

# Competitive Bidding (FCC Form 470) and Guiding Statements

E-Rate Office Hour

January 18, 2022



Universal Service  
Administrative Co.

# Disclaimer

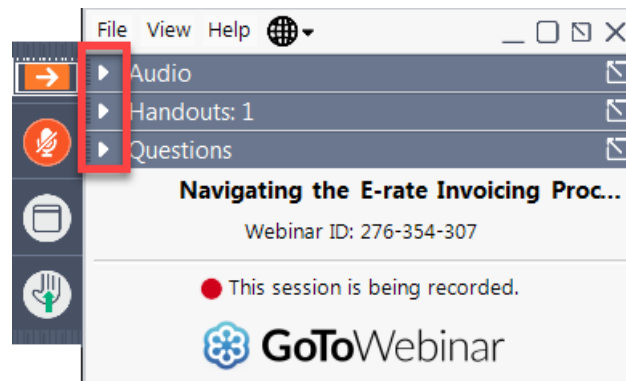
To accommodate all attendees, real-time closed captions will be present during this presentation. This is a new feature we are testing out to improve webinar accessibility for all. We understand it is a significant change and appreciate your patience. We apologize in advance for any transcription errors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

# Housekeeping – Webinar Panel

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

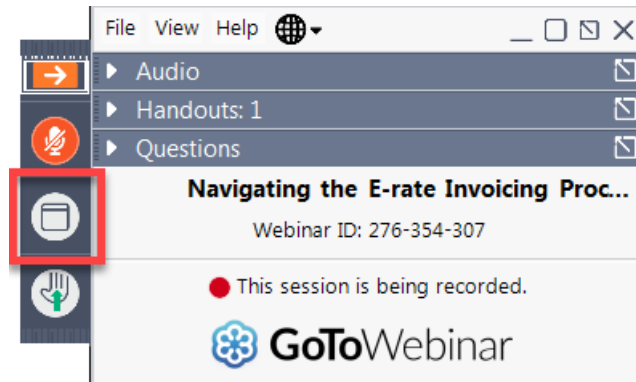


- Use the white arrows to open the sections in the panel.

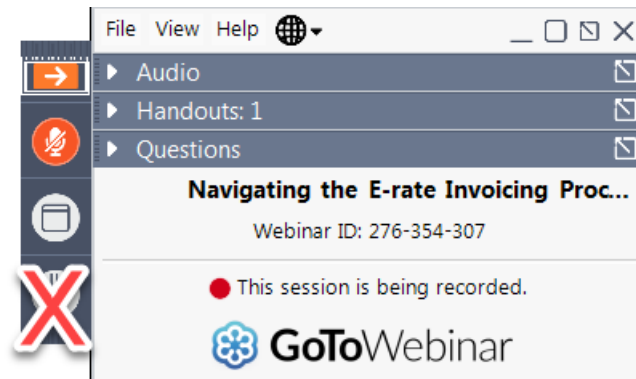


# Housekeeping – Webinar Panel

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

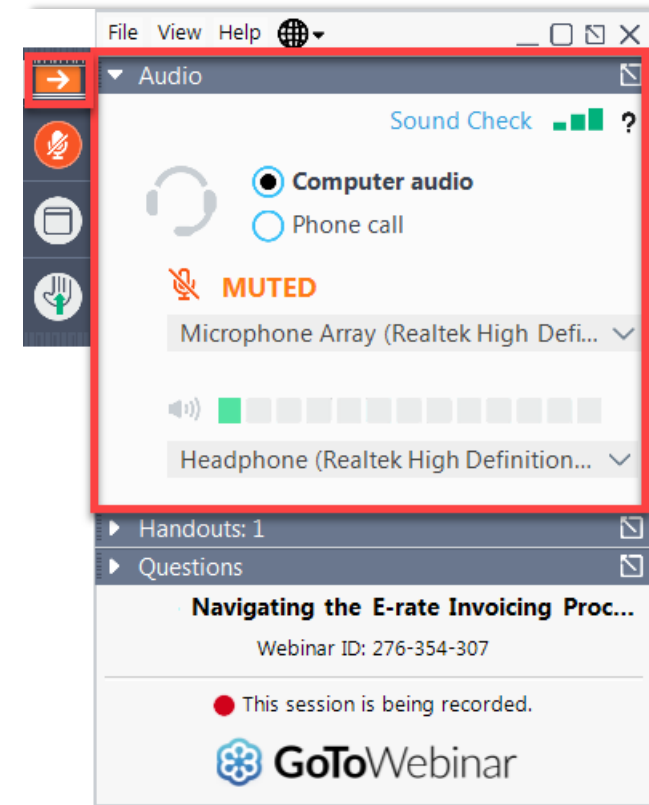


- We are not using the hand raise function.



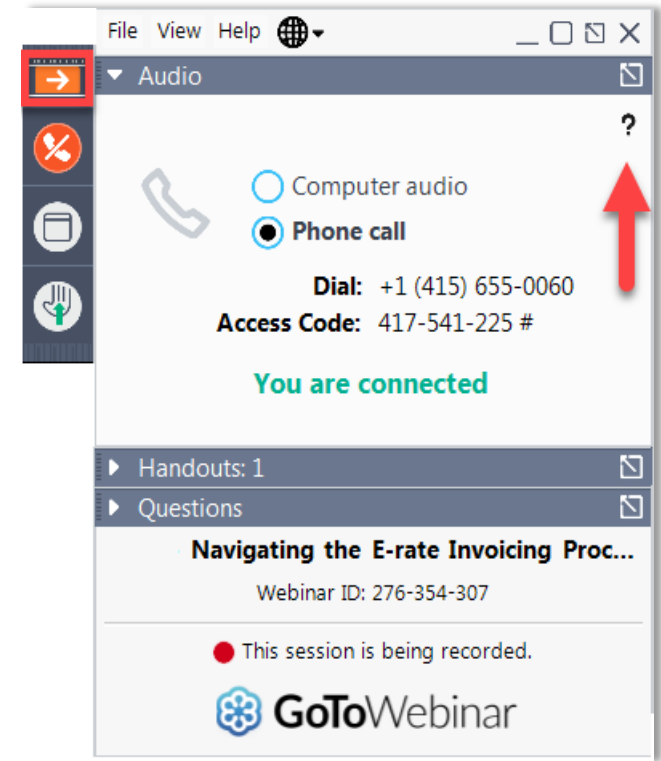
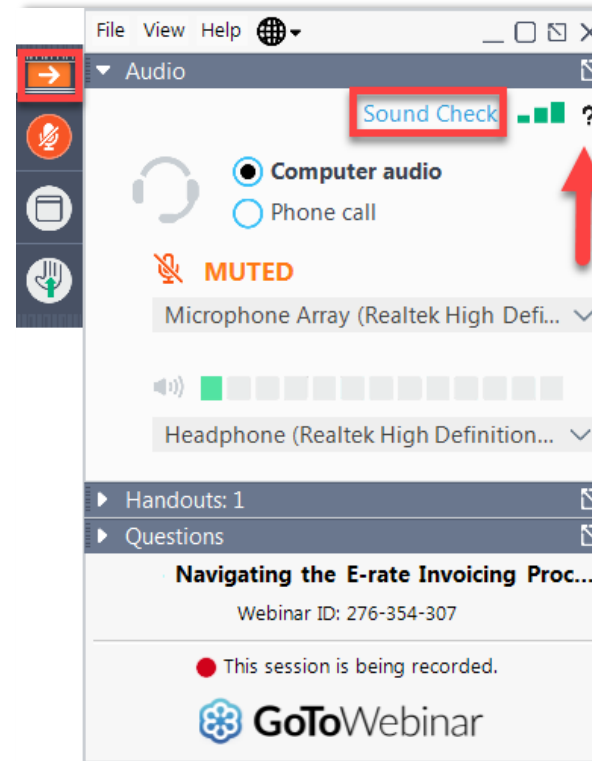
# Housekeeping – Audio

- 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.



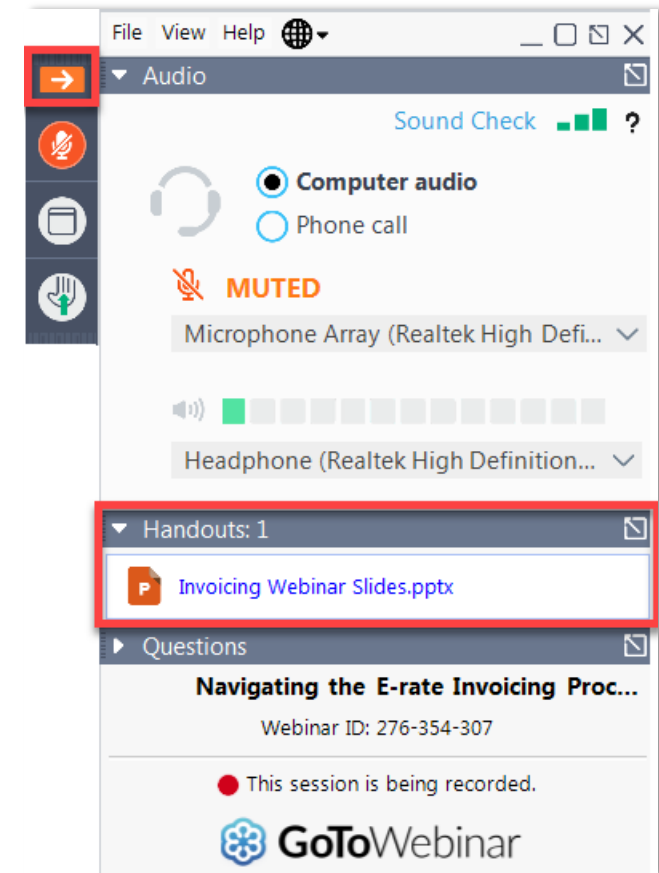
# Housekeeping – Technical Issues

- 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.



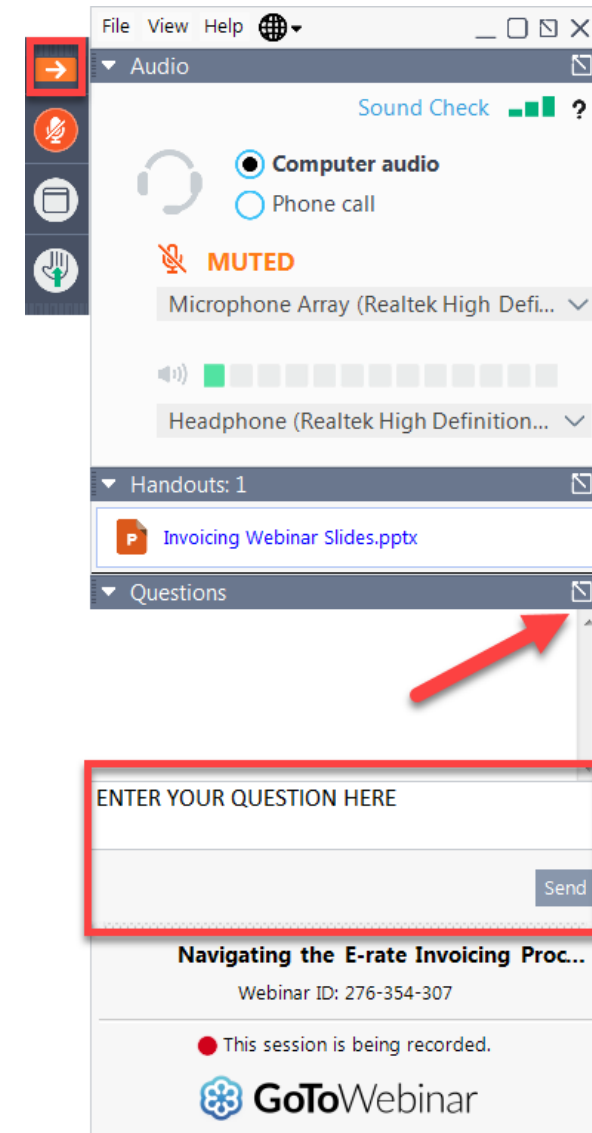
# Housekeeping- Resources

- 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.





# Client Support Center (CSC)



**Call us at (888) 203-8100**

Monday – Friday 8 a.m. to 8 p.m. ET



**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 THE TEAM



**Bernie Manns**

Director | E-Rate program



**Nkeshi Free**

Communications Specialist | E-Rate program

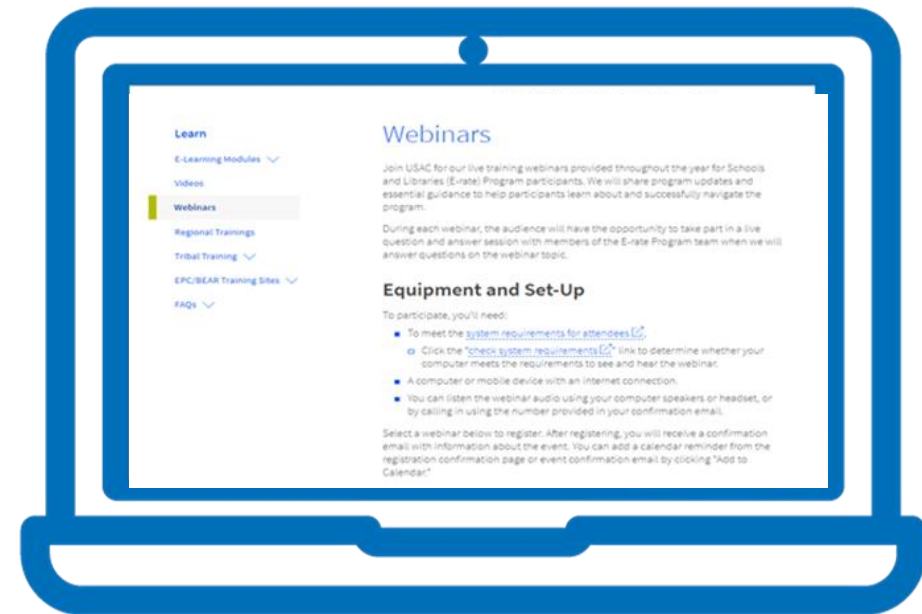
# Agenda

- Office Hours Overview and Purpose
- FCC Form 470 Videos
- E-Rate Pre-Commitment Process Webinar
- FCC Form 470 Filing EPC System Guide
- FCC Form 470 Services Guiding Statement Table
- Lowest Corresponding Price
- FCC Form 470 Search User Guide
- Q & A

# Office Hours Overview

# Office Hour Webinar and Training Series

- Provide targeted program information.
- Assist program participants with timely and topic relevant questions.
- Equip program participants with knowledge about E-Rate resources.
- Recommended for: Applicants and service providers
- E-Rate experience level: All



# Office Hour Webinar and Training Series

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

# Office Hour: Prerequisites

## [FCC Form 470 Videos](#)

**FCC Form 470 and Competitive Bidding**

 How to File an FCC Form 470 26:04 minutes	 How to Search for FCC Forms 470 12:25 minutes	 E-rate Competitive Bidding Process 5:00 minutes
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## [E-Rate Pre-Commitment Process Webinar](#)

**E-rate Pre-Commitment Process**  
2021 Applicant and Service Provider Training  
November 16, 2021

 Universal Service Administrative Co.

# Office Hour: Prerequisites

## FCC 470 Filing EPC System Guide



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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.

HomeTasks (3)RecordsReportsActions

My Applicant Landing Page

Universal Service  
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Help

Contact Us

HomeTasks (3)RecordsReportsActions

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Administrative Co.

Contact Us

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.

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## FCC Form 470 Guiding Statements Table



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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

Updated December 2021

16



# 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**.

3 Universal Service Administrative Company | FCC Form 470 Search User Guide

# FCC Form 470 and Competitive Bidding Videos

- How to File an FCC Form 470
- How to Search for FCC Forms 470
- E-Rate Competitive Bidding Process




# E-Rate Pre-Commitment Process Webinar: 11/16/2021

- Application Process
- Competitive Bidding (FCC Form 470)
- Evaluating Bids
- Requesting Funding (FCC Form 471)
- Application review
- Funding commitments
- Document retention



# FCC Form 470 Filing EPC System Guide

- Form Assistance
- One Portal
- Begin the form: Basics
- Categories of services
- Certifications
- Signatures



Available for Public Use

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# FCC Form 470 Guiding Statements Table

- Category One vs Category Two
- Leased Dark and Lit Fibers
- Internet Access
- Data Transmission

 Universal Service Administrative Co.		Available for Public Use
FY22 FCC Form 470 Services Guiding Statements Table		
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<a href="https://usac.org/e-rate">usac.org/e-rate</a>		Updated December 2021

# 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.

Service Provider Process

[Before You Begin](#)
[Step 1: Obtain a SPIN](#)
[Step 2: Responding to Bids](#)
[Step 2: Responding to Bids](#)
[Step 3: Winning the Bid](#)
[Step 4: Starting Services](#)
[Step 5: Invoicing](#)
[Before You're Done](#)

Lowest Corresponding Price

[< 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.

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 Red 8776, 9032, para. 486.

Similar services include those provided under contract, as well as those provided under tariff. First Report and Order, 12 FCC Red 8776, 9032, para. 486. See also Fourth Order on Reconsideration PDF (opens in new window), Report and Order 13 FCC Red 5318, 5388, 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 Red 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 Red 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 Red 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

## SCHOOLS AND LIBRARIES (E-RATE) PROGRAM


Last Modified: April 2018

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#### Service Providers

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The screenshot shows a web interface titled 'My Landing Page' for 'Universal Service Administrative Co.'. In the top right corner, there is a navigation menu with several links. One link, 'Search FCC Forms 470', is highlighted with a red box. Other links include 'Manage Subscriptions', 'Contact Us', 'Appeal', 'Service', 'SUBSCRIPTIONS', 'SPIN Change', and 'Help'.

#### 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

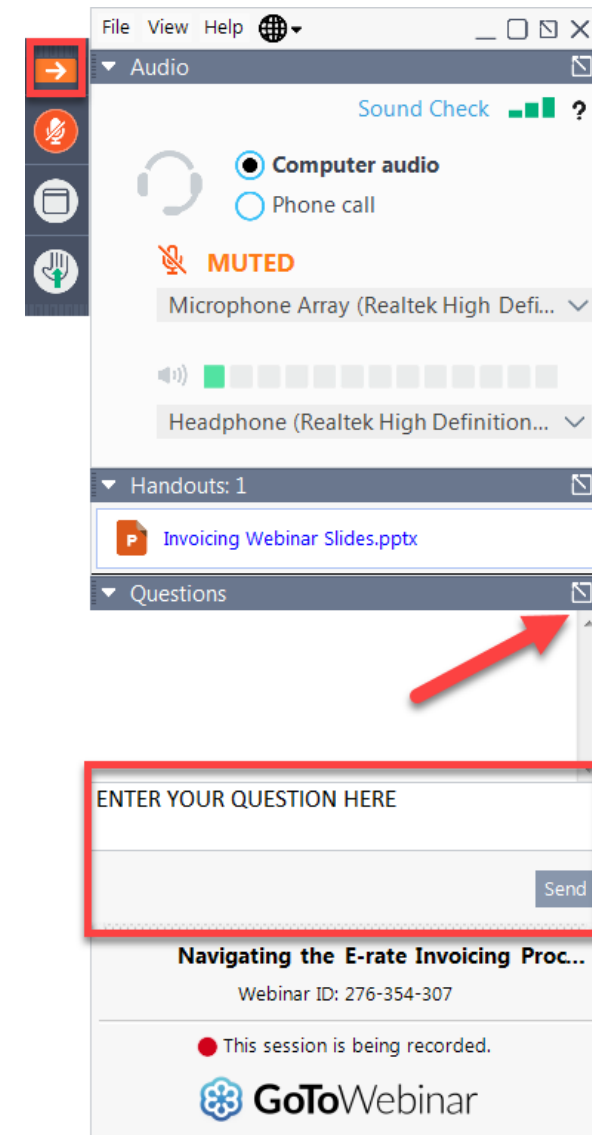
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  - Applicant Type\*
  - Zip Code
  - State\*

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

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# 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.





# Questions?

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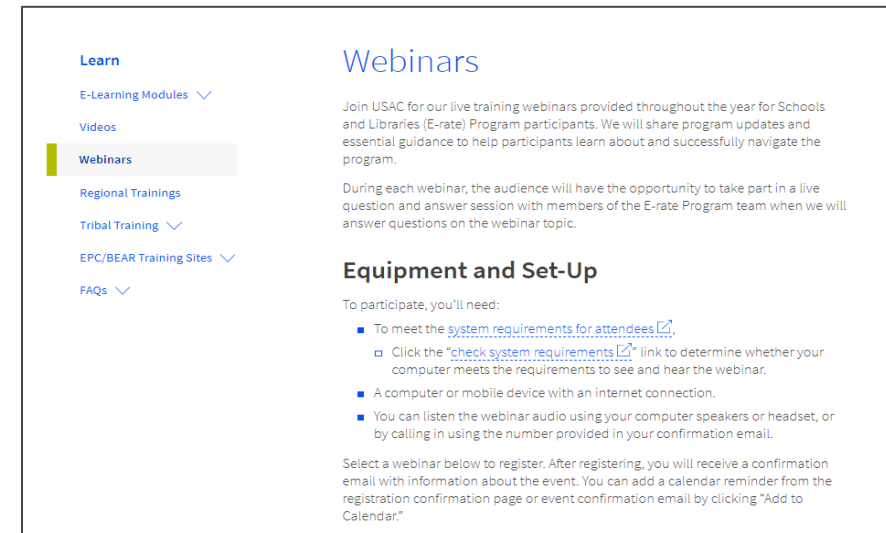
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# Upcoming Webinars

Check the E-Rate Webinars page for updates on future webinars.

For additional information subscribe to the [E-Rate News Brief](#)



The screenshot shows a web page with a left sidebar and a main content area. The sidebar has a 'Learn' section with a yellow highlight, containing links for 'E-Learning Modules', 'Videos', 'Webinars' (highlighted with a yellow bar), 'Regional Trainings', 'Tribal Training', 'EPC/BEAR Training Sites', and 'FAQs'. The main content area is titled 'Webinars' and includes an introductory paragraph about live training webinars, a paragraph about audience participation, and a section titled 'Equipment and Set-Up' with a list of requirements. At the bottom of the main content area, there is a note about selecting a webinar to register for and receiving a confirmation email.

**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

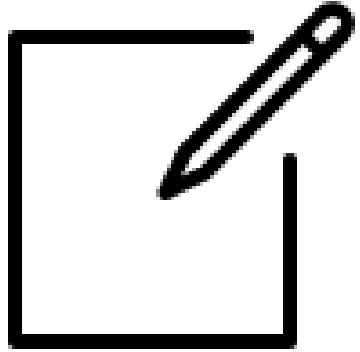
To participate, you'll need:

- 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.

# Take Our Survey



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

**Thank You!**





**Universal Service**  
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