



Filing the FCC Form 470 and the Competitive Bidding Process

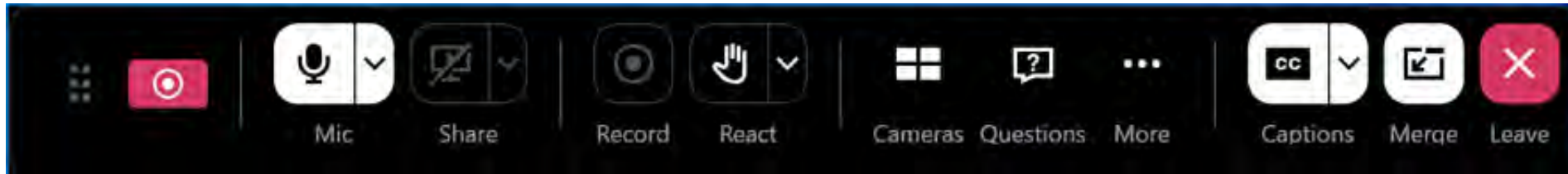
Applicant and Service Provider Training
July 17, 2025

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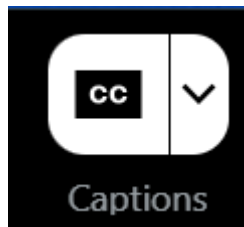
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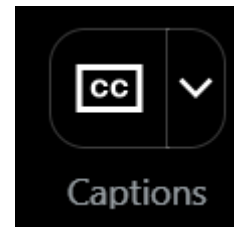
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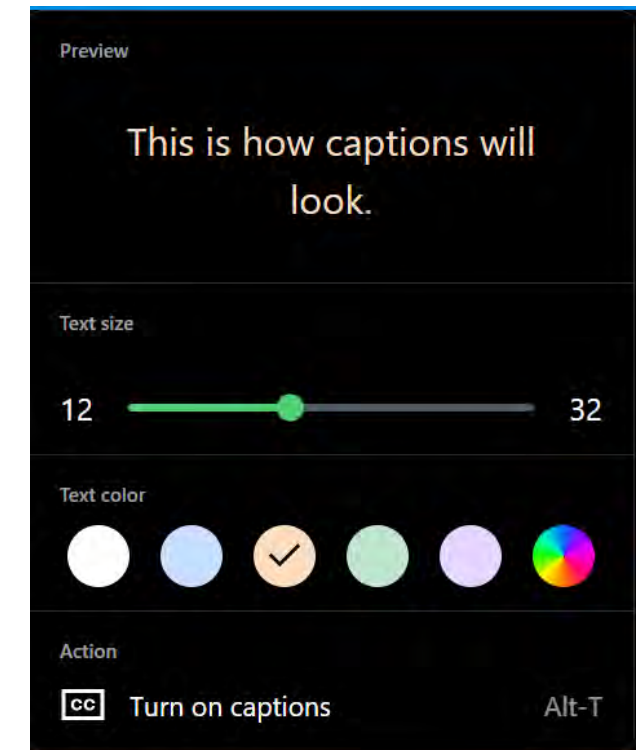
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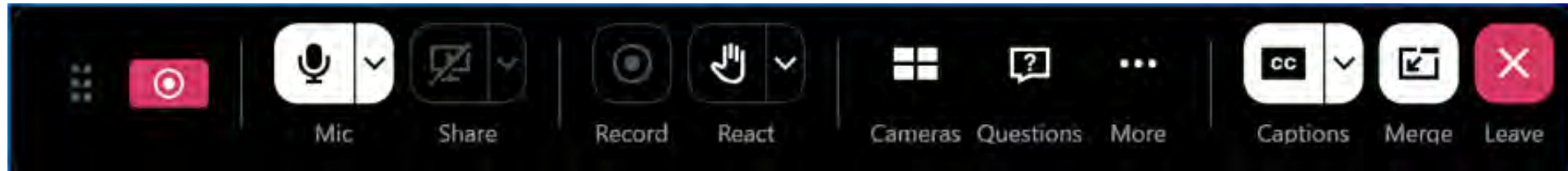
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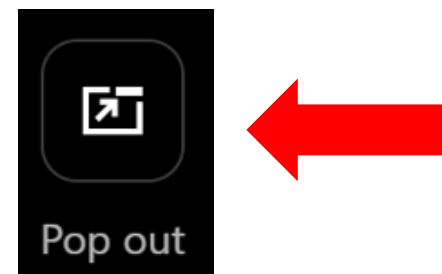


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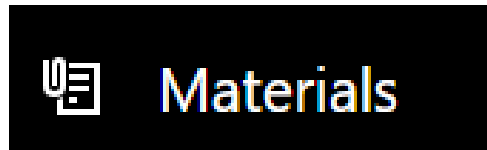


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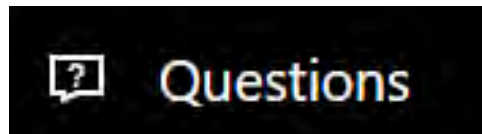


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Questions

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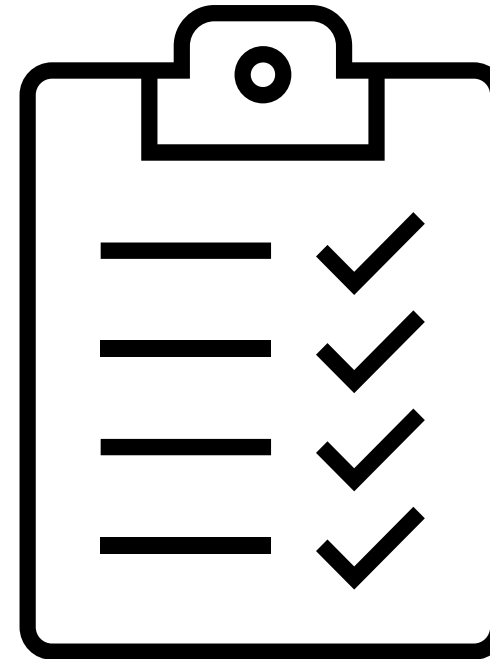


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Agenda

- Competitive Bidding Overview
- Get Ready to Request Bids
- File and Certify an FCC Form 470
- Ensure an Open and Fair Process
- Wait at Least 28 Days
- Select a Service Provider
- Additional Information
- The Service Provider's Role
- Resources
- Questions and Answers



Competitive Bidding Overview

Summary of Key Learning Objectives

- **Provide sufficient information** for potential bidders to **provide a comprehensive bid** (e.g., for managed internal broadband services, specify the exact equipment/services to be managed). Include all information needed on the FCC Form 470/RFP (request for proposals) for potential vendors to provide a comprehensive bid.
- **Ensure an [open and fair](#) process.** Provide any FCC Form 470, RFP, and other information/updates in EPC for all potential bidders for at least 28 days and consider all responsive bids in your bid evaluation. Answer questions from potential bidders and make the answers available to all potential bidders. **Potential bidders** (i.e., service providers) **cannot help you complete or file the FCC Form 470.**
- **Abide by the E-Rate Gift Rules.** Receipt or solicitation of gifts by applicants from service providers (and vice versa) is a competitive bidding violation. Gift prohibitions are always applicable – not just during the competitive bidding process. View the [Gift Rules](#) video for more details on the gift rules.
- Ensure that **all equipment/services you request on the FCC Form 471 are listed on the FCC Form 470/RFP** (including all bandwidth speeds). Specifically for Internet Access/Data Transmission Services, applicants should ensure that speeds of services requested on the FCC Form 471 are reflected on the FCC Form 470/RFP.

Summary of Key Learning Objectives

- **Wait at least the full [28-day competitive bidding period](#).** Select a service provider after your allowable contract date (ACD) and before certifying the FCC Form 471. The ACD is found on your FCC Form 470 receipt notification letter (RNL). Learn how the [28-day waiting period is calculated](#).
- Ensure **price is the primary evaluation factor** (highest weighted factor). Only the costs of **eligible** equipment/services should be evaluated in this criterion.
- **Follow your state and local competitive bidding rules.** Ensure that you are following all applicable state and local procurement rules and regulations in addition to the requirements of the E-Rate program.
- **Retain all necessary competitive bidding documentation** for ten (10) years after the last day you receive services or the end of that funding year, whichever date is later. View the [Document Retention List](#) to retain for audits and to show E-Rate compliance with program rules. If a consultant or another representative is handling your competitive bidding process, you are still responsible for retaining your competitive bidding documentation for the 10-year period.

THE COMPETITIVE BIDDING PROCESS

allows applicants to identify and request products and/or services so that potential service providers can review those requests and submit bids for them.



The process consists of five steps:

- 1** Get Ready to File
 - Perform a needs assessment
 - Review your state and local procurement rules
 - Review the [Eligible Services](#) List
- 2** [File and certify an FCC Form 470](#)
 - Provide sufficient information for potential vendors to provide a comprehensive bid (e.g., for managed internal broadband services specify the exact equipment/services to be managed)
 - Potential bidders (service providers) cannot help you file FCC Form 470
 - You have the option to submit a Request for Proposals (RFP) with your form
 - There are [competitive bidding exemptions](#) for certain Category 1 and Category 2 (libraries only) equipment/services
 - After you certify your FCC Form 470, USAC issues a Receipt Notification Letter (RNL) with your Allowable Contract Date (ACD) – the earliest date you can enter into an agreement or sign a contract
- 3** Ensure an [open and fair process](#)
 - Provide any FCC Form 470, RFP and other information/updates in EPC for all potential bidders for at least 28 days
 - “Open” means there are no secrets in the process and that all bidders know what is required of them
 - “Fair” means that all bidders are treated the same and that no bidder has project information others do not
 - Abide by the [Gift Rules](#)
- 4** Wait **at least 28 days** before selecting a service provider
 - The ACD (included on your RNL) is 28 days after the FCC Form 470 is **certified**
 - The day you **certify** the FCC Form 470 is day 1. If the FCC Form 470 is certified on the 1st of the month, you may select a service provider **on or after** the 29th of the month
 - If you later **change the information** needed to respond to the bid, you must restart the 28 days
 - If you issue an RFP on a later date, you must restart the 28 days
 - * State or Local procurement rules may require a longer waiting period
- 5** [Select a service provider](#)
 - Select a service provider after your ACD and before certifying the FCC Form 471
 - Consider all responsive bids
 - Use a [Bid Evaluation Matrix](#)
 - Ensure price is the primary evaluation factor (highest weighted factor). Only the costs of eligible goods/services should be evaluated in this criterion
 - Enter into a legally binding agreement and document selection date (after the minimum 28-day waiting period)
 - Upload your legally binding agreements and contracts to EPC



Retain all competitive bidding documentation, including the Bid Evaluation Matrix, for ten years after the last day you receive services or the end of that funding year, using whichever date is later.



Universal Service
Administrative Co.

Link to Competitive Bidding Infographic:

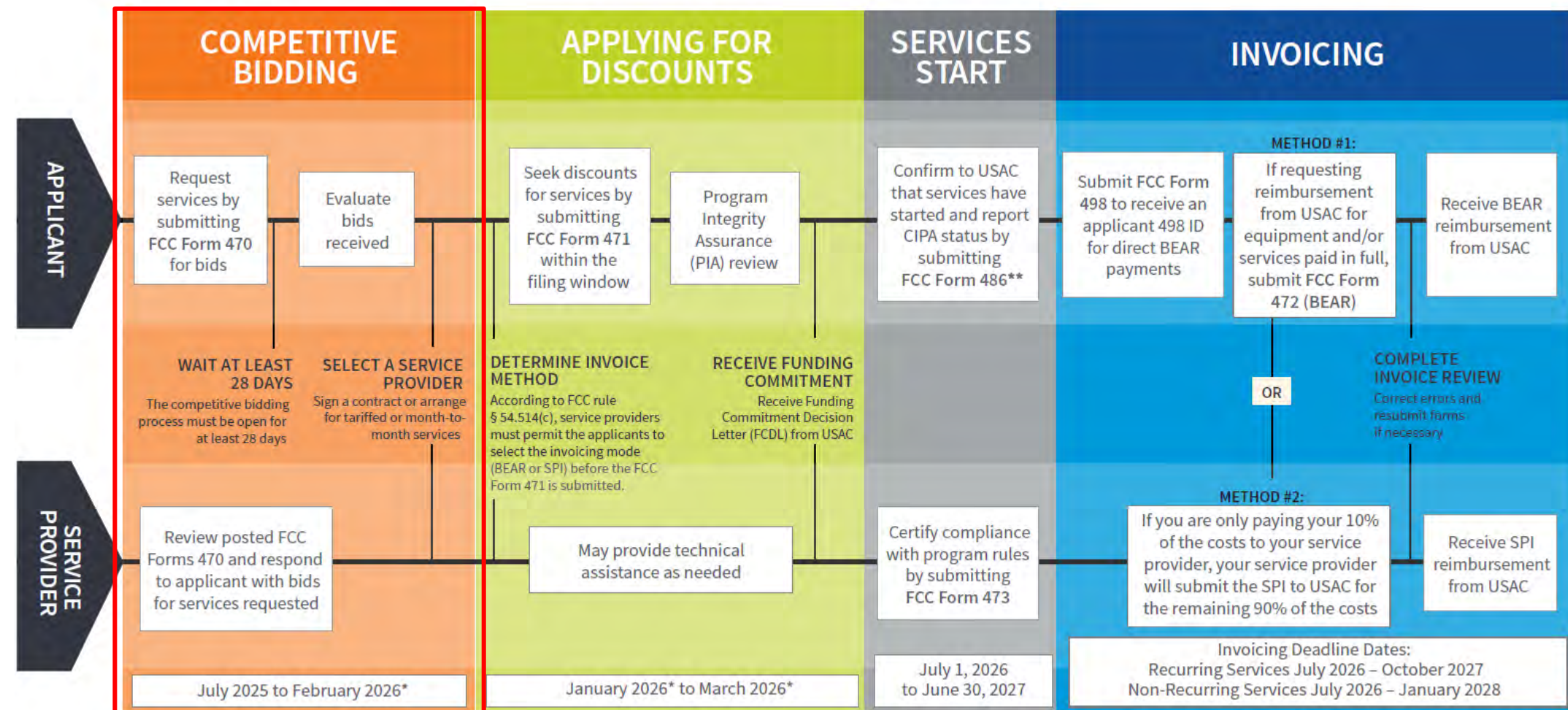
<https://www.usac.org/wp-content/uploads/e-rate/documents/resources/Competitive-Bidding-Infographic-08.27.2024.pdf>

What Is Competitive Bidding?

- Competitive bidding is the formal process for applicants to choose the service providers who will provide the requested equipment and services.
- Service providers review the applicant's FCC Form 470 for requested equipment and services, any procurement requirements, and then submit bids.



The E-Rate Application Process



FOR MORE INFORMATION:

*Date ranges reflect a typical timeline and are subject to change.

- Website: The application process is broken down in detail for both applicants and service providers on the Schools and Libraries Program website (www.usac.org/sl).
- Glossary of Terms: Definitions for program terms and acronyms.
- **Consortium members report their CIPA status by submitting the FCC Form 479 to their consortium leader. The consortium leader then files the FCC Form 486.
- To adjust funding commitments and/or modify the dates for receipt of services after the FCDL is issued, file the FCC Form 500.

Applicant Forms and Important Dates Reminder

Competitive Bidding ➡ Apply for Discounts ➡ Start Services ➡ Invoice USAC

FY2024:
July 2023 - February 28, 2024

FY2025:
July 2024 - February 26, 2025

FY2026:
July 2025 - February 2026*

FY2024:
January 17, 2024 - March 27, 2024

FY2025:
January 15, 2025 - March 26, 2025

FY2026:
January 2026 - March 2026*

FY2024:
July 1, 2024 - June 30, 2025

FY2025:
July 1, 2025 - June 30, 2026

FY2026:
July 1, 2026 - June 30, 2027

Recurring Services
FY2024: July 2024 – October 2025
FY2025: July 2025 – October 2026
FY2026: July 2026 – October 2027

Non-recurring Services
FY2024: July 2024 – January 2026
FY2025: July 2025 – January 2027
FY2026: July 2026 – January 2028

470

471

486

472
(BEAR)
OR
474
(SPI)

* Date ranges shown reflect a typical timeline but are subject to change.*

Competitive Bidding Steps



Get Ready to Request Bids

Plan Your Project

Plan the scope of your project and the equipment and services needed.

- Review any state or local competitive bidding and procurement (purchasing) requirements that apply to you.
- Review the [FCC Form 470 Guiding Statements Table](#) to assist with determining the services needed and being requested.
- Understand concepts of [Entity Eligibility](#) and [Service Eligibility](#)
 - Review the [Eligible Services List \(ESL\)](#) for the current funding year to see what equipment and services are eligible for E-Rate program funding.

Be Aware Of “Mixed Eligibility” Products/Services

- **Mixed eligibility** refers to equipment and services for which only a portion is eligible for discounts under the E-Rate program.
- In general, a [cost allocation](#), separating the eligible and ineligible costs, is required if an equipment or service:
 - Contains both eligible and ineligible components — for example, a data T1 circuit (eligible) that also has channels on the circuit dedicated to voice services (ineligible);
 - Is utilized for eligible and ineligible uses — for example, a server that is used for both caching (eligible) and video distribution (ineligible); or
 - Is delivered to both [eligible and ineligible locations](#) — for example, broadband service delivered to a school run by a church (eligible) and to the church office (ineligible).
- There is no single approved method to allocate eligible and ineligible costs. Your method must use tangible criteria that result in a reasonable allocation.

File and Certify an FCC Form 470

File an FCC Form 470

- The applicant must file and certify an [FCC Form 470](#) to initiate the competitive bidding process.
 - Describe your desired services and requirements with sufficient specificity for service providers to be able to submit responsive bids.
 - No generic descriptions (e.g., all Digital Transmission Services).
 - You may also include additional bidding documentation such as a [Request for Proposals](#) (RFP) with your FCC Form 470.
 - RFP generically refers to any bidding document that describes the applicant's project and requested equipment and services in more detail.
 - Services requested on the FCC Form 470 and RFP MUST match.

When to File the FCC Form 470

- The FCC Form 470 must be filed every year for services provided under tariff, on a month-to-month basis, or for those seeking new services under contract.
- It must be filed **at least** 28 days before filing FCC Form 471.
 - **Multi-year contracts:** You **do not** need to file a new FCC Form 470 if the contract is still in effect and the costs/services are still within the terms of the establishing FCC Form 470 (but you do still need to file a new FCC Form 471 requesting E-Rate support each funding year).
 - After the contract's initial term is over, you will need to recompetes the contract.
- Competitive Bidding Exemptions:
 - Category One: [Low-Cost High-Speed Internet Access](#)
 - Category Two: [Low Cost Internal Connections \(Libraries only\)](#)

Receipt Notification Letter (RNL)

- After posting FCC Form 470, USAC issues a Receipt Notification Letter (RNL) in your EPC News feed.
- **Review your submitted FCC Form 470 carefully.** If you need to make corrections, do the following:
 - For minor changes (see the [Ministerial and Clerical Errors](#) page on the E-Rate website), locate the form in EPC and choose “Related Actions” to submit allowable corrections.
 - For **significant changes** to your form, you must **file a new FCC Form 470 or restart your 28-day waiting period.**
- The Receipt Notification Letter contains your Allowable Contract Date, which is 28 days after the certification date of your FCC Form 470.

Keep Equipment and Service Requests General

- Do not list the specific make and model of equipment and services sought without also considering equivalent alternatives.
 - Example: “XYZ manufacturer's router model 345J **or equivalent**”
 - EPC will automatically add the “**or equivalent**” language in the FCC Form 470 unless the applicant selects "Other" for the Manufacturer Description. In this case, the applicant will manually write in "or equivalent" when entering their description.
 - Remember to double check your RFP if using one.

Disqualification Factors

- You can disqualify bids if they don't meet the requirements. Bidder disqualification criteria must:
 - Be spelled out in FCC Form 470 and/or RFP, and
 - Be available to **all** potential bidders.
- The following items are examples of bid disqualification reasons:
 - Service provider not registered with the state procurement office.
 - Service provider does not have a Service Provider Identification Number (SPIN), also known as the service provider's [498 ID](#).
 - Service provider must have an FCC RN.
 - Service provider is not bonded.
 - Service provider's bid must directly address requested equipment and services.

Competitive Bidding Tip

When unsure whether a service falls under one of two service types, you are allowed to request bids for **both** service types.

For example, if you are unsure whether a piece of equipment or a service falls under Internal Connections or BMIC, you have the option to seek bids for both.



Ensure an Open and Fair Process

Open and Fair

- **Open** = there are no secrets in the process; information shared with one bidder must be shared with all.
- **Fair** = all bidders are treated the same, fairly, and equally.

See the [Open & Fair Process](#) page on our website for more information.



Open and Fair Guidelines

- All applicants must comply with all E-Rate, state, and local procurement requirements.
- Applicants cannot have a relationship with service providers that would unfairly influence the outcome of the competitive bidding process.
- Applicants cannot give anyone inside competitive information.
- Applicants cannot have ownership interest in the company of a service provider that is competing for services.
- Applicants **must** describe the desired equipment and services with sufficient specificity to enable interested parties to bid.
- Applicants cannot receive gifts or donations from service providers that violate or seek to circumvent FCC rules.
- Applicants **are not** required to show “proof” of E-Rate participation or share their bid evaluation information with any service provider.

Create A Bid Evaluation Matrix

- To evaluate incoming bids, create a [bid evaluation matrix](#) or similar document.
- Develop evaluation criteria or factors to assess the bids.
 - You can have one or multiple factors.
 - You may also have disqualifying factors.
- Assign each evaluation factor a point value or percentage.
 - The price of the **eligible equipment and services** must be the most heavily weighted factor.
 - Other factors can be considered, but they must be weighted less than the price of eligible equipment and services.

Sample Bid Evaluation Matrix

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	50*	20	50	40
Prior experience with the vendor	25	25	0	25
Prices for ineligible services, products, and fees	15	10	5	15
Local or in-state vendor	10	10	0	0
TOTAL	100	65	55	80

*This number must be higher than all other numbers in the same column.

Abide by the Gift Rules

- [Receipt or solicitation of gifts](#) by applicants from service providers (and vice versa) is a competitive bidding violation.
- Service providers may not offer or provide any gifts or thing of value to applicant personnel involved in E-Rate.
- Gift prohibitions are always applicable – not just during the competitive bidding process.
- Exceptions for gifts – limited to items worth \$20 or less, including meals or prizes, and cannot exceed \$50 from one service provider to each individual per funding year.
- Watch our [Gift Rules video](#) for more details on the gift rules.

Wait at Least 28 Days

28-Day Waiting Period Review and Reminders

Applicants must wait at least 28 days after certifying their [FCC Form 470](#) before selecting a service provider, executing any contracts for contracted services, or signing and submitting an [FCC Form 471](#). The allowable contract date is the earliest date on which an applicant can select a service provider. See your Receipt Notification Letter.

Your state or local procurement regulations may require a longer waiting period or impose additional requirements.

Frequently Asked Questions (FAQs) on the 28-day waiting period:

- **When does the waiting period start?** *The calendar day **after** you certify your FCC Form 470, the day you certify is day one. For example, if you certify on 1/1/2025, the waiting period starts on 1/1/2025, and your Allowable Contract Date is 1/29/2024. If you add a Request for Proposals after certifying the FCC Form 470, you may be required to restart the 28-day waiting period.*
- **Do weekends count as a part of the 28 days?** *Yes, the 28-day period is based on calendar days.*
- **When can you select a vendor?** *After the 28-day waiting period (unless your FCC Form 470 lists a later bid deadline.)*
- **When's the last day you can select a vendor?** *You must select the most cost-effective service offering before you submit the FCC Form 471.*
- **When can you stop receiving bids?** *You may set a bid deadline and include it to your narrative or RFP. This deadline must be at least 28 days after verifying your FCC Form 470 or longer depending on state rules. If you **do not add a deadline to your narrative or RFP**, you must accept bids up until you evaluate bids and make a vendor selection. These deadlines should be memorialized in your records.*

Allowable Contract Date (ACD) Infographic

CALENDAR						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	Certified FCC Form 470 1 Day 1	2 Day 2	3 Day 3	4 Day 4
5 Day 5	6 Day 6	7 Day 7	8 Day 8	9 Day 9	10 Day 10	11 Day 11
12 Day 12	13 Day 13	14 Day 14	15 Day 15	16 Day 16	17 Day 17	18 Day 18
19 Day 19	20 Day 20	21 Day 21	22 Day 22	23 Day 23	24 Day 24	25 Day 25
26 Day 26	27 Day 27	28 Day 28	Allowable Contract Date 29 Day 29	30	1	2

Remember

If the 470 narrative or RFP does not include a bid submission deadline



then applicants are **required** to accept all bids up until they conduct their evaluation.

• This is the earliest you can select a vendor.¹
• You can wait up until you certify FCC Form 471 to select a vendor.²

¹ This may vary based on state and local procurement rules.

² You must select a vendor before the filing window closes.

<https://www.usac.org/e-rate/applicant-process/competitive-bidding/28-day-waiting-period/>

FCC Form 470: Allowable Contract Date Changes

- RFP Upload
 - Allow users to upload an RFP document to any non-cancelled Form 470, even if that Form 470 did not originally have an RFP.
- Substantial Change Question/New Layout to RFP Upload Screen
 - New Yes/No question: Does this new RFP constitute a substantial change to your FCC Form 470?

The screenshot shows the 'Add an RFP to FCC Form 470' interface. The top navigation bar includes 'News', 'Tasks (70)', 'Records', 'Reports', and 'Actions'. The main heading is 'Add an RFP to FCC Form 470' with a subtitle 'QC Smile School District - Used for Dashboard testing - Test ACD reset - Form #250000201 - Funding Year 2025'. Below this is the 'Upload RFP' section, which contains explanatory text about the 28-day waiting period and a question: 'Does this new RFP constitute a substantial change to your FCC Form 470?'. There are radio buttons for 'Yes' and 'No'. Further down, there is a warning about the consequences of not waiting 28 days and a prompt to 'Please add an RFP here' with an 'UPLOAD' button and a 'Drop file here' instruction. The bottom section is titled 'Associate RFP to Service Request(s)' with a sub-heading 'Category 1: Data Transmission and/or Internet Access'.

Add an RFP to FCC Form 470
 QC Smile School District - Used for Dashboard testing - Test ACD reset - Form #250000201 - Funding Year 2025

Upload RFP

Changes to the FCC Form 470, including uploading a new RFP document, may require applicants to restart the 28-day waiting period before selecting a service provider, signing a contract, or submitting and certifying an FCC Form 471. Ministerial or clerical errors, such as updating contact information, do not require a reset of the 28-day waiting period. However, changes that materially affect the competitive bidding process, such as changing the services or equipment being requested, do require restarting the 28-day waiting period.

If you are requesting bids for additional equipment, services, or recipients of service not included on the original FCC Form 470, you may need to file a new FCC Form 470.

Please review the [USAC.org](https://www.usac.org) for additional guidance.

Does this new RFP constitute a substantial change to your FCC Form 470? *

☐ Yes

☐ No

If you select yes, the 28-day waiting period will reset, and the Allowable Contract Date on your FCC Form 470 will be updated accordingly. If the new Allowable Contract Date prevents you from certifying the FCC Form 471 before the application window closes, you must request a waiver from the Commission after certifying the FCC Form 471.

Uploading a new RFP document with substantial changes and not waiting the minimum 28 days may result in denial of funding.

Please add an RFP here *

UPLOAD Drop file here

Associate RFP to Service Request(s)

Category 1: Data Transmission and/or Internet Access

Please select the service request(s) that apply to the RFP uploaded above.

Allowable Contract Date (ACD) Changes (cont.)

- ACD Automatic Reset
 - When “Yes” is selected for substantial change question, the allowable contract date will automatically update to extend by 28 days.
 - Day of modification/new RFP is day ONE. ACD on Summary screen will change to reflect new date.
- ACD Automatic Reset Validations
 - ACD cannot be reset if the FCC Form 470 is referenced on an FRN which is not cancelled. Error message will appear.
 - Form 471 cannot be certified if an FRN is citing an FCC Form 470 whose ACD is in the future. Error message will appear.
 - If the offending FCC Form 470 is removed from the application, the app can be certified.

While You Wait

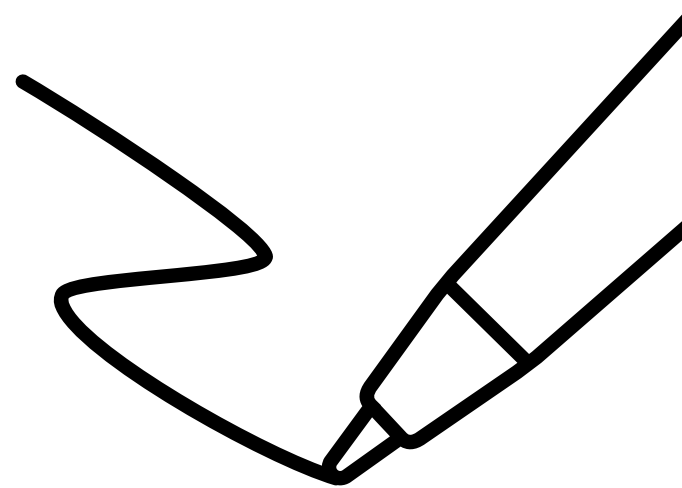
- After applicants file and certify their FCC Form 470, they must wait a minimum of 28 days before selecting a service provider.
- Use the 28-day waiting period to:
 - Receive bids.
 - Respond to service provider inquiries regarding your project.
 - Be sure that any information provided to one service provider is provided to all bidders.
 - [Evaluate the bids](#) using your factors and bid evaluation matrix.

Next Steps After the 28-Day Waiting Period



What If You Receive No Bids?

- If applicants receive no bids or only one bid, they can:
 - Proactively solicit bids after waiting 28 days.
 - Ask their current provider to submit a bid.
 - Accept the one bid, if it is cost effective.
- Be sure to create a memo for your E-Rate files to document the situation.

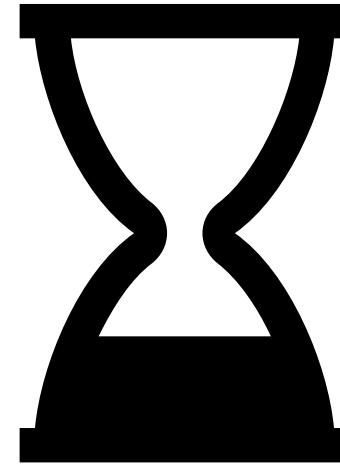


Select a Service Provider

Allowable Contract Date

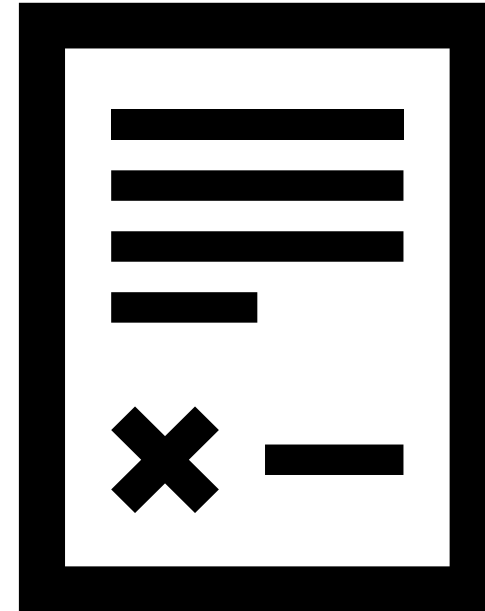
- Wait 28 days
- Evaluate all bids
- Select the service provider(s)

Reminder: Your Allowable Contract Date is printed on your Receipt Notification Letter.



Enter Into a Legally Binding Agreement

- After selecting a service provider, legally enter into a [binding agreement](#) with them.
- Sign something (a contract, purchase order, etc.) requesting the services from the provider(s).
- Upload the evidence to your [Contract Profile](#) in EPC.



Document Retention

- Applicants and service providers are required to [retain documentation](#) that demonstrates compliance with the statutory or regulatory requirements for all E-Rate program purchases of equipment and services **for a period of 10 years** after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request.
- Keep all records such as:
 - RFP documents
 - Winning and losing bids
 - Vendor correspondence
 - Evaluation matrices
 - Documentation and memos of zero or one bid received (if applicable)
 - Other competitive bidding documentation
- The [Document Retention List](#) is available in the Resources section of the USAC website.

Additional Information

USAC Does Not Pay for Duplicative Services

- **Duplicative services** are services that provide the same functionality for the same population in the same location during the same period of time. USAC cannot fund duplicative services.
- **Backup services** are services sought to reduce reliance on any single service provider's network during an outage and **are considered duplicative**.
- Services that provide necessary bandwidth requirements, such as multiple T-1 lines when appropriate for the population served and the services to be received, may not be considered duplicative. However, the applicant must still evaluate and choose the most cost-effective option from the bids received.

State Master Contracts

- A [state master contract](#) (SMC) is competitively bid and put in place by a state government for use by entities in that state.
- If the state files an FCC Form 470:
 - The applicant cites the state's FCC Form 470 on its FCC Form 471.
 - The applicant is required to follow the applicable provisions of the state master contract and state and local procurement laws. No separate bidding documents or contracts are required by the applicant citing the state's FCC Form 470, other than what is required by the state master contract and state and local procurement laws. The signed state master contract between the state and the service provider must meet the FCC signed contract requirement.

Bid Awards

- **Single winner:** Single vendor wins the bid
- **Multiple Award Schedule:** State awards contract for same equipment and services to multiple vendors that can serve the same population.
 - If the state awards contracts to multiple service providers, the applicant must conduct a bid evaluation for all service providers able to provide services to the applicant under these contracts (a mini-bid process).
 - Justify vendor selection.
 - Remember to include in your mini-bid all contracts on the multiple award schedule that provide the services sought.

Common Missteps and Bidding Errors

- Failure to provide **complete and accurate** information on the FCC Form 470 and RFP, such as:
 - Correct category and service type.
 - Appropriate details on the project, deadlines, and other necessary requirements.



Common Missteps and Bidding Errors - Continued

- Failure to retain all competitive bidding documents.
 - Retain the Bidding Matrix showing that:
 - Price was the most highly-weighted factor.
 - You carefully considered **all bids received**.
 - Retain winning and losing bids.
 - If you only received one bid, create a memo to document that fact for your files.



Common Missteps and Bidding Errors - Continued

- Failure to wait the **full 28-day waiting period**.
 - Count from the date of certification on the FCC Form 470.
 - Be sure to select a service provider **on or after** the Allowable Contract Date.



The Service Provider's Role

Know Your Role in the E-Rate Process

Applicants	Service Providers
<ul style="list-style-type: none">• Determine services needed, file FCC Form 470.• Conduct the competitive bidding process.• Select winning bidder with price of eligible equipment and services as primary factor.• Respond to Program Integrity Assurance (PIA) questions.• File other applicant forms (FCC Forms 471, 486, 472, 500, etc.).• Document compliance with FCC rules (ongoing).• Retain documentation for at least 10 years from last date of service delivery.	<ul style="list-style-type: none">• Respond to FCC Form 470 and any RFP.• May assist with responding to PIA questions on technical services questions (but not competitive bidding).• File service provider forms (FCC Forms 473, 474, etc.).• Document your compliance with FCC rules (ongoing).• Retain documentation for at least 10 years from last date of service delivery.

Service Providers – Bid on Services

- The **applicant** starts the [competitive bidding process](#) by posting one or more FCC Forms 470 and Request(s) for Proposals (RFP) documents, if applicable, to the USAC website.
 - These documents may include specific requirements for service providers to follow during the competitive bidding process.
- **Service providers** [review the information and bid on the requested services](#).
 - Use [FCC Form 470 tools](#) to search and view FCC Form 470 service requests and RFPs.
 - The bid should include information on E-Rate eligibility percentage and category of service.
 - The bid should be responsive to the equipment and services being requested.



Open and Fair – Service Providers

To help ensure an open and fair process, service providers should:

- **Review all the requirements**, including the FCC Form 470 and any RFP(s).
- Provide a responsive bid to what was requested by the applicant.
- Ask questions if the information provided by the applicant is unclear.
- Separate the eligible, mixed bucket, and **ineligible services** in your bid response.
- **Do not offer gifts, free services, devices, or non-E-Rate discounts** to make your response more attractive.
- **Do not offer to help** an applicant if you are also planning to respond to their bid request.

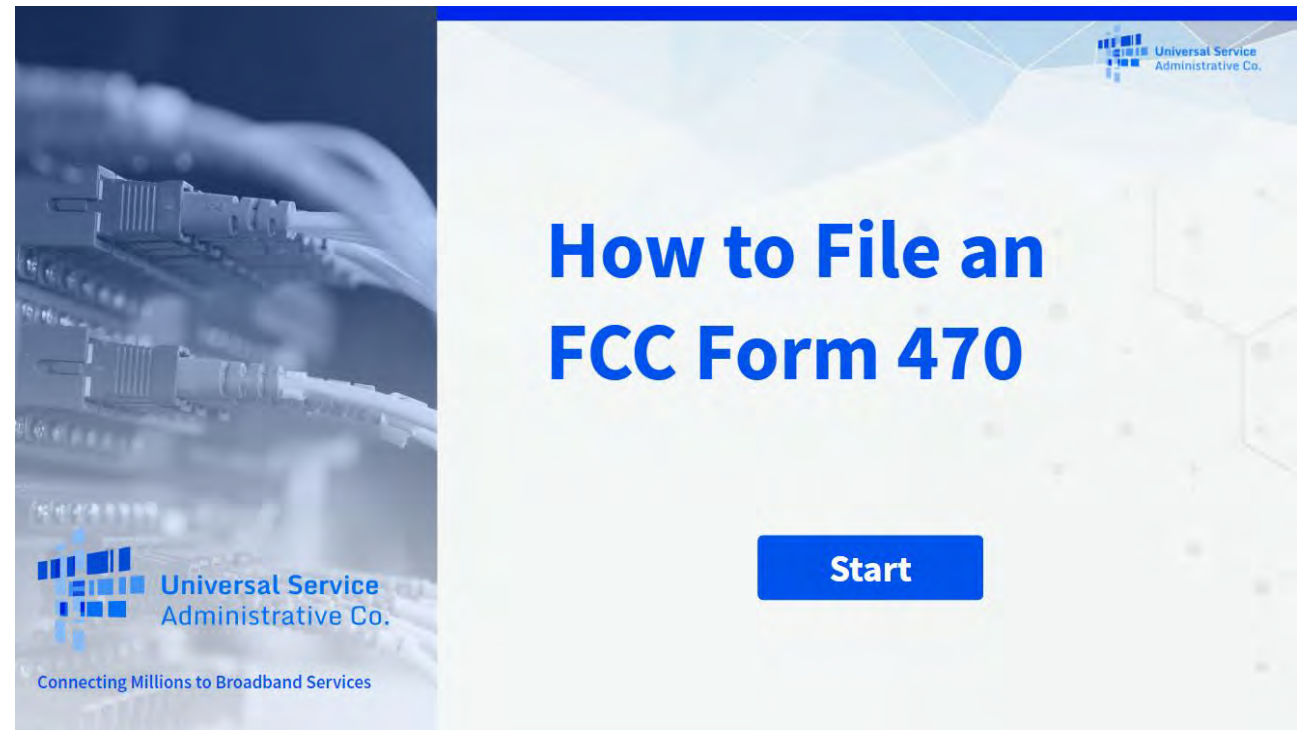
Lowest Corresponding Price (LCP)

- Service providers are required to offer applicants their services at the [lowest corresponding price](#) charged to other similarly situated customers throughout their geographic service area.
- This rule ensures that applicants are not charged more than similarly situated non-residential customers for similar services because of E-Rate participation.
- Exceptions can be made if the provider can show that they face significantly higher costs to serve this customer due to volume, mileage from facility, or length of contract.
- Applies to all service providers and for all service arrangements (tariff, month-to-month, and contracted services).

Resources

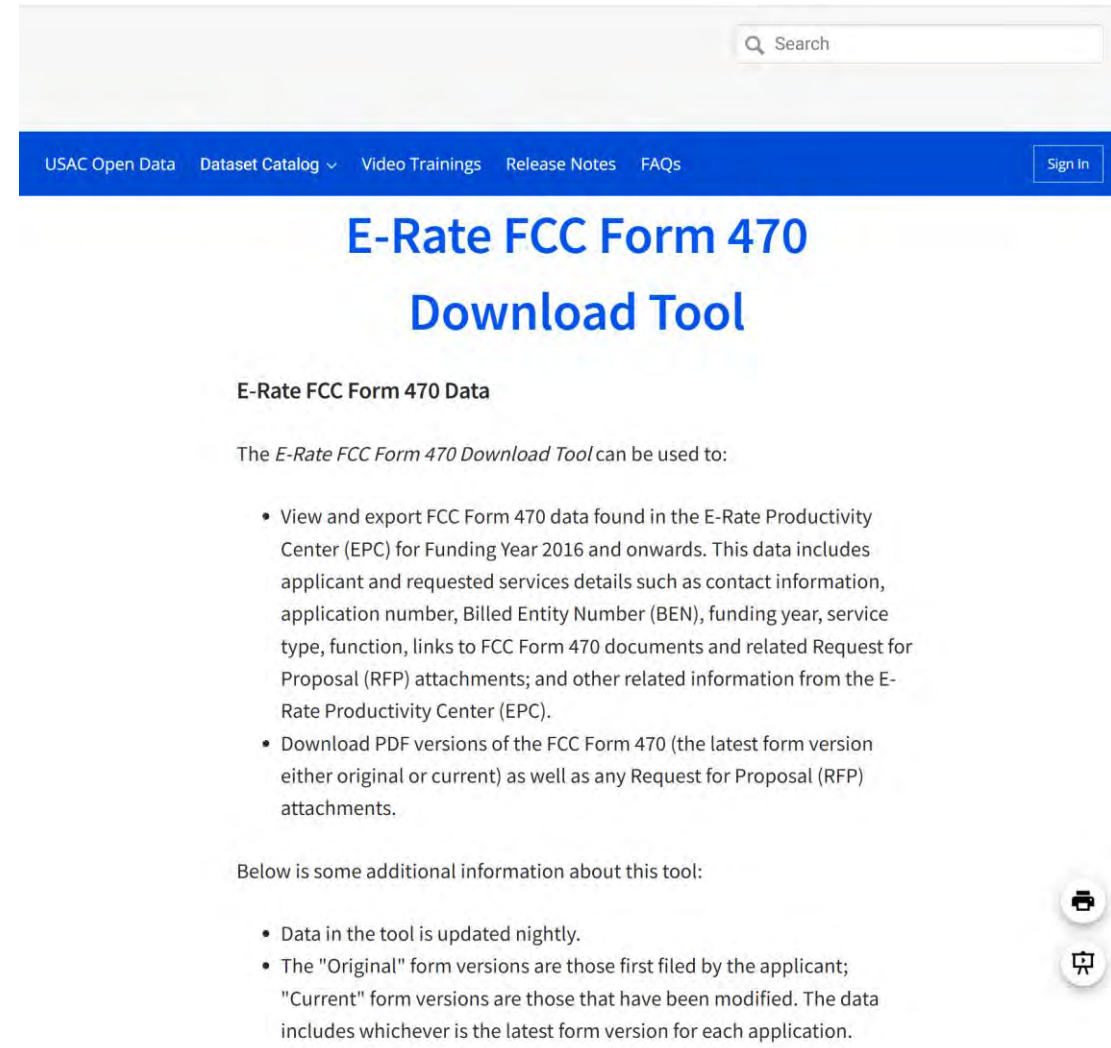
How to File an FCC Form 470 eLearning Module

- Form Assistance
- Begin the form: Basics
- Categories of Services
- Certifications
- [Link to eLearning Module](#)



FCC Form 470 Open Data Tool & Search User Guide

- [Open Data Search Tool](#)
- How to search for certified FCC Form 470s in EPC
- Search and Export Certified FCC Forms 470 and RFPs
- Exporting Search Results
- [Link to guide](#)



The screenshot shows the web interface for the E-Rate FCC Form 470 Download Tool. At the top, there is a search bar with a magnifying glass icon and the word "Search". Below the search bar is a blue navigation bar with links: "USAC Open Data", "Dataset Catalog", "Video Trainings", "Release Notes", and "FAQs". A "Sign In" button is located on the right side of the navigation bar. The main heading is "E-Rate FCC Form 470 Download Tool". Below this, the section "E-Rate FCC Form 470 Data" is displayed. A paragraph states: "The E-Rate FCC Form 470 Download Tool can be used to:". This is followed by a bulleted list of two items: "View and export FCC Form 470 data found in the E-Rate Productivity Center (EPC) for Funding Year 2016 and onwards. This data includes applicant and requested services details such as contact information, application number, Billed Entity Number (BEN), funding year, service type, function, links to FCC Form 470 documents and related Request for Proposal (RFP) attachments; and other related information from the E-Rate Productivity Center (EPC).", and "Download PDF versions of the FCC Form 470 (the latest form version either original or current) as well as any Request for Proposal (RFP) attachments." Below this, another paragraph states: "Below is some additional information about this tool:". This is followed by a bulleted list of two items: "Data in the tool is updated nightly.", and "The 'Original' form versions are those first filed by the applicant; 'Current' form versions are those that have been modified. The data includes whichever is the latest form version for each application." On the right side of the page, there are two circular icons: a printer icon and a share icon.

Search

USAC Open Data Dataset Catalog Video Trainings Release Notes FAQs Sign In

E-Rate FCC Form 470 Download Tool

E-Rate FCC Form 470 Data

The E-Rate FCC Form 470 Download Tool can be used to:

- View and export FCC Form 470 data found in the E-Rate Productivity Center (EPC) for Funding Year 2016 and onwards. This data includes applicant and requested services details such as contact information, application number, Billed Entity Number (BEN), funding year, service type, function, links to FCC Form 470 documents and related Request for Proposal (RFP) attachments; and other related information from the E-Rate Productivity Center (EPC).
- Download PDF versions of the FCC Form 470 (the latest form version either original or current) as well as any Request for Proposal (RFP) attachments.

Below is some additional information about this tool:

- Data in the tool is updated nightly.
- The "Original" form versions are those first filed by the applicant; "Current" form versions are those that have been modified. The data includes whichever is the latest form version for each application.

FCC Form 470 Services Guiding Statements Table

- Category One vs Category Two
- Leased Dark and Lit Fiber
- Internet Access
- Data Transmission
- [Link to guide](#)



Available for Public Use

FY2025+ 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, microwave or wireless).	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. ¹
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, microwave or wireless).	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 an existing broadband internal connection (e.g., for use on a library bookmobile without a fixed connection). ²

Additional Resources

- [Competitive Bidding Page](#)
- [Competitive Bidding Infographic](#)
- [Competitive Bidding FAQs](#)
- [28-Day Waiting Period Page](#)
- [How to File an FCC Form 470 eLM](#)
- [Guiding Statements Video](#)
- [Guiding Statements Reference Table](#)
- [Applicant Process Page](#)
- [Service Provider Process Page](#)
- [Document Retention](#)



Additional Resources Continued

Visit the [**Learn** section of the E-Rate website](#) to find useful information


- [Subscribe](#) to the E-Rate News Brief
 - Upcoming Date reminders
 - Program announcements
- [Webinars](#)
 - Watch past webinars and register for upcoming trainings
- [eLearning Modules \(eLMs\)](#)
 - Learn how to navigate various aspects of the E-Rate program
- [Review Frequently Asked Questions \(FAQs\)](#)

Live Q&A

Submit your questions
about today's topics:

- Competitive Bidding
- Requesting Bids
- File and Certify an FCC Form 470
- Open and Fair Process
- 28-Day Waiting Period
- Select a Service Provider
- The Service Provider's Role

Questions



No questions yet
Questions you send and answers from the staff will appear here

Your question will be sent to staff

Send

Q&A Tips

- ✓ Type your queries into the “Questions” box in your webinar control panel.
- ✓ Write in full sentences.
- ✓ Ask one question at a time.
- ✓ Click the box to expand it and see all the written answers.

Questions?

E-Rate Customer Service Center (CSC)



Call us at (888) 203-8100

Monday – Friday 8 a.m. to 8 p.m. ET

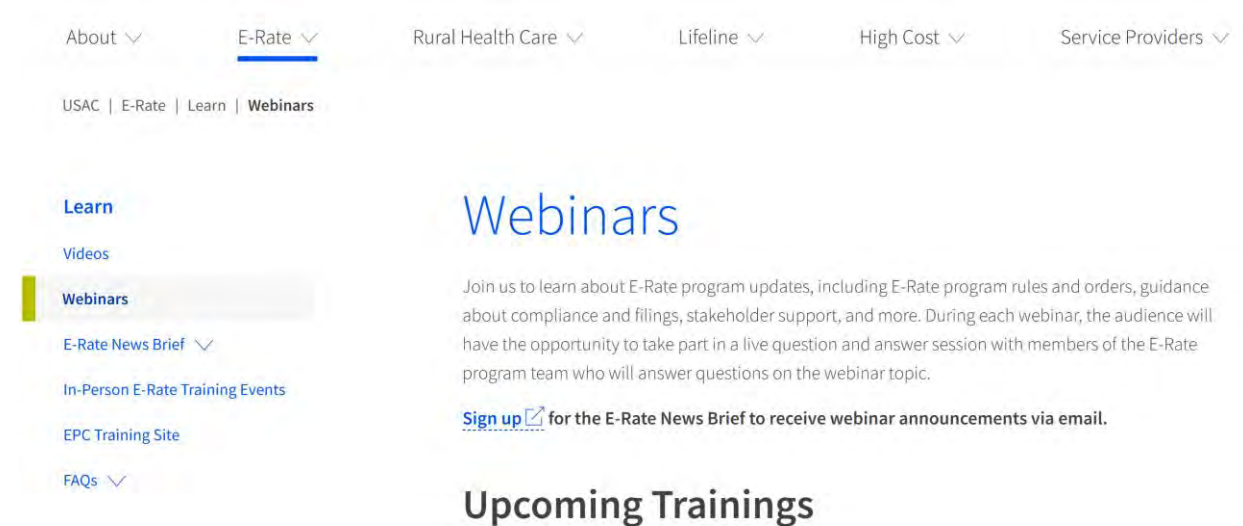


Create a customer service case in the E-Rate Productivity Center (EPC):

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

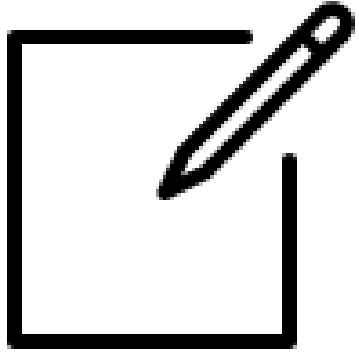
Upcoming Webinars

- Our next webinar is on **August 14, 2025** - E-Rate Open Data Course 1: Open Data Overview
 - Recommended for applicants and service providers
 - Suitable for all E-Rate experience levels
- Please visit the E-Rate [Webinars](#) page for additional information.



The screenshot shows the E-Rate Webinars page. At the top, there is a navigation bar with links for About, E-Rate (selected), Rural Health Care, Lifeline, High Cost, and Service Providers. Below this is a breadcrumb trail: USAC | E-Rate | Learn | Webinars. The main content area has a sidebar on the left with a 'Learn' section containing links for Videos, Webinars (highlighted), E-Rate News Brief, In-Person E-Rate Training Events, EPC Training Site, and FAQs. The main content area features a heading 'Webinars' followed by a paragraph: 'Join us to learn about E-Rate program updates, including E-Rate program rules and orders, guidance about compliance and filings, stakeholder support, and more. 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 who will answer questions on the webinar topic.' Below this is a link: 'Sign up for the E-Rate News Brief to receive webinar announcements via email.' At the bottom, there is a heading 'Upcoming Trainings'.

Take Our Survey



- We want to hear about your webinar experience.
- A survey will appear on your screen at the end of the webinar.
- If you are not able to complete the survey today, one will be emailed to you within one to two business days.
- We appreciate your feedback!

Thank You!





**Universal Service
Administrative Co.**