

OREGON HEALTH NETWORK RFP & CONTRACT PROCESS

**Time periods are estimates only dependent on the unpredictable USAC process. Please feel free to contact your OHN representative if you have questions.*

DESCRIPTION	COMMUNICATION FROM OHN	RESOURCE LINKS	TIME PERIOD	NOTES
Request for Proposal (RFP) is posted to the FCC/USAC portal	Email follow-up with staff contact information	Invitation to webinar Orientation 2: "Contracts, Participation and Implementation." Visit www.oregonhealthnet.org under Orientations to enroll.	30 days	Your RFP is posted to the FCC/USAC portal. An invitation to attend our webinar Orientation 2 which outlines the inter-dependent RFP process.
Protest and RFP Review Period	Email follow-up from OHN staff		21 days	It is important to have the right staff enroll in our Orientations which review the inter-dependent RFP process. Visit www.oregonhealthnet.org under Orientations to see a listing of webinar dates.
Winning Vendor Bid Awarded for Site. Vendor Contract sent by vendor; Draft of Participation Agreement sent by OHN	Site receives email notification letter from OHN; Vendors receive an Intent to Award Contract letter.	Invitation to webinar Orientation 3: "Go-Live" if haven't already done so. You will also receive a Participation Agreement letter and sheet outlining fee model.	5 days <i>(30-day contract phase begins)</i>	Notice of Intent to Award Contract is emailed to your vendor. The site receives a notification letter of selected vendor. Vendors have a 5-day window to protest any award.
Vendor Contract Review Period		Invitation to webinar Orientation 4: "Invoicing and Billing." Visit www.oregonhealthnet.org under Orientations to enroll.	30 days	Orientation 4 discusses "Invoicing and Billing," and reviews the highly detailed FCC invoicing process. Learn how to review and approve vendor invoices for RCHPP reimbursement.
Participation Agreement Review Period			30 days <i>(Consecutive with Vendor Contract Review Period)</i>	This review period coincides with the Vendor Contract Review Period.
Vendor Contract Signed	Site receives an email follow-up from IT Manager	Complete Orientation 4: "Invoicing and Billing" if haven't done so.	21 days* <i>*(Subject to change per USAC approval time)</i>	Form 466 and Vendor Contract are posted to the FCC/USAC Portal
Your Site's Funding Commitment Letter (FCL) is Received	Email follow-up from OHN Operations	Make sure appropriate staff have completed all 4 Orientations.	5 days* <i>*(Subject to change per USAC approval time)</i>	Your site will receive a Welcome Packet with helpful information and resources
Final Participation Agreement signed. Invoice submitted			5 days* <i>*(Subject to change per USAC approval time)</i>	
Installation of your broadband connection to OHN			Varies per contract	
Go Live!			Varies per contract	You will receive instructions on using our site portal