# Completing the Contracts Module

Complete this task BEFORE beginning a Form 471 if you are requesting funding for a contracted service.



Contracts

#### **Table of Contents**

Торіс	Page
The Basics	3
The Contracts Module	8
Contract Information	13
Establishing FCC Form 470	25
Service Provider	33
Contract Dates	38
Pricing Confidentiality	45
Confirmation	49
Viewing Submitted Contracts	52
Editing Draft Contracts	60
Removing Draft Contracts	67

# The Basics



# Do I have to use the contracts module?

During the creation of a Form 471, you will indicate on each FRN how you will be purchasing the requested services:

#### **FRN Contract**

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT TARIFF MONTH-TO-MONTH

• Contract (MOST COMMON CHOICE FOR C1 AND <u>REQUIRED</u> FOR C2)

*Yes:* If you indicate that the FRN is for contracted services, you will be prompted during the process to refer back to a contract that is listed in the contracts module

- Month-to-Month *(typically only used for transitions between contracts for C1 services) No:* The contracts module is not required for that FRN
- Tariff (rare, but possible for C1)

A tariffed service is a telecommunications service that you purchase at rates regulated by the state regulatory commission and/or the FCC, for which you do not have a signed, written contract.

No: The contracts module is not required for that FRN

NETWORKMAINE

### When do I use the contracts module?

You can enter contract information in the contracts module during the creation of your FRN, but it is much easier to enter the information in the module first so you do not have to leave the Form 471 mid-process.



# Where is the contracts module?

The Contracts Module is a section within your organization's EPC profile.



# What if I created a multi-year contract record in a previous funding year?

There is no functionality in the system to edit a contract once it has been submitted.

If you created and submitted a contract in the contracts module for a multi-year contract in a previous year and that contract covers the funding year for which you are filing a new Form 471, use the original contract record.

- If nothing has changed for the existing contract you created and the contract is still in effect through the next funding year, the contract you created may be used again for the next funding year's Form 471 without any further action. Simply refer to it during the creation of the form.
- If information has changed from the existing contract (for example, if you have a contract amendment), you still refer to the existing contract during the creation of the Form 471 but be prepared to submit the documentation of the changes during PIA review.



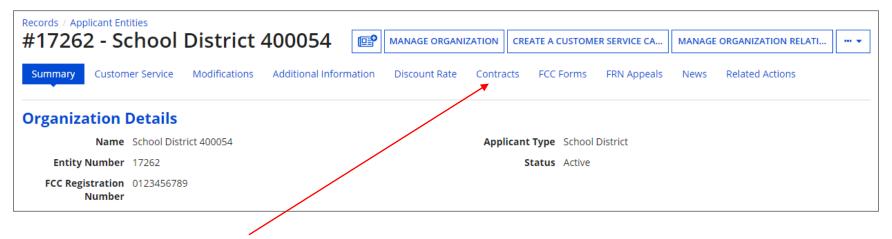
# The Contracts Module



My Applica	nt Lar	nding I	Page						
		Service			Funding Request Repor Appeal   IDD Extension Manage Organizations	FCC Form 500	SPIN Change	Service S	
Velcome, School Distric	+ 4000531		-						
Pending Inqui									
Туре	Select a 1	Type		-	Application/Request	Enter an Appli	cation/Request	ID or Nickna	me
Funding Year	Select a F	Funding Year -		•					
							APPLY FI	TERS CL	EAR FILTERS
ending COMAD Inquiries	are petiaclus	ded							
Application/Request N		Туре	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	f Extn.	Status
				No items a	vailable				
lotifications					_				
Notification Type	Please sele	ect a value		•	Status 😮 🤇	<ul> <li>All</li> <li>Generated</li> </ul>			
Funding Year	Select a F	Funding Year -	-	•	(	O Not Generated	d		
Notification		Description	ı	Issued Date	Generated By		Generated O	n	
				No items a	vailable				
<b>/</b> ly Entities									
Entity			Entity	Number	City	St	ate	Zip Code	
School District 400053			17261		Washington	D	c	20005	
School 1 In District 400	053		17867	,	DC	D	c	20005	
School 3 In District 400	053		17866		DC	D	с	20005	

 On the Landing Page, click on the link for the organization (either in the "Welcome" line or scroll to the "My Entities" section")

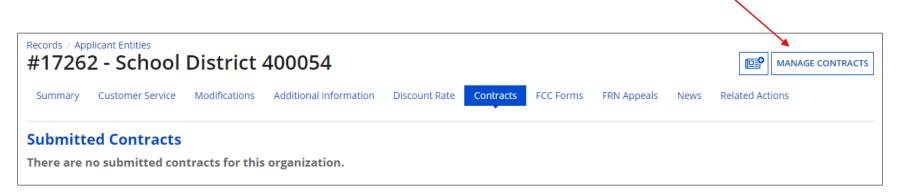
In most cases this will be the school district unless the organization is listed in EPC as an independent school



(2) Click on the "Contracts" link in the menu of items at the top of the organization's page



#### ③ Click on the "MANAGE CONTRACTS" button





# Manage Contracts Contracts - School District 400054 (BEN: 17262) Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization. Contract Type My Contract Drafts My Contract Drafts My Contract drafts for this organization. Click the Add a New Contract button to create a new contract. CLOSE ADD A NEW CONTRACT EDIT

#### 4 Click on the "ADD A NEW CONTRACT" button





Create Contract					
School District 400054 (I	3EN: 17262) 0	Contract ID #			
Contract Information Establis	hing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you will enter preliminary informat	tion about this contract, a	as well as your account num	iber, if you know it.		
<b>Contract Information</b>					
Enter a nickname to easily identify th	is contract 😯 *				
•					
Contract Number 📀					
CANCEL				SAVE & C	LOSE SAVE & CONTINUE
(1) Provide a nicl particular contra				s a reminder o	f this



Create Contract							
School District 400054 (BEN: 1	17262) - N	ly Internet Con	tract - Contr	act ID #	:		
Contract Information Establishing FCC	Form 470	Service Provider	Contract [	)ates	Pricing Confide	entiality	Confirmation
Here you will enter preliminary information about	it this contract,	as well as your account i	number, if you know i	t.			
Contract Information							
Enter a nickname to easily identify this contra	act 🕜 *						
My Internet Contract							
Contract Number 🕜							
<b>X</b>							
CANCEL						SAVE & CLOSE	SAVE & CONTINUE
							1
$\sim$							
2) Enter a contract num	nber if y	ou have on	е				
you may use N/A or TBE	or lea	ve it blank)		(3) C	lick on th	e "SAVE	& CONTINU
					on to proc		
<b>.4</b>							
		C	ontracts				Slide 15

(4) Determine if you wish to upload your contract to EPC. You are not required to, but it will likely save you some time during PIA reviews, particularly if the contract is used for more than one FRN.

Create Contract

School District 400 Last Saved: 10/8/2019 8:11 AM	0054 (BEN: 17262) - N MEDT	ly Internet Contra	act - Contract ID ৰ	#6488	
Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you will have the option	to upload contract documents, inc	luding a description of each	document.		
Contract Informat	tion				
Contract ID #6488 🕢 ┥	- An id number is	assigned by t	he system		
		•	he contract, cli 19 in this guid	ck on the "NO" bu le	itton
BACK CANCEL				SAVE & CLC	SAVE & CONTINUE

A If you do wish to upload the contract, click on the "YES" button then go to the next page in this guide



Create Contract						
School District 400054 (BEN: 1 Last Saved: 10/8/2019 8:11 AM EDT	7262) - My	Internet Contr	act - Contract ID a	#6488		
Contract Information Establishing FCC	Form 470	Service Provider	Contract Dates	Pricing Confident	tiality	Confirmation
Here you will have the option to upload contract (	documents, includ	ling a description of each	document.			
Contract Information						
Contract ID #6488 😯						
Would you like to upload a copy of your contra	act? 🕜					
YES 🗸 NO						
Contract Document Upload						
Please upload and describe each document relate	ed to your contrac	t.				
UPLOAD Drop file here			Describe this contract do	cument.		
1						/
BACK CANCEL					SAVE & CLOSE	SAVE & CONTINUE

A 1 If you chose "Yes", upload the contract to the portal by clicking on the "UPLOAD" button or simply dragging a file from your computer onto the "Drop file here" area. Give the system a second to upload the file.

#### Create Contract

School District 40 Last Saved: 10/8/2019 8:11 Al	0054 (BEN: 17262) - M Medt	My Internet Cont	ract - Contract ID	#6488	
Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you will have the option	to upload contract documents, ir	ncluding a description of eac	h document.		
Contract Informa	tion				
Contract ID #6488 🕜					
Would you like to upload a	copy of your contract? 🕜				
YES 🗸 NO					
<b>Contract Document Upload</b> Please upload and describe e	ach document related to your cor	ntract.	A 2 Add a	a description if yo	ou wish
My Contract			Describe this contract do	ocument.	
0000-11.17 KB					
			Describe this contract do	ocument.	
UPLOAD Drop file here	———— A 3	Repeat the p	process		
		y additional d			
BACK CANCEL	associ	ated with this	contract	SAVE & CL	DSE SAVE & CONTINUE
	A_(4	Click on the	"SAVE &		
Ą	CONTI	NUE" button		skip to page 2	0 in this guide
AA NETWORK	MAINE	Cont	racts		Slide 18

Create Contra	act					
School District 400	0054 (BEN: 17262) - M	y Internet Contr	act - Contract ID #	<b>‡6488</b>		
Last Saved: 10/8/2019 8:11 AN	1 EDT					
Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confiden	tiality	Confirmation
Here you will have the option	to upload contract documents, inc	luding a description of each	document.			
Contract Informat	tion					
Contract ID #6488 🕜						
Would you like to upload a c	opy of your contract? 😯					
YES NO 🗸						
BACK CANCEL				[	SAVE & CLOSE	SAVE & CONTINUE
B1	lf you chose "No	o", click on the	e "Save & Con	NTINUE" bu	itton to j	oroceed



#### go to the next page in this guide

Create Contra	ict					
School District 400 Last Saved: 10/8/2019 8:11 AM		My Internet Contra	act - Contract ID a	#6488		
Contract Information Here you will answer additiona Contract Informat		Service Provider	Contract Dates	Pricing Confidentiality		Confirmation
Is this contract based on a St YES NO Is this contract based on a m YES NO		(5) Choose whon a State Masthe answer is the Answer of State Master C	ster Contract. "No" as we do	•	plicar	
BACK CANCEL				SAVE	& CLOSE	SAVE & CONTINUE



Create Contract							
School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488							
Last Saved: 10/8/2019 8:11 AM EDT							
Contract Information Establishin	g FCC Form 470 Se	ervice Provider	Contract Dates	Pricing Confiden	tiality	Confirmation	
Here you will answer additional questions a	bout this contract.						
Contract Information							
Is this contract based on a State Master (	Contract? 😯						
YES NO 🗸							
Is this contract based on a multiple awar	rd schedule? 😯						
		er or not this ultiple vendo					
BACK				[	SAVE & CLOSE	SAVE & CONTINUE	



Create Contra	act				
School District 40 Last Saved: 10/8/2019 8:24 Al	<b>0054 (BEN: 17262) - M</b> M EDT	y Internet Contra	act - Contract ID <del>/</del>	ŧ6488	
Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you will answer additior	nal questions about this contract.				
Contract Informa	tion				
Is this contract based on a	State Master Contract? 😯				
YES NO 🗸 Is this contract based on a l	multiple award schedule? 🛿				
YES NO 🗸					
BACK CANCEL				SAVE & CLOSE	SAVE & CONTINUE
				k on the "SAVE & ( to proceed	CONTINUE"



#### 8 Determine if other applicants can piggy back off of this contract

Create Contra	act				
School District 40 Last Saved: 10/8/2019 8:26 AN	<b>0054 (BEN: 17262) - N</b> Miedt	ly Internet Contr	act - Contract ID	#6488	
Contract Informa	back off this contract? <b>o</b>	Service Provider click on the ' he next page		Pricing Confidentiality	Confirmation
BACK CANCEL				SAVE & CL	OSE SAVE & CONTINUE

B If they can, click on the "YES" button and then click on the "SAVE & CONTINUE" button then skip to page 25 in this guide



Create Contra	act				
School District 400 Last Saved: 10/8/2019 8:26 AN	0054 (BEN: 17262) - M	y Internet Contra	ct - Contract ID <del>/</del>	ŧ6488	
Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you will answer addition	al questions about this contract.				
Contract Informat	tion				
Can other applicants piggy b	oack off this contract? 😯				
YES NO 🗸					
Was this contract originally	created by another applicant, an	d you then piggy backed of	f their contract? 😯		
YES NO	(1) Determine off someone el		acked		
BACK CANCEL				SAVE & CLOS	E SAVE & CONTINUE
		A	2) Click on th	e "SAVE & CONTIN	NUE" button

#### go to the next page in this guide



ETWORKMAINE



Create Contract			
School District 400054 (BEN: 17262) - My Internet Cont Last Saved: 10/8/2019 8:30 AM EDT	tract - Contract ID #6	6488	
Contract Information Establishing FCC Form 470 Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you can use the search tool below to associate an FCC Form 470 with this contract.			
Establishing FCC Form 470			
Was an FCC Form 470 posted for the product and/or services you are requesting?	How many bids were receiv	red? 😧 *	
YES NO	Enter the number of bids that y	ou received for this product or service.	
BACK CANCEL		SAVE & CLOSE	SAVE & CONTINUE

(1) Click on the "YES" button to indicate that you posted a Form 470 (the answer should usually be yes)



Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you can use the search	tool below to associate an FCC For	rm 470 with this contract.			
Establishing FCC	Form 470				
Was an FCC Form 470 poste	ed for the product and/or service	es you are requesting?	How many bids were rec	eived? 🕜 *	
YES 🗸 NO			Enter the number of bids the	at you received for this product or s	ervice.
Was your FCC Form 470 po	sted prior to Funding Year 2016?	(2) E	nter the numb	er of bids receiv	ved
YES NO 🗸					
Use the search tool below	to find the establishing FCC Form	n 470.			
Remember that the services	in the contract had to be posted or	n the FCC Form 470.	Remember you cannot file	your Form 471 before the Allowa	able Contract Date.
Search FCC Form	s 470				
Search by FCC Form 470 Nu	ımber		Search by Nickname (Pa	tial or Full)	
Search by BEN					
17262					
				[	CLEAR FILTERS SEARCH
BACK CANCEL				SAVE & C	LOSE SAVE & CONTINUE



#### ③ Determine when you posted the Form 470

Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you can use the search	tool below to associate an FCC For	m 470 with this contract.			
Establishing FCC	Form 470				
Was an FCC Form 470 poste	d for the product and/or service	es you are requesting?	How many bids were rec	eived? 😯 *	
			3		
YES 🗸 NO			Enter the number of bids tha	at you received for this product	or service.
Was your FCC Form 470 pos	ted prior to Funding Year 2016?				
	leave the "N to find the establishing FCC Form in the contract had to be posted of	O" button sel	lected en go to the ne	Y2016 or later ext page in thi your Form 471 before the Al	s guide
Search by FCC Form 470 Nu	mber		Search by Nickname (Par	rtial or Full)	
Search by BEN					
17262					
B If the For	m 470 was poste	d prior to FY2	2016,		CLEAR FILTERS SEARCH
click on th	ne "YES" button	chin to nago	22 in this quid		
	unen	skip to puge.	32 in this guid		
BACK CANCEL				SAVE	& CLOSE SAVE & CONTINUE



#### A 1 Locate the Form 470 by entering a value in any of the search boxes

# **NOTE:** By default, the BEN for the organization is listed. If you know neither the Form 470 Number nor the Form 470 Nickname, you can simply search by BEN.

Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you can use the search	tool below to associate an FCC For	rm 470 with this contract.			
Establishing FCC	Form 470				
Was an FCC Form 470 poste	ed for the product and/or service	es you are requesting?	How many bids were rec	eived? 🛿 *	
			3		
YES 🗸 NO			Enter the number of bids tha	t you received for this product or ser	vice.
Was your FCC Form 470 pos	sted prior to Funding Year 2016?				
YES NO 🗸					
Use the search tool below	to find the establishing FCC Forn	n 470.			
Remember that the services	in the contract had to be posted o	n the FCC Form 470.	Remember you cannot file	your Form 471 before the Allowal	le Contract Date.
Search FCC Form	s 470				
Search by FCC Form 470 Nu	ımber		Search by Nickname (Par	tial or Full)	
Search by BEN					
17262				_	
A (2	) Click on the "	SEARCH" bu	itton to locat	e	CLEAR FILTERS SEARCH
for	ms matching tl	ne entered	criteria ——		
BACK CANCEL				SAVE & CL	DSE SAVE & CONTINUE
BACK CANCEL				SAVE & CL	DSE SAVE & CONTIN

Establishing FCC Form 470 Was an FCC Form 470 posted for the product and/or services you are requesting? VES 10 Was your FCC Form 470 posted prior to Funding Year 2016? VES 10 VES 10 V						
3         YES V       NO         Was your FCC Form 470 posted prior to Funding Year 2016?         YES       NO V         Use the search tool below to find the establishing FCC Form 470.         Remember that the services in the contract had to be posted on the FCC Form 470.         Remember that the services in the contract had to be posted on the FCC Form 470.         Search FCC Forms 470         Search by FCC Form 470 Number         Search by FCC Form 470 Number         Search by BEN         17262         If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove values entered into the search boxes and then try another search	Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Was an FCC Form 470 posted for the product and/or services you are requesting?       How many bids were received? ● •         Image: Service Servic	Here you can use the search	tool below to associate an FCC Fo	rm 470 with this contract.			
3         YES ✓ NO         Was your FCC Form 470 posted prior to Funding Year 2016?         YES NO ✓         Jse the search tool below to find the establishing FCC Form 470.         Remember that the services in the contract had to be posted on the FCC Form 470.         Remember you cannot file your Form 471 before the Allowable Contract Date.         Search FCC Forms 470         search by FCC Form 470 Number         search by FCC Form 470 Number         Search by SEN         17262         If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove values entered into the search boxes and then try another search	Establishing FCC	Form 470				
YES / NO       Enter the number of bids that you received for this product or service.         YES / NO /       Search tool below to find the establishing FCC Form 470.         Itemember that the services in the contract had to be posted on the FCC Form 470.       Remember you cannot file your Form 471 before the Allowable Contract Date.         Search FCC Forms 470       Search by Nickname (Partial or Full)         isearch by BEN       If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove values entered into the search boxes and then try another search	Vas an FCC Form 470 post	ed for the product and/or service	es you are requesting?	How many bids were rec	eived? 😯 *	
YES       NO V         Use the search tool below to find the establishing FCC Form 470.       Remember that the services in the contract had to be posted on the FCC Form 470.         Remember that the services in the contract had to be posted on the FCC Form 470.       Remember you cannot file your Form 471 before the Allowable Contract Date.         Search FCC Forms 470       Search by FCC Form 470 Number         Search by FCC Form 470 Number       Search by Nickname (Partial or Full)         Search by BEN       If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove values entered into the search boxes and then try another search	YES J NO				at you received for this product or se	rvice.
Juse the search tool below to find the establishing FCC Form 470. Remember that the services in the contract had to be posted on the FCC Form 470. Remember you cannot file your Form 471 before the Allowable Contract Date. Search by FCC Form 470 Number Search by FCC Form 470 Number Search by FCC Form 470 Number Search by BEN 17262 If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove values entered into the search boxes and then try another search	Nas your FCC Form 470 po	sted prior to Funding Year 2016?				
Search FCC Form 470 Search by FCC Form 470 Number Search by BEN 17262 If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove values entered into the search boxes and then try another search		to find the establishing FCC Forr	n 470.			
Search by FCC Form 470 Number Search by Nickname (Partial or Full) Search by BEN 17262 If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove values entered into the search boxes and then try another search	Remember that the services	in the contract had to be posted o	on the FCC Form 470.	Remember you cannot file	your Form 471 before the Allowa	ble Contract Date.
Search by BEN 17262 <i>If your search terms were unsuccessful, click on the</i> <i>"CLEAR FILTERS" button to remove values entered</i> <i>into the search boxes and then try another search</i>	Search FCC Form	s 470				
17262 If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove values entered into the search boxes and then try another search	Search by FCC Form 470 N	umber		Search by Nickname (Pa	rtial or Full)	
If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove values entered into the search boxes and then try another search	Search by BEN					
"CLEAR FILTERS" button to remove values entered CLEAR FILTERS SEARC into the search boxes and then try another search	17262					
"CLEAR FILTERS" button to remove values entered	lf	your search tern	ns were unsu	ccessful, click d	on the 🚬 🔽	
into the search boxes and then try another search	"	CLEAR FILTERS" b	utton to rem	ove values ent		CLEAR FILTERS SEARCH
BACK CANCEL SAVE & CLOSE SAVE & CONTINU					-	
	BACK CANCEL				SAVE & CL	OSE SAVE & CONTINUE



Search FCC Forms	s 470					
Search by FCC Form 470 Nu	mber			Search by Nic	kname (Partial or Full)	
Search by BEN						
17262						
Results matc	hing the crite	eria you	used	will appear	in a list	CLEAR FILTERS SEARCH
FCC Form 470 Number	Nickname 1	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
170002791	28-Feb-2017 055651	2017	17262	School District 400054	3/28/2017	Basic Maintenance of Internal Connections; Internet Access and/or Telecommunications
BACK CANCEL	A 3 Click for the es Form 470 in this pa contract	tablishir that res	ng sulted	A		SAVE & CLOSE SAVE & CONTINUE



## *If your Form 470 was posted prior to FY2016, it is not in EPC and you will need to manually enter the form number*

Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you can use the search	tool below to associate an FCC Forn	n 470 with this contract.			
Establishing FCC F	Form 470				
Was an FCC Form 470 poste	d for the product and/or services	you are requesting?	How many bids were rece	ived? 🕜 *	
			3		
YES 🗸 NO			Enter the number of bids that	you received for this product or serv	ice.
Was your FCC Form 470 pos	ted prior to Funding Year 2016?		FCC Form 470 Number 🕜 *		
YES 🗸 NO				is posted prior to 2016, EPC is unable number carefully before continuing.	to determine if this FCC Form
	otion if you posted the FCC Form 47				
to Funding Year 2016. If you search for the FCC Form 470.	are unsure, please select No to the	prior question, and	B (1) Enter	the Form 470 N	umber. Check
			this numb	per carefully for a	accuracy.
BACK CANCEL				SAVE & CL	OSE SAVE & CONTINUE

#### B 2 Click on the "SAVE & CONTINUE" button



#### go to the next page in this guide



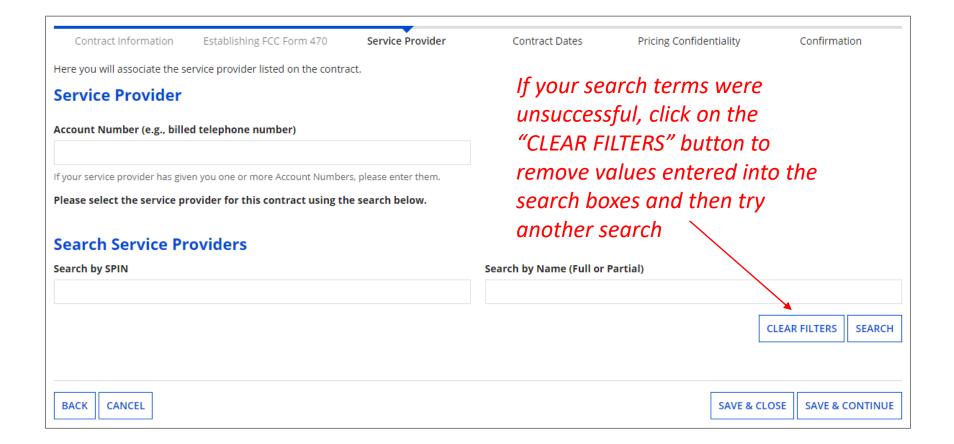
Create Contract	
School District 400054 (BEN: 17262) - My Internet Con Last Saved: 10/8/2019 8:46 AM EDT	tract - Contract ID #6488
Contract Information Establishing FCC Form 470 Service Provider	Contract Dates Pricing Confidentiality Confirmation
Here you will associate the service provider listed on the contract.	$\sqrt{1}$ Enter the account
Service Provider	number if you have one
Account Number (e.g., billed telephone number)	(this is not a required field)
If your service provider has given you one or more Account Numbers, please enter them.	
Please select the service provider for this contract using the search below.	
Search Service Providers	
Search by SPIN	Search by Name (Full or Partial)
	CLEAR FILTERS SEARCH
BACK CANCEL	SAVE & CLOSE SAVE & CONTINUE



Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you will associate the se	ervice provider listed on the contra	act.			
Service Provider					
Account Number (e.g., bille	d telephone number)				
fueur convice provider bas give	en you one or more Account Numbe	rs place anter them			
, , ,	ovider for this contract using th				
	$\sim$				
Search Service Pr Search by SPIN	oviders 2 Ente	er the SPIN or	Name of the s	Service provider	
Search by SPIN			Search by Name (Full or	•	
Search by SPIN	oviders ② Ente		Search by Name (Full or	Partial)	CLEAR FILTERS SEARC
Search by SPIN			Search by Name (Full or	Partial)	CLEAR FILTERS
Search by SPIN			Search by Name (Full or	Partial)	

(3) Then click on the "SEARCH" button







#### **Service Provider**

#### Results matching the criteria you used will appear in a list

ETWORKMAINE

	n Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
e you will associate th	ne service provider listed on the contra	act.			
rvice Provide	er				
ount Number (e.g., l	billed telephone number)				
our service provider has	s given you one or more Account Number	rs, please enter them.			
ase select the servic	e provider for this contract using th	ne search below.			
arch Service	Providers				
web has CDINI			Search by Name (Full or	Partial)	
rch by SPIN					
			USAC	Г	
(4) Click	the check box fo	or the appro	opriate servic		CLEAR FILTERS SEAF
			opriate servic	e provider	
4 Click	Name	nization 1	opriate servic		State
4 Click SPIN 14010001	Name USAC Service Provider Organ	nization 1 nization 2	opriate servic		State VA
4 Click SPIN 14010001 14010002	Name         USAC Service Provider Organ         USAC Service Provider Organ	nization 1 nization 2	opriate servic		State VA VA VA
<b>SPIN</b> 14010001 14010002	Name         USAC Service Provider Organ         USAC Service Provider Organ	nization 1 nization 2	opriate servic		State VA VA



#### ① Determine if your contract is a multi-year contract

Create Contra	act				
School District 40 Last Saved: 10/8/2019 8:46 AI	0054 (BEN: 17262) - M M EDT	ly Internet Cont	tract - Contract ID 4	<b>#6488</b>	
Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you will answer additior	nal questions about the dates on yo	our contract.			
Contract Dates	A If the	contract is r	not multi-year, o	click on the "No"	button
Is this a multi-year contract	t?		What is the date you awa	rded your contract? *	
			mm (ddhaaa)		
			mm/dd/yyyy		
YES NO				e will be entered in each FRN wher	e you cite this contract.
	B If it is multi-ye	ar, click on th	The Contract Expiration Dat		e you cite this contract.



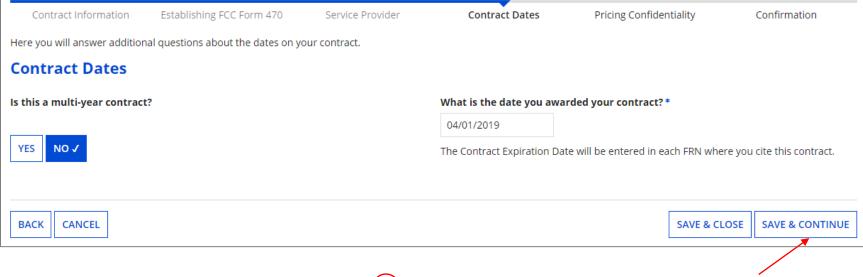
Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation		
Here you will answer addit	tional questions about the dates on yo	our contract.					
<b>Contract Dates</b>							
Is this a multi-year contr	act?		What is the date you awarded your contract? *				
			mm/dd/yyyy				
YES NO 🗸	(2) Enter the dat	e you	The Contract Expiration Date will be entered in each FRN where you cite this contract.				
	awarded this con	tract					
BACK CANCEL				SAVE & CLO	SE SAVE & CONTINUE		

**Words of Caution:** Your Contract Award Date must be **on or after** the Allowable Contract Date and **before** the filing and certification date of the Form 471. You will get an error message if

your date is too early.

You have entered a Contract Award Date that is before the end of the 28 day waiting period (Allowable Contract Date) for the cited FCC Form 470.





#### (3) Click on the "SAVE & CONTINUE" button

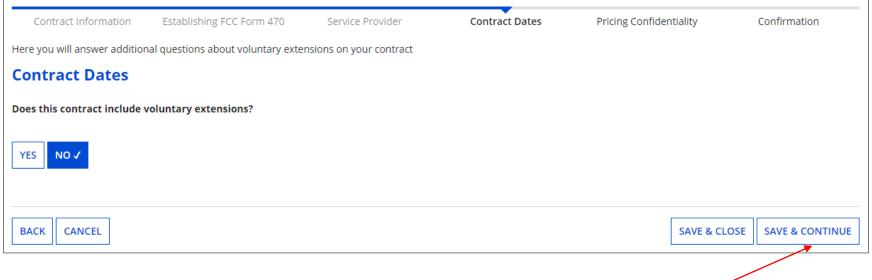


#### 4 Determine if your contract allows for voluntary extensions

Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you will answer addition	nal questions about voluntary exte	nsions on your contract			
Contract Dates					
Does this contract include	voluntary extensions?				
YES NO	A If it does not i	include volunt		s, click on the "N the next page in	
BACK CANCEL				SAVE & CLC	OSE SAVE & CONTINUE
Γ	B If it does inclu	de voluntarv e	extensions. cli	ck on the "YES" k	outton

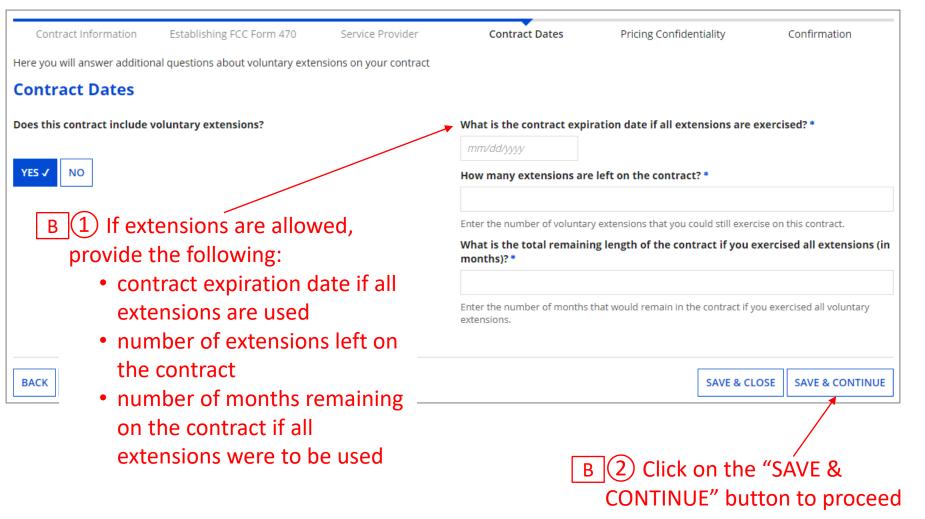
then skip to page 44 in this guide





#### A 1 Click on the "SAVE & CONTINUE" button to proceed





go to the next page in this guide



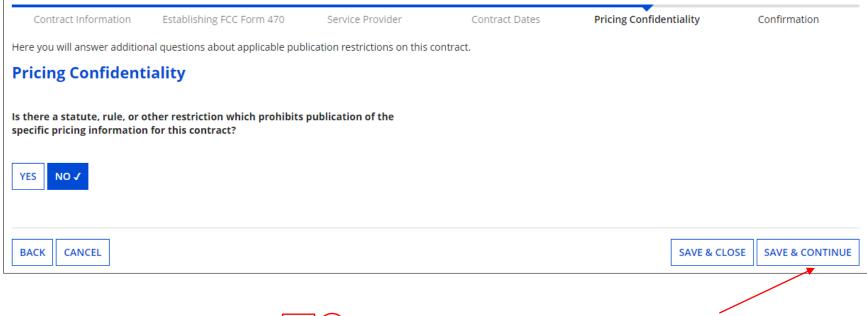


# 1 Determine if there is a statute, rule, or other restriction that prohibits pricing transparency

Create Contra	act							
School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488 Last Saved: 10/8/2019 9:18 AM EDT								
Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidenti	iality	Confirmation		
Here you will answer addition	al questions about applicable publ	ication restrictions on this co	ontract.					
Pricing Confident	iality							
Is there a statute, rule, or or specific pricing information	ther restriction which prohibits for this contract?	publication of the						
YES NO	A If there is no then go		click on the "N age in this gu					
BACK CANCEL	B If there is, cl	ick on the "YE p to page 48		[	SAVE & CLOSE	SAVE & CONTINUE		

**Words of Caution:** There must be an actual statute in place. It is not sufficient for the vendor to simply state that their pricing is confidential. When in doubt, click on "No"!





A 1 Click on the "SAVE & CONTINUE" button to proceed



Slide 47

Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation
Here you will answer addition	nal questions about applicable pub	lication restrictions on thi	s contract.		
Pricing Confident	iality				
	other restriction which prohibits	publication of the	What is the type of restr	iction? *	
specific pricing informatior	for this contract?		Select a value		-
YES 🗸 NO			Restriction Citation @*		
Restriction Document Uplo	ad Ø				
Restriction Document opio					
UPLOAD Drop file here					
<b>n</b>					
BACK CANCEL				SAVE & CLO	DSE SAVE & CONTINUE
$\overrightarrow{1}$ Provide t	he type of restri	ction			
	ion, and upload		B	2 Click on the "	(SΔ\/F &
	nts the restrictio				
		11		CONTINUE" butt	on to proceed
			C	go to the next pag	ie in this guid

# Confirmation



### Confirmation

#### The contract info that has been entered will display

Create Contract:	Confirmation				
School District 400054 Last Saved: 10/8/2019 9:24 AM EDT	l (BEN: 17262) - My Intern	net Contract - Co	ntract ID #6488		
Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality Confirmation	
Please review the information and su	ubmit the information below to complet	e this contract.			
Contract Information				A To save this contract	as a draft so
Nickname My Internet	Contract		Contract ID 6488		
Can Other No			Contract Number	you can continue to	ealt it, click
Applicants Piggy Back Off This Contract?			Based on a State No Master Contract?	on the "SAVE & CLOS	SE" button
Piggy Backed Off No Another Contract?			Based on a Multiple No Award Schedule?		
Establishing FCC Form	u 470				
Establishing FCC #170002791 Form 470	1		Number of Bids 3 Received	B To submit the compl	
Service Provider				click on the "COMPL	ETE" button –
Service Provider USAC Service	e Provider Organization 1 (SPIN: 140100	01)	Account Number	once you do this you	ı will not he
Contract Dates				, , ,	
Award Date 4/1/2019			Multi-Year Contract? No	able to modify or de	lete the
Includes Voluntary No Extensions?				contract record	
Pricing Confidentiality	y				
There is no rule, statue, or o	ther restriction which prohibit	s publication of the s	pecific pricing information for	this contract.	
Supporting Document	ts				
Document			Description		
My Contract					
					_
BACK CANCEL				SAVE & CLOSE COMPLETE	



#### Confirmation

Records / App #17262	licant Entities 2 - School	District 4	400054							IAGE CONTRACTS
Summary	Customer Service	Modifications	Additional Information	Discount Rate	Contracts	FCC Forms	FRN Appeals	News	Related Actions	
Submitte	ed Contracts									
Contract ID	Ļ	Contract Numbe	r	Contract Nic	ckname		Awai	rd Date		
6488				My Internet	Contract		4/1/2	2019		View

Submitted contracts appear in the Contracts Module list and can be referenced when filing a Form 471



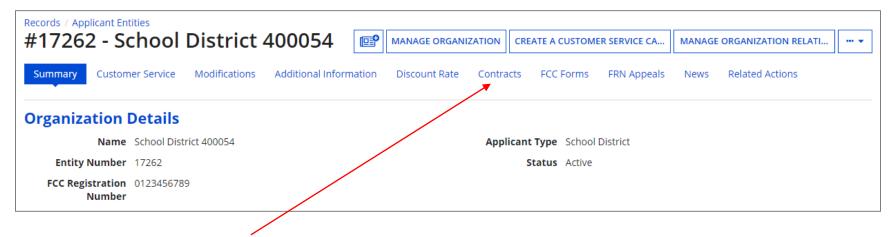
# **Viewing Submitted Contracts**



<b>Uni</b> Adr		Service ative Co.			Funding Request Repor Appeal   IDD Extension Manage Organizations	FCC Form 50	0   SPIN Chang	ge   Servi	
elcome, School District		•							
ending Inquir	ries								
Туре	Select a T	Туре		•	Application/Request	Enter an App	lication/Reques	it ID or Nic	kname
Funding Year	Select a l	Funding Year	-	-					
							APPLY F	FILTERS	CLEAR FILTERS
nding COMAD Inquiries	are not inclu	ded.							
Application/Request N	lumber	Туре	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	1 Extr	n. Status
otifications				No items	available				
Iotifications Notification Type	Please sele			•	Status 🝞	Generated			
		ect a value Funding Year	-		Status 🝞	-	ed		
Notification Type				•	Status 🝞	O Generated	ed Generated	On	
Notification Type Funding Year Notification		Funding Year		•	Status 🝞 Generated By	O Generated		On	
Notification Type Funding Year		Funding Year	1	۲ د Issued Date	Status 🝞 Generated By	Generated		On Zip Co	ide
Notification Type Funding Year Notification Introduction Notification	Select a l	Funding Year	1	Issued Date No items	Status 🕐 Generated By available	Generated Not Generate	Generated		
Notification Type Funding Year Notification Notification Notification Notification	Select a l	Funding Year	Entiț	Vumber	Status ? Generated By available City	Generated Not Generate	Generated	Zip Co	
Notification Type Funding Year Notification	Select a l	Funding Year	Entit 1726	Vumber	Status of Status	Generated Not Generate	Generated (	Zip Co 20005	

 On the Landing Page, click on the link for the organization (either in the "Welcome" line or scroll to the "My Entities" section")

In most cases this will be the school district unless the organization is listed in EPC as an independent school



(2) Click on the "Contracts" link in the menu of items at the top of the organization's page



ubmitted Contra	cts			
Contract ID	L Contract Number	Contract Nickname	Award Date	
5488		My Internet Contract	4/1/2019	View



#### The contract record will display

ETWORKMAINE

# **Viewing Contracts**

	Records / Applicant Entities #17262 - School District 400054								
Summary Custome	er Service	Modifications	Additional Information	Discount Rate	Contracts	FCC Forms	FRN Appeals	News	Related Actions
Submitted Contracts / (	Contract #64	88							
Contract #6	6488								
<b>Contract Infor</b>	mation								
Nickname	My Internet (	Contract			Contra	ct ID 6488			
Can Other Applicants Piggy	No				Contract Nur	nber			
Back Off This Contract?					Based on a S Master Conti				
Piggy Backed Off Another Contract?	No				Based on a Mul Award Sched				
Establishing FC	CC Form	470							
Establishing FCC Form 470	#170002791				Number of Rece				
Service Provide	er								
Service Provider	USAC Service	e Provider Organi	zation 1 (SPIN: 14010001)		Account Nur	nber			
<b>Contract Dates</b>	S								
Award Date	4/1/2019			I	Aulti-Year Conti	ract? No			
Includes Voluntary Extensions?	No								
Pricing Confide	entiality	,							
There is no rule, sta	atue, or of	ther restrictio	on which prohibits pu	lblication of	the specific p	oricing info	rmation for t	his cont	ract.
Supporting Do	cument	S							
Document				Des	cription				
My Contract									

If you clicked on the "MANAGE CONTRACTS" button rather than the "View" link, by default, only draft contracts you have begun creating but not yet submitted will display. If you have no contract drafts, a message to that effect will display.

#### Manage Contracts

Contracts - Sch	nool District 400054 (BE	J: 17262)	
Use the dropdown to sel	lect the type of contract you would like	to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.	
Contract Type	My Contract Drafts	•	
My Contract Drafts You have no contra	act drafts for this organizatio	. Click the Add a New Contract button to create a new contract.	
CLOSE		ADD A NEW CONTRACT EDIT DELL	ETE



#### To view a list of submitted contracts on this page, change the "Contact Type" drop down menu to "Submitted Contracts"

Manage Co	ntracts		
Contracts - Sch	ool District 400054 (BEN: 17262)		
Use the dropdown to sel	lect the type of contract you would like to edit or remove. Click the	Add a New Contract button at any time to create a new contract for you	organization.
Contract Type	My Contract Drafts 🔹		
My Contract Drafts	Submitted Contracts		
You have no contra	My Contract Drafts	Contract button to create a new contract.	
CLOSE		ADD A NEW CONTRACT	EDIT DELETE



A list of submitted contracts now displays – you may need to use this in order to look up which contract ID record to reference on your Form 471. In order to view the contract itself, follow the steps on the previous pages.

#### Manage Contracts

#### Contracts - School District 400054 (BEN: 17262)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

	Contract Type	Submitted Cont	tracts	-					
	itted Contracts id below contains	all submitted con	tracts for this organization.						
	Contract ID	Ţ	Contract Number		Contract Nickname		Award Date		
	6488				My Internet Contract		4/1/2019		
CLO	SE					ADD A N	IEW CONTRACT	EDIT	DELETE



# **Editing Draft Contracts**

You can edit any contract that is still in draft form.

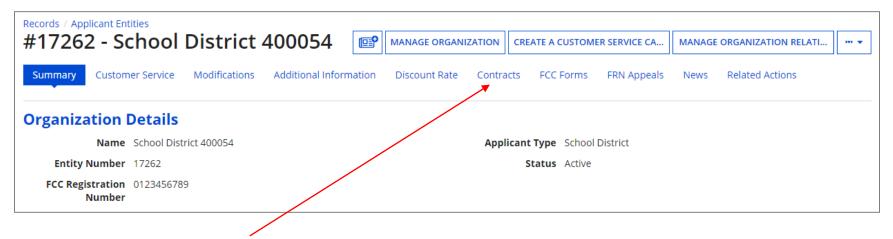
You cannot edit a contract once it has been submitted.



My Applica	ine Ear		480		Funding Request Repor	t   FCC Form 470	0   FCC Form	471   FCC Fo	rm 486
		Service ative Co			Appeal   IDD Extension Manage Organizations	FCC Form 500	SPIN Chang	e   Service S	
elcome, School District	t 400053!	•							
ending Inquir	ries								
Туре	Select a	Туре		-	Application/Request	Enter an Appli	cation/Reques	t ID or Nicknal	me
Funding Year	Select a	Funding Year -		-					
							APPLY F	ILTERS CL	EAR FILTERS
nding COMAD Inquiries		Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	† Extn.	Status
				No items a	valiable				
otifications									
Otifications	Please sele	ect a value		•	Status 💡	-			
		ect a value Funding Year -	-	•	- (	All Generated Not Generated	đ		
					- (	Generated	d Generated (	Dn	
Notification Type Funding Year		Funding Year -		•	Generated By	Generated		Dn	
Notification Type Funding Year		Funding Year -		▼ Issued Date	Generated By	Generated		Dn	
Notification Type Funding Year Notification		Funding Year -	n	▼ Issued Date	Generated By	Generated		Dn Zip Code	
Notification Type Funding Year Notification Introduction Notification	Select a i	Funding Year -	n	▼ Issued Date No items a	Generated By	Generated	Generated (		
Notification Type Funding Year Notification Notification Notification Notification	Select a i	Funding Year -	n Entity	▼ Issued Date No items a	vailable City	Generated	Generated ( ate	Zip Code	
Notification Type Funding Year Notification	Select a 1	Funding Year -	n Entity 17261	▼ Issued Date No items a	Vailable City Washington	Generated Not Generated	Generated ( ate C	Zip Code 20005	

 On the Landing Page, click on the link for the organization (either in the "Welcome" line or scroll to the "My Entities" section")

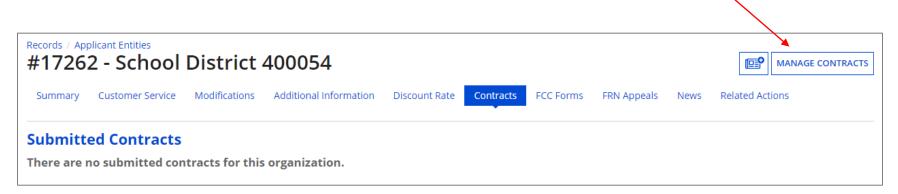
In most cases this will be the school district unless the organization is listed in EPC as an independent school



(2) Click on the "Contracts" link in the menu of items at the top of the organization's page



#### ③ Click on the "MANAGE CONTRACTS" button



**NOTE:** Only submitted contracts appear on this page



#### Any contracts you have begun creating but not yet submitted and are still in draft form will appear by default in the list

#### Manage Contracts Contracts - School District 400054 (BEN: 17262) Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization. Contract Type My Contract Drafts -My Contract Drafts The grid below contains all of your draft contracts created for this organization. To edit a draft contract, select 1 contract from the grid and click the Edit button at the bottom of the form. • To delete a draft contract, select up to 5 contracts from the grid and click the Delete button at the bottom of the form. Contract ID Last Modified I Contract Number Contract Nickname Created 6488 10/8/2019 8:09 AM EDT 10/8/2019 9:24 AM EDT My Internet Contract ADD A NEW CONTRACT CLOSE EDIT DELETE

4 Select the check box for the contract you wish to edit



#### Manage Contracts

#### Contracts - School District 400054 (BEN: 17262)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

-

Contract Type My Contract Drafts

#### My Contract Drafts

The grid below contains all of your draft contracts created for this organization.

- To edit a draft contract, select 1 contract from the grid and click the Edit button at the bottom of the form.
- To delete a draft contract, select up to 5 contracts from the grid and click the Delete button at the bottom of the form.

~	Contract ID	ţ	Contract Number	Contract Nickname	Created	Last Modified		
	6488			My Internet Contract	10/8/2019 8:09 AM EDT	10/8/2019 9:24 AM	EDT	
CLO	SE				ADD	A NEW CONTRACT	EDIT	DELETE

(5) Click on the "EDIT" button to edit that contract



# 6 Continue working on the contract creation process or edit the information as necessary

Create Contra	act								
School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488 Last Saved: 10/8/2019 9:24 AM EDT									
Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confiden	tiality	Confirmation			
Here you will enter preliminar	ry information about this contract,	as well as your account num	iber, if you know it.						
Contract Information	tion								
Enter a nickname to easily i	dentify this contract 🕜 *								
My Internet Contract									
Contract Number 🕜									
CANCEL					SAVE & CLOSE	SAVE & CONTINUE			



# **Removing Draft Contracts**

You can only delete draft contracts.

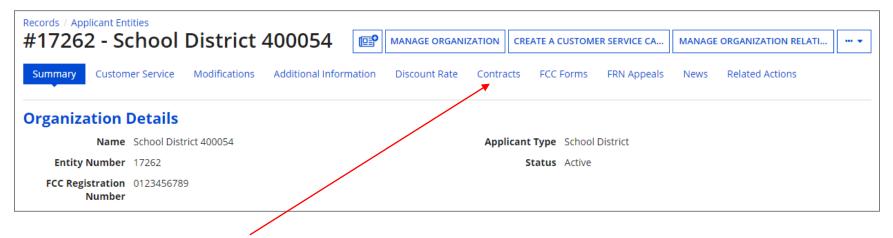
You cannot recover a contract draft that has been deleted.



		Service Itive Co.			Funding Request Report Appeal   IDD Extension Manage Organizations	FCC Form 500	SPIN Change	Servio		
elcome, School District		•								
ending Inquir	ies									
Туре	Select a T	Туре		•	Application/Request	Enter an Appli	ication/Request IL	) or Nici	kname	
Funding Year	Select a F	Funding Year		•						
							APPLY FILT	FERS	CLEAR FILTERS	
Application/Request N		ded. Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date 1	Extn	. Status	
lotifications					Status 👔	All				
Notification Type	Please sele	ct a value		•	-	-				
Notification Type Funding Year		ect a value Funding Year	-	•	(	Generated	d			
					(	Generated	d Generated On			
Funding Year Notification		Eunding Year		•	Generated By	Generated				
Funding Year Notification		Eunding Year	1	Issued Date     No items as	Generated By vailable	Generated	Generated On		de	
Funding Year Notification VENTITIES		Eunding Year	Entity	▼ Issued Date	/ailable City	Generated Not Generate	Generated On	Zip Co	de	
Funding Year Notification Notification Number of the second secon	Select a F	Eunding Year	Entity 17261	Issued Date     No items as	Vailable City Washington	Generated Not Generated	Generated On tate	Zip Co 20005	de	
Funding Year Notification	Select a F	Eunding Year	Entity	Issued Date     No items as	/ailable City	Generated Not Generate	Generated On tate C C	Zip Co	de	

 On the Landing Page, click on the link for the organization (either in the "Welcome" line or scroll to the "My Entities" section")

In most cases this will be the school district unless the organization is listed in EPC as an independent school



(2) Click on the "Contracts" link in the menu of items at the top of the organization's page



#### ③ Click on the "MANAGE CONTRACTS" button

	Dicant Entities 2 - School	District	400054					MAN	NAGE CONTRACT
Summary	Customer Service	Modifications	Additional Information	Discount Rate	Contracts FCC Forms	FRN Appeals	News	Related Actions	
Submitt	ed Contracts								
Contract ID	1	Contract Numbe	r	Contract Nickna	ame	Award	d Date		
6488				My Internet Con	itract	4/1/20	)19		View

**NOTE:** Only submitted contracts appear on this page



By default, draft contracts will display – any contracts you have begun creating but not yet submitted. If you have no contract drafts, a message to that effect will display.

#### Manage Contracts

#### Contracts - School District 400054 (BEN: 17262)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

-

Contract Type

My Contract Drafts

#### My Contract Drafts

The grid below contains all of your draft contracts created for this organization.

- To edit a draft contract, select 1 contract from the grid and click the Edit button at the bottom of the form.
- To delete a draft contract, select up to 5 contracts from the grid and click the Delete button at the bottom of the form.

	Contract ID	L	Contract Number	Contract Nickname	Created	Last Modified		
	6489			My Transport Contract	10/8/2019 10:11 AM EDT	10/8/2019 10:12 AM	EDT	
CLO	SE				AD	D A NEW CONTRACT	EDIT	DELETE



Manage Co	nt	racts			
Contracts - Sch	00	l District 400054 (B	EN: 17262)		
se the dropdown to sel	ect th	ne type of contract you would lil	ke to edit or remove. Click the Add	a New Contract button at any time to cre	eate a new contract for your organization.
Contract Type	Му	Contract Drafts	•		
<ul> <li>To edit a draft control</li> </ul>	act, s		r this organization. nd click the Edit button at the botto he grid and click the Delete button		
Contract ID	ţ	Contract Number	Contract Nickname	Created	Last Modified
6489			My Transport Contract	10/8/2019 10:11 AM EDT	10/8/2019 10:12 AM EDT
$\smile$			ract, select the c you wish to rem		ADD A NEW CONTRACT EDIT DELETE
Δ					on the "DELETE" ove that contract

NETWORKMAINE

<u>\_</u>

