

E-Rate Category 2 Eligibility and Form 470/Bidding Guide - Non-Public Schools and Libraries

Funding Year 2025



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Categories of Service Recap

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

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



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

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



Internal Connections

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



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

Internal Connections Purchase Timeline

- Equipment can be purchased as early as April 1, prior to funding year start
 - For example, applicants can purchase equipment on April 1, 2025 for FY 2025, even though the funding year doesn't begin until July 1, 2025
 - **However...** vendors/applicants cannot be reimbursed from USAC until July 1
 - Applicants that purchase equipment prior to receiving funding commitment letter are risking paying full price
- Equipment can be purchased as late as September 30, following the end of funding year
- Allows applicants two full summers to install equipment

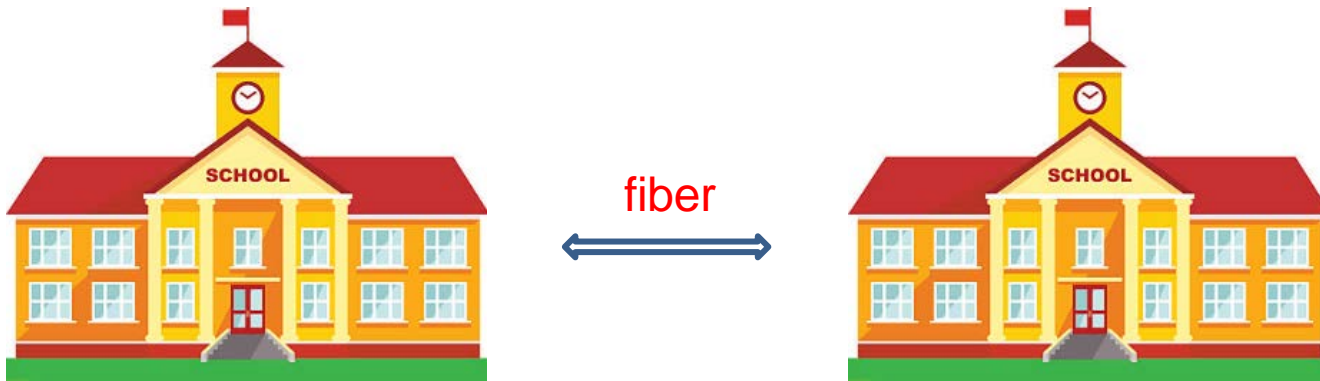
FY2025 - Non-Recurring Services/Equipment Purchases - April 1, 2025 - Sept 30, 2026																	
			FY2025 - Recurring Service - July 1, 2025 - June 30, 2026														
Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
2025	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026	2026	2026	2026	2026	2026	2026	2026

Library Small C2 Bidding Exemption

- Beginning in FY 2024, libraries are exempt from bidding on Category 2 equipment or services if:
 - Total pre-discount amount is \$3,600 or less
 - Total cost is per library and cannot be averaged over multiple libraries
 - Cost-effective rules still apply
 - Contracts still must be signed prior to filing the Form 471

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
 - Considered “Self-Provisioned Fiber” and must bid accordingly 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 (7/1/2025 – 6/30/2026)
 - Does **not** follow the 4/1/2025 – 9/30/2026 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 ~

Mixed Functionality

Some equipment has **mixed** BMIC & Internal Connections (IC) functionality

- Some vendor licenses may include both **BMIC & IC** functionality such as **Right-to-Use (RTU)** and **Maintenance Services on the same license**.
****This is typical when requesting renewal licenses!!**
- Split the license based on functionality (i.e., RTU and maintenance) into separate FRNs for BMIC and IC
 - Contact the manufacturer or [USAC's Customer Service Center \(CSC\)](#) to obtain the breakdown for specific functionality that is included in a specific mixed services license

Tip 1: During your competitive bidding process, if you are seeking bids for Right-To-Use functionality and maintenance subscription services, be sure to post for all applicable service types on the FCC Form 470. (**i.e., IC and BMIC**)

Tip 2: If it contains features of **both** types, you should work with the vendor to determine if a separate identifiable price exists for the different aspects

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

Equipment Transfer/Disposal Rules

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

NIFs Not Eligible for C2 Funding

- Non-instructional facilities (NIFs) are ineligible for C2 funding
- Equipment may be housed at a NIF, however
 - For example, a Wireless Controller may be housed at data center
 - Wireless Access Points in NIFs may not be purchased with E-Rate funds



After 5 years, transfer equipment to NIF

Category 2 Budget Calculations



Category 2, 5-Year Funding Caps

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

C2 Budget Multipliers:

Single Schools:

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

School Districts:

\$167 x total district enrollment, OR

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

– Whichever total budget is greater

Independent Libraries:

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

Library Systems:

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

Calculating Your Budget – OPTIONS

The Category 2 Order **provides an exception for small school districts and library systems.**

Specifically, it allows school districts and library systems with 10 or fewer sites the option to calculate their budgets on a per-site basis by **adding together** the budgets of each eligible site within the district.

For Districts or Libraries with **10 or less buildings** – 3 options

- OPTION 1: Calculate by the total number of **Students** or **Square Footage**
- OPTION 2: Calculate by total number of **Schools/Libraries** (\$25,000 per)
- OPTION 3: Calculate using a **COMBINATION OF BOTH** methods

Use the HIGHEST aggregate total

Sample Calculation for 10 or Less Schools

ABC School District has 5 schools:

School	Student Count	Budget Calculation (\$167/student)	Budget Received (Use minimum budget if calculation is less)
ABC High School	567	\$94,689	\$94,689
ABC Middle School	532	\$88,844	\$88,844
ABC Elementary	212	\$35,404	\$35,404
West Elementary	125	\$20,875	\$25,000
East Elementary	131	\$21,877	\$25,000
Totals	1567	\$261,689	\$268,937

Based on student count

Based on budget floor

- Remember, schools with LESS THAN 150 students are eligible for the budget floor - \$25,000.00
 - Same premise applies to libraries
- **Use the HIGHEST aggregate total**

Category 2 Pre-Discount Budget Example

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

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

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

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

Calculating Remaining C2 Budgets

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

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

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

3) Summary Table will appear

Filters (2) ✕
Clear All

State

Applicant Type

City

Billed Entity Name

BEN

Consulting Firm Name (CRN)

Review these columns:

C2 enrollment currently in EPC

5-Year Pre-Discount C2 Budget

Amount of any "still pending FRNs" in FY 2021 - 2024

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

Amount "committed" in FY 2021-FY 2024

Remaining available C2 Budget

Data Used for Category 2 Budgets

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

Where to update C2 enrollment data?

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

Requesting More Than Remaining C2 Budget



**Just 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 PA NON-PUBLIC SCHOOLS & LIBRARIES



C2 Bidding Requirements (applies to all applicants)

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

“Deadline for vendor proposals is [January 8, 2025] at 9:00 am Eastern. We reserve the right to reject late-submitted proposals. Proposals must be e-mailed to the Form 470 contact unless otherwise noted.”

C2 Bidding Requirements (applies to all applicants)

- ✓ Companies deemed national security risks
 - FCC prohibits the use of Universal Service funding, including E-Rate funds, to purchase equipment and services from companies deemed a national security risk. Be certain that you do not consider any proposals that include any of the companies listed here:
<https://www.fcc.gov/supplychain/coveredlist>

- ✓ All RFP amendments/Q & A/additional information given to bidders besides what is in the original Form 470 or RFP must be uploaded into EPC with original Form 470
 - Includes relevant information given to vendors that would impact bid (FAQs)
 - Locate 470 in EPC > Related Actions > Add an RFP Document
 - Restart 28-day clock for service or entity changes
 - Restart 28-day clock if “substantial change” made to RFP (adding equip/services, modifying project scope)

- ✓ Cannot contact vendors ahead of bidding to seek equipment list and vendors cannot provide Form 470 or RFP narratives

- ✓ 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

Best Practice Timeline: Post 470/File RFP by first week of December, conduct your bid evaluation in January and file the Form 471 in February or early March.

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

470 – File Inside Your EPC Portal

The screenshot shows the 'My Applicant Landing Page' in the EPC portal. The top navigation bar includes 'News', 'Tasks (5)', 'Records', 'Reports', and 'Actions'. A red arrow points to the 'FCC Form 470' link in the top navigation bar. The main content area is titled 'My Applicant Landing Page' and includes a 'Training' section with a 'Universal Service' link. Below this, there are tabs for 'Basic Information', 'Service Requests', 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review', and 'Certifications & Signature'. The 'Basic Information' tab is active, showing 'FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)' and 'Billed Entity Information' for 'THE BEST SCHOOL DISTRICT - (PARENT ENTITY)'. The 'Application Nickname' field is highlighted with a red box and a red arrow pointing to it, with the text 'Please enter an application nickname here. *'. A red arrow also points to the 'FCC Form 470' link in the top navigation bar. The 'Application Nickname' field contains the text 'Category 2 Form 470'. At the bottom of the form, there are three buttons: 'DISCARD FORM', 'SAVE & SHARE', and 'SAVE & CONTINUE'.

News Tasks (5) Records Reports Actions

Appian

My Applicant Landing Page

Training

Universal Service

Funding Request Report | **FCC Form 470** | FCC Form 471 | FCC Form 486 | Appeal | IDD Extension | FCC Form 500 | SPIN Change | Service Substitution | Manage Users | Manage Organizations | USAC Website

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

Welcome, THE BEST

> FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

✓ Billed Entity Information

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

100 Main Street FCC Registration Number: 0123456789

Apt 2

Springfield, PA 19064

555-555-5555

school.district4.user1@mailinator.com

Application Nickname

Please enter an application nickname here. *

Category 2 Form 470

DISCARD FORM SAVE & SHARE SAVE & CONTINUE

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

Log in at <https://www.usac.org/e-rate/> and click on E-Rate Productivity Center (EPC) to access the Landing Page.

Basic Information – Can't Change in Form

Application Type and Recipients of Service

Applicant Type: School District

Number of Eligible Entities: 12

Recipient(s) of Service

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

Recipients of Service

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

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

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

Who is the Main Contact?

Contact Information

Are you the main contact person? *

YES NO

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

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

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

 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.

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.

Simple RFP Example

Cat 2:

Item Description	Quantity	Unit Price	Total
Cisco Meraki MR42 Cloud Managed or Equivalent	207		
Cisco Meraki Enterprise Cloud Controller or Equivalent - Subscription license (5 years)	207		
Cisco Catalyst 3850-12XS-S or Equivalent	1		
Cisco Catalyst 3850-48F-S or Equivalent	6		
Cisco Catalyst 3850-24P-S or Equivalent	1		
Cisco Catalyst 2960X-48FPD-L or Equivalent	19		
Cisco Catalyst 2960X-24PD-L or Equivalent	1		
Cisco FlexStack-Plus Network stacking module or Equivalent	19		

Don't forget to add the “or equivalent”!

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

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

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

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Form 470 Cat 2 Service Requests

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

Use if bidding maintenance ONLY (uncommon)

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

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

Add New Service Request

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

Service Type

Internal Connections

Function *

Routers and Necessary Software and Licenses

Quantity *

Unit

Each

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

Manufacturer

No Preference

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

Yes

No

Internal Connections Drop-Down Menu Options

Add New Service Request

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

Service Type

Internal Connections

Function *

Please select a value

Antennas, Connectors, and Related Components

Cabling

Caching and Necessary Software and Licenses

Firewall Service, Components, and Necessary Software and Licenses

Racks

Routers and Necessary Software and Licenses

Switches and Necessary Software and Licenses

Uninterruptable Power Supply/Battery Backup and Necessary Software and Licenses

Wireless Access Points and Necessary Software and Licenses

Wireless Controllers and Necessary Software and Licenses

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

Service Request Details

Add New Service Request

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

Service Type
Internal Connections

Function *
Switches and Necessary Software and Licenses

Quantity *

Unit
Each

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

Manufacturer
No Preference

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

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

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

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

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

Adding Category 2 Renewal License

Add New Service Request

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

Service Type
Internal Connections

Function*
Wireless Access Points and Necessary Software and Licenses

Quantity*
100

Unit
Each

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

Manufacturer
Other

Manufacturer Description*
We are seeking license for our existing 100 Meraki MR-42 APs

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

If you already own the hardware but need to renew licenses, you may add them by choosing the “Function” or type of hardware the license is for. Under “Manufacturer,” choose “Other” and describe. **If requesting a license for existing hardware, it’s o.k. to state the model. Also, check the box to request the renewal under BMIC as well in case some level of maintenance is included.**

Enter “Quantity” if you are seeking installation. Click on “Add.”

Explain in the narrative that you are seeking the license under both IC and BMIC because it’s unclear which Service Type they may fall under.

Narrative in Text Box for C2 Requests

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

Narrative

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

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

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

BACK

DISCARD FORM

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SAVE & CONTINUE

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

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 ✓

First Name *

Last Name *

Title

Phone Number *

Phone Number Extension

Email *

Re-enter Email *

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

- NEVER ADD A CONTACT AFFILIATED WITH A SERVICE PROVIDER!!

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

Generate PDF to Review

State or Local Procurement Requirements

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

YES ✓ **NO**

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

For example:

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

BACK **DISCARD FORM** **SAVE & SHARE** **REVIEW FCC FORM 470**

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

Generate PDF to Review

In about 15 seconds, the draft Form 470 PDF will be available as a “Task” in the top blue toolbar of your EPC Portal. Click on Tasks, then click on “Certify FCC Form 470 to review the draft or to certify the form.

(The system will also send you an e-mail giving you a direct link to the draft page.)

The screenshot displays the EPC Portal interface. The top navigation bar is blue and 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 the text 'Assigned to Me >' and 'Sent by Me'. 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 displayed, which is highlighted with a red box. The task card includes a blue checkmark icon, the text '→ Me', the title 'Certify FCC Form 470 - 220000191 - Category 2 Form 470', and the timestamp 'A moment ago' with a star icon.

Review PDF and Make Changes

The screenshot shows a web interface for reviewing an FCC Form 470. At the top, there is a navigation bar with tabs: Basic Information, Service Requests, Technical Contact Information, Procurement Information, FCC Form 470 Review (which is the active tab), and Certifications & Signature. Below the navigation bar, a message reads: "Please download and carefully review this FCC Form 470 before certifying." Underneath, there is a section titled "Download Document Link" with a red-bordered box containing the text "USAC_FCC_FORM_470_APPLICATION_220000191_DRAFT". A red arrow points from the text "Click here to download the PDF" to this link. Below the link is a checkbox with a red 'X' icon and the text "By checking this box, I certify that the information in the PDF document above is correct." At the bottom of the form, there are three buttons: "BACK", "SEND FOR CERTIFICATION", and "CONTINUE TO CERTIFICATION". A red arrow points from the text "Click the 'Back' button to return to the form and make corrections" to the "BACK" button. Another red arrow points from the text "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." to the "CONTINUE TO CERTIFICATION" button.

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

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

Download Document Link

[USAC_FCC_FORM_470_APPLICATION_220000191_DRAFT](#) ← Click here to download the PDF

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

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:

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



Viewing/Editing Form 470

▼ FCC Forms and Post-Commitment Requests

FCC Forms Status All
 Post-Commitment Requests Incomplete
 Certified
 Canceled

Form Type: FCC Form 470

Funding Year: 2025

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

Records / FCC Forms 470

FY2025 XYZ School District - C1 & C2 - #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 (BEN)	17364
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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 & C2 - #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		

Billed Entity Information

Name	School District
------	-----------------

Summary **Generated Documents** News Related Actions

Generated FCC Forms 470

FCC Form 470 Version	Upload Date
Original Version	11/5/2024 4:00 PM

- To obtain a PDF of the submitted Form 470, select 'Generated Documents'
- Click on 'Original Version'

Viewing/Editing Form 470

The image shows two overlapping screenshots of the FCC Forms 470 interface. The top screenshot shows the 'Summary' tab for 'FY2025 XYZ School District - C1 & C2 - #250000121'. A red box highlights the 'Related Actions' tab, with a red arrow pointing to the 'Add an RFP Document' option in the bottom screenshot. The bottom screenshot shows the 'Related Actions' dropdown menu with five options: 'Edit Application Nickname', 'Add an RFP Document', 'Change Main Contact Person', 'Edit Technical Contact', and 'Cancel this FCC Form 470'. The 'Add an RFP Document' and 'Cancel this FCC Form 470' options are highlighted with red boxes.

Records / FCC Forms 470
FY2025 XYZ School District - C1 & C2 - #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
Application Number 250000121
Funding Year 2025
Status Certified
Allowable Contract Date 11/25/2024

Billed Entity Information

Name School Dist

Records / FCC Forms 470
FY2025 XYZ School District - C1 & C2 - #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 & C2 - #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 person.
-  [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](#) 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 services 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.

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.

Next Steps – All C2 Procurements

- Vendors will submit proposals directly back to the contact indicated on the 470/RFP or PEPPM mini-bid
- After the bid due date, ensure bids are compliant with minimum qualifications and then conduct bid evaluation
 - Be sure that the price of eligible equipment and services is the most heavily weighted factor
 - If a bid is disqualified, note the bid and reason for DQ
 - **Reminder: All DQ factors must be listed in 470/RFP**
- Contact the winning vendor to seek a 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 the school or library signs. Be sure to include:
 - **Contract signing date (must be before 471 filing date)**
 - **Contract term: 4/1/2025 through 9/30/2026 (for Internal Connection requests)**
 - **Purchase is contingent upon E-Rate funding and local funding approval**
- Create a Contract Record in EPC and upload the contract
- Submit the Form 471 by the March 2025 deadline

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	20	10
Quality of Proposed Solution	10	10	10	10
References	10	5	10	5
TOTAL POINTS		85	88	70



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

- ✓ After USAC has issued your C2 FCDL, refer to this C2 purchasing guide for next steps: <https://e-ratepa.org/wp-content/uploads/2014/03/Equipment-Purchasing-Guide-FY-2024.pdf>

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

