Form 470

In January 2011 the current version of the Form 470 was released which eliminates certain information that was found to be unnecessary. The certifications on the new Form are updated to reflect the new technology rules.

Differences between the Old and New Form 470:

- Consultant information is required in new Form 470.
- Selection of either contract or non-contract service is omitted in new Form 470.
- Preference for discounts on bills or BEARs is omitted from new Form 470.
- Required information about technology resources not paid by E-rate omitted in new Form 470.
- Information about ineligible entities omitted in new Form 470.
- List of area code and prefix NXX codes omitted in new Form 470.
- Certification about technology plan requirement is modified in new Form 470 to reflect new tech plan rules.
- Applicant demographics are required on new Form 470.

Form 470 Information Checklist for Form 470

You will need the following information to complete the new Form 470 that will go into effect later in the fall of 2010. Please note that because the Form is subject to change before it is finalized, this checklist may necessarily need to be modified.

1. SLD Entity Number (Look up @ http://www.sl.universalservice.org/Utilities/BilledEntitySearch_Public.asp)
2. Your own personal identification code for the Form 470 (Applicant's Form Identifier). Make this up.
3. FCC Registration Number for Billed Entity. See Tab 13 for instructions on how to obtain a FCC registration number.
4. Item 6a - Contact Person's Name (the person who will receive the Form 470 Receipt Notification Letter and who may be contacted about questions regarding your Form 470).
5. Item 6b - Contact Person's address and voice phone numbers. LEAVE BLANK the contact person's fax number and email address to avoid receiving Spam and unrelated sales solicitations.
6. Item 7: Consultant name and contact information including consultant registration number. Consultants should call Client Service Bureau to obtain a registration number.
7. Items 8 – 11: A list of the services and quantities of services that you want to receive bids for and the category of service it falls within (Telecommunications, Internet Access, Internal Connections or Basic Maintenance of Internal Connections).
    a. For existing recurring services, check a recent monthly bill to identify the services and quantities. If you cannot figure out this information, contact your existing vendor for assistance.
    b. For new procurements, identify the functionality and quantity of services you want to procure.
        - # of lines for phone service.
        - Transmission speed for high speed phone lines or circuits.
        - Bandwidth speed for Internet.
        - Equipment can be listed by functionality or vendor name/product # if you already know exactly what kind of equipment you want to purchase but you must also list "or equivalent" in addition to the specific make and model of equipment or service.
    c. Consult the Eligible Services List to figure out what service or equipment is eligible for funding and the category it falls within. (Tab 5 contains the draft Eligible Services List.)
8. If you are going to issue an RFP in conjunction with posting your Form 470, finalize the RFP so that the release date is the same as the Form 470 posting date (ideally).
    a. Figure out whether you are going to post the RFP on line. If yes, have the URL available for inserting in item 8a or 9a or 10a or 11a (depending on the category of service you're posting in). If the URL is too long and doesn't fit in item 8a or 9a or 10a or 11a, include the URL in Item 13a and cross reference to Item 13a.
    b. If you are going to require vendors to contact the applicant to request a copy of the RFP, figure out who the point of contact is going to be. If it's someone other than the contact

person listed in Block 1, then the person's name and phone number must be listed in Item 12.

9. Item 12 - If there is a person other than the contact person that you want bidders to contact to request copies of a RFP or to ask technical questions of, provide the person's name, phone number and title in Item 12. DON'T provide the person's fax number – in order to avoid Spam.
10. Item 13a- Identify any restrictions concerning the procurement. If you have an RFP, most restrictions are specified there and you can cross reference to the RFP. If you don't have an RFP, you may wish to include one or more of the following conditions:
    a. Identify to whom proposals shall be submitted (you can refer to the contact person in Item 6 or the technical contact person in Item 12).
    b. Specify that you reserve the right to reject all proposals submitted after the Allowable Contract Date.
    c. All questions must be submitted to a particular individual. This helps to avoid potential lobbying of personnel who is not directly involved in the procurement decision making process.
    d. If there is a pre-bidders conference or site inspection option, specify the date here and who should be contacted to register for the conference or inspection.
    e. Specify all reasons for disqualification of bids, for example:
        - Bidder is not located sufficiently near your location to be able to provide the services.
        - Bidder does not submit timely response.
        - Bidder does not have a SPIN.
        - Bidder is not in good standing with FCC and USAC (on red light or is subject to investigation and/or funding is being held up).
        - Bidder does not provide proposal for service or equipment set forth on Form 470.
        - Bidder contacts individuals other than point of contact for procurement, and compromises the integrity of the competitive bidding process.
    f. If your Form 470 is posted for the upcoming funding year, after the current year's Form 471 window has passed, explain this in Item 13.
11. Item 14 –# eligible sites covered by the Form 470 (sites refer to buildings, both schools and non-instructional facilities).
12. Item 15 – Entity numbers for all entities covered by the procurement that may be billed entities (sign contracts or receive and pay bills).
13. The name and address, phone number and employer of the person who is authorized to sign the Form. (Note: If the Form is certified by someone other than the chief school or library official, obtain written documentation – such as memo to the signatory – that the person is authorized to sign the Form.) LEAVE BLANK the authorized person's fax number and email address to avoid receiving Spam and unrelated sales solicitations.