



# The E-rate Program

## Program Overview and FCC Form 470 and Competitive Bidding Process



# Agenda

- General E-rate Overview
- Technology Plan Overview
- Requesting Service – FCC Form 470
- Competitive Bidding



# The E-rate Program

## General Overview



# E-rate in General

## E-rate Organization

- Federal Communications Commission (FCC), an independent U.S. government agency, established and oversees the E-rate program
- Universal Service Administrative Company (USAC), a not-for-profit, administers the E-rate program along with three other programs
- Schools and Libraries Division (SLD) is the part of USAC with responsibility for E-rate



# E-rate in General

## E-rate Overview

- The SLD makes discounts available to eligible schools for telecommunication services. The program is intended to ensure that schools have access to affordable telecommunications and information services
- Discounts provided for support depend upon the degree of impoverishment as determined by the level of student participation in the National School Lunch Program, (NSLP) as well as the urban/rural status of the population served by the school
- Discounts range from 20% to 90% off of the costs of eligible services

More info @ <http://www.usac.org/sl/about/overview-program.aspx>



# E-rate in General

## E-rate Discount Matrix

<b>INCOME</b> <i>% of students eligible for NSLP</i>	<b>URBAN LOCATION</b> <i>Discount</i>	<b>RURAL LOCATION</b> <i>Discount</i>
If the % eligible is...	...and you're in an URBAN area, your discount will be...	...and you're in a RURAL area, your discount will be...
Less than 1%	20%	25%
1% to 19%	40%	50%
20% to 34%	50%	60%
35% to 49%	60%	70%
50% to 74%	80%	80%
75% to 100%	90%	90%

More info @ <http://www.usac.org/sl/applicants/step05/>



## E-rate Eligibility

- Who is eligible for E-rate funding?
  - ❖ Schools and school districts
    - Non-traditional facilities (conditionally by state) –Juvenile Detention Centers and Stand-Alone Dormitories can be recognized as an educational facility based upon the definition of the NCLB Act and state accreditation
  - ❖ Libraries and library systems
  - ❖ Consortia – groups of eligible entities that band together to aggregate demand and negotiate lower prices
    - The BIE Circuit Consortium

More info @ <http://www.usac.org/sl/applicants/step01/>



# E-rate in General

## Funding is requested under four categories broken up into two service types: Priority One and Priority Two

- **Priority One (Receives first priority for funding)**
  - ❖ **Telecommunications Services** (local and long distance phone service as well as cell phone service)
  - ❖ **Internet access** (Basic access to internet, data plan for smart phones)
  
- **Priority Two (Receives second priority for funding)**
  - ❖ **Internal Connections** (New cabling / equipment such as routers, PBX, etc.)
    - Only able to receive reimbursement in 2 of every 5 funding years
  - ❖ **Basic Maintenance of Internal Connections** (Maintenance of existing equipment)
    - Can be applied for each year



# E-rate in General

## Priority 1 Services

First Priority for Funding (Priority 1 Services)	
<b>Telecommunications Services</b>	These are services that are used to communicate information electronically between sites. The services must be provided by a telecommunications carrier - i.e., an organization recognized by the FCC as providing telecommunications services on a common carrier basis. Examples of telecommunications services include basic telephone service and digital transmission services such as T-1 lines.
<b>Internet Access</b>	"Basic conduit access" to the Internet including e-mail is eligible for discount and can be provided by a telecommunications carrier or any commercial organization.

In addition, the FCC has determined that a voice mail service can receive support in the telecommunications or Internet access category and voice mail products can receive support as internal connections.

**More info** @ <http://www.usac.org/sl/applicants/step06/eligible-services-framework.aspx>



# E-rate in General

## Priority 2 Services

<b>Second Priority for Funding (Priority 2 Services)</b>	
<b>Internal Connections</b>	Internal connections consist of the wiring and components that expand data access within a school or library such as to individual classrooms within a school. Internal connections can be provided by any commercial organization.
<b>Basic Maintenance</b>	Basic maintenance of internal connections consists of services "necessary to enable the continued operation of the eligible equipment." It includes: repair and upkeep of eligible hardware, wire and cable maintenance, basic technical support, and configuration changes.

In addition, the FCC has determined that a voice mail service can receive support in the telecommunications or Internet access category and voice mail products can receive support as internal connections.

**More info** @ <http://www.usac.org/sl/applicants/step06/eligible-services-framework.aspx>



# E-rate in General

## E-rate Forms

### ➤ How do I file a program form for E-rate?

❖ In general, you have three options:

- File online, certify on paper
- File online, certify online
- File on paper, certify on paper

### ➤ Two versions of each online form: standard and interview

### ➤ The Required Forms page has detailed form instructions

**\*Note\*** USAC encourages you to file online, because online filing speeds processing and reduces errors

More info @ <http://www.usac.org/sl/tools/required-forms.aspx>



## E-rate Form Letters

➤ Each time you file a program form, USAC sends you a letter

❖ Letters are color-coded by funding year

▪ 2011

▪ 2012

▪ 2013

Blue

Canary

Pink

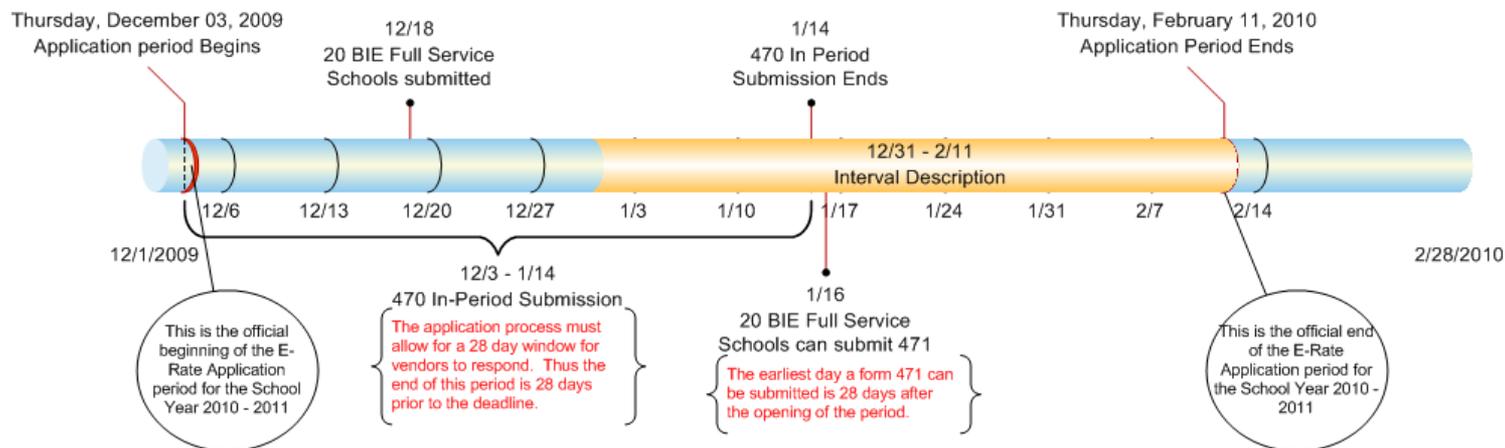
**\*Note\*** When storing documents, USAC encourages you to separate your program forms & letters by funding year to better organize them (All documents must be kept for 5 years minimum)



# E-rate in General

## E-rate Timeline

- USAC refers to commitments by funding year--the year in which most services will begin
  - ❖ E.g., FY2010 is July 1, 2010 – June 30, 2011, and was also known as E-rate Year 13
  - ❖ We are in E-rate year 14 now (1 July 2011 – 30 June 2012)





# E-rate Planning Process

- Technology Planning (Written prior to Form 470)
- FCC Form 470 (Application for services – Earlier is best)
- Competitive Bidding (at least 28 days)
- FCC Form 471 (Have your Tech plan submitted)
- Application Review & FCDL (Funding Commitment Decision Letter)
- FCC Form 486 (Get your tech plan Approved) (120 days from your FCDL to complete the 486 to begin the invoicing process)
- FCC Forms 472 (BEAR) & 474 (SPI) (reimbursement or upfront discount)
- Upkeep
- E-rate Team will be offering training on the other forms throughout the year

More info @ <http://www.usac.org/sl/about/overview-process.aspx>



# E-rate Planning Process



More info @ <http://www.usac.org/sl/about/overview-process.aspx>



# The E-rate Program

## Technology Plan



# Technology Planning

## Technology Plan Elements

- A technology plan must contain the following elements:
  - ❖ Goals and strategies for using technology to improve education or library services
  - ❖ Needs assessment (Inventory, Network Diagram, list of what the school needs—both E-rate and not E-rate eligible)
  - ❖ Staff training (professional development in using technology for learning outcomes)
  - ❖ Evaluation plan (plan should be evaluated quarterly and updated electronically – living plan)

**\*Note\*** Starting with FY2011 (E-rate Year 14), if you are only requesting P1 services, a technology plan is not required, but it is recommended

More info @ <http://www.usac.org/sl/applicants/step02/>



# Technology Planning

## Technology Plan Process – in Brief

- Your technology plan must be approved by a USAC-certified Technology Plan Approver (TPA) on or before the date when you begin receiving services or at the time you file the FCC Form 486 - whichever date is earlier
- The SLD expects all BIE (including tribal, contract and grant) schools to file their technology plans using BIE as the TPA
- Templates for the technology Plan are available from the E-rate Team via email – [erate@bia.gov](mailto:erate@bia.gov)
- Plans must be written before submitting for P2 services

More info @ <http://www.usac.org/sl/applicants/step02/>



# Technology Planning

## Technology Plan Process – in Brief

- For Tribal/Grant schools, plans are submitted to the E-rate Team in .RTF or .DOC format prior to the school submitting its Form 471 (form selecting the vendors)
- Plans are reviewed by committee and approval is recommended (or not) to the BIE for signature
- **BIE Operated Schools fall under the control of the BIE Master Technology Plan, but must submit a detailed needs assessment each year they file for P2 services**
- The E-rate Team can provide assistance and training

More info @ <http://www.usac.org/sl/applicants/step02/>



# The E-rate Program

## Requesting Service (FCC Form 470)



# Requesting Service (FCC Form 470)

## FCC Form 470 Purpose

- Used to identify and describe desired categories of service (P1 or P2) and function of the services (must be included in technology plan)
- Notifies potential bidders of the types and quantities of services that you need
- Describes scope of your needs
- Form 470 opens a competitive bidding process or requests for discounts on non-contractual services
- Form 470 and competitive bidding process are linked directly to the Form 471 filing process



# Requesting Service (FCC Form 470)

## Acronyms

- **Billed Entity Number (BEN):** an identification number assigned by USAC to each school or library building
- **Personal Identification Number (PIN):** a code assigned by USAC to applicants for use in certifying program forms online and is equivalent to a hand written signature (electronic signature)
  - ❖ USAC issues a PIN to every new authorized person filing a paper FCC Form 470, 471,472 or 486. PINs are mailed to the physical address in a secure mailing envelope
  - ❖ School can also change PIN user or request new PIN from the SLD. PIN's cannot be transferred from one person to another
  - ❖ A person may only have one PIN assigned to them. If lost or misplaced, the old PIN must be disabled before a new PIN is issued
  - ❖ See [www.usac.org/sl/tools/search-tools/applicant-pin-faqs.aspx](http://www.usac.org/sl/tools/search-tools/applicant-pin-faqs.aspx)



# Requesting Service (FCC Form 470)

## Acronyms

- Service Provider Identification Number (**SPIN**) - an identification number assigned by USAC to each vendor supporting E-rate
- Request for Proposals (**RFP**): a bidding document (not required by E-rate) that provides detailed information about your services, locations, bid submission requirements, etc.
  - ❖ Not required by the BIE or for single applicant filing
  - ❖ Also known as Invitation for Bids (**IFB**)



# Requesting Service (FCC Form 470)

## Acronyms

- Form 470 Receipt Notification Letter (RNL): a letter issued by USAC to the applicant that summarizes the information provided in the FCC Form 470
- Allowable Vendor Contract Date (ACD): the date 28 days after the FCC Form 470 is posted to the USAC website after which a vendor can be selected (can cause loss of funding if not followed)
- National Center for Education Statistics (NCES) – each school must have an NCES number (available at <http://nces.ed.gov/>)
- FCC Registration Number – each school must have a one to apply for FCC funds ( available at <http://www.fcc.gov/> and the E-rate Team has many of them)



# Requesting Service (FCC Form 470)

## Filing Tips – prepare in advance

- Review FCC Form 470 and FCC Form 471 to understand what actions you must undertake – for example:
  - ❖ Determine actions that may be required or documents to review before you file (e.g., board approvals, technology plan approvals, procurement requirements) and allow enough time to complete them
    - Writing or updating your technology plan (make this a living document)
  - ❖ Ensuring CIPA compliance (Child Internet Protection Act)
  - ❖ Running an open and fair competitive bidding process and evaluating bids
  - ❖ Negotiating a contract for services other than those provided under tariff or a month-to-month arrangement



# Requesting Service (FCC Form 470)

## Filing Tips – prepare in advance

- Locate or request information you will need (e.g., entity numbers for new entities, NCES, BEN, FCC Registration Numbers)
- Obtain copies of BIE or SLD Bid Assessment Worksheet and understand how to use it
- Gather the documentation necessary to complete forms (e.g., copies of contracts, tech plan approval letters)



# Requesting Service (FCC Form 470)

## Filing Tips – prepare in advance

- Review the SLD Website and discover what you might not know ([www.usac.org/sl](http://www.usac.org/sl))



### About the Schools and Libraries Program:

- Overview of the Program
- Overview of the Process
- Outreach and Training
- HATS Outreach
- Filing Appeals
- Understanding Audits



# Requesting Service (FCC Form 470)

## Filing Tips – prepare in advance

- Often, it is easier to use a paper Form 470 to put together a draft – Go to the USAC website Applicant Forms page to download the Form 470

- Always file online

The screenshot shows the USAC website interface. The main navigation bar includes 'Home', 'Need Help?', and a search bar. Below the navigation is the USAC logo and tagline 'Helping Keep Americans Connected'. The main content area is divided into sections: 'Schools and Libraries' (with sub-sections for 'Schools and Library Applicants' and 'Service Providers'), 'About the Schools and Libraries Program', 'Required Forms', 'Applicant Forms', and 'Schools and Libraries Tools'. The 'Required Forms' section is highlighted with a red box, and a red arrow points to the 'Form 470' link. The 'Form 470' link is also highlighted with a red box. The 'Form 470' link is described as 'Description of Services Requested and Certification' with an estimated average burden of 4 hours. The 'Form 471' link is described as 'Service Ordered and Certification' with an estimated average burden of 4 hours. The 'Form 470' link is also highlighted with a red box.



# Requesting Service (FCC Form 470)

## Filing Tips – How the E-rate Team prepares in advance

- All BIE Operated Schools and Schools using a BIE provided circuit are part of the BIE Consortium
  - ❖ Therefore, the E-rate Team must collect the following from you:
    - **Letter of Agency** from each member showing authorization to perform actions on the member's behalf
    - **Form 479** to provide information on compliance with the Children's Internet Protection Act
      - » All schools must have a copy of the BIE CIPA Policy or write their own if using separate network
    - **School NSLP** (Free and reduced Lunch Counts or provisional letter from the state)
      - » Required from BIE and Contract/Grant Schools



# The E-rate Program

## How to File Online (FCC Form 470)



# Requesting Service (FCC Form 470)

## Filing Tips – Before You Begin

- Use **Internet Explorer 6.0 and above**. Other browsers may cause errors
- Do not use the 'Back' and 'Forward' buttons on your browser or the 'Enter' key to move through the forms
- Clear your Internet cache and your temporary Internet files before you begin. If you will be submitting multiple forms, clear your Internet cache after each form
- Turn off your pop-up blocker or set your browser to allow pop-ups in order to receive valuable warnings and error messages



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

### ➤ Video Review

The screenshot shows a YouTube video player with the following details:

- Video Title:** Form 470: How to File
- Channel:** USACoutreach (24 videos)
- Video Content:** A screenshot of the USAC (Universal Service Administrative Company) website. The website header includes the USAC logo and the text "USAC administers the Universal Service Fund providing communities across America with affordable telecommunications services." Below the header, there are several sections: "Fund Administration" (explaining the fund's maintenance), "High Cost" (support for rural areas), "Rural Health Care" (support for rural health care providers), "Low Income" (support for low-income households), and "Schools and Libraries" (support for schools and libraries). The video player interface includes a search bar, a play button, a progress bar (00:01 / 10:00), and a share link: <http://youtu.be/2GgLIwPOoms>.



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- Go to the SLD homepage and click the **Apply Online** link

The screenshot shows the USAC website interface. The top navigation bar includes 'Home', 'Need Help?', and 'Search'. Below this is a banner with the USAC logo and the tagline 'Helping Keep Americans Connected'. The main content area is divided into three columns: 'Schools and Libraries', 'Applicants', and 'Service Providers'. The 'Schools and Libraries' column has a sub-menu with 'Apply Online' highlighted. A red arrow points from this 'Apply Online' link to the 'Apply Online' link in the 'Schools and Libraries Tools' list on the right.

### Schools and Libraries Tools:

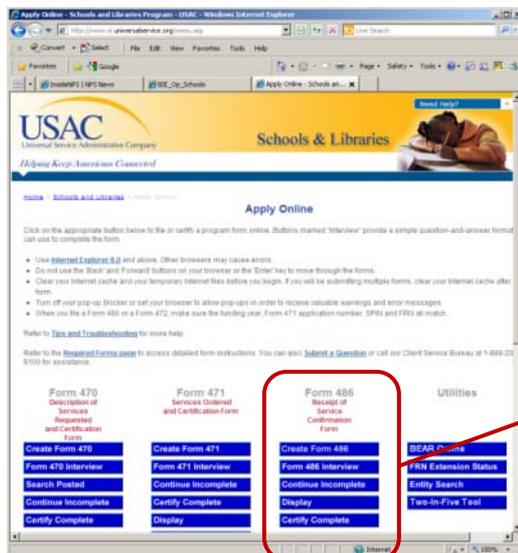
- **Apply Online**
- Commitments
- Submit a Question
- Latest News
- Calendar/Reminders
- Required Forms
- Reference Area
- Search Tools
- Changes and Corrections
- Suspensions and Debarments
- Contact Us



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- On the Apply Online page, click the **Create Form 470** button



**Form 470**  
Description of  
Services  
Requested  
and Certification  
Form

**Create Form 470**

**Form 470 Interview**

**Search Posted**

**Continue Incomplete**

**Certify Complete**



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

➤ Enter your Billed Entity Number, (BEN)

❖ Click Next

SLD Home Site Map Search Site Contact SLD

Schools and Libraries Service Program  
Description of Services Requested and Certification Form  
New Form 470 Application

Be sure to review the Form 470 instructions, available in the Applying for Discounts Step-by-Step Section of the SLD Web Site (<http://www.sliservice.org/reference/442470guide.asp>). And remember, if you need additional help while you are filing your Form 470 online, click on the "Help" button in the upper right hand corner of each screen.

Attention MAC Users! If you are using Internet Explorer to access the online forms, you may have to double click the navigation buttons.

Enter Zip Code or Entity Number and Click Next:

Zip Code:

OR

Entity Number:

<< Previous Next >>

Questions about the SLD Program? Call our Client Service Bureau at (800) 233-8100.

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Enter Zip Code or Entity Number and Click Next:

Zip Code:

OR

Entity Number:

<< Previous Next >>



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- You are presented with one choice (hopefully)
  - ❖ Validate the choice
  - ❖ **Hit next**

SLD Home | Site Map | Search Site | Contact SLD

Select your school or library for  
Billed Entity: 66491

**If after careful review, your entity is not found, please contact the SLD Client Service Bureau at 1-888-203-8100 for assistance.**

Entity Number	Name	Street Address
<input checked="" type="radio"/> 66491	AMERICAN HORSE SCHOOL	P.O. BOX 660, 500 MAIN STREET,

<< Previous | Next >>

Questions about the SLD Program? Call our Client Service Bureau at (888) 203-8100.

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# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- Popup Messenger Bar asks you to verify Block 1 (Items 1 and 4a)
- Click OK if correct
- Call Client Services Bureau at (1-888-203-8100) if not correct

The screenshot shows the FCC Form 470 application form. A red box highlights a popup message bar that reads: "Please verify the information in Block 1, Items 1 and 4a - (2) are correct. If the information is incorrect, you cannot file a Form 470 at this time. Please call the Indian and Alaska Client Services Bureau at 1-888-203-8100 to correct your information. After your information has been corrected, you will need to create your Form 470." The popup has an "OK" button.

### Block 1: Applicant Address and Identifications

This detailed view shows the following fields for Block 1: Applicant Address and Identifications:

- 1. Name of Applicant (30 characters max.):** AMERICAN HORSE SCHOOL
- 2. Funding Year:** - Select Funding Year -
- 3a. Your Entity Number (up to 10 digits):** 66491
- 4a. Applicant's Street Address, P.O.Box, or Route Number:** P.O. BOX 660, 500 MAIN STREET
- City:** ALLEN
- State:** SD
- Zip Code:** 57714 - 0660



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- Block 1 will be the first screen – work your way through
  - ❖ Applicant's Form ID

**Applicant's Form Identifier:**  
Create your own code to identify THIS Form 470)  
Yr15Both

**Form 470 Application #:**  
(To be assigned by Fund Administrator)

**Block 1: Applicant Address and Identifications**

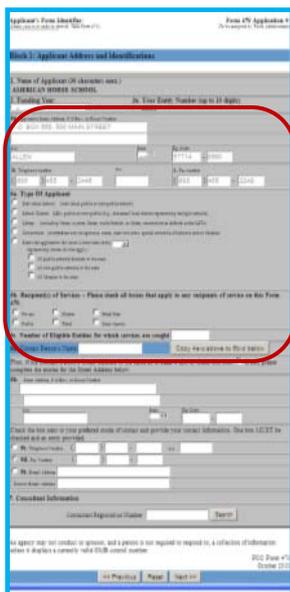


# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

➤ Block 1 will be the first screen – work your way through

❖ Items 1 through 5c



1. Name of Applicant (30 characters max.) AMERICAN HORSE SCHOOL		
2. Funding Year: FY 2012: July 01, 2012 through June 30, 2013		3a. Your Entity Number (up to 10 digits) 66491
4a. Applicant's Street Address, P.O. Box, or Route Number P.O. BOX 660, 500 MAIN STREET		
City ALLEN	State SD	Zip Code 57714 - 0660
b. Telephone number (605) 455 - 2446	ext. 	c. Fax number (605) 455 - 2249
5a. Type Of Applicant		
<input checked="" type="radio"/> Individual School (individual public or non-public school)		
<input type="radio"/> School District (LEA; public or non-public [e.g., diocesan] local district representing multiple schools)		
<input type="radio"/> Library (including library system, library outlet/branch, or library consortium as defined under LSTA)		
<input type="radio"/> Consortium (intermediate service agencies, states, state networks, special consortia of schools and/or libraries)		
<input type="radio"/> Statewide application for (enter 2-letter state code) [dropdown] representing (check all that apply):		
<input type="checkbox"/> All public schools/districts in the state		
<input type="checkbox"/> All non-public schools in the state		
<input type="checkbox"/> All libraries in the state		
5b. Recipient(s) of Services – Please check all boxes that apply to any recipients of service on this Form 470.		
<input type="checkbox"/> Private		
<input type="checkbox"/> Charter		
<input type="checkbox"/> Head Start		
<input type="checkbox"/> Public		
<input checked="" type="checkbox"/> Tribal		
<input type="checkbox"/> State Agency		
5c. Number of Eligible Entities for which services are sought: 1		



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- Block 1 will be the first screen – work your way through
  - ❖ Items 6a through 7
  - ❖ Click Next

6a. Contact Person's Name

First, if the Contact Person's Street Address is the same as in **Item 4** above, check this box.  If not, please complete the entries for the Street Address below.

6b. Street Address, P.O. Box, or Route Number  
  
  
City:  State:  Zip Code:  -

Check the box next to your preferred mode of contact and provide your contact information. One box **MUST** be checked and an entry provided.

6c. Telephone Number (  )  -  ext.

6d. Fax Number (  )  -

6e. E-mail Address   
Reenter E-mail Address

7. Consultant Information  
 Consultant Registration Number:

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.

FCC Form 470  
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# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- Verification Screen will ask you to record your Form 470 Application Number (Print screen or copy this number)

❖ Click Next

HOME | CANCEL | HELP

*FCC Form 470*  
Universal Service Program Description of Services Requested and Certification Form

SLD

Entity Number: 66491      Applicant's Form Identifier: P1Yr15  
Contact Person: First Last      Phone Number: (605) 455-2446

Please Record This Form 470 Application Number For Future Reference:  
This Number Must Be Used To Complete Your Application,  
If You Leave This Process Before The Application Is Completed.

Form 470 Application#: **81540000936868**

Next >>



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- Select your services screen
  - ❖ Example selects all service types
  - ❖ Click Next

HOME | CANCEL | HELP

*FCC Form 470*  
Universal Service Program Description of Services Requested and Certification Form

SLD

Approval by OMB  
3060-0806

**Entity Number: 66491**  
**Contact Person: First Last**

**Applicant's Form Identifier: P1Yr15**  
**Phone Number: (605) 455-2446**

What kinds of service are you seeking on this Form 470? Please select all that apply. For help, you may refer to the Eligible Services List at <http://www.usac.org/sl/tools/eligible-services-list.aspx> for examples.

- Telecommunications Service
- Internet Access
- Internal Connections
- Basic Maintenance of Internal Connections

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Next >>



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- Block 2 Services – **Imposing Restrictions on eligible Services**
  - ❖ Applicants may require service providers to provide services that are compatible with one kind of system over another (e.g., Cisco compatible).
  - ❖ Applicants cannot solely state make and model on FCC Form 470 or RFP, but may state **equivalent make & model** (e.g., “IBM router 628 or similar functionality” or “Model xyz or equivalent”)
  - ❖ Applicants should avoid using specific manufacturer’s name to request a service (e.g., **Don’t use Kleenex**, use **tissue** instead)



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

### ➤ Block 2 Services (8 – Telecom)

#### ❖ Telecommunications

- enter all telecom info here

#### ❖ State New Service vs. Existing Service

- New Cell Phone Service

» i.e., 8 phones @ 500-700 minutes

#### ❖ Click Next

**Block 2: Summary Description of Needs or Services Requested**

What kinds of services are you seeking for Telecommunications Services? (Refer to the Eligible Services List at [www.eligibleservice.org](http://www.eligibleservice.org) for examples). Please answer the questions below if you select this category.

**8. Telecommunications Services**

Do you have a Request for Proposal (RFP) that specifies the services you are seeking? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have an RFP, you risk denial of your funding requests.

a  YES, I have released or intend to release an RFP for these services. It is available or will become available on the Internet at: \_\_\_\_\_  
or via (check one)  the Contact Person in Item 6 or  the technical contact listed in Item 12

Your RFP Identifier: \_\_\_\_\_

b  NO, I have not released and do not intend to release an RFP for these services.

Whether you check YES or NO, you must list below the Telecommunications Services you seek. Specify each service or function (e.g., local voice service) and quantity and/or capacity (e.g., 20 existing lines plus 10 new ones). See the Eligible Services List at [www.eligibleservice.org](http://www.eligibleservice.org) for examples of eligible Telecommunications services. Remember that only eligible telecommunications providers can provide these services under the universal service support mechanism. Attach additional lines if needed.

Service:	Quantity and/or Capacity:
Existing Local and Long Distance Service	21 Lines, 40 Extensions
Existing Cellular Phone Service	8 Cell Phones
Existing Integrated VoIP Data Line	For VoIP Telephone System

FCC Form 470  
October 2010

<< Previous   Reset   Enter More Services   Next >>

Service	Quantity and/or Capacity
Existing Cellular Phone Service	8 Cell Phones
Existing Local and Long Distance Service	21 Lines, 40 Extensions
Existing Integrated VoIP Data Line	For VoIP Telephone System



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

### ➤ Block 2 Services (9 – Internet Access)

#### ❖ Internet Access

- all internet access info here

#### ❖ State New Service vs. Existing Service

- New Cell Phone Service Data Plan

» Number of Phones (8 phones)

#### ❖ Click Next

**Block 2: Summary Description of Needs or Services Requested**

What kinds of services are you seeking for Internet Access? (Refer to the Eligible Services List at [www.si.universalservice.org](http://www.si.universalservice.org) for examples). Please answer the questions below if you select this category.

**9. Internet Access**

Do you have a Request for Proposal (RFP) that specifies the services you are seeking? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have an RFP, you risk denial of your funding requests.

YES. I have released or intend to release an RFP for these services. It is available or will become available on the Internet at: \_\_\_\_\_

or via (check one)  the Contact Person in Item 6 or  the technical contact listed in Item 12

Your RFP Identifier: \_\_\_\_\_

NO. I have not released and do not intend to release an RFP for these services.

Whether you check YES or NO, you must list below the Internet Access Services you seek. Specify each service or function (e.g., monthly Internet service) and quantity and/or capacity (e.g., for 500 users). See the Eligible Services List at [www.si.universalservice.org](http://www.si.universalservice.org) for examples of eligible Internet Access services. Attach additional lines if needed.

Service or Function:	Quantity and/or Capacity:
Existing Cellular Phone Internet Services	8 Cell Phones
Existing USB Port Internet Card Service	2 Cards for Laptops on Travel
Existing Web Hosting Service	For School Website - Public Viewing
Existing Email Hosting	For 75 school staff and 250 students
Existing Internet Connection	Supporting School Internet Connectivity

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Service	Quantity and/or Capacity
Existing Cellular Phone Internet Services	8 Cell Phones
Existing USB Port Internet Card Service	2 Cards for Laptops on Travel
Existing Web Hosting Service	For School Website - Public Viewing
Existing Email Hosting	For 75 school staff and 250 students
Existing Internet Connection	Supporting School Internet Connectivity



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

### ➤ Block 2 Services (10 – Internal Connections)

❖ Remember – Equipment must be in Tech

Plan if non- BIE and in Needs Assessment

if BIE

❖ Do not use Make and Model

❖ (2 and 5 Rule)

Service	Quantity and/or Capacity
7. Include on proposal - separate travel, per diem, price and labor per item, taxes per item	Supports new project
8. Proposals must include detailed breakdown	See Block 13 for Proposal Requirements
1. 3 X 48 Port Stackable Switch; must be PoE -10/100/1000	Cisco or Equivalent
2. 1 x Network Server Stackable (DNS and DHCP)	Windows Server 2008 or Equivalent
3. Battery Backup devices for equipment	Supports new equipment
4. 500 feet fiber (200 feet must be trenched)	Supports connectivity of two buildings
5. 120 Cat 6 or better data drops	Supports new building and switches
6. Include ancillary equipment for switches (transceivers, patch cables, fiber connectivity, etc)	Supports new project

**Block 2: Summary Description of Needs or Services Requested**

What kinds of services are you seeking for Internal Connections other than Basic Maintenance? (Refer to the Eligible Services List at [www.sluniversalservice.org](http://www.sluniversalservice.org) for examples). Please answer the questions below if you select this category.

**10 Internal Connections Other than Basic Maintenance**

Do you have a Request for Proposal (RFP) that specifies the services you are seeking? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have an RFP, you risk denial of your funding requests.

YES, I have released or intend to release an RFP for these services. It is available or will become available on the Internet at: \_\_\_\_\_

or via (check one)  the Contact Person in Item 6 or  the technical contact listed in Item 12

Your RFP Identifier: \_\_\_\_\_

NO, I have not released and do not intend to release an RFP for these services.

Whether you check YES or NO, you must list below the Internal Connections Services you seek. Specify each service or function (e.g., a router, hub and cabling) and quantity and/or capacity (e.g., connecting 1 classroom of 30 students). See the Eligible Services List at [www.sluniversalservice.org](http://www.sluniversalservice.org) for examples of eligible Internal Connections services. Attach additional lines if needed.

Service or Function:	Quantity and/or Capacity:
1. 3 X 48 Port Stackable Switch; must be f	Cisco or Equivalent
2. 1 x Network Server Stackable (DNS and	Windows Server 2008 or Equivalent
3. Battery Backup devices for equipment	Supports new equipment
4. 500 feet fiber (200 feet must be trenched	Supports connectivity of two buildings
5. 120 Cat 6 or better data drops	Supports new building and switches
6. Include ancillary equipment for switche	Supports new project
7. Include on proposal - separate travel, pe	Supports new project
8. Proposals must include detailed breakd	See Block 13 for Proposal Requirements

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# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

### ➤ Block 2 Services (11 – BMIC)

- ❖ Basic Maintenance of Internal Connections
- ❖ Remember – Equipment must be in Tech Plan if non- BIE and in Needs Assessment if BIE
- ❖ Normal place for multi-year contracts
- ❖ Click Next

Service	Quantity and/or Capacity
1. Server Maintenance	Make, model, function of server(s)
2. Cable Plant Maintenance	Servicing and certifying cabling to BICSI Standards
3. Network Maintenance	Testing and configuration
4. Switch Maintenance	Make, model, function of switches
5. Telephony Maintenance	Make, model of phone system
6. Include a cost effective trip schedule, separate labor, travel and per diem, taxes, and costs for emergency visits	Supporting maintenance of school network
7. Proposals must include detailed breakdown <b>and Multi-year contract figures for 3 years</b>	See Block 13 for Proposal Requirements
8. Include Separate Hardware Replacement Time & Materials Allocation	Allowable equipment IAW E-rate Rules

**Block 2: Summary Description of Needs or Services Requested**

What kinds of services are you seeking for Basic Maintenance of Internal Connections? (Refer to the Eligible Services List at [www.si.universalservice.org](http://www.si.universalservice.org) for examples). Please answer the questions below if you select this category.

**11. Basic Maintenance of Internal Connections**  
*Do you have a Request for Proposal (RFP) that specifies the services you are seeking? If you check YES, your RFP must be available to all interested bidders for at least 28 days. If you check YES and your RFP is not available to all interested bidders, or if you check NO and you have or intend to have an RFP, you risk denial of your funding requests.*

YES, I have released or intend to release an RFP for these services. It is available or will become available on the Internet at: \_\_\_\_\_

or via (check one)  the Contact Person in Item 6 or  the technical contact listed in Item 12

Your RFP Identifier: \_\_\_\_\_

NO, I have not released and do not intend to release an RFP for these services.

**Whether you check YES or NO, you must list below the Basic Maintenance Services you seek. Specify each service or function (e.g., basic maintenance of routers) and quantity and/or capacity (e.g., for 10 routers). See the Eligible Services List at [www.si.universalservice.org](http://www.si.universalservice.org) for examples of eligible Basic Maintenance services. Attach additional lines if needed.**

Service or Function:	Quantity and/or Capacity:
1. Server Maintenance	Make, model, function of server(s)
2. Cable Plant Maintenance	Servicing and certifying cabling to BICSI Standards
3. Network Maintenance	Testing and configuration
4. Switch Maintenance	Make, model, function of switches
5. Telephony Maintenance	Make, model of phone system
6. Include a cost effective trip schedule, separate labor, travel and per diem, taxes, and costs for emergency visits	Supporting maintenance of school network
7. Proposals must include detailed breakdown <b>and Multi-year contract figures for 3 years</b>	See Block 13 for Proposal Requirements
8. Include Separate Hardware Replacement Time & Materials Allocation	Allowable equipment IAW E-rate Rules

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# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- Block 2 – Services (12 – 13)
  - ❖ Item 12 – Technical Point of Contact (option)
  - ❖ Item 13 – Specific info needed
  - ❖ Click Next

Equipment and Services must meet Department of Interior and Bureau of Indian Education Infrastructure Standards. Additionally, vendors must submit proposals in a specific manner. Please refer to the following website for specifics:  
<http://www.bie.edu/Resources/ERate/Resources/index.htm>

Entity Number: 66491      Applicant's Form Identifier: PIVr15  
Contact Person: First Last      Phone Number: (605) 455-2446

**Block 2: Summary Description of Needs or Services Requested**

12. (Optional) 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. This need not be the contact person listed in Item 6 nor the Authorized Person who signs this form.

Name:      Title:  
First Last      Technology Coordinator

Telephone number      Ext.  
(605) 111 - 1111

Fax number

E-mail Address  
First Last@bie.edu  
Reenter E-mail Address  
First Last@bie.edu

13  Check this box if there are any restrictions imposed by state or local laws or regulations on how or when service providers may contact you or on other bidding procedures. Please describe below any such restrictions or procedures and/or provide an Internet address where they are posted and a contact name and telephone number.

Check this box if no state and local procurement competitive bidding requirements apply to the procurement of services sought on this Form 470.

Equipment and services must meet Department of Interior and Bureau of Indian Education Infrastructure Standards.  
Proposals from vendors must include:  
1. A Parent Row must that includes:  
Qty | Description & Function | Manuf. | Part# | Unit Price | Ext Price  
2. Child Rows broken down by detailed:

If you are requesting services for a funding year for which a Form 470 cannot yet be filed online, include that information here.

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- **Note:** The proposal documents are critical for the IT Acquisition and Requisition Process and need to be broken out in a specific manner to best show cost breakdown



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- Block 2 – Return to Block 2
  - ❖ This screen should show the services you selected
  - ❖ Click Block 2 if you need to make changes
  - ❖ **Click Next** if all information is correct

Entity Number: 66491  
Contact Person: First Last

Applicant's Form Identifier: P1Yr15  
Phone Number: (605) 455-2446

What kinds of service are you seeking on this Form 470? Please select all that apply. For help, you may refer to the Eligible Services List at <http://www.usac.org/sl/tools/eligible-services-list.aspx> for examples.

- Telecommunications Service
- Internet Access
- Internal Connections
- Basic Maintenance of Internal Connections

Block 2

Next >>



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- Block 3 – Reserved
  - ❖ You will not see a Block 3



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

### ➤ Block 4 – Listing Recipients of Service

- ❖ Enter your BEN or Zip Code – Click Search
- ❖ The school name will pop up in Selection List
- ❖ Select School – Click Add to move over
- ❖ **Click Next**

Entity Number: 66491  
Contact Person: First Last

Applicant's Form Identifier: P1Yr15  
Phone Number: (605) 455-2446

#### Block 4: Listing Recipients of Service

17. **Billed Entities:** List the entity/entities that will be paying the bills directly to the provider for the services requested in this application. These are known as Billed Entities. At least one line of this item must be completed. If a Billed Entity cited on your Form 471 is not listed below, funding may be denied for the funding requests associated with this Form 470.

Please click on the Help button for specific instructions about completing this page

Zip Code:  OR Entity Number:  Search

Please select at least one Billed Entity. You may do multiple searches to add all eligible billed entities on this application.

Selection List		Billed Entity(ies)
<input type="text" value="select from list..."/>	<input type="button" value="Add All &gt;&gt;"/>	<input type="text" value="select from list..."/>
	<input type="button" value="Add &gt;"/>	AMERICAN HORSE SCHOOL
	<input type="button" value="Remove &lt;"/>	
	<input type="button" value="Remove All &lt;&lt;"/>	

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# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- Block 4 – Listing Recipients of Service -- Verification
  - ❖ Screen should show your BEN (s) and Entity Name (s)
  - ❖ If not, Click Previous – otherwise
  - ❖ Click Next

Entity Number: 66491  
Contact Person: First Last

Applicant's Form Identifier: P1Yr15  
Phone Number: (605) 455-2446

### Billed Entities

Entity Number	Entity
66491	AMERICAN HORSE SCHOOL

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# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- Block 5 – Cert and Sign – work your way through
  - ❖ Items 16a – 17 (all checked)
  - ❖ Note Item 17 (Technology Plan is Service Dependent)

FCC Form 470  
Application for Service Request and Title Block

Entity Number: 66491  
Applicant's Form Identifier: P1Yr15  
Contact Person: First Last  
Phone Number: (605) 455-2446

Entity Number: 66491  
Contact Person: First Last

Applicant's Form Identifier: P1Yr15  
Phone Number: (605) 455-2446

### Block 5: Certification and Signature

16. I certify that the applicant includes: (Check one or both.)

- a.  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; and/or
- b.  libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any schools (including, but not limited to elementary and secondary schools, colleges, and universities).

17.  I certify that, if required by Commission rules, all of the individual schools and libraries receiving services under this form are covered by technology plans that do or will cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body, or an SLD-certified technology plan approver, prior to the commencement of service.

Or I certify that no technology plan is required by Commission rules.



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

- Block 5 – Cert and Sign – work your way through
  - ❖ Items 18 – 21 (Check all boxes)

18.  I certify that I will post my Form 470 and (if applicable) make my RFP available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology plan goals.
19.  I certify that I will retain required documents for a period of at least five years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.
20.  I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. §§ 54.500, 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
21.  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,



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

### ➤ Block 5 – Cert and Sign – work your way through

- Items 22 – 27g
- Note 27b – LOA
- Click Next

The thumbnail shows the FCC Form 470 interface. A red box highlights the 'Certification and Signature' section, which includes items 22 through 27g. Another red box highlights the 'Next' button at the bottom of the form.

This detailed view shows the certification and signature section of the FCC Form 470. It includes the following items:

- 22.  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.
- 23.  I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.
- 24.  I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

Below the certification items are the following fields:

- 27a. Printed name of authorized person: First Last
- 27b. Title or position of authorized person: Principal
- Check here if the consultant in Item 7 is the Authorized Person.
- 27c. Street Address, P.O. Box, or Route Number: The Address
- City: The City State: SD Zip Code: 11111 -
- 27d. Telephone number of authorized person: (605) 111 - 1111 Ext.
- 27e. Fax number of authorized person: () -
- 27f. E-mail address of authorized person: First.last@bie.edu
- Re-enter E-mail Address: First.last@bie.edu
- 27g. Name of authorized person's employer: American Horse School

At the bottom right, the text 'FCC Form 470 October 2010' is visible. At the bottom center, there are navigation buttons: '<< Previous', 'Reset', and 'Next >>'. A red box highlights the 'Next >>' button.



# Requesting Service (FCC Form 470)

## Completing and Filing Form 470 (Online)

### ➤ Submittal Page – Done via Electronic PIN or Paper Certification

- ❖ Preview your work
- ❖ Make corrections if needed
- ❖ Print a page during print preview
- ❖ Return to this page and **submit**
  - Submit forwards data
  - Certify signs data
    - » E-pin is real-time
    - » Paper certification is done when the SLD receives mail

At this point you have filled in all information for the Form 470 application. The final steps in the process are to:

1. Use the "Print Preview" button to review the information on your form. If you need to make corrections, close the Print Preview window and then click the "Previous" button to return to the appropriate entry screen and make your corrections.
2. When you are ready to submit your form, return to this page and print a copy of the form for your records. Then click the "Submit" button.
3. **WHEN YOU CLICK "SUBMIT", YOUR FORM 470 IS POSTED TO THE USAC WEBSITE. Your 28-day waiting period does not start until you click the "Submit" button.**
4. After you have submitted your form, follow the instruction to certify it
  - If you have a PIN, click "Electronic Certification" to certify your form online.
  - If you do not have a PIN, click "Paper Certification" to certify your form on paper.

<< Previous

**Submit**

Print Preview



# The E-rate Program

## Competitive Bidding



# Competitive Bidding

## Competitive Bidding Requirements

- You must ensure that the competitive bidding process is open and fair
- You must keep all incoming bids/correspondence with bidders and prepare to evaluate bids equally
- All potential bidders have access to the information from your FCC Form 470 and/or RFP, and they can respond to your requests
- The goal is to have as many bidders as possible respond to a Form 470, RFP, or other solicitation method so that the applicant can receive better service and lower prices

More info @ <http://www.usac.org/sl/applicants/step03/run-open-fair-competition.aspx>



# Competitive Bidding

## Service Providers Cannot

- Determine the types of service the applicant will seek on a FCC Form 470/RFP
- Prepare, assist applicants with filling out the FCC Form 470/RFP
- Sign, certify and/or submit FCC Form 470
- Assist or run the competitive bidding process for the applicant, which includes preparing or conducting the bid evaluation and selection process
- Be privy to information about the bid not shared with other potential bidders
- Violate gifts rules

More info @ <http://www.usac.org/sl/applicants/step03/run-open-fair-competition.aspx>



# Competitive Bidding

## Service Providers Can

- Ask clarifying questions when bids or descriptions are vague or generic
  - ❖ Good idea to gather all vendor questions and then send answers to the questions to all vendors

More info @ <http://www.usac.org/sl/applicants/step03/run-open-fair-competition.aspx>



# Competitive Bidding

## Applicants Cannot

- Have a relationship with service providers that would **unfairly influence** the outcome of the competition
- Furnish service providers with inside competitive information
- Have ownership interest in a service provider's company competing for services
- Violate applicant's own regulations or policies
- Violate gifts rules

More info @ <http://www.usac.org/sl/applicants/step03/run-open-fair-competition.aspx>



# Competitive Bidding

## Applicants Can

- Have pre-bidding discussions with potential bidders as long as that doesn't lead to one bidder having "inside" information
  - ❖ Meetings inviting all potential vendors are encouraged
- Attend product demonstrations
- Encourage and seek vendors to bid
- Do research to determine what cost-effective solutions are available

More info @ <http://www.usac.org/sl/applicants/step03/run-open-fair-competition.aspx>



# Competitive Bidding

## Competitive Bidding – Example Rule Violations

- The applicant has a relationship with a service provider that would unfairly influence the outcome of a competition or furnish the service provider with “inside” information
- Someone other than the applicant or an authorized representative of the applicant prepares, signs OR submits the FCC Form 470 and certification
- A service provider representative is listed as the FCC Form 470 contact person and that service provider is allowed to participate in the competitive bidding process
- The FCC Form 470 does not describe the desired products and services with sufficient specificity to enable interested parties to submit bid responses (needs specificity)
  - ❖ Recall, applicants cannot state make and model on FCC Form 470 or RPF, but may state **equivalent make & model** (e.g., “IBM router 628 or similar functionality”)

More info @ <http://www.usac.org/sl/applicants/step03/run-open-fair-competition.aspx>



# Competitive Bidding

## When you can Choose a Service Provider – Overview

- After you close the competitive bidding process for your services (on or after the Allowable Contract Date, ACD):
  - ❖ You can evaluate the bids received (**use a bid evaluation matrix**)
  - ❖ You can choose your service provider(s) (**document bid evaluation matrix**)
  - ❖ You can sign a contract (**This is part of Form 471 process training, which will be provided by the E-rate Team in the future**)
  - ❖ You can submit an FCC Form 471 (**Which selects your vendors**)

More info @ <http://www.usac.org/sl/applicants/step03/run-open-fair-competition.aspx>



# Competitive Bidding

## Competitive Bidding – Tips for Success (In Review)

- Must be fair and open process
- Avoid conflicts of interest (know your role)
  - ❖ Applicant consultant ↔ Service Provider
  - ❖ Applicant ↔ Service Provider
- Follow all rules – FCC , FARS, Tribal and state/local

More info @ <http://www.usac.org/sl/applicants/step03/run-open-fair-competition.aspx>



# Competitive Bidding

## Block 13 – Relates to Competitive Bidding

### ➤ Block 2 – Example of Vendor Proposal Template (IC)

Internal Connections					
Qty	Description and Function	Manuf:	Part #	Amount	Ext Priced
<b>Network Hardware &amp; Software</b>					
Network Servers					
Server Software					
Wireless					
Network Equipment					
Switches					
Network Cabling					
MDF					
Cabling					
Labor					
<b>Network Hardware &amp; Software</b>					
Wireless					
Network Equipment					
Network Cabling					
Travel & Per Diem					
Network Hardware & Software					
Wireless					
Network Equipment					
Network Cabling					
				Total	
<b>Taxes</b>					
Network Hardware & Software					
Wireless					
Network Equipment					
Shipping					
				Total	\$0.00
				<b>GRANDTOTAL</b>	<b>\$0.00</b>
<b>School's 10% of Internal Connections</b>					
	Network Hardware & Software			\$0.00	
	Labor			\$0.00	
	Travel & Per diem			\$0.00	
	Equipment Warranty			\$0.00	
	Taxes			\$0.00	
	<b>TOTALS</b>			<b>\$0.00</b>	



# Competitive Bidding

## Block 13 – Why You Need Detailed Information

- Block 2 – Example of Vendor Proposal Template (BMIC)

### Basic Maintenance

*Because of Erate program changes, Cisco SmartNet Contracts have been replaced by the "Cisco Base Contract" which includes 1 year of Technical Support, Software updates. It does not include Advanced Hardware Replacement. In order to receive Advanced Hardware Replacement, we have included a Time & Materials Allocation. This cost will be used only if a repair is required, and will be billed on a "as needed, as used" basis. The allocation price is the estimated replacement cost and is derived from the estimated failure rate and age of your Cisco equipment. .*

Basic Maintenance covers eligible Network Maintenance and support of the schools network. Includes Basic Maintenance of eligible hardware & cabling and configuration changes and technical support necessary to keep the network working efficiently and reliably. Covers Network Servers, Electronics, phone systems, cabling and all eligible components; includes labor and minor parts. Ineligible services will be billed separately.



# Competitive Bidding

## Block 13 – Why You Need Detailed Information

- Block 2 – Example of Vendor Proposal Template (**BMIC**)

	ERATE ELIGIBLE COST	INELIGIBLE COST	SCHOOL'S MATCHING PORTION	TOTAL SCHOOL COST
<input type="checkbox"/> Basic Maintenance				
Basic Maintenance - Includes Cisco Base, does not include Hardware Replacement	\$25,568.60		\$2,556.86	\$2,556.86

	ERATE ELIGIBLE COST	INELIGIBLE COST	SCHOOL'S MATCHING PORTION	TOTAL SCHOOL COST
Hardware Replacement Time & Materials Allocation				
Cisco Hardware Replacement: Annual Time and Materials Allocation - Estimated Replacement cost	\$11,475.00		\$1,147.50	\$1,147.50
<p><i>New ERate program rules allow only for hardware replacement on an as-needed, time &amp; material basis. The amount listed above is the hardware replacement cost based on the estimated failure rate of your current ERate equipment. It is a reserve pool of money which will be billed at your discounted rate <u>only if a hardware replacement is necessary</u>. You need to include this amount in your Form 471 if you want to take advantage of the new rules. We suggest you do a separate FRN for BM Hardware Replacement. For more detail see Section A in our proposal.</i></p>				



# Competitive Bidding

## Block 13 – Why You Need Detailed Information

- Block 2 – Example of Vendor Proposal Template (**BMIC**)

Basic Maintenance Labor and Travel & optional CiscoBase				
Hours	Description	Rate	Erate Amount	School Amount
96	On Site Labor	\$85.00	\$8,160.00	\$816.00
24	Remote Support	\$85.00	\$2,040.00	\$204.00
120	Subtotal - Labor	\$10,200.00		\$0.00
1	PBX phone system support and Maintenance	\$2,595.00	\$2,040.00	\$204.00
1	Cisco Base - Tech Support & Software updates - <i>may be excluded at the discretion of the school.</i>	\$4,994.85	\$4,994.85	\$499.49
12	Travel and Per Diem (Includes Tech travel time at \$50 per hr)	\$555.09	\$6,661.04	\$666.10
	BM Cost		\$23,895.89	\$2,389.59
	Tax		\$1,672.71	\$167.27
	<b>TOTAL</b>		\$25,568.60	\$2,556.86

### Travel Cost Breakdown

Number of Trips	12
Miles - Round trip	284
Mileage rate	\$0.505
Mileage cost per trip	\$ 143.42
Travel time per round trip	4.73
Number of Techs in car	1
Tech Drive Hours per round trip	4.73
Tech drive time cost (at \$50 per hour)	\$236.67
Per diem - meals plus hotel per trip	\$175.00
<b>TRAVEL &amp; PER DIEM COST PER TRIP</b>	<b>\$555.09</b>
<b>TOTAL TRAVEL &amp; PER DIEM</b>	<b>\$6,661.04</b>



# Competitive Bidding

## Block 13 – Why You Need Detailed Information

### ➤ Block 2 – Example of Vendor Proposal Template (**BMIC**)

#### Manufacturer Hardware Replacement - Time & Materials Allocation

*In order to receive any manufacturer warranty including Cisco Advanced Hardware Replacement, you will need to include the amount listed below in your Form 471. This is a Time & Materials Allocation. This cost will be used only if a repair is required, and will be billed on an "as needed, as used" basis. The allocation price is the estimated replacement cost and is derived from the estimated failure rate and age of your equipment.*

Manufacturer Time & Materials Allocation	ERATE ELIGIBLE COST	INELIGIBLE COST	SCHOOL'S MATCHING PORTION	TOTAL SCHOOL COST
Cisco Annual Time and Materials Allocation - Estimated Replacement cost	\$10,162.50	0	\$1,016.25	\$1,016.25
APC Maintenance & Support	\$1,312.50	0	\$131.25	\$131.25
<b>TOTAL</b>	<b>\$11,475.00</b>			<b>\$1,147.50</b>

#### Equipment List

CiscoBase		CiscoBase	Extended Price
12 Cisco Lightweight Wireless Access Point 1242G	Cisco	AIR-LAP1242G	\$50.15 \$601.80
1 Cisco Wireless LAN Controller		AIR-WLC4402-25-K9	\$795.60 \$795.60
Switches - 3560G 10/100/1000			\$0.00
6 Cisco Catalyst 3560 Gigabit Switch, 24 PoE 10/100/1000 Ports, 2 SFP	Cisco	WS-C3560G-24PS-S	\$268.60 \$1,611.60
2 Cisco Catalyst 3560 Gigabit Switch, 48 PoE 10/100/1000 Ports, 4 SFP	Cisco	WS-C3560G-48PS	\$423.30 \$846.60
2 Cisco Catalyst 3560 Switch, 8 PoE 10/100 Ports, 1 Dual Purpose GBE/SFP	Cisco	WS-C3560-8PC-S	\$66.00 \$132.00
Switches - 3750G 10/100/1000 POE			\$0.00
1 Cisco 3750G 12 SFP ports for fiber or copper, IP Services		WS-C3750G-12S-E	\$695.30 \$695.30
Routers/Firewall/Misc			\$0.00
1 Cisco ASA 5510 Firewall/VPN Appliance	Cisco	ASA5510-BUN-K9	\$311.95 \$311.95
<b>Total</b>			<b>\$4,994.85</b>

UPS		Warranty	Extended Price
2 APCSmartUPS 1500RM - one for each server	APC	SUA1500RM2U	\$384.00 \$768.00
11 APC 650va UPS	APC	BE650G	\$49.50 \$544.50
<b>Total</b>			<b>\$1,312.50</b>



# Competitive Bidding

## Choosing a Service Provider – Tips

- Vendor evaluation begins after 28-day waiting period
- Follow your vendor selection rules (FARs, Tribal, etc)
- Price of the eligible goods and services must be primary factor overall (the most cost-effective)
  - ❖ USAC sample evaluation matrix is available
  - ❖ BIE also has a Bid Evaluation Matrix available
- Other factors should be considered, but they cannot be weighted equally or higher than cost of the eligible goods and services

More info @ <http://www.usac.org/sl/applicants/step03/run-open-fair-competition.aspx>



# Competitive Bidding

## Selecting Winning Bidder (After Assessment)

- Solution must be cost-effective
- An existing contract can be used as a bid response to your posted FCC Form 470
  - ❖ Post 470, evaluate all bids & existing contract, document your decision if an existing contract is selected
- No bids or one bid (email yourself noting the fact)
- Retain all vendor selection documentation
  - ❖ Winning and losing bids, correspondences, memos, bid evaluation documents, etc.
- Any changes to your 470 restarts the 28 day process again

More info @ <http://www.usac.org/sl/applicants/step03/run-open-fair-competition.aspx>



# Competitive Bidding

## Bid Evaluation Matrix (sample)

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of the <b>ELIGIBLE</b> goods and services	30	15	30	25
Prior experience w/ vendor	20	20	0	20
Prices for ineligible services, products & fees	25	20	15	25
Flexible Invoicing: 472 or 474	15	0	15	15
Environmental objectives	5	5	3	2
Local or in state vendor	5	5	5	5
<b>Total</b>	<b>100</b>	<b>65</b>	<b>68</b>	<b>92</b>

More info @ <http://www.usac.org/sl/applicants/step03/run-open-fair-competition.aspx>



# Competitive Bidding

Form 470 No.: 442790000922335

eRates Bids Assessment Worksheet

Page 1 of Page 1

Funding Year 14

Project or Service Description

<b>School Name and eRate Year Application</b>	This Nazbas Community School (TNCS) Year 14 (SY2011-2012)
Notes: Who is the current Vendor: [redacted] Technology Services LLC (approved for BMIC Yr13) and [redacted] (approved for BMIC & IC Yr12 via SPIN change from [redacted]) Tulley, technology point of contact for TNCS, and Buford Begay, IT Technician for another BIE school, both have preferences for [redacted] Technology due to their work and cost at This Nazbas Community School, Red Rock Day School, and Beclabito Day School. Based on the preference of the school and the total cost, technology POC has selected [redacted] Technology; [redacted] has done work at TNCS for Yr12 (SY2009-2010) via SPIN change at the recommendation of Mr. Brett Stoneberger, but their bid is higher than [redacted] Technology.	
<b>Type of Eligible Service (Telecom, Internet Access, Basic Maintenance or Internal Connections)</b>	Basic Maintenance

**Vendor Scoring** (use additional worksheets if necessary)

Selection Criteria	Weight*	Vendor # 1		Vendor # 2		Vendor # 3		Vendor # 4		Vendor # 5	
		Raw Score**	Weighted Score***	Raw Score	Weighted Score						
Prices/Charges	40%	5	2.00	3	1.20	0	0.00	0	0.00	0	0.00
Understanding of Needs	20%	4	0.8	4	0.8	0	0	0	0	0	0
Certified and Qualified	10%	4	0.4	4	0.4	0	0	0	0	0	0
Past Performance	10%	4	0.4	4	0.4	0	0	0	0	0	0
Native Preference	20%	0	0	0	0	0	0	0	0	0	0
<b>Overall Ranking</b>	100%	3.60		2.80		0.00		0.00		0.00	

<b>Vendor Selected:</b>	[redacted] Technology
<b>Approved By:</b>	Tulley Nakai, George Waybenais and Buford Begay
<b>Title:</b>	School E-Rate Vendor Selection Team
<b>Date:</b>	March 24, 2011

**Bid Assessment Comments, if needed:**  
 (Total cost includes CiscoBase and Hardware Replacement for all bids) Vendor # 1 - \$36,725.83 (w/o \$23,400.40); Vendor # 2 - \$55,877.49 (w/o \$31,051.79)

**Notes:**

- \* Percentage weights must add up to 100%. Price must be weighted the heaviest.
- \*\* Evaluated on a scale of 1 to 5: 1=worst, 5=best.
- \*\*\* Weight x Raw Score

Vendor #1	[redacted] chnology
Vendor #2	[redacted]
Vendor #3	
Vendor #4	
Vendor #5	
Vendor #6	
Vendor #7	



# Your BIA E-rate Team

## E-rate Team is available to assist you in completing your Form 470

- Send an email to: [Erate@bia.gov](mailto:Erate@bia.gov) to schedule an individual WebEx session

**The Form 470 can be input immediately**



# The E-rate Program

Questions?