

E-RATE NEWSLETTER FOR MI LIBRARIES

OCTOBER 2009

BTU Consultants

Important E-rate Filing Dates:

- *Form 472 for FY2008 (BEAR) - October 28, 2009*
- *Form 470 for FY 2010 (the filing window is now open however the closing date has not been announced yet)*
- *Form 471 for FY 2010 (the filing window has not been announced yet)*

SLD FUNDING ALERTS TO BEGIN IN NOVEMBER

Every year millions of dollars in SLD funding go unused by schools and libraries across the country. Sometimes this is because a Form 486 was not filed or a BEAR form was not filed in time to recover the funding. As part of our efforts to increase the dollars received by Michigan Libraries, we will be reaching out to many of you beginning in November. We will be monitoring the SLD's website on a monthly basis and looking for upcoming deadlines for the Form 486 and BEAR forms for all Michigan Libraries. Our goal is to

increase the percentage of approved funds that actually get disbursed to libraries.

Form 486 Deadlines: If you received your Funding Commitment Decision Letter before June 30, then the deadline for your Form 486 is October 28. If you did not receive your FCDL before June 30, then the deadline is 120 days after the date of your FCDL.

BEAR Deadlines: The dead-

line for submitting BEAR Forms is 120 days after the last day of service. The BEAR deadline can be extended by submitting an Invoice Deadline Extension Request to SLD.

Watch your email for specific alerts about SLD deadlines and watch for more information in upcoming newsletters. Call our Hotline if you have any questions or need help meeting or extending any SLD deadlines.

888-307-6569



FORM 500

The Form 500 is a handy tool. As you file your Form 472 BEAR form you may notice that you have no need for a FRN request that you had made on the Form 471. Your library may no longer use the service or you may no longer use that chosen vendor. If there is no need to file a SPIN change letter to another vendor with the same service, then it is most appropriate to cancel your FRN using the Form 500. This form is found under Required Forms on the SLD

website. This form must be done manually and mailed to the SLD in the US Mail. The SLD will work on making this form available for submission for on-line processing in the next few years.

Inside this issue:

SLD Funding Alerts to begin in November

Form 500

Form 470 Application Guide to Success

E-rate Hotline



BTU CONSULTANTS

Primary Business Address
1293 Pinehurst Club Ct
O Fallon, MO 63366

Phone: 888-307-6569

E-RATE HOTLINE

We are ready to assist you with your E-rate questions. BTU Consultants has been hired by the Library of Michigan to provide E-rate consulting for all libraries in Michigan.

If you have E-rate questions please call the hotline at **888-307-6569**



FORM 470 APPLICATION GUIDE TO SUCCESS

While attending this year's E-rate training from the SLD we were provided with an Application Guide to Success. This guide is not an exhaustive list, but does provide guidance.

- **Do** list your requested services on your Form 470—and on your RFP if you have one.
- **Do** list your requested services in the correct categories of service (Telecommunication Services, Internet Access, Internal Connections, or Basic Maintenance of Internal Connections)
- **Do** mark the appropriate boxes in Block 2 for multi-year contracts and/or voluntary extensions.
- **Do** ensure a fair and open competitive bidding process.
- **Do** select the most cost-effective service provider, with the price of the eligible products and services as the primary factor in your bid evaluation.
- **Do** keep All records relating the bid evaluation process (correspondence with potential service providers, winning and losing bids, worksheets, evaluation criteria, contract, etc.)
- **Do** note in a memo to your files if one bid—or no bids—are received.
- **Do** remember to sign and date contracts before filing the Form 471.
- **Don't** allow a service provider that may bid on your services to fill out your Form 470.
- **Don't** sign a contract until after the Form 470 has been posted for 28

days.

Form more Applicant Guide to Success information visit the SLD website:

<http://www.universalservice.org/sl/>

Select outreach and training: Tip Sheets: Application do's and don'ts.

Plus always remember if you have any questions to call the E-rate Hotline setup specifically for MI Libraries at:

888-307-6569

