

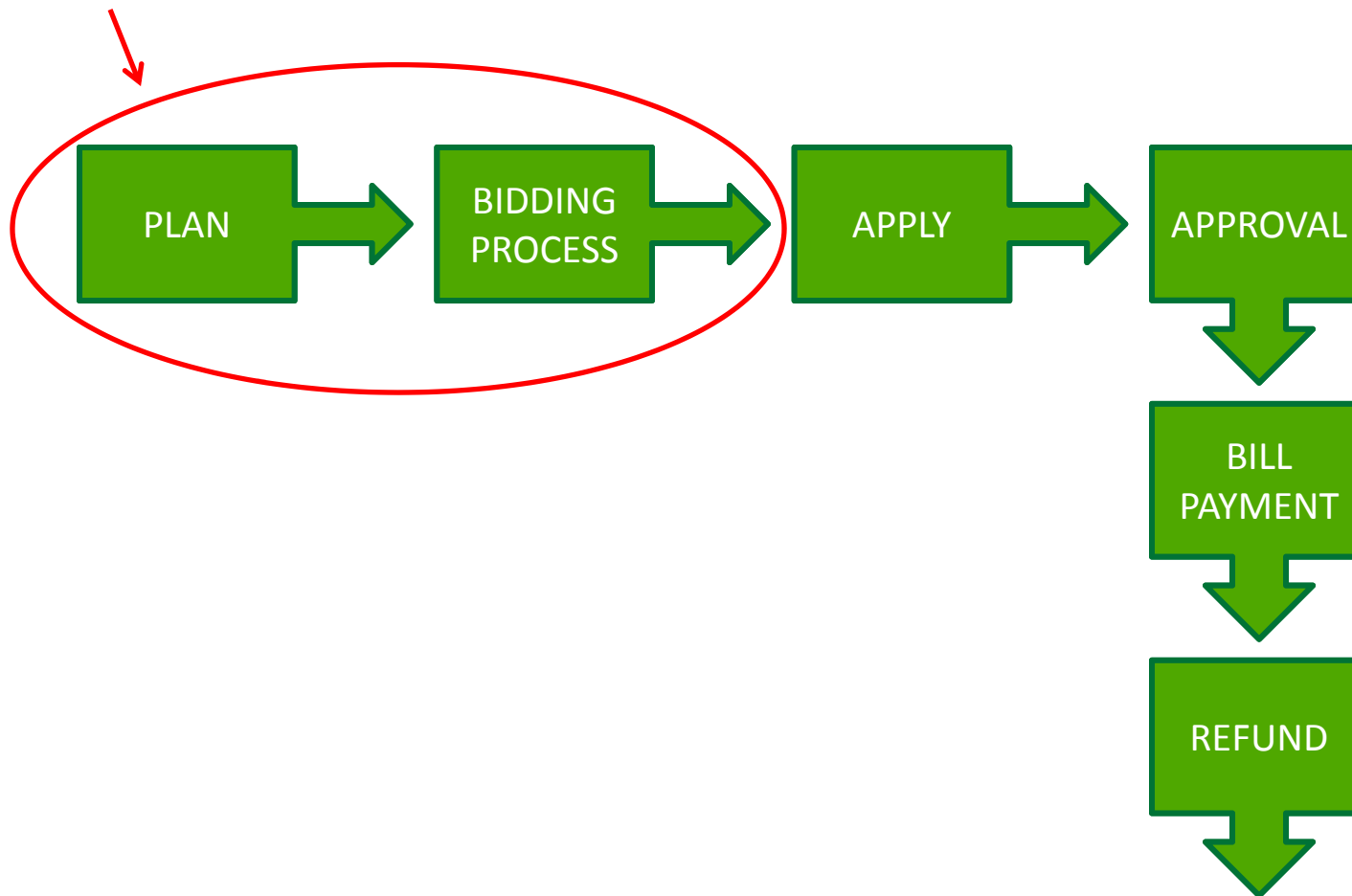
FY2018 FCC Form 470 and Competitive Bidding

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

You Are Here



Making a Plan

Question 1: What do I need?

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

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

What is eligible?

There are four requirements for eligibility:

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

Question 2: What can I afford?

1. Get estimates from service providers on the cost of what you think you would need. You are not selecting a provider at this point; you are simply assessing the potential costs.
2. Examine your budget to see if you can afford what you need. You should always consider the entire cost (pre E-Rate discount) in your budget. If you can't afford the full cost, revisit your needs.
3. Determine your E-Rate discount rate.
4. If you are applying for Category Two products and services, calculate your per-school or per-library E-Rate 5 year budget.

Question 3: What can I do?

Although a technology plan is not required for E-Rate beginning with Funding Year 2015, your planned E-Rate supported products and services should align with your required Maine state technology plan.

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

What's next?

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

The Basics

What is the FCC Form 470?

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

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

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

Do I need to file a Form 470?

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

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 tariffed services, you must file a new Form 470 every year.
- Contracted Services
 - If you have an expiring contract, you must file a new Form 470.
 - If you want or need to sign a new contract, you must file a new Form 470.
- Products
 - If you want to purchase products or equipment, you must file a Form 470.

No in the following situation:

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

Words of Caution:

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

Who can complete the Form 470?

- No one other than the applicant or an authorized representative of the applicant should prepare, submit, 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.

How do I file a Form 470?

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

When can I file a Form 470?

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

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

Where do I file a Form 470?

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

How many separate forms do I file?

Your choice!

- You may file one Form 470

OR

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

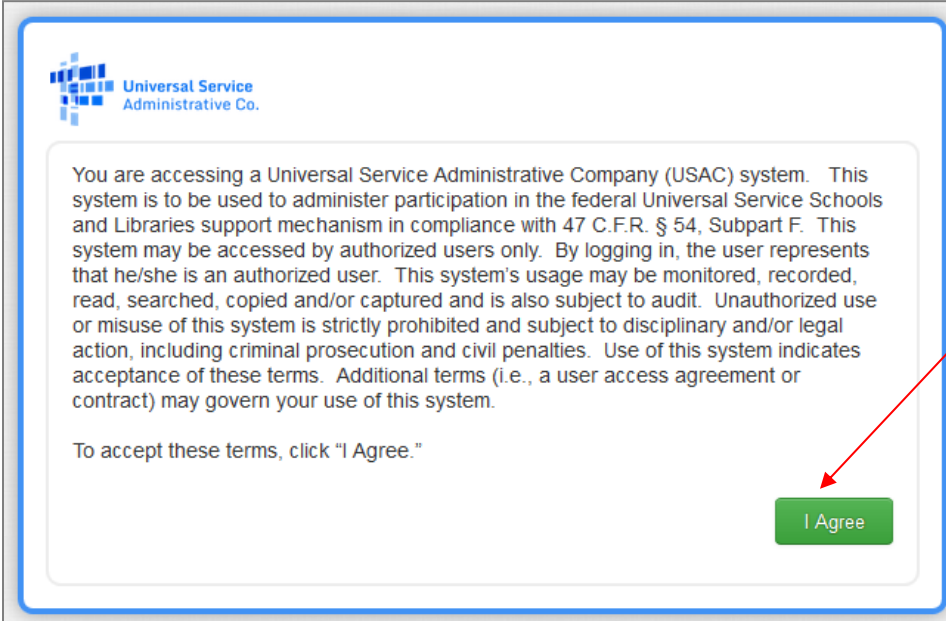
Recommendation: Put Category 1 and Category 2 requests on separate forms.

Filing a Form 470

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

Filing a Form 470

① Navigate to the EPC Portal at <https://portal.usac.org/suite/>



Universal Service Administrative Co.

You are accessing a Universal Service Administrative Company (USAC) system. This system is to be used to administer participation in the federal Universal Service Schools and Libraries support mechanism in compliance with 47 C.F.R. § 54, Subpart F. This system may be accessed by authorized users only. By logging in, the user represents that he/she is an authorized user. This system's usage may be monitored, recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action, including criminal prosecution and civil penalties. Use of this system indicates acceptance of these terms. Additional terms (i.e., a user access agreement or contract) may govern your use of this system.

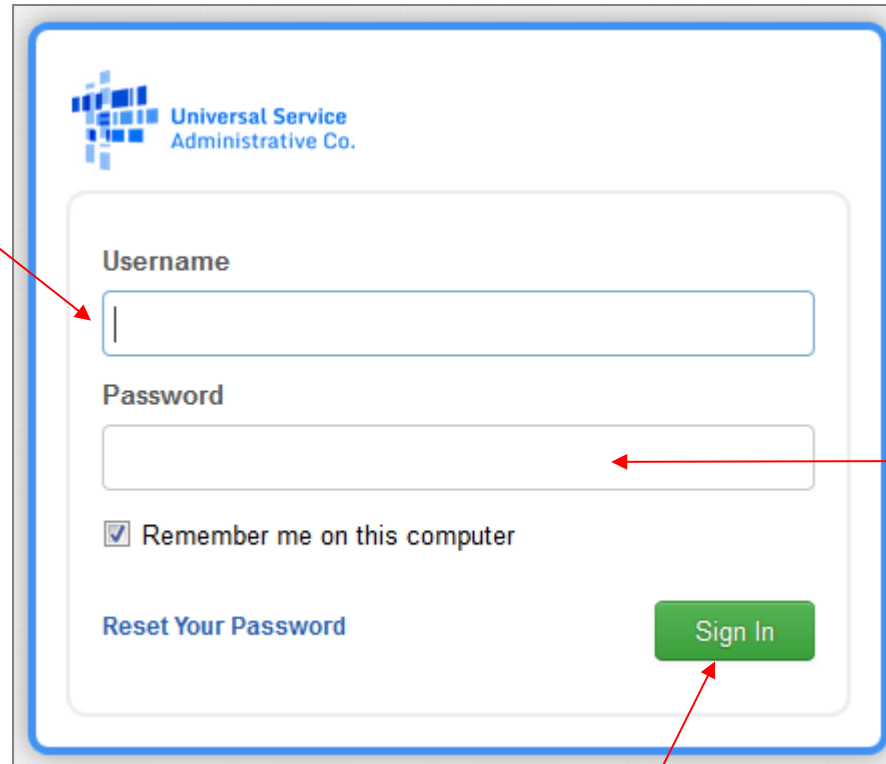
To accept these terms, click "I Agree."

I Agree

② Click on the "I Agree" button to proceed

Filing a Form 470

③ Enter the username



The image shows a login form for the Universal Service Administrative Co. The form is enclosed in a blue border. At the top left is the company logo, which consists of a stylized blue grid of squares. To the right of the logo, the text "Universal Service Administrative Co." is displayed in blue. Below the logo and text, there are two input fields: "Username" and "Password". The "Username" field is a white rectangle with a blue border and a vertical cursor. The "Password" field is a white rectangle with a blue border. Below the "Password" field is a checkbox with a blue checkmark and the text "Remember me on this computer". At the bottom left of the form is a blue link that says "Reset Your Password". At the bottom right is a green button with white text that says "Sign In".


④ Enter the password

⑤ Click on the "Sign In" button

Filing a Form 470

- ⑥ Select the “FCC Form 470” link on your landing page to begin a new FCC Form 470

My Landing Page

 **Universal Service Administrative Co.**

Welcome, [School District 6!](#)

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Notifications

Notification Type: Status: ☒ All ☐ Generated ☐ Not Generated

Funding Year:

Notification	Description	Issued Date	Generated By	Generated On
You can also select your school district's Billed Entity on your landing page, select the “Related Actions” link, and then choose “Create FCC Form 470”				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

Form Actions: Saving, Sharing, and Discarding the Form

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

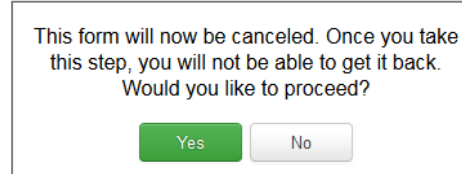


Form Actions



A horizontal bar containing four buttons: 'Back', 'Discard Form', 'Save & Share', and 'Save & Continue'.

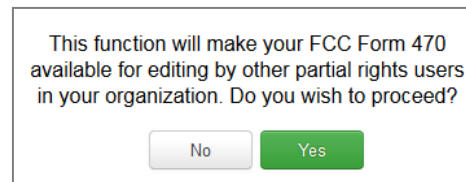
- If you select the “Back” button, you will be taken back one screen.
- If you select the “Discard Form” button, the entire form will be discarded. Once you confirm that you want to discard the form, it will no longer be available in the EPC system.



This form will now be canceled. Once you take this step, you will not be able to get it back. Would you like to proceed?

Yes No

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



This function will make your FCC Form 470 available for editing by other partial rights users in your organization. Do you wish to proceed?

No Yes

- 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 return, go to the “Task” tab or the “My Tasks” section on the landing page to find the in-process form.



The screenshot shows a web interface for task management. At the top, there is a search bar with the placeholder text "Click here to send a task...". To the right of the search bar is a button labeled "Newest" with a downward arrow. Below the search bar, there is a list of tasks. The first task is highlighted with a blue square containing a white checkmark. To the right of the checkmark, the text reads "Me" with a green arrow pointing right. Below this, the task title is "Create FCC Form 470 - #170001463 - FY2017 Form 470 C2" in blue. At the bottom of the task entry, it says "A moment ago" followed by a star icon.

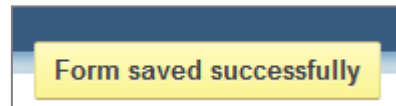
When you click on the task, your form will open back up where you left off.

Form Actions

You can also use the “Save Changes” link on the left of the screen.



Using this option will display a “Form saved successfully” message. You will remain on the current page until you select another option.



Form 470 Section One: Basic Information

*First, you will review and enter
some basic information.*

[Billed Entity Information]

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

FCC Form 470 - Funding Year 2018

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

Billed Entity Information

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

Billed Entity Number: 116
FCC Registration Number: 1234564560

Application Nickname
Please enter an application nickname here. *

Discard Form

Save & Share

Save & Continue

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]

FCC Form 470 - Funding Year 2018

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

FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

Billed Entity Information

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

Billed Entity Number: 116
FCC Registration Number: 1234564560

Application Nickname

Please enter an application nickname here. *

Discard Form Save & Share Save & Continue

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

② Then click on the "Save & Continue" button to proceed

[Recipients of Service]

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

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

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

FCC Form 470 - Funding Year 2018
School District 6 - FY2018 Form 470 - Form #180000003
Last Saved: 6/20/2017 2:43 PM EDT

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

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Application Type and Recipients of Service

Applicant Type: School District
Number of Eligible Entities: 3

Recipient(s) of Service: ☒ Public School ☒ Pre-K ☒ Tribal School ☒ Public School District

Recipients of Service

Billed Entity Name	Billed Entity Number
School District 6	116

Back Discard Form Save & Share Save & Continue

③ Click on the "Save & Continue" button to proceed

[Consultant Contact Information]

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

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

Consultant Information

Consulting Firms

The consulting firms associated with your organization are listed below.

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

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

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

Consultant Information

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

[Contact Information]

④ Select a contact person for this form

The screenshot shows the 'Contact Information' section of the FCC Form 470. At the top, a progress bar indicates the current step. Below the progress bar, a horizontal menu contains six tabs: 'Basic Information', 'Service Requests', 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review', and 'Certifications & Signature'. The 'Basic Information' tab is active. Below the tabs, a message states: 'Next, you will identify the individuals assisting in seeking E-rate support.' The section is titled 'Consultant Information' and contains a message: 'There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.' Below this, the section is titled 'Contact Information' and contains the question 'Are you the main contact person? *'. There are two buttons: 'Yes' and 'No'. Annotation 'A' points to the 'Yes' button, and annotation 'B' points to the 'No' button.

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

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

Contact Information

Are you the main contact person? *

- A** If you are the main contact for this form, click on the “Yes” button
then go to the next page in this guide
- B** If you are not the main contact, click on the “No” button
then skip to page 37 in this guide

[Contact Information]

A ① If you chose “Yes”, your contact info will automatically display

The screenshot shows a web form with a progress bar at the top. The progress bar has six steps: Basic Information (active), Service Requests, Technical Contact Information, Procurement Information, FCC Form 470 Review, and Certifications & Signature. Below the progress bar, the text reads: "Next, you will identify the individuals assisting in seeking E-rate support." The form is divided into two main sections: "Consultant Information" and "Contact Information". The "Consultant Information" section states: "There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile." The "Contact Information" section asks: "Are you the main contact person?" with two buttons: "Yes ✓" (highlighted in green) and "No". To the right of the question, the following contact information is displayed: "School District 6 User 1", "school.district6.user1@mailinator.com", and "555-555-5555". At the bottom of the form, there are four buttons: "Back", "Discard Form", "Save & Share", and "Save & Continue". A red arrow points to the "Save & Continue" button.

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

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

Contact Information

Are you the main contact person?

Yes ✓ No

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

Back Discard Form Save & Share Save & Continue

A ② Click on the “Save & Continue” button to proceed

[Contact Information]

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


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

Contact Information

Are you the main contact person?

Main Contact Person *

sch|

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

ct person's name or

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

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

[Contact Information]

Contact Information

Are you the main contact person?

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

Main Contact Person*

Please select a main contact person by typing the contact person's name or email address.

B ② Click on the “Save & Continue” button to proceed

Form 470 Section Two: Service Requests

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

[Category of Service]

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

The screenshot shows a web form titled 'Category(s) of Service'. At the top, there is a progress bar with six steps: 'Basic Information', 'Service Requests' (which is the current step and has a blue dot), 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review', and 'Certifications & Signature'. Below the progress bar, the text reads: 'Next, you will identify the category(s) of service requested.' The main heading is 'Category(s) of Service'. Below this is the question: 'What are the category(s) of service that you are requesting? *'. There are two main options: 'Category 1' and 'Category 2'. 'Category 1' is highlighted with a red box labeled 'A' and an arrow. Below it is a bulleted list: '• Internet Access and/or Telecommunications'. 'Category 2' is also highlighted with a red box labeled 'B' and an arrow. Below it is a bulleted list: '• Basic Maintenance of Internal Connections', '• Internal Connections', and '• Managed Internal Broadband Services'. At the bottom of the form, there are four buttons: 'Back', 'Discard Form', 'Save & Share', and 'Save & Continue'. A red arrow points from the text 'Click on the "Save & Continue" button' to the 'Save & Continue' button.

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

Next, you will identify the category(s) of service requested.

Category(s) of Service

What are the category(s) of service that you are requesting? *

A Choose "Category 1" for Category 1 services

Category 1

- Internet Access and/or Telecommunications

B Choose "Category 2" for Category 2 services

Category 2

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

Back Discard Form Save & Share 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 can appear in more than one category should be posted in both categories
 - a service that could possibly be moved from one category of service to another during application review should be posted in both categories

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

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

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

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, start by uploading them all first.

RFPs for Service Requests

Is there a RFP for any of the services you are requesting? *

Yes No

Back Discard Form Save & Share Save & Continue

B Choose “No” if you have no RFP or additional document
then skip to page 47 in this guide

A

Choose “Yes” if you are using an RFP or have an additional document
then go to the next page in this guide

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

The screenshot shows the 'Service Requests' tab of the FCC Form 470 portal. It includes a progress bar at the top with tabs for Basic Information, Service Requests, Technical Contact Information, Procurement Information, FCC Form 470 Review, and Certifications & Signature. Below the progress bar, a message states: 'If you are using RFPs for any of the requested services, start by uploading them all first.' The section is titled 'RFPs for Service Requests' and asks 'Is there a RFP for any of the services you are requesting?' with 'Yes ✓' and 'No' buttons. To the right, it says 'Please upload all RFPs for the services you are requesting.' and features a 'Browse...' button next to 'No file selected.' Below this, a warning states: 'You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial.' At the bottom are 'Back', 'Discard Form', 'Save & Share', and 'Save & Continue' buttons. A red arrow points from the 'Browse...' button to the warning text.

A ① Upload documents to the portal by clicking on the “Browse” button

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

The screenshot shows a multi-step form for 'Service Requests'. The steps are: Basic Information, Service Requests (current), Technical Contact Information, Procurement Information, FCC Form 470 Review, and Certifications & Signature. Below the steps, a message states: 'If you are using RFPs for any of the requested services, start by uploading them all first.' The section is titled 'RFPs for Service Requests'. A question asks 'Is there a RFP for any of the services you are requesting?' with 'Yes ✓' and 'No' buttons. To the right, it says 'Please upload all RFPs for the services you are requesting.' and lists two uploaded files: 'C1 RFP.docx (12.24 KB)' and 'C1 vendor instructions.docx (12.25 KB)', each with a close 'X' button. Below the list is a 'Browse...' button and the text 'No file selected.' A warning message states: 'You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial.' At the bottom are buttons for 'Back', 'Discard Form', 'Save & Share', and 'Save & Continue'.

A document can be removed by clicking on the "X" next to the file listing

Words of Caution:

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

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

Information that you might include in an RFP:

- Responses must include Form 471 Item 21 pricing and descriptions.
- Responses must be received by [a specific date].
- Applicant expects bidders to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- Multi-year contracts and voluntary extensions are accepted.
- All contracts or agreements entered into as a result of this RFP will be contingent upon receipt of E-Rate funding.
- Failure to comply with any of the items above may be grounds for disqualification.

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

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

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

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

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

Next, you will indicate whether RFPs are applicable across a category.

RFPs for Service Requests

ALL !!!

ALL !!!

If applicable, please select the RFP(s) that apply to all new category ONE services.

- ☒ C1 vendor instructions
- ☒ C1 RFP
- ☐ C2 RFP

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

If applicable, please select the RFP(s) that apply to all new category TWO services.

- ☐ C1 vendor instructions
- ☐ C1 RFP
- ☒ C2 RFP

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

Back Discard Form Save & Share Save & Continue

go to the next page in this guide

④ Click on the “Save & Continue” button to proceed



A screenshot of a form's footer area. It contains four buttons arranged horizontally: "Back", "Discard Form", "Save & Share", and "Save & Continue". A red arrow originates from the text "Click on the 'Save & Continue' button to proceed" and points directly to the "Save & Continue" button.

Category One Service Requests

*If you will not be entering Category One Service
Requests on this form, skip to page 60 in this guide*

[Category 1 Service Requests]

① Click the “Add New Service Request” button in the Category One section to add a service request

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

The screenshot displays the 'Service Requests' section of the FCC Form 470. The top navigation bar includes tabs for Basic Information, Service Requests (active), Technical Contact Information, Procurement Information, FCC Form 470 Review, and Certifications & Signature. Below the navigation bar, a message states: 'Next, you will describe the services you are requesting.' The section is titled 'Service Requests: Category One'. A message indicates: 'There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.' Below this message are three buttons: 'Add New Service Request' (highlighted with a red box and a red 'A'), 'Edit Service Request', and 'Remove Service Request'. A 'Narrative' section follows, with a text area for providing further detail about the services sought. Below the Category One section, the 'Service Requests: Category Two' section is visible, also showing a message about no current requests and buttons for adding, editing, or removing requests. At the bottom of the form are buttons for 'Back', 'Discard Form', 'Save & Share', and 'Save & Continue'.

[Category 1 Service Requests]

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

The screenshot shows a web form titled "Add New Service Request". At the top, there is a horizontal progress bar with six tabs: "Basic Information", "Service Requests", "Technical Contact Information", "Procurement Information", "FCC Form 470 Review", and "Certifications & Signature". The "Service Requests" tab is currently selected, indicated by a blue dot and underline. Below the tabs, a message reads: "Next, you will describe the services you are requesting." The main heading of the form is "Add New Service Request". Under this heading, there is a field labeled "Function*" with a dropdown menu. The dropdown menu is currently open, showing the text "Please select a value". At the bottom of the form, there are two buttons: "Cancel" on the left and "Add" on the right.

[Category 1 Service Requests]

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

Next, you will describe the services you are requesting.

Add New Service Request

Function *

Please select a value

- Please select a value
- Transport Only - No ISP Service Included
- Cellular Data Plan/Air Card Service
- Cellular Voice
- Dark Fiber
- Internet Access & Transport Bundled
- Internet Access: ISP Service Only
- Lit Fiber Service
- Other
- Self-provisioning
- Voice Service (Analog, Digital, Interconnected VOIP, etc)

Add

[Category 1 Service Requests]

- A ② Enter details for the service selected in the “Function” menu

Add New Service Request

Function * <input type="text" value="Internet Access & Transport Bundled"/>	Number of entities served? * <input type="text"/>
Quantity * <input type="text"/>	Are you also seeking Installation, Activation and Initial Configuration for this service? * <input type="radio"/> Yes <input type="radio"/> No
Unit Circuits	Are you also seeking Maintenance and Technical Support for this service? * <input type="radio"/> Yes <input type="radio"/> No
Minimum Capacity * <input type="text" value="Please select a value"/>	Please select the RFP(s) that apply to this service request. <input checked="" type="checkbox"/> C1 vendor instructions <input checked="" type="checkbox"/> C1 RFP <input type="checkbox"/> C2 RFP
Maximum Capacity * <input type="text" value="Please select a value"/>	

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

[Category 1 Service Requests]

Add New Service Request

Function * Internet Access & Transport Bundled	Number of entities served? * 70
Quantity * 70	Are you also seeking Installation, Activation and Initial Configuration for this service? * <input checked="" type="radio"/> Yes <input type="radio"/> No
Unit Circuits	Are you also seeking Maintenance and Technical Support for this service? * <input type="radio"/> Yes <input checked="" type="radio"/> No
Minimum Capacity * 100 Mbps	Please select the RFP(s) that apply to this service request. <input checked="" type="checkbox"/> C1 vendor instructions <input checked="" type="checkbox"/> C1 RFP <input type="checkbox"/> C2 RFP
Maximum Capacity * 1 Gbps	

Cancel Add

A ③ Click the “Add” button to add the information and display the service type table

[Category 1 Service Requests]

Service Requests: Category One

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

<input checked="" type="checkbox"/>	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?
<input checked="" type="checkbox"/>	Internet Access and/or Telecommunications	Internet Access and Transport Bundled	100 Mbps	1 Gbps	70	70	Circuits	Yes	No

Add New Service Request

Edit Service Request

Remove Service Request

A ④ Click the “Add New Service Request” button again to enter an additional service request, repeating as necessary until all Category One service requests have been entered

[Category 1 Service Requests]

Service Requests: Category One

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

<input checked="" type="checkbox"/>	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?
<input checked="" type="checkbox"/>	Internet Access and/or Telecommunications	Internet Access and Transport Bundled	100 Mbps	1 Gbps	70	70	Circuits	Yes	No

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

[Category 1 Service Requests]

Service Requests: Category One

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

<input checked="" type="checkbox"/>	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?
<input checked="" type="checkbox"/>	Internet Access and/or Telecommunications	Internet Access and Transport Bundled	100 Mbps	1 Gbps	70	70	Circuits	Yes	No

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

[Category 1 Service Requests]

- A ⑤ In the “Narrative” field, enter any further information to support the request that is not already specified using the service request fields, such as additional capacities being sought, additional descriptions of services, or disqualification factors

Service Requests: Category One

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

<input checked="" type="checkbox"/>	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?
<input checked="" type="checkbox"/>	Internet Access and/or Telecommunications	Internet Access and Transport Bundled	100 Mbps	1 Gbps	70	70	Circuits	Yes	No

Narrative

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

If you are seeking bids for additional capacity tiers between the minimum and maximum, you must state which additional values.

[Category 1 Service Requests]

- A ⑥ If you are selecting any services that have non-discounted special construction charges, you can request to pay those charges in installments

Select the minimum and maximum values for the number of years (from 1 to 4) you wish to amortize the payments

Installment Payment Plan

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

☒ Yes
☐ No

Over how many years do you wish to amortize the costs? *

Please select a value

Please select a value

Please select a range of years above.

Do you prefer annual or monthly payments? *

☐ Annual
☐ Monthly

Select "Yes" or "No"

Select whether you prefer annual or monthly payments

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

[Category 1 Service Requests]

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



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 before you can continue*

Category Two Service Requests

*If you will not be entering Category Two Service
Requests on this form, skip to page 72 in this guide*

[Category 2 Service Requests]

① Click the “Add New Service Request” button in the Category Two section to add a service request

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

Next, you will describe the services you are requesting.

Service Requests: Category One

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

Service Requests: Category Two

There are currently no Category Two service requests. Please enter the service requests below by selecting 'Add New Service Request'.

B Add New Service Request Edit Service Request Remove Service Request

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

Back Discard Form Save & Share Save & Continue

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

[Category 2 Service Requests]

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

The screenshot shows a web application interface for adding a new service request. At the top, there is a horizontal navigation bar with six tabs: 'Basic Information', 'Service Requests' (which is the active tab, indicated by a blue dot), 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review', and 'Certifications & Signature'. Below the navigation bar, a message states: 'Next, you will describe the services you are requesting.' The main heading is 'Add New Service Request'. Under this heading, there are two sections: 'Service Type *' and 'Function *'. The 'Service Type *' section contains three radio button options: 'Internal Connections', 'Basic Maintenance of Internal Connections', and 'Managed Internal Broadband Services'. The 'Function *' section contains a dropdown menu with the placeholder text 'Please select a value'. At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Add' on the right.

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 Request

Service Type *

- ☐ Internal Connections
- ☐ Basic Maintenance of Internal Connections
- ☐ Managed Internal Broadband Services

Function *

Please select a value

Cancel Add

[Category 2 Service Requests]

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

Next, you will describe the services you are requesting.

Add New Service Request

Service Type *

☐ Internal Connections

☐ Basic Maintenance of Internal Connections

☐ Managed Internal Broadband Services

Function *

Please select a value

[Category 2 Service Requests]

Add New Service Request

Service Type *

☐ Internal Connections

☒ Basic Maintenance of Internal Connections

☐ Managed Internal Broadband Services

Function *

Please select a value

Please select a value

Antennas, Connectors, and Related Components

Cabling

Caching

Firewall Service and Components

Racks

Router

Switches

UPS/Battery Backup

WAP

Wireless Controller

Add

B ② Select the function for that service using the drop-down menu

[Category 2 Service Requests]

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

Add New Service Request

Service Type *
☐ Internal Connections
☒ Basic Maintenance of Internal Connections
☐ Managed Internal Broadband Services

Function *
Router

Quantity

Unit
Each

Manufacturer
No Preference

Number of entities served?

Please select the RFP(s) that apply to this service request.
☐ C1 vendor instructions
☐ C1 RFP
☒ C2 RFP

Cancel

Add

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

[Category 2 Service Requests]

Add New Service Request

Service Type *

☐ Internal Connections

☒ Basic Maintenance of Internal Connections

☐ Managed Internal Broadband Services

Function *

Router

Quantity

5

Unit

Each

Manufacturer

No Preference

Number of entities served?

10

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

☐ C1 vendor instructions

☐ C1 RFP

☒ C2 RFP

Cancel

Add

B ④ Click the “Add” button to add the information and display the service type table

[Category 2 Service Requests]

Service Requests: Category Two

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

<input checked="" type="checkbox"/>	Service Type	Function	Manufacturer	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input checked="" type="checkbox"/>	Basic Maintenance of Internal Connections	Router	No Preference	10	5	Each		C2 RFP

Add New Service Request

Edit Service Request

Remove Service Request

- B ⑤ Click the “Add New Service Request” button again to enter an additional service request, repeating as necessary until all Category Two service requests have been entered

[Category 2 Service Requests]

Service Requests: Category Two

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

<input checked="" type="checkbox"/>	Service Type	Function	Manufacturer	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input checked="" type="checkbox"/>	Basic Maintenance of Internal Connections	Router	No Preference	10	5	Each		C2 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

[Category 2 Service Requests]

Service Requests: Category Two

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

<input checked="" type="checkbox"/>	Service Type	Function	Manufacturer	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input checked="" type="checkbox"/>	Basic Maintenance of Internal Connections	Router	No Preference	10	5	Each		C2 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

[Category 2 Service Requests]

- B** ⑥ In the “Narrative” field, enter any further information to support the request that is not already specified using the service request fields, for example additional capacities being sought, additional descriptions of services, or disqualification factors

Service Requests: Category Two

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

<input checked="" type="checkbox"/>	Service Type	Function	Manufacturer	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input checked="" type="checkbox"/>	Basic Maintenance of Internal Connections	Router	No Preference	10	5	Each		C2 RFP

[Add New Service Request](#) [Edit Service Request](#) [Remove Service Request](#)

Narrative

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

[Back](#) [Discard Form](#) [Save & Share](#) [Save & Continue](#)

[Category 2 Service Requests]

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

A screenshot of a web form's navigation bar. It contains four buttons: 'Back', 'Discard Form', 'Save & Share', and 'Save & Continue'. A red arrow points from the text above to the 'Save & Continue' button.

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 before you can continue*

Form 470 Section Three: Technical Contact Information

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

Tech Contact

- ① Indicate if there is a technical contact person who can provide additional information for the application

The screenshot shows the 'Technical Contact Information' step of the FCC Form 470 application process. The navigation bar at the top includes: Basic Information, Service Requests, Technical Contact Information (current step), Procurement Information, FCC Form 470 Review, and Certifications & Signature. The main heading is 'Technical Contact Person'. Below it, the text reads: 'Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?'. There are two buttons: 'Yes' and 'No'. A red arrow points from annotation 'A' to the 'Yes' button. Another red arrow points from annotation 'B' to the 'No' button. At the bottom, there are four buttons: 'Back', 'Discard Form', 'Save & Share', and 'Save & Continue'.

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

Next, please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking.

Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?*

- A** Choose "Yes" if there is a technical contact
then go to the next page in this guide

- B** Choose "No" if there is no contact person
then skip to page 77 in this guide

Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

How would you like to enter the technical contact details? *

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

Tech Contact


Searching the EPC system will display matching results for EPC users associated with your organization:

Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

How would you like to enter the technical contact details?

Please search for the technical contact person by first and last name or email.*

 **School District 6 User 1**
school.district6.user1@mailinator.com

Tech Contact

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

Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

Yes ✓

No

How would you like to enter the technical contact details?

Search EPC System

Enter Details Manually ✓

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

First Name *

Last Name *

Title

Phone Number *

Phone Number Extension

Email *

Re-enter Email *

Tech Contact

② Click on “Save & Continue” to proceed



Back Discard Form Save & Share Save & Continue

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

The screenshot shows the 'Procurement Information' step of the FCC Form 470 process. At the top, a progress bar highlights the current step, with other steps like 'Basic Information', 'Service Requests', 'Technical Contact Information', 'FCC Form 470 Review', and 'Certifications & Signature' visible. Below the progress bar, a message states: 'Next, you will enter all information regarding state and local procurement rules.' The main heading is 'State or Local Procurement Requirements'. The question asked is 'Are there state or local procurement/competitive bidding requirements that apply to the procurement of services sought? *'. There are two buttons: 'Yes' and 'No'. A red arrow points from the 'Yes' button to a red box labeled 'A' with the instruction 'Choose "Yes" if you are subject to any such restrictions then go to the next page in this guide'. Another red arrow points from the 'No' button to a red box labeled 'B' with the instruction 'Choose "No" if there are no restrictions (most common) then skip to page 81'. At the bottom of the form, there are four buttons: 'Back', 'Discard Form', 'Save & Share', and '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

State or Local Procurement Requirements

Are there state or local procurement/competitive bidding requirements that apply to the procurement of services sought?

Yes ✓

No

If applicable, provide a description of state or local procurement rules and/or restrictions on how or when service providers may contact you or on other bidding procedures.

A ① Provide a description of the restrictions or procedures

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

Procurement Info

Next, you will indicate whether you are authorized to order services on behalf of the listed entities.

Procuring Services

Are you authorized to seek bids on behalf of the listed entities, or are you authorized to seek bids and order services on behalf of the listed entities? If you are authorized to seek bids on behalf of some entities and authorized to seek bids and order services on behalf of the other entities, please select both options below. *

Authorized to Seek Bids

Authorized to Seek Bids and Order Services

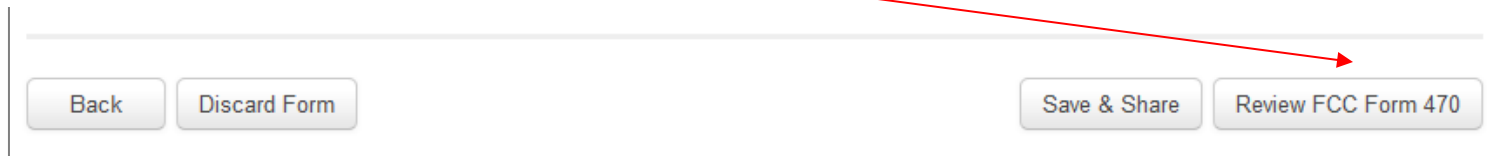
② Depending on the applicant type associated with your billed entity, you may be asked if you are authorized to seek bids and order services for the entities on this form. Choose the appropriate button(s).

Reviewing the Form

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

Reviewing the Form

- ① Click on “Review FCC Form 470” to review the application you have created



A screenshot of a web interface showing four buttons: 'Back', 'Discard Form', 'Save & Share', and 'Review FCC Form 470'. A red arrow points from the text 'Review FCC Form 470' in the list above to the 'Review FCC Form 470' button.

Reviewing the Form

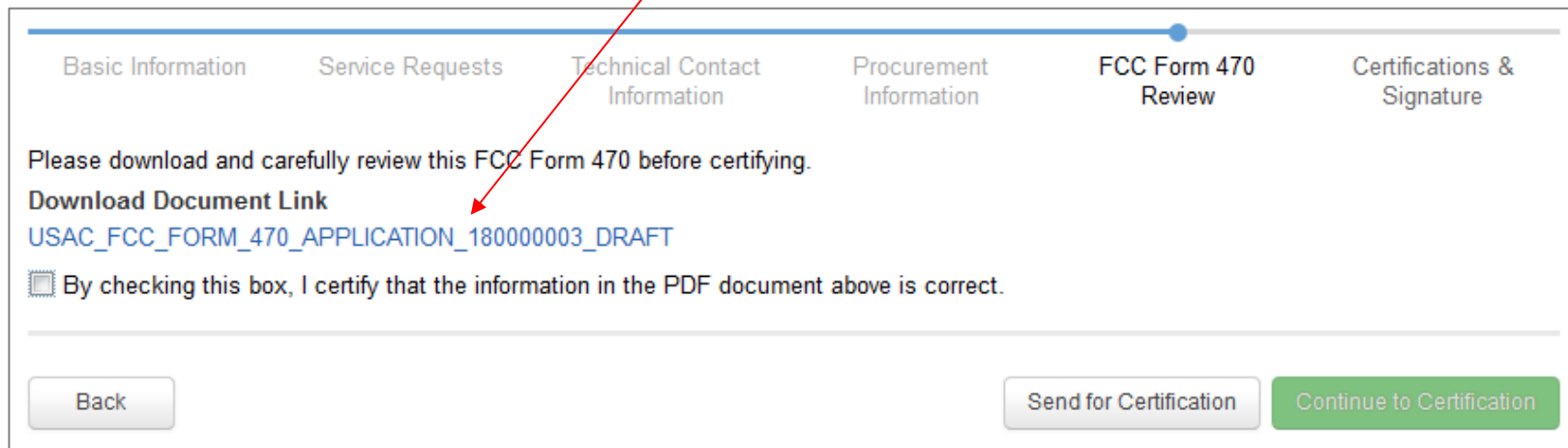
Selecting “Review FCC Form 470” will generate a PDF. It will take approximately a minute to do so, during which time the system will display an animated waiting symbol.

The screenshot displays a horizontal progress bar with six steps: Basic Information, Service Requests, Technical Contact Information, Procurement Information, FCC Form 470 Review, and Certifications & Signature. The 'FCC Form 470 Review' step is currently active, indicated by a blue dot and a blue line segment. Below the progress bar, a message states: 'PDF is generating and may take up to one minute to complete. Please hit refresh to check if document generation is complete.' Below this message is an animated waiting symbol consisting of three dots. At the bottom right of the form, there is a green button labeled 'Refresh'. A red arrow points from the text 'Please hit refresh to check if document generation is complete.' to the 'Refresh' button.

② After waiting one minute, click on the “Refresh” button to see if the PDF has been generated.

Reviewing the Form

- ③ When the PDF is ready, click on the link to download the file to your computer



The screenshot shows a web interface for reviewing an FCC Form 470. At the top, a horizontal progress bar has six segments: 'Basic Information', 'Service Requests', 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review' (which is highlighted with a blue dot), and 'Certifications & Signature'. Below the progress bar, the text reads: 'Please download and carefully review this FCC Form 470 before certifying.' This is followed by the heading 'Download Document Link' and a blue hyperlink: 'USAC_FCC_FORM_470_APPLICATION_180000003_DRAFT'. A red arrow points from the instruction text above to this link. Below the link is a checkbox with the text: 'By checking this box, I certify that the information in the PDF document above is correct.' At the bottom of the form, there are three buttons: 'Back' on the left, 'Send for Certification' in the middle, and 'Continue to Certification' on the right, which is highlighted in green.

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

Please download and carefully review this FCC Form 470 before certifying.

Download Document Link
[USAC_FCC_FORM_470_APPLICATION_180000003_DRAFT](#)


☐ By checking this box, I certify that the information in the PDF document above is correct.

Back Send for Certification Continue to Certification

Reviewing the Form

④ Open the PDF to view and review the Form 470

DRAFT

 **FCC Form 470 – Funding Year 2018**

Form 470 Application Number: 180000003
FY2018 Form 470

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

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

Billed Entity Number: 116
FCC Registration Number: 1234564560

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

Number of Eligible Entities: 3

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email
------	--------------------------------	--------------	-------

Consultants

Name	Phone Number	Email
------	--------------	-------

RFPs

Id	Name
----	------

Category One Service Requests

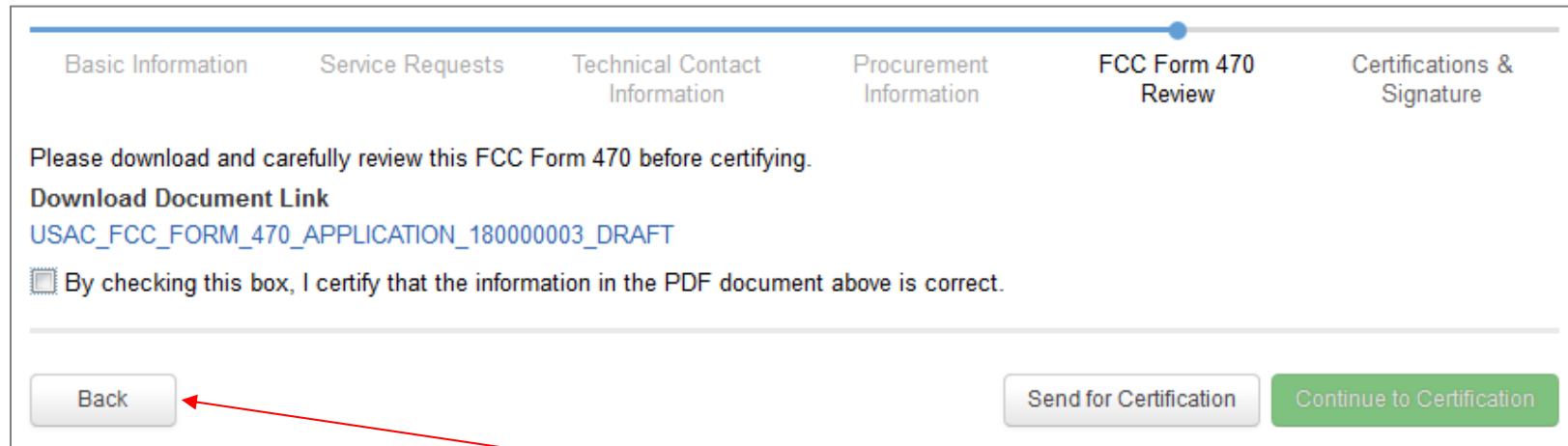
Service Type	Function	Other	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs
Internet Access and/or Telecommunications	Internet Access and Transport Bundled		100 Mbps	1 Gbps	70	70	Circuits	Yes	No	

Description of Other Functions

Id	Name
----	------

Narrative
My C1 Narrative goes here

Reviewing the Form



The screenshot shows a web interface for reviewing an FCC Form 470 application. At the top, a horizontal progress bar has six steps: Basic Information, Service Requests, Technical Contact Information, Procurement Information, FCC Form 470 Review (which is the current step, indicated by a blue dot), and Certifications & Signature. Below the progress bar, the text reads: "Please download and carefully review this FCC Form 470 before certifying." This is followed by a "Download Document Link" section containing the text "USAC_FCC_FORM_470_APPLICATION_180000003_DRAFT". Below this is a checkbox with the text "By checking this box, I certify that the information in the PDF document above is correct." At the bottom of the form, there are three buttons: "Back" on the left, "Send for Certification" in the middle, and "Continue to Certification" on the right. A red arrow originates from the "Back" button and points towards the explanatory text below the form.

⑤ If you need to make any changes to your application, click on the “Back” button at the bottom of each page until you find the area that you need to edit

Certifications and Signature

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

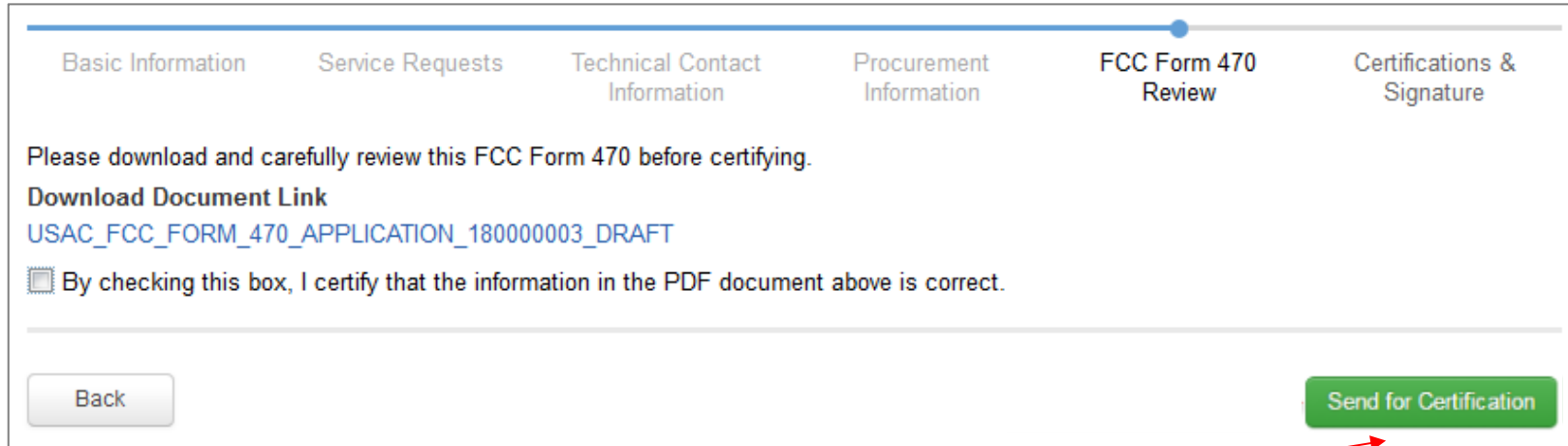
Certifying the Form

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

- A If you are a partial rights user → *go to the next page in this guide*
- B If you are a full rights user but not the person who will certify the form → *skip to page 91*
- C If you are a full rights user who is responsible for certifying the form → *skip to page 92*
- D If you are a full rights user certifying a form sent to you by another user → *skip to page 96*

[Partial Rights]

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



The screenshot shows a web interface with a progress bar at the top. The progress bar has six steps: Basic Information, Service Requests, Technical Contact Information, Procurement Information, FCC Form 470 Review (which is the current step, indicated by a blue dot), and Certifications & Signature. Below the progress bar, the text reads: "Please download and carefully review this FCC Form 470 before certifying." followed by "Download Document Link" and a blue hyperlink: "USAC_FCC_FORM_470_APPLICATION_180000003_DRAFT". Below the link is a checkbox with the text: "By checking this box, I certify that the information in the PDF document above is correct." At the bottom left is a "Back" button, and at the bottom right is a green "Send for Certification" button. A red arrow points from the "Send for Certification" button to the first instruction below.

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

This function will send your FCC Form 470 to the full rights users in your organization for certification. Do you wish to proceed?

No

Yes

[Full Rights / Not the Certifier]

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

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

Please download and carefully review this FCC Form 470 before certifying.

Download Document Link
[USAC_FCC_FORM_470_APPLICATION_180000003_DRAFT](#)

☒ By checking this box, I certify that the information in the PDF document above is correct.

Back Send for Certification Continue to Certification

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

B ② Click on the “Send for Certification” button

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

B ④ Click “Yes” to send the form

This function 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 104 in this guide

[Full Rights / Certifier]

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

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

Please download and carefully review this FCC Form 470 before certifying.

Download Document Link
[USAC_FCC_FORM_470_APPLICATION_180000003_DRAFT](#)

☒ By checking this box, I certify that the information in the PDF document above is correct.

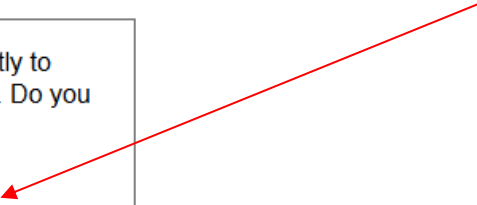
Back Send for Certification Continue to Certification

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

C ② Click the “Continue to Certification” button to proceed

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

This function will send you directly to certification for your FCC Form 470. Do you wish to proceed?



[Full Rights / Certifier]

C ④ You will see the
“Certifications” page

C ⑤ Read the certification
text carefully

C ⑥ Check each check box
to confirm compliance

C ⑦ Click the “Certify”
button to certify the form ---
this is the equivalent to
providing your electronic
signature

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

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

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

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

NOTICE

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If you owe a past due debt to the federal government, the information you provide 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 may delay processing of your application or may return your form without action.

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 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.

- C** ⑧ Read the message regarding the certification and click “Yes” if you agree

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- C** ⑨ 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-Commit Requests section”

FCC Forms and Post-Commit Requests

☒ FCC Forms Status ☒ All
☐ Post-Commit Requests ☐ Incomplete
☐ Certified

Form Type

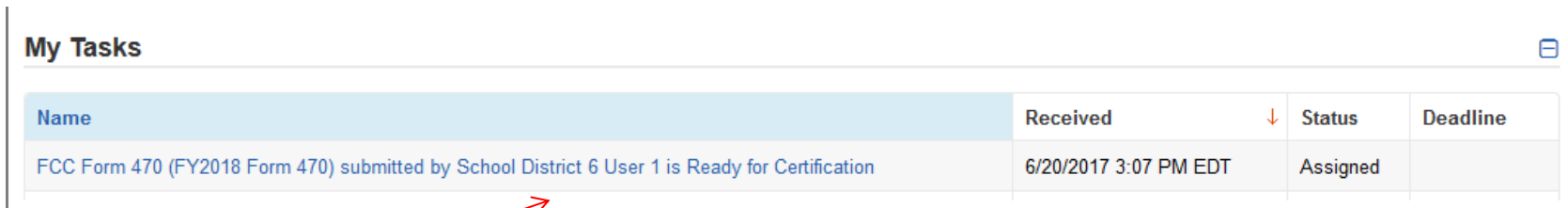
Funding Year

skip to page 104 in this guide

[Full Rights / Certifying a Form Sent By Another]

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

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



My Tasks ☰			
Name	Received	Status	Deadline
FCC Form 470 (FY2018 Form 470) submitted by School District 6 User 1 is Ready for Certification	6/20/2017 3:07 PM EDT	Assigned	

D ② Click on the task in the “My Tasks” section of your landing page to continue

Note: You can also click on the “Tasks” link in the navigation bar to locate the task

[Full Rights / Certifying a Form Sent By Another]

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

Please download and carefully review this Form 470 before certifying.

Download Document Link


[USAC_FCC_FORM_470_APPLICATION_180000003_DRAFT](#)

☐ By checking this box, I certify that the information in the PDF document above is correct.

[Full Rights / Certifying a Form Sent By Another]

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

DRAFT

 **FCC Form 470 – Funding Year 2018**

Form 470 Application Number: 180000003
FY2018 Form 470

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

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

Billed Entity Number: 116
FCC Registration Number: 1234564560

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

Number of Eligible Entities: 3

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email
------	--------------------------------	--------------	-------

Consultants

Name	Phone Number	Email
------	--------------	-------

RFPs

Id	Name
----	------

Category One Service Requests

Service Type	Function	Other	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs
Internet Access and/or Telecommunications	Internet Access and Transport Bundled		100 Mbps	1 Gbps	70		Circuits	Yes	No	

Description of Other Functions

Id	Name
----	------

Narrative
My C1 Narrative goes here

[Full Rights / Certifying a Form Sent By Another]

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Download Document Link
[USAC_FCC_FORM_470_APPLICATION_180000003_DRAFT](#)

☐ By checking this box, I certify that the information in the PDF document above is correct.

- D ⑤ Select the “Edit” button to make any needed changes to the form. The form will open at the “Basic Information” page. Continue through the form steps to make any necessary changes.

[Full Rights / Certifying a Form Sent By Another]

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

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Back Send for Certification Continue to Certification

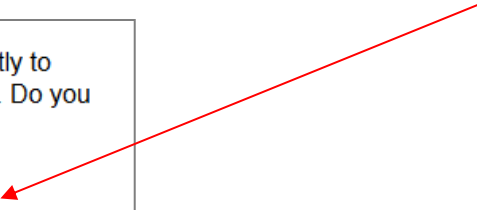
D ⑥ If the form is acceptable, check the check box to certify that the form is correct

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FCC Forms and Post-Commit Requests

☒ FCC Forms ☐ Post-Commit Requests

Form Type

Funding Year

Status ☒ All ☐ Incomplete ☐ Certified

go to the next page in this guide

The Competitive Bidding Process

What happens after I certify the form?

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

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

What happens during the competitive bidding process?

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

During the 28 days:

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

How do I ensure an open and fair bidding process?

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

What if a provider contacts me?

- Service providers will contact you if they need more information.
- Whatever you share with one vendor must be shared with all vendors.
- When contacted by a vendor, you must indicate your willingness to receive a proposal for services listed on Form 470.
- You are not required to ...
 - respond to “generic” or “spam” emails such as: “I saw your 470, please call me to discuss your needs”
 - respond to inquiries for services you did not request

Selecting a Service Provider

What can I do on day 29?

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

How do I select a service provider?

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

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

Sample Bid Evaluation Matrix

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

Do I have to accept the lowest bid?

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

What if I only receive one bid?

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

What if I did not receive bids?

- If you did not receive any bids, you can solicit bids from a willing vendor.
 - Make sure the price actually is cost-effective
 - Check marketplace options from other vendors in your area or nearby areas.
 - Save research and information to justify buying service from this vendor.
- If you currently receive services from a service provider, you can ask your current provider to submit information in response to your Form 470.

What if I reject all the bids?

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

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

What if I change my mind?

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

When can I sign a contract?

- You cannot sign a contract for E-Rate eligible services (and expect to receive discount) without first posting a Form 470.
- You must wait at least 28 days from the posting of your Form 470 and any RFP.
- You cannot not sign a contract before the Allowable Contract Award Date noted on the RNL.
- A contract must be signed and dated by the applicant and the service provider prior to the Form 471 certification date.

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

Wrapping Up

What do I save for my files?

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

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