

## **E-rate Guidance for Transition of Services to DoIT Consortium Instructions**

If your District/Library is intending to move forward with circuits provided by the DoIT Consortium, it is highly recommended you file your own Form 470 and Form 471 to ensure continuity of service from your current provider to the DoIT Consortium selected provider, should the DoIT Consortium selected provider be delayed in the installation of the circuits.

In addition, we also recommend including a point to point (PTP) circuit to the ICN on your Form 470 in the event you do not proceed with a consortium awarded circuit, but still wish to receive ICN services. For a step by step guide on including a PTP circuit to the ICN on your Form 470, please see the section “E-rate Guidance to connect to ICN” on the following page.

### **SCENARIO:**

You have one or more services in place now that will be replaced by services provided by the Consortium at some point on or after July 1, 2023.

You should file a Form 470 (using your own BEN) that includes the services transitioning to the DoIT consortium.

In your Form 470, you should request Month-to-Month terms in order to allow a smooth transition of services with no early termination penalties. You should indicate this preference in your Form 470 narrative or, as part of any formal or informal RFP that accompanies your Form 470.

Once you have received responses to your Form 470, perform an evaluation of those responses in accordance with FCC rules and USAC guidance and select your service provider for E-rate Funding Year 2023 (1 July 2023 to 30 June 2024).

*PLEASE NOTE: If your incumbent service provider does not respond to your request for proposal/quote, you can use your existing bills from that service provider as a response to your Form 470 and that information should be evaluated along with any other responses you do receive.*

Once you have selected your service provider for this transition period, it's time to file a Form 471 application for E-rate Funding Year 2023 (1 July 2023 to 30 June 2024) that includes 12 months of service based on the pricing you received during your Form 470 competitive bidding process. The window to file a Form 471 is expected to open in January 2023. We recommend filing a Form 471 that covers **all 12 months of service** from 1 July 2023 to 30 June 2024.

### **Transition of Service Webinar**

For further information a Transition of Service guidance webinar was recorded on 1 December 2022 and is available at [www.illinois.gov/k12broadband](http://www.illinois.gov/k12broadband).

## E-rate Guidance to connect to the Illinois Century Network (ICN)

To receive E-rate subsidy for a point to point circuit to the ICN, we recommend the following steps.

You can either add a new Service Request to your Form 470 (that you create for all your services) **OR** create a new Form 470. For example, you may want to create a new Form 470 if you have already filed your Form 470 for your current services.

Please note, whether you add a new Service Request to your Form 470 or create a separate Form 470 you should

- Upload the ICN POP List document as described below
- Add a New Service Request as described below
- Add text to the Narrative section, providing further detail, as described below

### E-rate Form 470 Guidance

- The FCC Form 470 is prepared and certified in the E-rate Productivity Center (EPC) portal at <https://portal.usac.org/suite/>
- The FCC Form 470 you will file is for Category 1 services.

### Upload ICN POP List document

- In the Form 470 you are given the opportunity to upload a document or documents in the form of a “Request for Proposal” or “RFP” document. Please note that the document does not have to be an actual RFP. Any document uploaded is referred to as an RFP.
- Upload the ICN POP List document, available as a PDF at [www.illinois.gov/k12broadband](http://www.illinois.gov/k12broadband) under Resources, at the link “ICN POP List”. This document informs prospective service providers of the ICN POP locations available for interconnect.
- The screen capture below shows the page where documents can be uploaded.

The screenshot shows a web interface for uploading Request for Proposal (RFP) documents. At the top, it says "If you are using RFPs for any of the requested services, start by uploading them all first." Below this is the heading "RFPs for Service Requests" and the question "Is there a RFP for any of the services you are requesting?". There are two buttons: "YES ✓" (which is highlighted in blue) and "NO". To the right, there is a yellow box with the text "Please upload all RFPs for the services you are requesting." Below this is an "UPLOAD" button and a "Drop file here" area. A note below the upload area states: "You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial." At the bottom, there are four buttons: "BACK", "DISCARD FORM", "SAVE & SHARE", and "SAVE & CONTINUE".

### New Service Request

- Next, you will add a “New Service Request” as shown below

Next, you will describe the services you are requesting.

## Service Requests: Category One

There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.

ADD NEW SERVICE REQUEST
EDIT SERVICE REQUEST
REMOVE SERVICE REQUEST

### New Service Request Questions and Responses

- The FCC Form 470 uses Progressive Disclosure in the selections you will make to establish some of the details of the type of services you are requesting
- Since these services are Data Transmission Only (with no Internet Access), you should select the following options on your FCC Form 470.
- There are three questions you will be asked – the responses should be as shown below:

Visit our [website](#) for more information on how to file the FCC Form 470.

#### Add New Service Request

☒ I seek bids for internet access and/or data transmission service.
 ☒ I seek bids to purchase data transmission service only (i.e., that does not include internet access service).
 ☒ I seek data transmission service without internet access service.

### Circuit Detail

- Next you will provide general details about the number of circuits, number of entities, bandwidth min/max etc.

**Service Type**  
Data Transmission and/or Internet Access

**Function \***  
Standalone Data Transmission Service

This service option does not include Internet access service; if this option is selected, the applicant will have to procure Internet access service separately.

**Quantity \***  
  
**Unit**  
 Each

**Number of entities served? \***

**Minimum Capacity**  
 Please select a value

**Maximum Capacity**  
 Please select a value

**Are you also seeking Installation, Activation and Initial Configuration for this service? \***  
☐ Yes  
☐ No

We recommend checking YES in this section of the Service Item request so you can receive discounts on this component if applicable.

CANCEL
SAVE & CREATE ANOTHER REQUEST
SAVE REQUEST

### Narrative Section

- Next you should complete the Narrative section of the Service Item.

- You should include as much information as possible so prospective respondents can formulate a complete response
- Suggested narrative for a point to point circuit to the ICN is as follows. In the below narrative please replace the text within the square brackets with your school specific information:
  - For the Service Request “Data Transmission Only, without Internet access” pricing for a fiber based data transmission service without Internet access between [School/Admin building Name, address, city, IL, zip] and the Illinois Century Network (ICN) is sought. Pricing should be provided for the following terms and bandwidth levels. [Specify Term of Contract, for example, 1 year, 3 years, 5 years, including month to month service if desired] and [Indicate Minimum and Maximum Bandwidth Requested, also specify other bandwidth levels pricing is requested for]. For a list of available ICN point of presence (POP) sites, with addresses, please see attached document titled “ICN POP List”.

Narrative

If you would like to provide further detail about the services or equipment sought, you may do so in this box below. Examples include:

- Any disqualification factors;
- Additional details about the eligible locations that will be receiving these services; or
- Other information about the services requested that would help bidders develop bids that are responsive to your needs.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

## Remaining 470 Questions

- You will now answer a few more questions and continue through the FCC Form 470 until you get to the screen that allows you to “Review FCC Form 470”
- Click this option and wait for a task in your menu bar to review the PDF.

News

Tasks (11)

Records

Reports

Actions

FCC Form 470 - Funding Year 2022

Illinois Department of Innovation and Technology Consortium - test for webinar - Form #220002132

Last Saved: 10/20/2021 12:21 PM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

When the FCC Form 470 PDF is ready, a task will become available to complete certification.

## Certifying the FCC Form 470

- Your pending task will look like this:



- Click the hyperlink and you will be given the option to either Send for Certification (if you are not authorized to certify the form) or, Continue to Certification (if you are authorized to certify the form).
- During the Certification process, there are many Certifications that must be checked, then simply click "Certify"
- The Certified Form 470 will show on your landing page as "Certified" immediately and your 28 day clock officially starts
- All service providers will be able to access the Certified Form 470 using various search tools across all of USAC's platforms.
- The FCC Form 470 should be filed as soon as possible.
- Your 28 day competitive bidding period must be complete before you can file FCC Form 471 sometime in early January so, don't delay.