

2018-19 Filing Year E-Rate Planning Calendar

Applicant Name: _____

Completed by: _____

FOLLOW THE STEPS BELOW TO DETERMINE DUE DATES:

- Enter Winter Break, Fall Break, Thanksgiving Day, and any other day where you will not be working
- Enter Board Meeting Dates for December, January and February
- Choose date you intend to be finished (bids awarded and contracts signed)
- Back up 14 days to allow time to make bid decisions after bids close
- Back up 42 days to determine when bidding period will begin
- 14 days for Q & A plus 28 days required bidding period = 42 total bid period
- Back up 2 weeks from then to have your questionnaire and any RFP's to KSLLC ready to post
- Now you have your start date!

- ____ / ____ RFP Questionnaire completed via erate470.com
- ____ / ____ RFP & 470 POSTED - Competitive Bidding Period
- ____ / ____ Bidding Period Closed (42 days after Form 470 certified)
- ____ / ____ **(Optional)** Board Meeting to approve bids/contracts
- ____ / ____ Bid Decisions emailed/uploaded to KSLLC Account Manager

NOTES:

July, 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August, 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September, 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October, 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November, 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December, 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January, 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February, 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			