



Illinois K-12 Broadband Network

WELCOME



E-rate Guidance

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TRANSITION OF SERVICE(S) AND E-RATE FILING

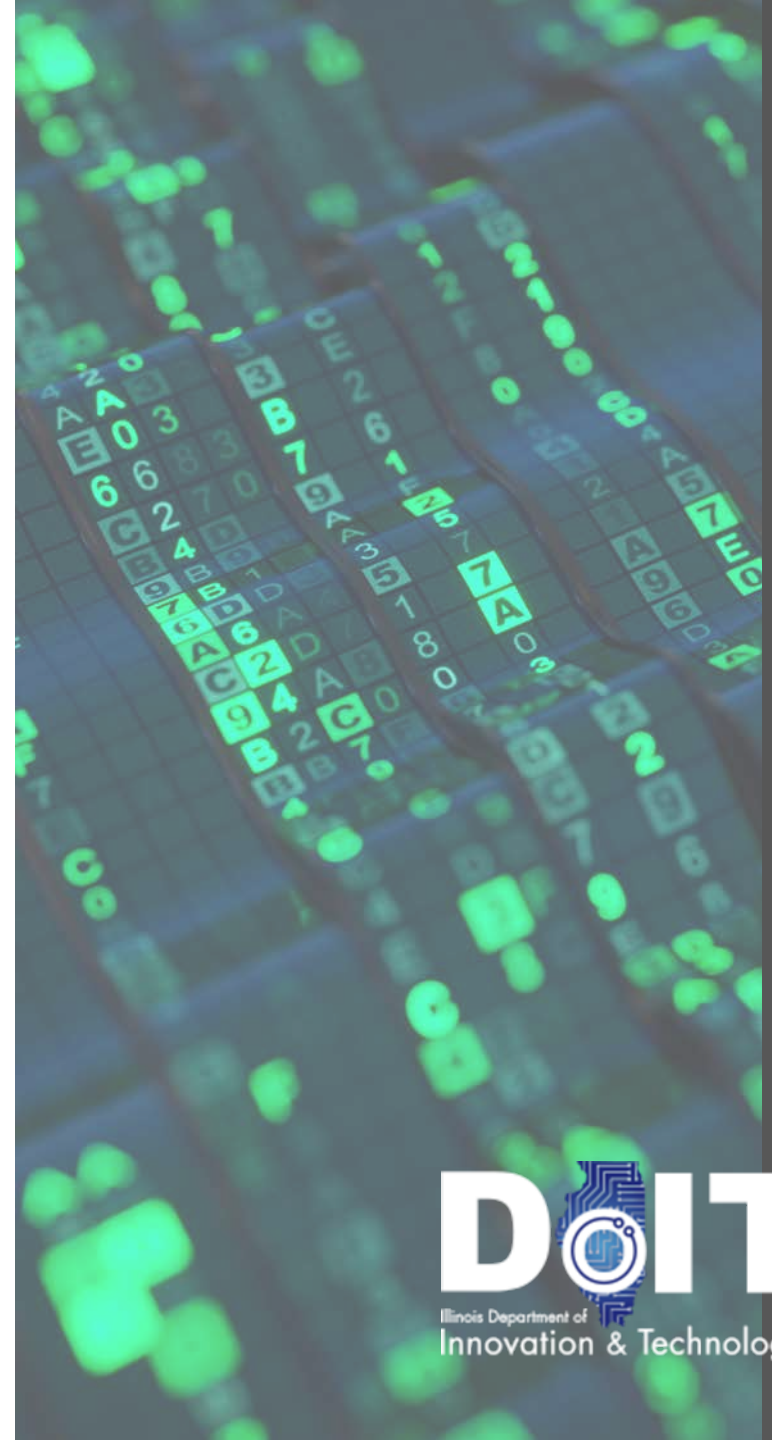
- § If your circuits, whether Last Mile or WAN or both, are included in the recent Consortium procurement and your current contract for service expires by June 30, 2022 or at any time during the next funding year (July 1, 2022 – June 30, 2023), you will likely need to file for E-Rate discounts on your current services in the event there is a change in service provider, bandwidth or delay in transitioning to the circuits awarded as a result of the procurement.
- § Based on prior experience, the provisioning of Consortium circuits are sometimes delayed beyond July 1.
- § Filing your own E-Rate Forms for Month-to-Month services will ensure you have no interruption of service or E-Rate discounts as of July 1, 2022.
- § We will discuss this in the upcoming slides.

GUIDELINES FOR REQUESTING SERVICES

- § On your FCC Form 470, you should request responses for Month-to-Month services for the upcoming Funding Year 2022 (July 1, 2022 – June 30, 2023).
- § This will allow you maximum flexibility while Consortium circuits are transitioned and provisioned on your behalf.
- § If you receive no responses to your FCC Form 470 citing Month-to-Month services after 28 days, you can solicit responses from your existing provider to request pricing for Month-to-Month services
- § If your expiring contract allows the pricing to convert to Month-to-Month pricing, you can use an existing invoice as a response to your FCC Form 470 to compare to other responses.

E-RATE FORM 470 GUIDANCE

- § FCC Form 470 (Description of Services Requested and Certification Form) is required at the start of the E-Rate process for all services not under contract for the upcoming funding year and for which E-rate discounts will be sought on FCC Form 471.
- § If your existing contract for services expires as of June 30, 2022 or, at any time during the E-rate funding year (July 1, 2022 – June 30, 2023), you will need to certify an FCC Form 470 for the period of time the services are not under contract.
- § FCC Form 470 must be posted for a minimum of 28 days before evaluating responses received and selecting a service provider, in accordance with FCC rules governing the E-Rate Program.



E-RATE FORM 470 GUIDANCE



The next few slides will go into more detail about the mechanics of preparing and certifying an FCC Form 470.

A screenshot of a web application interface for managing FCC Form 470s. The interface has a blue header with navigation tabs: "News", "Tasks (11)", "Records", "Reports", and "Actions". The "Tasks (11)" tab is selected. Below the header, the main content area displays the title "FCC Form 470 - Funding Year 2022" and the specific form name "Illinois Department of Innovation and Technology Consortium - test for webinar - Form #22000" in blue text. To the right of the form name is a small, empty rectangular box with a green border. Below the form name, it says "Last Saved: 10/20/2021 11:58 AM EDT". At the bottom of the screen, there is a horizontal navigation bar with five tabs: "Basic Information", "Service Requests", "Technical Contact Information", "Procurement Information", and "FCC Form 470 Review". The "Basic Information" tab is currently selected and highlighted with a blue arrow pointing to it.

E-RATE FORM 470 GUIDANCE

- § FCC Form 470 is prepared and certified in the E-rate Productivity Center (“EPC”) portal at <https://portal.usac.org/suite/>
- § The FCC Form 470 you will file is for Category 1 services.
- § In this form, you will describe the services for which you are seeking competitive responses.
 - § Number of circuits
 - § Site Names and addresses
 - § Bandwidth Requirements (minimum and maximum)
 - § Whether you seek contract or Month-to-Month terms
- § The information provided in FCC Form 470 must be sufficient enough that prospective respondents can formulate a complete response.

E-RATE FORM 470 GUIDANCE



- § You will be given an opportunity to upload a document or documents to your FCC Form 470 in the form of an “RFP” document in which you can list all of your sites and bandwidth needs.
- § This method is recommended to ensure all prospective respondents receive the same information.
- § This document does not have to be an RFP by definition. USAC simply refers to any document in addition to the Form 470 information as an “RFP”.

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. ?

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.

LAST MILE PTP CIRCUITS TO ICN

- § If you are currently connected to ICN via a Point to Point (“PTP”) circuit, you are advised to include the list of ICN POP addresses in your Form 470 in the RFP section along with the PTP circuit information.
- § This file can be found at DoITConsortium.com under “Resources” – “ICN POP List”
- § If you are NOT currently connected to the ICN via a PTP circuit but wish to move to move to the ICN for Internet Access services, you should include this PTP circuit on your Form 470 in the event you do not proceed with a Consortium award for this circuit.
 - q In this scenario, you should ALSO include the list of ICN POP addresses in your Form 470 so all prospective vendors have the same information.
- § You should upload this document as an additional RFP document per the instructions on the previous slide.

E-RATE FORM 470 GUIDANCE

1. Next you will add a "New Service Request"

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

E-RATE FORM 470 GUIDANCE



- § FCC Form 470 uses Progressive Disclosure in the selections you will make to establish some of the details of the type of services you are requesting.
- § Since these services are Data Transmission only (with no Internet Access), you should select the following options on your FCC Form 470.
- § There are three questions you will be asked.
- § If you are not seeking leased lit fiber (ethernet) services such as cable modem or DSL, please contact us for slightly different instructions.

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

Add New Service Request

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

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

I seek data transmission service without internet access service.

E-RATE FORM 470 GUIDANCE

1. Next, you will provide general details about the number of circuits, number of entities, bandwidth min/max, etc.

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 * <input type="text"/>	Number of entities served? * <input type="text"/>
---	---

Unit
Each

Minimum Capacity <input type="text" value="Please select a value"/>	Are you also seeking Installation, Activation and Initial Configuration for this service? * <input type="radio"/> Yes <input type="radio"/> No
---	---

We recommend checking YES in this section of the Service Item request so you can receive discounts on this component if applicable.

Maximum Capacity <input type="text" value="Please select a value"/>	<input type="button" value="CANCEL"/>	<input type="button" value="SAVE & CREATE ANOTHER REQUEST"/>	<input type="button" value="SAVE REQUEST"/>
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E-RATE FORM 470 GUIDANCE

1. Next, you should complete the Narrative section of the Service Item.
2. You should include as much information as possible so prospective respondents can formulate a complete response.

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

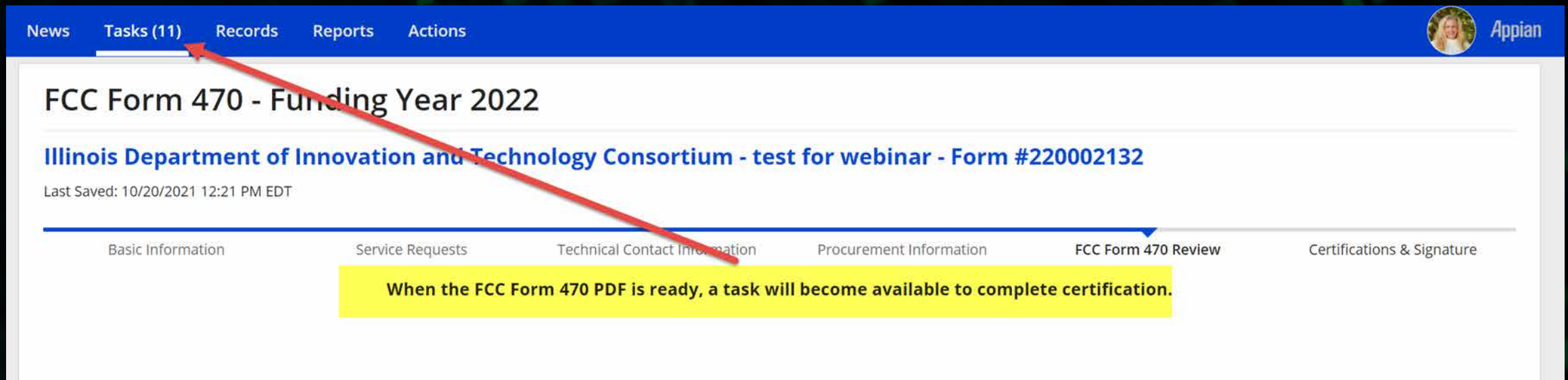
DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

E-RATE FORM 470 GUIDANCE

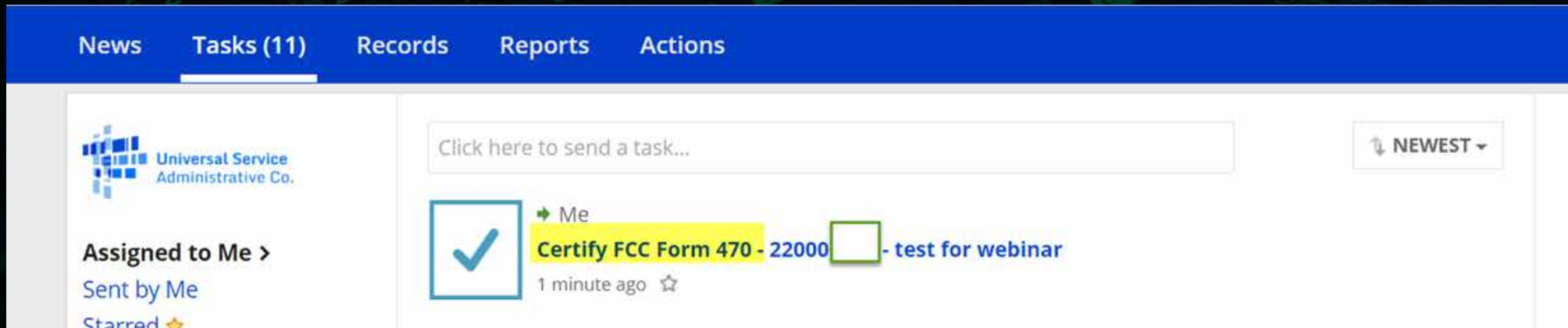
1. You will now answer a few more questions and continue through the FCC Form 470 until you get to the screen that allows you to “Review FCC Form 470”.
2. Click this option and wait for a task in your menu bar to review the PDF.



The screenshot displays the Appian user interface. At the top, a blue navigation bar contains the following menu items: News, Tasks (11), Records, Reports, and Actions. A red arrow points from the 'Tasks (11)' menu item to the 'FCC Form 470 Review' step in the process flow below. The main content area is titled 'FCC Form 470 - Funding Year 2022' and shows the current step as 'Illinois Department of Innovation and Technology Consortium - test for webinar - Form #220002132'. Below the title, it indicates 'Last Saved: 10/20/2021 12:21 PM EDT'. The process flow consists of several steps: Basic Information, Service Requests, Technical Contact Information, Procurement Information, FCC Form 470 Review (the current step), and Certifications & Signature. A yellow banner at the bottom of the screen contains the text: 'When the FCC Form 470 PDF is ready, a task will become available to complete certification.'

E-RATE FORM 470 GUIDANCE

Your pending task will look like this:



News **Tasks (11)** Records Reports Actions

Universal Service Administrative Co.

Assigned to Me >
Sent by Me
Starred

Click here to send a task...

NEWEST

✓ Me
Certify FCC Form 470 - 22000 - test for webinar
1 minute ago ☆

Click the hyperlink and you will be given the option to either Send for Certification (if you are not authorized to certify the form) or, Continue to Certification if you are authorized to certify the form).

E-RATE FORM 470 GUIDANCE

- § During the Certification process, there are many Certifications that must be checked, then simply click “Certify”
- § The Certified Form 470 will show on your landing as “Certified” immediately and your 29 day clock officially starts.
- § All service providers will be able to access the Certified Form 470 using various search tools across all of USAC’s platforms.

E-RATE FORM 470 GUIDANCE

- § The FCC Form 470 should be filed as soon as possible.
- § Your 28-day competitive bidding period must be complete before you can file FCC Form 471 sometime in early January so, don't delay.



Q&A