**Information Needed for Healthcare Connect Fund Filing of Subsidy Request (Form 462) when using RFP Purchases LHC015**

**(FRN #19666791)**

**Date: 5/25/2019**

**Documentation Needed Done by Status**

* Network Cost Worksheet – Primary Lines LSCC NA
* Network Cost Work Sheet – Back-up Lines LSCC NA
* Network Cost Work Sheet – Purchases LSCC **Done**
* Network Cost Work Sheet – Move from Colometro LSCC NA
* Letters of Agency LHC Done
* Most current monthly invoice LSCC NA
* Tax Exempt Certificate LSCC Done
* Viable source of paying 35% LSCC Done
* Copy of signed vendor contract LSCC **Done**
* Copy of all submitted proposals LHC Done
* Copy of Proposal Price Comparison LHC Done
* Copy of Proposal Evaluations LHC Done
* Copy of RFP Process Score Sheet LHC Done
* Verification of vendor service LHC NA

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

* Vendor contract with delivery from 7/1/2019 to 6/30/2019.

**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 presents of Murphy’s Law**

* Collect vendor proposals
* Evaluate vendor proposals
* After you select a winner of the RFP process, release award letter to the winning vendor
* LSCC sign the vendor contract (after release of letter to wining vendor)
* Collect verification documentation (listed above)
* Consortium submits Request for Subsidy (Form 462) before 5/30/2019.

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