Universal Service Administrative Co.

Network Plan Checklist

General Information

If applying as a consortium, you must submit a narrative with the FCC Form 461 that describes specific elements of your network plan. The network plan is separate from the RFP, and submission of this information is a minimum requirement, not a scoring metric. To learn more, visit the Network Plan webpage.

Use the following checklist to ensure the applicant includes all required elements in the network plan.

Network Plan Requirements[1]

REQUIREMENT	WHAT IS IT?
Goals & Objectives	☐ Address the goals and/or objectives of the consortium, how the requested services will be used, and/or why the consortium is competitively bidding for these services or planning to expand your network capabilities.
Strategy for Aggregating Specific Needs of HCPs	☐ Provide a description or strategy of how the consortium will aggregate the broadband network needs of the participating health care providers (HCPs) to create a cohesive network. ☐ Indicate whether the consortium is regional, state-wide, or spans a group of states to ensure service providers bidding for services understand the network and its specific needs. ☐ If the participating HCPs are located in rural or remote areas, describe the needs of these participants.
Strategy for Leveraging Existing Technology	☐ Provide a description of how the consortium plans to use an existing network to adopt a cost-effective means to connect to the service providers. ☐ Provide a description of the consortium's existing network and how the current network will be used to supplement the needs of the consortium and ensure a cost-effective strategy.
Description of How Supported Network will be Used	☐ Provide a brief description detailing the plan to use the broadband network to improve or provide healthcare delivery (or telemedicine) to the HCPs. For example, this section can include examples of medical documents, charts, or x-rays that are transmitted via Internet, or the plan regarding how the network will be used to video conference with physicians in remote clinics
Description of Previous Experience Developing & Managing HIT Programs	☐ Provide a brief description of any consortium staff experience with the delivery of healthcare information technology (HIT) or telemedicine programs. ☐ Include a description of the current management team and their experience with developing and managing HIT and telemedicine programs. This will ensure that USAC and service providers understand the background and ability to manage the consortium's network expansion.
Project Management Plan	☐ Provide a brief description of the project's management structure or leadership as well as a work plan and a schedule for the work plan (including approximate dates for work to begin, installation dates, etc.), and the budget available to fund the remaining 35 percent of the total cost of the services. ☐ The project's leadership and management structure should identify who will be working with the service provider to implement services as well as defining leadership roles within the consortium

---

[1] 47 CFR 54.642 (e)(5) Competitive bidding requirement and exemptions
Revised January/2026