E-RATE 2018 FORM 470 FOR CATEGORY ONE

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TODAY'S AGENDA

- E-RATE ELIGIBLE SERVICES LIST
- FUNDING YEARS AND IMPORTANT DATES
- COMPETITIVE BIDDING OVERVIEW
- CONTRACTS
- E-RATE PRODUCTIVITY CENTER: UPDATING PROFILES
- FORM 470 WALKTHROUGH (live demo during webinar)
- ALLOWABLE CONTRACT DATE & BID EVALUATIONS
- WRAP-UP

DISCLAIMER: I'M NOT THE FCC

This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. **Official guidance can only come from the FCC and USAC.**

E-RATE ELIGIBLE SERVICES LIST

WHAT QUALIFIES FOR E-RATE?

- **The full E-rate Eligible Services List (ESL) can be downloaded from: http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx**
- **Eligible services are separated into two broad categories:**
  - Category One: Connectivity to the Building
  - Category Two: Connectivity to the Device

CATEGORY ONE (1/2)

Data Transmission Services & Internet Access

- Monthly Internet fees (DSL, cable, fiber, etc.)
- Internet access (cellular data) for bookmobile
- Leased data lines (T1, lit fiber, etc.)
- Self-provisioned broadband networks
- Fees for static IP addresses are eligible as part of your internet access

FY 2018-19 Category One Services occur between July 1, 2018 and June 30, 2019

No budget limit on Category One requests

CATEGORY ONE (2/2)

Voice Services

- Local, long distance, and 800 (toll-free) service
- Plain old telephone service (POTS)
- Integrated Services Digital Network (ISDN)
- Interconnected voice over Internet protocol (VoIP)
- Radio loop
- Centrex
- Satellite telephone service
- Wireless telephone service including cellular voice and excluding data and text messaging
- Fax service

FY 2018-19 Category One Services must occur between July 1, 2018 and June 30, 2019.

No budget limit on Category One requests

Voice Service discounts are being phased out – subtract 80 from your normal discount rate for FY 2018-19. Many libraries will no longer be eligible for these discounts.

CATEGORY TWO (1/2)

Internal Connections

- Cabling, connectors, & related components
- Switches and routers
- Racks**
- Access points
- Antennas
- Caching
- Wireless controller systems
- Firewalls**
- UPS (Uninterruptible Power Supply)**
- Software supporting components on the list used to distribute broadband through the library

**Some restrictions apply

More flexibility – equipment can be installed as soon as April 1, 2018 or as late as September 30, 2019.

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

CATEGORY TWO (2/2)

Basic Maintenance of Internal Connections

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

Managed Internal Broadband Services (MIBS)

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

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

MISCELLANEOUS

May fall under Category One or Two:

- Taxes, surcharges, and other similar, reasonable charges
- Rental or lease fees for eligible components
- Shipping
- Training
- Installation and configuration
  - May be performed by a 3rd party rather than the vendor who sold the equipment

CIPA COMPLIANCE

Children's Internet Protection Act (CIPA) compliance:

- Necessary if requesting E-rate discounts for Internet Access or any Category Two products & services
- 3 elements of compliance:
  - Technology Protection Measure (filter)
  - Internet Safety Policy
  - Public Meeting prior to adopting Internet Safety Policy
- View archived training from KDLA: http://kdla.ky.gov/librarians/staffdevelopment/Pages/KDLAArchivedWebinars.aspx

FUNDING YEARS & IMPORTANT DATES

E-RATE DATES TO REMEMBER

E-rate Funding Years – Dates to Remember

	Form 470 – Competitive Bidding	Form 471 – Application to Request Discounts	Form 486 – Service Start Date + CIPA Certification	Recurring Services (Category 1 or 2)	Invoicing Deadline (Recurring Services)	Non-Recurring Category 2 Purchase/ Installation	Invoicing Deadline (Non-Recurring Services)
FY 2016-17 (FY 2016)	Closed	Closed	120 days from: FCDL *or* Service Start Date (whichever is later)	**July 1, 2016 To June 30, 2017**	October 30, 2017	April 1, 2016 To Sept. 30, 2017	January 29, 2018
FY 2017-18 (FY 2017)	Closed	Closed	120 days from: FCDL *or* Service Start Date (whichever is later)	**July 1, 2017 To June 30, 2018**	October 28, 2018	April 1, 2017 To Sept. 30, 2018	January 28, 2019
FY 2018-19 (FY 2018)	**February 22, 2018** (Last date to start bidding)	**January 11, 2018 to March 22, 2018** (Filing window)	120 days from: FCDL *or* Service Start Date (whichever is later)	**July 1, 2018 To June 30, 2019**	October 28, 2019	April 1, 2018 To Sept. 30, 2019	January 28, 2020
Notes	**Most libraries** go through competitive bidding each year	**All libraries** must file the Form 471 **every year** to receive discounts	FCDL = Funding Commitment Decision Letter	Internet and Phone Service are Recurring	May request one 120-day extension before deadline	Non-recurring = one-time purchases	May request one 120-day extension before deadline

TIMELINE FOR FY 2018-19

- **Competitive Bidding for FY 2018-19 services**
  - Opened July 1, 2017
  - Last date to open competitive bidding: February 22, 2018
- **When Services Will Happen for FY 2018-19**
  - Recurring Services (monthly internet, phone, basic maintenance)
    - July 1, 2018 to June 30, 2019
  - Non-recurring Services (Category Two)
    - April 1, 2018 to September 30, 2019

TIME TO UPDATE PROFILES

The 'administrative window' to update entity profiles will remain open until the Form 471 filing window begins.

- **Has a branch's address, phone #, or square footage changed?**
  - Update information in the E-rate Productivity Center (next two slides)
  - If the square footage will change before June 30, 2019 due to construction, make sure you have documentation to verify the new square footage.
- **Are you opening or closing branches during FY 2018-19?**
  - Contact USAC customer service for entity numbers for new branches
  - Consider permanently canceling entity numbers for closed branches once all E-rate invoicing for that branch has been completed.

COMPETITIVE BIDDING OVERVIEW

COMPETITIVE BIDDING

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

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

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

OPEN & FAIR PROCESS

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

PRI¢E I$ PARAMOUNT

E-rate applicants are required to select the most cost-effective solution for the product or service they're bidding on.

- **Cost must be assigned the highest point value in the bid evaluation.**
- The least-expensive solution doesn't always win the bid evaluation; it may not score well on factors other than cost.

BUSINESS-CLASS INTERNET BIDDING EXEMPTION

A Form 470 for internet access is <u>not</u> necessary if ALL these conditions are met:

- Bandwidth is at least 100 Mbps downstream and 10 Mbps upstream
- Pre-discount cost is less than $3600 annually ($300/month), including any installation or other eligible fees
- Service and price are commercially available to non-residential customers

FY 2018 BIDDING FOR INTERNET ACCESS

- In Fall 2017, the options for internet service requests on the Form 470 changed.
- USAC posted an updated Form 470 drop-down reference sheet over the weekend of December 16-17, 2017.
- Having both the correct service requests and narrative language will be important during application review. Libraries should review the revised examples posted on the KDLA E-rate page and the information on the next four slides.
- If your library has an ongoing internet contract approved for E-rate discounts in a previous funding year, you don't need to bid again based on these changes; contracts made as a result of Forms 470 posted before August 26, 2017 are not affected by these changes.

LIBRARIES THAT ALREADY HAVE FIBER INTERNET

If your library has internet access provided over a fiber circuit, then your Form 470 service request for internet should include only:

- **Leased Lit Fiber**
- Important language for the narrative: The narrative field on the Form 470 must specify that you want Leased Lit Fiber **bundled with internet access.**

Category 1: Internet Access and/or Telecommunications

Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Maintenance Indicator	Associated RFP
Internet Access and/or Telecommunications	Leased Lit Fiber	1	1	Circuits	100 Mbps	1 Gbps	Yes	Yes	

Category One Narrative

Leased Lit Fiber bundled with Internet Access - Pioneer County Public Library seeks bids for internet speeds between 100 Mbps and 1 gigabit with fiber transport circuit available at the main branch (100 Main Street, Boonesburg, KY 41700). Bids should also include fee for 5 static IP addresses. Vendor must have a Service Provider Identification Number (SPIN) or the bid will be disqualified.

LIBRARIES THAT HAVE DSL OR CABLE BUT MAY SWITCH TO FIBER

If your library has internet access provided over a non-fiber circuit (DSL or cable) but you might want to switch to fiber, then your Form 470 service requests for internet should include both:

- **Leased Lit Fiber <u>and</u>**
- **Internet Access & Transport Bundled**
- Important language for the narrative: Do not specify a preference for the type of circuit.

Category 1: Internet Access and/or Telecommunications

Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Maintenance Indicator	Associated RFP
Internet Access and/or Telecommunications	Leased Lit Fiber	1	1	Circuits	25 Mbps	100 Mbps	Yes	Yes	
Internet Access and/or Telecommunications	Internet Access & Transport Bundled	1	1	Circuits	25 Mbps	100 Mbps	Yes	Yes	

Category One Narrative

Internet access bundled with transport for main branch (100 Main Street, Boonesburg, KY 41700) - Pioneer County Public Library's main branch currently has 25 Mbps internet but needs faster internet to meet patron and staff needs. Please provide quotes for all download speeds between 25 Mbps and 100 Mbps available at this address, no preference for circuit, and 5 static IP addresses. Vendor must have a Service Provider Identification Number (SPIN) or the bid will be disqualified.

LIBRARIES THAT HAVE DSL OR CABLE AND CAN'T SWITCH TO FIBER

If your library has internet access provided over a non-fiber circuit (DSL or cable) and can't switch to fiber, then your Form 470 service requests for internet should include only:

- **Internet Access & Transport Bundled**
- Important language for the narrative: internet speed provided over a **non-fiber circuit**.

Category 1: Internet Access and/or Telecommunications

Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Maintenance Indicator	Associated RFP
Internet Access and/or Telecommunications	Internet Access & Transport Bundled	1	1	Circuits	10 Mbps	25 Mbps	Yes	Yes	

Category One Narrative

Internet Access & Transport Bundled for Loganville Branch Library (300 Tulip Poplar Lane, Loganville, KY 41800) - For its administrative branch, Pioneer County Public Library seeks quotes for 12 Mbps to 25 Mbps internet access over a non-fiber circuit; the Loganville Branch Library currently has 12 Mbps DSL. Quotes should also include 1 static IP address. Vendor must have a Service Provider Identification Number (SPIN) or the bid will be disqualified.

LIBRARIES WITH A WIDE AREA NETWORK (WAN)

Libraries with wide area networks (WANs) should consider which service requests on the Form 470 best reflect their current network setup or possible solutions to consider:

- **Leased Lit Fiber =** fiber transport; if you also need internet access bundled with fiber transport, you <u>must</u> state this in the narrative
- **Internet Access & Transport Bundled** = internet access bundled with non-fiber transport (cable, DSL)
- ***Both* Internet Access & Transport Bundled *and* Leased Lit Fiber =** internet access with transport that could be DSL, cable, or fiber (you aren't sure what options you'll have); state in narrative that you need internet access but have no preference for type of transport circuit
- **Transport Only – No ISP Service Included =** non-fiber transport (cable, DSL); this service request doesn't cover internet access
- **Internet Access: ISP Service Only =** internet access without transport; if you procure ISP service separately from transport, you can use this service type regardless of type of transport (fiber, DSL, cable) you procure separately

CONTRACTS

CONTRACT EXPIRING?

Are any of your contracts for E-rate eligible recurring services such as internet, voice service, or mobile data for the bookmobile **set to expire <u>before</u> June 30, 2019?**

- **If Yes**, you must bid again for these services on a FY 2018-19 Form 470
- Month-to-month or tariff contracts for recurring services must be bid <u>every</u> 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 PROCEDURE

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

- If so, keep in mind the dates of your board meetings in early 2018.
- 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 (March 22, 2018)
    - Plan to file all Forms 470 for competitive bidding no later than a month prior to this board meeting.

ALREADY UNDER CONTRACT?

Q: My library wants E-rate support for FY 2018-19, 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:

- Your contract must honestly win the bid evaluation.
- You must memorialize your 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 nearly 40 years old).
  - Spelled out in Kentucky Revised Statutes 45A.345–.460
  - Must receive competitive sealed bids for contracts and purchases over $20,000. A notice must be posted in a newspaper *or* on the internet 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 $20,000 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:** The Kentucky Model Procurement Code (Kentucky Revised Statutes 45A.345-.460) requires bids for contracts and purchases over $20,000. See http://www.lrc.ky.gov/Statutes/index.aspx for more information.
  - **For non-MPC libraries:** Kentucky Revised Statute 424.260(1) requires bids for contracts and purchases over $20,000. See http://www.lrc.ky.gov/Statutes/index.aspx for more information.

DOCUMENT RETENTION – SAVE IT ALL!

- Save **everything** related to E-rate filing. The document retention period is **10 years from the end of the funding year**.
  - FCC Forms
  - Any correspondence from USAC or the FCC.
  - Copies of bids
  - Contracts or agreements with service providers
  - Copies of bid evaluation form/decision process for choosing winning bid
  - Invoices and proof of delivery, service, etc.

E-RATE PRODUCTIVITY CENTER: UPDATING LIBRARY PROFILES

E-RATE PRODUCTIVITY CENTER

- To set up account or if you have login issues: call the USAC Client Services Bureau at 1-888-203-8100
  - Must select a staff member to act as account administrator. Once the administrator is set up in EPC, he/she can add more users for your library.
- Two ways to get to EPC portal:
  - Go to portal.usac.org
  - Go to main USAC website for Schools and Libraries (www.usac.org/sl) and select 'Apply for E-rate' under Resources & Tools on the left. Then look for EPC In button (picture on right).
    - Apply for E-rate page links to other resources such as videos.

UPDATING BRANCH/SYSTEM PROFILES (1/2)

My 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 | Manage Users | Manage Organizations | USAC Website | Contact Us | Help

Welcome, Pioneer County Public Library System!

Notifications

Notification Type: Please select a value

Funding Year: -- Select a Funding Year --

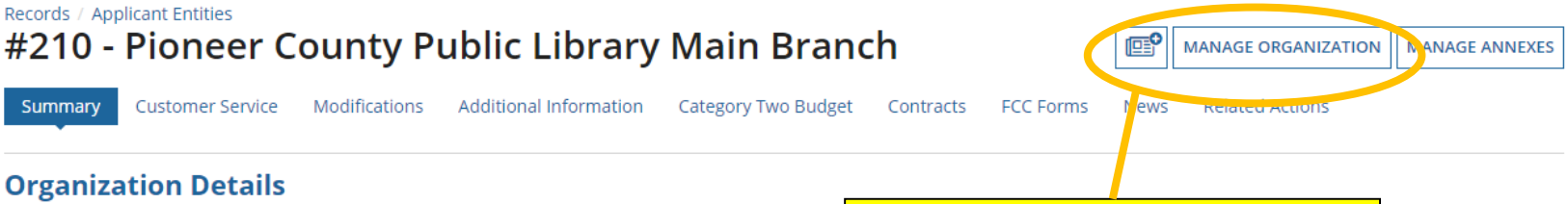
	Notification	Description	Issued Date
			No items avail

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

My Entities

Entity	Entity Number	City	State	Zip Code
Pioneer County Public Library System	208	Boonesburg	KY	40069
Loganville Branch Library	209	Loganville	KY	40078
Pioneer County Public Library Main Branch	210	Boonesburg	KY	40069
Pioneer County Bookmobile	211	Boonesburg	KY	40069

UPDATING BRANCH/SYSTEM PROFILES (2/2)



Organization Details

Name Pioneer County Public Library Main Branch

Entity Number 210

FCC Registration Number

Contact Information

Physical Address 100 Main Street
Boonesburg, KY 41700

Mailing Address 100 Main Street
Boonesburg, KY 41700

Applicant Attributes

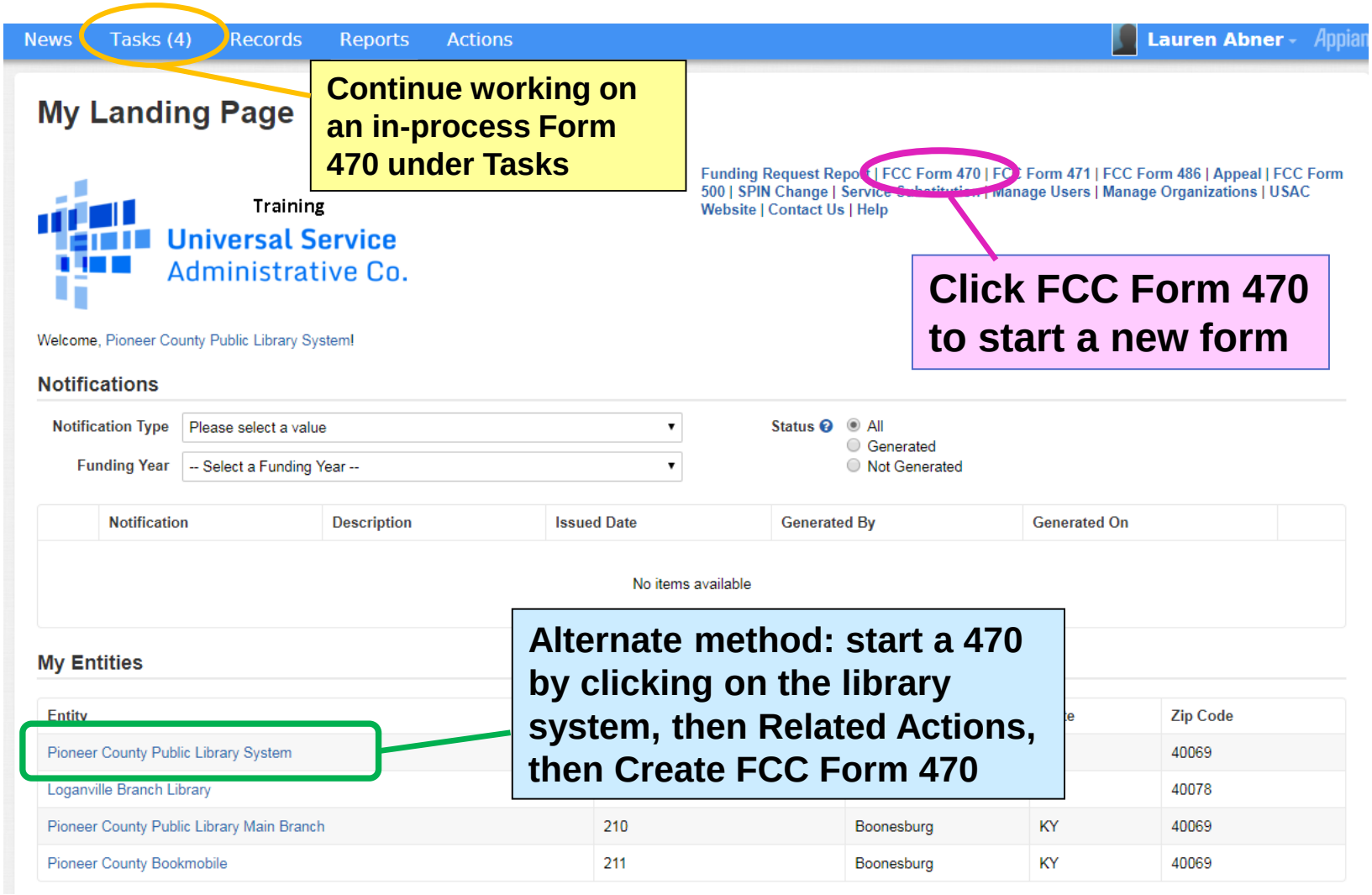
Latitude Not Found

Longitude Not Found

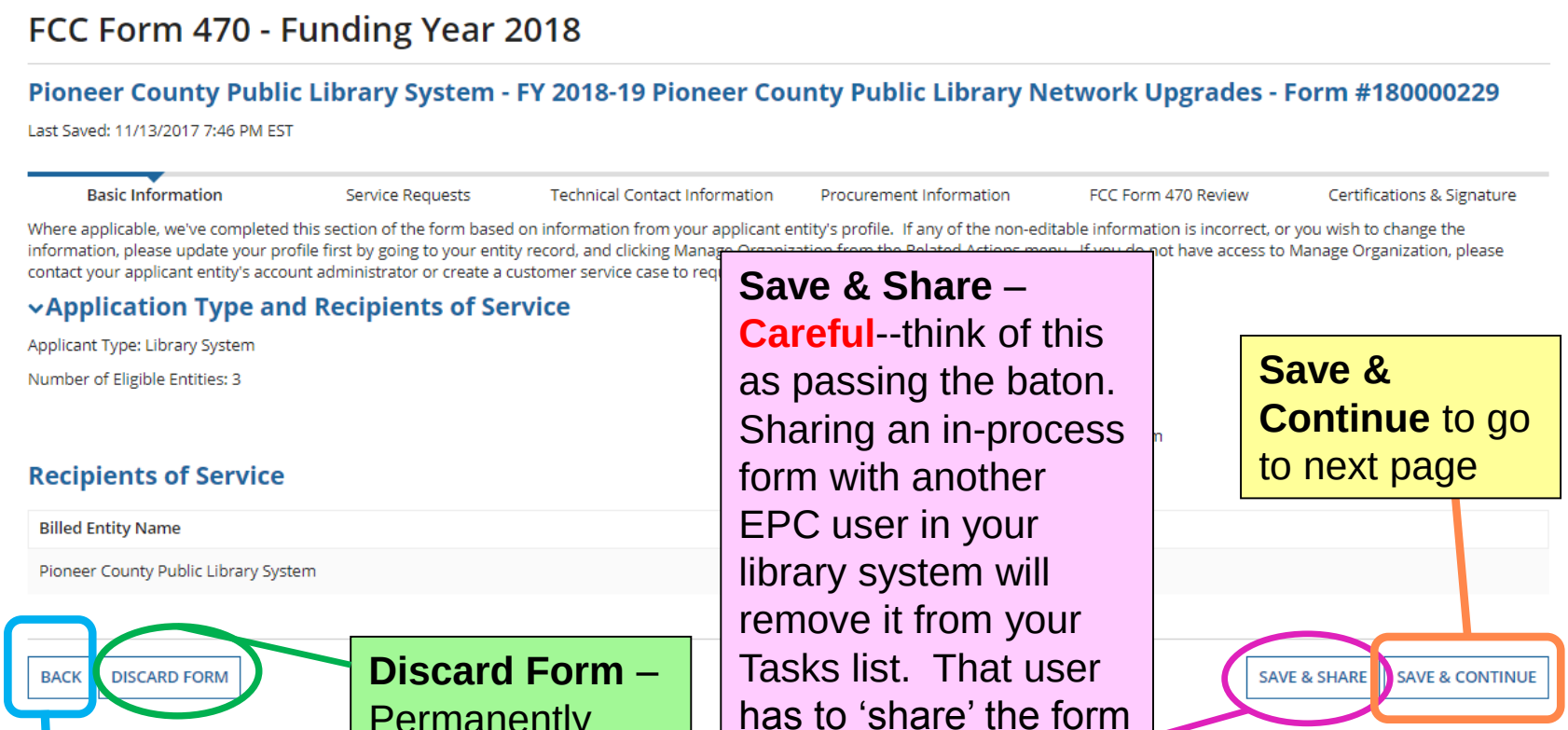
On the next page, click on Manage Organization to update and submit changes. NOTE: To update the overall entity for a library system, you will need to look for the Manage Organization option on the 'more actions' menu, which has an ellipsis:

FORM 470 – BASIC INFORMATION

START OR CONTINUE A FORM 470



FORM 470 –NAVIGATION



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

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

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

FORM 470 – BASIC INFORMATION (1/3)

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Category One Service Requests - Form #180000322

Last Saved: 12/6/2017 10:26 PM EST

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: 0123456789

Application Nickname

Please enter an application nickname here. *

FY 2018-19 Category One Service Requests

DISCARD FORM | SAVE & CONTINUE

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

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

FORM 470 – BASIC INFORMATION (2/3)

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Category One Service Requests - Form #180000322

Last Saved: 12/6/2017 10:29 PM EST

Basic Information | Service Requests | Technic | ns & Signature

Where applicable, we've completed this section of the form based on information
please update your profile first by going to your entity record, and clicking Manag
entity's account administrator or create a customer service case to request updat

e information,
t your applicant

The Number of Eligible Entities should include your main library and other branches (kiosks and bookmobiles).

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 | DISCARD FORM | SAVE & SHARE | SAVE & CONTINUE

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

FORM 470 – BASIC INFORMATION (3/3)

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Category One Service Requests - Form #180000322

Last Saved: 12/6/2017 10:31 PM EST

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 organization. If this is in error, please update your organization profile.

Contact Information

Are you the main contact person?

YES ✓ NO

Lauren Abner

library.system10.user1@mailinator.com

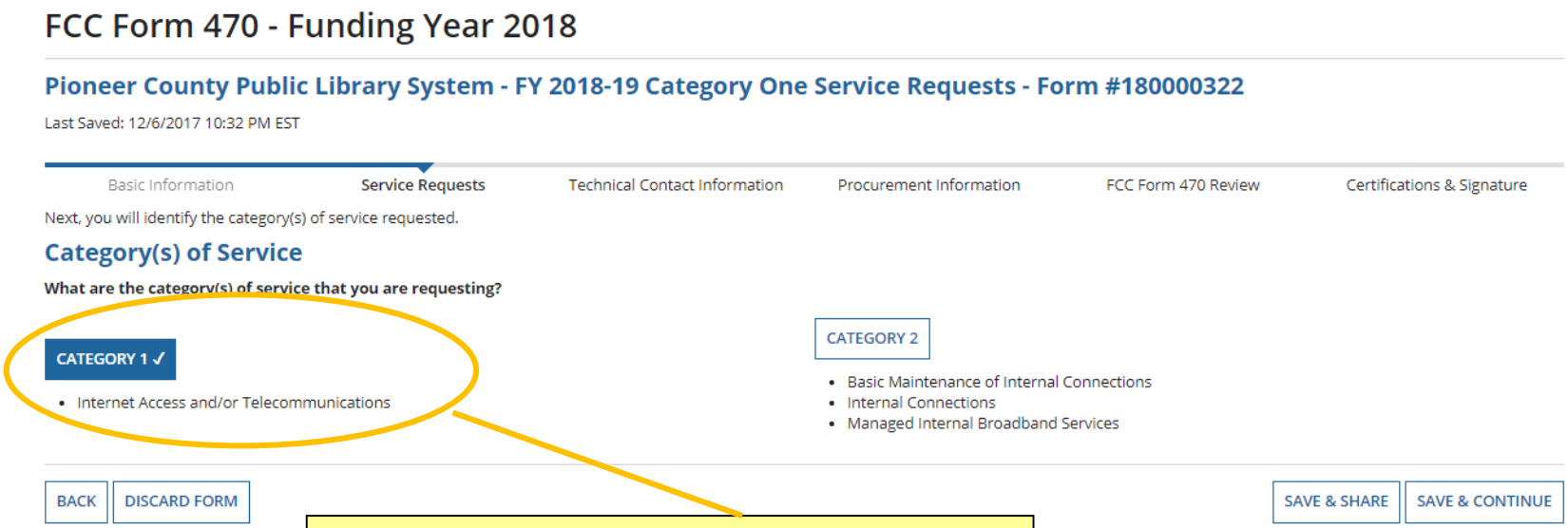
502-564-1728

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

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.

FORM 470 – RFP DOCUMENTS

CATEGORY(S) OF SERVICE



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 by E-rate program rules for certain requests.

- **Applicants must upload RFP documents:**
  - **If such documents have been issued as part of the procurement**—you have to upload all RFP documents in EPC, not merely provide a link to where they are posted elsewhere
  - **To request cellular data for the bookmobile**; bizarrely, the E-rate program rules do not require this, but applicants are forced to upload something due to an unresolved glitch in the E-rate Productivity Center. Applicants can simply upload a document saying that the RFP is not required for bookmobile data or they can upload a true RFP document. A template for a bookmobile data RFP can be downloaded from the KDLA E-rate page.
  - **To request dark fiber/self-provisioning**

UPLOADING RFPs (1/2)

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.

No RFP Submitted for Bookmobile Cellular Data
DOCX – 11.19 KB

UPLOAD *Drop file here*

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

SAVE & SHARE SAVE & CONTINUE

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

Upload button allows you to select documents from your computer. Most file formats, including zip files, are accepted. Note: the title of this example document is 'No RFP Submitted for Bookmobile Cellular Data.docx'

To remove an RFP document, hover over the document icon

and click when it turns into an X

UPLOADING RFPs (2/2)

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

Next, you will indicate whether RFPs are applicable across a category.

RFPs for Service Requests

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

☐ No RFP Submitted for Bookmobile Cellular Data

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

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

If you upload RFPs, you can automatically attach the RFP to ALL requests in the selected Category of Service. Most libraries <u>won't</u> do this for Category One requests.

FORM 470: EXAMPLE SERVICE REQUESTS

SERVICE REQUESTS

Slide titles in this section are color-coded for reference

- **General Notes (slides 51-54)**
- **Internet Access (slides 55-61)**
  - **Function: Leased Lit Fiber**
  - **Function: Internet Access & Transport Bundled**
- **Landline Phone (slides 62-65)**
  - **Function: Voice Service (Analog, Digital, Interconnected VOIP, etc.)**
- **Bookmobile Hotspot/Cellular Data (slides 66-70)**
  - **Function: Cellular Data Plan/Air Card Service**

ADDING SERVICE REQUESTS

Pioneer County Public Library System - FY 2018-19 Category One Service Requests - Form #180000322

Last Saved: 12/6/2017 10:52 PM EST

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

Next, you will describe the services you are requesting.

Service Requests: Category One

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

ADD NEW SERVICE REQUEST | EDIT SERVICE REQUEST | REMOVE SERVICE REQUEST

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examp fic additional capacity levels that you are seeking, additional descriptions of the services bidders should be awar

Use this button to add each service request.

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 for tips on narratives).

CLOSE EXPLANATORY TEXT

Add New Service Request

Function *

Please select a value

Information on How to Seek Bids for Different Services:

- If you are interested in considering proposals for any Leased Lit Fiber service, you MUST use the "Leased Lit Fiber" function. That w ur bid request. Do not use the "Transport Only – No ISP Service Included" or "Internet Access and Transport Bundled" function.
- If you are interested in considering proposals for Leased Dark Fiber, you MUST use the "Leased Dark Fiber and Leased Lit Fiber" function. That will help ensure that Leased Dark Fiber providers see your bid request. It will also help ensure that your bid request complies with the competitive bidding requirement that applicants that request bids for Leased Dark Fiber also request bids for Leased Lit Fiber. Do not use the "Transport Only- No ISP Service Included" option to seek bids for Leased Dark Fiber or Leased Lit Fiber.
- If you are interested in considering proposals for a Self-Provisioned Network, you MUST use the "Self-Provisioned Network and Services Provided Over Third-Party Networks" function. This will constitute a request for bids for a Self-Provisioned Network, Leased Dark Fiber, Leased Lit Fiber, and any other service provided over third-party networks on a technology-neutral basis.
- Use the "Transport Only – No ISP Service Included" function when you are interested in considering proposals for services provided over third party networks that do not include commercial Internet Access service, other than Leased Dark Fiber (for which you should use the "Leased Dark Fiber and Leased Lit Fiber" function).
- Use the "Internet Access and Transport Bundled" function when you are seeking bids for services provided over third party networks that include commercial Internet Access service, other than Leased Lit Fiber (for which you should use the "Leased Lit Fiber" function).
- Use the "Internet Access: ISP Service Only" function when you are only seeking bids for commercial Internet Access service. Note that this does not include Leased Lit Fiber.
- Use the "Cellular Data Plan/Air Card Service" function when you are only seeking bids for a commercial wireless data plan only. If you are seeking cellular voice service in addition to cellular data service you should also utilize the "Cellular Voice" function.
- Use the "Cellular Voice" function when you are only seeking bids for commercial wireless voice service with no data or texting services. If you are seeking cellular data service in addition to cellular voice you should also utilize the "Cellular Data Plan/Air Card Service" function.
- Use the "Voice Service" function to request Analog, Digital, or Interconnected VoIP voice service.
- Use the "Other" function if the service you want is not listed, and provide additional detail about this service by uploading an RFP document. This option should also be selected if you are seeking support for: (a) Network Equipment such as modulating electronics and other equipment necessary to make an Category One service functional; or (b) maintenance and operation costs for Leased Dark Fiber or a Self-Provisioned Network.

Click on the title to collapse this section of explanatory text.

By default, explanatory text appears when you start to add a new service request. You can collapse this section if it's distracting.

EDIT OR REMOVE SERVICE REQUESTS

Service Requests: Category One

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

	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs
☐	Internet Access and/or Telecommunications	Leased Lit Fiber	25 Mbps	1 G			Circuit			
☑	Internet Access and/or Telecommunications	Internet Access & Transport Bundled	25 Mbps	1 G						
☐	Internet Access and/or Telecommunications	Internet Access: ISP Service Only	25 Mbps	1 G						
☐	Internet Access and/or Telecommunications	Voice Service (Analog, Digital, Interconnected VOIP, etc.)			2	11	Users	Yes	Yes	

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

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

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 sought, you may do so in this box below. Examples of additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of o

All bids must include the Service Provider Identification Number (SPIN) or the bid will be disqualified. Pioneer Co entities for Category 1: the Main Library is located at 100 Main Street, Boonesburg, KY 41700; Loganville Branch L Loganville, KY 41800; and the library bookmobile, which operates from the main library location.

Internet Access for Main Library - The main library currently has 100x100 Mbps fiber internet under contract until gigabit. Please quote all download speeds between 100 Mbps and 1 gigabit available for this location and fees fo

Internet Access for Loganville Branch Library - The branch library currently has 25 Mbps cable internet month-to- start July 1, 2018. Please quote all download speeds between 25 Mbps and 100 Mbps available for this location ar

Voice Service - Main Library in Boonesburg has 7 analog lines (6 voice, 1 fax); Loganville Branch Library has 4 anal

Cellular data plan for bookmobile – 1 hotspot service plan with unlimited data for patron Wi-Fi on the bookmobile route. While price will be the most heavily weighted factor in bid evaluations for hotspot service, network coverage in Pioneer County will also be heavily weighted.

Make sure the narrative and/or RFP documents cover all Category One service requests. More tips on the narrative appear in the next section.

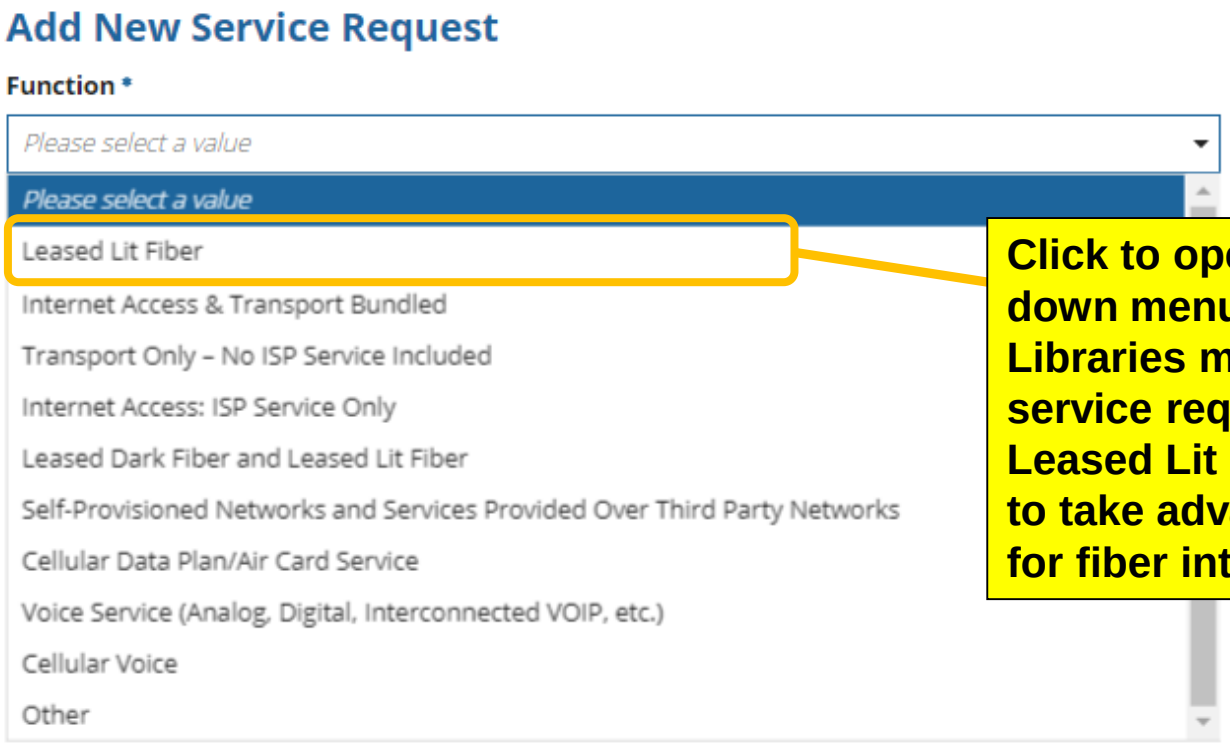
Installment Payment Plan

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, you have to answer a question about installments for special construction. It's doubtful any Kentucky libraries will request special construction, so most likely the answer is No.

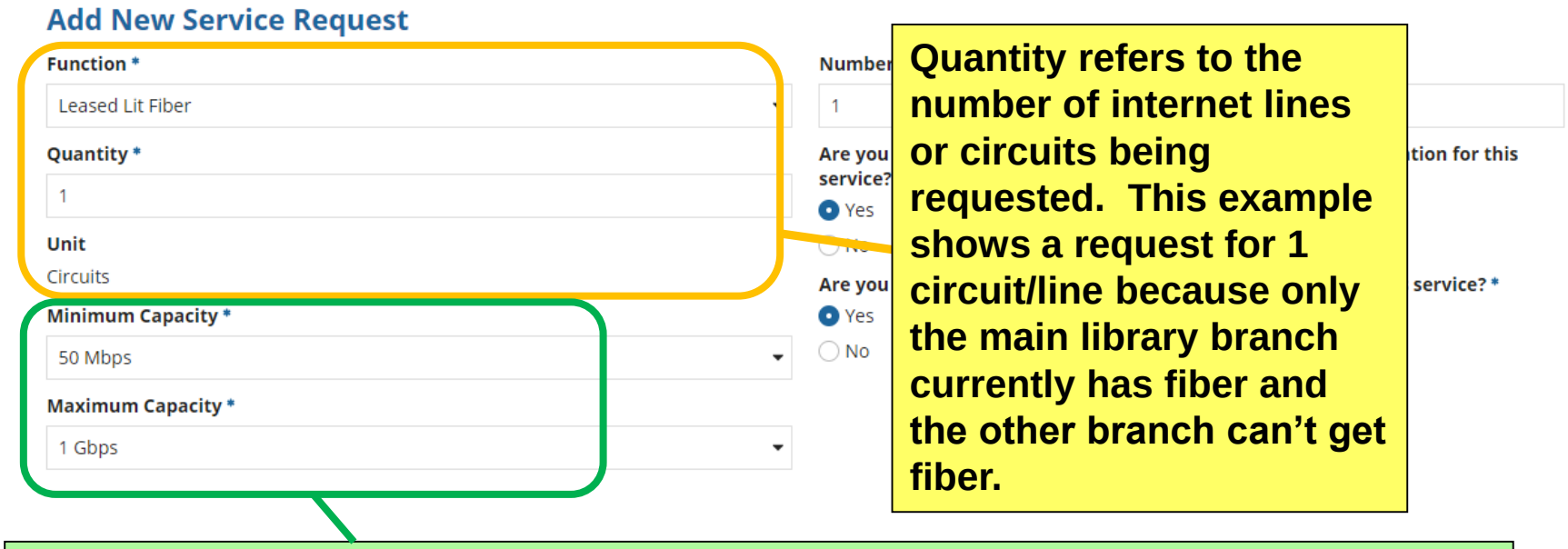
FUNCTION: LEASED LIT FIBER



Click to open the drop-down menu for Function. Libraries must include a service request for Leased Lit Fiber in order to take advantage of bids for fiber internet.

More fields will appear automatically once a Function is selected.

LEASED LIT FIBER DETAILS (1/2)



Quantity refers to the number of internet lines or circuits being requested. This example shows a request for 1 circuit/line because only the main library branch currently has fiber and the other branch can't get fiber.

Minimum Capacity should reflect your library's current download speed. (Example: a library with 50x5 Mbps internet gets 50 Mbps download and 5 Mbps upload).
Maximum Capacity should reflect the highest speed your library desires (usually 100 Mbps or 1 gigabit depending on the library branch)
Be careful about units:

- **Mbps = megabits per second. Use this unit for all DSL or cable connections, as well as some fiber connections.**
- **Gbps = gigabits per second. Use this for very fast fiber connections.**

LEASED LIT FIBER DETAILS (2/2)

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

Number of entities served? *

1

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

- (•) Yes
- ( ) No

Are you also seeking Maintenance and Technical Support for this service? *

- (•) Yes
- ( ) No

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

- [ ] No RFP Submitted for Bookmobile Cellular Data

Best practice: check Yes for the questions about installation/activation and maintenance/tech support in case your library starts a new service with setup fees or switches providers.

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

Click Add button to complete request and return to main Service Request page.

FUNCTION: INTERNET ACCESS & TRANSPORT BUNDLED

Service Requests: Category One

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

	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs
☐	Internet Access and/or Telecommunications	Leased Lit Fiber	50 Mbps	1 Gbps	1	1	Circuits	Yes	Yes	

ADD NEW SERVICE REQUEST | EDIT SERVICE REQUEST | REMOVE SERVICE REQUEST

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

Click on Add New Service Request to start additional requests.

INTERNET ACCESS & TRANSPORT BUNDLED DETAILS (1/2)

Add New Service Request

Function *

Internet Access & Transport Bundled

Quantity *

1

Unit

Circuits

Minimum Capacity *

10 Mbps

Maximum Capacity *

25 Mbps

Internet Access & Transport Bundled must be used in the event that the best solution for internet access is non-fiber (copper-based solutions like DSL or cable).

Quantity refers to the number of internet lines or circuits being requested. This example will show a request for 1 circuit/line since the branch library has DSL internet and can't upgrade to fiber.

Minimum Capacity should reflect your library's current download speed. (Example: a library with 25x3 Mbps cable internet gets 25 Mbps download and 3 Mbps upload).
Maximum Capacity should reflect the highest speed your library desires (often 100 Mbps or 1 gigabit depending on the library branch)
Be careful about units:

- **Mbps = megabits per second. Use this unit for all DSL or cable connections, as well as some fiber connections.**
- **Gbps = gigabits per second. Use this for very fast fiber connections.**

INTERNET ACCESS & TRANSPORT BUNDLED DETAILS (2/2)

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

Number of entities served? *

1

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

- (•) Yes
- ( ) No

Are you also seeking Maintenance and Technical Support for this service? *

- (•) Yes
- ( ) No

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

- [ ] No RFP Submitted for Bookmobile Cellular Data

ADD

Best practice: check Yes for the questions about installation/activation and maintenance/tech support in case your library starts a new service with setup fees or switches providers.

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

Click Add button to complete request and return to main Service Request page.

NARRATIVE FOR INTERNET REQUESTS

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

All bids must include the Service Provider Identification Number (SPIN) or the bid will be disqualified. Pioneer County Public Library has 3 eligible entities for Category 1: the Main Library is located at 100 Main Street, Boonesburg, KY 41700; Loganville Branch Library located at 300 Tulip Poplar Lane, Loganville, KY 41800; and the library bookmobile, which operates from the main library location.

Leased Lit Fiber bundled with Internet Access for Main Library - The main library currently has 100x100 Mbps fiber internet under contract until October 15, 2018; desired speed is 1 gigabit. Please quote all download speeds between 100 Mbps and 1 gigabit over a fiber circuit available for this location and fees for 5 static IP addresses.

Internet Access & Transport Bundled for Loganville Branch Library - The branch library currently has 12 Mbps cable internet month-to-month; desired speed is 25 Mbps to start July 1, 2018. Please quote all download speeds between 12 Mbps and 25 Mbps over a non-fiber circuit available for this location and fee for 1 static IP address.

For any requests where details aren't described in RFP documents, use the Narrative field to describe your library's needs. Remember: for Leased Lit Fiber requests, you must state in the narrative that you want internet access bundled with fiber transport. See later section on Form 470 – Crafting a Narrative.

FUNCTION: VOICE SERVICE

Service Requests: Category One

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

	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs
☐	Internet Access and/or Telecommunications	Leased Lit Fiber	50 Mbps	1 Gbps	1	1	Circuits	Yes	Yes	
☐	Internet Access and/or Telecommunications	Internet Access & Transport Bundled	10 Mbps	25 Mbps	1	1	Circuits	Yes	Yes	

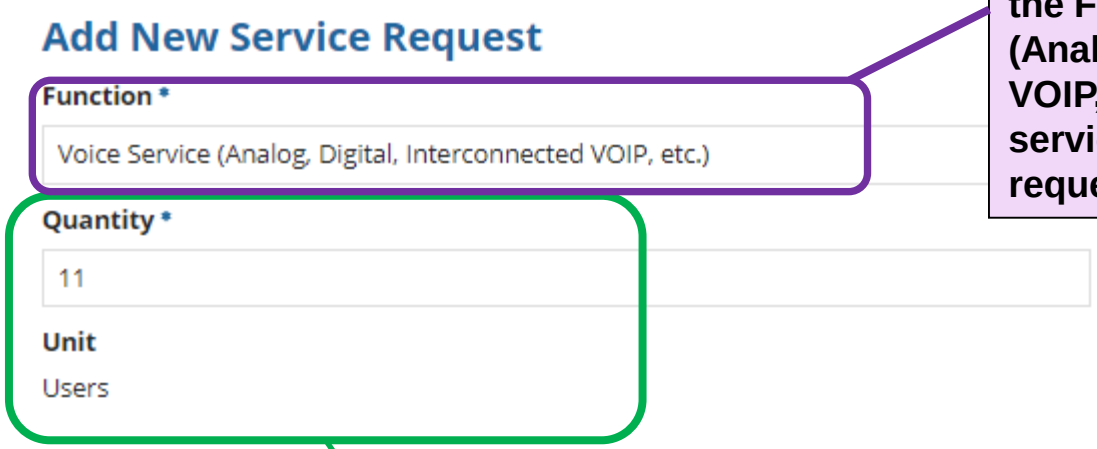
ADD NEW SERVICE REQUEST | EDIT SERVICE REQUEST | REMOVE SERVICE REQUEST

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

Click on Add New Service Request to start additional requests.

VOICE SERVICE DETAILS (1/2)



For landline phone service, select the Function: Voice Service (Analog, Digital, Interconnected VOIP, etc.). For cell phone service, add another service request for Cellular Voice.

The quantity refers to the number of phone lines or the number of users on a Voice over Internet Protocal (VoIP) system. In this example, I'm adding a request for 11 analog phone lines for two different library branches.

VOICE SERVICE DETAILS (2/2)

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

Best practice: check Yes for the questions about installation/activation and maintenance/tech support in case your library starts a new service with setup fees or switches providers.

Number of entities served? *

2

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

- (•) Yes
- ( ) No

Are you also seeking Maintenance and Technical Support for this service? *

- (•) Yes
- ( ) No

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

- [ ] No RFP Submitted for Bookmobile Cellular Data

ADD

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

Click Add button to complete request and return to main Service Request page.

NARRATIVE FOR VOICE SERVICE REQUESTS

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

All bids must include the Service Provider Identification Number (SPIN) or the bid will be disqualified. Pioneer County Public Library has 3 eligible entities for Category 1: the Main Library is located at 100 Main Street, Boonesburg, KY 41700; Loganville Branch Library located at 300 Tulip Poplar Lane, Loganville, KY 41800; and the library bookmobile, which operates from the main library location.

Voice Service - Main Library in Boonesburg has 7 analog lines (6 voice, 1 fax); Loganville Branch Library has 4 analog lines (3 voice, 1 fax).

For any requests where details aren't described in RFP documents, use the Narrative field to describe your library's needs. See later section on Form 470 – Crafting a Narrative.

FUNCTION: CELLULAR DATA PLAN/AIR CARD SERVICE

Service Requests: Category One

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

	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs
☐	Internet Access and/or Telecommunications	Leased Lit Fiber	50 Mbps	1 Gbps	1	1	Circuits	Yes	Yes	
☐	Internet Access and/or Telecommunications	Internet Access & Transport Bundled	10 Mbps	25 Mbps	1	1	Circuits	Yes	Yes	
☐	Internet Access and/or Telecommunications	Voice Service (Analog, Digital, Interconnected VOIP, etc.)			2	11	Users	Yes	Yes	

ADD NEW SERVICE REQUEST | EDIT SERVICE REQUEST | REMOVE SERVICE REQUEST

Click on Add New Service Request to start additional requests.

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further de ls that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

CELLULAR DATA DETAILS (1/2)

Add New Service Request

Function *

Cellular Data Plan/Air Card Service

Quantity *

1

Unit

Lines

Minimum Capacity *

5 Mbps

Maximum Capacity *

25 Mbps

For hotspot internet access or a cell phone with data for use on the bookmobile, choose Cellular Data Plan/Air Card Service. For requests involving cell phones, you should also add a service request for Cellular Voice to cover the phone/talk portion of the plan.

Quantity refers to the number of hotspots or cell phones with data being requested.

Capacity refers to the speed of the connection, not the amount of data usage allowed each month. While we normally talk about cellular data speeds in terms like 3G, 4G, LTE, etc., you'll have to select approximate download capacities in megabits per second (Mbps).
Minimum Capacity: 5 Mbps
Maximum Capacity: 10 Mbps or 25 Mbps

CELLULAR DETAILS (2/2)

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

Best practice: check Yes for the questions about installation/activation and maintenance/tech support in case your library starts a new service with setup fees or switches providers.

Number of entities served? *

1

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

- (●) Yes
- ( ) No

Are you also seeking Maintenance and Technical Support for this service? *

- (●) Yes
- ( ) No

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

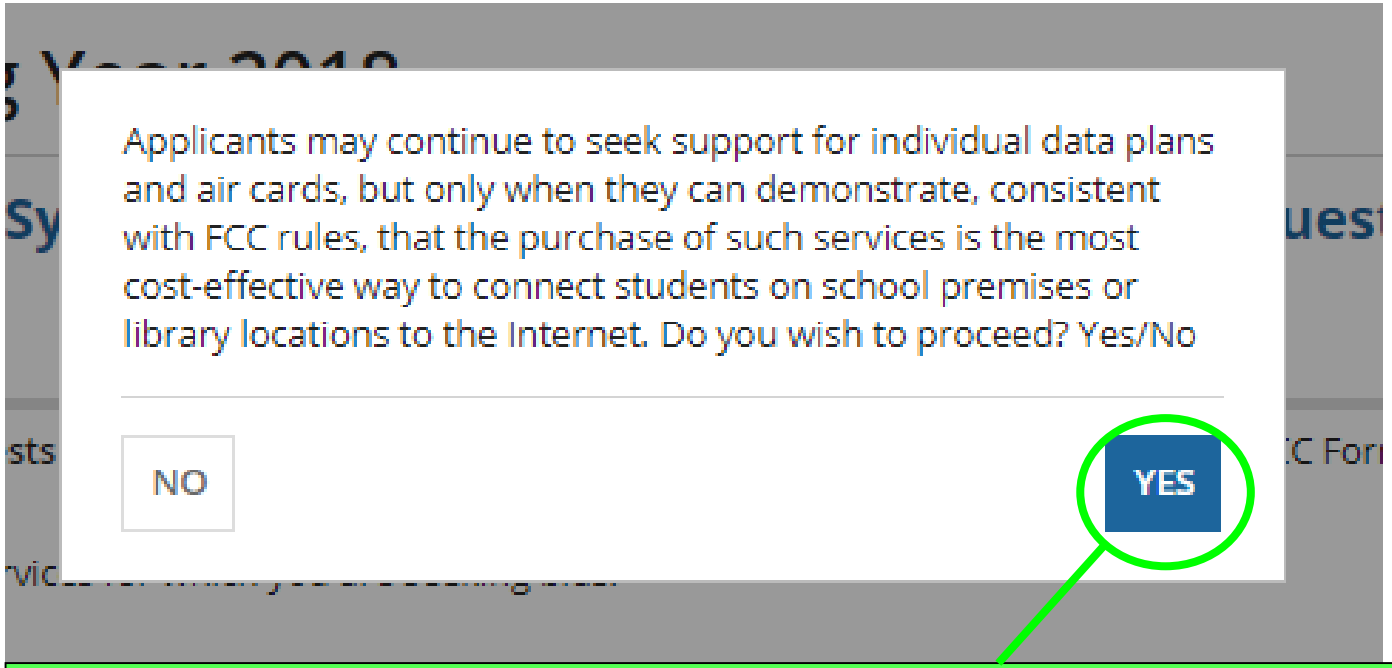
- [x] No RFP Submitted for Bookmobile Cellular Data

If you request cellular data, you have to upload an RFP and apply it to this service request!

ADD

Click Add button to complete request and return to main Service Request page.

CELLULAR DATA DETAILS – YES TO PROCEED



For Cellular Data Plan/ Air Card Service requests, you must say yes to this reminder. Most library or school locations don't receive discounts on internet provided over cellular data because it's usually not a cost-effective solution for fixed locations. BOOKMOBILES ARE THE EXCEPTION!

NARRATIVE FOR CELLULAR DATA REQUESTS

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

All bids must include the Service Provider Identification Number (SPIN) or the bid will be disqualified. Pioneer County Public Library has 3 eligible entities for Category 1: the Main Library is located at 100 Main Street, Boonesburg, KY 41700; Loganville Branch Library located at 300 Tulip Poplar Lane, Loganville, KY 41800; and the library bookmobile, which operates from the main library location.

Cellular data plan for bookmobile – 1 hotspot service plan with unlimited data for patron Wi-Fi on the bookmobile route. While price will be the most heavily weighted factor in bid evaluations for hotspot service, network coverage in Pioneer County will also be heavily weighted.

For any requests where details aren't described in RFP documents, use the Narrative field to describe your library's needs. See later section on Form 470 – Crafting a Narrative.

FORM 470: CRAFTING A NARRATIVE

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 KDLA's Technology Consultant 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** – What is the desired service start date? This is good to include if your current contract ends mid-year.
  - **Internet speeds and transport options**– What are the minimum downstream AND upstream bandwidths you're seeking? Do you need static IP addresses, too? Do you have a preference for the type of transport circuit?
  - **Branch addresses**– A potential service provider may not research each branch in your library system because EPC doesn't make that easy. Including the addresses (or directing them to the library website) makes it easier to look up whether those branches are in their service area.
  - **Voice services** – Do you need extra call features (that may not be E-rate eligible)? Does one of your phone lines need to be for fax service? Do you have a preference for VoIP?

WHAT TO INCLUDE IN THE NARRATIVE (2/2)

- NOT an exhaustive list (continued):
  - **Bidding** – Do you have any specifics about how you want bids to be submitted or formatted? Example: separating costs by line item
  - **Compatible equipment** – If you're requesting Category Two products/services, do they need to be compatible with items your library already owns? What other specs are important?
  - **Disqualification factors** – Does the service provider have a Service Provider Identification Number (SPIN)?
    - Disqualification factors must be clearly listed on the Form 470 and must be binary (Yes or No answers)
    - See the 12/15/15 SL News Brief for more on disqualification factors.
  - 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

- Category One – **EXAMPLE TEXT SECTIONS**

SECTION ON GENERAL LIBRARY & BIDDING INFORMATION

All bids must include the Service Provider Identification Number (SPIN) or the bid will be disqualified. Pioneer County Public Library has 3 eligible entities for Category 1: the Main Library is located at 100 Main Street, Boonesburg, KY 41700; Loganville Branch Library located at 300 Tulip Poplar Lane, Loganville, KY 41800; and the library bookmobile, which operates from the main library location.

SECTION ON INTERNET SERVICE REQUESTS

Leased Lit Fiber bundled with Internet Access for Main Library - The main library currently has 100x100 Mbps fiber internet under contract until October 15, 2018; desired speed is 1 gigabit. Please quote all download speeds between 100 Mbps and 1 gigabit over a fiber circuit available for this location and fees for 5 static IP addresses.

Internet Access & Transport Bundled for Loganville Branch Library - The branch library currently has 12 Mbps cable internet month-to-month; desired speed is 25 Mbps to start July 1, 2018. Please quote all download speeds between 12 Mbps and 25 Mbps over a non-fiber circuit available for this location and fee for 1 static IP address.

SECTION ON VOICE SERVICE REQUESTS

Voice Service - Main Library in Boonesburg has 7 analog lines (6 voice, 1 fax); Loganville Branch Library has 4 analog lines (3 voice, 1 fax).

SECTION ON CELLULAR DATA/HOTSPOT FOR BOOKMOBILE

Cellular data plan for bookmobile – 1 hotspot service plan with unlimited data for patron Wi-Fi on the bookmobile route. While price will be the most heavily weighted factor in bid evaluations for hotspot service, network coverage in Pioneer County will also be heavily weighted.

FORM 470: TECH CONTACT & STATE/LOCAL PROCUREMENT

TECHNICAL CONTACT PERSON

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 Manager

Phone Number *
555-555-5555

Phone Number Extension
5252

Email *
pickwick.techservices@mailinator.com

Re-enter Email *
pickwick.techservices@mailinator.com

SAVE & SHARE | SAVE & CONTINUE

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

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

STATE OR LOCAL PROCUREMENT REQUIREMENTS

State or Local Procurement Re

Are there state or local procurement/competitiv

YES ✓ NO

If applicable, provide a description of state or lo
contact you or on other bidding procedures.

For MPC libraries: The Kentucky Model Procurement Code (Kentucky Revised Statutes 45A.345-.460) requires bids for contracts and purchases over $20,000. See http://www.lrc.ky.gov/Statutes/index.aspx for more information.

For non-MPC libraries: Kentucky Revised Statute 424.260(1) requires bids for contracts and purchases over $20,000. See http://www.lrc.ky.gov/Statutes/index.aspx for more information.

BAC

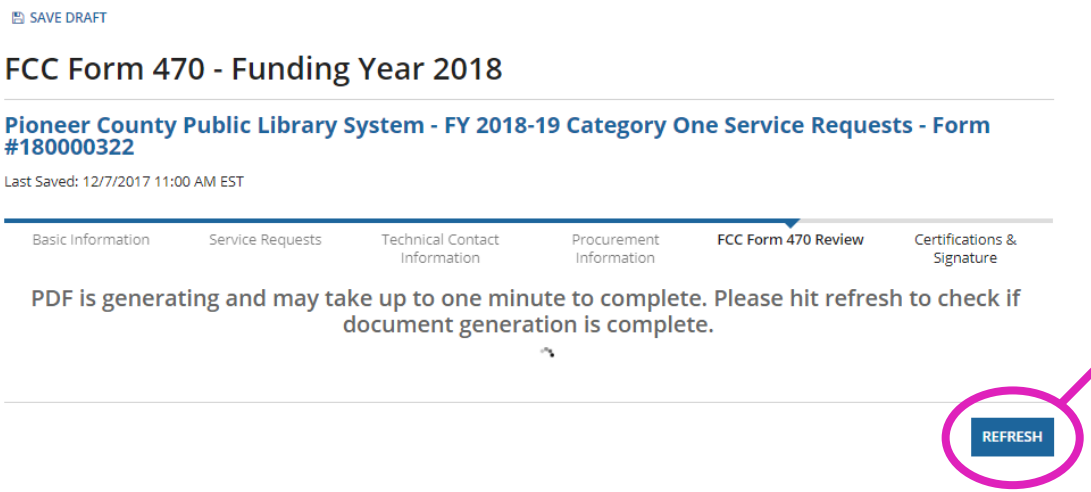
SAVE & SHARE | REVIEW FCC FORM 470

For procurement over $20,000, cite Kentucky Revised Statutes. Reminder: Your library must receive sealed competitive bids to be opened at a specified date/time/location for procurement over $20,000.

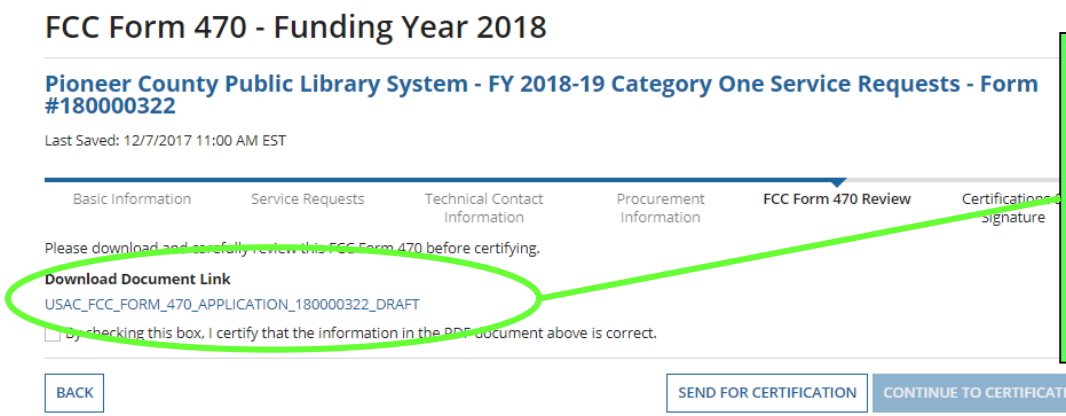
Click on Review FCC Form 470 to start generating a draft PDF copy of the form—*suitable for sharing with the KDLA Technology Consultant!*

FORM 470: REVIEW & CERTIFICATION

REVIEW YOUR FORM 470

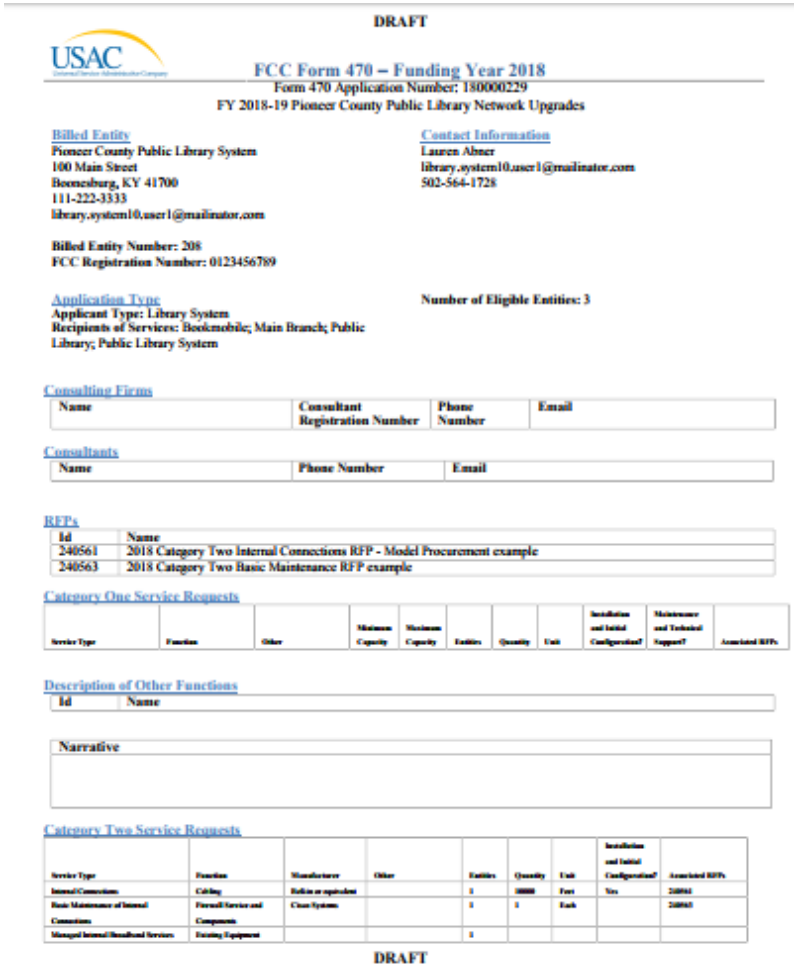


Wait about 1 minute before hitting the Refresh button to access the PDF of your in-process form.



Click the blue link to download a draft. You can send it to other staff members or the KDLA technology consultant to look over before certification.

DOWNLOAD A DRAFT OF YOUR FORM



DRAFT

USAC

FCC Form 470 – Funding Year 2018

Form 470 Application Number: 180000229

FY 2018-19 Pioneer County Public Library Network Upgrades

Billed Entity
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: 0123456789

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

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

Number of Eligible Entities: 3

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email

Consultants

Name	Phone Number	Email

RFPs

Id	Name
240561	2018 Category Two Internal Connections RFP - Model Procurement example
240563	2018 Category Two Basic Maintenance RFP example

Category One Service Requests

Service Type	Function	Other	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs

Description of Other Functions

Id	Name

Narrative

Category Two Service Requests

Service Type	Function	Manufacturer	Other	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Internal Connections	Cabling	Belkin or equivalent		1	10000	Feet	Yes	240561
Basic Maintenance of Internal Connections	Firewall Service and Components	Cisco Systems		1	1	Each		240563
Managed Internal/Broadband Services	Testing Equipment			1				

DRAFT

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 2018

Pioneer County Public Library System - FY 2018-19 Category One Service Requests - Form #180000322

Last Saved: 12/7/2017 11:00 AM EST

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

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

Download Document Link

USAC_FCC_FORM_470_APPLICATION_180000322_DRAFT

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

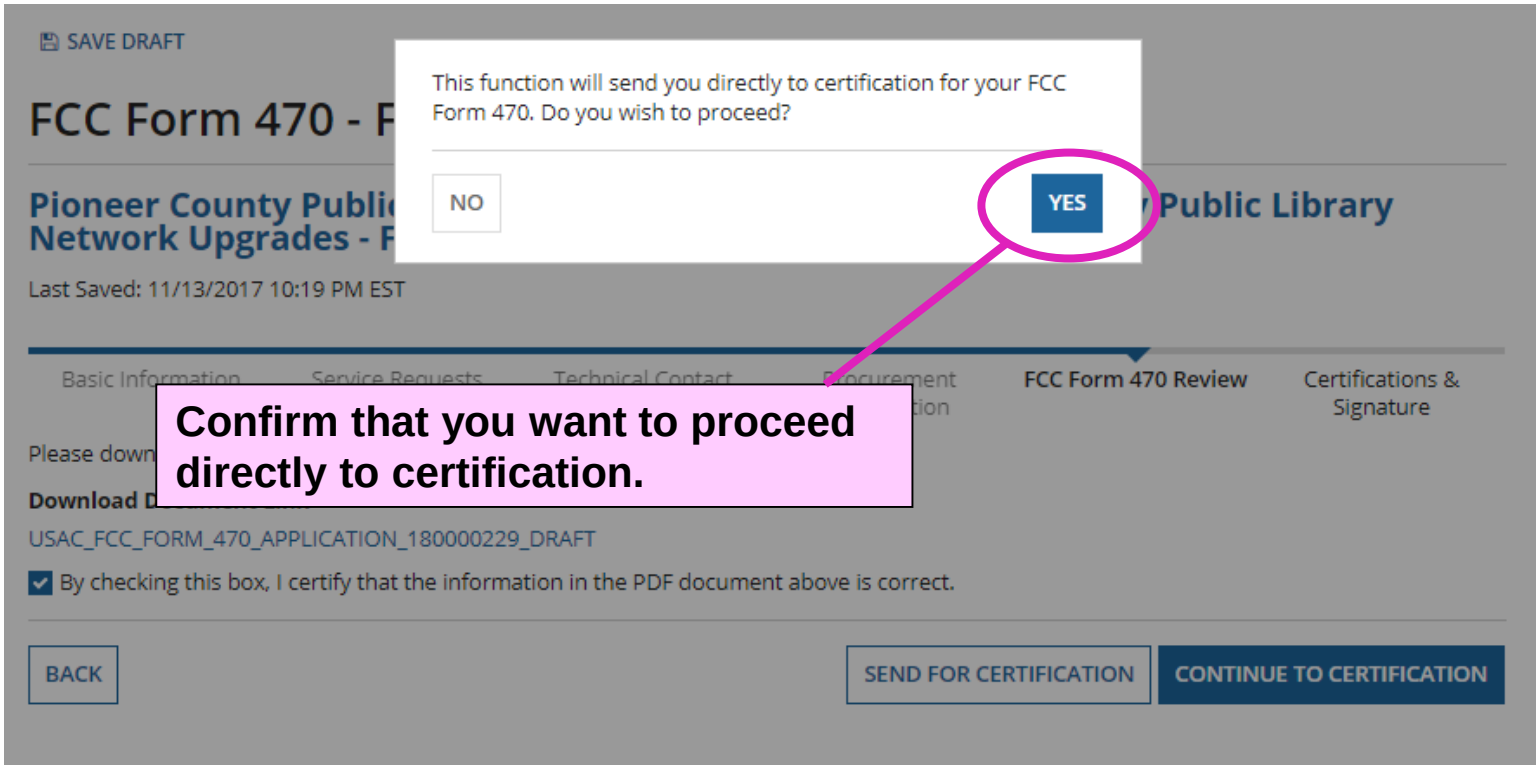
BACK

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

Check this box and then choose Continue to Certification. If you want to send the form to another full-rights user for certification, select Send for Certification.

YES TO PROCEED



CERTIFY THE FORM

Certify FCC Form 470

Pioneer County Public Library System - FY 2018-19 Category One Service Requests - Form #180000322

Last Saved: 12/7/2017 11:00 AM EST

Basic Information | Service Requests | Technical Contact Information | tions & ture

Please complete the certifications below.

Applicant Certifications

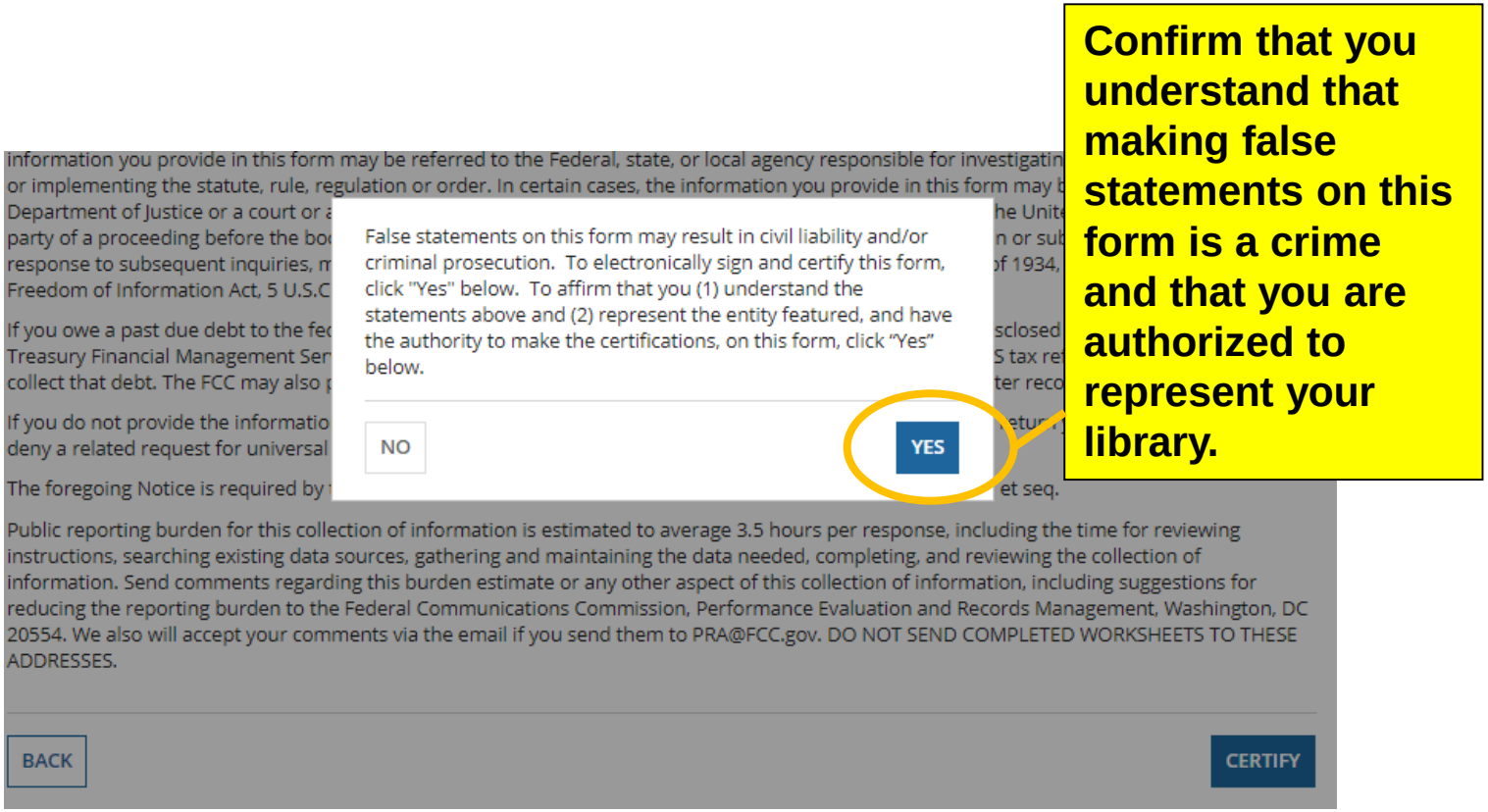
- [x] I certify that the applicant includes libraries or library consortia eligible for ass ibrary Services and Technology Act of 1996 that do not operate as for-profit busines ools (including, but not limited to elementary and secondary schools, colleges, and

Other Certifications

- [x] I certify that this FCC Form 470 and any applicable RFP will be available for re g all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.
- [x] I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.
- [x] I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.
- [x] I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and

You must agree to all of the certifications to post the Form 470. All the certifications are straightforward – no 'trick' certifications!

CERTIFICATION - WARNING

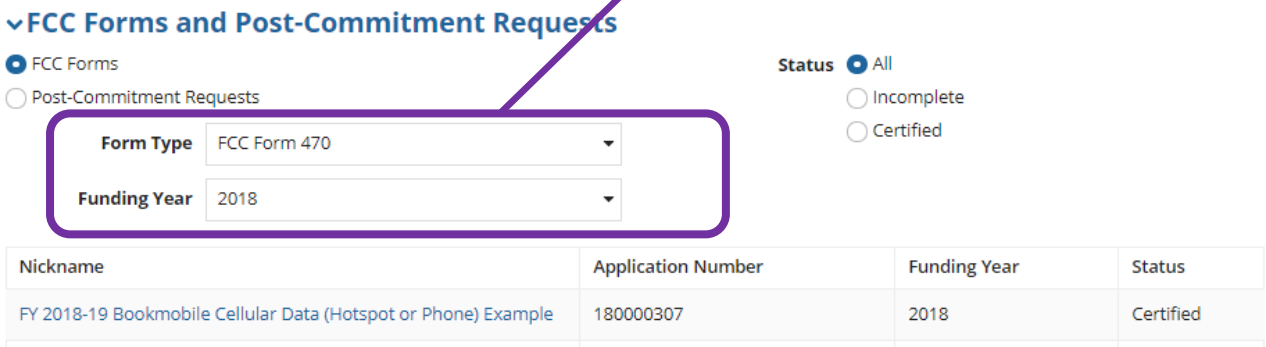


Confirm that you understand that making false statements on this form is a crime and that you are authorized to represent your library.

VIEW YOUR CERTIFIED FORM

Your in-process and certified Forms 470 are listed at the bottom of My Landing Page. Form Type drop-down: select FCC Form 470. Funding Year drop-down: select 2018. In the far left column, click on the nickname to view the form.

Scroll to bottom



PRINT YOUR FORM 470

After following the link to your Form 470 from My 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 looked when you certified it. If you have to upload an addendum to RFP documents (like answers to vendor questions), the you'll also see a Current Version link on this page.

ALLOWABLE CONTRACT DATE + BID EVALUATIONS

ALLOWABLE CONTRACT DATE

Records / FCC Forms 470

FY 2018-18 Internet Access Example - #180000316

Summary | Generated Documents | News | Related Actions

Please note: The following fields pull the most current data from the C
Contact Name, and Contact Phone Number. If you would like to review
please navigate to the Generated Documents related dashboard on th

Application Information

Nickname	FY 2018-18 Internet Access Example
Application Number	180000316
Funding Year	2018
Status	Certified
Allowable Contract Date	1/2/2018
Certified By	Lauren Abner
Last Modified Date	12/5/2017 4:41 PM EST
Last Modified By	Lauren Abner

Billed Entity Information

Name	Pioneer County Public Library System	**Billed Entity Number (BEN)**	208

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 different depending on what you specified in RFPs.

USAC EMAIL FOR ALLOWABLE CONTRACT DATE

From: EPC Send Allowable Contract Notification <processmodel348@portal.usac.org>
Sent: Fri 11/13/2015 3:00 AM
To: [redacted]
Cc:
Subject: EPC Notification: Allowable Contract Date Reached for FCC Form 470 # 160001745

Message | Selecting Service Providers.pdf (200 KB)

A PDF with instructions on vendor selection will be attached.

USAC
Universal Service Administrative Company

Hello,

The Allowable Contract Date for FCC Form 470 #160001745 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 open the attached document to learn more about how to evaluate bids and select your service provider.

Form 470 Dashboard

Thank you.

Universal Service Administration Company

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

NOTE: Please do not reply to this email

This message has been sent by EPC

BID EVALUATIONS (1/2)

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

- Unless your narrative or RFP specified a due date, you <u>may</u> continue collecting bids after 28 calendar days
- If you received only 1 bid, then you should email yourself to memorialize this fact.
- You may contact vendors to request cost proposals after 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 cost as the primary factor

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

Sample Bid Evaluation Matrix

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

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

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

List of Disqualified Bidders:

Vendor 1

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

Important things to note about this sample:

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

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

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

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

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

http://www.usac.org/_res/documents/sl/pdf/samples/Bid-Evaluation-Matrix.pdf

SAMPLE BID MATRIX – E-RATE CENTRAL

- E-rate Central, the website for a longtime 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 show a good example of how to track incoming bids and organize bid evaluations for several products/services by using multiple tabs on an Excel spreadsheet. Applicants have to 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 end of the funding year**.
  - FCC Forms
  - Any correspondence from USAC or the FCC.
  - Copies of bids
  - 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 for FY 2018-19 will likely be released during January or early February 2018.
- Prior to filing the Form 471, you must complete the competitive bidding process and sign a contract or make a legally-binding agreement with the vendor chosen through the bidding process.
- KDLA training on the Form 471 will be provided in January 2018:
  - Form 471 for Category One – January 16, 2018 at 2:00 pm ET
  - Form 471 for Category Two – January 24, 2018 at 10:00 am ET

WRAP-UP

RESOURCES

KDLA's E-rate page

- http://kdla.ky.gov/librarians/programs/Pages/E-Rate.aspx

USAC Schools & Libraries homepage

- www.usac.org/sl

USAC Client Services Bureau

- 1-888-203-8100 or through your E-rate Productivity Center account

E-rate Central

- www.eratecentral.com

SIGN UP FOR KYTECH LISTSERV®

For Library Technology Support Staff:

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

E-rate updates and reminders are posted to KYTECH.

KDLA SOCIAL MEDIA

@KDLALibDev

KDLACE

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

Photo by grafxart photo on Unsplash

FOR E-RATE QUESTIONS, CONTACT LAUREN ABNER.

lauren.abner@ky.gov

502.564.1728