Starting a Form 470

Login to EPC, click FCC Form 470 from the top right menu options
Choose an easily identifiable nickname

<table>
<thead>
<tr>
<th>Application Nickname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please enter an application nickname here.*</td>
</tr>
<tr>
<td>FY2017 district Internet Access</td>
</tr>
</tbody>
</table>
Review Basic Information for correctness

FCC Form 470 - Funding Year 2017
School District 25 - FY2017 district Internet Access - Form #170001893

Applicant Type: School District
Number of Eligible Entities: 3

Recipient(s) of Service
- Public School
- Adult Education
- Charter School
- Public School District

Recipients of Service

<table>
<thead>
<tr>
<th>Billed Entity Name</th>
<th>Billed Entity Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>School District 25</td>
<td>10508</td>
</tr>
</tbody>
</table>
Choose a contact person for this Form 470

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School District 25 - FY2017 district Internet Access - Form #170001893

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

School District 25 User 1
school.district25.user1@mailinator.com
123-456-7890
Category(s) of Service

The system allows you to put both C1 and C2 requests on one Form 470. I suggest for easy record keeping, splitting up C1 and C2 on different Forms 470.
It’s not a requirement to have an RFP document but if you do have an RFP, it must be uploaded here as you fill out your Form 470.
RFPs

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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 - FY2017 Internet Access

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 you put all service requests on one Form 470 and have multiple RFPs, this screen is asking you to associate the appropriate RFP documents to this particular service request.
Add a New Service Request

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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'.

Narrative
If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking. Additional descriptions of the services bidders should be aware of or any disqualification factors.

Internet Access to district demand located at School 1. Please provide pricing in increments of 10mbps - minimum of 50mbps up to 1gig.
Category One Service “Function” options

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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

Function *

Please select a value
Transport Only - No ISP Service Included
Cellular Data Plan/Air Card Service
Cellular Voice
Dark Fiber
Internet Access & Transport Bundled
Internet Access: ISP Service Only
Lit Fiber Service
Other
Self-provisioning
Voice Service (Analog, Digital, Interconnected VOIP, etc.)

Add
Q. I want to apply for Category One services on my FCC Form 470, and I’m not sure which Function to choose from the dropdown list. Can you help?

A. Refer to the table below to find the option that most closely resembles the service(s) you are seeking. Be sure to provide any additional details in the narrative or your RFP document(s) that will help potential bidders to submit responsive bids. The dropdown choices that will require you to post an RFP document are labeled "(Requires RFP)."

<table>
<thead>
<tr>
<th>FCC Form 470 - C1 Function Dropdowns</th>
<th>Explanation or Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport Only - No ISP Service Included</td>
<td>Select this option if you are seeking service only for a circuit to transport data and you will be independently purchasing Internet service from another provider.</td>
</tr>
<tr>
<td>Cellular Data Plan/Air Card Service (Requires RFP)</td>
<td>Select this option if you are seeking support for a cellular data plan. Note that the FCC has indicated that these services are only eligible in limited circumstances. Although the online form requires an RFP for this entry, you can upload a document that states &quot;No RFP Filed.&quot;</td>
</tr>
<tr>
<td>Cellular Voice</td>
<td>Select this option for basic cellular telephone service with no data or texting services.</td>
</tr>
<tr>
<td>Dark Fiber (Requires RFP)</td>
<td>Select this option and upload an RFP document if you are seeking dark fiber service. FCC rules require an RFP, and there are added complexities unique to dark fiber.</td>
</tr>
<tr>
<td>Internet Access &amp; Transport Bundled</td>
<td>Select this option if you are seeking both Internet service and a circuit to transport the Internet from the same service provider. This is the most common way that applicants procure Internet access.</td>
</tr>
<tr>
<td>Internet Access: ISP Service Only</td>
<td>Select this option if you are seeking to buy Internet service in bulk from one provider and will be independently seeking the circuit to transport data from another provider.</td>
</tr>
<tr>
<td>Lit Fiber Service</td>
<td>Select this option if you want to lease a managed lit fiber service that provides high speed bandwidth.</td>
</tr>
<tr>
<td>Other (Requires RFP)</td>
<td>If the service you want is not listed, select this option and provide additional detail about this service by uploading an RFP document. This option should also be selected if you are seeking support for network equipment such as modulating electronics and other equipment necessary to make an applicant-owned fiber network functional, or maintenance and operation costs for such a network.</td>
</tr>
<tr>
<td>Self-provisioning (Requires RFP)</td>
<td>Select this option and upload an RFP document if you are seeking self-provisioned fiber. Self-provisioning is for cases where the most cost effective option is for the applicant to build out its own dark fiber network.</td>
</tr>
<tr>
<td>Voice Service (Analog, Digital, Interconnected VoIP, etc.)</td>
<td>Select this option for voice services.</td>
</tr>
</tbody>
</table>
Q. Please provide some examples of situations where schools or libraries would make the above choices.

A. For libraries:

- I want my Internet service from a single provider.
  - Select **Internet Access & Transport Bundled**.
- I want a data circuit to transfer card catalog data from my library to the main library branch using a direct connection, not using the Internet.
  - Select **Transport Only**.
- I want a data circuit to transfer card catalog data from my library to the main library branch by logging onto a website and using the Internet.
  - Select **Internet Access & Transport Bundled**.
- I am a library system and want to purchase bulk Internet service for my branches. I intend to request separate circuits from the library system office to the branches from a separate provider.
  - Select **Internet Access: ISP Service Only** for the Internet service.
- I am a library system that has already purchased bulk Internet service for my library branches, and I now need circuits to connect to my libraries so they can receive the Internet service.
  - Select **Transport Only**.

For schools:

- I want my Internet service from a single provider.
  - Select **Internet Access & Transport Bundled**.
- I want a data circuit to transfer student information from my school to the main school office using a direct connection, not using the Internet.
  - Select **Transport Only**.
- I want a data circuit to transfer student information from my school to the main school office by logging onto a website and using the Internet.
  - Select **Internet Access & Transport Bundled**.
- I am a school district and want to purchase bulk Internet service for my individual schools. I intend to request separate circuits from the main school office to the individual schools from a separate provider.
  - Select **Internet Access: ISP Service Only** for the Internet service.
- I am a school district that has already purchased bulk Internet service for my individual schools, and I now need circuits to connect to my individual schools so they can receive the Internet service.
  - Select **Transport Only**.
Answer the questions about your requested services:

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**School District 25 - FY2017 district Internet Access - Form #170001893**

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Next, you will describe the services you are requesting.

**Edit Service Request**

Function:
- Internet Access & Transport Bundled

Quantity: 1

Unit: Circuits

Minimum Capacity: 50 Mbps

Maximum Capacity: 1 Gbps

Number of entities served: 1

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

Are you also seeking Maintenance and Technical Support for this service?
- Yes
- No

Please select the RFP(s) that apply to this service request.
- RFP - FY2017 Internet Access
Service Requests

Provide any pertinent details in the Narrative

If you are applying for Special Construction and want the option to pay in installments, you must indicate that here
Technical Contact Person
Procurement Information

**FCC Form 470 - Funding Year 2017**

School District 25 - FY2017 district Internet Access - Form #170001893

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<table>
<thead>
<tr>
<th>Basic Information</th>
<th>Service Requests</th>
<th>Technical Contact Information</th>
<th>Procurement Information</th>
<th>FCC Form 470 Review</th>
<th>Certifications &amp; Signature</th>
</tr>
</thead>
</table>

Next, you will enter all information regarding state and 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?

You could answer yes here and provide a link to your local procurement website or the GA procurement website: http://doas.ga.gov/state-purchasing/law-administrative-rules-and-policies
Review the PDF draft for correctness

You may have to click “Refresh” several times to get this screen with the blue PDF hyperlink
Are you the form certifier for your organization?

- The system gives you two options – Send for Certification or Continue to Certification
- Send for Certification sends a task to all “Full Rights” users associated with your organization
- The first person to open the task will be able to certify your form
Read each certification and check the boxes
After you certify your Form 470, you should see this screen:

- **Contact Us**
  Create a customer service case

- **Create a Whistleblower Case**
  Use this function to report an instance of program rule violations, or waste, fraud and abuse.

- **Search and Export Certified FCC Form 471 Funding Request(s)**
  This function allows you to search for certified FCC Forms 471 funding request(s) and export the results.

- **Search and Export Certified FCC Forms 470**
  This function allows you to search for certified FCC Forms 470 and export the results.
Finding a copy of your certified Form 470

From your Landing Page, click on your organization name under the USAC logo.
Finding a copy of your certified Form 470

Use this News feed, rather than the News tab in the blue menu bar at the top of the page, to see only your news.

Find the news post for your 470 and click this blue box.
Finding a copy of your certified Form 470

This screen shows you a summary of your Form 470. Click Generated Documents to get a PDF copy of your form.
Finding a copy of your certified Form 470

Click “Original Version” hyperlink to get a PDF of your Form 470 to keep for your records
Finding your 470 Receipt Notification Letter (RNL)

Click News to see just your RNL. Take a screen shot of this screen for your records.
Allowable Contract Date (ACD)

Notice at the bottom of your RNL, the Allowable Contract Date is listed. This is the earliest date that you can start the evaluation of bids and sign a contract.
Making Edits to your Form 470

Click Related Actions to make edits to your Form 470.
Form 470 FAQ

• When do I post a Form 470?
  A Form 470 is needed for new services. Your contract is expiring, you are seeking MTM services or you need new equipment, would all require a Form 470. The FY2017 Form 470 is now available in EPC – as of July 2016

• Do I have to be in EPC to post a Form 470?
  Yes, all program forms (except invoicing) are now in EPC.

• How many Forms 470 do I post?
  This is your choice. You can put all service requests on one form or put them on different forms. I suggest putting C1 and C2 requests on different Forms 470.

• Can I release my RFP after I post my Form 470?
  No, if you have an RFP, it needs to be uploaded with your Form 470 in EPC. In addition to uploading RFP docs in your Form 470, you can also post documents in an alternate location (i.e. school/library website.)
Form 470 FAQ

• Can I cancel a Form 470?
  Canceling/deleting is not an option in EPC. If you need to make a change, simply post a new form with the corrected information. If you have decided not to move forward with the service request, let vendors know the bid has been cancelled.

• How detailed does my Form 470 need to be?
  Include enough detail for a vendor to provide a bid. It is not acceptable to post a generic Form 470 – (saying “all eligible services”, “all telecom services” etc.). For some projects a separate RFP document may be helpful to provide all the necessary information about the requested services.

• If I have an RFP, do I need to include the “or equivalent” language?
  Yes. The Form 470 dropdowns already include “or equivalent” but it is important to also include this language in any RFP documents as well.

• What do I do if I don’t receive any bids?
  You can reach out to vendors and ask them if they would like to submit a bid for your requested services. If you do this, make sure to contact more than one vendor. Keep documentation of this correspondence.
Ga E-rate Team
844-423-7283
gae-rate@usg.edu
www.gae-rate.usg.edu

USAC Client Service Bureau (CSB)
888-203-8100
http://usac.org/sl