# E-rate: Form 470 Basics & Category 2 Overview

## College and Career Ready

**That's our goal.**

The Department of Public Instruction is the state agency that advances public education and libraries in Wisconsin. Our goal is to ensure **every child** graduates ready for further education and the workplace.

**DPI Support Team:**

**Rachel Schemelin**

**Bill Herman**

**Bob Bocher**

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION
Tony Evers, PhD, State Superintendent

# Form 470 Basics & Category Two Overview

- Last presentation focused on principles of the bidding process
- This presentation focuses on filing the Form 470 and also provide a Category 2 Overview
- We will hold a "Preparing to File the Form 471" webinar on December 9th

# Recap from the Last Webinar - What is Form 470?

- Schools and libraries may file a Form 470 and release a bid, also known as a request for proposal (RFP), for Category 1 and Category 2 services
- Form 470 is posted to the EPC Portal for a minimum of 28 days
- A bid is a detailed description and request for quotations for E-rate eligible equipment and services
- You can request an item from a specific provider but need to add "or equivalent" (this is primarily for C2)
- Use correct service type and subtype
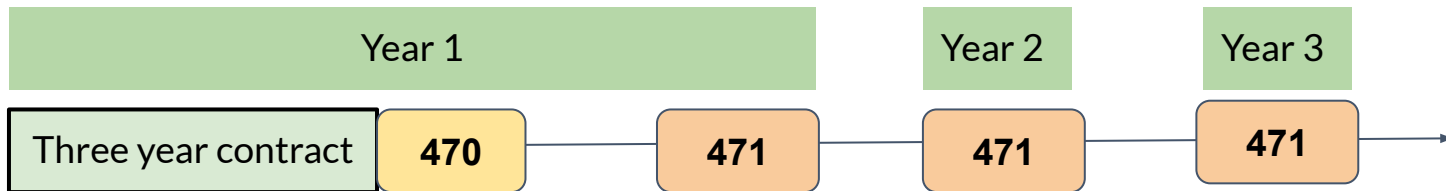- List equipment and services from winning bid in Form 471

# Timing

- The minimum bidding period is 28 calendar days
- Consider a longer bidding period depending on:
  - Scope of the project
  - Degree of detail in your requests
  - Requirement of a facility walkthrough
  - Number of E-rate vendors in your region
  - Local bidding and procurement regulations
- Remember: it's not just about your schedule - you have to consider vendors' availability to respond as well

# Pre-Existing Contracts

**You do NOT need to file a Form 470 for services already under contract for 2021.**

- **These are called "pre-existing contracts."**

- **A Form 470 is not needed because you already have a provider for those services.**

- **But you must still file a Form 471 for those services. (A 471 is filed every year.)**

| Year 1 | Year 2 | Year 3 |
|--------|--------|--------|

Three year contract **470** — **471** — **471** — **471** →

# Do I need to post separate bid documents?

- Usually, you can enter your bid narrative directly into the Form 470 and not need post separate bid documents
  - The narrative is plain text and has a character limit
- In certain cases, you will post separate Request for Proposal (RFP) document to EPC as part of your Form 470:
  - Category 1 fiber projects (required)
  - Complex C2 equipment bids (optional)
  - Local requirements/Board policy

# Using an RFP Document

- Request for Proposal (RFP) Benefits:
  - <u>Optional</u> to attach RFP to Form 470
    - Bring important elements to the bidder's attention
    - More space to describe your entity's situation in greater detail
    - Once submitted you can't edit the Form 470 narrative field, but you can upload addenda (like responses to vendor questions) if you use an RFP document

# Critical Notes About Using an RFP

- Post the RFP by uploading it to EPC as part of the Form 470
- Do not upload a document that simply contains a link to the RFP
- You can upload a replacement RFP document to the Form 470. However:
    - If you have made a significant change to the RFP, you must notify everyone who has bid that you have revised the RFP
    - You must re-start the 28-day wait period, which means you cannot award the bid until 28 days after revising the RFP
    - The FCC term for "significant change" is "cardinal change"

# Form 470 Filed - Bid Released

- I've released the bid by filing a Form 470, what do I do?
  - **Wait 28 days** after filing your Form 470, before you can choose a winning bidder and sign a contract for services
  - Answer any questions received from vendors promptly and completely
  - Review all bids using the same review or evaluation matrix

# Category 1 and Category 2 Funding

**1**

**Guiding rule:**

Anything that brings high speed internet to your building
- Transport (data circuits)
- ISP
- Connection fees
- Maintenance

**2**

[2020 CAT 2 Eligible Services List](#)

**Guiding rule:**

Anything that brings high speed internet to students
- Switches
- Wiring
- Access points
- UPS
- Managed Internal Broadband Services
- Basic Maintenance of Internal Connections

# Choose the Correct Service Type!

- Form 470, request bids & indicate service type and services for Category 1 & Category 2
- Common Error/Denial of Funding: Service type mismatch, or service sub-type mismatch
- Carefully review USAC's [Form 470 Category One Services Drop-Down Menu Reference Table ](#)before you file
- The table also indicates whether you will need to post a separate RFP document with your Form 470

# Category One Service Types

- The following slides explain the different Category One service types.
- When you fill out the Form 470 for Category One services, you will choose your service type from a drop-down menu.
- The menu choices are not intuitive, and if you make the wrong choice, your application could be denied.
- Note that these slides do *not* apply to BadgerNet customers, because they do not need to file a Form 470 for transport.

# Note: TEACH/BadgerNet Customers

- You do *not* need to file a Form 470 for your TEACH data circuit.

- You do *not* need to file a Form 471 for your TEACH data circuit

- You do *not* need to file a Form 470 for internet access

- You *do* need to file a Form 471 for internet access

- The following slides explain how school districts that do *not* use Badgernet should fill in their Form 470 for Category One services.

13

# Category 1 Service Types

**Transport and Internet Access**

**Transport Only**

**Internet Access only (ISP)**

**Other**

**Dark Fiber**

**Own your Fiber**

**Other media**

# Category One Service Types

**Bundled internet service over fiber**

*Scenario:* **You are seeking bids for** *transport and internet access as a bundled service,* **over fiber**

Choose ⟶ **"Leased Lit Fiber (with or without internet access)"**

**In the narrative, indicate that** *You are seeking bids for transport and internet access as a bundled service*

15

# Category One Service Types

## Transport Only

*Scenario: You are seeking bids for **transport only**, over fiber*

Choose ⟶ **"Leased Lit Fiber (with or without internet access)"**

**In the narrative, indicate that** *You are seeking bids for transport only.*

16

# Category One Service Types

## ISP Only

*Scenario:*
*You are seeking bids for internet access only -- you will seek bids separately for transport over fiber*

Choose ⟶ **"Internet Access: ISP Service Only (No Transport Circuit Included)"**

**In the narrative, indicate that** *You are seeking bids for ISP service only only.*

# Category One Service Types

## Other fiber services

Seeking other fiber services and equipment:

- *Leased dark fiber*
- *Self-provisioned network (you will build, own, and maintain it)*
- *Fiber network equipment*
- *Maintenance of a fiber network*

*See [USAC Form 470 guidance document](#)*

*Contact DPI for assistance*

# Category Two Service Types

- Broadband Internal (i.e., in-building) Connections
- Basic Maintenance of Internal Connections
- Managed Internal Broadband Services

# Category Two: Broadband Internal Connections

## Eligible Broadband Internal Connections

- Antennas, connectors, and related components used for internal broadband connections
- Cabling
- Caching
- Firewall services and firewall components separate from basic firewall protection provided as a standard component of a vendor's Internet access service
- Racks
- Routers
- Switches
- Uninterruptible Power Supply (UPS)/Battery Backup
- Access points used in a local area network (LAN) or wireless local area network (WLAN) environment (such as wireless access points)
- Wireless controller systems
- Software supporting the components on this list used to distribute high-speed broadband throughout school buildings and libraries (applicants should request software in the same category as the associated service being obtained or installed)

**Basic Maintenance of Eligible Broadband Internal Connections**

E-Rate support is available for basic maintenance and technical support appropriate to maintain reliable operation when provided for eligible broadband internal connections.

The following basic maintenance services are eligible:

- Repair and upkeep of eligible hardware
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone-based technical support
- Software upgrades and patches including bug fixes and security patches

# Category Two: Managed Internal Broadband Services

## Eligible Managed Internal Broadband Services

- Services provided by a third party for the operation, management, and monitoring of eligible broadband internal connections are eligible managed internal broadband services (e.g., managed Wi-Fi).

- E-Rate support is limited to eligible expenses or portions of expenses that directly support and are necessary for the broadband connectivity within schools and libraries. Eligible expenses include the management and operation of the LAN/WLAN, including installation, activation, and initial configuration of eligible components and on-site training on the use of eligible equipment.

- In some eligible managed internal broadband services models, the third-party manager owns and installs the equipment and school and library applicants lease the equipment as part of the managed services contract. In other cases, the school or library may own the equipment, but have a third party manage the equipment for it.

# Category Two Service Type Mismatch

- You want to install cabling (eligible under Internal Connections)
- On your Form 470, you choose "Basic Maintenance of Internal Broadband Connections."
- Your Form 471 or your BEAR request will be denied.
- No appeal will succeed.

# Category 2 Budgets

- Your district or library has a five-year C2 budget, to offset network costs

- The new five year budget cycle is: 2021-2025

- The budget amount is $167/student; $4.50/library square foot

- Beginning this school year (FY21) budgets are districtwide

# Category 2 Budget: Example

- Ebenezer School District has 1,000 students

- Its Category 2 budget = 1,000 x $167 = **$167,000** for 5 years

- Over this period, it can receive E-rate funding for purchases of up to $167,000 of eligible equipment and services

- The budget amount covers retail, or pre-discount costs

# USAC Category 2 Budget Tracker

- USAC provides a [Budget Tracker](#) to show how much C2 budget your district or library has left

- Currently it shows your full 5-year budget

# USAC Category 2 Budget Tracker

- **It's a terrific tool, but not totally intuitive to use.**

1. Look up your district:

# USAC Category 2 Budget Tracker

2. Scroll down using outer scrollbar:

3. Click Apply!

Billed Entity Name    IS    ⌄

🔍 Search all values

SELECTED VALUES

▽ BUTTERNUT SCHOOL DISTRICT    ✕

LABEL A - Z
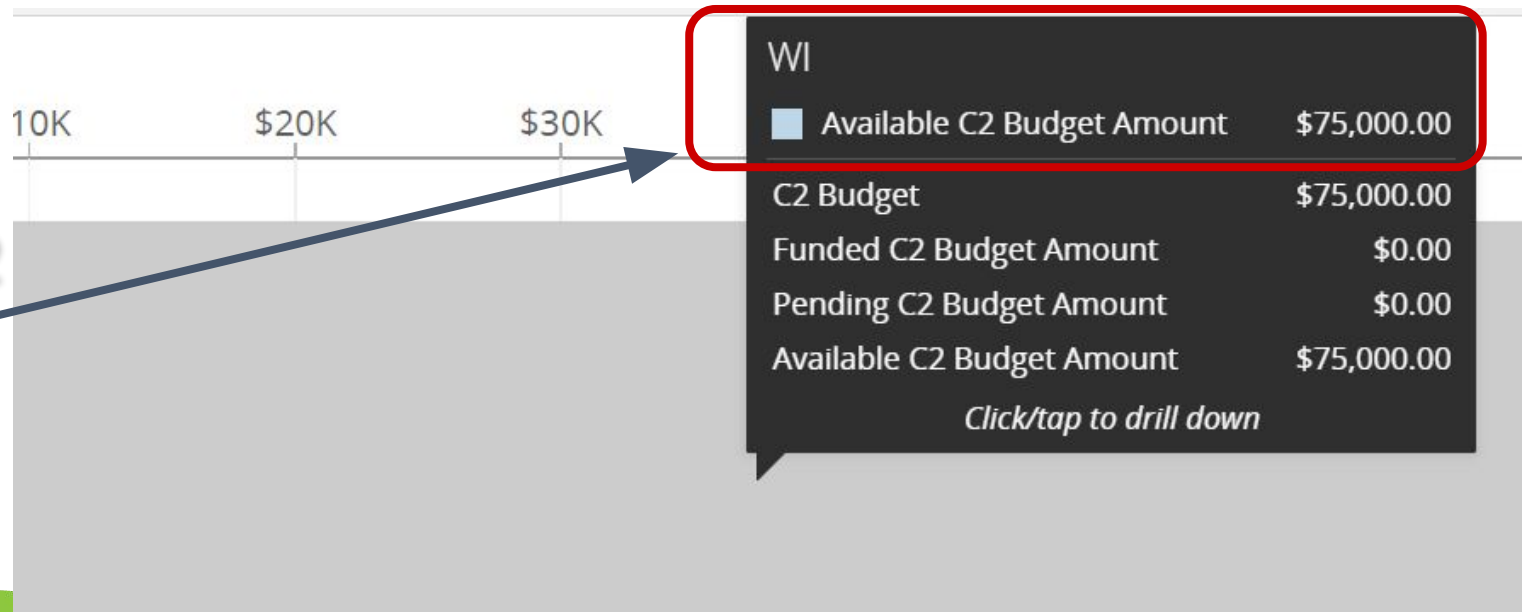
(No value)

100 ACADEMY OF EXCELLENCE

127722 - MIAMI-DADE COUNTY PUBLIC SCHOOLS

21ST CENTURY CYBER CHARTER SCHOOL

Apply

# USAC Category 2 Budget Tracker



Current C2 budget:

WI

| | | |
|---|---|---|
| ▢ Available C2 Budget Amount | | $75,000.00 |
| C2 Budget | | $75,000.00 |
| Funded C2 Budget Amount | | $0.00 |
| Pending C2 Budget Amount | | $0.00 |
| Available C2 Budget Amount | | $75,000.00 |

*Click/tap to drill down*

# Application Timeline
## (*Estimated Dates Based on Last Year's Timeline)

- **Now: Review CAT 1 Needs & File Form 470**
    - Shoot for the end of January
    - Drop dead date is <u>28 days before</u> Form 471 deadline
- **Now: Lookup CAT 2 Budget, Plan CAT 2 Purchases**
    - Align to local budget planning
- **Now: Update EPC Profile with F/R lunch and enrollment**
    - Use DPI <u>Provided</u> Data, [https://dpi.wi.gov/erate/2021-lunch-data](https://dpi.wi.gov/erate/2021-lunch-data)
    - January 7, 2021: EPC Profile Window Closes
- **Form 471 Filing Window Opens** (January 11, 2021 - March 19, 2021)

# Upcoming Webinars

DPI Webinars:

- W 12/9, 1pm - Preparing to File Form 471

- Additional E-rate Training, [SETDA E-rate Training Series](#)

- USAC [School & Library Division Webinar Series](#)

# Thank You

https://dpi.wi.gov/erate

Rachel Schemelin;
rachel.schemelin@dpi.wi.gov
Bill Herman;
bill.herman@dpi.wi.gov
Bob Bocher;
robert.bocher@dpi.wi.gov

E-rate: (608) 267-2346

https://teach.wi.gov/

https://dpi.wi.gov/erate/teach-badgernet

Matt Yeakey
TEACH Administrator
Department of Administration
Division of Enterprise Technology
teach@wi.gov
TEACH: (608) 261-5054