



# **Form 470 & Competitive Bidding E-Rate Funding Year 2026**

**July 1, 2026 – June 30, 2027**

South Dakota Applicants

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October 2025



# Agenda

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- ❖ Changes for FY 2026
- ❖ Exemptions from Bidding
- ❖ Fair and open bidding requirements
- ❖ Vendor Communications
- ❖ Online filing demonstration



# Changes to Form 470

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# Changes Beginning in FY 2025

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- ❖ Drop down menu options in C1 for:
  - ❖ School Bus Wi-Fi
  - ❖ Off-Campus Hot Spots
  - ❖ *Do not use these drop down options because the FCC rescinded eligibility of school bus Wi-Fi and off campus hotspots*
- ❖ RFP new functionality – can upload initial RFP document *after* certifying Form 470
  - ❖ System question: is this a “substantial change” to the original Form 470/RFP?
    - ❖ Answer yes – system recalculates the 28-day waiting period and Allowable Contract Date
    - ❖ *Recommend always say “yes” and restart the 28-day waiting period*
  - ❖ Ability to cancel Forms 470 and view canceled forms
    - ❖ Form 470 can be cancelled if the Form has not been cited on any Form 471 (incomplete or certified)

# Off-Campus Equipment and Service **Rescinded** from E-Rate Eligibility

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- ❖ On 9/30/2025, FCC voted to rescind the eligibility of any off-campus hot spot equipment and service including hot spots and bus Wi-Fi.
- ❖ *Addressing the Homework Gap through the E-Rate Program* – The Commission adopted an Order on Reconsideration that finds that section 254 of the Communications Act of 1934, as amended, does not permit the funding of off-premises use of Wi-Fi hotspots and Internet services and makes them ineligible for E-Rate support. (WC Docket No. 21-31)
- ❖ *Modernizing the E-Rate Program for Schools and Libraries* – The Commission adopted a Declaratory Ruling that determined that Wi-Fi, or other similar access point technologies, including the equipment needed to provide such service, on school buses is ineligible for E-Rate funding. (WC Docket No. 13-184).

# Category 2 Reminders

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- ❖ Always use the words “or equivalent” when mentioning a preferred manufacturer in your narrative.
- ❖ Request licenses and BMIC (Basic Maintenance of Internal Connections) for all equipment because it’s not 100% clear whether a license is IC (Internal Connections) or BMIC.
  - ❖ This issue may be resolved with the pending FY 2026 Eligible Services List but it’s not a sure bet
- ❖ Include a request for MIBS (Managed Internal Broadband Services) if you want to consider on-site managed service or on-site maintenance service



# Bidding Exemptions

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# Bidding Exemptions

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- ❖ Multi-year contract that was competitively bid using FCC Form 470 in a prior year
- ❖ Multi-year contract with voluntary extension term that was included in the original contract
- ❖ CABIO - Commercially Available Business Internet Option
- ❖ Libraries' Category 2 purchases that total \$3,600 or less



# CABIO

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- ❖ Must meet ***all*** the following factors:
  - ❖ ***Commercially available:*** This means that it is publicly available to non-residential customers (such as enterprise, small business, or other government customers) in the same form and at the same rates that it is offered to schools or libraries.
    - ❖ Therefore, it may not be purchased through a master contract signed for just certain customers, even if the contract includes schools and libraries.
  - ❖ ***Low cost:*** This means that the total annual pre-discount cost for the service, including any one-time costs such as installation, does not exceed \$3,600 per year per school or library.
  - ❖ ***High-speed:*** This means that the service must provide bandwidth speeds of at least 100 Mbps downstream and 10 Mbps upstream and provide basic conduit access to the Internet at those required minimum speeds.
    - ❖ *Note: the speeds listed above are advertised speeds and not necessarily actual speeds.*

# Low Cost, Category 2 for Libraries

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- ❖ Beginning in FY 2024, a special bidding exemption is available only for libraries that meet all the following factors:
  - ❖ Purchase of C2 is \$3,600 or less in a single year
  - ❖ Exemption is specific to one library and cannot be averaged across multiple libraries in a library system
  - ❖ The exemption is for all C2 purchases in a single year
  - ❖ \$3,600.00 is the ***prediscount amount*** of the exemption



# Vendor Communications

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# Open & Fair Process

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- ❖ Open = there are no secrets in the process; information shared with one bidder must be shared with all.
- ❖ Fair = all bidders are treated the same, fairly, and equally.
- ❖ [Open and Fair Bidding](#) page on USAC web site
- ❖ Applicants cannot have a relationship with service providers that would unfairly influence the outcome of the competitive bidding process.
- ❖ Applicants cannot give anyone inside competitive information.

# Before posting your Form 470/RFP:

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- ❖ You're permitted to contact vendors for market research
- ❖ Vendors **may not assist you** in writing your Form 470 requirements
  - ❖ Cannot provide language to include in your Form 470
- ❖ If you want to obtain recommendations for equipment, contact **multiple vendors** for suggestions
- ❖ Should not simply ask your existing vendor to provide you with an equipment list if that vendor wants to bid in response to your Form 470
  - ❖ Creates the appearance of favoring one vendor over others

# Site Visits

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- ❖ Consider whether vendors **must** see your building infrastructure to be able to prepare a meaningful bid
  - ❖ If so, you may **require** a site visit as a mandatory requirement of the bidding process, and **disqualify** bids from vendors who did not attend a site visit
  - ❖ You may include in your Form 470 narrative the date and time for site visits, and require bidders to RSVP in advance
- ❖ You may also allow for site visits **as an option** and advise bidders that they will receive additional points in the bid evaluation for attending a site visit – to incentivize them
  - ❖ Vendors will create more responsive bids after attending a site visit

# Request for Proposals

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- ❖ E-Rate defines an RFP as any additional information to supplement the Form 470 is considered an RFP
- ❖ If you want to provide additional information, prepare your RFP before your Form 470 and upload the RFP when you create your Form 470.
- ❖ EPC now allows for the uploading of an RFP **after** the Form 470 is certified
  - ❖ If you receive questions from vendors that you want to share the answers with all bidders, create a supplemental Q and A document and upload it to your Form 470.
  - ❖ The system will ask whether the RFP constitutes a material change to your form 470, and if you select “yes,” the bidding clock will restart.
  - ❖ A material change would substantially affect the competitive bidding process (for example, adding a new category of service)
  - ❖ Do vendors need the information in the RFP supplement or later filed RFP to prepare their bids? If so, this is a material change and it’s best to restart the bidding clock
  - ❖ There is no harm in restarting the bidding clock. But if you do not, and USAC determines that the RFP was a material change, the funding will be denied because of a competitive bidding violation.

# Answering Vendor Questions

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- ❖ On your Form 470 specify how vendors should submit questions
  - ❖ Suggestion - require email submissions so you can retain a record of the question and your answer
- ❖ You do not have to have a phone call if you specified that vendors are to use email to ask questions
- ❖ Vendors may wish to have a conversation – inform them you need them to pose specific questions
- ❖ Retain all emails and vendor communications as part of your E-Rate document retention
- ❖ Do you have to answer every question?
  - ❖ Best practice – yes
  - ❖ If info is not available, explain this
  - ❖ If you think the info is irrelevant to the requested equipment and service, you can say so, and leave it at that
  - ❖ If the info is publicly available, refer to the source where the info is located



# Vendor Meetings

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- ❖ Before the Form 470 is posted – optional, and ok to do but not required
- ❖ While the Form 470 bidding period is open – do not meet with any vendors and require them to email you with any questions
- ❖ After the bidding period closes – optional, and ok to do but not required
  - ❖ Debra's advice – if you have multiple bids, it's a good idea to offer to meet with each bidder

# Considerations

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- ❖ For new service/equipment, do you want the same vendor who sold you the equipment to perform the installation?
  - ❖ If so, require bidders to include installation service and cost as part of their bid, and explain that bids for equipment without installation will be disqualified
- ❖ Do you want vendors to have a local presence to be able to perform maintenance?
  - ❖ If so, require bidders to have a physical office within ### miles of your location
- ❖ Spam or automated bids – state in your form 470 that spam or auto-generated bids will be automatically disqualified as non-responsive
  - ❖ Any bid that requires the applicant to contact the vendor for price information is not really a bid
- ❖ Specify bids with contingencies will be disqualified
  - ❖ For example, subject to a site visit or subject to availability, etc.

# Narrative Suggestions – C1

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1. Specify to whose email the proposals/quotes should be sent, and the time (and whether the time is in Central or Mountain time) for the specific due date
2. Deadline for proposals is the allowable contract date which is 29 days from the certification date of the Form 470 (counting the certification date as Day 1)
3. Applicant reserves the right to disqualify all late submitted proposals.
4. The vendor must have a SPIN and provide the SPIN in their bid quote. Bids without a vendor SPIN will be rejected.
5. Specify whether you MUST have discounted billing. If it is not mandatory, ask vendors to state whether they offer discounted billing.
6. Specify the name of the building and the physical address where the service is required to be provided. If the service is a point to point service provide the name and physical address of the buildings where the service must connect between.
7. Specify whether you want the price quote and contract to be for a single year or multiple years, and whether you want voluntary contract extension options.
8. Require the vendors to provide estimated amount of taxes and surcharges. If they cannot do so, ask them to itemize the type of taxes and surcharges and applicable percentages (so that you can calculate the taxes on their own).
9. If you want the vendor to be able to perform maintenance service, you may want to require the vendor to have a physical office within a certain number of miles from your location. Indicate how close (by # of miles) that the vendor must have a physical office.
10. Require the vendor to provide you with an estimate of installation charges in addition to the monthly service charges.
11. Advise bidders that you require their bid to be firm, that is, the cost of installing facilities must be included in the bid and cannot be a contingent cost to be determined in the future such as after performing a site survey.

# Narrative Suggestions – C2

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1. Specify to whose email the proposals/quotes should be sent, and the time (and whether the time is in Central or Mountain time) for the specific due date
2. Deadline for proposals is the allowable contract date which is 29 days from the certification date of the Form 470 (counting the certification date as Day 1)
3. Applicant reserves the right to disqualify all late submitted proposals.
4. The vendor must have a SPIN and provide the SPIN in their bid quote.
5. Specify whether you MUST have discounted billing. If it is not mandatory, ask vendors to state whether they offer discounted billing.
6. Specify whether it is mandatory that the same vendor who sells the equipment must also perform the installation and/or initial configuration.
7. Vendors must provide estimated amount of taxes, shipping costs and any other surcharges. If they cannot do so, ask them to itemize the type of taxes and surcharges and applicable percentages (so that you can calculate the taxes on their own).
8. If you want the vendor to be able to perform maintenance service, make it mandatory that vendor has a physical office within a certain number of miles from your location.
9. Require firm bids without any price contingencies.
10. For “or equivalent” bids, the vendor MUST provide documentation to show that the equipment is comparable to the preferred manufacturer’s make and model number. Bids that do not provide this information will be disqualified.
11. List existing equipment if any that the new equipment must be interoperable with.



# C1 Form 470 Filing

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# Starting Form 470

From Landing Page, select FCC Form 470

**My Applicant Landing Page**

Training  
**Universal Service Administrative Co.**

Welcome, [Lawrence South Dakota School District](#)!

**Pending Inquiries**

Type:

Funding Year:

Application/Request:

[APPLY FILTERS](#) [CLEAR FILTERS](#)


Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date ↑	Extn.	Status
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# Starting Form 470

News Tasks (4) Records **Reports** Actions

## My Applicant Landing Page

 Training  
**Universal Service  
Administrative Co.**

Welcome, [Lawrence South Dakota School District](#)!

**Pending Inquiries**

Type

Funding Year

Application/Request

[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](#) | [EPC E-Rate](#)  
[Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

[APPLY FILTERS](#) [CLEAR FILTERS](#)

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date ↑	Extn.	Status
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From Landing Page, select FCC Form 470

# Application Nickname

## FCC Form 470 - Funding Year 2025

**Lawrence South Dakota School District - Create your own nickname - this one is "FY 2025 Training 470" - Form #250000161**

Last Saved: 11/17/2024 3:56 AM EST

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 South Dakota 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 here \*

Create your own nickname - this one is "FY 2025 Training 470"

DISCARD FORM

*Don't use Save and Share – you lose ability to work on form and it is sent to other EPC users in your portal*

SAVE & SHARE

SAVE & CONTINUE



# Next Screen – Review Only

## FCC Form 470 - Funding Year 2025

### Lawrence South Dakota School District - Create your own nickname - this one is "FY 2025 Training 470" - Form #250000161

Last Saved: 11/17/2024 3:57 AM 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 South Dakota School District	120

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

# Contact Person

## FCC Form 470 - Funding Year 2025

**Lawrence South Dakota School District - Create your own nickname - this one is "FY 2025 Training 470" - Form #250000161**

Last Saved: 11/17/2024 3:58 AM 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.

### Contact Information

Are you the main contact person?

YES ✓

NO

Usually this is the person who is drafting the 470.

School District 7 User 1

school.district7.user1@mailinator.com

555-555-5556

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

# Choose Categories

## FCC Form 470 - Funding Year 2025

**Lawrence South Dakota School District - Create your own nickname - this one is "FY 2025 Training 470" - Form #250000161**

Last Saved: 11/17/2024 3:58 AM EST

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

Choose at least 1 category of service here. All service requests can be on one Form 470 – both C1 and C2

Suggestion – post a different form 470 for each RFP you may have.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

# RFP Upload?

## FCC Form 470 - Funding Year 2025

**Lawrence South Dakota School District - Create your own nickname - this one is "FY 2025 Training 470" - Form #250000161**

Last Saved: 11/17/2024 3:59 AM 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

In this example, there is no RFP document being uploaded when the Form 470 is created, so the answer to the RFP question is "No." Remember that the new functionality allows for an RFP document to be uploaded later but the 28-day bidding clock should be reset on the day that the RFP document is uploaded, and the new due date will apply to the entire form 470 (all the service requests on the Form 470 – not just those relating to the uploaded RFP).

# Upload RFP

## FCC Form 470 - Funding Year 2025

**Lawrence South Dakota School District - Create your own nickname - this one is "FY 2025 Training 470" - Form #250000161**

Last Saved: 11/17/2024 3:59 AM 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

Please upload all RFPs for the services you are requesting. ?

UPLOAD

Drop file here

You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial.

BACK

DISCARD

SAVE & SHARE

SAVE & CONTINUE

In this example, there is one RFP document created for all C1 and C2 service requests. If you have multiple RFP documents, it is recommended that you file separate Form 470s for each RFP.

# Associate RFPs with Service Requests

## FCC Form 470 - Funding Year 2025

**Lawrence South Dakota School District - Create your own nickname - this one is "FY 2025 Training 470" - Form #250000161**

Last Saved: 11/17/2024 4:03 AM EST

Basic Information

**Service Requests**

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

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

### RFPs for Service Requests

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

☒ RFP Doc

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

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

☒ RFP Doc

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

BACK

DISCARD FORM

In this example, there is one RFP document created for all C1 and C2 service requests. If you have multiple RFP documents, it is recommended that you file separate Form 470s for each RFP.

SAVE & SHARE

**SAVE & CONTINUE**

30



# Form 470 Category 1 Internet Service Request

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# Add New Service Request – Category 1

## Lawrence South Dakota School District - Create your own nickname - this one is "FY 2025 Training 470" - Form #250000161

Last Saved: 11/17/2024 4:04 AM EST

Basic Information

**Service Requests**

Technical Contact  
Information

Procurement  
Information

FCC Form 470 Review

Certifications &  
Signature

Next, you will describe the services you are requesting.

### Service Requests: Category One

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

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

### Narrative

If you would like to provide further detail about the services 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.

There is one narrative text box for all Category 1 service requests. Add helpful information here. See next slide for suggestions. This can be added either at the beginning before adding any new service request or after you're done creating service requests. The system requires you to include some information here and won't allow the narrative to be blank.

BACK

DISCARD FORM

SAVE  SHARE

SAVE & CONTINUE



# Internet Service Narrative Description Example

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We request bids for internet service at [name of school or building] located at [address of building]. The service is needed for approximately ### students and staff. We request bids for one year and multi-year terms. Bids are required to be emailed to [name of person and email address] and to be received by 9 am [Central Time or Mountain Time] on or before the Allowable Contract Date for this Form 470, which is the 29th day from the certification date of this form (counting Day 1 as the date that the Form was certified). We reserve the right to reject late bids. Bidders are required to provide their SPIN and standard terms and conditions (such as an Order Form or contract). Questions are required to be emailed to [email address]. Phone call questions will not be answered. SPAM and/or robotic responses will not be considered valid bid responses and will be disqualified from consideration.


List other disqualification factors – for example –

Discounted billing must be offered

Vendor must have an office within ## miles of school or library location

# Internet Service Choices

## 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, microwave or wireless).
  - ☐ 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 mobile service for use on school buses.
  - ☐ I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.
  - ☒ 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 internet connection (e.g., for use on a library bookmobile without a fixed connection).

The circled options are the most common choices for internet service such as a cable modem or bundled internet service option.

Do **NOT** select “bids for internet access without data transmission service...”

This option is reserved for high-capacity purchases of internet where the applicant must buy a separate circuit to deliver the internet capacity to their building.

# Details of Service Request

**Function \***  
Internet Access and Data Transmission Service

**Quantity \***  
1

**Number of entities served? \***  
1

**Unit**  
Each

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

**Minimum Capacity**  
Please select a value

**Maximum Capacity**  
Please select a value

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

SAVE & CREATE ANOTHER REQUEST

SAVE REQUEST

After the service request choices are made using the radio buttons, you must enter the quantity of lines, # entities served and the minimum and maximum capacity (bandwidth) from dropdown menu options. If the specific bandwidth you want is not a choice on the dropdown menu, include this information in your narrative description.

It is recommended that you select the installation, activation and initial configuration choice.

Once you're done, I recommend selecting "Save Request."



# Form 470 Category 1 WAN Circuit

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# WAN Service Request Choices

## 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, microwave or wireless).
- ☐ 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 mobile service for use on school buses.
- ☐ I seek bids for wireless Internet services that can be delivered.
- ☒ 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.

Note that the second selection is different for a WAN circuit compared to Internet. Here you want to choose the radio button for data transmission service only. The first and last radio button options are the same for internet and WAN circuits.

### Service Type

Data Transmission and/or Internet Access

### Function \*

Standalone Data Transmission Service

**This service option does not include Internet access service; if this option is selected, the applicant will have to procure Internet access service separately.**

# Details of Service Request

**Function \***  
Internet Access and Data Transmission Service

**Quantity \***  
1

**Number of entities served? \***  
1

**Unit**  
Each

**Minimum Capacity**  
*Please select a value*

**Maximum Capacity**  
*Please select a value*

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

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

SAVE & CREATE ANOTHER REQUEST

SAVE REQUEST

After the service request choices are made using the radio buttons, you must enter the quantity of lines, # entities served and the minimum and maximum capacity (bandwidth) from dropdown menu options. If the specific bandwidth you want is not a choice on the dropdown menu, include this information in your narrative description.

It is recommended that you select “yes” to the installation, activation and initial configuration question.

Once you’re done, I recommend selecting “Save Request.”

# Special Construction Payment Option

<b>Quantity *</b>	<b>Number of entities served? *</b>
1	1
<b>Unit</b>	<b>Are you also seeking Installation, Activation and Initial Configuration for this service? *</b>
Each	<input checked="" type="radio"/> Yes
<b>Minimum Capacity *</b>	<input type="radio"/> No
100 Mbps	<b>Please select the RFP(s) that apply to this service request.</b>
<b>Maximum Capacity *</b>	<input checked="" type="checkbox"/> RFP Doc
1 Gbps	
<b>CANCEL</b>	<b>SAVE &amp; CREATE ANOTHER REQUEST</b> <b>SAVE REQUEST</b>

## 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

When you choose **yes** for the installation, activation and configuration question, the system then requires you to answer whether you want an installment payment plan for the non-discounted amount of any special construction costs that may be incurred to provide you with the requested service. I suggest you answer "yes" and indicate that you want the plan to cover four years and to bill monthly the non-discounted amount. While this comes into play infrequently it is a good option to reserve.

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

4

4

Please select a range of years above.

Do you prefer annual or monthly payments? \*

☐ Annual

☒ Monthly

# WAN Service Narrative Description Example

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We request bids for a broadband circuit to connect the [name of school or building] located at [address of building] to the [name of school or building] located at [address of building]. The service is needed for approximately ### students and staff. We request bids for one year and multi-year terms. Bids should be for the minimum speed (or as close to it as the vendor's commercially available offering) and up to the maximum speed.

Bids are required to be emailed to [name of person and email address] and to be received by 9 am [Central Time or Mountain Time] on or before the Allowable Contract Date for this Form 470, which is the 29th day from the certification date of this form (counting Day 1 as the date that the Form was certified). We reserve the right to reject late bids. Bidders are required to provide their SPIN and standard terms and conditions (such as an Order Form or contract). Questions are required to be emailed to [email address]. Phone call questions will not be answered. SPAM and/or robotic responses will not be considered valid bid responses and will be disqualified from consideration.

List other disqualification factors – examples such as:

Discounted billing must be provided

Vendor must have an office within ## miles of school or library building location.





# **Form 470 Category 2 Internal Connections Service Request**

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# Subcategory Options

---

Next, you will describe the services you are requesting.

## 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.

This is the internal connections equipment selection.

# Equipment “Service Request”

## FCC Form 470 - Funding Year 2025

**Lawrence South Dakota School District - Create your own nickname - this one is "FY 2025 Training 470" - Form #250000161**

Last Saved: 11/18/2024 3:10 AM EST

Basic Information

**Service Requests**

Technical Contact  
Information

Procurement  
Information

FCC Form 470 Review

Certifications & Signature

Next, you will describe the services you are requesting.

### Add New Service Request

**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

Select equipment from  
drop down menu.  
Note that licenses are  
automatically  
included.

# Check the Maintenance Box!

**Service Type**  
Internal Connections

**Function\***  
Wireless Controllers and Necessary Software and Licenses

**Quantity\***

**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

**Service Type**  
Basic Maintenance of Internal Connections

**Function\***  
Wireless Controllers

**Quantity\***

**Unit**  
Each

**Manufacturer**  
No Preference

**Number of entities served?**

Choose preferred manufacturer from drop down menu or choose “other” and write in manufacturer’s name and remember to add “or equivalent.”

Check yes or no on the installation, activation and configuration question.

Enter the # entities served to create the separate maintenance request for the internal connection equipment. I recommend that you **always** check this box. It’s a precaution since some vendor licenses are classified as internal connections and others as maintenance.



# **Form 470 Category 2 Basic Maintenance Service Request**

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# Stand-Alone Maintenance 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.

### Service Type

Basic Maintenance of Internal Connections

### Function\*

Switches

### Quantity\*

1

### Unit

Each

### Manufacturer

Dell

### Number of entities served?

1

- Select this option if you want to purchase maintenance service for equipment you already own or plan to buy outside of the E-Rate process.
- Choose the function and manufacturer's preference from drop down menu choices.
- Enter the quantity of equipment associated with the maintenance request.



# **Form 470 Category 2 Managed Internal Broadband Service Service Request**

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# MIBS Service 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.
- ☐ 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? \*

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

☒ RFP Doc

- If you have an RFP, associate it with this service request.
- I recommend creating an RFP to provide the list of equipment to be managed.
- Indicate whether you want to lease the equipment or will provide it on your own. Typically, you will procure the equipment on your own.
- Specify the number of schools or libraries associated with the service request





# Finishing Form 470 Category 2 Service Requests

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# Category 2 Narrative

## Service Requests: Category Two

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

<input type="checkbox"/>	Service Type	Function	Manufacturer	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Internal Connections	Switches and Necessary Software and Licenses	Ubiquiti or equivalent		1	Each	Yes	
<input type="checkbox"/>	Basic Maintenance of Internal Connections	Switches	Ubiquiti	3	1	Each		
<input type="checkbox"/>	Managed Internal Broadband Services	Existing Equipment		3				RFP Doc

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.

Add helpful information to describe your requests

# Category 2 Narrative Suggestions - General

---

- ❖ Add disqualification factors
  - ❖ If installation is requested does vendor bidding equipment also have to include installation?
  - ❖ Do you need discounted billing as a requirement?
  - ❖ Deadline for bids – Allowable contract date for the Form 470
  - ❖ Reserve the right to reject late bids
  - ❖ Specify whether installation must be included in equipment bids and equipment only bids will be disqualified
  - ❖ Explain whether maintenance request is for time/materials or for technical support/software updates
  - ❖ Include list of equipment to be maintained
- ❖ Specify how bids should be submitted? Email? To whom?
- ❖ Specify how vendors should ask questions? Email? To whom?
- ❖ If you have an RFP for one or more service requests, mention this in the narrative.



# Form 470 Finish

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# 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 ✓**

If you want to provide an email address for the technical contact but not a phone number, enter 000-000-0000 as the phone number.

**First Name \***

**Last Name \***

**Title**

**Phone Number \***

**Phone Number Extension**

**Email \***

**Re-enter Email \***

# State or Local Procurement Rules?

---

## State or Local Procurement Requirements

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

YES ✓

NO

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

Always select "YES" Use this space to provide instructions to bidders; for example --

- Questions should be submitted via [specify email, phone call etc.] to [email address or phone number].
- Bids must be submitted by Allowable Contract Date for this Form 470. Applicant reserves the right to reject late submitted bids.
- Vendor must agree to provide discounted bills
- Vendor must provide SPIN as part of bid

# Review Form 470

After completing the State or Local Requirements description, select **Review FCC Form 470**

## 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.

Always select "YES" Use this space to provide instructions to bidders; for example --  
-- Questions should be submitted via [specify email, phone call etc.] to [email address or phone number].  
-- Bids must be submitted by Allowable Contract Date for this Form 470. Applicant reserves the right to reject late submitted bids.  
-- Vendor must agree to provide discounted bills  
-- Vendor must provide SPIN as part of bid

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 470



# Review Form 470

2 **Tasks (5)** Records Reports Actions

FCC Form 470 - Funding Year 2025


Lawrence South Dakota School District - Create your own nickname - this one is "FY 2025 Training 470" - Form #250000161

Last Saved: 11/19/2024 6:05 PM EST

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

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

Assigned to Me > Sent by Me Starred

3  Me **Certify FCC Form 470 - 250000161 - Create your own nickname - this 470"** 2 minutes ago ☆

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

**Download Document Link**

USAC\_FCC\_FORM\_470\_APPLICATION\_250000161\_DRAFT 4

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

BACK SEND FOR CERTIFICATION CONTINUE TO CERTIFICATION

1. This message appears on the next screen.

2. Then go to Tasks button

3. The "Certify FCC Form 470" message appears as a hyperlink.

4. Click on the "Certify" message and it opens a new page with a link to download the draft form 470.



# Certify Form 470

**Lawrence South Dakota School District - Create your own nickname - this one is "FY 2025 Training 470" - Form #250000161**

Last Saved: 11/19/2024 6:05 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 250000161 DRAFT](#)

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

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SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

Once you confirm that the draft form is accurate, then you can either “Send for Certification” to other full rights users in your EPC account or check the box that the form is ready for certification and select “Continue to Certification.”

# Certify Form 470

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## Applicant Certifications

- ☒ I certify that the applicant includes schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801 (18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

## Other Certifications

- ☒ I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.
- ☒ I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.
- ☒ I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.
- ☒ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.
- ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- ☒ I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

# Certify Form 470

## 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, the Federal Reserve System, or the U.S. Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in this form in response to subsequent inquiries, may also be subject to disclosure consistent with the Communications Act, 47 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 used by the Federal Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other federal benefits, or to 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 deny your 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.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including reviewing 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.

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

NO

YES

BACK

CERTIFY

# Download Certified Form 470

From your landing page, scroll to the bottom, select from drop down menu Form 470 and FY 2025, and “certified” as the form status. The certified form 470 should be an option to select.

▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Form Type

FCC Form 470

Funding Year

2025

Status

☐ All

☐ Incomplete

☒ Certified

☐ Canceled

Nickname	Application Number	Funding Year	Status
Create your own nickname - this one is "FY 2025 Training 470"	250000161	2025	Certified

# Download Certified Form 470

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Summary

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News

Related Actions

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Summary

Generated Documents

News

Related Actions

## Generated FCC Forms 470

FCC Form 470 Version

Upload Date

Original Version

11/19/24 6:29 PM

On the next page, select “Generated Documents” to access a hyperlink to download the PDF of the certified Form 470.

# Edit Certified Form 470

Create your own nickname - this one is "FY 2025 Training 470" - #250000161



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**[Edit Application Nickname](#)**

This function allows you to update the nickname of your FCC Form 470.



**[Add an RFP Document](#)**

This function allows you to upload and associate an additional RFP to one or more Service Requests even if the RFP document did not exist at the time of certification.



**[Change Main Contact Person](#)**

This function allows you to update the main contact listed on your FCC Form 470.



**[Edit Technical Contact](#)**

This function allows you to update the technical contact information listed on your FCC Form 470.



**[Cancel this FCC Form 470](#)**

This function allows you to cancel your certified FCC Form 470 if it has not yet been cited on an incomplete, certified or committed FCC Form 471.

Choose “Related Actions” to make allowable changes to the Form 470. Note that if adding an RFP document, you will be asked if a substantial change is being made, such as adding new service or quantities. If so, your 28-day waiting period will restart for the entire Form 470. Upload the file, and then select the service to associate the new RFP document with.

# Questions?

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Debra Kriete

[dmkriete@comcast.net](mailto:dmkriete@comcast.net)

717 232 0222 (note new phone number)

E-Rate Call Center

888 203 8100

USAC E-Rate Website: [usac.org/e-rate/](http://usac.org/e-rate/)

South Dakota E-Rate:

<https://doe.sd.gov/ofm/sderate.aspx>