FY2024 Form 470 Workshop - Libraries

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MCNE, CCNA, IT Project+, Security+, Network+, A+

The Purpose of the Form 470

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
  - **Category 2**
    - Internal Connections
    - Managed Internal Broadband Service
    - Basic Maintenance
- 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)
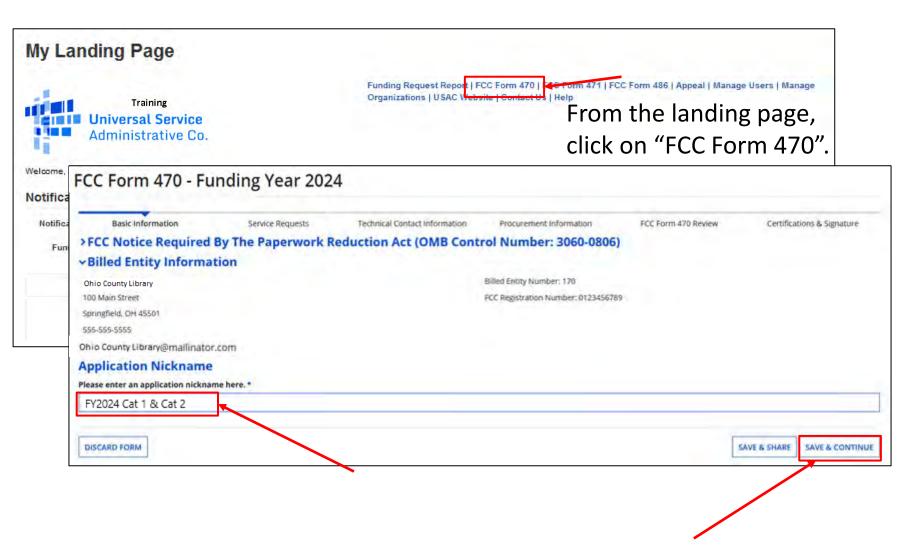
Form 470

- 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 in a previous year's Form 470.

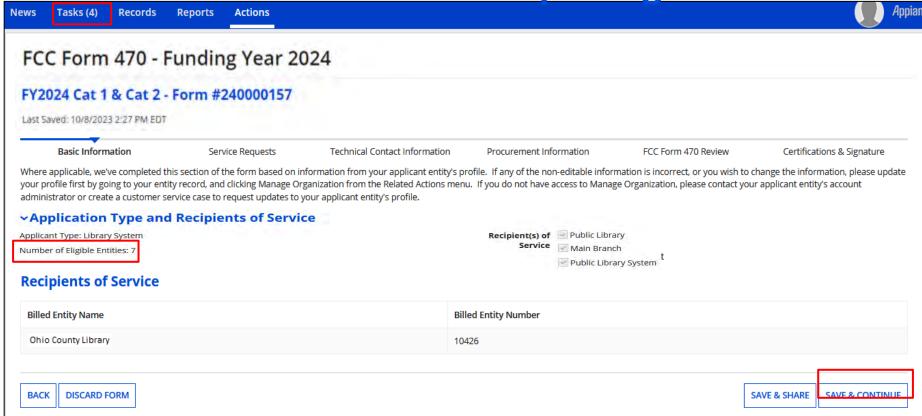 **Note: This applies only to the services you are receiving in a multi-year contract.**

  You must still file a 470 for everything else!

My Landing Page

Training
Universal Service
Administrative Co.

Welcome,

Notifica

Notifica

Fun

From the landing page, click on "FCC Form 470".

FCC Form 470 - Funding Year 2024

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

Ohio County Library   Billed Entity Number: 170

100 Main Street   FCC Registration Number: 0123456789

Springfield, OH 45501

555-555-5555

Ohio County Library@mailinator.com

Application Nickname

Please enter an application nickname here. *

FY2024 Cat 1 & Cat 2

DISCARD FORM   SAVE & SHARE   SAVE & CONTINUE

Enter Nickname (user defined) and click on "Save and Continue"

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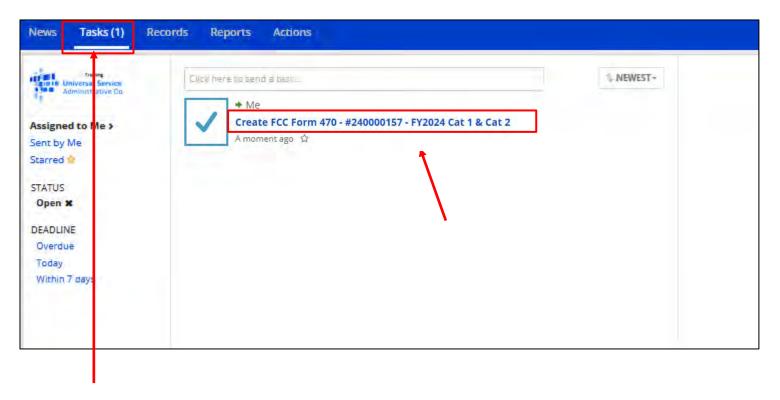# Completing the Form 470

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"

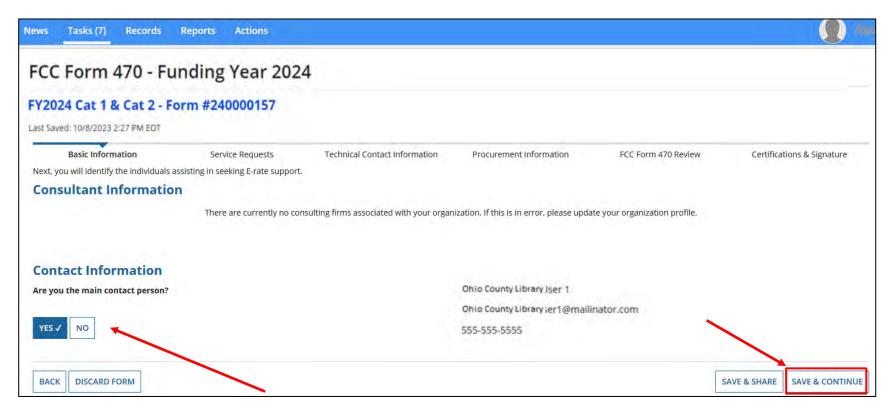If you start an application, and cannot complete it, go to "Tasks" located on the main menu bar, and click on form to complete.

Note: It will say "Create" instead of "Continue".

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

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

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:

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

Cat 2:

Item Description	Quantity	Unit Price	Total
Cisco Meraki MR42 Cloud Managed or Equivalent	207		
Cisco Meraki Enterprise Cloud Controller or Equivalent - Subscription license (5 years)	207		
Cisco Catalyst 3850-12XS-S or Equivalent	1		
Cisco Catalyst 3850-48F-S or Equivalent	6		
Cisco Catalyst 3850-24P-S or Equivalent	1		
Cisco Catalyst 2960X-48FPD-L or Equivalent	19		
Cisco Catalyst 2960X-24PD-L or Equivalent	1		
Cisco FlexStack-Plus Network stacking module or Equivalent	19		

Don't forget to add the "or equivalent"!

Choose RFP

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FY2024 Cat 1 & Cat 2 - Form #240000157

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| 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 Bandwidth Needs RFP
- ☑ Library Wireless Service RFP
- ☐ Library Hardware Needs RFP.docx

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.

If applicable, please select the RFP(s) that apply to all new category TWO services.

- ☐ Library Bandwidth Needs RFP
- ☐ Library Wireless Service RFP
- ☑ Library Hardware Needs RFP.docx

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 or Category 2 services.

If you answered "No" previously to RFP's, this screen would not display. ☺

Click on "Save & Continue"

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Adding Service Request

FCC Form 470 - Funding Year 2024

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Last Saved: 10/8/2023 2:27 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 2024

FY2024 Cat 1 & Cat 2 - Form #240000157

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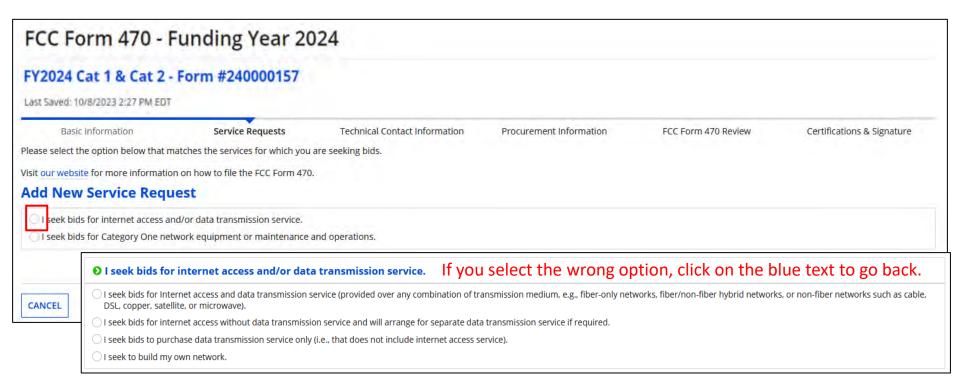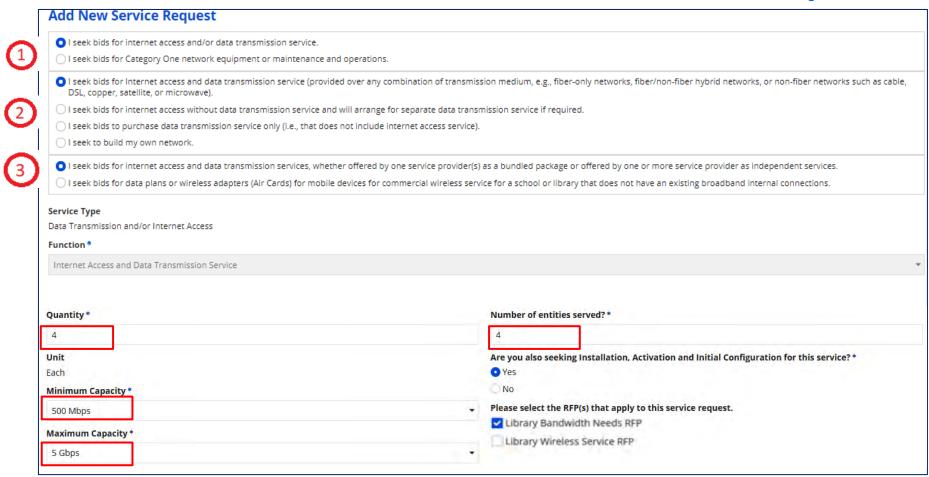| Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature

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.

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, 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.

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 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, 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 *
Internet Access and Data Transmission Service ▾

Quantity *
4

Number of entities served? *
4

Unit
Each

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

Minimum Capacity *
500 Mbps ▾

Please select the RFP(s) that apply to this service request.
☑ Library Bandwidth Needs RFP

Maximum Capacity *
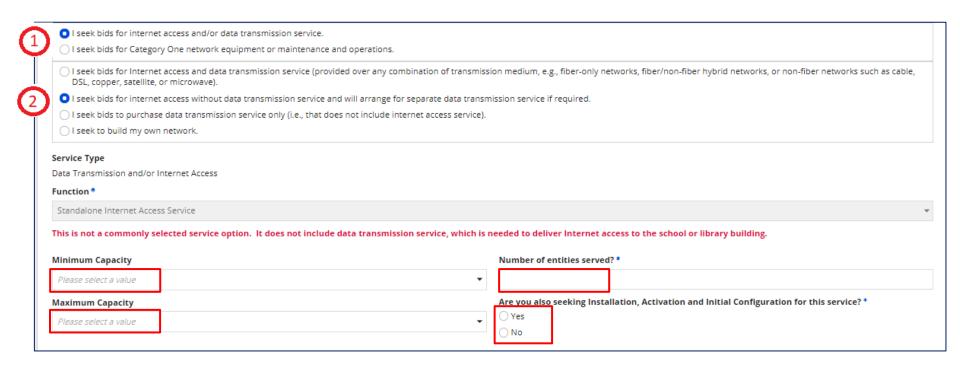5 Gbps ▾

☐ Library Wireless Service 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
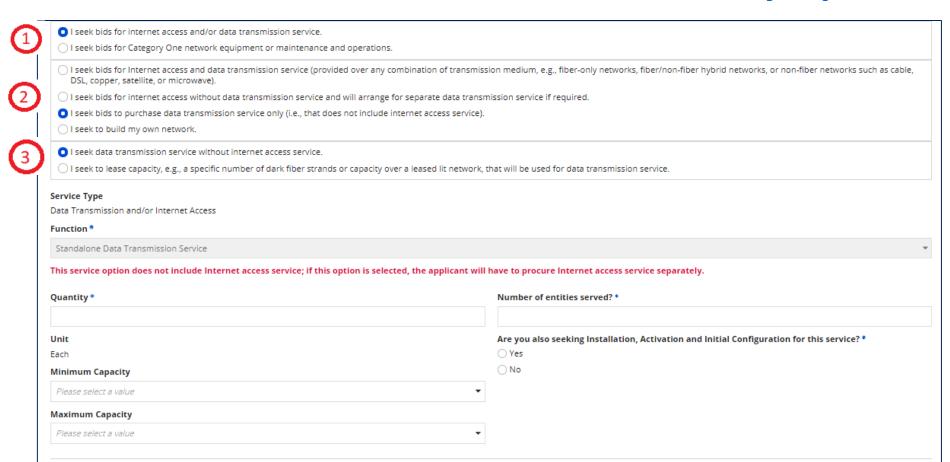installation. If not sure, just say "Yes". RFP should be checked if added.

Data Plan Options

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.

Internet Access 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.

○ 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.

Service Type
Data Transmission and/or Internet Access

Function *
Standalone Internet Access Service

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

Maximum Capacity
Please select a value

Number of entities served? *

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

Options for selecting just Internet Access when priced separately, such as when circuits between buildings are owned by the library system. Enter the number of entities and minimum and maximum capacity. Indicate if you want installation. Same applies, if not sure, just say "Yes".

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Bandwidth Only Options

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.

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Self Provisioned Network Options

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

○ 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.

○ 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.

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.

Category 1 Network Equipment 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 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 Network Equipment ▼

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 ▼

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.
  ● 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.
② ● 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

| Please select a value | ▾ |

Maximum Capacity

| Please select a value | ▾ |

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".
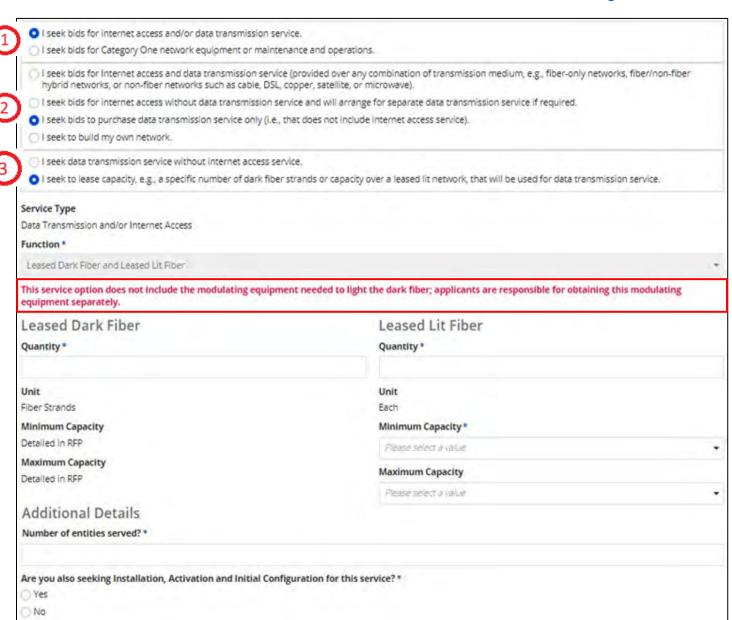
Internet Access and Bandwidth Request

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 *
4

Unit
Each

Minimum Capacity *
500 Mbps

Maximum Capacity *
5 Gbps

Number of entities served? *
4

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 Bandwidth Needs RFP
☐ Library Wireless Service 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.

Adding New Service Request

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| 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	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
☐	Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		100 Mbps	5 Gbps	4	4	Circuits	Yes	Library Bandwidth Needs RFP
☐	Data Transmission and/or Internet Access	Cellular Data Plan/Air Card Service		1 Gbps	5 Gbps	2	2	Lines	Yes	Library Wireless Service 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 & 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 100MB bandwidth to serve our 4 library branch locations. See attached RFP for full details.

We are also seeking 2 cellular hotspots to serve our bookmobile and library kiosk site. See attached RFP.

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".

If you selected Category 2 earlier, the Category 2 section will follow.

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Requesting Category 2 Services

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

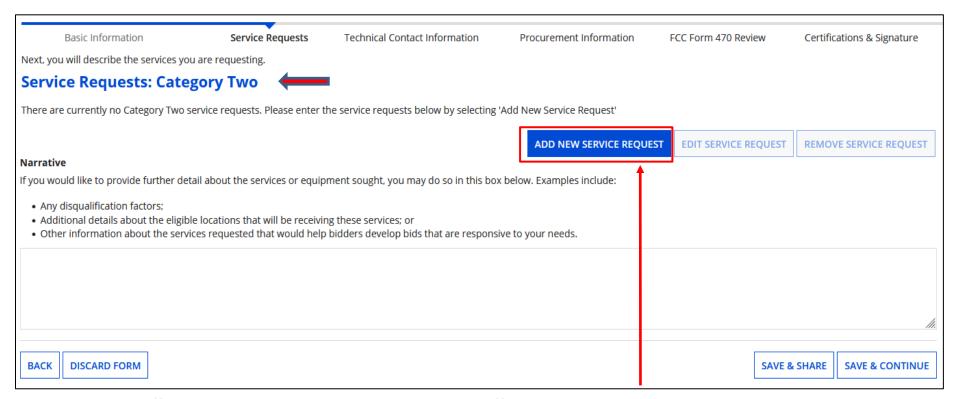Next, you will describe the services you are requesting.

Service Requests: Category Two ⬅

There are currently no Category Two 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]

Click on "Add New Service Request" to start.

Note: while E-Rate will only fund Category 2 requests for schools, you may include items on the 470 for bidding purposes that will go into a NIF .

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Requesting Category 2 Services

Next, you will describe the services you are requesting.

Add New Service Request

(1) ○ I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.

(2) ○ I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.

(3) ○ I seek bids for the operation, management, and monitoring of eligible broadband internal connections.

CANCEL

(1) Select this option if seeking Internal Connections equipment. This includes license.

(2) Select this option if seeking basic maintenance service of eligible equipment.

(3) Select this option if seeking Managed Internal Broadband Service (MIBS)

Add New Service Request

① **O I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.**

Service Type
Internal Connections

Function *

② Please select a value

Antennas, Connectors, and Related Components

Cabling

Caching and Necessary Software and Licenses

Firewall Service and Components and Necessary Software and Licenses

Racks

Router and Necessary Software and Licenses

Switches and Necessary Software and Licenses

Uninterruptable Power Supply/Battery Backup and Necessary Software and Licenses

Wireless Access Point and Necessary Software and Licenses

Wireless Controller and Necessary Software and Licenses
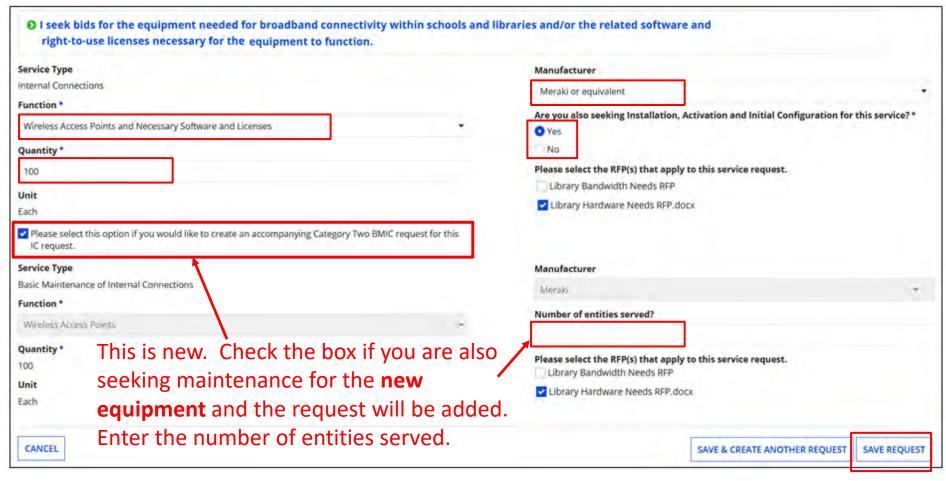
Select the first option to choose Internal Connections, and then click on the "Function" pull-down to choose a value.

"Software and Licenses" language is listed where applicable for hardware.
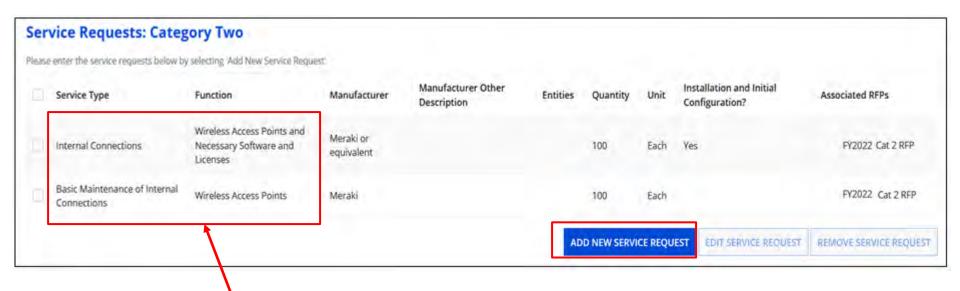
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> I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.

Service Type
Internal Connections

Function *
Wireless Access Points and Necessary Software and Licenses

Quantity *
100

Unit
Each

☑ Please select this option if you would like to create an accompanying Category Two BMIC request for this IC request.

Service Type
Basic Maintenance of Internal Connections

Function *
Wireless Access Points

Quantity *
100

Unit
Each

Manufacturer
Meraki or equivalent

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 Bandwidth Needs RFP
☑ Library Hardware Needs RFP.docx

Manufacturer
Meraki

Number of entities served?

Please select the RFP(s) that apply to this service request.
☐ Library Bandwidth Needs RFP
☑ Library Hardware Needs RFP.docx

This is new. Check the box if you are also seeking maintenance for the **new equipment** and the request will be added. Enter the number of entities served.

CANCEL | SAVE & CREATE ANOTHER REQUEST | SAVE REQUEST

After selecting "Function", enter quantity, select preferred Manufacturer, and select "Yes" if you are seeking Installation, Activation, and Configuration.

If also seeking Basic Maintenance for the hardware chosen, check the box and enter the number of entities it will serve. The "Function", "Quantity", and "Manufacturer" are provided for you.   Click on "**Save Request**"

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Adding Category 2 Services

Service Requests: Category Two

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

	Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
☐	Internal Connections	Wireless Access Points and Necessary Software and Licenses	Meraki or equivalent			100	Each	Yes	FY2022 Cat 2 RFP
☐	Basic Maintenance of Internal Connections	Wireless Access Points	Meraki			100	Each		FY2022 Cat 2 RFP

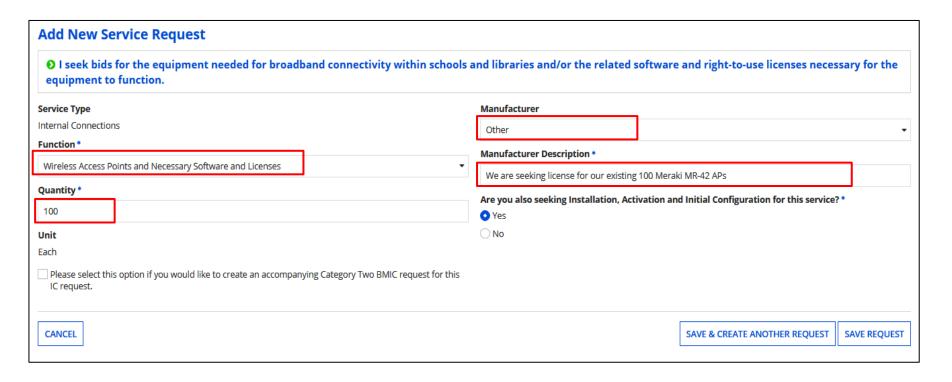ADD NEW SERVICE REQUEST   EDIT SERVICE REQUEST   REMOVE SERVICE REQUEST

Note: The Access Points are now listed under both IC and BMIC.

Click "Add New Service Request" to continue adding additional services. **Remember, if it's not on the 470, you cannot get it funded on the 471.**

You can also choose to "Edit" or "Remove" requests if needed by checking the box to the left of the item and then click "Edit Service Request" or "Remove Service Request".
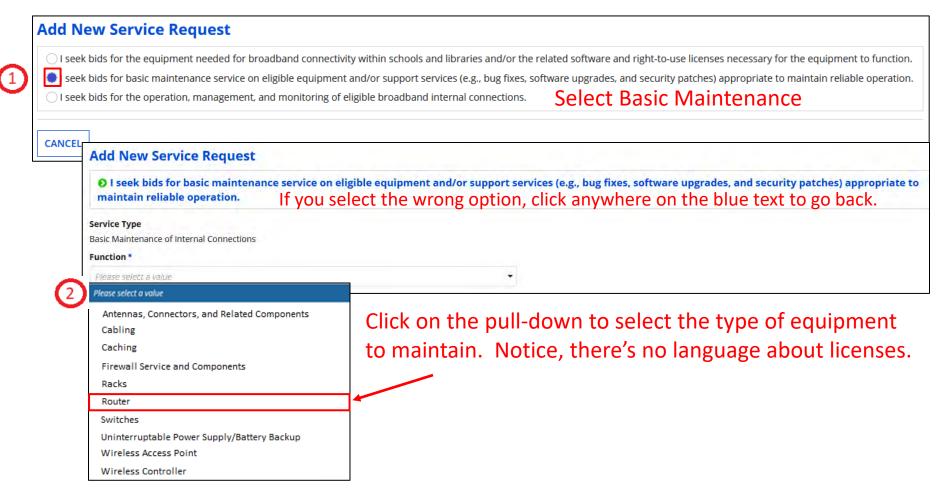
Add New Service Request

⊙ I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.

Service Type
Internal Connections

Function *
Wireless Access Points and Necessary Software and Licenses

Quantity *
100

Unit
Each

☐ Please select this option if you would like to create an accompanying Category Two BMIC request for this IC request.

Manufacturer
Other

Manufacturer Description *
We are seeking license for our existing 100 Meraki MR-42 APs

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

CANCEL   SAVE & CREATE ANOTHER REQUEST   SAVE REQUEST

If you already own the hardware but need to renew licenses, you may add them by choosing the "Function" the license is for. Under "Manufacturer" choose "Other" and describe. **If requesting license for existing hardware, it's o.k. to state model.**
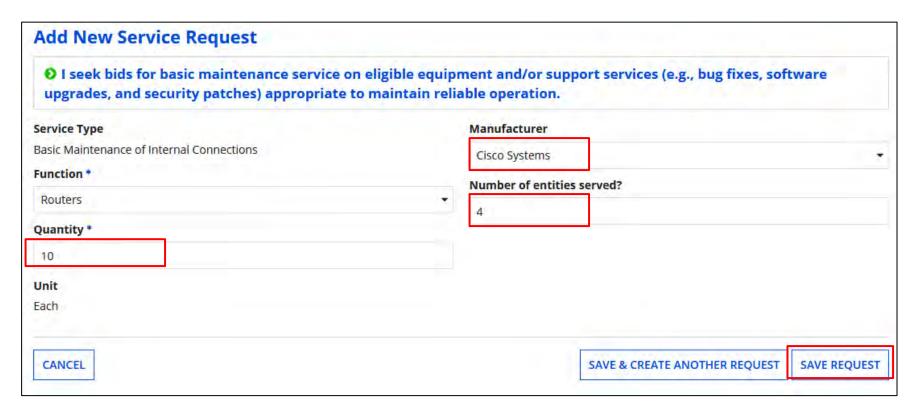
Enter "Quantity" and if you are seeking Installation. Click on "Add"

30

Adding Basic Maintenance for Existing Hardware

Add New Service Request

○ I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.

(1) ⦿ seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.

○ I seek bids for the operation, management, and monitoring of eligible broadband internal connections.

Select Basic Maintenance

CANCEL

Add New Service Request

❯ **I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.**

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

Service Type
Basic Maintenance of Internal Connections

Function *

Please select a value ▼

(2) Please select a value

Antennas, Connectors, and Related Components
Cabling
Caching
Firewall Service and Components
Racks
Router
Switches
Uninterruptable Power Supply/Battery Backup
Wireless Access Point
Wireless Controller

Click on the pull-down to select the type of equipment to maintain. Notice, there's no language about licenses.

Here you are only requesting maintenance, not the actual purchasing of the equipment.

Adding Basic Maintenance for Existing Hardware

Add New Service Request

⊙ I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.

Service Type

Basic Maintenance of Internal Connections

Function *

Routers

Quantity *

10

Unit

Each

Manufacturer

Cisco Systems

Number of entities served?

4

CANCEL   SAVE & CREATE ANOTHER REQUEST   SAVE REQUEST

Select manufacturer of hardware to be maintained, the quantity, and how many entities will be served.

Click on "Save Request"

Adding Category 2 BMIC Services

Add New Service Request

> I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.

Service Type
Basic Maintenance of Internal Connections

Manufacturer
Other

Function *
Wireless Access Points

Manufacturer Description *
Licenses for 100 Meraki MR-42 APs or equivalent

Quantity *
100

Number of entities served?
4

Unit
Each

CANCEL   SAVE & CREATE ANOTHER REQUEST   SAVE REQUEST

Because some licenses may also include maintenance, USAC suggests requesting licenses under BMIC as well as IC. **If adding license, follow the same process as under IC with description.**

Explain in the narrative that you are seeking license under both IC and BMIC because as it's unclear which Service Type they may fall under.

Adding Managed Internal Broadband Service (MIBS)

Add New Service Request

○ I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.

○ I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.

(1) ● I seek bids for the operation, management, and monitoring of eligible broadband internal connections.   Select this option for MIBS

CANCEL

❯ I seek bids for the operation, management, and monitoring of eligible broadband internal connections.

(2) ○ I seek bids for MIBS using equipment that I currently lease or will lease.

● I seek bids for MIBS using equipment that I currently own or will own.

Select whether you're requesting MIBS that includes lease equipment or for equipment currently or will be owned.

❯ I seek bids for MIBS using equipment that I currently own or will own.

(3) **Service Type**
Managed Internal Broadband Services

Function *
Existing Equipment ▾

Number of entities served? *

CANCEL   SAVE & CREATE ANOTHER REQUEST   SAVE REQUEST

For either option, enter the number of entities served and click on "Save Request".

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Adding Category 2 Services

Service Requests: Category Two

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

	Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
☐	Internal Connections	Wireless Access Points and Necessary Software and Licenses	Meraki or equivalent			100	Each	Yes	Hardware Upgrade RFP
☐	Basic Maintenance of Internal Connections	Wireless Access Points	Meraki		4	100	Each		Hardware Upgrade RFP
☐	Internal Connections	Switches and Necessary Software and Licenses	Cisco Systems or equivalent			10	Each	Yes	Hardware Upgrade RFP
☐	Basic Maintenance of Internal Connections	Wireless Access Points	Other	We are seeking licenses for existing Meraki MR-42 APs	4	100	Each		Hardware Upgrade RFP
☐	Managed Internal Broadband Services	Existing Equipment			4				List of Hardware to be maintained
☐	Internal Connections	Cabling	No Preference		4	10000	Feet	Yes	Hardware Upgrade RFP

6 items

[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.

We are seeking access points and network drops for each device. See the attached RFP document for a list of sites/addresses, floor plans of each building , and all bidding requirements.
If bidding on the cabling project, a site walk-through is required in order for your bid to be considered. Scheduled dates for walk-throughs can be found in the RFP.
The applicant reserves the right to reject bids that are received on or after the Allowable Contract Date shown on the Form 470.
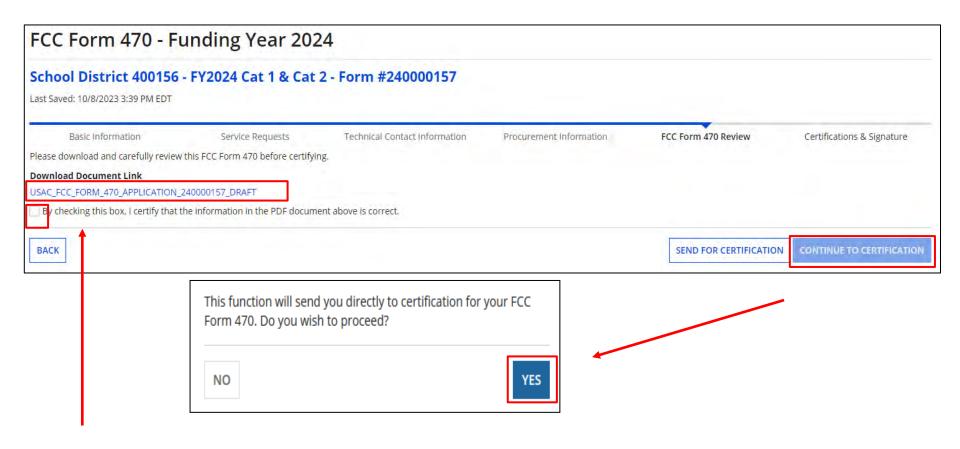All equipment shall be new and shall include manufacturer warranty (three year). If equipment is different from what is requested, documentation must be provided with the proposal demonstrating that the proposed equipment is equivalent or the proposal will not be considered.

BACK   DISCARD FORM   SAVE & SHARE   [SAVE & CONTINUE]

Make sure all items/services are listed and verify they are under the correct "Service Type". "Edit" or "Remove" requests if needed by clicking the box to the left of the item.

Add a narrative to provide detail. Click on "Save & Continue"

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Adding Technical Contact

FCC Form 470 - Funding Year 2024

FY2024 Cat 1 & Cat 2 - Form #240000157

Last Saved: 10/8/2023 2:27 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"

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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

- All hardware quoted must be compatible with existing infrastructure.
- Hardware quoted must be new with the manufacturer's warranty. Quotes for used equipment will not be considered.
- Vendor must have a SPIN at the time of awarding the contract.
- Cabling vendors must be bonded/insured.
- Vendor must ensure that all quoted prices will be honored at the time of purchase.
- All vendors must conduct a walk-through of each location if bidding on the cabling project, and all quotes must include all cabling material, necessary components, and installation costs to complete the project.
- Vendor must demonstrate they are a valid reseller of products quoted.
- 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.
- **The applicant reserves the right to reject bids that are received on or after 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/erate/e-rate-resources/.

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 2024

School District 400156 - FY2024 Cat 1 & Cat 2 - Form #240000157

Last Saved: 10/8/2023 3:39 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_240000157_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

School District 400156 - FY2024 Cat 1 & Cat 2 - Form #240000157

Last Saved: 10/8/2023 3:39 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 for at submitted will be carefully considered and the bid selected will be for the most cost-effective service or equi 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 funding year or the service delivery deadline for the associated funding request. I certify that I will retain all for, receipt of, and delivery or se

☑ I certify that I have reviewed all applicable FCC, state, and local procurement 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 held ci 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 prim for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. A promise of anything of value, other than services and equipment sought by means of this form, from the se services.

☑ I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ie 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 to 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.
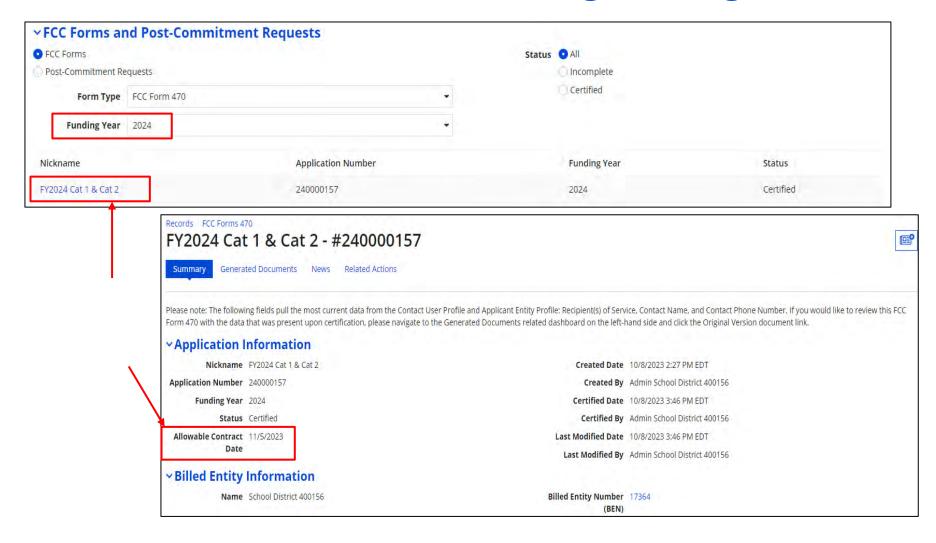
BACK

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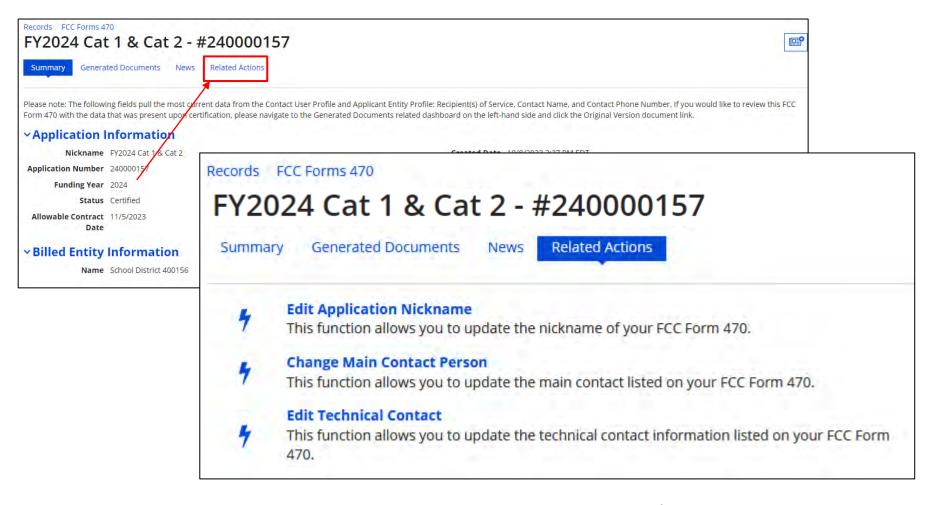
To find the Form 470, go to the bottom of the Landing Page, and search. Click on the Nickname to see a summary of the application. **This will also show you your "Allowable Contract Date". Contracts can be awarded on or after this date.**

Viewing/Editing Form 470

Records   FCC Forms 470
FY2024 Cat 1 & Cat 2 - #240000157

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   FY2024 Cat 1 & Cat 2
Application Number   240000157
Funding Year   2024
Status   Certified
Allowable Contract Date   11/5/2023

Created Date   10/8/2023 2:27 PM EDT

Billed Entity Information
Name   School District 400156

Records   FCC Forms 470

FY2024 Cat 1 & Cat 2 - #240000157

Summary   Generated Documents   News   Related Actions

Edit Application Nickname
This function allows you to update the nickname of your FCC Form 470.

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.

Click on "Related Actions" for a list options for corrections/changes.

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

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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 Evaluation Letter

Bid Matrix Evaluation

Category 2

Factor	Points Available	Company A	Company B	Company C
Price of the ELIGIBLE goods and services	50			
Equipment compatible with existing infrastructure	20			
All equipment quoted is new with min of 3-year hardware replacement warrant	10			
Cabling vendors is bonded/ insured	10			
Vendor is an authorized reseller	5			
Vendor will provide discounted billing	5			
Total	**100**			

Based on the above bid matrix criteria when comparing the quotes for **Insert Service Type**, we have chosen **Insert Company Name** as the service provider for our Internal Connections Category 2 request.

Name: _____

Signature: _____

Date: _____

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

That's the Form 470 in a nutshell!

Any questions?

Contact Information

E-Rate Support and Information

Lorrie Germann:
lorrie.germann@gmail.com

www.ohio-k12.help/erate

Office: 740-223-2420
Cell: 740-253-1153