

E-RATE eNEWS

January 2025

E-Rate Form 470s Should Be Submitted NOW!

If your E-Rate Form 470 has not yet been posted to begin your FY 2025 E-Rate bidding process, **please work with your E-RATE ONLINE Account Manager immediately.** The Form 470 has to be posted to the USAC website for a minimum of 28 days before bids can be awarded. The later this form is posted, the less time you have to review bids, award contracts, and file the E-Rate application before the filing deadline.



SPAM Bids

Spam bids are vendor responses for E-rate services that do not meet minimum bid requirements or are not responsive to the applicant's specific request. Applicants can disqualify spam bids and other non-responsive bids from consideration.

How to identify spam bids:

Generic responses: Marketing responses that don't address the applicant's request, or provide a catalog of the all equipment offered by that vendor

Incomplete bids: Bids that don't include a specific cost proposal or site-specific details

Late bids: Bids that are received after the deadline

How to handle spam bids:

Review bids: Don't automatically reject bids, but review them for compliance with minimum bid requirements

Document non-responsive bids: Keep records of bids that are incomplete or non-responsive

Multi-Year Contract Benefits

If you award a multi-year contract based on your Form 470 posting, you do not have to post another Form 470 or open a new competitive bidding process again for the life of that contract (so long as the specifications of that contract do not change).

E-Rate State Master Contracts

State master contracts are agreements that are competitively bid and put in place by state governments for use in E-Rate filings. If you elect to use a State Master Contract (available in select states), you do not need to file a Form 470. However, there are State Master mini-bid requirements to which you must adhere, including soliciting at least three bids from participating vendors on the state contract. Please contact your E-RATE ONLINE account manager with any questions.

Program Integrity Assurance (PIA Reviews)

PIA reviews are typically conducted immediately after applications are submitted. If you receive a request from your Account Manager for additional information, please respond promptly so that we can meet USAC's mandatory deadline. With earlier reviews this year, we are hoping for earlier funding decisions.

USAC Notifications

If you receive any email or written notifications from USAC, please forward that to your E-RATE ONLINE Account Manager.

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E-Rate Bidding Rules

Competitive bidding is a requirement of the E-Rate program. This means that you must treat all bidders the same, and the bidding process must be open and fair. Remember that all bids received must be evaluated, even if they are for a manufacturer that you weren't looking for.

Please be sure to respond to any bidders that contact you – they can file a complaint with USAC if you don't! Complaints can result in funding delays, selective reviews, and even application denials.

CIPA Compliance

As a reminder, all E-Rate applicants must be in compliance with the Children's Internet Protection Act (CIPA) to be eligible for E-Rate funding. This includes an internet safety policy with measures to block or filter internet access for both minors and adults to certain visual depictions. To learn more about CIPA and the necessary requirements, [visit USAC's website](#) or contact your Account Manager.

FY 2025 E-Rate Filing Window

The FY 2025 E-Rate filing window opened on January 15, 2025 and Form 471 applications can now be submitted. If you are still waiting on bid responses to your posted Form 470, please continue to follow E-Rate bidding rules.

After you close your minimum 28-day competitive bidding window, be sure to follow any local procurement rules. All signed contracts and other necessary documentation should be forwarded to your E-RATE ONLINE Account Manager as soon as they are available. You must continue to receive bids until a vendor selection is made.

E-RATE ONLINE Funding Reports

After your Form 471 application is submitted to USAC, you will receive a summary funding report from your Account Manager. Please review this 2025 E-Rate funding report which details the services applied for, including service provider, service description and cost information. If you have any questions, corrections or variations, please notify your account manager immediately!

E-Rate Document Retention

E-Rate rules require that you keep all E-Rate related documentation for at least ten years after the

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paper copies. This documentation includes bids received, (both winning and losing), bid evaluation worksheets, contracts, bills, and vendor correspondence.



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