

## Healthcare Connect Fund (HCF) Program FCC Form 462 Submission Checklist

Below is a suggested list of the documents applicants should submit with their FCC Form 466. Please note, this list is illustrative and is not intended to be exhaustive.

- Document(s) confirming the monthly cost for your services (e.g., a copy of your bill dated within the requested funding period) or the most currently available bill as the filing window closes before the funding year opens
- A copy of all bids that were received for your request for services including the winning bid, all bids that were rejected, and any bids that were disqualified and why
- A list of the bid evaluation criteria and copy of the bidding evaluation matrix
- A list of people who evaluated bids including title, role, and their relationship to the applicant
- Internal documents related to the selection of the service provider (if applicable)
- Copies of any correspondence with service providers prior to and during the competitive bidding process (if applicable)
- A copy of any new contract signed for your services
- Award letter to winning vendor
- Contact information for the service provider and all responsible account holders
- The start and end location of your services
- Viable source letter for consortia applicants (35 percent contribution)

\*Any information that cannot be located on the submitted supporting documentation will result in an Information Request