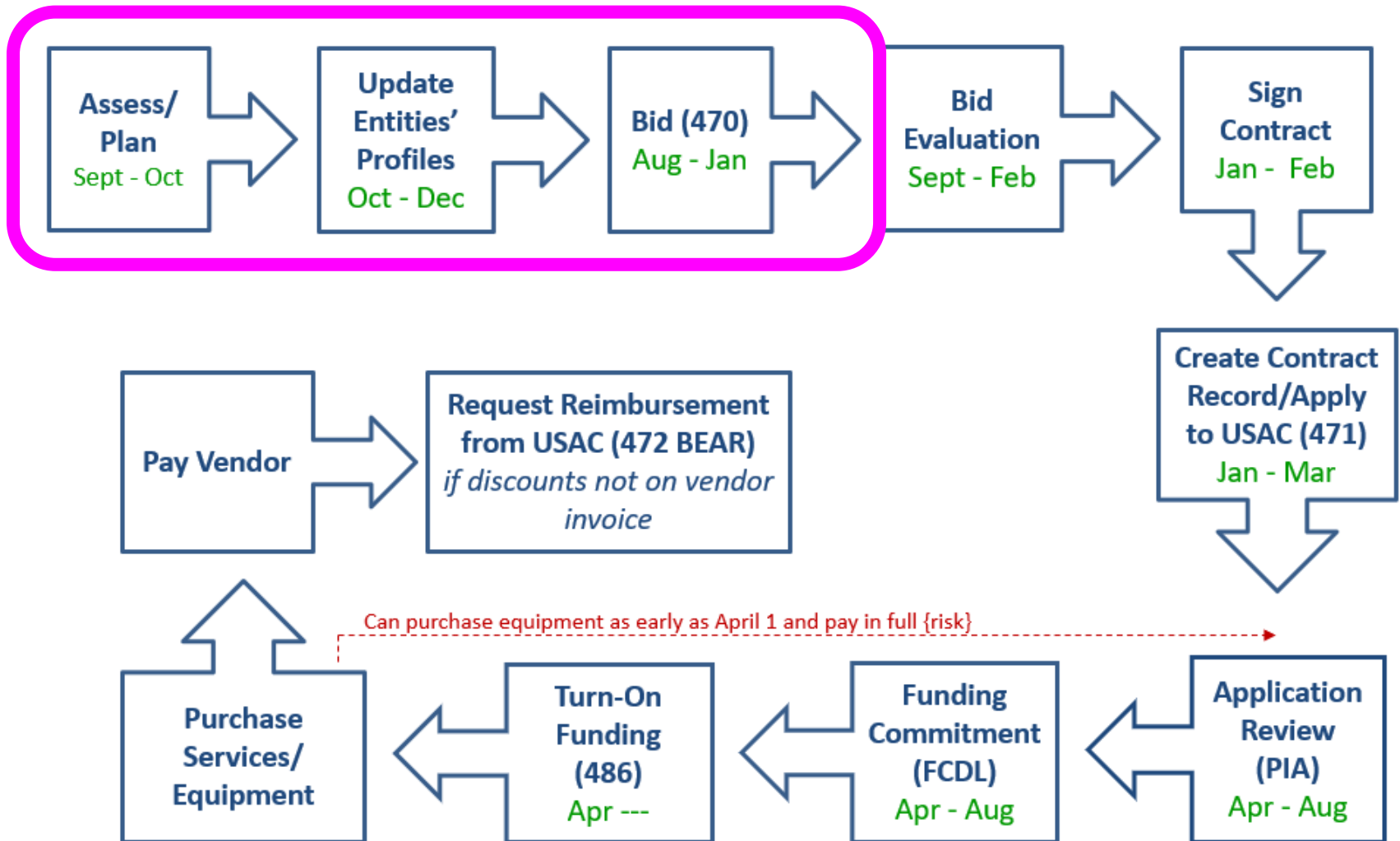


E-rate Workshop for PA Non-Public Schools & Libraries: Category 2 Eligibility & Competitive Bidding



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

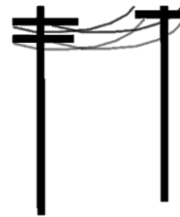
- **Category 1** – Services that go TO the school/library

- 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



Internal Connections

- 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

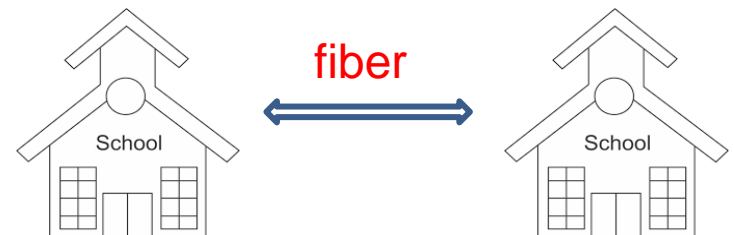
- Applicants have full 18 months to purchase/install equipment
- Equipment can be purchased as early as April 1, prior to funding year start
 - For example, applicants can purchase equipment on April 1, 2021 for FY 2021, even though funding year doesn't begin until July 1, 2021
 - Vendors/applicants 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

FUNDING YEAR 2021 APPLICATION CYCLE

		FY 2021 - Non-Recurring Services/Equipment Purchases - April 1, 2021 - Sept 30, 2022																													
		FY 2021 - Recurring Services - July 1, 2021 - June 30, 2022																													
Form	Description	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	
470	Competitive Bidding Window (min. 29 days)	July 1, 2020 - Mid February 2021																													
AW	Administrative Window (EPC Profile Updates)	Oct 1 - Mid Jan. 2021																													
	Newly Signed Vendor Contracts Uploaded to EPC																														
471	Funding Request Application Window						Mid Jan - Late Mar. 2021																								
PIA/ FCDL	PIA Review/Funding Decision Letters (FCDL) Issued								April 2021 - Sept 1, 2021																						
486	CIPA Certification/Turn on Funding																														
472	BEAR Deadline - Recurring Services																								Oct 28						
	BEAR Deadline - Non-Recurring Services																												Jan 28		

School-to-School Fiber Eligibility

- 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
 - Would list as “Self Provisioned Fiber” on Form 470
 - Cannot use C2 funding, unfortunately



Basic Maintenance (BMIC)

- **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

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 (7/1/2021 – 6/30/2022)
 - Does **not** follow the 4/1/2021 – 9/30/2022 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)

- Definition:
 - Services provided by a 3rd 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



CATEGORY 2 BUDGETS



Category 2, 5-Year Funding Caps

Each billed entity's Category 2 E-rate funding has a 5-year cap, using this formula:

Single Schools:

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

School Districts:

$\$167 \times$ total district enrollment, OR
 $\$25,000 \times$ total number of schools in the district
– Whichever total budget is greater

Single, Independent Libraries:

$\$4.50 \times$ square feet
Minimum/building = $\$25,000$
– Whichever total budget is greater

Library Systems:

$\$4.50 \times$ total square feet of all libraries in system
Minimum/building = $\$25,000 \times$ total number of libraries in system
– Whichever total budget is greater

~ **Hybrid for Small Schools and Libraries:** See next slide

- Will be same multiplier ($\$167$ or $\$4.50$) for 5-year C2 funding cycle: FY 2021 – FY 2025
 - All C2 **budgets will be reset** at beginning of each C2 cycle (FY 2026)
 - Unused funding will NOT carry over from previous C2 cycle
- C2 budgets are **pre-discount**
 - Applicants' E-rate discounts then apply
- Beginning July 1, 2021, all E-rate-discounted equipment can be **transferred** between schools in a district, or libraries in a library system, but not between consortium members

Special C2 Budget Calculation Option for Smaller School Districts/Library Systems

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

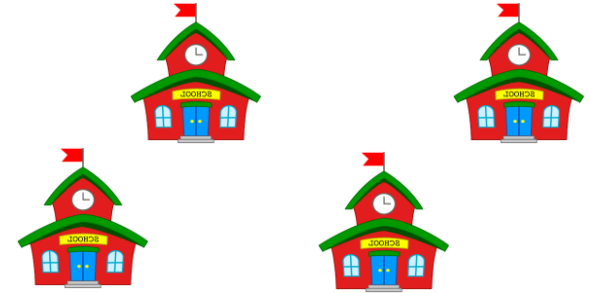
a) Calculate by total district enrollment x \$167

or

b) Calculate by total number of schools x \$25,000

or

c) **Hybrid**: Calculate by school and take the higher budget from each school and add together



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

a) $\$167 \times 1095 = \$182,865$

b) $\$25,000 \times 4 = \$100,000$

c) Hybrid = \$204,475

Library Systems with 10 or fewer libraries have the exact same calculations except using square feet and \$4.50

Category 2 Funding 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 5-Year Category 2 Budget Cap?

- List available at: <http://e-ratepa.org/wp-content/uploads/2020/09/PA-C2-Budget-Calculations-9-1-2020.xlsx>
- This list used enrollment approved on your FY 2020 Form 471

Equipment Transfer and NIF Rules

- **All E-rate funded equipment may be transferred between buildings beginning July 1, 2021**
 - **Even equipment funded in prior years**
 - 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 updated and retained for 10 years from date of purchase
 - 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
- **Non-instructional facilities (NIFs)** continue to be ineligible for C2 funding
 - Must deduct proportional share of NIFs use of any shared equipment
 - Seeking to have this reconsidered
 - Equipment may be housed at a NIF, however

Requesting More Funding Than Remains in C2 Budget

**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 FOR NONPUBLIC SCHOOLS AND LIBRARIES



General C2 Bidding Requirements

- ✓ 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)**

- ✓ **NEW:** Absent a bid due date, new requirement to consider all bids received up until the date you conduct your bid evaluation I suggest the following language:

“Deadline for vendor proposals is [December 20, 2020] 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.”

General C2 Bidding Requirements

- ✓ **NEW:** 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 either **Huawei or ZTE** equipment.

- ✓ All RFP amendments must be uploaded into EPC with original Form 470
 - Includes relevant information given to vendors that would impact bid (FAQs)
 - 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 Form 470

- If you have additional information than what is listed in your RFP (in RFP or other document), that document must be uploaded when 470 is posted
- All addenda and additional information provided to vendors also **must** be uploaded into EPC at the time of issuance
 - Locate 470 in EPC > Related Actions > Add an RFP Document
 - Restart 28-day clock for service or entity changes

Add New Service Request

Service Type *

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

Function *

Please select a value

Please select a value

- Cabling
- Caching
- Firewall Service and Components
- Racks
- Router
- Switches
- UPS/Battery Backup
- WAP
- Wireless Controller
- Antennas, Connectors, and Related Components

Adding Service Requests to 470

Add New Service Request

Service Type *

Internal Connections

Basic Maintenance of Internal Connections

Managed Internal Broadband Services

Function *

Switches

Quantity *

2

Unit

Each

Manufacturer

Hewlett Packard or equivalent

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

Yes

No

<input type="checkbox"/>	Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Internal Connections	Switches	Hewlett Packard or equivalent			2	Each	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.

Seeking HP Model XXXXX or equivalent switches. Equivalent proposals must be compatible and fully interoperable with the library's existing XXX HP equipment.

Hints When Constructing Form 470

- 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

Let’s file a Category 2 Form 470...

470 – File Inside Your EPC Portal

My Landing Page



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

Notifications

Notification Type

Funding Year

[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. *

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

Last Saved: 9/4/2019 2:54 PM EDT

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.

Building Category 2 Service Requests



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 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.

Adding a Category 2 Service Request

Add New Service Request

Service Type *

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

Function *

Please select a value

CANCEL

Manufacturer

No Preference

Proxim or equivalent

Quicktron or equivalent

Ruckus or equivalent

Ruckus Wireless or equivalent

Samsung or equivalent

Seagate or equivalent

SMC Networks or equivalent

SonicWALL or equivalent

STI or equivalent

Sun Microsystems or equivalent

Superior Essex or equivalent

Trippite or equivalent

Ubiquiti or equivalent

Uniprise or equivalent

Watch Guard Technologies or equivalent

Waters Network Systems or equivalent

Western Digital or equivalent

Xirrus or equivalent

ZyXEL or equivalent

No Preference

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

Internal Connections Drop Down Menu

Add New Service Request

Service Type *

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

Function *

Please select a value ▼

Please select a value

- Antennas, Connectors, and Related Components
- Cabling
- Caching
- Firewall Service and Components
- Racks
- Router
- Switches
- UPS/Battery Backup
- WAP
- Wireless Controller

Basic Maintenance Drop Down Menu

Add New Service Request

Service Type *

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

Function *

Please select a value ▼

Please select a value

- Antennas, Connectors, and Related Components
- Cabling
- Caching
- Firewall Service and Components
- Racks
- Router
- Switches
- UPS/Battery Backup
- WAP
- Wireless Controller

Managed Internal Broadband Services Drop Down Menu

Add New Service Request

Service Type *

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

Function *

Please select a value

Please select a value

Leased Equipment

Existing Equipment

Number of entities served? *

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

RFP Doc

Need to describe equipment in Narrative Text Box.
Remember to state “or equivalent” if you want to express a
manufacturer’s preference

Narrative in Text Box for C2 Requests

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.

Provide any additional information such as:

You want the vendor to provide a quote for installation and configuration (or you want the equipment drop shipped and no installation service).

You want licenses needed to operate the equipment.

For Managed Internal Broadband Service, explain what service and equipment you want bids on.

For Maintenance, explain what services you want bids on.

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

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. At the top, a 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 bar with the placeholder text 'Click here to send a task...'. Below the search bar, 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 - 200000033 - FY 2019 C1 and C2 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 #200000033

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 2021 - Lit Fiber WAN - Applewood SD	210000118	2021	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

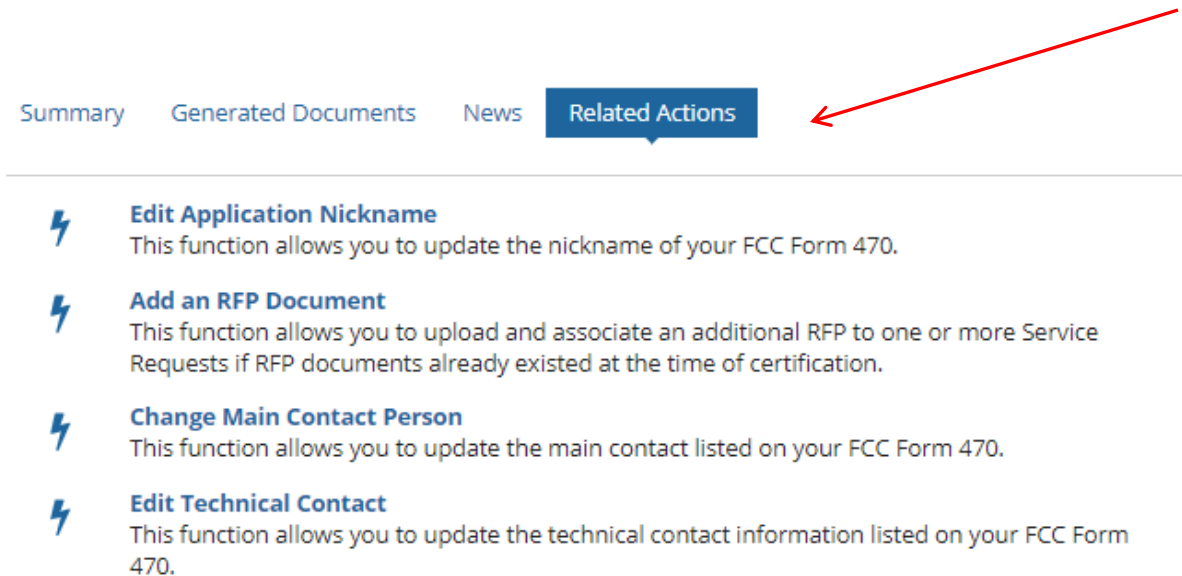
- Click on 'Original Version'

Generated FCC Forms 470





FCC Form 470 Version	Upload Date
Original Version	11/11/20 1:57 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.

Next Steps

- Vendors will submit proposals directly back to the contact indicated on the 470/RFP
- After bid due date, ensure bids are compliant with minimum qualifications and conduct bid evaluation
 - Be sure that price of eligible equipment and services is the most heavily weighted factor
- 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: 4/1/2021 through 9/30/2022
 - Purchase is contingent upon E-rate funding and local funding approval
- Create Contract Record in EPC and upload contract
- Submit Form 471

C2 Purchasing Reminders

- ✓ 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



General Category 2 Bidding Timeline

- Post 470 before December 1
- Bids due 29 days after 470 is posted
- Evaluate bids early January
- Seek board approval at January or February meeting (if required)
- Sign contracts immediately following board meeting
- Create Contract Record in EPC
- Complete 471 by March 1, if possible. No later than March 10



Questions?

E-mail Julie at jtschell@comcast.net

