



# **E-Rate Pre-Commitment Question & Answer (Q&A) Session**

February 11, 2025

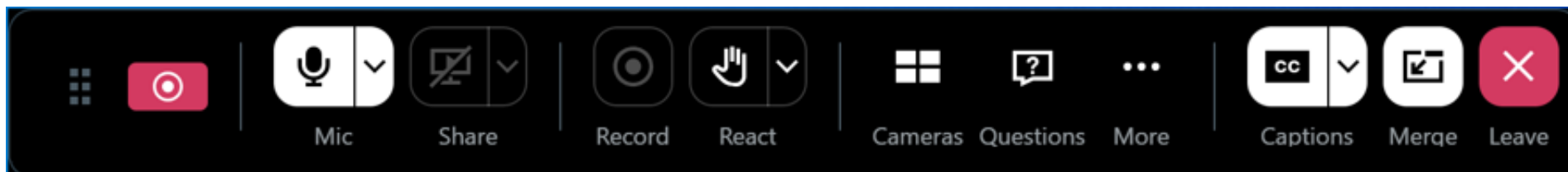
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To accommodate all attendees, real-time closed captions will be present during this presentation. We apologize in advance for any transcription errors or distractions and appreciate your understanding.

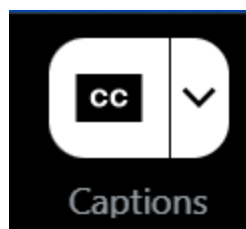
**Please be aware that this webinar is being recorded.**

# Housekeeping – Closed Captioning (CC)

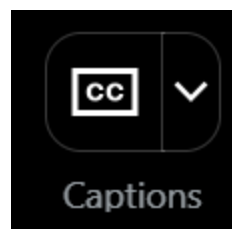
- Attendees control their own captioning



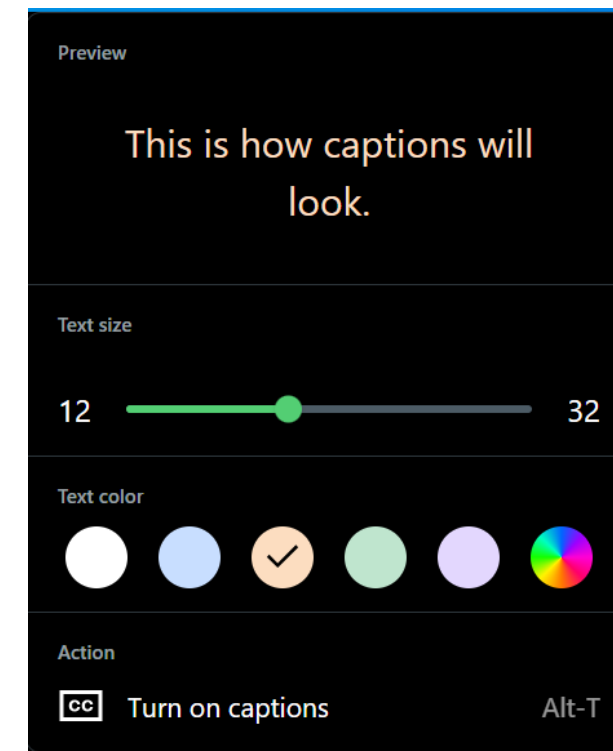
- You control the font size and color on CC
- Toggle CC off and on at your preference



Captions ON



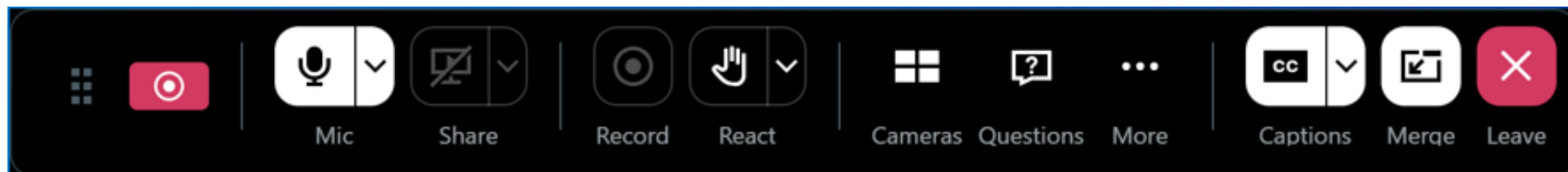
Captions OFF



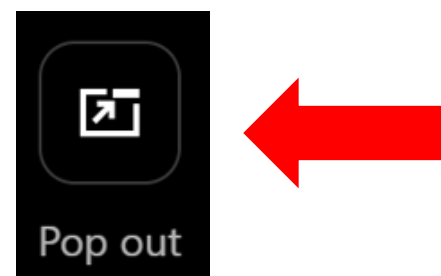
# Housekeeping – Screen Views

## GoTo Webinar

- Two ways to view the webinar
  1. Multiple windows open, can **merge** into one



2. One window for all content, can **pop out** into multiple windows



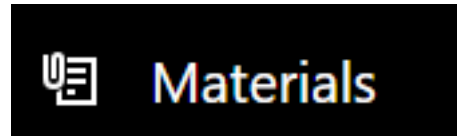
# Housekeeping – Audio

- **Audio is available through your computer's speakers**
- Double check your speaker settings
- Make sure you are connected to a source that works
- The audience is muted
- If your audio or slides freeze, restart the webinar

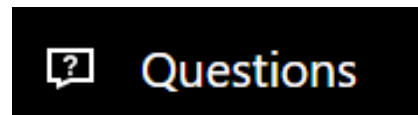


# Housekeeping – Materials & Questions

- A copy of the slide deck is in the **Materials** section of the webinar panel




- Enter questions at any time using the **Questions** box



- If the slides freeze, restart the webinar

Questions ×



**No questions yet**

Questions you send and answers from the staff will appear here

Enter your question

Your question will be sent to staff Send

# Housekeeping – Technical Issues

- Exit the webinar and click the Check System Requirements link **in the event confirmation email** to determine whether your computer meets GoToWebinar's requirements.
- If issues persist, call (833) 851-8340 to troubleshoot with GoToWebinar.

# E-Rate Customer Service Center (CSC)



**Call us at (888) 203-8100**

Monday – Friday 8 a.m. to 8 p.m. ET



**Create a customer service case in the**  
**[E-Rate Productivity Center \(EPC\)](#):**

1. Log in to EPC.
2. Select the **Contact Us** link from the upper right menu on the landing page.



# MEET THE TEAM



**Lisette LaForge**

Associate Manager of Program Management | E-Rate



**Cedric Watkins**

Program Analyst | E-Rate



**Shawn Jensen**

Associate Manager of Program Management | E-Rate

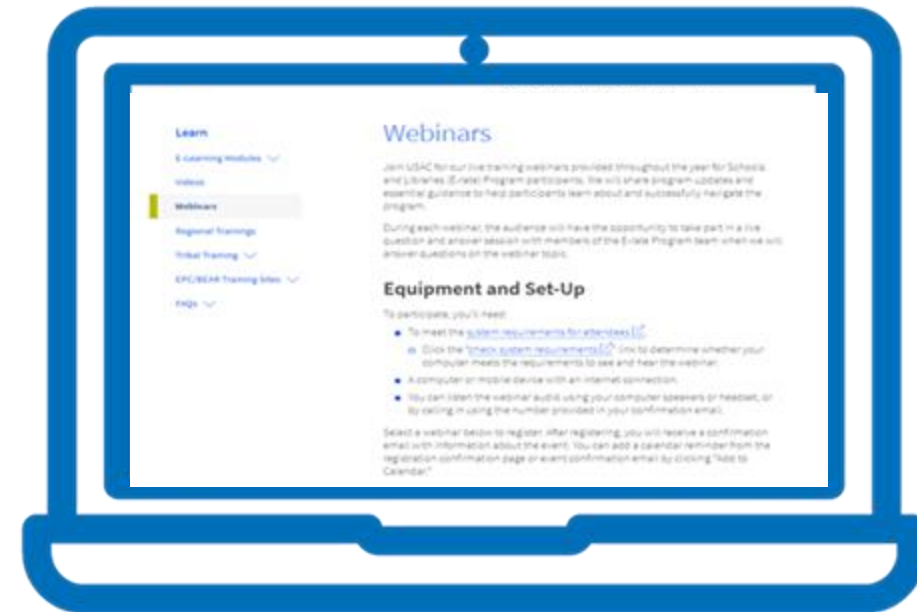
# Agenda

- Q&A Session Overview and Purpose
- Allowable Contract Date
- Annual Training Pre-Commitment Process
- Competitive Bidding and FCC Form 470 Webinar
- Resources
- Q & A

# Q&A Session Overview and Purpose

# Q&A Session Webinar and Training Series

- Provide targeted program information.
- Assist program participants with timely and topic relevant questions.
- Equip program participants with knowledge about E-Rate resources.
- Recommended for: Applicants and service providers
- E-Rate experience level: All



# Q&A Session Structure and Format

- USAC team members will provide a high-level overview of the topic materials.
- Participants should read the assigned materials and watch assigned videos in advance of the webinar event and come prepared with questions to ask during the Q&A session.
- Questions related to the topics and experience level will be given priority.

# Allowable Contract Date

# 28-Day Waiting Period Review and Reminders

The Federal Communications Commission's (FCC) rules require applicants to wait at least 28 days after submitting and certifying their [FCC Form 470](#) before selecting a service provider, executing any contracts for contracted services, or signing and submitting an [FCC Form 471](#).

Your state or local procurement regulations may require a longer waiting period or impose additional requirements.

## Frequently Asked Questions (FAQs) on the 28-day waiting period:

- **When does the waiting period start?** *The calendar day **after** you certify your FCC Form 470, the day you certify is day one. For example, if you certify on 1/1/2025, your Allowable Contract Date is 1/29/2025.*
- **Do weekends count as a part of the 28 days?** *Yes, the 28-day period is based on calendar days.*
- **When can you select a vendor?** *After the minimum 28-day waiting period (see slide 3 for a visual aid), unless your FCC Form 470 lists a later bid deadline.*
- **When's the last day you can select a vendor?** *You must select the most cost-effective service offering using price as the primary factor before you submit the FCC Form 471.*
- **When can you stop receiving bids?** *You may set a bid deadline and include it to your narrative or RFP. This deadline must be at least 28 days after submitting and certifying your FCC Form 470 or longer depending on state rules. If you **do not add a deadline to your narrative or RFP**, you must accept bids up until you evaluate bids and make a vendor selection. These deadlines should be memorialized in your records.*

# Modifications to the FCC Form 470

Applicants are permitted to correct ministerial and clerical errors and to modify their FCC Form 470, but the changes must not materially affect the original competitive bidding process (e.g., changing contact information would not substantially change the process). These type of ministerial or clerical changes would not require a reset of the original 28-day waiting period.

If the applicant needs to make changes to the FCC Form 470 that would substantially affect the competitive bidding (e.g., adding a new category of service), the applicant can either (Option 1) cancel the form and file a new FCC Form 470, with the new 28-day waiting period displayed in EPC starting on the date the corrected FCC Form 470 is certified; or (Option 2) make the substantive change to the RFP and recalculate and track the 28-day waiting period outside of EPC.

See the [Ministerial and Clerical Errors](#) page for some examples of what qualifies as ministerial and clerical vs. substantial changes.

A list of additional [E-Rate FAQs](#) across all areas of the program are posted on the USAC website.



# Allowable Contract Date Infographic

CALENDAR						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	<b>Certified FCC Form 470</b> <sup>1</sup>	2	3	4
			Day 1	Day 2	Day 3	Day 4
5	6	7	8	9	10	11
Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11
12	13	14	15	16	17	18
Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18
19	20	21	22	23	24	25
Day 19	Day 20	Day 21	Day 22	Day 23	Day 24	Day 25
26	27	28	<b>Allowable Contract Date</b> <sup>29</sup>	30	1	2
Day 26	Day 27	Day 28	Day 29			

## Remember

If the 470 narrative or RFP does not include a bid submission deadline



then applicants are **required** to accept all bids up until they conduct their evaluation.

•This is the earliest you can select a vendor.<sup>1</sup>  
 •You can wait up until you certify FCC Form 471 to select a vendor.<sup>2</sup>

<sup>1</sup> This may vary based on state and local procurement rules.  
<sup>2</sup> You must select a vendor before the filing window closes.

# Q&A Session: Prerequisites

- [2024 Annual Training E-Rate Pre-Commitment Process Webinar](#)
- [Filing the FCC Form 470 and the Competitive Bidding Process Webinar](#)



# Prerequisite Webinars

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## 2024 Fall Training E-Rate Pre-Commitment Process Webinar

- Requesting Funding (FCC Form 471)
- How to File the FCC Form 471
- FCC Form 471 Checklist
- Document retention

## Filing the FCC Form 470 and the Competitive Bidding Process Webinar

- How to File an FCC Form 470
- How to Search for FCC Forms 470
- E-Rate Competitive Bidding Process
- Open and Fair
- Waiting 28 Days

# Resources


- [Eligible Services Overview Webpage](#)
- [Eligible Services List](#)
- [Eligible Services List \(ESL\) Glossary](#)
- [Off-Premises Wi-Fi Hotspots Overview](#)
- [Wi-Fi Hotspots FAQ's](#)
- [Fiber – Summary Overview](#)
- [Fiber Frequently Asked Questions](#)
- [Webinars:](#)
  - [E-Rate Fall Training: E-Rate Program Overview \(September 16, 2024\)](#)
  - [E-Rate Fall Training: Eligible Services 101 \(September 24, 2024\)](#)
  - [E-Rate Fall Training: Category Two Budgets \(October 17, 2024\)](#)
- [Competitive Bidding Page](#)
- [Competitive Bidding Infographic](#)
- [Competitive Bidding FAQs](#)
- [Competitive Bidding Webinar: August 1, 2024](#)
- [12/15/2023 E-Rate News Brief](#)
- [FY2025 FCC Form 470 Service Guiding Statements Table](#)



# Live Q&A

- Submit your questions about today's topics:
  - Eligible Services List
  - What's new for FY 2025
  - Review: Types of Eligible Equipment and Services

Questions ×



**No questions yet**  
Questions you send and answers from the staff  
will appear here

Enter your question

Your question will be sent to staff Send

## Q&A Tips

- ✓ Type your queries into the “Questions” box in your webinar control panel.
- ✓ Write in full sentences.
- ✓ Ask one question at a time.
- ✓ Click the box with the arrow above the questions box to expand it and see all the written answers.

**Questions?**

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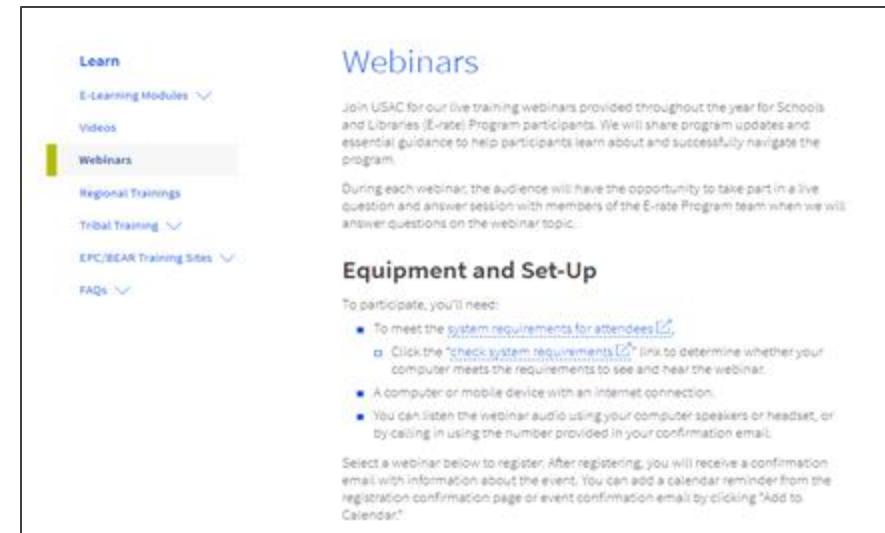
1. Log in to EPC.
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# Upcoming Webinars

Check the **E-Rate Webinars** page for updates on future webinars.

For additional information, subscribe to the [E-Rate News Brief](#).



The screenshot shows a webpage with a navigation menu on the left and a main content area on the right. The navigation menu includes: Learn, E-Learning Modules, Videos, Webinars (highlighted with a yellow bar), Regional Trainings, Tribal Training, EPC/SEAR Training Sites, and FAQs. The main content area is titled "Webinars" and contains the following text:

Join USAC for our live training webinars provided throughout the year for Schools and Libraries (E-rate) Program participants. We will share program updates and essential guidance to help participants learn about and successfully navigate the program.

During each webinar, the audience will have the opportunity to take part in a live question and answer session with members of the E-rate Program team when we will answer questions on the webinar topic.

### Equipment and Set-Up

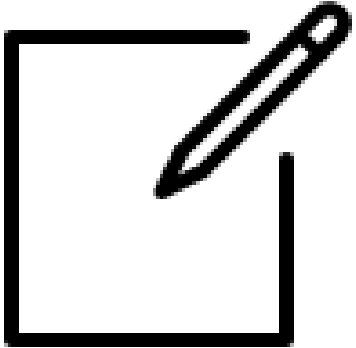
To participate, you'll need:

- To meet the [system requirements for attendees](#)
- Click the ["check system requirements"](#) link to determine whether your computer meets the requirements to see and hear the webinar.
- A computer or mobile device with an internet connection.
- You can listen the webinar audio using your computer speakers or headset, or by calling in using the number provided in your confirmation email.

Select a webinar below to register. After registering, you will receive a confirmation email with information about the event. You can add a calendar reminder from the registration confirmation page or event confirmation email by clicking "Add to Calendar."

Go to the E-Rate [Webinars](#) page for additional information.

# Take Our Survey



- We want to hear about your webinar experience.
- A survey will appear on your screen at the end of the webinar.
- If you are not able to complete the survey today, one will be emailed to you within one to two business days.
- We appreciate your feedback!

**Thank You!**





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