Universal Service
Administrative Co.

E-rate Program Applicant Training

Filing the FCC Form 470

September – November 2016

Universal Service
Administrative Co.

FCC Form 470

- Before you start

- Form section overview:

  – Basic Information

  – Service Requests

  – Technical Contact Information

  – Procurement Information

  – FCC Form 470 Review

  – Certifications & Signature

Universal Service Administrative Co.

Log in to EPC

- Information from your profile is automatically populated in the appropriate place(s) on your form. Review your information and make any necessary corrections or updates.

  – Contact information (name, address, telephone)

  – Information on related entities (schools in your school district, library branches in your library system)

  – Consortium members (consortia should verify that they have a complete list on their profile)

- Prepare attachments (e.g., RFPs) for uploading

Basic Information

- From your landing page, click "FCC Form 470" at the top of the page.
  - Paperwork Reduction Act notice
  - *Billed entity information
  - Create application nickname
  - *Application type, recipients of service (number and list), consultant information
  - Identify main contact person

*Items marked with an asterisk are populated from the profile.

Service Requests

- Choose Category One and/or Category Two

- If you indicate that there is an RFP, upload it.

  - You can indicate that the RFP applies to all new services in the category, or apply it selectively when you enter them.

  - Add service requests for your desired services.

    - You must describe the desired products and services with enough specificity to enable interested parties to bid.

Service Requests (continued)

– Write a narrative to describe the services.

– Choose service type, function, quantity, etc. – if you are not sure, provide your best estimate.

– The system creates a table of your requests so you can review and edit them.

– Note: If you are looking for a specific manufacturer, the system will automatically add the text "or equivalent" to your choice, as you must consider equivalent alternatives in your bid evaluation.

Technical Contact Person

- If you have chosen someone other than the contact person to provide additional technical details or answer specific questions, provide that information here.

  - You can choose a user on your account or provide contact information for someone who does not have access to EPC.

Procurement Information

- Identify any state or local procurement requirements that are applicable to this procurement in the text box provided.

Certification

- The certifier must check each of the certifications.

- Read them carefully to be sure that you can truthfully certify to each of them.

- Within a few minutes after you click "Certify," the system will generate your Receipt Notification Letter (RNL) and post it in your News feed.

RNL Modifications

- You can make the following changes to your form after it is certified:
    - Edit application nickname.
    - Add an RFP document.
    - Change main contact person.
    - Edit technical contact.
- To submit a change, access the form, choose "Related Actions," and then choose the change you want to make.

Where to Go for Help

- FCC Form 470 User Guide

- Online Learning Library

  – FCC Form 470 Video Series

- Applicant Process

  – Competitive Bidding

  – Selecting Service Providers

- FCC Form 470 Download Tool

QUESTIONS?

Thank you!