

A close-up photograph of two kittens. The kitten on the right is white with blue eyes and is looking towards the camera. The kitten on the left is black and white and is looking down. They are lying on a red, textured blanket.

E-rate Form 470 for Category Two Funding Year 2025

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01.17.2025

Presentation Contents

- [Funding Years & Important Dates](#)
- [E-rate Eligible Services List](#)
- [Category Two Budgets](#)
- [Competitive Bidding Overview](#)
- [Category Two Vendors](#)
- [Request for Proposal \(RFP\)](#)
- [State Bidding Rules](#)
- [Example RFPs for Category Two](#)
- [E-rate Productivity Center: Updating Library Profiles](#)
- [Filing the Form 470](#)
 - [Form 470 – Basic Information](#)
 - [Form 470 – Category of Service + RFP Documents](#)
 - [Form 470 – Example Service Requests](#)
 - [Contents & Color-Coding for Example Service Requests](#)
 - [Form 470 – Crafting a Cat2 Narrative](#)
 - [Form 470 – Tech Contact & State/Local Procurement](#)
 - [Form 470 – Review & Certification](#)
- [Allowable Contract Date & Bid Evaluations](#)
- [Wrap-Up](#)

DISCLAIMERS



- This presentation represents my unofficial interpretation of the Federal Communication Commission's E-rate rules and regulations. Official guidance can come only from the FCC and the Universal Service Administrative Company (USAC), the nonprofit that handles daily administration of E-rate and other Universal Service programs.
- USAC may update the application portal or the procedures after today's presentation. What I present is correct to the best of my knowledge at the time of the presentation.








FUNDING YEARS & IMPORTANT DATES

[Return to Presentation
Contents](#)

E-RATE FUNDING YEARS

Download latest chart from KDLA E-rate page:

<https://kdla.ky.gov/Library-Support/Library-Programs/E-rate/Pages/Funding-Years.aspx>

KY Library Support: Lauren.Abner@ky.gov or (502) 564-1728	Application Process			Recurring Services		Non-Recurring Services	
	Form 470 – Competitive Bidding 	Form 471 – Application to Request Discounts 	Form 486 – Service Start Date + CIPA Certification 	Service Dates for Category One or Two 	Invoicing Deadline (SPI/BEAR) 	Service Dates for Category Two Purchase & Installation 	Invoicing Deadline (SPI/BEAR) 
Funding Year 2024	Closed competitive bidding deadline	Closed application filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2024 to June 30, 2025	October 28, 2025	April 1, 2024 to Sept. 30, 2025	January 28, 2026
Funding Year 2025	July 1, 2024 to Feb 26, 2025 competitive bidding deadline	January 15 to March 26, 2025 application filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2025 to June 30, 2026	October 28, 2026	April 1, 2025 to Sept. 30, 2026	January 28, 2027
Funding Year 2026	July 1, 2025 to Late Feb 2026 competitive bidding deadline	Mid-January to Late March 2026 application filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2026 to June 30, 2027	October 28, 2027	April 1, 2026 to Sept. 30, 2027	January 28, 2028
Notes	Most applicants open at least one 28 calendar day competitive bidding process each year.	All applicants must file the Form 471 every year to receive a funding commitment.	All applicants file the Form 486 to release funding for invoicing. FCDL = Funding Commitment Decision Letter	Both Category One and Two services may be recurring (ex: monthly internet)	May request one 120-day extension by the deadline	Non-recurring = one-time purchases such as networking equipment	May request one 120-day extension by the deadline

TIMELINE FOR FY 2025

- **Competitive Bidding for FY 2025 services**

- Opened September 19, 2024 (Form 470 released)
- **Last date to open competitive bidding: February 26, 2025**

- **When Services Will Happen for FY 2025**

- Recurring Services: July 1, 2025, to June 30, 2026
 - Includes: Category One monthly internet access or transport services; Category Two basic maintenance of eligible equipment)
- **Non-recurring Services: April 1, 2025, to September 30, 2026**
 - **One-time Category Two purchase/installation**

E-RATE ELIGIBLE SERVICES LIST

[Return to Presentation
Contents](#)

THE ELIGIBLE SERVICES LIST

- The full E-rate Eligible Services List can be downloaded from the USAC website:
<https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/>
- Eligible services are separated into two broad categories:
 - Category One: Connectivity to the Building
 - Category Two: Connectivity to the Device

CATEGORY ONE

Data Transmission Services & Internet Access

- **Monthly Internet service for branch buildings, including installation** – lines/circuits can be fiber or non-fiber (cable, DSL, satellite, etc.)
 - Fees for **static IP addresses** are eligible as part of your library's internet access
 - Fees for “basic termination equipment, such as a **cable modem**, CSU/DSU, network interface device, or copper-to-fiber converter” may be eligible as part of your library's internet access.
- Leased data lines (T1, lit fiber, dark fiber, etc.)
- **Cellular data (hotspot service) for bookmobile**
- **Hotspot lending for patrons -- **new for FY 2025, subject to budget**
- Self-provisioned broadband networks (owned/operated by applicant)
- Network Equipment required to make data transmission and/or internet access functional (ex: modulating electronics)

**Recurring service dates for
Funding Year 2025:
July 1, 2025, to June 30, 2026**

**No budget limit on
Category One requests for
building internet or
bookmobile hotspot**

CATEGORY TWO - IC

- **Internal Connections**
 - **Cabling** (bulk cabling, drops, patch cables, cabling installation/removal)
 - **Switches** (hardware, licenses, transceivers, other modules)
 - **Routers** (hardware**, licenses**, transceivers, other modules)
 - **Wireless Access points** (hardware, licenses)
 - **Wireless controller systems**
 - **Firewalls** (hardware, licenses**)
 - **UPS (Uninterruptible Power Supply/battery backup)****
 - **Racks****
 - **Caching services or equipment**
 - **Antennas, connectors, & related components**
 - **Software supporting components on the list used to distribute broadband through the library**

**FY 2025 Early Installation:
April 1, 2025**
**FY 2025 Late Installation:
September 30, 2025**

These eligible functions can be virtualized in the cloud or combined in equipment (like routing and switching).

******Some restrictions apply depending on usage, ineligible security components, etc.

CATEGORY TWO – BMIC & MIBS

Basic Maintenance of Internal Connections

- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches

Managed Internal Broadband Services (MIBS)

- 3rd party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)



Funds for Learning has a good explanation of [Basic Maintenance of Internal Connections \(BMIC\)](#).

MISCELLANEOUS

May fall under Category One or Two:

- Some taxes, surcharges, and other similar, reasonable charges
 - Federal Access Recovery Charge on internet invoices – permissible charge for use of a local carriers network; not all ISPs charge this
 - USF fees on internet invoices - “customer charges for universal service fees, but do not include additional charges for universal service administration”
- Rental or lease fees for eligible components
- Shipping
- Training – only for new equipment purchased with Cat2 funds
- Installation and configuration
 - May be performed by a 3rd party rather than the vendor who sold the equipment

CIPA COMPLIANCE



Children's Internet Protection Act (CIPA) compliance:

- **Necessary if requesting E-rate discounts for Internet Access or any Category Two products & services**
 - Exception: CIPA compliance not required when requesting Telecommunications services only (ex: transport only for WAN circuit between library branches)
- 3 elements of compliance:
 - Technology Protection Measure (filter)
 - Internet Safety Policy
 - Public Meeting prior to adopting Internet Safety Policy
- View archived training from KDLA – check E-rate section:
<https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx>



CATEGORY TWO BUDGETS

[Return to Presentation
Contents](#)

WHAT'S MY DISCOUNT RATE?

E-rate discounts are based on two criteria:

- Percentage of students eligible for the National School Lunch Program in the local school district where your main library branch is located.
 - The school district submits this data, not the library—easy!
- Rural or urban classification of the county served by the library
 - Rural/urban classification has been integrated into USAC's Entity Search Tool through its Open Data portal: <https://opendata.usac.org/E-rate/E-Rate-Entity-Search-Tool/59r2-zbdq>

Look at Discount Matrix (next slide) for discount rate

DISCOUNT MATRIX

Discounts are similar for Category One and Category Two eligible services, but Category Two is capped at 85% for the top discount bracket.

INCOME Measured by % of students eligible for the National School Lunch Program (NSLP)	CATEGORY ONE (C1)		CATEGORY TWO (C2)	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

C2 BUDGETS FOR FY 2025

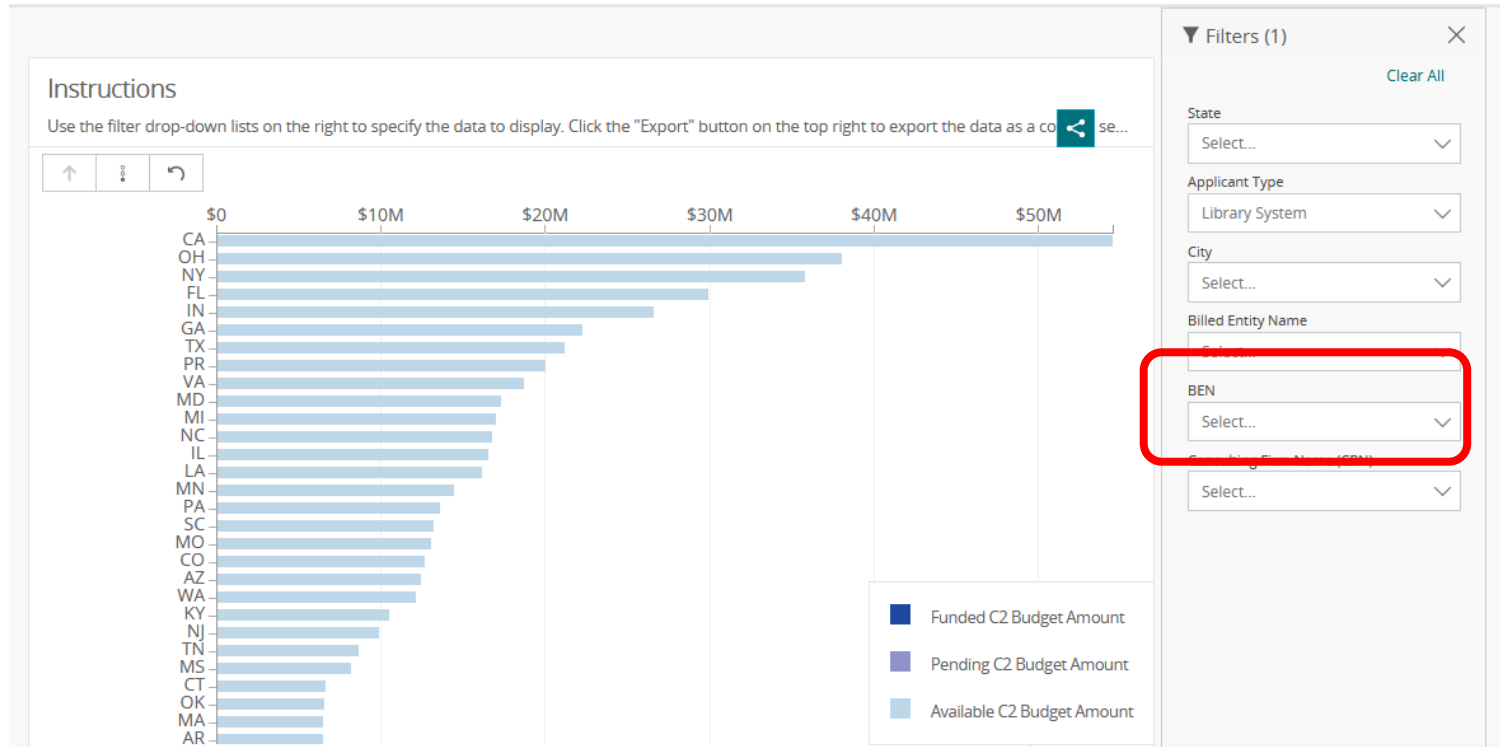
- **Category Two Budgets**
- Budgets are calculated for a fixed 5-year period. The current budget period runs from FY 2021-25.
- Budget multiplier for all libraries: \$4.50/sq. ft.
- The funding floor is \$25,000 pre-discount
- Budgets are calculated at the system level rather than the branch level.
 - Public service locations, including bookmobiles, contribute to the Category Two budget. Administrative-only branches can receive only Category One support.
- Inflation adjustments will be made once at the start of the 5-year budget period rather than annually.

E-RATE C2 BUDGET TOOL FY2021+

E-rate C2 Budget Tool FY2021+ E-rate

Export

More Info ▾



The new E-rate C2 Budget Tool FY 2021+ is available at: <https://opendata.usac.org/E-Rate/E-Rate-C2-Budget-Tool-FY2021-/8z69-hkn7>. Use the BEN filter to see and export the results specific to your library system.

UPDATING PROFILES

The Funding Year 2025 administrative window has closed, but you can still make changes after that with help from the USAC Customer Support Center(1-888-203-8100) or by submitting modification requests to your Form 471 application.

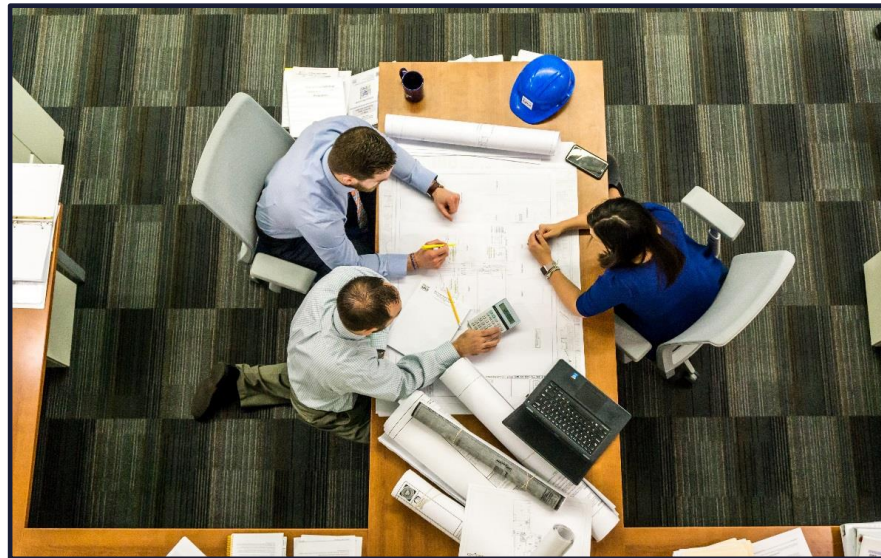
- Update addresses – ask application reviewer to modify entity
- Request new branch entities – request new entity number from CSC, then ask 471 application review to modify your library's entity

All budgeted entities for Category Two should have certain profile information in order for USAC to calculate discounts:

- Libraries: square footage, including for eligible bookmobiles and kiosks

CONSTRUCTION? GET MORE CAT2!

- **Cat2 budget increases** when the library will gain finished, interior square footage by the service delivery deadline for that funding year (September 30th following the end of the funding year). Get documentation ready before filing a Form 471 application for discounts.



WHAT REDUCES MY CAT2 BUDGET(S)?

- **Cat2 budget is reduced when Cat2 funding is committed.** Even if the library doesn't purchase the products/services or doesn't file the invoicing paperwork for the E-rate discount, the Cat2 budget is still reduced.
 - See later slides on the importance of filing the [Form 500](#) when Cat2 funding won't be used.

FORM 500 (1/2)

Reasons to file the Form 500:

- To adjust the **Service Start Date** on a previously filed Form 486
- To request an extension of the **service delivery and installation deadline for non-recurring services** (example – construction/renovation delays causing Cat2 installation delays)
- To adjust the **Contract Expiration Date** listed on the Form 471; libraries usually have to extend the contract with their vendor if there are construction delays
- **To cancel or reduce the amount of a funding request (irrevocably!)**
- To notify **USAC of an equipment transfer** within the three year prohibition on equipment transfers due to a temporary or permanent entity closure – *please note this requirement is eliminated for FY 2021 and forward*

FORM 500 (2/2)

The Form 500 is filed in the [E-rate Productivity Center](#)

More information on USAC website:

- <https://www.usac.org/e-rate/applicant-process/before-youre-done/fcc-form-500-filing/>



COMPETITIVE BIDDING OVERVIEW

[Return to Presentation
Contents](#)

COMPETITIVE BIDDING

On the Form 470, applicants describe the E-rate eligible services they need. Potential service providers have at least **28 calendar days** to respond with bids.

- No decision about which service provider(s) to use can be made before 28 calendar days have elapsed.
- You can wait longer if you want; you must wait longer if you release an RFP document with a later due date.

Filing a Form 470 does not obligate an applicant to sign contracts or accept E-rate funding.

OPEN & FAIR PROCESS

- Open and fair competitive bidding is a core E-rate principle
- From the [USAC website](#):
 - "Open" means there are no secrets in the process – such as information shared with one bidder but not with others – and that all bidders know what is required of them. "Fair" means that all bidders are treated the same and that no bidder has advance knowledge of the project information.
 - **Never** share pricing information or tell vendors who else is bidding.

PRICE IS PRIMARY

E-rate applicants are required to select the most cost-effective solution for services.

- **E-rate eligible cost must be assigned the highest point value in the bid evaluation.**
 - *E-rate ineligible costs can be considered in the bid evaluation, but at a lower point value than eligible costs.*
- The least-expensive solution doesn't always win the bid evaluation; it may not score well on factors other than cost.

Two black cats are sitting on a grey carpet, facing forward. They have bright yellow eyes. The text 'CATEGORY TWO VENDORS' is overlaid on the bottom left of the image.

CATEGORY TWO VENDORS

[Return to Presentation
Contents](#)

VENDOR E-RATE RESPONSIBILITIES

- Vendors—usually referred to as Service Providers in the context of E-rate—need to be willing to file certain forms and make certain certifications in order for you to receive your E-rate refunds
 - **1st Year:** Obtaining a **Service Provider Identification Number (SPIN/Form 498 ID)** by [filing a Form 498](#) — must be filed in the separate ‘E-File’ system for service providers; very different than the version of the Form 498 filed by applicants in the E-rate Productivity Center
 - **Every Year:** Filing a **Service Provider Annual Certification (SPAC)** Form (Form 473) every year schools or libraries request E-rate discounts associated with their SPIN.
- **You can't request discounts for services from a vendor that doesn't have a SPIN/Form 498 ID.**
- E-rate funding can't be disbursed if the vendor's SPAC hasn't been filed for the relevant funding year.

MEETING WITH VENDORS

- **Service Providers can:**

- Have pre-bidding discussions with applicants (**don't** talk about prices)
- Discuss new product offerings with applicants.
- Teach applicants about new technologies.
- Note, however, that all parties must be privy to the same information during the competitive bidding process. Don't invite only 1 potential bidder.

- **Only applicants can determine the types of service to list on the Form 470; a potential responding vendor cannot provide a list of exactly what to include on the Form 470.**

- **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.
- Fail to describe the desired products and services with sufficient specificity to enable interested parties to bid.
- Receive gifts or donations from service providers that violate FCC rules or seek to circumvent FCC rules.

WHY THIS MATTERS TO YOU

- Many libraries understandably want to support local businesses, but if E-rate discounts are an essential component of financing network upgrades, you have to find vendors that are willing to file some E-rate forms.
- **Best practice:** Always demand a SPIN/Form 498 ID on cost proposals received in response to the Form 470

A photograph of two cats sitting on a red brick wall. The cat on the left is ginger with green eyes, looking to the left. The cat on the right is white with grey patches and yellow eyes, looking towards the camera. The background is a soft-focus outdoor scene with green grass and a bright sky.

REQUEST FOR PROPOSAL (RFP)

[Return to Presentation
Contents](#)

WHAT RFP MEANS FOR E-RATE

In the world of E-rate, request for proposal (RFP) means any additional documents that describe the library's needs beyond the narrative field on the Form 470

- May be a lengthy, formal document such as those issued by cities, counties, or state government for large procurements
- May be a short document that outlines the library's technology needs and details for submitting a cost proposal.
- All RFP documents and addenda must be uploaded with the Form 470 in the E-rate Productivity Center, even if those documents are posted elsewhere online.

BENEFITS OF USING RFPs

- RFPs are an excellent way to exert more control over the procurement process, particularly if your library requests significant network upgrades.
- The narrative field on the Form 470 is limited to 5000 plaintext characters—you may want more space and document formatting options to describe your needs fully and clearly.
- The process of putting together an RFP forces you to consider more thoroughly what technology upgrades and evaluation factors matter most to your library.

THE ELEMENTS OF THE RFP

- **Basic description of your library's situation** – location, current network setup, what you're trying to accomplish, etc.
- **Detailed list of anticipated needs**
- **Requirements for cost proposals** – separate by line item, include the SPIN/Form 498 ID, method of delivery (e-mail, sealed bids via mail or delivery), etc.
- **How the bids will be evaluated** – Are there disqualification factors? Those must be listed in the RFP. Will you give additional points for certain factors (flexible invoicing, previous experience with the vendor, attending walkthroughs, etc.)?
- **Important dates** – when cost proposals are due; dates for walkthroughs if they're being offered; public bid opening date/time/location (if requesting sealed bids); vendor question due date; approximate date for installation, etc.
- **Contact person**

DATES & RFPs

Some things to keep in mind about RFPs and due dates:

- The minimum 28 calendar-day competitive bidding window begins when the Form 470 is posted or the RFP is issued—**whichever comes later**.
- You may need to coordinate the release of the 470 & RFP with required notices for \$30,000+ procurements (see later section on state bidding rules)
- The larger and more complex your needs, the later you'll want the due date to be—to get better bids, have more time for walkthroughs, etc.



SIGNIFICANT CHANGES

- Making a significant or ‘cardinal’ change to a bidding process may force your library to restart the bidding process. The FCC and USAC don’t provide a comprehensive list, but **the following changes will likely require the applicant to file a new Form 470 and/or restart the 28 calendar day bidding clock:**
 - **Adding a Category of Service, Type of Service, or Function** that was not listed on the original 470 and/or RFP document
 - **Adding more library branches as recipients of service**
 - **Substantially changing the quantity requested**
 - Buying 3 access points instead of 2 or 800 feet of cabling instead of 600 feet should be fine; doubling or tripling quantities may be a problem
- Litmus test: Would these changes significantly alter how vendors respond (or whether they respond at all)?
- **Best practice: When in doubt—file a new Form 470**



STATE BIDDING RULES

[Return to Presentation
Contents](#)

MODEL PROCUREMENT

- Most Kentucky libraries follow the Kentucky Model Procurement Code
 - The library board must adopt the MPC as its official way to purchase, and this step was likely taken many years ago (the MPC was established in 1978).
 - Spelled out in Kentucky Revised Statutes 45A.345–.460
 - Must receive competitive sealed bids for contracts and purchases over **\$40,000**. A notice must be given in a newspaper or through an internet post at least 7 days before the date set for the opening of bids. The bids must be opened publicly in an announced location and the contract awarded to either the lowest bidder or the bidder submitting the lowest evaluated bid price. (See [KRS 45A.365](#))
 - The Form 470 and RFPs are automatically posted in an online database accessible to the public.

KRS 424.260(1)

- If your library doesn't follow the Model Procurement Code, then purchases over \$30,000 must be bid per [KRS 424.260\(1\)](#).
 - Must also advertise the bid per [KRS 424.130](#)
 - You need only advertise once, but may advertise two or more times provided that at least one advertisement is carried between 7 and 21 days before the close of bidding. The advertisement must include a description of what is to be bid, the time and place for receipt of bids, and any special terms of the sale.

FORM 470 BOILERPLATE

- The Form 470 contains a field for state and local procurement information. Here's some boilerplate for Model Procurement Code libraries to use:

The Library has adopted the Kentucky Model Procurement Code for Local Government as outlined in Kentucky Revised Statutes 45A.345-.460.



Ready
Set
Let's Get Our Feet Wet

EXAMPLE RFPS FOR CATEGORY TWO

[Return to Presentation
Contents](#)

EXAMPLE RFPS

Please contact the KDLA Technology Consultant for sample RFPS.

- **Internal Connections – Cabling & Network Upgrades**
 - **Example #1:** For upgrades likely to total less than \$30,000
 - **See Form 470 service request examples**
- **Internal Connections + Basic Maintenance of Internal Connections**
 - **Example #2:** Seeking a vendor to install new equipment that may have maintenance/tech support subscriptions from the manufacturer.
 - **See Form 470 service request examples**
- **Managed Internal Broadband Services (MIBS) or Basic Maintenance of Internal Connections (BMIC)**
 - **Example #3:** Seeking a vendor to perform a service that may involve maintenance or monitoring of the library's eligible networking equipment; bid for both because these services are similar.
 - **See Form 470 service request examples**

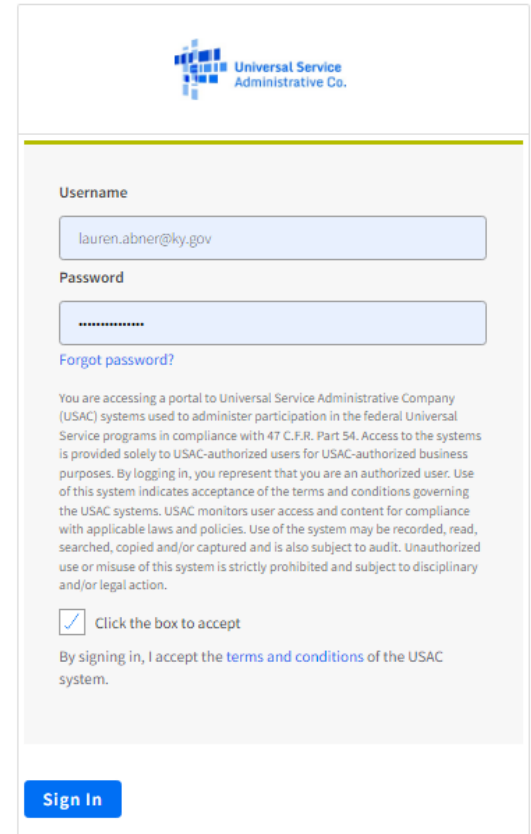


E-RATE PRODUCTIVITY CENTER

[Return to Presentation
Contents](#)

E-RATE PRODUCTIVITY CENTER

- To set up an account or if you have login issues: call the USAC Customer Service Center at 1-888-203-8100
 - Must select a staff member to act as account administrator. Once the administrator is set up in EPC, they can add more users for your library.
- Two ways to get to EPC portal:
 - Go to <https://forms.universalservice.org/portal/login>
 - Go to main E-rate website (<https://www.usac.org/e-rate/>) and click on blue Sign In button near the top of the page.



The screenshot shows the login page for the Universal Service Administrative Company (USAC). At the top right is the USAC logo and the text "Universal Service Administrative Co.". Below this is a horizontal line. The main content area contains a "Username" field with the text "lauren.abner@ky.gov" and a "Password" field with masked characters. Below the password field is a link for "Forgot password?". A large block of text provides a disclaimer: "You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action." Below this text is a checkbox labeled "Click the box to accept" which is checked. Underneath is the text "By signing in, I accept the terms and conditions of the USAC system." At the bottom right is a blue "Sign In" button.

FORM 470 – BASIC INFORMATION

[Return to Presentation
Contents](#)

START OR CONTINUE A FORM 470

News **Tasks (1)** Records

Appian

My Applicant

Training

Universal Service Administrative Co.

Welcome Pioneer County Public Library System!

Notifications

Notification Type *Please select a value*

Funding Year *-- Select a Funding Year --*

Status All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Issued Date	Generated By	Generated On
Pioneer County Public Library System			
Loganville Branch Library	209	Loganville	KY 41800
Pioneer County Public Library Main Branch	210	Boonesburg	KY 41700
Pioneer County Bookmobile	211	Boonesburg	KY 41700

Continue working on an in-process Form 470 under Tasks

Click FCC Form 470 to start a new form

Alternative: start a Form 470 by clicking on the library system name to open the profile, then Related Actions tab, then Create FCC Form 470 link

Funding Request Report | **FCC Form 470** | FCC Form 471 | FCC Form 486 | Appeal | FCC Form 500 | Service Substitution | Hurricane Impact Designation | Manage Users | Manage Organizations | USAC Website | Contact Us | Help

FORM 470 – NAVIGATION

The screenshot shows the Appian interface for FCC Form 470. The top navigation bar includes 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The 'Tasks (1)' tab is highlighted with a green circle. A green callout box points to this tab with the text: 'Continue working on an in-process Form 470 under Tasks. EPC saves your location & entries in the form.' Below the navigation bar, the form title is 'FCC Form 470 - Fun...' and the organization is 'Pioneer County Public Lib'. The 'Last Saved' timestamp is '1/16/2025 9:55 PM EST'. The form has several tabs: 'Basic Information', 'Service Requests', 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review', and 'Certifications & Signature'. The 'Basic Information' tab is active. Below the tabs, there is a paragraph of text explaining the form's purpose. A section titled 'Application Type and Recipients of Service' is expanded, showing 'Applicant Type: Library System' and 'Number of Eligible Entities: 3'. To the right, there is a 'Recipient(s) of Service' section with a list of checkboxes: 'Public Library', 'Bookmobile', 'Main Branch', and 'Public Library System', all of which are checked. Below this is a table with two columns: 'Billed Entity Name' and 'Billed Entity Number'. The table contains one row: 'Pioneer County Public Library System' and '208'. At the bottom of the form, there are four buttons: 'BACK', 'DISCARD FORM', 'SAVE & SHARE', and 'SAVE & CONTINUE'. Each button is circled with a different color (blue, red, pink, and yellow respectively) and has a callout box pointing to it.

Continue working on an in-process Form 470 under Tasks. EPC saves your location & entries in the form.

BACK DISCARD FORM

Use **Back** button to return to a previous page

Discard Form – Permanently delete forms you’re working on.

Save & Share – **Careful** – think of this as passing the baton. Sharing an in-process form with another EPC user in your library system will remove it from your Tasks list. That user has to ‘share’ the form back to you!

SAVE & SHARE SAVE & CONTINUE

Save & Continue to go to next page

FORM 470 – BASIC INFORMATION (1/3)

FCC Form 470 - Funding Year 2025

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

Pioneer County Public Library System

100 Main Street

Boonesburg, KY 41700

111-222-3333

library.system10.user1@mailinator.com

Billed Entity Number: 208

FCC Registration Number: 0018429621

Your library system's Billed Entity Information will be pulled from its EPC profile.

Application Nickname

Please enter an application nickname here. *

Category Two Examples FY 2025

Enter a nickname that will be easy to find on your Tasks list or when sorting through your library's completed forms.

SAVE & SHAR

SAVE & CONTINUE

Save & Continue to go to next page

FORM 470 – BASIC INFORMATION (2/3)

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

Where applicable, we've completed this section of the form based on information from your profile first by going to your entity record, and clicking Manage Organization administrator or create a customer service case to request updates to your application.

▼ **Application Type and Recipients of Service**

Applicant Type: Library System
Number of Eligible Entities: 3

Public Library System

Recipients of Service

Billed Entity Name	Billed Entity Number
Pioneer County Public Library System	208

BACK DRAFT SAVE & SHARE SAVE & CONTINUE

The Number of Eligible Entities should include your main library and other branches that have been assigned entity numbers (including kiosks and bookmobiles).

Only the name and BEN for the library system will be listed here because it handles billing for all the branches.

FORM 470 – BASIC INFORMATION (3/3)

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will identify the individuals assisting in seeking E-rate support.

Consultant Information

There are currently no consulting firms associated

If you select Yes, your contact info will automatically appear. If you select No, you can search for other users with EPC accounts associated with your library.

Contact Information

Are you the main contact person?

YES ✓

NO

Lauren Abner

library.system10.user1@mailinator.com

502-564-1728

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

FORM 470 – CATEGORY OF SERVICE + RFP DOCUMENTS

[Return to Presentation
Contents](#)

CATEGORY(S) OF SERVICE

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
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Next, you will identify the category(s) of service requested.
Visit [our website](#) for more information on how to file the FCC Form 470.

Category(s) of Service

What are the category(s) of service that you are requesting?

CATEGORY 1

- Data Transmission and/or Internet Access

CATEGORY 2 ✓

- Internal Connections
- Basic Maintenance of Internal Connections
- Managed Internal Broadband Services

BACK DISCARD FORM

SAVE & SHARE SAVE & CONTINUE

Select which Categories of Service you want to request on this form. For the Form 470, you can file separate forms for each or file for both Categories on the same form—your choice.

UPLOADING RFPs (1/2)

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

If you are using RFPs for any of the requested services, start by uploading them all first.

RFPs for Service Requests

Is there a RFP for any of the services you are requesting?

YES ✓

NO

You must answer the RFP question to move forward; if you indicate Yes, options for uploading files will appear.

Upload button allows you to select documents from your computer. Most file formats, including zip files, are accepted. **Note: EPC doesn't allow hyphens or parentheses in the file names.**

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



Cat2 RFP for Basic Maintenance BMIC or Managed Inter...
DOCX - 33.04 KB



Cat2 RFP for Cabling Project
DOCX - 29.53 KB



Cat2 RFP for Internal Connections Sealed Bidding Model ...
DOCX - 32.14 KB

UPLOAD



Drop file here

You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial.

SAVE & SHARE

SAVE & CONTINUE

To remove an RFP document, hover over the document icon



and click when it turns into an X



UPLOADING RFPs (2/2)

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 **TWO** services.

- Cat2 RFP for Basic Maintenance BMIC or Managed Internal Broadband Services MIBS
- Cat2 RFP for Cabling Project
- Cat2 RFP for Internal Connections Sealed Bidding Model Procurement

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

If you upload RFPs, you can automatically attach the RFP to all requests in the selected Category of Service.

SAVE & SHARE

SAVE & CONTINUE

SERVICE REQUESTS – GENERAL NAVIGATION

[Return to Presentation
Contents](#)

ADDING SERVICE REQUESTS

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.

Use this button to add each service request.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

'I SEEK BIDS' STATEMENTS

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Next, you will describe the services you are requesting.

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

The Form 470 for Category Two includes 'I seek bids' statements when creating service requests. After selecting the appropriate statement, the correct Service Type, will appear, and then a Function drop-down will be available.

INTERNAL CONNECTIONS = 1ST statement (I seek bids for the equipment needed for broadband connectivity...).

BASIC MAINTENANCE = 2ND statement (I seek bids for basic maintenance...)

MANAGED INTERNAL BROADBAND SERVICES = 3RD statement (I seek bids for the operation, management, and monitoring...)

ADD BMIC TO INTERNAL CONNECTIONS REQUEST

Service Type

Internal Connections

Function *

Cabling

Quantity

15000

Unit

Feet

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 *

Cabling

Quantity

15000

Unit

Feet

Manufacturer

Belkin or equivalent

Number of entities served?

When creating an Internal Connections service request, you can check a button to automatically add a Basic Maintenance of Internal Connections request with the same details. This feature is helpful in case a vendor quotes a manufacturer's maintenance/technical support subscription.

Manufacturer

Belkin

Number of entities served?

1

Please select the RFP(s) that apply to this service request.

- Cat2 RFP for Basic Maintenance BMIC or Managed Internal Broadband Services MIBS
- Cat2 RFP for Cabling Project
- Cat2 RFP for Internal Connections Sealed Bidding Model Procurement

CANCEL

SAVE & CREATE ANOTHER REQUEST

SAVE REQUEST

SAVE REQUEST OPTIONS

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Next, you will describe the services you are requesting.

Add New Service Request

 I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related

After completing the fields of the service request, you have two options to save and move forward:

SAVE & CREATE ANOTHER REQUEST – This button will create another request with the same Service Type and Function; the fields cannot be edited, so use this only if requesting the same Functions in the next service request.

SAVE REQUEST – This button will return you to the Category Two Service Requests page. The service request will appear in a grid on this page.

Cat2 RFP for Cabling Project

Cat2 RFP for Internal Connections Sealed Bidding Model Procurement

CANCEL

SAVE & CREATE ANOTHER REQUEST

SAVE REQUEST

EDIT OR REMOVE SERVICE REQUESTS

Service Requests: Category Two

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

<input type="checkbox"/>	Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Internal Connections	Cabling	No Preference						Example RFP 1 FY2020 Category Two Internal Connections Sealed Bidding with Model Procurement language
<input checked="" type="checkbox"/>	Internal Connections	WAP	Meraki or equivalent						Example RFP 1 FY2020 Category Two Internal Connections Sealed Bidding with Model Procurement language
<input type="checkbox"/>	Basic Maintenance of Internal Connections	Cabling	No Preference		1	5000	Feet		Example RFP 1 FY2020 Category Two Internal Connections Sealed Bidding with Model Procurement language
<input type="checkbox"/>	Basic Maintenance of Internal Connections	WAP	Meraki		1	2	Each		Example RFP 1 FY2020 Category Two Internal Connections Sealed Bidding with Model Procurement language

To edit or remove a service request, check the box in the far left column. You can edit/remove only 1 service request at a time.

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

Select 'Edit Service Request' to re-open and make changes to a service request. Select 'Remove Service Request' to delete a service request entirely.

NARRATIVE FIELD

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.

Please see RFP documents for all details of the Library's requests.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

For the examples in this section, the narrative field directs vendors to the RFP documents for full details. See [next section](#) for more information about writing narratives for the Form 470.

SERVICE REQUESTS – INTERNAL CONNECTIONS

[Return to Presentation
Contents](#)

INTERNAL CONNECTIONS – NETWORK UPGRADES

How to Match Service Requests with Example RFPs

RFP request	470 Service Type	Function
Cat 6 cabling	Internal Connections	Cabling
RJ45 jacks, face plates, surface mount boxes, patch panels, J hooks, patch cables, any other fasteners/connectors for cabling installation	Internal Connections	Cabling <u>or</u> Antennas, Connectors, and Related Components
Removal of old cabling	n/a – mentioning in RFP or 470 narrative is sufficient	
Installation of new cabling	n/a – check option on Internal Connections service requests for seeking Installation, Activation, and Initial Configuration	
Access Points and Licenses	Internal Connections	Wireless Access Points and Necessary Software and Licenses
Firewall and Licenses	Internal Connections	Firewall Services, Components, and Necessary Software and Licenses
Uninterruptible Power Supply/Battery Backup	Internal Connections	Uninterruptible Power Supply/Battery Backup and Necessary Software and Licenses
Switch	Internal Connections	Switches and Necessary Software and Licenses

When requesting bids for equipment under Internal Connections, also add the same Functions as requests for Basic Maintenance of Internal Connections to cover manufacturer technical support packages that may be included in the bid - especially for firewalls.

'I SEEK BIDS...'

To create a Category Two service request, you must selection options from 3 sets of statements.

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Next, you will describe the services you are requesting.

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

CANCEL

For Internal Connections service requests, select the 1st statement, “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”.

INTERNAL CONNECTIONS FUNCTION

Basic Information

Service Requests

Techn

Info

After selecting the 'I seek bids...' statement, a Function drop-down will appear below.

Next, you will describe the services you are requesting.

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 *

Please select a value

CANCEL

Please select a value

Antennas, Connectors, and Related Components

Cabling

Caching and Necessary Software and Licenses

Firewall Service, Components, and Necessary Software and Licenses

Racks

Routers and Necessary Software and Licenses

Switches and Necessary Software and Licenses

Uninterruptable Power Supply/Battery Backup and Necessary Software and Licenses

Wireless Access Points and Necessary Software and Licenses

Wireless Controllers and Necessary Software and Licenses

SERVICE REQUEST EXAMPLE – INTERNAL CONNECTIONS: CABLING (1/2)

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

Next, you will describe the services you are requesting.

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.

Service Type
Internal Connections

Function *
Cabling

Quantity
15000

Unit
Feet

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

After selecting the Function, additional fields will appear.

Pay attention to the Unit when entering Quantity. Cabling service requests will ask for the Quantity in linear feet, but other requests use 'Each' as the unit.

When creating an Internal Connections service request, you can check a button to automatically add a Basic Maintenance of Internal Connections request with the same details.

CANCEL SAVE & CREATE ANOTHER REQUEST SAVE REQUEST

SERVICE REQUEST EXAMPLE – INTERNAL CONNECTIONS: CABLING (2/2)

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

Unless 'No Preference' is indicated, Internal Connections requests automatically include the phrase 'or equivalent' when a particular manufacturer (brand) is indicated due to E-rate bidding rules.

Number of entities served = number of branches using this equipment or service

Check this if your library wants a vendor to install the equipment being requested.

Make sure the appropriate box is checked if this request appears in an RFP document.

Click on Save Request when all fields are completed.

broadband connectivity within schools and libraries and/or the related for the equipment to function.

Manufacturer
Belkin or equivalent

Number of entities served?
1

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.
 Cat2 RFP for Internal Connections Sealed Bidding Model Procurement
 Cat2 RFP for Cabling Project
 Cat2 RFP for Basic Maintenance BMIC or Managed Internal Broadband Services MIBS

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

SAVE & CREATE ANOTHER REQUEST SAVE REQUEST

SERVICE REQUEST EXAMPLE – INTERNAL CONNECTIONS: ACCESS POINTS & LICENSES (1/2)

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

Next, you will describe the services you are requesting.

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

Service Type
Internal Connections

Meraki or equivalent

Function *
Wireless Access Points and Necessary Software and Licenses

Quantity *
2

Unit
Each

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

After selecting the Function, additional fields will appear.

Pay attention to the Unit when entering Quantity. Most Internal Connections service requests use 'Each' as the unit.

When creating an Internal Connections service request, you can check a button to automatically add a Basic Maintenance of Internal Connections request with the same details.

SERVICE REQUEST EXAMPLE – INTERNAL CONNECTIONS: ACCESS POINTS & LICENSES (2/2)

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

Unless 'No Preference' is selected, Internal Connections requests automatically include the phrase 'or equivalent' when a particular manufacturer (brand) is indicated due to E-rate bidding rules. **The phrase 'or equivalent' should also be included in the RFP and/or Form 470 narrative.**

Quantity* **Check this if your library wants a vendor to install the equipment being requested.**

Make sure the appropriate box is checked if this request appears in an RFP document.

...broadband connectivity within schools and libraries and/or the related ...y for the equipment to function.

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.
 Cat2 RFP for Internal Connections Sealed Bidding Model Procurement
 Cat2 RFP for Cabling Project
 Cat2 RFP for Basic Maintenance BMIC or Managed Internal Broadband Services MIBS

...n accompanying

SAVE & CREATE ANOTHER REQUEST **SAVE REQUEST**

Click on Save Request when all fields are completed.

BASIC MAINTENANCE OF INTERNAL CONNECTIONS

How to Match Service Requests with Example RFPs

RFP request	470 Service Type	Function
Cat 6 cabling	Basic Maintenance of Internal Connections	Cabling
RJ45 jacks, face plates, surface mount boxes, patch panels, J hooks, patch cables, any other fasteners/connectors for cabling installation	Basic Maintenance of Internal Connections	Cabling <i>or</i> Antenna, Connectors, and Related Components
Access Points	Basic Maintenance of Internal Connections	Wireless Access Points
Firewall	Basic Maintenance of Internal Connections	Firewall Services and Components
Uninterruptible Power Supply/Battery Backup	Basic Maintenance of Internal Connections	Uninterruptible Power Supply/Battery Backup
Switch	Basic Maintenance of Internal Connections	Switches

When requesting bids for equipment under Internal Connections, also add the same Functions as requests for Basic Maintenance of Internal Connections to cover manufacturer technical support packages that may be included in the bid - especially for firewalls. For contracts/agreements to perform maintenance on a regular basis, list service requests for each piece of E-rate eligible equipment to be maintained.

'I SEEK BIDS...'

To create a Category Two service request, you must selection options from 3 sets of statements.

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Next, you will describe the services you are requesting.

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

CANCEL

For Basic Maintenance of Internal Connections service requests, select the 2nd statement, “I seek bids for basic maintenance service on eligible equipment and/or support service (e.g. bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation”.

BASIC MAINTENANCE OF INTERNAL CONNECTIONS FUNCTION

Basic Information

Service Requests

Techn
Info

After selecting the 'I seek bids...' statement, a Function drop-down will appear below.

Next, you will describe the services you are requesting.

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*

Please select a value

CANCEL

Please select a value

- Antennas, Connectors, and Related Components
- Cabling
- Caching
- Firewall Service and Components
- Racks
- Routers
- Switches
- Uninterruptable Power Supply/Battery Backup
- Wireless Access Points
- Wireless Controllers

SERVICE REQUEST EXAMPLE – BMIC FOR CABLING (1/2)

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*

Cabling

Quantity

15000

Unit

Feet

Best Practice: Add a service request for Basic Maintenance for any Internal Connections equipment or cabling the library requests to ensure eligibility for optional technical support packages offered by vendors. If you don't end up purchasing a BMIC service later, no big deal.

Pay attention to the Unit when entering Quantity. Cabling service requests will ask for the Quantity in linear feet, but other requests use 'Each' as the unit.

CANCEL

SAVE & CREATE ANOTHER REQUEST

SAVE REQUEST

RFP for Internal Connections Sealed Bidding Model Procurement

SERVICE REQUEST EXAMPLE – BMIC FOR CABLING (2/2)

Unless you select 'No Preference' for the manufacturer/brand, the specific manufacturer will be listed *without* the phrase 'or equivalent' because the library is requesting service on Category Two equipment it already owns or intends to purchase. You can provide more specifics about what your library owns or needs in the Narrative field or RFP document.

Number of entities served = number of branches using this equipment or service

Make sure the appropriate box is checked if this request appears in an RFP document.

Manufacturer

No Preference

Number of entities served?

1

Please select the RFP(s) that apply to this service request.

- Cat2 RFP for Basic Maintenance BMIC or Managed Internal Broadband Services MIBS
- Cat2 RFP for Cabling Project
- Cat2 RFP for Internal Connections Sealed Bidding Model Procurement

SAVE & CREATE ANOTHER REQUEST

SAVE REQUEST

Click on Add once all fields have been entered.

SERVICE REQUEST EXAMPLE – BMIC FOR ACCESS POINTS (1/2)

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

Next, you will describe the services you are requesting.

Add New Service Request

I seek bids for basic maintenance service on eligible equipment and (security patches) appropriate to maintain reliable operation.

Service Type
Basic Maintenance of Internal Connections

Function *
Wireless Access Points

Quantity *
3

Unit
Each

CANCEL **SAVE & CREATE ANOTHER REQUEST** **SAVE REQUEST**

Best Practice: Add a service request for Basic Maintenance for any Internal Connections equipment or cabling the library requests to ensure eligibility for optional technical support packages offered by vendors. If you don't end up purchasing a BMIC service later, no big deal.

Pay attention to the Unit when entering Quantity.

SERVICE REQUEST EXAMPLE – BMIC FOR ACCESS POINTS (2/2)

Unless you select 'No Preference' for the manufacturer/brand, the specific manufacturer will be listed *without* the phrase 'or equivalent'. This may be because your library is requesting service on Category Two equipment the library already owns or intends to purchase. You can provide more specifics about what your library owns or needs in the Narrative field or RFP document.

Number of entities served = number of branches using this equipment or service

Make sure the appropriate box is checked if this request appears in an RFP document.

Manufacturer
No Preference

Number of entities served?
1

Please select the RFP(s) that apply to this service request.

- Cat2 RFP for Basic Maintenance BMIC or Managed Internal Broadband Services MIBS
- Cat2 RFP for Cabling Project
- Cat2 RFP for Internal Connections Sealed Bidding Model Procurement

SAVE & CREATE ANOTHER REQUEST

SAVE REQUEST

Click on Add once all fields have been entered.

MANAGED INTERNAL BROADBAND SERVICES (MIBS) OR BASIC MAINTENANCE OF INTERNAL CONNECTIONS (BMIC)

Why to File for Both Service Types:

For services such as managed Wi-Fi where the vendor remotely monitors/maintains the library's E-rate eligible networking equipment, it's sometimes difficult to determine if their service is MIBS or BMIC. You may want to consider adding service requests under both Service Types to ensure that either option can be listed on the Form 471 application for discounts.

- **Managed Internal Broadband Services (MIBS)** – add 1 request that lists the number of E-rate eligible pieces of equipment to be monitored/maintained; the 470 narrative or RFP document must specify the make/model of equipment
- **Basic Maintenance of Internal Connections (BMIC)** – add service requests to cover each function of E-rate eligible equipment to be monitored/maintained

'I SEEK BIDS...' (1/2)

To create a Category Two service request, you must selection options from 3 sets of statements.

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Next, you will describe the services you are requesting.

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

CANCEL

For Managed Services requests, select the 3rd statement, "I seek bids for the operation, management, and monitoring of eligible broadband internal connections".

'I SEEK BIDS...' (2/2)

For Managed Services requests, a 2nd set of I seek bids statements appears.

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Next, you will describe the services you are requesting.

Add New Service Request

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

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.

CANCEL

For the 2nd set of Managed Services statements, you can select either option as appropriate:

- **“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”.**

If you aren't sure which statement to use, create two Managed Services requests to cover both.

SERVICE REQUEST EXAMPLE – MIBS FOR EXISTING EQUIPMENT

Add New Service Request

➤ I seek bids for the operation, management, and maintenance of equipment

➤ I seek bids for MIBS using equipment that I own

Number of entities served = number of branches using this equipment or service

Service Type

Managed Internal Broadband Services

Function *

Existing Equipment

Number of entities served? *

1

Please select the RFP(s) that apply to this service request.

- Cat2 RFP for Basic Maintenance BMIC or Managed Internal Broadband Services MIBS
- Cat2 RFP for Cabling Project
- Cat2 RFP for Internal Connections Sealed Bidding Model Procurement

For Managed Internal Broadband Services (ex: Managed Wi-Fi), the Function is either Leased Equipment or Existing Equipment. **For Existing Equipment already owned by the library, the Form 470 narrative or RFP document must specify the brand and model number of equipment**, and the contract or agreement for the winning vendor must reference this specific equipment information, as well.

Make sure the appropriate box is checked if this request appears in an RFP document.

SAVE REQUEST

Click on Save Request once all fields have been entered.

FORM 470 – CRAFTING A CAT2 NARRATIVE

[Return to Presentation
Contents](#)

NARRATIVE – ADVANTAGES

- The narrative field is your opportunity to explain your library's current situation and future needs. You can receive more accurate bids and anticipate questions vendors may have.
- A detailed narrative field helps the KDLA State E-rate Coordinator when reviewing draft PDF versions of your form. If your narrative description doesn't match the service requests listed, she can help you fix those issues.

WHAT TO INCLUDE IN CAT2 NARRATIVE (1/2)

- NOT an exhaustive list:
 - **Describing your library system** – A potential service provider may not take the time to research every name/location of buildings in your library system because EPC doesn't make that easy. Putting the names & addresses of branches in the narrative makes it easier for them to look up whether those branches are in their service area.
 - **Dates** – When does your library need the equipment? Does the library want early Category Two installation (April 1, 2025 to June 30, 2025)?
 - **Internet speeds** – Are you upping your bandwidth and need equipment that can handle a certain throughput?

WHAT TO INCLUDE IN CAT2 NARRATIVE (2/2)

- NOT an exhaustive list (continued):
 - **Bidding** – Do you have any specifics about how you want bids to be submitted or formatted?
 - **Compatible equipment** – If you're requesting Category Two products/services, do they need to be compatible with items your library already owns? What other specs are important?
 - **Disqualification factors** – Does the service provider have a Service Provider Identification Number (SPIN/Form 498 ID)?
 - Disqualification factors must be clearly listed in the Form 470 or RFP and must be binary (Yes or No answers)

EXAMPLE NARRATIVE – INTERNAL CONNECTIONS

Vendors must have a Service Provider Identification Number (SPIN/Form 498 ID) and must have the FY2024 Form 473/SPAC on file or their bids will be disqualified. E-rate eligible costs will be the primary factor in the bid evaluation, but other factors will be considered. Additional points will be given to vendors that will apply SPI/474 discounts to invoices. Pricing should reflect the Lowest Corresponding Price and any discounts available to governmental units. The Library reserves the right to adjust quantities prior to purchase. The Library has tax exempt status and will provide documentation to the winning vendor upon request.

All equipment shall be new, factory-sealed equipment currently available from the manufacturer; the Library will not accept proposals of used, remanufactured, refurbished, “B stock,” returns, open-box, discontinued, “gray market,” or equipment in any condition other than new and factory-sealed with all original manufacturer warranties. No proposal can be submitted that includes equipment or components for equipment from companies deemed to provide a national security risk as defined by FCC Order 19-121.

QTY 2 OF MERAKI MR70 OUTDOOR ACCESS POINT HARDWARE (MR70-HW) or equivalent that provides detailed auto-generated wireless usage statistics and Layer 7 firewall rules.

QTY 2 OF MERAKI ENTERPRISE CLOUD CONTROLLER LICENSE, 5 YEAR (LIC-ENT-5YR) or equivalent

FORM 470 – TECH CONTACT & STATE/LOCAL PROCUREMENT

[Return to Presentation
Contents](#)

TECHNICAL CONTACT PERSON

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

How would you like to enter the technical contact details?

First Name *

Last Name *

Title

Phone Number *

Phone Number Extension

Email *

Re-enter Email *

If needed, add a **Technical Contact** who can best answer specific questions about your network and/or your needs. It can be a user in EPC or someone you enter manually.

WARNING: Absolutely do not list someone as a **Technical Contact** if that person is potentially a vendor that will respond to the Form 470!!!

STATE OR LOCAL PROCUREMENT REQUIREMENTS

Basic Information

Service Requests

Technical Content Information

Next, you will enter all information regarding state and local procurement

State or Local Procurement Requirements

Are there state or local procurement/competitive bidding requirements?

YES ✓

NO

For procurement over \$40,000, cite Kentucky Revised Statutes. Reminder: Your library must receive sealed competitive bids to be opened at a specified date/time & location for procurement over \$40,000.

If applicable, provide a description of state or local procurement rules and/or restrictions on how or when service providers may contact you or on other bidding procedures.

Pioneer County Public Library has adopted the Kentucky Model Procurement Code (Kentucky Revised Statutes 45A.345-.460).

Click on Review FCC Form 470 to start generating a draft PDF copy of the form—suitable for sharing with the KDLA State E-rate Coordinator!

BACK

SAVE & SHARE

REVIEW FCC FORM 470

FORM 470 – REVIEW AND CERTIFICATION

[Return to Presentation
Contents](#)

REVIEW YOUR FORM 470

News **Tasks (2)** Records Reports Actions

FCC Form 470 - Funding Year 2025

Pioneer County Public Library System - Category Two Examples

Last Saved: 1/17/2025 8:32 AM EST

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

When the FCC Form 470 PDF is ready, a task will become available to complete certification.

News **Tasks (2)** Records Reports Actions

Click here to send a task...

Assigned to Me >
Sent by Me
Starred ☆

STATUS
Open ✕

Me
✓ **Certify FCC Form 470 - 250000241 - Category Two Examples FY 2025**
2 minutes ago ☆

Me
✓ **Create FCC Form 471 - 251000028 - test hotspots**
Tuesday, 3:00 PM ☆

Click on the blue 'Certify FCC Form 470' link on the Tasks list to re-open the Form 470.

DOWNLOAD DRAFT PDF COPY

FCC Form 470 - Funding Year 2025

Pioneer County Public Library System - Category

250000241

Last Saved: 1/17/2025 8:32 AM EST

Basic Information

Service Requests

Technical Contact
Information

Certifications &
Signature

Click on the blue Download Document Link. This will open another browser tab where you can choose to open or save the PDF.

Please download and carefully review this FCC Form 470 before certifying.

Download Document Link

[USAC_FCC_FORM_470_APPLICATION_250000241_DRAFT](#)

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


BACK

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

EMAIL THE DRAFT TO KDLA

USAC_FCC_FORM_470_APPLICATION_250000241... 1 / 3 | - 100% + | [Icons]



FCC Form 470 – Funding Year 2025
Form 470 Application Number: 250000241
Category Two Examples FY 2025

Billed Entity
Pioneer County Public Library System
100 Main Street Boonesburg, KY 41700 Pioneer
111-222-3333
library.system10.user1@mailinator.com

Contact Information
Lauren Abner
library.system10.user1@mailinator.com
502-564-1728

Billed Entity Number: 208
FCC Registration Number: 0018429621

Application Type
Applicant Type: Library System
Recipients of Services: Bookmobile; Main Branch;
Public Library; Public Library System

Number of

Draft 470s and RFP documents can be emailed to lauren.abner@ky.gov for review.

You don't need to save the draft copy for your records; you'll be able to download the final, certified copy later.

CONTINUE TO CERTIFICATION

FCC Form 470 - Funding Year 2025

Pioneer County Public Library System - Category Two Examples FY 2025 - Form #250000241

Last Saved: 1/17/2025 8:32 AM EST

Basic Information	Service Requests	Technical Contact Information	Procurement Information	FCC Form 470 Review	Certifications & Signature
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Please download and carefully review this FCC Form 470 before certifying.

Download Document Link

[USAC_FCC_FORM_470_APPLICATION_250000241_DRAFT](#)

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

After the draft copy has been reviewed, check this box and click on the blue Continue to Certification button. If you want to send the form to another full-rights user for certification, select Send for Certification.

YES TO PROCEED

FCC Form 470 - Funding Year 2025

Pioneer County Public Library 2025 - Form #250000241

Last Saved: 1/17/2025 8:32 AM EST

Basic Information Service Request Information 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_250000241_DRAFT](#)

By check

Confirm that you want to proceed directly to certification.

A screenshot of the FCC Form 470 certification interface. A white dialog box is centered on the screen, asking for confirmation to proceed directly to certification. The 'YES' button in the dialog is circled in pink. A pink arrow points from this circle to a pink callout box containing the text 'Confirm that you want to proceed directly to certification.' The background shows the form's progress bar and various sections like 'Basic Information' and 'Certifications & Signature'. At the bottom, there are buttons for 'BACK', 'SEND FOR CERTIFICATION', and 'CONTINUE TO CERTIFICATION'.

CERTIFY THE FORM

Certify FCC Form 470

Pioneer County Public Library System - Category Two Examples FY 2025 - Form #250000241

Last Saved: 1/17/2025 8:32 AM EST

Basic Information	Service Requests	Technical Contact Information	You must agree to all of the certifications to post the Form 470. All the certifications are straightforward – no ‘trick’ certifications!	Certifications & Signature
-------------------	------------------	-------------------------------	--	----------------------------

Please complete the certifications below.

Applicant Certifications

- I certify that the applicant includes libraries or library consortia eligible for the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and do not have budgets that are completely separate from any schools (including, but not limited to, public universities).

Other Certifications

- I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.

BACK TO LANDING PAGE

The screenshot shows the Appian user interface. At the top is a blue navigation bar with tabs for 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. On the right side of the bar are a grid icon, a circular profile icon with 'LA', and the 'appian' logo. Below the navigation bar is a left-hand sidebar containing a logo for 'Training Universal Service Administrative Co.' (circled in yellow), and filters for 'Assigned to Me >', 'Sent by Me', 'Starred ☆', 'STATUS' (with 'Open ✕'), and 'DEADLINE' (with 'Overdue' and 'Today'). The main content area features a search bar with the text 'Click here to send a task...', a 'NEWEST' dropdown menu, and a task card. The task card has a blue checkmark icon, is assigned to 'Me', and is titled 'Create FCC Form 471 - 251000028 - test hotspots' with a timestamp of 'Tuesday, 3:00 PM' and a star icon. A yellow callout box with a black border points to the USAC logo in the sidebar and contains the text: 'After you certify, you'll see the Tasks list again. You likely won't have any additional tasks. Click on the USAC logo to return to My Applicant Landing Page.'

VIEW YOUR CERTIFIED FORM



Scroll to bottom

Your in-process and certified Forms 470 are listed at the bottom of My Applicant Landing Page. Form Type drop-down: select FCC Form 470. Funding Year drop-down: select 2020. In the left corner, click on the nickname to view the form.

▼ FCC Forms and Post-Commitment Requests

FCC Forms

Post-Commitment Requests

Form Type

Funding Year

Incomplete

Certified

Canceled

Nickname	Application Number	Funding Year	Status
Category Two Examples FY 2025	250000241	2025	Certified

PRINT YOUR FORM 470

Records / FCC Forms 470

Category Two Examples FY 2025 - #250000241



Summary

Generated Documents

News

Related Actions

After following the link to your Form 470 from My Applicant Landing Page, click on the Generated Documents tab near the top of the page.

Generated FCC Forms 470

FCC Form 470 Version

Original Version

The Original Version link opens a PDF copy of the form as it appeared when you certified it. If you have to upload an addendum to RFP documents (like answers to vendor questions), then you'll also see a Current Version link on this page.

ALLOWABLE CONTRACT DATE & BID EVALUATIONS

[Return to Presentation
Contents](#)

ALLOWABLE CONTRACT DATE

Records / FCC Forms 470

Category Two Examples FY 2025 -

Summary

Generated Documents

News

Related Actions

Please note: The following fields pull the most current data from the Contact Name, and Contact Phone Number. If you would like to review this FCC Form for the Generated Documents related dashboard on the left-hand side and click

Application Information

Nickname Category Two Examples FY 2025

Application Number 250000241

Funding Year 2025

Status Certified

Allowable Contract Date 2/14/2025

The Summary tab for your Form 470 will include an Allowable Contract Date (ACD), which is 28 calendar days after the form was certified. **Keep in mind that your actual ACD may be different depending on what you specified in RFPs or whether your RFPs were posted in other places on later dates—that would restart the 28-day competitive bidding clock.**

Certified By Lauren Abner

Last Modified Date 1/17/2025 8:43 AM EST

Last Modified By Lauren Abner

USAC EMAIL FOR ALLOWABLE CONTRACT DATE

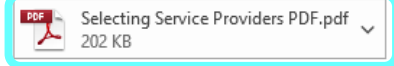
Fw: EPC Notification: Allowable Contract Date Reached for FCC Form 470 # 210015552



To: Abner, Lauren (KDLA)

Reply Reply All Forward ...

Fri 2/19/2021 12:11 PM



A PDF with instructions on vendor selection will be attached.

From: EPC Send Allowable Contract Notification <processmod...>
To: [Redacted]
Sent: Thursday, February 18, 2021, 02:00:29 AM CST
Subject: EPC Notification: Allowable Contract Date Reached for FCC Form 470 # 210015552



Hello,

The Allowable Contract Date for FCC Form 470 has been reached. You will receive a notice 28 calendar days after filing a Form 470 indicating that the earliest possible Allowable Contract Date has been reached.

You'll receive a notice 28 calendar days after filing a Form 470 indicating that the earliest possible Allowable Contract Date has been reached.

Your next step is to evaluate the bids received and sign a contract. Click the link below to view the bids, evaluate bids and select your service provider.

[Form 470 Dashboard](#)

Thank you,

Universal Service Administrative Co.

BID EVALUATIONS (1/2)

Don't make any decisions or sign contracts until your Allowable Contract Date (ACD) has passed

- Unless your narrative or RFP specified a due date, you may continue collecting bids after 28 calendar days
- If you received only 1 bid, then you should email yourself to memorialize this fact.
- You may contact vendors to request cost proposals after filing the Form 470 – **do not give those vendors additional information not listed in the narrative or RFP.**

BID EVALUATIONS (2/2)

Must evaluate all valid bids using cost as the primary factor

- You should respond to requests for additional information needed to create a responsive bid.
- Spam – generic email asking you to call or email to request a quote – is not considered a responsive bid and you don't have to respond.
- You may disqualify certain bids if you stated those disqualification factors on the Form 470.
- You may consider relevant State Master Contracts as bids – while they may purchase internet or phone services from the KIH3 contract, **public libraries are NOT eligible to purchase off the KETS equipment contracts for Kentucky schools.** Some vendors for those contracts may offer to match the pricing offered to schools.



Sample Bid Evaluation Matrix

Hover over each paragraph on the right to see the area of the bid evaluation matrix with which it corresponds.

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	30*	15	30	25
Prior experience with the vendor	20	20	0	20
Prices for ineligible services, products, and fees	25	20	15	25
Flexible invoicing: FCC Form 472 or FCC Form 474	15	0	15	15
Local or in-state vendor	10	10	8	7
TOTAL	100	65	68	92

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

List of Disqualified Bidders:
Vendor 1
Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 1 did not attend this conference and did not provide a reason for their absence.

Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available."

Vendors are rated on how well they meet each factor. Point values for all factors are totaled for each vendor.

In this sample, Vendor 3, with a total of 92 points, is the winning bid because that vendor has the highest total points.

If a bidder is disqualified, the reason for disqualification should be noted for that vendor (see the "List of Disqualified Bidders" below the matrix).

For more information on constructing a bid evaluation, visit the USAC website at: <http://usac.org/sl/applicants/step02/default.aspx>

<https://www.usac.org/wp-content/uploads/e-rate/documents/samples/Bid-Evaluation-Matrix.pdf>

PRODUCT ELIGIBILITY QUESTIONS

Check with the vendor or manufacturer to ensure that you understand the E-rate eligibility for the product/service listed on the cost proposal

- Example: Firewalls – while the firewall appliance (hardware) is generally 100% E-rate eligible, the firewall license for security features and content filtering isn't. Sometimes the appliance and license are sold as a bundle that is partially eligible – check the SKU.
- Search online for the manufacturer's E-rate page – they sometimes have eligibility lists by SKU or have an email address to contact for eligibility questions.

DOCUMENT RETENTION – SAVE IT ALL!

- Save **everything** related to E-rate filing. The document retention period is **10 years from the last date for service in the funding year.**
 - FCC Forms
 - Any correspondence from USAC or the FCC.
 - Copies of all responsive bids (not just the winning bid)
 - Contracts or agreements with service providers
 - Copies of bid evaluation form/decision process for choosing winning bid
 - Invoices and proof of delivery, service, etc.

A close-up photograph of two kittens. The kitten on the left is ginger and white, looking upwards and to the right. The kitten on the right is a blue-eyed breed with dark points, also looking upwards and to the right. The background is blurred, showing warm, golden light.

WRAP-UP

[Return to Presentation
Contents](#)

LOOKING AHEAD – THE FORM 471

- The Form 471 application filing window for Funding Year 2025 will be open through March 26, 2025.
- Prior to filing the Form 471, you must complete the competitive bidding process and, if required, sign a contract or make a legally-binding agreement with the vendor chosen through the bidding process.
- KDLA will provide updated Form 471 training in February 2024– dates TBD.

RESOURCES

KDLA's E-rate page

- <https://kdla.ky.gov/Library-Support/Library-Programs/E-rate/Pages/default.aspx>

USAC E-rate page

- <https://www.usac.org/e-rate/>

USAC Customer Support Center

- 1-888-203-8100 or through the [E-rate Productivity Center](#)

E-rate Central

- <https://e-ratecentral.com/>

Funds for Learning

- <https://www.fundsforlearning.com/>

USAC E-LEARNING MODULE + GUIDING STATEMENTS TABLE

USAC has released new tools on the [FCC Form 470 Filing page](#):

Related User Guides

- [FCC Form 470 Services Guiding Statements Reference Table FY25](#)
- [FCC Form 470 Search User Guide](#)

For step-by-step filing guidance, watch the [How to File an FCC Form 470 eLM](#).



SIGN UP FOR KYTECH LISTSERV®

For Library Technology Support Staff:

- KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
- TO SUBSCRIBE: Send a blank message to: join-kytech@listserv.ky.gov

**E-rate updates and reminders are posted to
KYTECH.**



KDLA's E-rate consultations and training are made possible in part by the Institute of Museum and Library Services (IMLS) through the Grants to States program. For more information, please visit the IMLS website: <https://www.imls.gov/>.



For E-rate questions,
contact Lauren Abner.

[Return to Presentation Contents](#)

lauren.abner@ky.gov
502.564.1728
[Book time with Abner,
Lauren \(ELC\): E-
rate/SAM.gov
consultation or form filing](#)