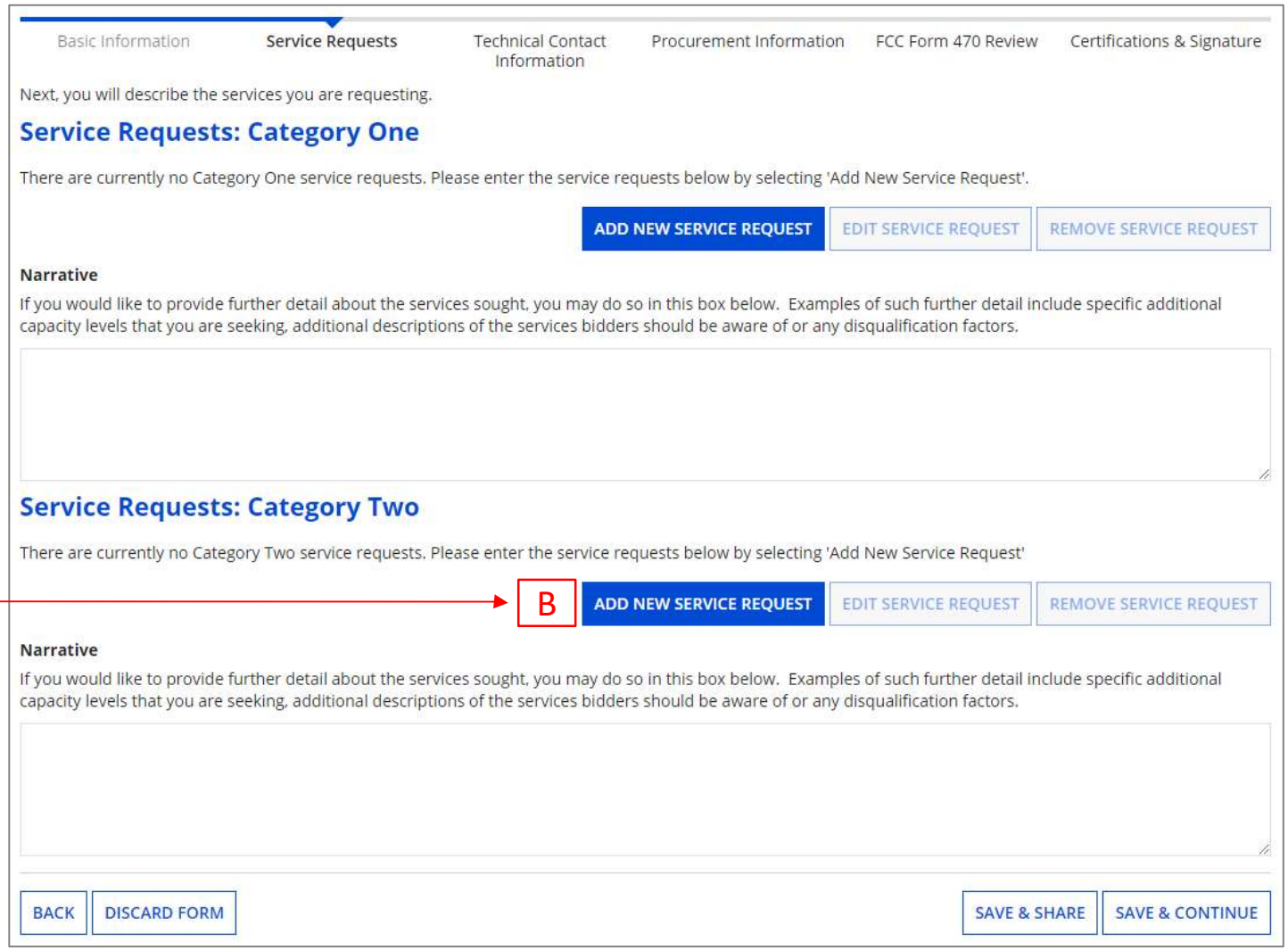
Category Two Service Requests

If you will not be entering Category Two Service Requests on this form, skip to page 73 in this guide

[Category 2 Service Requests]

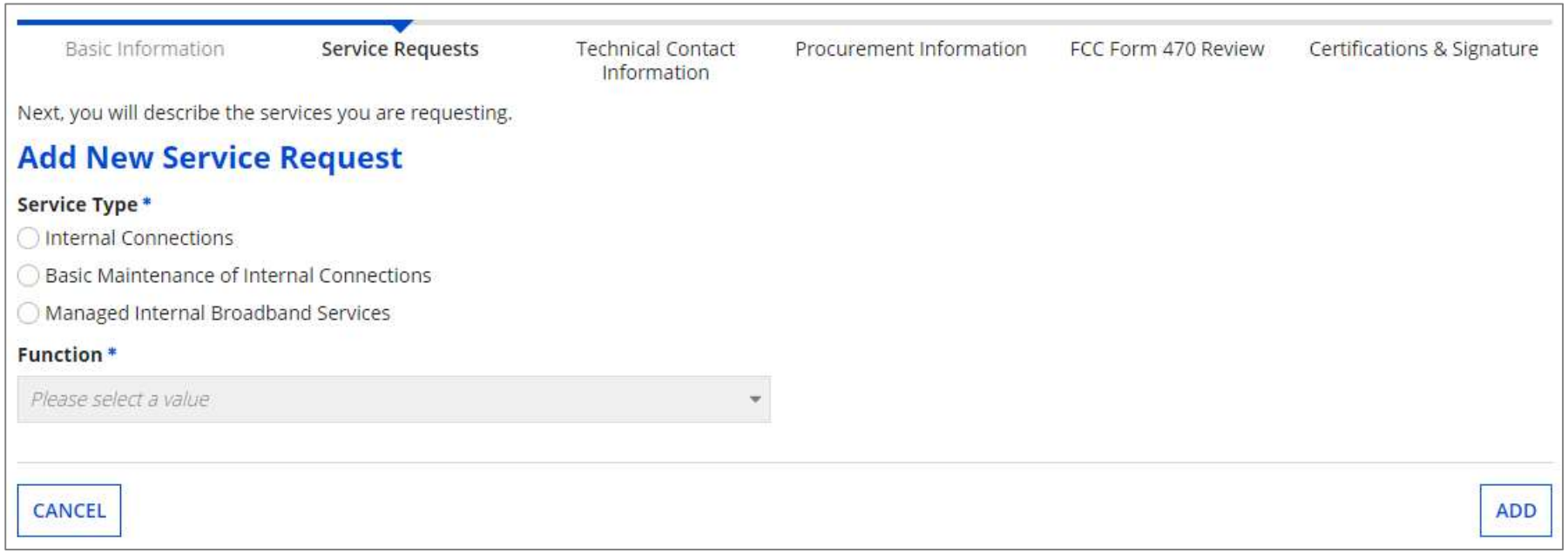
① Click the "ADD NEW SERVICE REQUEST" button in the Category Two section to add a service request

Note: *If you chose to include only Category Two service requests on this form, then only that category will display on this page*



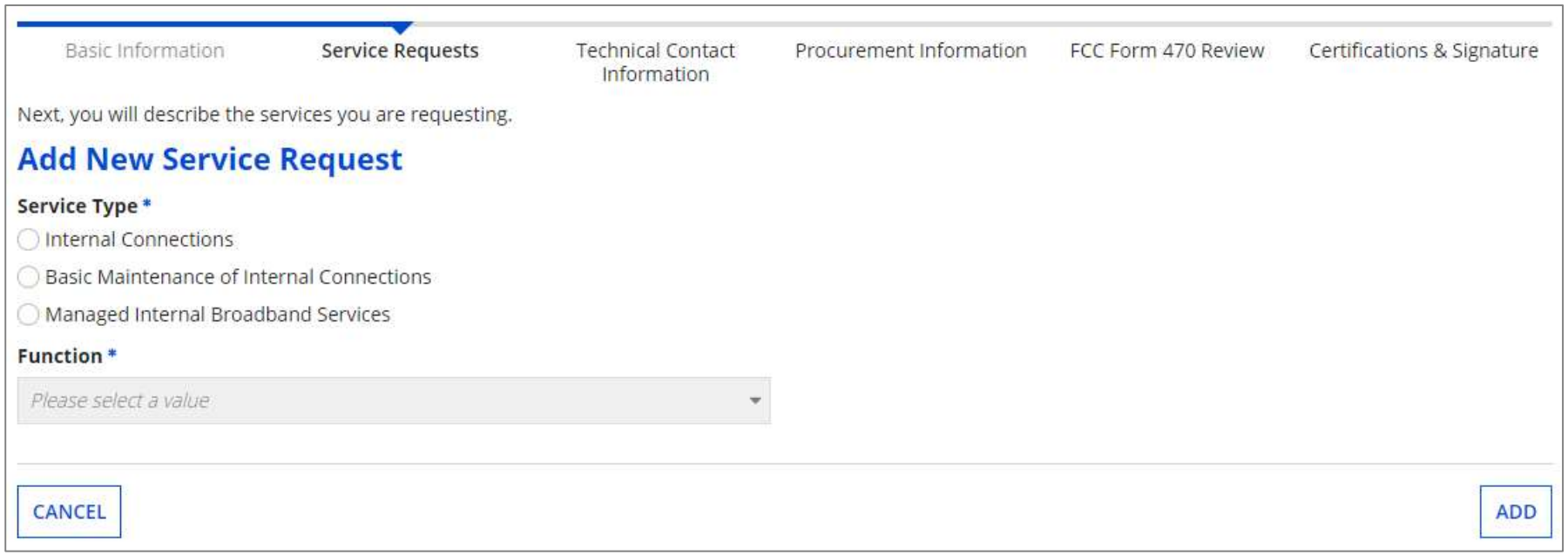
[Category 2 Service Requests]

After choosing "Add New Service Request" under the "Category Two" section, the "Add New Service Request" page displays



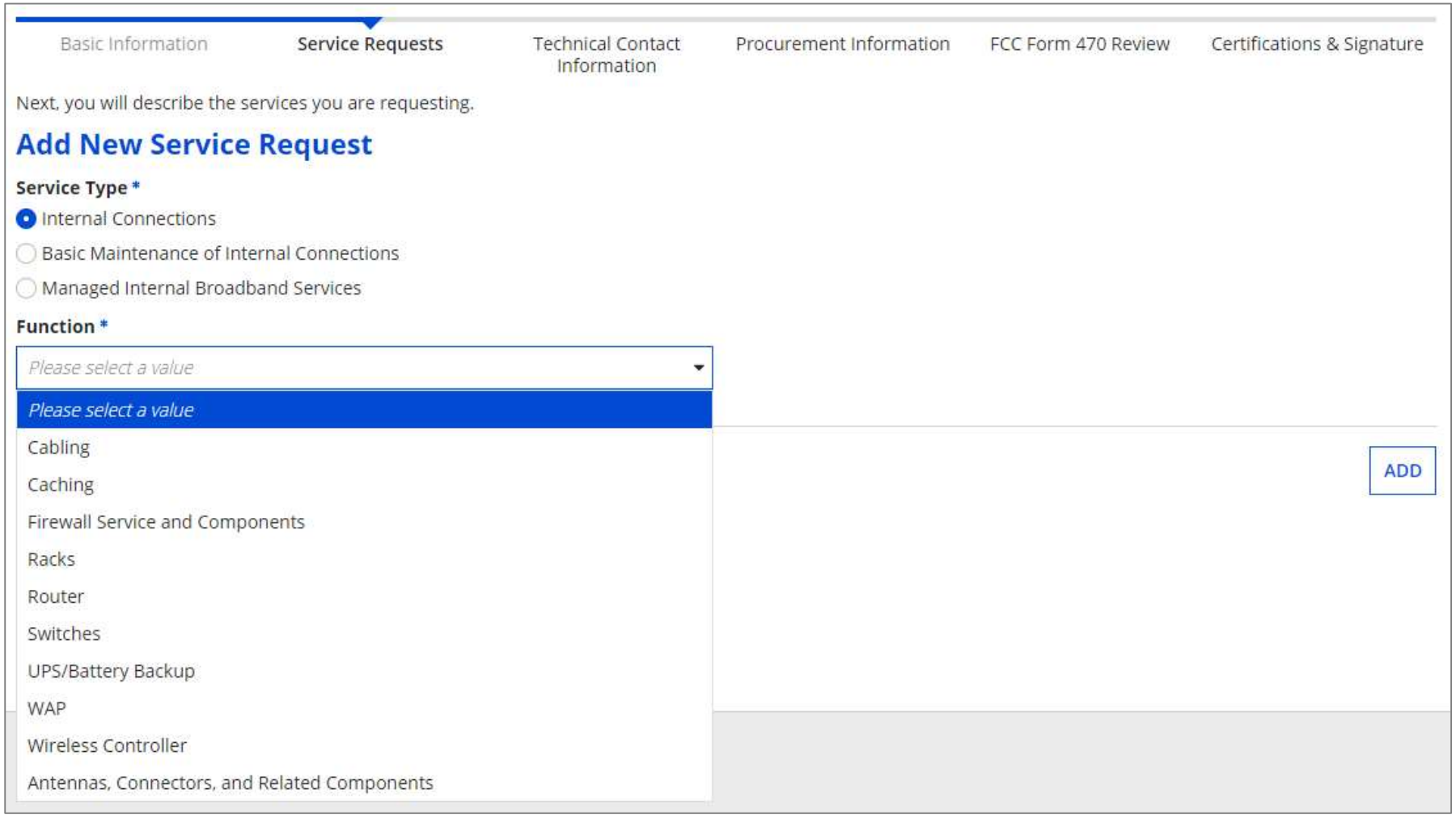
[Category 2 Service Requests]

B ① Select the radio button for the service type being requested

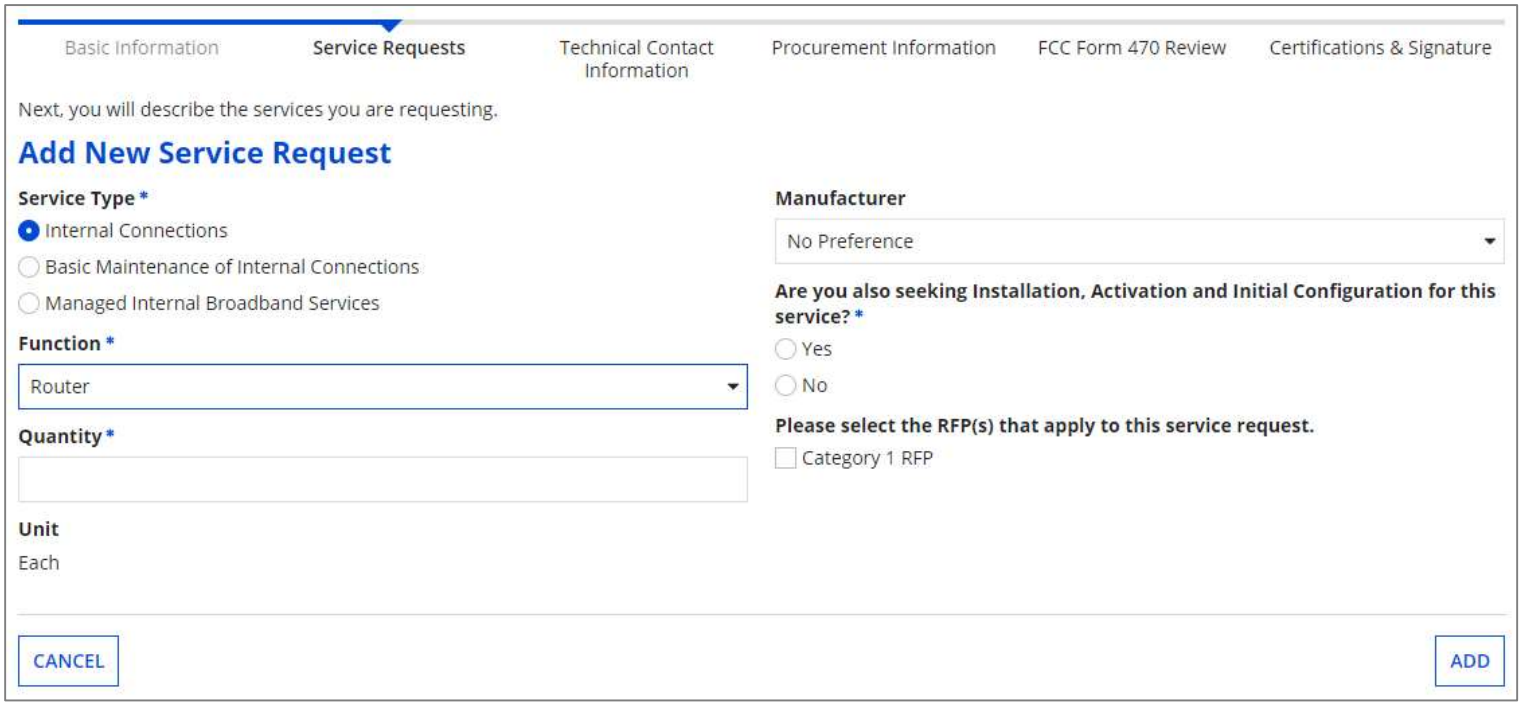


[Category 2 Service Requests]

B ② Use the “Function” drop-down menu to select a function for that service

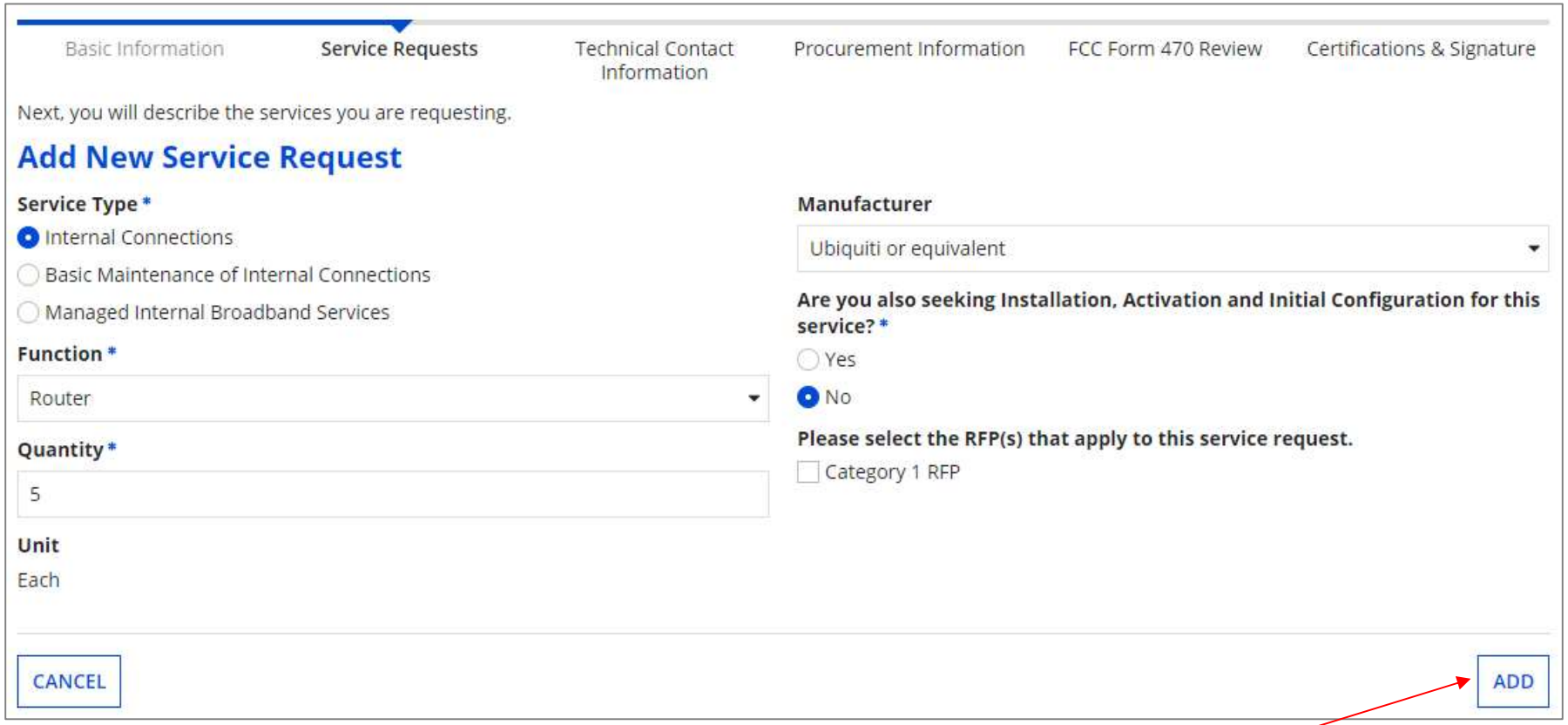


B ③ Enter the details for the value selected in the “Function” menu



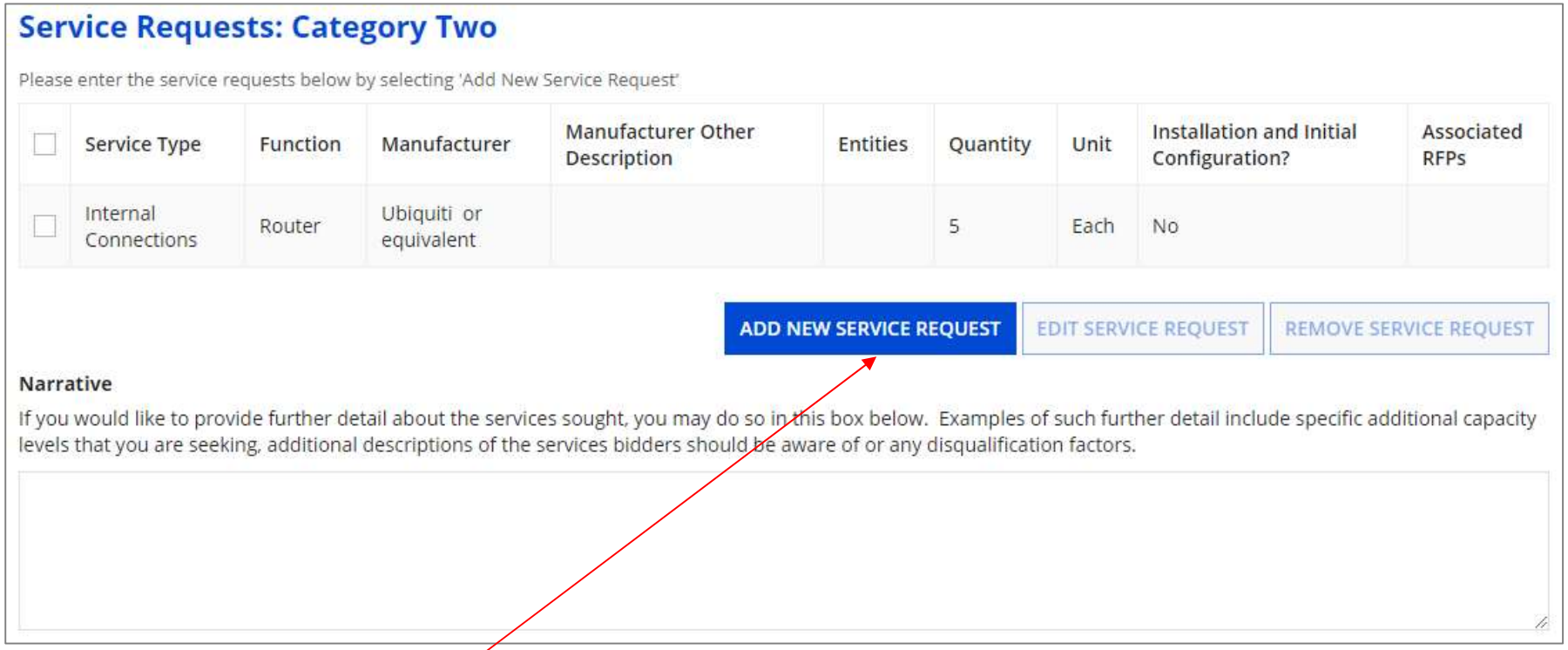
- The required fields for each service request are indicated with a red asterisk. Enter the information requested to describe what you are seeking.
- If you have an RFP for this product or service, select the RFP document that supports this request. Note that if you indicated that an RFP applied to all Category Two services, that document will automatically be associated with this request.

[Category 2 Service Requests]



B ④ Click the "ADD" button to add the information and display the service type table

[Category 2 Service Requests]



Service Requests: Category Two

Please enter the service requests below by selecting 'Add New Service Request'

	Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
☐	Internal Connections	Router	Ubiquiti or equivalent			5	Each	No	

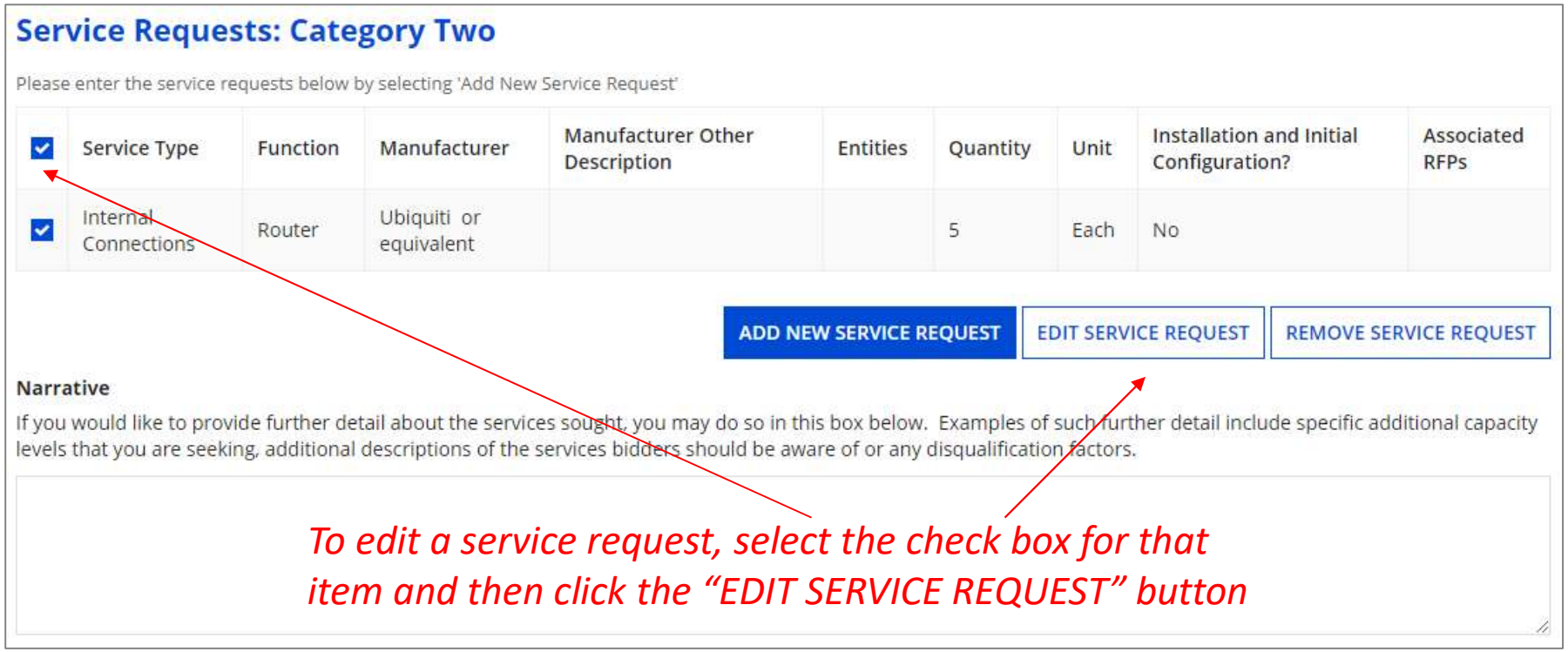
ADD NEW SERVICE REQUEST | EDIT SERVICE REQUEST | REMOVE SERVICE REQUEST

Narrative

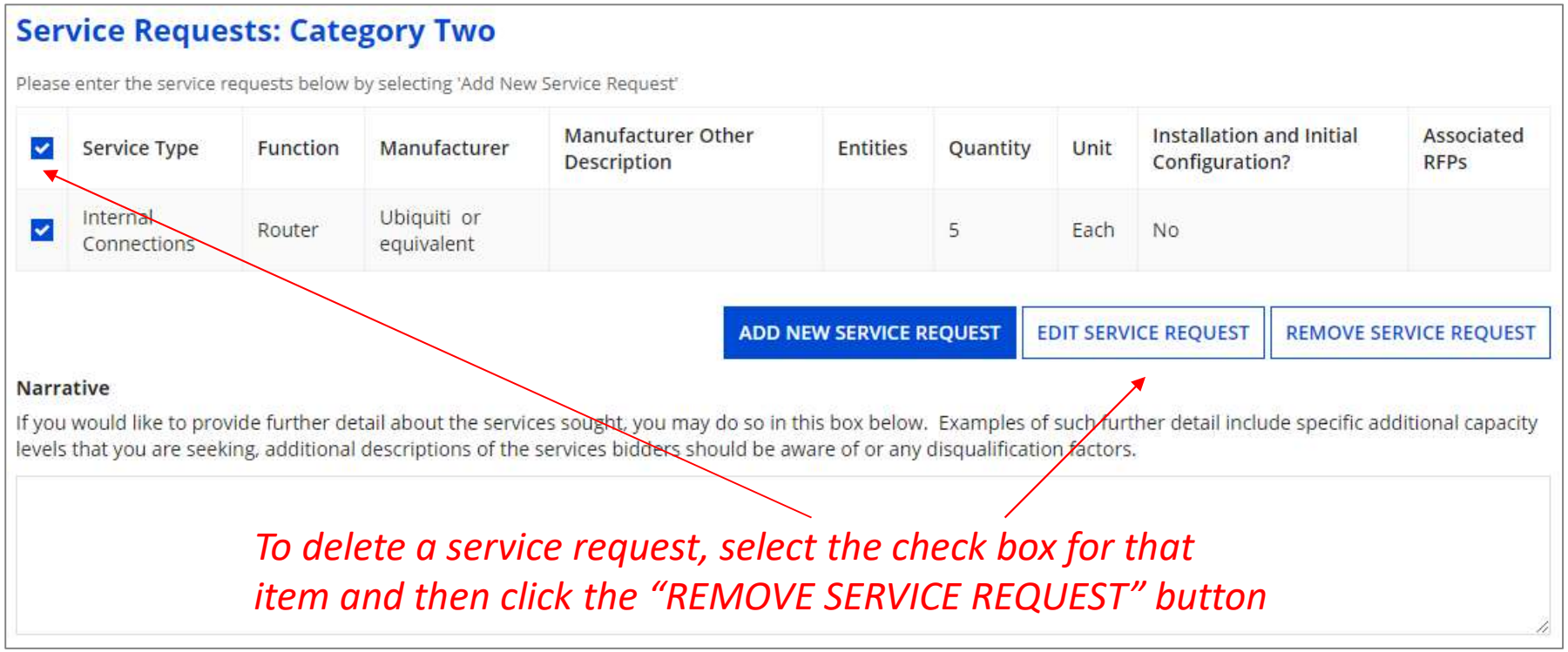
If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

B ⑤ Click the "ADD NEW SERVICE REQUEST" button again to enter an additional service request, repeating as necessary until all Category Two service requests have been entered

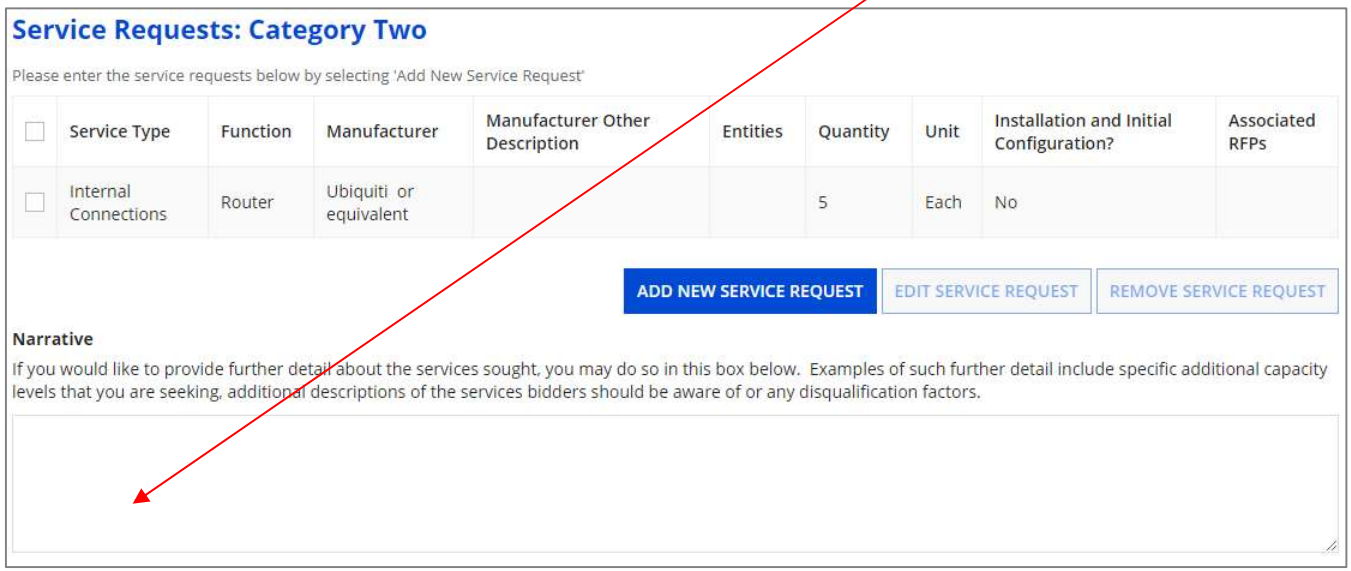
[Category 2 Service Requests]



[Category 2 Service Requests]



B ⑥ In the "Narrative" field, enter any further information to support the request that is not already specified using the service request fields, for example additional descriptions of desired products and services or disqualification factors



Words of Advice: *You should also specify the deadline for vendors to submit proposals either here in the narrative or in your RFP. USAC is now taking the position that if your Form 470 or RFP does not state a deadline for vendors to submit proposals, you must consider <u>all</u> bids received up until the date that you conduct your bid evaluation. This is different from previous guidance which was that vendors should consider the 28th day after the Form 470 is posted as the default deadline to submit bids.*

Example: *"Deadline for proposals is 9:00 AM, 29 days after the date this Form 470 is posted. We reserve the right to reject late-submitted proposals."*

[Category 2 Service Requests]

② When you have entered all of the information for the requested Category Two services, click on the “SAVE & CONTINUE” button to proceed

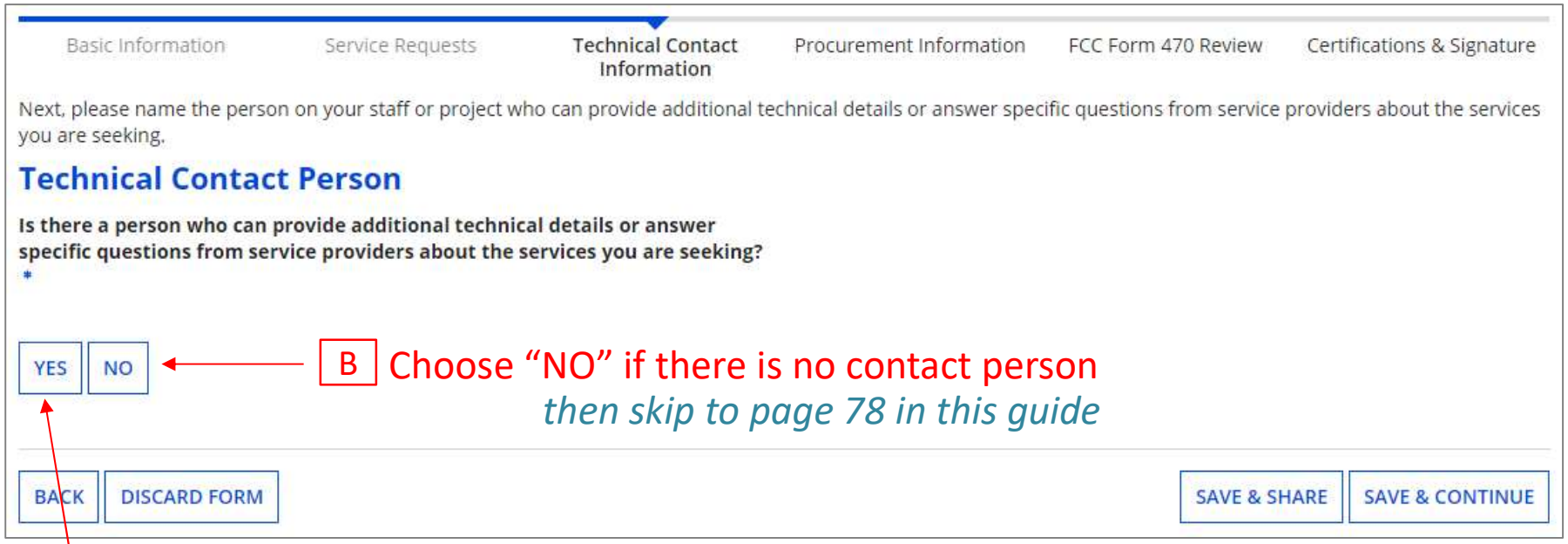
Note: *If you indicated that you would include both Category One and Category Two service requests on this form, you must add at least one request to both sections before you can continue*

Form 470 Section Three: Technical Contact Information

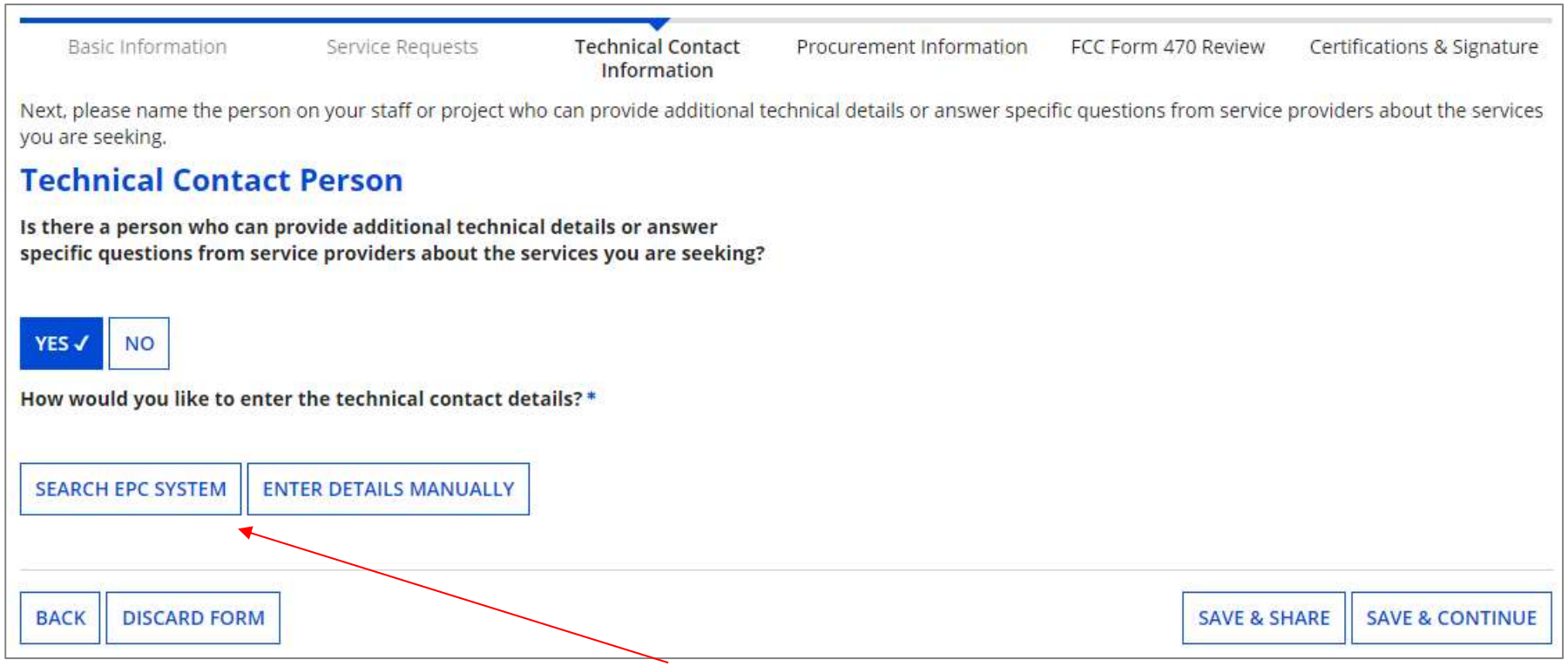
Next, you will indicate contact information for a person who can provide additional information about the application.

Tech Contact

① Indicate if there is a technical contact person who can provide additional information for this form



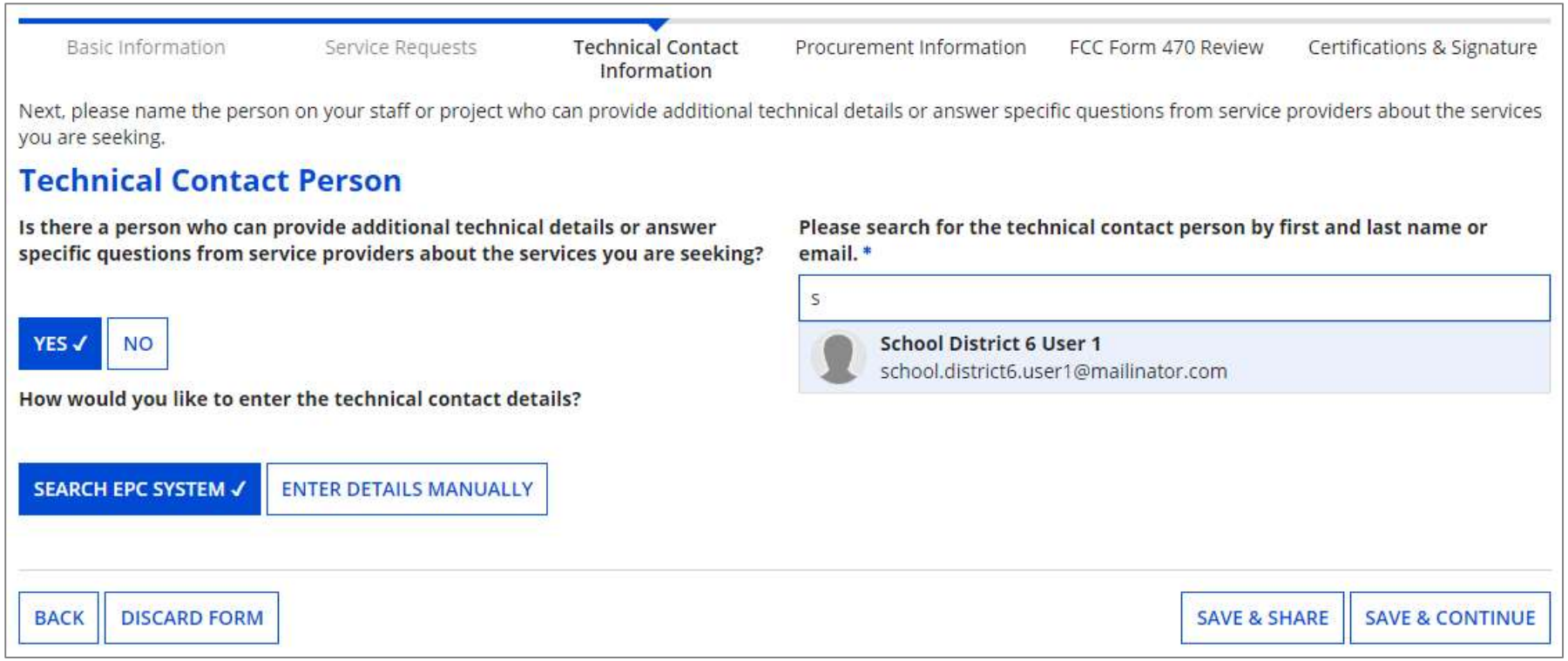
Tech Contact



A ① Search the EPC system for the contact person or enter their contact information manually

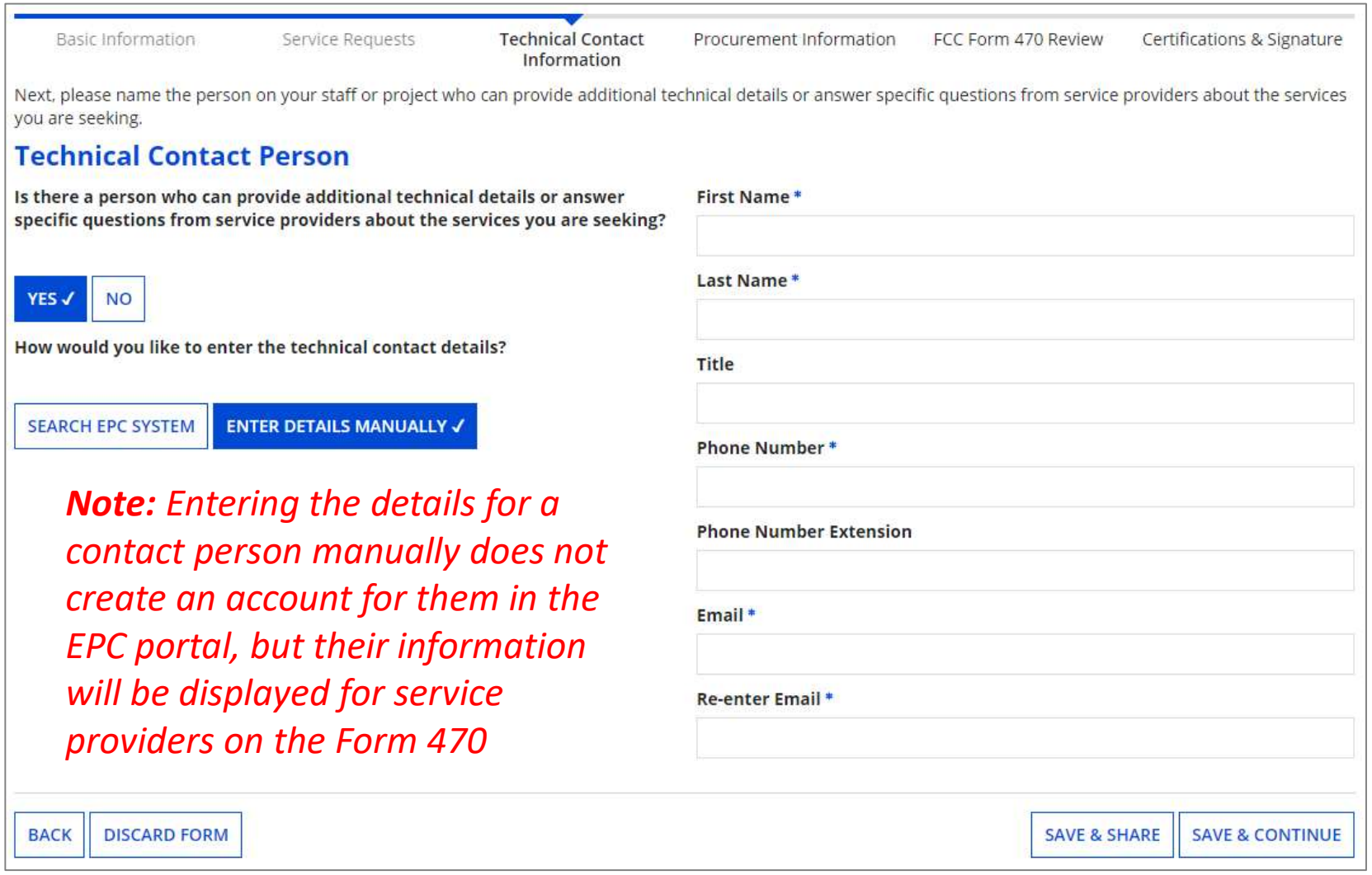
Tech Contact

Searching the EPC system will allow you to locate matching results for EPC users associated with your organization:



Tech Contact

Manually entering data allows you to specify someone not in the EPC system:



Note: *Entering the details for a contact person manually does not create an account for them in the EPC portal, but their information will be displayed for service providers on the Form 470*

go to the next page in this guide

Tech Contact

② Click on the “SAVE & CONTINUE” button to proceed

Form 470 Section Four: Procurement Information

Next, you will indicate if there are any state or local procurement requirements.

Procurement Info

① Indicate if there are state or local procurement requirements that apply to the services being procured

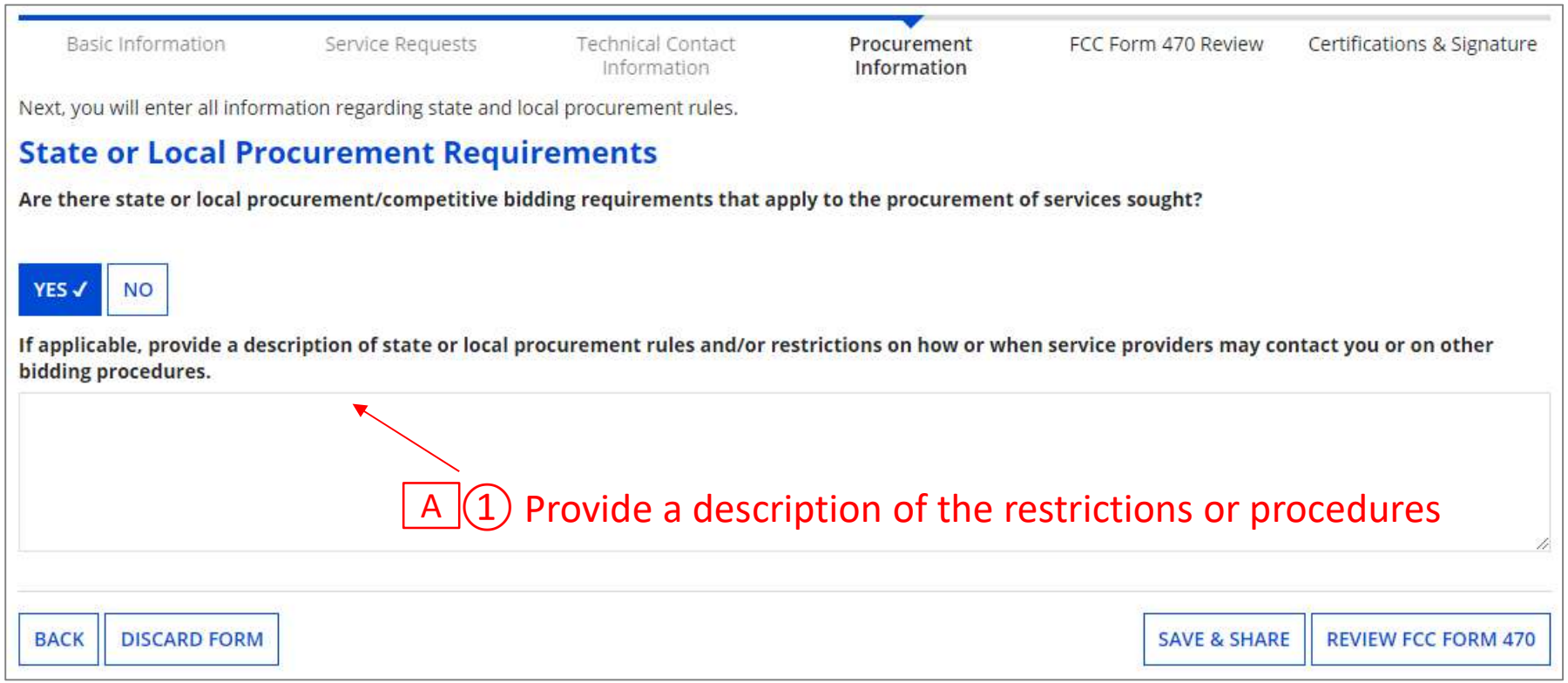
B Choose "NO" if there are no restrictions ***(most common)***

then skip to page 82

A Choose "YES" if you are subject to any such restrictions

then go to the next page in this guide

Procurement Info



Words of Caution: *Applicants must always comply with any applicable state or local requirements when participating in the competitive bidding process used in the E-Rate program*

go to the next page in this guide

Reviewing the Form

Before certifying the form you will have the opportunity to review the form in its entirety.

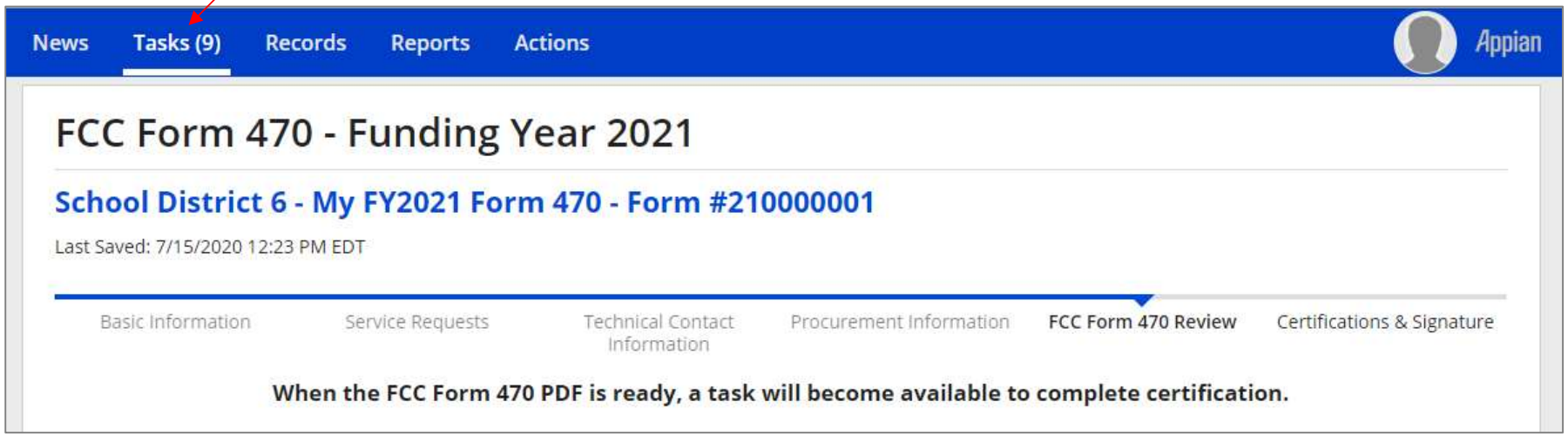
Reviewing the Form

① Click on the “REVIEW FCC FORM 470” button to review the form you have created

Reviewing the Form

A message will display indicating that a task will be created when your PDF is ready

② After a few moments or after the number of tasks listed in parentheses changes, click on the "Tasks" link in the blue bar to proceed

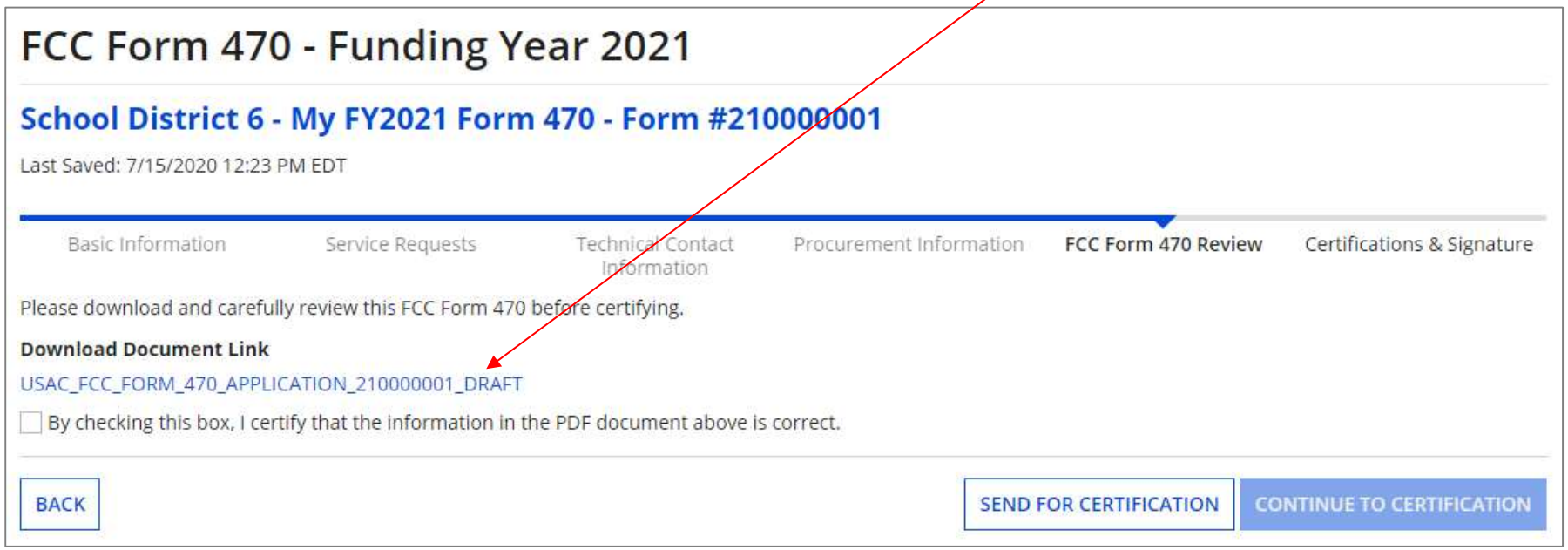


Reviewing the Form

③ Click on the link for the task to certify the form

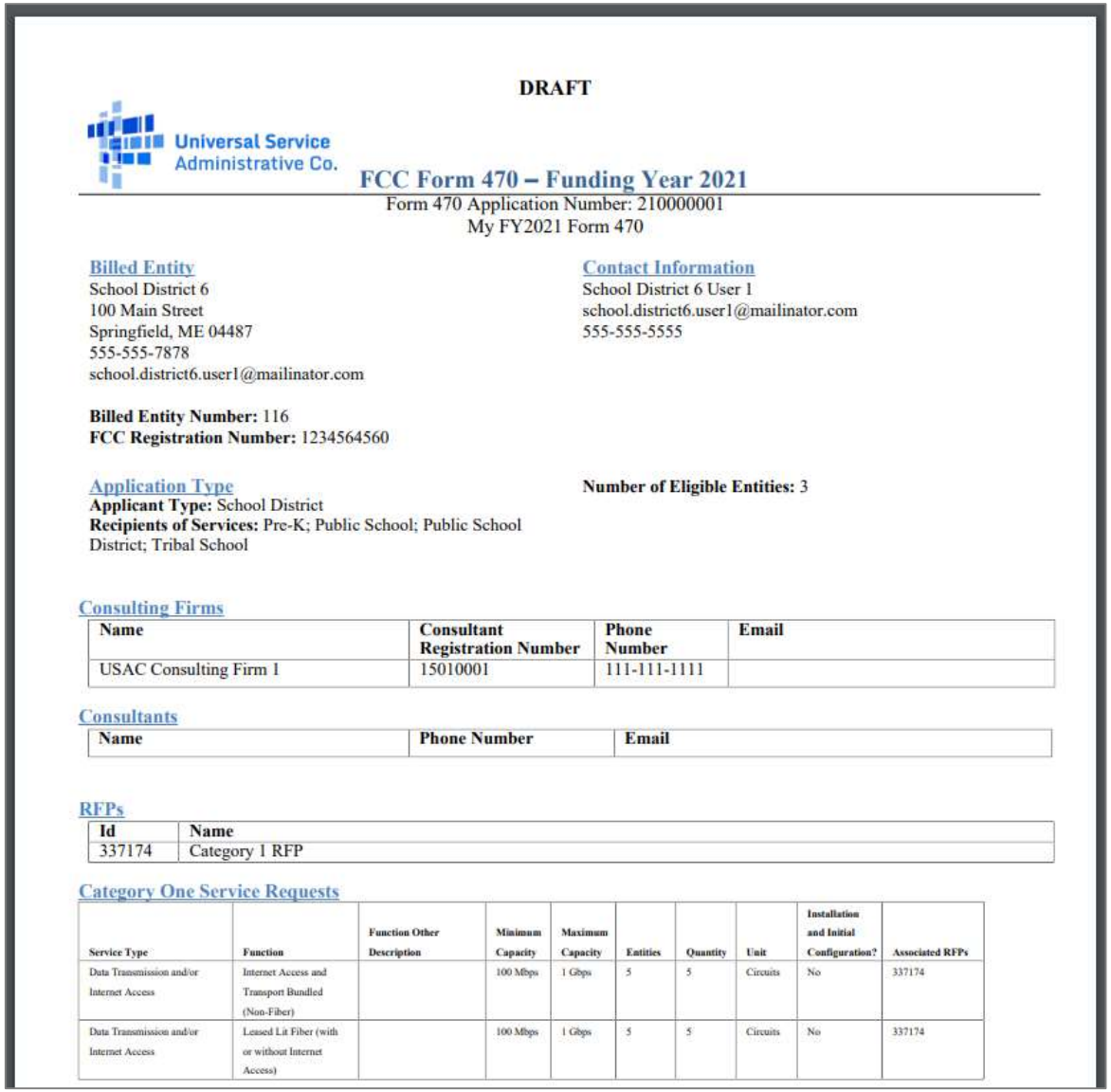
Reviewing the Form

④ Click on the link to download the file to your computer



Reviewing the Form

⑤ Open the PDF to view and review the Form 470



DRAFT

Universal Service Administrative Co.

FCC Form 470 – Funding Year 2021

Form 470 Application Number: 210000001
My FY2021 Form 470

Billed Entity
School District 6
100 Main Street
Springfield, ME 04487
555-555-7878
school.district6.user1@mailinator.com

Billed Entity Number: 116
FCC Registration Number: 1234564560

Contact Information
School District 6 User 1
school.district6.user1@mailinator.com
555-555-5555

Application Type
Applicant Type: School District
Recipients of Services: Pre-K; Public School; Public School District; Tribal School

Number of Eligible Entities: 3

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email
USAC Consulting Firm 1	15010001	111-111-1111	

Consultants

Name	Phone Number	Email

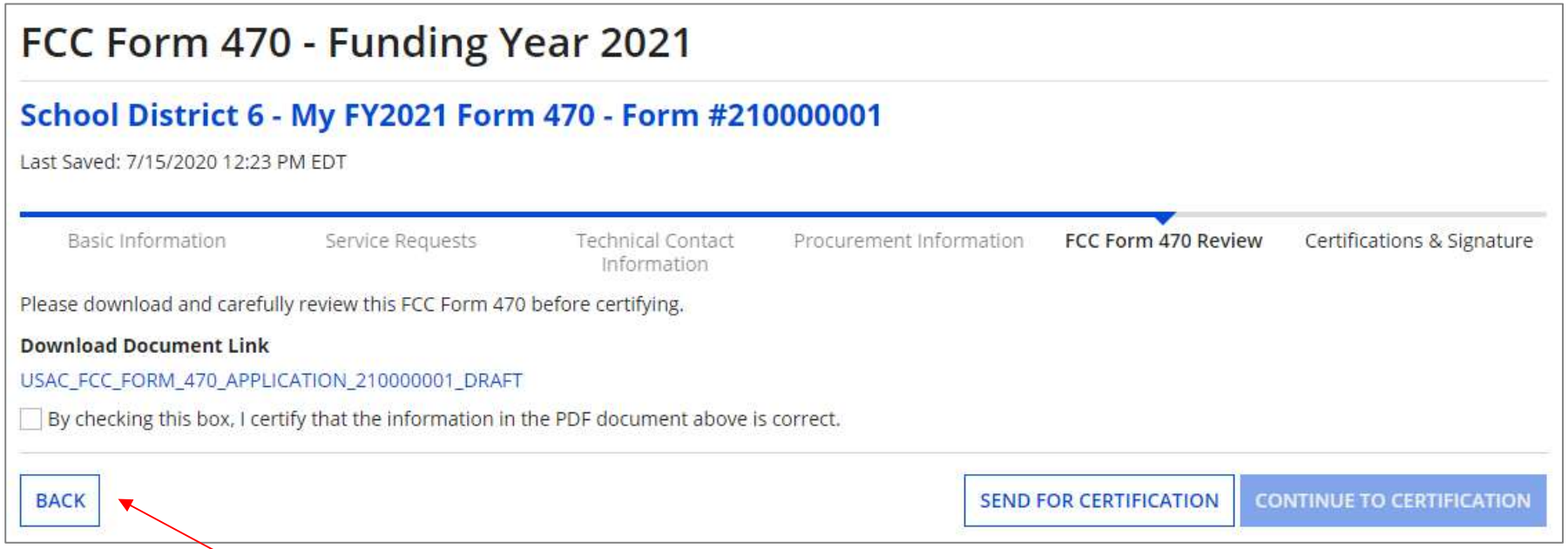
RFPs

Id	Name
337174	Category 1 RFP

Category One Service Requests

Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Mbps	1 Gbps	5	5	Circuits	No	337174
Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		100 Mbps	1 Gbps	5	5	Circuits	No	337174

Reviewing the Form



⑥ If you need to make any changes to your application, click on the "BACK" button at the bottom of each page of the form until you find the area that you need to edit

Certifications and Signature

Finally, a user in your organization will certify and submit the form.

Certifying the Form

Certification of the form takes place in different manners depending on the rights assigned to users for your organization and who in your organization is responsible for certifying the form.

A If you are a partial rights user → *go to the next page in this guide*

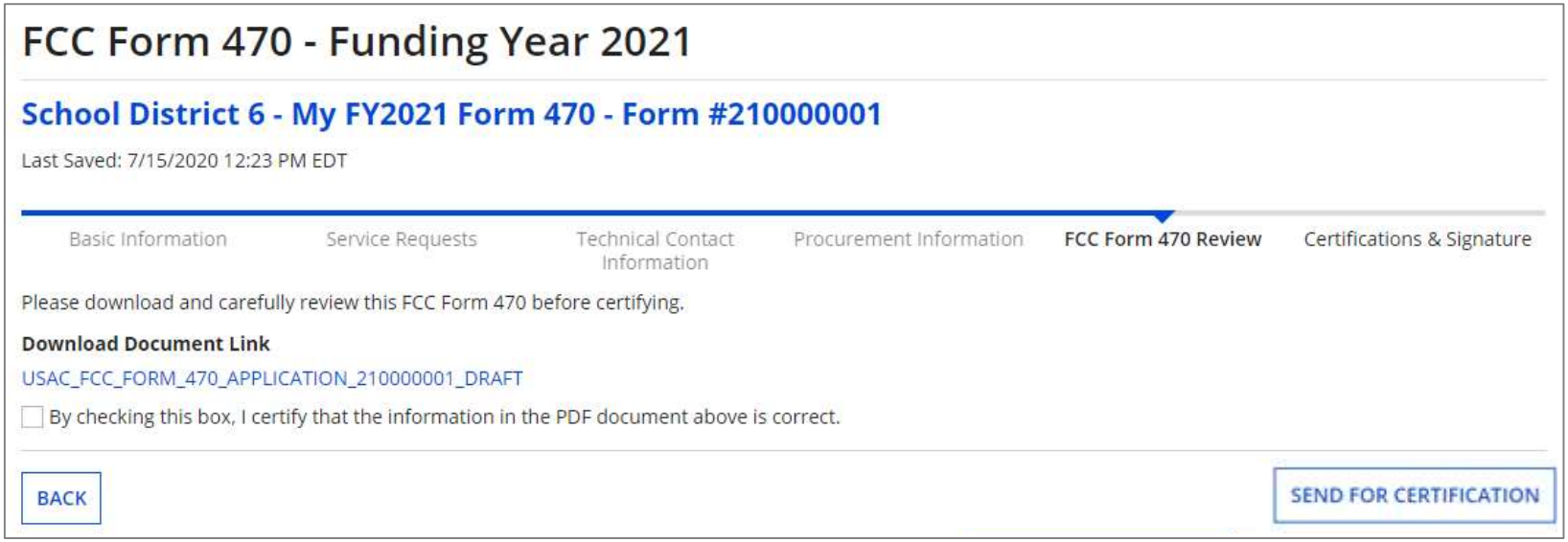
B If you are a full rights user but not the person who will certify the form → *skip to page 92*

C If you are a full rights user who is responsible for certifying the form → *skip to page 93*

D If you are a full rights user certifying a form sent to you by another user → *skip to page 97*

[Partial Rights]

A If you are a **partial rights user**:



A ① Click on the “SEND FOR CERTIFICATION” button

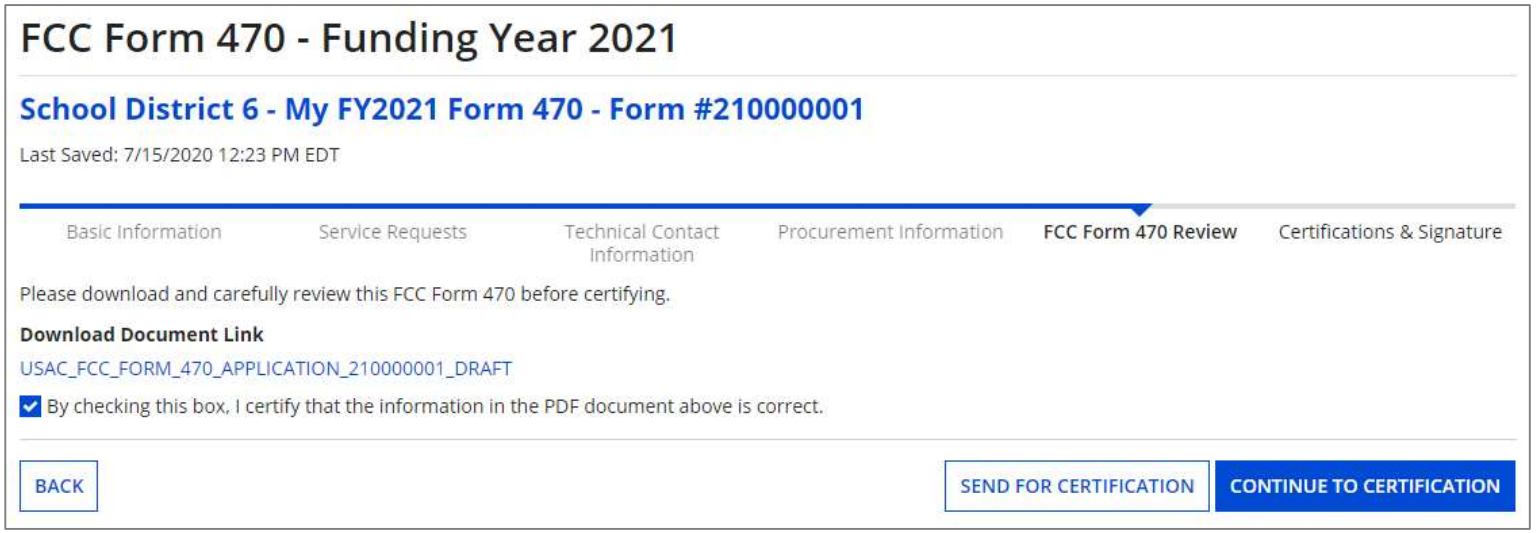
A ② You will see a notice that your form will be sent to the full rights users in your organization

A ③ Click on the “YES” button to proceed

skip to page 104 in this guide

[Full Rights / Not the Certifier]

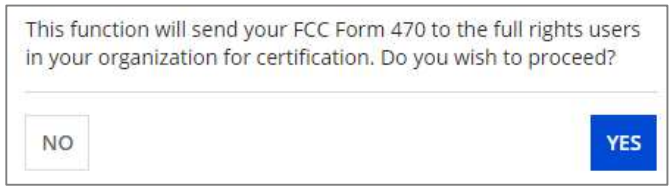
B If you are a **full rights user but not the person who will certify the form**:



B ① Check the check box to certify that the form is correct

B ② Click on the "SEND FOR CERTIFICATION" button

B ③ You will see a notice that your form will be sent to the full rights users in your organization

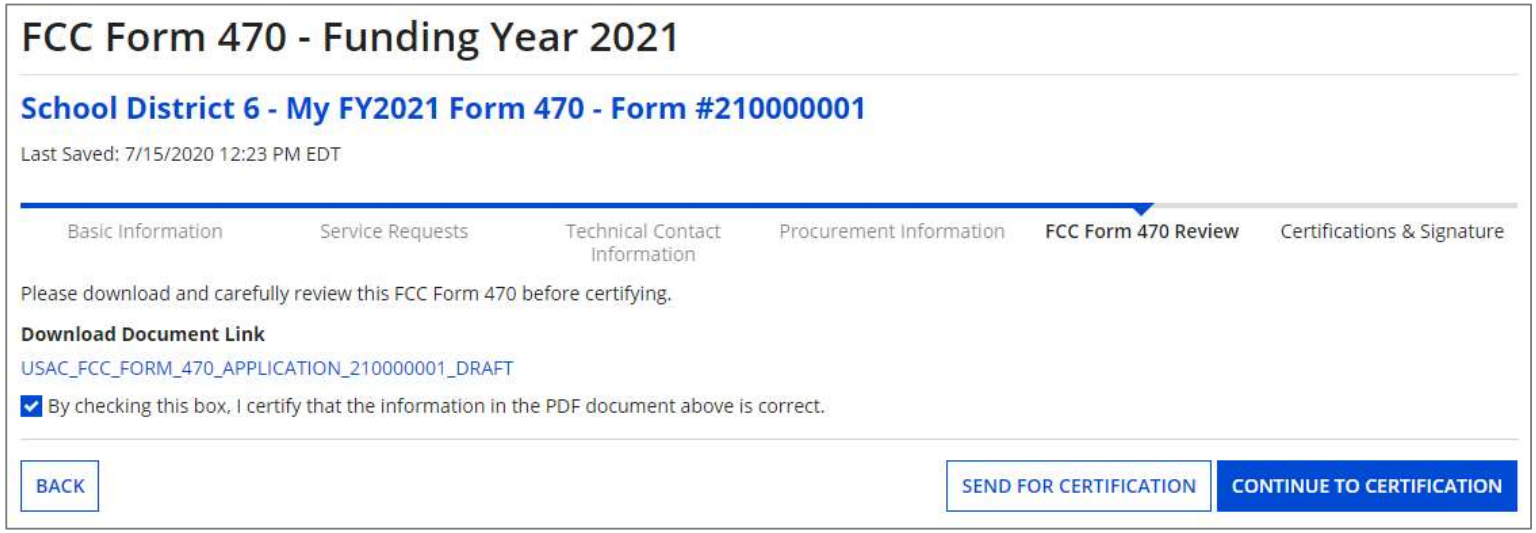


B ④ Click "YES" to send the form

skip to page 104 in this guide

[Full Rights / Certifier]

C If you are a **full rights user who is responsible for certifying the form**:



C ① Check the check box to certify that the form is correct

C ② Click on the “CONTINUE TO CERTIFICATION” button to proceed

C ③ Click “YES” in the verification window to proceed to the certifications page

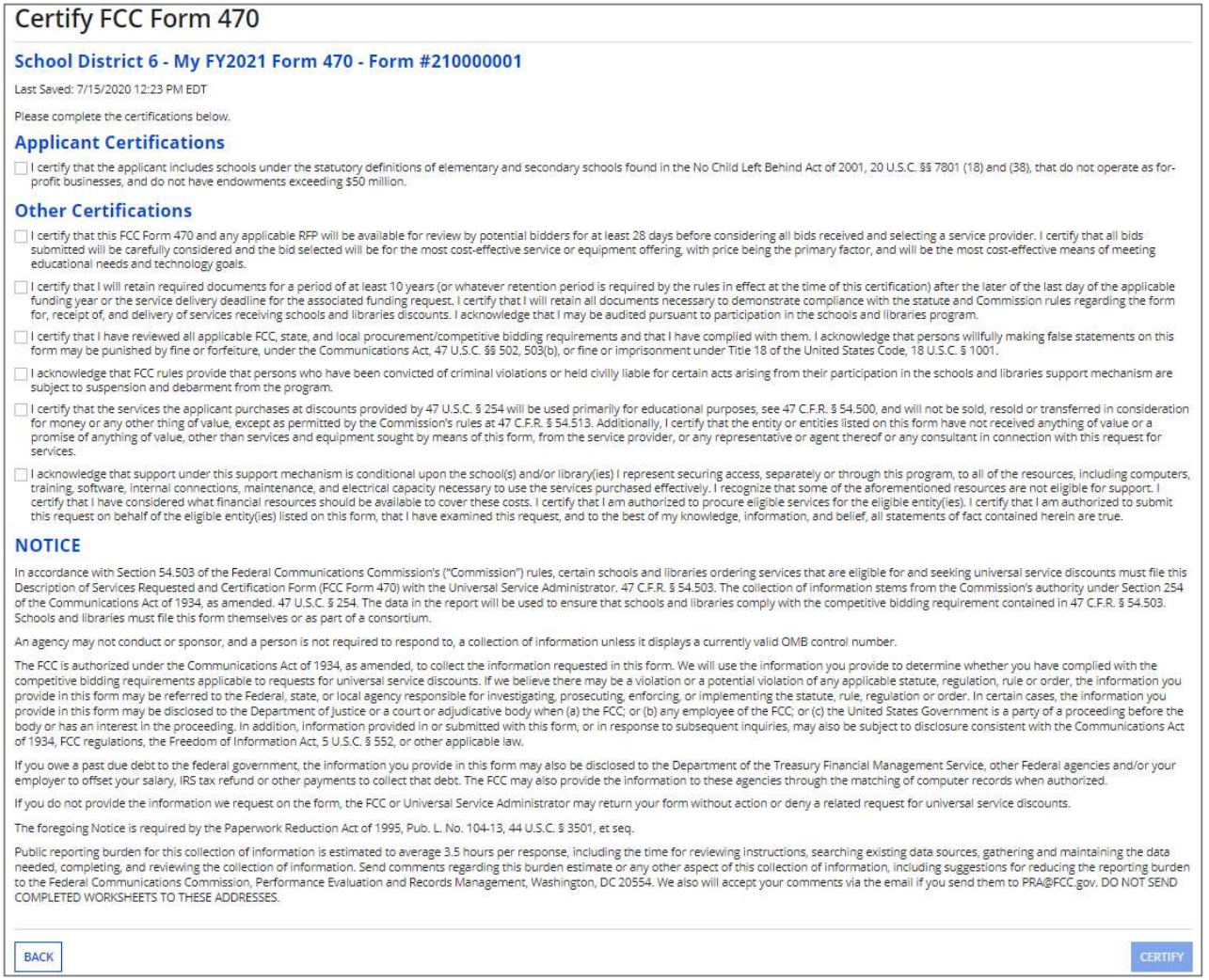
[Full Rights / Certifier]

C ④ You will see the "Certifications" page

C ⑤ Read the certification text carefully

C ⑥ Check each check box to confirm compliance

C ⑦ Click the "CERTIFY" button to certify the form --- this is the equivalent to providing your electronic signature



Certify FCC Form 470

School District 6 - My FY2021 Form 470 - Form #210000001

Last Saved: 7/15/2020 12:23 PM EDT

Please complete the certifications below.

Applicant Certifications

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☐ I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

☐ I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

☐ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

☐ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

☐ I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

NOTICE

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission") rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.503. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information requested in this form. We will use the information you provide to determine whether you have complied with the competitive bidding requirements applicable to requests for universal service discounts. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, the information you provide in this form may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information you provide in this form may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form, or in response to subsequent inquiries, may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide in this form may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

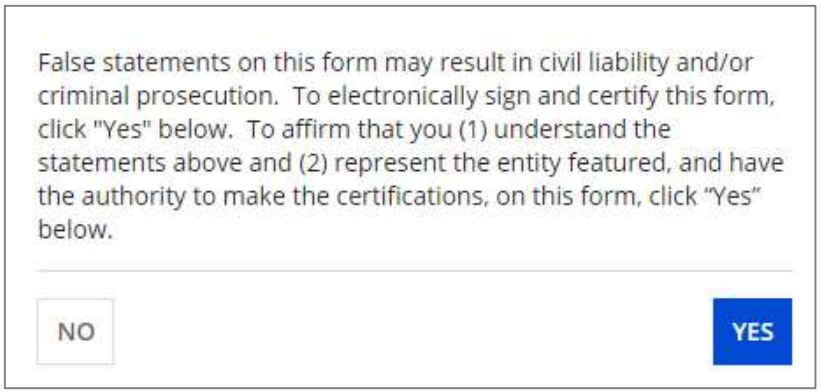
If you do not provide the information we request on the form, the FCC or Universal Service Administrator may return your form without action or deny a related request for universal service discounts.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

BACK CERTIFY

C ⑧ Read the message regarding the certification and click “YES” if you agree



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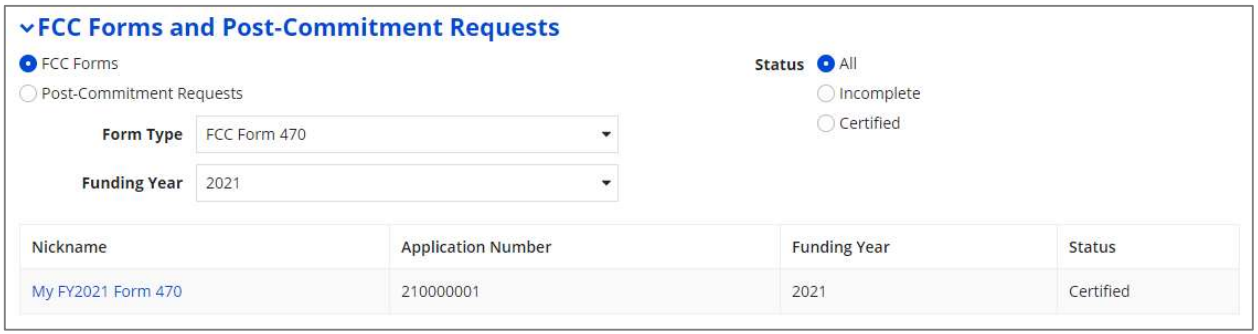


skip to page 104 in this guide

[Full Rights / Certifying a Form Sent By Another]

D If you are a **full rights user who is certifying a form sent to you** by another user:

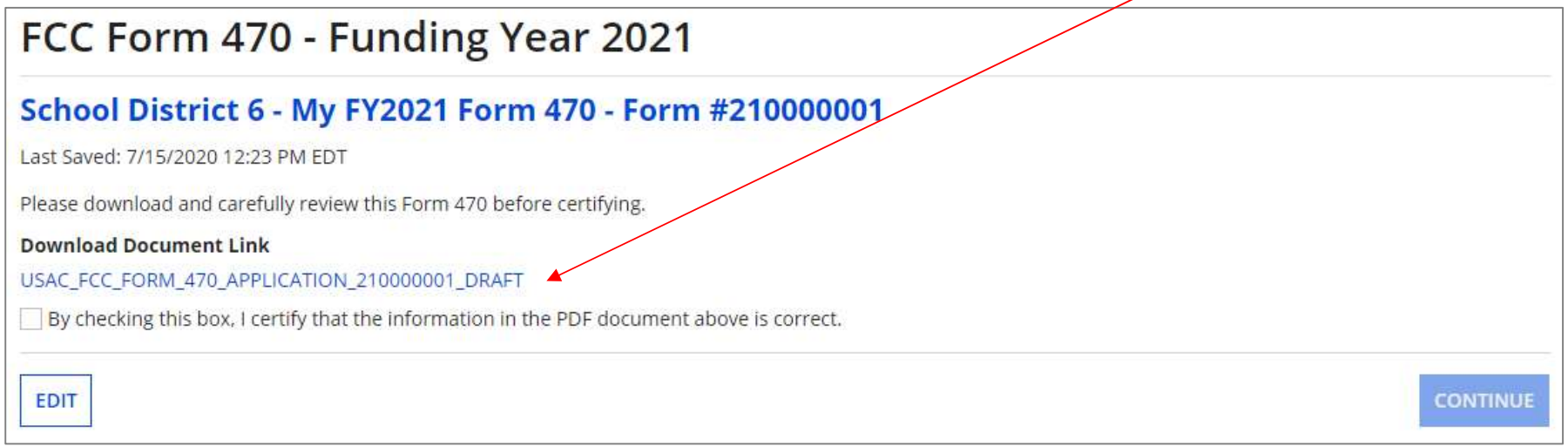
D ① Once a user has sent you a Form 470 to certify, you will receive a task in your task list

D ② Go to your "Tasks" page by clicking on the "Tasks" link in the navigation bar

D ③ Then click on the task for the Form 470 that is ready for certification

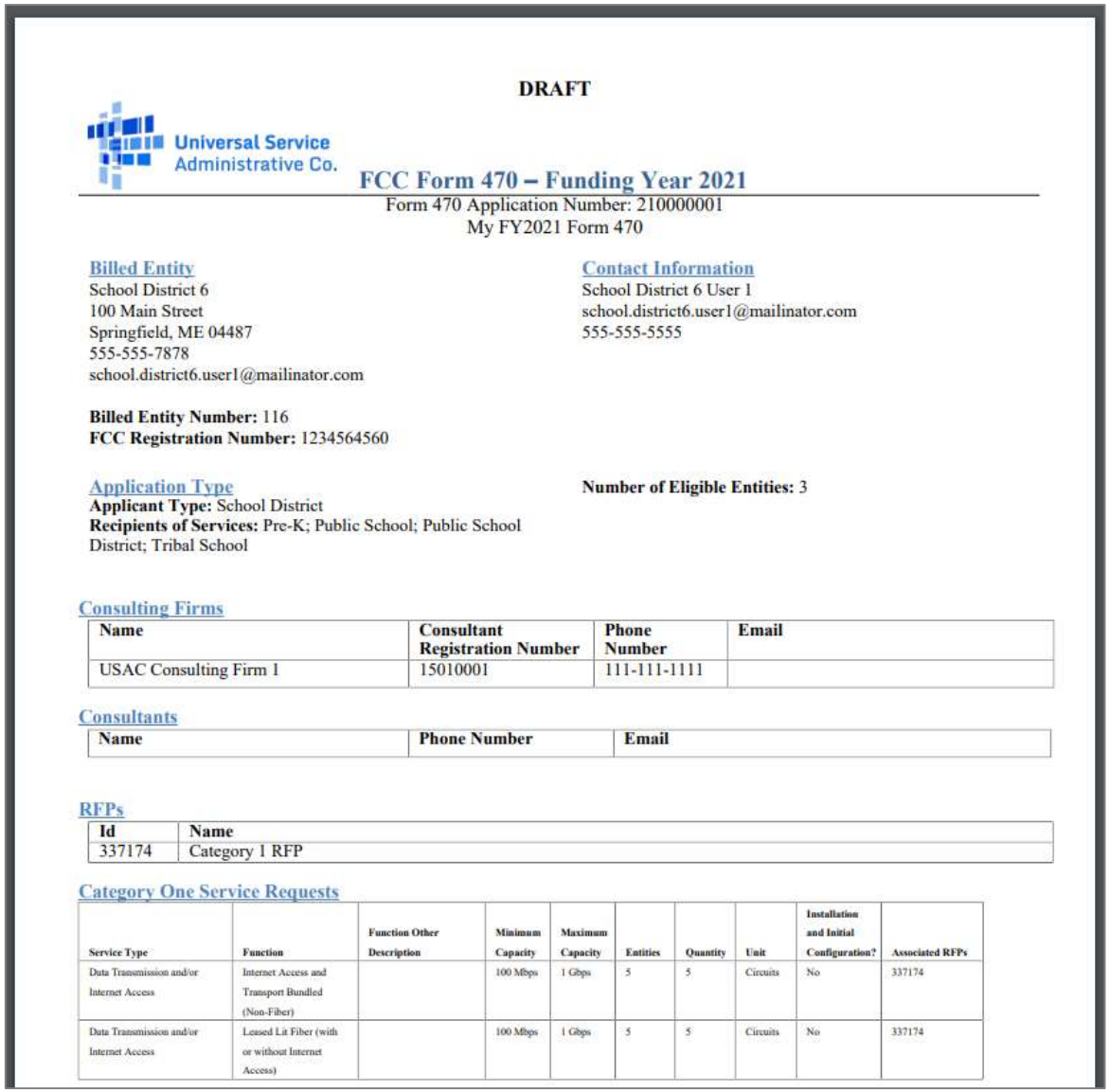
[Full Rights / Certifying a Form Sent By Another]

D ③ To review the application, click on the link for the form to download it to your computer



[Full Rights / Certifying a Form Sent By Another]

D ④ Open the PDF to view and review the Form 470



DRAFT

Universal Service Administrative Co.

FCC Form 470 – Funding Year 2021

Form 470 Application Number: 210000001
My FY2021 Form 470

Billed Entity
School District 6
100 Main Street
Springfield, ME 04487
555-555-7878
school.district6.user1@mailinator.com

Billed Entity Number: 116
FCC Registration Number: 1234564560

Contact Information
School District 6 User 1
school.district6.user1@mailinator.com
555-555-5555

Application Type
Applicant Type: School District
Recipients of Services: Pre-K; Public School; Public School District; Tribal School

Number of Eligible Entities: 3

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email
USAC Consulting Firm 1	15010001	111-111-1111	

Consultants

Name	Phone Number	Email

RFPs

Id	Name
337174	Category 1 RFP

Category One Service Requests

Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Mbps	1 Gbps	5	5	Circuits	No	337174
Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		100 Mbps	1 Gbps	5	5	Circuits	No	337174

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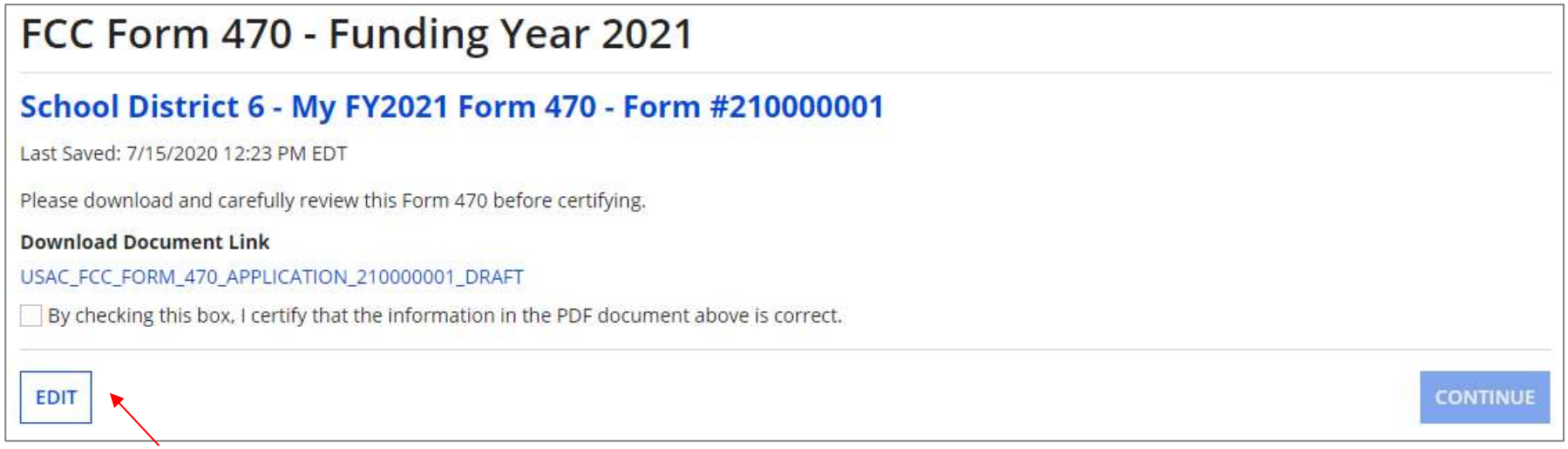

D ⑤ Select the "EDIT" button to make any needed changes to the form. The form will open at the "Basic Information" page. Continue through the form steps to make any necessary changes.

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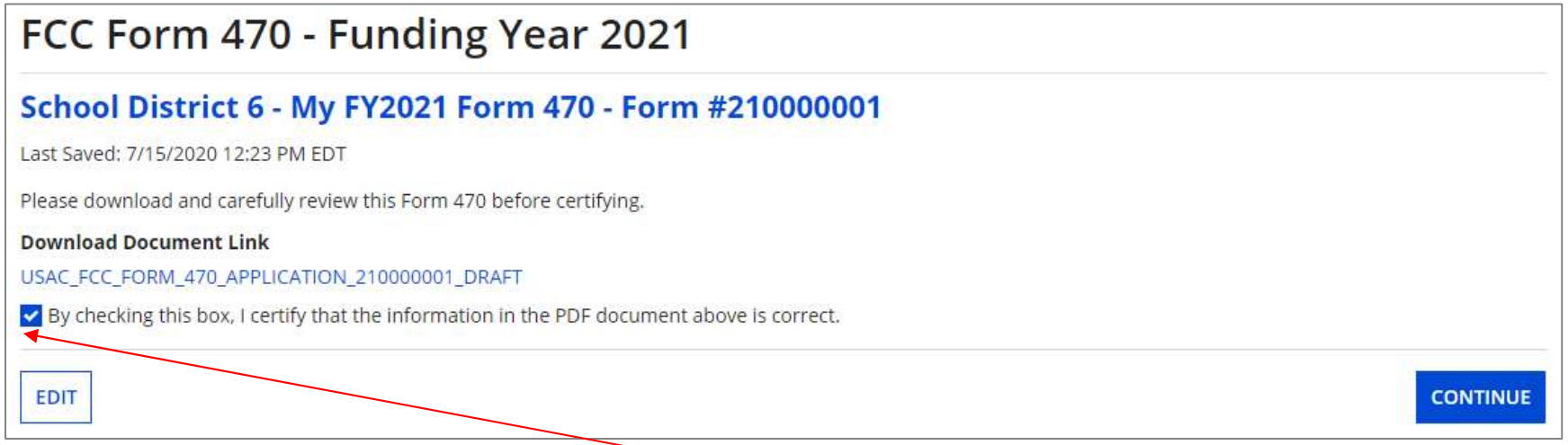

D ⑥ If the form is acceptable, check the check box to certify that the form is correct

D ⑦ Choose the "CONTINUE" button to certify the form

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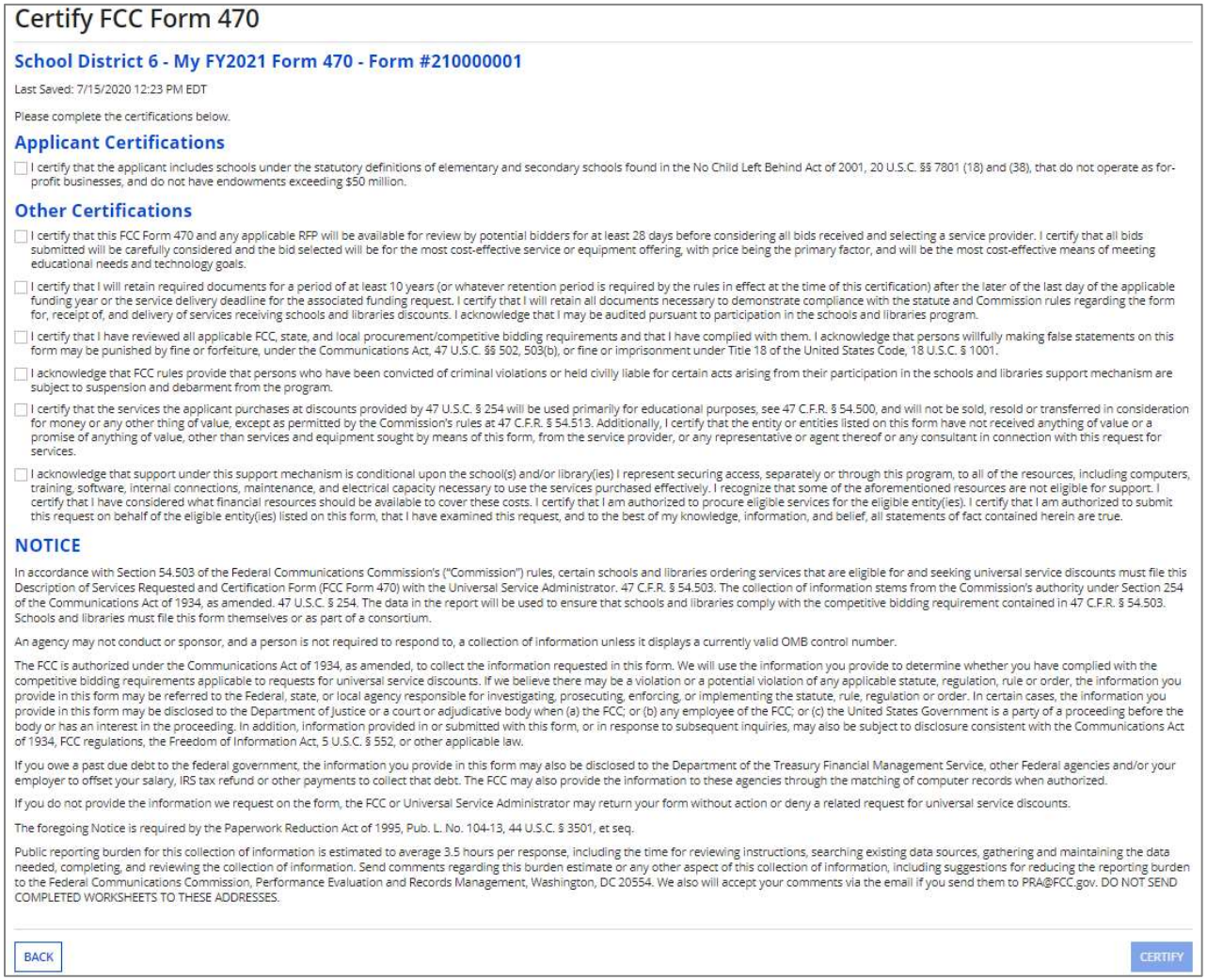

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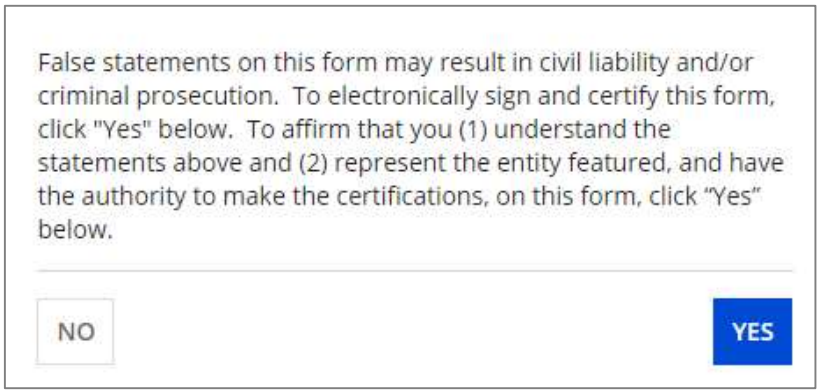

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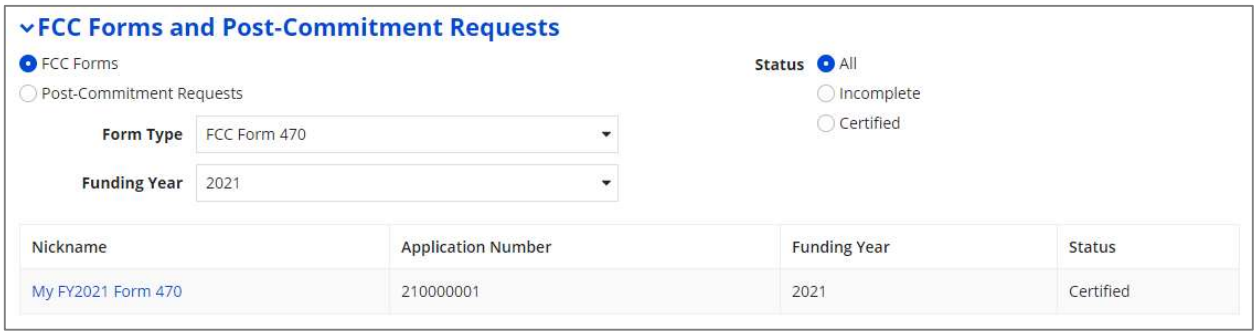

go to the next page in this guide

The Competitive Bidding Process

What happens after I certify the form?

The FCC Form 470 will be made available through the EPC Portal for competitive bidding once it has been certified.

Once the form is received by USAC, a notification appears in the newsfeed for all members of your organization. This message confirms that the form has been received and provides the Allowable Vendor Selection / Contract Date for your form.

What happens during the competitive bidding process?

1. You start receiving bids from service providers
2. You wait at least 28 days after the date the FCC Form 470 was posted and the date the RFP was issued (if applicable), whichever is later
    - during this 28 day period you must ensure an open and fair bidding process
    - the 28 days for RFPs is independent of the 28 days for the Form 470 posting … make sure you count your days correctly and let 28 days elapse on both before making a decision

During the 28 days:

- Make no bid evaluations
- Select no vendors
- Sign no contracts

What if I change my RFP?

USAC has lately been taking an extremely punitive approach to any changes to either the Form 470 or RFP --- if you change ANYTHING on either the form or the RFP (no matter how insignificant it may seem), it is safest to restart your 28 day competitive bidding clock.

Otherwise, USAC may determine that you violated competitive bidding rules and deny your Form 471 application.

How do I ensure an open and fair bidding process?

- Treat all bidders the same
- Give equal and consistent information to all bidders
- Do not give insider information or advance knowledge to bidders
- Accept no gifts from bidders
- Avoid the appearance of a conflict of interest with a bidder
- Service providers are not allowed to assist with the process
- Keep all bids received (not just the winning bid)
- Respond to all bidders
- Keep copies of all correspondence with bidders
- Fulfill any local procurement obligations, including posting in a newspaper or releasing an RFP, if required

What if a provider contacts me?

- Service providers will contact you if they need more information.
- Whatever you share with one vendor must be shared with all vendors.
- When contacted by a vendor, you must indicate your willingness to receive a proposal for services listed on Form 470.

- You are not required to …
  - respond to "generic" or "spam" emails such as: "I saw your 470, please call me to discuss your needs"
  - respond to inquiries for services you did not request

Selecting a Service Provider

What can I do on day 29?

1. Evaluate the bids received
2. Choose your service provider(s)
3. Sign a contract (if applicable)
   - may be for one or more years
   - may include the option of voluntary extensions
4. Submit an FCC Form 471

How do I select a service provider?

- Have a written process for evaluating bids fairly and equally.
  - Identify the criteria for selection prior to selecting your provider.
  - Disqualification factors must be yes/no responses and cannot be scored on a range.
- Complete a bid evaluation document, even if you just received one bid.
- Date the completed bid evaluation document to show you waited at least 28 days to make your vendor selection.

Words of Caution: *You cannot consider "free services" in your bid evaluation, such as "I'll give you X for free if you purchase Y."*

Sample Bid Evaluation Matrix

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of the ELIGIBLE products and services	30	15	30	25
Prices for ineligible services, products and fees	25	20	15	25
Prior experience with vendor	20	20	0	20
Understanding / fulfillment of needs	15	0	15	15
Local or in-state vendor	10	10	8	7
Total	**100**	**65**	**68**	**92**

Do I have to accept the lowest bid?

- You do not have to accept the lowest bid according to E-Rate rules, but cost must be the primary consideration.
- You may consider as many factors in your evaluation as you want, but the price of the E-Rate eligible products and services must be included as a factor and must be weighted more heavily than any other single factor.

What if I only receive one bid?

- If you received one bid, and that bid is cost-effective, you should memorialize that fact with a memo or email for your records.
- You should still complete the bid evaluation document for the one bid response.

What if I did not receive bids?

- If you did not receive any bids, you can solicit bids from a willing vendor.
  - Make sure the price actually is cost-effective
  - Check marketplace options from other vendors in your area or nearby areas.
  - Save research and information to justify buying service from this vendor.

- If you currently receive services from a service provider, you can ask your current provider to submit information in response to your Form 470.

What if I reject all the bids?

If as a result of the competitive bidding process the applicant decides that none of the bids received is responsive and rejects all of them – or if the applicant decides to cancel the competitive bidding process for other reasons – the applicant must file a new Form 470 to open a new competitive bidding process.

- Before posting a new form and issuing a new RFP, the applicant could then make any desired revisions or changes that might improve its chances of receiving responsive bids.
- In the event of a complete rejection or cancellation, the applicant cannot use the earlier Form 470 nor cite that form on a Form 471. To avoid any confusion, cancel the earlier Form 470.

What if I change my mind?

You are allowed to change your mind and not purchase a service that is listed on a Form 470.

When can I sign a contract?

- You cannot sign a contract for E-Rate eligible services (and expect to receive discount) without first posting a Form 470.
- You must wait at least 28 days from the posting of your Form 470 and any RFP.
- You cannot not sign a contract before the Allowable Contract Award Date noted on the RNL (this date does not change on the notice even if you did something that caused the 28 day clock to restart – calculate a new 28 day period in such an instance).
- A contract must be signed and dated by the applicant and the service provider prior to the Form 471 certification date.

Note: *You may want to include contingency language in case you don't get funded, especially for Category 2 items.*

Wrapping Up

What do I save for my files?

★ **Save all records for at least 10 years from the last date of service** ★

- A copy of the completed Form 470
- A copy of the Form 470 certification page
- The RFP (if one is issued)
- FCC Form 470 Receipt Notification Letter
- A copy of every bid received (winning and losing)
- A copy of all correspondence with bidders
- A completed, dated bid evaluation document and any documentation supporting how you selected the winning bid
- The signed contract