



FY2025 Form 470 Workshop – Schools

For a copy of today's presentation, go to

<https://www.ohio-k12.help/e-rate-support/resource-library/>

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Agenda

- Form 470 Purpose/Changes
- Category 1
 - Bandwidth/Internet Access
 - Bus Wi-Fi
 - Off Premise Hotspots
- Category 2
- Certifying the Form 470

The Purpose of the Form 470

The Form 470:

- Announces a school's intent to participate in the E-Rate program and lists the services desired:
 - **Category 1**
 - Internet Access/Transport
 - Bus Wi-Fi
 - Off Premise Hotspots
 - **Category 2**
 - Internal Connections
 - Managed Internal Broadband Service
 - Basic Maintenance
- Acts as an RFP, but some services require a formal RFP.
- Begins the mandatory 28-day competitive bidding process
- **If a service is not listed on a Form 470, you cannot request it on a Form 471 (or it won't be funded)**

Form 470

- You must apply for E-Rate funding each year
- **The only time you don't need to file a Form 470** is in the second (or later) year of a multi-year contract which was established in a previous year's Form 470.

Note: This applies only to the services you are receiving in a multi-year contract.

You must still file a 470 for everything else!

Changes to the FY2025 Form 470

- **Ability To Upload RFP and RFP Documents After Certification.**
 - Applicants can upload an RFP (request for proposals) after the FCC Form 470 is submitted and certified in EPC but cannot remove RFP documents attached to your FCC Form 470.
 - If the new RFP changes the service originally requested (increasing bandwidth or quantities), you can restart the 28-day waiting period; there is no need to refile!
- **Ability To Cancel FCC Forms 470 and View Canceled Forms.**
 - Applicants can view canceled FCC Forms 470 in EPC under **Records -> FCC Forms 470** by selecting “Canceled” under the **Status** filter.
- **Bus Wi-Fi service and equipment has been added, along with Wi-Fi Hotspot Devices/Wireless Internet Services for Off-Premises Use.**

Starting the Form 470

My Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

From the landing page,
click on "FCC Form 470"

FCC Form 470 - Funding Year 2025

School District 400156 - FY2025 XYZ School District - C1 & C2 - Form #250000121

Last Saved: 10/28/2024 10:46 AM EDT

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**

School District 400156

Billed Entity Number: 17364

700 12th St NW #900

FCC Registration Number: 0123456789

Washington, DC 20005

123-456-7890

sd_400156@testmail.usac.org

Application Nickname

Please enter an application nickname here. *

FY2025 XYZ School District - C1 & C2

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Enter Nickname (user defined) and click on "Save and Continue"

Completing the Form 470

The screenshot shows the Appian interface for completing the FCC Form 470. The top navigation bar includes 'News', 'Tasks (4)', 'Records', 'Reports', and 'Actions'. The 'Tasks (4)' menu item is highlighted with a red box. Below the navigation bar, the page title is 'FCC Form 470 - Funding Year 2025'. The main content area is titled 'School District 400156 - FY2025 XYZ School District - C1 & C2 - Form #250000121'. Below the title, it says 'Last Saved: 10/28/2024 10:47 AM EDT'. The main content area is divided into several sections: 'Basic Information', 'Service Requests', 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review', and 'Certifications & Signature'. The 'Basic Information' section is active and contains a paragraph of text explaining the form completion process. Below this, there is a section titled 'Application Type and Recipients of Service'. Under this section, 'Applicant Type: School District' is displayed. The 'Number of Eligible Entities: 3' is highlighted with a red box. To the right, there are two checkboxes: 'Recipient(s) of Service' with 'Public School' and 'Public School District' options, both of which are checked. Below this, there is a table titled 'Recipients of Service' with two columns: 'Billed Entity Name' and 'Billed Entity Number'. The table contains one row with 'School District 10997' and '10426'. At the bottom of the page, there are four buttons: 'BACK', 'DISCARD FORM', 'SAVE & SHARE', and 'SAVE & CONTINUE'. The 'SAVE & CONTINUE' button is highlighted with a red box.

News **Tasks (4)** Records Reports Actions

FCC Form 470 - Funding Year 2025

School District 400156 - FY2025 XYZ School District - C1 & C2 - Form #250000121

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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: School District

Number of Eligible Entities: 3

Recipient(s) of Service Public School Public School District

Recipients of Service

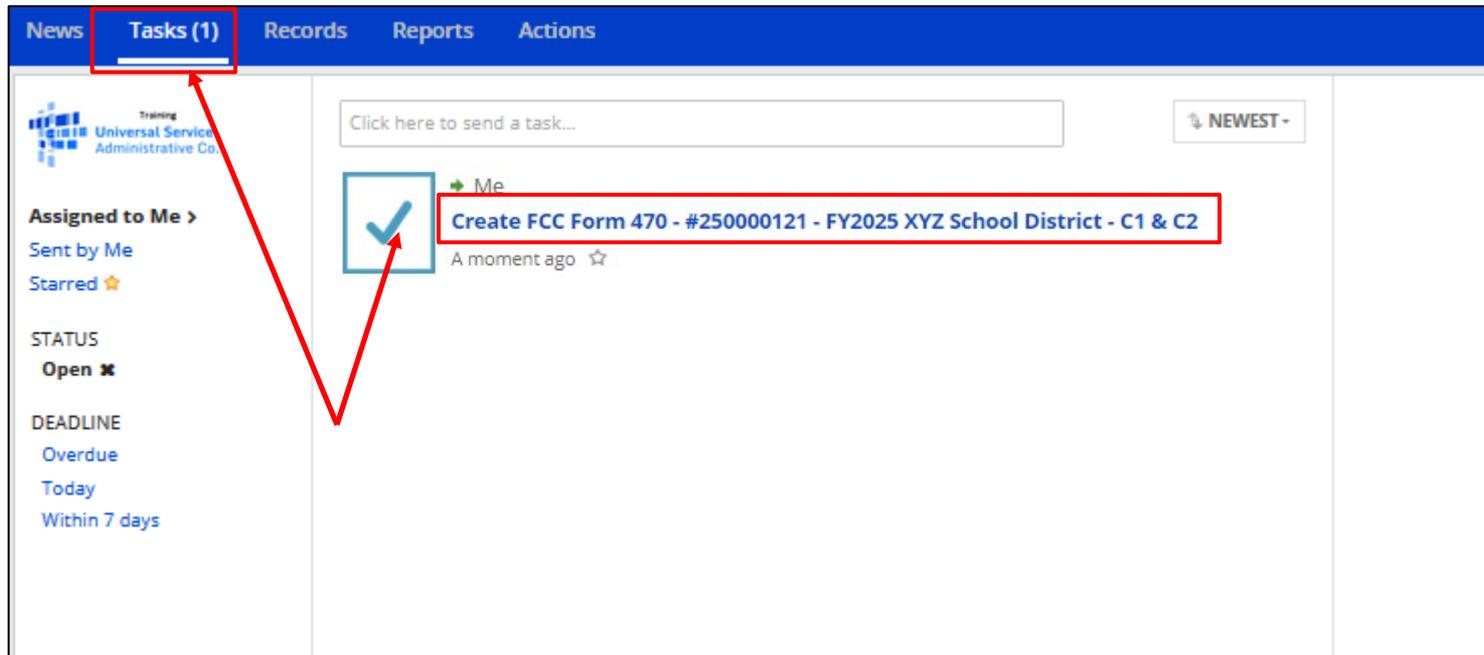
Billed Entity Name	Billed Entity Number
School District 10997	10426

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

Once you save the application, the “Task” is indicated on the main menu bar.

Verify the information listed about your entity. If necessary, update your profile.

Click on “Save & Continue”



If you start an application, and cannot complete it, go to “Tasks” located on the main menu bar, and click on form to complete.

Note: It will say “Create” instead of “Continue”.

Contact Information

News Tasks (6) Records Reports Actions

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

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

Consultant Information

There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

Contact Information

Are you the main contact person?

YES ✓ NO

Admin School District 400156
sd_aa_400156@testmail.usac.org
123-456-7890

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

Choose option for contact information. If “Yes”, your info will display.

If someone else will be the main contact, choose “No” and provide their information. Keep in mind they must have a portal account.

Click on “Save & Continue”

Choosing Category of Service

News Tasks (6) Records Reports Actions

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

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

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

Category(s) of Service

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

CATEGORY 1

- Data Transmission and/or Internet Access

CATEGORY 2

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

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

Choose the “Category of Service” you are seeking.

On the Form 470, you can list services from both Category One and Category Two on the same application.

Click on “Save & Continue”

Adding An RFP

FCC Form 470 - Funding Year 2025

School District 400156 - FY2025 XYZ School District - C1 & C2 - Form #250000121

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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. ?

Cat 1 RFP
DOCX - 12.34 KB

Cat 2 RFP
DOCX - 12.34 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.

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

If you have an RFP for any of the services that will be included on the Form 470, click on “Yes”. This could be as simple as a spreadsheet with a list of sites and addresses, or a list of hardware and quantities.

You will then see the “Upload” option to attach the RFP file.

You can add multiple documents, if necessary, for both Category 1 & 2.

Click on “Save & Continue”

Simple RFP Examples

Cat 1:

School	Minimum Bandwidth Requested	Address	Notes
ABC High School	1GB	425 Town Pkwy, Anytown, OH 43000	Address of the demarc location
ABC K-2 Primary School	500MB	235 Cherry St, Anytown, OH 43000	Point to Point requested, connecting ABC K-2 Primary School to High School
ABC Intermediate School	1GB	345 Arch St, Anytown, OH 43000	Point to Point requested, connecting ABC Intermediate School to High School
ABC Middle School	1GB	841 E Main St, Anytown, OH 43000	Point to Point requested, connecting ABC Middle School to High School

Cat 2:

Item Description	Quantity	Unit Price	Total
Cisco Meraki MR42 Cloud Managed or Equivalent	207		
Cisco Meraki Enterprise Cloud Controller or Equivalent - Subscription license (5 years)	207		
Cisco Catalyst 3850-12XS-S or Equivalent	1		
Cisco Catalyst 3850-48F-S or Equivalent	6		
Cisco Catalyst 3850-24P-S or Equivalent	1		
Cisco Catalyst 2960X-48FPD-L or Equivalent	19		
Cisco Catalyst 2960X-24PD-L or Equivalent	1		
Cisco FlexStack-Plus Network stacking module or Equivalent	19		

Don't forget to add the "or equivalent"!

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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.

Cat 1 RFP

Cat 2 RFP

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

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

Cat 1 RFP

Cat 2 RFP

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

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

If applicable, select the RFPs that apply to all new Category 1 or Category 2 services.

If you answered “No” previously to RFP’s, this screen would not display. 😊

Click on “Save & Continue”

Adding Service Request

FCC Form 470 - Funding Year 2025

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Basic Information

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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.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Category 1 is displayed first on the page. Click on “Add New Service Request” to add service/s.

You’ll explain in the narrative what you’re looking for, locations, and disqualification factors. If you uploaded an RFP with the information, you may state “See attached RFP for full details”.

Adding New Service Request

FCC Form 470 - Funding Year 2025

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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

CANCEL

Add New Service Request

If you select the wrong option, click on the blue text to go back.

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

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

I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

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

I seek to build my own network.

I seek bids for mobile service for use on school buses.

I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

Select the radio button for the service you're requesting. As you select an option that section will collapse, and you will drill down to identify the service further.

Here are the options.....

Internet Access and Bandwidth Options

Add New Service Request

1

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

2

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

3

- I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services.
- I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internal connection (e.g., for use on a library bookmobile without a fixed connection).

Service Type

Data Transmission and/or Internet Access

Function *

Internet Access and Data Transmission Service

Quantity *

3

Number of entities served? *

3

Unit

Each

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

Yes

No

Minimum Capacity *

1 Gbps

Maximum Capacity *

10 Gbps

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

Cat 1 RFP

Cat 2 RFP

Options for selecting both bandwidth and Internet Access as a bundle. Enter the number of circuits, entities, and minimum & maximum capacity. “Maximum” should include for future growth. Indicate if you want installation. If not sure, just say “Yes”. RFP should be checked if added.

Data Plan Options

Add New Service Request

1

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

2

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

3

- I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service provider as independent services.
- I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have an existing broadband internal connection (e.g., for use on a library bookmobile without a fixed connection).

Service Type

Data Transmission and/or Internet Access

Function*

Cellular Data Plan/Air Card Service

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

Quantity*

2

Number of entities served?*

2

Unit

Lines

Minimum Capacity*

1 Gbps

Maximum Capacity*

5 Gbps

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

Yes

No

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

Cat 1 RFP

Choose this option only for data plans for locations where this is the only option for Internet Access, such as a library's Bookmobile, indicating capacity. An RFP is required for this service.

DO NOT USE FOR SCHOOL BUS WI-FI or OFF-PREMISE HOTSPOTS !

Internet Access Only Options

Add New Service Request

- 1
- I seek bids for internet access and/or data transmission service.
 - I seek bids for Category One network equipment or maintenance and operations.
- 2
- I seek bids for Internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, microwave or wireless).
 - I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.
 - I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
 - I seek to build my own network.
 - I seek bids for mobile service for use on school buses.
 - I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

Service Type

Data Transmission and/or Internet Access

Function *

Standalone Internet Access Service

This is not a commonly selected service option. It does not include data transmission service, which is needed to deliver Internet access to the school or library building.

Minimum Capacity

Please select a value

Number of entities served? *

Maximum Capacity

Please select a value

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

- Yes
- No

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

Cat 1 RFP

Options for selecting just Internet Access when priced separately, such as when end-point circuits between buildings are owned by the district. Enter the number of entities, and minimum & maximum capacity. Indicate if you want installation. Same applies, if not sure, just say “Yes”.

Bandwidth Only Options

1

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

2

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

3

- 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.

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*

Number of entities served?*

Unit

Each

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

- Yes
- No

Minimum Capacity

Please select a value

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

- Cat 1 RFP

Maximum Capacity

Please select a value

Options for selecting just bandwidth if Internet is provided or priced separately, such as libraries where Internet Access is provided by OPLIN. Enter the number of circuits, entities, and minimum & maximum capacity. “Maximum” should include for future growth. Indicate if you want installation. Same applies, if not sure, just say “Yes”.

Dark Fiber Options

Options if seeking Dark Fiber, where provider owns and maintains the fiber, but you're required to light it. If so, an RFP is required stating capacity, and you must compare Leased Lit Fiber cost.

1

2

3

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

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

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.

Service Type
Data Transmission and/or Internet Access

Function*
Leased Dark Fiber and Leased Lit Fiber

This service option does not include the modulating equipment needed to light the dark fiber; applicants are responsible for obtaining this modulating equipment separately.

Leased Dark Fiber	Leased Lit Fiber
Quantity* <input type="text"/>	Quantity* <input type="text"/>
Unit Fiber Strands	Unit Each
Minimum Capacity Detailed in RFP	Minimum Capacity* <input type="text"/>
Maximum Capacity Detailed in RFP	Maximum Capacity <input type="text"/>
Please select the RFP(s) that apply to this service request.* <input checked="" type="checkbox"/> Cat 1 RFP	Please select the RFP(s) that apply to this service request. <input checked="" type="checkbox"/> Cat 1 RFP
Additional Details	
Number of entities served?* <input type="text"/>	
Are you also seeking Installation, Activation and Initial Configuration for this service? * <input type="radio"/> Yes <input type="radio"/> No	

Enter the number of circuits, entities, and minimum & maximum capacity, and if seeking installation.

The electronics to light the fiber will need to be listed as a separate item.

Self Provisioned Network Options

Self-Provision is when the applicant owns the fiber, lights it, and maintains it.

If seeking, an RFP is required with capacity, and you must compare it to other options such as Leased Lit Fiber, microwave, etc.

Enter the number of circuits, entities, and minimum & maximum capacity.

The electronics to light the fiber will need to be listed as a separate item.

1
2

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

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

Service Type
Data Transmission and/or Internet Access

Function *
Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks

Self-Provisioned Network (Applicant Owned and Operated Network)	Services Provided Over Third-Party Networks
Quantity * <input type="text"/>	Quantity * <input type="text"/>
Unit Each	Unit Each
Minimum Capacity Detailed in RFP	Minimum Capacity * <input type="text" value="Please select a value"/>
Maximum Capacity Detailed in RFP	Maximum Capacity * <input type="text" value="Please select a value"/>
Please select the RFP(s) that apply to this service request. * <input checked="" type="checkbox"/> Cat 1 RFP	Please select the RFP(s) that apply to this service request. * <input checked="" type="checkbox"/> Cat 1 RFP
Additional Details Number of entities served? * <input type="text"/>	
Are you also seeking Installation, Activation and Initial Configuration for this service? * <input type="radio"/> Yes <input type="radio"/> No	

Category 1 Network Equipment Options

Add New Service Request

1

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

2

- I own or lease my own network or network capacity and seek bids for the electronics to make the network functional.
- I own or lease my own network and seek bids for maintenance and operations of the connections.
- I seek bids for school bus Wi-Fi network equipment.
- I seek bids for Wi-Fi hotspots for off-premises use.

Service Type

Data Transmission and/or Internet Access

Function*

Category One Network Equipment

Quantity*

Unit

Each

Minimum Capacity

Please select a value

Maximum Capacity

Please select a value

Number of entities served?

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

- Yes
- No

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

- Cat 1 RFP
- Cat 2 RFP

If requesting Dark Fiber or Self-Provision, the electronics to light the fiber can be requested under Category 1. Enter the quantity, number of entities served, and minimum & maximum capacity. Indicate if you want installation. Same applies, if not sure, just say “Yes”.

Maintenance/Operations Options

Add New Service Request

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

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

I own or lease my own network or network capacity and seek bids for the electronics to make the network functional.

I own or lease my own network and seek bids for maintenance and operations of the connections.

Service Type
Data Transmission and/or Internet Access

Function *
Category One Maintenance and Operations

Quantity

Unit
Each

Minimum Capacity

Maximum Capacity

Number of entities served? *

Are you also seeking Installation, Activation and Initial Configuration for this service?
 Yes
 No

If requesting Maintenance and Operations of existing Dark Fiber or Self-Provision circuits where only M&O will be charged. Enter the quantity, number of entities served, and minimum & maximum capacity. Indicate if you want installation. Same applies, if not sure, just say “Yes”.

School Bus Wi-Fi & E-Rate



Applying for Wi-Fi on School Buses

Bus Wi-Fi - Equipment and Service Eligibility

- All school bus Wi-Fi equipment, mobile service, and installation will qualify as Category 1.
- Eligible equipment includes modems, routers, antennas, and their installation.
- Maintenance and operation services are not eligible.
- Schools may enter into service contracts with multiple service providers, but only applicants with a rural designation can request E-Rate funding for multiple service providers for the same bus.
- When buses are not being used for educational purposes, the Wi-Fi must be disabled. This includes renting buses for private and for-profit events, as well as after-hours community usage (parking buses for community Wi-Fi).
- Content filtering and user network restrictions are required consistent with the school's Acceptable Use Policy for internet usage inside school buildings.
- There is no monthly minimum usage requirement as long as the equipment is installed, and the service is activated. **This includes the summer months when buses are not being used.**
- **When requesting on the Form 470, an RFP is no longer required.**

Filing the Form 470

- Although not a requirement, it's recommended that you issue a separate Form 470 for bus Wi-Fi service and include in the nickname: "School Bus Wi-Fi Service" or "School Bus Wi-Fi Service and Equipment".
 - Schools should include the number of buses being outfitted for Wi-Fi, whether you are seeking bids for services only or equipment and services, and the geographic location of the buses so providers can determine if they have service in that area.

School Bus Wi-Fi E-Rate Request for Proposal

School Name: _____

Bids Due: _____

Bids Must Be Submitted Via E-mail to: _____

Vendor Questions must be emailed to: _____

Seeking the following equipment and/or services related to school bus Wi-Fi:

EQUIPMENT

Seeking school bus Wi-Fi equipment including, but not limited to, modem or router, antenna and related cabling.

Number of buses: _____

Preferred Manufacturer, or equivalent (if any): _____

Preferred Model Numbers, or equivalent (if any): _____

Rural Schools Only: E-Rate considers our school district as “rural” and we need equipment with dual SIM cards for _____ number of buses.

SERVICE:

Seeking monthly school bus Wi-Fi internet service.

Number of buses: _____

Minimum Internet download speed: _____

Service Location: Attached is a map showing the geographic area in which the buses will need Wi-Fi service.

Bidders must have sufficiently strong signal coverage in this area.

Additional Details for Bidders (Existing bus wi-fi hardware that may be relevant to vendor bids, and any additional information that would be relevant to vendors):

Mandatory Bid Requirements for Vendors:

Bidders are required to provide **all of the following information and documentation to meet the mandatory minimum bid requirements**. Failure to comply with these requirements may result in disqualification of the bid. The Applicant reserves the right to waive minor bidding defects.

1. Vendor’s map of service availability within the District’s boundaries and identification of any dead zones or areas with limited service availability.
2. Completed bid template in Excel (no protected cells) and not in PDF:
 - A. Provide all mandatory information required in the template.
 - B. Quantities should be based on the information contained in the RFP.
 - C. If there is a preferred make and model for equipment listed above, and the Vendor is bidding alternative equipment, the Vendor **must** provide the manufacturer’s spec sheets for equipment and any other technical information that the Vendor has available to show equivalency to the Applicant’s preferred equipment make and model.
3. Itemize and describe any other mandatory charges that the customer must pay to implement the solution, such as software updates, license fees and/or mandatory maintenance or operation charges.
4. Provide a sample contract or service order that the Vendor requires customers to sign.
5. Applicant reserves the right to modify quantities and to not purchase the installation from Vendor.

RFP Template

Edit the document to meet your needs.

To indicate the bus routes, you can state the number of buses that travel throughout “X” County or provide a map showing the routes.

For a copy of the RFP template, go to

<https://www.ohio-k12.help/e-rate-support/resource-library/>

Adding Bus Wi-Fi Request

FCC Form 470 - Funding Year 2025

School District 400156 - FY2025 XYZ School District - C1 & C2 - Form #250000121

Last Saved: 10/28/2024 10:47 AM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

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

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

Add New Service Request

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

I seek bids for

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.

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

I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

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

I seek to build my own network.

I seek bids for mobile service for use on school buses.

I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

We now see a selection specifically for “**Mobile service for use on school buses**”. This wasn’t an option last year!

Adding Bus Wi-Fi Service Request

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

Service Type

Data Transmission and/or Internet Access

Function *

Mobile Service For Use On School Buses

Quantity *

15

Number of buses being serviced? *

15

Unit

Each

Minimum Capacity

N/A

Maximum Capacity

N/A

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

Yes

No

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

Cat 1 RFP

Cat 2 RFP

CANCEL

SAVE & CREATE ANOTHER REQUEST

SAVE REQUEST

Enter the “Quantity” of service lines you are seeking and then the “Number of buses being serviced”. Because this is for “service,” the installation option and “Capacity” are greyed out. You may select “Installation” when asking for the equipment. Click on “Save Request”.

Category 1 Bus Wi-Fi Network Equipment

Add New Service Request

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

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

I own or lease my own network or network capacity and seek bids for the electronics to make the network functional.

2 I own or lease my own network and seek bids for maintenance and operations of the connections.

I seek bids for school bus Wi-Fi network equipment.

I seek bids for Wi-Fi hotspots for off-premises use.

Service Type
Data Transmission and/or Internet Access

Function *
School Bus Wi-Fi Network Equipment

Quantity * 15

Number of buses being serviced? * 15

Unit
Each

Minimum Capacity
N/A

Maximum Capacity
N/A

Are you also seeking Installation, Activation and Initial Configuration for this service? *
 Yes
 No

Please select the RFP(s) that apply to this service request.
 Cat 1 RFP
 Cat 2 RFP

CANCEL **SAVE & CREATE ANOTHER REQUEST** **SAVE REQUEST**

If requesting school bus Wi-Fi network equipment, this is requested under Category 1. Enter the “Quantity” of routers (equipment) you are seeking and then the “Number of buses being serviced”. Indicate if you want installation. Click on “Save Request”.



Applying for Off-Premise Wi-Fi

Off-Premises Wi-Fi Hotspots:

- On July 18, 2024, the FCC adopted a Report and Order ([FCC 24-76](#)) making **Wi-Fi hotspots and mobile wireless Internet services for off-premises use** eligible for E-Rate program support.
- **If a library patron or student is using an E-Rate-funded hotspot on their **own** laptop (not a library or school-owned laptop), the library or school is not required to filter the Internet.**
- **3-year C1 budget, \$90 device /\$15 plan caps, 45% annual limit**
- **Taxes are not included in the capped amounts.**
- **But activation and configuration costs are included in the capped amounts.**
- Wi-Fi hotspots (the device) will be **eligible as Category One (C1) network equipment** necessary to make C1 wireless Internet services functional.

Off-Premise Hotspots

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.

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

I seek bids for internet access without data transmission service and will arrange for separate data transmission service if required.

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

I seek to build my own network.

I seek bids for mobile service for use on school buses.

I seek bids for wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use.

Service Type

Data Transmission and/or Internet Access

Function*

Wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use

Quantity*

50

Unit

Each

Minimum Capacity

N/A

Maximum Capacity

N/A

Please select this option to create an accompanying Category One Hotspot Devices request for this Hotspot Services request.

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

Yes

No

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

Cat 1 RFP

Cat 2 RFP

If you are requesting the **monthly recurring** Wi-Fi service, choose the last option for “Wi-Fi hotspots of off-premise use.” Enter the quantity for which you’re seeking service. Because this is for “service,” the installation option and “Capacity” are greyed out. If you’re only requesting monthly service, click “Save Request.” If you also want to request “Hotspot Devices” (equipment), check the box “**Please select this option**” and scroll down.

Off-Premise Hotspots

Please select this option to create an accompanying Category One Hotspot Devices request for this Hotspot Services request.

Service Type
Data Transmission and/or Internet Access

Function
Wi-Fi hotspots for off-premises use

Quantity*
50

Unit
Each

Minimum Capacity
N/A

Maximum Capacity
N/A

Are you also seeking Installation, Activation and Initial Configuration for this service?*
 Yes
 No

Please select the RFP(s) that apply to this service request.
 Library FY2025 Cat 1 RFP

Checking the box will expand the option to add the devices. Enter the number of hotspot devices you're seeking. I suggest you check the box for "Installation, Activation, and Configuration" should there be any costs associated with the hotspot device.

Off-Premise Hotspots

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.
- I own or lease my own network or network capacity and seek bids for the electronics to make the network functional.
- I own or lease my own network and seek bids for maintenance and operations of the connections.
- I seek bids for Wi-Fi hotspots for off-premises use.

Service Type

Data Transmission and/or Internet Access

Function*

Wi-Fi hotspots for off-premises use

Quantity*

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

- Yes
- No

Unit

Each

Minimum Capacity

N/A

Maximum Capacity

N/A

If you missed adding hotspot devices at the same time as adding the service, click on “I seek bids for Cat 1 network equipment....”, you’ll then see “I seek bids for Wi-Fi hotspots for off-premise use”. Check the box for “Installation, Activation, and Configuration” should there be any costs associated with the hotspot device.

Adding New Service Request

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School District 400156 - FY2025 XYZ School District - C1 & C2 - Form #250000121

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FCC Form 470 Review

Certifications & Signature

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	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Data Transmission and/or Internet Access	Mobile Service For Use On School Buses	N/A	N/A	15	15	Each		Cat 1 RFP
<input type="checkbox"/>	Data Transmission and/or Internet Access	Wireless Internet services that can be delivered with a Wi-Fi hotspot for off-premises use	N/A	N/A		50	Each		
<input type="checkbox"/>	Data Transmission and/or Internet Access	Wi-Fi hotspots for off-premises use	N/A	N/A		50	Each	Yes	
<input type="checkbox"/>	Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	1 Gbps	10 Gbps	3	3	Each	Yes	Cat 1 RFP

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

Verify information. If you want to add additional Category 1 services, click on “Add New Service Request”. If done, provide information in the Narrative text box.

Narrative & Installment Plans

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.

We are seeking bandwidth and ISP at a minimum of 1GB per site. See the attached RFP document for a list of locations and addresses. Leased lit fiber preferred. Bandwidth/Internet Access quotes must include basic firewall service. The cost must be included in the service and not shown as a separate cost. Quotes showing options for service without basic firewall and a second option that includes firewall service will not be considered. The applicant reserves the right to reject bids received on or after the Allowable Contract Date shown on the Form 470.

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

Provide further details in the narrative explaining what you're looking for, locations, and any disqualification factors. You may state your preferred bandwidth but be careful there.

If seeking fiber installation with special construction charges, you may request a payment plan for the “**non-discount**” portion.

Click on “Save & Continue”.

If you selected Category 2 earlier, the Category 2 section will follow.

Narrative for Bus or Off-Premise Wi-fi

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.

We are seeking bids for wireless school bus service, all associated equipment, and installation to make the service functional. See the attached RFP for all requirements and service areas that must be covered.

We are also seeking a minimum of 50 hotspot devices and service for staff and students that do not have adequate Internet access. **OR**
We are seeking monthly recurring cellular service for staff and students that do not have adequate Internet access. Service provided must function with the 50 hotspot devices already owned by the school district.

Installation 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**

If seeking both service **and** equipment state something like ***“Seeking bids for wireless school bus service and associated equipment to make the service functional to provide Wi-Fi. See RFP for additional information”***. Or, for service only, state ***“Seeking bids for wireless school bus service. See RFP for additional information”***.

Select “No” for “Installation Payment Plan” and click on “Save and Continue”.

Requesting Category 2 Services

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

Next, you will describe the services you are requesting.

Service Requests: Category Two ←

There are currently no Category Two 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.

BACK DISCARD FORM SAVE & SHARE SAVE & CONTINUE

Click on “Add New Service Request” to start.

Note: while E-Rate will only fund Category 2 requests for schools, you may include items on the 470 for bidding purposes that will go into a NIF .

Requesting Category 2 Services

Next, you will describe the services you are requesting.

Add New Service Request

1

I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.

2

I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.

3

I seek bids for the operation, management, and monitoring of eligible broadband internal connections.

CANCEL

- 1 Select this option if seeking Internal Connections equipment. This includes license.
- 2 Select this option if seeking basic maintenance service of eligible equipment.
- 3 Select this option if seeking Managed Internal Broadband Service (MIBS)

Requesting Internal Connections

Add New Service Request

1

I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.

Service Type

Internal Connections

Function *

2

Please select a value

Antennas, Connectors, and Related Components

Cabling

Caching and Necessary Software and Licenses

Firewall Service and Components and Necessary Software and Licenses

Racks

Router and Necessary Software and Licenses

Switches and Necessary Software and Licenses

Uninterruptable Power Supply/Battery Backup and Necessary Software and Licenses

Wireless Access Point and Necessary Software and Licenses

Wireless Controller and Necessary Software and Licenses

Select the first option to choose Internal Connections, and then click on the “Function” pull-down to choose a value.

“Software and Licenses” language is listed where applicable for hardware.

Requesting Internal Connections

 I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.

Service Type
Internal Connections

Function *
Wireless Access Points and Necessary Software and Licenses

Quantity *
100

Unit
Each

Please select this option if you would like to create an accompanying Category Two BMIC request for this IC request.

Service Type
Basic Maintenance of Internal Connections

Function *
Wireless Access Points

Quantity *
100

Unit
Each

Manufacturer
Meraki or equivalent

Are you also seeking Installation, Activation and Initial Configuration for this service? *
 Yes
 No

Please select the RFP(s) that apply to this service request.
 FY2024 Cat 1 RFP
 FY2024 Cat 2 RFP

Manufacturer
Meraki

Number of entities served?
[Empty field]

Please select the RFP(s) that apply to this service request.
 FY2024 Cat 1 RFP
 FY2024 Cat 2 RFP

Check the box if you are also seeking maintenance for the **new equipment** and the request will be added. Enter the number of entities served.

After selecting “Function”, enter quantity, select preferred Manufacturer, and select “Yes” if you are seeking Installation, Activation, and Configuration.

If also seeking Basic Maintenance for the hardware chosen, check the box and enter the number of entities it will serve. The “Function”, “Quantity”, and “Manufacturer” are provided for you. Click on “**Save Request**”

Adding Category 2 Services

Service Requests: Category Two

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

<input type="checkbox"/>	Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Internal Connections	Wireless Access Points and Necessary Software and Licenses	Meraki or equivalent			100	Each	Yes	FY2024 Cat 2 RFP
<input type="checkbox"/>	Basic Maintenance of Internal Connections	Wireless Access Points	Meraki		3	100	Each		FY2024 Cat 2 RFP

[ADD NEW SERVICE REQUEST](#) [EDIT SERVICE REQUEST](#) [REMOVE SERVICE REQUEST](#)

Note: The Access Points are now listed under both IC and BMIC.

Click “Add New Service Request” to continue adding additional services.
Remember, if it’s not on the 470, you cannot get it funded on the 471.

You can also choose to “Edit” or “Remove” requests if needed by checking the box to the left of the item and then click “Edit Service Request” or “Remove Service Request”.

Adding Category 2 License

Add New Service Request

 I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.

Service Type Internal Connections	Manufacturer <input type="text" value="Other"/>
Function* <input type="text" value="Wireless Access Points and Necessary Software and Licenses"/>	Manufacturer Description* <input type="text" value="We are seeking license for our existing 100 Meraki MR-42 APs"/>
Quantity* <input type="text" value="100"/>	Are you also seeking Installation, Activation and Initial Configuration for this service? * <input checked="" type="radio"/> Yes <input type="radio"/> No
Unit Each <input type="checkbox"/> Please select this option if you would like to create an accompanying Category Two BMIC request for this IC request.	

If you already own the hardware but need to renew licenses, you may add them by choosing the “Function” or type of hardware the license is for. Under “Manufacturer,” choose “Other” and describe. **If requesting a license for existing hardware, it’s o.k. to state the model. Also, check the box to request the renewal under BMIC is well in case some level of maintenance is included.**

Explain in the narrative that you are seeking the license under both IC and BMIC because as it’s unclear which Service Type they may fall under.

Enter “Quantity” and if you are seeking Installation. Click on “Add.”

Adding Basic Maintenance for Existing Hardware

Add New Service Request

- I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.
- I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation. **Select Basic Maintenance**
- I seek bids for the operation, management, and monitoring of eligible broadband internal connections.

CANCEL

Add New Service Request

- I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation. **If you select the wrong option, click anywhere on the blue text to go back.**

Service Type

Basic Maintenance of Internal Connections

Function *

Please select a value

Please select a value

- Antennas, Connectors, and Related Components
- Cabling
- Caching
- Firewall Service and Components
- Racks
- Router**
- Switches
- Uninterruptable Power Supply/Battery Backup
- Wireless Access Point
- Wireless Controller

Click on the pull-down to select the type of equipment to maintain. Notice, there's no language about licenses.

Here you are only requesting maintenance, not the actual purchasing of the equipment.

Adding Basic Maintenance for Existing Hardware

Add New Service Request

I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.

Service Type
Basic Maintenance of Internal Connections

Function *
Routers

Quantity *
10

Unit
Each

Manufacturer
Cisco Systems

Number of entities served?
4

Select manufacturer of hardware to be maintained, the quantity, and how many entities will be served.

Click on “Save Request”

Adding Managed Internal Broadband Service (MIBS)

Add New Service Request

- I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.
- I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.
- I seek bids for the operation, management, and monitoring of eligible broadband internal connections. **Select this option for MIBS**

CANCEL

I seek bids for the operation, management, and monitoring of eligible broadband internal connections.

2

- I seek bids for MIBS using equipment that I currently lease or will lease.
- I seek bids for MIBS using equipment that I currently own or will own.

Select whether you're requesting MIBS that includes lease equipment or for equipment currently or will be owned.

3

I seek bids for MIBS using equipment that I currently own or will own.

Service Type

Managed Internal Broadband Services

Number of entities served? *

Function *

Existing Equipment

CANCEL

SAVE & CREATE ANOTHER REQUEST

SAVE REQUEST

For either option, enter the number of entities served and click on "Save Request".

Adding Category 2 Services

Service Requests: Category Two

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

<input type="checkbox"/>	Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Internal Connections	Wireless Access Points and Necessary Software and Licenses	Meraki or equivalent			100	Each	Yes	Hardware Upgrade RFP
<input type="checkbox"/>	Basic Maintenance of Internal Connections	Wireless Access Points	Meraki		4	100	Each		Hardware Upgrade RFP
<input type="checkbox"/>	Internal Connections	Switches and Necessary Software and Licenses	Cisco Systems or equivalent			10	Each	Yes	Hardware Upgrade RFP
<input type="checkbox"/>	Basic Maintenance of Internal Connections	Wireless Access Points	Other	We are seeking licenses for existing Meraki MR-42 APs	4	100	Each		Hardware Upgrade RFP
<input type="checkbox"/>	Internal Connections	Wireless Access Points and Necessary Software and Licenses	Other	We are seeking licenses for existing Meraki MR-42 APs		100	Each	Yes	Hardware Upgrade RFP
<input type="checkbox"/>	Internal Connections	Cabling	No Preference		4	10000	Feet	Yes	Hardware Upgrade RFP
<input type="checkbox"/>	Managed Internal Broadband Services	Existing Equipment			4				List of Hardware to be maintained

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.

We are seeking access points and network drops for each device. See the attached RFP document for a list of sites/addresses, floor plans of each building , and all bidding requirements. If bidding on the cabling project, a site walk-through is required in order for your bid to be considered. Scheduled dates for walk-throughs can be found in the RFP. The applicant reserves the right to reject bids that are received on or after the Allowable Contract Date shown on the Form 470. All equipment shall be new and shall include manufacturer warranty (three year). If equipment is different from what is requested, documentation must be provided with the proposal demonstrating that the proposed equipment is equivalent or the proposal will not be considered.

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

Make sure all items/services are listed and verify they are under the correct “Service Type”. “Edit” or “Remove” requests if needed by clicking the box to the left of the item.

Add a narrative to provide detail. Click on “Save & Continue”

Adding Technical Contact

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Certifications & Signature

Next, please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking.

Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

YES

NO ✓

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Choose “Yes” if you’d like to add a technical contact.

You can search and add an EPC user or manually enter contact details.

Do not add anyone affiliated with a service provider!!

Click on “Save & Continue”

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 *

Last Name *

Title

Phone Number *

Phone Number Extension

Email *

Re-enter Email *

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Procurement Requirements

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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

If applicable, provide a description of state or local procurement rules and/or restrictions on how or when service providers may contact you or on other bidding procedures.

Vendors must conduct a mandatory walk-through of each location if bidding on the management of internal broadband services (MIBS). Bids received where a walk-through was not conducted will be disqualified. The applicant reserves the right to reject bids that are received on or after the Allowable Contract Date shown on the Form 470.

BACK

DISCARD FORM

SAVE & SHARE

REVIEW FCC FORM 470

Indicate if there are State or Local procurement requirements, or any restrictions. You can list any disqualifying factors in addition to the Narrative.

Click on “Review FCC Form 470”

Sample Disqualifying Factors

- All hardware quoted must be compatible with existing infrastructure.
- Hardware quoted must be new with the manufacturer's warranty. Quotes for used equipment will not be considered.
- Vendor must have a SPIN at the time of awarding the contract.
- Cabling vendors must be bonded/insured.
- **Bus or Off-Premise Wi-Fi service providers must demonstrate service area covered.**
- All vendors must conduct a walk-through of each location if bidding on the cabling project, and all quotes must include all cabling material, necessary components, and installation costs to complete the project.
- Vendor must demonstrate they are a valid reseller of products quoted.
- In-state (or local) vendors preferred.
- Previous experience with vendor preferred.
- Vendor must put in writing their willingness to give discounted bills.
- Must demonstrate the ability to meet the installation timeline.
- ISP must also supply or include direct access to Internet 2. **and/or,**
 - Vendors that provide direct peering relationships to the Ohio Department of Education are preferred.
- Bandwidth/Internet Access quotes must include basic firewall service. The cost must be included in the service and not shown as a separate cost. Quotes showing options for service without a basic firewall and a second option that includes firewall service will not be considered.
- **The applicant reserves the right to reject bids that are received after 9:00 am on the Allowable Contract Date shown on the Form 470.**

A Word doc listing Disqualifying Factors can be found on my "Resource Library" page at <https://www.ohio-k12.help/erate/e-rate-resources/>.

Review Form 470

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

FCC Form 470 - Funding Year 2025

School District 400156 - FY2025 XYZ School District - C1 & C2 - Form #250000121

Last Saved: 10/28/2023 10:47 AM EDT

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.

Click here to send a task... NEWEST -

Me **Certify FCC Form 470 - 250000121 - FY2025 XYZ School District - C1 & C2**
A moment ago ☆

When you advance to this screen, your Form 470 is generated as a “Task”. Click on “Tasks” and then the item labeled as “Certify FCC Form 470” with the nickname you provided.

Certifying Form 470

FCC Form 470 - Funding Year 2025

School District 400156 - FY2025 XYZ School District - C1 & C2 - Form #250000121

Last Saved: 10/28/2024 2:25 PM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

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

Download Document Link

[USAC_FCC_FORM_470_APPLICATION_250000121_DRAFT](#)

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

BACK

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

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

NO

YES

Click on the document link to view the PDF. If correct, click box to certify. If not, click on "Back" to make corrections.

If you have the authority to certify application, click on "Continue to Certification" and choose "Yes" in the pop-up. Choose "Send for Certification" if someone else will certify.

Certify FCC Form 470

School District 400156 - FY2025 XYZ School District - C1 & C2 - Form #250000121

Last Saved: 10/28/2024 2:25 PM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Please complete the certifications below.

Applicant Certifications

- I certify that the applicant includes schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801 (18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

Other Certifications

- I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for as submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment that meets the educational needs and technology goals.
- I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is funding year or the service delivery deadline for the associated funding request. I certify that I will retain all records for, receipt of, and delivery of services to receiving schools and libraries discounts. I acknowledge that I may be held liable for the retention of these records.
- I certify that I have reviewed all applicable FCC, state, and local procurement competitive bidding requirements. I acknowledge that failure to comply with these requirements may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or otherwise.
- I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for violations of the Communications Act, 47 U.S.C. § 503, are subject to suspension and debarment from the program.
- I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. A promise of anything of value, other than services and equipment sought by means of this form, from the service provider is prohibited.
- I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) having the training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

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

NO

YES

NOTICE

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission") rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator, 47 C.F.R. § 54.503. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended, 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

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

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information requested in this form. We will use the information you provide to determine whether you have complied with the competitive bidding requirements applicable to requests for universal service discounts. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, the information you provide in this form may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information you provide in this form may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form, or in response to subsequent inquiries, may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide in this form may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC or Universal Service Administrator may return your form without action or deny a related request for universal service discounts.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden 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 RA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

BACK

CERTIFY

Certifying Form

Check each box, and click on "Certify", and then "Yes" to complete the application.

Viewing/Editing Form 470

Records / FCC Forms 470

FY2025 XYZ School District - C1 & C2 - #250000121

Summary Generated Documents News **Related Actions**

Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Recipient(s) of Service, Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.

Application Information

Nickname FY2025 XYZ School District - C1 & C2 Created Date 10/28/2024 10:45 AM EDT

Records / FCC Forms 470

FY2025 XYZ School District - C1 & C2 - #250000121

Summary Generated Documents News **Related Actions**

- Edit Application Nickname**
This function allows you to update the nickname of your FCC Form 470.
- Add an RFP Document**
This function allows you to upload and associate an additional RFP to one or more Service Requests even if the RFP document did not exist at the time of certification.
- Change Main Contact Person**
This function allows you to update the main contact listed on your FCC Form 470.
- Edit Technical Contact**
This function allows you to update the technical contact information listed on your FCC Form 470.
- Cancel this FCC Form 470**
This function allows you to cancel your certified FCC Form 470 if it has not yet been cited on an incomplete, certified or committed FCC Form 471.

Click on “Related Actions” for a list of options for corrections/changes. The two highlighted in red above are new items.

Viewing/Editing Form 470

Records / FCC Forms 470

FY2025 XYZ School District - C1 & C2 - #250000121

Summary Generated Documents

-  **Edit Application Nickname**
This function allows you to update the application nickname.
-  **Add an RFP Document**
This function allows you to upload a new RFP document.
-  **Change Main Contact Person**
This function allows you to update the main contact person.
-  **Edit Technical Contact**
This function allows you to update the technical contact information.
-  **Cancel this FCC Form 470**
This function allows you to cancel the FCC Form 470.

Upload RFP

Changes to the FCC Form 470, including uploading a new RFP document, may require applicants to restart the 28-day waiting period before selecting a service provider, signing a contract, or submitting and certifying an FCC Form 471. Ministerial or clerical errors, such as updating contact information, do not require a reset of the 28-day waiting period. However, changes that materially affect the competitive bidding process, such as changing the services or equipment being requested, do require restarting the 28-day waiting period.

If you are requesting bids for additional equipment, services, or recipients of service not included on the original FCC Form 470, you may need to file a new FCC Form 470.

Please review the [USAC.org](https://www.usac.org) for additional guidance.

Does this new RFP constitute a substantial change to your FCC Form 470?*

- Yes
- No

If you select yes, the 28-day waiting period will reset, and the Allowable Contract Date on your FCC Form 470 will be updated accordingly. If the new Allowable Contract Date prevents you from certifying the FCC Form 471 before the application window closes, you must request a waiver from the Commission after certifying the FCC Form 471.

Uploading a new RFP document with substantial changes and not waiting the minimum 28 days may result in denial of funding.

Please add an RFP here *

 Drop file here

▼ Associate RFP to Service Request(s)

Category 1: Data Transmission and/or Internet Access

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

<input type="checkbox"/>	Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Associated RFP
<input checked="" type="checkbox"/>	Data Transmission and/or Internet Access	Mobile Service For Use On School Buses	15	15	Each				View RFP Documents

If adding an RFP document, you will be asked if a substantial change is being made, such as adding new service or quantities. If so, your 28-day waiting period will restart. Upload the file, and then select the service to associate the new RFP document with.

Bid Evaluation Sample

- Evaluate your bids using a matrix with your bid factors and points.

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3
Price of the ELIGIBLE products and services	50	20	50	40
Prior experience w/vendor	20	20	0	20
Product compatible with existing infrastructure	15	10	5	15
Flexible Invoicing: FCC Forms 472 or 474	10	0	10	10
Local or in-state vendor	5	5	0	5
TOTAL	100	55	65	90

- Be sure to date and add a statement such as “based on the above criteria, we have chosen Vendor 3”.

Bid Evaluation Letter

Bid Matrix Evaluation

Category 2

Factor	Points Available	Company A	Company B	Company C
Price of the ELIGIBLE goods and services	50			
Equipment compatible with existing infrastructure	20			
All equipment quoted is new with min of 3-year hardware replacement warrant	10			
Cabling vendors is bonded/ insured	10			
Vendor is an authorized reseller	5			
Vendor will provide discounted billing	5			
Total	100			

Based on the above bid matrix criteria when comparing the quotes for **Insert Service Type**, we have chosen **Insert Company Name** as the service provider for our Internal Connections Category 2 request.

Name: _____

Signature: _____

Date: _____

For a template of my sample letter, go to my “Resource Library” page at <https://www.ohio-k12.help/erate/e-rate-resources/>.



That's the Form 470 in a nutshell!

Any questions?

Where to Go for E-Rate Help

- **USAC's Client Service Center (CSC)**
 - E-Rate “Help Desk” where applicant & service providers can get answers to questions
 - Call **888-203-8100**
 - Submit a ‘Customer Service Case’ in EPC

-  **E-Rate Coordinator**
 - E-mail Lorrie Germann at lorrie.germann@education.ohio.gov
 - Call: 740-253-1153
 - Attend webinars!
 - <https://www.ohio-k12.help/e-rate-support> **(Note new URL!!)**
 - Subscribe/read listserv messages! **(If you've had issues receiving my emails, please subscribe again!!)**
 - **Helpful Documents:** <https://www.ohio-k12.help/e-rate-support/resource-library/>
 - **Training:** <https://www.ohio-k12.help/e-rate-support/e-rate-events/>