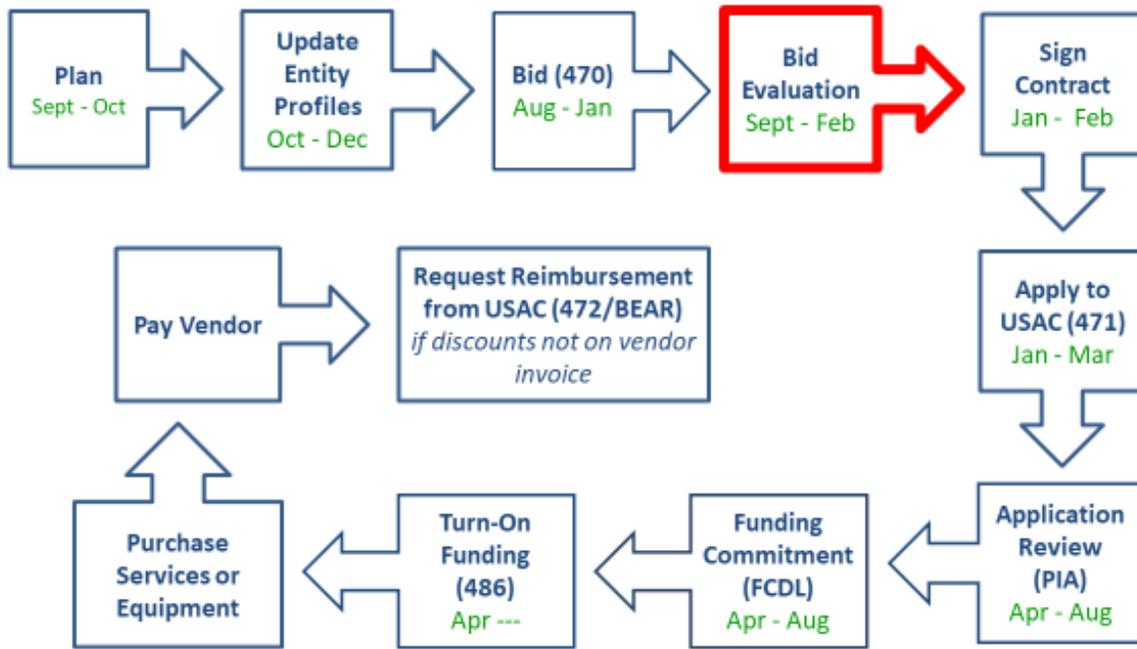


You are **here** in the E-rate process:



After you close your competitive bidding process, you will evaluate the bids received and choose the bid that is the most cost-effective. You may consider as many factors in your evaluation as you want, but the price of the eligible products and services must be the primary factor and must be weighted more heavily than any other single factor.

Remember, your Form 470 and your request for proposal (RFP), if you issued one, must both have been publicly available for the same 28-day period before you can close your competitive bidding process.

If you received only one bid, the bid must still comply with the cost-effective requirement. If you receive only one bid and determine that it is cost-effective, you should memorialize that fact with a memo or email for your records.

If you did not receive any bids, you can solicit bids. If you currently receive service from a service provider, you can ask your current provider to submit information in response to your Form 470.

Constructing a Bid Evaluation

To evaluate the bids you receive, you must construct and retain a bid evaluation to show the process you used to select your service provider. You decide what factors you want to consider in your evaluation and how important each factor is to you. You can use as few or as many evaluation factors as you like, and you can assign percentages or points to the factors you use to reflect their relative importance.

However, you must include the price of the eligible products and services as a factor and that factor must be weighted more heavily than any other single factor in your bid evaluation.

When reviewing and evaluating bids received for eligible services, the applicant must select the most cost-effective bid. This means that the price of eligible products and services must be the primary factor but does not have to be the sole factor. Primary factor means that it must be weighted higher than any other bid evaluation factor.

Other relevant evaluation factors may include, but are not limited to:

- Prior experience including past performance;
- Personnel qualifications including technical excellence;
- Management capability including schedule compliance; and
- Environmental objectives.

NOTE: The price factor cannot include ineligible costs. Ineligible services can be included in the evaluation as long as they are in a separate price factor that is weighted less heavily (see Example 2 below).

Example 1:

The following example meets program guidelines, as the price of the eligible products and services is weighted higher than any other single factor and does not include any ineligible cost factors:

| Factor | Weight |
|---|-------------|
| Price of the eligible products and services | 30% |
| Prior experience | 25% |
| Personnel qualifications | 20% |
| Management capability | 15% |
| Environmental objectives | 10% |
| Total | 100% |

Example 2:

This second example includes an evaluation factor that addresses ineligible costs that an applicant might incur as a result of selecting a particular bid. Note that the price of the eligible products and services is still the primary factor, and the ineligible costs are included in a factor that is weighted less heavily.

| Factor | Weight |
|---|---------------|
| Price of the eligible products and services | 30% |
| Prior experience | 25% |
| Ineligible cost factors | 20% |
| Management capability | 15% |
| Local vendor | 10% |
| Total | 100% |

You should use the factors you choose for your evaluation to construct a bid evaluation matrix. Your matrix will assist you in your evaluation and also provide documentation of your process.

No Bids Received?

If you do not receive any bids in response to a Form 470, USAC suggests that you keep a written record of this fact. Various review processes, including audits, may occur after your competitive bidding process has ended, and this email or memo may be the only documentation of what happened.

If you do not receive any bids after your 28-day waiting period, you can contact service providers to solicit bids and can then review and evaluate any bids received as a result. However, remember that if you post a new Form 470, issue a new Request for Proposal (RFP), or amend your existing RFP, you start a new 28-day waiting period.

Keep in mind that your state and local procurement rules may also require you to take certain actions when this situation occurs. As always, you must be in compliance with all of your state and local rules and regulations as well as Federal Communications Commission (FCC) rules.

One Bid Received?

If you receive only one bid, we suggest that you keep a written record of this fact. This will help to document that you did not just keep only the winning bid.

Bid Disqualification Factors

You can set out specific requirements and disqualify bids that do not meet those requirements as long as you clearly identify the disqualification reasons on your Form 470 and/or your RFP.

Disqualification reasons should be determined prior to any substantive bid evaluation.

Disqualification reasons cannot be scored on a range, but rather are binary – i.e., the service provider either meets the standard or does not meet the standard. In other words, they must be able to be answered in Yes/No format.

The following items are examples of common bid disqualification reasons (but by no means an exhaustive list):

- Service provider must register with the state procurement office.

- Service provider must have a Service Provider Identification Number (SPIN) also known as the service provider's 498 ID.
- Service provider must have a CORES ID (FCC Registration Number).
- Service provider must be bonded.

If you feature these four requirements as bid disqualification reasons on the Form 470 and/or RFP, bids from service providers that do not meet all four requirements can be disqualified and not evaluated further. The remaining bids must then be evaluated with the price of the eligible products and services as the factor that is weighted most heavily in the bid evaluation.

Mandatory Walkthroughs and Bidders Conference as Disqualification Reasons

You can require that bidders participate in a walkthrough of your facility or attend a bidders' conference in order to submit a bid. As long as you have clearly stated in your Form 470 and/or RFP that not attending these events is a reason for disqualification, you can disqualify bids from service providers that were not present at these events.

However, you must be sure that all bidders had access to this information and have timely notice so that they have a reasonable opportunity to attend.

Note that if you use the walkthrough or bidders conference as the only opportunity to distribute the RFP, you must then wait at least 28 days from the date you last distributed the RFP and uploaded it to your FCC Form 470 before you can select your service provider.

Service Provider Evaluations - Multi-tiered Vendor Evaluations

If you use a multi-tiered or multi-round evaluation process, the price of the eligible products and services must be the primary evaluation factor (most heavily weighted) overall. Note: The Best and Final Offer (BAFO) process is considered a multi-tiered evaluation process.

The following is an example of such a process:

Let's say that in the first round the applicant uses the following evaluation criteria:

- ***Price of eligible services and products (50 points)***
- Prior experience with the applicant (25 points)
- Reference check (25 points)

Bidders that do not receive at least 70 points in the first round are eliminated and not considered any further.

In the second round, the applicant uses the following evaluation criteria:

- ***Price of the eligible products and services (40 points)***
- Technical solution (35 points)
- Price of any ineligible products and services needed in order to make the solution work (25 points)

Although the applicant did not consider bids that did not meet the 70-point threshold, the first round's subjective scoring – based on references and prior experience with the district – did not invalidate the bid evaluation process. In this example, overall the primary factor was the price of the eligible products and services (50 + 40 = 90 points).

FAQs for Conducting Bid Evaluations

PREPARING FOR YOUR BID EVALUATION

- **How do you determine your Allowable Contract Date and/or view a copy of your submitted Form 470?**

The Allowable Contract Date (ACD) is the 29th day after you hit submit on your Form 470, and is the first date that you are permitted to hit submit on your Form 471 (29 days include weekends and holidays). To find out your exact ACD, you must log into EPC (<https://portal.usac.org/suite>), scroll to the bottom of your Landing Page to find 'FCC Forms and Post-Commit Requests', select Form 470, Funding Year 2020 and click on the relevant Form 470 #. The search results will show Allowable Contract Date under Application Information. To see a copy of the actual Form 470, click on Generated Documents on the left toolbar. USAC also will e-mail you an automatic reminder when your ACD has arrived.

-- **Important Note:** If you uploaded any RFP addenda to your 470, and they included any new services, entities, or a significant change in services, you must extend your deadline so vendors have a full 28-days to submit bid responses with the new information. Unfortunately, the EPC Allowable Contract Date does not automatically update when an addendum is uploaded, simply because the system has no way of knowing if the information in the addendum has made significant changes to the RFP. This must be a manual calculation. But please don't forget to do this as many applicants have been denied for making RFP changes and not extending the due date. If you are unsure if your changes are significant, please ask me.

- **Are you required to respond to vendors that contact you for the first time after the 28-day waiting period?**

This depends. If you included a due date in your Form 470 or RFP, you are not required to accept bids or respond to vendors who contact you after the due date. But you may do so as long as you afford all vendors the same opportunity, and as long as it is permitted by your local bidding rules. If your 470 or RFP was silent on a bid due date, the new USAC guidance is that you must continue to accept vendor bids until you conduct your bid evaluation.

- **What should you do if you received no bids for a service listed on our 470?**

If you don't receive any bids after your 28-day waiting period, you can: a) contact one or more service providers to solicit a bid(s), or b) if it's an existing service, you can choose to remain with your incumbent provider and use a recent invoice as the bid response. You are not required to seek more than one bid, but if you only get one bid, you must make sure it's cost effective. The only exception to this is for Category 2 equipment which costs between \$11,300 - \$21,000 where the applicant has not released a formal RFP (and is not using PEPPM) in which case PA procurement law requires public school entities to seek 3 telephonic bids (does not apply to services).

CONDUCTING YOUR BID EVALUATION

- **Are you required to select the lowest-cost bid?**
No. There is no state law requirement that compels the selection of the lowest bid, and the E-rate rules allow for the selection of the most cost-effective bidder with the price of E-rate eligible services being the most heavily weighted factor. Other non-cost factors may be considered as long as no factor is weighted more heavily than the price of E-rate eligible services.
- **Can you consider ineligible costs in the bid evaluation?**
Yes. E-rate rules require the cost of *eligible* services to be the most heavily weighted factor, but you can include a separate bid evaluation factor that considers *ineligible* costs. The evaluation of the ineligible cost component just cannot be weighted more heavily than the eligible cost.
- **Do you have to create a bid evaluation matrix?**
In all E-rate audits, PQA Assessments and SPIN Change Requests, applicants are required to provide the bid evaluation worksheet showing how they selected their vendors (SPIN change procedures require applicants wishing to switch vendors to submit a copy of their bid evaluation worksheet to prove that they have selected the vendor with the next highest score in your Form 470 evaluation process). Also, the required Contracts Module in EPC requires you to list the # of bids received which is easy to determine if you have created a good bid evaluation matrix for each procurement.
- **How do you score the cost in a bid evaluation?**
The fairest way to score cost is to calculate a weight based on the difference between a proposal's cost and the lowest proposal's cost. For example, you would divide the second lowest cost by the lowest cost to assign a weight %. Then that weight % would be multiplied by the total available points assigned to cost. Attached is a bid evaluation template which shows how the calculations work. Be sure to fill-in your own evaluation criteria and scoring system. Formula: (proposal cost/lowest proposal cost) * points assigned to cost category.
- **Are you required to list disqualified vendors in the bid evaluation matrix?**
This is not a requirement, but it's a good idea to list the vendor name and the reason for disqualification (no need to list the proposal cost).

POST-BID EVALUATION

- **Are you required to keep the losing proposals?**
Yes! You must keep the winning AND losing proposals for a period of 10 years from the last date to receive service, which is basically 11 years.
- **Are you required to notify the losing vendors?**
It's not an E-rate requirement, but is a good idea so vendors know where they stand.
- **Are you required to release information related to your bid evaluation?**
This is not an E-rate requirement, but for public schools, it is considered public information and must be provided if someone submits a formal Right to Know request through the appropriate process.

| | | | | |
|--|------------------------|-------------------|-------------------|-------------------|
| Category of Service: <i>List Service Here</i> | | | | |
| | Possible Points | Vendor A | Vendor B | Vendor C |
| Total Cost of Eligible Goods/Services | | <i>enter cost</i> | <i>enter cost</i> | <i>enter cost</i> |
| % to Lowest bid (low bid cost/bid cost) | | <i>___%</i> | <i>___%</i> | <i>___%</i> |
| Weighted Cost* (possible points * % to low bid) | 0 | # points | # points | # points |
| <i>Insert Bid Evaluation Factor Here, if desired. Assign possible points</i> | 0 | # points | # points | # points |
| <i>Insert Bid Evaluation Factor Here, if desired. Assign possible points</i> | 0 | # points | # points | # points |
| | 100 | Total | Total | Total |

**Cost of eligible goods/services must be have more possible points than another other evaluation factor. Although not required, I recommend that it comprise at least 50% of the total points.*

Winning Vendor:

Bid Evaluation Conducted By (Name, Title): _____

Bid Evaluation Date: _____

Sample Bid Evaluation Matrix

| FACTOR | POINTS AVAILABLE | VENDOR 1 | VENDOR 2 | VENDOR 3 |
|---|------------------|-----------|-----------|-----------|
| Price of the eligible products and services | 50* | 20 | 50 | 40 |
| Prior experience with the vendor | 25 | 25 | 0 | 25 |
| Prices for ineligible services and products | 15 | 10 | 5 | 15 |
| Local or in-state vendor | 10 | 10 | 0 | 0 |
| TOTAL | 100 | 65 | 55 | 80 |

*This number must be higher than all other numbers in the same column.

List of Disqualified Bidders

- **Vendor 4**

Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 4 did not attend this conference and did not provide a reason for their absence.

Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available." In this sample, the vendors could score up to 50 points for the price of eligible services factor (more than any other single factor).

The applicant rated the vendors on how well they met each factor. Then, they totaled the vendors' point values for all factors.

Vendor 3, with a total of **80** points, is the winning bidder in this sample because they have the highest total number of points.

The applicant disqualified Vendor 4 and noted the reason for disqualification on the bid evaluation matrix (see the "List of Disqualified Bidders" below the matrix).

For more information on constructing a bid evaluation, visit the USAC website at:

<https://www.usac.org/e-rate/applicant-process/selecting-service-providers/how-to-construct-an-evaluation/>

Tariffed Services and Non-Contract Services

What are tariffed services?

Tariffed services are those data transmission services that have terms and conditions, including pricing, set forth in documents called tariffs that are on file with a state Public Utility Commission (PUC) and/or the Federal Communications Commission (FCC). Tariff service refers only to data transmission telecommunications services, and not Internet access service. Internet access service providers are not regulated by state PUCs and do not file tariffs.

What are non-contract services?

Some telecommunications companies that provide Category 1 data transmission services are not regulated by state public utility commissions and/or do not file tariffs. These companies may offer services on a month-to-month basis and may not require customers to sign a contract. Also, Internet access service providers may offer month-to-month non-contract services. Additionally, some state legislatures may have eliminated the requirement for telecommunications common carriers to file tariffs with the state PUC and these companies may simply provide non-contract services as well.

Under the E-rate program, the SLD does not recognize multi-year tariff arrangements. Multi-year tariff arrangements must be treated as contracts.

Only Category 1 services may be provided as a tariff or month-to-month, non-contractual arrangement.

All Category 2 services and/or equipment purchases must be purchased pursuant to a signed contract. Please refer to the separate document concerning contracts for more information.

How should tariff and non-contract services be handled on my Form 470?

Applicants seeking discounts for services purchased without a contract arrangement – either via a tariff or a price quote from a vendor -- must request bids for these services each year via the Form 470. This 470 posting must be done after the SLD releases the upcoming funding year's version of the Form 470. Usually the Form 470 for the upcoming funding year becomes available sometime on or around July 1. Some applicants simply rely on July 1 as the earliest date for which they can post their Form 470 for the next year in the case of tariffed or month-to-month services. (For example: if you are seeking E-rate discounts for the program year beginning July 1, 2021, you would normally submit the 470 on or after July 1, 2020).

How should I handle tariffed and non-contract services on my Form 471?

After your Form 470 has been posted on the SLD Web Site for 28 days, you must evaluate all bids received and select the most cost-effective bidder. If your current service provider does not submit a bid, you may rely on a recent bill as a bid. If your current service provider offers the most cost effective service, you may continue using this vendor; otherwise, you are required to change vendors to receive service from the most cost effective bidder. Before selecting the most cost-effective vendor, you must consider all proposals received in response to your Form 470.

Memo No Competitive Bids

[APPLICANT LETTERHEAD]

TO: FILE

FROM: _____

DATE: _____

Form 470# _____

Services/Equipment Requested _____

In response to the above-referenced Form 470, the Applicant did not receive any bids or proposals for the above-referenced services/equipment.

Check if applicable.

The Applicant contacted [insert name of service provider] and obtained a proposal for the services and/or equipment. The Applicant determined that the proposal is a cost effective solution for meeting the Applicant's educational and technology plan goals in the marketplace and will procure services from this service provider.

The District decided to continue to receive services from its existing service provider at cost-effective prices.

Service Provider Information Numbers (SPINs)

The SPIN is a unique number assigned to each service provider by USAC and serves as USAC's tool to ensure that approved funding is directed to the correct service provider. Form 471 applicants MUST have the SPIN of each service provider listed in the Form 471 in order to successfully complete the Form 471.

How to Find Your Service Provider's SPIN

Go to "Tools" from the USAC E-rate website www.usac.org/e-rate/resources/tools and select "Entity and Service Provider Information"

Tools

These tools provide access to public E-Rate program data including commitments and disbursements.

- Open Data
- Funding Tools
- Entity and Service Provider Information**
- Category Two Budget Tools
- FCC Form 470 Tools
- FCC Form 471 Tools
- Post-Commitment Tools
- Invoicing Tools

Then select Service Provider Download Tool

Entity and Service Provider Information

[New Entity Search Tool \(integrated with Open Data\)](#)
This tool allows users to view, filter, and download E-Rate Productivity Center (EPC) entity data. The tool interfaces with the [Supplemental Entity Information](#) open dataset.
[Entity Search Tool Video Walkthrough](#)

[Service Provider Download Tool](#)
This tool provides EPC service provider data in an HTML table that can be saved as an Excel file.
[Service Provider Download Tool User Guide](#)

Enter the information you have about the service provider in the search field and then select enter to obtain the results.

SERVICE PROVIDER DOWNLOAD TOOL

This tool provides service provider data for USAC's Schools and Libraries Program. Enter your search criteria then select "Search". If you wish to view and download all service provider data do not enter any search criteria. Click on the hyperlink for the SPIN to view all details associated with a service provider. You can download all data in a CSV (commas separated value) file by clicking the "Export" button.

You can find a detailed data map and definitions for all fields in the [Service Provider Download Tool User Guide](#).

Search Criteria

Service Provider Name e.g. full or partial name

SPIN

Status

City

State

Zip Code e.g. 12345

Data is updated nightly and includes the latest updates to EPC service provider profile data.

Show entries Search:

| SPIN | Service Provider Name | Doing Business As | Status | Contact Name | Email | Phone | Spac Filed (FCC Form 473) |
|---------------------------|-----------------------------|-------------------|--------|---------------|-------------------------|--------------|---|
| 143001179 | Midcontinent Communications | same as above | Active | Kristi Putnam | kristi.putnam@midco.com | 605-357-5482 | 1998,1999,2000,2001,2002,2003,2004,2005,2006,2007,2008,2009,2010,2011,2012,2013,2014,2015,2016,2017,2018,2019,2020,2021,2022,2023 |

Showing 1 to 1 of 1 entries Previous Next

Click on the hyperlink for the SPIN to view all details associated with a service provider and the information can be exported into an Excel file.

Service Provider Information

Service Provider Name: Midcontinent Communications
SPIN: 143001179
DUNS Number: 017734562
FCC Form 499 Filer: Y
SPAC Filed (FCC Form 473): 1998,1999,2000,2001,2002,2003,2004,2005,2006,2007,2008,2009,2010,2011,2012,2013,2014,2015,2016,2017,2018,2019,2020,2021,2022,2023
Physical Address: 3901 N. Louise Avenue Sioux Falls SD 57117
Mailing Address: 3901 N. Louise Avenue Sioux Falls SD 57117
Website URL:

School and Libraries Program General Contact
Name: Kristi Putnam
Email: kristi.putnam@midco.com
Phone: 605-357-5482

EPC Account Administrator
Name: Kristi Putnam
Email: kristi.putnam@midco.com

What is a Form 473 SPAC?

The Form 473 SPAC is the Annual Service Provider Certification Form that must be submitted by every SPIN for every funding year. If no SPAC (Form 473) is filed for a certain funding year, the BEAR payments will not be authorized. If this happens, contact the SPIN and request they file the SPAC to cure this oversight.

USAC Contract Guidance

In general, a contract is a binding agreement, enforceable by law, between two or more parties that creates an obligation to do, or not do, something. Contract definitions and requirements are contained in each state's or territory's contract law.

Except for services to be delivered under non-contracted, tariffed or month-to-month arrangements, applicants must sign a contract or other legally binding agreement with the service provider before submitting a completed Form 471 (Description of Services Ordered and Certification Form).

Applicants must be able to demonstrate that they had a signed and dated contract or other legally binding agreement in place at the time they submitted a completed Form 471.

Applicants also must comply with state and/or local contract law. **Obtaining the service provider signature and date is not a program requirement**, but state and/or local contract law may include this or other compliance requirements.

A verbal agreement is not considered a legally binding agreement under Schools and Libraries (E-Rate) program rules.

Contract Signatures and Examples

Examples of acceptable standards for applicant signature and date in a contract are:

- Applicant's handwritten signature and date of signing
- Date contract awarded in the body of the contract
- Date contract awarded in the opening statements of the contract

When state and/or local contract law does not require the applicant to sign and date the contract, the applicant will be given the opportunity to complete a certification statement that affirms that the applicant is compliant with its state and/or local contract law.

Verbal agreements and quotes do not meet FCC requirements. Purchase orders may constitute enforceable contracts under state and/or local contract law. We recommend that if applicants intend to use a purchase order as their contract, they check their state and/or local contract laws to ensure that purchase orders meet state and/or local contract requirements and is considered to be a legally binding agreement.

Types of Contracts

Multi-year Contracts or Contracts with Voluntary Extensions

A multi-year contract is a contract that covers more than one year. For example, a three-year contract is a multi-year contract that would expire at the end of the third year.

A contract including voluntary extensions is a contract that expires at the end of its original term, but that may be voluntarily extended for one or more years pursuant to the provisions in the contract. The decision to extend a contract with voluntary extensions must occur before the FCC Form 471 is filed for the funding year when the contract would otherwise expire.

Non-Recurring Service Voluntary Extensions

FCC rules grant a limited extension of the competitive bidding rules for contracts for non-recurring services. Contracts for non-recurring services may be voluntarily extended to coincide with the appropriate deadline for the implementation of delivery and installation for non-recurring services, as long as the terms and conditions of the contract and applicable state or local contract rules allow for the extension. Parties may not, however, extend other contractual provisions beyond the dates established by the Commission's rules without complying with the competitive bidding process.

If an applicant is granted an extension of time for delivery and installation of non-recurring services, the applicant may extend the relevant contract without rebidding. Applicants must file an FCC Form 500 to notify USAC of the revised contract expiration date.

Multi-Year Contracts for Newly-Eligible Services

If the original Form 470 or RFP did not include the newly-eligible services, the applicant will be required to post a new Form 470 for those services.

* * *

EPC Contract Module

After a contract is signed, a "contract record" must be created in the EPC Contract Module. The contract itself is not required to be uploaded, but all of the details related to that contract must be provided in the record. These details include:

- Form 470 number used to procure the service
- Contract signing date
- Contract expiration date
- Whether voluntary extensions are included, and if so, how many

When the Form 471 is created, the system will ask whether the service is a MTM service or a contract service. If it's a contracted service, the system will ask which contract in the Contract Module corresponds to that particular Funding Request. The most beneficial aspect to the Contract Module is that applicants do not have to enter and re-enter contract data for each FRN and for each funding year.

Contract Tips

Note: The following is informal unofficial guidance based on experience. It is not intended to provide legal advice. Applicants should consult with your solicitor to ensure that your contracts meet your local requirements.

Contract Guidance for E-rate Eligible Services/Equipment

Often, the path of least resistance is to sign the vendor's standard contract without seeking modifications. But mid-year or later in the contract, applicants realize that had they included a few key provisions in their contract, they could have avoided costly pitfalls. The following guidance provides items that you may wish to consider including in your vendor contract, broken down into General, Category 1, and Category 2.

GENERAL CONTRACT CONSIDERATIONS

➤ **Specify Discounts or Reimbursements**

Applicants are permitted the final choice whether to receive discounts on bills or whether to pay their bills in full and submit the Form 472 BEAR to the SLD for reimbursement. Wherever possible, this choice should be indicated in your Form 470/RFP and memorialized in your contract to avoid any confusion.

➤ **Do Not Sign Contract Prior to 28 Days After Form 470 Posting**

Be sure not to sign a contract or select a service provider before the end of the 28-day 470 waiting period. The contract must be signed and the 471 application must be submitted on or after the Allowable Contract Date which is basically the 29th day after the corresponding 470 is posted on the SLD's Web site. The EPC system will automatically send you an e-mail on the 29th day after the 470 was posted (your personal bid due date may be after this date).

➤ **Payment Schedule**

If you have terms and conditions under which you will make scheduled payments, such arrangements should be included in your contract (for example, if your vendor wishes to be paid on a quarterly basis or if your vendor would like to receive upfront payments for work such as installation of a new network). USAC will reimburse for advanced payments if the terms are included in the contract.

➤ **Legally Binding Agreements – Minimum Requirements**

- All contracts must be signed/dated by the applicant before submitting the Form 471.
- Under E-rate rules, only the applicant must sign the contract prior to submitting the Form 471.
- A verbal contract is not considered a legally binding agreement (contract) under E-rate rules.
- Month-to-Month (MTM) services, where no contract exists, are eligible, but must be rebid each year.

CATEGORY 1 CONTRACTS

➤ **Contract Term Dates**

Be certain to include both the service start date and the contract expiration date in all contracts. For recurring services, every attempt should be made to have contracts begin July 1 and expire June 30 of whatever year (not expire in the middle of a funding year). Even with multi-year contracts, be certain they end on June 30.

➤ **Contract Extensions**

Applicants are permitted (and I strongly encourage) to include optional contract extensions in their contracts. The extensions must be finite, meaning they are for a set number of years. Open-ended automatic renewals do not meet E-rate requirements for voluntary extensions. Unless the options for extension are set forth in the original contract, no extension may be entered into after the expiration of the contract term. If an applicant wishes to utilize an optional renewal, they do not have to post a Form 470 for that service, assuming the terms remain the same.

For example, an Internet contract that has a 24-month initial term with a one-year extension option is OK while a 24-month contract that automatically renews unless one of the parties cancels the contract is not OK and a new Form 470 would have to be posted for services that go beyond the 24-month initial term.

➤ **Prices During Contract Extension**

If possible, avoid language in contract extensions that include price increases or language such as “current market rates” or adjusted for “CPI.”

➤ **Remember to Cancel Expiring Contracts When Changing Vendors**

Many vendor contracts include language that requires the applicant to notify the vendor X number of days prior to the contract automatically renewing or prior to termination of service. If you have signed a contract with a new vendor, be certain to provide your previous vendor with the required notice so you don't continue receiving invoices after the other vendor's service has started.

➤ **Service Locations/Addresses**

Be certain that the contract includes the exact service address, and the exact service description going to that address.

➤ **Future-Proof Contract Services**

Specify in your contract the option to increase bandwidth during the contract period, AND include the exact prices for the expanded service options (these expanded options should have also been included on your establishing Form 470). By doing this, should you wish to increase your bandwidth mid-contract, you may amend the agreement without having to rebid the contract. If the contract does not contain the expanded bandwidth options and prices, applicants can't adjust their bandwidth levels mid-contract and a new Form 470 would be required. For example, if the initial contract provides for service at 1 Gbps, and also specifies that the customer has the option to amend the agreement to increase service to 10 Gbps at X price, the customer may opt to amend the original contract and purchase the increased bandwidth. If, however, the contract was open ended and stated that the customer may choose to purchase additional service and the price will be negotiated, this language would not be E-rate compliant and the additional bandwidth would need to be rebid on a new Form 470.

Note: If you increase bandwidth and the associated prices during the middle of the E-rate funding year, you cannot receive discounts on the increased costs until the next E-rate application cycle. For example, if you opt to increase bandwidth and incur additional costs on February 1, 2024, you would not be eligible to received E-rate discounts on the new bandwidth and price until July 1, 2024 (assuming it was included on your FY 2024 Form 471).

➤ **Taxes/Fees**

Most contracts don't specify what exact taxes and fees will be included on the invoices. Those charges can be steep but luckily, they're usually E-rate eligible if they're included on the Form 471 as a separate FRN Line Item (in addition to the MRC on the same FRN). For new contracts, it's important to have the vendor spell out – in writing (e-mail is fine) – exactly what taxes, fees and at what rates, will be included on the monthly invoices. PIA will ask for proof of these taxes/fees, so you must get it in writing before submitting the 471. For existing contracts, the current invoices will specify the costs of the taxes/fees so you know how much to include on the FRN line item.

➤ **School Closures**

Unfortunately, when a school closes, many vendors will not allow the district to discontinue paying for service to that school and will continue to bill the monthly charges, or will charge a lump-sum early termination fee for that building (equal to the remaining months on the contract). To avoid this predicament, it's a good idea to include language in the contract that states that there will be no early termination charges assessed if any school building is closed by the school board.

CATEGORY 2 CONTRACTS

➤ **Contract Term Dates**

Category 2 contracts for equipment and installation often do not have "terms" but I recommend including them before signing. The term should be April 1 through September 30 of the following year (a full 18 months) to align with the expanded funding year that's provided for applicants to purchase equipment three months before and three months after the actual E-rate funding year. For example, for FY 2024, the term would be listed as 4/1/2024 – 9/30/2025.

Category 2 contracts for maintenance are considered recurring services, and the term of those contracts must fall within the exact funding year: July 1 – June 30.

➤ **Single-Priced Structured Cabling Contracts**

When bidding and contracting for projects involving structured cabling contracts, try to have vendors bid a single price by school building instead listing a breakdown of costs for every single jhook, connector, splice tray, etc. This way, the contract can be a single priced contract by building, and will enable you to file a single cabling FRN Line Item for each building. Of course, if the project involves the purchase of other E-rate eligible equipment, such as wireless access points or switches, those costs will have to be broken out into separate wireless or switching FRN Line Items.

➤ **E-rate Contingency Clauses**

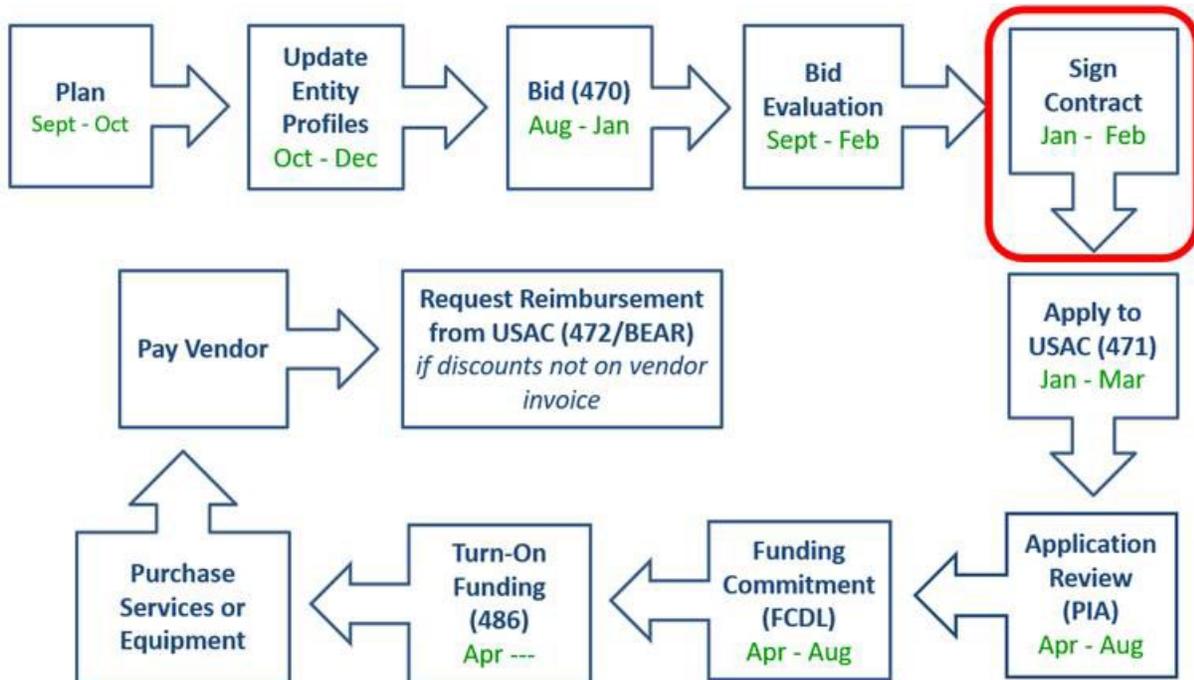
If you don't want to purchase the equipment without E-rate funding, you may wish to include language in your vendor contract that states, "This contract is contingent upon successful receipt of E-rate funding commitment letter and board budget approval." Remember, if you

purchase the equipment prior to receiving your E-rate FCDL, you are assuming 100% of the risk that funding won't be approved.

➤ **Compatible Equipment Purchases**

If you selected a vendor's bid for equipment that is different from your preferred manufacturer, you may wish to include language that the equipment may be exchanged if it does not work with your existing network equipment.

A sample notification letter for Category 2 equipment and/or service is in the Resource Manual.



Applicant Letterhead

NOTIFICATION OF APPROVAL OF E-RATE BID FOR CATEGORY 1 OR CATEGORY 2 SERVICES

Vendor's Contact Person

Vendor Name (and Address if known)

SPIN #

Transmitted via email to vendor's contact person's email address

Together with the attached vendor proposal, this signed letter is the binding commitment of the Applicant to approve the attached quote in the amount of \$ ##### for the services subject to the provisions of this letter. The term of this Agreement is from July 1, 2024 through June 30, _____ and may be extended voluntarily for up to ## of consecutive years.

The Applicant intends to apply for E-rate funding to help pay for this purchase and will not authorize any services to be provided unless and until the applicant provides written notification, separate and apart from this approval notification. If the applicant authorizes the vendor to begin providing services before we receive our E-rate Funding Commitment Decision Letter (FCDL) and approval of FCC Form 486, we will pay the monthly services cost in full until the FCDL is received and the Form 486 is submitted and approved. At that time, we will either request that the monthly prepaid amounts that qualify for E-rate be reflected as a credit, and the vendor is responsible for filing for E-rate reimbursements with the submission of FCC Form 474 SPI form; or, we will advise the vendor that we prefer to pay in full each month and we will file for the E-rate reimbursements with the submission of the Form 472 BEAR form.

| | |
|---|--|
| APPLICANT AUTHORIZED SIGNATURE, PRINTED NAME AND DATE | VENDOR AUTHORIZED SIGNATURE, PRINTED NAME AND DATE |
|---|--|

Enclosure (Quote # ##### AND DATE OF THE QUOTE)

Applicant Letterhead

NOTIFICATION OF APPROVAL OF E-RATE BID FOR CATEGORY 2 EQUIPMENT

Vendor's Contact Person
Vendor Name (and Address if known)
SPIN #

Transmitted via email to vendor's contact person's email address

Together with the attached vendor proposal, this signed letter is the binding commitment of the Applicant to approve the attached quote in the amount of \$ ##### for the equipment and/or services subject to the provisions of this letter. The term of this Agreement is from April 1, 2024 through September 30, 2025 and may be extended to meet E-rate deadlines and requirements.

The Applicant will not incur a financial liability unless and until a purchase order is issued and the equipment and/or service in the attached quote is delivered to us. The Vendor is not authorized to deliver equipment and/or invoice the Applicant in the absence of the receipt of the Applicant's purchase order.

The Applicant intends to apply for E-rate funding to help pay for this purchase. If a purchase order is issued before we receive our E-rate Funding Commitment Decision Letter and approval of FCC Form 486, we will pay the purchase price in full and will submit an E-rate reimbursement form (FCC Form 472). When a purchase order is issued after we receive our Funding Commitment Decision Letter and approval of FCC Form 486, the purchase order will authorize payment of the non-discounted amount. Your Company would then be responsible for invoicing the E-rate program to obtain payment of the E-rate discount amount of the purchase. In either event, the purchase order will include the full costs of any items that do not qualify for E-rate funding.

IF THIS APPLIES --

The Applicant has relied on the attached price quote and any other supplemental information that may have been submitted to demonstrate that the equipment is equivalent to the original equipment list provided by the Applicant in their Form 470 application, and/or compatible with existing network equipment. Should the Applicant determine upon receipt of the equipment, it is not equivalent and/or compatible, the Vendor agrees to cooperate with the Applicant and accept a return of the equipment and delivery of equipment that has the same functionality and meets the Applicant's equivalency and compatibility requirements.

Substitutions

- No substitutions are permitted without first obtaining the Applicant's approval and the E-rate administrator's approval.
- If you learn that any of the specific SKUs become unavailable for sale, we require your Company to notify us and cease processing of our order until we pre-approve any substitution SKUs.
- The substitutions must be comparable to or better than the original equipment and/or licenses and must be available at a price equal to or less than the price of the original equipment and/or licenses.
- In the event that the service substitution request is denied, our organization may cancel the order for the equipment and/or license that is no longer available without incurring any liability.

| | |
|--|---|
| <p>APPLICANT AUTHORIZED SIGNATURE, PRINTED NAME AND DATE</p> | <p>VENDOR AUTHORIZED SIGNATURE, PRINTED NAME AND DATE</p> |
|--|---|

Enclosure (Quote # ##### AND DATE OF THE QUOTE)

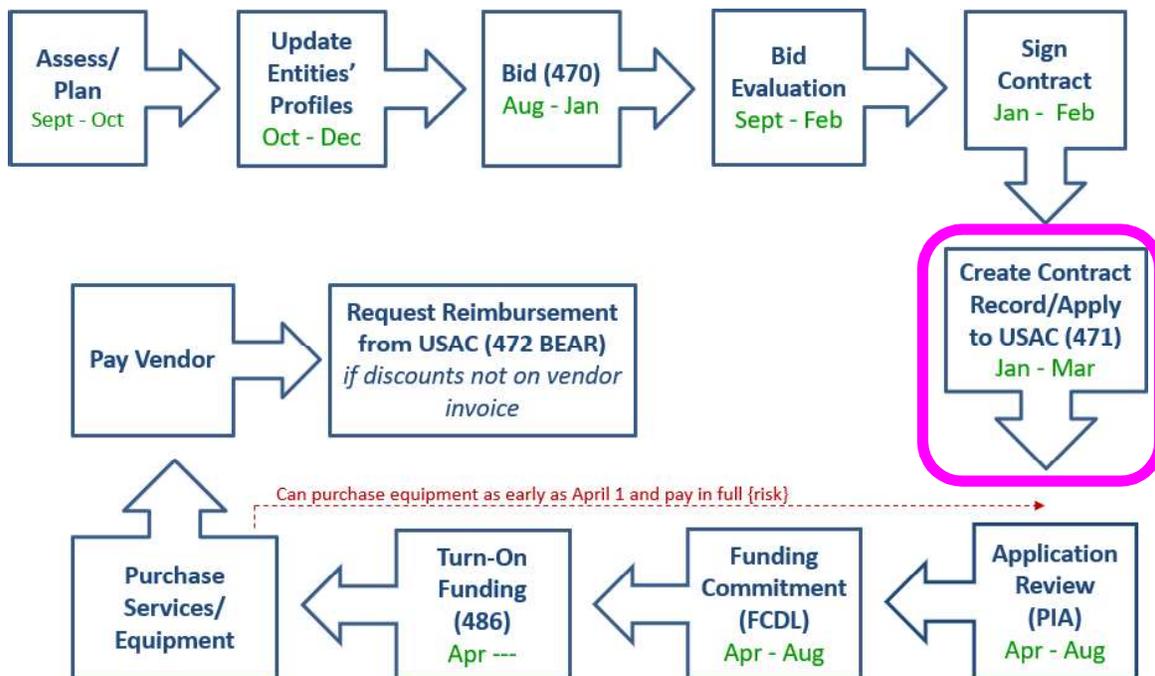
| Contract Module Data Points | | |
|---|--|-------------------------|
| Field Name: | Comments: | Contract Data |
| Contract Nickname | This is a nickname the applicant assigns to the contract - Make it a good one! For example, [FY-Vendor Name-Service Type] | |
| Contract Number - Optional | Enter if there is a contract number assigned to the document by the vendor. | |
| Contract ID Number | Assigned by EPC | |
| Do you wish to upload your contract? | Not a requirement, but a good idea to upload all contracts because PIA will ask you for them anyway. You may upload multiple documents that comprise the contract. | |
| Is this contract based on a State Master Contract? | Select No | No |
| Is this contract based on a Multiple Award Schedule? | Select No | No |
| Can other applicants piggy-back off this contract? | Select No | No |
| Was a Form 470 posted for the product/services you are requesting? | Select Yes, unless you're using the CABIO Commercial-Internet Bidding Exemption, in which case select No | Yes (No if using CABIO) |
| How many bids were received? | List the # of <u>valid</u> bids received from vendors. List 0 if using CABIO. | |
| Was the 470 posted prior to FY 2016? | No, is the likely answer. But answer Yes if the 470 was posted before FY 2016 (pre-EPC) | No |
| Form 470 # | The system will allow you to search Form 470s posted for FY 2016 - FY 2024 (EPC-based). However, if you're using a 470 that was posted before FY 2016, you'll have to manually enter this 15-digit 470 #. | |
| Account Number - Optional | Optional | |
| SPIN | List the SPIN number of the vendor with whom you signed a contract. (9-digits, starts with 143XXXXXX) | |
| Is this a multi-year contract? | Yes or No | |
| What was the date you awarded your contract? | List the date you signed your vendor contract. This must be a date prior to the date you're submitting your 471, but at least 29 days after the date you submitted your 470. | |
| Contract Expiration Date - not in Contract Module | Note: The Contract Module does <u>not</u> ask for the Contract Expiration Date. Instead, you must enter it when you create your FRN in the Form 471. You may wish to include it in this spreadsheet so you have the data all in a single location. | |
| Does this contract include voluntary extensions? | If your original vendor contract included terms for a <u>finite</u> number of voluntary extensions, enter Yes and answer the follow-up questions. Note: extensions cannot be indefinite. For example, it must say 5-year contract, with 3, 1-year renewal options (this is finite and has an ending date to it). | |
| If yes, what is the contract expiration date if all extensions are exercised? | In other words, what is the last possible date that the contract, including extensions, can end. | |
| If yes, how many extensions are left on the contract? | This should be the # of extensions (in years), as of when the contract was signed. | |
| If yes, what is the total remaining length of the contract if you exercised all extensions (in months)? | Enter the number of months that would remain in the contract if you exercised all voluntary extensions. Include the months in the upcoming funding year. | |
| Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract? | There is no such statute or rule in the state that prohibit the release of your contract prices, so always answer No. | No |

Creating Contract Records in EPC – FY 2024



October 2023

You are **here** in the E-rate process:



Purpose of Contracts Module

- During the creation of a Form 471, each FRN requires you to indicate how you will be purchasing the requested services – either via a contract, tariff or Month-to-Month (MTM):



The screenshot shows a web interface titled "FRN Contract". Below the title is the question "How are the services for this FRN being purchased?". A note states: "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." At the bottom, there are three buttons: "Contract", "Tariff", and "Month-to-Month".

- Instead of entering the bidding/contract information as part of the Form 471 application, this information is entered in EPC as a Contract Record (CR)
 - A single Contract Record is created each time a new contract is signed
 - That Contract Record is then referenced to the applicable FRN
- Create Contract Records in the Contracts Module before starting the Form 471
- No information should be entered in the Contracts Module for MTM FRNs

3

Contract Records – Additional Details

When TO Create a New Contract Record

- Newly signed contracts
 - Create a new Contract Record each time you sign a new contract
 - Do not create a CR for each year of the contract
- Errors on previously-submitted Contract Records
 - If you notice that any data in your Contract Record from last year is inaccurate (such as the 470 #, SPIN #, voluntary extensions, etc), create a new CR and reference the accurate Contract Record on your FRN (ignoring the old one)
 - There is no way to edit an existing Contract Record after it's been submitted
 - Likewise, there's no way to delete a submitted CR (it will just die on the vine)

When NOT to Create a New Contract Record

- If you created a Contract Record in a previous year for a multi-year contract, do not create a new one. Just reference the original Contract Record when creating your 471
- If your previous Contract Record contained voluntary extensions, and you wish to exercise one of those extensions for FY 2023, do not create a new CR
 - Simply change the Contract Expiration Date in the FRN when you create your Form 471

4

Contract Records – Additional Details

- **Uploading Actual Contracts in CR**
 - Although the system asks if you want to upload a copy of your signed contract into EPC, you aren't required to do so
 - However, I highly recommend that you upload copies of all signed Category 2 contracts as PIA routinely asked for them last year if they weren't part of your CR.
- **Contract Expiration Dates**
 - The Contract Module doesn't ask for the Contract Expiration Date (CED) -- this data element must be entered in each funding request within the Form 471 itself
 - Why? Because due to voluntary extensions in some contracts, it's possible that the CED can change from year to year
- **Be Prepared**
 - It's a good idea to have the information in-hand. Use the CR Data spreadsheet to compile the required data prior to starting the Contract Module

5

Where Is the Contract Module?

From the EPC Landing Page, click on the name of your entity from either location:

- Next to "Welcome"
- Top of My Entities list

The screenshot shows the 'My Landing Page' for Universal Service Administrative Co. The page includes a logo, a welcome message, a notifications section, and a list of entities. Red boxes highlight the 'Welcome, MCGUFFEY SCHOOL DISTRICT' message and the 'MCGUFFEY SCHOOL DISTRICT' entry in the 'My Entities' list. Red arrows point from the text on the left to these two locations.

My Landing Page

Universal Service Administrative Co.

Welcome, MCGUFFEY SCHOOL DISTRICT

Notifications

Notification Type: Please select a value

Funding Year: -- Select a Funding Year --

| Notification | Description | Issued Date |
|--------------|-------------|-------------|
| No items a | | |

My Entities

| Entity | Entity Number |
|------------------------------|---------------|
| MCGUFFEY SCHOOL DISTRICT | 125300 |
| JOE WALKER ELEMENTARY SCHOOL | 16906 |
| CLAYSVILLE ELEMENTARY SCHOOL | 16932 |
| MCGUFFEY MIDDLE SCHOOL | 16936 |
| MCGUFFEY HIGH SCHOOL | 16937 |

Where Is the Contract Module?

- Then click on Contracts on the top toolbar



7

Navigation to “Manage Contracts”

Click on the “Manage Contracts” button



Manage Contracts

Contracts - MCGUFFEY SCHOOL DISTRICT (BEN: 125300)

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

You have no contract drafts for this organization. Click the Add a New Contract button to create a new contract.

CLOSE

ADD A NEW CONTRACT

EDIT

DELETE

Click on the “Add a New Contract” button

8

Contract Information

MCGUFFEY SCHOOL DISTRICT (BEN: 125300) - - Contract ID #

| Contract Information | Establishing FCC Form 470 | Service Provider | Contract Dates | Pricing Confidentiality | Confirmation |
|--|---|------------------|----------------|-------------------------|--|
| Here you will enter preliminary information about this contract, as well as your account number, if you know it. | | | | | |
| Contract Information | | | | | |
| Enter a nickname to easily identify this contract ?* | | | | | |
| <input type="text"/> | A descriptive nickname of contract will help you identify it later. Hint: Use a really good nickname, such as | | | | |
| <input type="text"/> | "Year contract signed – Vendor Name- service/equipment type" | | | | |
| <input type="text"/> | "2024-Comcast-Lit Fiber WAN" | | | | |
| <input type="button" value="CANCEL"/> | | | | | <input type="button" value="SAVE & CLOSE"/> <input type="button" value="SAVE & CONTINUE"/> |

Enter contract number, N/A or leave blank. This is optional

9

Contract Uploads

EPC allows you to, but does not require you, to upload a copy of your contract.

Here you will have the option to upload contract documents, including a description of each document.

| Contract Information | | |
|---|---|--|
| Contract ID #199259 ? | A number is assigned by the system. | Note: Upload contracts because PIA will ask you for them anyway. |
| Would you like to upload a copy of your contract? ? | | |
| <input type="button" value="YES"/> <input type="button" value="NO"/> | Select Yes or No depending on whether you are going to upload a copy of your contract. If Yes is selected, system will prompt you to upload the electronic file from your computer. | |
| <input type="button" value="BACK"/> <input type="button" value="CANCEL"/> | <input type="button" value="SAVE & CLOSE"/> | <input type="button" value="SAVE & CONTINUE"/> |

10

Contract Information

Here you will answer additional questions about this contract.

Contract Information

Can other applicants piggy back off this contract? 

YES NO ✓

Mostly likely answer is No.

Was this contract originally created by another applicant, and you then piggy backed off their contract? 

YES NO ✓

Mostly likely answer is No.

13

Establishing Form 470/# Bids

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?

YES NO

Click on the "Yes" button to indicate you posted a Form 470.

How many bids were received? 

Enter the number of bids that you received for this product or service.

Enter the number of bids received. It's important that you get this right in case you are ever asked during PIA or in an audit to supply the winning and losing bids.

14

Establishing Form 470 – Tricky!

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?

YES NO

How many bids were received? *

Enter the number of bids that you received for this product or service.

Was your FCC Form 470 posted prior to Funding Year 2016?

YES NO

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 you cannot file your Form 471 before the Allowable Contract Date.

Select "NO." This question only exists for the rare occurrence that a contract was signed prior to FY 2016 and does not yet have a contract record created.

Be careful to choose the correct answer!

15

Searching EPC for the Establishing Form 470

Locate all of your FY 2016 - FY 2024 Form 470s by clicking "Search"

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

Then select the check box for the applicable 470.

| <input type="checkbox"/> | FCC Form 470 Number | Nickname | Funding Year | BEN | BEN Name | Allowable Contract Date | Service Type |
|-------------------------------------|---------------------|---------------------------------------|--------------|--------|--------------------------|-------------------------|---|
| <input type="checkbox"/> | 160012999 | FY 2016 Internet Access - McGuffey SD | 2016 | 125300 | MCGUFFEY SCHOOL DISTRICT | 1/18/2016 | Internet Access and/or Telecommunications |
| <input checked="" type="checkbox"/> | 22000771 | McGuffey – Lit Fiber - 2024 | 2024 | 125300 | MCGUFFEY SCHOOL DISTRICT | 1/15/2024 | Internet Access and/or Telecommunications |

16

Service Provider Information

Here you will associate the service provider listed on the contract.

Service Provider

Account Number (e.g., billed telephone number)

Enter account number if you have one.
Optional field that may be left blank.

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)

Enter the SPIN or Name of the Service Provider and then Search.

CLEAR FILTERS

SEARCH

17

Service Provider Information

Results matching the criteria you used will appear in a list.
Select correct SPIN or clear filter and search again.

Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

CLEAR FILTERS

SEARCH

*

| <input type="checkbox"/> | SPIN | Name | Doing Business As | State |
|-------------------------------------|-----------|--|---------------------------------|-------|
| <input checked="" type="checkbox"/> | 143003990 | Comcast Business Communications | Comcast Business Communications | PA |
| <input type="checkbox"/> | 143025596 | Comcast of Oregon II, Inc. | | PA |
| <input type="checkbox"/> | 143025449 | Comcast of Oregon Washington | | OR |
| <input type="checkbox"/> | 143026653 | Comcast Cablevision of Fort Wayne, LLP | | IN |
| <input type="checkbox"/> | 143013989 | Comcast Cable Communications, Inc. | | CA |

< 1 - 5 of 14 >

18

Contract Dates

Need to choose "Yes" or "No" for Multi-Year Contract

Here you will answer additional questions about the dates on your contract.

Contract Dates

Is this a multi-year contract?

What is the date you awarded your contract? *

The Contract Expiration Date will be entered in each FRN where you cite this contract.

Enter Contract Award Date
*Words of Caution: Your Contract Award Date must be **on or after** the Allowable Contract Date (which is the 29th day after you posted your 470) and **before** the filing and certification date of the Form 471.*

Contracts w/Limited Extensions

Select "No" if contract has no extensions.
Select "Yes" if contract has limited # of extensions available.

Contract Dates

Does this contract include voluntary extensions?

Provide last possible contract expiration date if all extensions are used

What is the contract expiration date if all extensions are exercised? *

How many extensions are left on the contract? *

Enter the number of voluntary extensions that you could still exercise on this contract.

of extensions remaining on the contract (stated in # of years)

What is the total remaining length of the contract if you exercised all extensions (in months)? *

Enter the number of months that would remain in the contract if you exercised all voluntary extensions.

of months remaining on the contract if all extensions were to be used (include months in upcoming funding year)

Pricing Confidentiality

Always select "No" to indicate there is no legal restriction to prevent the publication of the pricing information for the contract.

Here you will answer additional questions about applicable publication restrictions on this contract.

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

Word of Caution: There must be an actual statute in place in order to answer "Yes." It is not permissible for the vendor to simply state that their pricing is confidential.

21

Confirmation Page

A summary page with the contract information will be displayed.

If the information needs to be revised, select "Save and Close" and you can then retrieve the draft information and edit it.

If the information is correct, and you want to finalize the submission, select "Complete."

Word of Caution: Once submitted, the information cannot be deleted or revised.

Create Contract: Confirmation

MCGUFFEY SCHOOL DISTRICT (BEN: 125300) - 2018 - Comcast - Lit Fiber WAN - Contract ID #199259

Last Saved: 1/17/2018 4:12 PM EST

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality **Confirmation**

Please review the information and submit the information below to complete this contract.

Contract Information

Nickname: 2018 Comcast Lit Fiber WAN Contract ID: 199259
Can Other Applicants Piggy Back Off This Contract? No Contract Number:
Piggy Backed Off Another Contract? No Based on a State Master Contract? No
Based on a Multiple Award Schedule? No

Establishing FCC Form 470

Establishing FCC Form 470 #180007718 Number of Bids Received: 3

Service Provider

Service Provider: Comcast Business Communications (SPIN: 143003990) Account Number:

Contract Dates

Award Date: 1/17/2018 Multi-Year Contract? Yes

Includes Voluntary Extensions?

Yes
Extension Details:
• There are 1 remaining voluntary extensions.
• There are 24 months remaining in this contract if all extensions are exercised.
• This contract expires on 6/30/2020 if all extensions are exercised.

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Supporting Documents

| Document | Description |
|---|-------------|
| 2018 - Comcast - Lit Fiber WAN Contract | |
| 2018 - Comcast - Lit Fiber WAN Contract Exhibit A | |

22

List of Submitted Contract Records

Records / Applicant Entities
#125300 - MCGUFFEY SCHOOL DISTRICT MANAGE CONTRACTS

Summary Customer Service Modifications Additional Information Discount Rate **Contracts** FCC Forms FRN Appeals
News Related Actions

Submitted Contracts

| Contract ID | Contract Number | Contract Nickname | Award Date | |
|-------------|-----------------|-------------------------------------|------------|----------------------|
| 22883 | | 2024 - McGuffey – Lit Fiber | 1/15/2024 | View |
| 16480 | | 2014 - Fiber WAN - Comcast Contract | 3/21/2014 | View |

Submitted contracts appear in the Contracts Records List and will be available for selection when filing a Form 471

23

Editing or Deleting a Draft Contract

From your Landing Page, select Entity Name, then “Contract” and then “Manage Contracts.” The list of draft contracts will appear. Check the box for the draft and select “Edit” or “Delete.”
Note: Submitted contracts cannot be edited or deleted.

Manage Contracts

Contracts - MCGUFFEY SCHOOL DISTRICT (BEN: 125300)

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

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.

| <input checked="" type="checkbox"/> | Contract ID | Contract Number | Contract Nickname | Created | Last Modified |
|-------------------------------------|-------------|-----------------|-----------------------------|-----------|---------------|
| <input checked="" type="checkbox"/> | 199259 | | 2024 - McGuffey – Lit Fiber | 1/20/2024 | 1/20/2024 |

24