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# E-rate & You

HELPING CLIENTS GET THE FUNDING THEY NEED – HELPING STUDENTS ACHIEVE THEIR POTENTIAL!

## E-rate Application Form470!

The FCC Form 470, Description of Services Requested and Certification Form, is the first program form applicants file to request discounts under the E-rate program. **Starting with FY2016, FCC Forms 470 must be filed using the E-rate Productivity Center (EPC).**

In general, you must file an FCC Form 470 for FY2016 if you:

- Are seeking non-contracted tariffed or month-to-month services.
- Intend to sign a new contract.
- Signed a multi-year contract or a contract with voluntary extensions without first posting an FCC Form 470 and following all of the competitive bidding rules of the program.

Your FCC Form 470 MUST:

- Be detailed enough for potential

- bidders to understand your requirements and any reasons for disqualification. This includes being sufficiently detailed regarding the quantity and capacity of services.
- Be posted for the correct category or categories of service.
- Indicate whether you have issued or will issue a Request for Proposals (RFP). If you issue an RFP, you must upload a copy to the FCC Form 470.
- Encompass all entities that will receive services – including non-instructional facilities (NIFs).
- Be posted on the USAC website for at least 28 days before you select a service provider; sign a contract (if appropriate); and file and certify your FCC Form 471.

• USAC, "News Brief", SLD Division, 10/30/2015



### You've Got Questions?

**We are HERE to HELP!**

As independent E-rate Consultants since 2006, we are able to help guide your school or library through this oftentimes complicated and confusing process.

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# On E-rate & Issuing RFPs

You can prepare and issue an RFP in addition to your FCC Form 470. **RFPs are not specifically required under program rules but may be required by your state or local procurement rules or competitive bidding requirements.** An RFP describes the project you want to undertake in sufficient detail to inform potential bidders of the scope, location, and any other requirements for the

project. You must also clearly indicate in the FCC Form 470 and/or the RFP any reasons that bidders could be disqualified and provide information on requirements imposed by state or local procurement rules and regulations.

If you issue an RFP, you must indicate that fact and upload the RFP document to your form. If you issue additional RFP documents after you certify your FCC Form

470, you must upload those documents to your form as well.

**Remember that the price of the eligible products and services must be the primary factor in your bid evaluation.** You can consider other factors in your evaluation, but none of those other factors can be weighted more heavily than price.

- USAC, "News Brief", SLD Division, 10/30/2015

*"Full access to telecommunications and information resources makes possible the rich teaching and learning that take place in schools and libraries. For these institutions to provide the high level of service necessary for their students and patrons, the costs can be great." (Universal Service SLD, 1997)*

## Outsourcing Your E-rate

### Is it right for you?

Is E-rate confusing? Do you find the process complicated and frustrating? It doesn't have to be!

- We specialize in the E-rate process – so you don't have to.
- We let educators do what they do best – teach!
- We develop strategies to help ensure that you get the maximum benefit from the program.
- We work with you and the SLD throughout the entire review process.
- Our fees are based on the amount of funding you receive/use.

**Contact Us  
TODAY!**



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