

E-rate Documentation Tracking Tool

Form 471 application #	
Filing Year	
SPI or BEAR?	
BEN #	
Form 470 #	
FRN #	
Vendor Name	
Vendor SPIN #	
Service	
Contract Information	
Contract Number	
Length of Contract	
Date Signed	
Award Date	
Begin Date	
Expiration Date w/o extensions	
Any Extensions?	
How many months?	
Expiration Date w/extensions	

Check Off	Tab/ Number	Item	Date
	Pre Req	Needs Assessment including C2 budget spreadsheet	
	Pre Req	Update EPC, entity module, correct contact names/phone numbers and emails.	
	1	Form 470 (Open Competitive Bid Process)	
	1a	RFP – Optional (Local/State rules)	
	1b	Construct Bid Matrix/Mini-bid	
	1c	Form 470 – RNL (Receipt Notification Letter)	
	1d	Proof of advertisement, posting (page from newspaper, website, IPS, etc.) – Local rules	
	2	Wait 28 – days (verification of allowable contract date ACD)	
	3	Bids Received – Time and date stamped. Must be sealed when received, not digital/emailed. Document how many received. If zero, document “No bids received”. If one, document w Memo to file/Cost effectiveness. Must keep copy of EVERY bid received.	
	3a	Public bid opening – Team members (recorder and opener at least) date/time of meeting/sign in sheets/	
	4	Bid Evaluation- Evaluation team members, invitation to meeting, date/time, sign-in sheet, Score Sheet(s) w/notes	
	5	Award of Contract – Send to Board if required. Board agenda and board minutes of award if go to Board for Approval.	
	5a	Copies of letters/e-mail to winner/non-winners. Keep all copies for record retention.	
	6	Signed & Dated Contract(s) / Memo to File / Letter of Intent. Local policy determines who signs contracts.	
	6a	Protest Period documentation – Keep any and all correspondence with vendors.	
	6b	C2: if using SMC, complete minibid, write Letter of Intent to vendor asking for official quote and Item 21b.	
	6c	Document who your vendor is/contact information. Make contact with him/her.	
	Required	Complete Discount Calculations- Update in EPC during admin window which closes 2 days before 471 window opens. (1) enter state valid file numbers, including CEP percentage (2) work with local child nutrition director	December Break
	7	Form 471 (Application with USAC)	
	7a	Bulk Upload Template (aka, Item 21)	
	8	Form 471 (Receipt Acknowledgement Letter)	
	8a	RAL Correction(s)	
	9	PIA Request(s), keep all documentation including emails with reviewer(s).	

	10	FCDL (Funding Commitment Decision Letter)	
	10a	Appeal of denied or reduced amount	
	11	Form 486 (Notification Services Started)	
	11a	CIPA documentation (Internet Safety Policy, Technology Protection Measure – Filter, copy of Board Agenda and Minutes of adoption of CIPA policy), How are students being educated on Internet Safety?	
	12	Form 486 – Notification Letter	
	13	Invoice Reconciliation Document (excel spreadsheet), Monthly or Annual Invoices, BEAR or SPI billing?	
	13a	If BEAR, file form 472, if SPI you may get a Service Certification request	
	13b	PIA Invoicing Questions	
	14	BEAR Remittance Statement –Remittance should match BEAR request.	
	14a	BEAR Notification Letter – if use, remittance and BEAR should match	
	15a	Form 498 – For CFO (Banking Info)	
	15b	Follow up 498 – For CFO (voided check or bank letter), check with finance dept. to make sure money arrives.	
	16	Quarterly Disbursement Report	
POST COMMITMENT			
	17	Appeal any 486, Invoice Denial, or Invoice Reduction	
	18	Invoice Extension (if needed) IDER	
	19	Form 500 (If needed)	
	19a	Service Delivery Extension (if needed)	
	19b	Correct Contract Expiration or Service Start Date	
	19c	Transfer or Dispose of Equipment	
	19d	Update C2 budget spreadsheet	
	20	Audit (including PQA, BCAP, Selective Review, COMAD, Demand Payment Letter) – Keep all documentation, emails included.	
	21	Miscellaneous (other, notes, etc.)	