

MBLC FY2024: E-rate Bid Evaluation and Form 471

Massachusetts Board of Library
Commissioners

January 26, 2024



Before We Start...

- Slides/Updates:
 - Accurate to the best of our knowledge as of 1/22/2024) but...expect more changes
- Most updates are in SLD's News Brief issued weekly
 - Subscribe or view online on SLD web site (<https://www.usac.org/e-rate/learn/news-brief/>)
- Basic training videos and related materials available online at from USAC at <https://www.usac.org/e-rate/learn/>



Before We Start...

- Questions are welcome throughout!
 - Please put your question in the chat (click “chat” at the bottom of the screen”
 - Please try to note slide #'s if you have a question about them
 - We will take all the questions at the end of the training, but if something is urgent, please interrupt!
 - Consultant will be available after the webinar finishes recording to answer further questions



Quick Preview of Today

- What's New?
- Process Overview
- Bid Evaluation
- Contracts (incl. ITT72)
- Form 471
- Q&A



What's New



What's New: January 2024

- Eligible Services List was released December 15, 2023
- FY2024 (7/1/24 – 6/30/2025) Form 471 Window is open
 - Closes March 27, 2024
- Tribal Libraries Order (FCC 23-56)
 - Up to \$3,600 in C2 (per location) without Form 470
 - 90% Internet access “safe harbor” on cost allocation
- Multiple open issues at FCC
 - Cybersecurity/Advanced Firewalls Pilot
 - Hotspots for students and patrons
 - Schoolbus Wi-Fi (with possible implications for bookmobiles)



Quick Application Process Overview



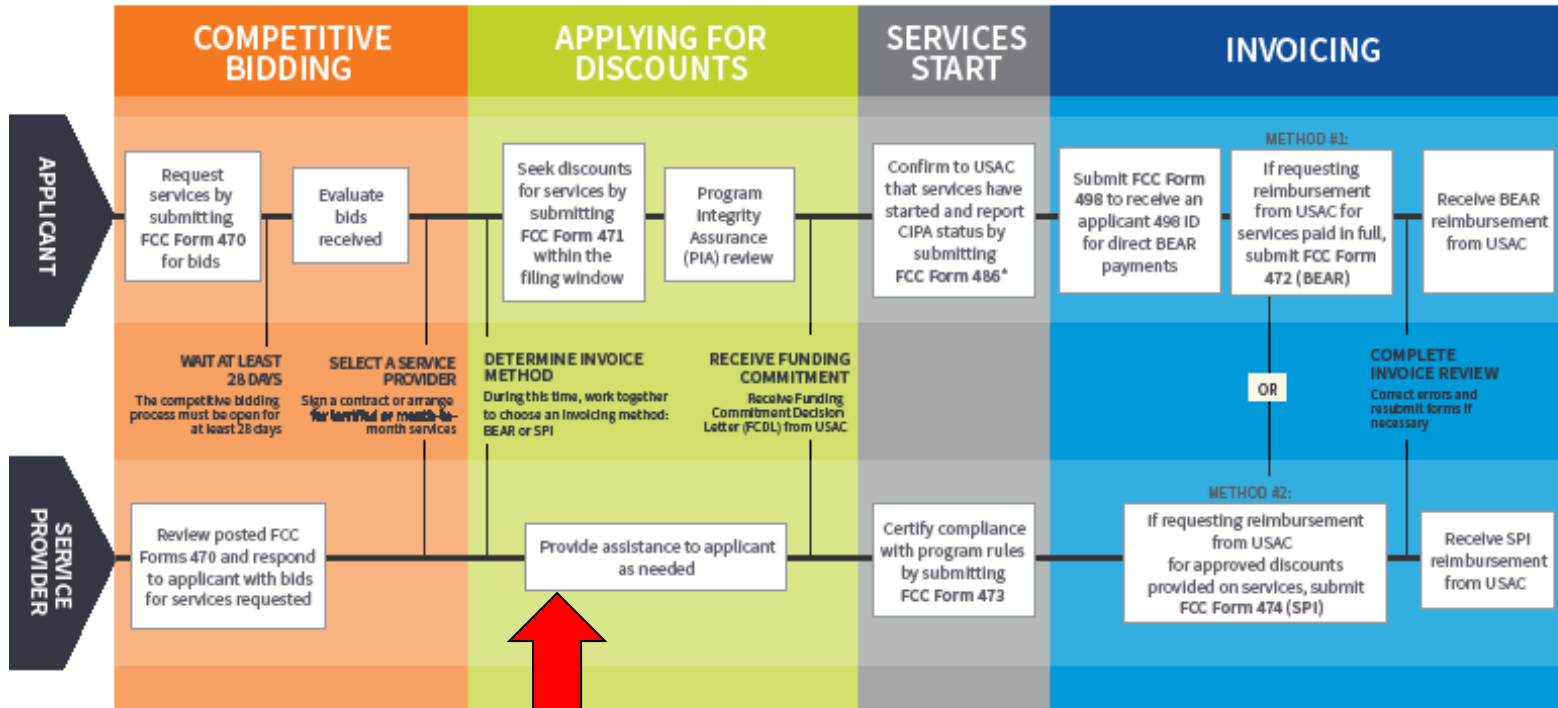
Application Process in a Nutshell

- Procurement: **Form 470** and (optional) RFP
 - Bid Evaluation and Contract Award
- Application for Funding: **Form 471**
 - PIA review and award of funding (FCDL)
- Notification of Services Starting: **Form 486**
 - Receipt of services and compliance with CIPA
- Invoicing: **BEAR (Form 472)** or **SPI (Form 474)**
- Post-Invoicing: Audits, reviews, etc.

BEFORE YOU BEGIN:

APPLICANTS: Applicants must first have an entity number and an E-rate Productivity Center (EPC) account.

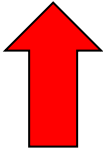
SERVICE PROVIDERS: Service providers must first obtain a Service Provider Identification Number (SPIN, service provider #98 ID) by submitting FCC Form 498.



FOR MORE INFORMATION:

- 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.

	2022												2023												2024											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
FY2022	[Orange]												[Orange]												[White]											
FY2023	[White]					[Green]							[Green]												[White]											
FY2024	[White]												[White]					[Blue]							[Blue]											





Application Steps and Deadlines

- Dates are somewhat flexible (but deadlines are not)
- Procurement/competitive bidding: Fall and early Winter prior to the Funding Year (includes Form 470)
- Contract Award and Form 471: ~Jan – Mar prior to the Funding Year (FY2024 471 Window: 1/17/2024 – 3/27/2024)
- Form 486: ~Summer/early Fall of Funding Year
- Invoicing: either during or ~Summer/Fall after Funding Year



Bid Evaluation/Vendor Selection Review



Bid Process Review

- *RFP/Form 470*
- *Q&A/Walkthroughs*
- *28 day waiting period*
- Bid evaluation
- Vendor selection/bid award
- Contract
- Form 471



Bid Process Importance

- Fair and open competitive bidding the cornerstone of the program
 - Fair: every vendor evaluated fairly and equally
 - Open: any vendor who is interested and qualified can access the bid documents and respond
- Failures extremely difficult to cure



Bid Evaluation Criteria

- Must use bid evaluation matrix with criteria
- Criteria are largely flexible
 - Must use same criteria for all bidders *on a particular service*
 - Price of eligible goods and services must be the primary factor
 - Weighted more heavily than any other single factor
 - Does not need to be the majority of the points
 - *Incorporate upgrade prices if applicable*
 - Should be outlined in RFP if applicable
- Sample matrices available from USAC



Sample Bid Evaluation Criteria

Bid Evaluation Criterion	Points
Vendor bid response meets format requirements	10
Price of Eligible Goods and Services	30
Price of Ineligible Goods and Services	5
Vendor References	10
Vendor Reputation / Past Experience	15
Vendor Acceptance of Terms and Conditions	10
Vendor Description of Services / Meets Needs Expressed in Statement of Work	20
TOTAL:	100



Bid Evaluation Process

- When to Evaluate:
 - After bid is closed (after 28 days is up, either specified in RFP or chosen if no RFP)
- What to Evaluate:
 - Submitted, responsive bids only
 - Non-responsive bids do not need to be evaluated (but document why non-responsive!)
- Multistep?
 - RFP may include pass/fail minimum requirements, then evaluation
 - Bids failing minimum requirements can be disqualified
- Must sync with local/state requirements



Bid Evaluation Documentation

- Outline and explanation of criteria (often part of RFP or separate memo) and evaluation process
- Bid evaluation worksheet(s)
 - Either one from each evaluator or one for the evaluation team
 - Can do one per vendor or a multivendor evaluation sheet
 - Signed and dated by appropriate party(ies)
 - Clearly show the winning vendor
- Notes/minutes/summary (check with counsel)

Bid Evaluation: Common Failures



- Failure to conduct bid evaluation
 - Must conduct even with only one bid!
- Failure to evaluate all bids
 - Keep copies of all bids
 - Document disqualifications
- Failure to justify results (esp. price)
 - Use math/proportions!
- Failure to allocate out ineligible costs/services
- Failure to document



Bid Evaluation: Reminders

- Make sure your procurement staff/personnel responsible for contracts are involved and understand E-rate vis-à-vis local process
- Sample bid evaluation matrices available from USAC
- Cost allocate out any “free” or ineligible services from the eligible price
- Choose your criteria such that they work for you



Vendor Selection / Bid Award

- Selection of winning vendor should be simple: most points = winning vendor
 - Must comply with this requirement!
- Follow local requirements re: vendor notification
- Winning vendor is first in line
 - Reach out to negotiate contract
 - If you can't reach agreement, can go to second place vendor



Contracts



Contracts

- Not all vendors require contracts – but most do
- Leave plenty of time for contract negotiation
 - Vendor contracts written to benefit vendors and often aren't e-rate compliant
- Incorporate terms and conditions from RFP (if applicable) as well as bid response
 - Ensure consistency as well as “fairness”
 - Attach documents as addenda
- Double check vendor's SPIN and red light status
- Ensure costs are clearly stated (including upgrade costs when appropriate)



Contracts (cont'd)

- Ensure contract is approved/accepted by appropriate applicant authorities (and that approval is documented)
- Ensure contract is “fully executed” (has vendor and applicant signatures)
- Make sure contract is consistent with RFP, Form 470, and bid response
 - Pricing
 - Terms and conditions
- If you cannot reach agreement with winning vendor, move to second place vendor
- Contract must be fully executed/complete before filing Form 471
- ***Contract can be multiyear, but cannot extend automatically***
- Contracts should be uploaded into EPC

Contracts Online Demo

ACP Program providers, ACP Pilot Program Applicants, EPC users and BEAR Form filers: If this is your first time logging in to One Portal, please read this information carefully. Also, for returning ACP Pilot Program Applicants, due to a recent system issue, you may need to reset your password in order to log in. If your existing password doesn't work, click "Forgot Password" to reset.

USAC has added multifactor authentication (MFA) to increase the security of our Universal Service Fund (USF) IT applications. The first time you sign into an application, the system will prompt you to set up MFA for your account. To do this:

1. Click the blue **Continue** button below.
2. Click the **Forgot Password** link.
3. Enter your Username (your email address) and click **Reset via Email**.
4. When you receive the email, click the link to create a password. Your password must be at least eight characters long and include one lowercase letter, one uppercase letter, one number, and one special character.
5. Accept the system's terms of use and click **Sign In**.
6. On the next page, confirm the email associated with your account and click **Send Email**.
7. Check your email for a verification code.
8. Enter the code and click **Verify**.

After logging in, you will see USAC's new single portal application dashboard if you have access to more than one application. On this page you can access all of the USF applications associated with your log in. This means users no longer have to sign into multiple applications to interact with different USF programs.

From the dashboard, you can visit the "Settings" page to add a cell phone number to your account. This will allow you to receive verification codes via either email or text message when you log in in the future.

To learn more about USAC's MFA and to find a list of all USF IT applications included in the single portal, visit [USAC's website](#). If you cannot access the email associated with your account and need to set up a new log in, please contact your organization's USF administrator. If you need to reset your password, click the "forgot password" link. More detailed instructions are available in [this video](#).

Continue

My Applicant Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC](#) | [E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [Library System 10036!](#)



Pending Inquiries

Type

Application/Request

Funding Year


Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date ↑	Extn.	Status
No items available								

Records / Applicant Entities

#1529 - Library System 10036


[CREATE A NEW USER](#)
[ADD OR REMOVE EXISTING USERS](#)
[MANAGE USER PERMISSIONS](#)
⋮

- Summary**
- Customer Service
- Modifications
- Additional Information
- Discount Rate
- Category Two Budget
- Contracts 
- FCC Forms
- FRN Appeals
- News
- Related Actions

Organization Details

Name Library System 10036

Entity Number 1529

FCC Registration Number 0123456780

Applicant Type Library System

Status Active

Contact Information

Physical Address 39 Maryland Ave
Rockville, MD 20850
Montgomery

Phone Number 012-345-6789

Email librarv svx 10036@mailinator.com

Records / Applicant Entities

#1529 - Library System 10036



Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News

Related Actions

Manage Contracts

Contracts - Library System 10036 (BEN: 1529)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type

My Contract Drafts

You have no contract drafts for this organization. Click the Add a New Contract button to create a new contract.

CLOSE



ADD A NEW CONTRACT

EDIT

DELETE

Records / Applicant Entities

#1529 - Library System 10036



Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News

Related Actions

Create Contract

Library System 10036 (BEN: 1529) - - Contract ID

Contract Information **Establishing FCC Form 470** Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you will enter preliminary information about this contract, as well as your account number, if you know it.

Contract Information

Enter a nickname to easily identify this contract *

Contract Number 

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

Records / Applicant Entities

#1529 - Library System 10036



Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News

Related Actions

Create Contract

Library System 10036 (BEN: 1529) - 2024 State Training Vendor X - Contract ID #8972

Last Saved: 1/22/2024 8:59 AM EST

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you will have the option to upload contract documents, including a description of each document.

Contract Information

Contract ID #8972 ?

Would you like to upload a copy of your contract? ?

Records / Applicant Entities

#1529 - Library System 10036



Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News **Related Actions**

Create Contract


Library System 10036 (BEN: 1529) - 2024 State Training Vendor X - Contract ID #8972


Last Saved: 1/22/2024 8:59 AM EST

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you will answer additional questions about this contract.

Contract Information

Is this contract based on a State Master Contract? 

Is this contract based on a multiple award schedule? 

Records / Applicant Entities

#1529 - Library System 10036



Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News **Related Actions**

Create Contract


Library System 10036 (BEN: 1529) - 2024 State Training Vendor X - Contract ID #8972

Last Saved: 1/22/2024 9:02 AM EST

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you will answer additional questions about this contract.

Contract Information

Can other applicants piggy back off this contract? 

YES NO ✓

Was this contract originally created by another applicant, and you then piggy backed off their contract? 

YES NO ✓

Records / Applicant Entities

#1529 - Library System 10036



Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News

Related Actions

Create Contract

Library System 10036 (BEN: 1529) - 2024 State Training Vendor X - Contract ID #8972

Last Saved: 1/22/2024 9:02 AM EST

Contract Information **Establishing FCC Form 470** Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you can use the search tool below to associate an FCC Form 470 with this contract.

Establishing FCC Form 470

Was an FCC Form 470 posted for the product and/or services you are requesting?

How many bids were received? *

Enter the number of bids that you received for this product or service.

Establishing FCC Form 470

Was an FCC Form 470 posted for the product and/or services you are requesting?

Was your FCC Form 470 posted prior to Funding Year 2016?

Use the search tool below to find the establishing FCC Form 470.

Remember that the services in the contract had to be posted on the FCC Form 470.

Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

How many bids were received? *

Enter the number of bids that you received for this product or service.

Remember you cannot file your Form 471 before the Allowable Contract Date.

Search by Nickname (Partial or Full)

Records / Applicant Entities

#1529 - Library System 10036



- Summary
- Customer Service
- Modifications
- Additional Information
- Discount Rate
- Category Two Budget
- Contracts
- FCC Forms
- FRN Appeals
- News
- Related Actions**

Create Contract

Library System 10036 (BEN: 1529) - 2024 State Training Vendor X - Contract ID #8972

Last Saved: 1/22/2024 9:04 AM EST

- Contract Information
- Establishing FCC Form 470
- Service Provider**
- Contract Dates
- Pricing Confidentiality
- Confirmation

Here you will associate the service provider listed on the contract.

Service Provider

Account Number (e.g., billed telephone number)

If your service provider has given you one or more Account Numbers, please enter them.

Please select the service provider for this contract using the search below.

Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

CLEAR FILTERS

SEARCH

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

Records / Applicant Entities

#1529 - Library System 10036



Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News

Related Actions

Create Contract

Library System 10036 (BEN: 1529) - 2024 State Training Vendor X - Contract ID #8972

Last Saved: 1/22/2024 9:04 AM EST

Contract Information Establishing FCC Form 470 Service Provider **Contract Dates** Pricing Confidentiality Confirmation

Here you will answer additional questions about the dates on your contract.

Contract Dates

Is this a multi-year contract?

What is the date you awarded your contract? *



The Contract Expiration Date will be entered in each FRN where you cite this contract.

Records / Applicant Entities

#1529 - Library System 10036



Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News

Related Actions

Create Contract

Library System 10036 (BEN: 1529) - 2024 State Training Vendor X - Contract ID #8972

Last Saved: 1/22/2024 9:07 AM EST

Contract Information Establishing FCC Form 470 Service Provider **Contract Dates** Pricing Confidentiality Confirmation

Here you will answer additional questions about voluntary extensions on your contract

Contract Dates

Does this contract include voluntary extensions?

Records / Applicant Entities

#1529 - Library System 10036



Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News

Related Actions

Create Contract

Library System 10036 (BEN: 1529) - 2024 State Training Vendor X - Contract ID #8972

Last Saved: 1/22/2024 9:08 AM EST

Contract Information Establishing FCC Form 470 Service Provider Contract Dates **Pricing Confidentiality** Confirmation

Here you will answer additional questions about applicable publication restrictions on this contract.

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

Contract Information

Nickname 2024 State Training Vendor X
Can Other Applicants Piggy Back Off This Contract? No
Piggy Backed Off Another Contract? No

Contract ID 8972
Contract Number
Based on a State Master Contract? No
Based on a Multiple Award Schedule? No

Establishing FCC Form 470

Establishing FCC Form 470 #240000223

Number of Bids Received 4

Service Provider

Service Provider [USAC Service Provider Organization 1 \(SPIN: 14010001\)](#)

Account Number

Contract Dates

Award Date 1/22/2024
Includes Voluntary Extensions? Yes

Multi-Year Contract? No

Extension Details:

- There are 1 remaining voluntary extensions.
- There are 24 months remaining in this contract if all extensions are exercised.
- This contract expires on 6/30/2026 if all extensions are exercised.

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Supporting Documents

Document	Description
Vendor X 2024 IC Contract	

BACK

CANCEL

SAVE & CLOSE

COMPLETE



Using ITT72 State Master Contract



ITT72 State Master Contract

- ITT72 is a state master contract
 - Was bid and awarded by the Massachusetts Operational Services Division (OSD) for FY2020
 - OSD filed a Form 470, making it eligible for E-rate
 - Contract is a “multiple award schedule” contract (meaning multiple vendors were awarded for the same category of service)
 - Special rules exist for applicants seeking to purchase off ITT72
 - School districts have been using ITT72 in MA since 2020
 - Recommend only using ITT72 for Category 1 (Data Transmission/Internet Access) services



ITT72 Bidding

- Libraries do not file their own 470 to purchase off ITT72
- Instead, libraries must conduct a “mini-bid” process:
 - Determine service(s) you wish to purchase
 - Reach out to vendors and request bids
 - Conduct a bid evaluation with price as a primary factor
 - Award to the winning vendor
 - Negotiate and sign a contract with winning vendor
 - Create a contract record in EPC
 - Complete a Form 471



ITT72 Guide

- MBLC has a guide available online at <https://mblc.state.ma.us/programs-and-support/e-rate/state-contracts.php>
 - Guide includes step by step instructions, templates for services sought, template letters to vendors, vendor contact info, template bid evaluation matrix, sample award letter, and data for EPC contract module



ITT72 Funding Requests

- Guide includes all the information you need to complete the contract module once you have awarded to a vendor
- Once you have that information uploaded as a contract, you treat it like any other contract in EPC
- If you want to know more, or more help would be useful, let us know – happy to schedule training or one-on-one meeting



Form 471



Form 471 Overview

- Form 471:
 - Must be filed during the window (FY2024: 1/17/2024 – 3/27/2024)
 - Identifies the services on which applicant is seeking discounts
 - Only include one category of service per application (i.e. C1 separate from C2); can file multiple applications
 - Identifies the service providers who will provide those services
 - Identifies the libraries that are part of the applicant and will receive services for each request
 - Calculates the discount rate and discount amount for the service



Form 471: Before You File

- Update all your entities
 - Normally done during “administrative window” prior to 471
 - Can still do via requests filed in EPC
- Put contract records into EPC
 - Upload *executed* contracts into EPC to reduce PIA questions

Form 471 Online Demo

ACP Program providers, ACP Pilot Program Applicants, EPC users and BEAR Form filers: If this is your first time logging in to One Portal, please read this information carefully. Also, for returning ACP Pilot Program Applicants, due to a recent system issue, you may need to reset your password in order to log in. If your existing password doesn't work, click "Forgot Password" to reset.

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4. When you receive the email, click the link to create a password. Your password must be at least eight characters long and include one lowercase letter, one uppercase letter, one number, and one special character.
5. Accept the system's terms of use and click **Sign In**.
6. On the next page, confirm the email associated with your account and click **Send Email**.
7. Check your email for a verification code.
8. Enter the code and click **Verify**.

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Welcome, [Library System 10036!](#)

Pending Inquiries

Type

Funding Year

Application/Request


Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	↑	Extn.	Status
No items available									

Notifications

Notification Type

Funding Year

Status  All
 Generated
 Not Generated

FCC Form 471 - Funding Year 2024

Library System 10036 (BEN: 1529)

Last Saved:

Basic Information

Entity Information

Funding Requests

Certify

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

> FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

Billed Entity Information

Library System 10036

39 Maryland Ave

Rockville, MD 20850

012-345-6789


library_sys_10036@mailinator.com

Billed Entity Number: 1529

FCC Registration Number: 0123456780

Applicant Type: Library System

Application Nickname

Please enter an application nickname here. *

FCC Form 471 Help

Show Help

DISCARD FORM

SAVE & CONTINUE

FCC Form 471 - Funding Year 2024

Library System 10036 (BEN: 1529) - State Training 2024 - Form # 241000033

Last Saved: 1/22/2024 9:12 AM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will identify the individuals assisting in seeking E-rate support.

Consultant Information

There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

Contact Information

Are you the main contact person? *

YES

NO

Holiday / Summer Contact Information

Please provide any alternate contact information to use during holiday/ vacation period including the name of any alternate contact person and how best to reach them.

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & CONTINUE

FCC Form 471 - Funding Year 2024

Library System 10036 (BEN: 1529) - State Training 2024 - Form # 241000033

Last Saved: 1/22/2024 9:13 AM EST

Basic Information

Entity Information

Funding Requests

Certify

Next, you will identify the category of service for the product and services you are requesting. If you need help determining the correct category of service, please review the Eligible Services List on the USAC website.

Category of Service

What is the category of service for the product and services that you are requesting?

You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.

CATEGORY 1



PICK C1 OR C2 -- NOT BOTH



CATEGORY 2

- Data Transmission and/or Internet Access

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

FCC Form 471 Help

Show Help

BACK

DISCARD FORM

SAVE & CONTINUE

FCC Form 471 - Funding Year 2024

Library System 10036 (BEN: 1529) - State Training 2024 - Form # 241000033

Last Saved: 1/22/2024 9:15 AM EST

Basic Information

Entity Information

Funding Requests

Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Entity Information

FSCS Code	Urban/Rural Status	School District in which the main branch is located	School District Number in which the main branch is located	Library System Attribute	Sum of Square Footage of All Libraries in the System
	Urban	School District 10001	306	Public Library System	4500

FCC Form 471 Help

[Show Help](#)

[BACK](#) [DISCARD FORM](#)

[SAVE & SHARE](#) [SAVE & CONTINUE](#)

FCC Form 471 - Funding Year 2024

Library System 10036 (BEN: 1529) - State Training 2024 - Form # 241000033

Last Saved: 1/22/2024 9:15 AM EST

Basic Information

Entity Information

Funding Requests

Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Related Entity(ies) Information

Library systems derive their discount rate in part based on the student count from the school district in which the main branch is located. Fields with '*' next to them are not sortable.

Name ↑	Entity Number	FSCS Code*	Urban/Rural Status*	NIF*	Total square footage of library outlet*	Is this the main branch?*	School District in which the main branch is located*	School District Number in which the main branch is located*	Library Attributes*	Annexes*
Dudley Branch Library	2400		Urban	No	1000	No			Public Library	View Annexes
Main Library for System 10036	2399		Urban	No	3500	Yes	School District 10001	306	Public Library, Main Branch	View Annexes

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FCC Form 471 - Funding Year 2024

Library System 10036 (BEN: 1529) - State Training 2024 - Form # 241000033

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Certify

We've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

Requested Discount Calculation

More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
207	128	62%	Urban	80%	80%

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This page displays all of the funding requests for this application. From here you can create a new FRN, or edit, delete, or manage the line items of an existing one.

Funding Requests

[>> View Category Two Budget Information](#)

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	↓ Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN				

ADD FRN EDIT FRN REMOVE FRN MANAGE FRN LINE ITEMS

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On this page, you will select a nickname and the service type of the product and services that you are requesting

Funding Request Key Information

Please enter a Funding Request Nickname here *

Is this Funding Request a continuation of an FRN from a previous funding year?*

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

Service Type

What is the service type of the product and services that you are requesting?

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Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT

TARIFF

MONTH-TO-MONTH

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Next, you will associate a contract to your FRN. Please search for a contract below and select one to associate it to the FRN.

▼ Associate a Contract

Search by Creating Organization BEN

Please note that BEN is a required field and you can use other search fields to narrow down your result.

Search by Contract ID

Search by Nickname (All or Partial)

Search by Contract No.

**PICK ONE OF THE OPTIONS ABOVE,
FILL IT OUT, THEN CLICK "SEARCH"**

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Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc. that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

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BACK CANCEL

SAVE & VIEW FRN(S) **SAVE & ADD/MANAGE FRN LINE ITEMS**

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This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #2499000036 - Vendor X Access Points and Licenses

<input type="checkbox"/>	FRN Line Item Number	↓	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.							

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

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SAVE & SHARE

SAVE & CONTINUE

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Certify

Please enter Product and Service Details Information for this Internal Connections Line Item

Product and Service Details for new FRN Line Item for FRN #2499000036 - Vendor X Access Points and Licenses

Type of Internal Connection *

Please select a value 

[> Funding Request Narrative](#)

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Please enter Cost Information for this Internal Connections Line Item. All fields in the grid below are required. Please enter zero if funds are not requested for that field.

Cost Calculation for FRN Line Item #2499000036.001

Monthly Cost	
Monthly Recurring Unit Cost	\$0.00
Monthly Recurring Unit Ineligible Costs	\$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00
Monthly Quantity	0
Units	Each
Total Monthly Eligible Recurring Costs	= \$0.00
Months of Service	x 12
Total Eligible Recurring Costs	= \$0.00

One-Time Cost	
One-time Unit Cost	\$245.50
One-time Ineligible Unit Cost	\$0.00
One-time Eligible Unit Cost	= \$245.50
One-time Quantity	18
Total Eligible One-time Costs	= \$4,419.00

Summary	
Total Eligible Recurring Costs	\$0.00
Total Eligible One-time Costs	+ \$4,419.00
Pre-Discount Extended Eligible Line Item Cost	= \$4,419.00

> [More Help with the Costs Above](#)

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Recipients of Service for FRN Line Item #2499000036.001

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Recipients of Service for FRN Line Item #2499000036.001

Entity #	Entity Name
No items available	

MANAGE RECIPIENTS OF SERVICE

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SAVE & CONTINUE

Select Recipients of Service for FRN Line Item #2499000036.001

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Next, you will select Recipients of Service for your Line Item

Manage Recipients of Service

Is every entity for this organization receiving service?

YES ✓ NO

Selected Entities

Please select the organizations you wish to include as recipients of service for this FRN line item and click the Add button.

BEN	BEN Name
2399	Main Library for System 10036
2400	Dudley Branch Library

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Recipients of Service for FRN Line Item #2499000036.001

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Recipients of Service for FRN Line Item #2499000036.001

Entity #	Entity Name	
2400	Dudley Branch Library	
2399	Main Library for System 10036	

[MANAGE RECIPIENTS OF SERVICE](#)

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This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #2499000036 - Vendor X Access Points and Licenses

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	2499000036.001	Wireless Data Distribution	Access Point	0	18	\$4,419.00

ADD NEW FRN LINE ITEM

REMOVE FRN LINE ITEM

BULK UPLOAD

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ADD MORE FRN LINE ITEMS, OR MOVE ON TO ADD MORE FRNS OR COMPLETE THE APPLICATION

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SAVE & CONTINUE

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This page displays all of the funding requests for this application. From here you can create a new FRN, or edit, delete, or manage the line items of an existing one.

Funding Requests

[>> View Category Two Budget Information](#)

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Nickname	Number of FRN Line Items	FRN Calculation
<input type="checkbox"/>	2499000036	Vendor X Access Points and Licenses	1	\$3,535.20

ADD FRN

EDIT FRN

REMOVE FRN

MANAGE FRN LINE ITEMS

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ADD MORE FRNS, OR REVIEW FCC FORM 471 TO COMPLETE THE APPLICATION

SAVE & SHARE

REVIEW FCC FORM 471

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FCC Form 471 Draft version of the PDF generation is in progress and it may take a few minutes to complete. Please click 'Refresh' once or twice a minute to check if the PDF generation is complete. If you don't want to wait, click 'Resume Task Later' to close the current screen, and EPC will assign you a task to continue PDF review and certification process.

RESUME TASK LATER

REFRESH

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Certify

Please download and carefully review this FCC Form 471 before certifying.

Download Document Link

[USAC_FCC_FORM_471_APPLICATION_241000033_DRAFT](#)

by checking this box, I certify that the information in the PDF document above is correct.

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EDIT FORM

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

Certify FCC Form 471

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Certify

Please complete the certifications below.

Applicant Certifications

- certify that the entities listed in this application are eligible for support because they are libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and, except for the limited case of Tribal colleges or universities, have budgets that are completely separate from any schools, including, but not limited to, elementary, secondary schools, colleges, or universities.
- certify that the entity I represent or the entities listed on this application have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed on this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).

Total Funding Summary

Below is a summary of the total line item costs on this FCC Form 471:

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	\$4,419.00
Total funding commitment request amount on this FCC Form 471	\$3,535.20
Total applicant non-discount share of the eligible amount	\$883.80
Total budgeted amount allocated to resources not eligible for E-rate support	\$0.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$883.80
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	Please select a value

Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?

Please select a value

- certify an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology goals.
- certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.
- certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500 and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, as prohibited by the Commission's rules at 47 C.F.R. § 54.503(d), other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts or other legally binding agreements covering all of the services listed on this FCC Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to USAC.
- certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- certify that if any of the Funding Requests on this FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.
- certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services featured on this FCC Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product will be considered a rebate of some or all of the cost of the supported services.

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- I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500 and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this application have not received anything of value, other than services and equipment sought by means of this form, from the service provider or any other person in connection with this request for services.
- I certify that I and the entity(ies) I represent have complied with all applicable FCC Form 471 except for those services provided under the program. I understand that false statements on this form may result in denial of discount funding and/or cancellation of the program and may result in civil or criminal prosecution by the appropriate law enforcement authorities.
- I acknowledge that the discount level used for shared services in the service, receive an appropriate share of benefits.
- I certify that I will retain required documents for a period of 3 years from the last day of the applicable funding year or the service provider's fiscal year and libraries program. I certify that I will retain all documents and records related to the delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to USAC.
- I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- I certify that if any of the Funding Requests on this FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible components as required by the Commission's rules at 47 C.F.R. § 54.504.
- I certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services featured on this FCC Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product will be considered a rebate of some or all of the cost of the supported services.

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

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Certification Confirmation

Library System 10036 (BEN: 1529) - State Training 2024 - Form # 241000033

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Certify

You have successfully filed FCC Form 471 #241000033 for FY 2024

Certification Date

1/22/2024 9:30 AM EST

Authorized Person

Name FirstName LastName

Title Training

Employer Library System 10036

Address Address1
Rockville, MD 20850

Phone 111-222-3333

Email ls_user_10036@mailinator.com

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Please click [here](#) to access your certified FCC Form 471 PDF

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Form 471: After You File

- After filing the Form 471:
 - Keep a copy for your files
 - Generate receipt acknowledgement letter (RAL) in EPC (either open 471 or under “News”)
 - ***Double check the information in the form to be sure it's correct***
 - Submit corrections (if allowable) via RAL corrections
 - Allowable corrections are generally ministerial or clerical



Final Thoughts



Final Thoughts

- Watch the e-rate@mblc.state.ma.us list and Newsbrief for updates and clarifications
- Sketch out your timelines to ensure you can meet the necessary deadlines (esp. for filing 471!)
- Next training in Spring 2024 to cover PIA review, Form 486, and invoicing
- Don't be afraid to ask questions!
 - Ask us on e-rate@mblc.state.ma.us – we love your questions!
 - CSB: 888-203-8100 or in EPC (under Actions “select”, “Contact Us” to get answers from USAC)
- Make sure you stay in control of and monitor your applications
- Take advantage of E-rate if it can help you!

Questions?

