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Schools and Libraries News Brief

December 14, 2007

FY2007 WINDOW COUNTDOWN

Days to window close **55**

Forms 470 filed to date **18,301**

Forms 471 filed to date **1,240**

The number of Forms 471 filed has increased by 31.8% over this time last year.

TIP OF THE WEEK: If you are submitting RNL or RAL corrections by fax, please fax them to (973) 599-6526. Faxing them to the Client Service Bureau (CSB) fax number will delay the processing of your request.

Commitments for Funding Year 2007

Funding Year 2007. USAC will not release a wave next week. As of December 14, FY2007 commitments total just under \$1.79 billion.

On the day after Funding Commitment Decision Letters (FCDLs) are mailed, you can check to see if you have a commitment by using USAC's [Automated Search of Commitments](#) tool.

Creating New Entity Numbers

This time of year, some applicants realize that they may need new entity numbers in order to file a Form 471 (and in some cases a Form 470). This can occur for a number of reasons, including:

- The construction of a new school or library
- A non-instructional facility located across a right-of-way from a school or library for which discounts will be requested for the first time
- A consolidation or division of a school district or library system

Now is a good time to send entity number creation requests to the Client Service Bureau (CSB). In January of each year, CSB is inundated with requests for new entity numbers by applicants that wait until the last minute to complete program forms.

In general, CSB can process requests for up to three new entity numbers over the phone. You will be asked to provide certain information about each entity. If you need more than three numbers, CSB encourages you to send your request using [Submit a Question](#) (choose "Entity Number" from the Topics menu and then choose "I need an entity number for a new entity") or by fax to 1-888-276-8736.

After you submit a written request to CSB, an agent may contact you for additional information. You can also proactively contact CSB by phone to get a complete list of the information CSB needs to process an entity number creation request.

Reminders for Filers of Form 470

We have covered information on Form 470 and the competitive bidding process in the last two Schools and Libraries News Briefs. As some applicants are still working on filing Forms 470 before the winter holiday season, we are including in this News Brief the points they need to keep in mind as they are filing.

File your Form 470 early and online, but POST no later than January 10, 2008.

Applicants that file early have additional time to make allowable corrections on Forms 470 or file a new Form 470 if the corrections they need to make cannot be accomplished through the Receipt Notification Letter (RNL) correction process. Applicants that file online have additional advantages:

- The online system provides error messages and suggestions to assist you through the process. (Be sure to disable any pop-up blockers before you start.)
- Your Form 470 will be posted to the USAC website quickly, allowing you to start your 28-day clock. Paper forms must go through a data entry process at USAC and the forms cannot be posted until inconsistencies have been corrected and the data entry process completed.
- You will receive your Form 470 RNL more quickly, and can identify and submit error corrections more quickly.

Make sure you have provided all appropriate information.

Here are some important points to consider:

- **Check all appropriate boxes in Item 7.** In Item 7a, you indicate your interest in tariffed or month-to-month services. In Item 7b, you indicate your interest in a multi-year contract or a contract with voluntary extensions. Applicants that do not check a box in Item 7b will face problems in the second year of a multi-year contract or the first year in which they attempt to exercise a voluntary extension.
- **Post for all appropriate categories of service.** For example, if you are applying for a service that offers wireless telephone service and wireless Internet service on a portable electronic device (e.g., BlackBerry®, Treo®, or any other smartphone that has both cellular and any Internet/email/data service), you should post for BOTH Telecommunications Services and Internet Access. If you are applying for on-premise Priority 1 equipment in Telecommunications Services, you should also post for it in Internal Connections in case USAC finds your request ineligible in the first category and moves it to the second. The category of service for services requested on a Form 471 must match the category of service for those services on the associated Form 470.
- **For each set of services (each separate Item 8, 9, 10, or 11), indicate whether you have an RFP.** If you indicate that you have an RFP, we may ask to see a copy during our review of your application. If you indicate that you do not have an RFP but you later decide to issue one – or vice versa – you cannot correct this information using the RNL correction process but must instead file a new Form 470.
- **Provide a technical contact if necessary in Item 12.** If you have a staff member that is well-equipped to answer technical questions but is not the contact person in Item 6 or the authorized person in Item 29, you have an opportunity to identify that person here.
- **Complete one of the entries in Item 16, Eligible Entities.** If your application is not for a single site (Item 16a) or a statewide application (Item 16b), be sure to include the number of eligible entities in Item 16c and provide all unique area codes and prefixes for those entities.
- **Identify your Billed Entities in Item 17.** Item 17 is a list of the entities that will pay the bills directly to the service provider. If you are not sure that an entity will be paying bills, it is better to include that entity here.
- **Identify any ineligible participating entities in Item 18.** Item 18 is a list of additional entities that will receive products and services as a result of this Form 470 and /or RFP but are not themselves eligible for E-rate discounts. This provides prospective bidders with a complete picture of the scope of the project.
- **Verify that you can accurately make all certifications.** Read all of the certifications carefully to be sure you are complying with all program rules and complete and submit Block 5, Certification and Signature, either online or on paper.

Keep service providers out of any role in your competitive bidding process other than that of bidder.

Your competitive bidding process must be open and fair. All bidders must be treated the same, and no bidder can have advance knowledge of the project information. There must be no secrets in the process – such as information shared with one bidder but not with others – and all bidders should know what is required of them.

Service providers MUST NOT:

- Suggest language for, sign, or submit a Form 470
- Act as the contact person, technical contact person, or authorized person on a Form 470
- Suggest language for, provide templates for, or design your Request for Proposals (RFP)
- Create or suggest language for your evaluation criteria
- Evaluate bids

Wait 28 days before selecting a service provider and signing a contract.

Your competitive bidding process must be open for at least 28 days before you select a service provider.

- If you do not issue an RFP or if you issue an RFP on the same day you post your Form 470, you can use the Allowable Vendor Selection/Contract Date in your Form 470 RNL as the earliest date that you can select a service provider.
- If you issue an RFP after you post your Form 470, you must count 28 days from the date your RFP was publicly available before you can select a service provider.

As you complete your Form 470 posting, remember that the Client Service Bureau is available to answer questions from 8:00 a.m. to 8:00 p.m. EST Monday through Friday, either through [Submit a Question](#) or by calling 1-888-203-8100.

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