

Letter of Agency (LOA) Guidance Sheet

1. The Letter of Agency (LOA) is not a contractual commitment to purchase services.
2. The LOA:
 - Gives the Oregon Health Network permission to seek responses (bids) on your organization's behalf for OHN network access and transport links using our Request for Proposal (RFP) approved by the FCC for competitive bidding. You are not obligated to accept any of the bids, and someone from your organization will be included in the selection process.
 - States that your organization, should you accept a bid for service:
 - a) is a not-for-profit or public entity;
 - b. that you follow any applicable State or local procurement rules;
 - c. that the telecommunications services and network capacity provided to your organization will be used only for the provision of health care services or health care education by your organization. Your organization may not resell or transfer any excess capacity even to another eligible provider;
 - d. that your organization will retain all records of your purchase of services related to the program for 5 years. This includes your monthly bills and proof of payment of your organization's share of the costs;
 - e. that your organization has not done any of the following:
 - been convicted of a felony,
 - indicted, suspended or debarred from award of federal or state contracts, or are not in compliance with FCC rules and regulations (these are all illegal acts – you would know if you have been convicted of any of them). Your organization is not eligible for discounts if any of the above has occurred;
 - f. that the vendor who provides your service under this program does not either directly pay for the 15% match portion of the on-going costs or discount the bill by that amount;
 - g. that in addition to f) that you cannot accept free services or products or rebates to offset the 15% match portion of the ongoing costs;
 - h. that the person who signs the LOA is legally authorized by your organization to do so and that you have provided his/her contact information
 - i. that the organization acknowledges it shall be subject to audit and possibly investigation by the FCC to determine its compliance with all pertinent rules and regulations.
3. An LOA must be completed for each site in your organization for which you are requesting a connection. The legal signatory can be the same for each document, but the address below the signature must be the site you wish to connect. For example if you have three sites in your organization that you wish to connect to OHN, you must submit a separate LOA for each site. Additionally, if you have a site (a wholly owned

clinic for example) that you wish to connect to one of your larger sites or your organizations network, you will need to submit a separate LOA for the site. (see #4 below).

4. The site does not need to connect directly to OHN. If you wish to connect it to an existing network that is connecting to OHN, you can request a bid for that connection. In other words an indirect connection to OHN is permitted and eligible for subsidy provided it meets the eligibility requirements.
5. If you have a network that is wholly owned by a single not-for-profit corporation that you wish to have connected to OHN, you need only submit one LOA for the network. The address below the signature should be the location that will serve as the interconnect point between your network and OHN.
6. If you have a network that is not wholly owned by a single not-for-profit corporation that you wish to have connected to OHN, you need to either:
 - a. submit one LOA signed by all members of the network, with the address below the signatures being the location that will serve as the interconnect point between your network and OHN; or
 - b. submit LOAs from each member, with the address below the signature being the location that will serve as the interconnect point between your network and OHN.

This applies only in the case of connection to a network of health facilities when the facilities are owned by different organizations and the network itself is not an eligible legally organized entity. This can be an already existing entity (like the Southern Oregon Medical Network) or a new network organized in an area to share costs for connecting to OHN.

7. You may cut and paste the LOA Form onto your organization's letter head. Replace all the [**boldface generic information**] with your organization's information. Aside from replacing the bracketed information with your organization's information, you **may not** change, delete or replace any of the wordings in the LOA. It is FCC approved and any changes will invalidate the document.
8. Once completed and signed, scan the document, email it to merichsen@oregonhealthnet.org AND mail the original to Mary Erichsen at: Oregon Health Network, Two Centerpointe Drive, Suite 570, Lake Oswego 97035

If you need additional information please call or email **Mary Erichsen**
Phone: (503) 708-6040
Email: merichsen@oregonhealthnet.org

