**Information Needed for Healthcare Connect Fund Filing of Subsidy Request (Form 462) when using a Texas Master Agreement Monthly Recurring Charges FRN #18659531**

**Date: 5/22/2019**

**Documentation Needed Done b y Status**

* Network Cost Work Sheet – Primary Lines CUC Done
* Network Cost Work Sheet – Back-up Lines CUC NA
* Network Cost Work Sheet – Purchases CUC NA
* Letters of Agency LHC Done
* Most current monthly invoice CUC Done
* Tax Exempt Certificate CUC Done
* Viable source of paying 35% CUC Done
* Part of Travis County Health CUC Done
* Copy of Master State contract (Texas) CUC Done
* Copy of signed vendor/Texas State contract CUC Done
* Copy of CUC/vendor contract CUC Done
* Copy of Vendor Price List from Texas state contract MRC CUC Done
* Letter from Vendor verifying current services provided CUC Done
* Compelling reason to stay with CenturyLink CUC Done

**Clauses Needed as Part of Your Vendor Contract if Possible – Contract should include:**

* An initial 3 years in order to be given Evergreen status, which allows avoidance of an annual application process
* Vend contract coverage from 7/1/2019 (start of the HCFs FY2019) to 6/30/2022
* Include optional extensions for 2 years and then another 3 years (a total of 8 years)
* Include an option to add sites and services

**Tasks to be Completed before Filing Window Closes 5/31/2019 – please be aware that the last filing week is very, very prone to the presence of Murphy’s Law**

* CUC sign the vendor contract
* Collect verification documentation (listed above)
* Consortium submits Request for Subsidy (Form 462)

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