



# **E-rate Form 470 for Category One Funding Year 2022**

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# PRESENTATION CONTENTS

- FUNDING YEARS & IMPORTANT DATES
- E-RATE ELIGIBLE SERVICES LIST
- COMPETITIVE BIDDING OVERVIEW
- CONTRACTS
- E-RATE PRODUCTIVITY CENTER: UPDATING PROFILES
- FORM 470 WALKTHROUGH (live demo during webinar)
  - FORM 470 – BASIC INFORMATION
  - FORM 470 – CATEGORY OF SERVICE + RFP DOCUMENTS
  - SERVICE REQUESTS – GENERAL NAVIGATION
- SERVICE REQUEST – MONTHLY INTERNET
- SERVICE REQUEST – DATA TRANSMISSION ONLY (WAN CIRCUIT)
- SERVICE REQUEST – BOOKMOBILE HOTSPOT
- FORM 470 – CRAFTING A NARRATIVE
- FORM 470 – TECH CONTACT & STATE/LOCAL PROCUREMENT
- FORM 470 – REVIEW & CERTIFICATION
- ALLOWABLE CONTRACT DATE & BID EVALUATIONS
- WRAP-UP
- CONTACT INFORMATION

# DISCLAIMERS



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

# FUNDING YEARS & IMPORTANT DATES








[Return to Presentation Contents](#)

# E-RATE FUNDING YEARS

Download latest chart from KDLA E-rate page:

<https://kdla.ky.gov/librarians/programs/e-rate/Pages/Funding-Years.aspx>

## E-rate Funding Years – Dates to Remember

KDLA E-rate support: Lauren Abner <a href="mailto:lauren.abner@ky.gov">lauren.abner@ky.gov</a> 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 (BEAR/472) 	Service Dates for Category Two Purchase/Installation 	Invoicing Deadline (BEAR/472) 
<b>Funding Year 2020</b> (FY 2020-21)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	<b>July 1, 2020 to June 30, 2021</b>	October 28, 2021	April 1, 2020 to Sept. 30, 2021	January 28, 2022
<b>Funding Year 2021</b> (FY 2021-22)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	<b>July 1, 2021 to June 30, 2022</b>	October 28, 2022	April 1, 2021 to Sept. 30, 2022	January 28, 2023
<b>Funding Year 2022</b> (FY 2022-23)	July 1, 2021 to late Feb. 2022 deadline TBD	Mid-January to late March 2022 dates TBD	120 days from: FCDL or Service Start Date (whichever is later)	<b>July 1, 2022 to June 30, 2023</b>	October 28, 2023	April 1, 2022 to Sept. 30, 2023	January 28, 2024
<b>Notes</b>	Most libraries open competitive bidding each year and must wait at least 28 calendar days to select vendor(s).	<b>All libraries must file the Form 471 every year to receive a funding commitment.</b>	All libraries must 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 2022

- **Competitive Bidding for FY 2022 services**
  - Opened July 1, 2021 (Form 470 released)
  - **Last date to open competitive bidding: February 25, 2022 (*projected – date not finalized*)**
- **When Services Will Happen for FY 2022**
  - **Recurring Services: July 1, 2022 to June 30, 2023**
    - **Includes: Category One monthly internet access or transport services; Category Two basic maintenance of eligible equipment)**
  - **Non-recurring Services: April 1, 2022 to September 30, 2023**
    - **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, 2023 due to construction, make sure you have documentation to verify the new square footage before the Form 471 for Category Two is filed.
- **Are you opening or closing branches during FY 2022?**
  - 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

[Return to Presentation  
Contents](#)



# THE ELIGIBLE SERVICES LIST

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

**Funding Year 2022 draft Eligible Services List, August 27, 2021:**

<https://ecfsapi.fcc.gov/file/08271793205666/DA-21-1062A1.pdf>

# CATEGORY ONE

## Internet Access & Data Transmission Services

- Monthly Internet service for branch buildings, including installation – 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 only
- Self-provisioned broadband networks (owned/operated by applicant)
- Network Equipment required to make data transmission and/or internet access functional (ex: modulating electronics)

**Recurring service dates for  
Funding Year 2022:  
July 1, 2022 to June 30, 2023**

**No budget limit on  
Category One requests**

# CATEGORY TWO - IC

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

**FY 2022 Early Installation:  
April 1, 2022  
FY 2022 Late Installation:  
September 30, 2023**

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

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

† 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](#)

# CATEGORY TWO – BMIC & MIBS

## Basic Maintenance of Internal Connections

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

## Managed Internal Broadband Services (MIBS)

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



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

# MISCELLANEOUS

May fall under Category One or Two:

- Some taxes, surcharges, and other similar, reasonable charges
  - Federal Access Recovery Charge on internet invoices – permissible charge for use of a local carriers network; not all ISPs charge this
  - USF fees on internet invoices - “customer charges for universal service fees, but do not include additional charges for universal service administration”
- Rental or lease fees for eligible components
- Shipping
- Training – only for new equipment purchased with Cat2 funds
- Installation and configuration
  - May be performed by a 3<sup>rd</sup> 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/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx>

# COMPETITIVE BIDDING OVERVIEW

[Return to Presentation  
Contents](#)

# 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 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 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.

# PRICE IS PARAMOUNT

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.

# BIG CHANGES ON FY 2022 FORM 470

- Service requests for Category One no longer require applicants to specify fiber or non-fiber for the type of connections.
- To create Category One service requests, applicants select from 3 series of statements to reflect the type of services being requested.
- Narrative language will be important for applicants that want only a certain type of connection for a library branch.
- More details will be provided in the [Form 470 Walkthrough](#).



# FROM SERVICE REQUESTS TO FUNDING REQUESTS

- Having both the correct service requests and 470 narrative language will be important during application review. Libraries should review the [revised examples KDLA will post on the Form 470 Competitive Bidding examples page](#).
- **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 or for a type of circuit that wasn't listed 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

- If my library will make *funding* requests for discounts on:
  - Fiber internet access or fiber transport circuits
  - Cable or DSL internet access
  - Bookmobile hotspot service
- If a library branch or the bookmobile will be a recipient of service on the application

**Service Requests on the Form 470** for competitive bidding

- Then the Form 470 must include *service* requests for:
  - Internet Access and Data Transmission Service
  - Internet Access and Data Transmission Service
  - Cellular Data Plan/Air Card Service
- Then the branch and address must be included in the competitive bidding information

# BUSINESS-CLASS INTERNET BIDDING EXEMPTION

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

- Bandwidth is at least 100 Mbps download and 10 Mbps upload
- Provides basic conduit access to the Internet at those required minimum speeds
- Pre-discount cost is less than \$3600 annually (\$300/month) for each eligible entity, including any installation or other eligible fees
- Service and price are commercially available to non-residential customers



# 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, 2023?**

- **If Yes**, you must bid again for these services on a Funding Year 2022 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 late 2021 and early 2022.
- **Once the Form 471 filing deadline is set...**
  - Look up the date for the last board meeting that will occur before the projected Form 471 deadline (**March 25, 2022**)
  - 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 Funding Year 2022, 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 \$30,000**. 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 \$30,000** must be bid per [KRS 424.260\(1\)](#)
  - Must also advertise the bid per [KRS 424.130](#)
  - You need only advertise once, but may advertise two or more times provided that at least one advertisement is carried between 7 and 21 days before the close of bidding. The advertisement must include a description of what is to be bid, the time and place for receipt of bids, and any special terms of the sale.

# FORM 470 BOILERPLATE

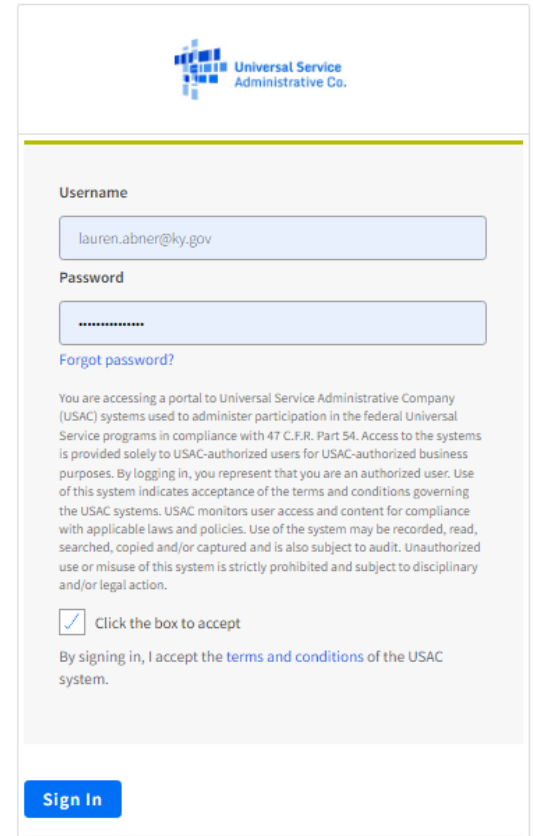
- The Form 470 contains a field for state and local procurement information. Here's some boilerplate for you to use:
  - **For MPC libraries:** The Kentucky Model Procurement Code (Kentucky Revised Statutes 45A.345-.460) requires bids for contracts and purchases over \$30,000. See <https://legislature.ky.gov/Law/Statutes/Pages/default.aspx>
  - **For non-MPC libraries:** Kentucky Revised Statute 424.260(1) requires bids for contracts and purchases over \$30,000. See <https://legislature.ky.gov/Law/Statutes/Pages/default.aspx>

# E-RATE PRODUCTIVITY CENTER: UPDATING LIBRARY PROFILES

[Return to Presentation  
Contents](#)


# E-RATE PRODUCTIVITY CENTER

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




The screenshot shows the login page for the Universal Service Administrative Company (USAC). At the top right is the USAC logo and the text "Universal Service Administrative Co.". Below this is a horizontal line. The main content area contains a "Username" field with the text "lauren.abner@ky.gov" and a "Password" field with a masked password ".....". A link for "Forgot password?" is located 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". At the bottom of the text block, it says "By signing in, I accept the terms and conditions of the USAC system." At the very bottom of the page is a blue "Sign In" button.

# UPDATING PROFILES

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

## My Applicant Landing Page

 Training  
**Universal Service Administrative Co.**

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

[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](#)

### Notifications

Notification Type

Funding Year

Status  All

Notification	Description	Issued Date
No items available		

### My Entities

Entity	Entity Number			
<a href="#">Pioneer County Public Library System</a>	208			
<a href="#">Loganville Branch Library</a>	209	Loganville	KY	41800
<a href="#">Pioneer County Public Library Main Branch</a>	210	Boonesburg	KY	41700
<a href="#">Pioneer County Bookmobile</a>	211	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 PEV.
- Modify Account Administrator**  
This process allows you to transfer the Account Administrator function to an
- 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

Records / Applicant Entities

## #210 - Pioneer County Public Library Main Branch

[MANAGE ORGANIZATION](#) [MANAGE ANNEXES](#)

Summary Modifications Additional Information Category Two Budget Contracts FCC Forms News Related Actions

### 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

<b>Latitude</b>	Not Found	<b>User-Entered Latitude</b>	
<b>Longitude</b>	Not Found	<b>User-Entered Longitude</b>	
<b>Urban/Rural Status</b>	Not Found	<b>User-Entered Urban/Rural Status</b>	Rural
<b>Library Sub-Type</b>	<input checked="" type="checkbox"/> Public Library <input type="checkbox"/> Private Library <input type="checkbox"/> Academic <input type="checkbox"/> Research <input type="checkbox"/> Tribal Library	<b>Is this library part of a library system?</b>	Yes
		<b>Square Footage</b>	16000

**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.**

# FORM 470 – BASIC INFORMATION

[Return to Presentation  
Contents](#)

# 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 (1)** Recd

Appian

My Applicant

Training

Universal Service Administrative Co.

Welcome **Pioneer County Public Library System!**

**Notifications**

Notification Type *Please select a value*

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

Status  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

**My Entities**

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

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

# FORM 470 – NAVIGATION

The screenshot shows the top navigation bar with 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'Tasks' tab is highlighted with a green circle. Below the navigation bar, the page title is 'FCC Form 470' and the subtitle is 'Pioneer County Public Library & Bookmobile Hotspot - Form #220000212'. The 'Last Saved' timestamp is '11/27/2021 2:26 PM'. The main content area has a horizontal menu with tabs: 'Basic Information', 'Service Requests', 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review', and 'Certifications & Signature'. Below the menu, there is a paragraph of text and a section titled 'Application Type and Recipients of Service'. The 'Applicant Type' is 'Library System' and the 'Recipient(s)' is 'Public Library'. At the bottom of the page, there are four buttons: 'BACK', 'DISCARD FORM', 'SAVE & SHARE', and 'SAVE & CONTINUE'. Each button is highlighted with a colored circle and connected to a callout box explaining its function.

**Tasks**

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

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

# FORM 470 – BASIC INFORMATION (1/3)

## FCC Form 470 - Funding Year 2022

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

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

### Application Nickname

Please enter an application nickname here. \*

FY 2022-23 Monthly Internet & Bookmobile Hotspot

DISCARD FORM


**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)

News Tasks Records Reports **Actions** 

## FCC Form 470 - Funding Year 2022

### Pioneer County Public Library System - FY

Last Saved: 11/27/2021 2:26 PM EST

Basic Information Service Requests

Where applicable, we've completed this section of the form based on your profile information. To change the information, please update your profile first by going to your My Profile page. If you are a new user, please contact your applicant entity's account manager.

**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

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

BACK SAVE & SHARE SAVE & CONTINUE

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

### 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

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

# FORM 470 – BASIC INFORMATION (3/3)

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

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

## Consultant Information

There are currently no consulting firms associated with your account.

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

### Contact Information

Are you the main contact person?

YES ✓

NO

Lauren Abner

library.system10.user1@mailinator.com

502-564-1728

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

# FORM 470 – CATEGORY OF SERVICE + RFP DOCUMENTS

[Return to Presentation  
Contents](#)



# CATEGORY(S) OF SERVICE

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

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

**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.**

**CATEGORY 2**

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

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

# 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:** 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 downloaded from the KDLA [Form 470 Competitive Bidding Examples page](#).
  - **To make Category One service requests for other Functions** including "Leased Dark Fiber and Leased Lit Fiber"; "Self-Provisioned Network and Services Provided Over Third-Party Networks"; "Maintenance & Operations"; and 'Other'.

# 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. ?



Bookmobile hotspot RFP template for device only

DOCX - 30.11 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.

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

Upload button allows you to select documents from your computer. Most file formats, including zip files, are accepted. Note: EPC doesn't allow certain special characters such as hyphens in the file name.

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.

Bookmobile hotspot RFP template for device only

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

[Return to Presentation  
Contents](#)

# ADDING SERVICE REQUESTS

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    **ADD & CONTINUE**

**Use the blue Add New Service Request button to start a new 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, [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	Leased Lit Fiber (with or without Internet Access)		100 Mbps						
<input type="checkbox"/>	Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		25 Mbps						
<input checked="" type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		25 Mbps	100 Mbps	1	1	Circuits	Yes	
<input type="checkbox"/>	Data Transmission and/or Internet Access	Cellular Data Plan/Air Card Service		5 Mbps	25 Mbps	1	1	Lines	Yes	Template bookmobile data RFP FY2019

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 sought, you may do so in this box below. Examples of service levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualifications are encouraged.

For all service requests, the vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the service delivery address (leased lit fiber or non-fiber) that do not include the service delivery address will be considered non-responsive.

**SERVICE DELIVERY ADDRESSES**

Pioneer County Public Library has 3 eligible entities for Category One: The Main Library located at 100 Main Street, Loganville, KY 41800; and the library bookmobile which operates from the main library.

**QTY 1 CIRCUIT FOR MAIN LIBRARY, LEASED LIT FIBER BUNDLED WITH INTERNET ACCESS.** The main library currently has 1 gigabit fiber internet service. Please quote all download speeds between 100 Mbps and 1 gigabit over a fiber circuit available for this location, fees for 5 static IP addresses, and estimated taxes and other surcharges. Preferred service start date is July 1, 2020.

**QTY 1 CIRCUIT FOR LOGANVILLE BRANCH LIBRARY, EITHER LEASED LIT FIBER BUNDLED WITH INTERNET ACCESS (NON-FIBER).** The Loganville branch currently has 25Mbps cable internet; desired speed is 200 Mbps fiber internet service. Please quote all download speeds between 100 Mbps and 200 Mbps with circuit (fiber or non-fiber) available for this location, fees for 5 static IP addresses, and estimated taxes and other surcharges. Preferred service start date is July 1, 2020.

**QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE.** Please see RFP document for details of this request. Preferred service start date is July 1, 2020.

**PHONE SERVICE FOR MAIN BRANCH AND LOGANVILLE BRANCH (NOT ELIGIBLE FOR E-RATE DISCOUNTS).** The library system currently has 14 analog phone lines for local/long distance; 10 lines at the main library and 4 at the Loganville Branch. Please see RFP document for details of this request. Preferred service start date is July 1, 2020.

**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

[Return to Presentation  
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)

Basic Information    Service Requests    T

Please select the option below that matches the service request.

Visit [our website](#) for more information on how to file a request.

**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.

**In the 1<sup>st</sup> 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”.**

CANCEL

**NEW FOR FY 2022: To create a Category One service request, you must selection options from 3 sets of statements.**

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

Basic Information

Service Requests

Please select the option below that matches the service

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

## 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 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.

CANCEL

For the 2<sup>nd</sup> 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, or microwave).

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

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

**In the 3<sup>rd</sup> set of statements, select, "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

I seek bids for 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 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.

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.

### 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

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

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.

Bookmobile hotspot RFP template for device only

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

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. Generic bids for internet access 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 100x100 Mbps fiber internet. 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, 2022. 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, 2022.

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Please see RFP document for details of this request. Preferred service start date is July 1, 2022.

**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 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 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)

[Return to Presentation  
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    T

Please select the option below that matches the service request.

Visit [our website](#) for more information on how to file a request.

### 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.

**In the 1<sup>st</sup> 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.**

CANCEL

**NEW FOR FY 2022: To create a Category One service request, you must selection options from 3 sets of statements.**

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

Basic Information    **Service Requests**    T

Please select the option below that matches the service request.

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

## 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 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.

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

Bookmobile hotspot RFP template for device only

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. Generic bids for internet access 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 100x100 Mbps fiber internet. 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, 2022. 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, 2022.

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Please see RFP document for details of this request. Preferred service start date is July 1, 2022.

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

# SERVICE REQUEST – BOOKMOBILE HOTSPOT

[Return to Presentation  
Contents](#)

# 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	

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

**ADD NEW SERVICE REQUEST** EDIT SERVICE REQUEST REMOVE SERVICE REQUEST

Narrative

If [blank] service request is sought, you may do so in this box below. Examples include:

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

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

Basic Information    Service Requests    T

Please select the option below that matches the service request.

Visit [our website](#) for more information on how to file a request.

**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.

**In the 1<sup>st</sup> 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”.**

CANCEL

**NEW FOR FY 2022: To create a Category One service request, you must selection options from 3 sets of statements.**

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

Basic Information

Service Requests

Please select the option below that matches the service

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

## 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 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.

CANCEL

For the 2<sup>nd</sup> 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, or microwave).

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

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

**In the 3<sup>rd</sup> 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." in order to request bids for bookmobile hotspot 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 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 only in instances where a library bookmobile is used. Individual data plans are the most cost-effective option for providing internal broadband.

## Quantity \*

1

## Unit

Lines

## Minimum Capacity \*

5 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.

No

**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: 5 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 only in instances when the school or library seeking support demonstrates that the individual has access for mobile devices at schools and/or libraries.

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 \*

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

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

Bookmobile hotspot RFP template for device only

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. Generic bids for internet access 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 100x100 Mbps fiber internet. 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, 2022. 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, 2022.

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Please see RFP document for details of this request. Preferred service start date is July 1, 2022.

**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”.**

# FORM 470: CRAFTING A NARRATIVE

[Return to Presentation  
Contents](#)

# NARRATIVE – ADVANTAGES

- The narrative field is your opportunity to explain your library's current situation and future needs. You can receive more accurate bids and anticipate questions vendors may have.
- A detailed narrative field 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** – When does your library need this service to start? Most libraries request services that start on July 1<sup>st</sup> (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)?
    - Disqualification factors must be clearly listed on the Form 470 (and/or in RFP document) & must be binary (Yes or No answers)
    - New for FY 2022: If your library wants bids only for fiber internet or only for non-fiber internet, you should add a disqualification factor in the narrative.
      - Example: The library seeks only fiber bids. Bids for non-fiber internet will be disqualified.
  - 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. Generic bids for internet access that do not confirm availability at the service delivery address will be considered non-responsive and therefore disqualified.

## INTERNET SERVICE REQUEST

QTY 1 FOR MONTHLY FIBER INTERNET AT 100 MAIN ST, BOONESBURG, KY 41700. The main library currently has 100x100 Mbps fiber internet. 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, 2022. The library seeks only fiber bids. Bids for non-fiber internet will be disqualified.

## WAN SERVICE (DATA TRANSMISSION ONLY) REQUEST

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, 2022.

## BOOKMOBILE HOTSPOT SERVICE REQUEST

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Please see RFP document for details of this request. Preferred service start date is July 1, 2022.

# FORM 470: TECH CONTACT & STATE/LOCAL PROCUREMENT

[Return to Presentation Contents](#)

# 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 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

**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.**

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

# 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/competitive bidding requirements that apply to the procurement of services sought?

YES ✓

NO

**Reminder: Your library must receive sealed competitive bids to be opened at a specified date/time & location for procurement over \$30,000 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 the bidding procedures.

FOR LIBRARIES THAT ADOPTED THE MODEL PROCUREMENT CODE: The Kentucky Model Procurement Code (Kentucky Revised Statutes 45A.345-.460) requires sealed bids for contracts and purchases over \$30,000. See <https://legislature.ky.gov/Law/Statutes/Pages/default.aspx> for more information.

FOR LIBRARIES THAT DIDN'T ADOPT THE MODEL PROCUREMENT CODE: Kentucky Revised Statute 424.260(1) requires sealed bids for contracts and purchases over \$30,000. See <https://legislature.ky.gov/Law/Statutes/Pages/default.aspx> for more information.

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

BACK

SAVE & SHARE

REVIEW FCC FORM 470

# FORM 470: REVIEW & CERTIFICATION

[Return to Presentation  
Contents](#)

# REVIEW YOUR FORM 470

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

## FCC Form 470 - Funding Year 2022

Pioneer County Public Library System - FY 2022-23 Monthly Internet & Bookmobile Hotspot - Form #220000212

Last Saved: 11/29/2021 4:07 PM 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 ☆

STATUS

Open ✕

Me

**Certify FCC Form 470 - 220000212 - FY 2022-23 Monthly Internet & Bookmobile Hotspot**

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 2022

Pioneer County Public Library System - FY 2022-23 Mo... - Form #220000212

Last Saved: 11/29/2021 4:07 PM EST

Basic Information

Service Requests

Technical Contact Information

P

tions & Signature

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

**Download Document Link**

[USAC\\_FCC\\_FORM\\_470\\_APPLICATION\\_220000212\\_DRAFT](#)

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

BACK

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

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



# EMAIL THE DRAFT TO KDLA

DRAFT



FCC Form 470 – Funding Year 2022  
Form 470 Application Number: 220000212  
FY 2022-23 Monthly Internet & Bookmobile Hotspot

Billed Entity

Pioneer County Public Library System  
100 Main Street  
Boonesburg, KY 41700  
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: 0123456789

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
346945	Bookmobile hotspot RFP template for device only

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	
Data Transmission and/or Internet Access	Standard Data Transmission Service		100 Mbps	1 Gbps	2	1	Each	Yes	
Data Transmission and/or Internet Access	Cellular Data Plan/Air Card Service		5 Mbps	1 Gbps	1	1	Lines	Yes	346945

Description of Other Functions

Id	Name

Narrative

All bids must include the Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified. Generic bids for internet access 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 100x100 Mbps fiber internet. Please quote download speeds between 100 Mbps and 1 Gbps, fees for 5

DRAFT

**Draft 470s and RFP documents can be emailed to [lauren.abner@ky.gov](mailto: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 2022

### Pioneer County Public Library System - FY 2022-23 Monthly Internet & Bookmobile Hotspot - Form #220000212

Last Saved: 11/29/2021 4:07 PM EST

Basic Information

Service Requests

Technical

Questions & Support

Please download and carefully review this FCC Form 470 before

**Download Document Link**

[USAC\\_FCC\\_FORM\\_470\\_APPLICATION\\_220000212\\_DRAFT](#)

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

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

BACK

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

# YES TO PROCEED

The screenshot shows a web interface for reviewing an FCC Form 470. The main heading is "FCC Form 470 - Funding Year 2022". Below it, the entity name "Pioneer County Public Library" and form number "#220000212" are displayed. A "Last Saved" timestamp of "11/29/2021 4:07 PM EST" is visible. A navigation bar includes tabs for "Basic Information", "Service Requests", "Technical Contact Information", "Procurement Information", "FCC Form 470 Review" (which is active), and "Certifications & Signature". A message prompts the user to "Please download and carefully review this FCC Form 470 before certifying." Below this, there is a "Download Document" section with a link to "USAC\_FCC\_FORM" and a checked checkbox labeled "By checking this box, I confirm that I have reviewed the form and agree to certify it." A modal dialog box is open, asking "This function will send you directly to certification for your FCC Form 470. Do you wish to proceed?" with "NO" and "YES" buttons. The "YES" button is circled in pink. A pink callout box with a pink arrow pointing to the "YES" button contains the text "Confirm that you want to proceed directly to certification." At the bottom, there are three buttons: "BACK", "SEND FOR CERTIFICATION", and "CONTINUE TO CERTIFICATION".

FCC Form 470 - Funding Year 2022

Pioneer County Public Library  
#220000212

Last Saved: 11/29/2021 4:07 PM 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  
USAC\_FCC\_FORM

By checking this box, I confirm that I have reviewed the form and agree to certify it.

NO YES

Confirm that you want to proceed directly to certification.

BACK SEND FOR CERTIFICATION CONTINUE TO CERTIFICATION

# CHECK CERTIFICATIONS

## Certify FCC Form 470

Pioneer County Public Library System  
Form #220000212

Last Saved: 11/29/2021 4:07 PM EST

Basic Information    Service Requests    Technical

Please complete the certifications below.

### Applicant Certifications

I certify that the applicant includes libraries or library consortia that are not subject to the Telecommunications Act of 1996 that do not operate as for-profit businesses and are not subject to elementary and secondary schools, colleges, and universities.

### Other Certifications

I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids 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 equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology.

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 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 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 certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request.

existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding 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 recipient may not disseminate, this information without a valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to determine whether you have complied with the requirements of the Act. There may be a violation or a potential violation of the Act if you are a Federal, state, or local agency responsible for the provision of universal service discounts. Information you provide in this form may be used for purposes of the Act, or (c) the United States Government is a party to the Act. Information submitted with this form, or in response to such regulations, the Freedom of Information Act, and the Privacy Act.

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

NO

YES

displays a currently valid OMB control number. We will use the information you provide in this form to determine whether you have complied with the requirements of the Act. If we believe you have provided false information, we may refer the matter to the Department of Justice for prosecution. In certain cases, the information you provide may be referred to the Department of Justice for prosecution. In addition, information provided in or on behalf of the United States Government, or any employee of the FCC, under the Communications Act of 1934, FCC

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 the Department of Justice to collect that debt. The FCC may also

If you do not provide the information requested for universal service discounts, the FCC may also

The foregoing Notice is required by

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including reviewing instructions, searching existing data sources, gathering and reviewing the data, estimating and reviewing the accuracy of the estimate or any other aspect of this collection of information, sending the data to the Federal Communications Commission, and reviewing the Federal Communications Commission's Performance Evaluation and Recordkeeping System. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington, DC 20542-4002. 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

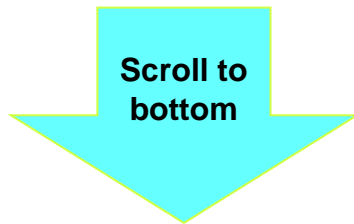
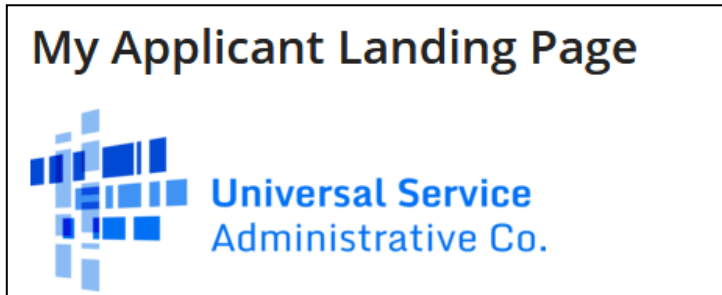
CERTIFY

# BACK TO MY LANDING PAGE

The screenshot displays the Appian interface with a blue navigation bar at the top containing 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'Tasks' tab is selected. On the right side of the navigation bar, there is a user profile icon and the 'Appian' logo. The main content area shows a search bar with the placeholder text 'Click here to send a task...' and a 'NEWEST' dropdown menu. Below the search bar, a light blue box contains the text 'No tasks available'. On the left sidebar, the 'Training Universal Service Administrative Co.' logo is circled in yellow. A yellow callout box with a black border points to this logo and contains the following text:

**After you certify, you'll see the Tasks list again. You likely won't have any additional tasks. Click on the USAC logo to return to My Applicant Landing Page.**

# VIEW YOUR CERTIFIED FORM



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 2022. In the far left column, click on the nickname to view the form.

## ▼ FCC Forms and Post-Commitment Requests

FCC Forms

Post-Commitment Requests

Form Type

Funding Year

Status  All

Incomplete

Certified

Nickname	Application Number	Funding Year	Status
<a href="#">FY 2022-23 Monthly Internet &amp; Bookmobile Hotspot</a>	220000212	2022	Certified

# PRINT YOUR FORM 470

The screenshot shows the Appian interface for a record titled "FY 2022-23 Monthly Internet & Bookmobile Hotspot - #220000212". The navigation bar includes "News", "Tasks", "Records", "Reports", and "Actions". The "Records" section is active, showing a breadcrumb "Records / FCC Forms 470". Below the title, there are tabs for "Summary", "Generated Documents", "News", and "Related Actions". The "Generated Documents" tab is highlighted with a green box. Below this, there is a section titled "Generated FCC Forms 470" containing two links: "FCC Form 470 Version" and "Original Version". The "Original Version" link is highlighted with an orange box. A green callout box points to the "Generated Documents" tab, and a yellow callout box points to the "Original Version" link.

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

[Return to Presentation  
Contents](#)

# ALLOWABLE CONTRACT DATE

Records / FCC Forms 470

## FY 2022-23 Monthly Internet & Bookmobile Hotspot - #220000212



Summary Generated Documents News Related Actions

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

### Application Information

Nickname FY 2022-23 Monthly Internet & Bookmobile Hotspot

Application Number 220000212

Funding Year 2022

Status Certified

Allowable Contract Date 12/27/2021

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.**

Last Modified By Lauren Abner

### Billed Entity Information

Name Pioneer County Public Library System

Billed Entity Number 208 (BEN)

# USAC EMAIL FOR ALLOWABLE CONTRACT DATE

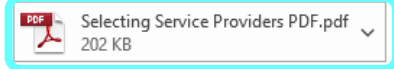
Fw: EPC Notification: Allowable Contract Date Reached for FCC Form 470 # 210015552



To: Abner, Lauren (KDLA)

Reply Reply All Forward ...

Fri 2/19/2021 12:11 PM



**A PDF with instructions on vendor selection will be attached.**

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



Hello,

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

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

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

[Form 470 Dashboard](#)

Thank you,

Universal Service Administrative Co.

# BID EVALUATIONS (1/2)

**Don't make any decisions or sign contracts until your Allowable Contract Date (ACD) has 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. While public libraries may purchase internet services from the KIH3 contract, they are NOT eligible to purchase off the KETS network equipment contracts for Kentucky schools.

## 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
<b>TOTAL</b>	<b>100</b>	<b>65</b>	<b>55</b>	<b>80</b>

\*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 2022 will likely be released around January 13, 2022 (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 2022 – dates TBD.

# WRAP-UP

[Return to Presentation Contents](#)

# RESOURCES

## KDLA's E-rate page

- <https://kdla.ky.gov/librarians/programs/e-rate/Pages/default.aspx>

## USAC E-rate page

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

## USAC Client Service Bureau

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

## E-rate Central

- <https://e-ratecentral.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](mailto:join-kytech@listserv.ky.gov)

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



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

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**Please complete KDLA's survey:**  
[HTTPS://WWW.SURVEYMONKEY.COM/R/ALLWEBINARSSURVEY](https://www.surveymonkey.com/r/allwebinarssurvey)



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[Return to Presentation Contents](#)