Starting a Form 470

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

FCC Form 470 - Funding Year 2017

FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

Billed Entity Information

School District 25
100 Main Street
Springfield, GA 31329
123-456-7890

Billed Entity Number 10508
FCC Registration Number: 1234567890

Application Nickname

Please enter an application nickname here.

FY2017 district Internet Access
Review Basic Information for correctness
Choose a contact person for this Form 470

FCC Form 470 - Funding Year 2017
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

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

FCC Form 470 - Funding Year 2017
School District 25 - Category Two - Wireless for HS - Form #170002083

There are currently no Category Two service requests. Please enter the service requests below by selecting ‘Add New Service Request’. 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.

Wireless Access Points for the highschool
Category Two Service “Function” options
Answer the questions about your requested services:

FCC Form 470 - Funding Year 2017
School District 25 - Category Two - Wireless for HS - Form #170002083

Next, you will describe the services you are requesting.

Add New Service Request

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

Function
- WAP

Quantity
- 25
- Each

Manufacturer
- Xirrus or equivalent

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

[Add button]
## Service Requests

**Last Saved: 1/11/2017 10:45 AM EST**

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

Next, you will describe the services you are requesting:

**Service Requests: Category Two**

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

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Function</th>
<th>Manufacturer</th>
<th>Entities</th>
<th>Quantity</th>
<th>Unit</th>
<th>Installation and Initial Configuration?</th>
<th>Associated RFPs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Connections</td>
<td>WAP</td>
<td>Xirrus or equivalent</td>
<td>25</td>
<td>Each</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

Wireless Access Points for the high school
Technical Contact Person
Procurement Information

**FCC Form 470 - Funding Year 2017**

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

Last Saved: 12/6/2016 2:42 PM EST

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**State or Local Procurement Requirements**

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

**Yes**

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 screenshot of this screen for your records.

**FY2017 district Internet Access - #170001893**

**USAC's Internal System** School District 25's FCC Form 470 - 170001893 for Funding Year 2017 was successfully posted to the USAC website on 12/6/2016. This posting begins the required 28 day competitive bidding process. The allowable contract date is 1/3/2017.

It is important that you review this form now to make sure the products and services you require have been correctly posted and, if necessary, take any appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form but not others. For fields that allow a correction, you will be able to edit the information in the form field directly.

To determine what corrections are allowable and why, see the "List of correctable ministerial and clerical errors" on our website.

**NEXT STEPS**
- Make sure that you wait 28 days before you select your service provider(s) and sign any contracts.
- Use the Form 470 Application Number shown above in any Form 471, Block 5 Funding
- Request that cities this Form 470. Share this number with those... More
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