

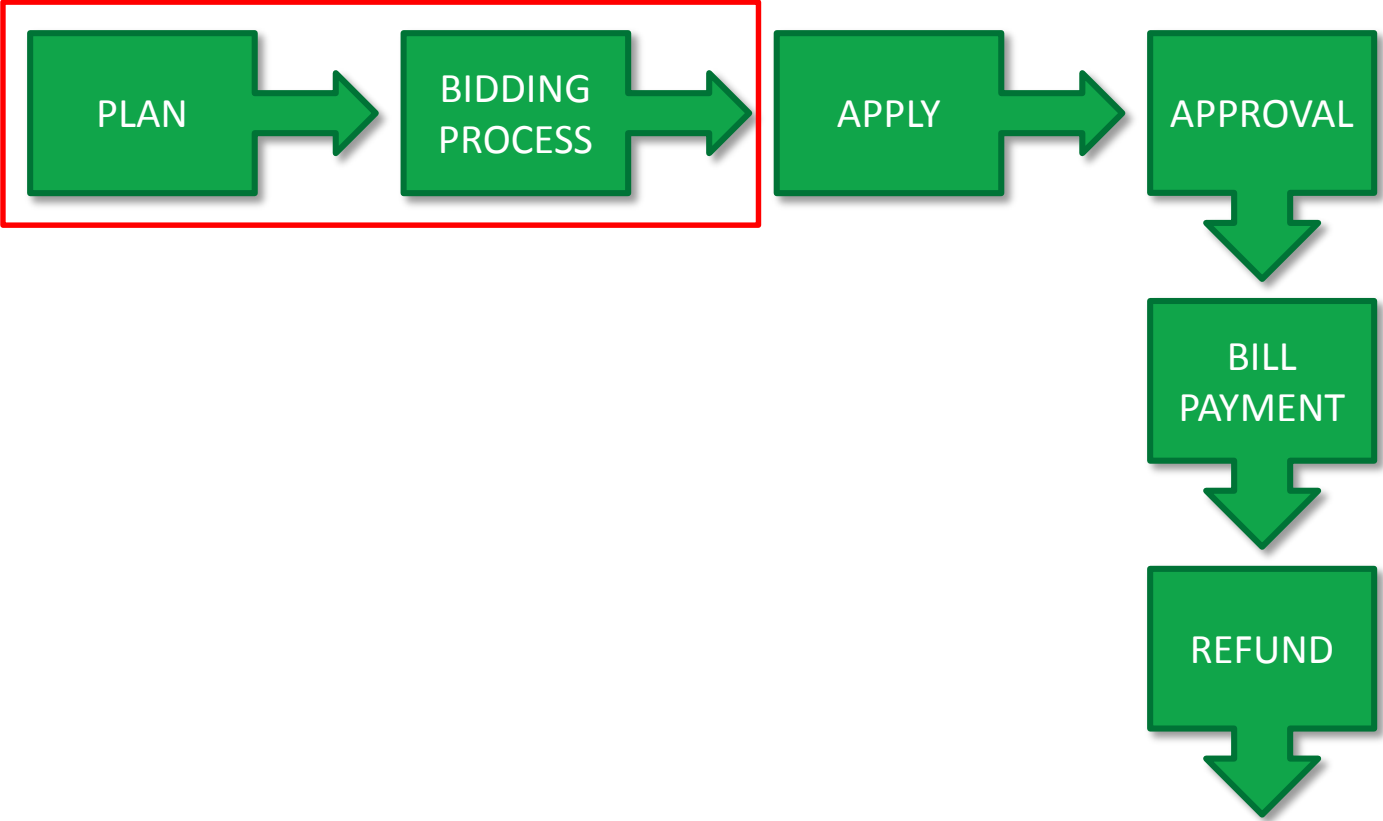
# FY2019 FCC Form 470 and Competitive Bidding

# Table of Contents

Topic	Page
The E-Rate Process	3
Making a Plan	5
The Basics	11
Filing a Form 470	21
Form Actions	26
Form 470 Section One: Basic Information	30
Form 470 Section Two: Service Requests	39
Category One Service Requests	48
Category Two Service Requests	60
Form 470 Section Three: Technical Contact Info	72
Form 470 Section Four: Procurement Information	78
Reviewing the Form	81
Certifications and Signature	88
The Competitive Bidding Process	104
Selecting a Service Provider	108
Wrapping Up	119

# 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.*

**FY2019 Form 470 Deadline:  
February 27, 2019**

# 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

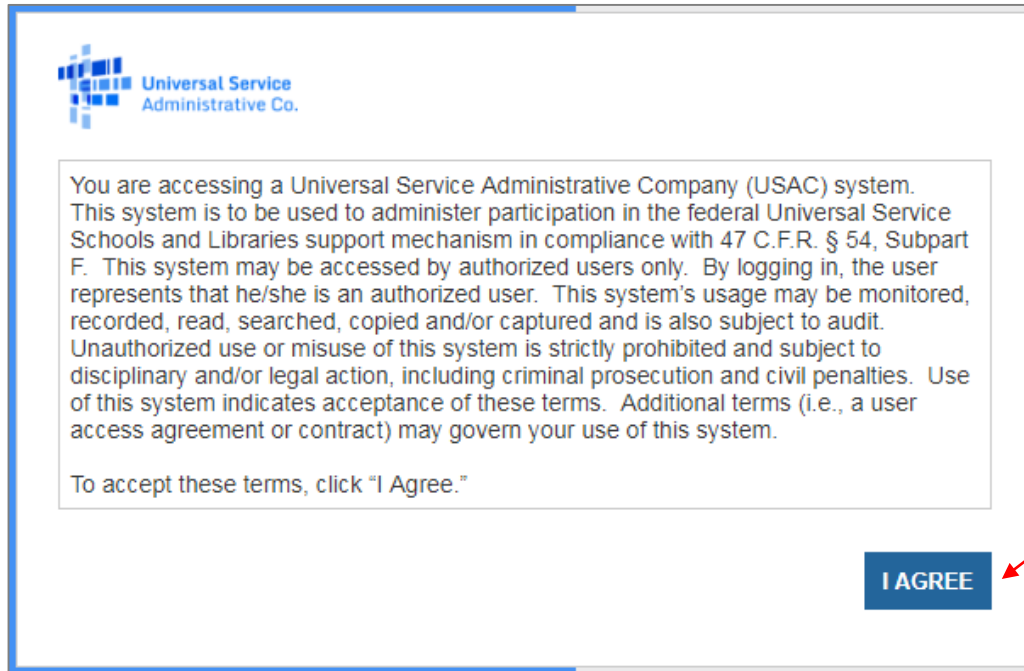
*Recommendation: Put Category 1 and Category 2 requests on separate forms.*

# 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/>

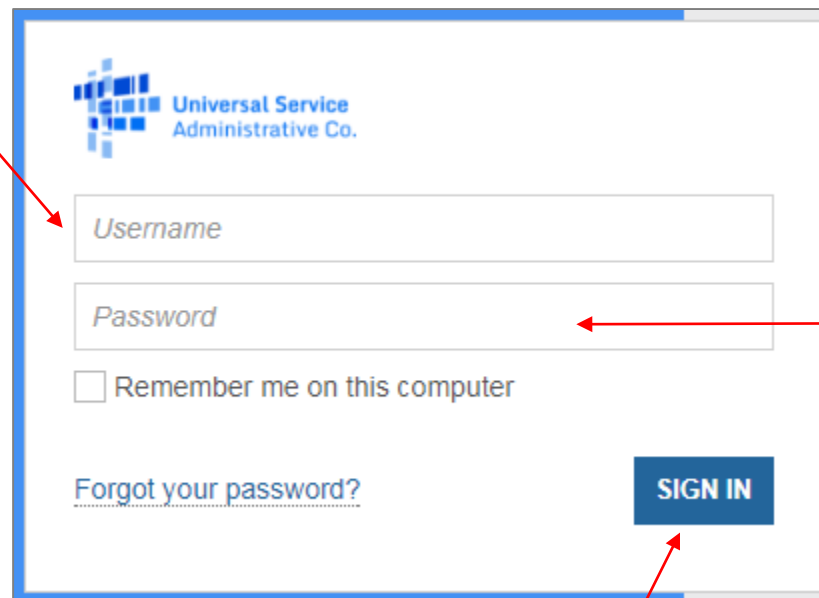


The screenshot shows the Universal Service Administrative Co. logo in the top left corner. Below the logo is a text box containing the following text: "You are accessing a Universal Service Administrative Company (USAC) system. This system is to be used to administer participation in the federal Universal 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." Below this text box is another text box that says "To accept these terms, click 'I Agree.'" In the bottom right corner of the page, there is a blue button with the text "I AGREE" in white capital letters.

② Click on the "I AGREE" button to proceed

# Filing a Form 470

③ Enter your username (your full email address)



The screenshot shows the login interface for the Universal Service Administrative Co. It features the company logo and name at the top left. Below the logo are two input fields: one labeled 'Username' and another labeled 'Password'. Under the password field is a checkbox labeled 'Remember me on this computer'. At the bottom left, there is a link that says 'Forgot your password?'. On the bottom right, there is a blue button labeled 'SIGN IN'. Three red arrows with circled numbers point to these elements: arrow 3 points to the 'Username' field, arrow 4 points to the 'Password' field, and arrow 5 points to the 'SIGN IN' button.

④ Enter the password

⑤ Click on the "SIGN IN" button

# Filing a Form 470

Your EPC "Landing Page" will display

**My Landing Page**

Universal Service Administrative Co.

Welcome, [School District 6!](#)

**Notifications**

Notification Type: *Please select a value*

Funding Year: *-- Select a Funding Year --*

Status:  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

**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



# Filing a Form 470

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

News Tasks (15) Records **Reports** Actions Applan

## 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: *Please select a value*

Funding Year: *-- Select a Funding Year --*

Status  All  Generated  Not Generated

Notification	Description	Issued Date	Generated By	Generated On

### 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

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”

# 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.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE



BACK 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 take 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 assignees in the group.

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

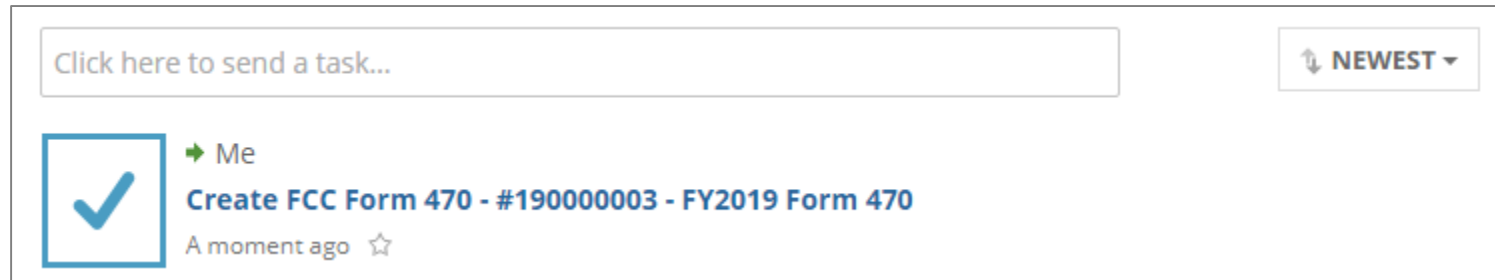
NO YES

- 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.



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

# Form 470 Section One: Basic Information

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

# [Billed Entity Information]

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

## FCC Form 470 - Funding Year 2019

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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	Billed Entity Number: 116
100 Main Street	FCC Registration Number: 1234564560
Springfield, ME 04487	
555-555-7878	
school.district6.user1@mailinator.com	

**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.*

## FCC Form 470 - Funding Year 2019

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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 2019**

**School District 6 - FY2019 Form 470 - Form #190000004**

Last Saved: 7/2/2018 8:50 AM 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    Recipient(s) of Service  Public School  
Number of Eligible Entities: 3     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.

## ④ Select a contact person for this form

**FCC Form 470 - Funding Year 2019**

**School District 6 - FY2019 Form 470 - Form #190000004**

Last Saved: 7/2/2018 8:52 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? \*

**B** If you are not the main contact, click on the “NO” button  
*then skip to page 37 in this guide*

**A** If you are the main contact for this form, click on the “YES” button  
*then go to the next page in this guide*

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

## FCC Form 470 - Funding Year 2019

### School District 6 - FY2019 Form 470 - Form #190000004

Last Saved: 7/2/2018 8:52 AM EDT

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

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

### Consultant Information

#### Consulting Firms

The consulting firms associated with your organization are listed below.

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

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

### Contact Information

Are you the main contact person?

YES ✓     NO

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

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

## FCC Form 470 - Funding Year 2019

### School District 6 - FY2019 Form 470 - Form #190000004

Last Saved: 7/2/2018 8:52 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?

Main Contact Person \*

sq

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

**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.

## FCC Form 470 - Funding Year 2019

### School District 6 - FY2019 Form 470 - Form #190000004

Last Saved: 7/2/2018 8:52 AM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

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

### Consultant Information

#### Consulting Firms

The consulting firms associated with your organization are listed below.

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

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

### Contact Information

Are you the main contact person?

YES NO ✓

School District 6 User 1

school.district6.user1@mailinator.com

555-555-5555

Main Contact Person \*

School District 6 User 1 ✕

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

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

**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.*

- 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' with a navigation bar at the top containing: Basic Information, Service Requests (active), Technical Contact Information, Procurement Information, FCC Form 470 Review, and Certifications & Signature. Below the navigation bar, the text reads: 'Next, you will identify the category(s) of service requested.' The form title is 'Category(s) of Service' and the question is 'What are the category(s) of service that you are requesting? \*'. There are two selection boxes: 'CATEGORY 1' and 'CATEGORY 2'. 'CATEGORY 1' is selected and has a red arrow pointing to it from the annotation 'A Choose "CATEGORY 1" for Category 1 services'. 'CATEGORY 2' is not selected and has a red arrow pointing to it from the annotation 'B Choose "CATEGORY 2" for Category 2 services'. Under 'CATEGORY 1', the following services are listed: Data Transmission and/or Internet Access. Under 'CATEGORY 2', the following services are listed: 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 annotation '② 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

**B** Choose "CATEGORY 2" for Category 2 services

**CATEGORY 1**

- Data Transmission and/or Internet Access

**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? \*

**A** YES NO   **B** Choose "NO" if you have no RFP or additional document, and then click on the "SAVE & CONTINUE" button to proceed then skip to page 48 in this guide

BACK   DISCARD FORM   SAVE & SHARE   SAVE & CONTINUE

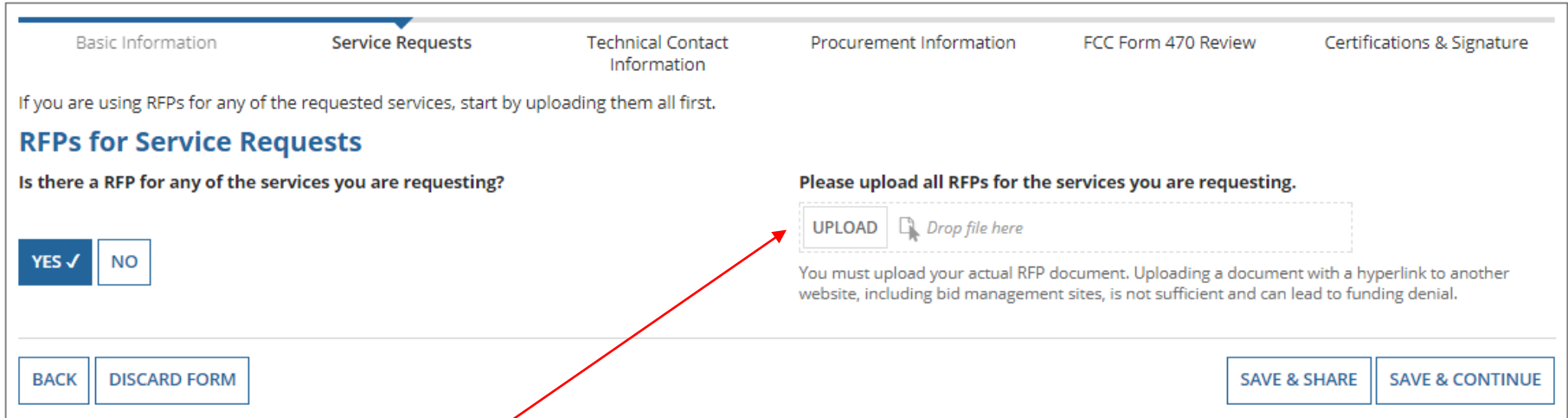
A

B

Choose "NO" if you have no RFP or additional document, and then click on the "SAVE & CONTINUE" button to proceed then skip to page 48 in this guide

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 a web form with a navigation bar at the top containing: Basic Information, Service Requests (active), Technical Contact Information, Procurement Information, FCC Form 470 Review, and Certifications & Signature. Below the navigation bar, the text reads: "If you are using RFPs for any of the requested services, start by uploading them all first." The main heading is "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, a dashed box contains an "UPLOAD" button and a "Drop file here" area. Below this box, a note states: "Please upload all RFPs for the services you are requesting. 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 of the form are buttons for "BACK", "DISCARD FORM", "SAVE & SHARE", and "SAVE & CONTINUE". A red arrow points from the "A 1" text block below to the "UPLOAD" button.

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

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

*A document can be removed by clicking on the icon next to the file listing*

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

Please upload all RFPs for the services you are requesting.

 **Category 1 RFP**  
PDF - 21.45 KB

 Drop file here

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.

**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**

**Category ONE**   **ALL !!!**

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

Category 1 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.

**Category TWO**   **ALL !!!**

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

Category 1 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

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

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

Category 1 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.**

Category 1 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](#)

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

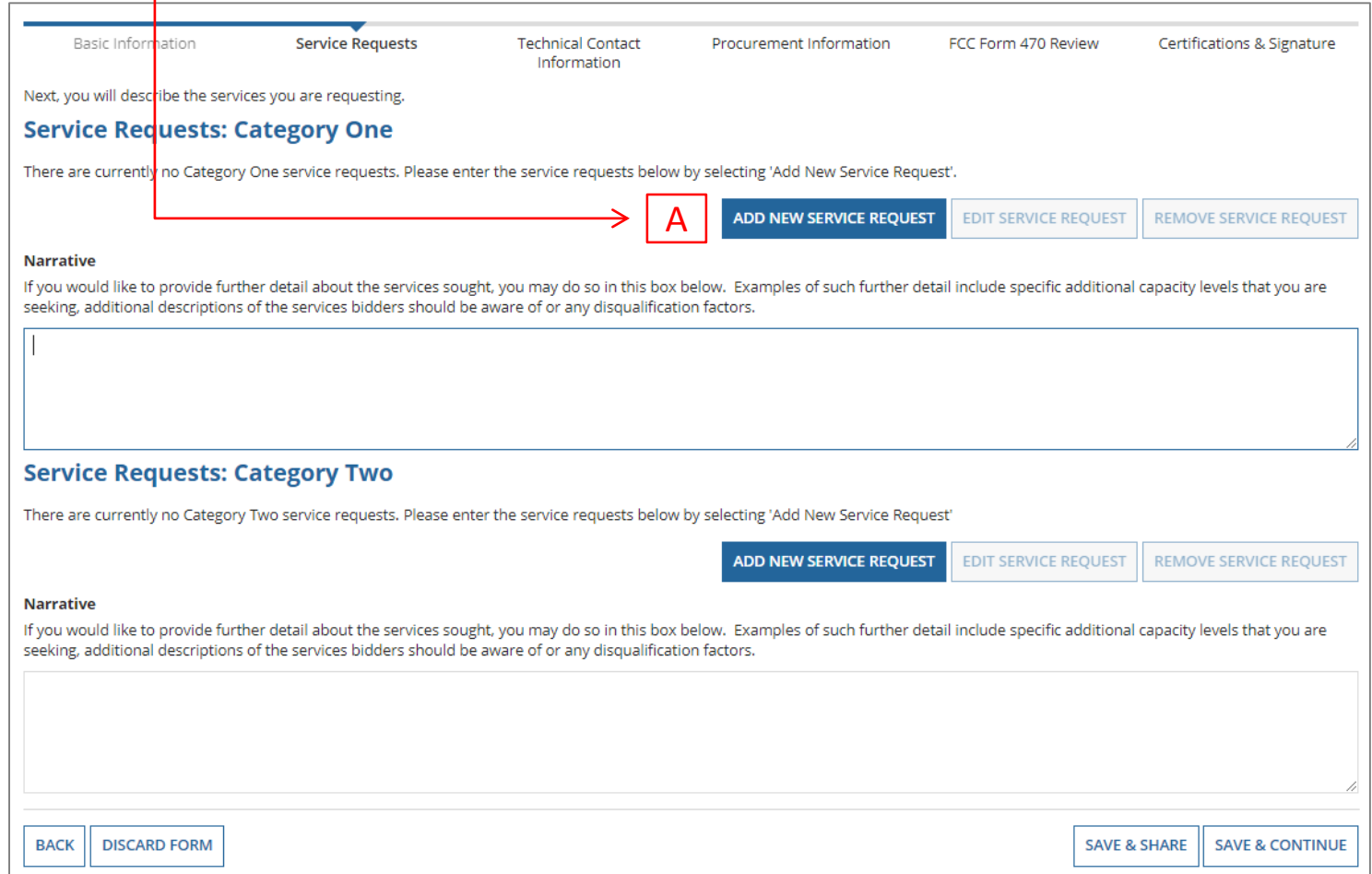
# Category One Service Requests

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



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'.

**A**   **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'.

**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 One service requests on this form, then only that category will display on this page*

# [Category 1 Service Requests]

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

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 which you are seeking bids.

## Add New Service Request

**Function \***

Please select a value ▼

▼ **Information on How to Seek Bids for Different Services:**

- Select "Leased Lit Fiber (with or without Internet Access)" when seeking bids for either a bundled solution of internet access (delivered over lit fiber) or transport only (delivered over lit fiber).
- Select "Internet Access and Transport Bundled (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that include commercial internet access service (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).
- Select "Transport Only – No ISP Service Included (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that do not include commercial internet access (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).
- Select "Internet Access: ISP Service Only (No Transport Circuit Included)" when only seeking bids for commercial internet access service. Note: this does not include any type of transport circuit.
- Select "Leased Dark Fiber and Leased Lit Fiber" when seeking bids that include Leased Dark Fiber. This option **MUST** be selected to help ensure compliance with a competitive bidding requirement: applicants that request bids for Leased Dark Fiber must also request bids for Leased Lit Fiber. Leased Lit Fiber requests included in this service request type can be with or without internet access.
- Select "Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks" when seeking bids for services provided over a self-provisioned network on a technology-neutral basis (e.g., fiber, copper, microwave, or coaxial cable).
- Select "Network Equipment" when seeking bids for modulating electronics or other equipment necessary to make a Category One service functional.
- Select "Maintenance & Operations" when seeking bids for maintenance and operations costs for Leased Dark Fiber or a Self-Provisioned network.
- Select "Cellular Data Plan/Air Card Service" when only seeking bids for a commercial wireless data plan.
- Select "Other" when the service you want is not otherwise listed. Be sure to provide additional details about this service by uploading an RFP document.

**Note: This information has changed from FY2018**

## [Category 1 Service Requests]

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

**Note:** These options have changed from FY2018 and voice services are not an option due to the phase-out

Please select the option below that matches the services for which you are seeking bids.

### Add New Service Request

Function \*

Please select a value

Please select a value

Leased Lit Fiber (with or without Internet Access)

Internet Access and Transport Bundled (Non-Fiber)

Transport Only – No ISP Service Included (Non-Fiber)

Internet Access: ISP Service Only (No Transport Circuit Included)

Leased Dark Fiber and Leased Lit Fiber

Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks

Network Equipment

Maintenance & Operations

Cellular Data Plan/Air Card Service

Other

— Select network equipment when seeking bids for modulating electronics or other equipment necessary to make a category one service functional.

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

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

# [Category 1 Service Requests]

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

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 which you are seeking bids.

### Add New Service Request

**Function \***

Internet Access and Transport Bundled (Non-Fiber) ▼

**Quantity \***

**Unit**

Circuits

**Minimum Capacity**

Please select a value ▼

**Maximum Capacity**

Please select a value ▼

**Number of entities served? \***

**Are you also seeking Installation, Activation and Initial Configuration for this service? \***

Yes

No

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

Category 1 RFP

- 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]

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 which you are seeking bids.

## Add New Service Request

**Function \***  
Internet Access and Transport Bundled (Non-Fiber)

**Quantity \***  
5

**Unit**  
Circuits

**Minimum Capacity \***  
100 Mbps

**Maximum Capacity \***  
1 Gbps

**Number of entities served? \***  
5

**Are you also seeking Installation, Activation and Initial Configuration for this service? \***  
 Yes  
 No

**Please select the RFP(s) that apply to this service request.**  
 Category 1 RFP

[Information on How to Seek Bids for Different Services:](#)

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

# [Category 1 Service Requests]

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

Next, you will describe the services you are requesting.

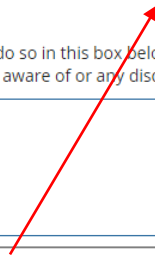
### Service Requests: Category One

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

<input type="checkbox"/>	Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Mbps	1 Gbps	5	5	Circuits	No	Category 1 RFP

**ADD NEW SERVICE REQUEST**   EDIT SERVICE REQUEST   REMOVE SERVICE REQUEST

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



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

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

# [Category 1 Service Requests]

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

Next, you will describe the services you are requesting.

## Service Requests: Category One

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

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

**ADD NEW SERVICE REQUEST**    **EDIT SERVICE REQUEST**    **REMOVE SERVICE REQUEST**

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

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

# [Category 1 Service Requests]

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

Next, you will describe the services you are requesting.

## Service Requests: Category One

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

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

**ADD NEW SERVICE REQUEST**    **EDIT SERVICE REQUEST**    **REMOVE SERVICE REQUEST**

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

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



# [Category 1 Service Requests]

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

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

Next, you will describe the services you are requesting.

### Service Requests: Category One

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

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

**ADD NEW SERVICE REQUEST**   EDIT SERVICE REQUEST   REMOVE SERVICE REQUEST

**Narrative**

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

# [Category 1 Service Requests]

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

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

Next, you will describe the services you are requesting.

### Service Requests: Category One

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

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

**ADD NEW SERVICE REQUEST**   **EDIT SERVICE REQUEST**   **REMOVE SERVICE REQUEST**

#### Narrative

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

my narrative|

#### Installment Payment Plan

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

Yes    No   ← **Select "Yes" or "No"**

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

# [Category 1 Service Requests]

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



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

*Note: If you chose to include only Category Two service requests 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 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**

# [Category 2 Service Requests]

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

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

# [Category 2 Service Requests]

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

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

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

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

- Please select a value
- Antennas, Connectors, and Related Components
- Cabling
- Caching
- Firewall Service and Components
- Racks
- Router
- Switches
- UPS/Battery Backup
- WAP
- Wireless Controller



# [Category 2 Service Requests]

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

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 \***

Router

**Quantity \***

**Unit**  
Each

**Manufacturer**

No Preference

**Are you also seeking Installation, Activation and Initial Configuration for this service? \***

Yes  
 No

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

Category 1 RFP

- 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]

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 \***

Router

**Quantity \***

5

**Unit**

Each

**Manufacturer**

Ubiquiti or equivalent

**Are you also seeking Installation, Activation and Initial Configuration for this service? \***

Yes  
 No

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

Category 1 RFP

**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 type="checkbox"/>	Service Type	Function	Manufacturer	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Internal Connections	Router	Ubiquiti or equivalent		5	Each	No	

**ADD NEW SERVICE REQUEST**   **EDIT SERVICE REQUEST**   **REMOVE SERVICE REQUEST**

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

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

# [Category 2 Service Requests]

### 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"/>	Internal Connections	Router	Ubiquiti or equivalent		5	Each	No	

**ADD NEW SERVICE REQUEST**   **EDIT SERVICE REQUEST**   **REMOVE SERVICE REQUEST**

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

*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"/>	Internal Connections	Router	Ubiquiti or equivalent		5	Each	No	

**ADD NEW SERVICE REQUEST**   **EDIT SERVICE REQUEST**   **REMOVE SERVICE REQUEST**

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

*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 type="checkbox"/>	Service Type	Function	Manufacturer	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Internal Connections	Router	Ubiquiti or equivalent		5	Each	No	

**ADD NEW SERVICE REQUEST** **EDIT SERVICE REQUEST** **REMOVE SERVICE REQUEST**

**Narrative**

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

**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 the “SAVE & CONTINUE” button to proceed



A screenshot of a form's footer area. 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.

**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.*



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

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? \*

YES     NO

**B** Choose “NO” if there is no contact person  
*then skip to page 77 in this guide*

**A** Choose “YES” if there is a technical contact  
*then go to the next page in this guide*

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?

**YES ✓**   NO

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

SEARCH EPC SYSTEM    ENTER DETAILS MANUALLY

BACK    DISCARD FORM    SAVE & SHARE    SAVE & CONTINUE



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

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

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?


**YES** ✓    **NO**

How would you like to enter the technical contact details?

**SEARCH EPC SYSTEM** ✓    ENTER DETAILS MANUALLY

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

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

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

*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 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?

**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 \***

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

② Click on the “SAVE & CONTINUE” button 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.*

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? \*

**B** Choose "NO" if there are no restrictions  
*(most common) then skip to page 81*

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

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

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***



# Reviewing the Form

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

# Reviewing the Form

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

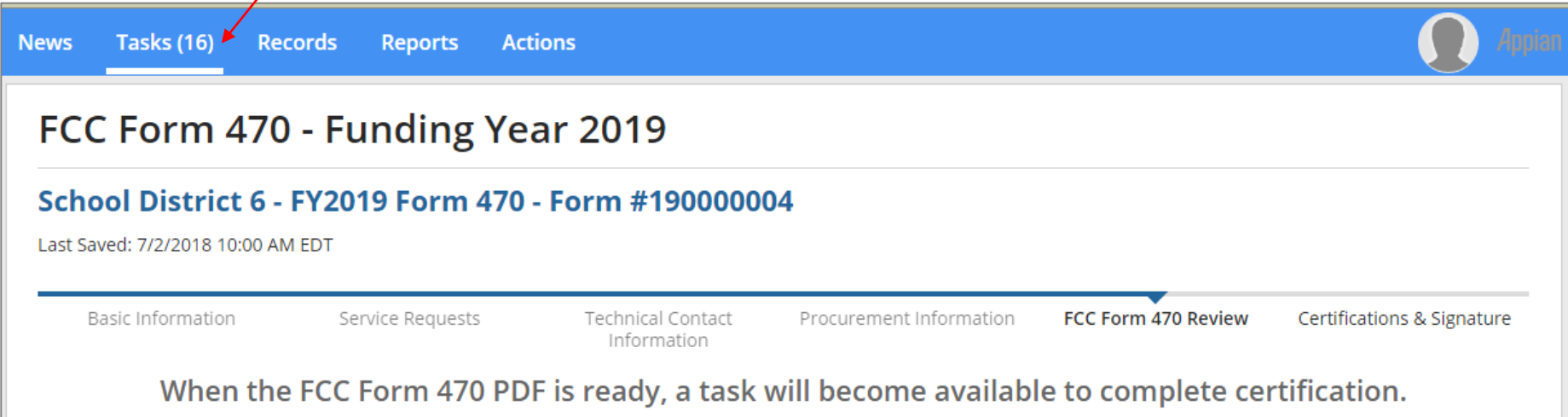


BACK DISCARD FORM SAVE & SHARE REVIEW FCC FORM 470

# Reviewing the Form

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

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



News **Tasks (16)** Records Reports Actions

FCC Form 470 - Funding Year 2019

School District 6 - FY2019 Form 470 - Form #190000004

Last Saved: 7/2/2018 10:00 AM EDT


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

When the FCC Form 470 PDF is ready, a task will become available to complete certification.

# Reviewing the Form

Click here to send a task...

NEWEST ▾

 → Me  
**Certify FCC Form 470 - 190000004 - FY2019 Form 470**  
4 minutes ago ☆

③ Click on the link for the task for the form



## ⑤ Open the PDF to view and review the Form 470

**DRAFT**



**Universal Service  
Administrative Co.**

**FCC Form 470 – Funding Year 2019**  
Form 470 Application Number: 190000004  
FY2019 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
USAC Consulting Firm 1	15010001	111-111-1111	

**Consultants**

Name	Phone Number	Email

**RFPs**

Id	Name
286234	Category 1 RFP

**Category One Service Requests**

Service Type	Function	Other	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Mbps	1 Gbps	5	5	Circuits	No	286234
Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		100 Mbps	1 Gbps	5	5	Circuits	No	286234



# Reviewing the Form

**FCC Form 470 - Funding Year 2019**

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**School District 6 - FY2019 Form 470 - Form #190000004**

Last Saved: 7/2/2018 10:00 AM EDT

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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.

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

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**BACK**      **SEND FOR CERTIFICATION**      **CONTINUE TO CERTIFICATION**

⑥ 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.*



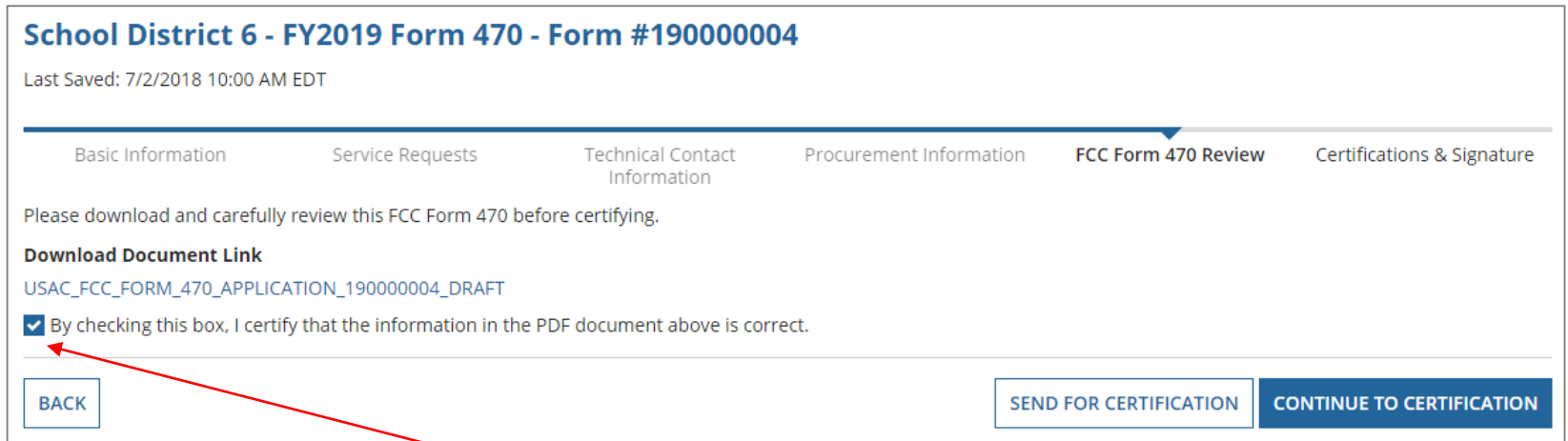
# Certifying the Form

*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*



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



**School District 6 - FY2019 Form 470 - Form #190000004**  
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Basic Information    Service Requests    Technical Contact Information    Procurement Information    **FCC Form 470 Review**    Certifications & Signature

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**Download Document Link**  
USAC\_FCC\_FORM\_470\_APPLICATION\_190000004\_DRAFT

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

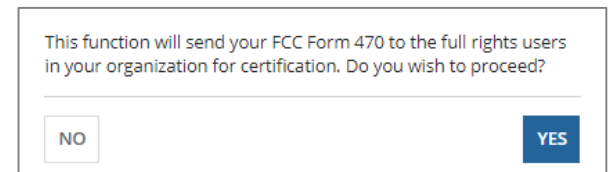
      

**B** ① Check the check box to certify that the form is correct

**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?

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

### School District 6 - FY2019 Form 470 - Form #190000004

Last Saved: 7/2/2018 10:00 AM EDT

---

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

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USAC\_FCC\_FORM\_470\_APPLICATION\_190000004\_DRAFT

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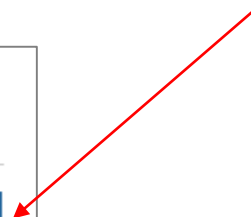
[BACK](#)      [SEND FOR CERTIFICATION](#)      [CONTINUE TO CERTIFICATION](#)

**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

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



## Certify FCC Form 470

School District 6 - FY2019 Form 470 - Form #190000004

Last Saved: 7/2/2018 10:00 AM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & 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

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

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

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

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

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

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

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

BACK

CERTIFY

C 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

- 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.

- 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-Commitment Requests section”

▼ FCC Forms and Post-Commitment Requests

FCC Forms Status  All  
 Post-Commitment Requests  Incomplete  
 Certified

Form Type:

Funding Year:

Nickname	Application Number	Funding Year	Status
FY2019 Form 470	190000004	2019	Certified

*skip to page 104 in this guide*

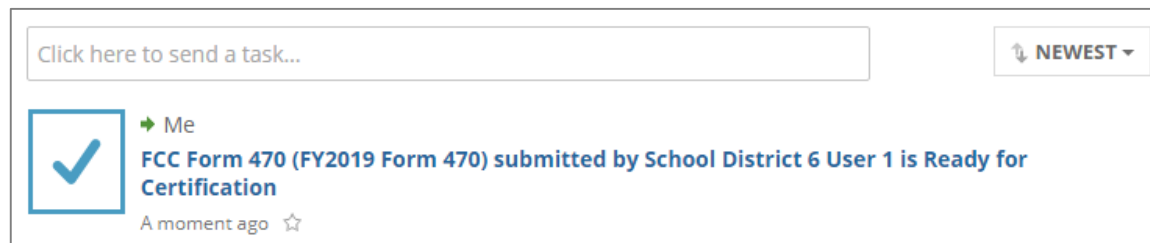
# [Full Rights / Certifying a Form Sent By Another]

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

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

**D** ② Go to your “Tasks” page by clicking on the “Tasks” link in the navigation bar

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





# [Full Rights / Certifying a Form Sent By Another]

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

## FCC Form 470 - Funding Year 2019

### School District 6 - FY2019 Form 470 - Form #190000004

Last Saved: 7/2/2018 10:24 AM EDT

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

Please download and carefully review this Form 470 before certifying.

**Download Document Link**  
[USAC\\_FCC\\_FORM\\_470\\_APPLICATION\\_190000004\\_DRAFT](#)

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

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# [Full Rights / Certifying a Form Sent By Another]

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

**DRAFT**



**Universal Service  
Administrative Co.**

**FCC Form 470 – Funding Year 2019**

Form 470 Application Number: 190000004  
FY2019 Form 470

---

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

Billed Entity Number: 116  
FCC Registration Number: 1234564560

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

Application Type Number of Eligible Entities: 3  
 Applicant Type: School District  
 Recipients of Services: Pre-K; Public School; Public School District; Tribal School

Consulting Firms

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

Consultants

Name	Phone Number	Email

RFPs

Id	Name
286234	Category 1 RFP

Category One Service Requests

Service Type	Function	Other	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		100 Mbps	1 Gbps	5	5	Circuits	No	286234
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## FCC Form 470 - Funding Year 2019

### School District 6 - FY2019 Form 470 - Form #190000004

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[USAC\\_FCC\\_FORM\\_470\\_APPLICATION\\_190000004\\_DRAFT](#)

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

---

[EDIT](#) [CONTINUE](#)

- 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]

**FCC Form 470 - Funding Year 2019**

**School District 6 - FY2019 Form 470 - Form #190000004**

Last Saved: 7/2/2018 10:24 AM EDT

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

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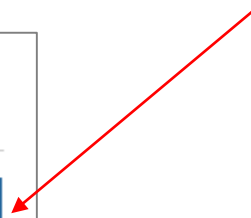
**D** ⑥ If the form is acceptable, check the check box to certify that the form is correct

**D** ⑦ Choose the “CONTINUE” button to certify the form

# [Full Rights / Certifying a Form Sent By Another]

**D** ⑧ 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?



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D ⑩ Read the certification text carefully

D ⑪ Check each check box to confirm compliance

D ⑫ Click the “CERTIFY” button --- this is the equivalent to providing your electronic signature

**Certify FCC Form 470**

**School District 6 - FY2019 Form 470 - Form #190000004**

Last Saved: 7/2/2018 10:00 AM EDT

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

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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 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.

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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.

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# [Full Rights / Certifying a Form Sent By Another]

**D** ⑬ Read the message regarding the certification and click “YES” if you agree

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**D** ⑭ 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  All  
 Post-Commitment Requests  Incomplete  
 Certified

Form Type:

Funding Year:

Nickname	Application Number	Funding Year	Status
FY2019 Form 470	190000004	2019	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
<b>Total</b>	<b>100</b>	<b>65</b>	<b>68</b>	<b>92</b>



# 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