



**E-rate Form 470 for
Category One
Funding Year 2023**

**Lauren Abner
Kentucky Department
for Libraries & Archives
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DISCLAIMERS



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










FUNDING YEARS & IMPORTANT DATES

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E-RATE FUNDING YEARS

Download latest chart from KDLA E-rate page:

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

Kentucky Library Support: Lauren Abner lauren.abner@ky.gov or (502) 564-1728	Application Process			Recurring Services		Non-Recurring Services	
	Form 470 – Competitive Bidding 	Form 471 – Application to Request Discounts 	Form 486 – Service Start Date + CIPA Certification 	Service Dates for Category One or Two 	Invoicing Deadline (SPI/BEAR) 	Service Dates for Category Two Purchase & Installation 	Invoicing Deadline (SPI/BEAR) 
Funding Year 2021	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2021 to June 30, 2022	October 28, 2022	April 1, 2021 to Sept. 30, 2022	January 30, 2023
Funding Year 2022	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2022 to June 30, 2023	October 30, 2023	April 1, 2022 to Sept. 30, 2023	January 29, 2024
Funding Year 2023	Late Feb 2023 (date TBD) competitive bidding deadline	Jan to March 2023 (dates TBD) application filing window	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2023 to June 30, 2024	October 28, 2024	April 1, 2023 to Sept. 30, 2024	January 28, 2025
Notes	Most applicants open at least one 28 calendar day competitive bidding process each year.	All applicants must file the Form 471 every year to receive a funding commitment.	All applicants file the Form 486 to release funding for invoicing. FCDL = Funding Commitment Decision Letter	Both Category One and Two services may be recurring (ex: monthly internet)	May request one 120-day extension by the deadline	Non-recurring = one-time purchases such as networking equipment	May request one 120-day extension by the deadline

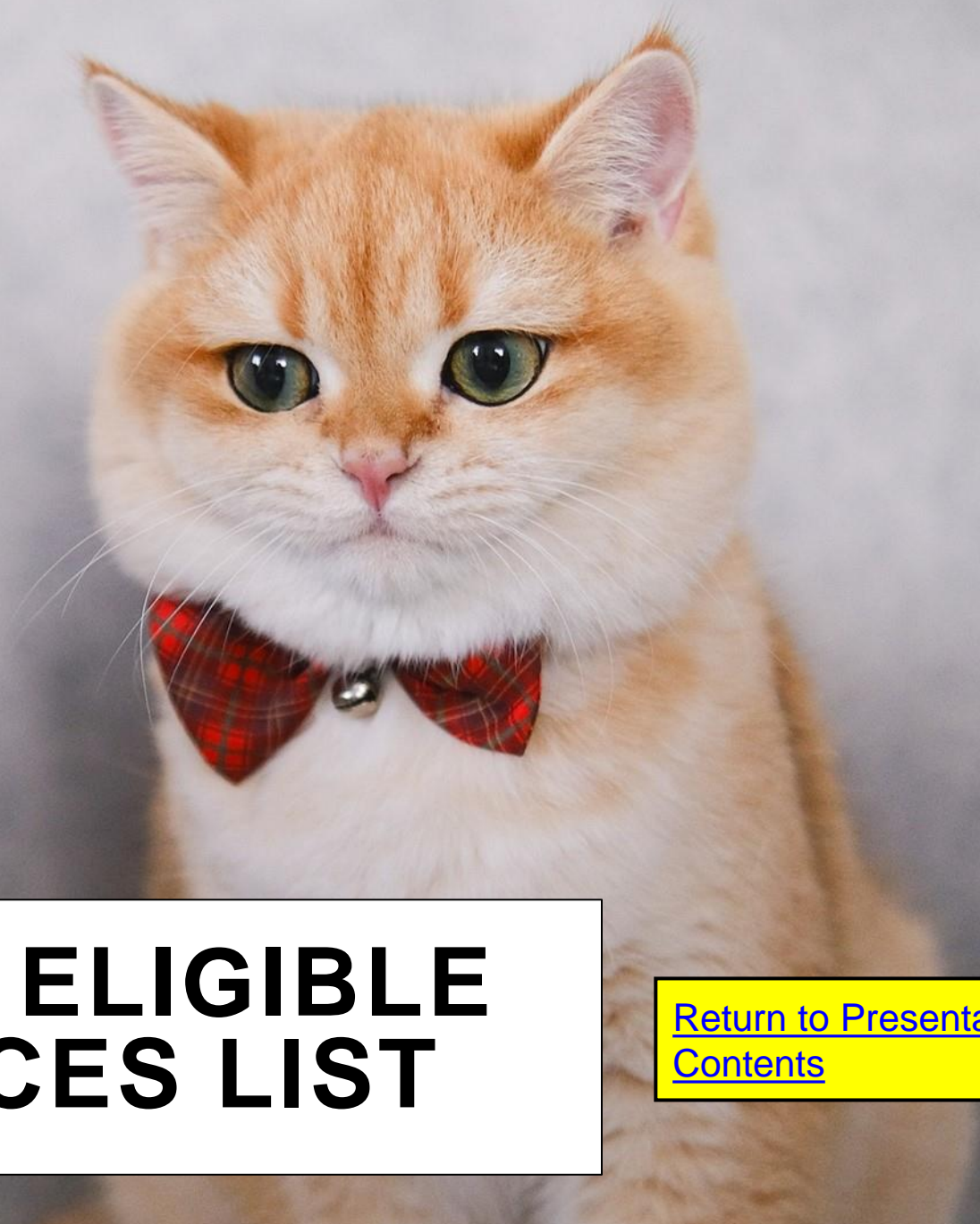
TIMELINE FOR FY 2023

- **Competitive Bidding for FY 2023 services**
 - Opened July 1, 2022 (Form 470 released)
 - **Last date to open competitive bidding: February 21, 2023 (*projected – date not finalized*)**
- **When Services Will Happen for FY 2023**
 - **Recurring Services: July 1, 2023 to June 30, 2024**
 - **Includes: Category One monthly internet access or transport services; Category Two basic maintenance of eligible equipment)**
 - **Non-recurring Services: April 1, 2023 to September 30, 2024**
 - **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, 2024 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 2023?**
 - Obtain entity numbers for new branches
 - Consider permanently canceling entity numbers for closed branches once all E-rate invoicing for that branch has been completed.



E-RATE ELIGIBLE SERVICES LIST

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THE ELIGIBLE SERVICES LIST

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

Funding Year 2023 draft Eligible Services List, August 22, 2022:

<https://docs.fcc.gov/public/attachments/DA-22-878A1.pdf>

CATEGORY ONE

Data Transmission Services & Internet Access

- **Monthly Internet service for branch buildings, including installation** – lines/circuits can be fiber or non-fiber (cable, DSL, satellite, etc.)
 - Fees for **static IP addresses** are eligible as part of your library’s internet access
 - Fees for “basic termination equipment, such as a **cable modem**, CSU/DSU, network interface device, or copper-to-fiber converter” may be eligible as part of your library’s internet access.
- Leased data lines (T1, lit fiber, dark fiber, etc.)
- **Cellular data (hotspot service) for bookmobile 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 2023:
July 1, 2023 to June 30, 2024**

**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**
 - **Wireless control**
 - **Firewalls** (hardware)
 - **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**

If your library has a separately identifiable charge for a router from your Internet Service Provider, you'll need to request Category Two services, as well.

**FY 2023 Early Installation:
April 1, 2023**
**FY 2023 Late Installation:
September 30, 2024**

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 (BMIC)

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



Managed Internal Broadband Services (MIBS)

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

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

MISCELLANEOUS

May fall under Category One or Two:

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

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

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COMPETITIVE BIDDING



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

- No decision about which service provider to use can be made before 28 calendar days has elapsed.
- You can wait longer if you want; you must wait longer if you 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.

THE PRICE IS RIGHT

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

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

BIG FORM 470 CHANGES FROM LAST YEAR

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

COVERING YOUR REAR FOR THE FORM 471

Funding Requests on the Form 471 application for discounts

- If my library will make **funding requests** for discounts on:
 - Fiber, cable, DSL, or satellite internet access
 - Data transmission only (WAN circuits)
 - Bookmobile hotspot service
- 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
 - Standalone 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



CONTRACTS

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CONTRACT EXPIRING?

Are any of your contracts for E-rate eligible recurring services such as internet or cellular data for the bookmobile **set to expire before June 30, 2024?**

- **If Yes**, you must bid again for these services on a Funding Year 2023 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 2022 and early 2023.
- **Once the Form 471 filing deadline is set...**
 - Look up the date for the last board meeting that will occur before the Form 471 deadline (**projected March 21, 2023**)
 - Plan to file all Forms 470 for competitive bidding at least 5 weeks prior to this board meeting. (Sooner is better!)

ALREADY UNDER CONTRACT?

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

A: Yes, but there are some provisos:

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

MODEL PROCUREMENT

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

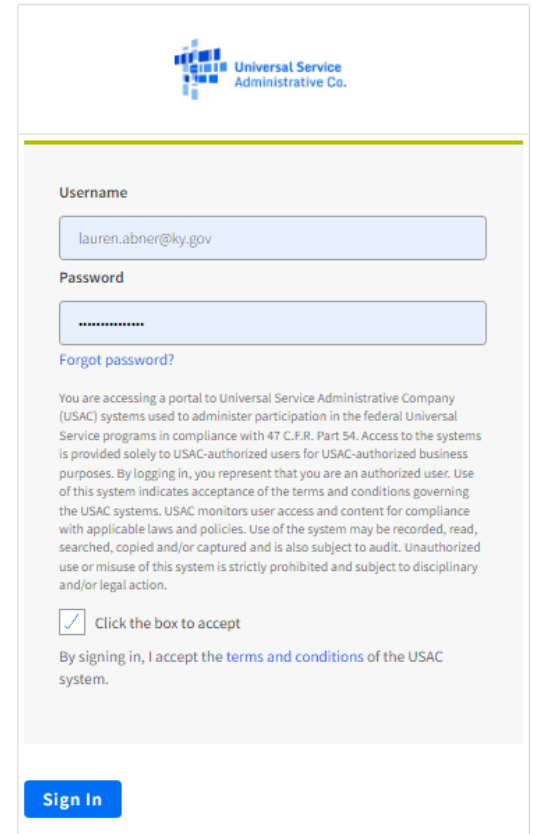


**E-RATE PRODUCTIVITY
CENTER: UPDATING
LIBRARY PROFILES**

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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 checkbox that is checked, with the label "Click the box to accept". Underneath the checkbox is the text: "By signing in, I accept the terms and conditions of the USAC system." At the bottom of the form 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			
Pioneer County Public Library System	208			
Loganville Branch Library	209	Loganville	KY	41800
Pioneer County Public Library Main Branch	210	Boonesburg	KY	41700
Pioneer County Bookmobile	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

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

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START OR CONTINUE A FORM 470

Continue working on an in-process Form 470 under Tasks

Click FCC Form 470 to start a new form

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

News **Tasks** Records

appian

My Application

Training

Universal Service Administrative Co.

Welcome Pioneer County Public Library System!

Pending Inquiries

Type -- Select a Type --

Funding Year -- Select a Funding Year --

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

APPLY FILTERS CLEAR FILTERS

My Entities

Entity				
Pioneer County Public Library System				
Loganville Branch Library	209	Loganville	KY	41800
Pioneer County Public Library Main Branch	210	Boonesburg	KY	41700
Pioneer County Bookmobile	211	Boonesburg	KY	41700

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

FORM 470 – NAVIGATION

The screenshot shows the top navigation bar with 'Tasks' circled in green. A callout box explains: "Continue working on an in-process Form 470 under Tasks. EPC saves your location & entries in the form." Below the header, the form title is "FCC Form 470 - Pioneer County Public Library System and Hotspot Service - Form #230000268". The "Basic Information" tab is active. A section titled "Application Type and Recipients of Service" shows "Applicant Type: Library System" and "Number of Eligible Entities: 3". A list of "Recipient(s) of Service" includes "Public Library", "Bookmobile", "Main Branch", and "Public Library System", all with checked boxes. Below this is a table for "Recipients of Service" with columns for "Billed Entity Name" and "Billed Entity Number". At the bottom, there are buttons for "BACK", "DISCARD FORM", "SAVE & SHARE", and "SAVE & CONTINUE".

Tasks

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

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

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

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

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

Application Type and Recipients of Service

Applicant Type: Library System
Number of Eligible Entities: 3

Recipient(s) of Service

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

Recipients of Service

Billed Entity Name	Billed Entity Number
Pioneer County Public Library System	

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

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

FORM 470 – BASIC INFORMATION (1/3)

FCC Form 470 - Funding Year 2023

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

> **FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)**

▼ Billed Entity Information

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

Billed Entity Number: 208
FCC Registration Number: 0018429621

Application Nickname
Please enter an application nickname here. *
FY 2023-24 Cat1 Monthly Internet and Hotspot Service

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

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 2023

Pioneer County Public Library System - FY 2023

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

Basic Information Service Requests Technical

Where applicable, we've completed this section of the form based on information from your profile. If you have updated your profile information, please update your profile first by going to your entity record, and then return to this form. [Please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.](#)

Application Type and Recipients of Service

Applicant Type: Library System
Number of Eligible Entities: 3

Recipient(s) of Service

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

Recipients of Service

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

[BACK](#) [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).

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 library.

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**

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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?

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 1 ✓

- Data Transmission and/or Internet Access

CATEGORY 2

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

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

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 requested from the KDLA Technology Consultant.
 - **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 te...
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.

SAVE & SHARE

SAVE & CONTINUE

You must answer the RFP question to move forward; if you indicate Yes, the option to upload files will appear.

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

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

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

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



SERVICE REQUESTS – GENERAL NAVIGATION

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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 NEW SERVICE REQUEST** EDIT SERVICE REQUEST REMOVE SERVICE REQUEST SAVE & 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	Internet Access and Data Transmission Service		100 Mbps						
<input type="checkbox"/>	Data Transmission and/or Internet Access	Standalone Data Transmission Service		100 Mbps						
<input checked="" type="checkbox"/>	Data Transmission and/or Internet Access	Cellular Data Plan/Air Card Service		5 Mbps	1 Gbps	1	1	Lines	Yes	Bookmobile hotspot RFP template

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

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

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

NARRATIVE & INSTALLMENT PLAN

Narrative

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

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

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

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

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

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Service start date is July 1, 2023.

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

Installment Payment Plan

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

- Yes
 No

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



**SERVICE REQUEST –
MONTHLY INTERNET**

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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

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

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

Basic Information

Service Requests

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Information

FCC Form 470 Review

Certifications &
Signature

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

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

Add New Service Request

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

CANCEL

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

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

Basic Information Service Requests T

Please select the option below that matches the service you are requesting.
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 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.

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

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

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

Basic Information

Service Requests

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

CATEGORY ONE FUNCTION

Basic Information

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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

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 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, 2023. The library seeks only fiber bids. Bids for non-fiber internet will be disqualified.

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

QTY 1 HOTSPOT FOR BOOKMOBILE. CELLULAR DATA PLAN/AIR CARD SERVICE. Please see RFP document for details of this request. Preferred service start date is July 1, 2023.

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

INSTALLATION PAYMENT PLAN

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

Installment Payment Plan

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

- Yes
 No

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Installment Payment Plan

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

- Yes
 No

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

1


4

Please select a range of years above.

Do you prefer annual or monthly payments? *

- Annual
 Monthly

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



**SERVICE REQUEST –
DATA TRANSMISSION
ONLY (WAN CIRCUIT)**

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Contents](#)

ADD NEW SERVICE REQUEST

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

Next, you will describe the services you are requesting.

Service Requests: Category One

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

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

ADD NEW SERVICE REQUEST EDIT SERVICE REQUEST REMOVE SERVICE REQUEST

Narrative

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

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

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

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

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

Basic Information

Service Requests

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Procurement

FCC Form 470 Review

Certifications &

Please select the option below that matches

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

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

Add New Service Request

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

CANCEL

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

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

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

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

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Information

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Certifications &
Signature

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

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

Add New Service Request

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

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

I seek data transmission service without internet access service.

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

CANCEL

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

CATEGORY ONE FUNCTION

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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, 2023. The library seeks only fiber bids. Bids for non-fiber internet will be disqualified.

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

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Please see RFP document for details of this request. Preferred service start date is July 1, 2023.

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

INSTALLATION PAYMENT PLAN

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

Installment Payment Plan

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

- Yes
 No

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Installment Payment Plan

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

- Yes
 No

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

1

4

Please select a range of years above.

Do you prefer annual or monthly payments? *

- Annual
 Monthly

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



SERVICE REQUEST – BOOKMOBILE HOTSPOT

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ADD NEW SERVICE REQUEST

Service Requests: Category One

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

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

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

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FCC Form 470 Review

Certifications &
Signature

Please select the option below that

Visit [our website](#) for more informat

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

Add New Service Request

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

CANCEL

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

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

Basic Information **Service Requests** T

Please select the option below that matches the service you are requesting.
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 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.

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

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

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

Basic Information

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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 3rd set of statements, select, "I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internal connections." in order to request bids for bookmobile hotspot service.

CATEGORY ONE FUNCTION

Basic Information

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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 dedicated broadband service is not available. Cellular data plans are the most cost-effective option for providing internal broadband service.

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, 2023. The library seeks only fiber bids. Bids for non-fiber internet will be disqualified.

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

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Please see RFP document for details of this request. Preferred service start date is July 1, 2023.

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

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NARRATIVE – ADVANTAGES

- The narrative field is your opportunity to explain your library's current situation and future needs. You can receive more accurate bids and anticipate questions vendors may have.
- A detailed narrative field also helps 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 1st (first date for service in the funding year). Definitely include a date if your library's current contract ends mid-year.
 - **Internet speeds and static IP addresses** – What are the minimum download and upload speeds you're seeking? Do you need static IP addresses, too?
 - **Addresses** – Including addresses makes it easier for service providers to determine whether they can provide the requested service at those locations. Also, make sure to mention if a branch will move (temporarily or permanently) during the funding year due to construction.
 - **Bidding** – Are there requirements for the formatting of bids or the method for submitting bids? Examples: separating costs by line item; bids to be submitted by email only; sealed bids to be delivered by mail or in person by a certain date/time

WHAT TO INCLUDE IN THE NARRATIVE (2/2)

- NOT an exhaustive list (continued):
 - **Compatible equipment** – If you're requesting Category Two products/services (such as a leased router from your Internet Service Provider), must the proposed equipment be compatible with other library-owned equipment? What features/specs are most important?
 - **Disqualification factors** – Does the service provider have a Service Provider Identification Number (SPIN/Form 498 ID)?
 - Disqualification factors must be clearly listed on the Form 470 (and/or in RFP document) & must be binary (Yes or No answers)
 - If your library wants bids only for fiber internet or only for non-fiber internet, you should add a disqualification factor in the narrative. Ex: *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, 2023. 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, 2023.

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, 2023.



**FORM 470: TECH CONTACT &
STATE/LOCAL PROCUREMENT**

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TECHNICAL CONTACT PERSON

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

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

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 2023

Pioneer County Public Library System - FY 2023-24 Cat1 Monthly Internet and Hotspot Service - Form #230000268

Last Saved: 11/30/2022 4:10 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.

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

Click here to send a task...

Assigned to Me >
Sent by Me
Starred ☆
STATUS
Open ✕

Me
Certify FCC Form 470 - 230000268 - FY 2023-24 Cat1 Monthly Internet and Hotspot Service
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 2023

Pioneer County Public Library System - FY 2023-24 Cat1 Monthly Internet and Hotspot Service - Form #230000268

Last Saved: 11/30/2022 4:10 PM EST

Basic Information

Service Requests

Technical Contact Information

Pro
Inf

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

Download Document Link

[USAC_FCC_FORM_470_APPLICATION_230000268_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



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
18527	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	Share/Drive 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	18527

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

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

CONTINUE TO CERTIFICATION

FCC Form 470 - Funding Year 2023

Pioneer County Public Library System - FY 2023-24 Cat1 Monthly Internet and Hotspot Service - Form #230000268

Last Saved: 11/30/2022 4:10 PM EST

Basic Information Service Requests Technical Information Questions & Comments

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

Download Document Link

[USAC_FCC_FORM_470_APPLICATION_230000268_DRAFT](#)

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.

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

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 is identified as "Pioneer County Public Library Service - Form #23000020". A "Last Saved" timestamp of "11/30/2022 4:10 PM EST" is visible. A navigation bar contains tabs for "Basic Information", "Service Requests", "Technical Contact Information", "Procurement Information", "FCC Form 470 Review", and "Certifications & Signature". The "FCC Form 470 Review" tab is active. A white dialog box is overlaid on the screen, asking "This function will send you directly to certification for your FCC Form 470. Do you wish to proceed?". It features two buttons: "NO" and "YES". The "YES" button is highlighted with a pink circle, and a pink arrow points from a pink text box below to it. The pink text box contains the instruction: "Confirm that you want to proceed directly to certification." At the bottom of the page, there are three buttons: "BACK", "SEND FOR CERTIFICATION", and "CONTINUE TO CERTIFICATION".

FCC Form 470 - Funding Year 2022

Pioneer County Public Library Service - Form #23000020

Last Saved: 11/30/2022 4:10 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 [USAC_FCC_F...]

By checking this box, I confirm that I have reviewed this FCC Form 470 and agree to certify it.

Confirm that you want to proceed directly to certification.

NO YES

BACK SEND FOR CERTIFICATION CONTINUE TO CERTIFICATION

CHECK CERTIFICATIONS

Certify FCC Form 470

Pioneer County Public Library System - FY 2023-24 Cat1 Monthly Internet and Hotspot Service - Form #230000268

Last Saved: 11/30/2022 4:10 PM EST

Basic Information

Service Requests

Please complete the certifications below.

Applicant Certifications

I certify that the applicant includes libraries or library services and Technology Act of 1996 that do not operate (including, but not limited to elementary and secondary schools).

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 received and selecting a service provider. I certify that all bids submitted will be carefully considered, and the bid selected will be for effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting and technology goals.

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

BACK

CERTIFY

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

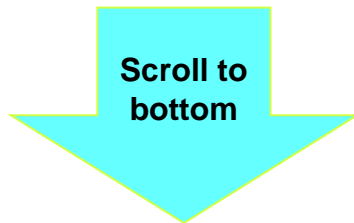
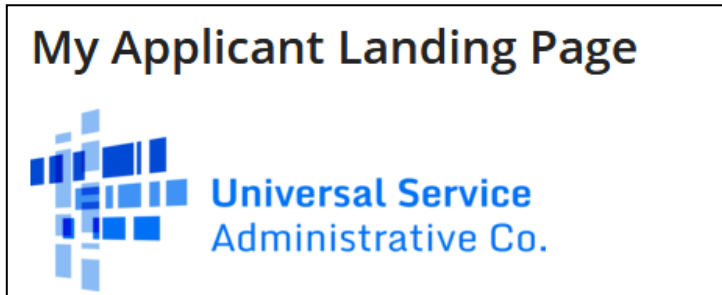
Scroll for Certify button

BACK TO MY LANDING PAGE

The screenshot shows 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 has 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 displays the message '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 2023. 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
FY 2023-24 Cat1 Monthly Internet and Hotspot Service	230000268	2023	Certified

PRINT YOUR FORM 470

The screenshot shows the Appian interface for a record titled "FY 2023-24 Cat1 Monthly Internet and Hotspot Service - #230000268". 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" with a sub-section "FCC Form 470 Version". A link labeled "Original Version" 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.

Records / FCC Forms 470

FY 2023-24 Cat1 Monthly Internet and Hotspot Service - #230000268

Summary **Generated Documents** News Related Actions

Generated FCC Forms 470

FCC Form 470 Version

Original Version

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

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



ALLOWABLE CONTRACT DATE & BID EVALUATIONS

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ALLOWABLE CONTRACT DATE

Records / FCC Forms 470

FY 2023-24 Cat1 Monthly Internet and Hotspot Service - #230000268



Summary

Generated Documents

News

Related Actions

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

Application Information

Nickname FY 2023-24 Cat1 Monthly Internet and Hotspot Service

Application Number 230000268

Funding Year 2023

Status Certified

Allowable Contract Date 12/28/2022

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

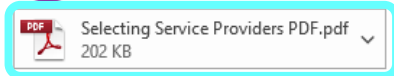
Fw: EPC Notification: Allowable Contract Date Reached for FCC Form 470 # 210015552



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.

Sample Bid Evaluation Matrix

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

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

List of Disqualified Bidders

- **Vendor 4**
Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 4 did not attend this conference and did not provide a reason for their absence.

Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available." In this sample, the vendors could score up to 50 points for the price of eligible services factor (more than any other single factor).

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

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

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

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

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

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

SAMPLE BID MATRIX – E-RATE CENTRAL

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

DOCUMENT RETENTION – SAVE IT ALL!

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

LOOKING AHEAD – THE FORM 471

- The Form 471 application for Funding Year 2023 will likely be released around January 11, 2023 (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 2023 – dates TBD.



WRAP-UP

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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 the [E-rate Productivity Center](#)

E-rate Central

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

Funds for Learning

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

SIGN UP FOR KYTECH LISTSERV®

For Library Technology Support Staff:

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

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



*Thanks for
listening!*

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

Lauren Abner
Technology Consultant
lauren.abner@ky.gov
(502) 564-1728

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



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by the IMLS Grants to States program.

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