

Form 470 Deadline Reminder

February 23, 2011

Submit Form 470 Online Now

If you have not yet submitted your Form 470, do so online as soon as possible. The last possible day to post a Form 470 for FY2011 and still timely file a Form 471 is this Thursday, February 24, 2011.

If you need new Entity Numbers created or updates to existing Entity Numbers to complete your Form 470 don't wait. Contact the Client Service Bureau as soon as possible for assistance. (See [Step 1: Entity Numbers](#) on our website for complete information.) If the Entity Numbers to be updated will not be used until you submit your Form 471 we recommend waiting until after Friday to request those updates.

Application Process: Form 470

[Form 470, Description of Services Requested and Certification Form](#) is the first program form applicants file to request discounts under the E-rate program. In the [January 28 SL News Brief](#) we discussed the relationship between the technology plan and the Form 470; this week we will discuss the form itself.

By posting a Form 470 on the USAC website, applicants are opening a competitive bidding process. Applicants describe the services they are requesting on the Form 470, and service providers can [search Forms 470](#) or [download summary reports of Forms 470](#) in order to review and respond to applicant requests.

You must file a Form 470 for FY2011 if you:

- Are seeking non-contracted tariffed or month-to-month services.
- Intend to sign a new contract.
- Signed a multi-year contract or a contract with voluntary extensions without first posting a Form 470 and following all of the competitive bidding rules of the program.

Your Form 470 **MUST**:

- Be based on your technology plan if you are required to have one.
- Be detailed enough for potential bidders to understand your requirements and any reasons for disqualification.
- Be posted for the correct categories of service (Telecommunications Services, Internet Access, Internal Connections, and Basic Maintenance of Internal Connections) for the services you are requesting.
- Indicate whether you have issued or will issue a Request for Proposals (RFP) and, if so, where it is or will be available to potential bidders (see below).
- Encompass all entities that will receive services – including non-instructional facilities (NIFs).
- Be **posted** on the USAC website for at least 28 days before you close your competitive bidding process; select a service provider; sign a contract (if appropriate); and sign, date, and submit your Form 471.
- Be **certified** before USAC completes the review of any funding requests based on that Form 470.

Your Form 470 **MUST NOT**:

- Be completed or signed by a service provider or feature a service provider as the contact person in Items 6 or 12.
- Be an encyclopedic list of services
- Identify specific vendors, manufacturers, or specific model numbers.

You may download and print copies of [Schools and Libraries News Briefs](#) on USAC's website. You may [subscribe](#) to or [unsubscribe](#) from this news brief. For program information, please visit the [Schools and Libraries area](#) of the USAC website, [submit a question](#), or call us toll-free at 1-888-203-8100. Feel free to forward this news brief to any interested parties.

Please do not reply to this email directly, as it was sent from an unattended mailbox.

1997-2011, Universal Service Administrative Company, All Rights Reserved.