Attachment A, Supt’s Memo No. 015-19

**VDOE “Get E-rate Great” Training**

**January 29-30, Southwest Virginia Higher Education Center , Southwest Virginia Higher Education Center, One Partnership Circle, Abington, VA 24212**

**February 5-6, Chesterfield County Public Schools, Chesterfield Career and Technical Center, 13900 Hull Street Road, Midlothian, VA 23112**

**Day 1: 8:30 to 4 p.m.**

**Breakfast items provided**

Understanding the E-rate competitive bidding process

FCC Form 470

Developing RFP’s – EducationSuperHighway RFP templates

FCC Form 470 Category One drop-down menu –Drop down menu reference table

Writing a clear and concise narrative in the FCC Form 470

Mini-bid process using VITA state master contracts

Negotiating Category Two pricing with VITA state master contract service providers

Can I do a 470 and a mini-bid?

Evaluating bids

Selecting the service provider

Signing a contract or sending a letter of intent to purchase

**LUNCH provided**

Category Two budgets

Category Two cost allocation for a Non-Instructional Facility (NIF)

FCC Form 471 – understanding the “the 471 application window”

How to file an FCC Form 471 if you used a mini –bid

Uploading a contract (using the EPC contract module)

Invoicing: SPI & BEAR

Deadlines for invoicing

New way to ask for invoicing deadline extensions in EPC

Funding Commitment Decision Letter (FCDL)

Revised Funding Commitment Decision Letter (RFCDL)

Result of Form 500, Service Substitution

**Day 2, 8:30 to 12 noon**

**Breakfast items provided**

Q & A

FCC Form 486

E-rate Appeals – Greg Weisiger (Chesterfield location only)

Audits

END OF TRAINING AT NOON.