

# Filing a Category 1 470 for FY21

Step-by-Step for Filing a 470/RFP for  
Category 1 Services

# Questions?

E-RATE

- A Q&A Session will follow this training session.
- Please post your questions in the chat window or jot them down.
- Please remain muted during the presentation.



## Keys to Success

- Know what you need/want before you start.
- Have a process and stick to it.
- Evaluation process is essential.



Before you begin....

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What  
do I  
need to  
know?



# Category 1 Services

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Know what service(s) you are seeking!

- Internet – Direct Connection to Service Provider
- WAN – Wide Area Network
  - Multiple buildings
  - Connection from hub out to sites

[470 Drop Down Guide](#)

ESL – [Eligible Services List](#)



# Category 1 Services

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Know what speeds you need per site.

- Do you need flexibility
- Do you expect growth?
- Another pandemic?
- Will you open other buildings?
- Perhaps close one or two?
- Set minimum/maximum required.



# Category 1 Services

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## Sites/Addresses

- Listed out
- Current



# Timeline

# E-RATE

Event	Day	Date	Time (Eastern)
File 470/ Issuance of RFP			
Deadline for Responder's Technical Questions			
Deadline for Requestor's Responses			
Deadline for Proposal Submission			
Public Opening of Bids			
Evaluation of Proposals/Selection of Finalists			
Contract Award (Board of Education Action Item If Required)			
Vendor Notification			
Protest Deadline			
Sign Contracts (Deadline)			
File 471			







What exactly is it?



What should I include?

# Narrative

## E-RATE

### Statement of Purpose

- What are you looking for? Be specific.
- Include # of sites, how much bandwidth at each site.
- Type of service.
- Include allowance of flexibility in contract to allow expansion or decrease if buildings close or are added.



# Narrative

## E-RATE

### Contract duration

- How many years?, any extensions?
- Use E-rate funding cycle as contract dates July 1-June 30
- Contract dependent upon E-rate funding?

### Type of billing

SPI or BEAR?

# Narrative

E-RATE

## Questions

- when due, to whom to send
- answers will be posted where and when?
- do not call or visit

## Proposals

- Mailed or hand delivered to whom, due?
- Not emailed, why?
- Copies?



# The 470

# E-RATE

## ▼ Billed Entity Information

School District 10803

1 Main Street

Rockville, MD 20850

012-345-6789

school\_dist\_10803@mailinator.com

Billed Entity Number: 10029

FCC Registration Number: 0123456789

## Application Nickname

Please enter an application nickname here. \*

DISCARD FORM

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SAVE & CONTINUE



# The 470

# E-RATE

## 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 10803	10029



[BACK](#) [DISCARD FORM](#)

[SAVE & SHARE](#) [SAVE & CONTINUE](#)

# The 470

# E-RATE

## 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

FirstName LastName

sd\_user\_1\_10803@testmail.usac.org

123-456-7890



# The 470

# E-RATE

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

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# The 470

# E-RATE

Last Saved: 9/22/2020 2:45 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?

YES ✓

NO

Please upload all RFPs for the services you are requesting. ?



**WAN RFP FY2021**  
DOCX - 12.7 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.

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# The 470

# E-RATE

## SCHOOL DISTRICT 10803 - gc123 - Form #210000052

Last Saved: 9/22/2020 2:42 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?

YES

NO ✓

BACK

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SAVE & CONTINUE



# The 470

# E-RATE

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 sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

DETAILS  
or  
SEE ATTACHED REP

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

# The 470

# E-RATE

## FCC Form 470 - Funding Year 2021

### School District 10803 - gt123 - Form #210000052

Last Saved: 9/22/2020 2:48 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

**Function \***

Please select a value



# The 470

# E-RATE

The screenshot shows a web browser window with the address bar displaying `portal-training.usac.org/suite/tempo/actions/item/koB0YLZsM4yuYON6bJg6DmNHikoeGLI1Z6JUXFPvutOteYritd5qGB0i32epsJwD745W-OojKpywUE_XO8Wor0JlyX19qRpEkw`. The browser's navigation bar includes tabs for 'USAC', 'My Ap...', 'Create', 'ENA SI', 'Trainin...', '2020 /', '2021 E', 'FY 202', 'File tra...', 'FRN SI', 'FCC-F', 'keys tr...', 'EPC Tr...', and 'Incognito'. The main navigation menu has 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions' (which is highlighted). A user profile icon for 'Appian' is visible in the top right. A dropdown menu is open, showing the following options:

- Please select a value
- Leased Lit Fiber (with or without Internet Access)
- Internet Access and Transport Bundled (Non-Fiber)
- Transport Only - No ISP Service Included (Non-Fiber)
- Internet Access: ISP Service Only (No Transport Circuit Included)
- Leased Dark Fiber and Leased Lit Fiber
- Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks
- Network Equipment
- Maintenance & Operations
- Cellular Data Plan/Air Card Service
- Other
- Please select a value

The Windows taskbar at the bottom shows the search bar with 'Type here to search', several application icons, and the system tray with the time '2:51 PM' and date '9/22/2020'.

# The 470

## E-RATE

- Select "Leased Lit Fiber (with or without Internet Access)" when seeking bids for either a bundled solution of internet access (delivered over lit fiber) or transport only (delivered over lit fiber).
- Select "Internet Access and Transport Bundled (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that include commercial internet access service (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).
- Select "Transport Only – No ISP Service Included (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that do not include commercial internet access (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).
- Select "Internet Access: ISP Service Only (No Transport Circuit Included)" when only seeking bids for commercial internet access service. Note: this does not include any type of transport circuit.
- Select "Leased Dark Fiber and Leased Lit Fiber" when seeking bids that include Leased Dark Fiber. This option MUST be selected to help ensure compliance with a competitive bidding requirement: applicants that request bids for Leased Dark Fiber must also request bids for Leased Lit Fiber. Leased Lit Fiber requests included in this service request type can be with or without internet access.
- Select "Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks" when seeking bids for services provided over a self-provisioned network on a technology-neutral basis (e.g., fiber, copper, microwave, or coaxial cable).
- Select "Network Equipment" when seeking bids for modulating electronics or other equipment necessary to make a Category One service functional.
- Select "Maintenance & Operations" when seeking bids for maintenance and operations costs for Leased Dark Fiber or a Self-Provisioned network.
- Select "Cellular Data Plan/Air Card Service" when only seeking bids for a commercial wireless data plan.
- Select "Other" when the service you want is not otherwise listed. Be sure to provide additional details about this service by uploading an RFP document.



# The 470

# E-RATE

Leased Lit Fiber (with or without Internet Access)

Select "Leased Lit Fiber (with or without Internet Access)" when seeking bids for either a bundled solution of internet access (delivered over lit fiber) or transport only (delivered over lit fiber).

**Quantity \***

**Number of entities served? \***

**Unit**

Circuits

**Minimum Capacity**

Please select a value

**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.**

WAN RFP FY2021



# The 470

# E-RATE

## Service Requests: Category One

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

<input type="checkbox"/>	Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associa RFPs
<input type="checkbox"/>	Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		1 Gbps	2 Gbps	10	10	Circuits	Yes	WAN RF FY2021

**ADD NEW SERVICE REQUEST**

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

Repeat the process for additional services.





# The 470

# E-RATE

## Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

DETAILS  
or  
SEE ATTACHED REP

**BE SPECIFIC**

## 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



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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?

You can enter this information or select from someone in EPC.



# The 470

# E-RATE

Information

Information

Signature

Next, you will enter all information regarding state and 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?

# The 470

# E-RATE

## FCC Form 470 - Funding Year 2021

**School District 10803 - gt123 - Form #210000052**

Last Saved: 9/22/2020 3:00 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.**



# The 470

# E-RATE

## FCC Form 470 - Funding Year 2021

### School District 10803 - gt123 - Form #210000052

Last Saved: 9/22/2020 3:00 PM EDT

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\\_210000052\\_DRAFT](#)

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

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

Click draft to read

Check box when read to certify

# The 470

# E-RATE

## Certify FCC Form 470

### School District 10803 - gt123 - Form #210000052

Last Saved: 9/22/2020 3:00 PM EDT

Basic Information

Service Requests

Technical Contact  
Information

Procurement  
Information

FCC Form 470 Review

**Certifications &  
Signature**

Please complete the certifications below.

### Applicant Certifications

- I certify that the applicant includes schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801 (18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

**Check this box.**



# The 470

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## 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.

**Read and check all of these too!**

# The 470

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- 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.

**And these last two! Read and check!**



# The 470

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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. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

BACK

CERTIFY

Click CERTIFY!

# Do you look good in organge?

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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



Bids are in....

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Now what?

- Evaluation Process!



# Have a written process

## E-RATE

- Prepare a written documentation of the process being used to evaluate the bids
- Evaluate the bids using the written process
- Keep detailed notes of the evaluation meeting, including dates, time, attendees and signed rating sheets

# Fair and Open Process

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- Treat all bidders the same
- Give equal and consistent information to all
- Do not give insider information or advance knowledge to bidders
- Accept no gifts from bidders
- Avoid even the appearance of a conflict of interest with a bidder
- Service providers are not allowed to assist with the process
- Keep a record of all bids received (not just winner)
- Respond to all bidders
- Keep copies of all correspondence with bidders



# Evaluate Bids

## Sample Bid Evaluation

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	50*	20	50	40
Prior experience with the vendor	25	25	0	25
Prices for ineligible services, products, and fees	15	10	5	15
Local or in-state vendor	10	10	0	0
<b>TOTAL</b>	<b>100</b>	<b>65</b>	<b>55</b>	<b>80</b>

\*This number must be higher than all other numbers in the same column.



# Evaluation Suggestions

E-RATE

**PRICE** must be the most heavily weighted factor  
**Not EQUAL** to any other factor – **MOST** points must be  
**PRICE!**

If a bidder is disqualified, the reason for the disqualification should be noted for that vendor on the evaluation sheet

**We Strongly Suggest**

Make the points available add to 100 – ease of evaluation



# Evaluation Suggestions

E-RATE

When calculating points, make it simple!

Example:

4 bidders, arrange by price, lowest to highest

Bidder #1	\$700 per site	50 points
Bidder #2	\$800 per site	40 points
Bidder #3	\$850 per site	30 points
Bidder #4	\$1000 per site	20 points





# Evaluation Examples

E-RATE

When calculating points, make it simple!

Example:

3 bidders, arrange by price, lowest to highest

Bidder #1	\$700 per site	50 points
-----------	----------------	-----------

Bidder #2	\$800 per site	30 points
-----------	----------------	-----------

Bidder #3	\$1000 per site	10 points
-----------	-----------------	-----------

If you try to calculate the difference between the bids and distribute points, make sure you do the math correctly!



If all bids are rejected:

If it is decided that ALL bids are non-responsive or not cost-effective, or if the competitive bidding process is cancelled for other reasons:

- A new Form 470 must be filed
- The earlier Form 470 cannot be used; cancel it and prepare a new one

# Questions?

E-RATE

- A Q&A Session will follow this training session.
- Please post your questions in the chat window.



# Questions?

E-RATE

- Northeast, North Central, Sandhills, Southeast
  - [rebecca.martin@dpi.nc.gov](mailto:rebecca.martin@dpi.nc.gov), 303-304-4261
- Northwest, Southwest, Western, Piedmont-Triad
  - [roxie.miller@dpi.nc.gov](mailto:roxie.miller@dpi.nc.gov), 980-285-3551

