



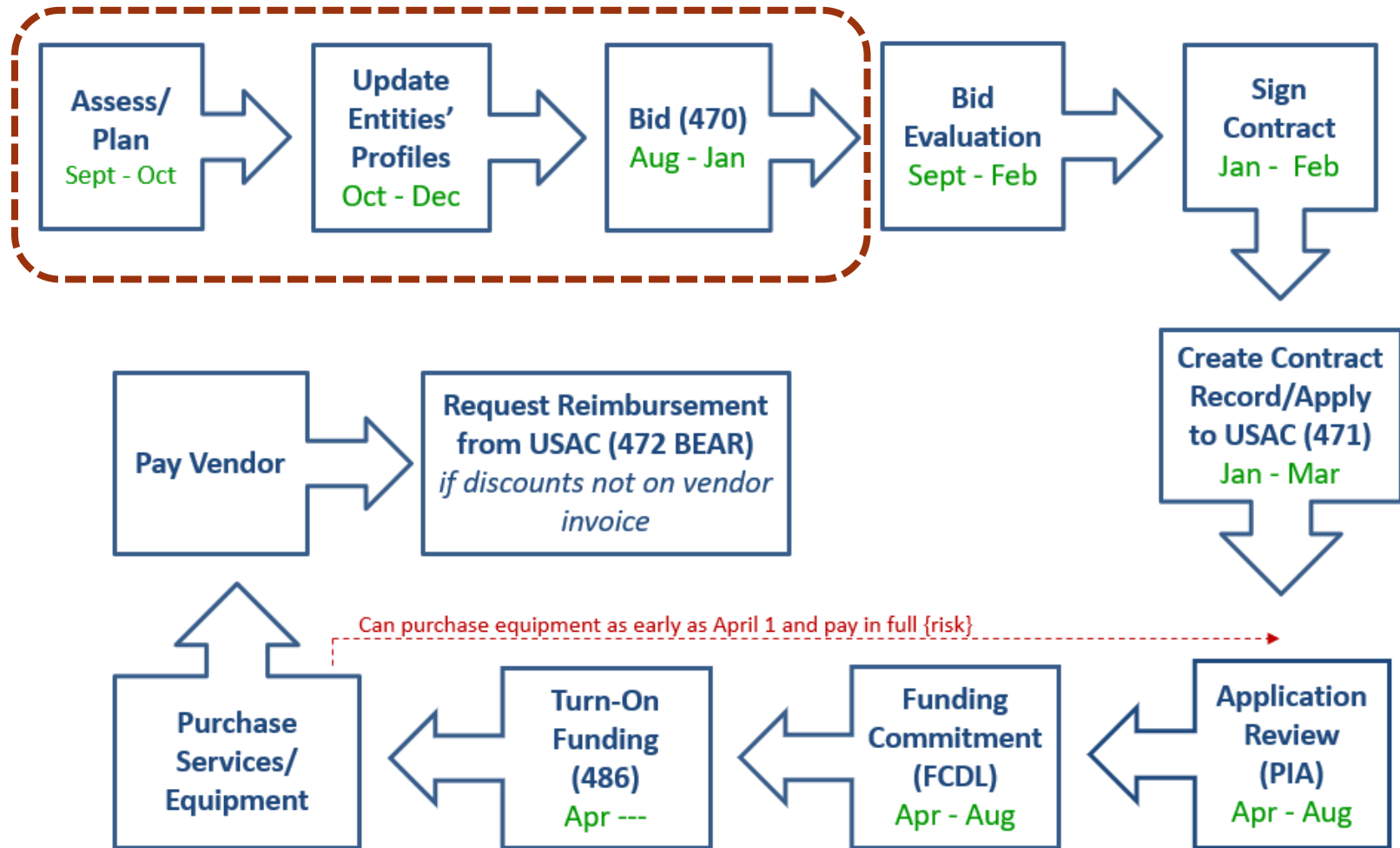
E-rate Procurement

Eligible Services & Equipment Posting Form 470 E-rate Bidding Requirements

Debra Kriete, Esq.
South Dakota State E-rate Coordinator
October 27, 2021



Where We Are:



Assessment & Planning

- **What** is eligible to be funded by E-rate?
 - **When** is the funding period?
 - **Which** buildings qualify for funding?
 - **How much** funding can I receive?
-



What Services & Equipment Qualify?

- **Category 1: Broadband & Internet Services TO buildings**
 - Internet access service
 - Data transmission service
 - Category 1 funding is not capped

- **Category 2: Network services/equipment INSIDE buildings**
 - Internal Connections equipment/service
 - Managed Internal Broadband Services
 - Basic Maintenance of Internal Connections
 - Category 2 funding **is capped**

- **FCC publishes annual Eligible Services List**
<https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/>

C1 Data Transmission Lines

- High speed connections to and between school and library buildings leased from a service provider
- Public school districts with all buildings connected to the DDN will likely not have data transmission lines that they pay for
- Generally, if a building is not connected to DDN, then a data line or Internet line is needed for that school or library to obtain Internet access
- Data lines are most frequently used for a Wide Area Network service
 - Circuits that interconnect schools or libraries to one another
 - Also called “building to building” service

C1 Internet Access

- Eligible Internet Access Service is provided by different kinds of service providers such as –
 - Cable companies
 - Phone companies
 - Internet service companies
 - Satellite companies
 - Wireless companies
- Each company may include add-on features as part of the base service price such as -
 - Basic firewall protection
 - Domain name service
 - Dynamic host configuration
 - Filtering
 - When these features are part of the basic Internet service and there's no additional charge, these features also qualify for E-rate funding.
 - If there are separate add-on charges, these charges don't qualify for E-rate and must be deducted from funding requests
- Examples of ineligible components of Internet access (with or without separate fees)
 - Any kind of end user device
 - Web hosting

C1 Other Eligibility

- These charges qualify for E-rate
 - Installation costs (include request on bidding Form 470)
 - State, federal and local taxes
 - Universal service fund charge
- These charges don't qualify for E-rate and need to be deducted from funding requests
 - Late payment charges
 - Finance charges
 - Paper statement fees
 - Administrative charges not related to Internet or data transmission
 - Administrative cost of collecting USF surcharge
 - Property tax surcharge
 - Ineligible internet features

C1 Leased Dark Fiber & Purchased Fiber

- If you have a building that needs broadband service, you may also consider leasing dark fiber and then adding electronics to light the fiber
- If there are no economic options to lease service from a vendor, you may also consider requesting a vendor to build facilities that you would own
- For dark fiber or purchased fiber to qualify for E-rate funding, there are many intricate requirements that must be met
- Mentioning these options in case someone may need more information
 - Contact me for a separate phone call or Zoom session to discuss the detailed requirements

C2 Equipment/Service

- Data network equipment and service inside buildings needed for broadband & Internet connectivity
- 3 Subcategories
 - Internal Connections
 - Basic Maintenance of Internal Connections
 - Managed Internal Broadband Services
- Funding is capped based on 5-year budget formula

C2 Internal Connections

Component	Component
Access Points	Uninterruptible power supply/battery backup for eligible equipment
Antennas	Wireless controller
Connectors	Software/operating systems of eligible equipment
Cabling	Licenses (right to use) for eligible equipment
Caching	Virtualized (cloud based) functionalities
Basic firewall functionality	Bundled warranty included in price (not separate fee)
Switches	Installation, configuration of eligible equipment
Routers	Basic training on use of equipment
Racks	

C2 Basic Maintenance of Internal Connections (BMIC)

- Equipment being maintained must be eligible
- Cost must be based on estimated time and materials
- Insurance type contracts are not eligible
- ***Reimbursements limited to actual time and expense incurred on maintenance***
- Extended warranties are not eligible
- Software updates and basic technical support are eligible without having to document use of the service
 - If prepaid for multiple years, you can only claim the annual cost of the maintenance and must annually for yearly cost

C2 Managed Internal Broadband Services (MIBS)

- Services provided by third party for operation, management, and monitoring of eligible internal connections
- Services may include:
 - Management and operation of the LAN/WLAN
 - Installation, activation and initial configuration of eligible components
 - On-site training on use of equipment
- Equipment ownership options
 - 3rd party manager may own equipment that is leased to the school or library.
 - School or library may own the equipment and contract for management services.
- MIBS includes network monitoring but Basic Maintenance does not include monitoring

Calculation of C2 Budgets

- 5-year cycle for C2 budgets, and new cycle began FY 2021 – FY 2025
- All budgets will re-set for FY 2026 – no carry forward of funds
- Budgets are pre-discount amount
- E-rate discount is applied to quantify the amount of E-rate funding
- See Excel spreadsheet for each school, district, library Category 2 **pre-discount** budget

Single School Budget:

\$167 x total enrollment OR \$25,000, whichever total budget is greater

School Districts:

\$167 x total district enrollment, OR

\$25,000 x total # of schools in the district, whichever total budget is greater

Independent Libraries:

\$4.50 x total square footage OR \$25,000, whichever total budget is greater

Library Systems:

\$4.50 x total square feet of all library branches OR \$25,000 * # branches, whichever total budget is greater

Hybrid budget option for districts/library systems with less than 10 schools or library branches

E-rate C2 Budget Example

5 Yr. Budget Cap *	E-rate Discount %	E-rate will pay	Applicant's Share %	District must pay
\$747,108.00	60%	\$448,264.80	40%	\$298,843.20

- The C2 budget cap is the **pre-discount price**. The E-rate discount percentage then is applied to the budget cap to quantify the amount of available E-rate funding. In this example the Applicant's share is 40% that they would owe

When is the Funding Period?

- Funding/service period begins July 1, 2022 for internet, data transmission service, basic maintenance and managed internal broadband services
 - Installation of new service may begin January 1, 2022 or later, but turn-up of service prior to July 1, 2022 requires school or library to pay in full until July 1, 2022
- Category 2 equipment may be ordered and received on April 1, 2022 or later, but the school or library likely will have to pay in full and will not be able to use “discounted billing”
 - Funding Commitment Decision Letters (FCDLs) do not begin until end of April and may not be received for months after that date
 - Service providers typically will not provide discounted billing unless funding has been approved and the Form 486 has been filed and approved
 - If applicant pays in full, once funding is approved, applicant can then file Form 486 and Form 472 reimbursement form to obtain E-rate discount funding
 - Applicants have until September 30, 2023 to purchase and install equipment
- Applicants must determine service & equipment needs 6 – 12 months ahead of funding year in order to conduct bidding and apply for funding per E-rate cycle and deadlines

Which Buildings Qualify for Funding?

- **Public, private, tribal schools**
 - Not for profit
 - Must have school designation from State
 - Less than \$50 million endowment
- **Libraries eligible for funding under LSTA**
 - Must have independent budget
 - Must be payee for eligible services
 - Dual use libraries
 - School and public library occupy same space inside a K12 school
 - Library must meet above requirements to be able to apply for E-rate

Limited Eligibility of Pre-K Programs

- Schools with **Pre-k students are eligible** if Pre-K program is part of school program
 - This includes Head Start
 - Students must be ages 3+
- Day care centers not designated as schools are **ineligible**
- **Independent Head Start programs are ineligible**
- Head Start programs operated by nonpublic schools are **ineligible**

Home Based Locations

- General Rule - Not eligible for E-rate
 - Does not matter if this is the primary location of where student receives education
- Only exceptions are for residential areas of certain schools
 - Tribal schools
 - Juvenile Justice facilities
 - Schools for children with disabilities
 - Boarding schools with 35% or more NSLP percentage

Administrative Buildings - NIFs

- A building that is part of the district or library but is primarily administrative
 - If the building is not designated as a school by State, then it's an administrative building
 - Even if there is some classroom instruction in the building
- E-rate name is “Non-Instructional Facility (“NIF”)
- Building must be listed on the funding application and must have its own Entity Number
- Qualify for C1 funding **but not for C2 funding**
- Central network equipment supporting S/L buildings may be in a NIF

Other Kinds of Buildings

- **Annex**
 - An **annex to a school** is considered part of that school (not a separate school) but separated from that school by a public right-of-way
 - An **annex to a library** is considered part of that library (not a separate library) but separated from that library by a public right-of-way
 - Annexes do not require their own entity numbers
- **Swing space** temporarily houses students from a school which is considered the "main entity" or original location of the student population. The students may need to be temporarily relocated due to closure, construction, or a revamping of their technological infrastructure at the school
 - Obtain an entity number for a swing space

How much Funding is Available?

- Discount is based on NSLP % and whether your location is considered rural or urban per program definition
- All discounts for both Category 1 and Category 2 will be calculated on a district-wide average basis
- $\text{Total district NSLP eligible students} / \text{total district enrollment} = \text{NSLP \%}$
- Each building will receive the same district-wide discount
- Libraries receive E-rate discount for the district in which the library is located
- 2010 U.S. Census classifications of rural/urban are used for each building
- Rural/urban status of majority of buildings (physical addresses) will be used for entire district
- All districts are rural except for Sioux Falls, Rapid City and Aberdeen
- E-rate discount % is applied to eligible pre-discount prices to compute amount of funding

E-rate Discount Matrix

INCOME Measured by % of students eligible for the National School Lunch Program (NSLP)	CATEGORY ONE (C1)		CATEGORY TWO (C2)	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

Alternative Measures to NSLP

- 2 Options
 - **Report '0'** as number of free/reduced lunch qualifying students
 - Conduct **income survey** of students' families
 - NSLP form may be used in place of survey instrument
 - NSLP form or Survey must be sent to each student
 - Ask whether family is enrolled in –
 - Medicaid
 - Supplemental Nutrition Assistance Program (SNAP), formerly Food stamps
 - Supplementary Security Income (SSI)
 - Federal public housing assistance or Section 8
 - Low Income Home Energy Assistance Program (LIHEAP)
 - All these programs have same IEGs as NSLP

FCC Form 470

Competitive Bidding Online Form



Purpose of Form 470

- Online form to notify vendors of services and equipment for which you are seeking proposals
- All equipment/services for which you will seek funding on the Form 471 must be posted on a Form 470 (either for FY 2022 or a prior year – when there is a multi-year contract)
- Vendors are invited to submit bids/price quotes for 28 days from the date of certifying your Form 470
- Day 1 = date of Form 470 submission
- Day 29 = earliest date for bid evaluation & vendor selection
- Vendor proposals are sent directly to the applicant
- You are NOT obliged to purchase any service/equipment listed on Form 470

When Must Form 470 Be Used?

- Form 470 **must** be posted for
 - All month-to-month (MTM) and non-contract services
 - At beginning of any new contract
 - The same form 470 that was used to “establish” the contract can be cited during each year the contract is in effect (you don’t have to file a new Form 470 each year)
 - Extension of contract **IF** the specific length of the extension is not mentioned in the contract
 - If the contract specifies that there are a certain number of years for extension options, then a new Form 470 is not required
 - If the contract has boilerplate language for automatic renewals with no end date, this is not recognized as an E-rate eligible extension and a new Form 470 is required

Form 470 Reminders

- All service requests for both C1 and C2 may be on the same Form 470
- Any supplemental information to be shared with vendors that is not on the Form 470 is considered a **Request for Proposal**
 - The document must be prepared before starting the Form 470 and uploaded as part of the Form 470
 - RFPs are only mandatory for dark fiber, self-provisioning and C1 network equipment
 - If information is updated or added to after the Form 470 is first submitted, the updated info must be uploaded, and the 28-day bidding period must be restarted

Form 470 Reminders (continued)

- In the narrative text box, provide details about your service requests to help vendors prepare knowledgeable proposals
 - For example, name and address of buildings needing the service
- Whether you want MTM or contract service
 - If contract service is requested, do you want voluntary extension options?
 - What is the initial term of the contract you want?
 - Prices may be different depending on length of initial term
- List disqualification factors
 - Although it's mentioned as a suggestion, other E-rate program guidance says it's a **mandatory** requirement for any disqualification factors to be listed in Form 470

Preferred Manufacturers *or Equivalent*

- For any equipment or service, you may state your preferred manufacturer but must also explicitly state “*or equivalent*”
- The online filing system for C2 has a dropdown list of manufacturers to choose from
 - If your preferred manufacturer isn’t listed choose the **Other** option and be sure include “or equivalent”
- Information for narrative text box
 - You may require vendors to submit evidence of equivalent features
 - You may list your existing equipment and require new equipment to be compatible and interoperable
 - Both these requirements may be grounds for disqualification if a bid fails to meet either or both requirement

Form 470 Deadline Not Yet Known

- The last day to submit a Form 470 is 29 days prior to the Form 471 filing window deadline
- The dates for the Form 471 filing window have not yet been announced formally
 - Likely to be around January 14 – March 24
 - If 471 deadline is March 24th, 470 deadline will be February 24th
- Usually the 471 deadline is the 3rd or 4th week of March
- Form 470 deadline is likely to be 3rd or 4th week of February
- Don't wait – file Form 470 in November or December to provide sufficient time for next steps

File Form 470 in EPC

My Applicant Landing Page



Training

Universal Service
Administrative Co.

Welcome, [Lawrence School District!](#)

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

Start from the Landing Page
Choose Form 470

FCC Form 470 - Funding Year 2021

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](#)

Lawrence School District

100 Main Street

Lead, SD 57754

555-555-1231

school.district7.user1@mailinator.com

Billed Entity Number: 120

FCC Registration Number: 1231231230

Application Nickname

Please enter an application nickname

Create meaningful nickname to help you find your form in EPC

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Review Next Page

FCC Form 470 - Funding Year 2021

Lawrence School District - Lawrence SD FY 2021 470 - Form #210000092

Last Saved: 11/1/2020 1:29 PM EST

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

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

Application Type and Recipients of Service

Applicant Type: School District

Number of Eligible Entities: 3

Recipient(s) of Service Public School Public School District

Recipients of Service

Billed Entity Name	Billed Entity Number
Lawrence School District	120

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

This page is hard-coded and cannot be changed by you
If information is inaccurate contact Client Service Bureau at 888 203 8100

Contact Person Page

FCC Form 470 - Funding Year 2021

Lawrence School District - Lawrence SD FY 2021 470 - Form #210000092

Last Saved: 11/1/2020 1:30 PM EST

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

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

Consultant Information

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

Linked consultants will automatically appear here

Contact Information

Are you the main contact person?

School District 7 User 1

school.district7.user1@mailinator.com

YES ✓

NO

Contact person may be the 470 drafter or someone else who is already set up as a user in EPC for your organization

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Always choose **Save & Continue**

Save & Share means the form will be shared by all EPC users in your portal

Select C1, C2 or Both

FCC Form 470 - Funding Year 2021

Lawrence School District - Lawrence SD FY 2021 470 - Form #210000092

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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.

Visit [our website](#) for more information on how to file the FCC Form 470.

Category(s) of Service

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

CATEGORY 1

- Data Transmission and/or Internet Access

CATEGORY 2

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

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

RFP Information & Upload

FCC Form 470 - Funding Year 2021

Lawrence School District - Lawrence SD FY 2021 470 - Form #210000092

Last Saved: 11/1/2020 1:32 PM EST

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

If you are using RFPs for any of the requested services, start by uploading them all first.

RFPs for Service Requests

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

YES

NO

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

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. ?

UPLOAD

Drop file here

document. Uploading a document with a hyperlink to another website, not sufficient and can lead to funding denial.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

When you choose Yes you must then upload RFP documents

Building a Service Request

Lawrence School District - Lawrence SD FY 2021 470 - Form #21000092
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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'.

Start here! **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.

- This narrative box is for ALL Category 1 service requests
- Add any additional pertinent information here
- Do this LAST after all your service requests have been created
- Remember to list disqualification factors here

C1 Options Revamped

- Look and feel of menu choices is entirely different from prior years
- Revised to try to remove competitive bidding “gotchas” that lead to funding denials

Add New Service Request

I seek bids for internet access and/or data transmission service.

I seek bids for Category One network equipment or maintenance and operations.



- I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).
- I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
- I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
- I seek to build my own network.

Both Internet AND data circuit
(use this especially for Internet and cable modem, DSL requests)

Commodity Internet only *(no circuit - rare)*

Data circuits only (WANs) or dark/lit fiber requests – No Internet *(common for districts and multi-site networks)*

Self-provisioned network *(build/own your own network - rare)*

C1 Menu – Drilling Down

- 1st & 3rd buttons have additional menu options

I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).

I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

I seek bids to purchase data transmission service only (i.e., that does not include internet access service).

I seek to build my own network.

I seek bids for internet access and/or data transmission service.

I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).

I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services.

I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internal connections.

I seek bids for internet access and/or data transmission service.

I seek bids for Category One network equipment or maintenance and operations.

I seek bids to purchase data transmission service only (i.e., that does not include internet access service).

I seek data transmission service without internet access service.

I seek to lease capacity, e.g., a specific number of dark fiber strands or capacity over a leased lit network, that will be used for data transmission service.

Leased Lit fiber & other technologies included here

Leased dark AND lit fiber included here

Building a Service Request

Add New Service Request

Function *

Internet Access and Transport Bundled (Non-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).

Quantity *

Write in

Unit

Circuits

Minimum Capacity

Please select a value

Maximum Capacity

100 Gbps 400 Mbps

75 Gbps 300 Mbps

50 Gbps 200 Mbps

25 Gbps 100 Mbps

10 Gbps 50 Mbps

5 Gbps 25 Mbps

2 Gbps 10 Mbps

1 Gbps 5 Mbps

750 Mbps 1.5 Mbps

500 Mbps 56 kbps

Number of entities served? *

Write in

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

Yes **Choose YES**

No

- For Internet and circuits, you must select a minimum and maximum capacity from dropdown menu options
- If your requested capacity is not listed select the closest one and explain your request in the narrative text box

Installment Payment Plan

- These questions ask whether you want to be able to spread out the non-discounted share (amount not paid by E-rate) of any one-time charges for building out service (“special construction” charges)
- Suggested answers are **Yes, 4 years and monthly payments**
- This means that you would have 48 months to pay this amount to the service provider
- Service providers are not required to comply with this request but may do choose to do so

Installment Payment Plan

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

Yes
 No

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

Please select a value

Please select a value

1
2
3
4

Do you prefer annual or monthly payments? *

Annual
 Monthly

Finish C1 with Narrative Text

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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'.

Start here!

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.

- This narrative box is for ALL Category 1 service requests.
- Add any additional pertinent information here
- Do this LAST after all your C1 service requests have been created
- Remember to list disqualification factors here
- Name and address of service locations
- Whether you want MTM or contract service?
- How many years of contract service and do you want extensions?

470 Category 2 Changes

- Welcome changes to C2 Form 470!
 - Basic maintenance an “add on” option to equipment request
 - Licenses/software included with equipment request

Add New Service Request

- I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.
- I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.
- I seek bids for the operation, management, and monitoring of eligible broadband internal connections.

Super helpful to avoid inadvertent denials relating to BMIC – always check the box just in case the vendor’s licenses are classified as BMIC.

Service Type Internal Connections	Manufacturer No Preference
Function * Routers and Necessary Software and Licenses	Are you also seeking Installation, Activation and Initial Configuration for this service? * <input type="radio"/> Yes <input type="radio"/> No
Quantity * <input type="text"/>	
Unit Each	
<input type="checkbox"/> Please select this option if you would like to create an accompanying Category Two BMIC request for this IC request.	

Internal Connections

👉 I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.

Service Type

Internal Connections

Function *

Please select a value

Please select a value

Antennas, Connectors, and Related Components

Cabling

Caching and Necessary Software and Licenses

Firewall Service, Components, and Necessary Software and Licenses

Racks

Routers and Necessary Software and Licenses

Switches and Necessary Software and Licenses

Uninterruptable Power Supply/Battery Backup and Necessary Software and Licenses

Wireless Access Points and Necessary Software and Licenses

Wireless Controllers and Necessary Software and Licenses

Quantity *

A value is required

Unit

Each

- Please select this option if you would like to create an accompanying Category Two BMIC request for this IC request.

Manufacturer

No Preference

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

Yes

No

A value is required

Select vendor name from drop down menu. Use "other" if not listed and be sure to provide name "or equivalent" in the narrative box

Check this box just in case vendor classifies licenses as maintenance

Internal Connections - Cabling

Service Type Internal Connections	Manufacturer No Preference ▼
Function * Cabling ▼	Number of entities served? <input type="text"/>
Quantity <input type="text"/>	Are you also seeking Installation, Activation and Initial Configuration for this service? * <input type="radio"/> Yes <input type="radio"/> No
Unit Feet	A value is required
<input type="checkbox"/> Please select this option if you would like to create an accompanying Category Two BMIC request for this IC request.	Please select the RFP(s) that apply to this service request.

Cabling Service Requests ask you to list the **number of feet of cabling**. This may be your educated guess if you don't know.

Maintenance Service Request

Add New Service Request

➤ I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.

Service Type

Basic Maintenance of Internal Connections

Function *

Please select a value

A value is required

Please select a value

Antennas, Connectors, and Related Components

Cabling

Caching

Firewall Service and Components

Racks

Routers

Switches

Uninterruptable Power Supply/

Wireless Access Points

Wireless Controllers

- Maintenance has the same dropdown menu to choose the Function as Internal Connections
- Same rules apply about choosing the Manufacturer – remember “or equivalent”
- If you just want to buy Licenses and/or Software Support, then choose the Function that the Licenses/Software Support are for

Quantity

1

Unit

Each

Service Type

Basic Maintenance of Internal Connections

Function *

Uninterruptable Power S... ▼

Quantity *

A value is required

Manufacturer

No Preference ▼

Number of entities served?

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

Managed Internal Broadband Services

Add New Service Request

I seek bids for the operation, management, and monitoring of eligible broadband internal connections.

I seek bids for MIBS using equipment that I currently lease or will lease.

I seek bids for MIBS using equipment that I currently own or will own.

Service Type

Managed Internal Broadband Services

Function *

Existing Equipment ▼

Number of entities served? *

A value is required

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

- Choose **Leased Equipment** if you want to lease equipment from the MIBS vendor
- Choose **Existing Equipment** if you plan to purchase and own your equipment that you want the MIBS provider to manage
- All other details must be added to the Narrative Text or in an RFP document

Finish C2 with Narrative Text

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 or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

- This narrative box is for ALL Category 2 service requests
- Do this LAST after all your C2 service requests have been created
- List equipment for licenses and software support or for maintenance
- Specify particular part numbers for your preferred manufacturer
- List existing equipment that new equipment must be compatible and interoperable with
- Require vendors to submit documentation to prove equivalence, compatibility and interoperability for alternative manufacturer's equipment
- Remember to list disqualification factors

Optional Technical Contact

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 ✓

First Name *

Last Name *

Title

Phone Number *

Phone Number Extension

Email *

Re-enter Email *

- Technical Contact may be someone other than the form 470 contact person
- May want to leave blank and have contact person coordinate questions and answers

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

SEARCH EPC SYSTEM ✓

ENTER DETAILS MANUALLY

List Bidding Requirements Here

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.

Write in here the required information for the proposals:

- who should vendors contact and how (email/phone etc) with questions?
- Make the proposal deadline be 9 am on the 29th day after posting the Form 470.
- Reserve right to reject late bids.
- If you must have discounted bills to afford the purchase, specific discounted billing is mandatory.
- Require vendor to provide SPIN and references

Then click on **Review FCC Form 470** to obtain draft copy of form.

SAVE & SHARE

REVIEW FCC FORM 470

Review Draft Form 470

Lawrence School District - Lawrence SD FY 2021 470 - Form #210000092

Last Saved: 11/1/2020 2:56 PM EST

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

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

Download Document Link

[USAC_FCC_FORM_470_APPLICATION_210000092_DRAFT](#)

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

BACK

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

 USAC_FCC_FORM_....pdf

Save PDF draft to hard drive and open and review

Show all

Review Draft Form 470

DRAFT



FCC Form 470 – Funding Year 2021

Form 470 Application Number: 21000092
Lawrence SD FY 2021 470

Billed Entity

Lawrence School District
100 Main Street
Lead, SD 57754
555-555-1231
school.district7.user1@mailinator.com

Contact Information

School District 7 User 1
school.district7.user1@mailinator.com
555-555-5556

Billed Entity Number: 120

FCC Registration Number: 1231231230

Application Type

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

Number of Eligible Entities: 3

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email

Consultants

Name	Phone Number	Email

RFPs

Id	Name

Category One Service Requests

Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		5 Mbps	1 Gbps	3	1	Circuits	Yes	

Verify Accuracy

USAC_FCC_FORM_470_APPLICATION_210000092_DRAFT

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

BACK

Step 1 – check this box when you’ve verified form is accurate
{If changes are needed, use the **Back** button to edit form}

Step 2 – Send the Form for Certification to another EPC user or click on Certification if you are going to certify

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

Choose one

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

NO

YES

Step 3 – If you choose Continue to Certification, you will see this pop-up message and must choose **YES** to proceed to certification page

Certification Page

Certify FCC Form 470

Lawrence School District - Lawrence SD FY 2021 470 - Form #210000092

Must check all boxes

Last Saved: 11/1/2020 2:56 PM EST

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Please complete the certifications below.

Applicant Certifications

- 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

- 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.
- 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 or, 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.
- 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.
- 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.
- 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.
- 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

Certification Button

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

Retrieving Certified Form 470

The screenshot shows a web interface with a blue navigation bar containing 'News', 'Tasks (5)', 'Records', 'Reports', and 'Actions'. The 'News' tab is selected and highlighted with a red box. Below the navigation bar is a search bar for 'Search news' and a list of filters: 'All >', 'Updates', 'Participating', 'Kudos 🏆', and 'Starred ☆'. The main content area displays a post from 'USAC's Internal System' with a blue speech bubble icon. The post text reads: 'Lawrence School District's FCC Form 470 - 210000093 for Funding Year 2021 was successfully posted to the USAC website on 11/2/2020. This posting begins the required 28 day competitive bidding process. The allowable contract date is 11/30/2020.' Below this is a paragraph of instructions: 'It is important that you review this form now to make sure the products and services you require have been correctly posted and, if necessary, take any appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form but not others. For fields that allow a correction, you will be able to edit the information in the form field directly.' This is followed by another paragraph: 'To determine what corrections are allowable and why, see the "List of correctable ministerial and clerical errors" on our website.' Below that is a section titled 'NEXT STEPS' with a bulleted list: '- Make sure that you wait 28 days before you select your service provider(s) and sign any contracts.', '- Use the Form 470 Application Number shown above in any Form 471, Block 5 Funding Request that cites this Form 470. Share this number with ...More'. At the bottom of the post, there is a red-bordered box around a hyperlink: 'Lawrence SD 11.2.2020... #120 - Lawrence Schoo...'. Below the link are the date and time 'Monday, 12:28 PM', a star icon, a lock icon, and the text 'Comment More Info ▾'. A red arrow points from the top left to the 'News' tab, and another red arrow points from the bottom left to the highlighted hyperlink.

Under News Feed, an electronic notification will verify the filing of the Form 470. Click on the hyperlink with the form nickname.

Display of Filed Form 470

Page will display the 470 summary.
Click on Generated Documents for PDF of filed form.

Records / FCC Forms 470
Lawrence SD 11.2.2020 Training Example - #210000093

Summary **Generated Documents** News Related Actions

Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Recipient(s) of Service, Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.

Application Information

Nickname Lawrence SD 11.2.2020 Training Example	Created Date 11/2/2020 11:48 AM EST
Application Number 210000093	Created By School District 7 User 1
Funding Year 2021	Certified Date 11/2/2020 12:27 PM EST
Status Certified	Certified By School District 7 User 1
Allowable Contract Date 11/30/2020	Last Modified Date 11/2/2020 12:27 PM EST
	Last Modified By School District 7 User 1

Billed Entity Information

Name Lawrence School District	Billed Entity Number (BEN) 120
--------------------------------------	---------------------------------------

Application Type and Recipients of Service

Applicant Type School District	Number of Eligible Entities 3
Recipient(s) of Service <input checked="" type="checkbox"/> Public School <input checked="" type="checkbox"/> Public School District	

Contact Information

Name School District 7 User 1	Phone Number 555-555-5556
Email school.district7.user1@mailinator.com	

Services Requested

Category 1: Data Transmission and/or Internet Access

Type	Function	Function Other Description	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Associated RFP
Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		1	1	Circuits	100 Mbps	10 Gbps	Yes	
Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		1	1	Circuits	100 Mbps	10 Gbps	Yes	

470 PDF

Records / FCC Forms 470

Lawrence SD 11.2.2020 Training Example - #210000093

Summary **Generated Documents** News Related Actions

Generated FCC Forms 470

FCC Form 470 Version	Upload Date
Original Version	11/2/20 12:27 PM

Click on hyperlink to download PDF of your filed and certified Form 470.

Open and Fair Bidding Required

- Open means no secrets.
 - Share information with **all** prospective bidders.
 - This is reason for RFP upload requirement.
 - No bidder should have access to 'inside' information that provides the bidder with an unfair advantage over other bidders.
 - Pre-bidding discussions must be neutral & not taint bidding process.
- Fair means bidders are treated the same.
 - No bidder has advance knowledge of the project information.

?? about Open & Fair Bidding

- If you have any concerns that your bidding process to date does not adhere to the open & fair bidding standard --
 - Start over and post new Form 470 – provided your new Form 470 is posted in time to meet 28-day minimum bidding period.
 - Your existing Form 470 cannot be canceled officially or taken down off the web site.
 - However you can modify the nickname of the 470 and write the word “cancelled” as part of the new description.
 - Notify vendors that have contacted you that you are starting over & email the new Form 470 to them.

Importance of Open & Fair Bidding

- Careful review by SLD to ensure compliance.
 - Non-compliant bidding → funding denials
 - Non-compliance detected after funding approval
 - → Rescission of funding and repayment required.
- Disgruntled bidder may become a whistleblower.
 - All allegations of unfair bidding practices are investigated thoroughly.
 - Form 471 applications are subjected to heightened scrutiny.
 - Delay in processing Form 471 and receiving funding approval.
 - Payment of BEAR reimbursements or SPIs may be delayed.

Vendor Communications

- Applicants may reach out to E-rate vendors and notify them of the Form 470 during 28-day bidding period in a neutral manner.
- Detailed conversations with vendors about their products and services should not occur during bidding period.
- Vendors are permitted to contact applicants for more information about the pending Form 470.
- When contacted by a vendor, you must indicate your willingness to receive a proposal for services listed on Form 470.
- *You CANNOT say you are just going to stay with your current vendor – this is a competitive bidding violation and could lead to denial of your funding application!*

Vendor Questions

- **General rules**
 - Keep all emails received to and from vendors.
 - If you rely on phone calls, keep log of phone calls and information discussed.
 - Require vendors to follow instructions set forth on the Form 470 to ask questions.
- **Vendor asks for additional information that is not on 470 and is available**
 - If you issued an RFP and posted it to the 470 website, upload the additional information as a supplement.
 - Consider whether the additional information is substantial and re-start the 28-day bidding clock.
 - Contact any other vendors that have in touch, and provide same information
- **Information that is readily available**
 - Tell vendor where to look for the information or provide the answer.
- **Information that seems irrelevant**
 - Ask vendor why they want or need the information and then decide whether to answer.
 - If you decide not to provide information, explain your rationale.
- **Information that is not available**
 - Explain the information is not available and ask if there is other information that could be provided.

Vendor Meetings

- Prior to posting Form 470
 - OK, but no sharing of ‘inside information.’
 - Learning about products and services is fine.
 - Careful about obtaining equipment lists that find their way onto the Form 470.
 - Be mindful of appearances to other potential bidders.
- During Form 470 bidding period
 - Not required and IMO not a good idea.
 - Suggestion – decline request and explain intent is to ensure open and fair process, and if the bidder submits a proposal and you have questions, you will then contact the bidder to discuss your questions.

Handling Auto-Bids

- Some vendors will generate a standard bid response – an ‘auto-bid’ without regard for specific requirements or information on the Form 470.
- You must consider these bids and not automatically reject them.
 - You may wait until the bidding period ends and evaluate. OR
 - You may review upon receipt for compliance with minimum bid requirements.
 - If bid is non-compliant, you may email the vendor and advise them.
 - Encourage vendor to review Form 470 instructions and resubmit a compliant bid by Form 470 deadline.
 - Keep record of areas where bid does not comply with Form 470 minimum bid requirements.

Questions & Upcoming Trainings

- Unmute your microphone
- Put question in chat
- Email me at dmkriete@comcast.net or call 888 232 0241

South Dakota E-rate Training - Bid Evaluation and Contract Documentation

When: Nov 1, 2021 10:00 AM Central Time (US and Canada)

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZUIId--orzsqEtUkkDOt5ENaVXRuLtD6AtcV>

After registering, you will receive a confirmation email containing information about joining the meeting.

South Dakota E-rate Training - Applying for Funding - Form 471

When: Nov 10, 2021 10:00 AM Central Time (US and Canada)

Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZMscuqtrD8pHdGk_k-EeffidKEAhOstBF2D

After registering, you will receive a confirmation email containing information about joining the meeting.

South Dakota E-rate Training - Updates & Questions

When: Dec 8, 2021 11:00 AM Central Time (US and Canada)

Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZwufuygqT8pHNSQWvT-eiE03SAiGYWqli_4

After registering, you will receive a confirmation email containing information about joining the meeting.