FY2025 FCC Form 470 and Competitive Bidding



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







REFUND

Making a Plan



Question 1: What do I need?

First consider what products and services are needed and which of those 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

* some products and services have mixed eligibility (see next slide)



What is mixed eligibility?

Mixed eligibility means only a portion is eligible for E-Rate discounts and the ineligible portion must be cost-allocated out of the request for funding

Mixed Eligibilty Examples

- Contains both eligible and ineligible components e.g. a data T1 circuit (eligible) that also has channels on the circuit dedicated to voice services (ineligible)
- Is utilized for eligible and ineligible uses e.g. a server that is used for both caching (eligible) and video distribution (ineligible)
- Is delivered to both eligible and ineligible locations e.g. broadband service delivered to a school run by a church (eligible) and to the church office (ineligible)

There is no single approved method to allocate eligible and ineligible costs. Your method must use tangible criteria that result in a reasonable allocation.



Question 2: What can I afford?

- 1. Get a general sense of the cost of obtaining 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 entity's budget to determine if you can afford what you need. You should always consider the entire cost (pre E-Rate discount) rather than relying on the potential E-Rate funding as you are not guaranteed to receive that funding either in part or in whole. 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?

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 would like to request E-Rate funding, you are ready to file an FCC Form 470 and launch 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
- Identifies any reasons for disqualifying potential bids (must be yes/no either the bidder complied or did not)

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 <u>any other</u> 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 <u>any</u> 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 <u>expiring</u> contract, you must file a new Form 470.
 - If you want or need to sign a <u>new</u> 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 do not need to file a Form 470 for the upcoming Funding Year because you will be covered by an existing multi-year contract, you still must file a Form 471 during the Form 471 application filing window in order to receive any E-Rate funding for that year.



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 or with 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 an 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.

FY2025 Form 470 Deadline: To Be Determined (28 days before the end of the Form 471 Filing Window)



FY2025 FCC Form 470

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



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.



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

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

	induite.
Pas	sword
For	got password?
(US) Serv is pr purp	XC) systems used to administer participation in the federal Universal rice programs in compliance with 47 C.F.R. Part 54. Access to the systems ovided solely to USAC-authorized users for USAC-authorized business poses. By logging in, you represent that you are an authorized user. Use is system indicates accentance of the terms and conditions governing.
the with sear use and	SAC systems. USAC monitors user access and content for compliance applicable laws and policies. Use of the system may be recorded, read, ched, copied and/or captured and is also subject to audit. Unauthorized or misuse of this system is strictly prohibited and subject to disciplinary for legal action.



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

④ Once you have successfully logged into One Portal and are viewing its dashboard, access EPC by clicking on the gray block for "E-Rate Productivity Center (EPC)"





Your EPC Landing Page will display

My Applica	nt Landiı	ng Pa	ge								
Universal Service Administrative Co.			Fui IDI Ma	nding Request Repor O Extension FCC For Inage Organizations	t FCC Form 470 F(m 500 SPIN Chang EPC E-Rate Invoicin	CC Fori e Ser ng US	m 471 FC vice Subst AC Websit	C Form 4 itution e Cont	186 Appeal Manage Users act Us Help		
Welcome, School District	6!										
Pending Inquir	ies										
Туре	Type Select a Type 👻			Ap	oplication/Request	Enter an Application/Request ID or Nickname			-		
Funding Year	ng Year Select a Funding Year 👻										
									APPLY F	LTERS	CLEAR FILTERS
Pending COMAD Inquiries	are not included.										
Application/Request N	lumber	Туре	Nickname	Inquiry Name		Outreach Type	Date Sent	Due	Date 1	Extn.	Status
				No item:	s avai	lable					



5 Select the "FCC Form 470" link on your landing page to begin a new FCC Form 470

My Applica	nt Landi	ng Pa	ge						
Universal Service Administrative Co.			Funding Request Repor IDD Extension FCC Fo Manage Organizations	t FCC Form 470 F m 500 SPIN Chang EPC E-Rate Invoicir	CC Form 471 F(;e Service Subs ng USAC Websi	CC Form / titution te Cont	486 Appeal Manage Users act Us Help		
Welcome, School District	6!								
Pending Inquir	ies								
Туре	Type Select a Type			Application/Request	tion/Request Enter an Application/Request ID or Nickname				
Funding Year	Select a Fundin	g Year		•					
							APPLY F	ILTERS	CLEAR FILTERS
Pending COMAD Inquiries	are not included.								
Application/Request N	lumber	Туре	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
	No items available								



Form Actions: Saving, Sharing, and Discarding the Form



Form Actions

At the bottom of most form screens, 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.





ВАСК	DISCARD FORM	SAVE & SHARE	SAVE & CONTINUE

- 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.

This form will now be canceled. Once you t	ake this step, you will
not be able to get it back. Would you like to	proceed?
NO	YES

• 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 users in the group.

This function of the full and wish to procee	will make your FCC Form 470 ava partial rights users in your organ ed?	ilable for editing by ization. Do you
	stad with your organization. It thinks	

• 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.



FY2025 FCC Form 470

[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.

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
> FCC Notice Requ	ired By The Pape	rwork Reduction	Act (OMB Control N	1000-08 Number: 3060-08	306)
~Billed Entity Info	ormation				
School District 6			Billed Entity Number: 116		
100 Main Street			FCC Registration Number: 00	27012228	
Springfield, ME 04487					
555-555-7878					
school.district6.user1@mailin	ator.com				
Application Nickn	ame				
Please enter an application	nickname here. *				

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]

Basic Information	Service Requests	Technical Contact	Procurement Information	FCC Form 470 Review	Certifications & Signatur
		Information			
> FCC Notice Requ	lired By The Pape	rwork Reduction	Act (OMB Control I	Number: 3060-08	06)
~Billed Entity Inf	ormation				
School District 6			Billed Entity Number: 116		
100 Main Street			FCC Registration Number: 00	027012228	
Springfield, ME 04487					
555-555-7878					
school.district6.user1@mailir	lator.com				
Application Nick	name				
Please enter an application	nickname here. *				
X					
DISCARD FORM				SAVE & S	HARE SAVE & CONTINU
) Enter an app	lication nickna	me that will s	erve		
	r the requests	in this form	(2) Then click	on the
a reminder fo	i the requests				
a reminder fo	•		•		
a reminder fo				SAVE & CUINT	INUE
a reminder fo			k	outton to proc	eed

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.

[Recipients of Service]

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

School District 6 -	My FY2025 Form	470 - Form #2500	000001			
Last Saved: 8/23/2024 7:11 AI	M EDT					
Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature	
Where applicable, we've com wish to change the informatic have access to Manage Orgar profile.	pleted this section of the form on, please update your profile nization, please contact your a	n based on information from first by going to your entity applicant entity's account ac	n your applicant entity's profile y record, and clicking Manage C dministrator or create a custom	. If any of the non-editable in organization from the Related er service case to request up	formation is incorrect, or you Actions menu. If you do not dates to your applicant entity	
~Application Type	e and Recipients o	of Service				
Applicant Type: School Distric	t		Recipient(s) of 🗹	Public School		
Number of Eligible Entities: 3			Service Tribal School			
			~	Public School District		
Recipients of Serv	vice					
Billed Entity Name		I	Billed Entity Number			
School District 6			116			
				SAVE & S	SHARE SAVE & CONTINUE	
DACK DISCARD OKW						



[Consultant Contact Information]

FCC Form 470 - Funding Year 2025					
School District 6 - Last Saved: 8/23/2024 7:14 AM	My FY2025 Form 4	170 - Form #250	000001		
Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Next, you will identify the indiv	viduals assisting in seeking E-r	rate support.	If the account pr	ofile indicates	that you are
Consultant Inform	nation		using a consulta	nt, that consu	lting firm will
Consulting Firms The consulting firms associated v	with your organization are listed	d below.	automatically ap	ppear in this se	ection.
Name	Consult	ant Registration Numbe	er	Phone Number	Email
USAC Consulting Firm 1	1501000	01		111-111-1111	

If you have not added a consultant to the account profile, no consultant will display in this section. If you are using a consultant but have not added it, you will need to return to the profile and enter the information.

Basic Information	Entity Information	Funding Requests	Certify			
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

Α

<u>_</u>

School District 6	My EV2025 Form	470 Form #2500	00001		
Last Saved: 8/23/2024 7:14 AN	NEDT	470 - Form #2500	00001		
Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signatur
lext, you will identify the indiv	viduals assisting in seeking E	-rate support.			
Consultant Inform	nation				
onsulting Firms he consulting firms associated	with your organization are list	ed below.			
Name	Consu	Consultant Registration Number		Phone Number	Email
USAC Consulting Firm 1	15010	15010001		111-111-1111	
There a	re currently no consultant u	sers associated with your or	ganization. If this is in error, plea	se update your organizatio	n profile.
There a Contact Information Information contact per YES NO	re currently no consultant u ion erson?* If you are not the	sers associated with your or t the main co	ganization. If this is in error, pleas ntact, click on th	se update your organizatio	n profile. ON
There a Contact Information Are you the main contact per YES NO	re currently no consultant u ion erson?* If you are not the	sers associated with your or t the main co n skip to page	rganization. If this is in error, pleas ntact, click on th e 38 in this guide	se update your organizatio ne "NO" butt e	n profile. ON
There a Contact Information Are you the main contact per YES NO BACK DISCARD FORM	re currently no consultant u ion erson?* If you are not the	sers associated with your or t the main co n skip to page	rganization. If this is in error, pleas ntact, click on th e 38 in this guide	se update your organizatio ne "NO" butt 2 SAVE & 1	n profile. ON SHARE SAVE & CONTIN
There a Contact Information re you the main contact per YES NO BACK DISCARD FORM YOU are the m	re currently no consultant u ion erson?* If you are not the nain contact f	sers associated with your or t the main co n skip to page	rganization. If this is in error, please ntact, click on th this guide click on the "YES	se update your organizatio ne "NO" butt e SAVE & S	n profile. ON SHARE SAVE & CONTIN
There a Contact Informati Are you the main contact pe YES NO BACK DISCARD FORM YOU are the m th	re currently no consultant u ion erson?* If you are not the hain contact f en go to the r	sers associated with your or t the main co n skip to page for this form, next page in t	rganization. If this is in error, please ntact, click on the e 38 in this guide click on the "YEs whis guide	se update your organization ne "NO" butt g SAVE & SAVE & S	n profile. ON SHARE SAVE & CONTINU
[Contact Information]

If you are the main contact (you chose "YES")....

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

FCC Form 470 - Funding Year 2025

School District 6 - My FY2025 Form 470 - Form #250000001

Last Saved: 8/23/2024 7:14 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?

School District 6 User 1

school.district6.user1@mailinator.com

555-555-5555



Click on the "SAVE & CONTINUE" button to proceed

BACK DISCARD FORM **SAVE & SHARE SAVE & CONTINUE**

skip to page 40 in this guide



FY2025 FCC Form 470

[Contact Information]

If you are not the main contact (you chose "NO")....

FCC Form 470) - Funding Ye	ar 2025			
School District 6 - Last Saved: 8/23/2024 7:14 AM	My FY2025 Form 4	170 - Form #2500	000001		
Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
lext, you will identify the indi	viduals assisting in seeking E-	rate support.			
Consultant Inform	nation				
Consulting Firms	with your organization are listed	i below.			
Name	Consult	ant Registration Number		Phone Number	Email
USAC Consulting Firm 1	1501000)1		111-111-1111	
Contact Information Are you the main contact per YES NO Main Contact Person *	ion erson?		B (1) If yo Contact Pers the page and address for a search for ar desired cont	u chose "NO" con" textbox t d begin typing a contact pers nd display ma act.	', click in the that now dis g the name o son. The syst itches. Selec
School District 6 Us	er 1		1		
school.district6.user	1@mailinator.com				
BACK DISCARD FORM	Note: On	ly those indi	viduals who ha	SAVE & SH	ARE SAVE & CONTINUE

been associated with your organization

can be the contact person.

[Contact Information]

FCC Form 470 - Fundir	ng Year 2025			
School District 6 - My FY2025 Last Saved: 8/23/2024 7:14 AM EDT	Form 470 - Form #2500	00001		
Basic Information Service Requ	Jests 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 organizat	ion are listed below.			
Name	Consultant Registration Number		Phone Number	Email
USAC Consulting Firm 1	15010001		111-111-1111	
There are currently no concentration	nsultant users associated with your org	ganization. If this is in error, please	e update your organization	profile.
Are you the main contact person?		School District 6 User 1		
		school.district6.user1@mailina	ator.com	
YES NO 🗸		555-555-5555		
Main Contact Person *		B (2)	Click on the	"SAVE &
School District 6 User 1 🗙		CONTI	NUE" button	to proceed
Please select a main contact person by typing the co	ontact person's name or email address.			
BACK DISCARD FORM			SAVE & SI	HARE SAVE & CONTINUE

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 for which you are seeking bids.



[Category of Service]

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

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Next, you will identify the ca	tegory(s) of service requested	ł.			
Visit our website for more in	nformation on how to file the	FCC Form 470.			
Category(s) of Se	ervice				
What are the category(s) o	of service that you are reque	esting? *			
CATEGORY 1	A Choose "C for Catego /or Internet Access	ATEGORY 1" ory 1 services	CATEGORY 2 • Internal Connections • Basic Maintenance of In • Managed Internal Broa	B Choose for Cate	"CATEGORY 2" gory 2 services
BACK DISCARD FORM]			SAVE & SP	HARE SAVE & CONTINUE

(2) Click on the "SAVE & CONTINUE" button



• 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 could 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 you have an RFP (Request for Proposal) for the services being sought

Words of Caution

Any additional document that provides information either beyond what is provided in the Form 470 itself or that reiterates the request in the form in a narrative manner is considered to be an RFP (even though the document may not be what you consider to be a formal RFP)

An RFP is required for dark fiber and self-provisioned fiber

ANY AND ALL RFP DOCUMENTS AND AMENDMENTS MUST BE UPLOADED TO EPC!!!

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
If you are using RFPs for any	of the requested services, s	tart by uploading them all	first.		
RFPs for Service	Requests				
Is there a RFP for any of th	ne services you are request	ing? *			
YES NO	then clic	k on the "SAV to page 49 in	E & CONTINUE" k this guide	outton to proce	eed
BACK DISCARD FORM]			SAVE & SH	ARE SAVE & CONTINUE
Choose "YES"	if you are using	an RFP or hav	ve an additional o	locument	
then go to the	next page in th	ns quide			

FY2025 FCC Form 470

If you have an RFP (you chose "YES")....

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

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
If you are using RFPs for any	of the requested services, st	art by uploading them all fi	rst.		
RFPs for Service	Requests				
Is there a RFP for any of th	ne services you are requesti	ng?	Please upload all RFPs fo	r the services you are requ	uesting. 🕜
			UPLOAD Drop file he	re	
YES 🗸 NO			You must upload your actual another website, including bi denial.	RFP document. Uploading a d d management sites, is not su	document with a hyperlink to ufficient and can lead to funding
BACK DISCARD FORM]			SAVE & S	HARE SAVE & CONTINUE

A ① Upload RFP documents to the form 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





"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 requests for Category 1 and which were used to support requests for Category 2 by clicking the applicable check box next to each listed document.

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

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Next, you will indicate wheth	er RFPs are applicable across	s a category.			
RFPs for Service F	Requests				
If applicable, please select services.	the RFP(s) that apply to all	new category ONE	If applicable, please select services.	the RFP(s) that apply to a	all new category TWO
Category 1 RFP			Category 1 RFP		
Category 2 RFP			Category 2 RFP		
This selection will only apply to above will not affect service rec	new service requests. Selecting quests already added to this FC	g and deselecting RFPs IC Form 470.	This selection will only apply to above will not affect service re	o new service requests. Select quests already added to this	ting and deselecting RFPs FCC Form 470.
BACK DISCARD FORM				SAVE & SH	ARE SAVE & CONTINUE





A 4 Click on the "SAVE & CONTINUE" button to proceed



go to the next page in this guide

Category One Service Requests

If you will not be including Category One Service Requests on this form, skip to page 65 in this guide for information on creating Category Two Service Requests



1 Click on the "ADD NEW SERVICE REQUEST" button to create a new Category One service request

Basic Information Service Requests Technical Contact Procurement Information FCC Form 470 Review Certifications & Signature Information Next, you will describe the services you are requesting. Service Requests: Category One There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'. ADD NEW SERVICE REQUEST EDIT SERVICE REQUEST **REMOVE SERVICE REQUEST** Narrative If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include: · Any disqualification factors; · Additional details about the eligible locations that will be receiving these services; or Other information about the services requested that would help bidders develop bids that are responsive to your needs. BACK DISCARD FORM SAVE & SHARE **SAVE & CONTINUE**



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

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Please select the option below	that matches the services for w	hich you are seeking bids.			
Visit our website for more infor	rmation on how to file the FCC	Form 470.			
Add New Service R	equest				
I seek bids for internet acc	cess and/or data transmission s ne network equipment or mair	service. Itenance and operations.			
CANCEL					

2 Select the option that applies for the products and/or services for which you are seeking bids



The next few slides depict the screens that display based on a specific set of option button choices. The screens that you see will vary depending upon your choices. These are examples only and may differ slightly or greatly from you see.



When you click on a particular option to select it, a cascading table row will appear listing a variety of sub options

The number of sub lists and their options vary depending upon your selections

You will know that there are still options remaining to be selected as long as the only button appearing at the bottom of the screen is the "CANCEL" button

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Please select the option belo	ow that matches the services f	for which you are seeking l	oids.		
Visit our website for more in	formation on how to file the F	FCC Form 470.			
Add New Service	Request				
O I seek bids for inte	ernet access and/or da	ta transmission serv	ice.		
I seek bids for Internet a hybrid networks, or nor	access and data transmission n-fiber networks such as cable	service (provided over an e, DSL, copper, satellite, or	y combination of transmission n microwave).	nedium, e.g., fiber-only net	works, fiber/non-fiber
O I seek bids for internet	access without data transmiss	sion service and will arrang	ge for separate data transmissio	on service if required.	
🔘 I seek bids to purchase	data transmission service onl	ly (i.e., that does not incluc	le internet access service).		
🔵 I seek to build my own i	network.	×			
O I seek bids for mobile se	ervice for use on school buse:	s.			

③ Select a sub option from the newly displayed list that is applicable to the C1 bids you are seeking



Newly Eligible for E-Rate Beginning FY2025

Eligible Product or Service	What to Select on the Form
Mobile Service for Use on Buses	 "I seek bids for internet access and/or data transmission service" "I seek bids for mobile service for use on school buses"
School Bus Wi-Fi Network Equipment	 "I seek bid for Category One network equipment or maintenance operations" "I seek bids for school bus Wi-Fi network equipment"
Wireless Service for Off-Premise Use	 "I seek bids for internet access and/or data transmission service" "I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use"
Hotspots for Off-Premise Use	 "I seek bid for Category One network equipment or maintenance operations" "I seek bids for Wi-Fi hotspots for off-premises use"



Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Please select the option below	that matches the services for w	hich you are seeking bids.			
Visit our website for more info	rmation on how to file the FCC I	Form 470.			
Add New Service R	lequest				
• I seek bids for inter	net access and/or data t	ransmission service.			
● I seek bids for Inter networks, fiber/non-fi	net access and data trar ber hybrid networks, or	nsmission service (prov non-fiber networks su	rided over any combinatio ch as cable, DSL, copper, s	n of transmission med satellite, or microwave	lium, e.g., fiber-only).
 I seek bids for internet act independent services. 	cess and data transmission serv	vices, whether offered by one	service provider(s) as a bundled p	package or offered by one or	more service provider as
O I seek bids for data plans internal connections.	or wireless adapters (Air Cards)	for mobile devices for comm	ercial wireless service for a schoo	l or library that does not have	e an existing broadband
CANCEL					

(4) Continue to select a sub option from each newly displayed list that is applicable to the bids you are seeking



Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Please select the option belo	w that matches the services f	for which you are seeking bid	s.		
visit our website for more inf	formation on how to file the I	FCC Form 470.			
Add New Service	Request				
● I seek bids for inte	ernet access and/or da	ta transmission servic	е.		
I seek bids for Inte fiber-only networks,	ernet access and data t fiber/non-fiber hybrid	transmission service (p l networks, or non-fibe	provided over any comb r networks such as cab	ination of transmiss e, DSL, copper, satel	ion medium, e.g., lite, or microwave).
I seek bids for inte or offered by one or	ernet access and data t more service provider	transmission services, as independent servic	whether offered by one es.	service provider(s) a	as a bundled package
Service Type					
Data Transmission and/or Int Function *	ternet Access	5) As fields a letails to des	appear, enter cribe what yo	/ select the ou are seeki	appropriate ng. This scree
Data Transmission and/or Int Function * Internet Access and Data Tr Quantity *	ternet Access	5) As fields a details to des vill vary depe	appear, enter cribe what yc ending on the Number of entities served	/ select the ou are seeki options yo	appropriate ng. This scree u have select
Data Transmission and/or Int Function * Internet Access and Data Tr Quantity * Unit	ternet Access	5) As fields a letails to des vill vary depe	appear, enter cribe what yo ending on the Number of entities served Are you also seeking Insta service?*	/ select the ou are seeki options yo ?*	e appropriate ng. This scree u have select
Data Transmission and/or Int Function * Internet Access and Data Tr Quantity * Unit Each Minimum Capacity	ternet Access	5) As fields a letails to des vill vary depe	appear, enter cribe what yo ending on the Number of entities served Are you also seeking Insta service?*	/ select the ou are seeki options yo *	e appropriate ng. This scree u have select itial Configuration for this
Data Transmission and/or Int Function * Internet Access and Data Tr Quantity * Unit Each Minimum Capacity Please select a value	ternet Access	5) As fields a letails to des vill vary depe	Appear, enter cribe what yo ending on the Number of entities served Are you also seeking Insta service?* Yes No	/ select the ou are seeki options yo ?*	e appropriate ng. This scree u have select itial Configuration for this
Data Transmission and/or Int Function * Internet Access and Data Tr Quantity * Unit Each Minimum Capacity Please select a value Maximum Capacity	ternet Access	5) As fields a letails to des vill vary depe	Appear, enter cribe what yo ending on the Number of entities served Are you also seeking Insta service?* Yes No Please select the RFP(s) th	/ select the ou are seeki options yo ?* Ilation, Activation and Ini at apply to this service re	e appropriate ng. This scree u have select itial Configuration for this
Data Transmission and/or Int Function * Internet Access and Data Tr Quantity * Unit Each Minimum Capacity Please select a value Maximum Capacity Please select a value	ternet Access	5) As fields a details to des vill vary depe	Appear, enter cribe what yo ending on the Number of entities served Are you also seeking Insta service?* Yes No Please select the RFP(s) th Category 1 RFP Category 2 RFP	/ select the ou are seeki options yo ?* Ilation, Activation and Ini at apply to this service re	e appropriate ng. This scree u have select itial Configuration for this
Data Transmission and/or Int Function * Internet Access and Data Tr Quantity * Unit Each Minimum Capacity Please select a value Maximum Capacity Please select a value	ternet Access	5) As fields a details to des vill vary depe	Appear, enter cribe what yo ending on the Number of entities served Are you also seeking Insta service?* Ves No Please select the RFP(s) th Category 1 RFP Category 2 RFP	/ select the ou are seeki options yo ?* Ilation, Activation and Ini at apply to this service re	e appropriate ng. This scree u have select itial Configuration for this

6 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 Category One services, that document will automatically be associated with this request.

Basic Information	Service Requests	Technical Contact	Procurement Information	FCC Form 470 Review	Certifications & Signature
		Information			5
lease select the option belo	w that matches the services fo	r which you are seeking bio	ls.		
isit our website for more in	formation on how to file the F	CC Form 470.			
Add New Service	Request				
O I seek bids for inte	ernet access and/or dat	a transmission servic	e.		
I seek bids for Inte only networks, fiber	ernet access and data to /non-fiber hybrid netwo	ransmission service (orks, or non-fiber net	provided over any combin works such as cable, DSL,	nation of transmissio , copper, satellite, mi	n medium, e.g., fiber- crowave or wireless).
I seek bids for inte offered by one or me	ernet access and data tr pre service provider as i	ransmission services, ndependent services	whether offered by one :	service provider(s) as	a bundled package or
ervice Type					
ata Transmission and/or In	ternet Access	(7) Wher	n all fields are c	omplete, clic	k the
unction*		SAVE RE	QUEST" button	to save the	request
Internet Access and Data T	ransmission Service	and displ	av the service t	who table	
			ay the service t	spe table	
Quantity *			Number of entities served	?*	
3			3		
Jnit			Are you also seeking Instal	llation, Activation and Init	tial Configuration for this
Each			Service? *		
/linimum Capacity*					
1 Gbps		•	Please select the RFP(s) that	at apply to this service red	quest.
Maximum Capacity *			Category 1 RFP		
10 Gbps Clicki	ng on the "SAN	/E & CREATE	ANOTHER		
REOL	JEST" button w	vill save the r	enuest r		\
CANCEL			cyucst	SAVE & CREATE ANOTHER	REQUEST SAVE REQUES
and n	and a superthese	• • • • • • • • • • • • • • •			
	egin another s	service reque	est with all		

	Basic Information	Service Requests	Technical Co Informatio	ntact Pro on	curement Info	rmation	FCC Form	n 470 Review	Certificati	ons & Signature
Next,	you will describe the servic	es you are requesting.								
Ser	vice Requests: C	ategory One								
Please	e enter the service requests b	elow by selecting 'Add New S	ervice Request'.							
	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Configuration?	l Initial	Associated RFPs
	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	1 Gbps	10 Gbps	3	3	Each	No		Category 1 RFP
	ADD NEW SERVICE REQUEST EDIT SERVICE REQUEST REMOVE SERVICE REQUEST									

To create an additional service request, click the "ADD NEW SERVICE REQUEST" button again, then select the appropriate options and complete the fields, repeating as necessary until all Category One service requests have been created

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



FY2025 FCC Form 470

	Basic Information	Service Requests	Technical Co Informatio	ntact Procu on	urement Info	rmation	FCC Forn	n 470 Review	Certificat	ions & Signature	
Vext,	ext, you will describe the services you are requesting.										
Ser	vice Requests: C	ategory One									
lease	enter the service requests b	elow by selecting 'Add New	Service Request'.								
~	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation a Configuration	nd Initial n?	Associated RFPs	
~	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	1 Gbps	10 Gbps	3	3	Each	No		Category 1 RFP	
ADD NEW SERVICE REQUEST EDIT SERVICE REQUEST REMOVE SERVICE REQUEST											

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



	Basic Information	Service Requests	Technical Co Informati	ontact Proc on	curement Info	rmation	FCC Forn	n 470 Review	Certificat	ions & Signature
ext, you will describe the services you are requesting.										
er	vice Requests: C	ategory One								
lease	enter the service requests b	elow by selecting 'Add New	Service Request'.							
~	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation a Configuratior	nd Initial ነ?	Associated RFPs
~	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	1 Gbps	10 Gbps	3	3	Each	No		Category 1 RFP
ADD NEW SERVICE REQUEST EDIT SERVICE REQUEST REMOVE SERVICE REQUEST										

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



(8) In the "Narrative" field, include a clear, textual description of the services you are seeking. Include any further information to support the request that is not already specified using the service request fields, such as additional capacities being sought, additional details about eligible locations that will be receiving services, and disqualification factors (must be disclosed on this form or associated RFP).

Ser	vice Requests: Cate	egory One								
Please	enter the service requests below	v by selecting 'Add New Service Rec	juest'.							
	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and I Configuration?	nitial	Associated RFPs
	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	1 Gbps	10 Gbps	3	3	Each	No		Category 1 RFP
					ADD NEW SERV	/ICE REQUEST	EDIT	SERVICE REQUEST	REMOV	E SERVICE REQUEST
Narra	ative									
lf you	would like to provide further d	letail about the services or equip	ment sought, you ma	ay do so in this bo:	k below. Examp	oles include:				
• A	ny disqualification factors;									
• •	dditional details about the elig	ible locations that will be receiving rvices requested that would being the second s	ng these services; or bidders develop bid	s that are respons	ive to your nee	ds.				
		· · · · · · · · · · · · · · · · · · ·								
Inst	tallment Payment	Plan								11
Are y	ou seeking an installment pa	yment plan for the non-discou	Inted portion of any							
speci	al construction charges assoc	clated with the request(s) liste	d above?*							
	-									
0.00										
BAC	K DISCARD FORM							SAVE &	SHARE	SAVE & CONTINUE

Words of Advice: I recommend that you indicate either here in the narrative or in your RFP a specific deadline for vendors to submit proposals.

- If your Form 470 or RFP does not state a deadline, you must consider <u>all</u> bids received up until the date that you conduct your bid evaluation. USAC is no longer considering the 28th day after the Form 470 is posted as the default deadline to submit bids. If there is a gap between day 28 and when you conduct the evaluation, you will have to consider any bids that you receive during that period.
- The deadline of course must be at least 28 days after the Form 470 is posted.

Example: "Proposals must be received by 9:00 AM EST on [insert date here]. We reserve the right to reject late-submitted proposals."



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.

Ser	vice Requests: Cate	gory One								
Please	enter the service requests below b	by selecting 'Add New Service Requ	iest'.							
	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and In Configuration?	nitial	Associated RFPs
	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	1 Gbps	10 Gbps	3	3	Each	No		Category 1 RFP
				F	ADD NEW SERV	ICE REQUEST	EDIT	SERVICE REQUEST	REMOVE S	SERVICE REQUEST
Narr	ative									
If you	would like to provide further de	tail about the services or equipn	nent sought, you m	nay do so in this box	k below. Examp	les include:				
• / • / • (ny disqualification factors; dditional details about the eligib Dther information about the serv	le locations that will be receiving ices requested that would help l	g these services; or bidders develop bio	ds that are responsi	ive to your nee	ds.				
Ins	tallment Payment F	Plan								
Are y	ou seeking an installment pay	ment plan for the non-discour	nted portion of an	у	Note	: Bidde	ers c	ire not re	quire	d
speci	al construction charges associ	ated with the request(s) listed	above?*		to o	ffer ins	stall	ment pav	, ment	-
O Ye	≦ ← (9)	If this section	displays	,			+ la a	in hid noo		
		ort "Yes" or "N	ا ∩ ″		ορτι	ons in	the	ir bia resj	oonse	
BAG	CK DISCARD FORM							SAVE &	SHARE S	AVE & CONTINUE



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

BACK DISCARD FORM	SAVE & SHARE	SAVE & CONTINUE

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 for each category



go to the next page in this guide

Category Two Service Requests

If you will not be including Category Two Service Requests on this form, skip to page 80 in this guide



(1) Click on the "ADD NEW SERVICE REQUEST" button to create a new Category Two service request

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Next, you will describe the ser	vices you are requesting.				
Service Requests:	Category Two				
There are currently no Catego	ry Two service requests. Pl	ease enter the service reque	sts below by selecting 'Add New S	Service Request'	
		>	ADD NEW SERVICE REQUEST	EDIT SERVICE REQUEST	REMOVE SERVICE REQUEST
Narrative If you would like to provide fur • Any disqualification factor • Additional details about th • Other information about	ther detail about the servi rs; he eligible locations that wi the services requested that	ces or equipment sought, you ill be receiving these services t would belo bidders develop	u may do so in this box below. Ex ; or . bids that are responsive to your	kamples include:	
BACK DISCARD FORM				SAVE &	SHARE SAVE & CONTINUE



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



(2) Select the option that applies for the products and/or services for which you are seeking bids



The next few slides depict the screens that display based on a specific option button choice. The screens that you see will vary depending upon your choice. These are examples only and may differ slightly or greatly from you see.



When you click on a particular option to select it, a cascading table row will appear that displays the "Service Type" and a "Function" field

You will know that there are still fields remaining to be completed as long as the only button appearing at the bottom of the screen is the "CANCEL" button

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Next, you will describe the	services you are requesting				
Add New Service	e Request				
I seek bids for th software and right-	e equipment needed to-use licenses neces	for broadband conne sary for the equipme	ctivity within schoo nt to function.	ols and libraries and/or t	the related
Service Type					
Internal Connections					
Function *					
Please select a value		-			
CANCEL					



Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Next, you will describe the	services you are requesting				
Add New Service	e Request				
● I seek bids for th software and right	e equipment needed to-use licenses neces	for broadband connec sary for the equipmer	tivity within schoo t to function.	ols and libraries and/or t	the related
Service Type					
Internal Connections					
Function *					
Please select a value		•			
Please select a value					
Antennas, Connectors, an	d Related Components	×			
Cabling					
Caching and Necessary So	oftware and Licenses				
Firewall Service, Compone	ents, and Necessary Softwar	e and Licenses			
Racks					
Routers and Necessary So	oftware and Licenses				
Switches and Necessary S	oftware and Licenses				
Uninterruptable Power Su	upply/Battery Backup and N	ecessary Software and Licen	ses		
Wireless Access Points an	d Necessary Software and L	icenses			

③ Use the "Function" drop-down menu to select a function for the service

Note: related software and right-to-use licenses are included with the internal connections that might require those services

ETWORKMAINE

(4) Enter / select the appropriate details to describe what you are seeking. This screen will vary depending on the "Service Type" option you have selected.

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Next, you will describe the s	ervices you are requesting.				
Add New Service	Request				
I seek bids for the right-to-use licenses	e equipment needed fo s necessary for the equ	r broadband connect ipment to function.	ivity within schools and	libraries and/or the	related software and
Service Type			Manufacturer		
Internal Connections			No Preference		•
Function *			Are you also seeking Insta	llation Activation and In	itial Configuration for this
Switches and Necessary So	oftware and Licenses	•	service?*	nation, Activation and m	
Quantity *			⊖ Yes		
			○ No		
			Please select the RFP(s) th	at apply to this service re	equest.
Unit			Category 1 RFP		
Each			Category 2 RFP		
Please select this option Two BMIC request for thi	if you would like to create an is IC request.	accompanying Category			
CANCEL			s	AVE & CREATE ANOTHER	REQUEST SAVE REQUEST

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 Category Two services, that document will automatically be associated with this request.

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Next, you will describe the s	services you are requesting.				
Add New Service	Request				
I seek bids for the right-to-use licenses	e equipment needed fo s necessary for the equ	r broadband connec ipment to function.	tivity within schools and	libraries and/or the	related software and
Service Type			Manufacturer		
Internal Connections			No Preference		•
Function *			Are you also seeking Insta	llation Activation and In	itial Configuration for this
Switches and Necessary So	oftware and Licenses	•	service?*	mation, Activation and m	
Quantity *			◯ Yes		
Quantity			⊖ No		
			Please select the RFP(s) th	at apply to this service r	equest.
Unit			Category 1 RFP		
Each			Category 2 RFP		
Please select this option Two BMIC request for the	if you would like to create an is IC request.	accompanying Category			
CANCEL			2	AVE & CREATE ANOTHER	REQUEST SAVE REQUEST

If you are completing an "Internal Connections" service request and you also want basic maintenance for this component, check the checkbox

- Checking the box automatically displays additional fields related to basic maintenance on the requested internal connections
- Once this request is saved, the BMIC request will automatically be created
| Basic Information | Service Requests | Technical Contact
Information | Procurement
Information | FCC Form 470 Review | Certifications &
Signature | | |
|---|--|---|--|-------------------------------|-------------------------------|--|--|
| Next, you will describe the | services you are requesting | | | | | | |
| Add New Service | e Request | | | | | | |
| I seek bids for th software and right- | e equipment needed
to-use licenses neces | for broadband conne
sary for the equipme | ectivity within schoo
nt to function. | ols and libraries and/or | the related | | |
| Service Type | | | Manufacturer | | | | |
| Internal Connections | | | No Preference - | | | | |
| unction * | | | Are yey also cooking I | notallation Activation and In | itial Configuration for | | |
| Switches and Necessary Software and Licenses | | | this service? * | | | | |
| Quantity * | | | Yes No | | | | |
| | | | | | | | |
| 3 | | | Please select the RFP(s) that apply to this service request. | | | | |
| Unit | | | Category 1 RFP | | | | |
| Each | | | | | | | |
| Please select this option
Category Two BMIC requ | i if you would like to create
uest for this IC request. | an accompanying | | | | | |
| | | | | | | | |
| CANCEL | | | 5 | SAVE & CREATE ANOTHER REQ | UEST SAVE REQUEST | | |
| | | | | | | | |

Clicking on the "SAVE & CREATE ANOTHER REQUEST" button will save the request and begin another service request with all of the same options you just selected (5) When all fields are complete, click the "SAVE REQUEST" button to save the request and display the service type table

E	Basic Information	Service Req	uests Tecl	hnical Contact nformation	Procurem Informati	ent ion	FCC Form	470 Review	Certifications Signature	&
Next,	you will describe	the services you are r	requesting.							
Ser	Service Requests: Category Two									
Please	e enter the service i	requests below by sele	cting 'Add New Servi	ce Request'						
	Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associa RFPs	ited
	Internal Connections	Switches and Necessary Software and Licenses	No Preference			3	Each	Yes		
	ADD NEW SERVICE REQUEST EDIT SERVICE REQUEST REMOVE SERVICE REQUEST									

To create an additional service request, click the "ADD NEW SERVICE REQUEST" button again, then select the appropriate options and complete the fields, repeating as necessary until all Category Two service requests have been created



E	Basic Information	Service Req	uests Tecl	hnical Contact nformation	Procurem Informati	ent ion	FCC Form	1 470 Revie	w Cei	rtifications & Signature
Next,	Next, you will describe the services you are requesting.									
Ser	Service Requests: Category Two									
Please	Please enter the service requests below by selecting 'Add New Service Request'									
~	Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installati Initial Configur	on and ation?	Associated RFPs
~	Internal Connections	Switches and Necessary Software and Licenses	No Preference			3	Each	Yes		
	ADD NEW SERVICE REQUEST EDIT SERVICE REQUEST REMOVE SERVICE REQUEST									
				_						

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



ł	3asic Information	Service Re	quests Tec	hnical Contact nformation	Procurem Informat	ient ion	FCC Form	470 Review	N Ce	ertifications & Signature
Next,	you will describe	the services you are	requesting.							
Ser	Service Requests: Category Two									
Please	e enter the service	requests below by sel	ecting 'Add New Servi	ce Request'						
~	Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installati Initial Configur	on and ation?	Associated RFPs
	Internal Connections	Switches and Necessary Software and Licenses	No Preference			3	Each	Yes		
	ADD NEW SERVICE REQUEST EDIT SERVICE REQUEST REMOVE SERVICE REQUEST									
				_						

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



(6) In the "Narrative" field, include a clear, textual description of the services you are seeking. Include any further information to support the request that is not already specified using the service request fields, such as additional capacities being sought, additional details about eligible locations that will be receiving services, and disqualification factors (must be disclosed on this form or associated RFP).

E	Basic Information	Service Req	uests Tec	hnical Contact nformation	Procurem Informati	ent ion	FCC Form	1470 Review	Certi Si	ifications & gnature
Next,	you will describe	the services you are i	requesting.							
Ser	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 a Initial Configuratio	and on?	Associated RFPs
	Internal Connections	Switches and Necessary Software and Licenses	No Preference			3	Each	Yes		
Narra If you • A • C	Connections Software and Licenses ADD NEW SERVICE REQUEST EDIT SERVICE REQUEST REMOVE SERVICE REQUEST Narrative If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include: Any disqualification factors; Additional details about the eligible locations that will be receiving these services; or Other information about the services requested that would help bidders develop bids that are responsive to your needs. 									
BAC	K DISCARD FO	DRM						SAVE & SHA	ARE SAV	E & CONTINUE

Words of Advice: I recommend that you indicate either here in the narrative or in your RFP a specific deadline for vendors to submit proposals.

- If your Form 470 or RFP does not state a deadline, you must consider <u>all</u> bids received up until the date that you conduct your bid evaluation. USAC is no longer considering the 28th day after the Form 470 is posted as the default deadline to submit bids. If there is a gap between day 28 and when you conduct the evaluation, you will have to consider any bids that you receive during that period.
- The deadline of course must be at least 28 days after the Form 470 is posted.

Example: "Proposals must be received by 9:00 AM EST on [insert date here]. We reserve the right to reject late-submitted proposals."



⑦ When you have entered all of the information for the requested Category Two services, click on the "SAVE & CONTINUE" button to proceed

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE
--

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



go to the next page in this guide

Form 470 Section Three: Technical Contact Information

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



(1) Indicate if there is a technical contact person who can provide additional information to service providers about the services you are seeking. This person would normally be someone different than the main contact for the form.



Choose "YES" if there is a technical contact then go to the next page in this guide



If you have a technical contact (you chose "YES")....



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



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





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

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature			
Next, please name the perso you are seeking.	on on your staff or project wh	o can provide additional teo	chnical details or answer speci	fic questions from service	providers about the services			
Technical Contac	t Person							
Is there a person who can specific questions from se	provide additional technica rvice providers about the so	al details or answer ervices you are seeking?	First Name *					
YES 🗸 NO			Last Name *					
How would you like to ente	er the technical contact de	tails?	Title					
SEARCH EPC SYSTEM	NTER DETAILS MANUALLY 🗸		Phone Number *					
Note: Ente contact pe	ring the detail. rson manually	s for a does not	Phone Number Extension					
create an c	account for the	em in the	Email *					
will be disp	EPC portal, but their information will be displayed for service			Re-enter Email *				
providers c	on the Form 47	70						
BACK DISCARD FORM				SAVE & SH	HARE SAVE & CONTINUE			







go to the next page in this guide

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

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature				
Next, you will enter all information regarding state and local procurement rules.									
State or Local Procurement Requirements									
Are there state or local procurement/competitive bidding requirements that apply to the procurement of services sought?*									
YES NO B Choose "NO" if there are no restrictions (most common)									
BACK DISCARD FORM	the	en skip to page a	89	SAVE & SHARE	REVIEW FCC FORM 470				

A Choose "YES" if you are subject to any such restrictions then go to the next page in this guide



Procurement Info

If you have a procurement requirements (you chose "YES")....



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

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



(1) Click on the "REVIEW FCC FORM 470" button to review the form you have created





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









(4) Click on the link to download a PDF version of your completed form

FCC Form 470 - Funding Year 2025 School District 6 - My FY2025 Form 470 - Form #25000001 Last Saved: 8/23/2024 7:52 AM EDT							
Please download and carefull	y review this FCC Form 470 be	efore certifying					
Download Document Link							
USAC_FCC_FORM_470_APPLIC	ATION_250000001_DRAFT						
By checking this box, I cert	ify that the information in the	PDF document above is co	rrect.				
ВАСК			SEND	FOR CERTIFICATION	CONTINUE TO CERTIFICATION		



(5) Open the PDF to view and review the Form 470

Reviewing the Form

Universal Service Administrative Co.

FCC Form 470 – Funding Year 2025

Form 470 Application Number: 250000001 My FY2025 Form 470

Billed Entity

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

Billed Entity Number: 116 FCC Registration Number: 0027012228 **Contact Information**

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

Number of Eligible Entities: 3

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

Consulting Firms

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

RFPS

ID	Name
370958	Category 1 RFP
370959	Category 2 RFP



FCC Form 470 - Funding Year 2025 School District 6 - My FY2025 Form 470 - Form #25000001 Last Saved: 8/23/2024 7:52 AM EDT							
Please download and carefull	y review this FCC Form 470 be	efore certifying.					
Download Document Link							
USAC_FCC_FORM_470_APPLIC	ATION_250000001_DRAFT						
By checking this box, I cert	ify that <mark>the</mark> information in the	PDF document above is co	rrect.				
ВАСК			SENI	D FOR CERTIFICATION	ONTINUE TO CERTIFICATION		

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



go to the next page in this guide

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.



- If you are a partial rights user \rightarrow 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 \rightarrow *skip to page 99*
- C If you are a full rights user who is responsible for certifying the form \rightarrow *skip to page 100*
- D If you are a full rights user certifying a form sent to you by another user \rightarrow *skip to page 104*



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

FCC Form 470 - Funding Year 2025

School District 6 - My FY2025 Form 470 - Form #250000001

Last Saved: 8/23/2024 7:52 AM EDT

Basic Information Service Requests Technical Contact Procurement Information FCC Form 470 R Information	Certifications & Signature			
Please download and carefully review this FCC Form 470 before certifying.				
Download Document Link				
USAC_FCC_FORM_470_APPLICATION_250000001_DRAFT				
By checking this box, I certify that the information in the PDF document above is correct.				
ВАСК	SEND FOR CERTIFICATION			

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 112 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**:

FCC Form 470) - Funding Ye	ar 2025			
School District 6 - Last Saved: 8/23/2024 7:52 AM	My FY2025 Form 4	470 - Form #2500	00001		
Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Please download and careful	y review this FCC Form 470 be	efore certifying.			
Download Document Link					
USAC_FCC_FORM_470_APPLIC	ATION_250000001_DRAFT				
By checking this box, I cert	ify that the information in the	PDF document above is co	rrect.		
ВАСК			SENT	D FOR CERTIFICATION	ONTINUE TO CERTIFICATION

<u>B</u> (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



This fur	nction will send your FCC Form 470 to the full rights users
in your	organization for certification. Do you wish to proceed?
NO	YES

skip to page 112 in this guide



FY2025 FCC Form 470

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

FCC Form 470) - Funding Ye	ar 2025			
School District 6 - Last Saved: 8/23/2024 7:52 AM	My FY2025 Form 4	470 - Form #2500	000001		
Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
Please download and carefull	y review this FCC Form 470 be	efore certifying.			
Download Document Link					
USAC_FCC_FORM_470_APPLIC	CATION_250000001_DRAFT				
By checking this box, I cert	ify that the information in the	PDF document above is co	rrect.		
ВАСК			SENI	D FOR CERTIFICATION	ONTINUE TO CERTIFICATION

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





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 FY2025 Form 470 - Form #250000001

Last Saved: 8/23/2024 7:52 AM EDT

Please complete the certifications below.

Applicant Certifications

I certify that the applicant includes schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. § 7801 (18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

Other Certifications

- I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.
- 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. §5 502, 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, 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.
- 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 the blef, 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

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

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

NO

<u>C</u> Once you click "YES" in the confirmation message, the form will be certified and will be made available for potential bidders. This action will start the 28-day waiting period.

The certified form will appear on the landing page in the "FCC Forms and Post-Commitment Requests section"

~FCC Forms ar	nd Post-Commitm	ent Requests		
FCC Forms			Status 💿 All	
OPost-Commitment Re	equests		 Incomplete 	
Form Type	FCC Form 470	-	Certified Canceled	
Funding Year	2025	•		
Nickname		Application Number	Funding Year	Status
My FY2025 Form 470		25000001	2025	Certified

YES



skip to page 112 in this guide

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



Me, Test_498 user, John Doe
FCC Form 470 (My FY2025 Form 470) submitted by School District 6 User 1 is Ready for Certification

A moment ago ☆



D 4 To proceed, accept the task by clicking on the "ACCEPT" button

You must accept this task before completing it	ACCEPT G GO BACK
FCC Form 470 - Funding Year 2025	
School District 6 - My FY2025 Form 470 - Form #250000001	
Last Saved: 8/23/2024 7:52 AM EDT	
Please download and carefully review this Form 470 before certifying.	
Download Document Link	
USAC_FCC_FORM_470_APPLICATION_250000001_DRAFT	
By checking this box, I certify that the information in the PDF document above is correct.	
EDIT	CONTINUE



D 5 To review the application, click on the link for the form to download it

FCC Form 470 - Funding Year 2025	
School District 6 - My FY2025 Form 470 - Form #250000001	
Last Saved: 8/23/2024 7:52 AM EDT	
Please download and carefully review this Form 470 before certifying.	
Download Document Link	
USAC_FCC_FORM_470_APPLICATION_250000001_DRAFT	
By checking this box, I certify that the information in the PDF document above is correct.	
EDIT	CONTINUE



D 6 Open the PDF to view and review the Form 470





FCC Form 470 - Funding Year 2025	
School District 6 - My FY2025 Form 470 - Form #250000001	
Last Saved: 8/23/2024 7:52 AM EDT	
Please download and carefully review this Form 470 before certifying.	
Download Document Link	
USAC_FCC_FORM_470_APPLICATION_250000001_DRAFT	
By checking this box, I certify that the information in the PDF document above is correct.	
EDIT	CONTINUE

D (7) 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.



FY2025 FCC Form 470
[Full Rights / Certifying a Form Sent By Another]

FCC Form 470 - Funding Year 2025	
School District 6 - My FY2025 Form 470 - Form #250000001	
Last Saved: 8/23/2024 7:52 AM EDT	
Please download and carefully review this Form 470 before certifying.	
Download Document Link	
USAC_FCC_FORM_470_APPLICATION_250000001_DRAFT	
Sy checking this box, I certify that the information in the PDF document above is correct.	
EDIT	CONTINUE

D 8 If the form is acceptable, check the check box to certify that the form is correct

D 9 Choose the "CONTINUE" button to certify the form



D 10 You will see the "Certifications" page

D (1) Read the certification text carefully

D 12 Check each check box to confirm compliance

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



[Full Rights / Certifying a Form Sent By Another]

Certify FCC Form 470

School District 6 - My FY2025 Form 470 - Form #25000001

Last Saved: 8/23/2024 7:52 AM EDT

Please complete the certifications below.

Applicant Certifications

I certify that the applicant includes schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801 (18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

Other 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.
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- □ 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, 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 silplice entigible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on tha beiter, all statements of fact contained herein are true.

NOTICE

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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

[Full Rights / Certifying a Form Sent By Another]

YES

D 12 Read the message regarding the certification and click "YES" if you agree

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

NO

D 3 Once you click "YES" in the confirmation message, the form will be certified and will be made available for potential bidders. This action will start the 28-day waiting period.

The certified form will appear on the landing page in the "FCC Forms and Post-Commitment Requests section"

FCC Forms and Post-Commitment Requests						
 FCC Forms 			Status O All			
O Post-Commitment Re	equests					
Form Type	FCC Form 470	•	 Certified Canceled 			
Funding Year	2025 🔹					
Nickname		Application Number	Funding Year	Status		
My FY2025 Form 470		25000001	2025	Certified		



go to the next page in this guide

Adding an RFP to a Certified Form

You can now retroactively upload an RFP to a Form 470 after submitting it, even if you did not originally have an RFP included with the form.



(1) Locate a certified Form 470 by going to the Landing Page for the organization and then scrolling to the "FCC Forms and Post-Commitment Requests" section



3 Click on the form nickname



	(4) Click on the "Related Actions" tab						
Records / FCC Forms 470 My FY2025 Form 470 - #25000001							
Summary Genera	ted Documents News Related	Actions					
Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Recipient(s) of Service, Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.							
~Application I	nformation						
Nickname	My FY2025 Form 470	Created Date	8/23/2024 7:08 AM EDT				
Application Number	25000001	Created By	School District 6 User 1				
Funding Year	2025	Certified Date	8/23/2024 8:16 AM EDT				
Status	Certified	Certified By	School District 6 User 1				
Allowable Contract	9/20/2024	Last Modified Date	8/23/2024 8:16 AM EDT				
Date		Last Modified By	School District 6 User 1				
~Billed Entity	Information						
Name	School District 6	Billed Entity Number (BEN)	116				



(5) Click on the "Add an RFP Document" option

Records /	FCC Forms 470	P
Summa	ry Generated Documents News Related Actions	
5	Edit Application Nickname This function allows you to update the nickname of your FCC Form 470.	
7	Add an RFP Document A This function allows you to upload and associate an additional RFP to one or more Service Requests even if the RFP document did not exist at the time of certification.	
5	Change Main Contact Person This function allows you to update the main contact listed on your FCC Form 470.	
5	Edit Technical Contact This function allows you to update the technical contact information listed on your FCC Form 470.	
7	Cancel this FCC Form 470 This function allows you to cancel your certified FCC Form 470 if it has not yet been cited on an incomplete, certified or committed FCC Form 471.	



Add an RFP to FCC Form 470

School District 6 - My FY2025 Form 470 - Form #250000001 - Funding Year 2025

Upload RFP

Changes to the FCC Form 470, including uploading a new RFP document, may require applicants to restart the 28-day waiting period before selecting a service provider, signing a contract, or submitting and certifying an FCC Form 471. Ministerial or clerical errors, such as updating contact information, do not require a reset of the 28-day waiting period. However, changes that materially affect the competitive bidding process, such as changing the services or equipment being requested, do require restarting the 28-day waiting period.

If you are requesting bids for additional equipment, services, or recipients of service not included on the original FCC Form 470, you may need to file a new FCC Form 470.

Please review the USAC.org for additional guidance.

Does this new RFP constitute a substantial change to your FCC Form 470?*

O Yes

O No

If you select yes, the 28-day waiting period will reset, and the Allowable Contract Date on your FCC Form 470 will be updated accordingly. If the new Allowable Contract Date prevents you from certifying the FCC Form 471 before the application window closes, you must request a waiver from the Commission after certifying the FCC Form 471.

Uploading a new RFP document with substantial changes and not waiting the minimum 28 days may result in denial of funding.

Please add an RFP here 🝞 *

UPLOAD Drop file here

CANCEL

Associate RFP to Service Request(s)

Category 1: Data Transmission and/or Internet Access

Please select the service request(s) that apply to the RFP uploaded above.

	Туре	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Associated RFP
	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	3	3	Each	1 Gbps	10 Gbps	No	View RFP Documents

Category 2: Internal Connections and Managed Internal Broadband Services

Please select the service request(s) that apply to the RFP uploaded above.

Туре	Function	Number Entities	Quantity	Unit	Manufacturer	Manufacturer Other Description	Installation and Initial Configuration?	Associated RFP
Internal Connections	Switches and Necessary Software and Licenses		3	Each	No Preference		Yes	View RFP Documents

Adding an **RFP**

A screen will display with the service requests included on that form

Clicking on a "View RFP Documents" link will display a list of any existing RFPs that were previously uploaded below the "Service Request" tables. You can then click on a specific RFP to download it.

SUBMIT

On this screen you will be asked if the new RFP you are uploading constitutes a substantial change (also known as a cardinal change)

Making this type of change ---that is one that significantly affects potential bid responses --- mandates the start of an additional 28 day clock

Be prepared to either allow time in your competitive bidding process to add the extra 28 days or justify why doing so is not necessary

USAC takes an extreme view of what falls under the scope of "substantial"

- your idea of substantial may be very different than the reviewer's
- *if you did not restart the clock after what USAC deems to be a substantial change, it will be considered a competitive bidding violation and your funding request will be denied*



Add an RFP to FCC Form 470

School District 6 - My FY2025 Form 470 - Form #250000001 - Funding Year 2025

Upload RFP

Changes to the FCC Form 470, including uploading a new RFP document, may require applicants to restart the 28-day waiting period before selecting a service provider, signing a contract, or submitting and certifying an FCC Form 471. Ministerial or clerical errors, such as updating contact information, do not require a reset of the 28-day waiting period. However, changes that materially affect the competitive bidding process, such as changing the services or equipment being requested, do require restarting the 28-day waiting period.

If you are requesting bids for additional equipment, services, or recipients of service not included on the original FCC Form 470, you may need to file a new FCC Form 470.

Please review the USAC.org for additional guidance.

Does this new RFP constitute a substantial change to your FCC Form 470? *	(b) Click on one
○ Yes	Ŭ
○ No	A If this RFF
If you select yes, the 28-day waiting period will reset, and the Allowable Contract Date on your FCC Form 470 will be updated accordingly. If the new Allowable Contract Date prevents you from certifying the FCC Form 471 before the application window closes, you must request a waiver from the Commission after	click on th
certifying the FCC Form 471.	B If this RFP
Uploading a new RFP document with substantial changes and not waiting the minimum 28 days may result in denial of funding.	change, c
Please add an RFP here 😯 *	the
UPLOAD L Drop file here	

470?* 6 Click on one of the options

A If this RFP represents a substantial change, click on the "Yes" button then go to the next page in this guide

If this RFP does not represent a substantial change, click on the "No" button then skip to page 120 in this guide



If it constitutes a substantial change (you chose "Yes")....

Α

If you select the "Yes" option:

- The allowable contract date (ACD) will automatically update to extend by 28 days
- The ACD on the Summary screen for the form will change to reflect new date

ACD Automatic Reset Validations:

you have significantly modified your bid request and therefore cannot have selected a winning bid yet ---- ergo you cannot have created the follow up FRN yet

- ACD cannot be reset if the Form 470 is referenced on a Form 471 FRN which is not cancelled >>> Error message will appear
- A Form 471 cannot be certified if an FRN on it is citing a Form 470 whose ACD is in the future >>> Error message will appear
- If the offending Form 470 is removed from the application, the Form 471 can be certified



If it does not constitute a substantial change (you chose "No")....

В

If you select the "No" option:

- Be sure you are only using this choice for minor, insignificant ministerial or clerical errors such as modifying contact information
- Does not require a 28 day clock restart
- When in doubt and you have time, restart your clock

For information on what can be considered a ministerial or clerical error see: https://www.usac.org/e-rate/applicant-process/competitive-bidding/ministerial-clerical-errors/



go to the next page in this guide

Add an RFP to FCC Form 470

School District 6 - My FY2025 Form 470 - Form #250000001 - Funding Year 2025

Upload RFP

Changes to the FCC Form 470, including uploading a new RFP document, may require applicants to restart the 28-day waiting period before selecting a service provider, signing a contract, or submitting and certifying an FCC Form 471. Ministerial or clerical errors, such as updating contact information, do not require a reset of the 28-day waiting period. However, changes that materially affect the competitive bidding process, such as changing the services or equipment being requested, do require restarting the 28-day waiting period.

If you are requesting bids for additional equipment, services, or recipients of service not included on the original FCC Form 470, you may need to file a new FCC Form 470.

Please review the USAC.org for additional guidance.

Does this new RFP constitute a substantial change to your FCC Form 470?*

Yes

○ No

If you select yes, the 28-day waiting period will reset, and the Allowable Contract Date on your FCC Form 470 will be updated accordingly. If the new Allowable Contract Date prevents you from certifying the FCC Form 471 before the application window closes, you must request a waiver from the Commission after certifying the FCC Form 471.

Uploading a new RFP document with substantial changes and not waiting the minimum 28 days may result in denial of funding.

Please add an RFP here 😯*

UPLOAD Loop file here

7 Upload an RFP document to the form by clicking on the "UPLOAD" button or simply drag a file from your computer onto the "Drop file here" area



FY2025 FCC Form 470

Does this new RFP constitute a substantial change to your FCC Form 470?*

Yes

🔿 No

If you select yes, the 28-day waiting period will reset, and the Allowable Contract Date on your FCC Form 470 will be updated accordingly. If the new Allowable Contract Date prevents you from certifying the FCC Form 471 before the application window closes, you must request a waiver from the Commission after certifying the FCC Form 471.

Uploading a new RFP document with substantial changes and not waiting the minimum 28 days may result in denial of funding.

Please add an RFP here 😯*

Category 1 RFP Amendmen... PDF – 13.59 KB

~Associate RFP to Service Request(s)

Category 1: Data Transmission and/or Internet Access

Please select the service request(s) that apply to the RFP uploaded above.

8 Check the checkbox for the Service Request you are associating this RFP document to

Туре	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Associated RFP
Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	3	3	Each	1 Gbps	10 Gbps	No	View RFP Documents

Category 2: Internal Connections and Managed Internal Broadband Services

Please select the service request(s) that apply to the RFP uploaded above.

	Туре	Function	Number Entities	Quantity	Unit	Manufacturer	Manufacturer Other Description	Installation and Initial Configuration?	Associated RFP
	Internal Connections	Switches and Necessary Software and Licenses		3	Each	No Preference		Yes	View RFP Documents
CANCEL 9 Click on the "SUBMIT" button									

Upon clicking the "SUBMIT" button, you will be presented with another warning





You will be brought back to the "Related Actions" screen for the form

(1) Click on the "Summary" tab





Review the "Allowable Contract Date" and make a note of any changes to this date as the result of making a substantial change

Records / FCC Forms 470 My FY2025 Form 470 - #250000001								
Summary Genera	Summary Generated Documents News Related Actions							
Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Recipient(s) of Service, Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.								
~Application I	nformation	1						
Nickname	My FY2025 Form	470 Created Date	8/23/2024 7:08 AM EDT					
Application Number	250000001	Created By	School District 6 User 1					
Funding Year	2025	Certified Date	8/23/2024 8:16 AM EDT					
Status	Certified	Certified By	School District 6 User 1					
Allowable Contract	9/20/2024	Last Modified Date	8/23/2024 8:16 AM EDT					
Date		Last Modified By	School District 6 User 1					
~Billed Entity	Informatio	n						
Name	School District 6	Billed Entity Number (BEN)	116					



In addition, the News item regarding your adding an RFP will reflect whether or not doing so will change the "Allowable Contract Date"

20g	USAC's Internal System A new RFP document titled, Category 1 RFP Amendment 2 associated with FCC Form 470 250000001 filed by School District 6 was uploaded into the EPC system on 8/23/2024 8:44 AM EDT. This document is available for download by clicking on the FCC Form 470 record link below and then clicking on 'View RFP documents'.
	My FY2025 Form 470 #116 - School District 6
	5 minutes ago 😭 🔒 Comment
20g	USAC's Internal System A new RFP document titled, Category 1 RFP Amendment 1 associated with FCC Form 470 250000001 filed by School District 6 was uploaded into the EPC system on 8/23/2024 8:39 AM EDT. This document is available for download by clicking on the FCC Form 470 record link below and then clicking on 'View RFP documents'.
	You have indicated that this new RFP document includes a substantial change to your FCC Form
	the Summary tab of your FCC Form 470 to view your new Allowable Contract Date.
	My FY2025 Form 470 #116 - School District 6
	10 minutes ago 😭 🔒 Comment



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 period you must ensure an open and fair bidding process
 - Open = there are no secrets in the process; information shared with one bidder must be shared with all
 - Fair = all bidders are treated the same, fairly, and equally
 - 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 <u>no</u> bid evaluations
- Select <u>no</u> vendors
- Sign <u>no</u> contracts



What if I change my RFP?

USAC takes 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) or answer vendor questions in a Q&A, it is safest to restart your 28 day competitive bidding clock.

Reasons to restart the 28 day clock:

- Added or modified equipment or services
- Modified entity list
- Modified project scope

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? (1)

- Comply with all E-Rate, state, and local procurement rules
- Treat all bidders the same
 - Give equal and consistent information to all bidders
 - Do not give insider information or advance knowledge to bidders
- Accept <u>no</u> gifts or donations from bidders
- Avoid the appearance of a conflict of interest with a bidder
 - Applicants cannot have a relationship with service providers that would unfairly influence the outcome of the competitive bidding process
 - Applicants cannot have ownership interest in the company of a service provider which is competing for services
 - Service providers are not allowed to assist with the process



How do I ensure an open and fair bidding process? (2)

- Keep all bids received (not just the winning bid)
- Respond to all bidders
- Keep copies of all correspondence with bidders



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 <u>must</u> indicate your willingness to receive a proposal for services listed on Form 470.
- You are <u>not</u> 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
 - <u>most</u> C1 services require a signed contract <u>before</u> a Form 471 is filed
 - <u>all</u> C2 services & equipment must have a signed contract <u>before</u> a Form 471 is filed
 - 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 any 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?

 \star Save all records for at least 10 years from the last date of service \star

- 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, <u>dated</u> bid evaluation document and any documentation supporting how you selected the winning bid
- The signed contract

