



Form 470 Filing Guide E-rate Funding Year 2025

July 1, 2025 – June 30, 2026
South Dakota Applicants

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November 2024



Agenda

- ❖ Changes for FY 2025
- ❖ Bidding Requirements and Exemptions
- ❖ Category 1 Service Requests
 - ❖ Internet
 - ❖ Broadband Circuit (WAN circuit)
 - ❖ School Bus Wi-Fi
 - ❖ Off-Campus Hot Spot
- ❖ Category 2 Service Requests
 - ❖ Internal Connections
 - ❖ Managed Internal Broadband Service
 - ❖ Basic Maintenance



Changes to Form 470

FY 2025 Form 470 Changes

- ❖ New dropdown menu options in C1 for:
 - ❖ School Bus Wi-Fi
 - ❖ Off-Campus Hot Spots
- ❖ 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 Hot Spot Lending – Funding Limits

- ❖ Cap on Individual Device/Service Plan Costs
 - ❖ **\$15/hotspot plan and \$90/hotspot device**
- ❖ 3-year, pre-discount combined hotspot/service budget
 - ❖ Applicants may request up to 45% of their 3-year budget in a single funding year.
 - ❖ First hotspot budget cycle is FY 2025 – FY 2027
 - ❖ A new budget cycle will be established beginning in FY 2028

Independent School or District Budget = [student count x $\frac{20 \text{ hotspots}}{100 \text{ students}}$ x C1 discount rate] x \$630

Library or Library System Budget = [square feet x $\frac{5.5 \text{ hotspots}}{1000 \text{ square feet}}$ x C1 discount rate] x \$630

Note: The value in the brackets above for both the schools and libraries budgets is rounded up to the nearest ten.

Overview – Off-Campus Hot Spots

- ❖ On July 18, 2024, the FCC adopted a Report and Order (FCC 24-76) making Wi-Fi hotspots and mobile wireless Internet services for off-premises use eligible for E-Rate program support.
- ❖ If a library patron or student is using an E-Rate-funded hotspot on their own laptop (not a library or school-owned laptop), the library or school is not required to filter the Internet.
- ❖ 3-year C1 budget, \$90 device /\$15 plan caps, 45% annual limit
- ❖ Taxes are not included in the capped amounts.
- ❖ But activation and configuration costs are included in the capped amounts.
- ❖ Wi-Fi hotspots (the device) will be eligible as Category One (C1) network equipment necessary to make C1 wireless Internet services functional.
- ❖ ***There is a court appeal to overturn this initiative. Just in case, include a contingency out clause in contracts in case the service or equipment is not funded, or funding is later rescinded.***

Off-Campus Hot Spots

Additional Resources

- ❖ **USAC Hot-Spot Site:** <https://www.usac.org/e-rate/applicant-process/before-you-begin/off-premises-wi-fi-hotspots-summary-overview/>
- ❖ **USAC Graphic:** <https://www.usac.org/wp-content/uploads/e-rate/documents/resources/E-Rate-Wifi-Hotspot-Infographic-1.pdf>
- ❖ **USAC FAQs:** <https://www.usac.org/e-rate/learn/faqs/eligible-services/#Wi-Fi-Hotspots>

Suggested Timeline for FY 2025

❖ November 2024 – December 2024

- ❖ Verify that E-rate personnel have access and permissions in EPC to file forms
- ❖ Review C2 budget and file Form 500 to return any unused committed funds
- ❖ Post Form 470 by Thanksgiving or as soon thereafter as possible
 - ❖ Require vendors to submit any questions within 2 weeks of Form 470 certification date
 - ❖ Upload answers to questions in EPC – answer “yes” to the substantial change question – 28-day bidding period will restart
 - ❖ Proposals will be due around the beginning of January 2025

❖ December 2024 – January 2025

- ❖ Update entity profiles in EPC before mid-January 2025 using Fall 2024 data

❖ January – February 2025

- ❖ Bid evaluation and selection of most cost-effective bidder
- ❖ Preparation of contract document
- ❖ School board approval (if required)
- ❖ Sign agreement

❖ February – March 2025

- ❖ Contract module in EPC
- ❖ File Form 471 by deadline (TBA, usually last week of March)



Bidding Requirements & Exemptions

When Must a Form 470 be Filed?

- ❖ Non-contract services paid for on a month-to-month basis
- ❖ New contracts
 - ❖ Required for all Category 2 purchases
 - ❖ If existing contract will end prior to 6/30/2026 and there are no extension options
 - ❖ New multi-year service arrangements
- ❖ CABIO exemption is not available
- ❖ Library Category 2 exemption is not available

Bidding Exemptions

- ❖ CABIO - Commercially Available Business Class Internet Option
 - ❖ All 3 requirements must be met:
 - ❖ **Commercially available:** Publicly available to non-residential customers in the same form and at the same rates that it is offered to schools or libraries
 - ❖ **Low cost:** 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:** The service must beat least 100 Mbps downstream and 10 Mbps upstream
- ❖ Libraries requesting \$3,600.00 or less (prediscount amount) in annual Category 2 funding per building do not have to post Form 470
- ❖ E-rate competitively bid multi-year contracts do not have to be bid each year – only when the contract is due to expire before the end of the upcoming funding year (6/30/2026) and there are no extension options



Form 470

Basic Information to Include

Starting Form 470

From Landing Page, select FCC 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

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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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

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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

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Contact Person

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Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

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

Consultant Information

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

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Choose Categories

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Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Next, you will identify the category(s) of service requested.

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

Category(s) of Service

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

CATEGORY 1 ✓

- Data Transmission and/or Internet Access

CATEGORY 2 ✓

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

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.

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RFP Upload?

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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?

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

UPLOAD  Drop file here

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

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

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.

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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.



Form 470 Category 1 Internet Service Request

Add New Service Request – Category 1

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Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will describe the services you are requesting.

Service Requests: Category One

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

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.

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Internet Service Narrative Description Example

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.

List other disqualification factors – for example –

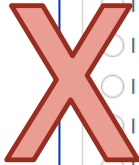
Discounted billing must be offered

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

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 the installation, activation and initial configuration choice.

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



Form 470 Category 1 WAN Circuit

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 over a wireless network.
- 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

Quantity *
1

Unit
Each

Minimum Capacity *
100 Mbps

Maximum Capacity *
1 Gbps

Number of entities served? *
1

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

CANCEL **SAVE & CREATE ANOTHER REQUEST** **SAVE REQUEST**

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

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.

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 1 School Bus Wi-Fi

Overview – School Bus Wi-Fi

- ❖ Although not a requirement, it's recommended that you issue a separate Form 470 for bus Wi-Fi service and include in the nickname: **“School Bus Wi-Fi Service” or “School Bus Wi-Fi Service and Equipment”**.
 - ❖ Schools should include the number of buses being outfitted for Wi-Fi; and
 - ❖ Whether you are seeking bids for services only or equipment and services; and
 - ❖ The geographic location of the buses so providers can determine if they have service in that area.
- ❖ If you want bids for service and equipment, you will need to create two separate service requests.
- ❖ *There is a court appeal pending to overturn this initiative. Just in case, include a contingency out clause in contracts should the service or equipment not be funded, or funding is later rescinded.*

Suggested RFP Template

Word Version will be posted to
<https://doe.sd.gov/ofm/sderate.aspx>
& emailed to E-rate Listserv
SD_E-Rate@k12.sd.us

An RFP is not required but may be useful for providing important information and details to prospective bidders.

To indicate the bus routes, you can state the number of buses that travel throughout “X” County or provide a map showing the routes.

School Bus Wi-Fi E-rate Request for Proposal

School Name: _____
Bids Due: _____
Bids Must Be Submitted Via E-mail to: _____
Vendor Questions must be emailed to: _____

Seeking the following equipment and/or services related to school bus Wi-Fi:

EQUIPMENT
Seeking school bus Wi-Fi equipment including, but not limited to, modem or router, antenna and related cabling.
Number of buses: _____
Preferred Manufacturer, or equivalent (if any): _____
Preferred Model Numbers, or equivalent (if any): _____

Rural Schools Only: E-rate considers our school district as “rural” and we need equipment with dual SIM cards for _____ number of buses.

SERVICE:
Seeking monthly school bus Wi-Fi internet service.
Number of buses: _____
Minimum internet download speed: _____

Service Location: Attached is a map showing the geographic area in which the buses will need Wi-Fi service. Bidders must have sufficiently strong signal coverage in this area.

Additional Details for Bidders (Existing bus wi-fi hardware that may be relevant to vendor bids, and any additional information that would be relevant to vendors):

Mandatory Bid Requirements for Vendors:
Bidders are required to provide **all of the following information and documentation to meet the mandatory minimum bid requirements**. Failure to comply with these requirements may result in disqualification of the bid. The Applicant reserves the right to waive minor bidding defects.

- Vendor’s map of service availability within the District’s boundaries and identification of any dead zones or areas with limited service availability.
- Completed bid template in Excel (no protected cells) and not in PDF:
 - Provide all mandatory information required in the template.
 - Quantities should be based on the information contained in the RFP.
 - If there is a preferred make and model for equipment listed above, and the Vendor is bidding alternative equipment, the Vendor **must** provide the manufacturer’s spec sheets for equipment and any other technical information that the Vendor has available to show equivalency to the Applicant’s preferred equipment make and model.
- Itemize and describe any other mandatory charges that the customer must pay to implement the solution, such as software updates, license fees and/or mandatory maintenance or operation charges.
- Provide a sample contract or service order that the Vendor requires customers to sign.
- Applicant reserves the right to modify quantities and to not purchase installation from Vendor.

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 v

Service Type

Data Transmission and/or Internet Access

Function *

Mobile Service For Use On School Buses

New for this year – select this option for the Wi-Fi service for school busses. Library applicants won't see this option since it's available only for schools.

If you want bids for the equipment/devices, then you will need to create a separate service request. See Slide 37.

Details about Service Request

Quantity * <input type="text"/>	Number of buses being serviced? * <input type="text"/>
Unit Each	Are you also seeking Installation, Activation and Initial Configuration for this service? <input type="radio"/> Yes <input type="radio"/> No
Minimum Capacity <input type="text" value="N/A"/>	Please select the RFP(s) that apply to this service request. <input type="checkbox"/> RFP Doc
Maximum Capacity <input type="text" value="N/A"/>	

Enter the “Quantity” of service lines you are seeking and then the “Number of buses being serviced”. Because this is for “service,” the installation option and “Capacity” are greyed out. You may select “Installation” when asking for the equipment. Click on “Save Request”.

An RFP document is not required but may be helpful to specify your needs.

Suggested Narrative Language

Seeking bids for wireless school bus service and (if applicable) associated equipment to make the service functional to provide Wi-Fi. See RFP for additional information.

Note: An RFP is not required but is suggested to be included because it will provide important information to prospective bidders, and it will specify the information required to be included in bids.

School Bus Wi-Fi Equipment

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 own or lease my own network or network capacity and seek bids for the electronics to make

I own or lease my own network and seek bids for maintenance and operations of the connect

I seek bids for school bus Wi-Fi network equipment.

I seek bids for Wi-Fi hotspots for off-premises use.

Service Type
Data Transmission and/or Internet Access

Function *
School Bus Wi-Fi Network Equipment

Quantity *
15

Unit
Each

Minimum Capacity
N/A

Maximum Capacity
N/A

Number of buses being serviced? *
15

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.

Cat 1 RFP

Cat 2 RFP

- If requesting school bus Wi-Fi network equipment, this is requested under Category 1.
- Enter the “Quantity” of routers (equipment) you are seeking and then the “Number of buses being serviced”.
- Indicate if you want installation.
- Associate RFP with the service request.
- Click on “Save Request”.



Form 470 Category 1 Off-Campus Hot Spots

Off-Campus Wi-Fi Monthly Service & Equipment

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.

Service Type

Data Transmission and/or Internet Access

Function*

Wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use

Quantity*

50

Unit

Each

Minimum Capacity

N/A

Maximum Capacity

N/A

- Please select this option to create an accompanying Category One Hotspot Devices request for this Hotspot Services request.

If you are requesting the **monthly recurring** Wi-Fi service, choose the last option for “Wi-Fi hotspots for off-premise use.” Enter the quantity for which you’re seeking service. Because this is for “service,” the installation option and “Capacity” are greyed out. If you’re only requesting monthly service, click “Save Request.” If you also want to request “Hotspot Devices” (equipment), check the box “**Please select this option**” and scroll down.

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.

- Cat 1 RFP
- Cat 2 RFP

If you have an RFP, associate RFP with service request.

Off-Campus Hot Spot Equipment

Please select this option to create an accompanying Category One Hotspot Devices request for this Hotspot Services request.

Service Type
Data Transmission and/or Internet Access

Function
Wi-Fi hotspots for off-premises use

Quantity*
50

Unit
Each

Minimum Capacity
N/A

Maximum Capacity
N/A

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.
 Library FY2025 Cat 1 RFP

Checking the box will expand the option to add the devices. Enter the number of hotspot devices you're seeking. I suggest you check the box for "Installation, Activation, and Configuration" should there be any costs associated with initiating service or configuring the hotspot device.

Another Way to Request Hot Spot Equipment Bids

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 own or lease my own network or network capacity and seek bids for the electronics to make the network functional.

I own or lease my own network and seek bids for maintenance and operations of the connections.

I seek bids for Wi-Fi hotspots for off-premises use.

Service Type
Data Transmission and/or Internet Access

Function*
Wi-Fi hotspots for off-premises use

Quantity*

Unit
Each

Minimum Capacity
N/A

Maximum Capacity
N/A

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

If you missed adding hotspot devices at the same time as adding the service, click on “I seek bids for Cat 1 network equipment....”, you’ll then see “I seek bids for Wi-Fi hotspots for off-premise use”. Check the box for “Installation, Activation, and Configuration” should there be any costs associated with the hotspot device.

Suggested Narrative

- ❖ We request bids for a minimum of ## hotspot devices and service for students and staff who lack adequate internet access when off campus. OR
- ❖ We request bids for a minimum of ## hotspot devices (no service) for students and staff who lack adequate internet access when off campus. We will purchase the services for these devices outside the E-rate program. OR
- ❖ We request bids for monthly recurring wireless internet access service for students and staff who lack adequate internet access when off campus. Service provided must work with the hotspot devices already purchased and owned by the school district.



Form 470 Category 2 Internal Connections Service Request

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

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Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will describe the services you are requesting.

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

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

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

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

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 *

000-000-0000

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

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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**

3 **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

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

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, Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information you provide 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 made available to the Federal Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other federal benefit. You may 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. § 3501-3509.

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 Status All
 Post-Commitment Requests Incomplete
 Certified
 Canceled

Form Type

Funding Year

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

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Summary

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News

Related Actions

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Summary

Generated Documents

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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



Summary

Generated Documents

News

Related Actions



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?

Debra Kriete

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/

South Dakota E-rate:

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