

Creating a Contract Record

My Landing Page



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Welcome, **School District 25!**

Notifications

Notification Type

Funding Year

Status ⓘ All
 Generated
 Not Generated

Creating a Contract Record

News Tasks (64) Records Reports Actions  School District 25 User 1 - Appia

 Training
Universal Service
Administrative Co.

Summary ▾
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#10508 - School District 25 [Follow](#) [Create a New User](#) [Add or Remove Existing...](#) [Manage User Permissions](#) [...](#)

Organization Details

Name	School District 25	Applicant Type	School District
Entity Number	10508	Status	Active
FCC Registration Number	1234567890		

Contact Information

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

Manage Contracts



- Summary
- News
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- Discount Rate
- Contracts >**
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Records / Applicant Entities

#10508 - School District 25 [Follow](#)

[Manage Contracts](#)

Submitted Contracts

Contract ID	Contract Number	Contract Nickname	Award Date	
4323	123456	FY2017 Network Upgrades - School A and School B	3/16/2017	View
348		WANFY2016	3/2/2016	View
184	1234	WAN	2/10/2016	View
135	1234	Wireless APs	2/10/2016	View
122	002	FY2016 Wireless for HS & MS	2/18/2016	View

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Add a New Contract



Summary

News

Related Actions ▶

Customer Service

Modifications

Additional Information

Discount Rate

Contracts

FCC Forms

FRN Appeals

Manage Contracts

Contracts - School District 25 (BEN: 10508)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type

My Contract Drafts

The grid below contains all of your draft contracts created for this organization.

- To edit a draft contract, select 1 contract from the grid and click the Edit button at the bottom of the form.
- To delete a draft contract, select up to 5 contracts from the grid and click the Delete button at the bottom of the form.

<input type="checkbox"/>	Contract ID	Contract Number	Contract Nickname	Created	Last Modified
<input type="checkbox"/>	774	12345	WAN FY2016	4/4/2016 3:47 PM EDT	4/4/2016 3:51 PM EDT
<input type="checkbox"/>	631		test	3/16/2016 2:35 PM EDT	3/16/2016 2:37 PM EDT
<input type="checkbox"/>	572		Test	3/11/2016 1:59 PM EST	3/11/2016 2:02 PM EST
<input type="checkbox"/>	571		test	3/11/2016 1:48 PM EST	3/11/2016 1:49 PM EST
<input type="checkbox"/>	466	12345	FY2016 Wide Area Network	3/8/2016 3:52 PM EST	3/8/2016 3:54 PM EST

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Close

Add a New Contract

Edit

Delete

Enter an easily identifiable nickname

Create Contract

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

Contract Information

Establishing FCC Form
470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will enter preliminary information about this contract, as well as your account number, if you know it.

Contract Information

Enter a nickname to easily identify this contract ⓘ *

FY2017 Internet Access - AT&T

Contract Number ⓘ

17897654

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

Create Contract

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

Last Saved: 3/27/2017 10:32 AM EDT

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you will have the option to upload contract documents, including a description of each document.

Contract Information

Contract ID #4365 ⓘ

Would you like to upload a copy of your contract? ⓘ

Contract Document Upload

Please upload and describe each document related to your contract.

2017 IA ATT Contract.docx (11.27 KB) ×

Describe this contract document.

Describe this contract document.

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

Create Contract

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

Last Saved: 3/27/2017 10:32 AM EDT



Here you will answer additional questions about this contract.

Contract Information

Is this contract based on a State Master Contract? [?](#)

Is this contract based on a multiple award schedule? [?](#)

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

Last Saved: 3/27/2017 10:36 AM EDT



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? 

Associate a Form 470

Create Contract

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

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

Contract Information

Establishing FCC Form
470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

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? ?

5

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

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

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

Clear Filters

Search

Search for the associated Form 470 and click the check box next to the correct form

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	160000391	FY2016 Internet Access	2016	10508	School District 25	3/15/2016	Internet Access and/or Telecommunications
<input checked="" type="checkbox"/>	170001893	FY2017 district Internet Access	2017	10508	School District 25	1/3/2017	Internet Access and/or Telecommunications
<input type="checkbox"/>	170002226	FY2017 Internet Access	2017	10508	School District 25	3/20/2017	Internet Access and/or Telecommunications
<input type="checkbox"/>	170005644	Internal Connections for School A and School B	2017	10508	School District 25	4/13/2017	Internal Connections
<input type="checkbox"/>	160000409	Wide Area Network	2016	10508	School District 25	3/17/2016	Internet Access and/or Telecommunications

Associate a Service Provider

Here you will associate the service provider listed on the contract.

Service Provider

Account Number (e.g., billed telephone number)

If your service provider has given you one or more Account Numbers, please enter them.

Please select the service provider for this contract using the search below.

Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

Clear Filter

Search

<input type="checkbox"/>	SPIN	Name	Doing Business As	State
<input checked="" type="checkbox"/>	14010001	USAC Service Provider Organization 1		VA
<input type="checkbox"/>	14010002	USAC Service Provider Organization 2		VA
<input type="checkbox"/>	14010003	USAC Service Provider Organization 3		VA
<input type="checkbox"/>	14020001	FCC Service Provider Organization 1		VA
<input type="checkbox"/>	14020002	FCC Service Provider Organization 2		VA

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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 Information

Establishing FCC Form
470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

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

Contract Dates

Is this a multi-year contract?

Yes ✓

No

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

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.

Contract Dates

Create Contract

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

Last Saved: 3/27/2017 10:41 AM EDT

Contract Information

Establishing FCC Form
470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about voluntary extensions on your contract

Contract Dates

Does this contract include voluntary extensions?

Yes ✓

No

What is the contract expiration date if all extensions are exercised? *

6/30/2020

How many extensions are left on the contract? *

2

Enter the number of voluntary extensions that you could still exercise on this contract.

What is the total remaining length of the contract if you exercised all extensions (in months)? *

36

Enter the number of months that would remain in the contract if you exercised all voluntary extensions.

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

Last Saved: 3/27/2017 10:43 AM EDT

Contract Information

Establishing FCC Form
470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

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 ✓

If you answer yes, you will be asked to site the restriction

Check this summary for correctness

Create Contract: Confirmation

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

Last Saved: 3/27/2017 10:44 AM EDT

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality **Confirmation**

Please review the information and submit the information below to complete this contract.

Contract Information

Nickname	FY2017 Internet Access - AT&T	Contract ID	4365
Can Other Applicants Piggy Back Off This Contract?	No	Contract Number	17897654
Piggy Backed Off Another Contract?	No	Based on a State Master Contract?	No
		Based on a Multiple Award Schedule?	No

Establishing FCC Form 470

Establishing FCC Form 470	#170001893	Number of Bids Received	5
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Service Provider

Service Provider	USAC Service Provider Organization 1 (SPIN: 14010001)	Account Number	
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Contract Dates

Award Date	3/23/2017	Multi-Year Contract?	Yes
Includes Voluntary Extensions?	Yes		

Extension Details:

- There are 2 remaining voluntary extensions.
- There are 36 months remaining in this contract if all extensions are exercised.
- This contract expires on 6/30/2020 if all extensions are exercised.

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

Complete your contract record

Service Provider

Service Provider [USAC Service Provider Organization 1 \(SPIN: 14010001\)](#)

Account Number

Contract Dates

Award Date 3/23/2017

Multi-Year Yes
Contract?

Includes Voluntary Yes
Extensions?

Extension Details:

- There are 2 remaining voluntary extensions.
- There are 36 months remaining in this contract if all extensions are exercised.
- This contract expires on 6/30/2020 if all extensions are exercised.

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Supporting Documents

Document	Description
2017 IA ATT Contract	

Back

Cancel

Save & Close

Complete

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

News Tasks (64) Records Reports Actions  School District 25 User 1 - Appian

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Submitted Contracts

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4323	123456	FY2017 Network Upgrades - School A and School B	3/16/2017	View
348		WANFY2016	3/2/2016	View
184	1234	WAN	2/10/2016	View
135	1234	Wireless APs	2/10/2016	View

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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 is 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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