



FY2016 Selective Review Information Request (SRIR)

<Insert date>

Contact Name:

Applicant Name:

FCC Form 471 Application Number(s):

Response Due Date: <Due Date mm/dd/yyyy>

PLEASE CALL TO CONFIRM THAT THIS DOCUMENT HAS BEEN RECEIVED IN ITS ENTIRETY.

Dear Applicant:

This document requests the following information:

(Part I) Competitive bidding and vendor selection processes, and

(Part II) Information to support the certifications you made on FCC Form 471

It is important that we receive all of the information requested within **30** calendar days from the date of this document so that USAC may complete the review of your funding request(s). USAC urges you to carefully review your response before returning it to ensure that you have provided complete responses to all questions. Finally, note that USAC is unable to grant multiple or lengthy extensions to respond to this request for information.

Who can respond to this request for information?

This document requests information that must be provided by the applicant or by the applicant's authorized representative.

Additionally, please note that you are required to retain all documents related to the application for, receipt and delivery of supported services as well as any other documents that demonstrate compliance with the requirements of the program for at least 10 years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request.

A checklist of the items requested in this document is included on page 2. If you have any questions regarding this or these worksheets, please contact the reviewer at the phone number or email address listed below.

Reviewer Name

Associate Manager, Selective Reviewer

30 Lanidex Plaza West | Parsippany, NJ 07054

Phone: 973-xxx-xxxx

Fax: 973-xxx-xxxx

Email: name@sl.universalservice.org

Selective Review Information Request Checklist - Please complete and return with your responses. On the first page of each document you provide please write the corresponding FRN(s) the document pertains to.

Item #	Items to be returned to the Selective Reviewer	Document(s) Title & Corresponding FRN	Status								
1	FCC Form 471 Certification Worksheet Summary (page 8)		<input type="checkbox"/> Enclosed								
2	Signed & dated contracts and/or other agreements with service providers related to the FCC Form(s) 471		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A								
3	Request For Proposal (RFP) Please specify: Release date: mo. ___/day ___/year ___ Bid due date: mo. ___/day ___/year ___		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A								
4	All bid responses received for all Category One & Category Two funding requests. If no bids were received for any FRN, please indicate so in writing. It may be helpful to include a chart as indicated below: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>App #</th> <th>FRN #</th> <th>#of bids received</th> <th>Vendor selected</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	App #	FRN #	#of bids received	Vendor selected						<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A
App #	FRN #	#of bids received	Vendor selected								
5	Vendor selection process description (created during the bidding process)		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A								
6	Was a consultant used relating to the planning, implementation and support of your E-rate Program funding requests? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide a signed and dated Consultant Agreement(s) or Letter of Agency.		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A								
7	Correspondence between the consultant/service provider and the school/library regarding the competitive bidding process and the application process		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A								
8	Organizational Structure, such as organizational flow chart, reporting structure, etc.		<input type="checkbox"/> Enclosed <input type="checkbox"/> N/A								
9	Resource Plan and E-rate Implementation Description (page 7)		<input type="checkbox"/> Enclosed								
10	Budget Information (page 9) (Approved operating budget or alternative budget documentation for FY2016) Please check which you have provided: <input type="checkbox"/> Final and Approved budget for 2016-2017 Letter and Budget Alternatives		<input type="checkbox"/> Enclosed								
11	Selective Review Certification (page 10) <input type="checkbox"/> (Include signature, title, date and please complete all sections.)		<input type="checkbox"/> Enclosed								

Selective Review Overview

We are requesting and will be examining information for ALL FCC Form(s) 471 listed on the cover page of this document that were filed by the billed entity for the 2016-2017 funding year (Funding Year 2016). Please notify us if you have any additional FCC Form(s) 471 for your Billed Entity number that we have not listed. Also, please include any applications that may have been filed under a different entity number, if that entity belongs to the Billed Entity (e.g. elementary schools within a School District that file their own applications in addition to the applications filed on their behalf by the School District or a Consortium. This review will include all of those applications as well).

It is important that you identify these additional applications at this time. Failure to do so may delay or jeopardize funding commitments and/or post-commitment disbursements. In addition, it may also result in future adjustments to any funding commitments that you may receive from us, or other action. We will continue the PIA review of applications for the Billed Entity, but be advised that no new funding commitments or payments for existing funding commitments for 2016-2017 funding year applications for this Billed Entity will be processed until this review is complete.

This document is a quick tool to guide you with your Selective Review responses. For complete instructions and further information regarding the Selective Review process, USAC recommends you refer to

<http://www.usac.org/sl/applicants/step04/selective-review.aspx>

TO BE REMOVED BY REVIEWER IF NOT A CONSORTIUM APPLICANT

Special note to consortium applicants: You have an option to provide us with the information requested below for the overall consortium, or on a disaggregated basis with information pertaining to each individual entity listed on FCC Form(s) 471 Consortium Discount.

Please contact the Selective Review team if you need further assistance in responding to this request on a disaggregated basis or you may refer to <http://www.usac.org/sl/applicants/step04/selective-review.aspx> for additional information.

Part I: Information Regarding your Competitive Bidding and Vendor Selection Process

For each of the following items we have outlined the requested documentation you will need to supply.

- Please provide the information by funding request number (FRN) unless otherwise indicated.
- In the event that a document (e.g. contract, RFP, bid response, etc.) applies to multiple FRNs, simply indicate on the first page of the document which FRN(s) is supported by the document.
- If, for any reason, you do not have any of the documentation requested below, you **MUST** provide a complete explanation for why it is missing.
- For FRNs that reference a prior year FCC Form 470, please provide the competitive bidding and vendor selection documentation for the year that established bidding for those FRN's as well.

1) CONTRACTS AND/OR LEGALLY BINDING AGREEMENTS

- Signed and dated copies of any and all agreements related to each of the FCC Form 471 funding request(s), including any and all contracts, legally binding agreements, Statements of Work, etc.

- If using a State Maser Contract (SMC), please provide the contract number so that we can verify the contract award dates and expiration dates. If you have a web link or supporting documentation to the SMC, please include that in your response.

2) REQUESTS FOR PROPOSAL (RFP)

- Copies of any and all requests for proposals (RFPs), invitations to bid, requests for bids, or other documentation of bid requests for services and/or products requested, or other solicitations in any way associated with the applicant's funding request(s) and/or the selection of the service provider(s) that appear(s) on the applicant's funding request(s).
- Provide any and all amendments made to the original RFP.
- All RFPs should indicate when they were first made available to service providers, i.e. release and posting date as well as the due date for which bids must be submitted.

3) BID RESPONSES

- Indicate the number of bids/proposals received for all funding requests
- Provide complete copies of any and all proposals, bid responses, etc., received in response to the FCC Form 470, and/or any RFP, or other solicitation in any way associated with the applicant's funding request and/or with the selection of the service provider that appears on the applicant's funding requests.
- This information should be provided for all funding requests including tariff, month-to-month and contracted services.

4) VENDOR SELECTION PROCESS

- Please provide your bid evaluation matrix that was used to select your vendor.
- Include all bids that you received and any other bid documentation such as attendance sheets, correspondence to and from the bidding vendor, and a description of your bid evaluation process.
- This information should be provided for all funding requests including tariff, month-to-month, and contracted services.

5) CONSULTING AGREEMENTS

- Please indicate if a consultant was used for the planning, implementation, and support of your E-rate Program funding request(s) and provide a signed and dated copy of any consulting agreement(s) or Letters of Agency.
- If a consultant was not used, please indicate as such.

6) CORRESPONDENCE

Provide a copy of all correspondence between your entity and any service providers or consultants regarding the competitive bidding process and the application process.

7) ORGANIZATIONAL STRUCTURE

If your organization functions in multiple capacities, such as consultant, service provider and/or applicant, provide a copy of your organizational flow charts or budget clearly identifying your business functionality and reporting structure in the organization.

If there is any other documentation that would be helpful to us in our review to ensure that you complied with the Commission's rules requiring a fair and open competitive bidding process, please provide that as well.

Part II: Information Regarding Your FCC Form 471 Certifications and Signatures

To ensure that E-rate Program funds are allocated appropriately, and in accordance with FCC Orders, each applicant is required to certify on the Certifications and Signatures page of the FCC Form(s) 471 that: *"I certify that the entity I represent or the entities listed on this application have secured 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 the entities I represent or the entities listed in this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s)."*

- 1) FCC Form 471 Certification Worksheet Summary Instructions:** (for complete instructions, please go to <http://www.usac.org/res/documents/sl/pdf/info-request/FCC-Form-471-Cert-Worksheet-Instructions.pdf>)

This part of the review is based on your ability to pay the non-discounted portion of the funding that you requested on your FCC Form(s) 471. Remember that the funds for your share cannot come directly or indirectly from your service provider.

Section I: Connectivity I-A, I-B, I-C

We combined the commitment amounts that you requested on your FCC Form(s) 471 Funding Requests by service type (e.g. voice, telecommunications, internet access, internal connections, basic maintenance, managed internal broadband services (MIBS)). We placed those sums next to the respective service types. Please verify that these are the correct sums of the funding request amounts.

If you have determined a discrepancy due to:

- Funding Year 2016 FCC Form(s) 471 contains duplication to account for Funding Year 2015 funding uncertainties; and/or
- You have identified additional FCC Form(s) 471 not listed on the cover page of this document:

(1) Make necessary adjustments to Subsections I-A and I-B to accurately reflect all FCC Form(s) 471 filed by your billed entity, (2) Initial it, and (3) In a separate attachment, explain the adjustment when you return the worksheet.

Sections II through VI:

Hardware, Professional Development, Software, Retrofitting and Maintenance

You will be asked for investment amounts in these areas for the prior Funding Year 2015 (July 1, 2015 through June 30, 2016) and also for the investment that coincides with Funding Year 2016 (July 1, 2016 through June 30, 2017). It is not initially necessary to document your estimates. However, in the event of a future audit, or depending on the results of our analysis, you may be asked to provide additional documentation to clarify or substantiate your estimates.

Section II: Hardware

	As of Today		As of June 30, 2017
Section II-A, 16a	Number of computers connected to the Internet	Section II-A, 16b	Number of computers to be connected to the Internet
Section II-B, 17a	Enter the number of data and/or voice drops that are currently installed	Section II-B, 17b	Enter the number of data and/or voice drops that are scheduled to be installed
	Funding Year 2015		Funding Year 2016
Section II-C, 18a	Estimate your total expenditures for hardware	Section II-C, 18b	Estimate your total expenditures for hardware
Section II-D, 19a	The value of in-kind hardware donations received	Section II-D, 19b	The value of in-kind hardware donations received

Section III: Professional Development

Professional Development, which is not eligible for E-rate Program discounts, is necessary to ensure that you are prepared to make effective use of purchased services. Professional development should provide for ongoing and sustained training for not just the technical staff, but teachers or librarians as well.

Sections IV - VI: Software, Retrofitting, and Maintenance

- **Applicant Expenditure Lines:** Enter your estimate of the value of your E-rate Program non-eligible expenditure for software, retrofitting, maintenance for Funding Year 2015 (“a” column) and anticipated expenditures in Funding Year 2016 (“b” column).
- **Contribution/In-Kind Lines:** Enter your estimate of the value of any in-kind contributions/donations or pro-bono work for software, retrofitting, maintenance for Funding Year 2015 (“a” column) and anticipated contributions/donations for Funding Year 2016 (“b” column).
- If you indicate zero dollars spent in any of the Software, Retrofitting or Maintenance categories, please provide a brief explanation in Resource Plan and E-rate Implementation Description regarding why you entered this amount.

Section VII: Technology Implementation Level Worksheet

- In column (A), list the number of schools or libraries that currently fall into the technology levels described below.
- In column (B), indicate where you anticipate your schools/libraries to be, as a result of the technology requests you made on your Funding Year 2016 FCC Form(s) 471.

If you are responding on behalf of a consortium, a school district or a library system that has schools or libraries (outlets/branches) at different levels, please list the number of sites that are at each level.

(A)		(B)
Please list the <i>number</i> of schools and libraries that <i>will</i> be at each level <i>after</i> the requested products/services are installed. Each school should be listed once (i.e. if ABC School will be in Level 4, no need to list it in Level 1).		After 2016-2017 E-rate Program products/services are installed number of Schools/Libraries
Level 1	Phone Service, and Single Point Internet Access	Enter the above number in "Level 1 by 6/30/17:" on the FCC Form 471 Certification Worksheet.
Level 2	Phone Service and multiple computers connected directly to the Internet in a networked lab or single location in a single library.	Enter the above number in "Level 2 by 6/30/17:" on the FCC Form 471 Certification Worksheet.
Level 3	Phone Service and direct Internet connection on building LAN with some classrooms networked or distributed centers in a library.	Enter the above number in "Level 3 by 6/30/17:" on the FCC Form 471 Certification Worksheet.
Level 4	Phone Service, and direct Internet connection on building LAN with access from all classrooms or library centers.	Enter the above number in "Level 4 by 6/30/17:" on the FCC Form 471 Certification Worksheet.

Resource Plan and E-rate Implementation Description: (Submit a Narrative)

Describe your overall strategy for implementing your E-rate Program requests this year, including any significant investment in technology prior to Funding Year 2016. Please note if you have applied for matching funds or grants from other sources that have not been approved. Include all information about resources that you have available to make effective use of E-rate Program funding. Give us an overall picture of what you are trying to accomplish so that we can better understand how the requested services will work in conjunction with the resources you have identified throughout this document.

If you have indicated zero dollars in Sections IV - VI: Software, Retrofitting, and Maintenance on the FCC Form 471 Certification worksheet, please explain or provide details as to why no investments are being made in those categories; i.e. explain what retrofitting work has already occurred, what software you have on hand, and if any maintenance contracts are still in place.

**FCC Form 471 Certification WORKSHEET SUMMARY: Complete & send to Schools and Libraries
Division (see pg. 5-7 for instructions)**

FCC Form 471 Certification Worksheet Summary	Funding Year 2015 (07/01/15–06/30/16)	Funding Year 2016 (07/01/16–06/30/17)
Section I: Connectivity (see page 5)		
I-A. Commitment Amount Requested		
• Telecom	1	\$ _____
• Voice	2	\$ _____
• Internet Access	3	\$ _____
• Basic Maintenance of Internal Connections	4	\$ _____
• Internal Connections / MIBS	5	\$ _____
TOTAL		
I-B. FCC Form 471 Applicant's Share		
• Telecom	6	\$ _____
• Voice	7	\$ _____
• Internet Access	8	\$ _____
• Basic Maintenance of Internal Connections	9	\$ _____
• Internal Connections / MIBS	10	\$ _____
TOTAL		
I-C. Amounts not covered by the E-rate Program		
• Telecom	11	\$ _____
• Voice	12	\$ _____
• Internet Access	13	\$ _____
• Basic Maintenance of Internal Connections	14	\$ _____
• Internal Connections / MIBS	15	\$ _____
Section II: Hardware (see page 6)		
	Funding Year 2015	Funding Year 2016
II-A. Number of Computers Connected	16a. # _____	16b. # _____
II-B. Number of Data/Voice Drops Installed	17a. # _____	17b. # _____
II-C. Applicant Expenditure	18a. \$ _____	18b. \$ _____
II-D. Contribution / In-Kind Donations	19a. \$ _____	19b. \$ _____
Section III: Professional Development (see page 6)		
III-A. Staff Training Hours (since 2015) (Total Equals 100%):		
0-4 Hrs. _____% 5-14 Hrs. _____% 15-24 Hrs. _____% 25-49 Hrs. _____% 50+ Hrs. _____%		
III-B. Applicant Expenditure	20a. \$ _____	20b. \$ _____
III-C. Contribution / In-Kind Donations	21a. \$ _____	21b. \$ _____
Section IV: Software (see page 6)		
IV-A. Applicant Expenditure	22a. \$ _____	22b. \$ _____
IV-B. Contribution / In-Kind Donations	23a. \$ _____	23b. \$ _____
Section V: Retrofitting (see page 6)		
V-A. Applicant Expenditure	24a. \$ _____	24b. \$ _____
V-B. Contribution / In-Kind Donations	25a. \$ _____	25b. \$ _____
Section VI: Maintenance (see page 6)		
VI-A. Applicant Expenditure	26a. \$ _____	26b. \$ _____
VI-B. Contribution / In-Kind Donations	27a. \$ _____	27b. \$ _____

Section VII: Technology Implementation Level (Enter Number of schools/libraries at each level from worksheet)

Level 1 current:	Level 2 current:	Level 3 current:	Level 4 current:
Level 1 by 6/30/17:	Level 2 by 6/30/17:	Level 3 by 6/30/17:	Level 4 by 6/30/17:

TO BE REMOVED BY REVIEWER IF NOT A CONSORTIUM APPLICANT

For consortium applicants choosing to provide a response on a disaggregated basis:

FCC Form 471 Consortium Discount Entity Name: _____ Entity

Number: _____

FCC Form 471 Certification Worksheet Summary page: _____ of _____

OPERATING BUDGET

Final Approved Operating Budget:

- Provide an approved 2016-2017 operating or facilities budget
- The budget must include total revenues and expenses (covering Funding Year 2016: July 1, 2016 – June 30, 2017) that documents your expenditures and ability to pay your share of the purchased products/services.
- Indicate the expense line (s) from which your E-rate Program share will be paid
- If you provide a final approved budget, we may verify that budget with independent sources. Please indicate on the budget whether or not it is final and approved.

Alternatives to a Final Approved Operating Budget:

If a final approved budget is not available or is still in the approval process, we will accept certain alternative documentation, please go to <http://www.usac.org/res/documents/sl/pdf/info-request/FCC-Form-471-Cert-Worksheet-Instructions.pdf> for further details.

Selective Review Information Request Completion Certification

Complete and return the enclosed Certification to the Schools and Libraries Division (SLD). If the applicant’s authorized representative completed the information in this document, please attach a copy of the letter of agency or other agreement between the applicant and consultant authorizing them to act on the school or library’s behalf. For the purposes of this form, in the Employer’s Name field, a consultant should enter the name of his or her consulting firm. Please note that if an authorized representative signs this form, an authorized school or library official is also required to sign in the space provided below.

Note: If a consultant was used, a school official MUST sign below. If no consultant was used, Section 1 must be completed with the applicant’s information.

SECTION 1: AUTHORIZED REPRESENTATIVE INFORMATION			
Name of Authorized Representative		Title	
Email Address		Telephone Office:	Fax :
Authorized Representative’s Employer’s Name			
Employer’s Street Address		State	Zip Code
SECTION 2: APPLICANT INFORMATION			
Billed Entity Name		Billed Entity Number	
Funding Year 2016 FCC Forms 471 Application Numbers:			
SECTION 3: CERTIFICATION STATEMENTS			
<input type="checkbox"/> I certify that I prepared the responses in this document on behalf of the above named entity. <input type="checkbox"/> I certify that despite any budget deficits, fund-raising effort shortfalls, or other uncertainties we expect to be able to finance this budget.			
Authorized Representative’s Signature		Date	
Authorized School or Library Official’s Signature and Title		Date	
Print Name of Authorized School or Library Official Named Above			

The FCC’s Report and Order (FCC 14-99) released on July 23 2014, sets out document retention requirements for program participants. Failure to comply with these requirements will put your funding at risk.