Form 470

A competitive bidding process is a formal process to identify and request the products and services you need so that potential service providers can review those requests and submit bids for them. To open the process, applicants must post a Form 470 to the USAC website within the E-Rate Productivity Center (EPC) Portal.

The entity that will run the competitive bidding process - which may be you, a state procurement agency, or another entity that you have authorized to negotiate on your behalf with a Letter of Agency (LOA) - certifies an FCC Form 470 (Description of Services Requested and Certification) in the E-Rate Productivity Center (EPC) and must be prepared to receive and evaluate bids and negotiate with service providers. Vendor bids are not submitted to USAC or through a central portal.

Filing the Form 470

The Form 470 for the upcoming funding year is generally available on the USAC website by July 1 of the preceding year. For example, for FY 2027 (the service period begins July 1, 2027), the Form 470 became available on the USAC website for filing on or after July 1, 2026. Applicants that are seeking month-to-month services must use the Form 470 for the upcoming funding year and may not file prior to July 1. However, for applicants that have large procurements and intend to sign contracts for those services, Form 470s may be filed at any time.

After the Form 470 is certified, USAC will issue a Form 470 Receipt Notification Letter (RNL) in the entity's EPC News feed. Applicants can edit some fields in a certified FCC Form 470. Allowable changes include:

- Editing an application name
- Changing the main contact person and/or technical contact person
- Making minor, non-substantive updates to an RFP

Applicants must wait at least 28 days from the date the FCC Form 470 is certified before closing the competitive bidding process. Changes to the FCC Form 470 beyond the allowable changes require applicants to re-post a new Form 470, or in the case of an RFP being issued with a Form 470, to extend the bidding period by 28 days from making the changes and posting an addendum in the Form 470 portal.

If a consultant is assisting you with the application process, you must go to your organization profile in EPC, add your consultant in the Manage Your Organization Relationships area of your EPC account, and identify your consultant on your Form 470.

Requests for Proposal

The entity filing a Form 470 may issue a Request for Proposal (RFP) in addition to the Form 470. In general, an RFP is a formal bidding document that describes the project and requested services in sufficient detail so that potential bidders understand the scope, location, and any other requirements. However, USAC uses "RFP" or "RFP document" generically to refer to any bidding document that

describes your project and requested services in more detail than in the fields provided on the Form 470.

E-Rate Program rules do not require applicants to issue an RFP. Generally, you are not required to issue an RFP unless your state or local procurement rules or regulations require you to do so. However, if you have issued or will issue an RFP, you must upload that document in EPC. Do not upload a document that simply contains a link to the RFP.

There are additional competitive bidding requirements for leased dark fiber and for self-provisioned networks. The eligible service options are represented on the FCC Form 470 by various drop-down options. The FCC Form 470 Category One Services Drop-Down Menu Reference Table provides additional guidance about how to select the correct drop-down option and when an RFP is required.

Please note that an RFP is required in EPC if you are requesting the options for:

- "Leased Dark Fiber and Leased Lit Fiber"
- "Self-Provisioned Network and Services Provided Over Third Party Networks"
- "Network Equipment"
- "Maintenance & Operations"
- "Cellular Data Plan/Air Card Service"
- "Other"

If you issue RFP documents after your Form 470 is certified, you are required to upload them to your form using the Add an RFP Document feature in the Related Actions menu on your form in EPC. You must also extend the 28 day waiting period from the date that you uploaded the RFP document in EPC.

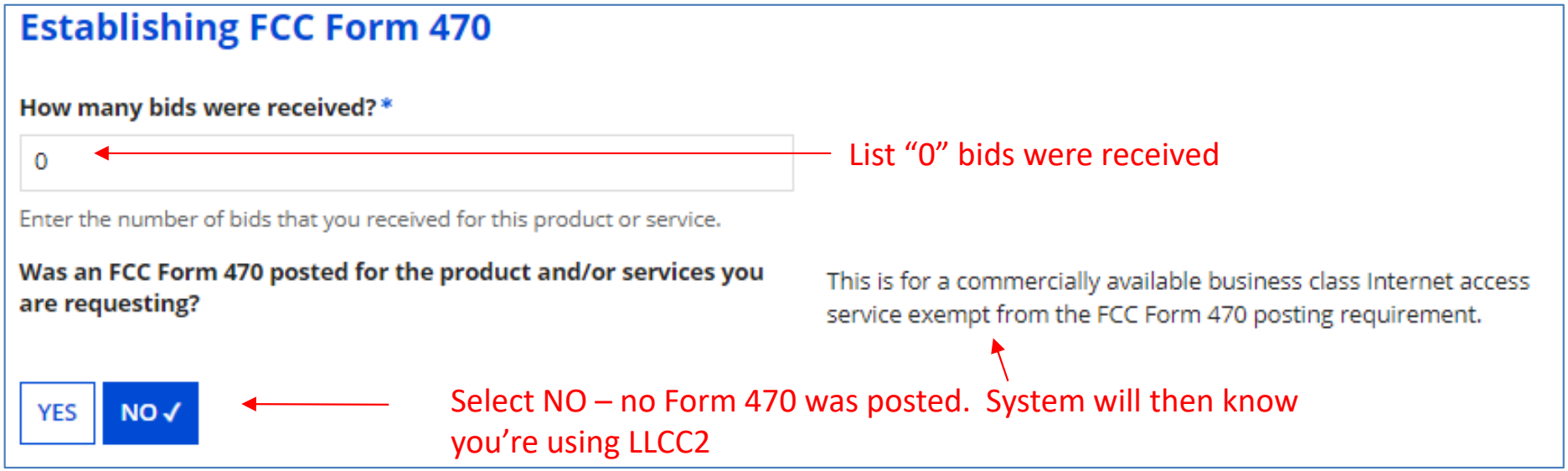
Exemptions from Filing a Form 470

Commercially available business class Internet access services are exempt from the FCC Form 470 posting requirement if they cost $3,600 (prediscount) or less annually per entity (school or library), including any one-time costs such as installation; 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. This exemption applies even if the service is purchased on a non-contract month-to-month basis.

This exemption is intended to assist the smallest applicants with making the E-Rate application process easier. These requirements are per building and cannot be averaged over several buildings.

Libraries with annual Category 2 purchases of $3,600.00 or less (prediscount) also are exempt from having to post a FCC Form 470. This amount is per library and cannot be averaged across multiple libraries.

More Form 471 Answers



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FY2027+ FCC Form 470 Services Guiding Statements Table

Starting with Funding Year 2022, the FCC Form 470 includes guiding statements to help applicants request E-Rate eligible services and/or equipment for the upcoming funding year. The following tables provide a quick way to reference the options provided in the form along with guiding messages.

Please see footnotes for additional information where provided.

Category One

If you intend to request bids for:	**You should first select "I seek bids for internet access and/or data transmission service."** **Next, choose the following FCC Form 470 statement:**	**Then, choose the following FCC Form 470 statement:**
Internet Access and Data Transmission Service	I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).	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 providers as independent services.[1]
Cellular Data Plan/Air Card Service	I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).	I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internal connection (e.g., for use on a library bookmobile without a fixed connection).[2]

[1] Applicants can use the narrative field on the FCC Form 470 and/or their RFP, if applicable, to provide additional details regarding their service need requirements.

[2] Cellular data plans and air cards for mobile devices are eligible for on-premises use only in instances when the school or library seeking support demonstrates that the individual data plans are the most cost-effective option for providing internal broadband access for mobile devices at schools and/or libraries (e.g., for use on a library bookmobile that cannot use a fixed connection).

If you intend to request bids for:	You should first select "I seek bids for internet access and/or data transmission service." Next, choose the following FCC Form 470 statement:	Then, choose the following FCC Form 470 statement:
Standalone Internet Access Service	I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.[3]	N/A
Standalone Data Transmission Service	I seek bids for data transmission service only (i.e., that does not include internet access service).[4]	I seek data transmission service without internet access service.
Leased Dark Fiber and Leased Lit Fiber	I seek bids for data transmission service only (i.e., that does not include internet access service).[5]	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.
Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks	I seek to build my own network.	N/A

If you intend to request bids for:	You should first select the following FCC Form 470 statement:	Then, choose the following FCC Form 470 statement:
C1 Network Equipment	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.
C1 Maintenance & Operations	I seek bids for Category One network equipment or maintenance and operations.	I own or lease my own network and seek bids for maintenance of the connections.

[3] This is not a commonly selected service option. It does not include transport service, which may be needed to deliver Internet access to the school or library building.

[4] This service option does not include Internet access service. If this option is selected, the applicant will have to request Internet access service separately.

[5] This service option does not include the modulating equipment needed to light the dark fiber; applicants are responsible for requesting modulating equipment separately

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Category Two

If you intend to request bids for:	You should first select the following FCC Form 470 statement:	Then, choose the following FCC Form 470 statement:
Internal Connections	I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or all software and remote-based services associated with the eligible equipment.[6]	• Antennas, Connectors, and Related Components • Cabling • Caching & Necessary Software & Licenses • Firewall Service, Components, & Necessary Software & Licenses • Racks • Routers & Necessary Software & Licenses • Switches & Necessary Software & Licenses • Uninterruptable Power Supply/Battery Backup & Necessary Software & Licenses • Wireless Access Points & Necessary Software & Licenses
Basic Maintenance of Internal Connections	I seek bids for basic maintenance, including in-person, on-site configuration changes for eligible equipment appropriate to maintain reliable operation. [7]	• Antennas, Connectors, and Related Components • Cabling • Caching • Firewall Service and Components • Racks • Routers • Switches • Uninterruptable Power Supply/Battery Backup • Wireless Access Points • Wireless Controllers

[6] If requesting software-based and remote based services associated with the eligible equipment), the applicant can request these under Internal Connections and then select the option that identifies the specific type of internal connection (e.g., routers, switches, etc.) and necessary software and licenses. The fact that they are only requesting the software and not new equipment should be explained in the narrative field and included in the RFP, if applicable.

[7] If requesting maintenance support that will be provided on premise (e.g., technician time and materials including on-site configuration changes), the applicant can request these under Basic Maintenance of Internal Connections.

If you intend to request bids for:	You should first select the following FCC Form 470 statement:	Then, choose the following FCC Form 470 statement:
Managed Internal Broadband Services (MIBS): Leased Equipment	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.
Managed Internal Broadband Services: Existing Equipment	I seek bids for the operation, management, and monitoring of eligible broadband internal connections.	I seek bids for MIBS using equipment that I currently own or will own.

Sample Form 470 Narratives

Narrative for Category 1

The applicant requests internet service to be delivered to the **SCHOOL OR LIBRARY NAME AND BUILDING PHYSICAL ADDRESS**. The minimum bandwidth is **100 MBPS** and we are interested in prices for higher bandwidth up to the maximum request of **500 MBPS**. We want pricing for month to month service, if offered, and one year contract with voluntary extension options. The prices for the extensions must be provided and we want the contract to include the options to increase bandwidth, and the prices for the increased bandwidth.

Procedures for questions and requests for site visits: If you have any questions about our Form 470, we will respond to an email that itemizes the questions. Send the email to: **EMAIL ADDRESS**. We will not accept or respond to phone calls or phone messages or meeting requests concerning this form 470. If after the bidding period ends, and the applicant has follow up questions, the applicant will contact the bidder(s).

If vendors want to visit the building and examine the location of where the service line will terminate into the building, send a request by email to **EMAIL ADDRESS**.

Mandatory requirements for bid submission. Failure to comply may result in bid disqualification.

1. Deadline for proposals is at **10 am CT** on the allowable contract date which is 29 days from the certification date of the Form 470 (counting the certification date as Day 1). Proposals must be submitted by email to **EMAIL ADDRESS** and ***received*** by the deadline.
2. The vendor must have a SPIN and provide the SPIN in their bid quote.
3. The vendor must offer discounted billing, which is the applicant needs to be able to afford the purchase. The vendor must state their willingness to provide discounted billing in their proposal.
4. The price proposal must contain all the following information:
    - A. **ONE-YEAR** contract prices at the minimum bandwidth speed
    - B. **ONE-YEAR** contract prices for higher bandwidth speeds up to the maximum speed requested.
    - C. Prices for voluntary extensions at each bandwidth level offered by the company between the minimum and maximum per Mbps speed.
    - D. Prices for estimated amount of taxes and surcharges or a list of the applicable taxes and surcharges and the percentage or flat cost of each item.
    - E. Cost of installation of service

F. Firm, fixed prices that do not have any contingency such as cost of installing facilities to be determined in the future such as after performing a site survey.

5. Vendors must have a physical office located within **## miles** of the applicant's location. The applicant's address is on the first page of this form 470. School district maps are available online at https://doe.sd.gov/ofm/districts.aspx. The address of a non-public school applicants is available at https://doe.sd.gov/ofm/edudir.aspx, and library website links are available at https://libguides.library.sd.gov/services/websites.

Narrative for Category 2

The applicant requests bids for the above equipment or service to be installed at the **SCHOOL OR LIBRARY NAME AND BUILDING PHYSICAL ADDRESS**.

Procedures for questions and requests for site visits: If you have any questions about our Form 470, we will respond to an email that itemizes the questions. Send the email to: **EMAIL ADDRESS**. We will not accept or respond to phone calls or phone messages or meeting requests concerning this form 470. If after the bidding period ends, and the applicant has follow up questions, the applicant will contact the bidder(s).

If vendors want to visit the building and examine the location of where the equipment or service be located, send a request by email to **EMAIL ADDRESS**.

Mandatory requirements for bid submission. Failure to comply may result in bid disqualification.

1. Deadline for proposals is at **10 am CT** on the allowable contract date which is 29 days from the certification date of the Form 470 (counting the certification date as Day 1). Proposals must be submitted by email to **EMAIL ADDRESS** and ***received*** by the deadline.
2. The vendor must have a SPIN and provide the SPIN in their bid quote.
3. The vendor must offer discounted billing, which is the applicant needs to be able to afford the purchase. The vendor must state their willingness to provide discounted billing in their proposal.
4. The price proposal must contain all the following information:
   A. **Equipment price per unit and service base monthly price.**
   B. Prices for estimated amount of taxes and surcharges or a list of the applicable taxes and surcharges and the percentage or flat cost of each item.
   C. Cost of installation of service itemized separately from equipment cost. **Proposals must include installation service.**

D. Firm, fixed prices that do not have any contingency such as cost of installing facilities to be determined in the future such as after performing a site survey.

5. Vendors must have a physical office located within **## miles** of the applicant's location. The applicant's address is on the first page of this form 470. School district maps are available online at https://doe.sd.gov/ofm/districts.aspx. The addresses of all school entities are available at https://doe.sd.gov/ofm/edudir.aspx, and an unofficial list of library website links are available at https://librarytechnology.org/libraries/public.pl?State=South%20Dakota.

6. The applicant has identified a preferred manufacturer and will also accept and review bids for equivalent equipment. Bids for equivalent equipment must include documentation to establish the equivalency of the equipment to the preferred manufacturer's equipment. Equivalent equipment must also be compatible and interoperable with the following existing equipment: {provide make and model of existing equipment}. Failure to provide this information will result in disqualification of the vendor's bid.

E-Rate RFP & Form 470 Narrative Guide



A Request for Proposal (RFP) is a bidding document that describes the project and requested services/equipment in sufficient detail so that potential bidders understand the scope, location, and any other requirements. USAC uses the term 'RFP' or 'RFP document' generically to refer to any bidding document that describes a project and requested services/equipment in more detail than in the fields provided on FCC Form 470. Applicants should consider *any* supplemental document, including Q & As, to be an RFP document, and therefore must follow the E-Rate rules applicable to RFPs.

When are RFPs Required?

In general, RFPs are generally *helpful but not mandatory* for E-Rate eligible services and equipment to be able to provide additional information that vendors may find helpful to prepare their bids, in addition to the information that is required to be provided on FCC Form 470. Because E-Rate rules require a fair and open competitive bidding process, the issuance of an RFP and establishment of a systematic way to field and respond to all vendor inquiries -- so that vendors have access to the same information -- can greatly assist applicants in documenting compliance with E-Rate bidding rules.
E-Rate rules *require* an applicant to release an RFP when bidding these specific Category 1 services and/or equipment:

- Leased Dark Fiber or Self-Provisioned Fiber projects
- Category 1 Network Equipment
- Operations & Maintenance Services for Leased Dark Fiber or Self-Provisioned Fiber Services
- Aircards when used for internet access service

If an RFP is issued, it is strongly recommended that it be uploaded at the time of the Form 470 filing. Although an RFP can be uploaded at a later time, the deadline for submission of bids must be extended to be 28 days from when the RFP is first uploaded. Further, all supplemental information provided to vendors or modifications to the information provided in the RFP must be uploaded as an RFP amendment to the original Form 470 filing. If the information is in addition to the original RFP, then the applicant's bid due date must be extended to allow for all bidders to have access to all RFP information for at least 28 days. To upload an RFP amendment: EPC Landing Page > Locate, select Form 470 using search feature bottom of page > Related Actions > Add an RFP Document > Upload document.

What Should be Included in the RFP?

The actual content of the RFP can be broken down into two sections – information provided to bidders and information requested from bidders. The more detailed the information you provide, the better the quality of proposals should be. This document contains suggested RFP outlines for both Category 1 and Category 2 requests.

What Should be Included in the Form 470 Narrative if No RFP is Issued?

Suggested wording for the Form 470 narrative section is below for applicants not issuing an RFP. Note: If you don't upload an RFP when the Form 470 is initially released, due to EPC system limitations, it is not possible to upload any additional documents such as Q & A, changes to scope of work, etc.

What Are the Biggest Mistakes Applicants Make in their RFPs or Form 470s?

Category 1: Applicants select the wrong category of service for Internet access, don't include the service addresses, don't bid a range of bandwidths, don't mention a preferred technology, or don't seek bids for the range of services as required by their specific fiber request (see page 3). Applicants also forget to upload the additional vendor RFP information/addendum to their original Form 470 and then restart their 28-day clock.

Category 2: Applicants forget to bid "equivalent" services, don't create a 'basic maintenance' service request in addition to the internal connections equipment request on the Form 470, or don't include a description of their existing equipment so vendors bidding equivalent product lines know whether their proposed equipment will be interoperable. Applicants also forget to upload the additional vendor RFP information/addendum to their original Form 470 and then restart their 28-day clock.

Category 1



Category 1 consists of Internet access and data transmission services, including Leased Lit, Leased Dark and Self-Provisioned Fiber services, and special construction build-out charges (see below for special bidding requirements for fiber services).

Category 1 RFP Outline

A. Information to Provide to Vendors

1) Project Summary
2) Proposal deadline (date and time)
3) Proposal submission requirements including where and in what format to submit bids
4) Vendor pre-bid meeting date/time (if any), and if it is a mandatory or optional meeting
5) E-mail address where vendor questions must be sent and deadline for questions
6) Detailed scope of services/project (see below for special fiber requirements)
7) Bandwidth increases
8) Whether partial bids for some but not all of the service locations will be accepted
9) Service addresses
10) Term of contract, including specific number of voluntary extension years
11) Technical service/network configuration requirements
12) Disqualification factors
13) Requirements for service turn-up date
14) Administrative and legal requirements (background checks, etc.)
15) Detailed list of information vendors must submit with proposals (see next section)
16) A specific response template, such as an excel worksheet, for vendors to use when submitting their proposal (see examples below). This will limit irrelevant information and reduce the likelihood of receiving "boilerplate" responses.

B. Information to Request from Vendors

17) Detailed service proposal
18) Cost by service address and any special construction fee, and itemized taxes/fees
19) Service delivery date commitment and when installation, if any, will begin
20) Network map/diagram
21) Service level agreements and penalties
22) Example of invoice and description of online customer service portal, if any
23) Company history and financial information
24) References of in-state clients of similar size/nature providing these services
25) Cost of specific mid-contract bandwidth increases
26) E-Rate experience and expertise

27) Whether the vendor will provide discounted bills
28) Identification of all RFP sections that are objectionable and alternative provisions in place of any objectionable requirement

Fiber RFP Requirements:

✓ **Leased Dark Fiber RFP Requirements**: If you are seeking a Leased Dark Fiber network, E-Rate requires you to also seek bids for Leased Lit Fiber in the same RFP and then compare all bids received. Applicants are not permitted to indicate a preference in their RFP. The modulating electronics/equipment necessary to make the Dark Fiber service functional and the ongoing operations/maintenance of the Dark Fiber service are eligible to be purchased with Category 1 funds and RFPs should seek quotes for these items, if needed. Typically, such RFPs will request proposals for a specific Leased Lit Fiber bandwidth, while Dark Fiber networks will seek pricing to lease a certain number of strands to each building (2 or 12 strands to each location, typically). Applicants also must seek pricing for an extended period of service for both services to be able to do an apples to apples comparison.

✓ **Self-Provisioned Fiber RFP Requirements**: If you are seeking to contract with a vendor to install fiber between buildings where you will then own that fiber, E-Rate requires you to seek bids for "all services provided over third party networks" in the same RFP and then compare all bids received. "Services provided over third party netwotks" means all other possible data transmission technologies. The modulating electronics/equipment necessary to make the self-provisioned fiber circuit(s) functional and the ongoing operations/maintenance of the fiber are eligible to be purchased with Category 1 funds and RFPs should seek quotes for these items, if needed.

✓ **Leased Lit Fiber Bidding Requirements:** E-Rate rules do not require an RFP, nor the comparison with any other data transmission service, when seeking just Leased Lit Fiber services. However, an RFP is strongly recommended due to the amount of information that vendors will need in order to submit a responsive proposal.

Reminder: If a vendor submits questions about the RFP and your answer provides additional information not found in the RFP, that information must be publicly posted in EPC as an addendum to your RFP. This addendum also restarts the 28-day 'clock.' Failure to post questions and answers that contain new information or failure to wait 28 days after posting of the questions and answers to evaluate bids is a violation of E-Rate's fair and competitive bidding rules which can result in the denial of a funding request.

C. Sample Vendor Response Templates for Category 1

Leased Lit Fiber

APPENDIX A		To be completed by bidder:			
DESCRIPTION OF SERVICE - Leased Lit Fiber to each building as identified in RFP. Bandwidth:	# CIRCUITS	UNIT MONTHLY RECURRING COST/CIRCUIT Years 1 - 5	MONTHLY TAXES/FEES	ONE-TIME NON-RECURRING COST/SPECIAL CONSTRUCTION COST	WILL SERVICE BE AVAILABLE ON JULY 1, 2021? Y/N
1 Gbps	6	$	$	$	
10 Gbps	6	$	$	$	

Leased Lit Fiber & Leased Dark Fiber

APPENDIX A		To be completed by bidder:				
DESCRIPTION OF SERVICE - Leased Lit Fiber to each building as identified in RFP. Bandwidth:	# CIRCUITS	UNIT MONTHLY RECURRING COST/CIRCUIT Years 1 - 5	MONTHLY TAXES/FEES	ONE-TIME NON-RECURRING COST/SPECIAL CONSTRUCTION COST	UNIT MONTHLY RECURRING COST/CIRCUIT Years 6 - 20	WILL SERVICE BE AVAILABLE ON JULY 1, 2021? Y/N
1 Gbps	6	$	$	$	$	
10 Gbps	6	$	$	$	$	

		To be completed by bidder:						
DESCRIPTION OF SERVICE	# STRANDS TO EACH BUILDING	UNIT MONTHLY RECURRING COST/BUILDING	MONTHLY TAXES/FEES	ONE-TIME NON-RECURRING COST/SPECIAL CONSTRUCTION COST	UNIT MONTHLY RECURRING COST/CIRCUIT Years 6 - 20	COST OF C1 NETWORK EQUIPMENT	COST OF MAINTENANCE /OPERATION OF DARK FIBER	WILL SERVICE BE AVAILABLE ON JULY 1, 2021? Y/N
Leased Dark Fiber to each building as identified in RFP	2	$	$	$	$	$	$	

Internet Access

APPENDIX A	To be completed by bidder:				
DESCRIPTION OF SERVICE - Internet Access delivered via fiber to district head-end as identified in RFP. Bandwidth:	MRC for 2 Year Contract	MRC for 3 Year Contract	MRC for 5 Year Contract	ONE-TIME NON-RECURRING COST/SPECIAL CONSTRUCTION COST	WILL SERVICE BE AVAILABLE ON JULY 1, 2021? Y/N
1 Gbps	$	$	$	$	
2 Gbps	$	$	$	$	
3 Gbps	$	$	$	$	

No RFP? Sample Category 1 Form 470 Narrative Language

It is strongly recommended that you include the following basic information in your Form 470 narrative text box if you choose not to issue an RFP (maximum of 5000 characters):

- Description of service, minimum and maximum bandwidth speeds, and number of lines.
- Minimum length of term, and any voluntary extension options
- Request for specific expanded or increased bandwidth prices during the life of the contract
- Building name and addresses where service is needed. Include the network hub building if the service needs to go back to the hub site.
- Any minimum bid (disqualification) factors that must be met in order for the vendor's bid to be qualified for review and scoring. These factors must be answerable as yes/no and cannot be subjective.

A. Internet Access w/Fiber Transport

FY 2024 Form 470 Required Selections:

Level A: I seek bids for internet access and/or data transmission service (1st bullet)
> Level B: I seek bids for internet access and data transmission service… (1st bullet)
> Level C: I seek bids for internet access and data transmission service… (1st bullet)

Form 470 Narrative: We are requesting symmetrical Internet access delivered over leased lit fiber. Service should be terminated at [name and address of district hub]. Pricing should be included for [xxx bandwidth increments]. We are seeking [2, 3, or 5] year contract options, with [2] one-year renewal options. Contracts must allow for upgrades to quoted bandwidth throughout the terms of the contract without additional bidding. Proposals must include description of service outage reports and method for customer to report service outages, in addition to what technical support is included without additional service fees, and a proposed service level agreement.

All costs must be included and proposals that say "additional charges may apply" will be disqualified. All special construction charges must be outlined in the bid response. The non-discounted portion of any special construction charges will be required to be amortized over four years. Proposals must disclose whether any services/circuits are being leased from a 3rd party and if so, name that 3rd party. Additional reasons that a proposal may be disqualified are [list disqualification reasons here].

Proposals due by [date/time – *be sure it is at least 29 days after 470 posting date*] to [e-mail address]. All questions must be submitted via e-mail to [e-mail address].

B. Internet Access w/Cable Transport (if not using CABIO bidding exemption*)

FY 2024 Form 470 Required Selections:

Level A: I seek bids for internet access and/or data transmission service (1st bullet)
> Level B: I seek bids for internet access and data transmission service… (1st bullet)
> Level C: I seek bids for internet access and data transmission service… (1st bullet)

Form 470 Narrative: We are requesting bundled Internet access delivered over coaxial cable or equivalent transport. Service should be terminated at [name and address of district hub]. Pricing should be included for [xxx bandwidth increments]. We are seeking contract and MTM pricing proposals.

All costs must be included and proposals that say "additional charges may apply" will be disqualified. All special construction, installation or "turn-on" charges must be outlined in the bid response. The non-discounted portion of any special construction charges will be required to be amortized over four years. Additional reasons that a proposal may be disqualified are [list disqualification reasons here].

Proposals due by [date/time – *be sure it is at least 29 days after 470 posting date*] to [e-mail address]. All questions must be submitted via e-mail to [e-mail address].

*** CABIO Bidding Exemption**

Schools and libraries are exempted from the E-Rate competitive bidding process if they purchase a commercially-available Internet package that meets the following conditions:

- Package costs less than $300 per month, per building (pre-discount)
- Minimum speed must be 100 mbps downstream and 10 mbps upstream
- Cost must be based per building and cannot be averaged across multiple buildings
- "Commercially available" typically means you can look on a vendor's website and see the bundled Internet package that is generally available to the public
- If CABIO applies, applicants can proceed directly to the Form 471 filing if filing for MTM services, or to the Contract Record creation if signing a multi-year contract (then to the Form 471).

C. Leased Lit Fiber Circuits (WAN) – No Internet

FY 2024 Form 470 Required Selections:

Level A: I seek bids for internet access and/or data transmission service (1st bullet)
> Level B: I seek bids to purchase data transmission service only… (3rd bullet)
> Level C: I seek bids for data transmission service without internet access… (1st bullet)

Form 470 Narrative: We are requesting Leased Lit Fiber transport from the district hub location to each of the following locations for the purposes of a wide area network:

District hub site: [name of location, address]

[name of school #1, address]

[name of school #2, address]

[name of school #3, address]

[name of school #4, address]

[name of school #5, address]

Pricing should be included for [1 Gbps, 10 Gbps or both]. We are seeking [3, 5, 10] year contract options with [2, one-year renewal options]. Contracts must allow for upgrades to quoted bandwidth throughout the terms of the contract without additional bidding.

Proposals must include description of service outage reports and method for customer to report service outages, in addition to what technical support is included without additional service fees, and a proposed service level agreement.

All costs must be included and proposals that say "additional charges may apply" will be disqualified. Proposals must provide service to all buildings listed above. All special construction charges must be outlined in the bid response. The non-discounted portion of any special construction charges will be required to be amortized over four years. Proposals must disclose whether any services/circuits are being leased from a 3rd party and if so, name that 3rd party. Vendors must provide references from at least 3 PA school clients of the same approximate size. All taxes, fees, surcharges must be itemized separately and disclosed in the vendor proposal. Additional reasons that a proposal may be disqualified are [list disqualification reasons here].

Proposals due by [date/time – *be sure it is at least 29 days after 470 posting date*] to [e-mail address]. All questions must be submitted via e-mail to [e-mail address].

Category 2



Category 2 consists of three subcategories -- internal connections, basic maintenance of internal connections, and managed internal broadband services. The most widely used subcategory is internal connections which consists of switches, routers, wireless access points and controllers, cabling, firewall appliances, caching servers, UPSs, racks, including related installation/configuration, licenses and cloud-based functionality.

CATEGORY 2 RFP Outline

A. Information to Provide to Vendors

1) Project Summary
2) Proposal submission guidelines including deadline for vendor questions
3) Vendor pre-bid meeting date/time (if any), and if it is a mandatory or optional meeting
4) E-mail address where vendor questions must be sent
5) Detailed scope of services/project
6) Whether installation and/or configuration is required
7) Whether partial bids for some but not all of the equipment/services will be accepted
8) Statement that district retains the option to increase or decrease quantities based on current budget conditions
9) Floorplans of each building with data closets labeled (for C2 that involves structured cabling, installation services, or managed internal broadband services)
10) Disqualification factors
11) Compatibility/interoperability requirements with school's existing network equipment *
12) Requirements for installation timeline
13) Administrative and Legal Requirements (background checks, etc.)
14) Detailed list of information vendors must submit with proposals (see next section)
15) A specific response template for vendors to use when submitting their proposal (see example below). This will limit irrelevant information and reduce the likelihood of receiving "boilerplate" responses.

**** Important***: Applicants may indicate a preferred manufacturer but must also use the phrase "or equivalent" and then evaluate all bids that meet the minimum bid requirements outlined in the RFP. Applicants are permitted – and encouraged - to include the requirement that the proposals must be compatible with a specific manufacturer's equipment or service that is installed in your network, and then include a list of the existing equipment. Also, applicants may require that proposals for "equivalent bids" are required to provide in their bid response documentation to substantiate that the equipment does have comparable specifications and is compatible with existing network equipment.

B. Information to Request from Vendors

1) Detailed service proposal if installation and/or configuration are required, and for all cabling projects
2) Unit cost of equipment or network drop
3) Ongoing licensing and maintenance costs
4) Percentage of E-Rate eligibility (firewalls, licenses, and maintenance)
5) Service delivery date commitment and when installation, if any, will begin
6) Network map/diagram (for structured cabling, equipment installation)
7) Example of invoice and description of online portal if any
8) Company history and financial information
9) References of in-state clients of similar size/nature providing these services
10) Documentation to substantiate any "equivalent bid" is comparable to preferred make/model and is compatible with the district's existing network equipment
11) Whether the vendor will offer discounted bills

Reminder: If a vendor submits questions about the RFP and your answer in any way changes the RFP or provides additional information than what was given in the RFP, those questions and answers must be publicly posted as an addendum to your RFP. This addendum also restarts the 28-day Form 470 clock. Failure to post questions and answers publicly or failure to wait 28 days after posting is a violation of fair and competitive bidding. This can result in the denial of a funding request.

C. Sample Vendor Response Template – Internal Connections

APPENDIX A			**To be completed by bidder:**			**Only required for vendors bidding product line different than preferred manufacturer**		
Preferred Manufacturer Name or Equivalent	**Model Number (SKU)**	**Estimated Quantity**	**Price/Unit**	**Extended Price** (quantity * unit price)	**% E-rate Eligible**	***Equivalent Make***	***Equivalent Model***	*Has the equivalent equipment met the compatibility requirements listed below, if any, and have you attached the required proof of quality and functionality equivalency? Yes/No*
Cisco or equivalent	C9115AXI-B-EDU	211	$	$	%			
Cisco or equivalent	AIR-AP-BRACKET-1	211	$	$	%			
	Installation per WAP	211	$	$	%			
				TOTAL BID	**$0.00**			

If vendors are bidding an "equivalent" product line that is different than what is listed in Column A, the products must be equivalent in quality and functionality, and must be fully interoperable and compatible with the District's existing equipment/systems which are as follows: District's existing EIGRP protocol and cisco wireless and switching equipment infrastructure.

No RFP? Sample Category 2 Form 470 Narrative Language

A. Category 2 Internal Connections

Form 470 Narrative: We are requesting vendor proposals for the following equipment [list equipment description, model numbers, and quantities, if known. If not known, describe what functionality you need such as wireless internal network for 12 classrooms.] District is [or is not] seeking installation of equipment. Equipment will be located in the following buildings [list name of buildings and addresses]. District retains the option to increase or decrease quantities based on current budget conditions.

Our preferred manufacturer is [manufacturer name] or equivalent. Equivalent proposals must be comparable in quality and functionality and must be fully interoperable with our existing [name of school/library's existing equipment]. Bids for an alternative manufacturer must also explain, in detail, that the equipment included in the proposal is equivalent to the preferred manufacturer equipment. The bid specification sheets for the alternative manufacturer equipment must be included in the bid. Alternative manufacturer equipment proposals that do not include this information will be rejected due to failure to comply with the minimum bid requirements.

Bids must include all charges, including equipment costs itemized by component, shipping and any surcharges. Labor/installation, if requested as part of the service request, shall be itemized separately.

Vendor must indicate whether licenses and or operating system software of internal connections equipment are classified as maintenance or internal connections.

Additional reasons that a proposal may be disqualified are [list disqualification reasons here].

Proposals due by [date/time – be sure it is at least 29 days after 470 posting date] to [e-mail address]. All questions must be submitted via e-mail to [e-mail address].

Modifications to the FCC Form 470 or FCC Form 471 – from USAC Website as of 11/11/2026

Ministerial & Clerical Errors

Applicants occasionally make data entry and other similar ministerial and clerical (M&C) errors on an FCC Form 470 or FCC Form 471. Applicants are permitted to correct ministerial and clerical errors and to modify their FCC Form 470, without restarting the 28-day waiting period, but only if the changes do not materially affect the original competitive bidding process.

Allowable changes include:

- Editing an application nickname;
- Changing the main contact person and/or technical contact person;
- Making minor, non-substantive updates to a request for proposal (RFP). *

Requests to correct these types of FCC Form 470 M&C errors should be submitted to USAC using the E-Rate Productivity Center (EPC) as soon as the applicant detects the error. To request an FCC Form 470 correction, follow the submission instructions in the How to File an FCC Form 470 eLM.

* Note: Changes to the FCC Form 470, or associated RFP documents, beyond the allowable changes require applicants to restart the 28-day waiting period.

Substantive Changes to the FCC Form 470

Beginning in Funding Year 2025, applicants may make changes to a certified FCC Form 470 in EPC without canceling the form. If the changes *would* substantively affect the competitive bidding process (e.g., adding a new category of service), applicants can attach a new or updated RFP or RFP document to their certified FCC Form 470, answer a question in the system about the type of change(s) made, and the 28-day waiting period will be recalculated automatically in EPC based on when the change was made.

For instructions on how to upload a new RFP or RFP document after certifying the FCC Form 470 and where to view the new Allowable Contract Date (ACD), please see the Uploading the RFP After Certification section of the How to File an FCC Form 470 eLM.

FCC Form 471 Corrections

The type of ministerial and clerical errors that applicants may correct on a certified FCC Form 471 include:

- Spelling errors and transposed letters and numbers;
- Simple addition, subtraction, multiplication or division errors, misplaced decimal points;
- Punctuation marks (e.g., periods, commas) that were included, omitted or misplaced;
- Incorrect citations such as:
    - FCC Form 470 number;
    - Contract number;
    - Billing Account Number/Multiple Billing Account Numbers;
    - FCC Form 471 Recipient of Service entity numbers;
- Contact person and/or consultant information;
- Dollar figures copied incorrectly from contracts;
- Incorrect identification of ineligible charges and services or products;
- Incorrect amount budgeted for ineligible services in FCC Form 471 Certification: Total Funding Summary;
- Incorrect service delivery time period (e.g., month-to-month to contractual, recurring to non-recurring).
- Incorrect service provider name or Service Provider Identification Number (SPIN), also known as the service provider's 498 ID Errors that require Corrective SPIN changes.
- Mischaracterizing non-recurring charges as recurring charges.

Additional allowable corrections are discussed in the FCC's Order DA 10-2354, released December 16, 2010.

Applicants can submit FCC Form 471 corrections in EPC using the Receipt Acknowledgment Letter (RAL) modification process or during the Program Integrity Assurance (PIA) review. Please view the FCC Form 471 Receipt Acknowledgment Letter Modification Guide for more information. You will be informed in your Funding Commitment Decision Letter (FCDL) if your FCC Form 471 RAL modification request was approved.

FCC Form 471 errors that do NOT qualify as M&C errors:

- Underestimates of the quantities of services needed;
- Services omitted due to a failure to recognize a need prior to filing one's FCC Form 471;
- Errors requiring Operational SPIN changes;
- Changes to the services on the FCC Form 471 funding request (e.g., renegotiated contract terms or pricing);
- Omitting an entity from the discount calculation if it was not listed in the original source document;
- Revising National School Lunch Program (NSLP) data dated after the close of the application filing window;
- Changes based on service provider documentation that is dated after the close of the application filing window.

Errors Detected During PIA Review

Your PIA reviewer may detect a discrepancy between your FCC Form 471 and the provided source documentation (e.g., contract) during the review of your application. If so, your PIA reviewer will ask if you would like to correct the application and will provide you 15 days to respond.

If you do not respond within the allotted 15 days, your reviewer will process your application with the information available, potentially resulting in a reduction or denial of funding.