

## Healthcare Connect Fund (HCF) Program

# FCC Form 461 Guide

How to submit an FCC Form 461 (Request for Services) for an individual health care provider (HCP).

## General Information Tab

- **FCC Form 461 Application Number, FCC Form 460 Number, Posting Start Date, Posting End Date, and Allowable Contract Selection Date (ACSD)** are prepopulated fields. If any of this prepopulated information is incorrect, you must submit an FCC Form 460 revision to correct the site information.
- **FCC Form 461 Friendly Name** is an optional field. If you wish, you may enter a name to easily identify this form in the future. (e.g., 2017 Funding Year Homewood FCC Form 461).
- **Funding Year** is a required field. Select the funding year for which support is sought from the dropdown options. A funding year runs from July 1 to June 30 of the following year. For example, funding year 2017 begins on July 1, 2017 and runs through June 30, 2018.
  - Note: If requesting a multi-year funding commitment, enter the first funding year for which funding will be requested. The applicant will use the FCC Form 462 to indicate whether it is requesting a multi-year funding commitment.
- **HCP Number, Site Name/Consortium Name, Address, Geo-Location, County, City, State and Zip Code** are prepopulated fields. If any of this prepopulated information is incorrect, you must submit an FCC Form 460 revision to correct the site information.

## Individual HCP Site Request for Services Tab

- **Indicating whether the HCP site plans to utilize a [Request for Proposal \(RFP\)](#)** is a required field. Indicate whether you have prepared and are submitting an RFP with this form by selecting the appropriate box.
  - Note: Applicants **must** submit an RFP with the FCC Form 461 if one or more of the following apply:
    - The applicant is required to issue an RFP under applicable state, Tribal, or local procurement rules or regulations; or,
    - The applicant elects to use an RFP in the competitive bidding process.
  - [Download the RFP Checklist.](#)
- **Requested contract period** is a required field. Enter the requested contract period. An applicant may enter a single contract period or range of acceptable contract periods, if so desired. For example, the applicant may request an initial contract period of 12 to 36 months. If the applicant is only seeking a month-to-month arrangement, please enter "month-to-month."
- **Expected bid evaluation period** is a required field if no RFP has been uploaded. Enter the number of days the applicant expects to evaluate the bids received after the end of the posting period. Cannot be more than 365 days.
  - Note: The expected bid evaluation period is not part of the allowable contract selection date (ACSD) calculation. An applicant may agree to or sign a contract on or after the ACSD, regardless of whether the expected bid evaluation period has ended, as long as the applicant has considered and evaluated all responsive bids to ensure it is conducting a fair and open competitive bidding process.
- **Number of Days USAC Should Post** is an editable prepopulated field. This field is prepopulated with the minimum requirement of 28 days. However, the applicant can edit this field by entering any number greater than 28. Provide the time period for which the FCC Form 461 package should be posted on USAC's website by entering either the number of days USAC should post or specifying an end date for the posting.

- **Posting End Date** is a prepopulated field. The posting end date defaults to the minimum requirement of 28 days. This field is updated based on the number entered in 'Number of days USAC should post.'
- **New for FY2021: Identify services for which the applicant is requesting bids** is a required field. Select all services for which the applicant is seeking bids. To add a service, select "Add service" button, and then select the service in the dropdown. Or, select "Other" and type in the description of the service.
  - Enter a bandwidth range for each service where bandwidth is required. For services where the bandwidth fields are enabled, enter in a number of Mbps for **minimum download speed, maximum download speed, minimum upload speed, and maximum upload speed**. The bandwidth can be up to 6 digits with 3d decimal places. For services where the bandwidth fields are gray and locked for editing, bandwidth is not applicable.
  - Up to five "Other" services can be added to the form. If entering an "Other" service, bandwidth range is optional.
  - Choose "Select All" button to add all services at once.
  - Use the checkbox column on the right to indicate if **the applicant is seeking bids for similar services if appropriate**. By default, this box will be checked for each service.
- **Category of Expense Requested** is a required field. Select one or both categories.
  - Note: Sites applying individually may not receive support for one-time non-recurring charges of more than \$5,000. This includes, for example, reasonable and customary installation charges and network equipment.
- **Identify Anticipated Application(s) and Use(s) of the Supported Connection** is a required field if you have indicated that you have not and will not prepare an RFP. Select all of the ways in which the HCP anticipates using the supported connections and services under each of the following categories.
- **Interactive** usage is an interaction that requires the service to have little to no delay.
- **Transactional** usage is an interaction where minor delays are acceptable, but not above 1-2 seconds.
- **Bulk** usage is an interaction usually done in the background with lower priority, or in off-peak hours.
- **Miscellaneous** usage is only for capabilities that do not readily fit within the above three categories.
- For each capability selected, indicate both the usage level and usage period for the application and use of supported connection by selecting the options from the dropdown menus.
  - Note: **Usage Level** describes the anticipated number of users for the application or supported connection. **Usage Period** describes when and/or how often the application or supported connection will be used.
- **Applicant requesting services for an off-site data center** and **Applicant requesting services for an off-site administrative office** are required fields. Indicate whether you are requesting services for these facility types. If you select "No," continue to the remainder of the tab. If you select "Yes," select the HCP number(s) for any off-site data center(s) and/or off-site administrative office(s) for which support is sought by clicking the "Edit HCPs" button.
- **Contact for Request for Services** is a required field. Select the appropriate point of contact for potential vendors from the dropdown options. The Request for Services Contact is the person that will answer all questions regarding the FCC Form 461 posting. This contact should be able to provide additional technical details or answer specific questions about the requested services. The contact may be (1) the HCP's physical location contact; (2) the HCP's Primary Account Holder, or (3) "Other."
  - If Physical Location Contact, or Primary Account Holder are selected, full contact information will be pre-populated with the contact information provided on the FCC Form 460.
- If "Other" is selected, enter full contact information. The contact person's **Name, Organization Name, Title, Phone, Email, Address, City, State, and Zip Code** are required fields. **Fax** is an optional field.

## Declaration of Assistance Tab

- **Have any consultants, service providers, or any other outside experts, whether paid or unpaid, aided in the preparation of the FCC Forms 460 or 461, RFP, bid evaluation, or network plan?** is a required field. Indicate whether you received any assistance with your application. If you select "No," continue to the next tab.
- List the contact information for all consultants, service providers, and outside experts that assisted in preparing any part of the FCC Forms 460, 461, RFP, bid evaluation, or network plan is required if you selected "Yes" to having assistance in the preparation of any part of the FCC Forms 460, 461, RFP, bid evaluation, or network plan. Select "New Contact" to enter each person's Name, Organization Type, Title/Role, Employer, Address, City, State, Zip Code, Email, and Phone. Also provide a brief description of the nature of the relationship between the third party and the applicant.

## Bid Evaluation Tab

- A **bid evaluation** matrix, or a list of weighted evaluation criteria that will be used to evaluate bids, is required. Select the criterion or criteria (or select "Other" and add a description if the criteria aren't listed) that will be used to select the most "cost-effective" bid received as a result of this request for services. The applicant must then assign weights (with total weight equaling 100%).
  - **IMPORTANT:** Cost (price) must be a primary factor, but need not be the only primary factor. However, no single factor may receive a weight greater than cost. Some examples of other evaluation criteria include bandwidth, quality of transmission, reliability, previous experience with the service provider, and technical support.
- **New for FY2021:** The applicant must enter the **minimum requirement** for each criteria listed, except for cost and one-vendor solution.
- **New for FY2021: Disqualification factors** is a required field. If the applicant has any factors that they will use to remove bids or bidders from consideration, list them in the space provided. If there are no disqualification factors, the applicant must check the box to indicate that there are none.
- Upload supplemental information, if necessary.

## Additional Documentation tab

- **Supporting Documentation** is optional. Upload any additional documentation by clicking "New Document," selecting Document Type from the dropdown, and uploading documentation for your FCC Form 461.
- If the applicant has an **aggregate purchasing arrangement**, the applicant must provide full details of any arrangement involving the purchasing of a service or services and/or equipment as part of an aggregated purchase with other entities or individuals. Upload this information as a supporting document.

## Certifications tab

- Certifications are required fields. All seven certifications must be checked before the form can be submitted.

## Signature tab

- The information on the signature block is prepopulated based on login credentials. A third-party must select the individual on behalf of whom they are submitting the form.

For individual HCP applicants, **certifications must be signed by an officer or director of the HCP** or other authorized employee of the HCP. A third-party (e.g., consultant) is prohibited from certifying, signing, or submitting the FCC Form 461, unless USAC receives, prior to the submission of the form, a written, dated, and signed [third party authorization \(TPA\)](#) from the relevant officer, director, or other authorized employee stating that the individual HCP accepts all potential liability from any errors, omissions, or misrepresentations on the forms and/or documents being submitted by the third party.