

SCENARIO A

STATE MASTER CONTRACT THAT EXPIRES BEFORE THE START OF THE FUNDING YEAR

In Scenario A, your state intends to select a service provider as part of a competitive bidding process to provide services under a new state master contract, but that process has not been completed and you are not yet sure who that service provider will be. The contract will be signed after the application filing window closes but before the funding year starts and services can be provided under the contract starting July 1 of the funding year.

PROCESS FOR SCENARIO A

STEP 1: BILLED ENTITY UPLOADS EXPIRING CONTRACT INTO THE E-RATE PRODUCTIVITY CENTER (EPC)

From the billed entity's EPC landing page, click the billed entity's name to link to its profile. Then in the left-hand menu, select "Contracts." Go to the upper right corner and click "Manage Contracts." Click the green "Add a New Contract" button and follow the system prompts.

The billed entity must complete the FCC Form 471 contract module covering the replacement master contract following these guidelines:

- **Nickname:** Create an FCC Form 471 nickname that references that this is a state replacement contract. This will help you identify the contract within the E-rate Productivity Center (EPC).
- **Contract number:** Use "SRC" as the prefix in front of the expiring master contract number (Example: if the expiring master contract number is WNT-98-005, use the number SRCWNT-98-005 as the contract number)
- **Would you like to upload a copy of your contract?** Select "Yes." Upload a copy of the expiring state master contract and provide a short description of the contracted services in the text box provided. Enter the expiration date of the expiring contract and note that the new contract will start the next day.
- **Is this contract based on a State Master Contract?** Select "Yes."
- **Is this contract based on a multiple award schedule?** If the contract was awarded to multiple vendors then select, "Yes." If not, select "No."
- **Can other applicants piggy back off this contract?** Select "No."
- **Was this contract originally created by another applicant, and you then piggy backed off their contract?** Select "No."
- **Was an FCC Form 470 posted for the product and/or services you are requesting?** Select "Yes."
- **How many bids were received?** Enter the number of bids received for this product or service.
- **Was the FCC Form 470 posted prior to Funding Year 2016?** Select "Yes."
- **FCC Form 470 number:** Use the establishing FCC Form 470 application number for the expiring state master contract.

- **Account number:** Use the same billing account number (if applicable) as used for the expiring state master contract.
- **Search by SPIN:** Use the state replacement contract Service Provider Identification Number (SPIN, also known as the service provider's 498 ID), 143999999. Enter this SPIN in the "Search by SPIN" field and click "Search." The information for the state replacement SPIN will appear. Click the box next to the SPIN and then click "Save & Continue."
- **Service provider name:** The system will automatically enter "State Replacement Contract" as the service provider name (although a commitment of funds can be made towards the state replacement contract, no funds will be authorized for disbursement until there has been a SPIN change).
- **Is this a multi-year contract?** If the expiring state master contract was a multi-year contract, Select "Yes." If not, select "No."
- **What is the date you awarded your contract?** EPC will not allow the contract date to be in the future. Enter the date you upload the contract in EPC. After you uploaded the contract, in the data field provided, you should have entered a statement listing the contract award date as the day after the expiration of the expiring state master contract. Once the replacement contract is signed, you will need to file a Receipt Acknowledgment Letter (RAL) modification request to update the form with the actual Contract Award Date (CAD).
- **Does this contract include voluntary extensions?** Select "No."
- **Pricing confidentiality:** Answer "Yes" if there is a statute, rule, or other restriction which prohibits publication of the specific pricing information for contracts in your state or local jurisdiction. If the answer is "Yes," provide the Type of Restriction (State Law or Statute, Local Rule, Court Order, or Contract Executed with Restrictive Terms) and Restriction Citation. Otherwise, select "No."

STEP 2: BILLED ENTITY CREATES A FUNDING REQUEST FOR THESE SERVICES ON THE FCC FORM 471

For each E-rate eligible product and/or service that you receive under the expiring state master contract, complete a funding request.

- **Funding Request Nickname:** Create a nickname that references the services requested. This will help you identify the funding request within EPC.
- **Is this Funding Request a continuation of an FRN (Funding Request Number) from a previous funding year?** Click "No."
- **Service Type:** From the drop-down menu, select the service type for this funding request.
- **How are the services for this FRN being purchased?** Select "Contract."
- **Associate a Contract:** Search for the state master contract using the fields provided. If you entered the contract data in your own profile, search for the contract using your BEN. If the contract was entered by your state coordinator in another BEN profile, such as a state consortium, enter that BEN in the search fields. Select the contract from the search results.
- **What is the service start date?** The service start date should be July 1 of the funding year.

- **What is the date your contract expires for the current term of the contract?** The contract expiration date will be the end of the funding year (you will reflect the true expiration date of the replacement contract on your FCC Form 471 filed for the subsequent year).
- **Narrative:** Provide a brief explanation of the products and services that you are requesting and provide any other relevant information regarding this funding request. List the contract award date as the day after the expiration of the expiring state master contract. Once the replacement contract is signed, you will need to file a Receipt Acknowledgment Letter (RAL) modification request to update the form with the actual contract award date.

FRN LINE ITEMS

For each FRN on the FCC Form 471, complete one or more FRN line items as appropriate.

Product and Service Details for FRN Line Item

Use the drop-down menu and fields provided to enter the product and service details.

Cost Calculation for new FRN Line Item

- **Monthly recurring and one-time charge details:** For both recurring charges and one-time charges, the funding commitment will be limited to charges contained in the expiring state master contract, which means monthly charges must be no greater than what is contained in the expiring state master contract. This limitation does not apply to future funding years if you continue to receive service under the replacement contract.

Manage Recipients of Service

In this section of the FRN line item, indicate the entity or entities that will receive this service under the state replacement contract.

- **Is every entity for this organization receiving services?** If “No,” enter the BEN in the field provided to select the organizations you wish to include as recipients of service for this FRN.
- **Are the costs shared equally among all of the entities?** If “No,” allocate the remaining Total Eligible Line Item Cost to the appropriate entities.

If there was no provision for one-time charges under the expiring state master contract, but there is such a provision in the replacement contract, there can be no claim for one-time charges under the state replacement contract for the current funding year. You may claim one-time charges incurred in subsequent program years.

STEP 3: STATE POSTS FCC FORM 470 FOR THE STATE REPLACEMENT CONTRACT

When the state is ready to begin the competitive procurement process for the replacement master contract, the state entity negotiating the replacement master contract will be required to file an FCC Form 470 (and have it posted in EPC for a minimum of 28 days prior to signing the replacement contract). If the state agency that entered into the original state master contract does not file the FCC Form 470, you will not be eligible for discounts under the replacement master contract for the program year.

After the state replacement contract has been signed, you will cite this FCC Form 470 as the “establishing FCC Form 470” when purchasing services off this contract in future funding years.

STEP 4: BILLED ENTITY SUBMITS A RAL MODIFICATION REQUEST

After the state replacement contract has been signed, submit your request to change the contract award date through the RAL correction process. Create a document that provides information about the new state replacement contract including contract award date, contract expiration date, service provider name, SPIN, and which FRNs the contract covers (if the contract does not apply to all FRNs on the form).

You can access your forms from your EPC landing page. Go to the **My Forms** section, choose Form Type **FCC Form 471**, and Status **Certified**. Find the form(s) you want to modify from the list of forms and click the form number. After you have selected your form, choose **Related Actions** from the left-hand menu, then choose **Submit Modification Request (RAL)**.

To upload your document to your request, click **Application**, choose **Application Details** from the sub-category drop-down, and click **Continue**. On the next screen, select **Edit Application** and then use the **Upload File** function in the Supporting Documentation section of the **Application Details** page to upload your document. In the Document Description, provide a summary of your request. When you have completed the process, click **Continue**. On the next screen, click **Finish & Submit Request**.

STEP 5: BILLED ENTITY REQUESTS SPIN CHANGE

After the state replacement contract has been signed and dated by the state, you must request a SPIN change (updating the record with the name and SPIN of the actual vendor who has been awarded the state replacement contract). USAC is currently updating the SPIN change process for Funding Year 2016. This document will be updated to reflect those updates when they go into effect.

STEP 6: BILLED ENTITY SUBMITS FCC FORM 486

The [FCC Form 486 deadline](#) is based on your original Funding Commitment Decision Letter (FCDL) where funds were committed. If your FCDL has been issued, services have started and you can accurately make the certifications on the FCC Form 486, timely file and certify your form. Do not wait until the SPIN change has been made. Submit your FCC Form 486 for the FRN(s) using the state replacement contract information to avoid penalties for filing late.

If the FCC Form 486 is received or postmarked after the FCC Form 486 deadline, USAC will adjust the service start date on the FRNs on the FCC Form 486 to the date 120 days before the FCC Form 486 was received or postmarked. USAC will not pay discounts on services received before this date, and the applicant's funding commitment may be reduced. For additional information on filing the FCC Form 486, refer to the [FCC Form 486](#) filing instructions.



Schools and Libraries Program
State Replacement Contracts (SRC): SCENARIO A

USAC can make commitments and accept and process an FCC Form 486 using the state replacement contract SPIN (143999999), but cannot pay invoices until a valid SPIN for the actual service provider has been provided via the SPIN change process.