

Tennessee Education Broadband Consortium Contract(s) 2017 Form 471 Funding Request Filing Guide

If you have decided to use one or more of the Tennessee Education Broadband Consortium contracts and it's time to create your funding request(s), you can use this handy guide to help you streamline your process. Your State E-Rate Coordinator's office has uploaded all of the contract information for each of the available contracts into the Consortium's EPC portal. You do not have to enter the contract(s) information into YOUR portal; you can simply reference the record that is already established within EPC. This guide along with the attached "[TEBC Contract Cheat Sheet](#)" spreadsheet will allow you to easily move through this section of the 2017 Form 471 application.

When you get to the section of Form 471 where it's time to create your Funding Request, just follow the steps below to populate the contract information WITHOUT having to pre-populate all of the information in your own EPC profile.

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Basic Information Entity Information **Funding Requests** Connectivity Information Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?
Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

Contract Tariff Month-to-Month

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If using TEBC (whether C1 or C2), choose CONTRACT

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Basic Information Entity Information **Funding Requests** Connectivity Information Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

FRN	Nickname	Number of FRN Line Items	FRN Calculation
You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN			

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Click "Add FRN"

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On this page, you will select a nickname and the service type of the product and services that you are requesting

Funding Request Key Information

Please enter a Funding Request Nickname here *

TEST Use whatever nickname will be meaningful to you

Is this Funding Request a Yes No Click NO

Copy FRN

If you want to copy a Funding Request from the current Funding Year, select Copy FRN below

Copy FRN This feature does not work

Service Type

What is the service type of the product and services that you are requesting?

Data Transmission and/or Internet Access Choose whatever is appropriate from the available drop down options

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Basic Information Entity Information **Funding Requests** Connectivity Information Certify

Next, you will associate a contract to your FRN. Please search for a contract below and select one to associate it to the FRN.

Associate a Contract

Search by Creating Organization BEN 128260 Search by Nickname (All or Partial)

Search by Contract ID Search by Contract No.

Change the Creating Organization BEN from YOUR BEN to 128260, then click SEARCH.

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<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	39606	49083	TEBC-CentralTechnologies-C2	3/2/2016	128260
<input type="checkbox"/>	39622	49083	TEBC-CentralTechnologies-MIBS	3/2/2016	128260
<input type="checkbox"/>	39629	49071	TEBC-ConvergedNetworks-C2	2/29/2016	128260
<input type="checkbox"/>	39649	49027	TEBC-DELL-C2	3/9/2016	128260
<input checked="" type="checkbox"/>	39677	48995	TEBC-ENA-C1	2/25/2016	128260

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Using the "TEBC Contract Cheat Sheet", find and check the contract that you're using and the contract summary data will appear below. NOTE: You may have to scroll through the available records to find your contract as only 5 contract appear at a time.

Contract Summary - TEBC-ENA-C1

Contract Number	48995	Account Number	
Establishing FCC Form 470	#160012458	Service Provider	ENA Services, LLC (SPIN: 143030857)
Award Date	2/25/2016	Includes Voluntary Extensions?	Yes
Expiration Date (All Extensions)	6/30/2021	Remaining Voluntary Extensions	2
		Total Remaining Contract Length	60

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

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Contract Information (Additional)

What is the service start date? *

Enter the date when services will start in this Funding Year (e.g., July 1, 2016).

What is the date your contract expires for the current term of the contract? *

Enter the contract expiration date that is indicated on the TEBC Contract Cheat Sheet you were provided.

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You will then proceed to complete your funding request information answering the service type specific questions in the form and completing the line item details associated with each of your funding requests.

Be sure to cross-check the contract nickname and EPC contract ID# to be sure you've grabbed the right contract for the service you are requesting funding for.

Pay particular attention with AT&T's services as they use different Service Provider Identification Numbers ("SPIN") for different types of services.

If you have any questions, please don't hesitate to contact us.