FY2025 Form 470 Cat 1 Workshop - Libraries

Presented by:

Lorrie Germann, State E-Rate Coordinator

The Form 470:

- Announces a school's intent to participate in the E-Rate program and lists the services desired:
    - **Category 1**
        - Internet Access/Transport (Bandwidth)
        - Hotspots for Bookmobile
        - Off-Premise Hotspots for Staff/Patrons
- Acts as an RFP
- Begins the mandatory 28-day competitive bidding process
- If a service is not listed on a Form 470, you cannot request it on a Form 471 (or it won't be funded)

Form 470

- You must apply for E-Rate funding each year

- The only time you **don't** need to file a Form 470 is in the second (or later) year of a multi-year contract which was established on a previous year's Form 470, **or**

- Using a CABIO service.

You must still file a 470 for everything else!

Changes to the FY2025 Form 470

- **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 FCC Form 470.
  - If the new RFP changes the service originally requested (increasing bandwidth or quantities), you can restart the 28-day waiting period; there is no need to refile!
- **Ability To Cancel FCC Forms 470 and View Canceled Forms**.
  - Applicants can view canceled FCC Forms 470 in EPC under **Records -> FCC Forms 470** by selecting "Canceled" under the **Status** filter.
- **Wi-Fi Hotspot Devices/Wireless Internet Services for Off-Premises Use**.

My Landing Page

Training
Universal Service
Administrative Co.

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".

Welcome, School District 18!

FCC Form 470 - Funding Year 2025

Library System 10344 - FY2025 Cat 1 - LG - Form #250000070

Last Saved: 9/30/2024 1:52 PM EDT

| 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

Library System 10344

Address1

Rockville, MD 20850

012-345-6789

library_sys_10344@mailinator.com

Billed Entity Number: 1979

FCC Registration Number: 0123456789

Application Nickname

Please enter an application nickname here. *

FY2025 Cat 1 - LG

DISCARD FORM

SAVE & SHARE   SAVE & CONTINUE

Enter Nickname (user defined) and click on "Save and Continue"
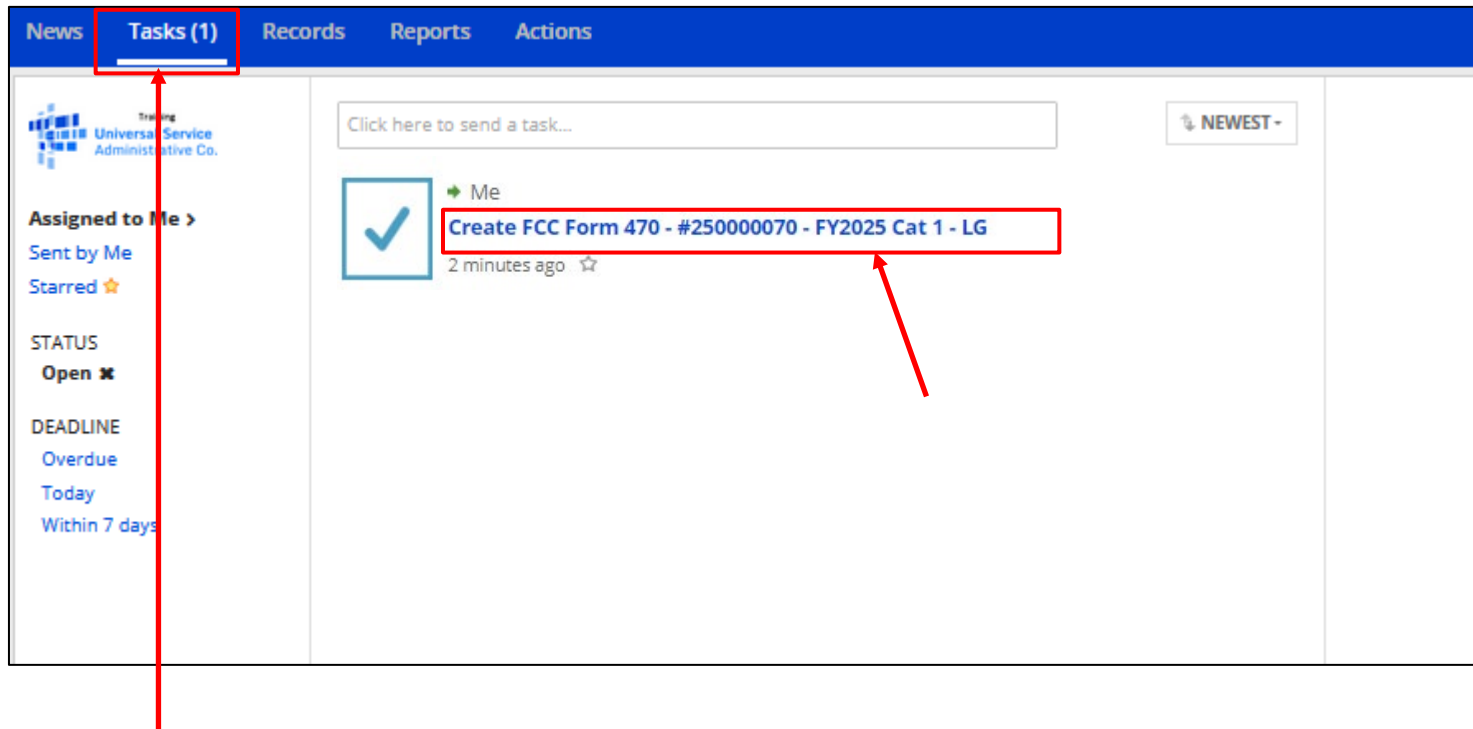
Once you save the application, the "Task" is indicated on the main menu bar.

Verify the information listed about your entity. If necessary, update your profile.

Click on "Save & Continue"

6

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

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

FCC Form 470 - Funding Year 2025

Library System 10344 - FY2025 Cat 1 - LG - Form #250000070

Last Saved: 9/30/2024 2:00 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"

9

Adding An RFP

FCC Form 470 - Funding Year 2025

Library System 10344 - FY2025 Cat 1 - LG - Form #250000070

Last Saved: 9/30/2024 2:01 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. ❓

Library FY2025 Cat 1 RFP
DOCX – 37.7 KB

YES ✓ NO

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.

BACK DISCARD FORM

SAVE & SHARE SAVE & CONTINUE

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"

10

Cat 1:

Name	Address	Notes
CAMDEN BRANCH LIBRARY	104 S. Main Street, Camden, Ohio 45311	Point-to-Point connection to 450 S Barron St, Eaton, OH 45320
ELDORADO BRANCH LIBRARY	150 N. Main Street, Eldorado, Ohio 45321	Point-to-Point connection to 450 S Barron St, Eaton, OH 45320
NEW PARIS BRANCH LIBRARY	115 N. Washington Street, New Paris, Ohio 45347	Point-to-Point connection to 450 S Barron St, Eaton, OH 45320
WEST ALEXANDRIA BRANCH LIBRARY	16 N. Main Street, Town Hall, West Alexandria, Ohio 45381	Point-to-Point connection to 450 S Barron St, Eaton, OH 45320
WEST ELKTON BRANCH LIBRARY	135 N. Main Street, Town Hall, West Elkton, Ohio, 45070	Point-to-Point connection to 450 S Barron St, Eaton, OH 45320
WEST MANCHESTER BRANCH LIBRARY	212 S. High Street, West Manchester, Ohio 45382	Point-to-Point connection to 450 S Barron St, Eaton, OH 45320

or

RFP for Wireless Service

BEN: 129000 – Ohio County Library
210 S Broadway St.
Anytown, OH 44256

CONTACT: Jane Doe
Jane.doe@ohiolibrary.org
740-555-1150

SERVICE: 2 wireless units with data for Library's Bookmobile and Kiosk
Entity 16069826 – Ohio County District Library Bookmobile
Entity 17001766 – Ohio County District Library Kiosk
– minimum 1 gbps with an unlimited maximum

If applying for hotspot service for a bookmobile or kiosk, an RFP is required.

11

FCC Form 470 - Funding Year 2025

Library System 10344 - FY2025 Cat 1 - LG - Form #250000070

Last Saved: 9/30/2024 2:05 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.

☑ Library FY2025 Cat 1 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 2025

Library System 10344 - FY2025 Cat 1 - LG - Form #250000070

Last Saved: 9/30/2024 2:07 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".

FCC Form 470 - Funding Year 2025

Library System 10344 - FY2025 Cat 1 - LG - Form #250000070

Last Saved: 9/30/2024 2:07 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 f
○ I seek bids f

CANCEL

> **I seek bids for internet access and/or data transmission service.**   *If you select the wrong option, click on the blue text to go back.*

○ 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.

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...........

14

Internet Access and Bandwidth Options

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.

Internet Access and Bandwidth Request

Add New Service Request

(1) ❯ I seek bids for internet access and/or data transmission service.

(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, or microwave).

(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.

Service Type
Data Transmission and/or Internet Access

Function *
Internet Access and Data Transmission Service

Quantity *
2

Unit
Each

Minimum Capacity *
500 Mbps

Maximum Capacity *
2 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.
☑ Library FY2025 Cat 1 RFP

CANCEL   SAVE & CREATE ANOTHER REQUEST   SAVE REQUEST

You'll see each of the collapsed options you've chosen along with the quantities and capacity. Click on "Save Request".

If you need to add another request using the **SAME service functions**, you can click on "Save & Create Another Request" and provide quantity, no. of entities, etc., but the collapsed options will be the same. **Not sure when you'd ever use that!!**

16

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, or microwave).
  ○ 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.

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 connections.

Service Type

Data Transmission and/or Internet Access

Function *

Cellular Data Plan/Air Card Service ▾

Data plans for locations where this is the only option for Internet Access, such as a Bookmobile, are eligible. An RFP is required in this case.

Cellular data plans and air cards for mobile devices are eligible 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.

Quantity *

Number of entities served? *

Unit
Lines

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

Minimum Capacity *

Please select a value ▾

Maximum Capacity *

Please select a value ▾

You have selected a service function that requires a RFP. In order to add this service request, please first upload all RFPs.

Internet Access Only Options

Option for selecting just Internet Access when priced separately, such as when circuits between buildings are owned by the library system. **Libraries don't often choose this option!**

Enter the number of entities and minimum and 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, or microwave).
○ 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.

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 ▾

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 *
[   ]

Number of entities served? *
[   ]

Unit
Each

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

Minimum Capacity
Please select a value ▾

Maximum Capacity
Please select a value ▾

Options for selecting just bandwidth if Internet is provided or priced separately, such as libraries where Internet Access is provided by OPLIN. 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".

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.

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, or microwave).
② ○ 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.

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 *
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

Quantity *

Unit
Fiber Strands

Minimum Capacity
Detailed in RFP

Maximum Capacity
Detailed in RFP

Leased Lit Fiber

Quantity *

Unit
Each

Minimum Capacity *
Please select a value

Maximum Capacity
Please select a value

Additional Details
Number of entities served? *

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

20

Self Provisioned Network Options

Self-Provision is when the applicant owns the fiber, lights it, and maintains it. Again, **Libraries don't often choose this option!**

If seeking, an RFP is required with capacity, and you must compare it to other options such as Leased Lit Fiber, microwave, etc.

① **O** 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, or microwave).
   ○ I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
② ○ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
   O I seek to build my own network.

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)

Quantity *

Unit
Each
Minimum Capacity
Detailed in RFP
Maximum Capacity
Detailed in RFP

Services Provided Over Third-Party Networks

Quantity *

Unit
Each
Minimum Capacity *
Please select a value
Maximum Capacity *
Please select a value

Additional Details
Number of entities served? *

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

You have selected a service function that requires a RFP. In order to add this service request, please first upload all RFPs.

21

Maintenance/Operations Options

If requesting Maintenance and Operations of existing Dark Fiber 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".

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.
② ● I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

Service Type
Data Transmission and/or Internet Access
Function *
Wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use

Quantity *
50

Unit
Each
Minimum Capacity
N/A
Maximum Capacity
N/A

☑ Please select this option to create an accompanying Category One Hotspot Devices request for this Hotspot Services request.

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.
☑ Library FY2025 Cat 1 RFP

If you are requesting the **monthly recurring** Wi-Fi service, choose the last option for "Wi-Fi hotspots of off-premise use." Enter the quantity for which you're seeking service. Because this is for "service," the installation option and "Capacity" are greyed out. If you're only requesting monthly service, click "Save Request." If you also want to request "Hotspot Devices" (equipment), check the box "**Please select this option**" and scroll down.

23

Please select this option to create an accompanying Category One Hotspot Devices request for this Hotspot Services request.

Service Type
Data Transmission and/or Internet Access

Function
Wi-Fi hotspots for off-premises use

Quantity *
50

Unit
Each

Minimum Capacity
N/A

Maximum Capacity
N/A

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.
☑ Library FY2025 Cat 1 RFP

CANCEL   SAVE & CREATE ANOTHER REQUEST   SAVE REQUEST

Checking the box will expand the option to add the devices. Enter the number of hotspot devices you're seeking. I suggest you check the box for "Installation, Activation, and Configuration" should there be any costs associated with the hotspot device.

Add New Service Request

○ I seek bids for internet access and/or data transmission service.

● 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 Wi-Fi hotspots for off-premises use.

Service Type

Data Transmission and/or Internet Access

Function *

Wi-Fi hotspots for off-premises use ▾

Quantity *

[   ]

Unit

Each

Minimum Capacity

N/A ▾

Maximum Capacity

N/A ▾

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

○ Yes

○ No

If you missed adding hotspot devices at the same time as adding the service, click on "I seek bids for Cat 1 network equipment….", you'll then see "I seek bids for Wi-Fi hotspots for off-premise use". Check the box for "Installation, Activation, and Configuration" should there be any costs associated with the hotspot device.

Adding New Service Request

FCC Form 470 - Funding Year 2025

Library System 10344 - FY2025 Cat 1 - LG - Form #250000072

Last Saved: 10/12/2024 5:20 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'.

	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
☐	Data Transmission and/or Internet Access	Standalone Data Transmission Service	1 Gbps	5 Gbps	4	4	Each	Yes	Library FY2025 Cat 1 RFP
☐	Data Transmission and/or Internet Access	Cellular Data Plan/Air Card Service	1 Gbps	5 Gbps	2	2	Lines	Yes	Library FY2025 Cat 1 RFP
☐	Data Transmission and/or Internet Access	Wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use	N/A	N/A		50	Each		
☐	Data Transmission and/or Internet Access	Wi-Fi hotspots for off-premises use	N/A	N/A		50	Each	Yes	

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 & Installment Plans

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.

We are seeking a minimum of 1GB bandwidth to serve our 4 library branch locations. See attached RFP for full details.
We are seeking 2 cellular hotspots to serve our bookmobile and library kiosk site. See attached RFP.
We are also seeking a minimum of 50 hotspots/service for off-premise use.

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

| BACK | DISCARD FORM | | SAVE & SHARE | SAVE & CONTINUE |

Provide any further details in the narrative to explain what you're looking for, locations, and any disqualification factors. You may state your preferred bandwidth but be careful there.

If seeking fiber installation with special constructions charges, you may request a payment plan for the "**non discount**" portion.
Click on "Save & Continue".

Adding Technical Contact

FCC Form 470 - Funding Year 2025

Library System 10344 - FY2025 Cat 1 - LG - Form #250000072

Last Saved: 10/12/2024 5:30 PM EDT

| 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?

YES NO ✓

BACK DISCARD FORM   SAVE & SHARE SAVE & CONTINUE

Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

YES ✓ NO

How would you like to enter the technical contact details?

SEARCH EPC SYSTEM ENTER DETAILS MANUALLY ✓

First Name *

Last Name *

Title

Phone Number *

Phone Number Extension

Email *

Re-enter Email *

BACK DISCARD FORM   SAVE & SHARE SAVE & CONTINUE

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"

28

Indicate if there are State or Local procurement requirements, or any restrictions. You can list any disqualifying factors in addition to the Narrative.

Click on "Review FCC Form 470"

Procurement Requirements

- Vendor must have a SPIN at the time of awarding the contract.
- In-state (or local) vendors preferred.
- Previous experience with vendor preferred.
- Vendor must put in writing their willingness to give discounted bills.
- Must demonstrate the ability to meet the installation timeline.
- Vendors bidding on off-premise hotspot service must indicate the geographic area their service covers and identify whether there are any dead zones where there is no coverage
- **The applicant reserves the right to reject bids that are received on or after 9:00 AM on the Allowable Contract Date shown on the Form 470.**

A Word doc listing Disqualifying Factors can be found on my "Resource Library" page at
https://www.ohio-k12.help/e-rate-support/resource-library/.

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.

FCC Form 470 - Funding Year 2025

Library System 10344 - FY2025 Cat 1 - LG - Form #250000072

Last Saved: 10/12/2024 5:38 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_250000072_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.

Certify FCC Form 470

Library System 10344 - FY2025 Cat 1 - LG - Form #250000072

Last Saved: 10/12/2024 5:38 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.

Other Certifications

☑ I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders submitted will be carefully considered and the bid selected will be for the most cost-effective service or 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 funding year or 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 m

☑ I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or

☑ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or had 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 for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54. promise of anything of value, other than services and equipment sought by means of this form, from t 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 the 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. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

BACK   **CERTIFY**

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

Viewing/Editing Form 470

To find the Form 470, go to the bottom of the Landing Page, and search. Click on the Nickname to see a summary of the application. **This will also show you your "Allowable Contract Date". Contracts can be awarded on or after this date.**

Click on "Related Actions" for a list of options for corrections/changes. The two highlighted in red above are the new items.

Remember, if you make a "cardinal change" (such as adding new service or quantities), your 28-day waiting period will restart.

35

Bid Evaluation Sample

- Evaluate your bids using a matrix with your bid factors and points.

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of the ELIGIBLE products and services	50	20	50	40
Prior experience w/vendor	20	20	0	20
Product compatible with existing infrastructure	15	10	5	15
Flexible Invoicing: FCC Forms 472 or 474	10	0	10	10
Local or in-state vendor	5	5	0	5
TOTAL	**100**	**55**	**65**	**90**

- Be sure to date and add a statement such as "based on the above criteria, we have chosen Vendor 3".

Bid Matrix Evaluation

Category 1

Factor	Points Available	Insert Name of Vendor	Insert Name of Vendor	Insert Name of Vendor
Price of the ELIGIBLE goods and services	70			
Prior experience w/ vendor	20			
Prices for ineligible services, products & fees	10			
Total	**100**			

Based on the above bid matrix criteria, we have chosen **Insert Vendor Name** as the service provider for **Insert Service Type.**

Name: _____

Signature: _____

Date: _____

For a template of my sample letter, go to my "Resource Library" page at https://www.ohio-k12.help/e-rate-support/resource-library/.

That's the Form 470 in a nutshell!

Any questions?

Where to Go for E-Rate Help

- **USAC's Client Service Center (CSC)**
  - E-Rate "Help Desk" where applicant & service providers can get answers to questions
  - Call **888-203-8100**
  - Submit a 'Customer Service Case' in EPC

- **E-Rate Coordinator**
  - E-mail Lorrie Germann at lorrie.germann@education.ohio.gov
  - Call: 740-253-1153
  - Attend webinars!
  - https://www.ohio-k12.help/E-Rate-support   **(Note new URL!!)**
  - Subscribe/read listserve messages! **(If you've had issues receiving my emails, please subscribe again!!)**
  - Helpful Documents: https://www.ohio-k12.help/E-Rate-support/resource-library/
  - Training: https://www.ohio-k12.help/E-Rate-support/E-Rate-events/