

# Category 1 Form 470 Filing Guide

Funding Year 2026



Presented by Lorrie Germann  
PA E-Rate Coordinator  
for the Pennsylvania Department of Education  
Fall 2025  
[www.E-Ratepa.org](http://www.E-Ratepa.org)

# Agenda

- Form 470 Purpose/Changes
- Category 1
  - Bandwidth/Internet Access
- Bid Evaluation
- Certifying the Form 470

# 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



\*except for very small bidding exemptions

# 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 bidding exemption

## 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 2026

## 3. Bandwidth Upgrades

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

# Contract Extensions

- Permitted but must have been in original contract and must have a definitive end
  - **OK:** For example, a 3-year contract, with two 1-year renewals. **Will not require new 470 until the end of 5 years**
- Must notify vendor in writing before filing Form 471 if you want to exercise one of your contract extensions
  - Can be as simple as an e-mail; some vendors want contract amendment
  - USAC will ask for this written notification during your application review

# 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 substantive changes are made to the original RFP (basically means any changes)
- Vendors cannot provide RFP language or bid lists
  - Be very wary of any vendor that offers this

# 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





# 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 26, 2026; therefore...
- February 26, 2026 = 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](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/applicant-process/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

## 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

## Not Eligible:

- Voice services
- Duplicative (redundant) services
- Filtering

# 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

# Form 470 – After Submission Changes

- **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 previously-certified FCC Form 470.
  - If the new RFP document changes the service or entities originally listed (increasing bandwidth or quantities), you must restart the 28-day waiting period; no need to refile the Form 470!
- **Ability To Cancel FCC Forms 470 and View Canceled Forms**
  - **Records -> FCC Forms 470** by selecting “Canceled” under the **Status** filter

# 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

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# Where to File the Form 470

**My Landing Page**

Training  
Universal Service  
Administrative Co.

Welcome, School District 18!

Notifications

Notification Type: F  
Funding Year: --

Notification

**FCC Form 470 - Funding Year 2026**

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, click on “FCC Form 470”.

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  
700 12th St NW #900  
Washington, DC 20005  
123-456-7890  
sd\_400156@testmail.usac.org

Billed Entity Number: 17364  
FCC Registration Number: 0123456789

**Application Nickname**

Please enter an application nickname here. \*

FY2026 - ABC School District - Cat 1

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

FCC Form 470 - Funding Year 2026

School District 400156 - FY2026 - ABC School District - Cat 1 - Form #260000161

Last Saved: 10/29/2025 5:30 PM EDT

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

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

▼ Application Type and Recipients of Service

Applicant Type: School District

Number of Eligible Entities: 3

Recipient(s) of Service ☒ Public School ☒ Public School District

Recipients of Service

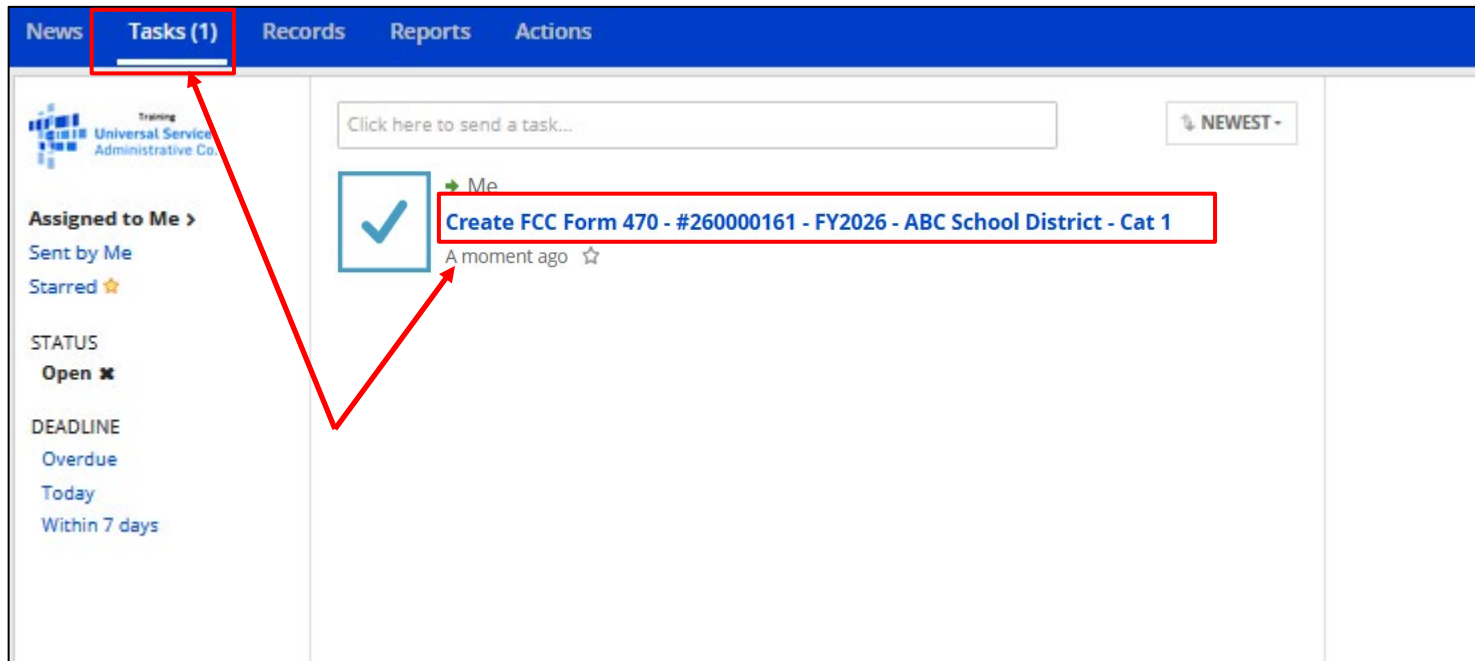
Billed Entity Name	Billed Entity Number
School District 10997	10426

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

## FCC Form 470 - Funding Year 2026

School District 400156 - FY2026 - ABC School District - Cat 1 - Form #260000161

Last Saved: 10/29/2025 5:31 PM EDT

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

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?

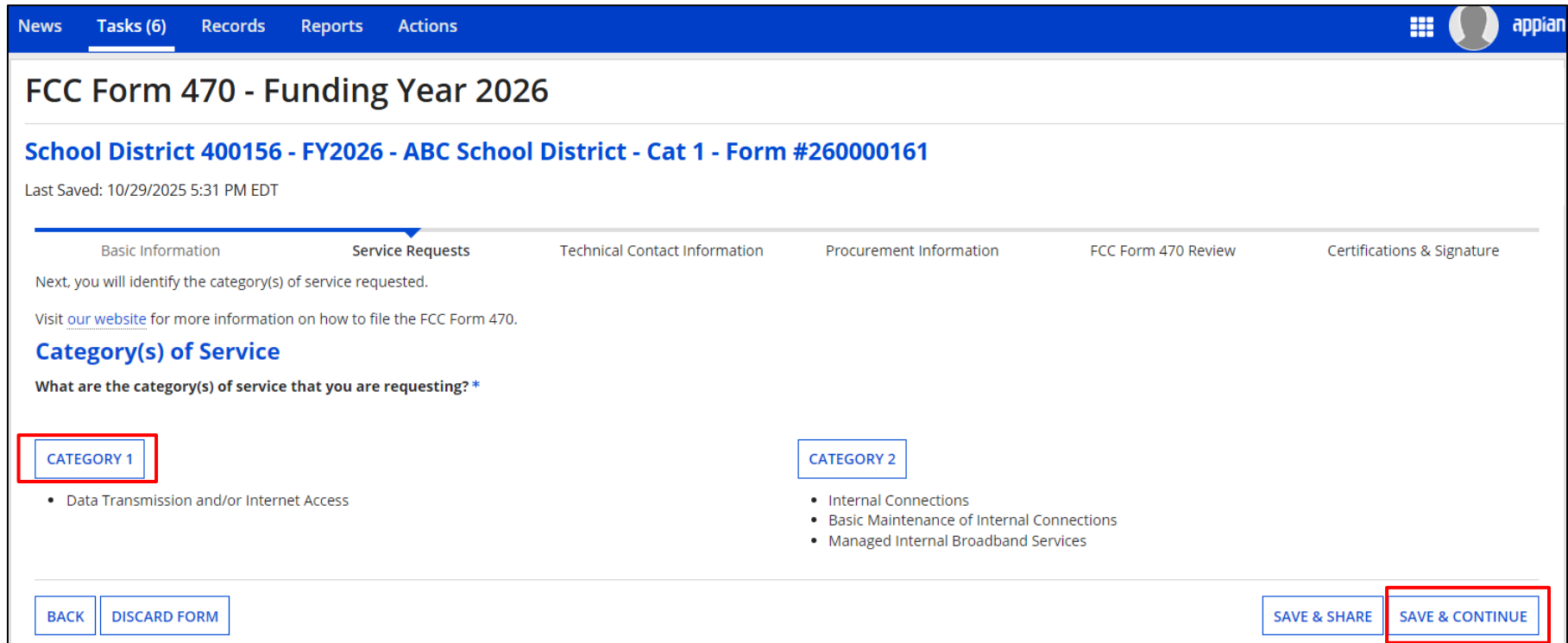
YES ✓ NO

Admin School District 400156  
sd\_aa\_400156@testmail.usac.org  
123-456-7890

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



News Tasks (6) Records Reports Actions

## FCC Form 470 - Funding Year 2026

School District 400156 - FY2026 - ABC School District - Cat 1 - Form #260000161

Last Saved: 10/29/2025 5:31 PM EDT

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

Next, you will identify the category(s) of service requested.

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**

- 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

**FCC Form 470 - Funding Year 2026**

**School District 400156 - FY2026 - ABC School District - Cat 1 - Form #260000161**

Last Saved: 10/29/2025 5:31 PM EDT


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


If you are using RFPs for any of the requested services, start by uploading them all first.

**RFPs for Service Requests**

Is there a RFP for any of the services you are requesting?

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.

- 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, PA 43000	Address of the demarc location
ABC K-2 Primary School	500MB	235 Cherry St, Anytown, PA 43000	Point to Point requested, connecting ABC K-2 Primary School to High School
ABC Intermediate School	1GB	345 Arch St, Anytown, PA 43000	Point to Point requested, connecting ABC Intermediate School to High School
ABC Middle School	1GB	841 E Main St, Anytown, PA 43000	Point to Point requested, connecting ABC Middle School to High School

# Choose RFP

## FCC Form 470 - Funding Year 2026

School District 400156 - FY2026 - ABC School District - Cat 1 - Form #260000161

Last Saved: 10/29/2025 5:31 PM EDT

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 2026**

**School District 400156 - FY2026 - ABC School District - Cat 1 - Form #260000161**

Last Saved: 10/29/2025 5:31 PM EDT

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

Next, you will describe the services you are requesting.

**Service Requests: Category One** ←

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 2026

School District 400156 - FY2026 - ABC School District - Cat 1 - Form #260000161

Last Saved: 10/29/2025 5:31 PM 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 for Category One network equipment or maintenance and operations.

### Add New Service Request

If you select the wrong option, click on the blue text to go back.

#### [I seek bids for internet access and/or data transmission service.](#)

- ☐ 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.

**NOTE:** The current version of the Form 470 still lists Bus Wi-Fi and Off-Premise Hot Spots. However, neither service is eligible.

- 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

### Unit

Each

### Minimum Capacity \*

1 Gbps

### Maximum Capacity \*

10 Gbps

### Number of entities served? \*

3

### 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

- 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

### Unit

Lines

### Minimum Capacity \*

1 Gbps

### Maximum Capacity \*

5 Gbps

### Number of entities served? \*

2

### 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.**

# 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.

☐ 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.

2

### Service Type

Data Transmission and/or Internet Access

### Function \*

Standalone Internet Access Service

**Message when choosing this option, but it's not due to an error.**

**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 on-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 **Message when choosing this option, but it's not due to an error.**

**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\***

**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

- 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 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
<b>Quantity*</b> <input type="text"/>	<b>Quantity*</b> <input type="text"/>
<b>Unit</b> Fiber Strands	<b>Unit</b> Each
<b>Minimum Capacity</b> Detailed in RFP	<b>Minimum Capacity*</b> <input type="text"/>
<b>Maximum Capacity</b> Detailed in RFP	<b>Maximum Capacity</b> <input type="text"/>
<b>Please select the RFP(s) that apply to this service request.*</b> <input checked="" type="checkbox"/> Cat 1 RFP	<b>Please select the RFP(s) that apply to this service request.*</b> <input checked="" type="checkbox"/> Cat 1 RFP
<b>Additional Details</b> <b>Number of entities served? *</b> <input type="text"/>	
<b>Are you also seeking Installation, Activation and Initial Configuration for this service? *</b> <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 mobile devices.

☐ I seek bids for wireless Internet access for use that can be delivered with a Wi-Fi hotspot for off-premise 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

**CANCEL** **SAVE & CREATE ANOTHER REQUEST** **SAVE REQUEST**

- 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”.



# Adding New Service Request

## FCC Form 470 - Funding Year 2026

School District 400156 - FY2026 - ABC School District - Cat 1 - Form #260000161

Last Saved: 10/29/2025 5:31 PM EDT

Basic Information

**Service Requests**

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will describe the services you are requesting.

### Service Requests: Category One

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

<input type="checkbox"/>	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	1 Gbps	10 Gbps	1	1	Each	Yes	Cat 1 RFP
<input type="checkbox"/>	Data Transmission and/or Internet Access	Standalone Data Transmission Service	1 Gbps	5 Gbps	2	2	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 provide instructions for bidders
- Be sure to include building addresses if not issuing an RFP that contains this information

## 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.

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

## Installment Payment Plan

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

☒ Yes  
☐ No

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

4

4

Please select a range of years above.

Do you prefer annual or monthly payments? \*

☒ Annual  
☐ Monthly

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

# Adding Technical Contact

FCC Form 470 - Funding Year 2026

School District 400156 - FY2026 - ABC School District - Cat 1 - Form #260000161

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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!!**

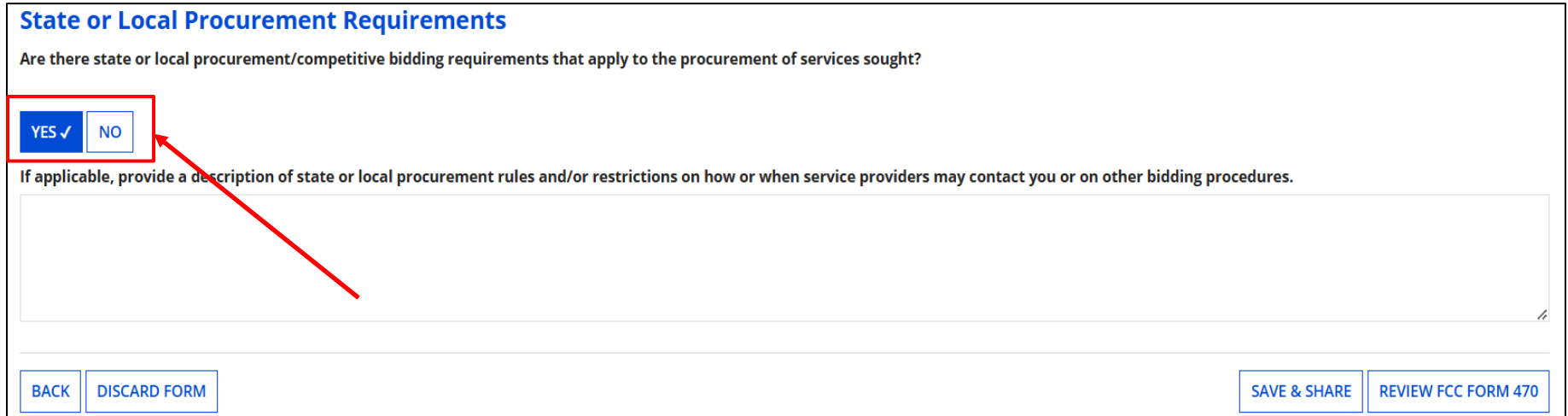
Click on “Save & Continue”

# 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?

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

The screenshot shows the 'FCC Form 470 - Funding Year 2026' interface. The top navigation bar includes 'News', 'Tasks (11)', 'Records', 'Reports', and 'Actions'. The 'Tasks (11)' tab is highlighted with a red box, and a red arrow points from it to a task card below. The main content area has a title 'FCC Form 470 - Funding Year 2026' and a subtitle 'School District 400156 - FY2026 - ABC School District - Cat 1 - Form #260000161'. Below the subtitle is the text 'Last Saved: 10/29/2025 5:47 PM EDT'. A horizontal progress bar shows five steps: 'Basic Information', 'Service Requests', 'Technical Contact Information', 'Procurement Information', and 'FCC Form 470 Review' (which is the active step, indicated by a blue arrow). The final step is 'Certifications & Signature'. A red box highlights a message: 'When the FCC Form 470 PDF is ready, a task will become available to complete certification.' Below this, a task card is shown with a 'Click here to send a task...' button and a 'NEWEST' dropdown. The task card itself has a blue checkmark icon, a green arrow pointing to 'Me', the title 'Certify FCC Form 470 - 260000161 - FY2026 - ABC School District - Cat 1' (highlighted with a red box), and the text '1 minute ago' with a star icon. A red arrow points from the task title to the text below.

News **Tasks (11)** Records Reports Actions

FCC Form 470 - Funding Year 2026

School District 400156 - FY2026 - ABC School District - Cat 1 - Form #260000161

Last Saved: 10/29/2025 5:47 PM EDT

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 - 260000161 - FY2026 - ABC School District - Cat 1**

1 minute 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 2026**

**School District 400156 - FY2026 - ABC School District - Cat 1 - Form #260000161**

Last Saved: 10/29/2025 5:47 PM EDT

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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\\_260000161\\_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.

# Certifying Form

## Certify FCC Form 470

School District 400156 - FY2026 - ABC School District - Cat 1 - Form #260000161

Last Saved: 10/29/2025 5:47 PM EDT

Basic Information

Service Requests

Technical Contact Information

Please complete the certifications below.

### Applicant Certifications

- ☒ I certify that the applicant includes schools under the statutory definitions of elementary and secondary schools, 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. The bid submitted will be carefully considered and the bid selected will be for the most cost-effective service 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 law) after the service delivery deadline for the associated funding request. I certify that I will retain for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I
- ☒ 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 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.

### 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 [PRA@FCC.gov](mailto:PRA@FCC.gov). DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

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

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

BACK

CERTIFY



# 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 2026

Nickname	Application Number	Funding Year	Status
<span style="border: 1px solid red; padding: 2px;">FY2026 - ABC Library - Cat 1</span>	260000147	2026	<span style="border: 1px solid red; padding: 2px;">Certified</span>
FY2026 - ABC Library - Cat 2	260000148	2026	Certified

To find the Form 470, go to the bottom of the Landing Page and search. Select **2026** for the funding year. Verify the status is listed as “Certified”. It may take several minutes after submitting the Form 470 for the status to update from “Incomplete” to “Certified”. Click on the Nickname to see a summary of the application.

# Viewing/Editing Form 470

Records / FCC Forms 470

## FY2026 - ABC School District - Cat 1 - #260000161



Summary

Generated Documents

News

Related Actions

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

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 FY2026 - ABC School District - Cat 1

Created Date 10/29/2025 5:30 PM EDT

Application Number 260000161

Created By Admin School District 400156

Funding Year 2026

Certified Date 10/29/2025 5:53 PM EDT

Status Certified

Certified By Admin School District 400156

Allowable Contract Date 11/26/2025

Last Modified Date 10/29/2025 5:53 PM EDT

Last Modified By Admin School District 400156

Verify the **“Allowable Contract Date”**. Contracts can be awarded on or after this date.

### Services Requested

#### Category 1: Data Transmission and/or Internet Access

Type	Function	Function Other Description	Number of Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Associated RFP
Data Transmission and/or Internet Access	Internet Access and Data Transmission Service		3	3	Each	1 Gbps	10 Gbps	Yes	<a href="#">View RFP Documents</a>

Verify the services listed.

# Viewing/Editing Form 470

The screenshot displays the 'FY2026 - ABC School District - Cat 1 - #260000161' record page. The 'Related Actions' tab is selected and highlighted with a red box. A red arrow points from this tab to the 'Add an RFP Document' action in the list below. The list of actions includes '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' actions are also highlighted with red boxes.

Records / FCC Forms 470

## FY2026 - ABC School District - Cat 1 - #260000161

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 Information

Name School District

Records / FCC Forms 470

## FY2026 - ABC School District - Cat 1 - #260000161

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 newer items.

# Viewing/Editing Form 470

Records / FCC Forms 470

FY2026 - ABC School District - Cat 1 - #260000161

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 \*

UPLOAD 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				<a href="#">View RFP Documents</a>

- 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>

# 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
<b>TOTAL POINTS</b>		<b>88</b>	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 [lgermann@e-ratepa.org](mailto:lgermann@e-ratepa.org)
  - Attend webinars!
  - Read listserve messages! [https://e-ratepa.org/?page\\_id=7751](https://e-ratepa.org/?page_id=7751)
  - [www.e-ratepa.org](http://www.e-ratepa.org)
  - **Helpful Documents:** [http://e-ratepa.org/?page\\_id=754](http://e-ratepa.org/?page_id=754)
  - **Training:** [http://e-ratepa.org/?page\\_id=745](http://e-ratepa.org/?page_id=745)

