



FCC Form 470 and Competitive Bidding (Beginner/Intermediate Session)

E-rate Office Hour Webinar

February 3, 2021



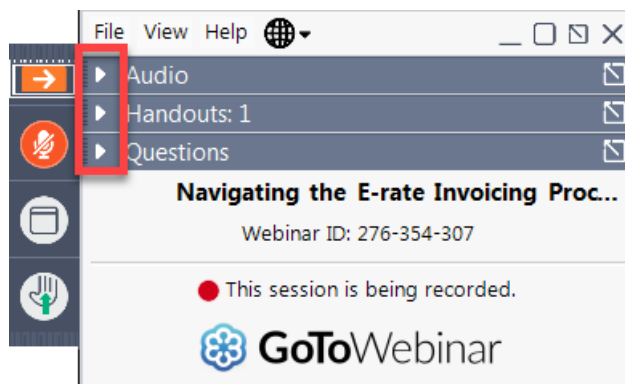
Universal Service
Administrative Co.

HOUSEKEEPING – WEBINAR PANEL

- The webinar panel is located on the right-hand side of the screen.
- Open the panel by clicking the orange arrow.

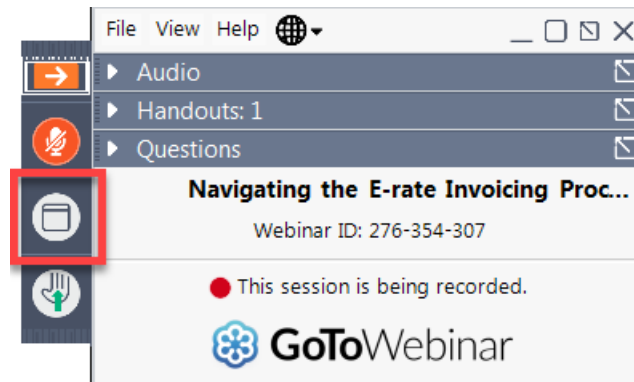


- Use the white arrows to open the sections in the panel.

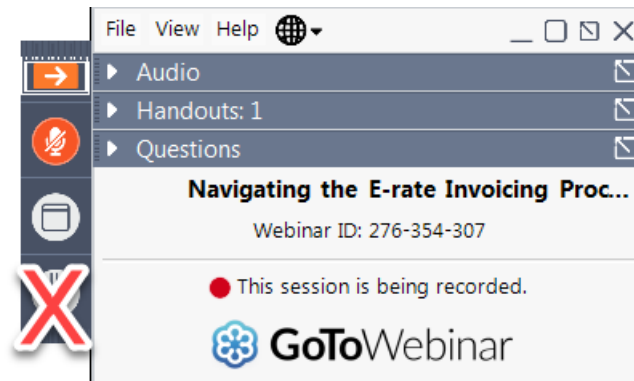


HOUSEKEEPING – WEBINAR PANEL

- You can use the panel to view the presentation in full screen or window mode.

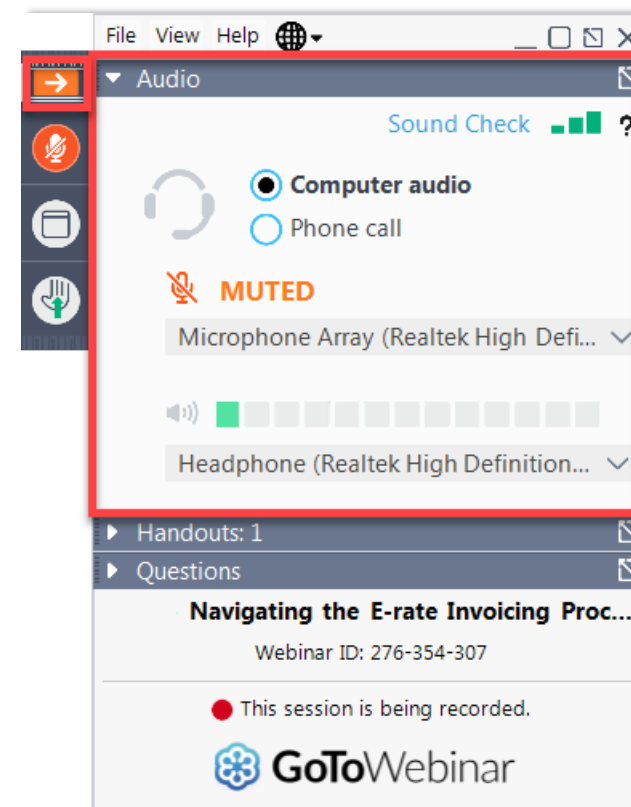


- We are not using the hand raise function.



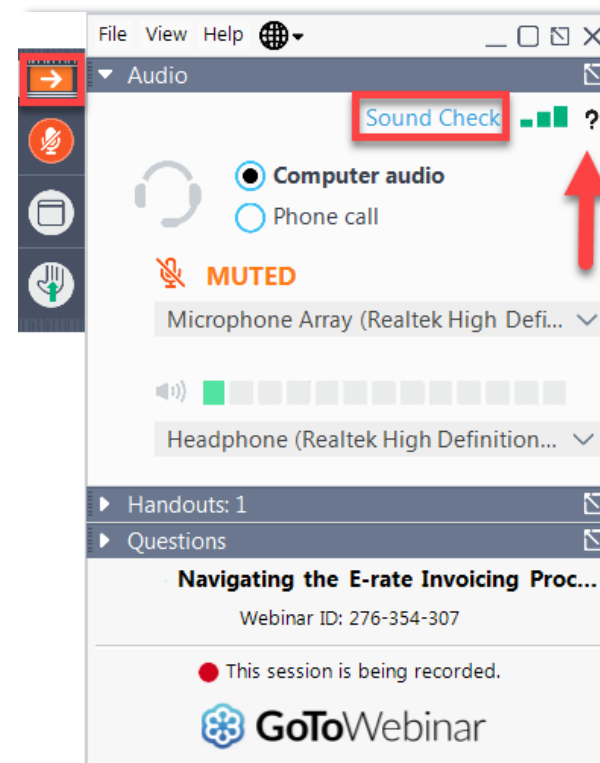
HOUSEKEEPING – AUDIO

- Use the “Audio” section of your control panel to select an audio source.
- Choose one of the audio options:
 - Your computer's audio
 - Call in using an access code and audio PIN.
- The audience will remain on mute.

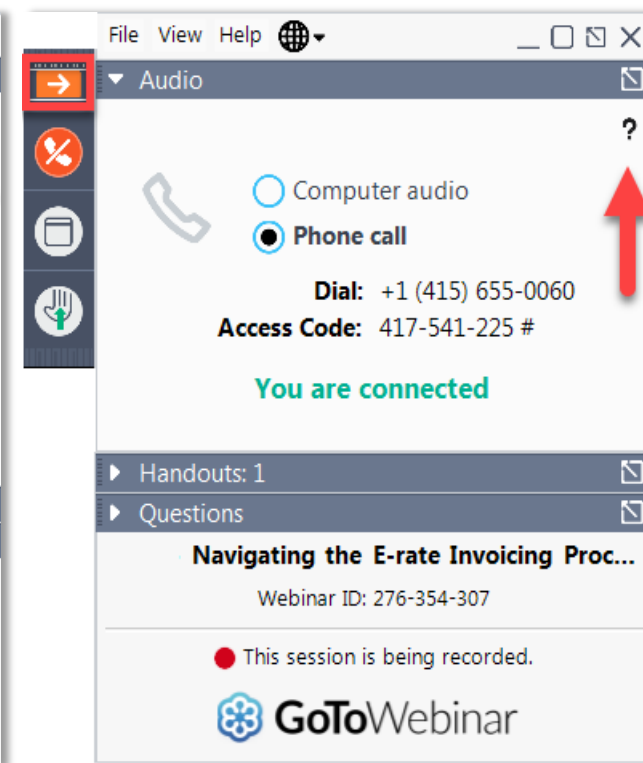


HOUSEKEEPING – TECHNICAL ISSUES

- Use the “Sound Check” link and click question mark icon for audio help.
- Exit webinar and click the [check system requirements](#) link in the event confirmation email to determine whether your computer meets the requirements to see and hear the webinar.
- If issues persist, call 833-851-8340 to [troubleshoot with GoToWebinar](#).



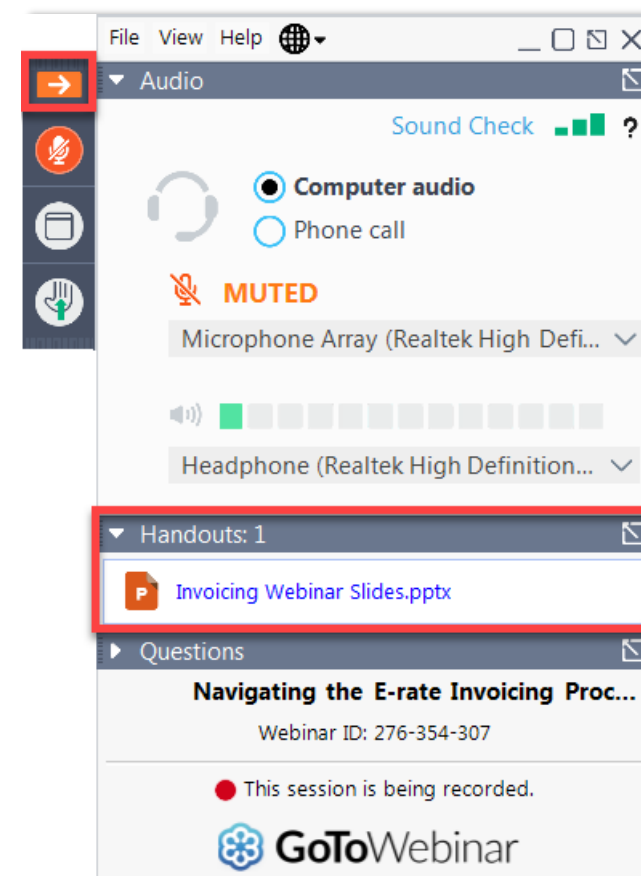
Computer Audio



Phone Call

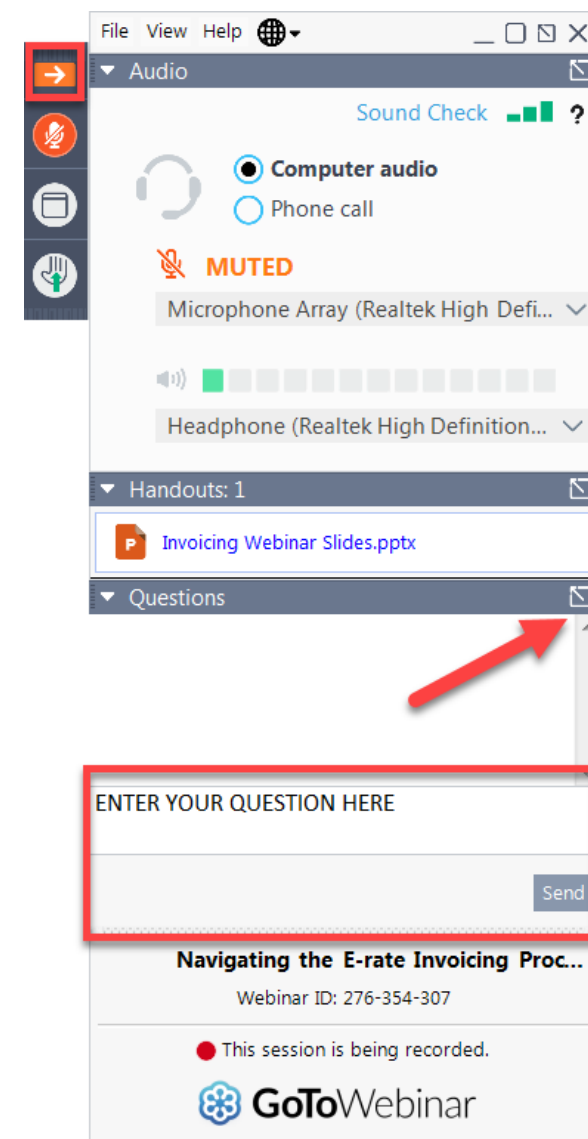
HOUSEKEEPING – RESOURCES

- The **slide deck** is available when you click the arrow to expand the “**Handouts**” tab.
- A recording of this webinar will be available after the event via the registration link.



HOUSEKEEPING – Q&A

- **There will be a live Q&A session focused on today's topics.**
- Tips for submitting questions:
 - Use the “Questions” box in your webinar control panel anytime during the presentation.
 - Click the box with the arrow above the questions box to expand it and see all written answers.
 - Write in full sentences.
 - Ask one question at a time.
 - Ask questions related to webinar content.



The screenshot displays a webinar control panel with several sections:

- Audio:** Includes a "Sound Check" indicator, "Computer audio" (selected) and "Phone call" options, a "MUTED" status, and dropdown menus for "Microphone Array (Realtek High Defi...)" and "Headphone (Realtek High Definition...)".
- Handouts:** Shows a list with "Invoicing Webinar Slides.pptx".
- Questions:** A section with a red arrow pointing to a box containing the text "ENTER YOUR QUESTION HERE" and a "Send" button.
- Webinar Information:** Displays the title "Navigating the E-rate Invoicing Proc...", the ID "Webinar ID: 276-354-307", and a recording status "This session is being recorded." with a red dot icon.
- Logo:** The GoToWebinar logo is at the bottom.

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Create a customer service case in the E-rate Productivity Center (EPC):

1. Log in to EPC.
2. Select the **Contact Us** link from the upper right menu on your landing page.



MEET OUR TEAM



John Noran
Senior Manager

E-rate Program



Latoya Anderson
Senior Manager

E-rate Program



Nkeshi Free
Communications Specialist

E-rate Program

AGENDA

1. Office Hours Overview and Purpose
2. FCC Form 470 Video Series
3. 2020 E-rate Pre-Commitment Process Webinar
4. Lowest Corresponding Price Page
5. Q&A

OFFICE HOUR WEBINARS & TRAINING SERIES



- Assist program participants in formulating pertinent questions.
- Provide targeted program information.
- Help program participants.







OFFICE HOUR WEBINARS

- Participants should read the assigned materials and watch assigned videos in advanced of the webinar and come prepared to ask questions during the Q&A.
- USAC team members will provide a high level overview of the materials.
- Questions related to the topics and experience level will be given priority.

FCC Form 470 and Competitive Bidding Office Hour

- **Recommended for:** Applicants and service providers
- **E-rate experience level:** Beginner/Intermediate
- **Prerequisites for this webinar – Review one or more of these items:**
- [FCC Form 470 video series](#)
- [E-rate Pre-Commitment Process webinar](#)
- [Lowest Corresponding Price page](#)

FCC Form 470

 Starting Your FCC Form 470 4:08 minutes	 Service Requests: Category One 4:11 minutes	 Service Requests: Category Two 3:46 minutes
 FCC Form 470 Technical Contact, 4:42 minutes	 Post an Additional RFP Document 2:05 minutes	 How to Search for FCC Forms 470 12:25 minutes

Available for Public Use

E-rate Pre-Commitment Process

2020 Applicant and Service Provider Training
November 5, 2020

Universal Service Administrative Co.



Service Provider Process

Before You Begin

Step 1: Obtain a SPIN

Step 2: Responding to Bids

Step 3: Winning the Bid

Step 4: Starting Services

Step 5: Invoicing

Before You're Done

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 5316, 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 Video Series

FCC Form 470



Starting Your FCC
Form 470
4:08 minutes



Service Requests:
Category One
4:11 minutes



Service Requests:
Category Two
3:46 minutes



FCC Form 470
Technical Contact,
4:42 minutes



Post an Additional
RFP Document
2:05 minutes



How to Search for
FCC Forms 470
12:25 minutes

- Starting Your FCC Form 470
- Service Requests: Category One
- Service Requests: Category Two
- FCC Form 470 Technical Contact
- Post an Additional RFP Document
- How to Search for FCC Forms 470

E-rate Pre-Commitment Process Webinar Recording (11/5/2020)



- Application Process
- Competitive Bidding (FCC Form 470)
- Evaluating Bids
- Requesting Funding (FCC Form 471)
- Application Review
- Funding Commitments
- Document Retention

Lowest Corresponding Price Page

Service Provider Process

Before You Begin

Step 1: Obtain a SPIN

Step 2: Responding to Bids ^

Step 2: Responding to Bids

Lowest Corresponding Price

Step 3: Winning the Bid v

Step 4: Starting Services

Step 5: Invoicing v

Before You're Done

< Step 1 Step 3 >

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.

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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:

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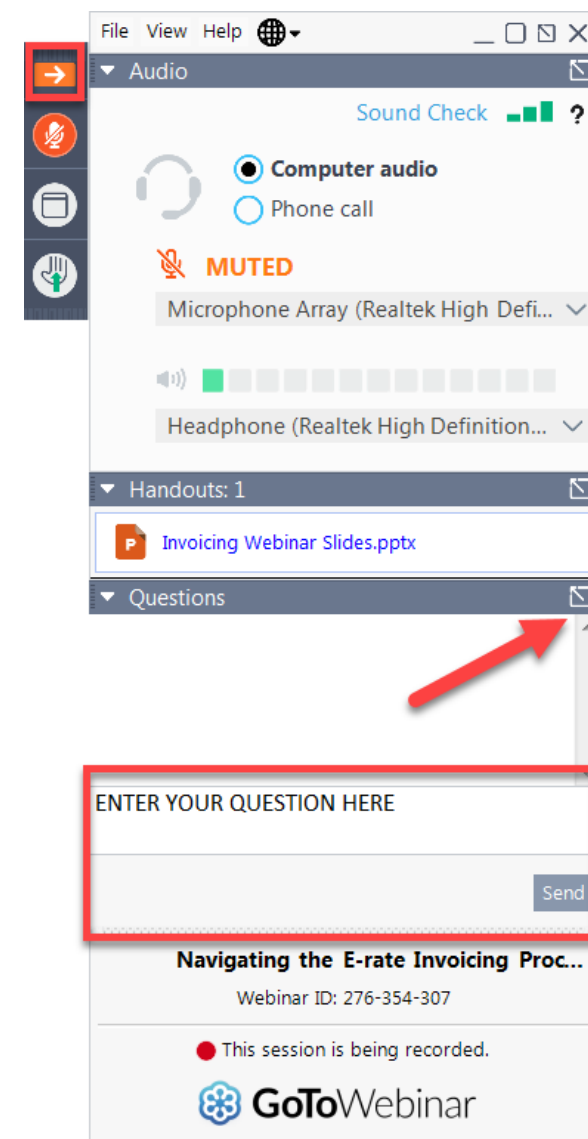
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Ensures that:

- 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.

HOUSEKEEPING – Q&A

- Use the “Questions” box in your webinar control panel to submit your question in writing.
- Click the box with the arrow above the questions box to expand it.
- Ask questions related to webinar content.



The screenshot displays a webinar control panel with several sections. At the top, there is a 'File View Help' menu and a globe icon. Below this is a 'Questions' section, which is currently expanded. A red box highlights the 'Questions' header, and a red arrow points to the 'Send' button in the question input area. The input area contains the text 'ENTER YOUR QUESTION HERE' and a 'Send' button. Below the input area, the webinar title 'Navigating the E-rate Invoicing Proc...' and the ID 'Webinar ID: 276-354-307' are visible. At the bottom, there is a notification 'This session is being recorded.' and the GoToWebinar logo.

File View Help

Audio

Sound Check

Computer audio

Phone call

MUTED

Microphone Array (Realtek High Defi...)

Headphone (Realtek High Definition...)

Handouts: 1

Invoicing Webinar Slides.pptx

Questions

ENTER YOUR QUESTION HERE

Send

Navigating the E-rate Invoicing Proc...

Webinar ID: 276-354-307

This session is being recorded.

GoToWebinar

Q&A SESSION

SUBMIT YOUR QUESTIONS DURING THE LIVE WEBINAR

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2. Select the **Contact Us** link from the upper right menu on your landing page.



UPCOMING WEBINARS

February 17 at 2:00 p.m. ET.

[E-rate Office Hour: Service Provider Selection and the FCC Form 471](#)

Recommended for: Applicants and service providers
E-rate Experience Level: Beginner/Intermediate

Prerequisites (Review one or more):

- [FCC Form 471 video series](#)
(Six videos: 4-12 minutes long)
- [E-rate Pre-Commitment Process webinar](#)
(Register to watch the recording)

Learn

- E-Learning Modules
- Videos
- Webinars**
- Regional Trainings
- Tribal Training
- EPC/BEAR Training Sites
- FAQs

Webinars

Join USAC for our live training webinars provided throughout the year for Schools and Libraries (E-rate) Program participants. We will share program updates and essential guidance to help participants learn about and successfully navigate the program.

During each webinar, the audience will have the opportunity to take part in a live question and answer session with members of the E-rate Program team when we will answer questions on the webinar topic.

Equipment and Set-Up

To participate, you'll need:

- To meet the [system requirements for attendees](#).
 - Click the "[check system requirements](#)" link to determine whether your computer meets the requirements to see and hear the webinar.
- A computer or mobile device with an internet connection.
- You can listen the webinar audio using your computer speakers or headset, or by calling in using the number provided in your confirmation email.

Select a webinar below to register. After registering, you will receive a confirmation email with information about the event. You can add a calendar reminder from the registration confirmation page or event confirmation email by clicking "Add to Calendar."

Go to the E-rate [Webinars](#) page for additional information.

WEBINAR SURVEY

We would like your feedback on today's webinar.

Please fill out the webinar survey by using the link emailed to you after the event.

Webinar Survey

1. Are you an applicant, a service provider, or a consultant?

- Applicant
- Service provider
- Consultant
- Other

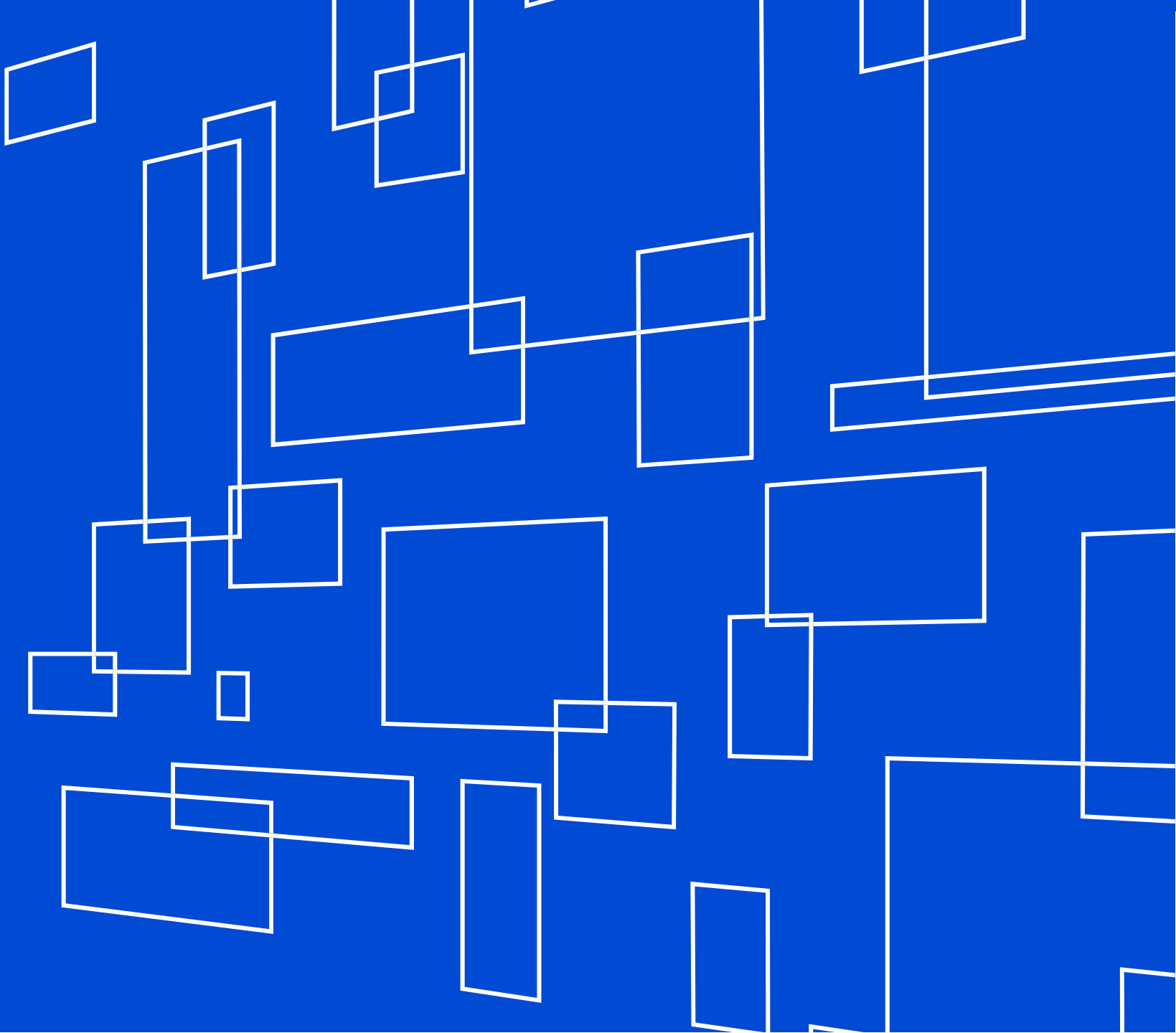
2. Please rate your overall webinar experience.

- Excellent
- Good
- Fair
- Poor

3. The content of the webinar was (select all that apply):

- What I expected when I signed up
- Relevant and useful to my work
- New information for me
- Easy to understand
- Other

THANK YOU!





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