



Helping Keep Americans Connected

Schools & Libraries – Contracts

When do I need a contract?

A contract is needed for Internal Connections (e.g., equipment, cabling, etc.) and for Basic Maintenance. Some Priority One services are also provided under a contract (e.g., specialized private line services, VANs, Frame Relay, ATM, etc.) However, program rules do not specifically require contracts for tariffed or month to month services (e.g., telephone, Internet, broadband, etc.), but if you have a contract they are considered contracted services.

When can I sign and execute the contract?

You **must** wait at least 28 days after the Form 470 is **posted** on the USAC website and the RFP is available, whichever is later, before selecting the vendor and signing and dating the contract.

What are USAC program requirements?

The applicant **must sign and date** the contract prior to certifying the Form 471. The service provider signature and date are not a program requirement. The contract must not be signed and dated by the applicant prior to the 28-day posting period. In addition, the contract must comply with all local and state contract laws. Verbal agreements and quotes are not acceptable. Note: Many applicants purchase from State Master Contracts. Program requirements are quite different, so please refer to our website for details.

How do I post for a multi-year contract?

Indicate on your Form 470 Item 7b and your RFP that you are seeking a multi-year contract. As a best practice, you might indicate the term you are seeking (e.g., "seeking a 3-5 year contract"). Once you have signed the multi-year contract, you can cite the original Form 470 in subsequent funding requests. If the contract was signed on or before July 10, 1997, refer to our website for additional instructions.

Can I extend my existing contract?

You cannot extend your contract beyond the contract expiration date unless you indicated on your original Form 470 Item 7b and in your RFP you were seeking voluntary contract extensions, and the contract reflects this option. However, you can extend a contract if you need more time for the delivery and installation of non-recurring services if the extension is allowed under the terms of the contract. New eligible services, equipment or entities cannot be added to the contract during the extension period.

What if I can't complete the project by the September 30 deadline?

If you have non-recurring services, and meet certain conditions, you may request and be granted an extension to allow for delivery and installation without rebidding the contract, if the contract provisions allow. New eligible services, equipment or entities cannot be added to the contract during the extension period. You must then advise USAC of the extension by filing a Form 500 to change the contract expiration date originally reported in the Form 471, Block 5 funding request.

For additional information, please use the USAC resources listed below:

Contract Guidance: <http://www.usac.org/sl/applicants/step04/contract-guidance.aspx>

Service Extensions: <http://www.usac.org/sl/applicants/step11/service-deadlines-extension-requests.aspx>