

Category 1 Form 470 Filing Guide Funding Year 2025



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Purpose of the Form 470

Form 470 Competitive Bidding Form

- Notifies 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
 - List **bid due date** in the narrative text box, along with **any disqualifying factors**
- You are NOT obligated to purchase any service/equipment listed on Form 470
- Category 1 and Category 2 can be filed on the same 470



When Must a Form 470 be Posted?

1. Month-to-Month Services

- No contract exists – these are mostly cable modem-type services
- File Form 470 annually unless using CABIO

2. New Contracts

- File Form 470 before signing any new contract
- If you posted a Form 470 in a previous year, and then signed a multi-year contract that expires on or after June 30, 2026, you are **not** required to file a Form 470 for FY 2025

3. Bandwidth Upgrades

- If you're upgrading service mid-contract and the upgrades and associated prices are not included in the original contract

CABIO Internet Bidding Exemption

Commercially Available Bundled Internet Option (CABIO)

- Schools and libraries seeking “Commercially-Available Business Class Internet Services” are not required to file a Form 470
- Typically, only Cable-Modem, DSL, or FIOS Internet Service
- Commercially Available means that it is publicly available to non-residential customers (such as enterprises, small businesses, or other government customers) in the same form and at the same rates that it is offered to schools or libraries
 - Basically, this is an internet service that is available on a vendor’s website for its business customers
- Minimum speeds must be 100 Mbps downstream and 10 Mbps upstream
- Cost must be \$3,600 or less annually (pre-discount)
 - Cost must be per building and cannot be averaged across multiple buildings
 - \$3,600 includes any installation costs, equipment rental, taxes and fees

The CABIO option is geared (but not limited) to small libraries and small non-public schools or NIFs using cable modem-type services

Requests for Proposals (RFPs)

- USAC considers any bidding document provided to vendors an RFP
- RFPs not required, except for:
 - When seeking dark fiber or self-provisioned fiber projects
 - Wireless Data Plans (rarely eligible except for bookmobiles)
- If issuing an RFP, all documents that constitute that RFP must be uploaded with Form 470 at time of filing
 - Cannot only cite to a website bidding advertisement
 - **Important:** Any addenda or other documents given to vendors after the Form 470 is filed must be uploaded with existing 470
 - Must restart the 28-day clock if any changes are made to the original RFP
- Vendors cannot provide RFP language or bid lists
 - Be very wary of any vendor that offers this

When to File the Form 470

Deadline: Form 470 must be posted online at least 29 days before the Form 471 window close

For example:

- If Form 471 deadline is March 25, 2025; therefore...
- February 25, 2025 = 470 Deadline
 - DO NOT wait this long! Gives you 1 day to evaluate bids, negotiate contracts, sign contracts, and then file the Form 471 by the 471 deadline
 - File 470 before December 1, if possible
- Helpful Form 470 Guides: http://E-Ratepa.org/?page_id=754
 - Helpful Form 470 and RFP Narrative Guide
 - C1 Form 470 Filing Guide
 - C2 Form 470 Filing Guide – Public Schools
 - C2 Form 470 Filing Guide – Non-Public Schools/Libraries

Categories of Service

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

- Subcategories:

- Data Transmission Services (fiber, coaxial cable, etc.)
- Internet Access

- Maximum discount is 90%

- No E-Rate funding caps

- Services must be received July 1 – June 30

- All buildings are eligible for Cat 1 funding



- See <https://www.usac.org/E-Rate/applicantprocess/before-you-begin/eligible-services-list/> for the complete E-Rate eligibility list

C1: Data Transmission Services

Most Common:

- Leased Lit Fiber
- Cable Modem/DSL/FIOS
- Bundled Internet Access (with transport)

Other Eligible Fiber:

- **Leased Dark Fiber *** (Someone else owns it but you're responsible for lighting it)
- **Self-Provisioned Fiber** (Build/Own Your Own Network) *
- Special Construction Charges
 - Costs for vendor to build out network
- Installation Charges
 - One-time charge to “turn on” service

* Additional bidding requirements apply

Not Eligible:

- Voice services
- Duplicative (redundant) services
- Filtering

Also Eligible (less common):

- Microwave Service
- Broadband over Power Lines
- DS-1, DS-2, DS-3
- OC-1, OC-3, OC-12, OC-n
- ISDN
- Satellite Services
- Stand-Alone Internet (no transport cost if own the fiber to your buildings, or a different vendor provides the circuits)
- On-Premise Wireless Data Plans * (typically used for bookmobiles) where plans are the most cost-effective option

• Wi-Fi on Buses

• Off-Premise Hotspots...New for FY2025



During the Bidding Period...

- After the Form 470 has been posted online, vendors submit proposals directly to the school
- Proposals must be accepted for a minimum of 28 calendar days
 - Applicants should specify a bid deadline in the Form 470/RFP
 - Can be longer than 28 days
- Vendors will contact you if they need additional information
- When contacted by a vendor, you must indicate your willingness to receive a proposal for services listed on Form 470
 - **Do NOT say you are just going to stay with your current vendor**
- May conduct pre-bid meeting with vendors

Changes to the FY2025 Form 470

- **Ability To Upload RFP and RFP Documents After Certification**
 - Applicants can upload an RFP (request for proposals) after the FCC Form 470 is submitted and certified in EPC but cannot remove RFP documents attached to your FCC Form 470.
 - If the new RFP changes the service or entities originally listed (increasing bandwidth or quantities), you must restart the 28-day waiting period; no need to refile!
- **Ability To Cancel FCC Forms 470 and View Canceled Forms**
 - Records -> FCC Forms 470 by selecting “Canceled” under the **Status** filter
- **Bus Wi-Fi service and equipment and Wi-Fi Hotspot Devices/Wireless Internet Services for Off-Premises Use have been added**

Before Starting the Form 470

- Before filing the Form 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**

My Entities				
Entity	Entity Number	City	State	Zip Code
THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	108	Springfield	PA	19064
Plainfield Elementary School	109	Springfield	PA	19064
Tech Central/Maintenance NIF	111	Springfield	PA	19064
Gallaudet Elementary School	10597	SPRINGFIELD	PA	19064
Boone Middle School	10598	SPRINGFIELD	PA	19064

1 - 5 of 13 >

Where to File the Form 470

My Landing Page

Training
Universal Service
Administrative Co

Funding Request Report | **FCC Form 470** | FCC Form 471 | FCC Form 486 | Appeal | Manage Users | Manage Organizations | USAC Website | Contact Us | Help

From the landing page.

FCC Form 470 - Funding Year 2025

School District 400156 - FY2025 XYZ School District - C1 - Form #250000121

Last Saved: 10/28/2024 10:47 AM EDT

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

School District 400156 Billed Entity Number: 17364
700 12th St NW #900 FCC Registration Number: 0123456789
Washington, DC 20005
123-456-7890
sd_400156@testmail.usac.org

Application Nickname

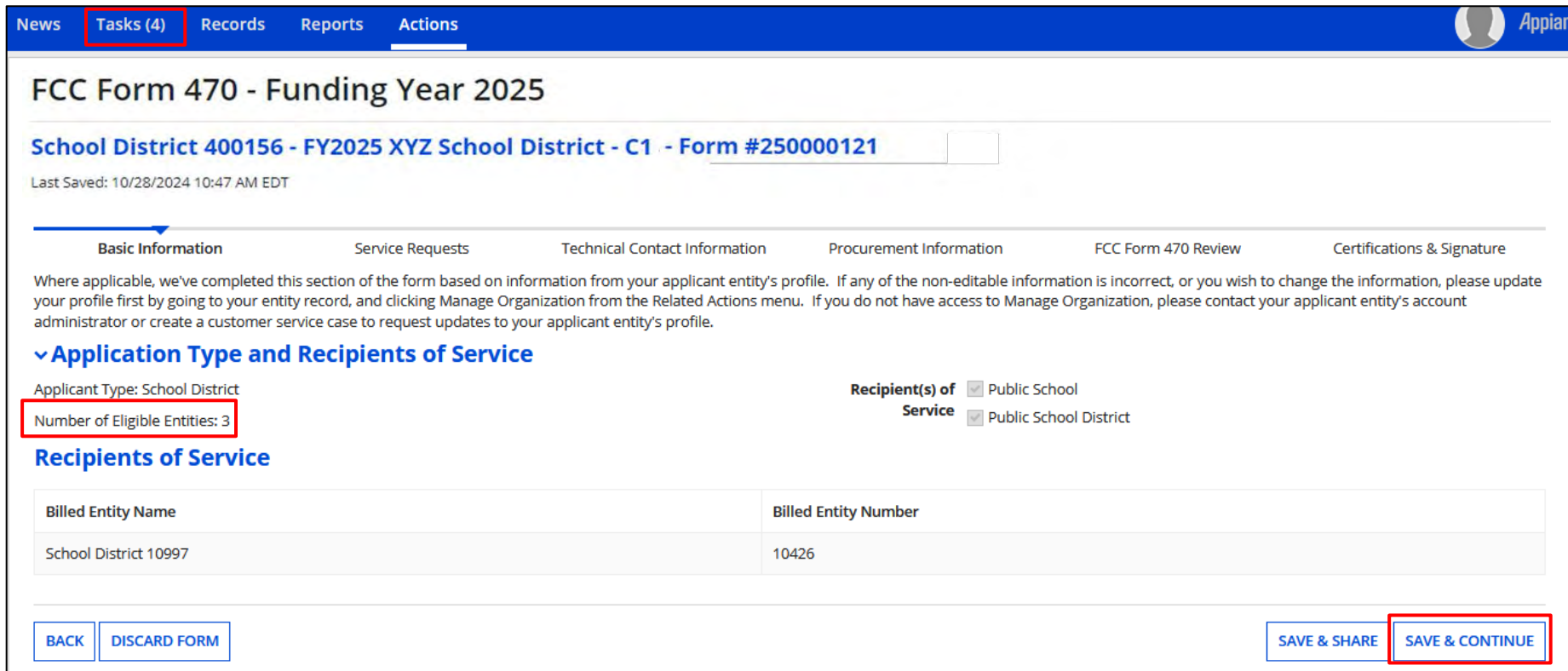
Please enter an application nickname here.*


FY2025 XYZ School District - C1

DISCARD FORM SAVE & SHARE **SAVE & CONTINUE**

Enter Nickname (user defined) and click on “Save and Continue”

Filing the Form 470



News **Tasks (4)** Records Reports Actions 

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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: 3

Recipient(s) of Service Public School Public School District

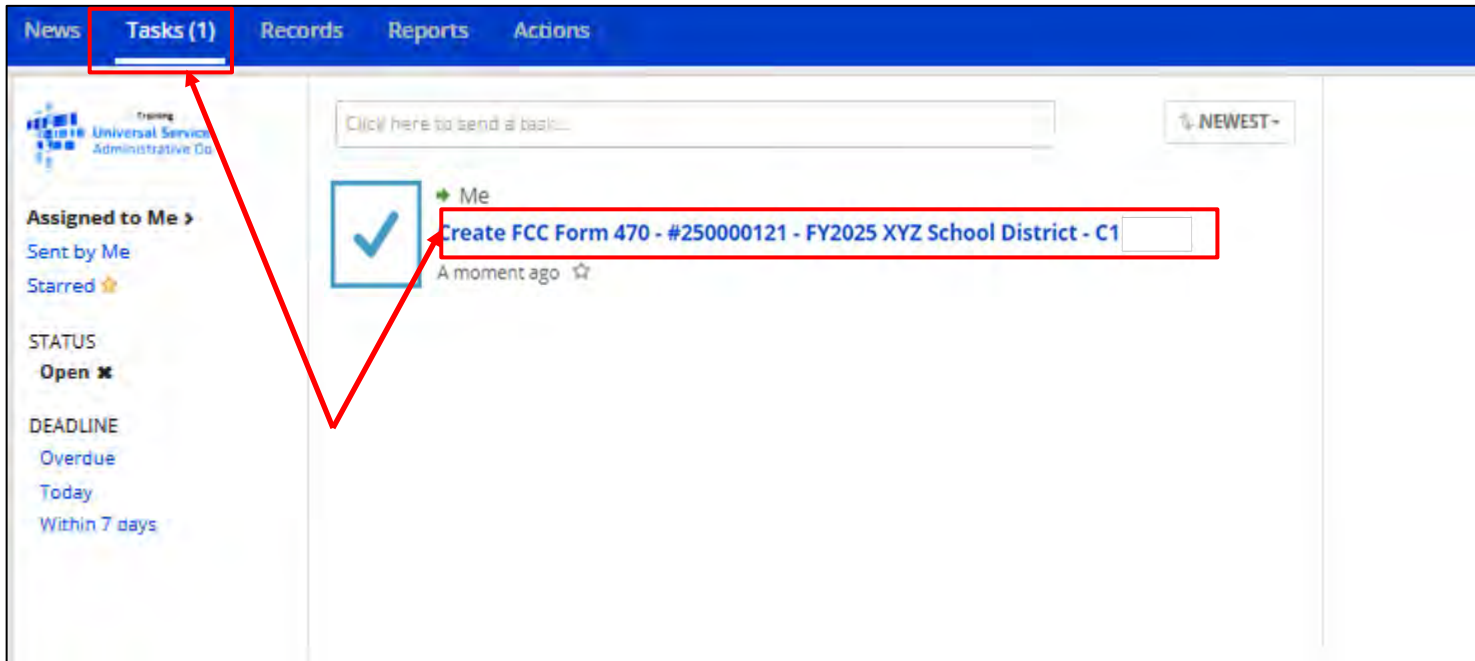
Recipients of Service

Billed Entity Name	Billed Entity Number
School District 10997	10426

BACK DISCARD FORM SAVE & SHARE **SAVE & CONTINUE**

- Once you save the application, the “Task” is indicated on the main menu bar.
- Verify the information listed about your entity. If necessary, update your profile.
- Click on “Save & Continue”

Tasks



- If you start an application, and cannot complete it, go to “Tasks” located on the main menu bar, and click on form to complete.
- **Note:** It will say “Create” instead of “Continue”.

Contact Information

News Tasks (6) Records Reports Actions

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Next, you will identify the individuals assisting in seeking E-rate support.

Consultant Information

There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

Contact Information

Are you the main contact person?

Admin School District 400156
sd_aa_400156@testmail.usac.org
123-456-7890

YES ✓ NO

BACK DISCARD FORM

SAVE & SHARE SAVE & CONTINUE

- Choose option for contact information. If “Yes”, your info will display.
- If someone else will be the main contact, choose “No” and provide their information. Keep in mind they must have a portal account.
- Click on “Save & Continue”

Choosing Category of Service

The screenshot shows the Appian interface for filing an FCC Form 470. The top navigation bar includes 'News', 'Tasks (6)', 'Records', 'Reports', and 'Actions'. The main header displays 'FCC Form 470 - Funding Year 2025' and 'School District 400156 - FY2025 XYZ School District - C1 - Form #250000121'. Below this, there are tabs for 'Basic Information', 'Service Requests', 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review', and 'Certifications & Signature'. The 'Service Requests' tab is active, showing instructions to identify the category(s) of service requested. Two categories are listed: 'CATEGORY 1' (highlighted with a red box) and 'CATEGORY 2'. 'CATEGORY 1' includes 'Data Transmission and/or Internet Access'. 'CATEGORY 2' includes 'Internal Connections', 'Basic Maintenance of Internal Connections', and 'Managed Internal Broadband Services'. At the bottom, there are buttons for 'BACK', 'DISCARD FORM', 'SAVE & SHARE', and 'SAVE & CONTINUE' (highlighted with a red box).

- Choose the “Category of Service” you are seeking.
- On the Form 470, you can list services from both Category One and Category Two on the same application.
- Click on “Save & Continue”

Adding An RFP

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School District 400156 - FY2025 XYZ School District - C1 - Form #250000121

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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. ?

Cat 1 RFP
DOCX - 12.34 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 for any of the services that will be included on the Form 470, click on “Yes”. This could be as simple as a spreadsheet with a list of sites and addresses, or a list of hardware and quantities.
- You will then see the “Upload” option to attach the RFP file.
- You can add multiple documents, if necessary, for both Category 1 & 2.
- Click on “Save & Continue”

Simple RFP Examples

Cat 1:

School	Minimum Bandwidth Requested	Address	Notes
ABC High School	1GB	425 Town Pkwy, Anytown, OH 43000	Address of the demarc location
ABC K-2 Primary School	500MB	235 Cherry St, Anytown, OH 43000	Point to Point requested, connecting ABC K-2 Primary School to High School
ABC Intermediate School	1GB	345 Arch St, Anytown, OH 43000	Point to Point requested, connecting ABC Intermediate School to High School
ABC Middle School	1GB	841 E Main St, Anytown, OH 43000	Point to Point requested, connecting ABC Middle School to High School

Choose RFP

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

Next, you will indicate whether RFPs are applicable across a category.

RFPs for Service Requests

If applicable, please select the RFP(s) that apply to all new **category ONE services**

Cat 1 RFP Cat 2 RFP

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

BACK DISCARD FORM SAVE & SHARE **SAVE & CONTINUE**

- If applicable, select the RFPs that apply to all new Category 1 services.
- If you answered “No” previously to RFP’s, this screen would not display.
😊
- Click on “Save & Continue”

Adding Service Request

FCC Form 470 - Funding Year 2025

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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

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 or equipment sought, you may do so in this box below. Examples include:

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

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

- Category 1 is displayed first on the page. Click on “Add New Service Request” to add service/s.
- You’ll explain in the narrative what you’re looking for, locations, and disqualification factors. If you uploaded an RFP with the information, you may state “See attached RFP for full details”.

Adding New Service Request

FCC Form 470 - Funding Year 2025

School District 400156 - FY2025 XYZ School District - C1 - Form #250000121

Last Saved: 10/28/2024 10:47 AM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Please select the option below that matches the services for which you are seeking bids.

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

Add New Service Request

I seek bids for internet access and/or data transmission service.

I seek bids

CANCEL

Add New Service Request

I seek bids for internet access and/or data transmission service. **If you select the wrong option, click on the blue text to go back.**

I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).

I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

I seek bids to purchase data transmission service only (i.e., that does not include internet access service).

I seek to build my own network.

I seek bids for mobile service for use on school buses. **(this option will not be listed for library applicants)**

I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

- Select the radio button for the service you're requesting. As you select an option that section will collapse, and you will drill down to identify the service further.

Here are the options.....

Internet Access and Bandwidth

Add New Service Request

1

- I seek bids for internet access and/or data transmission service.
- I seek bids for Category One network equipment or maintenance and operations.

2

- I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
- I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
- I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
- I seek to build my own network.
- I seek bids for mobile service for use on school buses.
- I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

3

- I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services.
- I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internal connection (e.g., for use on a library bookmobile without a fixed connection).

Service Type

Data Transmission and/or Internet Access

Function *

Internet Access and Data Transmission Service

Quantity *

3

Number of entities served? *

3

Unit

Each

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

Yes

No

Minimum Capacity *

1 Gbps

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

Cat 1 RFP

Cat 2 RFP

Maximum Capacity *

10 Gbps

- Options for selecting both bandwidth and Internet Access as a bundle. Enter the number of circuits, entities, and minimum & maximum capacity. “Maximum” should include for future growth. Indicate if you want installation. If not sure, just say “Yes”. RFP should be checked if added.

Data Plan Options

Add New Service Request

1

- I seek bids for internet access and/or data transmission service.
- I seek bids for Category One network equipment or maintenance and operations.

2

- I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
- I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
- I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
- I seek to build my own network.
- I seek bids for mobile service for use on school buses.
- I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

3

- I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services.
- I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internal connection (e.g., for use on a library bookmobile without a fixed connection).

Service Type

Data Transmission and/or Internet Access

Function*

Cellular Data Plan/Air Card Service

Cellular data plans and air cards for mobile devices are eligible for on-premises use only in instances when the school or library seeking support demonstrates that the individual data plans are the most cost-effective option for providing internal broadband access for mobile devices at schools and/or libraries (e.g., for use on a library bookmobile that cannot use a fixed connection).

Quantity*

2

Number of entities served?*

2

Unit

Lines

Minimum Capacity*

1 Gbps

Maximum Capacity*

5 Gbps

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.*

Cat 1 RFP

- Choose this option only for data plans for locations where this is the only option for Internet Access, such as a library's Bookmobile, indicating capacity. An RFP is required for this service. **DO NOT USE FOR SCHOOL BUS WI-FI or OFF-PREMISE HOTSPOTS !**

Internet Access Only Options

Add New Service Request

- 1
- I seek bids for internet access and/or data transmission service.
 - I seek bids for Category One network equipment or maintenance and operations.
- 2
- I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
 - I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
 - I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
 - I seek to build my own network.
 - I seek bids for mobile service for use on school buses.
 - I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

Service Type

Data Transmission and/or Internet Access

Function *

Standalone Internet Access Service

This is not a commonly selected service option. It does not include data transmission service, which is needed to deliver Internet access to the school or library building.

Minimum Capacity

Please select a value

Number of entities served? *

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.

Cat 1 RFP

- Options for selecting just Internet Access when priced separately, such as when end-point circuits between buildings are owned by the district. Enter the number of entities, and minimum & maximum capacity. Indicate if you want installation. Same applies, if not sure, just say “Yes”.

Bandwidth Only Options

1

- I seek bids for internet access and/or data transmission service.
- I seek bids for Category One network equipment or maintenance and operations.

2

- I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
- I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
- I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
- I seek to build my own network.
- I seek bids for mobile service for use on school buses.
- I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

3

- I seek data transmission service without internet access service.
- I seek to lease capacity, e.g., a specific number of dark fiber strands or capacity over a leased lit network, that will be used for data transmission service.

Service Type

Data Transmission and/or Internet Access

Function*

Standalone Data Transmission Service

This service option does not include Internet access service; if this option is selected, the applicant will have to procure Internet access service separately.

Quantity*

Number of entities served?*

Unit

Each

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

- Yes
- No

Minimum Capacity

Please select a value

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

- Cat 1 RFP

Maximum Capacity

Please select a value

- Options for selecting just bandwidth if Internet is provided or priced separately. Enter the number of circuits, entities, and minimum & maximum capacity. “Maximum” should include for future growth. Indicate if you want installation. Same applies, if not sure, just say “Yes”.

Dark Fiber Options

- Options if seeking Dark Fiber, where provider owns and maintains the fiber, but you're required to light it. If so, an RFP is required stating capacity, and you must compare Leased Lit Fiber cost.
- Enter the number of circuits, entities, and minimum & maximum capacity, and if seeking installation.
- The electronics to light the fiber will need to be listed as a separate item.

I seek bids for internet access and/or data transmission service.
 I seek bids for Category One network equipment or maintenance and operations.

I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
 I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
 I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
 I seek to build my own network.
 I seek bids for mobile service for use on school buses.
 I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

I seek data transmission service without internet access service.
 I seek to lease capacity, e.g., a specific number of dark fiber strands or capacity over a leased lit network, that will be used for data transmission service.

Service Type
Data Transmission and/or Internet Access

Function*
Leased Dark Fiber and Leased Lit Fiber

This service option does not include the modulating equipment needed to light the dark fiber; applicants are responsible for obtaining this modulating equipment separately.

Leased Dark Fiber	Leased Lit Fiber
Quantity* <input type="text"/>	Quantity* <input type="text"/>
Unit Fiber Strands	Unit Each
Minimum Capacity Detailed in RFP	Minimum Capacity* <input type="text"/>
Maximum Capacity Detailed in RFP	Maximum Capacity <input type="text"/>
Please select the RFP(s) that apply to this service request.* <input checked="" type="checkbox"/> Cat 1 RFP	Please select the RFP(s) that apply to this service request.* <input checked="" type="checkbox"/> Cat 1 RFP
Additional Details	
Number of entities served?* <input type="text"/>	
Are you also seeking Installation, Activation and Initial Configuration for this service? * <input type="radio"/> Yes <input type="radio"/> No	

Self Provisioned Network

- Self-Provision is when the applicant owns the fiber, lights it, and maintains it.
- If seeking, an RFP is required with capacity, and you must compare it to other options such as Leased Lit Fiber, microwave, etc.
- Enter the number of circuits, entities, and minimum & maximum capacity.
- The electronics to light the fiber will need to be listed as a separate item.

1

2

I seek bids for internet access and/or data transmission service.
 I seek bids for Category One network equipment or maintenance and operations.

I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
 I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
 I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
 I seek to build my own network.
 I seek bids for mobile service for use on school buses.
 I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

Service Type
Data Transmission and/or Internet Access

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

Self-Provisioned Network (Applicant Owned and Operated Network)	Services Provided Over Third-Party Networks
Quantity * <input type="text"/>	Quantity * <input type="text"/>
Unit Each	Unit Each
Minimum Capacity Detailed in RFP	Minimum Capacity * <input type="text" value="Please select a value"/>
Maximum Capacity Detailed in RFP	Maximum Capacity * <input type="text" value="Please select a value"/>
Please select the RFP(s) that apply to this service request. * <input checked="" type="checkbox"/> Cat 1 RFP	Please select the RFP(s) that apply to this service request. * <input checked="" type="checkbox"/> Cat 1 RFP
Additional Details Number of entities served? * <input type="text"/>	
Are you also seeking Installation, Activation and Initial Configuration for this service? * <input type="radio"/> Yes <input type="radio"/> No	

Category 1 Network Equipment Options

1

2

Add New Service Request

I seek bids for internet access and/or data transmission service.

I seek bids for Category One network equipment or maintenance and operations.

I own or lease my own network or network capacity and seek bids for the electronics to make the network functional.

I own or lease my own network and seek bids for maintenance and operations of the connections.

I seek bids for school bus Wi-Fi network equipment.

I seek bids for Wi-Fi hotspots for off-premises use.

Service Type
Data Transmission and/or Internet Access

Function*
Category One Network Equipment

Quantity*

Unit
Each

Minimum Capacity

Maximum Capacity

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.
 Cat 1 RFP
 Cat 2 RFP

- If requesting Dark Fiber or Self-Provision, the electronics to light the fiber can be requested under Category 1. Enter the quantity, number of entities served, and minimum & maximum capacity. Indicate if you want installation. Same applies, if not sure, just say “Yes”.

Maintenance/Operations Options

Add New Service Request

1 I seek bids for internet access and/or data transmission service.

2 I seek bids for Category One network equipment or maintenance and operations.

I own or lease my own network or network capacity and seek bids for the electronics to make the network functional.

I own or lease my own network and seek bids for maintenance and operations of the connections.

Service Type
Data Transmission and/or Internet Access

Function *
Category One Maintenance and Operations

Quantity

Unit
Each

Minimum Capacity

Maximum Capacity

Number of entities served? *

Are you also seeking Installation, Activation and Initial Configuration for this service?
 Yes
 No

- If requesting Maintenance and Operations of existing Dark Fiber or Self-Provision circuits where only M&O will be charged. Enter the quantity, number of entities served, and minimum & maximum capacity. Indicate if you want installation. Same applies, if not sure, just say “Yes”.

Applying for Wi-Fi on School Buses

Bus Wi-Fi - Equipment and Service Eligibility

- All school bus Wi-Fi equipment, mobile service, and installation will qualify as Category 1.
- Eligible equipment includes modems, routers, antennas, and their installation.
- Maintenance and operation services are not eligible.
- Schools may enter into service contracts with multiple service providers, but only applicants with a rural designation can request E-Rate funding for multiple service providers for the same bus.
- When buses are not being used for educational purposes, the Wi-Fi must be disabled. This includes renting buses for private and for-profit events, as well as after-hours community usage (parking buses for community Wi-Fi).
- Content filtering and user network restrictions are required consistent with the school's Acceptable Use Policy for internet usage inside school buildings.
- There is no monthly minimum usage requirement as long as the equipment is installed, and the service is activated. **This includes the summer months when buses are not being used.**
- **When requesting on the Form 470, an RFP is no longer required.**

Filing the Form 470

- Although not a requirement, it's recommended that you issue a separate Form 470 for bus Wi-Fi service and include in the nickname: "School Bus Wi-Fi Service" or "School Bus Wi-Fi Service and Equipment".
 - Schools should include the number of buses being outfitted for Wi-Fi,
 - Whether you are seeking bids for services only or equipment and services,
 - The geographic location of the buses so providers can determine if they have service in that area.



RFP Template

Here is a sample RFP template.

To indicate the bus routes, you can state the number of buses that travel throughout “X” County or provide a map showing the routes.

For a copy of the template, go to <https://E-Ratepa.org/?p=35259>

School Bus Wi-Fi E-Rate Request for Proposal

School Name: _____

Bids Due: _____

Bids Must Be Submitted Via E-mail to: _____

Vendor Questions must be emailed to: _____

Seeking the following equipment and/or services related to school bus Wi-Fi:

EQUIPMENT

Seeking school bus Wi-Fi equipment including, but not limited to, modem or router, antenna and related cabling.

Number of buses: _____

Preferred Manufacturer, or equivalent (if any): _____

Preferred Model Numbers, or equivalent (if any): _____

Rural Schools Only: E-Rate considers our school district as “rural” and we need equipment with dual SIM cards for _____ number of buses.

SERVICE:

Seeking monthly school bus Wi-Fi internet service.

Number of buses: _____

Minimum Internet download speed: _____

Service Location: Attached is a map showing the geographic area in which the buses will need Wi-Fi service.

Bidders must have sufficiently strong signal coverage in this area.

Additional Details for Bidders (Existing bus wi-fi hardware that may be relevant to vendor bids, and any additional information that would be relevant to vendors):

Mandatory Bid Requirements for Vendors:

Bidders are required to provide **all of the following information and documentation to meet the mandatory minimum bid requirements**. Failure to comply with these requirements may result in disqualification of the bid. The Applicant reserves the right to waive minor bidding defects.

1. Vendor’s map of service availability within the District’s boundaries and identification of any dead zones or areas with limited service availability.
2. Completed bid template in Excel (no protected cells) and not in PDF:
 - A. Provide all mandatory information required in the template.
 - B. Quantities should be based on the information contained in the RFP.
 - C. If there is a preferred make and model for equipment listed above, and the Vendor is bidding alternative equipment, the Vendor **must** provide the manufacturer’s spec sheets for equipment and any other technical information that the Vendor has available to show equivalency to the Applicant’s preferred equipment make and model.
3. Itemize and describe any other mandatory charges that the customer must pay to implement the solution, such as software updates, license fees and/or mandatory maintenance or operation charges.
4. Provide a sample contract or service order that the Vendor requires customers to sign.
5. Applicant reserves the right to modify quantities and to not purchase the installation from Vendor.

Adding Bus Wi-Fi Request

FCC Form 470 - Funding Year 2025

School District 400156 - FY2025 XYZ School District - C1 - Form #250000121

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Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Please select the option below that matches the services for which you are seeking bids.

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

Add New Service Request

I seek bids for internet access and/or data transmission service.

I seek bids for **Add New Service Request**

I seek bids for internet access and/or data transmission service.

I seek bids for Category One network equipment or maintenance and operations.

I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).

I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

I seek bids to purchase data transmission service only (i.e., that does not include internet access service).

I seek to build my own network.

I seek bids for mobile service for use on school buses.

(this option will not be listed for library applicants)

I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

- We now see a selection specifically for “**Mobile service for use on school buses**”. This wasn’t an option last year!
- Again, this option isn’t displayed for library applicants since it only applies to schools.

Adding Bus Wi-Fi Service Request

I seek bids for internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).

I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

I seek bids to purchase data transmission service only (i.e., that does not include internet access service).

I seek to build my own network.

I seek bids for mobile service for use on school buses.

I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

Service Type
Data Transmission and/or Internet Access

Function*
Mobile Service For Use On School Buses

Quantity*
15

Unit
Each

Minimum Capacity
N/A

Maximum Capacity
N/A

Number of buses being serviced?*
15

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.
 Cat 1 RFP
 Cat 2 RFP

[CANCEL](#) [SAVE & CREATE ANOTHER REQUEST](#) [SAVE REQUEST](#)

- Enter the “Quantity” of service lines you are seeking and then the “Number of buses being serviced”. Because this is for “service,” the installation option and “Capacity” are greyed out. You may select “Installation” when asking for the equipment. Click on “Save Request”.

Category 1 Bus Wi-Fi Network Equipment

Add New Service Request

I seek bids for internet access and/or data transmission service.

1 I seek bids for Category One network equipment or maintenance and operations.

I own or lease my own network or network capacity and seek bids for the electronics to make the network functional.

2 I seek bids for school bus Wi-Fi network equipment.

I seek bids for Wi-Fi hotspots for off-premises use.

Service Type
Data Transmission and/or Internet Access

Function *
School Bus Wi-Fi Network Equipment

Quantity *
15

Unit
Each

Minimum Capacity
N/A

Maximum Capacity
N/A

Number of buses being serviced? *
15

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.
 Cat 1 RFP
 Cat 2 RFP

- If requesting school bus Wi-Fi network equipment, this is requested under Category 1. Enter the “Quantity” of routers (equipment) you are seeking and then the “Number of buses being serviced”. Indicate if you want installation. Click on “Save Request”.

Applying for Off-Premise Wi-Fi

Off-Premises Wi-Fi Hotspots

- On July 18, 2024, the FCC adopted a Report and Order ([FCC 24-76](#)) making **Wi-Fi hotspots and mobile wireless Internet services for off-premises use** eligible for E-Rate program support.
- If a library patron or student is using an E-Rate-funded hotspot on their **own** laptop (not a library or school-owned laptop), the library or school is not required to filter the Internet.
- **3-year C1 budget, \$90 device /\$15 plan caps, 45% annual limit**
- **Taxes are not included in the capped amounts.**
- **But activation and configuration costs are included in the capped amounts.**
- Wi-Fi hotspots (the device) will be **eligible as Category One (C1) network equipment** necessary to make C1 wireless Internet services functional.

FY 2025: Off-Campus Wi-Fi Hotspots



- **3-Year Budgets**

- 3-year, pre-discount combined hotspot/service budget
- Applicants may request up to 45% of their 3-year budget in a single funding year.
- First hotspot budget cycle is FY 2025 – FY 2027 (and a new budget cycle will be established beginning in FY 2028)

- **Budget Tool:** <https://E-Ratepa.org/wp-content/uploads/2024/10/Hot-Spot-3-Year-Budget-Calculation-Worksheet-.xlsx>

- Fill in **yellow cells** to see your 3-year hotspot budget and 45% calculation

SCHOOLS		Enter data in yellow cells							
A	B	C	D	E	F	G	H		
FY 2025 C2 Student Enrollment	School Multiplier	FY 2025 E-rate C1 Discount	(a*b*c)	Rounded up to Nearest 10	3-year multiplier - \$630	Hotspot 3-Year Pre-Discount Budget (\$630 * E)	Most Pre-Discount You Can Request in Any Year - 45% of 3 Year Budget		
1010	20%	90%	182	190	\$630	\$119,700	\$53,865	<i>Example A</i>	
14550	20%	40%	1164	1,170	\$630	\$737,100	\$331,695	<i>Example B</i>	
	20%		0	0	\$630	\$0	\$0		

Off-Premise Hotspots

Add New Service Request

I seek bids for internet access and/or data transmission service.

I seek bids for Category One network equipment or maintenance and operations.

I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).

I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

I seek bids to purchase data transmission service only (i.e., that does not include internet access service).

I seek to build my own network.

I seek bids for mobile service for use on school buses.

I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

Service Type

Data Transmission and/or Internet Access

Function*

Wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use

Quantity*

50

Unit

Each

Minimum Capacity

N/A

Maximum Capacity

N/A

Please select this option to create an accompanying Category One Hotspot Devices request for this Hotspot Services request.

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.

Cat 1 RFP

Cat 2 RFP

- If you are requesting the **monthly recurring** Wi-Fi service, choose the last option for “Wi-Fi hotspots of off-premise use.” Enter the quantity for which you’re seeking service. Because this is for “service,” the installation option and “Capacity” are greyed out. If you’re only requesting monthly service, click “Save Request.” If you also want to request “Hotspot Devices” (equipment), check the box “**Please select this option**” and scroll down.

Off-Premise Hotspots

Please select this option to create an accompanying Category One Hotspot Devices request for this Hotspot Services request.

Service Type
Data Transmission and/or Internet Access

Function
Wi-Fi hotspots for off-premises use

Quantity*
50

Unit
Each

Minimum Capacity
N/A

Maximum Capacity
N/A

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.
 Library FY2025 Cat 1 RFP

- Checking the box will expand the option to add the devices. Enter the number of hotspot devices you're seeking. I suggest you check the box for "Installation, Activation, and Configuration" should there be any costs associated with the hotspot device.

Off-Premise Hotspots

Add New Service Request

- I seek bids for internet access and/or data transmission service.
- I seek bids for Category One network equipment or maintenance and operations.
- I own or lease my own network or network capacity and seek bids for the electronics to make the network functional.
- I own or lease my own network and seek bids for maintenance and operations of the connections.
- I seek bids for Wi-Fi hotspots for off-premises use.

Service Type

Data Transmission and/or Internet Access

Function*

Wi-Fi hotspots for off-premises use

Quantity*

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

Yes

No

Unit

Each

Minimum Capacity

N/A

Maximum Capacity

N/A

- If you missed adding hotspot devices at the same time as adding the service, click on “I seek bids for Cat 1 network equipment...”, you’ll then see “I seek bids for Wi-Fi hotspots for off-premise use”. Check the box for “Installation, Activation, and Configuration” should there be any costs associated with the hotspot device.

Adding New Service Request

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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?	Associated RFPs
<input type="checkbox"/>	Data Transmission and/or Internet Access	Mobile Service For Use On School Buses	N/A	N/A	15	15	Each		Cat 1 RFP
<input type="checkbox"/>	Data Transmission and/or Internet Access	Wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use	N/A	N/A		50	Each		
<input type="checkbox"/>	Data Transmission and/or Internet Access	Wi-Fi hotspots for off-premises use	N/A	N/A		50	Each	Yes	
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	1 Gbps	10 Gbps	3	3	Each	Yes	Cat 1 RFP

ADD NEW SERVICE REQUEST EDIT SERVICE REQUEST REMOVE SERVICE REQUEST

- Verify information. If you want to add additional Category 1 services, click on “Add New Service Request”. If done, provide information in the Narrative text box.

Narrative in Text Box for C1 Requests

- Use the narrative text box to describe your services more fully and instructions for bidders

Narrative

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

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

Seeking proposals for 2, 3 and 4 GB of symmetrical Internet delivered via fiber.

DQ reasons:

Deadline for vendor questions:

Deadline for vendor proposals:

Proposals must be submitted to XXX via e-mail.

- Bus Wi-Fi/Off-Premise Hotspot Example:

We are seeking bids for wireless school bus service, all associated equipment, and installation to make the service functional. See the attached RFP for all requirements and service areas that must be covered.

We are also seeking a minimum of 50 hotspot devices and service for staff and students that do not have adequate Internet access. **OR**
We are seeking monthly recurring cellular service for staff and students that do not have adequate Internet access. Service provided must function with the 50 hotspot devices already owned by the school district.

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 1st year
 - Will not be amortized

Adding Technical Contact

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Basic Information Service Requests **Technical Contact Information** Procurement Information FCC Form 470 Review 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?

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?

How would you like to enter the technical contact details?

First Name *

Last Name *

Title

Phone Number *

Phone Number Extension

Email *

Re-enter Email *

Choose “Yes” if you’d like to add a technical contact.

You can search and add an EPC user or manually enter contact details.

Do not add anyone affiliated with a service provider!!

Click on “Save & Continue”

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

Review Form 470

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

FCC Form 470 - Funding Year 2025

School District 400156 - FY2025 XYZ School District - C1 - Form #250000121

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

When the FCC Form 470 PDF is ready, a task will become available to complete certification.

Click here to send a task...

NEWEST -

Me

Certify FCC Form 470 - 250000121 - FY2025 XYZ School District - C1

A moment ago ☆

When you advance to this screen, your Form 470 is generated as a “Task”. Click on “Tasks” and then the item labeled as “Certify FCC Form 470” with the nickname you provided.

Certifying Form 470

FCC Form 470 - Funding Year 2025

School District 400156 - FY2025 XYZ School District - C1 - Form #250000121

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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_250000121_DRAFT](#)

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

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

This function will send you directly to certification for your FCC Form 470. Do you wish to proceed?

[NO](#) [YES](#)

- Click on the document link to view the PDF. If correct, click box to certify. If not, click on “Back” to make corrections.
- If you have the authority to certify application, click on “Continue to Certification” and choose “Yes” in the pop-up. Choose “Send for Certification” if someone else will certify.

Certify FCC Form 470

School District 400156 - FY2025 XYZ School District - C1 - Form #250000121

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Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Please complete the certifications below.

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 as submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment that meets 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 funding year or the service delivery deadline for the associated funding request. I certify that I will retain all records for, receipt of, and delivery of services to receiving schools and libraries discounts. I acknowledge that I may be held liable for failure to retain such records.
- I certify that I have reviewed all applicable FCC, state, and local procurement competitive bidding requirements. Failure to comply with these requirements may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or otherwise.
- I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for such violations may be 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 money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. A promise of anything of value, other than services and equipment sought by means of this form, from the service provider is prohibited.
- I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) having the 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.

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

NOTICE

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission") 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. 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 requested in this form. We will use the information you provide to determine whether you have complied with the competitive bidding requirements applicable to requests for universal service discounts. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, the information you provide in this form 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 you provide in this form 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 in this form 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 or Universal Service Administrator may return your form without action or deny a related request for universal service discounts.

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 3.5 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 RA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

BACK

CERTIFY

Certifying Form

- Check each box, and click on "Certify", and then "Yes" to complete the application.

Viewing/Editing Form 470

▼ FCC Forms and Post-Commitment Requests

FCC Forms Status All
 Post-Commitment Requests Incomplete
 Certified
 Canceled

Form Type

Funding Year

Nickname	Application Number	Funding Year	Status
FY2025 XYZ School District - C1 & C2	250000121	2025	Certified

Records | FCC Forms 470

FY2025 XYZ School District - C1 - #250000121

Summary | Generated Documents | News | Related Actions

Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Recipient(s) of Service, Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.

▼ Application Information

Nickname	FY2025 XYZ School District - C1 & C2	Created Date	10/28/2024 10:45 AM EDT
Application Number	250000121	Created By	Admin School District 400156
Funding Year	2025	Certified Date	10/28/2024 2:29 PM EDT
Status	Certified	Certified By	Admin School District 400156
Allowable Contract Date	11/25/2024	Last Modified Date	10/28/2024 2:29 PM EDT
		Last Modified By	Admin School District 400156

▼ Billed Entity Information

Name	School District 400156	Billed Entity Number	17364 (BEN)
------	------------------------	----------------------	-------------

- To find the Form 470, go to the bottom of the Landing Page, and select the funding year. Click on the Nickname to see a summary of the application. **This will also show you your “Allowable Contract Date”. Contracts can be awarded on or after this date.**

Viewing/Editing Form 470

Records / FCC Forms 470

FY2025 XYZ School District - C1 - #250000121

Summary Generated Documents News **Related Actions**

Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Recipient(s) of Service, Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.

▼ **Application Information**

Nickname FY2025 XYZ School District - C1 & C2 **Created Date** 10/28/2024 10:45 AM EDT

Application Number 250000121

Funding Year 2025

Status Certified

Allowable Contract Date 11/25/2024

▼ **Billed Entity Inform**

Name School Dist

Records / FCC Forms 470

FY2025 XYZ School District - C1 - #250000121

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 even if the RFP document did not exist 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.
- Cancel this FCC Form 470**
This function allows you to cancel your certified FCC Form 470 if it has not yet been cited on an incomplete, certified or committed FCC Form 471.






- Click on “Related Actions” for a list of options for corrections/changes. The two highlighted in red above are new items.

Viewing/Editing Form 470

Records / FCC Forms 470

FY2025 XYZ School District - C1 - #250000121

Summary Generated Documents

-  **Edit Application Nickname**
This function allows you to update the application nickname.
-  **Add an RFP Document**
This function allows you to upload a new RFP document.
-  **Change Main Contact Person**
This function allows you to update the main contact person.
-  **Edit Technical Contact**
This function allows you to update the technical contact information.
-  **Cancel this FCC Form 470**
This function allows you to cancel this FCC Form 470.

Upload RFP

Changes to the FCC Form 470, including uploading a new RFP document, may require applicants to restart the 28-day waiting period before selecting a service provider, signing a contract, or submitting and certifying an FCC Form 471. Ministerial or clerical errors, such as updating contact information, do not require a reset of the 28-day waiting period. However, changes that materially affect the competitive bidding process, such as changing the services or equipment being requested, do require restarting the 28-day waiting period.

If you are requesting bids for additional equipment, services, or recipients of service not included on the original FCC Form 470, you may need to file a new FCC Form 470.


Please review the [USAC.org](https://www.usac.org) for additional guidance.

Does this new RFP constitute a substantial change to your FCC Form 470?*

- Yes
- No

If you select yes, the 28-day waiting period will reset, and the Allowable Contract Date on your FCC Form 470 will be updated accordingly. If the new Allowable Contract Date prevents you from certifying the FCC Form 471 before the application window closes, you must request a waiver from the Commission after certifying the FCC Form 471.

Uploading a new RFP document with substantial changes and not waiting the minimum 28 days may result in denial of funding.

Please add an RFP here *

 Drop file here

▼ Associate RFP to Service Request(s)

Category 1: Data Transmission and/or Internet Access

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

<input type="checkbox"/>	Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Associated RFP
<input checked="" type="checkbox"/>	Data Transmission and/or Internet Access	Mobile Service For Use On School Buses	15	15	Each				View RFP Documents

- If adding an RFP document, you will be asked if a substantial change is being made, such as adding new service or quantities. If so, your 28-day waiting period will restart. Upload the file, and then select the service to associate the new RFP document with.

Evaluating Bids

- After the bid due date (which must be at least 29 days after 470 is posted), applicant must review all qualified bids received for all services or equipment
- Must create and retain bid evaluation matrix

Services: Price of eligible services/equipment MUST be the most heavily weighted factor during bid evaluation

– Brief list of evaluation criteria examples:

- Quality of proposed solution
- Cost of ineligible items
- References
- Experience with the vendor
- Ability to meet installation deadline

Equipment: In PA, public schools must select low-bid among all qualified proposals unless using PEPPM contract (then can include bid evaluation factors)

- Retain all winning and losing bids and all correspondence between applicant and all vendors (winning and losing)
- Helpful Guide: <https://E-Ratepa.org/?p=35287>

Disqualifying a Bid

- In order to DQ a bid, the bid disqualification reason must have been stated in the Form 470 or in the RFP
- **DQ reasons must be yes/no (either they complied, or they did not)**
- *Examples:*
 - Vendor must submit a proposal by the deadline stated in the 470/RFP
 - Vendor must bid on all services requested in the 470/RFP
 - Vendor must be authorized to do business in PA
 - Equipment must be compatible with school's existing XXX equipment
 - Be sure to then list the existing equipment in the school or library
 - Equipment cannot be refurbished or “gray market”
 - Vendor must be willing to provide discounted bills
 - Vendor must attend pre-bid walk-through
- When disqualifying a bid, make a note of the exact reason for DQ reason and show where it was stated in the 470 or RFP



Received No Bids?

- Document via an email or file memo that no bids were received
- Existing Services: can continue to receive services from existing service provider
- New Services/Procurement: Solicit bid from willing vendor **(who is not your brother-in-law or other family member)**
 - Make sure the price is cost-effective
 - Check marketplace options from other vendors in your area or nearby areas
 - Save research and information to justify buying service from this vendor



Bid Evaluation Matrix Example

Factor	Points Available	Vendor A	Vendor B	Vendor C
Proposal Cost		\$750	\$800	\$1000
-- Weighted Points (% to lowest bid)		100%	80%	75%
Price of Eligible Services/Equipment (weighted)	60	60	48	45
Ability to Meet Installation Timeline	20	10	10	20
Quality of Proposed Solution	10	10	10	10
References	10	8	8	5
TOTAL POINTS		88	76	80



Where to Go for E-Rate Help

- **USAC's Client Service Center (CSC)**
 - E-Rate “Help Desk” where applicants & service providers can get answers to questions
 - Call **888-203-8100**
 - Submit a ‘Customer Service Case’ in EPC
- **PA E-Rate Coordinator**
 - E-mail jtschell@comcast.net
 - Attend webinars!
 - Read listserve messages! https://E-Ratepa.org/?page_id=7751
 - www.E-Ratepa.org
 - **Helpful Documents:** http://E-Ratepa.org/?page_id=754
 - **Training:** http://E-Ratepa.org/?page_id=745

