

# FCC Form 470 Walkthrough

E-Rate Tribal Training

February 8, 2022



Universal Service  
Administrative Co.

# DISCLAIMER

To accommodate all attendees, real-time closed captions will be present during this presentation. This is a new feature we are testing out to improve webinar accessibility for all. We understand it is a significant change and appreciate your patience. We apologize in advance for any transcription errors or distractions. Thank you for your support.

# Housekeeping

- Audio is available through your computer's speakers
  - The audience will remain on mute
  - **Enter questions at any time using the “Questions” box**
  - If your audio or slides freeze, restart the webinar
  - **A copy of the slide deck is in the “Handouts” section of webinar panel**
- 
- **Please indicate if you are a Tribal leader as we will answer Tribal leader questions first.**

# Meet Our Team



**Catherine Willis**

Senior Director | E-Rate program

**Presenter**



**Kraynal Alfred**

Tribal Liaison | Shared Services

**Moderator**

Kraynal coordinates Tribal outreach across USAC.

[TribalLiaison@usac.org](mailto:TribalLiaison@usac.org)

# Agenda

- Competitive Bidding Overview
- FCC Form 470 and Important Resources Overview
  - FCC Form 470 Instructional Videos
  - FCC Form 470 Filing EPC System Guide
  - FCC Form 470 Services Guiding Statement Table
  - Recommended Recorded Trainings posted on the E-Rate Tribal Training page
- Technology & E-Rate Eligibility Overview
- Sample FCC Forms 470 and 471 Overview
- Q&A Session

# **Competitive Bidding Review**

Step 1 in the E-Rate Application Process

# FCC Form 470: Description of Services Requested and Certification Form

## FCC Form 470 Overview

- **Step 1:** Use FCC Form 470 to start your competitive bidding process.
  - Prepare to evaluate bids.
    - Create an evaluation matrix using the price of the eligible services or equipment as the primary factor.
    - You may use other bid evaluation factors, but price of the eligible services and equipment must be the most heavily weighed factor.
  - Wait at least 28 days before moving to Step 2: Select a Service Provider.

**Competitive  
Bidding**

**470**

**FY2022 Dates**

July 2021  
to  
February 22, 2022

# Requesting Equipment and Services

- The FCC Form 470 opens the competitive bidding process.
- It notifies potential bidders of the types and quantities of equipment and/or services requested.
- Only the applicant or its authorized representative can prepare, sign, or submit the FCC Form 470.

**Competitive  
Bidding  
470**



# Competitive Bidding Requirements

- The competitive bidding process must be open and fair.
  - **Open** = information shared with one bidder must be shared with all.
  - **Fair** = bidders must be evaluated fairly and equally.
- **28-Day Waiting Period**
  - FCC Form 470 must be posted on the USAC website for a minimum of 28 days before you can select a vendor and file an FCC Form 471 to submit your funding requests.
- You must also comply with any applicable state, Tribal, and/or local procurement requirements in addition to the E-Rate competitive bidding rules.

**Competitive  
Bidding  
470**

# **FCC Form 470 and Important Resources Overview**

# E-Rate Productivity Center (EPC)

- **E-Rate Productivity Center (EPC)** is the account and application management online system for the E-Rate program.
- Applicants use this tool to:
  - Manage and complete E-Rate program forms,
  - Receive notifications,
  - Open customer service cases to ask questions or seek assistance, and
  - Contact customer service.
- **Note:** Setting up new user and entity profiles in the EPC can take several days to complete depending on a number of factors, including the number of entities joining a consortium and the availability of designated users to activate their accounts.
  - See the [Before You Begin](#) page or the [Registration Checklist for New Tribal Libraries](#) (PDF).


# FCC Form 470 and Competitive Bidding Videos

- [How to File an FCC Form 470](#) (26:04 mins)
- [How to Search for FCC Form 470](#) (12:25 mins)
- [E-Rate Competitive Bidding Process](#) (5:00 mins)
- Visit [FCC Form 470 Videos](#) on the USAC website to find the instructional videos



# FCC Form 470 Filing EPC System Guide

- Form Assistance
- One Portal
- Begin the form: Basics
- Categories of services
- Certifications
- Signatures
- Review the [FCC 470 Filing EPC System Guide](#)



Universal Service Administrative Co.
Available for Public Use


### Form Assistance

Program applicants file the FCC Form 470 (Description of Services Requested and Certification Form) in USAC's [E-Rate Productivity Center \(EPC\)](#). You can find information about this form on the [FCC Form 470 Filing](#) web page.

If you have any questions about completing this form, please contact the Schools and Libraries (E-Rate) program Client Service Bureau (CSB) at (888) 203-8100 between 8:00 a.m. and 8:00 p.m. ET Monday through Friday.

You can also create a customer service case in EPC by selecting the **Contact Us** link on your EPC landing page or by using the **Actions** tab.





### One Portal

To file an FCC Form 470, all users must first log in to One Portal, USAC's [multi-factor authentication \(MFA\)](#) system. MFA is a method of authenticating a computer user during the login process by requiring the user to enter two or more separate pieces of information, such as a password known to the user and a code we generate and send to the user by email or text. MFA helps safeguard access to data and applications, and provides additional security. One Portal complies with both federal and Federal Communication Commission (FCC) information security guidelines.


To learn more about USAC's MFA and to find a list of all Universal Service Fund (USF) IT applications included in the single portal, visit [USAC's website](#).

If you are also an EPC user, USAC has already created an account for you in One Portal. To set up your credentials in One Portal, click the blue **Sign In** button at the top of any USAC page and follow the instructions.

4 | Universal Service Administrative Company | FCC Form 470 User Guide

# Overview: FCC Form 470 Guiding Statements Table

- Explains how to complete the FCC Form 470 based on the type of service
- Category One vs. Category Two
- Leased Dark and Lit Fiber
- Internet Access services
- Data Transmission services
- Download the [FCC Form 470 Guiding Statements Table](#) (PDF)


Available for Public Use

FY22 FCC Form 470 Services Guiding Statements Table

Starting with Funding Year 2022, the FCC Form 470 includes guiding statements to help applicants request E-Rate eligible services and/or equipment for the upcoming funding year. The following tables provide a quick way to reference the options provided in the form along with guiding messages.

Please see footnotes for additional information where provided.

Category One

If you intend to request bids for:	You should first select "I seek bids for internet access and/or data transmission service." Next, choose the following FCC Form 470 statement:	Then, choose the following FCC Form 470 statement:
Internet Access and Data Transmission Service	I seek bids for internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).	I seek bids for internet access and data transmission services, whether offered by one service provider(s) as a bundled package or offered by one or more service providers as independent services. <sup>1</sup>
Cellular Data Plan/Air Card Service	I seek bids for internet access and data transmission service (provided over any combination of transmission medium, e.g., fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave).	I seek bids for data plans or wireless adapters (Air Cards) for mobile devices for commercial wireless service for a school or library that does not have existing broadband internal connections. <sup>2</sup>

<sup>1</sup> Applicants can use the narrative field on the FCC Form 470 and/or their RFP, if applicable, to provide additional details regarding their service need requirements.

<sup>2</sup> Cellular data plans and air cards for mobile devices are eligible only when the applicant seeking support demonstrates that the individual data plans are the most cost-effective option for providing internal broadband access for mobile devices at schools and/or libraries.

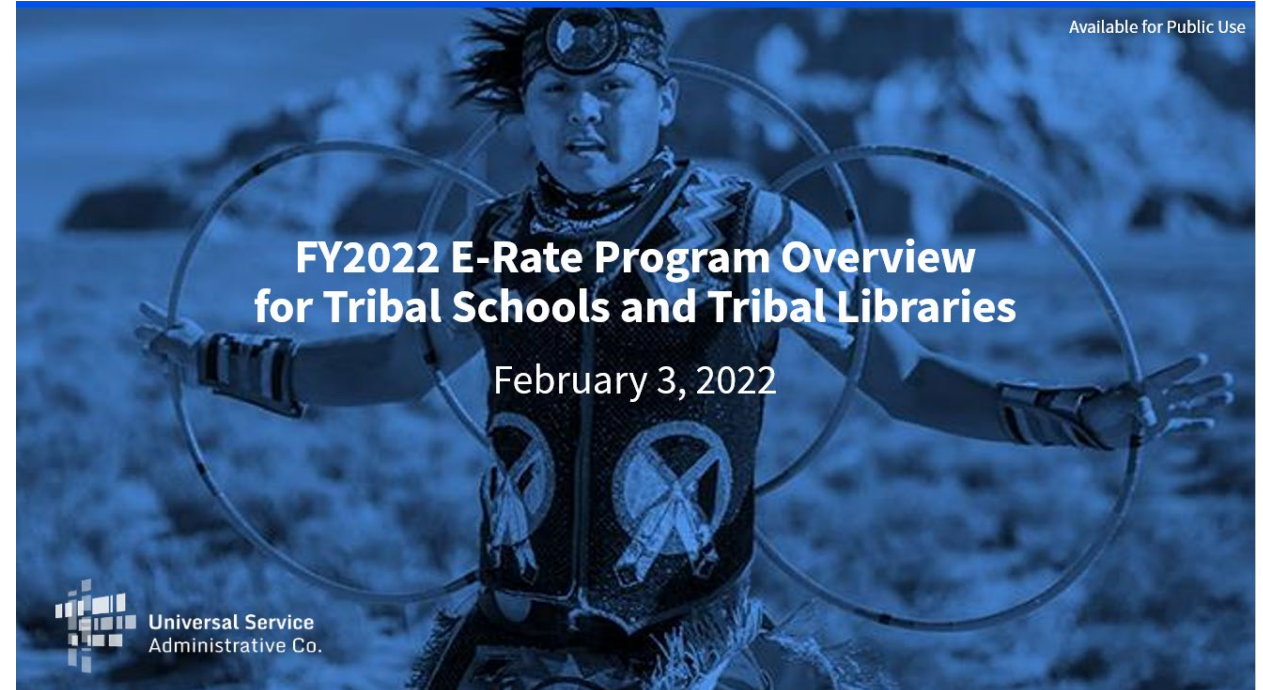
[usac.org/e-rate](https://usac.org/e-rate)
Updated December 2021

## **Recommended Recorded Trainings**

Posted on the [E-Rate Tribal Training](#) page

# Information Session for Tribal Applicants: Feb 3, 2022

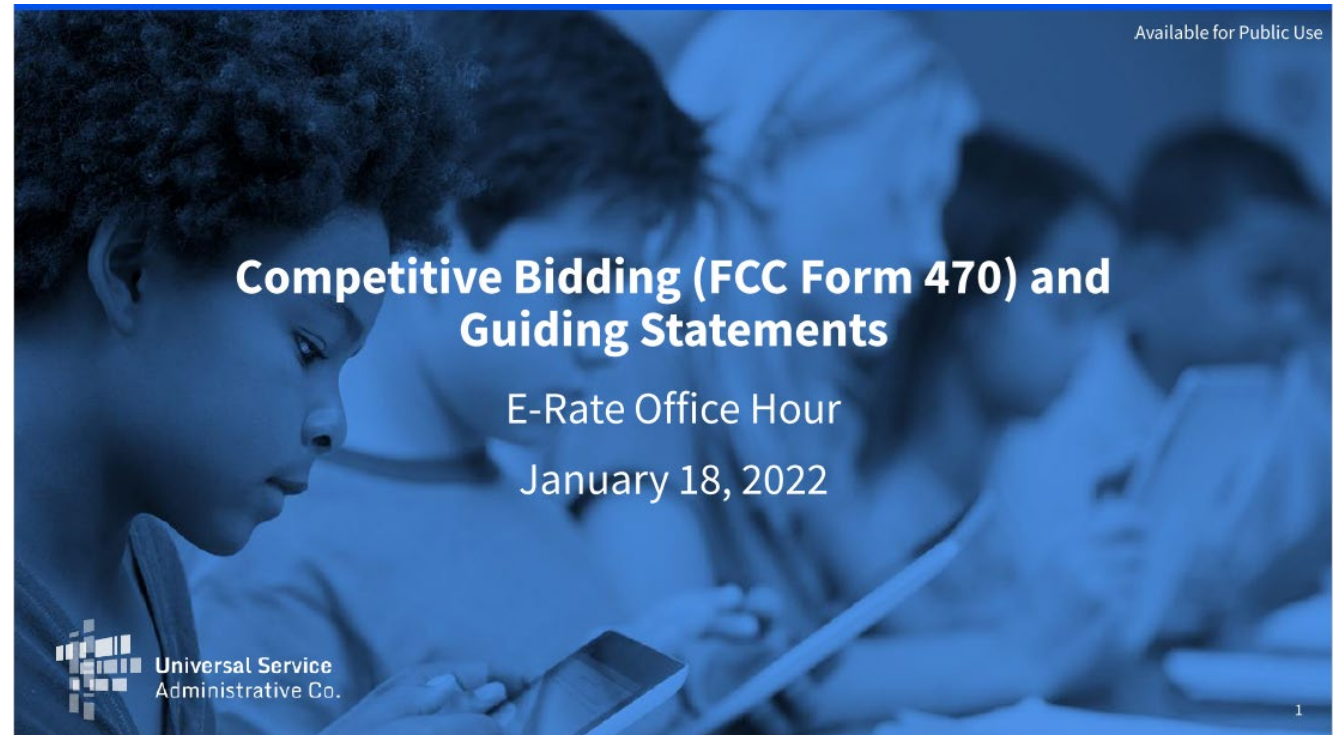
- USAC Overview
- Program Overview
- Eligibility Overview
- Important Terminology
- Application Process: Step-By-Step Overview
- Get Started: Requesting an Entity Profile for New E-Rate Applicants
- [Watch a recording](#)





# Competitive Bidding (FCC Form 470) and Guiding Statements Overview and Office Hour: January 18, 2022

- FCC Form 470 Filing EPC System Guide
- FCC Form 470 Services Guiding Statement Table
- Lowest Corresponding Price
- FCC Form 470 Search User Guide
- [Watch a recording](#)



# E-Rate Pre-Commitment Process Webinar: Nov. 16, 2021

- Application Process
- Competitive Bidding (FCC Form 470)
- Evaluating Bids
- Requesting Funding (FCC Form 471)
- Application review
- Funding commitments
- Document retention
- [Watch a recording](#)



# Eligible Services 101 Webinar: November 17, 2021

- Eligible Services
- Early Installation
- Basic Fiber Concepts
- Q & A Session
- [Watch a recording](#)





# Technology & E-Rate Eligibility Overview

Categories of Equipment

Eligible Services/Equipment

Network Structures

Common Network Equipment

Technical & E-Rate Terms



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# **Eligible Services Overview**

Category One (C1) and Category Two (C2)

# Eligible Services

- **Category One (C1)**

- Data Transmission and/or Internet Access
- No budget (limit) on funding request

- [FY2022 Eligible Services List](#) (PDF)

- **Category Two (C2)**

- Internal Connections, Managed Internal Broadband Services, and Basic Maintenance of Internal Connections
- Budget limit on how much funding an applicant may request
- Budget covers a five-year period

# **Eligible Services: Category One (C1)**

Examples

# Review: Category One (C1)

- **Category One (C1)** includes services that bring broadband services to eligible schools and/or libraries.
  - Eligible services are classified as:
    - Data Transmission and/or
    - Internet Access services

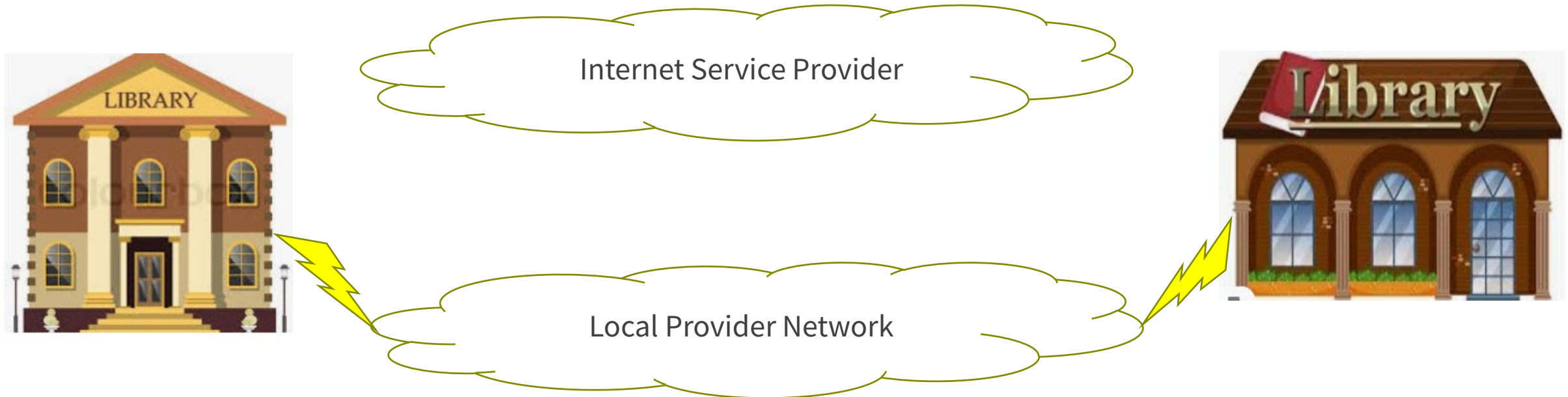


# Examples: Category One (C1) Services

- Examples of **Category One (C1)** services include:
  - Ability to securely transmit data between locations
  - Public internet access
    - Cable provider internet
    - Satellite internet

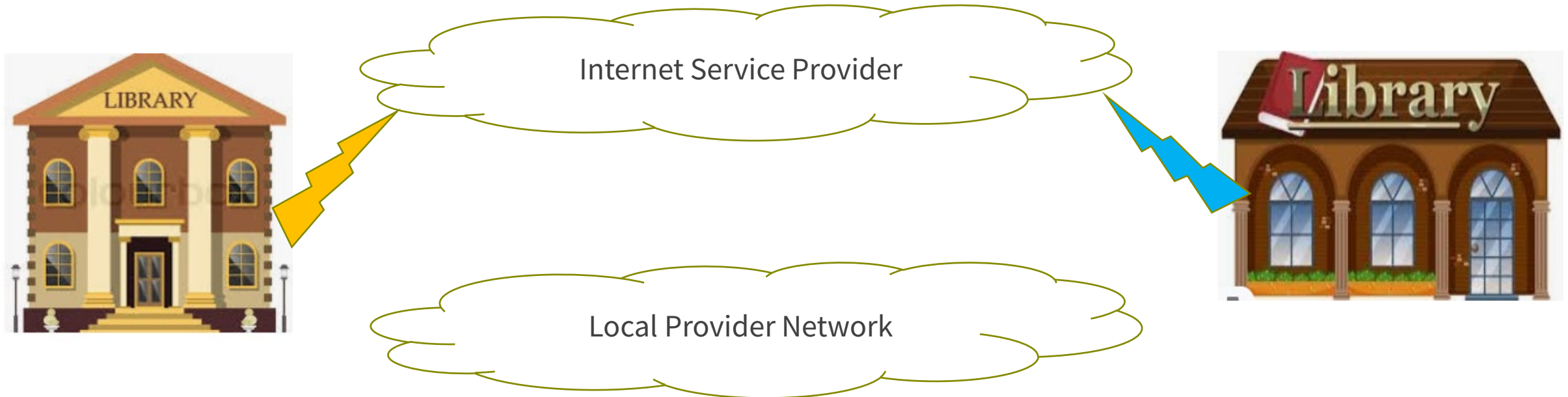
# Category One (C1): Data Transmission

- **Data Transmission** services are secure connections between eligible locations. These connections would not include public internet access.
  - Example – Library 1 needs a secure connection to Library 2 to transmit library records.



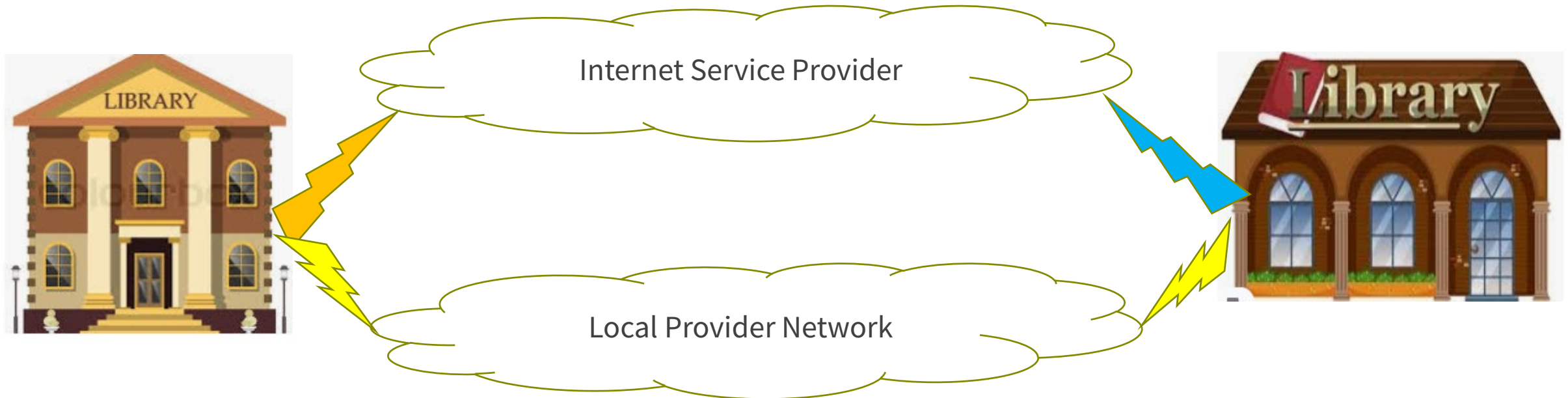
# Category One (C1): Internet Access

- **Internet Access** services are connections from an eligible location to an internet service provider. These connections would allow the location access to the publicly available internet.
  - Example – Library 1 and Library 2 need individual internet services.



# Data Transmission and Internet Access

- Both types of service will be needed if a secure connection between two eligible locations is needed along with internet services at both locations.
  - Example – Library 1 and 2 each need individual Internet Access services. If the two libraries also transmit confidential library records between each other, they will also need a secured data transmission service as well.



## Category Two (C2)

# Eligible Services: Category Two (C2)

- **Category Two (C2)** includes services or equipment necessary to transport information to classrooms or publicly accessible areas of a library.
- **There are three service types:**
  - **Internal Connections (IC)** – Equipment needed to utilize a broadband connection within a school or library. This includes, for example, routers, switches, cabling.
  - **Basic Maintenance of Eligible Broadband Internal Connections (BMIC)** – Covers the repair and up-keep of the eligible equipment needed to use a broadband connection within a school or library.
  - **Managed Internal Broadband Services (MIBS)** – Services provided by a vendor related to the operation, management, and monitoring of eligible internal connections (owned or leased equipment) necessary for the broadband connectivity within schools and libraries.
- End User equipment, such as laptops , computers, headsets, speakers, are **not** eligible for E-Rate funding.

# Eligible Services: Category Two (C2)

- Examples of Category Two (C2) services include:
  - **Internal Connections**
    - Cabling, routers, switches, modems, and wireless access points
    - If a device needs software or a license to make it work, this is also eligible (**Right-to-Use and Client Access Licenses**)
  - **Basic maintenance of Internal Connections (BMIC)**
    - The repair and upkeep of eligible internal connections (services to deploy bugs, fixes, patches)
    - Multi-year maintenance service subscriptions (updates to existing software)
    - Only maintenance services provided for the current funding year are eligible. (i.e., a three year subscription should be requested annually for one third of the price over three years)
  - **Managed internal broadband services (MIBS)**
    - Managed Wi-Fi Agreement

# Example: Common Eligible Internal Connections

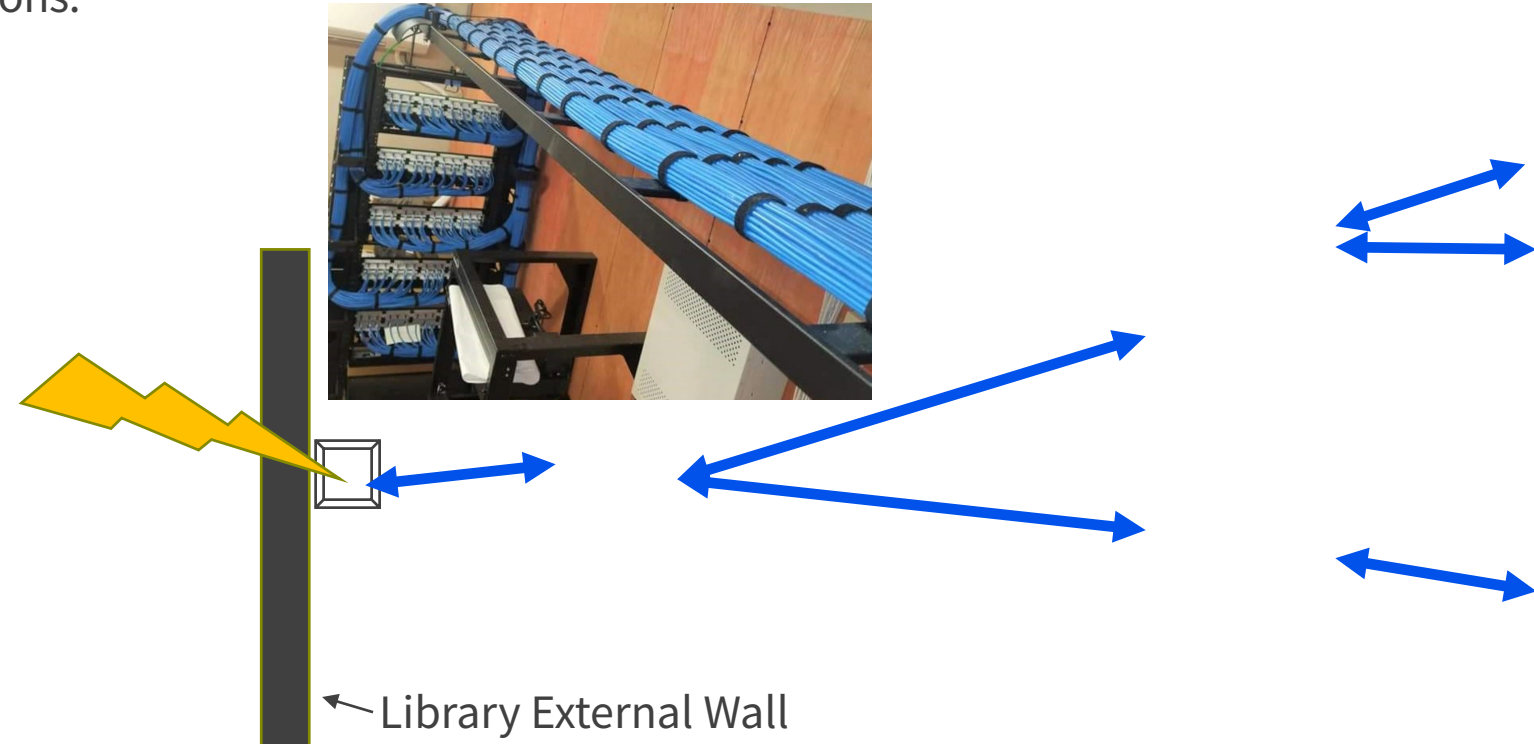
- Some **common eligible Internal Connections** that may be utilized are displayed here.
- In this **scenario**, a library is receiving internet service which has been delivered by the service provider to the library's technical room to a terminating point. They are looking for internal connections to cost effectively connect laptops and desktops to utilize the internet service.
- **Note:** End user equipment, such as laptops, computers, headsets, speakers, are not eligible for E-Rate support.





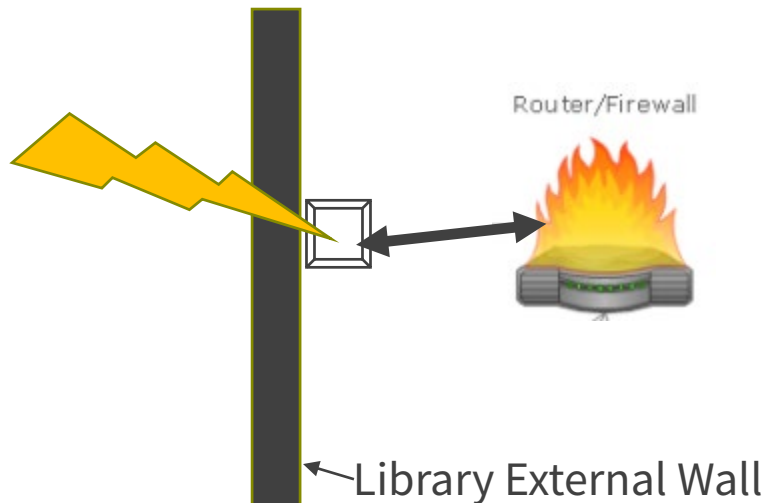
# The Five Eligible Internal Connections

- Utilized five different types of eligible internal connections **C2 equipment/services** to accomplish internet connection to their end user devices. **Cabling** is utilized to provide connection to the various devices and transport information.
- The five eligible internal connections:
  - Cabling
  - Router
  - Firewall
  - Switch
  - Wireless Access Point



# Router and Firewall

- The **Router** can act as the initial device in your internal network. It is the main communication point between the internet access service and the devices in your internal network.
- A **Firewall** acts as a barrier between the internal network and the public internet.



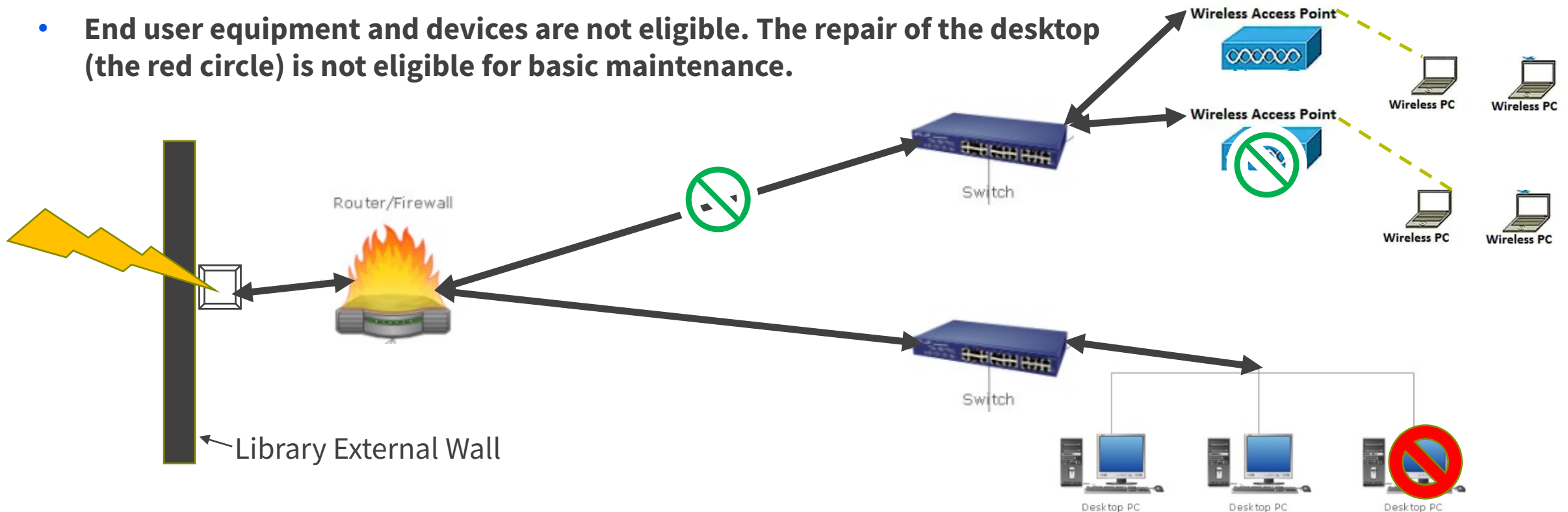
# Switch and Wireless Access Points (WAP)

- A **Switch** acts as a connecting device for multiple other devices.
- The **Wireless Access Points (WAP)** receive and transmit wireless Internet to applicable devices.



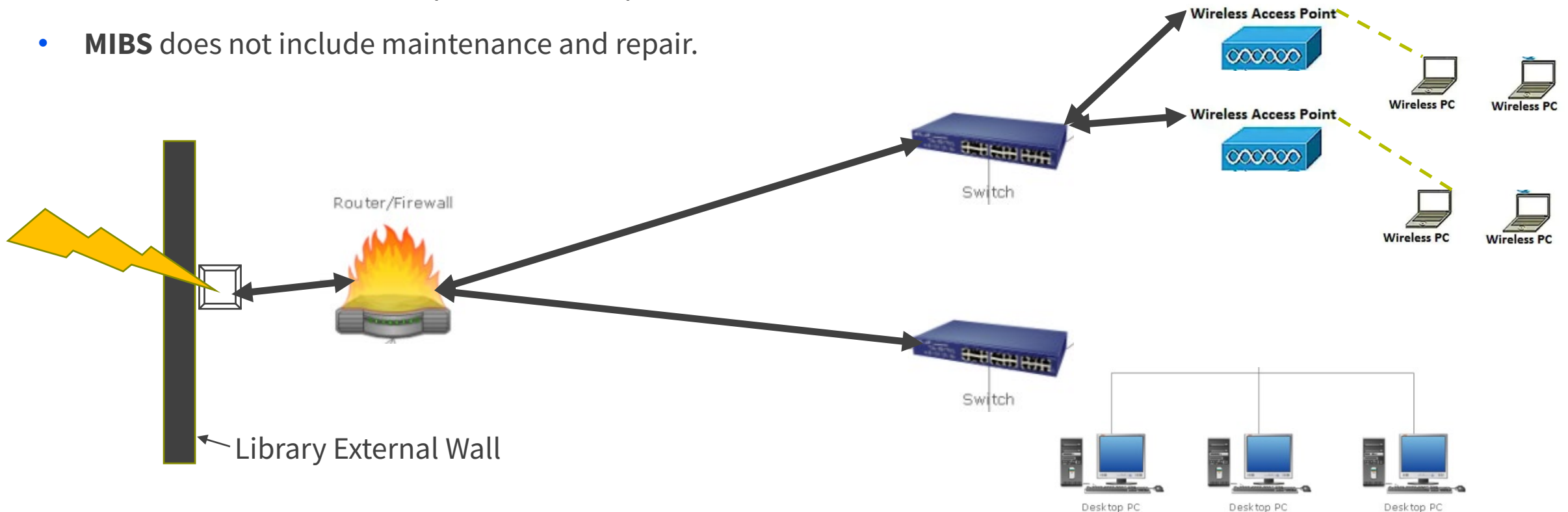
# Basic Maintenance

- **Basic Maintenance** is eligible on equipment that is **E-Rate eligible**.
- In this **example**, a cable and a Wireless Access Point are not functioning properly. The green circles below indicate malfunctioning equipment but **are eligible** for the **basic maintenance and repair** of these items **is also eligible**.
- **End user equipment and devices are not eligible. The repair of the desktop (the red circle) is not eligible for basic maintenance.**



# Managed Internal Broadband Services (MIBS)

- If you need help in the daily operation of your internal network, this service provided by a vendor is eligible as **Managed Internal Broadband Services (MIBS)**. They can support equipment that an applicant already owns or they can install equipment that they lease to the applicant. They can perform actions on the eligible equipment to ensure that the internal network operates at an optimal level.
- **MIBS** does not include maintenance and repair.



# **Basic Fiber Concepts**

Category One (C1)

# Introduction to Fiber: Types of Eligible Fiber

- **Data Transmission and Internet Access services** can be transmitted over various types of **physical methods**.
  - **Four examples of physical methods:**
    - **Fiber**
    - Copper
    - Microwave
    - Satellite
- The next couple of slides will provide additional information on the various types of Category One (C1) Fiber services.

# Introduction to Fiber: Types of Eligible Fiber

## 1. Leased lit fiber

Data Transmission or internet access services where the **applicant pays a monthly fee** to the service provider who **provides the service via fiber**. This is a **totally inclusive service** consisting of all the components needed to provide and maintain the service.

## 2. Leased dark fiber

Service providers may have fiber that they are not currently utilizing that could be used to provide services. Applicants can lease portions of this unused fiber network that is owned by a service provider.

- This lease would **only be to use the fiber**.
- The applicant needs to **account for**
  - **any network equipment needed to use the fiber**, and
  - **associated maintenance and operations of the fiber**.
- The applicant will also need obtain **separately any needed data transport and/or internet access** service over that fiber.



# Introduction to Fiber: Types of Eligible Fiber

## 3. Self-provisioned networks

- Applicant can also seek requests to build and own their own **high-speed broadband network**.
  - The applicant will need to show that building its own network is more cost-effective than leasing or using an existing network for the same period of time. This is also known as being the most-cost effective option.
  - If building the network is determined to be the most cost-effective option, the applicant hires a vendor to construct the network, or a portion of the network that the applicant will use. The applicant can completely or partially own and maintain the network or a portion of the network.
  - A self-provisioned network can be shared with an ineligible third-party entity so long as the ineligible third-party entity pays its fair share of the costs of the undiscounted costs of the network. The applicant will have to show that the fair share paid by the ineligible third-party was reasonable.
- Although included as a fiber option, a self-provisioned network may **utilize technologies other than fiber** (e.g., Copper, Microwave, and Satellite).
  - The **applicant must**
    - Pay for the network equipment,
    - Pay to maintain and operate the network, and
    - Pay for any data transport and/or internet access services that are used on the network separately.

# Fiber: What is Network Equipment?

- Network Equipment includes the electronics and equipment **necessary** to make a **Data Transmission and/or Internet Access** services functional.



# Fiber: What is Network Equipment?

- Eligible under **Category One (C1)**.
  - A single piece of Network Equipment, also called **basic terminating equipment**.
    - The single piece must be located at the **demarcation** – the point at which the service provider would start to check if services were interrupted.

# Sample FCC Forms 470 & 471



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# Form Samples Overview and Discussion

- Sample Basic FCC Form 470 & 471 (Developed for Discussion Only)
- Shows what a completed form could look like utilizing common examples:
  - Internet access services
  - Internal connections like routers, wireless access points, and equipment needs within the library for wireless internet access
  - Basic maintenance of the new internal connections equipment that they may be requesting (routers, WAPs, etc.); and
  - Managed internet broadband service (MIBS).

# Sample 1: FCC Form 470

- Download [Sample 1](#)  
(PDF; 4 pages)
- For Identification Purposes
  - Header:
    - FCC Form 470 – Funding Year 2022
  - Sub-header:
    - Form 470 Application Number: 220000309
    - ex: internet access and access points
- Developed for Training Purposes Only

 <b>Universal Service Administrative Co.</b>			
<b>FCC Form 470 – Funding Year 2022</b>			
Form 470 Application Number: 220000309 ex: internet access and access points			
<b><u>Billed Entity</u></b> Independent Library 18 1112 East Ave Queens, VA 64183 Bedford 111-111-1112		<b><u>Contact Information</u></b> Independent Library Admin 18 ind_lib_18_aa@testmail.usac.org 111-111-1111 ext.14	
<b>Billed Entity Number:</b> 20327 <b>FCC Registration Number:</b> 2234567890		<b>Number of Eligible Entities:</b> 1	
<b><u>Application Type</u></b> <b>Applicant Type:</b> Library <b>Recipients of Services:</b> Main Branch; Public Library; Tribal Library			
<b><u>Consulting Firms</u></b>			
<b>Name</b>	<b>Consultant Registration Number</b>	<b>Phone Number</b>	<b>Email</b>
<b><u>Consultants</u></b>			
<b>Name</b>	<b>Phone Number</b>	<b>Email</b>	
<b><u>RFPs</u></b>			



# Sample 2: FCC Form 471 (Category 1)

- Download [Sample 2](#) (PDF; 7 pages)
- For Identification Purposes
  - Header: Description of Services Ordered and Certification Form 471
  - Application Number: 221000083
  - Category of Service: Category 1
- Developed for Training Purposes Only

OMB 3060-0806  
FCC Form 471

Approval by OMB  
December 2018



**Description of Services Ordered and Certification Form 471**

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**FCC Form 471**

Application Information

**Nickname**      ex: internet access

**Funding Year**      2022

**Application Number**      221000083

**Category of Service**      Category 1

Billed Entity

Independent Library 18  
1112 East Ave Queens VA 64183  
111-111-1112

Contact Information

Independent Library Admin 18  
111-111-1111  
ind\_lib\_18\_aa@testmail.usac.org

**Billed Entity Number**      20327

**FCC Registration Number**      2234567890

**Applicant Type**      Library

Entity Information

Library Entity - Details

BEN	Name	FSCS Code	Urban/ Rural	Total Square Feet	School District Name	School District BEN	Library Attributes

# Sample 3: FCC Form 471 (Category 2)

- Download [Sample 3](#) (PDF; 7 pages)
- For Identification Purposes
  - Header: Description of Services Ordered and Certification Form 471
  - Application Number: 221000084
  - **Category of Service:** Category 2
- Developed for Training Purposes Only

OMB 3060-0806 FCC Form 471		Approval by OMB December 2018	
 <b>Universal Service Administrative Co.</b>		<b>Description of Services Ordered and Certification Form 471</b>	
<b>FCC Form 471</b>			
<u>Application Information</u>			
<b>Nickname</b>	ex: access points	<b>Application Number</b>	221000084
<b>Funding Year</b>	2022	<b>Category of Service</b>	Category 2
<u>Billed Entity</u>		<u>Contact Information</u>	
Independent Library 18 1112 East Ave Queens VA 64183 111-111-1112		Independent Library Admin 18 111-111-1111 ind_lib_18_aa@testmail.usac.org	
<b>Billed Entity Number</b>	20327		
<b>FCC Registration Number</b>	2234567890		
<b>Applicant Type</b>	Library		
<u>Entity Information</u>			
<u>Library Entity - Details</u>			



# FCC Form 470: Narrative Language Categories

## Frequently Used Categories When Requesting Services

- **Disqualifying Factors** – These are the factors that the applicant requires for a bid to be responsive and considered. If the bid does not meet all of these requirements, it would be disqualified. If there are disqualifying factors, they must be included in the FCC Form 470.
- **Contract Terms** – Applicants can include information on the contract terms they are seeking. For example, if they are seeking a contract for a 3-year term, or if they want an option to extend the contract for an additional 1-year term. This information can be included on the FCC Form 470.
- **Unique Entity Information** – If there are unique factors for providing service to a specific entity, an applicant can include this information on the FCC Form 470. For example, an applicant may be planning to build a new school, they can include this information to let the service providers know the school has not been constructed yet.
- **Required Actions for the bidder** – Applicants may require service providers to conduct a site visit or attend a Q&A session. Applicants may want the bids to be provided in certain manner such as in hard copy through the mail or uploaded at a specific website. Applicants can include these requirements on the FCC Form 470.
- **General Technical Specifications** – If certain technical requirements are required, they should be included on the FCC Form 470.
- **General Summary** of their request for equipment or services. This provides a general summary of the equipment and/or services the applicant is requesting through the E-Rate program.

# FCC Form 471: Narrative Language Categories

## Frequently Used Categories

- **Additional Service Details** – If there are additional details about the requested equipment or services, the applicant can add that information on the FCC Form 470.
- **Entity Updates** – In future funding years, if an entity was not able to update its profile information during the [administrative window](#), they can include that information here. For example, if the student count has increased, they can note that increase to be corrected in their profile.
- **Cost Allocations for Services and Entities**
  - See the [Cost Allocation for Services](#) page for more information
  - See the [Cost Allocation for Ineligible Entities](#) page for information
- Information related to **Transition of Services**. If the applicant is planning transition services (i.e., transfer from one provider to a different one) during the funding year, they can include that information here. For example, there may be multiple funding requests that may need to be transitioned to the new provider.



## Remember: 28-Day Waiting Period

- FCC Form 470 must be posted on the USAC website for at least 28 days before you may select a vendor, enter into a contract or agreement, and file your funding application, the FCC Form 471.
- USAC will post the FCC Form 470 after it is submitted and certified to its website for service providers to search and view. The service providers will submit bids to the contact person on the FCC Form 470 in the manner specified on the form.
- The allowable contract date (ACD) will be generated when the FCC Form 470 is submitted and is included on the form so the applicant knows when they will be able to move forward with selecting their service provider and submitting the funding application.

# Upcoming Trainings

- **FY2022 E-Rate Tribal Training Series**
  - **Session 1: E-Rate Tribal Info Session**  
Last week's session. A recording will be available on the [E-Rate Tribal Training](#) page.
  - **Session 2: FCC Form 470 Walkthrough for Tribal applicants (The First Form)**  
Today's session. A recording will be available on the [E-Rate Tribal Training](#) page.
  - **Session 3: Office Hours for Tribal Applicants - [Register](#)**  
February 15, 2022 at 4 p.m. ET
  - **Session 4: FCC Form 471 Walkthrough for Tribal applicants (The Second Form) - [Register](#)**  
March 8, 2022 at 4 p.m. ET
  - **Session 5: Office Hours for Tribal Applicants - [Register](#)**  
March 15, 2022 at 4 p.m. ET

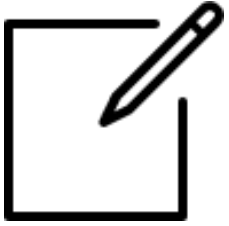
# Resources

- [E-Rate Tribal Training webpage](#)
- [E-Rate Webinars](#)
- [Video Tutorials](#)
- [E-learning Modules](#)
- [E-Rate Program Applicant Document Retention List](#)

# Additional Resources

- [Subscribe](#) to the E-Rate News Brief and the E-Rate Tribal e-Newsletter
  - Deadline reminders
  - Training announcements
- Customer Service Center (CSC)
  - Call us at (888) 203-8100
  - Monday – Friday, 8 a.m. to 8 p.m. ET
- For Tribal Partners: The [USAC Tribal Liaison](#) can help guide you to public resources, call centers, or program teams. You can contact USAC's Tribal Liaison at [TribalLiaison@usac.org](mailto:TribalLiaison@usac.org).

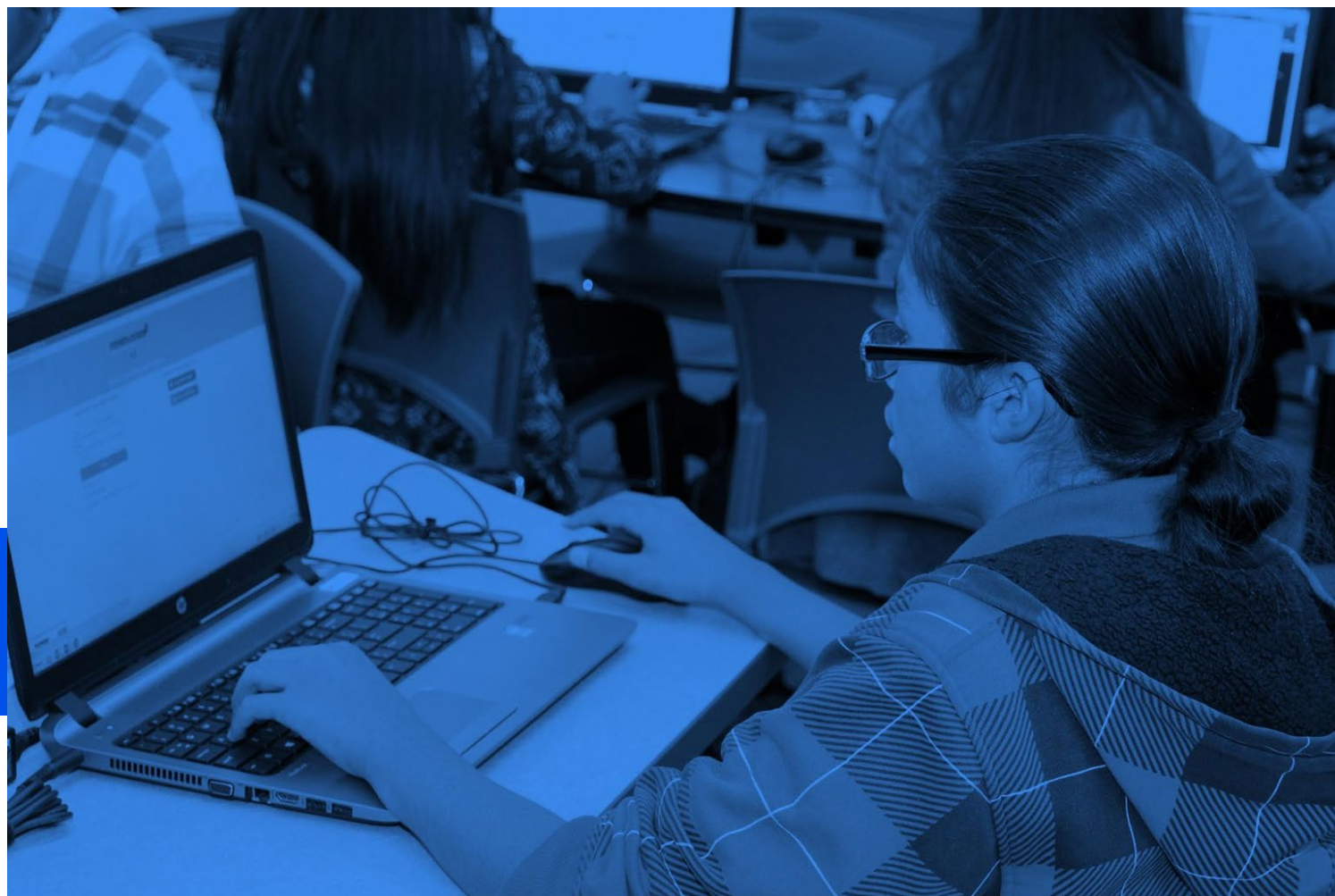
# Take Our Survey



- We want to hear about your webinar experience.
- Expect an email from [invites@mailersurveygizmo.com](mailto:invites@mailersurveygizmo.com) with a unique survey link in 1-2 business days.
- We appreciate your feedback!



**Thank You!**





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# Appendix



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# Lowest Corresponding Price

- Ensures that
  - Service providers do not charge applicants more than they would charge their other customers for the same services.
  - Any lack of experience in negotiating in a service market does not prevent applicants from receiving competitive prices.
  - Visit the [Lowest Corresponding Price](#) page for more information.

Service Provider Process

[Before You Begin](#)
[Step 1: Obtain a SPIN](#)
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[Step 2: Responding to Bids](#)
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Lowest Corresponding Price

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## Lowest Corresponding Price

Lowest corresponding price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular applicant (school, library, or consortium) for similar services. See 47 C.F.R. § 54.500.

A similarly situated applicant is one that is located in the service provider's geographic service area (i.e., the area in which the service provider is seeking to serve customers with any of its Schools and Libraries (E-rate) program services). See First Report and Order PDF (opens in new window), 12 FCC Rcd 8776, 9032, para. 486.

Similar services include those provided under contract, as well as those provided under tariff. First Report and Order, 12 FCC Rcd 8776, 9032, para. 485. See also Fourth Order on Reconsideration PDF (opens in new window), Report and Order 13 FCC Rcd 5318, 5398, para. 133.

Service providers cannot charge applicants a price above the LCP for E-rate program services. See 47 C.F.R. § 54.511(b).

This ensures that:

- Service providers do not charge applicants more than they would charge their other customers for the same services. See First Report and Order, 12 FCC Rcd 8776, 9031-32, para. 484; and
- Any lack of experience in negotiating in a service market does not prevent applicants from receiving competitive prices. See First Report and Order, 12 FCC Rcd 8776, 9031, para. 484.

A service provider – regardless of the size of the company or the category of service provided – must ensure that the LCP is provided to applicants. The applicant is not obligated to ask for it, but must receive it. See 1996 Universal Service Order, 12 FCC Rcd 87, 383, para. 540.

# FCC Form 470 Search User Guide

- How to search for certified FCC Form 470s in EPC
- Search and Export Certified FCC Forms 470
- Exporting Search Results
- Download the [FCC Form 470 Search Guide](#) (PDF)

## SCHOOLS AND LIBRARIES (E-RATE) PROGRAM


Last Modified: April 2018

### How to Search for FCC Forms 470 in EPC

Any user with an E-rate Productivity Center (EPC) account can search for and view certified FCC Forms 470 using a number of different criteria. Criteria include, for example, funding year, service type(s), state, or zip code.

#### Service Providers

Log in to EPC. Service provider users will see **Search FCC Forms 470** in the top right-hand menu of their landing page and can click this link to access the search function.



All Other Users  
Log in to EPC, click the **Actions** tab, and select **Search and Export Certified FCC Forms 470**.

### Search and Export Certified FCC Forms 470

1. Enter the search criteria:
  - Funding Year
  - Date Posted Online\*
  - Service Type(s)
  - Applicant Type\*
  - Zip Code
  - State\*

\*mandatory field
2. Click **Continue**.

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