

Form 470

A competitive bidding process is a formal process to identify and request the products and services you need so that potential service providers can review those requests and submit bids for them. To open the process, applicants must post a Form 470 to the USAC website.

The entity that will run the competitive bidding process and negotiates with vendors will file the Form 470 and receive vendor questions and proposals/bids. Vendor bids are not submitted to USAC or through a central portal.

Filing the Form 470

The Form 470 for the upcoming funding year is generally available on the USAC website by July 1 of the preceding year. For example, for FY 2017 (which begins July 1, 2017), the Form 470 became available on the USAC website for filing on July 1, 2016. Applicants that are seeking month-to-month services must use the Form 470 for the upcoming funding year and may not file prior to July 1. However, for applicants that have large procurements and intend to sign contracts for those services, Form 470s may be filed at any time.

After the Form 470 is certified and posted to the USAC website, USAC will issue a Form 470 Receipt Notification Letter (RNL) to an entity's E-rate Productivity Center (EPC) account. Applicants can only edit a very limited number of fields in a certified Form 470. Allowable changes include the following: editing an application name, main contact person, and/or technical contact person, and adding an RFP document (when one or more RFP documents were previously uploaded).

Applicants must wait at least 28 days from the date the FCC Form 470 is posted before closing the competitive bidding process.

Services provided under tariff or on a month-to-month basis require a Form 470 to be posted each year. However, if a multi-year contract results from the competitive bidding process, it is not necessary to post a new FCC Form 470 until a new contract is required.

Requests for Proposal

The entity filing a Form 470 can issue a Request for Proposal (RFP) in addition to the Form 470. In general, an RFP is a formal bidding document that describes the project and requested services in sufficient detail so that potential bidders understand the scope, location, and any other requirements. However, USAC uses "RFP" or "RFP document" generically to refer to any bidding document that describes your project and requested services in more detail than in the fields provided on the Form 470.

Applicants are not required to issue an RFP unless your state or local procurement rules or regulations require you to do so. However, if you have issued or intend to issue an RFP or similar document, the RFP document or documents must be uploaded to your online FCC Form 470.

Note that there are additional competitive bidding requirements for dark fiber and for self-construction of fiber networks, including the use of a RFP.

Exemption from Filing an FCC Form 470

Commercially available business class Internet access services, such as cable modem service or FIOS service, are exempt from the Form 470 posting requirement if they cost \$3,600 or less annually (including any one-time costs such as installation), provide bandwidth speeds of at least 100 Mbps downstream and 10 Mbps upstream, and provide basic conduit access to the Internet at those required minimum speeds. This exemption is intended to assist the smallest applicants with making the E-rate application process easier. These requirements are per building and cannot be averaged over several buildings.

E-rate Form 470



Purpose of Form 470

- Online form to notify vendors of services and equipment for which you are seeking proposals
 - All equipment/services for which you will seek funding on the Form 471 must have been posted on a Form 470
- Vendors are invited to submit bids/price quotes for 28 days from the date of certifying your Form 470
- You are NOT obliged to purchase any service/equipment listed on Form 470

When Must a Form 470 be Used?

- Form 470s must be posted for all MTM services and at the beginning of any new contract
- If you signed a multi-year contract in a previous year, after posting a Form 470 and waiting 28 days, you are NOT required to post a 470 for the “out” years of that contract
- Don’t have to file 470 if using a contract extension, but only if that extension was specifically outlined in the contract
 - 3 year term, with two, 1-year extensions
 - Must have a definitive end to contract

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Additional 470 Details

- Cannot be manufacturer-specific
 - Can list preferred manufacturer, but must include the words, “or equivalent” and then evaluate all bids
 - Can require equivalent bids must be “compatible with district’s existing xyz equipment”
- RFPs
 - Must be uploaded with Form 470 at time of filing
 - Addenda also must be uploaded later
 - Not required, except for:
 - Minimum state bidding threshold requirements
 - All applicants applying for dark fiber or construction of fiber procurements
- Vendors cannot provide RFP language or bid lists
- **Deadline:** Form 470 must be posted online at least 29 days before the Form 471 window close (example: March 18 close = Feb 18 deadline)
 - Don’t yet know Form 471 deadline date
 - File 470 before December 1 if possible

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How Many Form 470s to file?

- Category 1 and Category 2 can be filed on the same 470
 - To make life easier, try to list all C1 on the same 470 and all C2 on the same 470
 - This is a local decision, however

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Where to File the Form 470

- Form must be filed in EPC – the E-rate Productivity Center
- Before filing the 470, be sure to check the Entity List on the Landing Page to be sure all of the buildings (schools, libraries, NIFs) are listed
 - Contact USAC to have missing buildings added to EPC

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470 – File Inside Your EPC Portal

My Landing Page



Welcome, CENTRAL DAUPHIN SCHOOL DIST

Funding Request Report | **FCC Form 470** | FCC Form Organizations | USAC Website | Contact Us | Help

Notifications

Notification Type
Funding Year

Status All
 Generated
 Not Generated

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- FCC Forms 470

FCC Form 470 - Funding Year 2016

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

Billed Entity Information

QUAKER VALLEY SCHOOL DISTRICT
100 Leetsdale Industrial Drive Suite B
Leetsdale, PA 15056
412-749-3600

Billed Entity Number: 125231
FCC Registration Number: 0011701414

Note: These are screenshots from FY 2016. Be sure to use FY 2017 on your applications.

Application Nickname

Please enter an application nickname here. *

Quaker Valley SD Internet Access Service FY 16

Discard Form

Save & Share

Save & Continue

Use a well-described nickname for easier identification.

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FCC Form 470 - Funding Year 2016

QUAKER VALLEY SCHOOL DISTRICT - Quaker Valley SD Internet Access Service FY 16 - Form #160001784

Last Saved: 10/12/2015 6:51 PM EDT

- 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: 4

Recipient(s) of Service

- Public
- Private
- Charter
- ESA

Recipients of Service

Billed Entity Name	Billed Entity Number
QUAKER VALLEY SCHOOL DISTRICT	125231

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This is pre-populated from the EPC Profile.

Notice the numbering convention for the 470's. For FY 2017, the form numbers will begin 17xxxxx



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FCC Form 470 - Funding Year 2016

QUAKER VALLEY SCHOOL DISTRICT - Quaker Valley SD Internet Access Service FY 16 - Form #160001784

Last Saved: 10/12/2015 6:52 PM EDT

- 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

Category 2

- Internet Access and/or Telecommunications
- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

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You can include both C1 and C2 requests on the same Form 470.



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FCC Form 470 - Funding Year 2016

QUAKER VALLEY SCHOOL DISTRICT - Quaker Valley SD Internet Access Service FY 16 - Form #160001784

Last Saved: 10/12/2015 6:54 PM EDT

- 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? *

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.



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FCC Form 470 - Funding Year 2016

QUAKER VALLEY SCHOOL DISTRICT - Quaker Valley SD Internet Access Service FY 16 - Form #160001784

Last Saved: 10/12/2015 6:54 PM EDT

- Basic Information
- Service Requests**
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- 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'.

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.

Choose "Add New Service Request" to be given the detailed options.



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FCC Form 470 - Funding Year 2016

QUAKER VALLEY SCHOOL DISTRICT - Quaker Valley SD Internet Access Service FY 16 - Form #160001784

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- Basic Information
- Service Requests**
- Technical Contact Information
- Procurement Information
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Next, you will describe the services you are requesting.

Add New Service Request

Function *

Please select a value

- 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

These are the choices for Category 1 requests.

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FCC Form 470 - Funding Year 2016

QUAKER VALLEY SCHOOL DISTRICT - Quaker Valley SD Internet Access Service FY 16 - Form #160001784

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- Basic Information
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Next, you will describe the services you are requesting.

Add New Service Request

Function *

Internet Access & Transport Bundled

Number of entities served? *

Quantity *

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

- Yes
- No

Unit
Circuits

Are you also seeking Maintenance and Technical Support for this service? *

- Yes
- No

Minimum Capacity *

Please select a value

Maximum Capacity *

Please select a value

Cancel

Add

Often the headings or choices aren't ideal. Provide data that best matches the service you are seeking and then more fully describe in the narrative box.

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These are the questions that will be asked if Voice is chosen as the Function from the drop down menu

Add New Service Request

Function *	Number of entities served? *
Voice Service (Analog, Digital, Interconnected VOIP, etc)	
Quantity *	Are you also seeking Installation, Activation and Initial Configuration for this service? *
	<input checked="" type="radio"/> Yes
Unit	<input type="radio"/> No
Users	Are you also seeking Maintenance and Technical Support for this service? *
	<input checked="" type="radio"/> Yes
	<input type="radio"/> No

These are the questions that will be asked if Lit Fiber Service is chosen as the Function from the drop down menu

Add New Service Request

Function *	Number of entities served? *
Lit Fiber Service	
Quantity *	Are you also seeking Installation, Activation and Initial Configuration for this service? *
	<input type="radio"/> Yes
Unit	<input type="radio"/> No
Circuits	Are you also seeking Maintenance and Technical Support for this service? *
Minimum Capacity *	<input type="radio"/> Yes
Please select a value	<input type="radio"/> No
Maximum Capacity *	
Please select a value	

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These are the questions that will be asked if C2 Internal Connections is chosen as the Function from the drop down menu.

Add New Service Request

Service Type *	Manufacturer
<input checked="" type="radio"/> Internal Connections	No Preference
<input type="radio"/> Basic Maintenance of Internal Connections	Are you also seeking Installation, Activation and Initial Configuration for this service? *
<input type="radio"/> Managed Internal Broadband Services	<input type="radio"/> Yes
Function *	<input type="radio"/> No
Switches	
Quantity *	
Unit	
Each	

You can select a preferred manufacturer in the drop-down list, but must consider all "equivalent" bids received.

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QUAKER VALLEY SCHOOL DISTRICT - Quaker Valley SD Internet Access Service FY 16 - Form #160001784

Last Saved: 10/12/2015 6:58 PM EDT

- 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

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

<input type="checkbox"/>	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Assoc RFPs
<input type="checkbox"/>	Internet Access and/or Telecommunications	Internet Access and Transport Bundled	5 Mbps	1 Gbps	1	1	Circuits	Yes	Yes	

- 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 connection to District hub site which is located at District middle school

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

Use the narrative box to describe your services more fully. For example, if you want pricing for 50 and 100 mb of Internet, list that here. Or for voice services, list what you actually need. Like 20 business lines, plus 2 PRIs.

- Basic Information
- Service Requests
- Technical Contact Information**
- Procurement Information
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- 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

You are not required to include a separate technical contact.

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- Save & Continue

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.

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Save & Share

Review FCC Form 470

Always select YES! Then use the narrative box to tell vendors what their instructions are. For example, they must have a SPIN, must submit bids to X person by X date in X format. Must provide discounted bill. Must submit 3 references of districts where identical services are provided, etc.

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PDF is generating and may take up to one minute to complete. Please hit refresh to check if document generation is complete.

Click “refresh” to have the system show the PDF of your Form 470. You may have to “refresh” multiple times while the form is generated.

Refresh

Please download and carefully review this FCC Form 470 before certifying.

Download Document Link

USAC_FCC_FORM_470_APPLICATION_160000118_DRAFT

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

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Send for Certification

Continue to Certification

-- Download and review the PDF of the form and click “Back” to make corrections.
-- Then click the box that the form is accurate, and click “Continue to Certification” if you are a Full Rights User, or “Send for Certification” if you are a Partial Rights User.

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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 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 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.

Be sure to scroll to the bottom of the page to certify your application.

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NOTICE

In accordance with Section 54.503 of the Federal Communications Commission's rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.503(c). The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form or in response to subsequent inquiries may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your form without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, *et seq.*

Public reporting burden for this collection of information is estimated to average 3 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.

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Certify

Be sure to click Certify to submit your application!

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