



E-rate Form 470

Funding Year 2026

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for Libraries & Archives
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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

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E-RATE FUNDING YEARS

<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 2025	Closed competitive bidding deadline	Closed 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
Funding Year 2027	July 1, 2026 to Late Feb 2027 competitive bidding deadline	Mid-January to Late March 2027 application filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2027 to June 30, 2028	October 28, 2028	April 1, 2027 to Sept. 30, 2028	January 28, 2029
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 2026

- **Competitive Bidding for FY 2026 services**
 - Opened July 1, 2025 (Form 470 released)
 - Last date to open competitive bidding: February 26, 2026 (*projected – date not finalized*)
- **When Services Will Happen for FY 2026**
 - Recurring Services: July 1, 2026, to June 30, 2027
 - Includes: Category One monthly internet access or transport services; Category Two basic maintenance of eligible equipment)
 - Non-recurring Services: April 1, 2026 to September 30, 2027
 - One-time Category Two purchase/installation

TIME TO UPDATE PROFILES

The 'administrative window' to update entity profiles will remain open until shortly before the start of the Form 471 filing window.

- **Has a branch's address, phone #, or square footage changed?**
 - Update information in the [E-rate Productivity Center](#)
 - If the square footage will change before September 30, 2027, due to construction, make sure you have documentation to verify the new square footage before filing the Form 471 for Category Two.
- **Are you opening or closing branches during FY 2026?**
 - Obtain entity numbers for new branches
 - Consider permanently canceling entity numbers for closed branches once all E-rate invoicing for that branch has been completed.



E-RATE ELIGIBLE SERVICES LIST

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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
- **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 FY
2026:
July 1, 2026 to
June 30, 2027

Category Two

**FY 2026 Early
Installation:
April 1, 2026**
**FY 2026 Late Installation:
September 30, 2027**

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

† For a router leased from the
internet service provider, your library
may need to bid for Category Two
Internal Connections for Function:
Router. See 'Q9 of [FAQs: Eligible
Fiber Services](#)

Internal Connections (IC)

- **Cabling/Data Wiring** (bulk cable, 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**

Category Two

Basic Maintenance of Internal Connections (BMIC)

- 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

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

Managed Internal Broadband Services (MIBS)

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

Miscellaneous (Cat 1 or 2)

Some taxes, surcharges, and other similar, reasonable charges

- Federal Access Recovery Charge on internet invoices – permissible charge for use of a local carrier's 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"
- Kentucky taxes including property taxes, Kentucky Lifeline Support Fund Fee

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

DUPLICATIVE SERVICES

Caution – E-rate does not provide discounts for services that are considered duplicative. Example: internet access that is used as backup, redundancy, failover, etc.

If the connections serve different populations (internet for public, internet for staff), they may both be considered E-rate eligible.

§22 of the *Second Report and Order and Further Notice of Proposed Rulemaking for the E-rate program* addresses duplicative services:

*“Funding of Duplicative Services In the Universal Service Order, the Commission indicated that an applicant’s request for discounts should be based on the reasonable needs and resources of the applicant, and bids for services should be evaluated based on cost-effectiveness. Pursuant to this requirement, the Administrator has denied discounts for duplicative services. **Duplicative services are services that deliver the same functionality to the same population in the same location during the same period of time.** We emphasize that **requests for discounts for duplicative services will be rejected** on the basis that such applications cannot demonstrate, as required by our rules, that that they are reasonable or cost effective.” [emphasis mine]*

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/Library-Support/Library-Staff-Development/Pages/Archived-Webinars.aspx>



COMPETITIVE BIDDING OVERVIEW

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COMPETITIVE BIDDING



On the Form 470, applicants describe the E-rate eligible services needed in the next funding year. Potential service providers have *at least 28 calendar days* to respond with bids.

- No decision about which service provider to use can be made before 28 calendar days has elapsed.
- You can wait longer if you want; you must wait longer if you state a later due date in the Form 470 narrative or RFP.

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 principle of the E-rate program
- 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.

THE PRICE IS RIGHT

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.

FROM SERVICE REQUESTS TO FUNDING REQUESTS

- Having both the correct service requests and 470 narrative language will be important during application review.
- **The Form 470 service requests must encompass the details of the services your library will list on the Form 471 application.** For example, your library can't request discounts on a bandwidth that is higher than the maximum bandwidth capacity on the Form 470.
 - See next slide for examples

COVERING YOUR REAR FOR THE FORM 471

Funding Requests on the Form 471 application for discounts

Service Requests on the Form 470 for competitive bidding

- If my library will make **funding requests** for discounts on:
 - **Fiber, cable, DSL, or satellite internet access**
 - **Data transmission only (WAN circuits)**
 - **Bookmobile hotspot service**
 - **Firewall hardware and/or license**
 - **If a library branch or the bookmobile will be a recipient of service on the application**
- Then the Form 470 must include **service requests** for:
 - **Internet Access and Data Transmission Service**
 - **Standalone Data Transmission Service**
 - **Cellular Data Plan/Air Card Service**
 - **Internal Connections: Firewall Service, Components, and Necessary Software & Licenses**
 - **Then the branch and address must be included in the competitive bidding information**

Commercially Available Business-class Internet Option (CABIO)

A Form 470 for Internet service is not necessary if **ALL** these conditions are met:

- Bandwidth is ***at least* 100 Mbps download and 10 Mbps upload**
- Pre-discount cost is **at or below \$3,600 annually** (\$300/month) for each branch, including installation or other eligible fees
- Service and price are **commercially available to other business or government customers** in your area

Category Two Bidding Exemption

- **Libraries can skip the Form 470 for competitive bidding for Category Two services if \$3,600 or less per year is requested for each eligible location.**
- **Purchase must still be cost-effective**
- **Includes all 3 Service Types for Category Two**
 - **Internal Connections**
 - **Basic Maintenance of Internal Connections**
 - **Managed Internal Broadband Services**



CONTRACTS

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CONTRACT EXPIRING?

Are any of your contracts for E-rate eligible recurring services such as internet or cellular data for the bookmobile **set to expire before June 30, 2027?**

- **If Yes**, you must bid again for these services on a Funding Year 2026 Form 470
- Recurring services purchased month-to-month or by tariff agreements must be bid every year.
- You should also bid again if your library is still under contract but needs to sign new paperwork to make upgrades with your provider.
- **WHEN IN DOUBT, BID AGAIN.**

YOUR LIBRARY'S PROCUREMENT PROCEDURES

Does your library board need to review contracts before they are signed?

- If so, keep in mind the board meeting dates in early 2026.
- **Once the Form 471 filing deadline is set...**
 - Look up the date for the last board meeting that will occur before the Form 471 deadline (**projected March 26, 2026**)
 - Plan to file all Forms 470 for competitive bidding at least 5 weeks prior to this board meeting. (Sooner is better!)

ALREADY UNDER CONTRACT?

Q: My library wants to receive E-rate support for the next funding year, but we have an ongoing contract that wasn't approved for E-rate discounts in a previous funding year. Is it possible to get E-rate for that service?

A: Yes, but there are some provisos:

- The existing contract must honestly win the bid evaluation.
- You must memorialize the contract with a new E-rate “Contract Award Date”—you'll sign and date the contract again to show that it won the bid evaluation at some date after the 28 calendar day competitive bidding period.
- **THIS IS NOT THE IDEAL WAY TO DO E-RATE** – The best practice is to file a Form 470, wait at least 28 calendar days, evaluate bids, and then sign a new contract. Any deviation from this best practice complicates how you enter data on forms.

MODEL PROCUREMENT

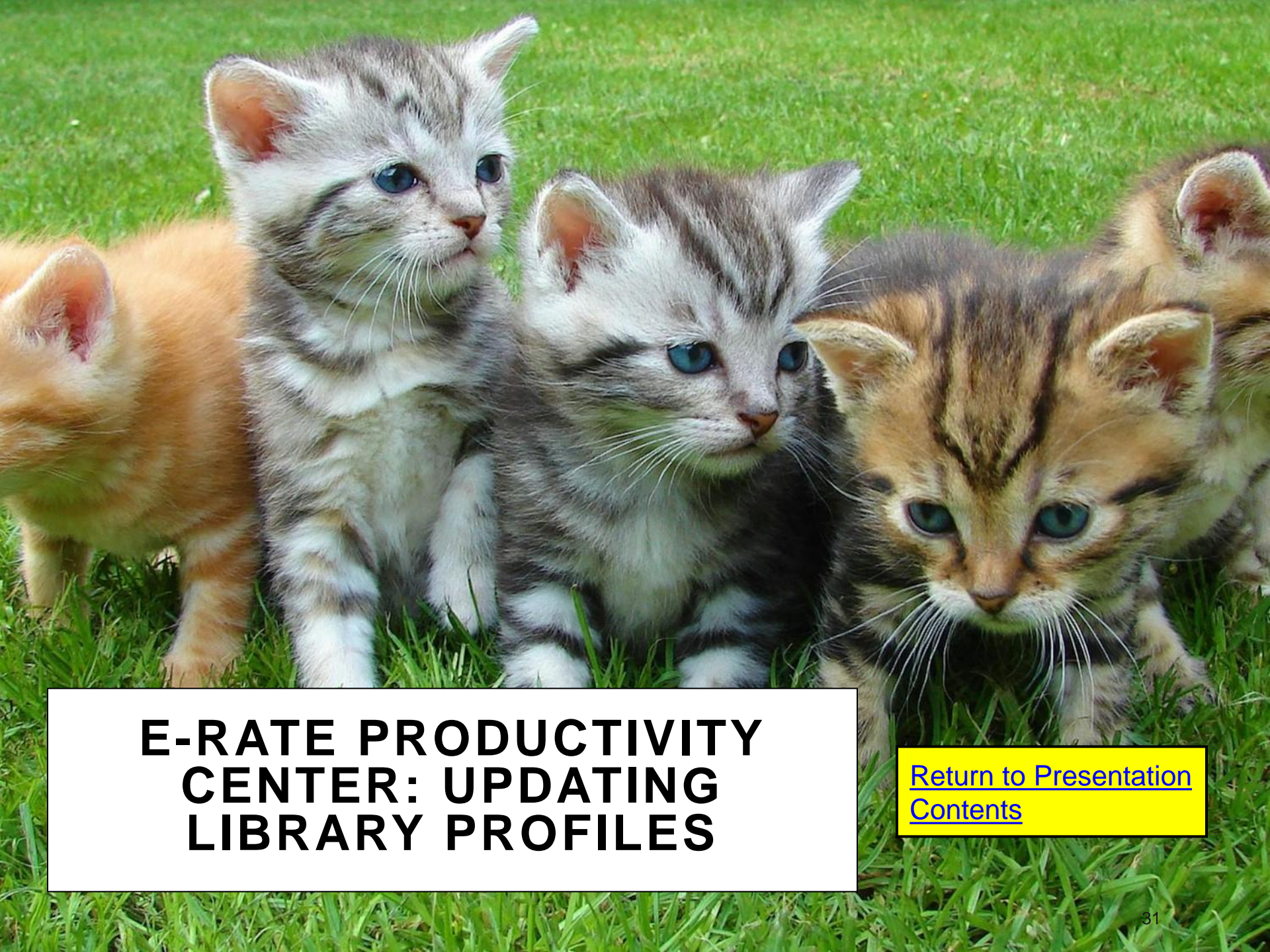
- Most Kentucky libraries follow the Kentucky Model Procurement Code
 - The library board must adopt the MPC as its official way to purchase, and this step was likely taken many years ago (the MPC is 40+ years old).
 - Spelled out in Kentucky Revised Statutes 45A.345–.460
 - Must receive competitive 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](#))

KRS 424.260(1)

- If your library doesn't follow the Model Procurement Code, then purchases **over \$40,000** 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 you to use:
 - **For MPC libraries:** XX County Public Library has adopted the Kentucky Model Procurement Code (Kentucky Revised Statutes 45A.345-.460).
 - **For non-MPC libraries:** Kentucky Revised Statute 424.260(1) requires sealed bids for purchases over \$40,000.

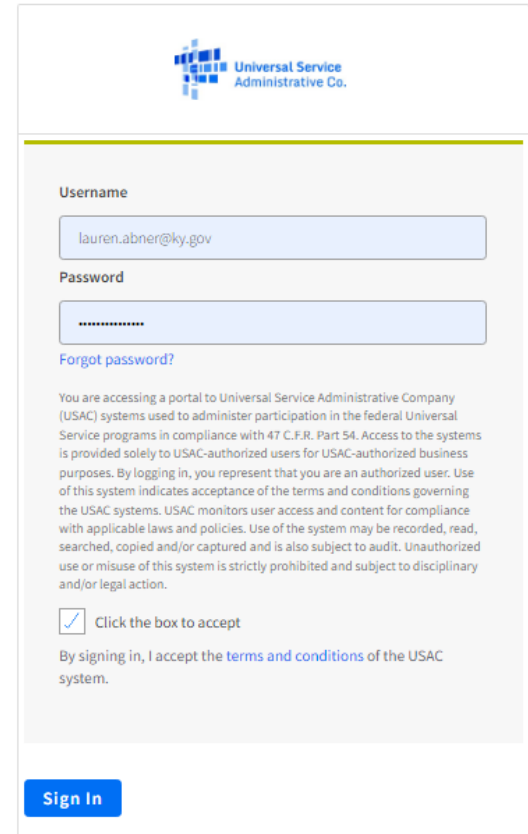


E-RATE PRODUCTIVITY CENTER: UPDATING LIBRARY PROFILES

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E-RATE PRODUCTIVITY CENTER


- To set up an account or if you have login issues: call the USAC Customer Support 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 interface for the Universal Service Administrative Company (USAC) E-RATE portal. At the top right is the USAC logo and the text "Universal Service Administrative Co.". Below this is a horizontal yellow line. The main section contains a "Username" label above a text input field with the email "lauren.abner@ky.gov". Below that is a "Password" label above a password input field with masked characters. A blue link "Forgot password?" is positioned below the password field. 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 checked checkbox with the label "Click the box to accept". Further down, it states "By signing in, I accept the terms and conditions of the USAC system." At the bottom right is a blue "Sign In" button.

UPDATING PROFILES

[News](#) | [Tasks \(1\)](#) | [Records](#) | [Reports](#) | [Actions](#)



My Applicant Landing Page



Training
**Universal Service
Administrative Co.**

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#)
[Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) |
[Hurricane Impact Designation](#) | [Manage Users](#) | [Manage Organizations](#)
[USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [Pioneer County Public Library System](#)!

Notifications

Notification Type

Funding Year

Status All

Notification	Description	Issued Date
No items available		

My Entities

Entity	Entity Number
Pioneer County Public Library System	208
Loganville Branch Library	209
Pioneer County Public Library Main Branch	210
Pioneer County Bookmobile	211

Loganville	KY	41800
Boonesburg	KY	41700
Boonesburg	KY	41700

To update the address, phone, square footage, or other information about your system or its branches, go to My Applicant Landing Page and click on the library system or branch name under My Entities.

UPDATING LIBRARY SYSTEM PROFILE

News Tasks (1) Records Reports Actions

Records / Applicant Entities

#208 - Pioneer County Public Library System

Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News **Related Actions**

- Create a New User**
This function allows you to create a user for your entity.
- Add or Remove Existing Users**
This process allows user to add and remove users from an organization
- Manage User Permissions**
This function allows you manage the permissions for one or more users.
- Manage Organization**
This function allows you to update information about an entity or Person
- Modify Account Administrator**
This process allows you to transfer the Account Administrator function to another user
- Create a Customer Service Case**
This function allows you to submit a question about an E-rate form or topic, submit a specific request or an attachment.
- Manage General Contact**
This function allows you to designate the general contact for your entity.
- Manage Organization Relationships**
Process to relate an Organization to another Organization
- Create FCC Form 470**
This function allows you to create an FCC Form 470 for your entity.
- Create FCC Form 471**
This function allows you to create an FCC Form 471 for your entity.

FOR LIBRARY SYSTEM PROFILES: After following the profile link from My Applicant Landing Page, click on Related Actions from the horizontal menu near the top of the page. Select Manage Organization to open & modify the library system profile information.

UPDATING BRANCH PROFILES

The screenshot shows the Appian interface for managing branch profiles. The top navigation bar includes 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The user profile 'Appian' is in the top right. The main content area displays the profile for '#210 - Pioneer County Public Library Main Branch'. A horizontal menu below the title includes 'Summary', 'Modifications', 'Additional Information', 'Category Two Budget', 'Contracts', 'FCC Forms', 'News', and 'Related Actions'. The 'Summary' tab is active. On the right side of the title, there are two buttons: 'MANAGE ORGANIZATION' and 'MANAGE ANNEXES'. The 'MANAGE ORGANIZATION' button is circled in yellow, and a yellow callout box points to it with the following text:

FOR INDIVIDUAL BRANCH PROFILES: After following the link from My Applicant Landing Page, click on the Manage Organization button to modify the entity's profile. Alternative: click on Related Actions in the horizontal menu, then click on Manage Organization.

The left sidebar contains the following sections:

- Organization Details**
 - Name: Pioneer County Public Library Main Branch
 - Entity Number: 210
 - FCC Registration Number: [blank]
- Contact Information**
 - Physical Address: 100 Main Street, Boonesburg, KY 41700
 - Mailing Address: 100 Main Street, Boonesburg, KY 41700
- Applicant Attributes**
 - Latitude: Not Found
 - Longitude: Not Found
 - Urban/Rural Status: Not Found
 - Library Sub-Type:
 - ☒ Public Library
 - ☐ Private Library
 - ☐ Academic
 - ☐ Research
 - ☐ Tribal Library

The right sidebar contains the following sections:

- User-Entered Latitude: [blank]
- User-Entered Longitude: [blank]
- User-Entered Urban/Rural Status: Rural
- Is this library part of a library system?: Yes
- Square Footage: 16000



FORM 470 – BASIC INFORMATION

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START OR CONTINUE A FORM 470

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

News **Tasks** Records

My Application Training

Universal Service Administrative Co.

Welcome Pioneer County Public Library System!

Pending Inquiries

Type -- Select a Type --

Funding Year -- Select a Funding Year --

Application/Request -- Enter an Application/Request ID or Nickname

APPLY FILTERS CLEAR FILTERS

My Entities

Entity				
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

Linking Request Report | **FCC Form 470** | FCC Form 471 | FCC Form 486 | Appeal | IDD Extension | FCC Form 500 | SPIN Change | Service Substitution | Manage Users | Manage Organizations | USAC Website | Contact Us | Help

FORM 470 – NAVIGATION

The screenshot shows the FCC Form 470 interface. At the top, a blue navigation bar contains 'News', 'Tasks' (circled in green), 'Records', 'Reports', and 'Actions'. A user profile icon labeled 'appian' is on the right. Below the navigation bar, the page title is 'FCC Form 470 - Pioneer County Public Library System and Hotspot Service - Form #230000268'. A green callout box points to the 'Tasks' menu item, stating: 'Continue working on an in-process Form 470 under Tasks. EPC saves your location & entries in the form.' Below the title, there's a section for 'Basic Information' with tabs for 'Basic Information', 'Service Requests', 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review', and 'Certifications & Signature'. The 'Basic Information' tab is active, showing a description of the form and a section for 'Application Type and Recipients of Service'. Under 'Recipients of Service', there's a table with columns 'Billed Entity Name' and 'Billed Entity Number'. The first row shows 'Pioneer County Public Library System'. At the bottom, there are five buttons: 'BACK' (circled in blue), 'DISCARD FORM' (circled in red), 'SAVE & SHARE' (circled in pink), and 'SAVE & CONTINUE' (circled in yellow). A yellow callout box points to the 'SAVE & CONTINUE' button, stating: 'Save & Continue to go to next page'. A pink callout box points to the 'SAVE & SHARE' button, stating: '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!'. A blue callout box points to the 'BACK' button, stating: 'Use Back button to return to a previous page'. A red callout box points to the 'DISCARD FORM' button, stating: 'Discard Form – Permanently delete forms you’re working on.'

Tasks

FCC Form 470 - Pioneer County Public Library System and Hotspot Service - Form #230000268

Last Saved: 11/29/2022 8:58 PM

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

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Application Type and Recipients of Service

Applicant Type: Library System

Number of Eligible Entities: 3

Recipient(s) of Service

- ☒ Public Library
- ☒ Bookmobile
- ☒ Main Branch
- ☒ Public Library System

Recipients of Service

Billed Entity Name	Billed Entity Number
Pioneer County Public Library System	

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 & Continue to go to next page

SAVE & SHARE SAVE & CONTINUE

FORM 470 – BASIC INFORMATION (1/3)

FCC Form 470 - Funding Year 2026

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

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

Application Nickname

Please enter an application nickname here. *

FY 2026-27 Category One and Two

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

SAVE & SHARE

SAVE & CONTINUE

Save & Continue to go to next page

FORM 470 – BASIC INFORMATION (2/3)

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

Basic Information

Service Requests

Technical
Inform

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Application Type and Recipients of Service

Applicant Type: Library System

Number of Eligible Entities: 3

Recipient(s) of Service

- ☒ Public Library
- ☒ Bookmobile
- ☒ Main Branch
- ☒ Public Library System

Recipients of Service

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

BACK

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

SAVE & SHARE

SAVE & CONTINUE

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 with your library.

Contact Information

Are you the main contact person?

YES ✓

NO

Lauren Abner

library.system10.user1@mailinator.com

502-564-1728

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.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE



FORM 470 – CATEGORY OF SERVICE + RFP DOCUMENTS

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CATEGORY(S) OF SERVICE

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will identify the category(s) of service requested.

Visit [our website](#) for more information on how to file the FCC Form 470

Category(s) of Service

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

CATEGORY 1 ✓

- Data Transmission and/or Internet Access

CATEGORY 2

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

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

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

NOTE ON RFP DOCS

USAC uses the terms 'RFP' or 'request for proposal' for any documents that further describe an applicant's needs. RFPs can be useful when making extensive requests and are required for certain requests by E-rate program rules.

- **Applicants must upload RFP documents:**
 - **If such documents have been issued as part of the procurement**—you must upload all RFP documents in EPC, not merely provide a link to where they are posted elsewhere.
 - ****To request cellular data for the bookmobile:** USAC requires RFPs for cellular data that include a description of the service requested ('placeholder' RFPs aren't allowed). Templates for bookmobile data RFPs can be requested from the KDLA State E-rate Coordinator.

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

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

 RFP Bookmobile Hotspot T...
DOCX – 26.54 KB

UPLOAD

 Drop or paste 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

You must answer the RFP question to move forward; if you indicate Yes, the option to upload 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 certain special characters such as – or () in the file name.

To remove an RFP document, hover over the document icon  and click when it turns into an X 

45

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 ONE services.

☐ RFP Bookmobile Hotspot TEMPLATE

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

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

☐ RFP Bookmobile Hotspot TEMPLATE

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

You can automatically attach the uploaded RFP to ALL service requests in the selected Category of Service. Most libraries won't do this for Category One requests, but it's common for extensive Category Two equipment upgrades.



SERVICE REQUESTS – GENERAL NAVIGATION

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ADDING SERVICE REQUESTS

The screenshot shows a web form titled 'Service Requests' with four tabs: 'Basic Information', 'Service Requests', 'Technical Contact Information', and 'Procurement Information'. The 'Service Requests' tab is active. Below the tabs, a text prompt says 'Next, you will describe the services you are requesting.' followed by the heading 'Service Requests: Category One'. A message states 'There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.' Below this message are three buttons: 'ADD NEW SERVICE REQUEST' (highlighted with a yellow circle and a callout box), 'EDIT SERVICE REQUEST', and 'REMOVE SERVICE REQUEST'. The 'ADD NEW SERVICE REQUEST' button is blue with white text. Below the buttons is a section titled 'Narrative' with a text prompt 'If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include:'. This is followed by a bulleted list of examples: 'Any disqualification factors;', 'Additional details about the eligible locations that will be receiving these services; or', and 'Other information about the services requested that would help bidders develop bids that are responsive to your needs.' Below the list is a large text input field with the placeholder text 'TYPE OR COPY/PASTE YOUR CATEGORY ONE NARRATIVE HERE'. At the bottom of the form are three buttons: 'BACK', 'DISCARD FORM', and 'SAVE & CONTINUE'. A callout box points to the 'Narrative' section with the text 'If you aren't using an RFP, the Narrative field for each Category allows you to more fully describe your needs to potential service providers. (See later section, [Form 470: Crafting a Narrative](#)).'

Basic Information Service Requests Technical Contact Information Procurement Information

Next, you will describe the services you are requesting.

Service Requests: Category One

There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.

ADD NEW SERVICE REQUEST EDIT SERVICE REQUEST REMOVE SERVICE REQUEST

Narrative

If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

TYPE OR COPY/PASTE YOUR CATEGORY ONE NARRATIVE HERE

BACK **DISCARD FORM** **SAVE & CONTINUE**

If you aren't using an RFP, the Narrative field for each Category allows you to more fully describe your needs to potential service providers. (See later section, [Form 470: Crafting a Narrative](#)).

EDIT OR REMOVE SERVICE REQUESTS

Service Requests: Category One

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

<input type="checkbox"/>	Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service		100 Mbps						
<input type="checkbox"/>	Data Transmission and/or Internet Access	Standalone Data Transmission Service		100 Mbps						
<input checked="" type="checkbox"/>	Data Transmission and/or Internet Access	Cellular Data Plan/Air Card Service		5 Mbps	1 Gbps	1	1	Lines	Yes	Bookmobile hotspot RFP template

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 & INSTALLMENT PLAN

Narrative

If you would like to provide further detail about the services or equipment sought, you may do so in this box.

- 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.

All bids must include the Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified. Bids that do not confirm availability at the service delivery address will be considered non-responsive and therefore disqualified.

QTY 1 FOR MONTHLY FIBER INTERNET AT 100 MAIN ST, BOONESBURG, KY 41700. The main library currently has download speeds between 100 Mbps and 1 Gbps, fees for 5 static IP addresses, and estimated taxes and other surcharges. Service start date is July 1, 2023. The library seeks only fiber bids. Bids for non-fiber internet will be disqualified.

QTY 1 FOR TRANSPORT CIRCUIT FROM 100 MAIN ST, BOONESBURG, KY 41700 TO 300 TULIP POPLAR LN, LOGANVILLE, KY 41800. Please quote all download speeds between 100 Mbps and 1 Gbps (fiber or non-fiber), fees for 5 static IP addresses, and estimated taxes and other surcharges. Service start date is July 1, 2023.

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Please quote all download speeds between 100 Mbps and 1 Gbps (fiber or non-fiber), fees for 5 static IP addresses, and estimated taxes and other surcharges. Service start date is July 1, 2023.

Make sure the narrative and/or RFP documents cover all Category One service requests. More tips on the narrative appear in the section, [Form 470: Crafting a Narrative](#).

Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? *

- ☐ Yes
- ☒ No

For Category One internet access, you must answer a question about installment payments for special construction charges. It's very rare for Kentucky libraries to request special construction, so most likely the answer is 'No'. For more on special construction, see USAC's [Fiber – Summary Overview page](#).



SERVICE REQUEST – MONTHLY INTERNET

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Contents](#)

ADD NEW SERVICE REQUEST

Basic Information

Service Requests

Technical Contact Information

Procurement Information

Next, you will describe the services you are requesting.

Service Requests: Category One

There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

Narrative

If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

TYPE OR COPY/PASTE YOUR CATEGORY ONE NARRATIVE HERE

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Use the blue Add New Service Request button to start a new service request.

'I SEEK BIDS...' (1/3)

To create a Category One 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

Please select the option below that matches the services for which you are seeking bids.

Visit [our website](#) for more information on how to file the FCC Form 470.

Add New Service Request

- ☐ I seek bids for internet access and/or data transmission service.
- ☐ I seek bids for Category One network equipment or maintenance and operations.

CANCEL

In the 1st set of statements, Category One service requests for all Kentucky public libraries should start with the 1st statement, “I seek bids for internet access and/or data transmission service”.

'I SEEK BIDS...' (2/3)

Basic Information

Service Requests

Please select the option below that matches the services for which

Visit [our website](#) for more information on how to file the FCC Form

Add New Service Request

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

- ☐ I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
- ☐ I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
- ☐ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
- ☐ I seek to build my own network.
- ☐ I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

CANCEL

For the 2nd set of statements, almost all Kentucky libraries will select the 1st option: “I seek bids for internet access and transmission service...”

To edit the selection for a set of statements, click on the selected statement again to re-open the dropdown and see all the options.

‘I SEEK BIDS...’ (3/3)

Basic Information

Service Requests

Technical Contact
Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Please select the option below that matches the services for which you are seeking bids.

Visit [our website](#) for more information on how to file the FCC Form 470.

Add New Service Request

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

☒ I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).

☐ I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services.

☐ I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internet connection (e.g., for use on a library bookmobile without a fixed connection).

CANCEL

In the 3rd set of statements, select the 1st option, “I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services.”

CATEGORY ONE FUNCTION

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Please select the option below that matches the services for which you are seeking bids.

Visit [our website](#) for more information on how to file the FCC Form 470.

Add New Service Request

➤ I seek bids for

➤ I seek bids for

transmission

cable, DSL, or

➤ I seek bids for

internet access and

data transmission

After selecting the last 'I seek bids...' statement, the correct Service Type (Data Transmission and/or Internet Access) and Function (Internet Access and Data Transmission Service) will appear below, along with additional fields to complete.

services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services.

Service Type

Data Transmission and/or Internet Access

Function *

Internet Access and Data Transmission Service

SERVICE REQUEST DETAILS (1/2)

Service Type

Data Transmission and/or Internet Access

Function *

Internet Access and Data Transmission Service

Quantity *

1

Unit

Each

Minimum Capacity *

100 Mbps

Maximum Capacity *

1 Gbps

CANCEL

Quantity refers to the number of lines or circuits requested. This example shows 1 circuit/line because the request covers service for the main building only; multiple service requests for the same Function can appear on the Form 470 if it simplifies the description of services for multiple branches.

☐ No

Minimum Capacity should reflect your library's current download speed.

Maximum Capacity should reflect the highest speed your library is seeking.

Be careful about units:

- **Mbps = megabits per second.** Use this for connections below gigabit.
- **Gbps = gigabits per second.**

Recommended max for both fiber and non-fiber requests.

SERVICE REQUEST DETAILS (2/2)

Service Type

Data Transmission and/or Internet Access

Function *

Internet Access and Data Transmission Service

Quantity *

Number of entities served = number of branch buildings to receive the service

Best practice: check Yes for the question about installation, activation in case your library starts a new service with setup fees.

1 Gbps

Check the box beside the RFP name only if this request is included in the document.

'Save & Create Another Request' will start a new request with all the same 'I seek bid statements', but those statements cannot be edited.

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.

☐ RFP Bookmobile Hotspot TEMPLATE

SAVE & CREATE ANOTHER REQUEST

SAVE REQUEST

'Save Request' will return you to the main Category One Service Requests page.

NARRATIVE FOR INTERNET ACCESS REQUESTS

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.

ALL BIDS MUST INCLUDE the Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified. Vendor must have the FY2025 Form 473/SPAC on file or the bid will be disqualified. Generic bids for internet access that do not confirm availability at the service delivery address and/or do not include specific special construction charges (if applicable) will be considered non-responsive and therefore disqualified.

QTY 1 FOR MONTHLY INTERNET AT 100 MAIN ST, BOONESBURG, KY 41700. Please quote download speeds between 100 Mbps and 1 Gbps, fees for 5 static IP addresses, and estimated taxes and other surcharges. Service start date is July 1, 2026.

QTY 1 TRANSPORT CIRCUIT BETWEEN 100 MAIN ST, BOONESBURG, KY 41700 AND 300 TULIP POPLAR LN, LOGAVILLE, KY 41800. Please quote download speeds between 100 Mbps and 1 Gbps and estimated taxes and other surcharges. Service start date is July 1, 2026.

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Service start date is July 1, 2026. Please see RFP document for details of this request.

Make sure the narrative and/or RFP documents cover all Category One service requests. More tips on the narrative appear in the section, [Form 470: Crafting a Narrative](#).

INSTALLATION PAYMENT PLAN

When requesting Internet Access or Data Transmission, the Installment Payment Plan question will appear below the narrative field. It's **VERY, VERY RARE** to request this option. The majority of Kentucky public libraries will answer No to this question. Then Save & Continue.

Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? *

- ☐ Yes
☒ No

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? *

- ☒ Yes
☐ No

Over how many years do you wish to amortize the costs? *

1


4

Please select a range of years above.

Do you prefer annual or monthly payments? *

- ☒ Annual
☐ Monthly

In the **VERY, VERY RARE** instance when a library answers Yes to this question, additional fields appear for options to amortize costs.



SERVICE REQUEST – DATA TRANSMISSION ONLY (WAN CIRCUIT)

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Contents](#)

ADD NEW SERVICE REQUEST

Basic Information

Service Requests

Technical Contact Information

Procurement Information

Next, you will describe the services you are requesting.

Service Requests: Category One

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

<input type="checkbox"/>	Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service		100 Mbps	1 Gbps	1	1	Each	Yes	

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:
be receiving these services; or
would help bidders develop bids that are responsive to your needs.

Completed service requests appear in a grid on the Service Requests: Category One page.

Use the blue Add New Service Request button to start a new service request.

'I SEEK BIDS...' (1/3)

Basic Information

Service Requests

Technical Contact

Procurement

FCC Form 470 Review

Certifications &

Please select the option below that matches

Visit [our website](#) for more information on how to file the FCC Form 470.

Add New Service Request

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

☐ I seek bids for Category One network equipment or maintenance and operations.

CANCEL

In the 1st set of statements, Category One service requests for all Kentucky public libraries should start with the 'I seek bids for internet access and/or data transmission service' statement.

‘I SEEK BIDS...’ (2/3)

Basic Information Service Requests

Please select the option below that matches the services for which you seek bids.

Visit [our website](#) for more information on how to file the FCC Form 477.

Add New Service Request

In the 2nd set of statements, libraries requesting bids for Wide Area Network (WAN) circuits for data transmission only should select the 3rd statement: “I seek bids to purchase data transmission service only (i.e., that does not include internet access service).”

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

- ☐ I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
- ☐ I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
- ☐ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
- ☐ I seek to build my own network.
- ☐ I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

CANCEL

To edit the selection for a set of statements, click on the selected statement again to re-open the dropdown and see all the options.

'I SEEK BIDS...' (3/3)

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Please select the option below that matches the services for which you are seeking bids.

Visit [our website](#) for more information on how to file the FCC Form 470.

Add New Service Request

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

☒ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).

☐ I seek data transmission service without internet access service.

☐ I seek to lease capacity, e.g., a specific number of dark fiber strands or capacity over a leased lit network, that will be used for data transmission service.

CANCEL

In the 3rd set of statements, Kentucky public libraries requesting bids for WAN circuits would select the first option: "I seek data transmission service without internet access service."

CATEGORY ONE FUNCTION

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Please select the option below that matches the services for which you are seeking bids.

Visit [our website](#) for more information on how to file the FCC Form 470.

Add New Service Request

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

➤ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).

➤ I seek data transmission service without internet access service.

Service Type

Data Transmission and/or Internet Access

Function *

Standalone Data Transmission Service

This service option does not include Internet access service; if this option is selected, the applicant will have to procure Internet access service separately.

After selecting the last 'I seek bids...' statement, the correct Service Type (Data Transmission and/or Internet Access) and Function (Standalone Data Transmission Service) will appear below. You'll also see a note in red reminding you to procure internet access separately.

SERVICE REQUEST DETAILS (1/2)

Service Type

Data Transmission and/or Internet Access

Function *

Standalone Data Transmission Service

This service option does not include Internet access service; if this option is selected, the applicant will have to procure Internet access service separately.

Quantity *

1

Unit

Each

Minimum Capacity *

100 Mbps

Maximum Capacity *

1 Gbps

CANCEL

Quantity refers to the number of lines or circuits requested. This example shows 1 circuit/line to connect two branches through data transmission only.

for this service? *

Minimum Capacity should reflect your library's current download speed.

Maximum Capacity should reflect the highest speed your library is seeking.

Be careful about units:

- **Mbps = megabits per second.** Use this for connections below gigabit.

- **Gbps = gigabits per second.**

Recommended max for both fiber and non-fiber requests.

SERVICE REQUEST DETAILS (2/2)

Service Type

Data Transmission and/or Internet Access

Function *

Standalone Data Transmission Service

This service option does not include Internet access service; if this option is selected, the applicant will have to procure Internet access service separately.

Number of entities served = number of branch buildings to receive the service

Number of entities served? *

2

Best practice: check Yes for the question about installation, activation in case your library starts a new service with setup fees.

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

☒ Yes

☐ No

Check the box beside the RFP name only if this request is included in the document.

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

☐ RFP Bookmobile Hotspot TEMPLATE

[CANCEL](#)

[SAVE & CREATE ANOTHER REQUEST](#)

[SAVE REQUEST](#)

'Save & Create Another Request' will start a new request with all the same 'I seek bid statements', but those statements cannot be edited.

'Save Request' will return you to the main Category One Service Requests page.

NARRATIVE FOR WAN CIRCUIT REQUESTS

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.

ALL BIDS MUST INCLUDE the Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified. Vendor must have the FY2025 Form 473/SPAC on file or the bid will be disqualified. Generic bids for internet access that do not confirm availability at the service delivery address and/or do not include specific special construction charges (if applicable) will be considered non-responsive and therefore disqualified.

QTY 1 FOR MONTHLY INTERNET AT 100 MAIN ST, BOONESBURG, KY 41700. Please quote download speeds between 100 Mbps and 1 Gbps, fees for 5 static IP addresses, and estimated taxes and other surcharges. Service start date is July 1, 2026.

QTY 1 TRANSPORT CIRCUIT BETWEEN 100 MAIN ST, BOONESBURG, KY 41700 AND 300 TULIP POPLAR LN, LOGAVILLE, KY 41800. Please quote download speeds between 100 Mbps and 1 Gbps and estimated taxes and other surcharges. Service start date is July 1, 2026.

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Service start date is July 1, 2026. Please see RFP document for details of this request.

Make sure the narrative and/or RFP documents cover all Category One service requests. More tips on the narrative appear in the section, [Form 470: Crafting a Narrative](#).

INSTALLATION PAYMENT PLAN

When requesting Internet Access or Data Transmission, the Installment Payment Plan question will appear below the narrative field. It's **VERY, VERY RARE** to request this option. The majority of Kentucky public libraries will answer No to this question. Then Save & Continue.

Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? *

- ☐ Yes
☒ No

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? *

- ☒ Yes
☐ No

Over how many years do you wish to amortize the costs? *

1

4

Please select a range of years above.

Do you prefer annual or monthly payments? *

- ☒ Annual
☐ Monthly

In the **VERY, VERY RARE** instance when a library answers Yes to this question, additional fields appear for options to amortize costs.



SERVICE REQUEST – BOOKMOBILE HOTSPOT

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ADD NEW SERVICE REQUEST

Service Requests: Category One

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

<input type="checkbox"/>	Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities				
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service		100 Mbps	1 Gbps	1	1	Each	Yes	
<input type="checkbox"/>	Data Transmission and/or Internet Access	Standalone Data Transmission Service		100 Mbps	1 Gbps	2	1	Each	Yes	

ADD NEW SERVICE REQUEST EDIT SERVICE REQUEST REMOVE SERVICE REQUEST

Use the blue Add New Service Request button to start a new service request.

Narrative

If

Completed service requests appear in a grid on the Service Requests: Category One page.

ment sought, you may do so in this box below. Examples include:

'I SEEK BIDS...' (1/3)

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Please select the option below that

Visit [our website](#) for more information.

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

Add New Service Request

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

☐ I seek bids for Category One network equipment or maintenance and operations.

CANCEL

In the 1st set of statements, Category One service requests for all Kentucky public libraries should start with the statement, "I seek bids for internet access and/or data transmission service".

'I SEEK BIDS...' (2/3)

Basic Information

Service Requests

Please select the option below that matches the services for which you are seeking bids.

Visit [our website](#) for more information on how to file the FCC Form 471.

Add New Service Request

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

- ☐ I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
- ☐ I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
- ☐ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
- ☐ I seek to build my own network.
- ☐ I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

CANCEL

For the 2nd set of statements, almost all Kentucky libraries will select the first option: "I seek bids for internet access and transmission service..."

To edit the selection for a set of statements, click on the selected statement again to re-open the dropdown and see all the options.

'I SEEK BIDS...' (3/3)

Basic Information

Service Requests

Technical Contact
Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Please select the option below that matches the services for which you are seeking bids.

Visit [our website](#) for more information on how to file the FCC Form 470.

Add New Service Request

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

☒ I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).

☐ I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services.

☐ I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internal connection (e.g., for use on a library bookmobile without a fixed connection).

In the 3rd set of statements, select, “I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internal connections (e.g., for use on a library bookmobile without a fixed connection).”

CATEGORY ONE FUNCTION

Basic Information

Service Requests

Technical Contact
Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Please select the option below that matches the services for which you are seeking bids.

Visit [our website](#) for more information on how to file the FCC Form 470.

Add New Service Request

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

➤ I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).

➤ I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internal connections.

Service Type

Data Transmission and/or Internet Access

Function *

Cellular Data Plan/Air Card Service

Cellular data plans and air cards for mobile devices are eligible only in instances when the school or library seeking support demonstrates that the individual data plans are the most cost-effective option for providing internal broadband access for mobile devices at schools and/or libraries.

After selecting the last 'I seek bids...' statement, the correct Service Type (Data Transmission and/or Internet Access) and Function (Cellular Data Plan/Air Card Service) will appear below, along with additional fields to complete. You'll also see a note in red because, *unless for a library bookmobile*, it's very difficult to receive discounts on cellular data.

SERVICE REQUEST DETAILS (1/2)

Service Type

Data Transmission and/or Internet Access

Function *

Cellular Data Plan/Air Card Service

Cellular data plans and air cards for mobile devices are eligible for on-premises use (e.g., for use on a library bookmobile that cannot use a fixed connection) that the individual data plans are the most cost-effective option for providing Internet access.

Quantity *

1

Unit

Lines

Minimum Capacity *

10 Mbps

Maximum Capacity *

1 Gbps

CANCEL

Quantity refers to the number of hotspots or cell phones with data being requested. **Reminder:** only the cellular data portion of a smartphone plan is E-rate eligible and only for use on the library bookmobile.

Capacity refers to the speed of the cellular connection, not the amount of data usage allowed each month. While we normally talk about cellular data speeds in terms like 4G, LTE, 5G, etc., you'll have to select approximate download capacities in megabits or gigabits per second.
Minimum Capacity: 10 Mbps
Maximum Capacity: 1 Gbps

SERVICE REQUEST DETAILS (2/2)

Service Type

Data Transmission and/or Internet Access

Function *

Cellular Data Plan/Air Card Service

Cellular data plans and air cards for mobile devices are eligible for on-premises use only in instances when the school or library seeking support demonstrates that the individual data plans are the most cost-effective option for providing internal broadband access for mobile devices at (not use a fixed connection).

Number of entities served = number of branch buildings (or the 'bookmobile' branch) to receive this service

Number of entities served? *

1

Best practice: check Yes for the question about installation, activation in case your library starts a new service with setup fees.

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

☒ Yes

☐ No

Maximum Capacity*

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

☒ RFP Bookmobile Hotspot TEMPLATE

Check the box beside the RFP name because Cellular Data Plan/Air Card Service requests require an RFP document.

SAVE & CREATE ANOTHER REQUEST

SAVE REQUEST

'Save & Create Another Request' will start a new request with all the same 'I seek bid statements', but those statements cannot be edited.

'Save Request' will return you to the main Category One Service Requests page.

NARRATIVE FOR BOOKMOBILE HOTSPOT REQUESTS

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.

ALL BIDS MUST INCLUDE the Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified. Vendor must have the FY2025 Form 473/SPAC on file or the bid will be disqualified. Generic bids for internet access that do not confirm availability at the service delivery address and/or do not include specific special construction charges (if applicable) will be considered non-responsive and therefore disqualified.

QTY 1 FOR MONTHLY INTERNET AT 100 MAIN ST, BOONESBURG, KY 41700. Please quote download speeds between 100 Mbps and 1 Gbps, fees for 5 static IP addresses, and estimated taxes and other surcharges. Service start date is July 1, 2026.

QTY 1 TRANSPORT CIRCUIT BETWEEN 100 MAIN ST, BOONESBURG, KY 41700 AND 300 TULIP POPLAR LN, LOGAVILLE, KY 41800. Please quote download speeds between 100 Mbps and 1 Gbps and estimated taxes and other surcharges. Service start date is July 1, 2026.

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Service start date is July 1, 2026. Please see RFP document for details of this request.

The RFP for Cellular Data Plan/Air Card Service must include details about the service, but basic information can be included in the narrative field. When using an RFP for any type of service request, it's always good to add a note in the narrative field to “see the RFP for details”.



SERVICE REQUEST – INTERNAL CONNECTIONS

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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 and Licenses	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 select 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** Technical Information

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

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

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

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.

CANCEL SAVE & CREATE ANOTHER REQUEST SAVE REQUEST

Meraki or equivalent

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)

The screenshot shows a web form with six tabs: Basic Information, Service Requests, Technical Contact Information, Procurement Information, FCC Form 470 Review, and Certifications & Signature. The 'Service Requests' tab is active. The form contains several fields and sections:

- Service Description:** A text area with the placeholder text "broadband connectivity within schools and libraries and/or the related y for the equipment to function."
- Manufacturer:** A dropdown menu with "Meraki or equivalent" selected.
- Installation Question:** A section titled "Are you also seeking Installation, Activation and Initial Configuration for this service? *" with radio buttons for "Yes" and "No" (selected).
- RFP Selection:** A section titled "Please select the RFP(s) that apply to this service request." with three checkboxes: "Cat2 RFP for Internal Connections Sealed Bidding Model Procurement" (checked), "Cat2 RFP for Cabling Project", and "Cat2 RFP for Basic Maintenance BMIC or Managed Internal Broadband Services MIBS".
- Buttons:** Two buttons at the bottom right: "SAVE & CREATE ANOTHER REQUEST" and "SAVE REQUEST" (circled in red).

Annotations are provided in colored boxes with lines pointing to specific form elements:

- Purple box:** "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." (Points to the Manufacturer dropdown)
- Green box:** "Check this if your library wants a vendor to install the equipment being requested." (Points to the "Yes" radio button)
- Yellow box:** "Make sure the appropriate box is checked if this request appears in an RFP document." (Points to the checked RFP box)
- Orange box:** "Click on Save Request when all fields are completed." (Points to the "SAVE REQUEST" button)



SERVICE REQUEST – BASIC MAINTENANCE OF INTERNAL CONNECTIONS

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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 or 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** Technical Information

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

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

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.

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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.



SERVICE REQUEST – MANAGED INTERNAL BROADBAND SERVICES

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MANAGED INTERNAL BROADBAND SERVICES

How to Match Service Requests with Example RFPs

RFP request	470 Service Type	Function
Managed services for equipment owned by the library	Managed Internal Broadband Services	Existing Equipment
Managed services for leased equipment	Managed Internal Broadband Services	Leased Equipment

If you aren't sure whether equipment will be owned or leased, add a service request for both Existing Equipment and Leased Equipment.

'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 that I own

➤ I seek bids for MIBS using equipment that I own

Service Type
Managed Internal Broadband Services

Function *
Existing Equipment

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

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.

Click on Save Request once all fields have been entered.

SAVE REQUEST



FORM 470: CRAFTING A NARRATIVE

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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 also 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 THE NARRATIVE (1/2)

- NOT an exhaustive list:
 - **Contract dates** – When does your library need this service to start? Most libraries request services that start on July 1st (first date for service in the funding year). Definitely include a date if your library's current contract ends mid-year.
 - **Internet speeds and static IP addresses** – What are the minimum download and upload speeds you're seeking? Do you need static IP addresses, too?
 - **Addresses** – Including addresses makes it easier for service providers to determine whether they can provide the requested service at those locations. Also, make sure to mention if a branch will move (temporarily or permanently) during the funding year due to construction.
 - **Bidding** – Are there requirements for the formatting of bids or the method for submitting bids? Examples: separating costs by line item; bids to be submitted by email only; sealed bids to be delivered by mail or in person by a certain date/time

WHAT TO INCLUDE IN THE NARRATIVE (2/2)

- NOT an exhaustive list (continued):
 - **Compatible equipment** – If you're requesting Category Two products/services (such as a leased router from your Internet Service Provider), must the proposed equipment be compatible with other library-owned equipment? What features/specs are most important?
 - **Disqualification factors** – Does the service provider have a Service Provider Identification Number (SPIN/Form 498 ID)? Have they filed the Service Provider Annual Certification form (Form 473/SPAC) for the current funding year?
 - Disqualification factors must be clearly listed on the Form 470 (and/or in RFP document) & must be binary (Yes or No answers).
 - The narrative field is limited to 5,000 characters. If you need more space to describe your needs, considering uploading an RFP document.

EXAMPLE NARRATIVE – CAT1

GENERAL BIDDING INFORMATION FOR ALL REQUESTS

ALL BIDS MUST INCLUDE the Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified. Vendor must have the FY2025 Form 473/SPAC on file or the bid will be disqualified. Generic bids for internet access that do not confirm availability at the service delivery address and/or do not include specific special construction charges (if applicable) will be considered non-responsive and therefore disqualified.

INTERNET SERVICE REQUEST

QTY 1 FOR MONTHLY INTERNET AT 100 MAIN ST, BOONESBURG, KY 41700. Please quote download speeds between 100 Mbps and 1 Gbps, fees for 5 static IP addresses, and estimated taxes and other surcharges. Service start date is July 1, 2026.

WAN SERVICE (DATA TRANSMISSION ONLY) REQUEST

QTY 1 TRANSPORT CIRCUIT BETWEEN 100 MAIN ST, BOONESBURG, KY 41700 AND 300 TULIP POPLAR LN, LOGANVILLE, KY 41800. Please quote download speeds between 100 Mbps and 1 Gbps and estimated taxes and other surcharges. Service start date is July 1, 2026.

BOOKMOBILE HOTSPOT SERVICE REQUEST

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Service start date is July 1, 2026. Please see RFP document for details of this request.

EXAMPLE NARRATIVE – CAT2

Vendors must have a Service Provider Identification Number (SPIN/Form 498 ID) and must have the FY2025 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.

INTERNAL CONNECTIONS

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

BASIC MAINTENANCE OF INTERNAL CONNECTIONS

QTY 1 OF CISCO SMART 1 YEAR SUBSCRIPTION (CON-SNT-FPR1120A) or equivalent for a Cisco FPR1120 firewall

MANAGED INTERNAL BROADBAND SERVICES

QTY 1 OF MONTHLY MANAGED SERVICES FOR A FORTINET FG-100F FIREWALL owned by the library. The library is responsible for maintaining licensing.



FORM 470: TECH CONTACT & STATE/LOCAL PROCUREMENT

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TECHNICAL CONTACT PERSON

Basic Information Service Requests **Technical Contact Information** Procurement Information

Next, please name the person on your staff or project who can provide additional technical details or answer specific questions 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?

SEARCH EPC SYSTEM **ENTER DETAILS MANUALLY** ✓

First Name *
Charlie

Last Name *
Dickens

Title
IT Coordinator

Phone Number *
555-555-5555

Phone Number Extension
55

Email *
dickensianIT@mailinator.com

Re-enter Email *
dickensianIT@mailinator.com

SAVE & SHARE **SAVE & CONTINUE**

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

If needed, add a Technical Contact who can best answer specific questions about your library's internet connection and needs. When you select 'Yes', you must choose to search for an EPC user associated with your library or manually enter a contact.

STATE OR LOCAL PROCUREMENT REQUIREMENTS

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

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

State or Local Procurement Requirements

Are there state or local procurement rules that apply to your library?

☒ YES ☐ NO

Reminder: Your library must receive sealed competitive bids to be opened at a specified date/time & location for procurement over \$40,000 with a single vendor. The details of the sealed bidding process must be included in the 470 and/or in an accompanying RFP document.

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.

FOR LIBRARIES THAT ADOPTED THE MODEL PROCUREMENT CODE: Pioneer County Public Library has adopted the Kentucky Model Procurement Code (Kentucky Revised Statutes 45A.345-.460).

FOR LIBRARIES THAT DIDNT ADOPT THE MODEL PROCUREMENT CODE: Kentucky Revised Statute 424.260(1) requires sealed bids for contracts and purchases over \$40,000.

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 470

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!

A close-up photograph of a small, grey and white tabby kitten peeking through a circular hole in a dense pile of autumn leaves. The leaves are in various shades of yellow, orange, and red, with some showing brown spots. The kitten has large, green eyes and white whiskers, looking directly at the camera. Its front paws are visible near the hole.

FORM 470: REVIEW & CERTIFICATION

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REVIEW YOUR FORM 470

News **Tasks** Records Reports Actions

FCC Form 470 - Funding Year 2026

Pioneer County Public Library System - FY 2026-27 Category One and Two - Form #260000285

Last Saved: 12/11/2025 11:17 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.

Once the PDF draft copy is generated, a link will be added to your Tasks list.

News **Tasks (1)** Records Reports Actions

Click here to send a task...

NEWEST

Assigned to Me >
Sent by Me
Starred ☆

Me
Certify FCC Form 470 - 260000285 - FY 2026-27 Category One and Two
A moment ago ☆

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 2026

Pioneer County Public Library System - FY 2026-27 Cat

Last Saved: 12/11/2025 11:17 AM EST

Basic Information

Service Requests

Technical Contact
Information

Procurement

Review & Signature

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

Download Document Link

[USAC_FCC_FORM_470_APPLICATION_260000285_DRAFT](#)

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

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

BACK

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

EMAIL THE DRAFT TO KDLA



FCC Form 470 – Funding Year 2026

Form 470 Application Number: 260000287
test 2026

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

Number of Eligible Entities: 3

Application Type

Applicant Type: Library System

Recipients of Services: Bookmobile; Main Branch;
Public Library; Public Library System

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email

RFPS

ID	Name
410590	RFP Bookmobile Hotspot TEMPLATE

Category One Service Requests

Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPS
Data Transmission and/or Internet Access	Internet Access and Data Transmission Service		100 Mbps	1 Gbps	1	1	Each	Yes	

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 2026

Pioneer County Public Library System

Last Saved: 12/11/2025 11:17 AM EST

Basic Information

Service Requests

Technical Information

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

Download Document Link

[USAC_FCC_FORM_470_APPLICATION_260000285_DRAFT](#)

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

BACK

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

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 EPC user in your library system for certification, select Send for Certification.

YES TO PROCEED

FCC Form 470 - Funding Year 2025

Pioneer County Public Library & Hotspot Lending - For

Last Saved: 12/11/2024 9:03 AM EST

This function will send you directly to certification for your FCC Form 470. Do you wish to proceed?

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

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

Download Document Link

USAC_FCC

☒ By check

Confirm that you want to proceed directly to certification.

CHECK CERTIFICATIONS

Certify FCC Form 470

Pioneer County Public Library System

Last Saved: 12/11/2025 11:17 AM EST

Basic Information

Service Requests

Please complete the certifications below.

Applicant Certifications

- ☒ I certify that the applicant includes libraries or library systems that are completely separate from any schools (including charter schools) under the Federal Communications Commission's E-rate program and Technology Act of 1996 that do not operate as for-profit entities.

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 completion of the RFP process, including receipt of bids, and before receiving 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 and technology goals.
- ☒ I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the statute and Commission rules regarding the form for delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the school library program.

Submit any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

BACK

CERTIFY

You must agree to all of the certifications to post the Form 470. The certifications confirm that your library is eligible and will follow all E-rate program rules and laws regarding competitive bidding.

Scroll for Certify button

CERTIFICATION - WARNING

amended, 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person may not be required to provide, information to a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to require the filing of this form to determine whether you have complied with the requirements of the Act. If we believe there may be a violation or a potential violation of the Act, we may refer the matter to the Federal, state, or local agency responsible for enforcement. Information you provide in this form may be used for enforcement purposes or (c) the United States Government is a party to the litigation. Information submitted with this form, or in response to such request, may be used in the regulations, the Freedom of Information Act, or in any other way that is consistent with the law.

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

If you owe a past due debt to the federal government, the information you provide in this form may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies, or to the courts to collect that debt. The FCC may also provide the information to these agencies.

If you do not provide the information requested, the FCC may deny a request for universal service discounts.

The foregoing Notice is required by the Federal Communications Commission.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington, DC 20583. Send all requests for information to the Office of Management and Budget, Paperwork Project, Washington, DC 20503. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

Confirm that you understand that you may be subject to prosecution for making false statements on this form and that you are authorized to represent your library.

BACK TO MY LANDING PAGE

The screenshot shows the Appian user interface. At the top is a blue navigation bar with tabs for 'News', 'Tasks' (which is selected), 'Records', 'Reports', and 'Actions'. On the right side of this bar is a user profile icon and the name 'Appian'. Below the navigation bar, on the left, is a sidebar containing a logo for 'Training Universal Service Administrative Co.' (circled in yellow), a list of filters ('Assigned to Me >', 'Sent by Me', 'Starred ☆'), and sections for 'STATUS' (with 'Open ✕'), 'DEADLINE' (with 'Overdue', 'Today', and 'Within 7 days'), and 'No tasks available'. The main content area has a search bar with the placeholder text 'Click here to send a task...' and a 'NEWEST' dropdown menu. A yellow callout box with a black border points to the USAC logo in the sidebar. The text inside the callout box reads: '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.'

News Tasks Records Reports Actions

Click here to send a task...

NEWEST ▾

No tasks available

Assigned to Me >
Sent by Me
Starred ☆

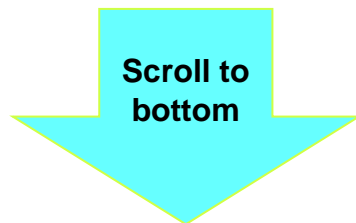
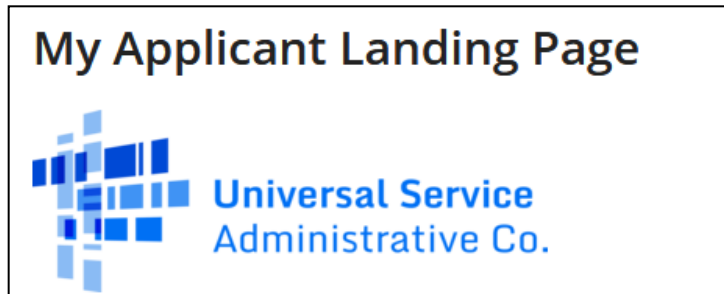
STATUS
Open ✕

DEADLINE
Overdue
Today
Within 7 days

Training
Universal Service
Administrative Co.

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



▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Form Type FCC Form 470

Funding Year 2026

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 2023. In the far left column, click on the nickname to view the form.

Status ☒ All

☐ Incomplete

☐ Certified

☐ Canceled

Nickname	Application Number	Funding Year	Status
test hotspots	260000256	2026	Canceled
FY 2026-27 Category One and Two	260000285	2026	Incomplete

PRINT YOUR FORM 470

Records / FCC Forms 470

FY 2026-27 Category One and Two - #260000285



Summary

Generated Documents

News

Related Actions

Generated FCC Forms 470

FCC Form 470 Version

Original Version

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.

The Original Version link opens a PDF copy of the form as it appeared when you certified it. If you 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

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ALLOWABLE CONTRACT DATE

Records / FCC Forms 470

FY 2026-27 Category One and Two - #260000285



Summary

Generated Documents

News

Related Actions

> FCC Notice Required By The Paperwork Reduction Act

Please note: The following fields pull the most current data from the Contact Information and Contact Phone Number. If you would like to review this FCC Form 470 with Documents related dashboard on the left-hand side and click the Original Version

Application Information

Nickname FY 2026-27 Category One and Two

Application Number 260000285

Funding Year 2026

Status Certified

Allowable Contract Date 1/8/2026

The Summary page for your form 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 later depending on what you specified in RFPs or the narrative field.**

Last Modified By Lauren Abner

USAC EMAIL FOR ALLOWABLE CONTRACT DATE

Fwd: EPC Notification: Allowable Contract Date Reached for FCC Form 470 # 250002714

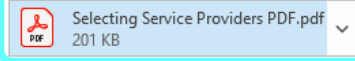


To: Abner, Lauren (ELC)



Thu 11/14/2024 10:12 AM

If there are problems with how this message is displayed, click here to view it in a web browser.



A PDF with instructions on vendor selection will be attached.



Universal Service
Administrative Co.

Hello,

The Allowable Contract Date for FCC Form 470 #250002714 has been reached. You may now close your competitive bidding process unless state and local procurement laws require you to keep the bidding open longer.

Your next step is to evaluate the bids received, select the winning service provider, and then enter into a legally binding agreement or sign a contract. Click the link below to view your FCC Form 470 and select a winning provider.

[Form 470 Dashboard](#)

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

BID EVALUATIONS (1/2)

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

- 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.
- If you contact vendors to request cost proposals after you file your 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 E-rate eligible cost as the primary factor

- You should reply to requests for additional information needed to create a responsive bid. Be careful about changing the scope of your requests (ex: adding new locations for service)—that could force you to restart competitive bidding for another 28 days.
- 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 reply.
- You may disqualify certain bids if you stated those disqualification factors on the Form 470.
- You may consider relevant State Master Contracts as bids.

Sample Bid Evaluation Matrix

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

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

List of Disqualified Bidders

- Vendor 4**

Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 4 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." In this sample, the vendors could score up to 50 points for the price of eligible services factor (more than any other single factor).

The applicant rated the vendors on how well they met each factor. Then, they totaled the vendors' point values for all factors.

Vendor 3, with a total of **80** points, is the winning bidder in this sample because they have the highest total number of points.

The applicant disqualified Vendor 4 and noted the reason for disqualification on the bid evaluation matrix (see the "List of Disqualified Bidders" below the matrix).

For more information on constructing a bid evaluation, visit the USAC website at:

<https://www.usac.org/e-rate/applicant-process/selecting-service-providers/how-to-construct-an-evaluation/>

<http://www.usac.org/res/documents/sl/pdf/samples/Bid-Evaluation-Matrix.pdf>

SAMPLE BID MATRIX – E-RATE CENTRAL

- E-rate Central, an E-rate consulting firm, has a sample bid evaluation matrix: <http://e-ratecentral.com/applicationTips/bidAssessment/CompetitiveBidResponseDocumentation.asp>
- KDLA neither recommends nor discourages applicants to use this particular bid matrix, but it does provide an example of how to track incoming bids and organize bid evaluations for several products/services by using multiple tabs on an Excel spreadsheet. Applicants should modify the spreadsheet to reflect the factors important to their situation.

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.

LOOKING AHEAD – THE FORM 471

- The Form 471 application for Funding Year 2026 will likely be released in mid-January 2026 (TBD).
- 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 January 2026 – dates TBD.

A black and white cat is looking up towards the top left of the frame. The background is dark with numerous out-of-focus, colorful bokeh lights in shades of blue, green, red, and yellow. In the foreground, there are some warm-toned string lights that are also out of focus.

WRAP-UP

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RESOURCES

KDLA's E-rate page

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

USAC Form 470 Filing page – **new tools!**

- <https://www.usac.org/e-rate/applicant-process/competitive-bidding/fcc-form-470-filing/>
- **USAC Client Service Bureau**
- 1-888-203-8100 or through the [E-rate Productivity Center](#)

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.**



*Thanks for
listening!*

Lauren Abner
State E-rate Coordinator
lauren.abner@ky.gov
(502) 564-1728
[Book time with me](#)

**For E-rate questions or
for assistance with
filing forms, please
contact KDLA.**



KDLA's E-rate support is funded in part
by the IMLS Grants to States program.

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