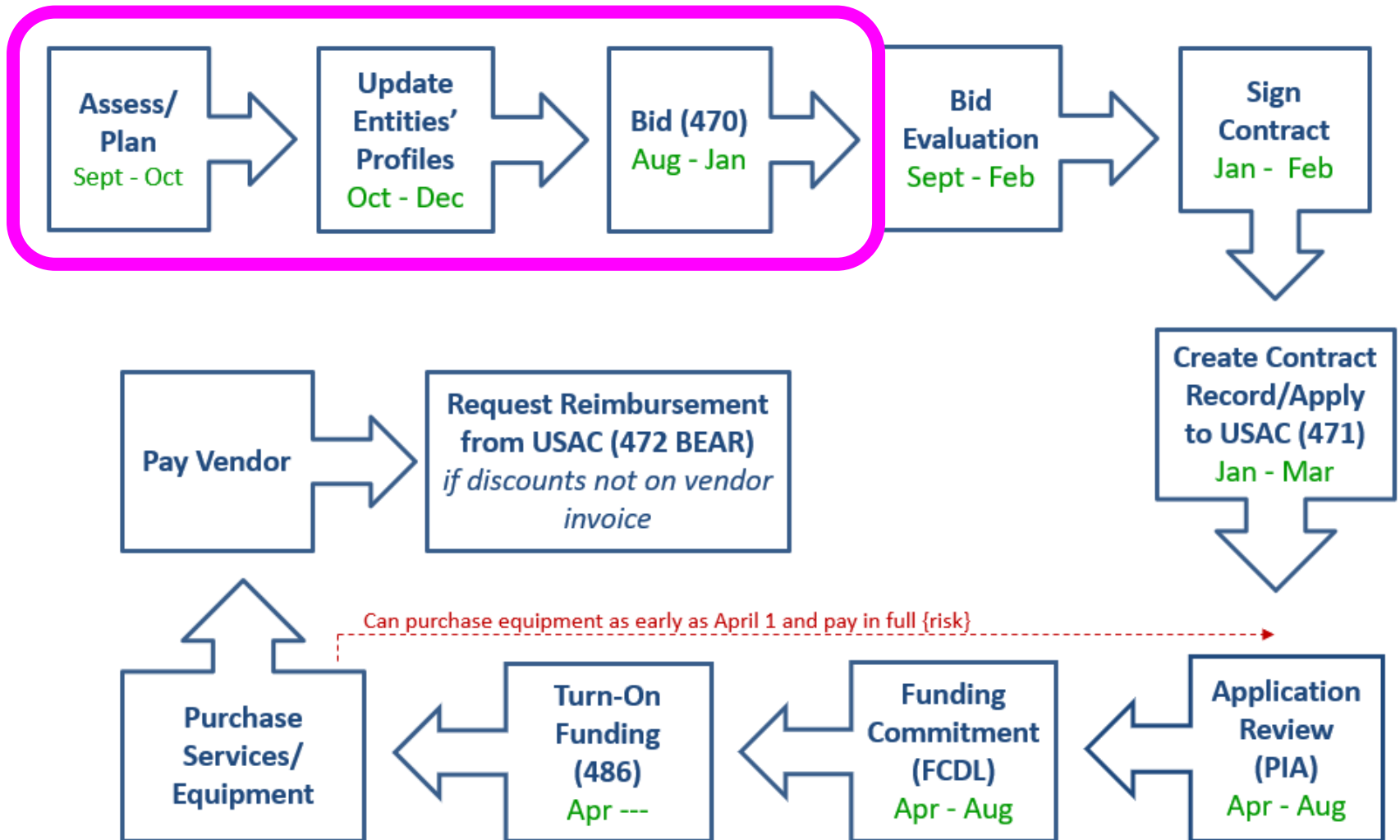


# E-rate Workshop for PA Schools and Libraries: Category 1 Eligibility and Competitive Bidding



Presented by Julie Tritt Schell  
PA E-rate Coordinator  
for the Pennsylvania Department of Education  
November 2020

# You are here in the FY 2021 E-rate process:



# Categories of Service

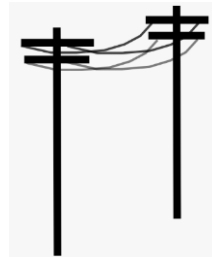
---

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

- **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/library

- **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



# C1: Data Transmission Services

---

## Most Common:

- Leased Lit Fiber
- Leased Dark Fiber (including IRUs)\*
- Self-Provisioned Fiber (Build/Own Your Own Network)\*
  
- Cable Modem/DSL
- Microwave Service
  
- Special Construction Charges
  - Costs to build-out network

## Also Eligible:

- Broadband over Power Lines
- T-1, T-3, Fractional T-1
- DS-1, DS-2, DS-3
- OC-1, OC-3, OC-12, OC-n
- Frame Relay
- ISDN
- Satellite Services
- Wireless data plans \*
  - If no Wi-Fi access, must prove that data plans are most cost effective option

\* Additional bidding requirements apply

Voice services – Not Eligible



# Leased 'Lit' Fiber

---

- Fiber-based network where service provider owns, lights, and manages the network
- Typically contract for 1 or 10 Gbps connection to each building
  - Vendor owns the equipment that lights the fiber
  - Can bid different bandwidths if unsure what's affordable
- Must be "lit" by last day of funding year (June 30)
- This is currently the most common type of WAN

\* \* \*

- ✓ RFP 'technically' not required if all addresses/terms are in Form 470
- ✓ Not required to bid/compare any other service



# Leased 'Dark' Fiber

---

- Applicant leases 'dark' capacity on a provider-owned fiber network
  - Typically lease # of strands
- Applicant lights the fiber -- not the vendor
  - Network equipment to light the fiber is E-rate eligible under C1 if bid
- Maintenance/Operations (M&O) charges are eligible
  - Can be provided by same fiber vendor or another vendor
- Must be "lit" by June 30 (last day of funding year)

\* \* \*

- ✓ RFP required
- ✓ Must also seek bids for Leased Lit Fiber and compare (cannot specify preference)
- ✓ M&O and Network Equipment must be on same 470 if needed



# 'Self-Provisioned' Fiber

---

- “BYO” – Build Your Own Network
- Applicant contracts with vendor to construct the network
  - Thereafter, owns and is responsible for maintaining the network (whether in-house or contracted)
    - M & O costs are E-rate eligible
  - Typically purchase at least 12 strands
- Applicant lights the fiber -- not the vendor
  - Network equipment to light the fiber is E-rate eligible as C1
- Must be “lit” by last day of funding year (June 30)

\* \* \*

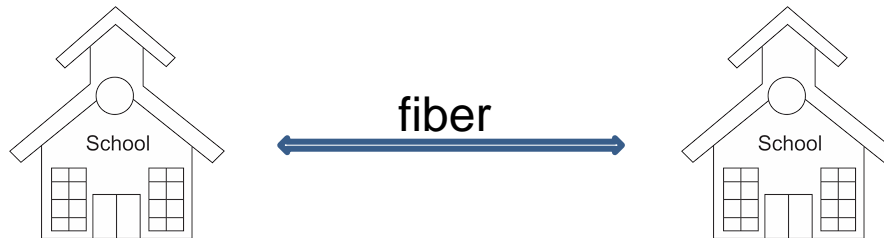
- ✓ RFP required
- ✓ Must also seek bids for ‘Services Provided Over 3<sup>rd</sup> Party Networks’ and compare (cannot specify preference)
- ✓ M&O and Network Equipment must be on same 470 if needed



# Close-Proximity Fiber Eligibility

---

- 1 school – 2 buildings
  - Fiber between those buildings = C2
  - Does PDE recognize it as single school?
- 1 building – 2 schools
  - Fiber between those schools = C2
- 2 schools, not in same building (most common)
  - Fiber between those buildings = C1
  - Would list as “Self Provisioned Fiber” on Form 470
  - Cannot use C2 funding, unfortunately





# What is Special Construction?

---



- “Build” Charges - One time charges incurred for physical installation of new fiber service
- Special PIA Review - Examples at: <http://e-ratepa.org/wp-content/uploads/2014/03/4-7-Fiber-Questions.pdf>
- Applicants can ask vendors for up to a 4 year payment plan for the non-discounted share of these costs
- E-rate will pay for entire discounted amount in 1<sup>st</sup> year
- **For example:** If there is a \$100,000 special construction charge & applicant has 60% E-rate discount:
  - E-rate will pay discounted amount of \$60,000 in Year 1 of contract
  - Applicant may request to pay vendor the non-discount amount of \$40,000 over 4 years (\$10k/year)

# C1: Internet Access Services

---

- Two main types:
  - **Bundled Internet (most common)**
    - Internet and transport are bundled together
    - Could be cable modem-type service or internet delivered over fiber
  - **Raw, commodity Internet**
    - No transport included
    - Typically used by consortia/large networks
- Installation charges are eligible if listed in contract
- Filtering is not eligible
- “Commercially Available” Internet packages that cost less than \$300 per month, per building (pre-discount) can be purchased without posting a Form 470
  - Cost must be based per building and cannot be averaged across multiple buildings
  - Minimum speed must be 100 mbps downstream and 10 mbps upstream
  - Note: This is mostly geared toward small libraries and small non-public schools using cable modem services
- Be careful which Internet description to select during bidding process



# C1 Drop Down Menu in Form 470

---

## Add New Service Request

Function \*

Please select a value

Please select a value

Leased Lit Fiber (with or without Internet Access)

Internet Access and Transport Bundled (Non-Fiber)

Transport Only - No ISP Service Included (Non-Fiber)

Internet Access: ISP Service Only (No Transport Circuit Included)

Leased Dark Fiber and Leased Lit Fiber

Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks

Network Equipment

Maintenance & Operations

Cellular Data Plan/Air Card Service

Other

# Category 1 Form 470 Drop Down Cheat Sheet

	If you want...	Select this 470 Drop Down Option	RFP Required?
Broadband Transport	Leased Lit Fiber Connectivity	Leased Lit Fiber (with or without Internet Access) <i>Must explain service request in narrative text box</i>	No
	Leased Dark Fiber Connectivity	Leased Dark Fiber and Leased Lit Fiber <i>Must seek bids for both services, then evaluate all proposals. Also must state minimum and maximum capacity needs in the narrative text box plus # of leased lit fiber circuits being requested.</i>	YES
	Self Provisioned Fiber (applicant owned)	Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks <i>Must seek bids for all services, then evaluate all proposals.</i>	YES
	Non-Fiber Connectivity (coaxial cable, microwave, copper, etc.)	Transport Only – No ISP Service (Non-Fiber)	No
	Category 1 Network Equipment	Network Equipment	YES
	Maintenance and Operations	Maintenance and Operations	YES
Internet	Internet Access with FIBER Transport	Leased Lit Fiber (with or without Internet Access) <i>Must provide Internet bandwidth amounts in narrative text box.</i>	No
	Internet Access with NON-FIBER transport (for example, cable modem, DSL)	Internet Access and Transport Bundled <i>Cannot specify which transport type you're seeking.</i>	No
	Commodity Internet Access (no transport)	Internet Access: ISP Service Only	No

# Help with Internet Choices

---

Essentially, if you are seeking proposals for...

- **Internet delivered over Fiber Transport**, you must select **“Leased Lit Fiber (with or without Internet Access)”** and then explain in the narrative that you’re seeking Internet and at what bandwidth.
- **Internet via a different mode of transport** (cable modem, DSL, etc.), then you must select **“Internet Access and Transport Bundled – Non-Fiber.”** But be careful not to specify which transport mode you’re seeking.
- **Both Internet delivered over Fiber, AND a separate Leased Lit Fiber Wide Area Network**, you should create two separate services on the 470 and then explain in the narrative what exact services you want for each. Why? The **“Leased Lit Fiber”** service drop down option is now used for two things: 1) Internet Access service that is delivered over a leased lit **fiber** circuit, and 2) Leased Lit Fiber circuits – not including Internet -- but you’ll want to make it clear to vendors that you’re actually are seeking proposals for different types of services.



# 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 be posted on a Form 470
- Vendors are invited to submit bids/price quotes for 28 days from the date of certifying your Form 470
  - Day 1 = date of Form 470 submission
  - Day 29 = earliest date that you can conduct your bid evaluation and select your vendor
- Vendors send proposals directly to the applicant
- 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/non-contract 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
  - For example: 3 year term, with two, 1-year extensions
  - Must have a definitive end to contract
  - Automatic renewals of contracts must be rebid on a new Form 470

# Additional 470 Requirements

---

- Cannot list company name (such as Comcast or Zito)
- If bidding C1 network equipment, cannot list manufacturer-specific name without including the words “or equivalent”
- RFPs
  - Not required, except for:
    - Public schools seeking C2 equipment over minimum state bidding threshold requirements
    - All applicants applying for dark fiber or self-provisioned fiber
  - All RFPs must be uploaded with Form 470 at time of filing
  - Addenda also must be uploaded to online 470 when released
    - If adding sites, changing services or providing additional information not previously in RFP, must wait an additional 28 days before closing bidding
- Vendors cannot provide RFP language or bid lists



# Deadline to File Form 470s

---

- A Form 470 must be posted online at least 29 days before the Form 471 window close (example: March 20 close = Feb. 20 deadline)
  - 471 Deadline is expected to be mid March, 2021
  - File 470 before December 1, if possible
- Recommended timeline:
  - November: File all Form 470s by December 1
  - December: Vendor bids submitted during December
  - January: Bid evaluation, board agenda submission
  - February: School board approval, sign contracts
  - March: File Form 471

**Form 470s being accepted in EPC NOW!**

# How Many Form 470s to File

---

- Category 1 and Category 2 can be filed on the same 470
  - But not a requirement
  - C1 and C2 requests must be on different 471s
- There is no 1:1 requirement for 470 vs 471s
- If filing multiple 470s, be sure to use good Nicknames for easy identification when completing the Contract Record

# 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 your buildings (schools, libraries, NIFs) are listed
  - Contact USAC to have missing buildings added to EPC
    - Cannot add entities yourself

LET'S FILE A FORM 470!



# 470 – File Inside Your EPC Portal

## My Landing Page



Training

**Universal Service  
Administrative Co.**

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

## Notifications

Notification Type *Please select a value* ▼

Funding Year *-- Select a Funding Year --* ▼

- Status ?  All  
 Generated  
 Not Generated

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) |  
[Appeal](#) | [FCC Form 500](#) | [Form Change](#) | [Service Substitution](#) | [Hurricane](#)  
[Impact Designation](#) | [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 1 Form 470

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Use a well-described nickname  
for easier identification.

# Basic Information – Can't Change in Form

## THE BEST SCHOOL DISTRICT - (PARENT ENTITY) - FY 2019 C1 and C2 Form 470 - Form

#200000033

Notice the numbering convention for the 470's. Form 470 begins with the Funding Year.

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: 13

- Recipient(s) of Service
- Public School
  - Pre-K
  - Head Start
  - Adult Education

# 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.

### Recipients of Service

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

# Who is the Main Contact?

---

## 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

SAVE & SHARE

SAVE & CONTINUE



# 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

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

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.

# More on RFP Requirements

---

- In PA, Public Schools seeking C1 network equipment that will cost more than \$21,000, must issue an RFP
  - C1 recurring services, such as Internet/Broadband, do not fall under this requirement
- All applicants seeking the following services MUST issue an RFP:
  - Leased Dark Fiber
  - Self-Provisioned Fiber
  - C1 Network Equipment
  - Maintenance and Operation of Leased Dark or Self-Provisioned Fiber
- All RFPs and related documents must be uploaded with the 470
  - Cannot just provide a link
- All subsequent material provided to vendors must be uploaded to the RFP/470 in EPC
  - Locate 470 in EPC > Related Actions > Add an RFP Document
  - 28-day clock must be restarted if material changes are made to the RFP
    - USAC considers MOST changes to be significant enough require an extension of the 28-day clock or a new Form 470

# Building Category 1 Service Requests

---



# Begin Building the Category 1 470

---

Next, you will describe the services you are requesting.

## Service Requests: Category One

There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

### Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.



Choose “Add New Service Request” to select detailed choices.

# C1 Drop Down Menu in Form 470

---

## Add New Service Request

Function \*

Please select a value

Please select a value

Leased Lit Fiber (with or without Internet Access)

Internet Access and Transport Bundled (Non-Fiber)

Transport Only - No ISP Service Included (Non-Fiber)

Internet Access: ISP Service Only (No Transport Circuit Included)

Leased Dark Fiber and Leased Lit Fiber

Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks

Network Equipment

Maintenance & Operations

Cellular Data Plan/Air Card Service

Other

# Select from Drop-Down Options

---

## Add New Service Request

### Function \*

*Please select a value*

USAC guidance to help select correct Form 470 C1 drop down from menu. Note: See next slide for plain language explanation.



## Information on How to Seek Bids for Different Services:

- Select "Leased Lit Fiber (with or without Internet Access)" when seeking bids for either a bundled solution of internet access (delivered over lit fiber) or transport only (delivered over lit fiber).
- Select "Internet Access and Transport Bundled (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that include commercial internet access service (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).
- Select "Transport Only – No ISP Service Included (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that do not include commercial internet access (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).
- Select "Internet Access: ISP Service Only (No Transport Circuit Included)" when only seeking bids for commercial internet access service. Note: this does not include any type of transport circuit.
- Select "Leased Dark Fiber and Leased Lit Fiber" when seeking bids that include Leased Dark Fiber. This option MUST be selected to help ensure compliance with a competitive bidding requirement: applicants that request bids for Leased Dark Fiber must also request bids for Leased Lit Fiber. Leased Lit Fiber requests included in this service request type can be with or without internet access.
- Select "Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks" when seeking bids for services provided over a self-provisioned network on a technology-neutral basis (e.g., fiber, copper, microwave, or coaxial cable).
- Select "Network Equipment" when seeking bids for modulating electronics or other equipment necessary to make a Category One service functional.
- Select "Maintenance & Operations" when seeking bids for maintenance and operations costs for Leased Dark Fiber or a Self-Provisioned network.
- Select "Cellular Data Plan/Air Card Service" when only seeking bids for a commercial wireless data plan.
- Select "Other" when the service you want is not otherwise listed. Be sure to provide additional details about this service by uploading an RFP document.

# Category 1 Form 470 Drop Down Cheat Sheet

	If you want...	Select this 470 Drop Down Option	RFP Required?
Broadband Transport	Leased Lit Fiber Connectivity	Leased Lit Fiber (with or without Internet Access) <i>Must explain service request in narrative text box</i>	No
	Leased Dark Fiber Connectivity	Leased Dark Fiber and Leased Lit Fiber <i>Must seek bids for both services, then evaluate all proposals. Also must state minimum and maximum capacity needs in the narrative text box plus # of leased lit fiber circuits being requested.</i>	YES
	Self Provisioned Fiber (applicant owned)	Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks <i>Must seek bids for all services, then evaluate all proposals.</i>	YES
	Non-Fiber Connectivity (coaxial cable, microwave, copper, etc.)	Transport Only – No ISP Service (Non-Fiber)	No
	Category 1 Network Equipment	Network Equipment	YES
	Maintenance and Operations	Maintenance and Operations	YES
Internet	Internet Access with FIBER Transport	Leased Lit Fiber (with or without Internet Access) <i>Must provide Internet bandwidth amounts in narrative text box.</i>	No
	Internet Access with NON-FIBER transport (for example, cable modem, DSL)	Internet Access and Transport Bundled <i>Cannot specify which transport type you're seeking.</i>	No
	Commodity Internet Access (no transport)	Internet Access: ISP Service Only	No



# Help with Internet Choices

---

Essentially, if you are seeking proposals for...

- **Internet delivered over Fiber Transport**, you must select “**Leased Lit Fiber (with or without Internet Access)**” and then explain in the narrative that you’re seeking Internet and at what bandwidth.
- **Internet via a different mode of transport** (cable modem, DSL, etc.), then you must select “**Internet Access and Transport Bundled – Non-Fiber.**” But be careful not to specify which transport mode you’re seeking.
- **Both Internet delivered over Fiber, AND a separate Leased Lit Fiber Wide Area Network**, you should create two separate services on the 470 and then explain in the narrative what exact services you want for each. Why? The “**Leased Lit Fiber**” service drop down option is now used for two things: 1) Internet Access service that is delivered over a leased lit **fiber** circuit, and 2) Leased Lit Fiber circuits – not including Internet -- but you’ll want to make it clear to vendors that you’re actually are seeking proposals for different types of services.

# Choices/Requirements: Leased Lit Fiber

---

## Add New Service Request

Function \*

Leased Lit Fiber (with or without Internet Access)

Quantity \*

# of Circuits

Unit

Circuits

Minimum Capacity

Please select a value

Maximum Capacity

Please select a value

Number of entities served? \*

# of School/Library Buildings Being Served

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

Often it is best to say yes,  
even for incumbent service

Provide data that best matches the service you are seeking and then more fully describe in the narrative box. Explain if you want leased lit fiber circuits or Internet delivered over fiber circuit.

# Choices/Requirements: Self-Provisioned Networks

## Add New Service Request

Function \*

Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks

### Self-Provisioned Network (Applicant Owned and Operated Network)

Quantity \*

Unit

Detailed in RFP

Minimum Capacity

Detailed in RFP

Maximum Capacity

Detailed in RFP

### Additional Details

Number of entities served? \*

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

### Services Provided Over Third-Party Networks

Quantity \*

Unit

Circuits

Minimum Capacity \*

Please select a value

Maximum Capacity \*

Please select a value

# Choices/Requirements: Leased Dark/Leased Lit Fiber

---

## Add New Service Request

Function \*

Leased Dark Fiber and Leased Lit Fiber

### Leased Dark Fiber

Quantity \*

Unit

Fiber Strands

Minimum Capacity

Detailed in RFP

Maximum Capacity

Detailed in RFP

### Leased Lit Fiber

Quantity \*

Unit

Circuits

Minimum Capacity \*

Please select a value



Maximum Capacity

Please select a value



### Additional Details

Number of entities served? \*

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

# Choices/Requirements: Internet w/Transport (Non-Fiber)

---

## Add New Service Request

Function \*

Internet Access and Transport Bundled (Non-Fiber)

Quantity \*

Number of entities served? \*

Unit

Circuits

Minimum Capacity

*Please select a value* ▼

Maximum Capacity

*Please select a value* ▼

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

# Choices/Requirements: Commodity Internet Only - No Transport

---

## Add New Service Request

Function \*

Internet Access: ISP Service Only (No Transport Circuit Included) ▼

Minimum Capacity

Please select a value ▼

Maximum Capacity

Please select a value ▼

Number of entities served? \*

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

# Choices/Requirements: Non-Fiber Circuit

---

## Add New Service Request

Function\*

Transport Only - No ISP Service Included (Non-Fiber) ▼

Quantity\*

Unit

Circuits

Minimum Capacity

Please select a value ▼

Maximum Capacity

Please select a value ▼

Number of entities served?\*

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

# Narrative in Text Box for C1 Requests

Next, you will describe the services you are requesting.

## Service Requests: Category One

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

<input type="checkbox"/>	Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		1 Gbps	10 Gbps	5	4	Circuits	Yes	RFP Doc Sample

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.

This request is for Leased Lit Fiber or Leased Dark Fiber Connectivity/circuits to interconnect District buildings in a Wide Area Network configuration. We are NOT requesting bids for Bundled Internet delivered over fiber.

**Use the narrative box to describe your services more fully.**



# Special Construction Charges: Want to Spread Them Out? - YES

---

## Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? \*

Yes

No

Over how many years do you wish to amortize the costs? \*

4

4

Please select a range of years above.

Do you prefer annual or monthly payments? \*

Annual

Monthly

- If you selected any “fiber” services that require Special Construction (build-out) charges, you can request to pay the vendor for the non-discounted amount (the school or library’s share) over 4 years
- Vendors aren’t required to agree
- This is a great idea to make fiber build-out more affordable
- E-rate portion will still be paid in the 1<sup>st</sup> year
  - Will not be amortized

# Want to Add Technical Contact?

---

## 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?

---

## 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
- 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

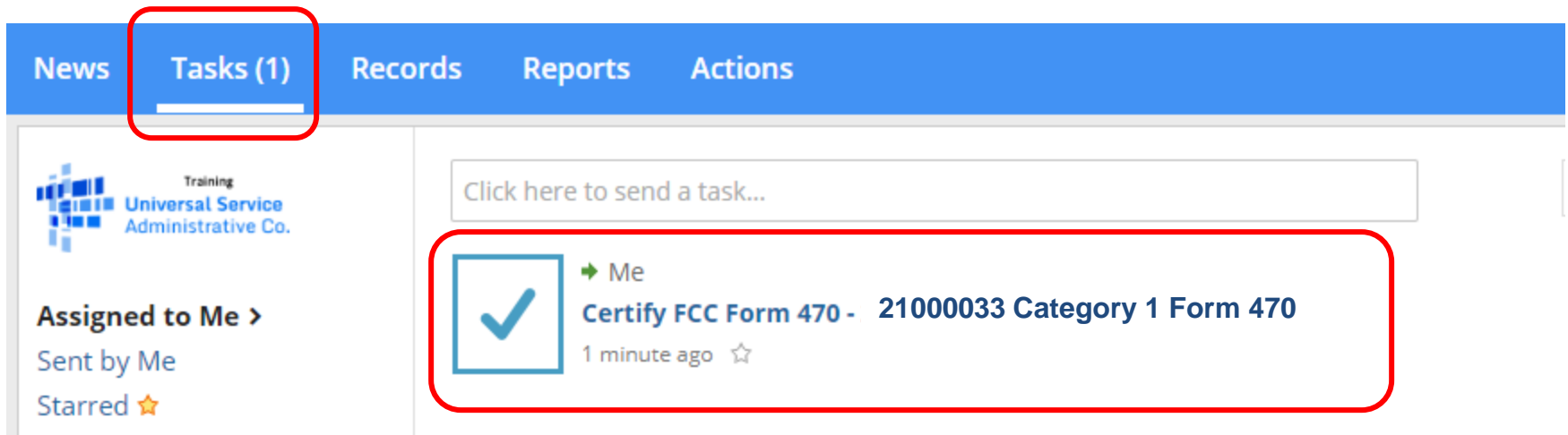
SAVE & SHARE

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.)



The screenshot displays the EPC Portal interface. The top blue navigation bar contains the following tabs: News, **Tasks (1)**, Records, Reports, and Actions. The 'Tasks (1)' tab is highlighted with a red box. Below the navigation bar, the left sidebar shows the logo for 'Training Universal Service Administrative Co.' and a list of filters: 'Assigned to Me >', 'Sent by Me', and 'Starred ★'. The main content area features a search box with the placeholder text 'Click here to send a task...'. Below the search box, a task card is highlighted with a red box. The task card contains a blue checkmark icon, the text '→ Me', the title 'Certify FCC Form 470 - 21000033 Category 1 Form 470', and the timestamp '1 minute ago' with a star icon.

# Review PDF and Make Changes

## THE BEST SCHOOL DISTRICT - (PARENT ENTITY) - FY 2019 C1 and C2 Form 470 - Form 21000033

Last Saved: 9/9/2019 10:59 AM EDT

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 200000033 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

---

## 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


Form Type



Funding Year



- Next, click on the appropriate Form 470



Nickname	Application Number	Funding Year	Status
FY 2019 C1 and C2 Form 470	200000033	2020	Certified

# Where to Find a Copy of Your 470

---

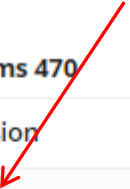
- The next screen will be a Summary Page of the submitted Form 470, with a link to the RFP Documents
  - RFP documents must be downloaded separately
- To obtain PDF of submitted Form 470, select ‘Generated Documents’

Summary **Generated Documents** News Related Actions

- Click on ‘Original Version’

Generated FCC Forms 470

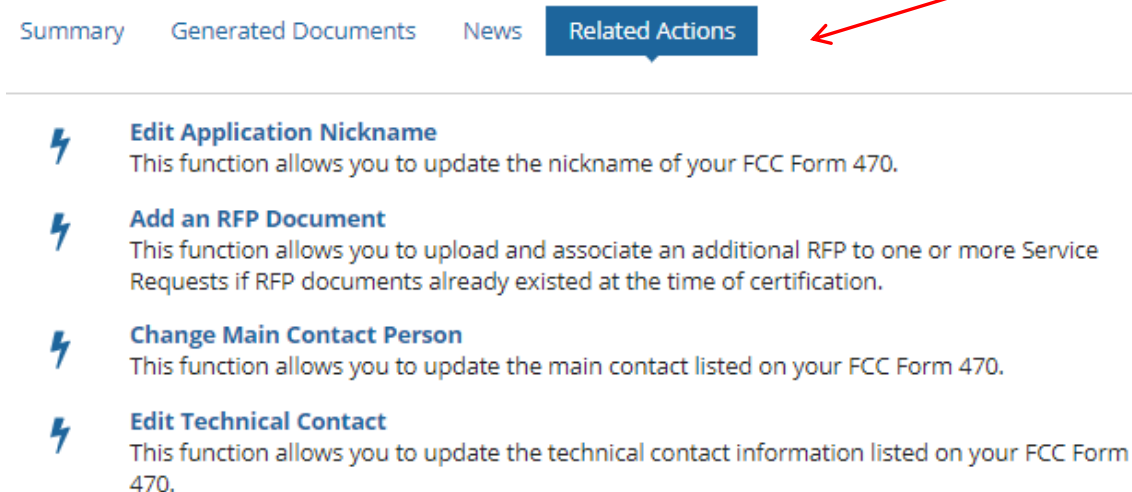
FCC Form 470 Version	Upload Date
<a href="#">Original Version</a>	9/9/19 1:18 PM



# To Make Changes to Submitted 470





---

- 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'



Summary   Generated Documents   News   **Related Actions**

---

-  **Edit Application Nickname**  
This function allows you to update the nickname of your FCC Form 470.
-  **Add an RFP Document**  
This function allows you to upload and associate an additional RFP to one or more Service Requests if RFP documents already existed at the time of certification.
-  **Change Main Contact Person**  
This function allows you to update the main contact listed on your FCC Form 470.
-  **Edit Technical Contact**  
This function allows you to update the technical contact information listed on your FCC Form 470.

# Caution When Modifying RFP

---

- 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.