Starting a Form 470

My Landing Page

Training
Universal Service Administrative Co.

Login to EPC, click FCC Form 470 from the top right menu options

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 | Appeal | Manage Users | Manage Organizations | USAC Website | Contact Us | Help

Choose an easily identifiable nickname

FCC Form 470 - Funding Year 2017

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 ⊟

School District 25
100 Main Street
Springfield, GA 31329
123-456-7890 ☎ⓢ
school.district25.user1@mailinater.com

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

FCC Form 470 - Funding Year 2017

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

Last Saved: 12/6/2016 2:23 PM EST

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
- ☑ Adult Education
- ☑ Charter School
- ☑ Public School District

Recipients of Service

Billed Entity Name	Billed Entity Number
School District 25	10508

Choose a contact person for this Form 470

FCC Form 470 - Funding Year 2017

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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?

School District 25 User 1
school.district25.user1@mailinator.com
123-456-7890

Yes ✓   No

Category(s) of Service

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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.

Category(s) of Service

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

Category 1 ✓

- Internet Access and/or Telecommunications

Category 2

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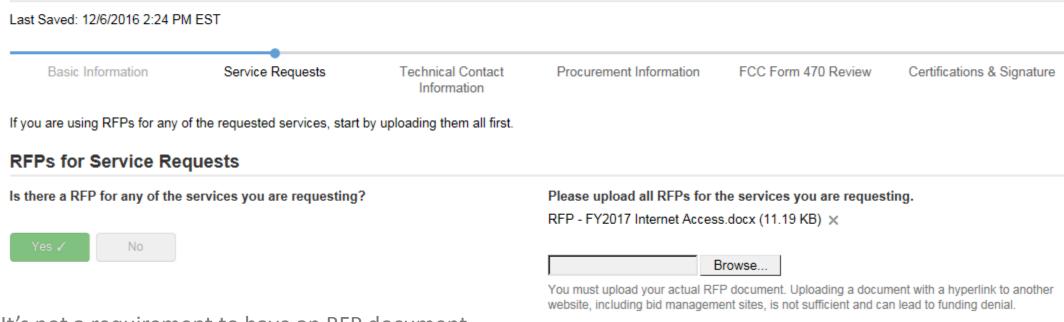- Managed Internal Broadband Services

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

RFPs

FCC Form 470 - Funding Year 2017

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

Last Saved: 12/6/2016 2:24 PM 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?

Please upload all RFPs for the services you are requesting.

RFP - FY2017 Internet Access.docx (11.19 KB) ✕

[Yes ✓] [No]

[   ] [Browse...]

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.

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

FCC Form 470 - Funding Year 2017

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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 - 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

FCC Form 470 - Funding Year 2017

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

Last Saved: 12/6/2016 2:26 PM 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 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 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 demarc 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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School District 25 - FY2017 district Internet Access - Form #170001893

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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)."

FCC Form 470 - C1 Function Dropdowns	Explanation or Action
Transport Only - No ISP Service Included	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.
Cellular Data Plan/Air Card Service (Requires RFP)	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 "No RFP Filed."
Cellular Voice	Select this option for basic cellular telephone service with no data or texting services.
Dark Fiber (Requires RFP)	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.
Internet Access & Transport Bundled	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.
Internet Access: ISP Service Only	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.
Lit Fiber Service	Select this option if you want to lease a managed lit fiber service that provides high speed bandwidth.
Other (Requires RFP)	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.
Self-provisioning (Requires RFP)	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.
Voice Service (Analog, Digital, Interconnected VoIP, etc.)	Select this option for voice services.

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? *

3

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

Next, you will describe the services you are requesting.

Service Requests: Category One

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

	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs
☐	Internet Access and/or Telecommunications	Internet Access and Transport Bundled	50 Mbps	1 Gbps	3	1	Circuits	Yes	Yes	RFP - FY2017 Internet Access

Add New Service Request   Edit Service Request   Remove 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 demarc located at School 1. Please provide pricing in increments of 10mbps - minimum of 50mbps up to 1gig

If you are seeking bids for additional capacity tiers between the minimum and maximum, you must state which additional values.

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

Back   Discard Form   Save & Share   Save & Continue

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

FCC Form 470 - Funding Year 2017

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

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

Next, please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking.

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 ✓]

First Name *

Last Name *

Title

Phone Number *

Phone Number Extension

Email *

Re-enter Email *

[Back] [Discard Form]   [Save & Share] [Save & Continue]

Procurement Information

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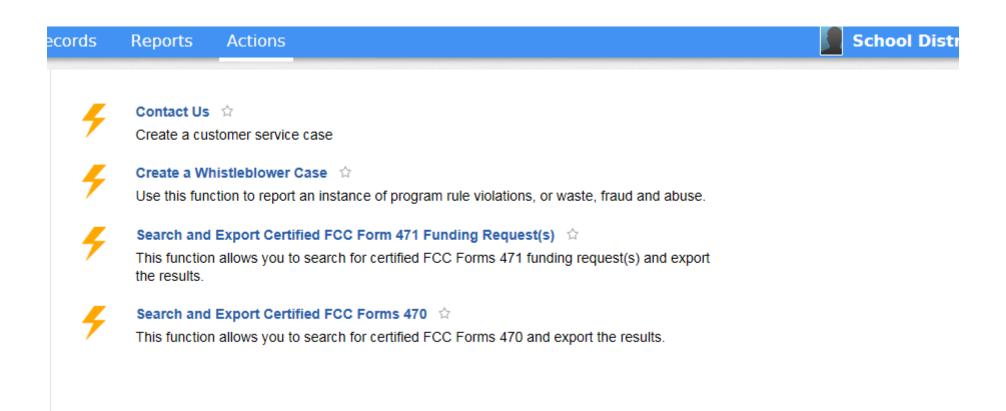
School District 25 - FY2017 district Internet Access - Form #170001893

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

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

[Yes]   [**No ✓**]

[Back]   [Discard Form]   [Save & Share]   [Review FCC Form 470]

Review the PDF draft for correctness

FCC Form 470 - Funding Year 2017

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

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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_170001893_DRAFT

☑ By checking this box, I certify that the information in the PDF document above is correct.

Back   Send for Certification   Continue to Certification

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

Certify FCC Form 470

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

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

Please complete the certifications below.

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 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 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 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

After you certify your Form 470, you should see this screen:

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)

News   Tasks (51)   **Records**   Reports   Actions

Training
Universal Service Administrative Co.

Summary
News ▸
Related Actions
Generated Documents

Click News to see just your RNL. Take a screen shot of this screen for your records

Records / FCC Forms 470

FY2017 district Internet Access - #170001893   Follow

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 cites this Form 470. Share this number with those **...More**

FY2017 district Internet...   #10508 - School District...

Tuesday, 2:47 PM ☆   🔒   Comment   More Info ▾
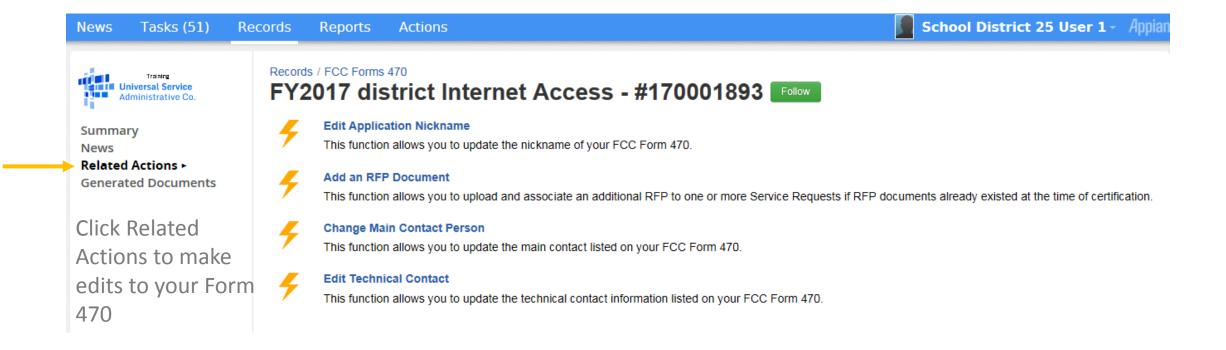
Allowable Contract Date (ACD)

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 <u>new</u> 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. <u>In addition to</u> 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