New Mexico E-rate applicants who wish to request E-rate discounts on Internet Access Services have the following two options: 1) File a Form 470 specific to their Educational Institution or 2) Use the State’s Form 470. The State procured these Statewide Price Agreements as a convenience for applicants, and those who use the State’s Form 470 must only use contracts based on the State’s procurement. An applicant filing their own Form 470 may accept responses from any eligible service Provider and may contract with a Provider who is outside the State’s procurement.

1. Download Your Custom Broadband Information Sheet (BBIS): <http://www.broadband4education.nm.gov/broadband-info-sheets.aspx>
2. Request a Mini-Quote System Account here: <http://www.broadband4education.nm.gov/request-mini-quote-account.aspx> (Instructions: <http://www.broadband4education.nm.gov/mini-quote-resources.aspx>)
3. **Release Form 470**, as soon as possible, using the template provided. Make sure to distribute it to all known vendors in your area right away. **Release Form 470 no later than March 31, 2017.** On the BBIS, please see the section labeled “Internet Service Providers in Your Area” for contact information.
	* + - Clearly define long-term Internet Access Service needs.
	* NM Public Schools (including Charters) are encouraged to contact EducationSuperHighway for support during this step: [**https://calendly.com/new-mexico/kickoff-call/**](https://calendly.com/new-mexico/kickoff-call/)
	* Ask for enough bandwidth to support your digital learning goals for many years to come.
	* Describe contract terms, bandwidth increments, and Service Level Agreements (SLAs).
4. Enter your quote request into the Mini-Quote System. Expect vendors to respond in 2-3 weeks, but you may contact them earlier to request quotes sooner.
5. Prepare for Price Negotiations with Internet Service Providers (ISPs)
* Evaluate BBIS Data
* Use map to compare your Internet Access Service cost against nearby Districts.
* Consider contract expiration dates and potential co-location opportunities.
* If applicable, analyze quotes under E-rate Compliant RFP # 70-000-16-00013 (all of which are **monthly not to exceed amounts**) and compare them to what you’re currently paying per location and remember that **prices can fall significantly during the negotiation/competitive quoting process.**
* Contact surrounding businesses/other locations to see what they’re paying.
1. Perform ISP Outreach & Negotiations
* All New Mexico Public Schools (including Charter Schools) falling below the 1 mbps per student benchmark are highly encouraged to immediately start using the free ISP Outreach Services offered by the EducationSuperHighway (ESH) **New Mexico Upgrade Team** (**setup an introductory call with ESH:** [**https://calendly.com/new-mexico/kickoff-call/**](https://calendly.com/new-mexico/kickoff-call/)).
1. If using a Statewide Price Agreement under RFP # 70-000-16-00013, make sure to cite **470 Application # 170046897** when applying for E-rate.

**Questions?  Please contact us…**

BB4E Team: <http://www.broadband4education.nm.gov/contact-us.aspx>