

Rural Health Care (RHC) Program

Telecommunications (Telecom) Program

FCC Form 465 Guide

How to submit an FCC Form 465 (Request for Services) in RHC Connect.

Beginning in funding year (FY) 2025 the FCC Form 465 will be used solely for competitive bidding in the Telecom Program ([FCC Order 23-110](#)). The FCC Form 460 is now used to determine eligibility for both the HCF and Telecom Programs. The FCC Form 465 mirrors the FCC Form 461, the form used for competitive bidding in the Healthcare Connect Fund (HCF) Program and aligns all processes for competitive bidding across both programs.

Start Tab

- **HCP, FCC Registration Number, HCP Address, Application Number and Funding Priority** are prepopulated fields. If any of this prepopulated information is incorrect, an FCC Form 460 revision must be submitted to correct the site information.
- **Application Nickname** is a nickname for the form that should be entered to easily identify this form in the future.
- **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.

Requested Services Tab

- **Add all services being requested.** To add a service, click the “Add Requested Services” hyperlink, and then select the service in the dropdown menu or select “Other” and type in the description of the service.
 - For data services, 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.**
 - For voice services, bandwidth speeds will be grayed out. Enter “Number of Lines.”
 - Answer yes or no in the column on the right to indicate if **the applicant is seeking bids for similar services.**

Dates and Timing Tab

- Enter the desired service contract length. “Up to” or “equal to” may be selected from the drop-down menu if multiple contract lengths will be considered.
- Answer yes or no to the following questions:
 - Will the HCP consider bids with contract extension language?
 - Will the HCP consider bids for month-to-month contracts?
- Enter the amount of time the request for services should be posted. A minimum of 28 days is required per program rules (47 CFR 54.622 (g)).
- Enter the number of days the applicant expects to evaluate the bids received after the end of the posting period.
 - Note: The expected bid evaluation period is not part of the allowable contract selection date (ACSD) calculation.

Bid Evaluation Tab

- A **bid evaluation** matrix, or a list of weighted evaluation criteria that will be used to evaluate bids, is required (47 CFR 54.622 (d)). 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%).

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- Some examples of other evaluation criteria include bandwidth, quality of transmission, reliability, previous experience with the service provider, and technical support.
- The applicant must enter the **minimum requirement** for each criteria listed, except for price.
- If the applicant has any factors that they will use to remove bids or bidders from consideration, answer “Yes” to the question and list them in the space provided. If there are no disqualification factors, answer “No”.

Main Contact Tab

- 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 465 posting. This contact should be able to provide additional technical details or answer specific questions from potential vendors about the requested services. The contact may be (1) the Primary Account Holder; (2) a Secondary Account Holder, or (3) a Tertiary Account Holder.
 - All contact information will be pre-populated with the contact information provided on the FCC Form 460.

RFP and Summary Tab

- Answer “Yes” or “No” to the following questions:
 - Do state, Tribal, or local procurement rules require the HCP to include an RFP with this request for services application?
 - Will the HCP be including a [Request for Proposal \(RFP\)](#) with this application?
 - If “yes,” upload the RFP.
- Provide a summary of the request for services. If an RFP is attached, summarize the document.
- For more information about what to include in an RFP, download the [RFP Checklist](#).
- Applicants **must** submit an RFP with the FCC Form 465 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.
 - The applicant elects to use an RFP in the competitive bidding process even though the above does not apply.
 - **Note:** Applicants that include a particular vendor's name, brand, product, or service in the RFP must also use the words "or equivalent" in the description in order to avoid any potential competitive bidding violations, and ensure the process remains fair and open to all bidders.

Additional Documentation tab

- **Additional Documentation** is optional. Upload any additional documentation by clicking "Add Document," selecting Document Type from the dropdown, and uploading documentation for the FCC Form 465.
 - 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. (47 CFR 54.622 (e) (2))
 - If an HCP site with conditional eligibility approval will be participating in competitive bidding e.g. will be listed on an FCC Form 465, the applicant must provide written notification to potential bidders that their eligibility is approved as conditional and specify the estimated date they expect to be fully eligible.

Declaration of Assistance Tab

- Answer the question “Have any consultants, service providers, or any other outside experts, whether paid or unpaid, aided in the preparation of the FCC Forms 460 or 465, RFP, or bid evaluation?” Indicate whether any assistance was received with the application. If "No" is selected, continue to the next tab.

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- If “Yes” is selected, the contact information for all consultants, service providers, and outside experts that assisted in preparing any part of the FCC Forms 460, 465, RFP, or bid evaluation is required. If the FCC Form 465 is submitted by a Tertiary Account Holder, their information will be prepopulated in this section.
- Click "**Add Contact**" to enter each person's **Name, Organization Type, Title, Employer, Address, Email, Telephone Number, and Nature of the Relationship**.

Certifications Tab

- Certifications are required fields. All certifications must be checked before the form can be submitted.
- The information on the signature block is prepopulated based on login credentials.
- Sign the form using the certifier’s full name as it appears in RHC Connect.
- A third-party (e.g., consultant) is prohibited from certifying, signing, or submitting the FCC Form 465, 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 HCP accepts all potential liability from any errors, omissions, or misrepresentations on the forms and/or documents being submitted by the third party.