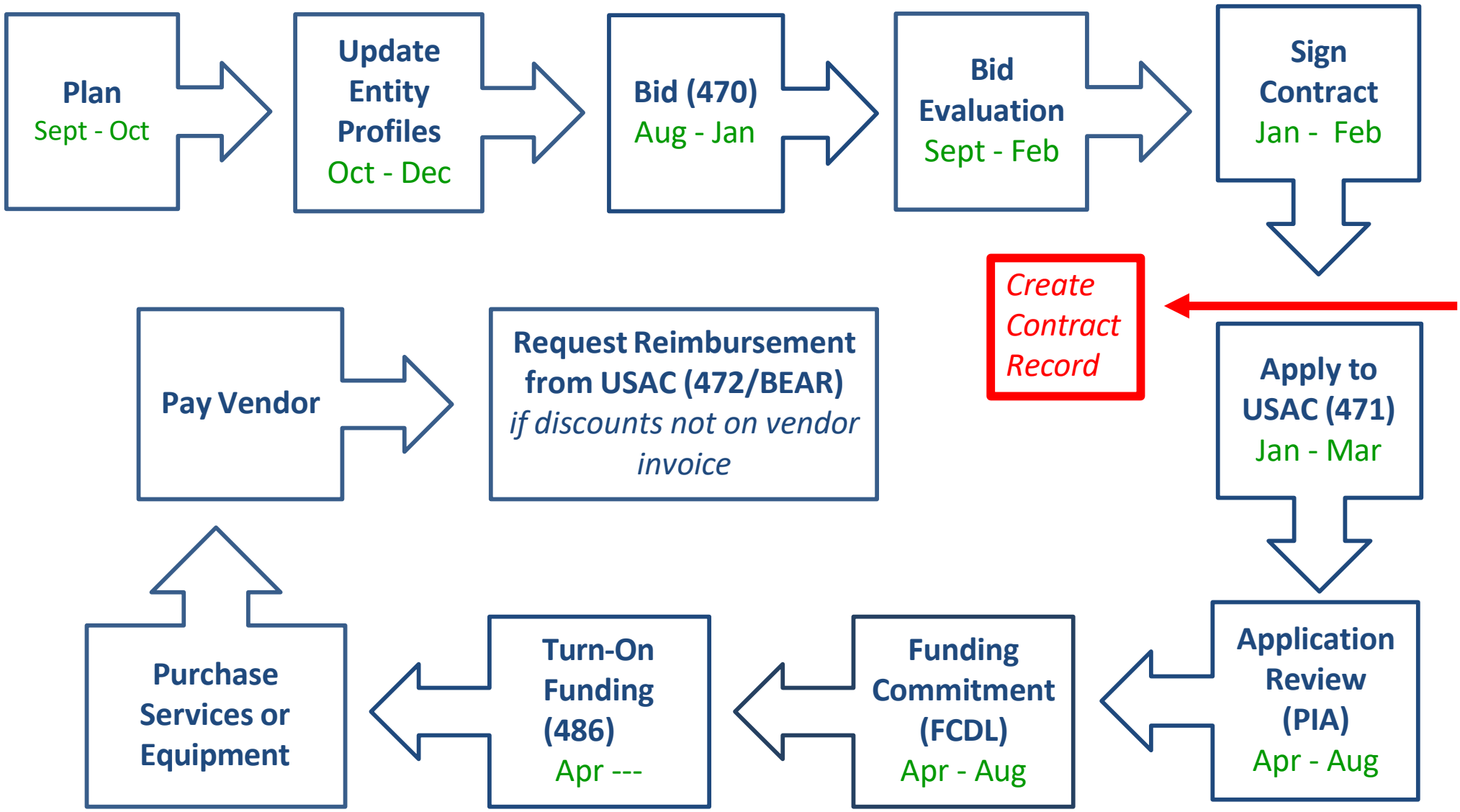
Contract Records Guide for PEPPM - FY 2027



~ PEPPM ~

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PA E-Rate Coordinator
for the Pennsylvania Department of Education
November 2026

You are **here** in the E-Rate process:



PEPPM-Based Contracts

- The biggest differences between a 470-based Contract Record and a PEPPM-based Contract Record are:
  - Use all information from the LOCAL contract signed with the vendor, resulting from your PEPPM mini-bid, EXCEPT use the PEPPM 470 # - **260000400**
    - Use # of bids from your PEPPM Mini-Bid
    - Use signing date of PEPPM mini-bid-based contract
  - Answer a few questions differently
    - State Master Contract, Multi-Award Contract, & Piggyback questions
- In general, a new CR will be created for every new PEPPM-based contract signed with a vendor
- Upload a copy of the District's contract with the vendor
- Look for this symbol on the following pages to identify where PEPPM-related information must be listed



Purpose of Contract Records

- During the creation of a Form 471, each FRN requires you to indicate how you will be purchasing the requested services – either via a contract, tariff or Month-to-Month (MTM):



- Instead of entering the bidding/contract information as part of the Form 471 application, this information is entered in EPC as a Contract Record (CR)
  - A single Contract Record is created each time a **new** contract is signed
  - That Contract Record is then referenced to the applicable FRN
- Create Contract Records in the Contracts Module before starting the Form 471
- No information should be entered in the Contracts Module for MTM FRNs

When to/Not to Create a New Contract Record

When TO Create a New Contract Record

- Newly signed contracts
  - Create a new Contract Record each time you sign a new contract
  - Do not create a CR for each year of the contract
- Errors on previously-submitted Contract Records
  - If you notice that any data in your Contract Record from last year is inaccurate (such as the 470 #, SPIN #, voluntary extensions, etc.), create a new CR and reference the accurate Contract Record on your FRN (ignoring the old one)
  - There is no way to edit an existing Contract Record after it's been submitted
    - Likewise, there's no way to delete a submitted CR (it will just die on the vine)

When NOT to Create a New Contract Record

- If you created a Contract Record in a previous year for a multi-year contract, do not create a new one. Just reference the original Contract Record when creating your 471
- If your previous Contract Record contained voluntary extensions, and you wish to exercise one of those extensions for FY 2026, do not create a new CR
  - Simply change the Contract Expiration Date in the FRN when you create your Form 471

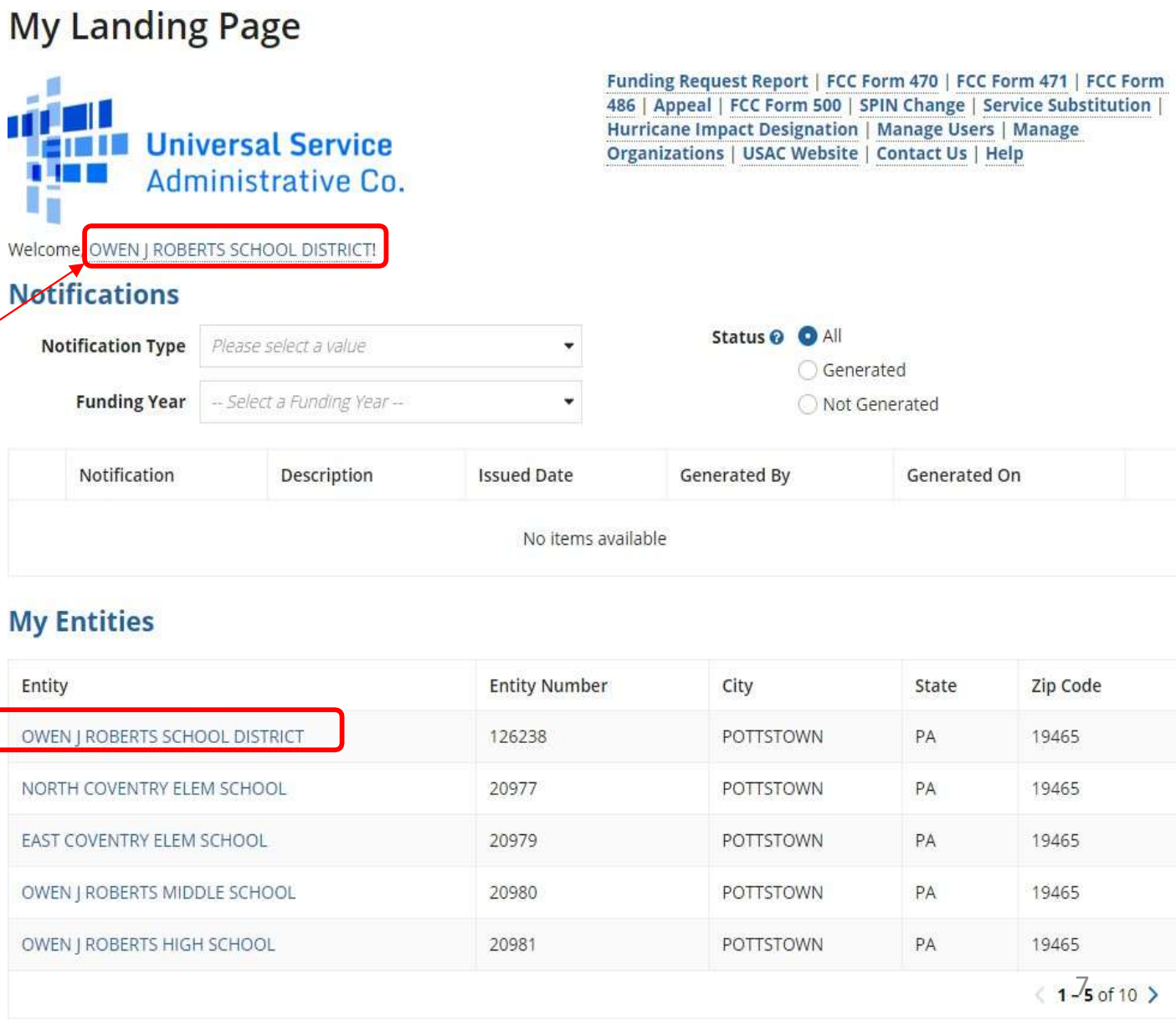
Contract Records – Additional Details

- Uploading Actual Contracts in CR
  - Although the system asks if you want to upload a copy of your signed contract into EPC, you aren't required to do so
  - However, I highly recommend that you upload copies of all signed contracts, including C2 contracts, because PIA will likely ask you for them if they're not in your Contract Record
- Contract Expiration Dates
  - The Contract Module doesn't ask for the Contract Expiration Date (CED) -- this data element must be entered in each funding request within the Form 471 itself
  - Why? Because due to voluntary extensions in some contracts, it's possible that the CED can change from year to year
- PEPPM Mini-Bid-Based Contracts
  - If you conducted a PEPPM Mini-Bid (in lieu of a Form 470), refer to this Guide for the data that should be entered in the Contract Module for those contracts
  - Except for the PEPPM Form 470 # (**260000400**), you will rely entirely on the contract information that your district signed with the vendor.
- Be Prepared
  - It's a good idea to have the information in-hand. Use the CR Data spreadsheet to compile the required data prior to starting the Contract Record

Where Is the Contract Module?

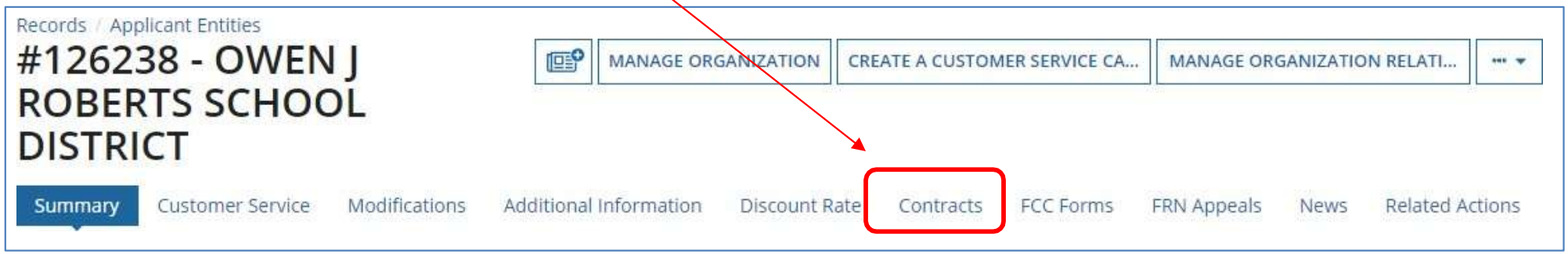
From the EPC Landing Page, click on the name of your entity from either location:

- Next to “Welcome”
- Top of My Entities list



Where Is the Contract Module?

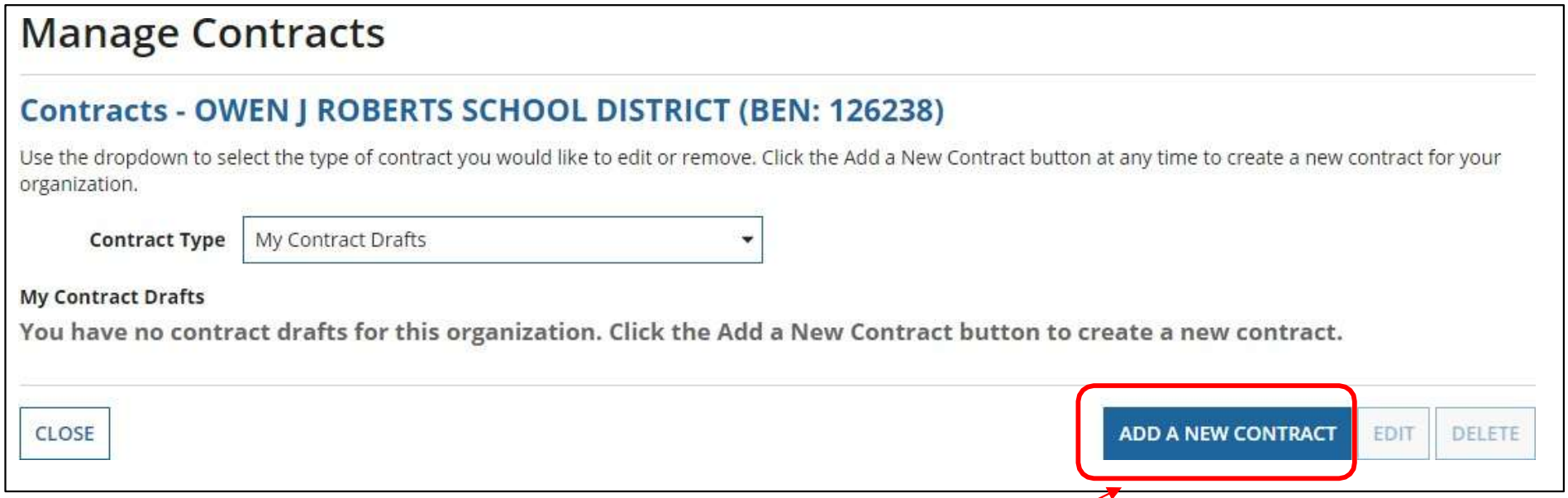
- Then click on Contracts on the top toolbar



Navigation to “Manage Contracts”

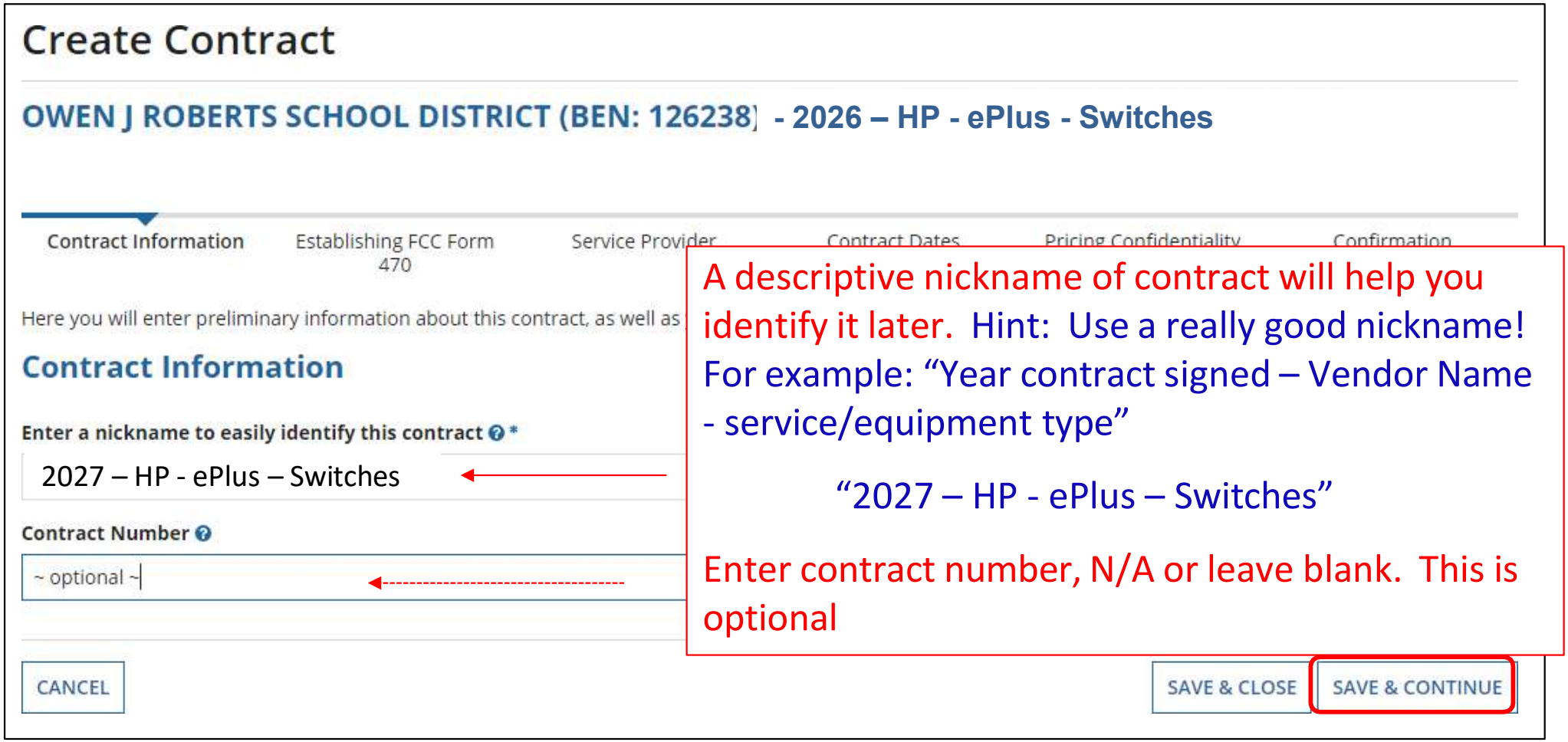
Click on the “Manage Contracts” button





Click on the “Add a New Contract” button

Contract Information



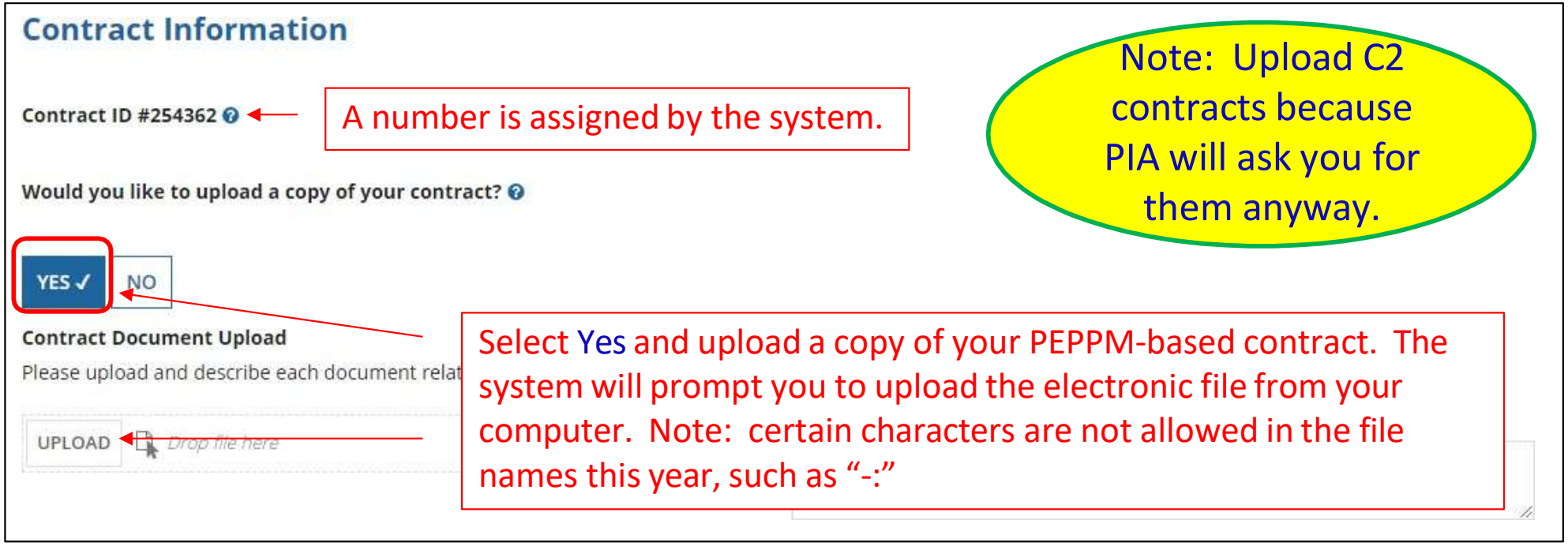
A descriptive nickname of contract will help you identify it later. Hint: Use a really good nickname! For example: "Year contract signed – Vendor Name - service/equipment type"

"2027 – HP - ePlus – Switches"

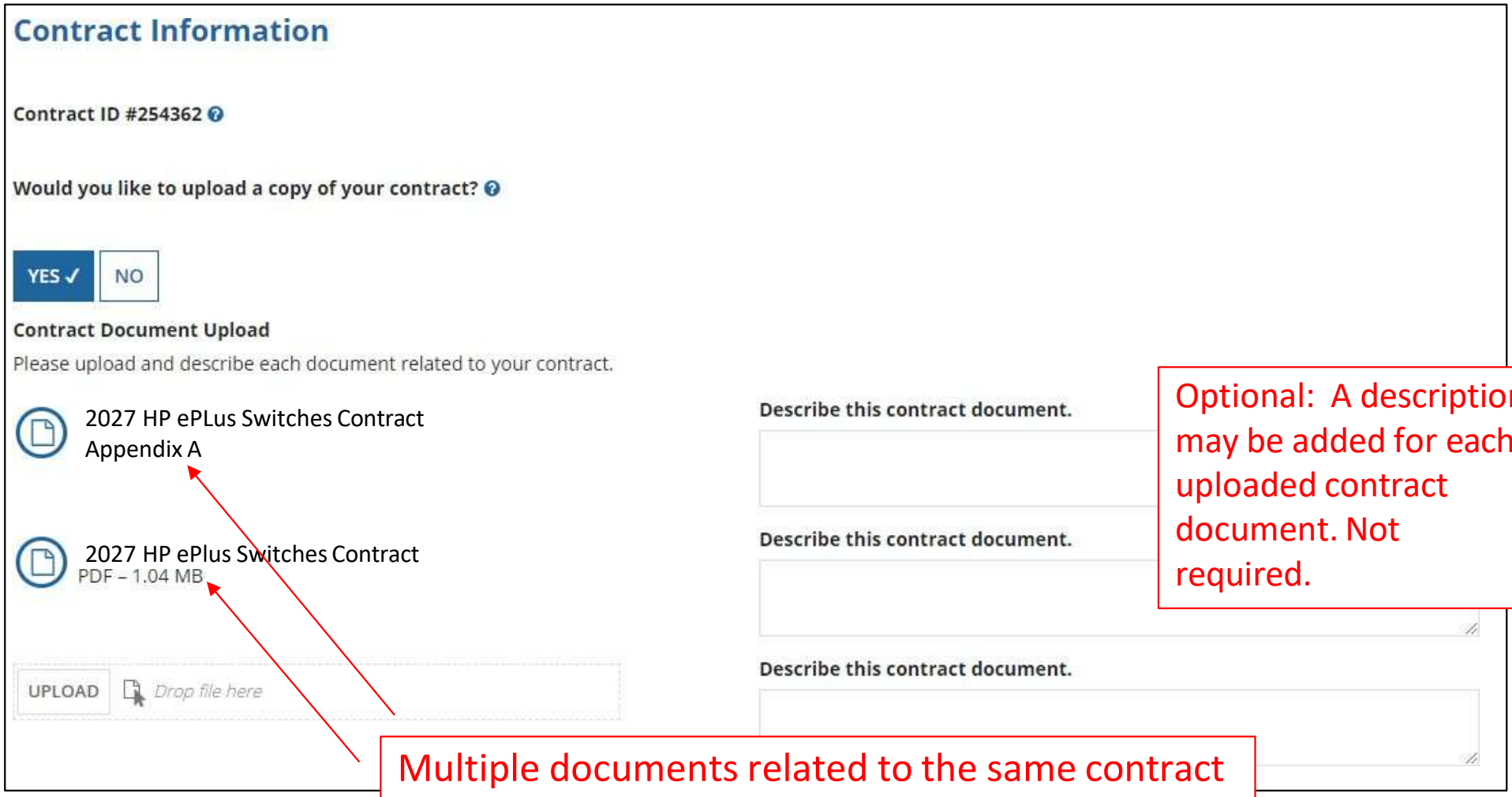
Enter contract number, N/A or leave blank. This is optional

Contract Uploads

EPC allows you to, but does not require you, to upload a copy of your contract.

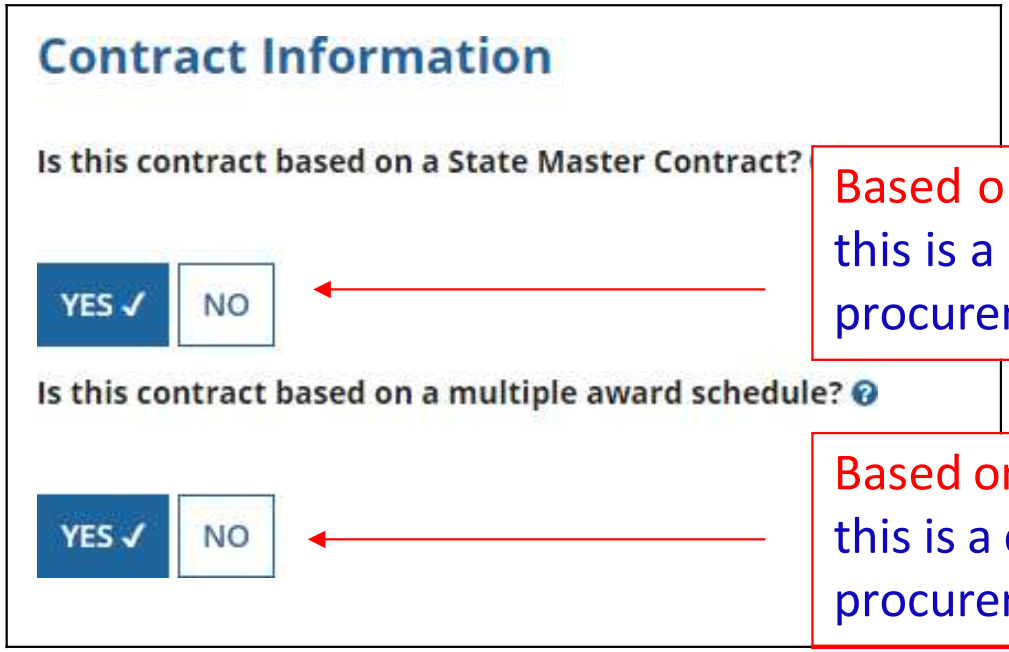


Contract Uploads



Contract Information

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Based on a State Master Contract? Answer Yes if this is a contract resulting from a PEPPM Mini-Bid procurement.

Based on a Multiple Award Schedule? Answer Yes if this is a contract resulting from a PEPPM Mini-Bid procurement.

Contract Information

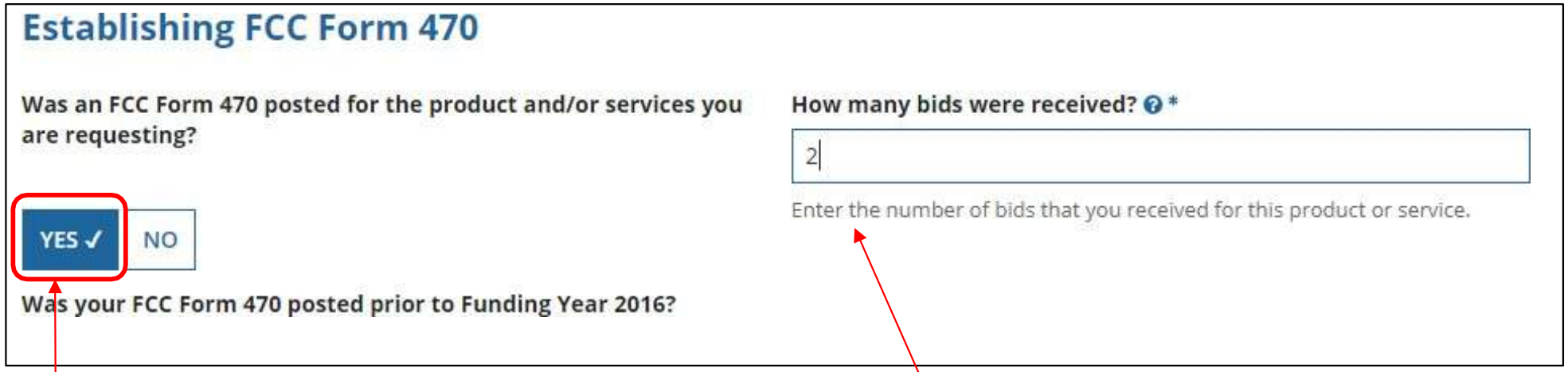


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Can other applicants piggyback off your contract? Answer **No** if this is a contract resulting from a PEPPM mini-bid procurement.

Did YOU piggy back off another applicant's contract? Answer **No** if this is a contract resulting from a PEPPM mini-bid procurement.

Establishing Form 470/# Bids

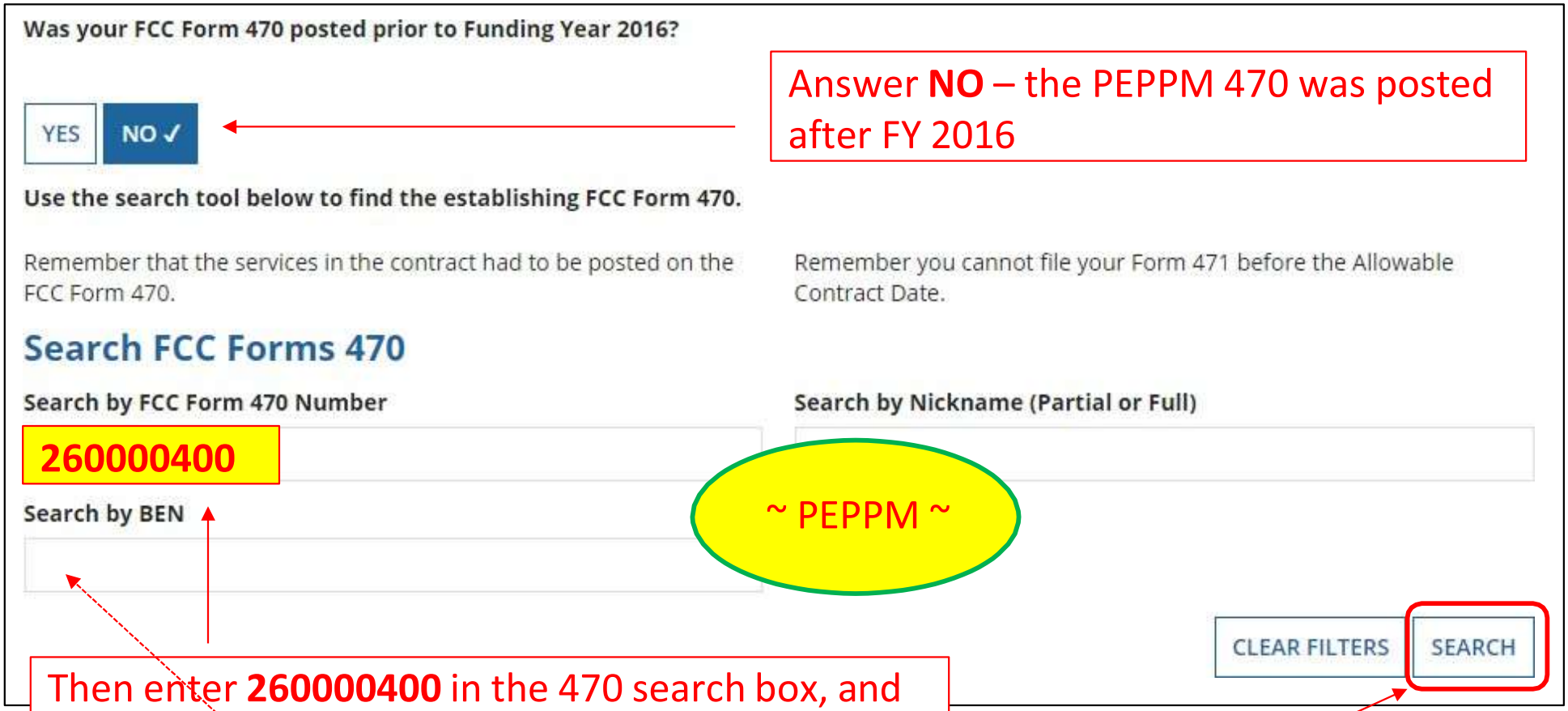


Click on the "Yes" button to indicate a Form 470 was posted.

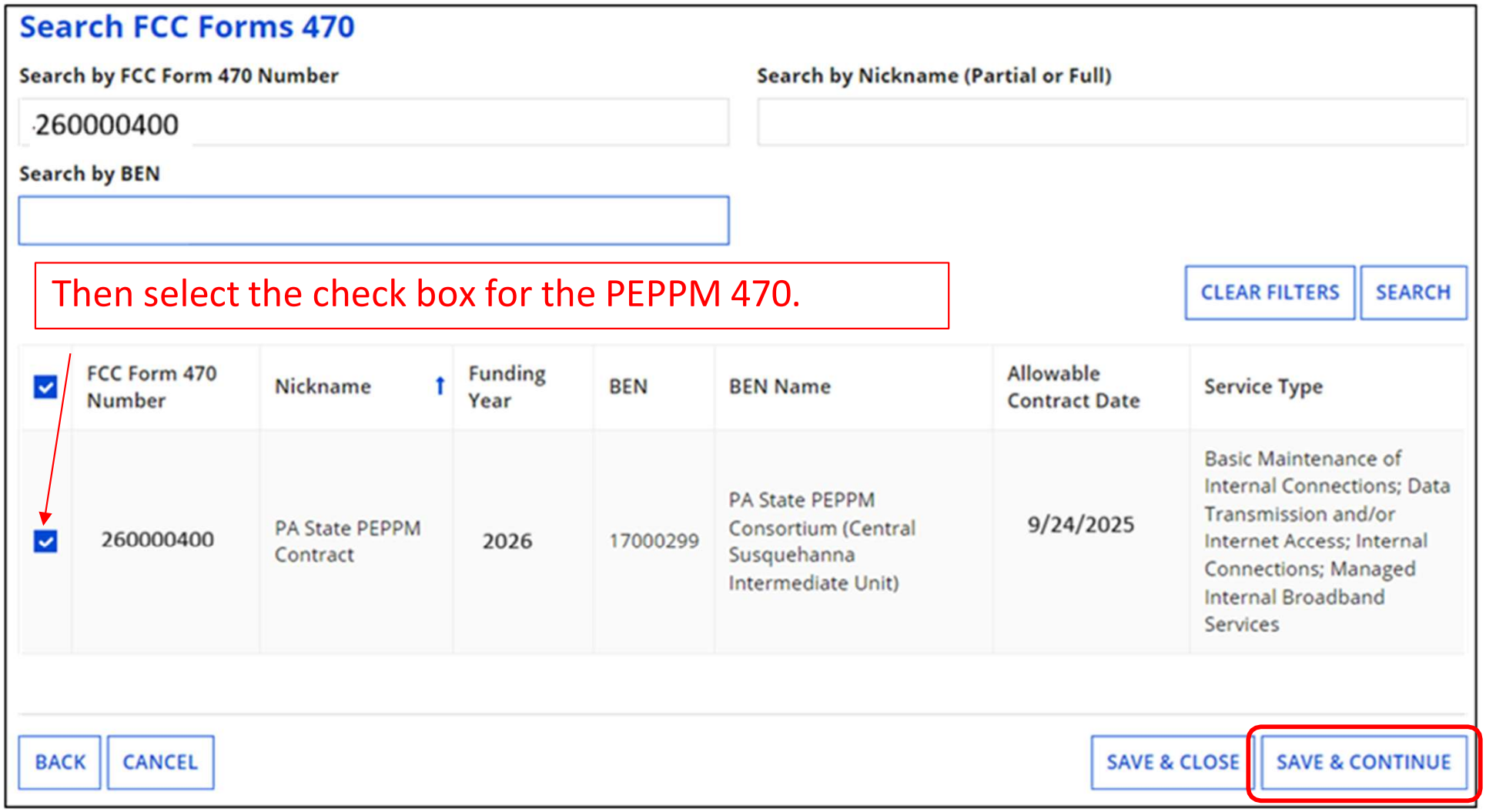
Enter the number of bids received during your PEPPM Mini-Bid procurement. It's important that you get this right in case you are ever asked during PIA or in an audit to supply the winning and losing bids.

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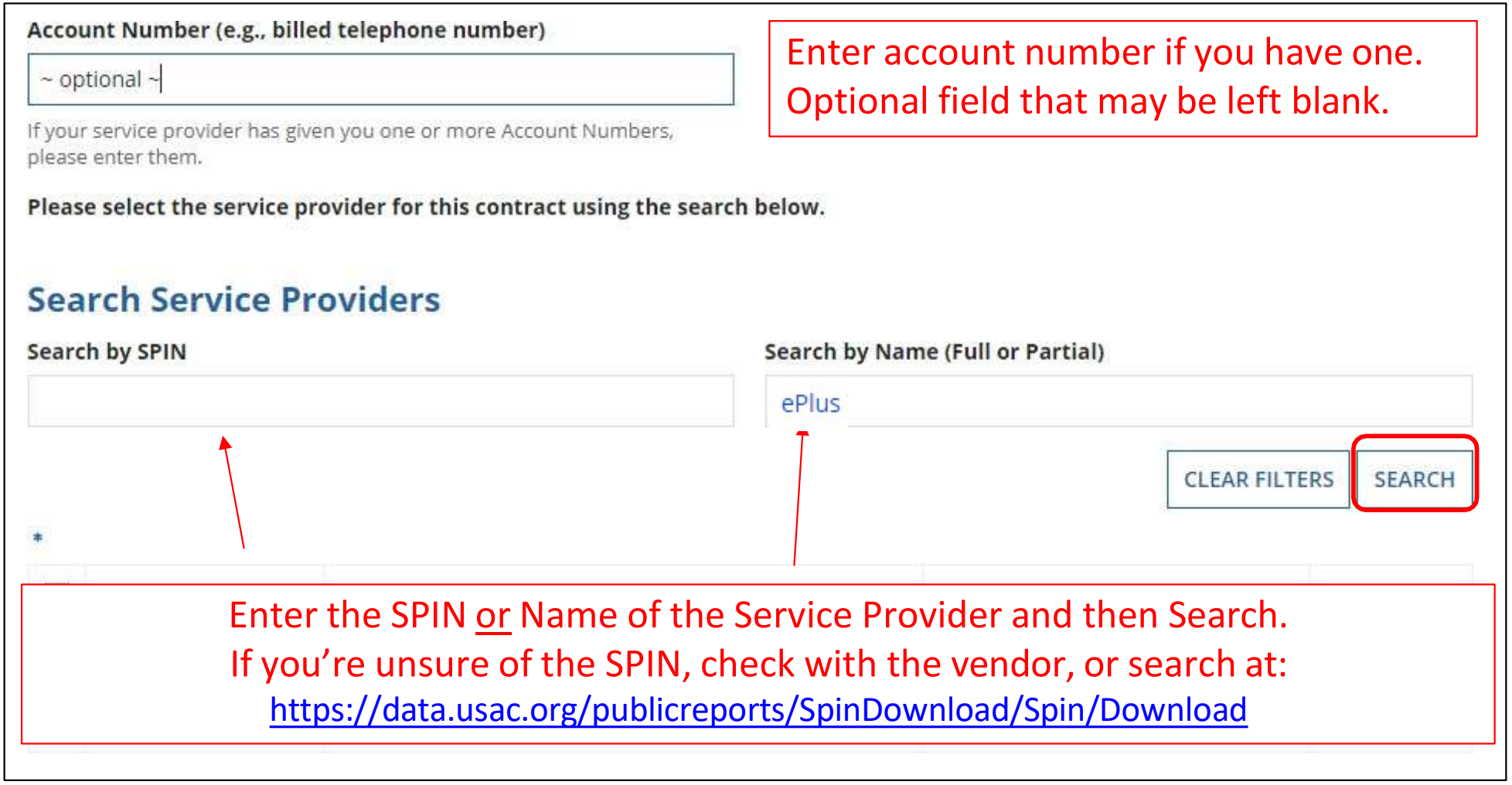
Establishing Form 470 – Tricky!



Searching EPC for the Establishing Form 470



Service Provider Information

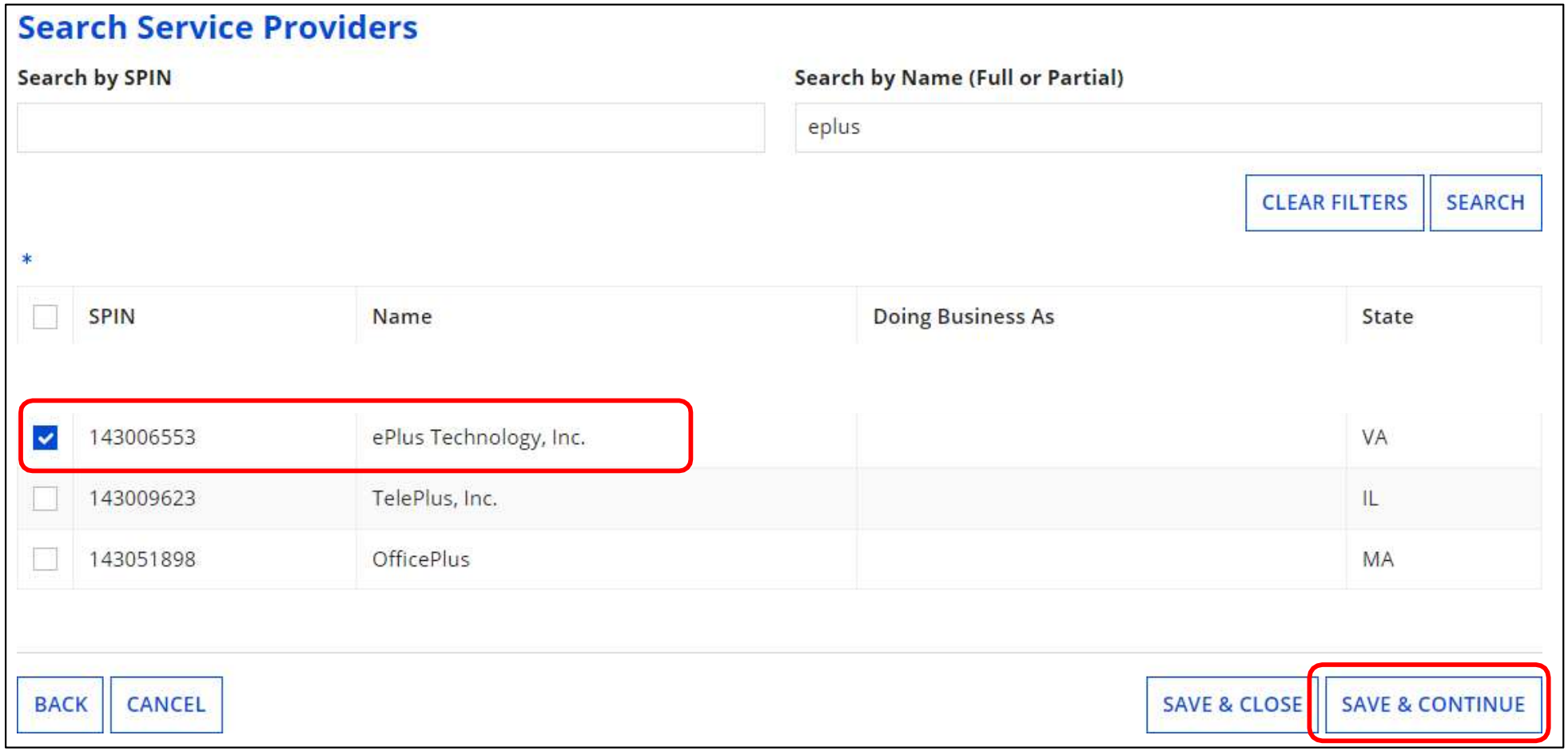


Enter account number if you have one.
Optional field that may be left blank.

Enter the SPIN or Name of the Service Provider and then Search.
If you're unsure of the SPIN, check with the vendor, or search at:
https://data.usac.org/publicreports/SpinDownload/Spin/Download

Service Provider Information

Results matching the criteria you used will appear in a list.
Select correct SPIN or clear filter and search again.



Contract Dates

Generally, PEPPM-related contracts are not multi-year contracts so select No.

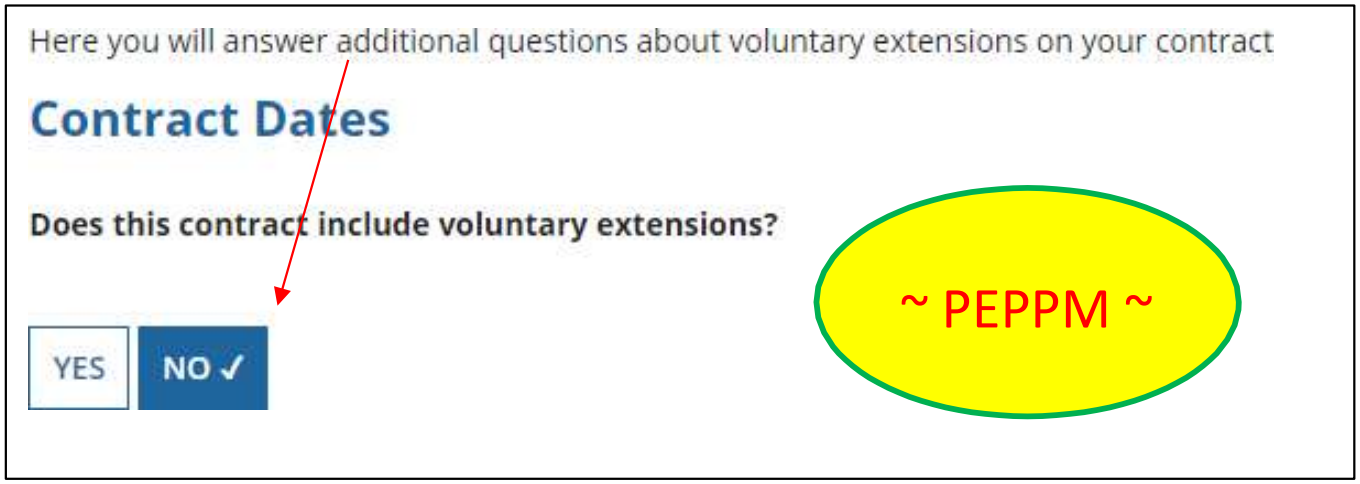


Enter Contract Award Date:

This is the date that you signed your vendor contract after conducting your PEPPM mini-bid procurement.

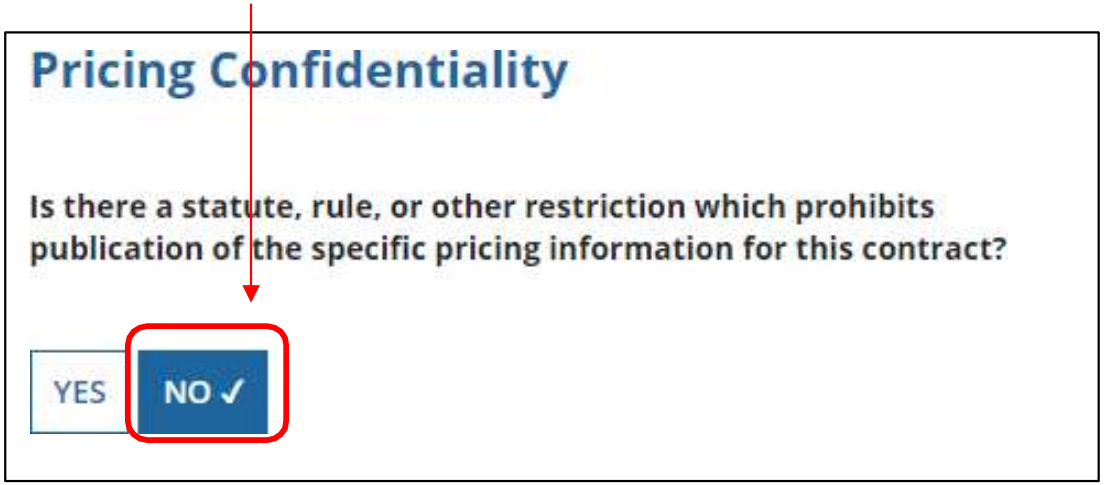
Contracts w/Limited Extensions

Generally, PEPPM-related contracts will NOT have voluntary extensions.



Pricing Confidentiality

Always select “No” to indicate there is no legal restriction to prevent the publication of the pricing information for the contract. (*There must be an actual statute in place in order to answer “Yes.” It is not permissible for the vendor to simply state that their pricing is confidential.)*



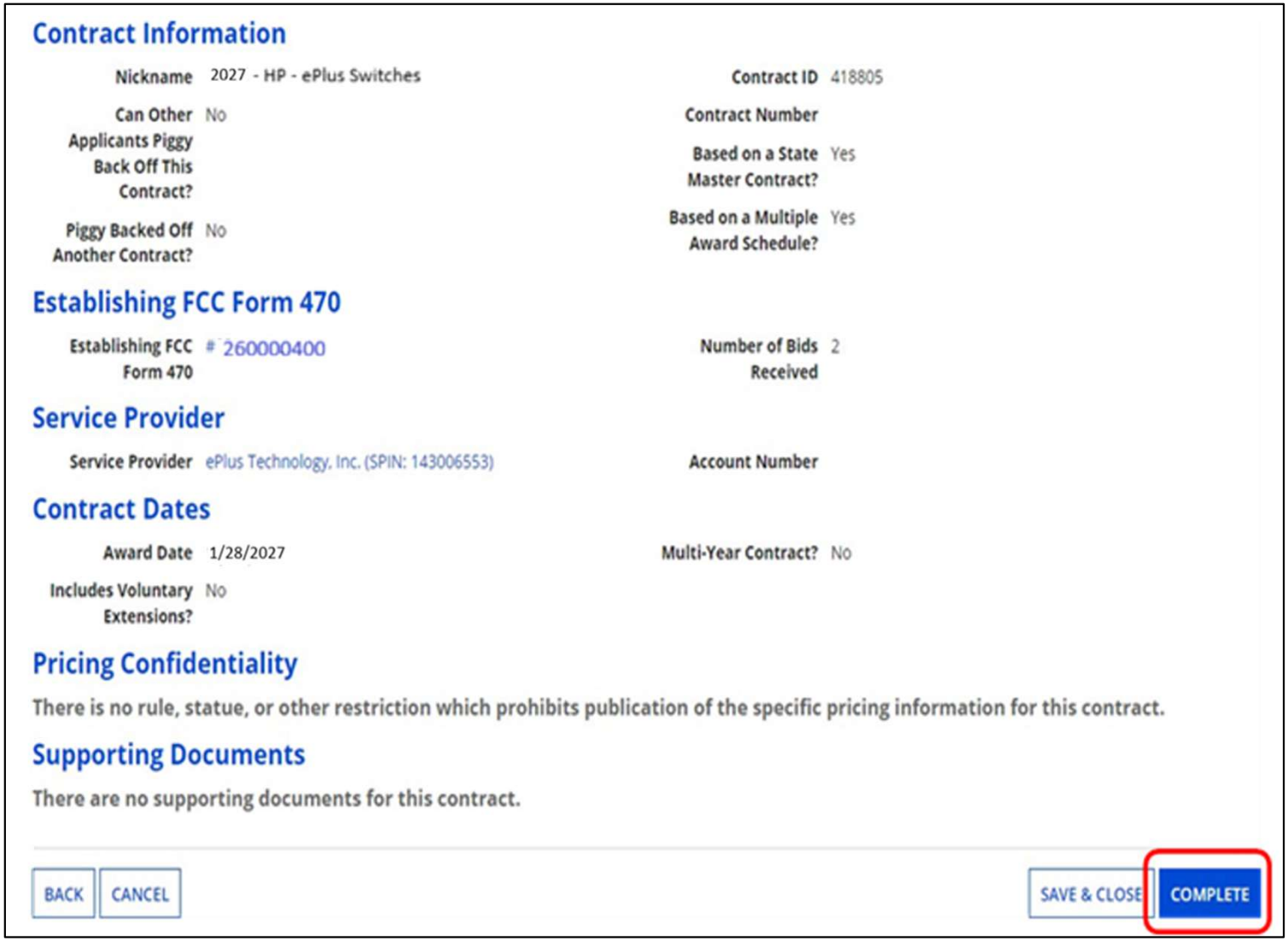
Confirmation Page

A summary page with the contract information will be displayed.

If the information needs to be revised, select "Save and Close" and you can then retrieve the draft information and edit it.

If the information is correct, and you want to finalize the submission, select "Complete."

Word of Caution: Once submitted, the information cannot be deleted or revised.



List of Submitted Contract Records



Submitted contracts appear in the Contracts Records List and will be available for selection when filing a Form 471.

Editing or Deleting a *Draft* Contract

From your Landing Page, select Entity Name, then "Contract" and then "Manage Contracts."
The list of draft contracts will appear. Check the box for the draft and select "Edit" or "Delete."
Note: Submitted contracts cannot be edited or deleted.

