**Assess Current and Future Needs**
> 1 - 2 weeks

**Consider Owner/Managed/IRU**
> 2 - 4 weeks

**Develop Statement of Work and Define Scope**
> 4 - 16 weeks

**Develop Total Cost of Ownership Analysis over 20 Years**
> 2 - 4 months

**Complete E-Rate Form 470**
> E-RATE

**Identify & Comply with State Procurement Rules (formal RFP)**
> E-RATE

**Select Vendor**
> E-RATE

**Negotiate Contract**
> E-RATE

**Complete E-Rate Form 471**
> E-RATE

**Complete E-Rate Commitment Process**
> E-RATE

**Complete E-Rate Form 486**
> E-RATE

**Schedule Work to Be Done**
> E-RATE

**Implement Work to Build Out Fiber Network**
> E-RATE

**Invoicing and Pay Bills**
> E-RATE

**COMPLETE E-Rate Form 472**
> E-RATE

---

**Other Factors and Issues to Keep in Mind:**

- **Funding Challenges:** Some districts BR rather than the expected year may find that their E-Rate funding expired. This can be mitigated by preparing for the volume of questions that come out of the review process and prioritizing the review implicitly or explicitly obstruct the process.

- **Employee Turnover:** Some districts found that the review process was so slow that they weren’t able to complete the project before funding expired. This can be mitigated by keeping careful records and having a solid audit trail for all invoices.

- **Procurement Rules:** Some found that although the district followed every rule and regulation in the bidding process, their funding was denied for not choosing the lowest cost option, even though the calculators they used had concluded they did.

- **Legal and Financial Requirements:** In some cases, the year funding was requested for will have yet to be determined. This can be mitigated by working with finance departments to ratio-funding and ensuring that all invoices are paid for in time frames as these will vary based on the size and scope of the project.

- **Vendor Design Proposals:** Some found that the lack of educated vendors may impact the process and inadequate visibility for the posting may delay getting responses. This can be mitigated by ensuring that the right team is in place to ensure the bids are understood and analyzed properly.

- **Network Design Strategy:** Some found that the network design strategy needs to be in place before the bids are analyzed. This can be mitigated by ensuring that the right team is in place to ensure the bids are understood and analyzed properly.

- **E-Rate Approval for Owned Fiber:** Some found that the E-Rate approval for owned fiber is uncertain. This can be mitigated by ensuring that the right team is in place to ensure the bids are understood and analyzed properly.

- **Budgets:** Some found that the budgets may not go through the entire planning process. This can be mitigated by ensuring that the right team is in place to ensure the bids are understood and analyzed properly.

- **Documentation:** Some found that the documentation of current infrastructure, carriers, and service availability may delay the start of construction. This can be mitigated by ensuring that the right team is in place to ensure the bids are understood and analyzed properly.

- **Legal Review:** Some found that the legal review of contracts, sub-contracts, and agreements can be very time consuming. This can be mitigated by ensuring that the right team is in place to ensure the bids are understood and analyzed properly.

- **Understanding Vendor Design Proposals:** Some found that the understanding of vendor design proposals can delay the start of construction. This can be mitigated by ensuring that the right team is in place to ensure the bids are understood and analyzed properly.

- **Municipality Agreements:** Some found that the agreements with municipalities such as right of ways, railway crossings, utility co-mingling, and staffing can be very time consuming. This can be mitigated by ensuring that the right team is in place to ensure the bids are understood and analyzed properly.

- **Inadequate Visibility:** Some found that the inadequate visibility for the posting may delay getting responses. This can be mitigated by ensuring that the right team is in place to ensure the bids are understood and analyzed properly.

- **Ensure Providers Survey Areas:** Some found that the providers need to survey areas for laying fiber. This can be mitigated by ensuring that the right team is in place to ensure the bids are understood and analyzed properly.

- **Budgeting Requirements:** Some found that the budgets may not go through the entire planning process. This can be mitigated by ensuring that the right team is in place to ensure the bids are understood and analyzed properly.