

# **E-rate Category 2 Eligibility and Form 470/Bidding Guide - Public Schools**

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## **Funding Year 2024**



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October 2023

# Categories of Service Recap

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- **Category 1** – Services that go TO the school

- Subcategories:
  - Data Transmission Services (fiber, coaxial cable, etc.)
  - Internet Access
- Maximum discount is 90%
- No E-rate funding caps



- **Category 2** – Services/equipment that go INSIDE the school

- Subcategories:
  - **Internal Connections**
  - Basic Maintenance of Internal Connections
  - Managed Internal Broadband Services (MIBS)
- Maximum discount is 85%
- Subject to 5-year E-rate funding caps



# Internal Connections

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- Wireless Access Points/Controllers
  - Network Routers & Switches
  - In-Building Structured Cabling
  - Caching Servers
    - Only eligible servers
  - Firewalls (appliances only)
    - No ancillary modules/functions are eligible, like anti-spam, anti-virus, etc.
    - No 'redundant' or high availability firewalls
  - Racks and UPSs
    - That support eligible equipment only
    - Network cards aren't eligible
  - Equipment licenses
    - Multi-year licenses can be requested in first year
  - Cloud-based functionality of this equipment
- Operating system software to support eligible equipment
  - Installation and configuration
    - If wanted, be sure to specify this in your 470/RFP
  - Taxes and fees
  - Basic training on use of equipment



- Not eligible:
  - Storage Devices
  - Voice/Video Components
  - End User Devices

# Internal Connections Purchase Timeline

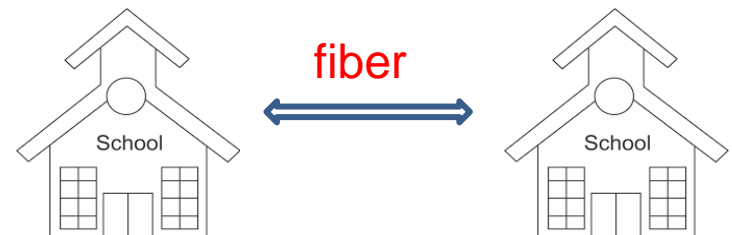
- Equipment can be purchased as early as April 1, prior to funding year start
  - For example, applicants can purchase equipment on April 1, 2024 for FY 2024, even though funding year doesn't begin until July 1, 2024
  - **However...** vendors/applicants cannot be reimbursed from USAC until July 1
  - Applicants that purchase equipment prior to receiving funding commitment letter are risking paying full price
- Equipment can be purchased as late as September 30, following the end of funding year
- Allows applicants two full summers to install equipment

FY 2024 - Non-Recurring Services/Equipment Purchases - April 1, 2024 - Sept 30, 2025																	
			FY 2024 - Recurring Services - July 1, 2024 - June 30, 2025														
Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025	2025	2025

# School-to-School Fiber Eligibility

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- For schools that are in close proximity, applicants often want to use C2 funds to install fiber between them
- FCC has well intentioned, but restrictive, rules related to these connections, as follows:
  - **1 school but located in 2 buildings (rare)**
    - Fiber between those buildings = Category 2
    - Does PDE recognize it as single school?
  - **2 schools but located in same building (rare)**
    - Fiber between those schools = Category 2
  - **2 schools but located in different buildings (common)**
    - Fiber between these buildings = Category 1
    - Considered “Self Provisioned Fiber” and must bid accordingly on Form 470
    - Cannot use C2 funding, unfortunately



# Basic Maintenance (BMIC)

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- **Eligible:**
  - Repair and upkeep of eligible hardware
  - Wire and cable maintenance
  - Configuration changes
  - Basic technical support including online and telephone-based technical support
  - Software upgrades and patches including bug fixes and security patches
- **Eligibility limitations:**
  - Contract must specifically identify the equipment being covered, including product name, model number and location.
  - Support will only be paid for actual work performed under contract.
  - Support for bug fixes, security patches, and technical support is 100% eligible
- **BMIC does not include:**
  - Services that maintain ineligible equipment
  - Upfront estimates that cover the full cost of every piece of eligible equipment
  - Services that enhance the utility of equipment beyond the transport of information or diagnostic services in excess of those necessary to maintain the equipment's ability to transport information
  - Network management services, including 24-hour network monitoring
  - On-site technical support (i.e., contractor duty station at the applicant site)
  - Unbundled warranties

# Basic Maintenance (BMIC) Recommendation

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I do not recommend that applicants use their C2 budgets for BMIC. Why?

1. Can only be for services/work performed from during 12 month funding year (7/1/2024 – 6/30/2025)
  - Does not follow the 4/1/2024 – 9/30/2025 schedule
  - Does not follow the first 12 months of ownership schedule
2. Multi-year contracts must be amortized
  - Cannot apply for full cost of multi-year BMIC contract in Year 1
  - Must amortize and request discounts for each year, annually
3. Next day replacement contracts not eligible
  - Only basic tech support, configuration changes are 100% eligible
4. Conditionally eligible = repair of equipment, cable maintenance
  - E-rate will commit based on amount of contract
  - BUT.... will only reimburse for time/parts used
  - C2 budget takes “hit” based on full commitment, not funds “used”

**~ Use your Category 2 budgets for equipment and installation ~**

# Managed Internal Broadband Services (MIBS)

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- Definition:
  - Services provided by a 3<sup>rd</sup> party for the operation, management and monitoring of eligible internal connections (managed wi-fi)
- Eligible:
  - Management and operation of the LAN/WLAN, including installation, activation, and initial configuration of eligible components and on-site training on the use of eligible equipment
- Eligibility limitations:
  - Only eligible equipment may be managed
  - Must have listed specific equipment to be maintained in RFP
- Has traditionally not been popular among applicants
- 2 Options:
  - Paying an outside vendor to own/maintain the equipment
  - Paying an outside vendor to maintain school-owned equipment
- Subject to the C2 budget caps



# Equipment Transfer/Disposal Rules

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- **Transfers:** As of July 1, 2021, E-rate funded equipment from any year may be transferred between eligible buildings
  - If equipment is transferred between buildings within 5 years from date of purchase, must record reason and date of transfer and update asset inventory
    - No notice to USAC is required
  - Asset inventory must be retained for 10 years from date of purchase
- **Disposal:** Equipment may be disposed of, sold, transferred, etc. from 5 years from the date of installation
  - No notice to USAC required but asset inventory must be updated

# NIFs Not Eligible for C2 Funding

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- Non-instructional facilities (NIFs) are ineligible for C2 funding
  - Must deduct proportional share of NIFs use of any shared equipment
- Equipment may be housed at a NIF, however
  - For example, a Wireless Controller may be housed at data center
  - Wireless Access Points in NIFs may not be purchased with E-rate funds

After 5 years, transfer equipment to NIF



# PA Prevailing Wage Requirement

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- PA public school entities are required to comply with the Prevailing Wage Act for public works contracts which include ‘construction, reconstruction, demolition, alteration and/or repair work other than maintenance work, done under contract and paid for in whole or in part out of the funds of a public body where the estimated cost of the total project is in excess of \$25,000.’
- Maintenance work is defined as the repair of existing facilities when the size, type or extent of such facilities is not thereby changed or increased.
- In speaking with several knowledgeable school officials, they believe that structured cabling projects costing more than \$25,000 would be required to comply with the Prevailing Wage Act.
  - You will want to check with your school district solicitor to determine if they believe the Prevailing Wage Act applies
- If PW applies be sure to obtain a Prevailing Wage Determination from the PA Department of Labor and Industry (<http://www.dli.pa.gov/Individuals/Labor-Management-Relations/Ilc/prevailing-wage/Pages/Prevailing-Wage-App.aspx>) and include this requirement and PW Determination in your structured cabling RFP/procurement.
- The federal Davis-Bacon Act does not apply to E-rate funds

# Category 2 Budget Calculations



# Category 2, 5-Year Funding Caps

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- Current C2 budget cycle – Funding Years 2021 – 2025
  - All C2 budgets will reset in FY 2026 and no funding will be carried over
  - C2 budgets are *pre-discount*
    - Applicants' E-rate discounts then apply

## C2 Budget Multipliers:

### Single Schools:

\$167 x total enrollment OR \$25,000, whichever total budget is greater

### School Districts:

\$167 x total district enrollment, OR

\$25,000 x total number of schools in the district

– Whichever total budget is greater

### Independent Libraries:

\$4.50 x total square footage OR \$25,000, whichever total budget is greater

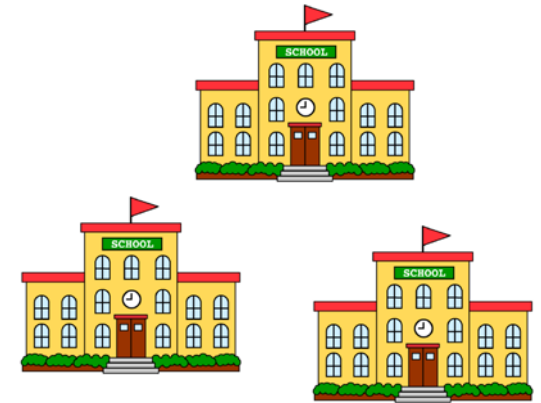
### Library Systems:

\$4.50 x total square feet of all library branches OR \$25,000, whichever total budget is greater

# Special C2 Budget Calculation Option for Smaller School Districts

School Districts with **10 or fewer** schools – 3 options:

- a) Calculate by total enrollment x \$167
  - or
  - b) Calculate by total number of schools x \$25,000
  - or
  - c) Calculate by school and take the higher amount (\$25,000, or enrollment \* \$167) from each school and add together
- System will use whichever budget option is higher, a, b, or c



School	Enrollment	FY 2021 - 2025 Budget (hybrid)
Red School	625	x \$167 = \$104,375
Green School	300	x \$167 = \$50,100
Yellow School	50	Minimum = \$25,000
Blue School	120	Minimum = \$25,000
Total of all buildings' max. budgets:		\$204,475

## Category 2 Pre-Discount Budget Example

5-Year C2 Budget Cap*	E-rate Discount	E-rate Will Pay:	District's Share %	District Must Pay:
\$204,475	60%	\$122,685	40%	\$81,790

\* The C2 Budget Cap is the **pre-discount price**. E-rate discounts will then apply **on top of** the budget cap. In this example, district would still owe their 40% non-discounted share

- Future funding years: To determine what “**remains**” in a C2 budget for future years in the C2 “cycle”, take the 5-Year Budget Cap and subtract the pre-discount amounts of what has been “committed” in the previous year(s) of the C2 cycle

**What is YOUR Remaining Category 2 Pre-Discount Budget for Current 2 Budget Cycle?**

# Calculating Remaining C2 Budgets

What is your remaining Category 2 Budget for this C2 cycle?

1) Go to: <https://opendata.usac.org/E-rate/E-rate-C2-Budget-Tool-FY2021-/8z69-hkn7>

2) Enter BEN to filter just your entity's data

3) Summary Table will appear

**Review these columns:**

C2  
enrollment  
currently in  
EPC

5-Year  
Pre-  
Discount  
C2 Budget

Amount of any  
"still pending  
FRNs" in FY  
2021, 2022,  
2023

Amount  
"committed"  
in FY 2021-  
FY 2023

Remaining  
available  
C2 Budget

Filters (2) × Clear All

State  
PA ▼

Applicant Type  
Select... ▼

City  
Select... ▼

Billed Entity Name  
Select... ▼

BEN  
125300 ▼

Consulting Firm Name (CRN)  
Select... ▼

Full Ti...	Library...	School...	Library...	C2 Bud...	C2 Bud...	Funded...	Pendin...	Availab...
1,605		\$167.00		\$268,035.00	Confirmed	\$207,881.00	\$0.00	\$60,154.00



# Data Used for Category 2 Budgets

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- Enrollment data entered in separate location in EPC (different from discount calculations)
- Why? Enrollments are set at first year you apply for C2 during that Category 2 Budget Cycle
- Not required to update annually
- CAN update if it will increase your C2 budget
  - Must then ask for C2 Budget Recalculation from USAC

## **Where to update C2 enrollment data?**

>>> EPC Landing Page > District Name > Manage Organization > Scroll to bottom of page

# Requesting More Funding Than Remains in C2 Budget

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**Don't Do It.  
Ever.  
Ever.**

- What happens if you do?
  - Your E-rate application will go into manual processing and funding will be delayed
  - You will be required to identify exactly what FRN line items should be reduced or eliminated to come into budget – USAC will not do this for you



# CATEGORY 2 BIDDING REQUIREMENTS



# C2 Bidding Requirements (applies to all applicants)

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- ✓ Equipment list **MUST** allow for equivalent manufacturer's products to be bid
  - “Cisco 48-port PoE Switch or equipment that is equivalent in functionality and quality”
  - May include a requirement that equivalent equipment must be fully **interoperable** and compatible with District's existing “XYZ” equipment
    - Be sure to list your existing equipment
- ✓ Binary bid disqualification reasons be stated in the State and Local Procurement Requirements of the Form 470 or in the RFP
  - **DQ reasons must be yes/no (either they complied or they did not)**
- ✓ Absent a bid due date, applicants are now required to consider all bids received up until the date you conduct your bid evaluation. Therefore, I suggest including the following language:

**“Deadline for vendor proposals is [January 8, 2024] at 9:00 am Eastern. We reserve the right to reject late-submitted proposals. Proposals must be e-mailed to the Form 470 contact unless otherwise noted.”**

# C2 Bidding Requirements (applies to all applicants)

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- ✓ Companies deemed national security risks
  - FCC prohibits the use of Universal Service funding, including E-rate funds, to purchase equipment and services from companies deemed a national security risk. Be certain that you do not consider any proposals that include any of the companies listed here:  
<https://www.fcc.gov/supplychain/coveredlist>
- ✓ All RFP amendments/Q & A/additional information given to bidders besides what is in the original Form 470 or RFP must be uploaded into EPC with original Form 470
  - Includes relevant information given to vendors that would impact bid (FAQs)
    - Locate 470 in EPC > Related Actions > Add an RFP Document
    - Restart 28-day clock for service or entity changes
  - Restart 28-day clock if “cardinal change” made to RFP (adding equip/services, modifying project scope)
- ✓ Cannot contact vendors ahead of bidding to seek equipment list
- ✓ All C2 services/equipment must have a signed contract before Form 471 is filed

# CATEGORY 2 BIDDING OPTIONS FOR PA PUBLIC SCHOOLS



PA public schools have two options to competitively bid E-rate eligible equipment:

1) **Post Form 470 & RFP in EPC**

~ or ~

2) **Conduct Mini-Bid Using PA PEPPM Contract**

**Note:**

- Directions for using either procurement option take into account PA procurement laws
- PA Co-Stars Contract is not E-rate eligible
- E-rate is not subject to federal UGG requirements

# Comparison: PEPPM vs 470/RFP

## 470/RFP – Option 1

- Must post 470 & RFP if over \$22,500
- More appropriate for cabling projects, in addition to equipment/installation
- Can provide greater specificity about requirements
- Can require compatibility and interoperability with existing equipment (both)
- Don't have to solicit bids from any vendor
- Cannot consider non-cost factors during bid evaluation. If all RFP criteria have been met, must select lowest bid

## PEPPM – Option 2

- Don't have to post Form 470/Issue RFP
- Don't have to advertise in newspaper
- DO have to conduct mini-bid of every vendor that sells equipment in that category
- Don't have to wait full 28 days during mini-bid process
- Can require compatibility and interoperability with existing equipment (both)
- More appropriate for equipment/installation, rather than cabling project
- Can consider non-cost factors as long as costs of E-rate eligible equipment/services are most heavily weighted factor

# Bidding Option #1: Post Form 470 with RFP





# Option 1) File a Form 470 and issue an RFP

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- RFP must be uploaded with the Form 470 as the form is being created, *and* the procurement must be advertised in at least 2 local newspapers of general circulation once a week for 3 consecutive weeks
  - Advertising must be done concurrently with the Form 470 bidding period
- On the 29<sup>th</sup> day after the Form 470 was posted (or later), schools must select the lowest price bid among all qualified proposals (those that met the minimum bid requirements outlined in the RFP)
  - Under state law, schools are generally not permitted to consider other bid evaluation criteria besides price
- Schools will then contact the winning vendor to obtain a contract document (or final quote with exact quantities) for the District to sign

*(C2 Equipment/services costing between \$11,800 - \$22,500: If no RFP is issued, schools must request written or telephonic price quotations from at least three bidders, in addition the Form 470 bidding process)*

**Best Practice Timeline:** Post 470/File RFP by Thanksgiving, conduct your bid evaluation in early January, have your board approve the contract at their January or February board meeting(s), and file the Form 471 in early March.

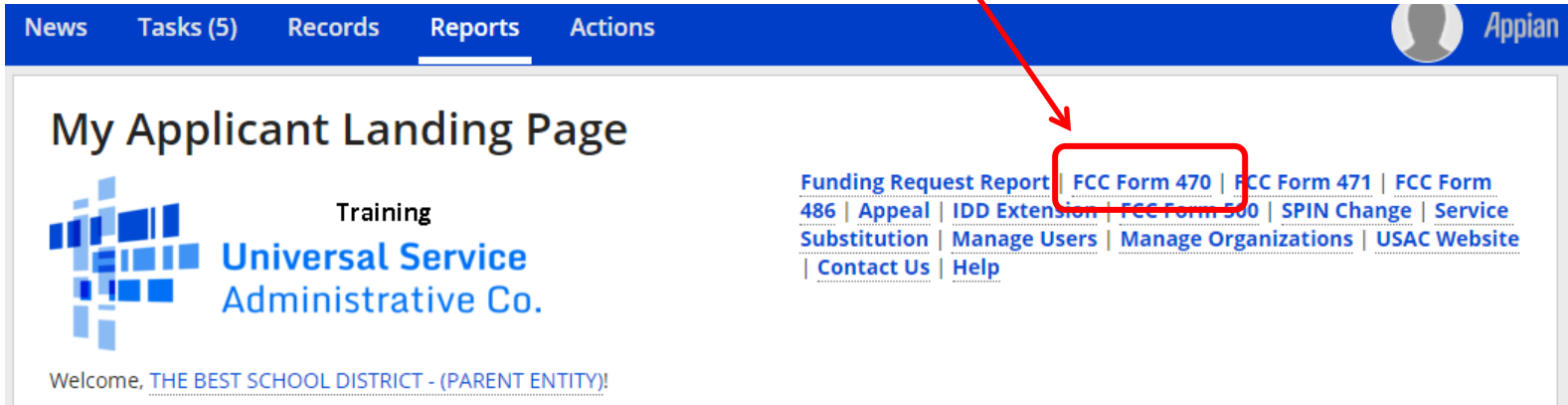
**Helpful Guide:** <http://e-ratepa.org/wp-content/uploads/2014/03/8-5-RFP-Form-470-Narrative-Guide-FY-2023-PA-NEW.pdf>

# Hints When Constructing Form 470

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- Always list bid due date/time
  - “Bids are due on X date/time to Y person. We reserve the right to accept late-submitted proposals.”
- List all possible disqualification factors (Y/N format)
- List interoperability and compatibility requirements
  - “Must be interoperable with the school’s existing XYZ equipment”
- Consider pre-bid walk through for cabling projects
- It’s ok to forward your posted 470 to potential vendors to encourage bidding
- Although RFPs aren’t required, even a 1-page document describing your project and disqualification criteria is a good idea
  - That way the system permits future amendments/documents to be uploaded with the existing 470

# 470 – File Inside Your EPC Portal



The screenshot shows the 'My Applicant Landing Page' of the EPC Portal. The top navigation bar is blue with links for News, Tasks (5), Records, Reports, and Actions. The 'Reports' link is highlighted. On the right of the bar is a user profile icon and the name 'Appian'. The main content area has a header 'My Applicant Landing Page' and a logo for 'Universal Service Administrative Co.' with the word 'Training' above it. Below the logo is a welcome message: 'Welcome, THE BEST SCHOOL DISTRICT - (PARENT ENTITY)!'. To the right, there is a list of links: 'Funding Request Report', 'FCC Form 470', 'FCC Form 471', 'FCC Form 486', 'Appeal', 'IDD Extension', 'FCC Form 500', 'SPIN Change', 'Service Substitution', 'Manage Users', 'Manage Organizations', 'USAC Website', 'Contact Us', and 'Help'. A red arrow points from the top of the page to the 'FCC Form 470' link, which is also enclosed in a red rectangular box.

News Tasks (5) Records **Reports** Actions

My Applicant Landing Page

Training  
Universal Service Administrative Co.

Welcome, THE BEST SCHOOL DISTRICT - (PARENT ENTITY)!

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

# Give it a Nickname

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

THE BEST SCHOOL DISTRICT - (PARENT ENTITY)

100 Main Street

Apt 2

Springfield, PA 19064

555-555-5555

school.district4.user1@mailinator.com

Billed Entity Number: 108

FCC Registration Number: 0123456789

Application Nickname

Please enter an application nickname here. \*

Category 2 Form 470 |

DISCARD FORM

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SAVE & CONTINUE

Use a well-described nickname for easier identification in EPC.

# Basic Information – Can't Change in Form

**Application Type and Recipients of Service**  
Applicant Type: School District  
Number of Eligible Entities: 12  
**Recipients of Service**

Billed Entity Name	Billed Entity Number
THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	108

BACKDISCARD FORMSAVE & SHARESAVE & CONTINUE

Recipient(s) of Service

- ☒ Public School
- ☒ Pre-K
- ☒ Head Start
- ☒ Adult Education
- ☒ Public School District

# of Eligible Entities is pre-populated from the EPC Profile. It is the total # of entities in the district, not necessarily the # of entities seeking service on this 470.

# Who is the Main Contact?

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## Contact Information

Are you the main contact person? \*

YES

NO

If you select 'No' then you must select another User in your EPC profile. The system will not let you type-in someone's contact information. To add a User, have the EPC Account Administrator go to > Related Actions > Add User

BACK

DISCARD FORM

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# Select Category(ies) of Service

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.

Visit [our website](#) for more information on how to file the FCC Form 470.

## Category(s) of Service

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

CATEGORY 1

- Data Transmission and/or Internet Access

CATEGORY 2

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

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DISCARD FORM

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You can include both C1 and C2 requests on the same Form 470, but it's not required.

# Do You Have an RFP?

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?

YES ✓

NO

Please upload all RFPs for the services you are requesting. ?

 RFP Doc Sample  
DOCX - 11.35 KB

UPLOAD  Drop file here

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.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

If you have an RFP or any documents you will be providing to vendors, you **must** upload them with the Form 470. The system will allow you to upload multiple documents and then you can decide which requests belong with which RFP documents.



# Building Category 2 Service Requests

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# Category 2 Form 470 for FY 2024

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- Beginning in FY 2022, the FCC revamped the Form 470 to be description-based
- Basic maintenance is now a check-off box on an internal connections request, but can also be a stand-alone request
- Using the following “Category 2 Cheat Sheet” to select the option that best reflects the service you’re seeking
  - A green star indicates the most common choice ★

# Begin Building the Category 2 470

## Service Requests: Category Two

There are currently no Category Two 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 or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

Choose "Add New Service Request" to  
select detailed choices.

BACK

DISCARD FORM

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SAVE & CONTINUE

# Form 470 Service Requests

Use for equipment/license requests *(most common)* ★

Use if bidding maintenance ONLY *(uncommon)*

Use if bidding managed internal broadband services (MIBS) *(uncommon)*

If you want vendors to include pricing for support with their quotes, check this box

## Add New Service Request

- ☐ I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function. ★
- ☐ I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.
- ☐ I seek bids for the operation, management, and monitoring of eligible broadband internal connections.

### Service Type

Internal Connections

### Function \*

Routers and Necessary Software and Licenses

### Quantity \*

### Unit

Each

☐ Please select this option if you would like to create an accompanying Category Two BMIC request for this IC request.

### Manufacturer

No Preference

### Are you also seeking Installation, Activation and Initial Configuration for this service? \*

☐ Yes

☐ No

# Internal Connections Drop Down Menu Options

## Add New Service Request

🟢 I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.

### Service Type

Internal Connections

### Function \*

Please select a value

Antennas, Connectors, and Related Components

Cabling

Caching and Necessary Software and Licenses

Firewall Service, Components, and Necessary Software and Licenses

Racks

Routers and Necessary Software and Licenses

Switches and Necessary Software and Licenses

Uninterruptable Power Supply/Battery Backup and Necessary Software and Licenses

Wireless Access Points and Necessary Software and Licenses

Wireless Controllers and Necessary Software and Licenses

Select the equipment type you're seeking. If more than one, create a separate service request

# Service Request Details

## Add New Service Request

➤ I seek bids for the equipment needed for broadband connectivity within schools and related software and right-to-use licenses necessary for the equipment to function.

### Service Type

Internal Connections

### Function \*

Switches and Necessary Software and Licenses

### Quantity \*

### Unit

Each

☐ Please select this option if you would like to create an accompanying Category Two BMIC request for this IC request.

### Manufacturer

No Preference

Are you also seeking Installation, Activation and Initial Configuration for this service? \*

☐ Yes

☐ No

Please select the RFP(s) that apply to this service request.

☐ RFP Doc Sample

Choose your preferred manufacturer. If not listed, select 'Other' then type in the manufacturer's name and include the words "or equivalent"

CANCEL

If you want maintenance/support for this equipment, check this box. No separate BMIC service request is needed

SAVE & CREATE ANOTHER REQUEST

SAVE REQUEST

Provide additional details about your service/equipment requests in the narrative.

# Narrative in Text Box for C2 Requests

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- Use the narrative text box to describe the equipment you're seeking, or direct bidders to the attached RFP

## Narrative

If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

Seeking bids on 2 Ubiquiti XXX Model Switches, or equivalent.  
Must be compatible with District's existing YYY equipment/protocols.  
Bid requirements and disqualification reasons are contained in the RFP.  
Proposals due by XXXX date to the Form 470 contact. All questions must be submitted via e-mail.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

# Want to Add Technical Contact?

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## 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

- You may add a technical contact that vendors can contact to ask additional questions about the procurement
  - Not a requirement to add a separate technical contact
- If you do, you may select a current EPC User OR you can manually enter the name/contact information of the contact



# State or Local Procurement Rules?

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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 ✓

NO

If applicable, provide a description of state or local procurement rules and/or restrictions on how or when service providers may contact you or on other bidding procedures.

- Always select YES!
- Then use the narrative box to provide additional requirements/instructions to vendors or direct bidders to your RFP
- For example:
  - All bids must be submitted to X person by X date in X format
  - Vendor must provide discounted bills
  - Vendor must submit 3 references of district officials where identical services were provided within last 2 years
  - Vendors must attend pre-bid meeting on X date

# Generate PDF to Review

## State or Local Procurement Requirements

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

YES ✓

NO

If applicable, provide a description of state or local procurement rules and/or restrictions on how or when service providers may contact you or on other bidding procedures.

For example:

- All bids must be submitted to X person by X date in X format
- Vendor must provide discounted bills
- Vendor must submit 3 references of district officials where identical services were provided within last 2 years
- Vendors must attend pre-bid meeting on X date
- ETC

BACK

DISCARD FORM

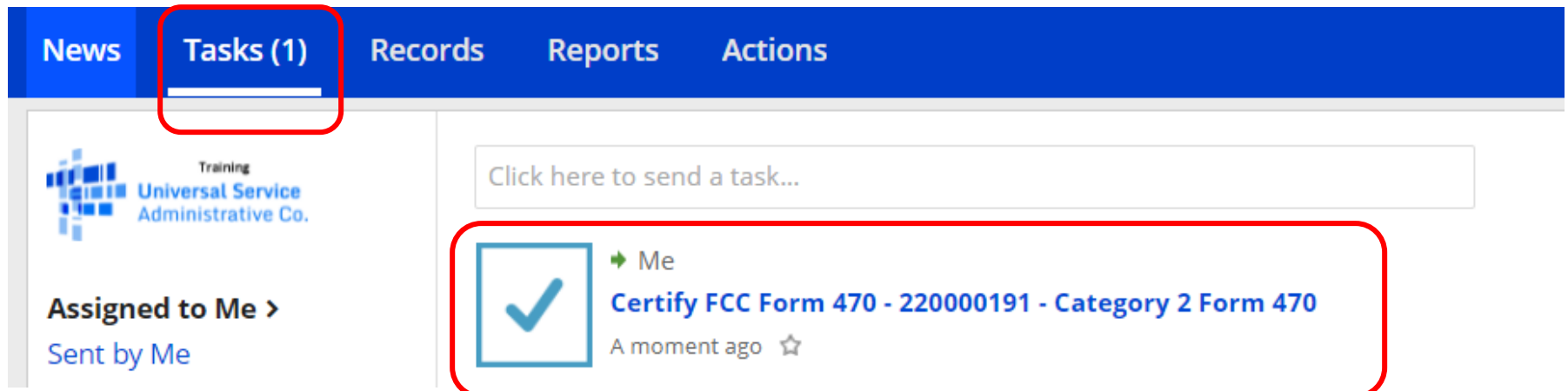
SAVE & SHARE

REVIEW FCC FORM 470

Click "Review FCC Form 470" to have the system generate a PDF copy of your draft Form 470 to review

# Generate PDF to Review

In about 15 seconds, the draft Form 470 PDF will be available as a “Task” in the top blue toolbar of your EPC Portal. Click on Tasks, then click on “Certify FCC Form 470 to review the draft or to certify the form.  
(The system will also send you an e-mail giving you a direct link to the draft page.)



News **Tasks (1)** Records Reports Actions

Training  
Universal Service  
Administrative Co.

Assigned to Me >  
Sent by Me

Click here to send a task...

✓ Me  
**Certify FCC Form 470 - 220000191 - Category 2 Form 470**  
A moment ago ☆

# Review PDF and Make Changes

The screenshot shows the 'FCC Form 470 Review' step in a multi-step process. The navigation bar includes: Basic Information, Service Requests, Technical Contact Information, Procurement Information, **FCC Form 470 Review**, and Certifications & Signature. Below the navigation bar, a message states: 'Please download and carefully review this FCC Form 470 before certifying.' Under the heading 'Download Document Link', the text 'USAC\_FCC\_FORM\_470\_APPLICATION\_220000191\_DRAFT' is highlighted with a green box. A red arrow points from the text 'Click here to download the PDF' to this link. Below the link is a checkbox with a red 'X' icon and the text 'By checking this box, I certify that the information in the PDF document above is correct.' At the bottom, there are three buttons: 'BACK' (with a red dashed arrow pointing to it from the text below), 'SEND FOR CERTIFICATION', and 'CONTINUE TO CERTIFICATION' (highlighted with a green box and a red arrow pointing to it from the text below).

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\\_220000191\\_DRAFT](#) ← Click here to download the PDF

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

[BACK](#)   [SEND FOR CERTIFICATION](#)   [CONTINUE TO CERTIFICATION](#)

Click the 'Back' button to return to the form and make corrections

If the form is accurate, check the box, and click "Continue to Certification" if you are a Full Rights User, or "Send for Certification" if you are a Partial Rights User.

# Required Certifications

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## 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 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 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 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 the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- ✓ I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

**You must check all of the certification boxes before you can finish the certification and officially submit the form.**

# Required Certifications

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

BACK

CERTIFY

After all of the Certification boxes are checked, click the live Certify button!

Then click “yes” in the final pop-up box:

able to cover these costs. I certify that I am authorized to procure eligible S

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

NO YES

# Where to Find a Copy of Your 470

- On EPC Landing Page, scroll to the bottom
- Select Form 470
- Select appropriate Funding Year

Click here to get to your Landing Page!



## ▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Status ☒ All

☐ Incomplete

☐ Certified

Form Type

FCC Form 470

Funding Year

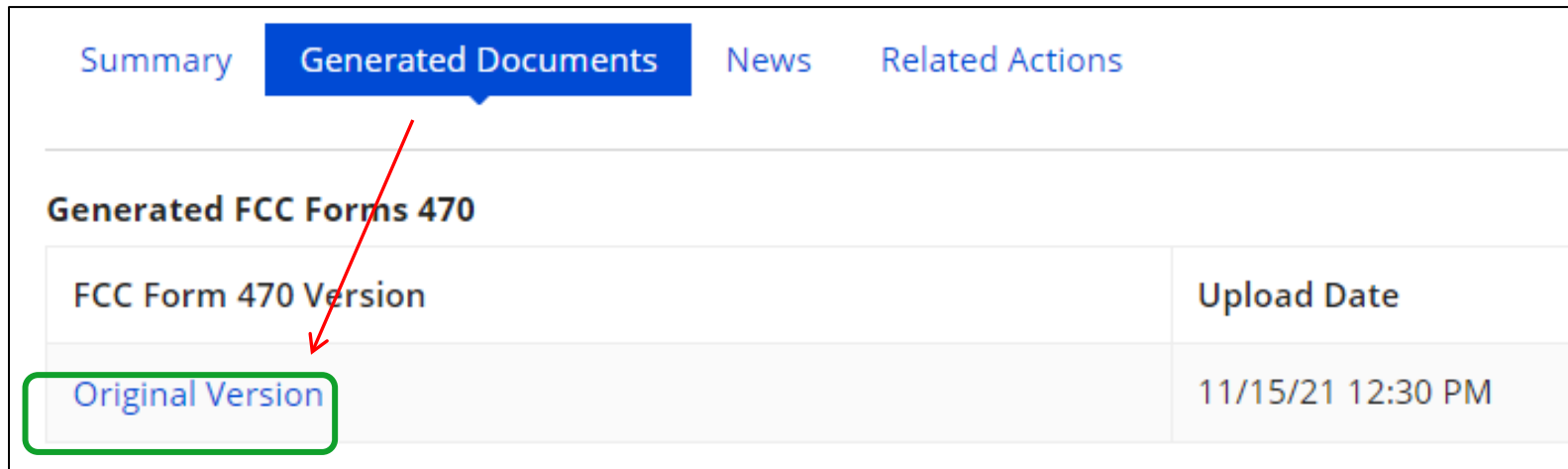
2022

Nickname	Application Number	Funding Year	Status
Category 1 Form 470	220000189	2022	Certified
Category 2 Form 470	220000191	2022	Certified

# Where to Find a Copy of Your 470

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- The next screen will be a Summary Page of the submitted Form 470, with a link to the RFP Documents
  - RFP documents must be downloaded separately
- To obtain PDF of submitted Form 470, select 'Generated Documents'
- Click on 'Original Version'



The screenshot shows a web interface with four tabs: 'Summary', 'Generated Documents' (which is selected and highlighted in blue), 'News', and 'Related Actions'. Below the tabs, the heading 'Generated FCC Forms 470' is displayed. Under this heading is a table with two columns: 'FCC Form 470 Version' and 'Upload Date'. The first row of the table contains the text 'Original Version' in the first column and '11/15/21 12:30 PM' in the second column. The 'Original Version' text is highlighted with a green rectangular border. A red arrow points from the 'Generated Documents' tab down to the 'Original Version' link.

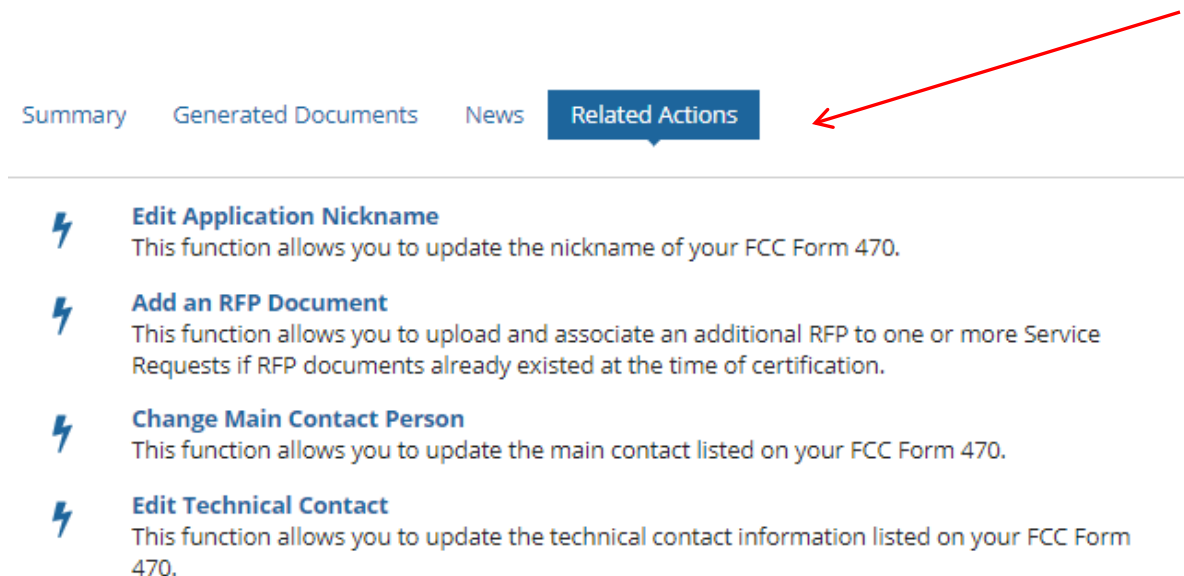
FCC Form 470 Version	Upload Date
<a href="#">Original Version</a>	11/15/21 12:30 PM



# To Make Changes to Submitted 470

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- Note: very few changes can be made to a Form 470 after it's submitted
- Additional changes can be made to an RFP document, but only if an RFP was uploaded with the original Form 470
  - "RFP document" refers to any bidding document that describes your project and requested services in more detail than in the fields provided on the Form 470
- To make changes, or upload an additional RFP document, click 'Related Actions'



# Caution When Modifying RFP

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- Applicants must wait at least 28 days from the date the Form 470 is certified before closing the competitive bidding process
- Warning!

Changes to the Form 470 beyond the allowable changes require applicants to wait an additional 28 days from the date of the change before closing the competitive bidding process.

The EPC system will not automatically recalculate the new Allowable Contract Date; applicants must do this manually.

# Bidding Option #2: Issue PEPPM Mini-Bid



**E-rate in Pennsylvania**

EMERGENCY CONNECTIVITY FUND TRAINING DISCOUNT CALCULATIONS PA FUNDING HELPFUL DOCUMENTS PEPPM CONTRACT KEY LINKS

Home » PA State Master PEPPM Contract E-rate Information

## PA State Master PEPPM Contract E-rate Information

For schools that choose to use the PA State Master PEPPM Contract as the procurement option for their E-rate Category 2 applications, a mini-bid process must be conducted among all manufacturers that can provide that "category" of equipment in order to meet the E-rate requirement that all equivalent product lines must be provided the opportunity to submit proposals. It's important that you first begin by reviewing the comprehensive, yet simple, step-by-step [PEPPM E-rate Bidding Guide 2024](#), and then use the attachments below to complete the process.

[PEPPM E-rate Bidding Guide 2024](#)

- Step 1:** Create Equipment Bid List ([Attachment A](#))
- Step 2:** Create E-mail to All Awarded Vendors in Bidding Category ([Attachment B](#))
- Step 3:** Filter PEPPM Product/Category List for List of Awarded Vendors' Contact Info ([Attachment C](#))
- Note:** Always use the most recent PEPPM Product/Category List when issuing your mini-bid and download list for record retention!
- Step 4:** Conduct Bid Evaluation ([Attachment D](#))
- Step 5:** E-mail Winning Vendor ([Attachment E](#))
- Step 6:** Create EPC Contract Record ([Attachment F](#))

# Option 2) Conduct a 'PEPPM Mini-Bid'

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A complete guide to conducting a PEPPM Mini-Bid is posted at:  
[http://e-ratepa.org/?page\\_id=6121](http://e-ratepa.org/?page_id=6121)

- Do NOT post a Form 470
- Conduct a PEPPM mini-bid of all product lines in a specific "Category" and then consider all bids submitted by vendors
  - Categories are wireless equipment, switches, routers, firewalls, UPSs, cabling/connectors, racks, and caching servers
- There is no 28-day mini-bid requirement, but you should give vendors at least 14 calendar days to submit proposals
- Using the prices contained in the proposals submitted, schools will then create a bid evaluation to select the successful vendor
  - Price of eligible equipment/services **must** be the most heavily weighted factor, but you **may** consider other factors such as previous experience with the District, compatibility with existing equipment, references, cost to train or certify staff on new equipment, etc.
- Schools will then contact the winning vendor to obtain a contract document (or final quote with exact quantities) for the District to sign

*Note: The PEPPM Mini-Bid process is not intended for structured cabling projects.*

# PEPPM Mini-Bid Process

## 1. Create equipment bid list

- ✓ Schools complete yellow areas
- ✓ Vendors complete blue areas
- ✓ Second tab shows completed example
- ✓ Save to your computer as Excel file

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Name of District</b>	<b>E-rate Funding Year 2022</b>									
2											
3	<b>BIDDER INFORMATION:</b>	Company Name:									
4		Company SPIN:									
5		Contact Name:									
6		Contact E-mail:									
7		Contact Phone:									
8											
9	<b>To Be Completed by School</b>						<b>To Be Completed by Vendor</b>		<b>Only required for vendors submitting equivalent product line quotes (different manufacturer than Column C)</b>		
10	<b>School/Building Name</b> (Optional)	<b>PEPPM Category</b> (wireless, routers, switches, UPS, cabling, firewalls, etc.)	<b>Preferred Manufacturer Name or Equivalent</b>	<b>Description (optional)</b>	<b>Model Number (SKU)</b>	<b>Estimated Quantity</b>	<b>Price/Unit</b>	<b>Extended Price</b> (quantity * unit price)	<b>Equivalent Make</b>	<b>Equivalent Model</b>	<b>Has the equivalent equipment met the compatibility requirements listed below, if any, and have you attached the required proof of quality and functionality equivalency?</b> <b>Yes/No</b>
11											
12											
13											
14											
15											
16											
17											
18											
19								\$0.00			
20	<b>Compatibility/Interoperability Requirements - To Be Completed by School</b>										
21	If vendors are bidding an "equivalent" product line that is different than what is listed in Column C, the products must be equivalent in quality and functionality, and must be fully interoperable and compatible with the District's existing equipment/systems which are as follows:										
22											
23	<b>Schools: List below what existing equipment/software/systems any proposed equivalent equipment must be fully compatible with. Be specific.</b>										

# PEPPM Mini-Bid Process

## 2. Create cover e-mail

- ✓ Modify cover e-mail as needed
- ✓ Update yellow areas, at minimum
- ✓ Copy and paste into e-mail

### Sample PEPPM Mini-Bid Cover E-mail to Vendors

**E-mail to:** All Awarded Vendors from the PEPPM Category List Corresponding to Mini-Bid  
**BCC:** Yourself

Dear Vendors:

The [Name of School or School District] will be applying for Category 2 E-rate funding for Funding Year 2022 using the PA PEPPM Contract. In accordance with E-rate rules that all equivalent product lines must be provided the opportunity to submit proposals, we are hereby conducting an E-rate Mini-Bid. Attached to this message is a list of the equipment and services (or their functional equivalent) for which we are seeking proposals. If your company does not provide direct responses to mini-bids, then we request that you either forward this procurement opportunity to your PEPPM authorized resellers, or notify us immediately so that we can send it to them directly.

Important note: Vendors must be an awarded PEPPM contract holder for the product line quoted in any bid submitted in response to this request.

This mini-bid specifically seeks proposals for [list name of category here, such as Switches or Wireless Equipment] and our preferred manufacturer product line is [XXXX or state that you do not have a preferred manufacturer].

Note to vendors seeking to propose equivalent equipment: We will evaluate bids that propose equivalent product lines, provided those products are equivalent in quality and functionality with the equipment in the attached mini-bid. Vendors proposing equivalent product lines **must** include in their proposal manufacturer proof such as manufacturer's specifications or other similar documentation that the equipment is equivalent in quality and functionality and follow the specific instructions listed below for completing the mini-bid response. Further, equivalent products must be fully interoperable and compatible with the District's existing equipment/systems and the documentation submitted must

# PEPPM Mini-Bid Process

## 3. Open PEPPM Product/Category/Vendor spreadsheet

- ✓ Filter by which 'Category' your equipment falls under so that only Xs remain in the column
- ✓ Then copy the e-mail addresses from Column Q into an e-mail message
- ✓ Attach copy of equipment bid list
- ✓ Then send e-mail with equipment bid list to all awarded vendors in that category. **Don't combine categories.**

Manufacturer	PEPPM Awarded Vendor Name	Wireless Equipment/Services	Cabling/Connectors	Caching Servers	Firewall Equipment	Switches	Routers	UPS	Racks	Awarded Vendor Contact Name	Awarded Vendor Contact Email	Uses Resellers (See next tab for list of Resellers)
ACE Computers	Ace Computers			X						John Samborski	johns@acecomputers.com	No
Actiontec	CDWG	X	X							Mark Ellis	markeli@cdwg.com	No
Adtran, Inc.	ADTRAN	X				X	X			Patrick Foster	patrick.foster@adtran.com	Yes
ADVA Optical Networking	Walker and Associates, Inc.		X		X	X	X			Scott Stoll	scott.stoll@walkerfirst.com	No
Aerohive Networks	Aerohive Networks	X				X	X			Sarah Page	spage@aerohive.com	Yes
Alcatel-Lucent	Alcatel-Lucent Enterprise	X				X	X			David Croston	david.croston@al-enterprise.com	Yes
Allied Telesis, Inc.	En-Net Services, LLC	X			X	X	X			Ed Floyd	efloyd@en-netservices.com	No

EXAMPLE - DO NOT USE

# Next Steps...





# Next Steps – All C2 Procurements

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- Vendors will submit proposals directly back to the contact indicated on the 470/RFP or PEPPM mini-bid
- After bid due date, ensure bids are compliant with minimum qualifications and then conduct bid evaluation
  - Be sure that price of eligible equipment and services is the most heavily weighted factor
  - If a bid is disqualified, note bid and reason for DQ
    - **Reminder: All DQ factors must be listed in 470/RFP or PEPPM mini-bid**
- Contact winning vendor to seek contract
- Seek board approval (if required)
- Sign contract
  - All C2 requests must have signed contracts
  - Contract can be as simple as a vendor quote that is signed by the school or library. Be sure to include:
    - **Contract signing date (must be before 471 filing date)**
    - **Contract term: 4/1/2024 through 9/30/2025**
    - **Purchase is contingent upon E-rate funding and local funding approval**
- Create Contract Record in EPC and upload contract
- Submit Form 471 by March 2024 deadline

# C2 Purchasing Reminders

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- ✓ Create and Maintain Asset Inventory
  - All audits require this to be submitted
  - Sample available

<http://e-ratepa.org/wp-content/uploads/2014/03/Asset-Register-Sample.xlsx>

- ✓ Only purchase exact equipment that was approved on 471
  - If equipment is different, seek a **Service Substitution** from USAC
- ✓ Keep everything
  - E-rate rules now require you to keep all documents related to procurement, purchasing, discount calculations, invoicing for 10 years from the last date to receive service or service delivery deadline, whichever is later
- ✓ After USAC has issued your C2 FCDL, refer to this C2 purchasing guide for next steps:  
<http://e-ratepa.org/wp-content/uploads/2014/03/Equipment-Purchasing-Guide-FY-2023.pdf>

# Questions?

E-mail Julie at [jtschell@comcast.net](mailto:jtschell@comcast.net)

