



# **FY2026 Form 470 Cat 2 Workshop - Libraries**

Presented by:  
Lorrie Germann, State E-Rate Coordinator

# 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 2**
    - Internal Connections
    - Managed Internal Broadband Service
    - Basic Maintenance
- Acts as an 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
- You **don't** need to file a Form 470 if it is in the second (or later) year of a multi-year contract that was established in a previous year's Form 470, such as a multi-year MIBS contract.

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

**OR.... You qualify for the Library Cat 2 bidding exemption!**

You must file a 470 for everything else you wish E-Rate to fund!

# Library Small C2 Bidding Exemption

- Libraries are now exempt from bidding for Category 2 equipment or services if:
  - Total, pre-discount amount is **\$3,600** or less
  - Total cost is per library and cannot be averaged over multiple libraries
  - Cost-effective rules still apply
  - Contracts still must be signed prior to filing the Form 471

# Form 470 - After Submission Changes

- **Ability To Upload 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.

# Starting the Form 470

**My Landing Page**

Training  
Universal Service  
Administrative Co.

Welcome, School District 18!

Notifications

Notification Type: Please select  
Funding Year: -- Select a year

**FCC Form 470 - Funding Year 2026**

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".

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**

Library System 10344 | Billed Entity Number: 1979  
Address1 | FCC Registration Number: 0123456789  
Rockville, MD 20850  
012-345-6789  
library\_sys\_10344@mailinator.com


**Application Nickname**  
Please enter an application nickname here.\*

FY2026 - ABC Library - Cat 2

DISCARD FORM | SAVE & CONTINUE

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

# Completing the Form 470

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

## FCC Form 470 - Funding Year 2026

### Library System 10344 - FY2026 - ABC Library - Cat 2 - Form #260000148

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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: Library System

Number of Eligible Entities: 7

Recipient(s) of Service  Public Library  Main Branch  Public Library System

#### Recipients of Service

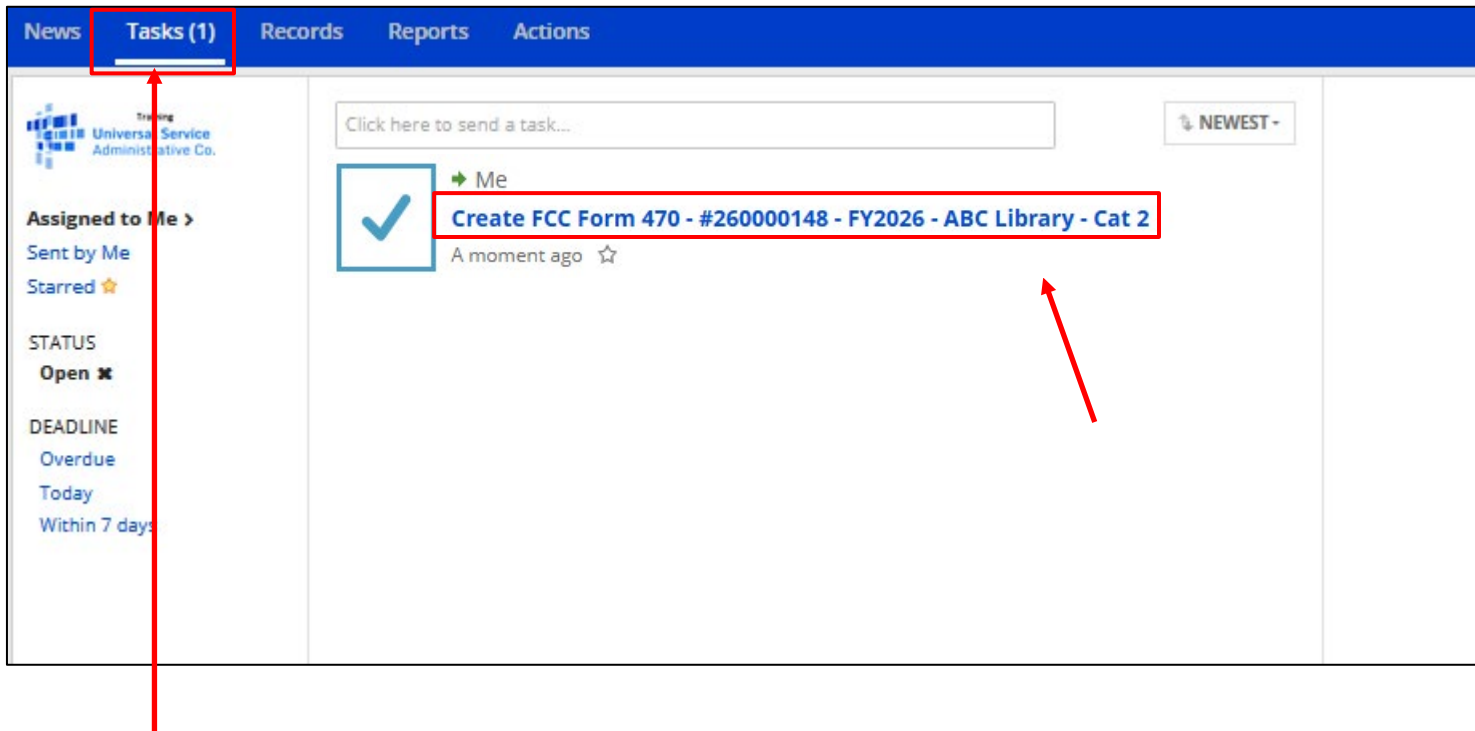
Billed Entity Name	Billed Entity Number
Ohio County Library	10426

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

## FCC Form 470 - Funding Year 2026

Library System 10344 - FY2026 - ABC Library - Cat 2 - Form #260000148

Last Saved: 10/12/2025 4:03 PM EDT

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

FirstName LastName

ls\_user\_10344@mailinator.com

111-222-3333

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

## FCC Form 470 - Funding Year 2026

Library System 10344 - FY2026 - ABC Library - Cat 2 - Form #260000148

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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

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SAVE & CONTINUE

Choose “Category 2”.

Click on “Save & Continue”

# Adding An RFP

**FCC Form 470 - Funding Year 2026**

**Library System 10344 - FY2026 - ABC Library - Cat 2 - Form #260000148**

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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?

Please upload all RFPs for the services you are requesting. ⓘ

 **Cat 2 RFP**  
DOCX – 37.7 KB

 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.

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 2:

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

**Don't forget to add the “or equivalent”!**

## FCC Form 470 - Funding Year 2026

### Library System 10344 - FY2026 - ABC Library - Cat 2 - Form #260000148

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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 TWO services.

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 2 services.

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

Click on “Save & 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.

Library Bandwidth Needs RFP  
 Library Hardware Needs RFP.docx

**Manufacturer**  
Meraki

**Number of entities served?**  
[ ]

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

Library Bandwidth Needs RFP  
 Library Hardware Needs RFP.docx

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	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	Cat 2 RFP
<input type="checkbox"/>	Basic Maintenance of Internal Connections	Wireless Access Points	Meraki	3	100	Each		Cat 2 RFP

**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 Renewal 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

**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.

**Manufacturer**  
Other

**Manufacturer Description\***  
We are seeking license for our existing 100 Meraki MR-42 APs

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

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 in case some level of maintenance is included. This guidance is based on current rules, which may change with the new FY2026 ESL.**

**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

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

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.**

- 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.

**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"/>	Managed Internal Broadband Services	Existing Equipment			4				List of Hardware to be maintained
<input type="checkbox"/>	Internal Connections	Cabling	No Preference		4	10000	Feet	Yes	Hardware Upgrade RFP

6 items

[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

FCC Form 470 - Funding Year 2026

Library System 10344 - FY2026 - ABC Library - Cat 2 - Form #260000148

Last Saved: 10/12/2025 4:12 PM EDT

Basic Information   Service Requests   **Technical Contact Information**   Procurement Information   FCC Form 470 Review   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.

**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

**Do not add anyone affiliated with a service provider!!**

Click on “Save & Continue”

# Procurement Requirements

## FCC Form 470 - Funding Year 2026

Library System 10344 - FY2026 - ABC Library - Cat 2 - Form #260000148

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Basic Information

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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

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”

# Procurement Requirements

- 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.
- Vendor must ensure that all quoted prices will be honored at the time of purchase.
- 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.
- **The applicant reserves the right to reject bids that are received on or after 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/e-rate-support/resource-library/> .

# Review Form 470

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

## FCC Form 470 - Funding Year 2026

Library System 10344 - FY2026 - ABC Library - Cat 2 - Form #260000148

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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 - 260000148 - FY2026 - ABC Library - Cat 2**

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 2026**

**Library System 10344 - FY2026 - ABC Library - Cat 2 - Form #260000148**

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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\\_260000148\\_DRAFT](#)

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

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

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

## Library System 10344 - FY2026 - ABC Library - Cat 2 - Form #260000148

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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, and does 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. All bids submitted will be carefully considered and the bid selected will be for the most cost-effective service 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 required by law) for the funding year or the service delivery deadline for the associated funding request. I certify that I will retain records for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that

- I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding rules. I acknowledge that non-compliance with these rules may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b).

- I acknowledge that FCC rules provide that persons who have been convicted of criminal violations of the Communications Act 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 for the eligible entity(ies) listed on this form, and not for any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 1.9003. 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.

- I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, 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.

### 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 PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

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

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

## FY2026 - ABC Library - Cat 2 - #260000148



Summary | Generated Documents | News | Related Actions

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

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** FY2026 - ABC Library - Cat 2

**Created Date** 10/12/2025 4:03 PM EDT

**Application Number** 260000148

**Created By** FirstName LastName

**Funding Year** 2026

**Certified Date** 10/12/2025 4:26 PM EDT

**Status** Certified

**Certified By** FirstName LastName

**Allowable Contract Date** 11/9/2025

**Last Modified Date** 10/12/2025 4:26 PM EDT

**Last Modified By** FirstName LastName

Verify the **“Allowable Contract Date”**. Contracts can be awarded on or after this date.

### Services Requested

There are no Services Requested For Category 1

#### Category 2: Internal Connections and Managed Internal Broadband Services

Type	Function	Number of Entities	Quantity	Unit	Manufacturer	Manufacturer Other Description	Installation and Initial Configuration?	Associated RFP
Internal Connections	Wireless Access Points and Necessary Software and Licenses		100	Each	Meraki or equivalent		Yes	<a href="#">View RFP Documents</a>
Basic Maintenance of Internal Connections	Wireless Access Points	3	100	Each	Meraki			<a href="#">View RFP Documents</a>

Verify the services listed.

# Viewing/Editing Form 470

The screenshot displays the FCC Form 470 interface for 'FY2026 - ABC Library - Cat 2 - #260000148'. The top navigation bar includes 'Records / FCC Forms 470' and a title. Below the title are tabs for 'Summary', 'Generated Documents', 'News', and 'Related Actions'. A red box highlights the 'Related Actions' tab, with a red arrow pointing to it from the left. The left sidebar shows 'Application Information' with fields: Nickname (FY2025 Cat 1 - LG), Application Number (250000072), Funding Year (2025), Status (Certified), and Allowable Contract Date (11/9/2024). Below that is 'Billed Entity Information' with Name (Library System 103). The main content area shows the same title and tabs, with 'Related Actions' selected. A list of actions follows, each with a lightning bolt icon: 'Edit Application Nickname', 'Add an RFP Document' (highlighted with a red box), 'Change Main Contact Person', 'Edit Technical Contact', and 'Cancel this FCC Form 470' (highlighted with a red box). Each action includes a brief description of its function.

Records / FCC Forms 470  
**FY2026 - ABC Library - Cat 2 - #260000148**

Summary Generated Documents News **Related Actions**

Please note: The following fields pull the m...  
Form 470 with the data that was present up...

Records / FCC Forms 470  
**FY2026 - ABC Library - Cat 2 - #260000148**

Summary Generated Documents News **Related Actions**

**Application Information**

Nickname FY2025 Cat 1 - LG  
Application Number 250000072  
Funding Year 2025  
Status Certified  
Allowable Contract Date 11/9/2024

**Billed Entity Information**

Name Library System 103

**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 newer options: the ability to add an RFP or cancel the Form 470.

# Viewing/Editing Form 470

Records / FCC Forms 470

## FY2 FY2026 - ABC Library - Cat 2 - #260000148

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 this 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](#) 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 \*

UPLOAD

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				<a href="#">View RFP Documents</a>

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 <b>ELIGIBLE</b> 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
<b>TOTAL</b>	<b>100</b>	<b>55</b>	<b>65</b>	<b>90</b>

- 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			
<b>Total</b>	<b>100</b>			

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/e-rate-support/resource-library/>



**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](mailto:lorrie.germann@education.ohio.gov)
  - Call: 740-253-1153
  - Attend webinars!
  - <https://www.ohio-k12.help/E-Rate-support> **(Note new URL!!)**
  - Subscribe/read listserve 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/>