Creating a Contract Record
Creating a Contract Record

#10508 - School District 25

Organization Details
- Name: School District 25
- Entity Number: 10508
- FCC Registration Number: 1234567890

Applicant Type: School District
Status: Active

Contact Information
- Physical Address: 100 Main Street, Springfield, GA 31328
- Mailing Address: 100 Main Street, Springfield, GA 31329
- Phone Number: 123-456-7890
- Email: school.district25.user1@mailinator.com
- Website URL:

Summary:
- News
- Related Actions
- Customer Service
- Modifications
- Additional Information
- Discounts
- Rate

Contracts
- FCC Forms
- FRN Appeals
## Manage Contracts

<table>
<thead>
<tr>
<th>Contract ID</th>
<th>Contract Number</th>
<th>Contract Nickname</th>
<th>Award Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4323</td>
<td>123456</td>
<td>FY2017 Network Upgrades - School A and School B</td>
<td>3/16/2017</td>
</tr>
<tr>
<td>348</td>
<td></td>
<td>WANFY2016</td>
<td>3/2/2016</td>
</tr>
<tr>
<td>184</td>
<td>1234</td>
<td>WAN</td>
<td>2/10/2016</td>
</tr>
<tr>
<td>135</td>
<td>1234</td>
<td>Wireless APs</td>
<td>2/10/2016</td>
</tr>
<tr>
<td>122</td>
<td>002</td>
<td>FY2016 Wireless for HS &amp; MS</td>
<td>2/18/2016</td>
</tr>
</tbody>
</table>
Add a New Contract
Enter an easily identifiable nickname

Create Contract
School District 25 (BEN: 10508) - FY2017 Internet Access - AT&T - Contract ID #

Contract Information

Enter a nickname to easily Identify this contract *
FY2017 Internet Access - AT&T

You are not required to enter a Contract Number but it may be helpful to identify this contract later if it has an associated contract number.
Upload a copy of your contract

Although it’s not required, I recommend uploading a copy of your contract, as PIA will likely request a copy during review.
Additional questions about this contract

<table>
<thead>
<tr>
<th>Contract Information</th>
<th>Establishing FCC Form 470</th>
<th>Service Provider</th>
<th>Contract Dates</th>
<th>Pricing Confidentiality</th>
<th>Confirmation</th>
</tr>
</thead>
</table>

Here you will answer additional questions about this contract.

**Contract Information**

- **Is this contract based on a State Master Contract?**
  - Yes
  - No

- **Is this contract based on a multiple award schedule?**
  - Yes
  - No

*If the underlying contract was awarded to multiple vendors, then it was a multiple award schedule.*
Additional questions about this contract

Create Contract
School District 25 (BEN: 10508) - FY2017 Internet Access - AT&T - Contract ID #4365

Here you will answer additional questions about this contract.

Contract Information
Can other applicants piggy back off this contract? ☐

In some locales, applicants can create a contract which can then be used as a bid response by other applicants that have filed their own FCC Forms 470, this is also known as a piggy back contract.

Was this contract originally created by another applicant, and you then piggy backed off their contract? ☑

Yes  No ✔
Create Contract

School District 25 (BEN: 10508) - FY2017 Internet Access - AT&T - Contract ID #4365

Last Saved: 3/27/2017 10:37 AM EDT

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Here you can use the search tool below to associate an FCC Form 470 with this contract.

Establishing FCC Form 470

Was an FCC Form 470 posted for the product and/or services you are requesting?

Yes ✓ No

How many bids were received? ☐ Enter the total number of bids that you received for this Contract, whether they were disqualified or not.

[5]

Enter the number of bids that you received for this product or service.

Was your FCC Form 470 posted prior to Funding Year 2016?

Yes ✓ No
Associate a Form 470

Use the search tool below to find the establishing FCC Form 470.

Remember that the services in the contract had to be posted on the FCC Form 470.

Remember you cannot file your Form 471 before the Allowable Contract Date.

### Search FCC Forms 470

<table>
<thead>
<tr>
<th>Search by FCC Form 470 Number</th>
<th>Search by Nickname (Partial or Full)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search by BEN</strong> 10538</td>
<td></td>
</tr>
</tbody>
</table>

#### Search Results

<table>
<thead>
<tr>
<th>FCC Form 470 Number</th>
<th>Nickname</th>
<th>Funding Year</th>
<th>BEN</th>
<th>BEN Name</th>
<th>Allowable Contract Date</th>
<th>Service Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>160000391</td>
<td>FY2016 Internet Access</td>
<td>2016</td>
<td>10538</td>
<td>School District 25</td>
<td>3/15/2016</td>
<td>Internet Access and/or Telecommunications</td>
</tr>
<tr>
<td>170001830</td>
<td>FY2017 district Internet Access</td>
<td>2017</td>
<td>10538</td>
<td>School District 25</td>
<td>1/3/2017</td>
<td>Internet Access and/or Telecommunications</td>
</tr>
<tr>
<td>170002226</td>
<td>FY2017 Internet Access</td>
<td>2017</td>
<td>10538</td>
<td>School District 25</td>
<td>3/20/2017</td>
<td>Internet Access and/or Telecommunications</td>
</tr>
<tr>
<td>170006644</td>
<td>Internal Connections for School A and School B</td>
<td>2017</td>
<td>10538</td>
<td>School District 25</td>
<td>4/13/2017</td>
<td>Internet Access and/or Telecommunications</td>
</tr>
<tr>
<td>160000409</td>
<td>Wide Area Network</td>
<td>2016</td>
<td>10538</td>
<td>School District 25</td>
<td>3/17/2016</td>
<td>Internet Access and/or Telecommunications</td>
</tr>
</tbody>
</table>

Select the associated Form 470 and click the check box next to the correct form.
Associate a Service Provider

Search for the service provider and click the check box next to the correct company.
Contract Dates

Create Contract
School District 25 (BEN: 10508) - FY2017 Internet Access - AT&T - Contract ID #4365

Last Saved: 3/27/2017 10:39 AM EDT

Contract Dates

Here you will answer additional questions about the dates on your contract.

**Contract Dates**

Is this a multi-year contract?  
- [ ] Yes ✅  
- [ ] No

What is the date you awarded your contract?  
3/23/2017

*The Contract Expiration Date will be entered in each FRN where you cite this contract.*

This date should be at least 28 days after you posted the associated Form 470
Contract Dates

Example: You may have a contract term of "One year plus two optional renewal years"—meaning you have the option to stay under contract for three years total or terminate the contract after year one.
Additional questions about this contract

Create Contract

School District 25 (BEN: 10508) - FY2017 Internet Access - AT&T - Contract ID #4365

[Image 80x77 to 880x373]

Here you will answer additional questions about applicable publication restrictions on this contract.

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

[Yes] [No]
Check this summary for correctness

Check that all the information on this page is correct. Contract records cannot be edited after they are submitted.
Complete your contract record

The Save and Close button will save a draft record that can be edited later. The Complete button submits your contract record and it cannot be edited.
Submitted Contracts

<table>
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<tr>
<td>4365</td>
<td>17897664</td>
<td>FY2017 Internet Access - AT&amp;T</td>
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Once you complete a contract record, you should see this page that shows all "submitted contracts"
Contract Record FAQ

• When do I create a contract record?
  If you have a contract, you need to create a record in EPC. The Form 471 requires you to associate a contract, unless you have a month-to-month or tariff agreement.

• How many contract records do I create?
  One for each contract you have. If you are currently under a multi-year contract that was executed prior to EPC, you will still need to create a record in EPC in order to file a 471.

• Can I delete a contract record?
  No, once you have submitted a contract record, it cannot be edited or deleted.

• Where do I post any contract amendments?
  Once a contract record in submitted, it cannot be edited. Keep any contract amendments for your records but they cannot be added to your record in EPC.

• Do I need to create a new contract record if I amend an existing contract?
  No, a new record is not needed. Keep all amendments/documentation in your files.
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