



HCF Program Request for Services Best Practices for FY2021

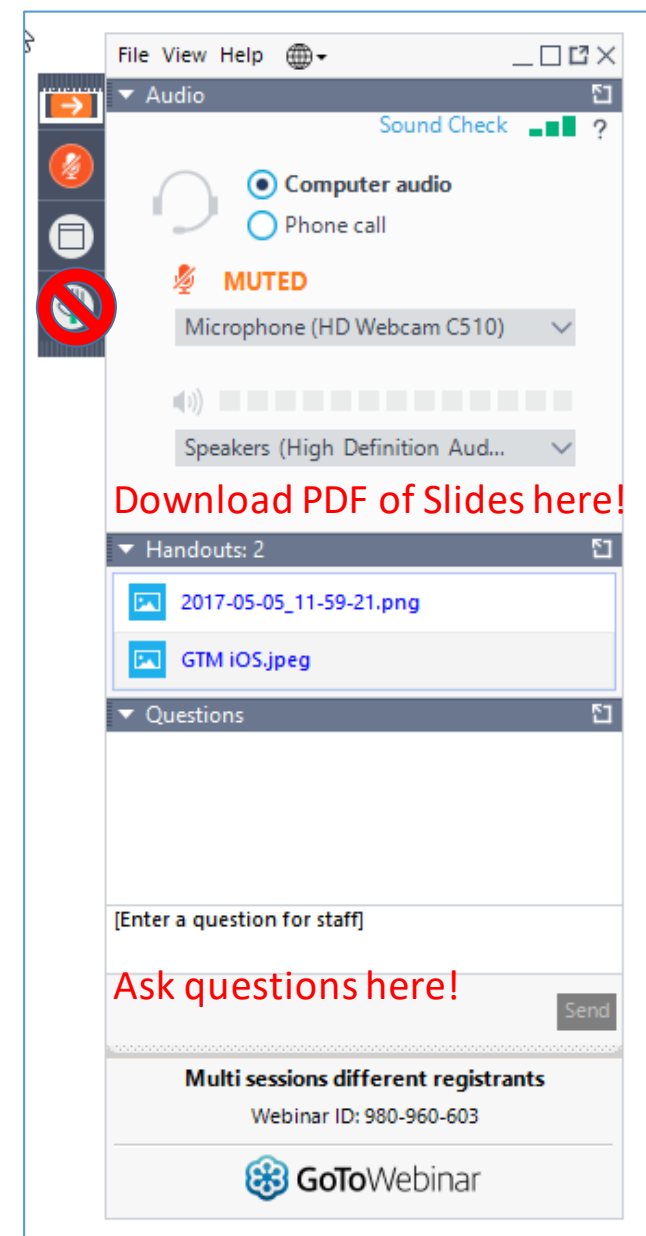
Submitting the FCC Form 461



Universal Service
Administrative Co.

Housekeeping

- Use the “Audio” section of your control panel to select an audio source and connect to sound
 - Turn on your computer’s speakers, or
 - Use the call-in instructions in your confirmation email
- All participants are on mute
- Submit questions at any time using the “Questions” box
- Slides attached to GoToWebinar Panel and posted to [RHC Learn](#)



MEET OUR PRESENTERS



Annabeth Wonch
*Senior Program Manager,
RHC Outreach*



Nicole Taylor
*Senior Program Manager,
RHC Outreach*



Jennifer Contreras
*Manager,
RHC Outreach*

Agenda

1. Overview
 - FCC Order 19-78
2. Competitive Bidding
 - Evaluation Criteria
 - Competitive Bidding Exemptions
 - Site and Service Substitutions
 - Requests for Proposal
3. Search Posted Services
4. Submitting the FCC Form 461
5. Best Practices & Resources

By the end of this webinar you will be able to...

- Complete and submit an FCC Form 461 in My Portal
 - Submit your request for services to meet the FY2021 filing window deadline
 - Create bid evaluation criteria
 - Understand competitive bidding requirements
 - Identify applicable competitive bidding exemptions
- Locate current requests for services and other important resources on the USAC website

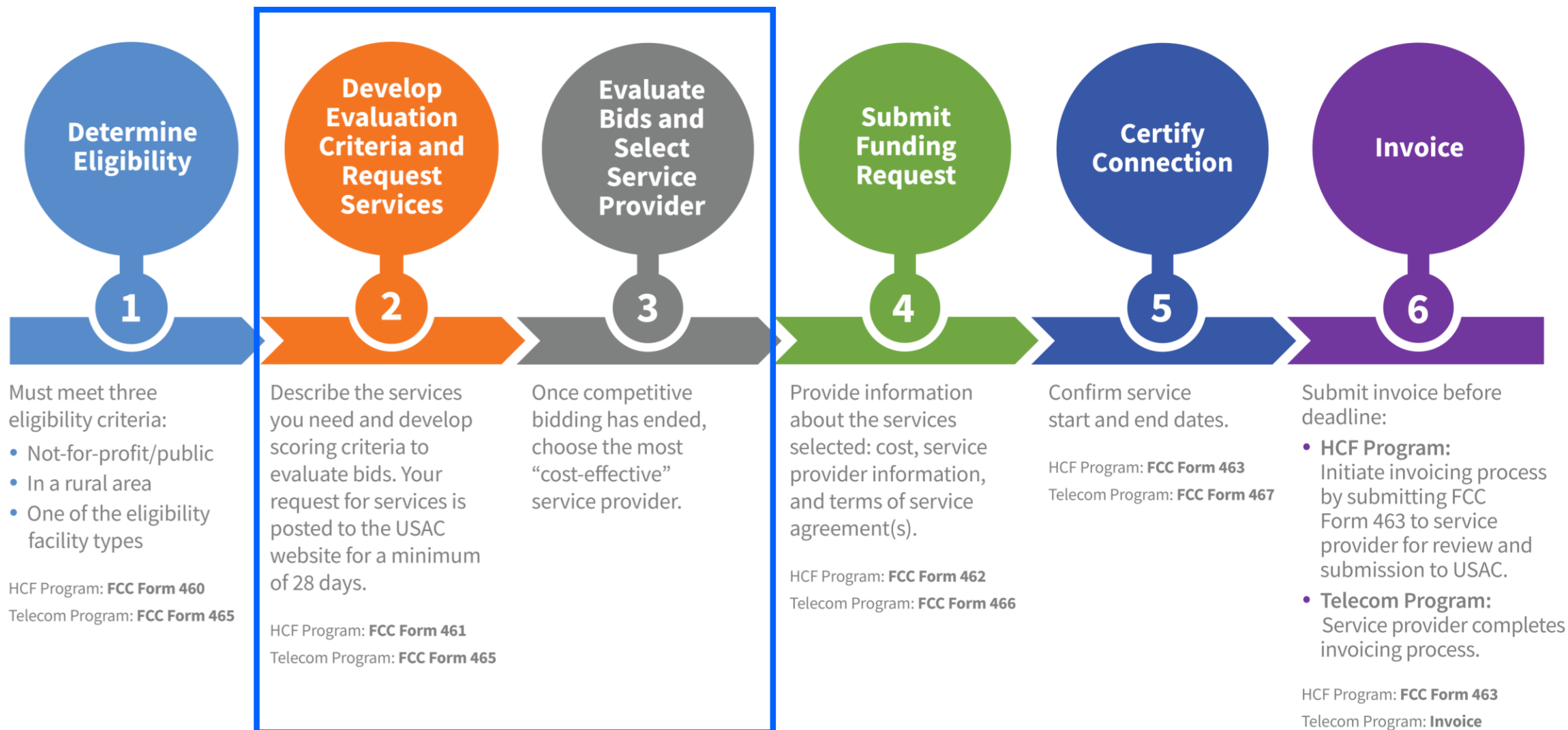
Glossary

Acronym	Meaning
FCC	Federal Communications Commission
HCF	Healthcare Connect Fund
FY	Funding Year
HCP	Health Care Provider (your site)
HCP Number	Number associated with your site
PAH	Primary Account Holder
LOA	Letter of Agency (HCF Program Only)
ACSD	Allowable Contract Selection Date

Overview

Request for Services Best Practices

RHC Program Application Process



What is a Request for Services?

- After eligibility is approved, you (the HCP) complete an FCC Form 461 to let service providers know what types of eligible services you are looking for.
- Service providers use the information on the FCC Form(s) 461 to create a bid to provide those services.
- Request for Services Forms:
 - Healthcare Connect Fund (HCF) Program – **FCC Form 461** (Request for Services Form)
- Approved Request for Services forms must be posted for a minimum of 28 days on the USAC public website.
 - Once a form is posted, the 28 day competitive bidding process begins the next full business day.

What is a Request for Services?

- Once a Request for Services is posted, service providers have a minimum of 28 days to send their bids to the applicant.
 - The HCP and service provider may not enter into an agreement to purchase services until the 28 days are over.
 - After the 28 days are complete, the HCP and service provider are welcome to sign a contract, this day is called the **Allowable Contract Selection Date (ACSD)**.

Report and Order 19-78 – Changes to Request for Services

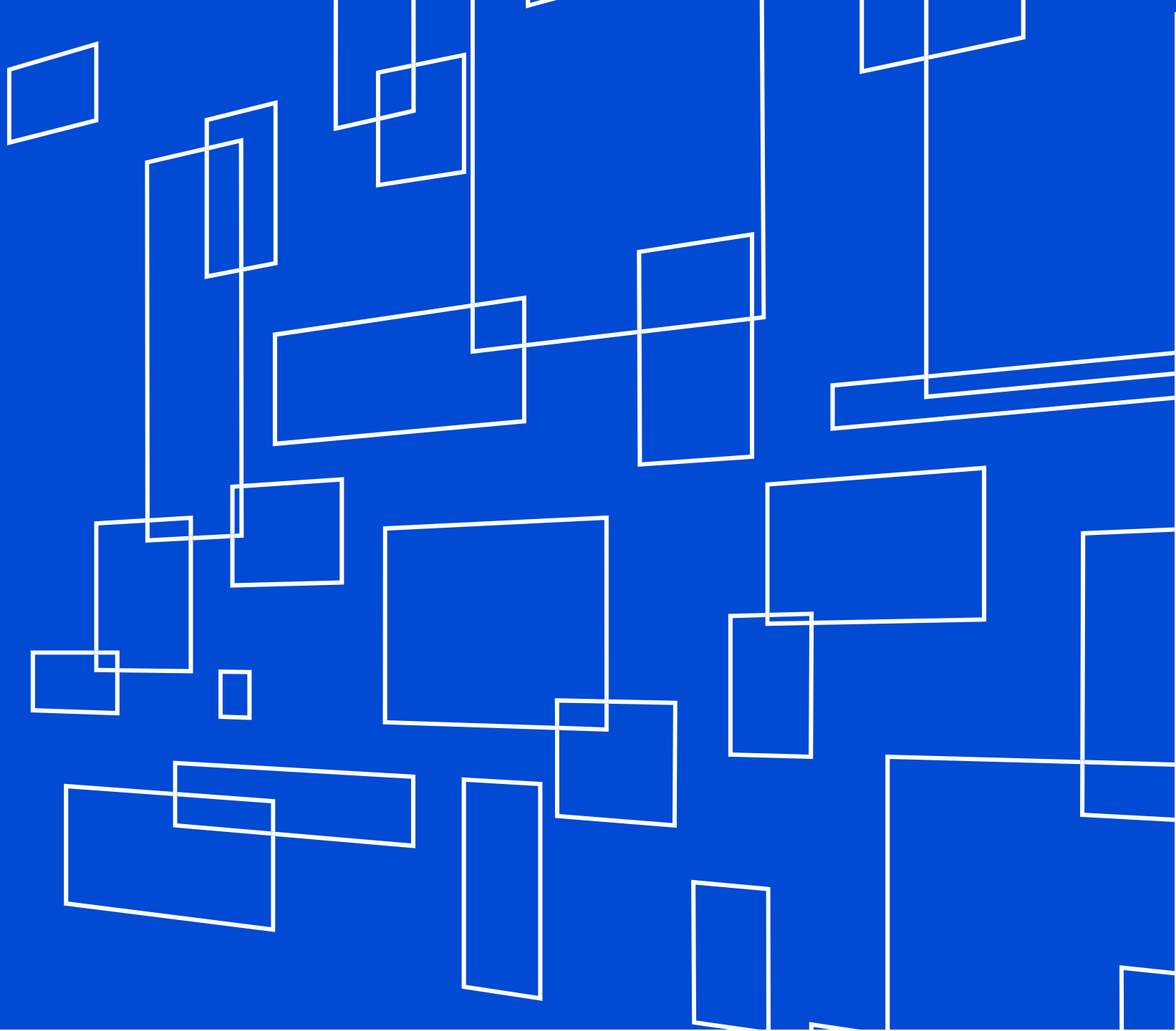
Starting in FY2021, HCPs must:

- Specify on their bid evaluation worksheet and/or scoring matrix the requested services for which they seek bids and their minimum requirements for the specified criteria.
- Identify disqualification factors, if any, that it will use to remove bids or bidders from further consideration.
- Submit declaration of assistance with competitive bidding forms.

Funding Year 2021 Calendar



Questions?



Competitive Bidding

Request for Services Best Practices

Competitive Bidding

- The purpose of competitive bidding is to allow all service providers an equal opportunity to understand your service requirements and offer the most cost-effective solution to address those needs.
- RHC Program rules and FCC Orders require that the competitive bidding process be “fair and open.”

Competitive Bidding

- Service providers who plan to bid cannot also assist with the preparation of the FCC Form 461, choose a winning bidder, or participate in the vendor selection process in any way.
- All potential bidders and service providers must have access to the same information about the service needs and must be treated in the same manner.
- All applicants and service providers must comply with any applicable state, Tribal, or local procurement laws.

Bid Evaluation Criteria

- The bid evaluation criteria is a list of weighted standards included in your Request for Services that you will use to determine the most cost-effective bid.
- Starting in FY2021, applicants must have “minimum requirements” for each criterion.
- Each criterion is given a certain weight, and the sum of these weights must equal 100.
- The bid evaluation criteria should address your needs as indicated on the FCC Form 461 and be based on the FCC's definition of “cost-effective.” (47 CFR 54.622(c)).
- Cost must be a primary factor, but need not be the only primary factor.
- Although other factors may receive the same weight as cost, no single factor can receive a weight that is greater than cost (47 CFR 54.622(c)).

Example of Evaluation Criteria

Block 5: Bid Evaluation		
22 Select selection criteria (and weights assigned to each) that will be used to evaluate bids received as a result of this request for services. Attach supplemental information (if necessary).		
Criteria	Weight	Minimum Requirement
a. Cost	40	See attached for more information
b. One vendor solution	30	
c. Prior experience, including past performance	30	
d.		
e.		

What is a Competitive Bidding Exemption?

- In some cases, the service needs or contract conditions allow you to be exempt from competitive bidding.
- With a competitive bidding exemption, you will not have to undergo the competitive bidding process, and do not need to create evaluation criteria or collect bids from service providers.
- A competitive bidding exemption will allow you to skip the FCC Form 461 (for the purposes of competitive bidding) entirely and proceed directly to submitting a funding request.

Competitive Bidding Exemptions

- You must meet one of the following criteria to be exempt from submitting the FCC Form 461 and participating in the competitive bidding process:
 - purchasing services or equipment from a master service agreement (MSA) negotiated by a federal, state, Tribal, or local governmental entity on behalf of you and others, and which was awarded pursuant to applicable competitive bidding requirements;
 - requesting support using contracts previously endorsed by USAC (MSA under the Pilot Program or the HCF Program);
 - have an active multi-year contract designated as “evergreen” for the RHC Program (exemption applies for the life of the contract); or is
 - using a consortium contract negotiated and approved under the Schools and Libraries (E-rate) Program.
- If you do not meet any of the exemptions you must competitively bid for services and submit the FCC Form 461.

Additional Competitive Bidding Exemption – HCF Program

- Applicants seeking support for \$10,000 or less of total undiscounted eligible expenses for a single year (or part of a year) do not have to complete an FCC Form 461.
- Applicants selecting this option cannot also request multi-year funding commitments.



Evergreen Contracts

- You are not required to file an FCC Form 461 or competitively bid for the life of a multi-year contract designated as [evergreen](#).
- Your contract may be designated as “evergreen” if the contract meets all of the following requirements:
 - Both parties are identified
 - Contract specifies the service type, bandwidth, and quantity
 - Contract is signed and dated by the HCP or consortium leader after the Allowable Contract Selection Date (ACSD)
 - Contract specifies the term and cost of service(s)
 - Contract includes the physical addresses of the HCP(s) purchasing from the contract
- USAC must have designated the contract evergreen prior to submission of the funding request.

Site and Service Substitutions

- Site and service substitutions allow you to reallocate un-invoiced committed funds to substitute the services, modify the services, or provide the requested services to other eligible sites.
- Substitutions allow the flexibility for an HCP with an approved funding commitment to spend all of the committed funds, even though USAC-supported services or the service location may change over the course of the commitment.
- The substitution is provided for in the contract, within the change clause, or constitutes a minor modification.
- The requested change is within the scope of the controlling Request for Services, including any applicable RFP used in the competitive bidding process.
- Applicants with month-to-month approved funding commitments may not utilize site and service substitutions as they did not apply with a contract.
- Site and service substitutions must be submitted by the service delivery deadline.

Site and Service Substitutions

- HCF Program applicants may request a site or service substitution if:
 - The substitution is provided for in the contract, within the change clause, or constitutes a minor modification;
 - The site is an eligible health care provider and the service is an eligible service under the HCF Program;
 - The substitution does not violate any contract provision or state, Tribal, or local procurement laws; and
 - The requested change is within the scope of the controlling Request for Services, including any applicable RFP used in the competitive bidding process.

Requests for Proposal

- A [request for proposal](#) (RFP) is a comprehensive bidding solicitation that describes your business priorities and functional requirements in sufficient detail to ensure an effective and fair and open competitive bidding process.
- Per FCC Order 19-78 (§ 54.622(e)(5)(i)), you are required to submit an RFP if:
 - (A) it is required under applicable State, Tribal, or local procurement rules or regulations;
 - (B) the applicant is a consortium seeking more than \$100,000 in program support during the funding year, including applications that seek more than \$100,000 in program support for a multi-year commitment; or
 - (C) the applicant is a consortium seeking support for participant-constructed and owned network facilities.

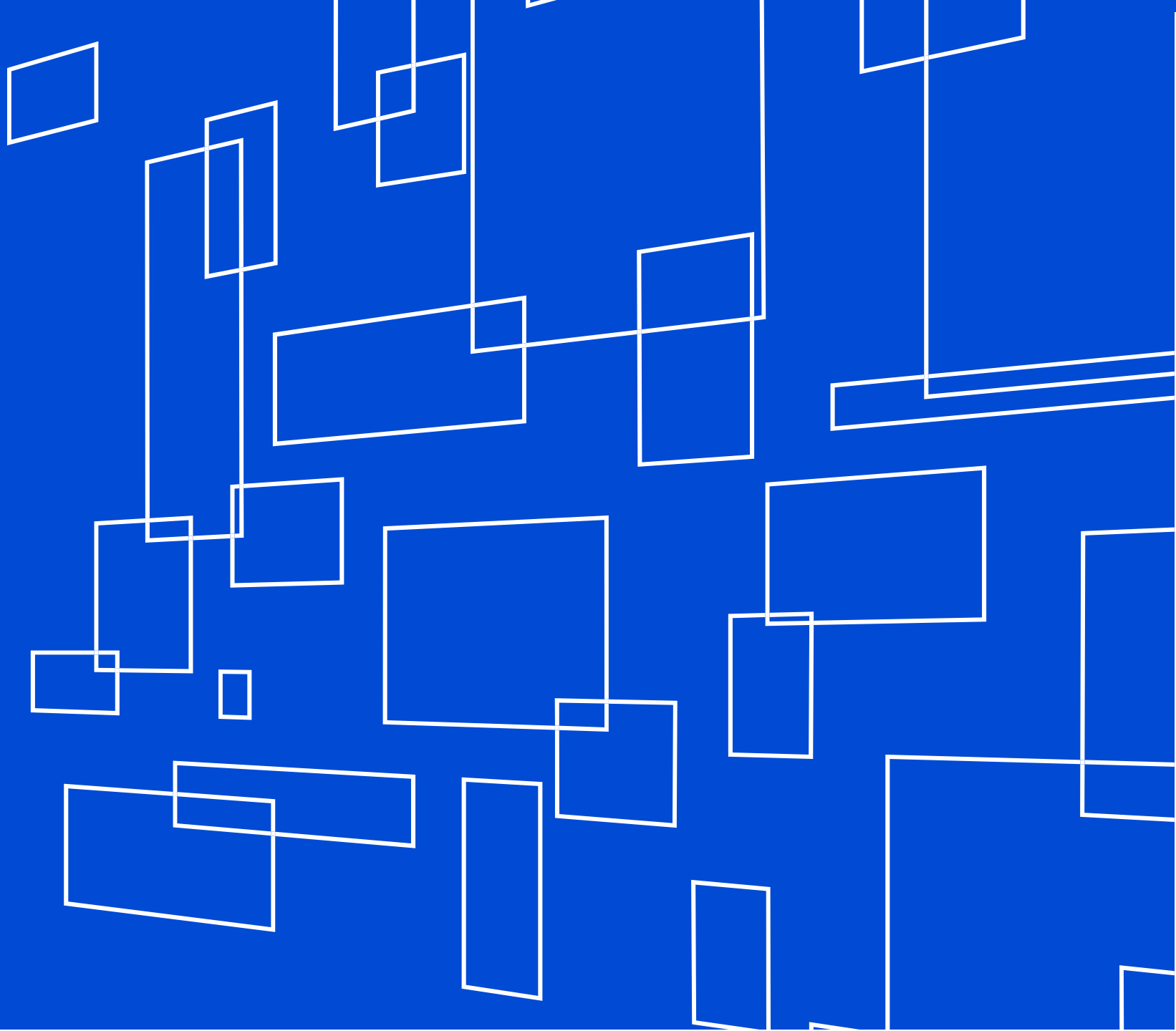
Requests for Proposal

- If you plan to issue an [RFP](#), it must be submitted with the FCC Form 461 for USAC review and approval, and it should include, at a minimum:
 - A description of the service needs and a defined scope of the project and network costs (if applicable);
 - The number of days during which bids will be accepted (28 days or more);
 - Clearly delineated deliverables; and
 - The bid evaluation criteria, including the weight assigned to each criterion.
 - The RFP should align with everything entered into the FCC Form 461 and provide more details.

Service Providers and Competitive Bidding

- Service providers are prohibited from preparing, signing, or submitting an applicant's FCC Form 461 or any other competitive bidding documents.
- Service providers are prohibited from being involved in developing the bid evaluation criteria, or participating in the vendor selection process in any way.
- If it is determined that a service provider helped an HCP with its request for services and was subsequently chosen to provide services, the HCP will have committed a competitive bidding violation, and the funding request will be denied or any funding payments will be subject to rescission.

Questions?



Search Posted Services

Request for Services Best Practices

Search Posted Services

About	E-rate	Rural Health Care	Lifeline	High Cost	Service Providers
Getting Started		Telecommunications Program	Additional Program Guidance		Learn
Commitment Info		Determine Eligibility of Your Site	FCC Report and Order 19-78		Webinars
Service Providers		Prepare For Competitive Bidding & Request Services	Funding Year Overview		Videos
Healthcare Connect Fund Program		Evaluate Bids & Select Service Provider	Authorizations		Sample Documents
Determine Eligibility of Your Site		Submit Funding Requests	Evergreen Contracts		Newsletter
Develop Evaluation Criteria & Select Services		Review Funding Commitment Letter (FCL)	Document Retention		FAQs
Evaluate Bids & Select Service Provider		Invoice USAC	FCC Orders and Resources		Contact Us
Submit Funding Requests			Resources		
Review Your Funding Commitment Letter (FCL)			My Portal		
Invoice USAC			Forms		
What is a Consortia?			Tools		
			Upcoming Dates		
			Announcements		
			Appeals & Audits		

Search Posted Services


Additional Search Tools

[Funding Commitments Search - HCF Program \(2013 and later\)](#)

This commitments search tool provides HCF Program funding commitment information.

[Funding Commitments - Telecom Program \(2012 and Later\)](#)

This commitments search tool provides Telecom Program funding commitment information starting in FY2012.

[Funding Commitments - Telecom Program \(2011 and Earlier\)](#) 

The automated search of commitments (ASC) allows users to search the RHC Program database for funding commitment information since the inception of the RHC Program through FY2011.

[HCF Program - Search Posted Services](#)



This tool allows service providers to view service request information posted by consortia and individual health care providers applying for funding through the Healthcare Connect Fund Program.

[Telecom Program - Search Posted Services](#)

This tool allows service providers to view service request information posted by consortia and individual health care providers applying for funding through the Telecom Program.

Search Posted Services

The search results will show a summary of each HCP whose service request(s) match the search criteria entered, with options to view additional information. View more information about each HCP by clicking "Details" next to each HCP number. All supporting documentation will be available for download on this expanded view.

Fund Year:	<input type="text"/>	City:	<input type="text"/>	Posting Start Date After:	<input type="text"/>	
HCP Number:	<input type="text"/>	County:	<input type="text"/>	Posting End Date Before:	<input type="text"/>	
Category of Expense:	<input type="text" value="Any"/>	State:	<input type="text" value="Any"/>	Applicant Type:	<input type="text" value="Any"/>	

Reset

Search



Export Selected

Export All

<input type="checkbox"/>		<u>HCP#</u>	<u>HCP Name</u>	<u>Fund Year</u>	<u>Category of Expense Requested</u>	<u>Posting Start Date</u>	<u>ACSD</u>
<input type="checkbox"/>	Details	14964	Pocahontas Community Hospital	2021	Network Equipment, Leased/Tariffed Facilities or Services	07/16/2020	08/14/2020
<input type="checkbox"/>	Details	11344	Mile Bluff Medical Center	2021	Leased/Tariffed Facilities or Services	07/08/2020	08/06/2020
<input type="checkbox"/>	Details	67160	Family Health Services of Darke County, Inc.	2020	Network Equipment, Leased/Tariffed Facilities or Services	06/30/2020	07/29/2020
<input type="checkbox"/>	Details	67159	Family Health Services of Darke County, Inc.	2020	Network Equipment, Leased/Tariffed Facilities or Services	06/30/2020	07/29/2020
<input type="checkbox"/>	Details	67158	Family Health Services of Darke County, Inc.	2020	Network Equipment, Leased/Tariffed Facilities or Services	06/30/2020	07/29/2020
<input type="checkbox"/>	Details	25590	Family Health Services of Darke County, Inc.	2020	Network Equipment, Leased/Tariffed Facilities or Services	06/30/2020	07/29/2020
<input type="checkbox"/>	Details	11950	Cherokee Regional Medical Center	2020	Leased/Tariffed Facilities or Services	06/30/2020	07/29/2020
<input type="checkbox"/>	Details	78644	Shady Oak Nursing and Rehabilitation Center, LLC	2020	Network Equipment	06/26/2020	07/25/2020

Open Data

Open Data

Funding Commitments 	Look up funding commitments (FCC Form 462 and 466) information for both the HCF and Telecom Programs.
Requests for Services 	Look up request for services (FCC Form 461 and 465) information for both the HCF and Telecom Program. Please keep in mind that this information is updated daily, so if your requests for services was approved today, it will appear in the Open Dataset tomorrow.

- [RHC Program Request for Services Dataset](#)
- [Learn more](#) about using Open Data.

Open Data

Rural Health Care Posted Services (FCC Form 461/465)

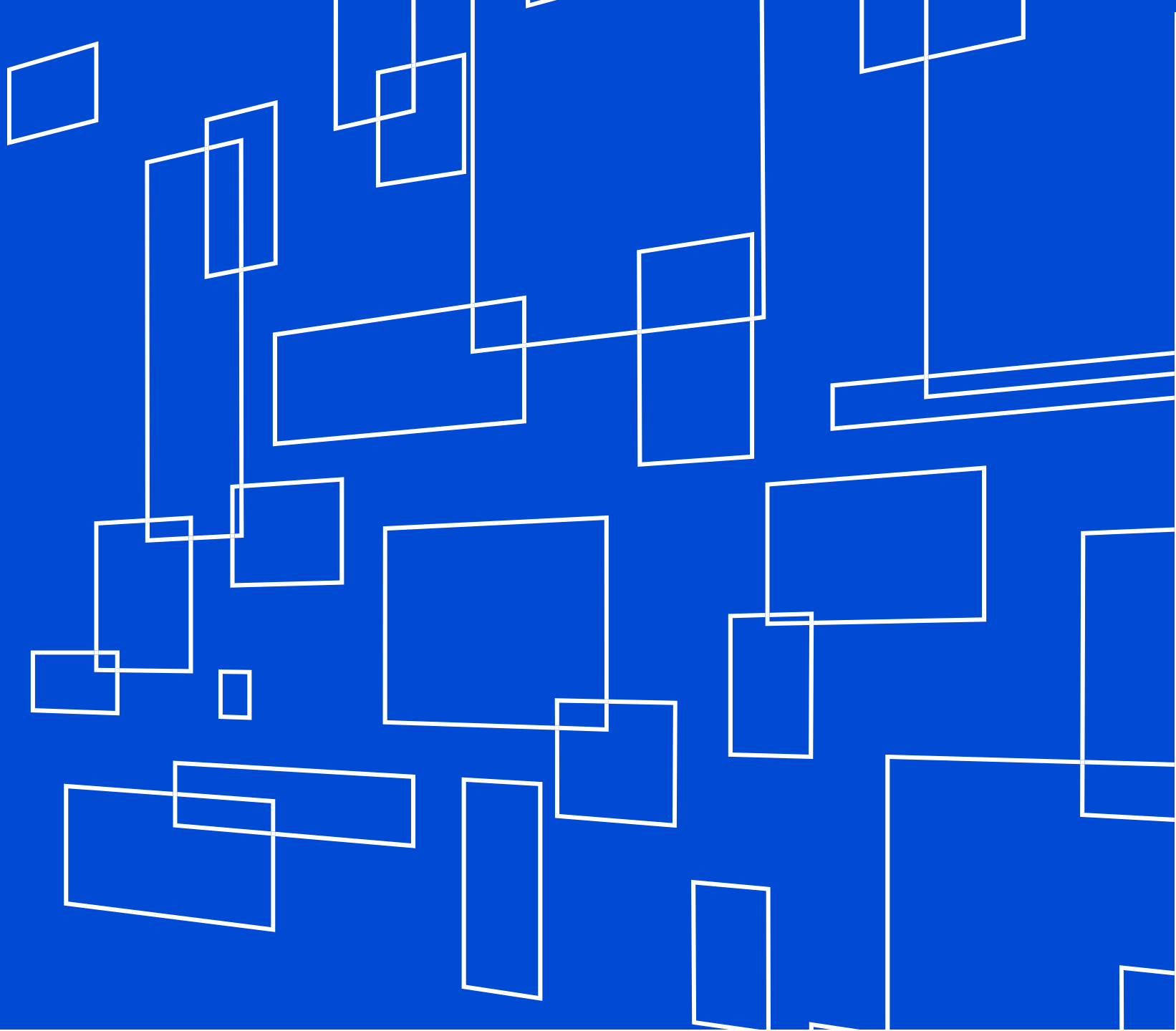
This dataset contains data allowing service providers to view service request information provided by individual Health Care Providers (HCPs) and consortia applying for funding through the Rural Health Care (RHC) Program

Find in this Dataset

More Views Filter Visualize Export Discuss Embed About

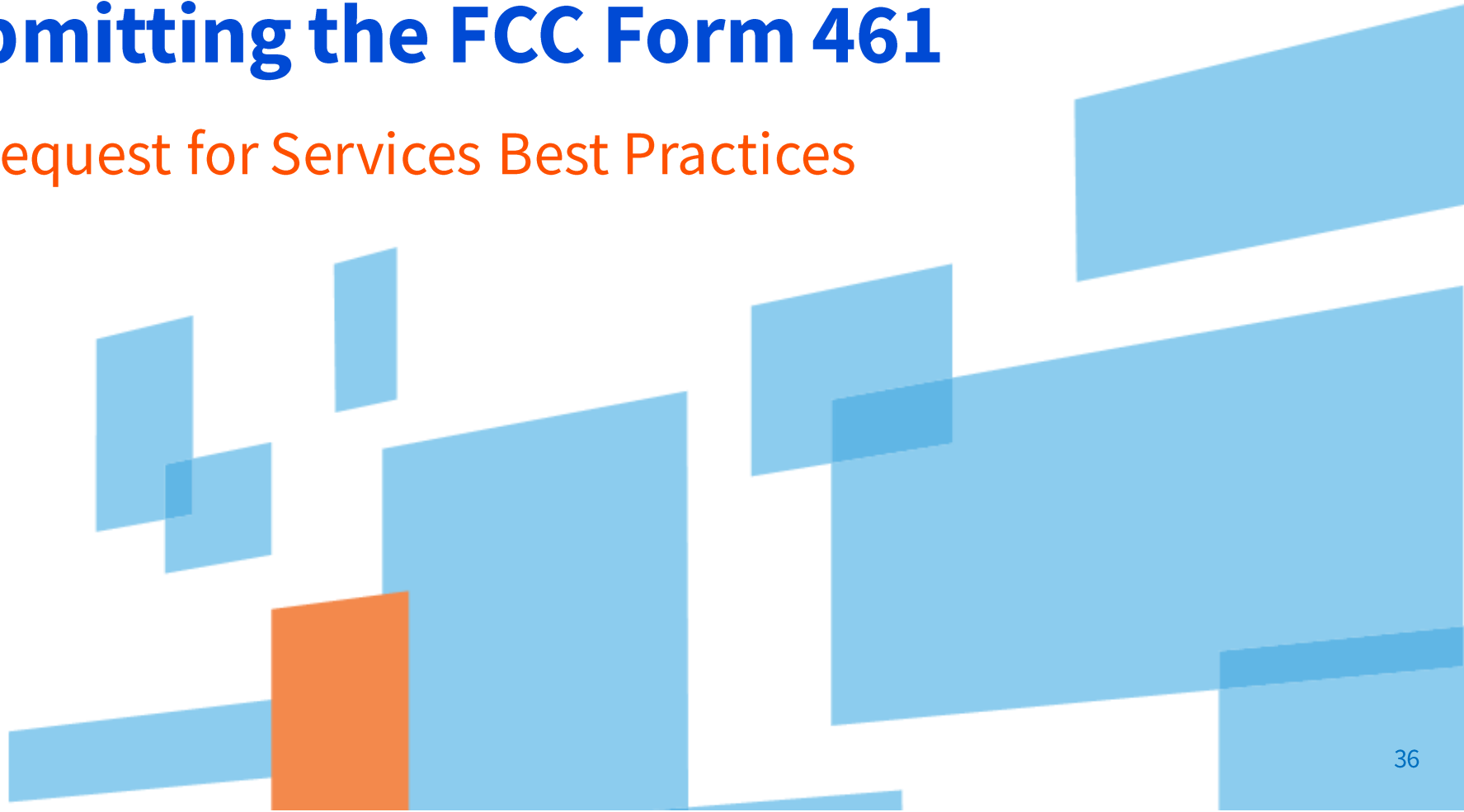
Program	Funding ...	HCP Nu...	HCP Na...	Status	Applican...	Site/Con...	Site Add...	Site Add...	Site City	Site Cou...	Site State	Site ZIP ...	Contact ...	Contact ...	Contact ...
Telecom	2013	34344	MAHEC Famil...	APPROVED	INDIVIDUAL		146 Nesbitt R...		Lake Lure	Rutherford	NC	28746	David	D	Reid
HCF	2020	53155	Noyes Menta...	APPROVED	INDIVIDUAL		9221 Robert ...		Dansville	Livingston	NY	14437	Steve		Rau
HCF	2017	17551	Knoxville Co...	APPROVED	INDIVIDUAL		1002 South L...		Knoxville	Marion	IA	50138	David		Wagner
Telecom	2019	54498	McLeod Fami...	APPROVED	INDIVIDUAL		3032 E HIGH...		MULLINS	Marion	SC	29574	Michal		Ferber
Telecom	2012	30365	North Centra...	APPROVED	INDIVIDUAL		1601 E. 28th ...		Trenton	Grundy	MO	64683	Janelle		Wilson
Telecom	2018	26562	Massena Me...	APPROVED	INDIVIDUAL		290 MAIN ST		MASSENA	St. Lawrence	NY	13662	Jana		Grose
Telecom	2016	42565	FCHC Rural C...	APPROVED	INDIVIDUAL		307 Live Oak		Marlin	Falls	TX	76661	Byrleen		Terry
HCF	2019	52054	Swedish- The...	APPROVED	INDIVIDUAL		840 North 5t...		Sequim	Clallam	WA	98382	David		Wagner
HCF	2020	33832	Kansas Healt...	APPROVED	CONSORTIUM		Kansas Hospi...	215 SE 8th Av...	Topeka		KS	66603			
Telecom	2019	15026	Fort HealthC...	APPROVED	INDIVIDUAL		650 McMillen...		Fort Atkinson	Jefferson	WI	53538	James		Dahl
Telecom	2015	27648	Memorial Ho...	APPROVED	INDIVIDUAL		437 West Wh...		Guernsey	Platte	WY	82214	Bruce		Jones
Telecom	2015	17314	Community ...	APPROVED	INDIVIDUAL		721 Stedman...		Ketchikan	Ketchikan Ga...	AK	99901	Tony		Newell
HCF	2020	17212	CHA Broadba...	APPROVED	CONSORTIUM		7335 E ORCH...		GREENWOO...		CO	80111			

Questions?



Submitting the FCC Form 461

Request for Services Best Practices



Select HCP

- Go to “My HCPs” tab in My Portal and select the HCP for which you would like to file an FCC Form 461.

RURAL HEALTH CAREReturn to My Portal

The *My HCPs* tab provides a high-level overview of all HCPs in the Healthcare Connect Fund which you manage or have account access to, including:

- HCP Number and HCP Name
- Street Address
- Account Holder Type (Primary, Secondary, Tertiary, Draft)

To access a specific HCP, search by HCP Number or HCP Name (or simply scroll down the list of HCPs), then click on the HCP Number. Once you have selected an HCP, you will be taken to that HCP's My Forms tab, and information on all other tabs will now be specific to that HCP. To access information about another HCP, go to the *My HCPs* tab and select the new HCP.

[Create New Form 460](#)

My HCPs

Account Holders

HCP #	HCP Name	Account Holder Type	Address	City	State	Zip
9251	Rural Health Care Program	Primary	123 Example Street	Washington	DC	20005

Create FCC Form 461

- Once the HCP is selected, go to the “Form 460” tab and click “Create Form 461.”

RURAL HEALTH CARE

Return to My HCPs

Form 460

Form 461

Form 462

Form 463




Documents

RHC Note: RHC applicants who are not exempt from competitive bidding may file their Form 462 by proceeding to the 'Form 461' tab any time after the Allowable Contract Selection Date (ACSD) has passed. Applicants will see all submitted Form 461s on this page and are able to click the 'Create 462' button after the ACSD period.

New Form 460 Revision

Create Form 461

Create 462 Exempt from Competitive Bidding

Form 460 App #	Last Edited	Status	Download
9251-00001		Approved	
9251-00002		Approved	
9251-00003		Approved	

Navigating the FCC Form 461

RURAL HEALTH CARE

Return to My HCP

☒ GENERAL INFORMATION

☐ INDIVIDUAL HCP SITE REQUEST FOR SERVICES

☐ INDIVIDUAL HCP SITE REQUEST FOR SERVICES CONTD

☐ DECLARATION OF ASSISTANCE


☐ BID EVALUATION


☐ ADDITIONAL DOCUMENTATION


☐ CERTIFICATIONS

☐ SIGNATURE

General Information

 Preview PDF

 Form Guide

Read the complete [Form Guide](#) before you begin. Click the  button on each screen for guidance about completing each section of the form. Failure to comply with the Federal Communications Commission (FCC) rules and orders may result in denial of the request.

Information about the Paperwork Reduction Act (PRA) is available [here](#)



USAC Internal Use Only


FCC Form 461 Application Number: 1000

General Information

- Application Number and form friendly name (optional)

General Information

 [Preview PDF](#)  [Form Guide](#)

Read the complete [Form Guide](#) before you begin. Click the  button on each screen for guidance about completing each section of the form. Failure to comply with the Federal Communications Commission (FCC) rules and orders may result in denial of the request.

Information about the Paperwork Reduction Act (PRA) is available [here](#)

USAC Internal Use Only

FCC Form 461 Application Number:

1000

FCC Form 460 Number:

9251

Posting Start Date:

Posting End Date:

Allowable Contract Selection Date (ACSD):

Form 461 Friendly Name:

General Information

- General information will prepopulate, as indicated by greyed-out lines.

General Information

1 Funding Year: *	2021
2 HCP Number:	9251
3 Site Name/Consortium Name:	Rural Health Care Program
4 Address Line 1:	123 Example Street
5 Address Line 2:	
Geo Location:	
6 County:	District of Columbia
7 City:	Washington
8 State:	DC
9 Zip Code:	20005


Individual HCP Site Request for Services

- Indicate if you are using an [RFP](#), and upload.
- Enter number of posting days (minimum of 28 days).

☐ GENERAL INFORMATION ☒ INDIVIDUAL HCP SITE REQUEST FOR SERVICES ☐ INDIVIDUAL HCP SITE REQUEST FOR SERVICES CONTD

☐ DECLARATION OF ASSISTANCE ☐ BID EVALUATION ☐ ADDITIONAL DOCUMENTATION ☐ CERTIFICATIONS ☐ SIGNATURE

Individual HCP Site Request for Services

 [Preview PDF](#)

10 Indicate whether HCP site plans to utilize an RFP:

Applicant has prepared and is submitting an RFP with this form. ☒ Applicant has not and will not prepare an RFP. ☐

RFP Upload [Click to Upload](#)

10a Requested contract period: *

10b Expected bid evaluation period (days):

11 Number of days Posted

Number of days USAC should post: *

Posting end date:

[Save and Exit](#) [Save and Go Back](#) [Save and Continue](#) [Exit](#)

Individual HCP Site Request for Services

- Enter in the information for the services you are requesting.

Individual HCP Site Request for Services contd[Preview PDF](#)

12 Category of Expense Requested (check all applicable): *

Network Equipment

☐

Leased/Tariffed Facilities or Services

☐

12b Applicant requesting services for an off-site data center:

Yes

☐

No

☒

If yes, provide HCP Number:

12c Applicant requesting services for an off-site administrative office:

Yes

☐



No

☒

If yes, provide HCP Number:

New for FY2021 – Add Services

Individual HCP Site Request for Services contd

 [Preview PDF](#)  [Form Guide](#)

Identify services for which the applicant is requesting bids. Select all that apply. If appropriate, enter a bandwidth range for each service the applicant is requesting. *

Previous

Next

New Service

Select All Rows

Delete Checked Rows

Add All Services

Services	Input if Other	Minimum Download Bandwidth (Mbps)	Maximum Download Bandwidth (Mbps)	Minimum Upload Bandwidth (Mbps)	Maximum Upload Bandwidth (Mbps)	The applicant is seeking bids for similar services if appropriate	Actions
Select A Service ▼						<input checked="" type="checkbox"/>	<input type="checkbox"/>

Individual HCP Site Request for Services

- Enter contact information.

13 Contact for Request for Services: Select a contact ▼

13a If other, provide full contact information: *

Contact First Name:	Contact Middle Initial:	Contact Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization Name: *

Contact Name Title: *

Phone: * Ext:

Fax:

Email: *

Address Line 1: *

Address Line 2:

City: *

State: *

Zip Code: *

Save and Exit Save and Go Back Save and Continue Exit

Declaration of Assistance

- List contact information for any assistance received in preparing the FCC Form 461.
- New field: Nature of Relationship

20 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?

Yes ☒ No ☐

21 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.

Previous Next New Contact Select All Rows Delete Checked Rows

☐ a. Contact Name: First Name: Middle Initial: Last Name:

b. Organization Type:

c. Title/Role:

d. Employer:

e. Address Line 1:

f. Address Line 2:

g. City:

h. State:

i. Zip Code:

Email:

Phone: Ext:

Nature of Relationship:

New for FY2021 – Minimum Requirements for Bid Evaluation Criteria & Disqualification Factors

☐ GENERAL INFORMATION
 ☐ INDIVIDUAL HCP SITE REQUEST FOR SERVICES
 ☐ INDIVIDUAL HCP SITE REQUEST FOR SERVICES CONTD
 ☐ DECLARATION OF ASSISTANCE
 ☒ BID EVALUATION
 ☐ ADDITIONAL DOCUMENTATION
 ☐ CERTIFICATIONS
 ☐ SIGNATURE

Bid Evaluation
[Preview PDF](#)

22 Select selection criteria (and weights assigned to each) that will be used to evaluate bids received as a result of this request for services. *

Attach supplemental information (if necessary). [Click to Upload](#)

[Previous](#)
[Next](#)
[New Criterion](#)
[Select All Rows](#)
[Delete Checked Rows](#)

Criteria		Weight (%)	Minimum Requirement	Actions
Cost		40		<input type="checkbox"/>
One vendor solution		30		<input type="checkbox"/>
Prior experience, inclu...		30	3 references in the state for ...	<input type="checkbox"/>

Applicant has no disqualification factors that will be used to remove bids or bidders from further consideration ☐


Disqualification factors

Additional Documentation

- If you have a [Network Plan](#) or any additional documentation, upload here by clicking “New Document.”

☐ GENERAL INFORMATION ☐ INDIVIDUAL HCP SITE REQUEST FOR SERVICES ☐ INDIVIDUAL HCP SITE REQUEST FOR SERVICES CONTD
☐ DECLARATION OF ASSISTANCE ☐ BID EVALUATION ☒ ADDITIONAL DOCUMENTATION ☐ CERTIFICATIONS ☐ SIGNATURE

Additional Documentation

 [Preview PDF](#)

23 List all supporting documentation (RFP, Network Plan, etc) that is required to be submitted with this form.

Previous

Next

New Document

Select All Rows

Delete Checked Rows

Document Type

Actions

Save and Exit

Save and Go Back

Save and Continue

Exit

Required Certifications

- All certifications must be checked.

Certifications
Preview PDF
Form Guide

☐ 24. I certify under penalty of perjury that I am authorized to submit this request on behalf of the healthcare provider or consortium.

☐ 25. I certify under penalty of perjury that I have examined this request and all attachments, and to the best of my knowledge, information, and belief, all statements contained herein and in any attachments are true.

☐ 26. I certify under penalty of perjury that the applicant seeking supported services has complied with any applicable state, Tribal, or local procurement rules.

☐ 27. I certify under penalty of perjury that all requested RHC Program support will be used solely for purposes reasonably related to the provision of health care service or instruction that the health care provider is legally authorized to provide under the law of the state in which the services are provided.

☐ 28. I certify under penalty of perjury that the applicant seeking supported services satisfies all of the requirements under section 254 of the Communications Act, 47 U.S.C. § 254, and applicable Commission rules.

☐ 29. I certify under penalty of perjury that the applicant seeking support has reviewed and is compliant with all applicable RHC Program requirements.

☐ 30. I understand that all documentation associated with this request, including a copy of the signed Request for Services (FCC Form 461), any bids/contracts resulting from the FCC Form 461 posting, scoring sheet, and other information that was used in the decision making process, must be retained for a period of at least five years pursuant to 47 CFR § 54.631, or as otherwise prescribed by the Commission's rules.

☐ I certify under penalty of perjury that the applicant seeking supported services is a nonprofit or public entity that falls within one of the seven categories set forth in the definition of health care provider listed in 47 CFR §54.600 of the Commission's rules.



☐ I certify under penalty of perjury that the applicant seeking supported services is physically located in a rural area as defined in section 47 CFR § 54.600 of the Commission's rules, or is a member of a consortium which satisfies the majority-rural composition requirements set forth in 47 CFR § 54.607 of the Commission's rules.

☐ I certify under penalty of perjury that the services will not be sold, resold, or transferred in consideration for money or any other thing of value.

Save and Exit
Save and Go Back
Save and Continue
Exit

Signature

Signature

 Preview PDF  Form Guide

36 Email:

33 Printed Name of Authorized Person:

First Name:

Middle Initial:

Last Name:

34 Title/Position of Authorized Person:

35 Phone:

Ext:

37 Employer:

38 Employer's FCC RN:

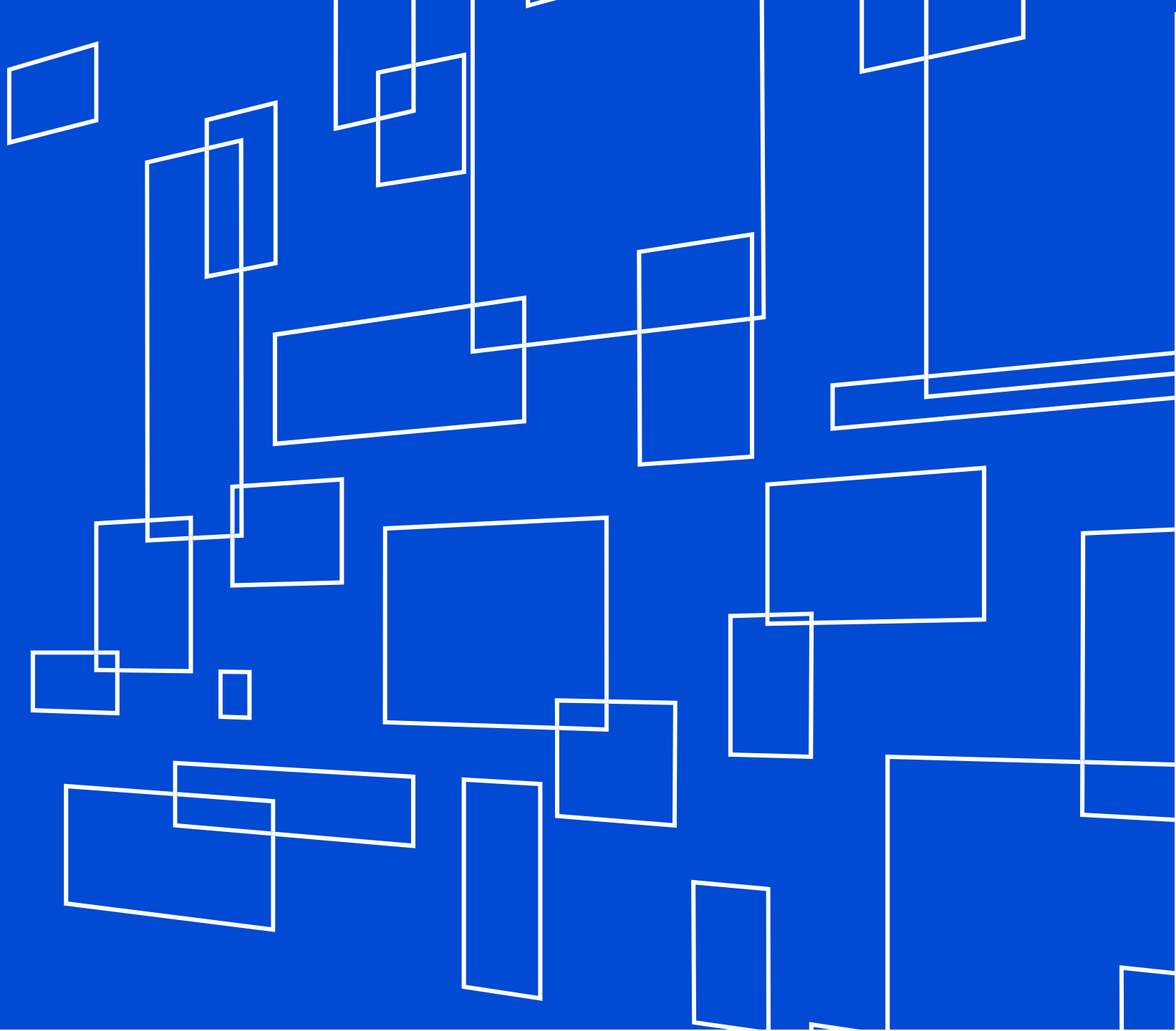
After Submitting

- You will receive an email confirmation that your form was submitted with a copy of the PDF form.
- Respond to Information Requests within 14 calendar days or by the deadline listed in the email.
 - Failure to respond to the Information Request will result in a denial
 - Information requests will come from a reviewer using an @usac.org domain address

Consortium FCC Form 461

- When filing a consortium FCC Form 461, you should make sure the FCC Forms 460 and LOAs for all member sites have been approved before filing the consortium FCC Form 461.
 - [LOA Submission Guide](#)
- Once the FCC Form 461 is filed, you will not be able to link sites to that FCC Form 461 that are later added to the consortium.
- Additionally, numerous FCC Forms 461 will likely mean numerous ACSDs, which would increase the administrative burden associated with competitive bidding.
- Ensure all of your [authorization](#) documents are up to date (i.e., TPA/LOA).

Questions?



Best Practices & Resources

Request for Services Best Practices

Best Practices: Communicating with Your Service Provider

- Once your ACSD has passed and you've chosen a service provider, include them when you reply to Information Requests via email.
- Ensure your service provider is aware of all the necessary documentation needed for future steps in the application process.
- Include language in your bid documentation that confirms your service provider will act in compliance with all RHC Program rules and FCC Orders.
- All bid correspondence should be handled via email for audit purposes.
- HCPs are required to retain documentation for a period of five years.

Milestones to Apply for Funding for FY2021: NOT using a Request for Proposal (RFP)

HCF Program Form	Last Day to Submit for Individual HCPs NOT using a Request for Proposal (RFP)
FCC Form 460 – Eligibility	January 8, 2021 Recommended Date
FCC Form 461 – Request for Services	February 10, 2021 Recommended Date
FCC Form 462 – Funding Request	April 1, 2021 Deadline to Submit*

Please note that these dates (with the exception of the FCC Form 462 filing window deadline of April 1) are not mandatory deadlines, but rather recommended milestones to meet the close of the filing window.

Milestones to Apply for Funding for FY2021: Using a Request for Proposal (RFP)

HCF Program Form	Last Day to Submit for Individual HCPs USING a Request for Proposal (RFP)
FCC Form 460 – Eligibility	January 4, 2021 Recommended Date
FCC Form 461 – Request for Services	February 1, 2021 Recommended Date
FCC Form 462 – Funding Request	April 1, 2021 Deadline to Submit*

Please note that these dates (with the exception of the FCC Form 462 filing window deadline of April 1) are not mandatory deadlines, but rather recommended milestones to meet the close of the filing window.

RHC Learn

[About](#)[E-rate](#)[Rural Health Care](#)[Lifeline](#)[High Cost](#)[Service Providers](#)

USAC | Rural Health Care | **Learn**

Learn

[Webinars](#)

[Online Training](#)

[Videos](#)

[Newsletter](#)

[Upcoming Dates](#)

[FAQs](#) ▾

Learn

Welcome to RHC Learn! Here you will find all the handouts, training videos, and webinar recordings that will assist you in applying to the RHC Program. All events and resources are offered free of charge.

Have feedback about our FY2020 Training and Resources? Provide your feedback [here](#).

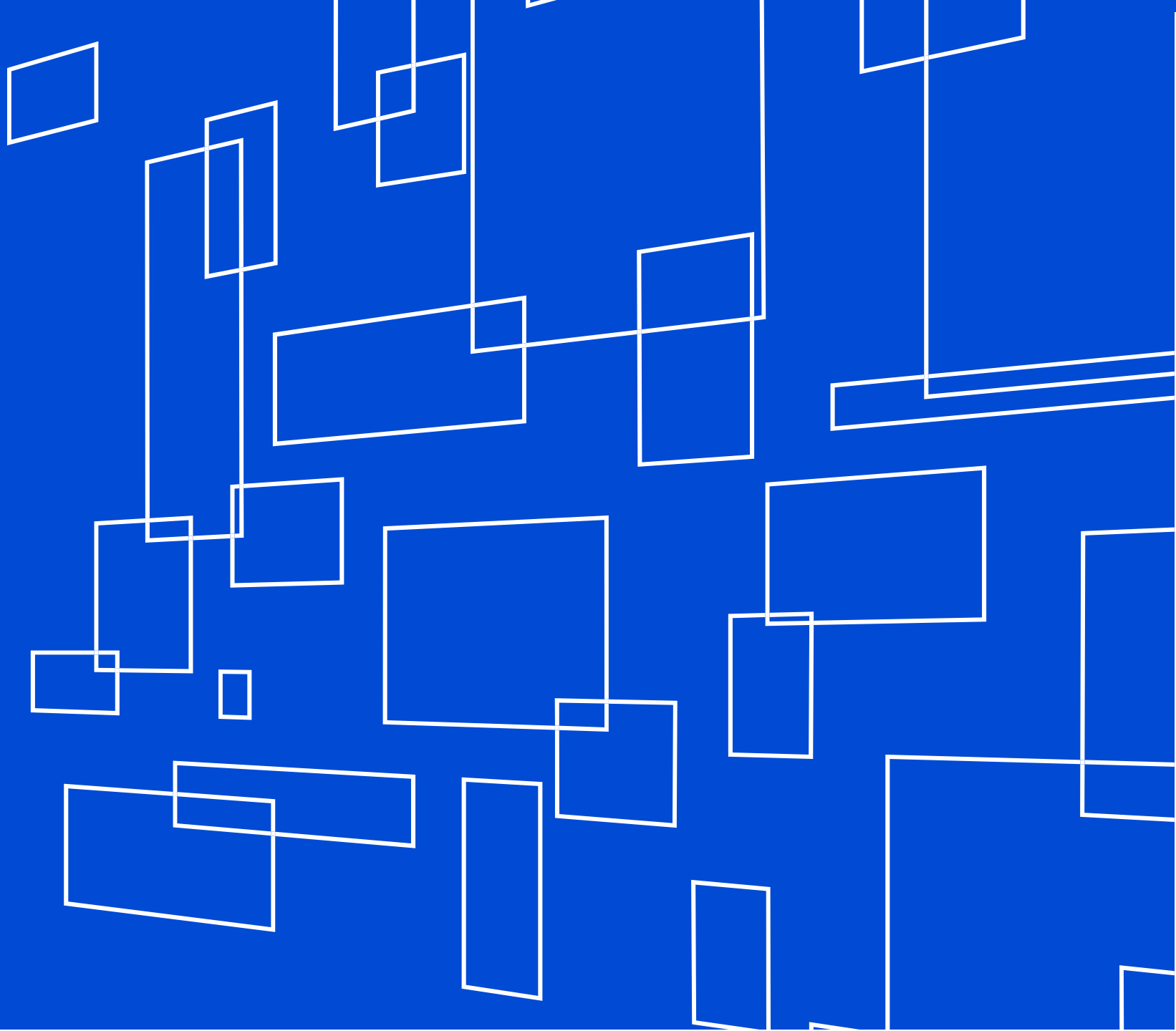
Upcoming Events

- HCF Program FCC Form 461 Best Practices – July 22, 2020, 2:00 p.m. ET – [Register here](#)!
- Telecom Program FCC Form 465 Best Practices – July 29, 2020, 2:00 p.m. ET – [Register here](#)!

Resources

- [Competitive Bidding FAQs](#)
- [RFP Checklist](#)
- [Network Plan Checklist](#)
- [RHC Program Request for Services Dataset](#)
- Site and Service Substitution [How-To Video](#) for Consortia
- Search Posted Services
 - [HCF Program](#)
- Subscribe to the [RHC Monthly Newsletter](#)
- Blank [FCC Form 461 and Instructions](#)

Questions?



Thank you for joining us today!

- RHC Help Desk
 - Call (800) 453-1546
 - Email RHC-Assist@usac.org
- Next Webinar – Telecom Program Request for Services Best Practices
 - July 29, 2020 - 2:00 p.m. ET
 - [Register here!](#)
- Please fill out the post-webinar survey!



Universal Service
Administrative Co.