# Guide to
# E-Rate Binder Table of Contents

## 1. USAC Forms & Certifications

    1.1.   Form 470 & delivery confirmations
    1.2.   Form 471 & delivery confirmations
    1.3.   Form 472 & delivery confirmations
    1.4.   Form 479 (*Consortium members & consortium leaders only*)
    1.5.   Form 486 & delivery confirmations
    1.6.   Form 500 & delivery confirmations

## 2. USAC Letters

    2.1.   Form 470 Receipt Notification Letter (RNL)
    2.2.   Form 471 Receipt Acknowledgment Letter (RAL)
    2.3.   Form 471 Out Of Window Letter (OOW)
    2.4.   Funding Commitment Decision Letter (FCDL)
    2.5.   Form 486 Notification Letter
    2.6.   Form 500 Notification Letter
    2.7.   BEAR Notification Letter
    2.8.   Quarterly Disbursement Reports (QDR)
    2.9.   Other USAC letters

## 3. Technology Plan & Approval Letter

    3.1.   Written Technology Plan with Creation Date
    3.2.   Approved Technology Plan
    3.3.   Approved Technology Plan updates
    3.4   Certified Technology Plan Approver Letter (or screen print if approval is  maintained online)
    3.5   Professional Development Training Log **(Sample Available)**
    3.4.   Technology Plan Training Sign In Sheet (**Sample Available)**

## 4. Competitive Bidding, Vendor Evaluation & Contracts

    4.1.   State and Local Procurement Regulations (printout or website reference)
    4.2.   RFP/ Public Notice/ Advertisement
    4.3.   All Vendor responses & Bids received (winning and losing)
    4.4.   Bid Evaluation criteria, Evaluation Matrix & Bid ratings **(Sample Available)**
    4.5.   Notice of Award letters
    4.6.   Miscellaneous documents (memorandums, board minutes, notes to file)
    4.7.   Signed and Dated Contracts/ Service Agreements/ Notice of Award Letters
    4.8.   Contract Amendments/Addendums/Extensions
    4.9.   State Master Contracts (printout or website reference)
    4.10. Vendor Correspondence

## 5. PIA Review

    5.1.   Letter of Agency (LOA) consortium **(Sample Available)**
    5.2.   Consultant agreement or LOA
    5.3.   Responses to PIA inquiries (email, faxes, case numbers)
    5.4.   Entity eligibility documentation (state website printout, matching records, etc.)
    5.5.   Discount eligibility calculation documentation **(Sample Available)**
    5.6.   Item 21 Attachment (online or paper) **(Samples Available)**

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**There have been many requests for USAC to provide guidance with respect to what documents should be retained. Here is a guide that may be helpful. In addition, retaining this type of information will be very helpful if USAC requests this information in the future. This guide is not mandatory or intended to serve any other purpose than to respond to requests for guidance.**

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