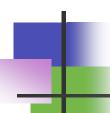


# MA Board of Library Commissioners November 1, 2025



# Before We Start...

- Experimenting with shorter but more frequent trainings
- Slides/Updates:
  - Accurate to the best of our knowledge as of 9/29/2025)
     but...expect more changes
- Most updates are in SLD's News Brief issued monthly
  - Subscribe or view online on SLD web site (https://www.usac.org/e-rate/learn/news-brief/)
- Basic training videos, webinar links, and more available online at in USAC's Learn page at <a href="https://www.usac.org/e-rate/learn/">https://www.usac.org/e-rate/learn/</a>



# Before We Start...

- Questions are welcome!
  - Goal to is make session as useful as possible to you
  - Please save your questions until after the presentation
  - Please try to note slide #'s if you have a question about them
  - Q&A at end of session for as long as you need it



# Update: Hotspots (and School Bus WiFi)

- FCC meeting 9/30
- Anticipated removal of hotspots and school bus wi-fi from eligible services list
  - Impact for FY2026 ESL?
  - Impact for FY2025 funding requests?
  - Impact for FY2024 funding commitments?



- Form 470 starts the official procurement cycle
- Filed through USAC's E-rate Productivity Center (EPC) portal
  - https://portal.usac.org
- Form 470 required for almost all services



- Can include C1 and C2
- Any services not included on a Form 470 are not eligible for discounts (even if they would otherwise be eligible)
- Absolutely critical to include all possible services on Form(s) 470



# Form 470 Exceptions

- Library-Filed Form 470 not required for
  - CABIO C1 Exemption
  - Tribal Libraries C2 Exemption
  - State Master Contracts (with their own 470)



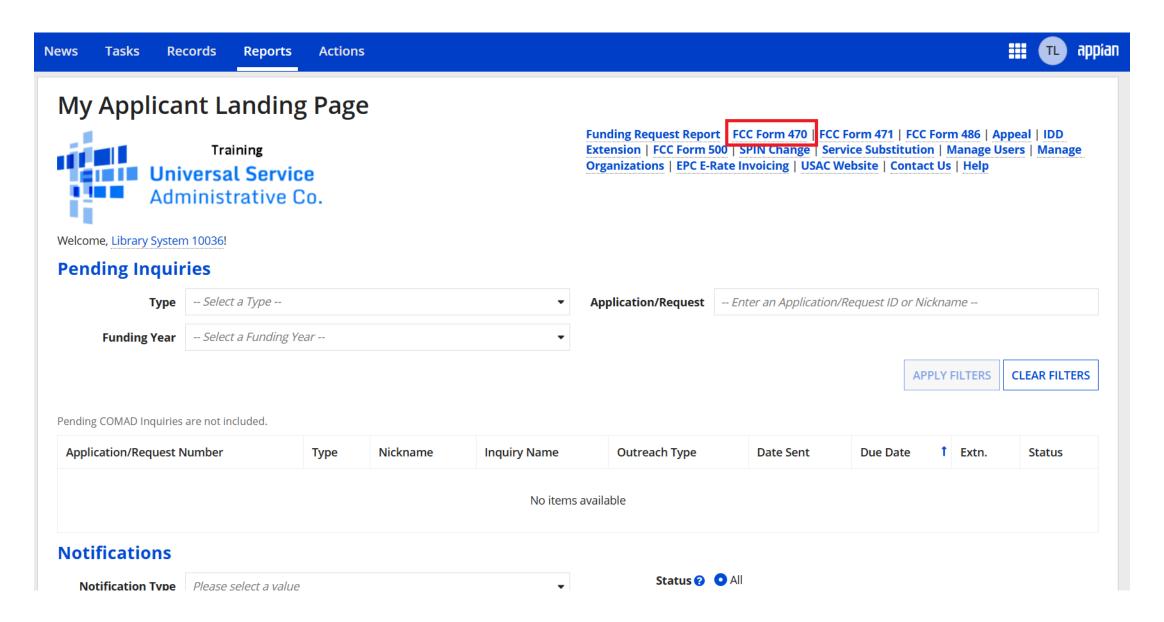
# Form 470 Purpose

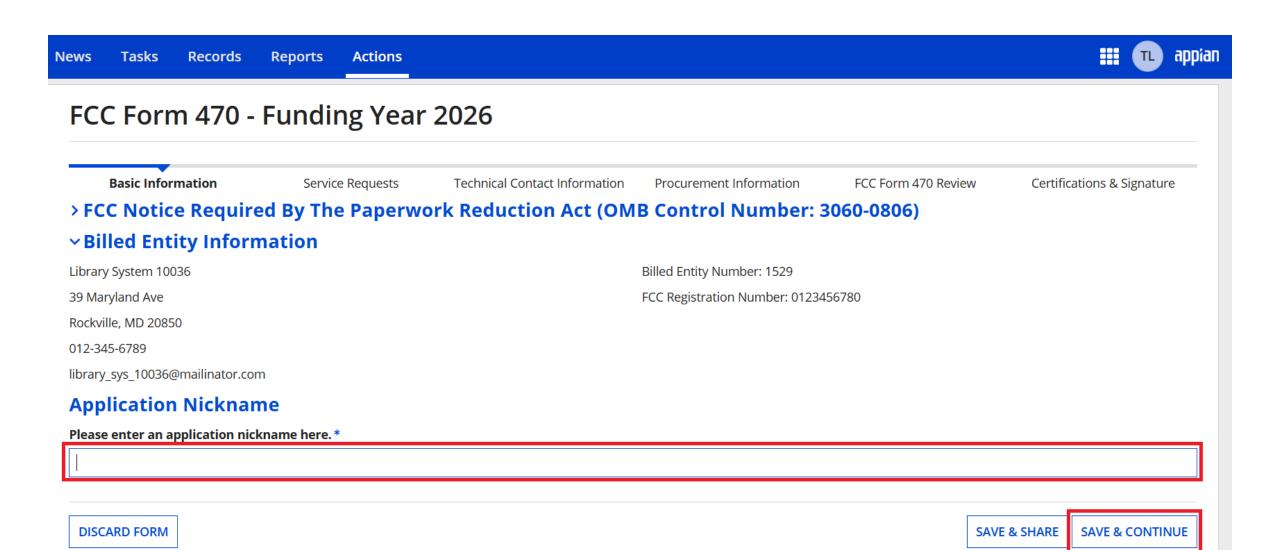
- Form 470 opens up the competitive bidding cycle
- Fair and open vehicle for all vendors
- Supplements, but does not supplant, local requirements
  - E.g. # of bids, waiting period for review of bids, etc.



# Form 470 Filing Example

Log in to EPC and...





## appian

### FCC Form 470 - Funding Year 2026

#### Library System 10036 - State Training FY2026 - Form #260000109

Last Saved: 9/19/2025 9:05 AM EDT

**Basic Information** 

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

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.

#### → Application Type and Recipients of Service

Applicant Type: Library System

Number of Eligible Entities: 2

Recipient(s) of Public Library Service

Main Branch

Public Library System

#### **Recipients of Service**

Billed Entity Name	Billed Entity Number			
Library System 10036	1529			

**BACK** 

**DISCARD FORM** 

**SAVE & SHARE** 

**SAVE & CONTINUE** 

#### Library System 10036 - State Training FY2026 - Form #260000109

Last Saved: 9/19/2025 9:05 AM EDT

**Basic Information** 

Service Requests

**Technical Contact Information** 

Procurement Information

FCC Form 470 Review

Certifications & Signature

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?\*

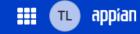


**BACK** 

**DISCARD FORM** 

**SAVE & SHARE** 

**SAVE & CONTINUE** 



#### Library System 10036 - State Training FY2026 - Form #260000109

Last Saved: 9/19/2025 9:06 AM EDT

**Basic Information** 

**Service Requests** 

**Technical Contact Information** 

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will identify the category(s) of service requested.

Visit our website for more information on how to file the FCC Form 470.

#### Category(s) of Service

What are the category(s) of service that you are requesting? \*

CATEGORY 1

You can select either or both Category 1 and Category 2 on the Form 470

Data Transmission and/or Internet Access

**CATEGORY 2** 

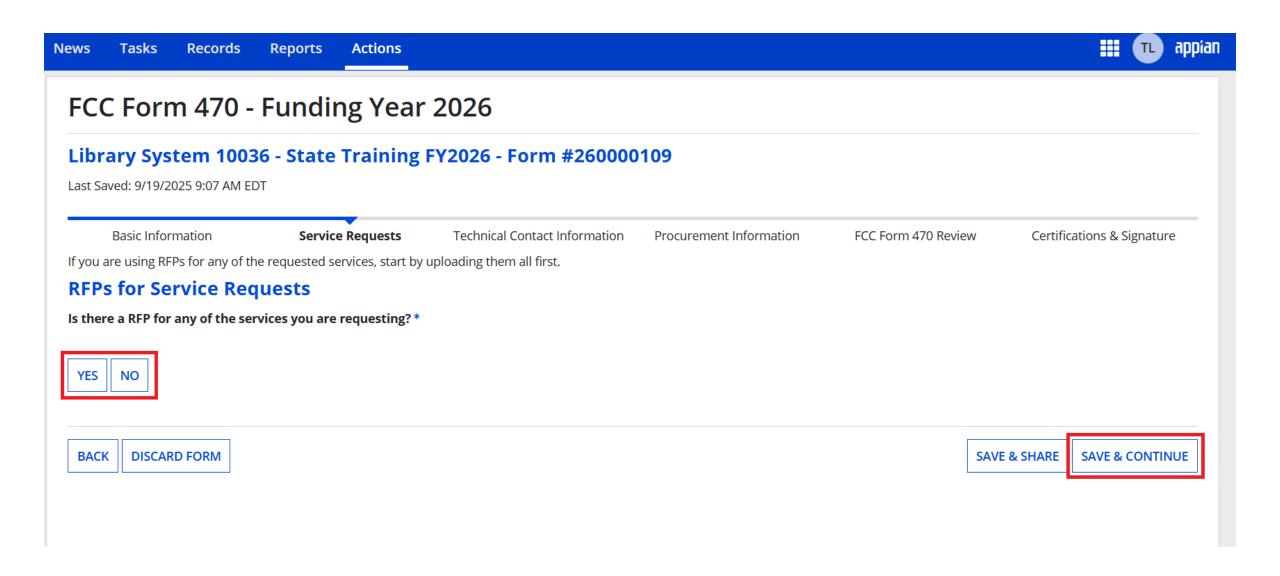
- Internal Connections
- Basic Maintenance of Internal Connections
- Managed Internal Broadband Services

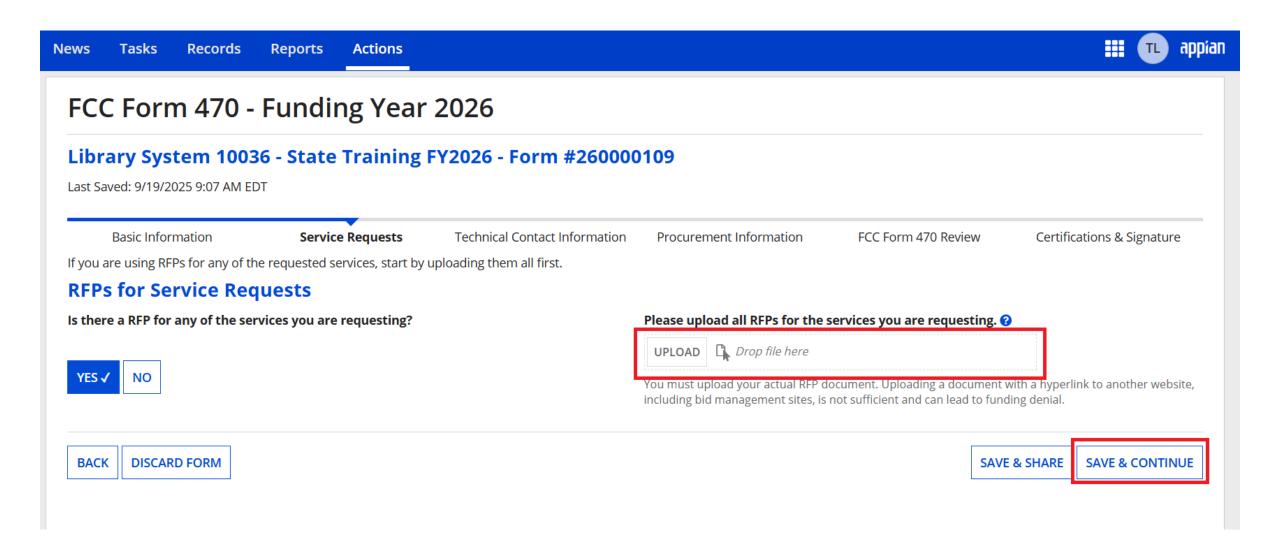
**BACK** 

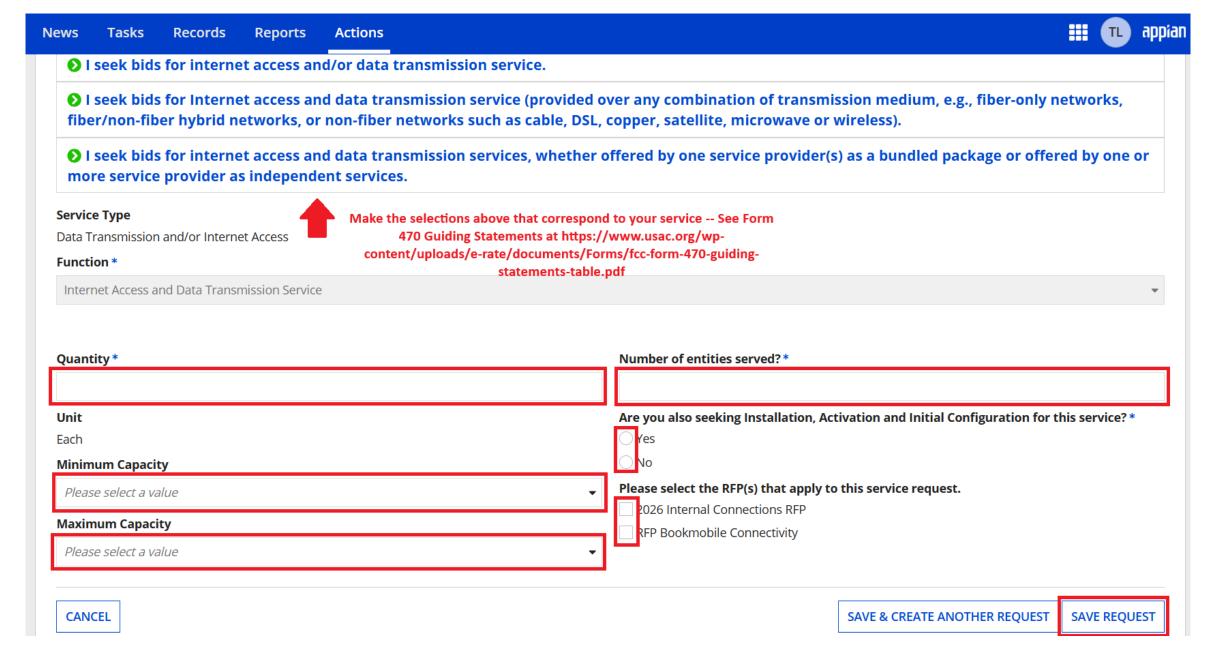
**DISCARD FORM** 

**SAVE & SHARE** 

**SAVE & CONTINUE** 









#### Library System 10036 - State Training FY2026 - Form #260000109

Last Saved: 9/19/2025 9:32 AM EDT

Basic Information

**Service Requests** 

**Technical Contact Information** 

**Procurement Information** 

FCC Form 470 Review

Certifications & Signature

Next, you will describe the services you are requesting.

#### **Service Requests: Category One**

Please enter the service requests below by selecting 'Add New Service Request'.

Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Data Transmission and/or Internet Access	Internet Access and Data Transmission Service	500 Mbps	2 Gbps	2	2	Each	Yes	

ADD NEW SERVICE REQUEST

**EDIT SERVICE REQUEST** 

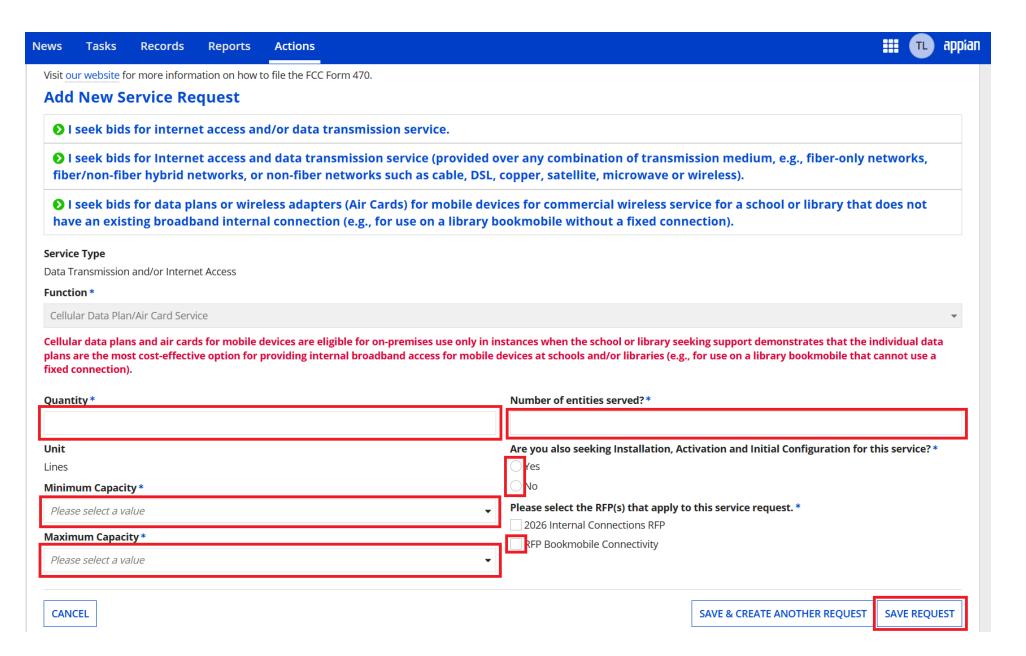
**REMOVE SERVICE REQUEST** 

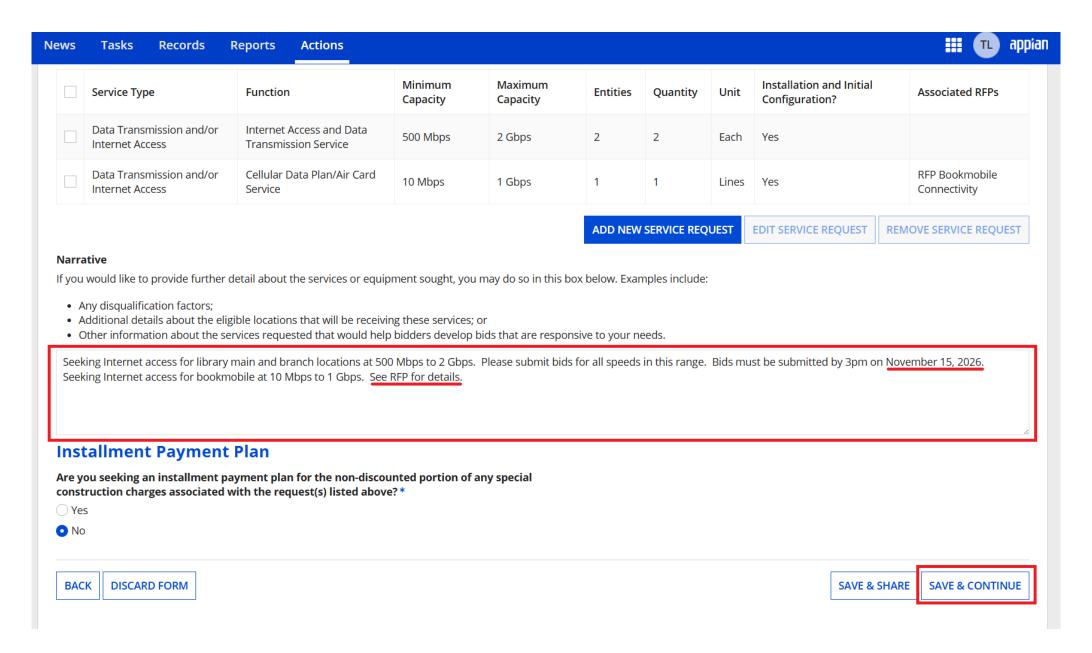
#### Narrative

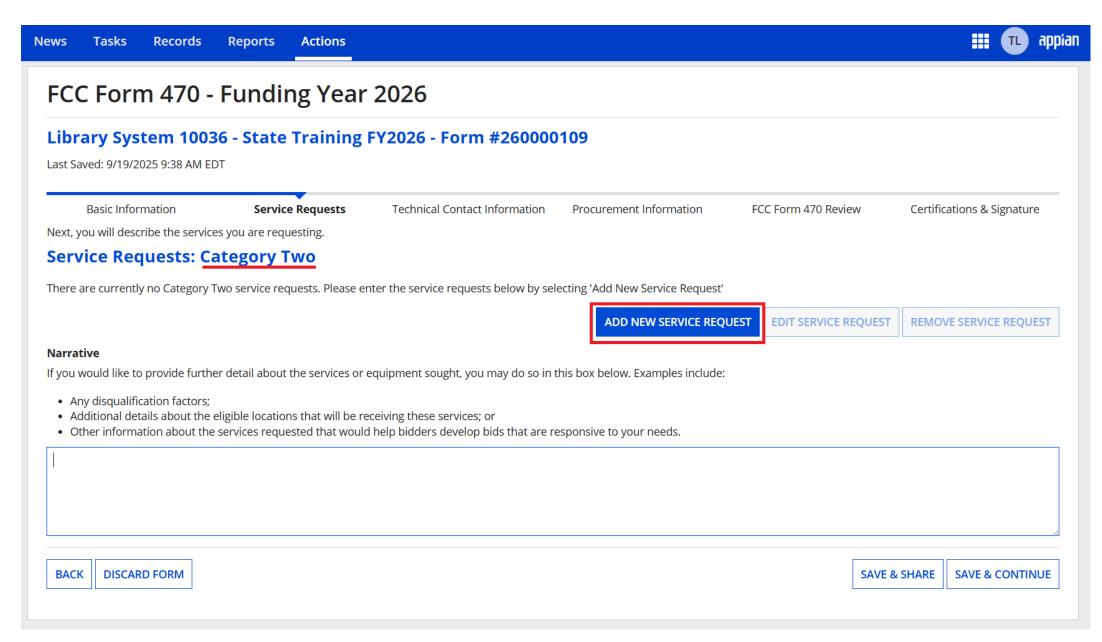
If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include:

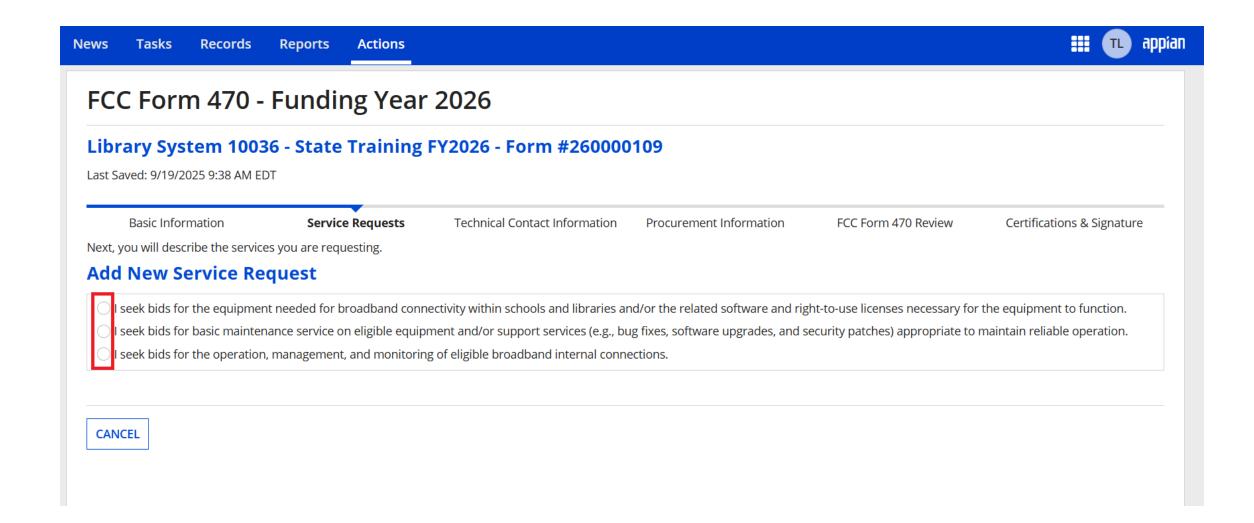
- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

CANCEL









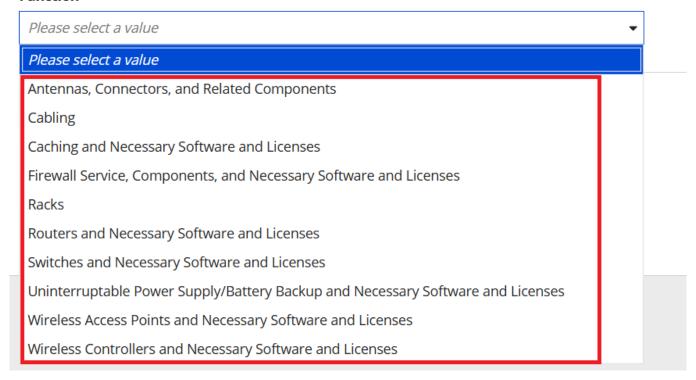
### **Add New Service Request**

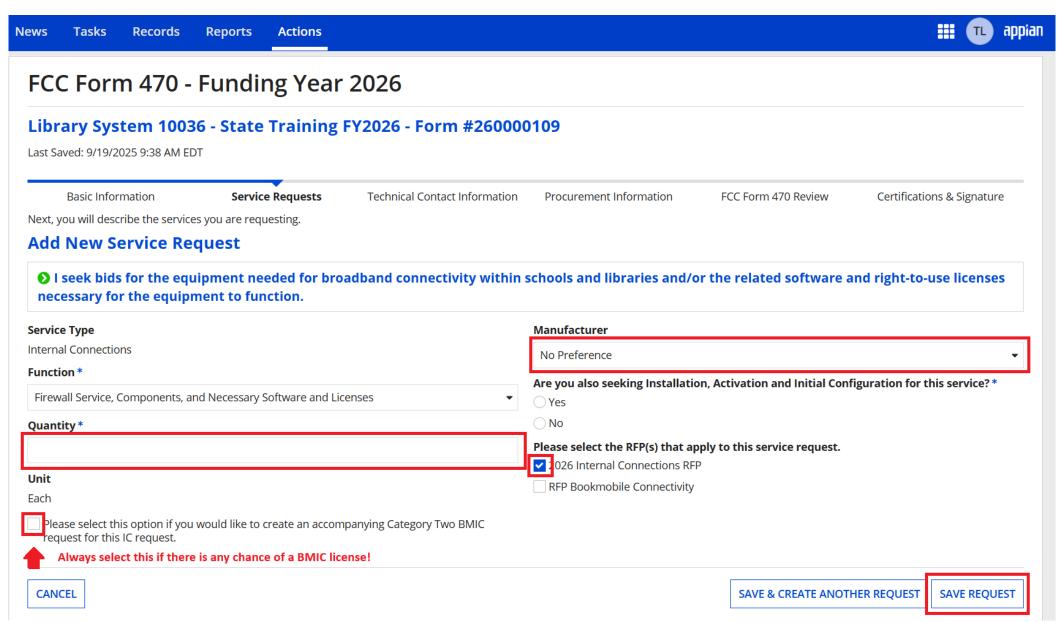
**○** I seek bids for the equipment needed for broadband connectivity within schonecessary for the equipment to function.

#### **Service Type**

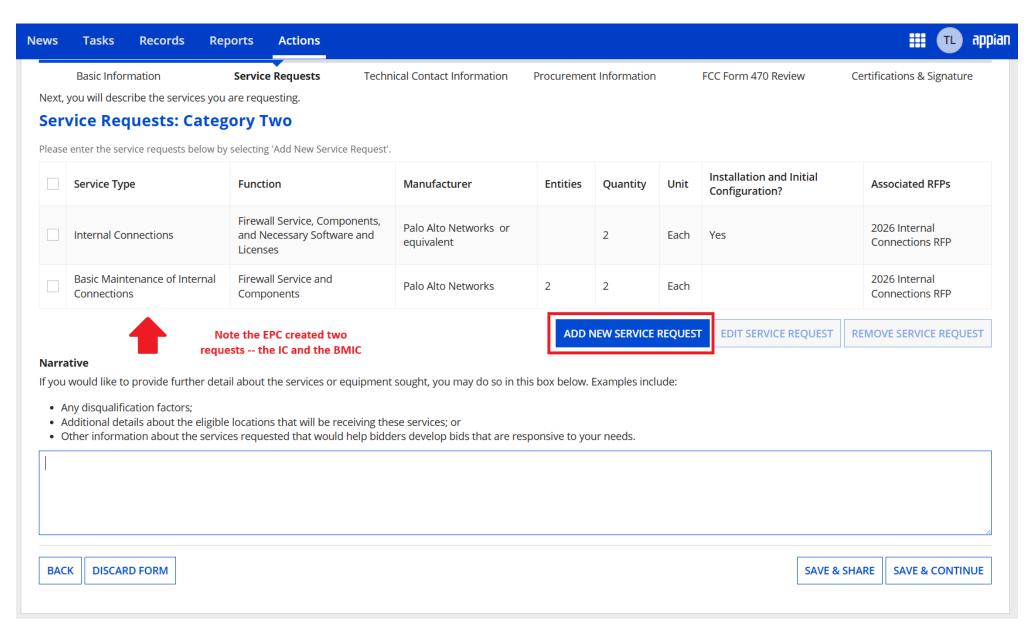
Internal Connections

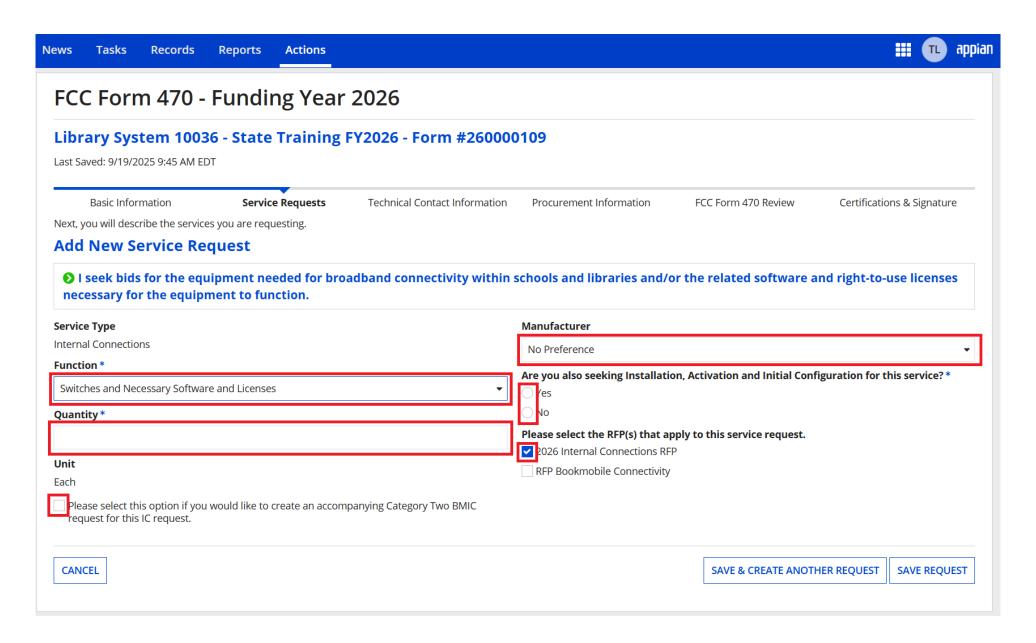
#### Function \*

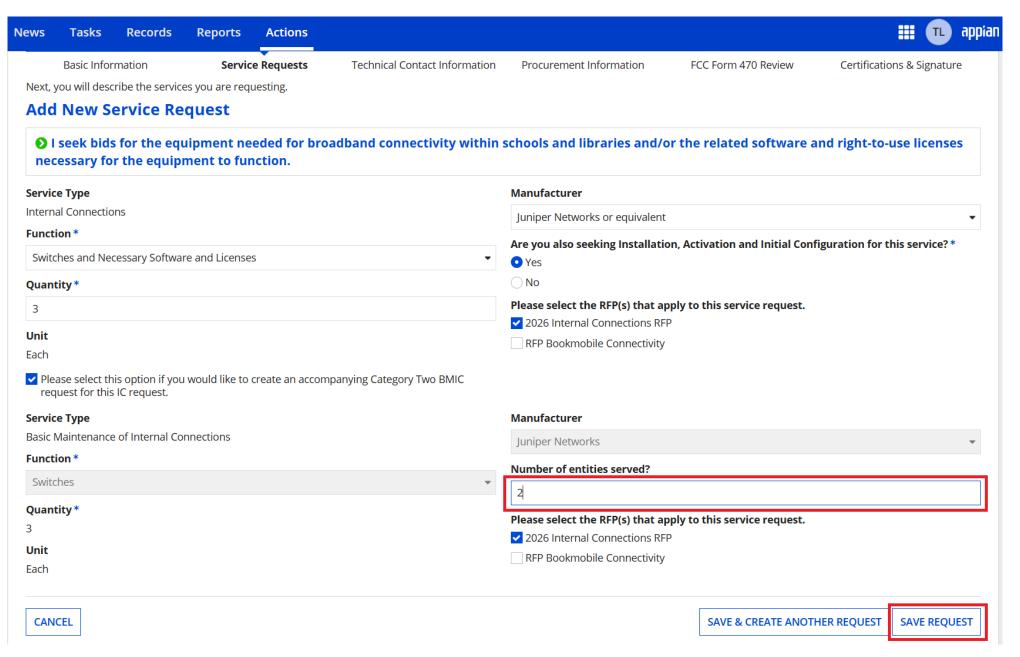




**Add New Service Request Solution** I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function. Service Type Manufacturer Internal Connections Palo Alto Networks or equivalent Function \* Are you also seeking Installation, Activation and Initial Configuration for this service?\* Firewall Service, Components, and Necessary Software and Licenses Yes ○ No Quantity\* Please select the RFP(s) that apply to this service request. 2 ✓ 2026 Internal Connections RFP Unit RFP Bookmobile Connectivity Each ☑ Please select this option if you would like to create an accompanying Category Two BMIC request for this IC request. Service Type Manufacturer Basic Maintenance of Internal Connections Palo Alto Networks Function \* Number of entities served? Firewall Service and Components Quantity\* Please select the RFP(s) that apply to this service request. 2 ✓ 2026 Internal Connections RFP Unit RFP Bookmobile Connectivity Each **CANCEL SAVE & CREATE ANOTHER REQUEST** SAVE REQUEST







#### Library System 10036 - State Training FY2026 - Form #260000109

Last Saved: 9/19/2025 9:48 AM EDT

Basic Information Service Requests

Technical Contact Information Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will describe the services you are requesting.

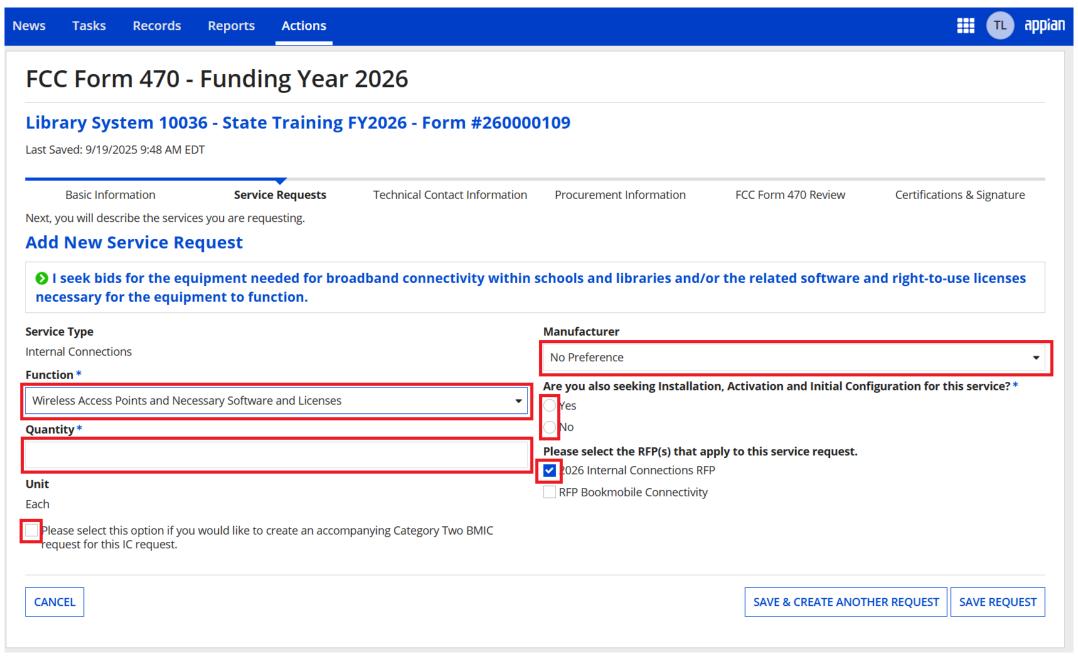
#### **Add New Service Request**

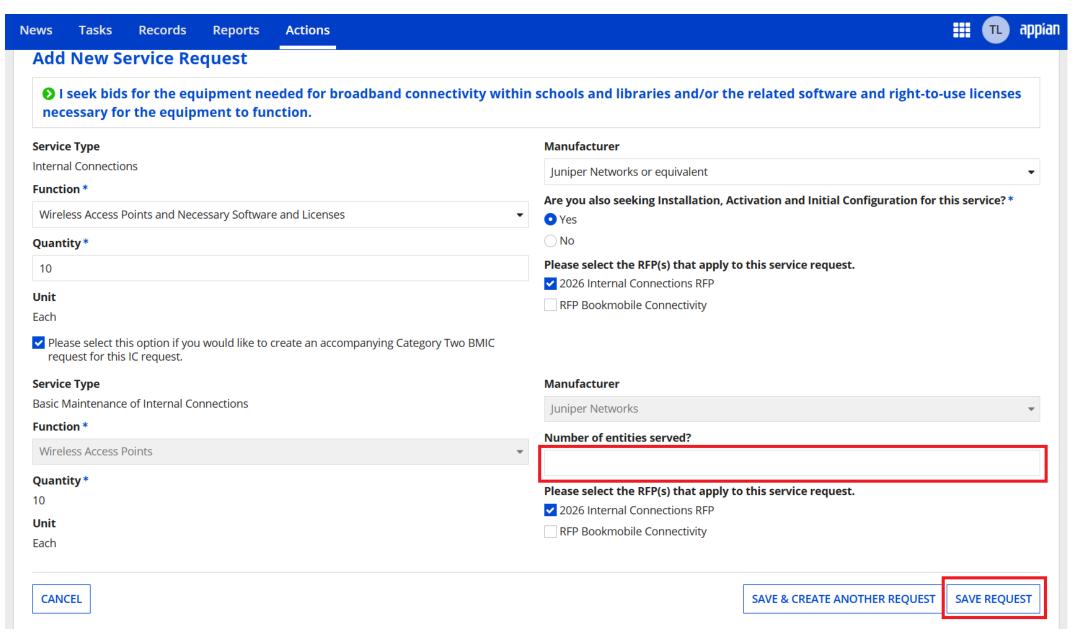
I seek bids for the equipment needed for broadband connectivity within schools and libraries and/or the related software and right-to-use licenses necessary for the equipment to function.

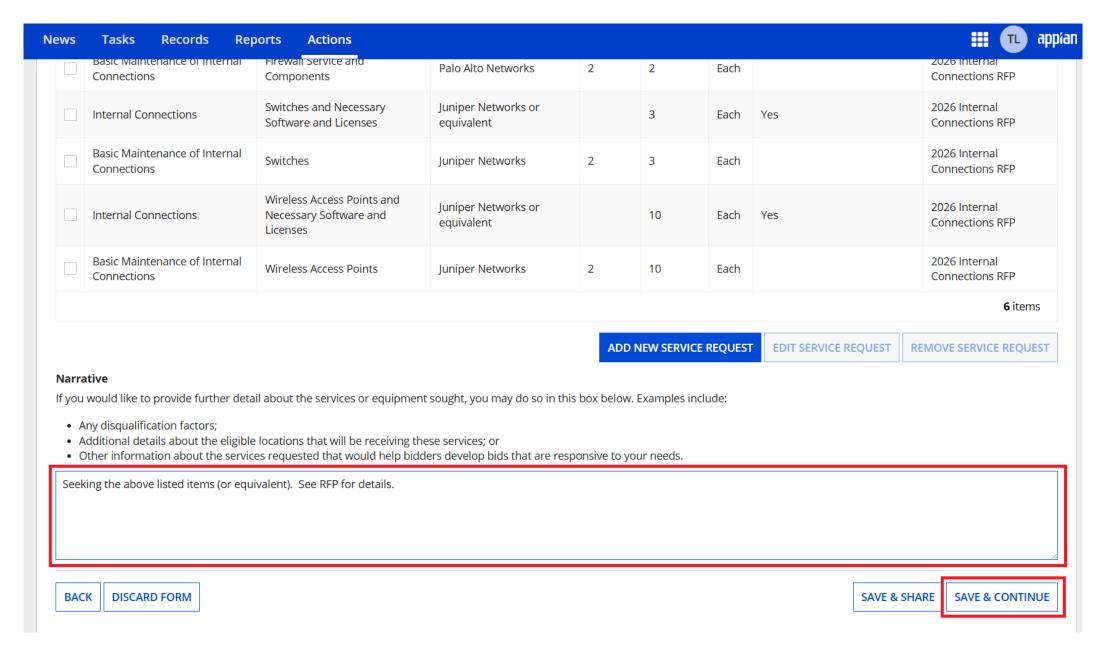
I seek bids for basic maintenance service on eligible equipment and/or support services (e.g., bug fixes, software upgrades, and security patches) appropriate to maintain reliable operation.

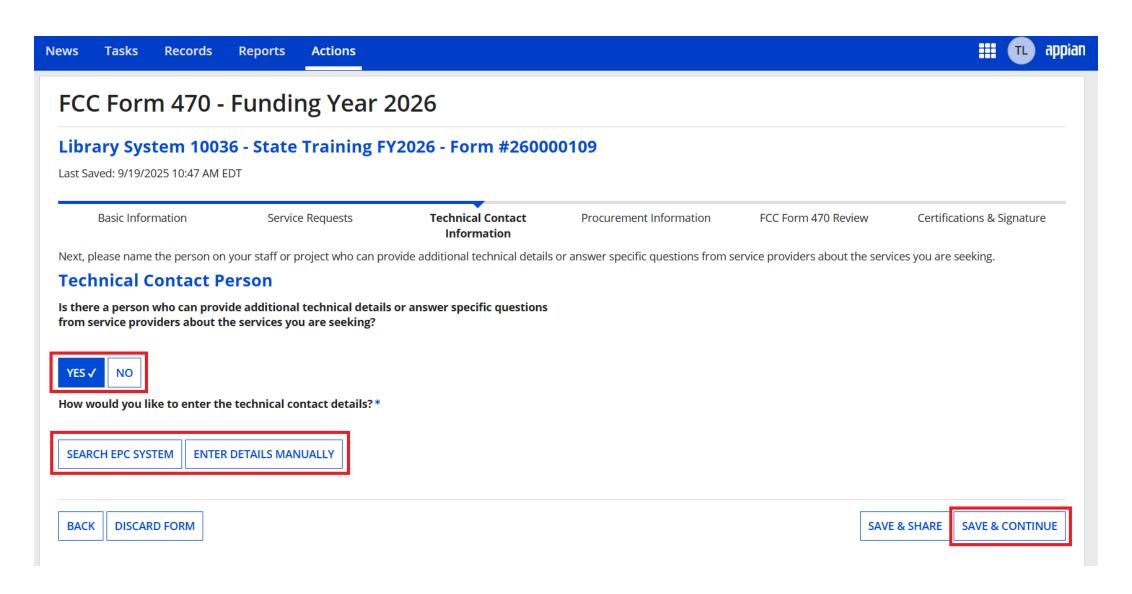
I seek bids for the operation, management, and monitoring of eligible broadband internal connections.

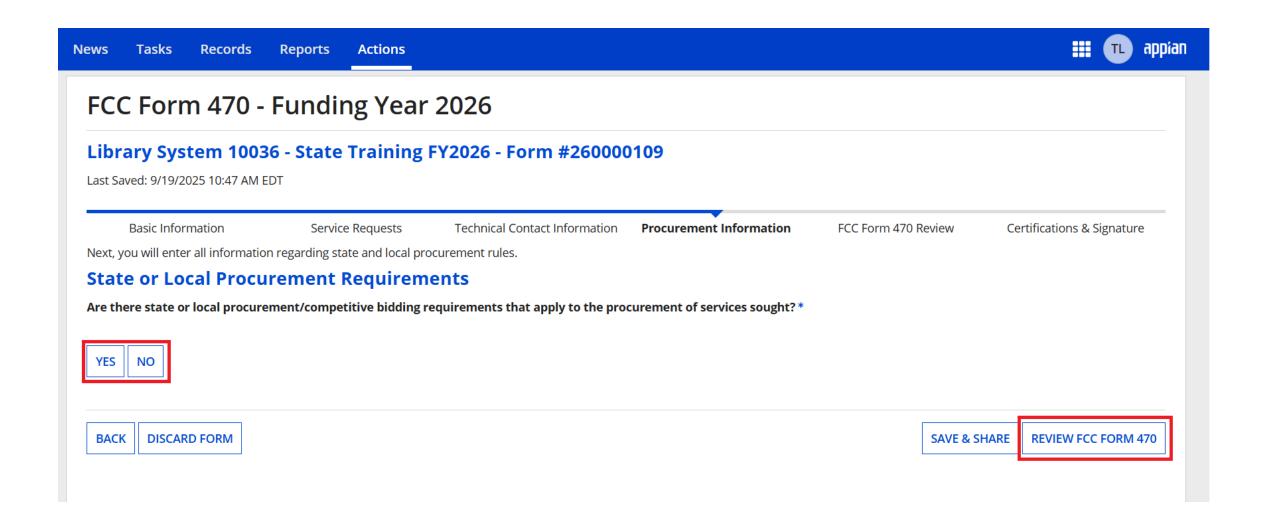
CANCEL

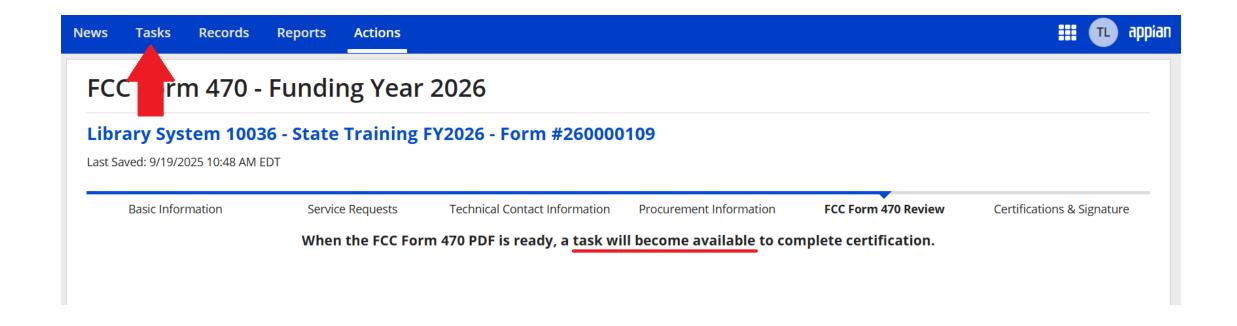


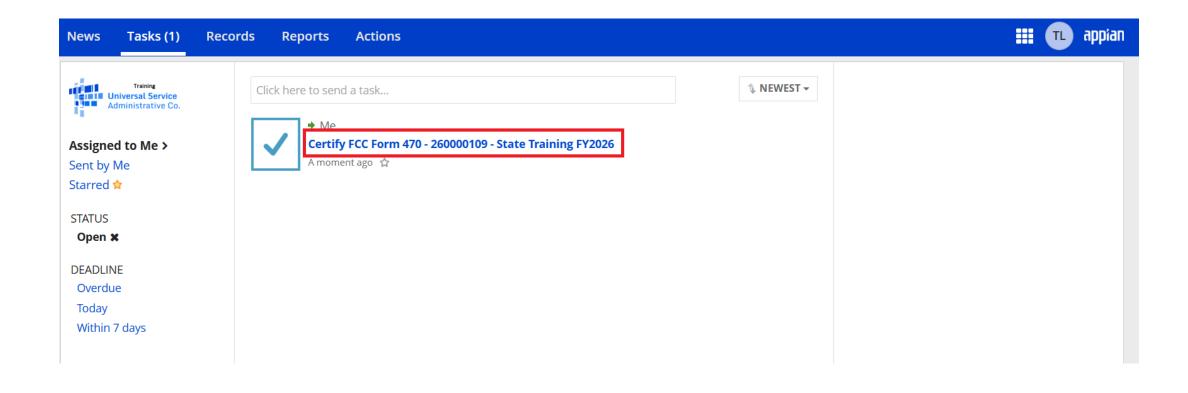


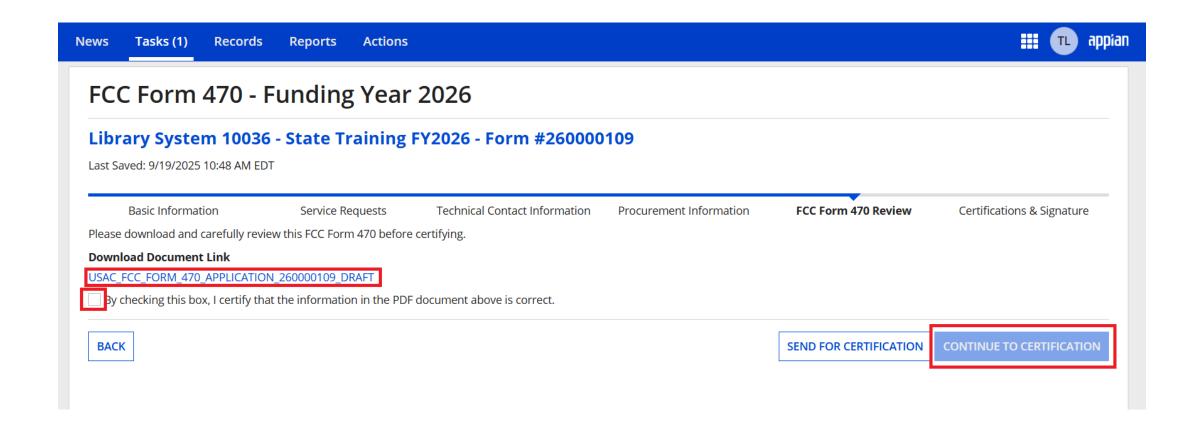


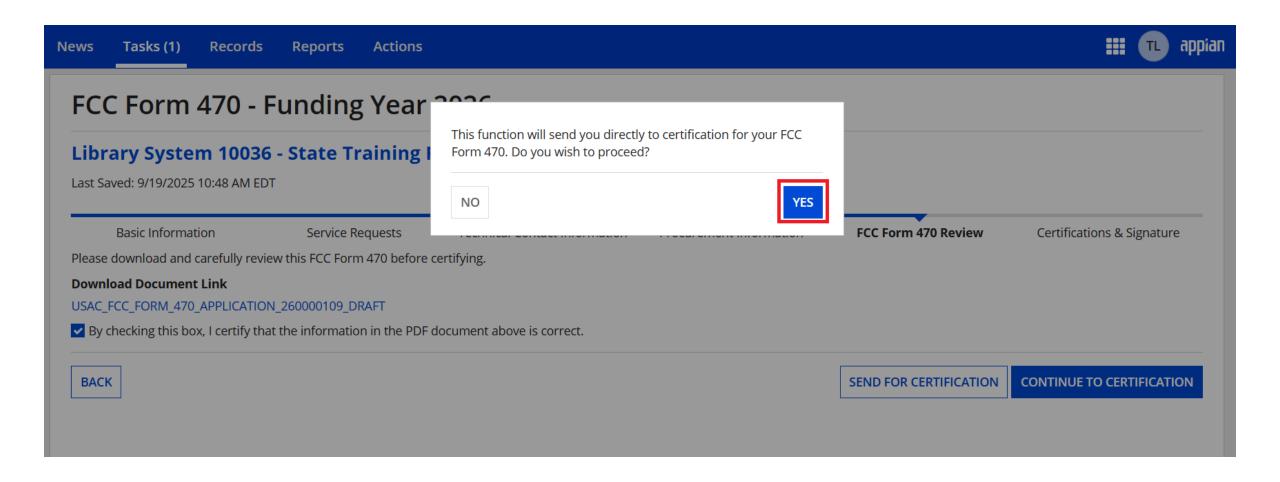














certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, 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.

acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing 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 I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

## NOTICE

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission") rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.503. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information requested in this form. We will use the information you provide to determine whether you have complied with the competitive bidding requirements applicable to requests for universal service discounts. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, the information you provide in this form may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information you provide in this form may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form, or in response to subsequent inquiries, may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide in this form may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

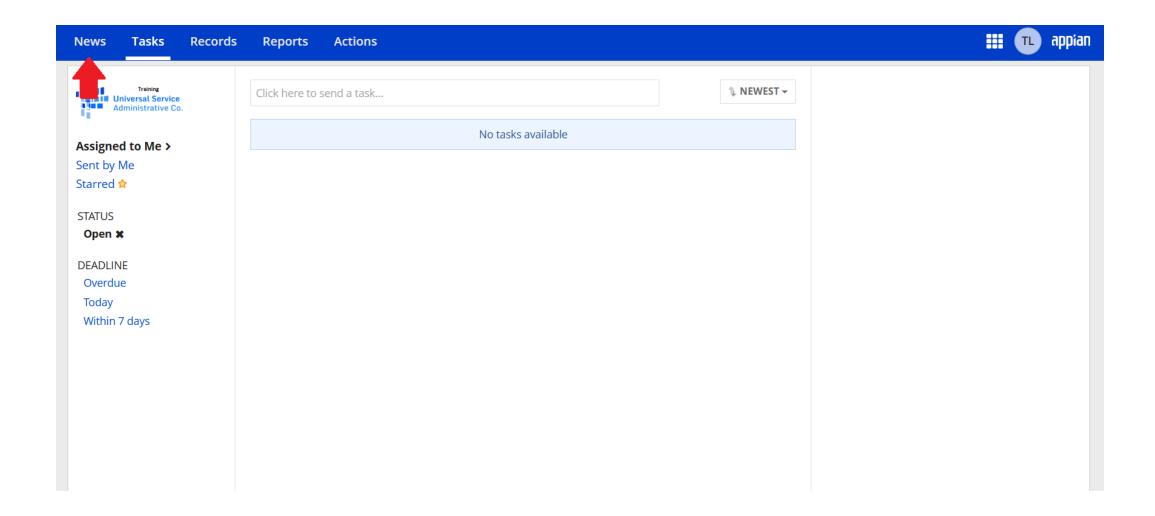
If you do not provide the information we request on the form, the FCC or Universal Service Administrator may return your form without action or deny a related request for universal service discounts.

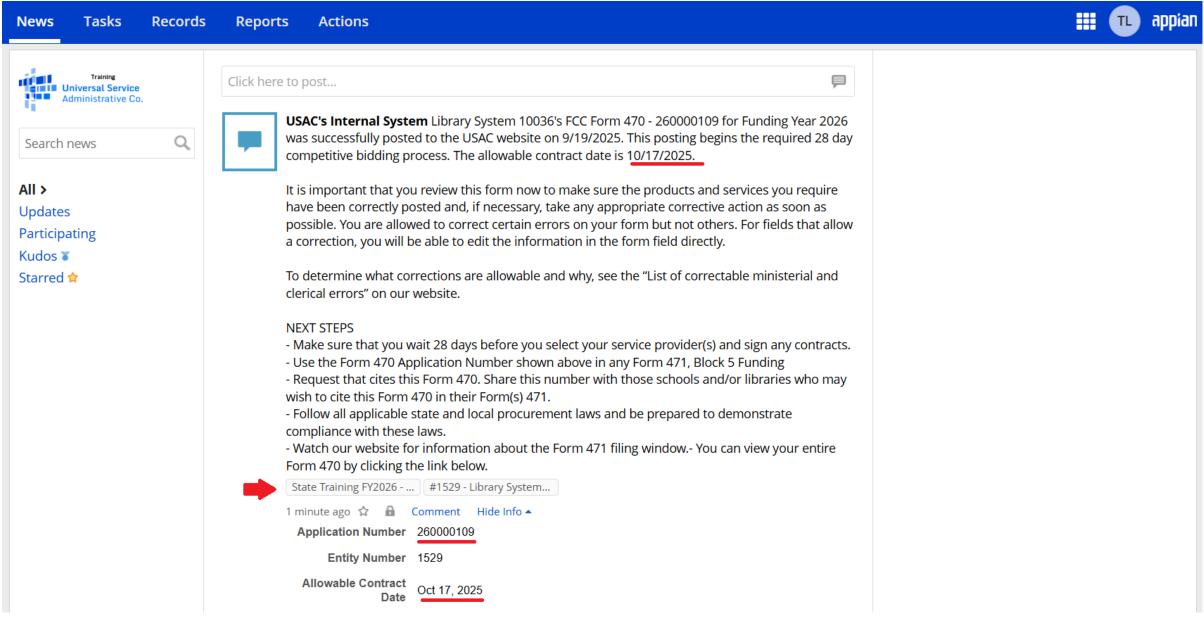
The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

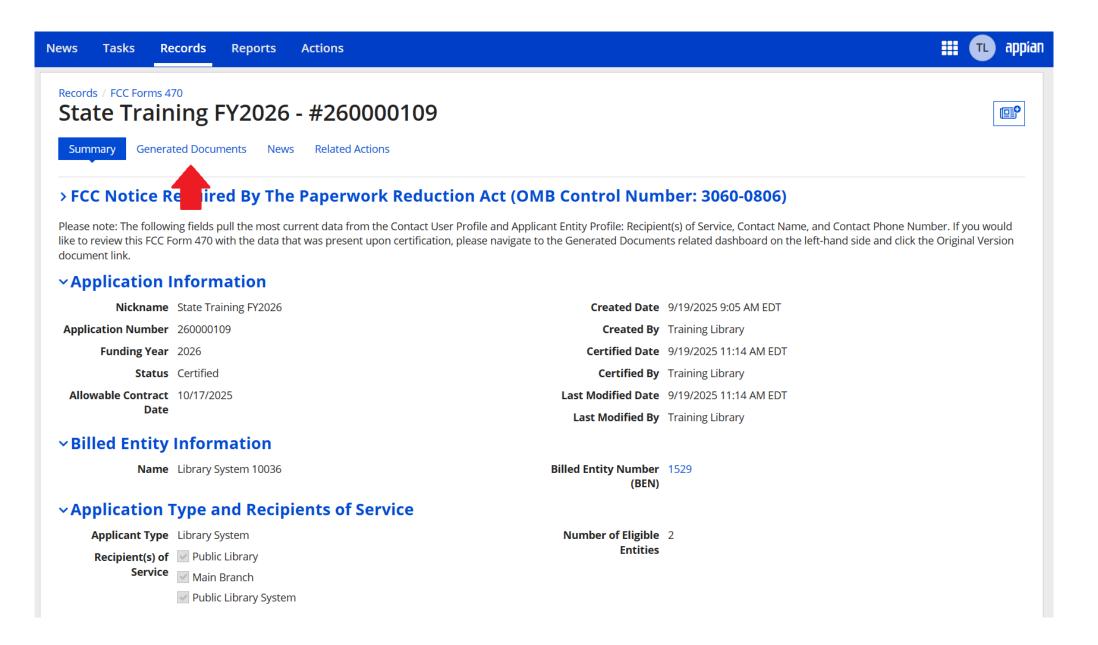
Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

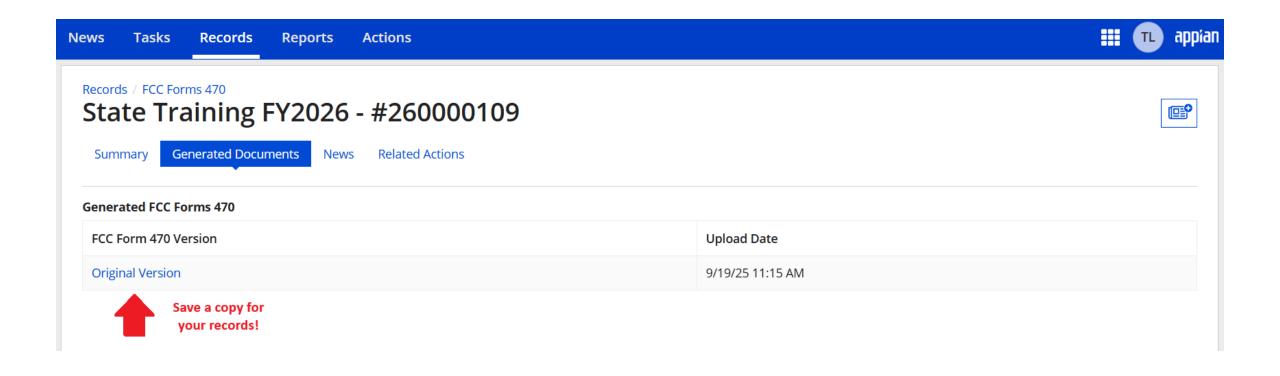
**BACK** 













## Final Thoughts

- More on bid evaluation, vendor selection, Form 471, PIA review, 486, and invoicing in future trainings
- Don't be afraid to ask questions!
  - Ask us on MBLC's e-rate mailing list (e-rate@mblc.state.ma.us)
  - CSB: 888-203-8100 or in EPC (under Actions "select", "Contact Us" to get answers from USAC)
- Take advantage of E-rate if it can help you!
- Let us know if there are other topics you'd like to see covered (and what you think of the shorter, more frequent trainings)

## Questions?

