

MEETING MINUTES

HICKRC MEMBERSHIP MEETING

DATE: APRIL 16, 2014

TIME: 11:00 AM – 12:00 PM

LOCATION: CONFERENCE CALL: DIRECT CALL

CHAIRS: LORIE SMITH, MARTHA VRANA-BOSSART, DAWN GALLAGHER (ABSENT).

ATTENDEES: ANN TUCKER, JANE DUBOIS, MICHAEL PAYNE, TERRENCE MCCARTHY, JAN HUSKINS, CHARLENE O'CLAIR, NORMA DESJARDINS, DEAN BAILY, MISSY BOUTOT AND CLAUDETTE HUMPHREY

ABSENT: LYNN DUBY, SUE DALTON, KIM GONZALES, LEE UMPHREY, HEATHER PELLETIER, JULIE SHACKLEY, REYNOLD RAYMOND, LAURIE CHARBONNEAU, AND JAMES BOUCHARD

MEETING OBJECTIVES AND AGENDA:

1. ATTENDANCE
2. F460 APPLICATION UPDATE
3. F461 & F462
4. USAC RESPONSES FROM 3/19 MEETING QUESTIONS
5. RFP AND NETWORK NARRATIVE UPDATES
6. NEXT STEPS/QUESTIONS/CLOSING REMARKS
7. NEXT MEETING DATE, 4/30/2014 11-12:00 NOON

RISKS / MITIGATION STRATEGIES

Overall Meeting Objectives: engage rural and urban Healthcare Provider (HCP) sites and to initiate, plan, manage and close the HCF Project under the umbrella and leadership of the Health Information Connectivity Knowledge Rural Consortium.

Meetings are to be held on a regular, bi-weekly basis via conference call. Face-to-face meeting forums will be held adhoc. If regular a member is unable to attend, encouraged to make plans for a proxy to attendee in their absence.

TOPICS OF DISCUSSION

Lorie opened the meeting at 11:01 and welcomed everyone. This meeting's focus is review of the status of F460s and F461 as well as review draft, RFP and NN revisions.

- A. Attendance** - taken and everyone welcomed. Lorie thanked Martha for covering for her while she was on vacation and chairing the 3/19 HICKRC Member's meeting.
- B. F460 Application Update:** Lorie shared as of 8:10 a.m. today (4/16/2014) all 59 F460s have gone through the review process with USAC. When/if an HCP site was denied; USAC required the same site's F460 to be re-filed as 'ineligible' and announced that they had an additional 30 days to review the same HCP site(s). This elongated the F460 filing and review process. Lorie asked if anyone in the meeting had questions about the status i.e. eligible or ineligibility of their individual site(s) and offered that she was available if they wanted to inquire individually.

C. F461 & F462 Application Updates/Form Filing Date Changes - Lorie

- i. F461 cannot be posted beyond June 2, 2014 to receive a full 12 months of USAC funding i.e. 65% reduced rate. Terry asked if the funding impacts were by month or by year. Lorie responded that it was by month and if F461 Request for Service was posted after June 2, 2014 it would affect the number of month funds could be awarded in the consortium's first funding year i.e. instead of 12 full months of funding, we may only receive 11, 12, 10, etc. months of funding, but after the first year would be position for full funding years.
- ii. F462 Funding Request form must be filed by June 30, 2014. Lorie shared that technically the consortium has until June 30, 2014 to file F462, but if we wait that long it would affect the number of month funds could be awarded in the consortium's first year i.e. instead of 12 full months of funding, we may only receive 11, 12, 10 etc. months of funding. The HICKRC needs to have Telecommunication Carrier Vendor(s) selected and in place by July 1, 2014 [which is the next day after the June 30, 2014 deadline], so we are doing all that we can to reach that goal.
- iii. No filing needs to occur or happen by HCP sites; the consortium consultants will file on your behalf.
- iv. Many lessons have been learned in the F460 and F461 filing processes with the USAC site to date. One is that the consortium is dependent on USAC responding or acting; meaning the consortium takes an action and USAC then acts to move the filing process forward. If USAC is not timely or delays their actions it elongates filing processes. Every filing to date; USAC has shared that they have 30 days to review a filing, even if they request something must be re-filed. To reduce risk the consortium has been addressing F460/F461 in parallel or simultaneously. When the F460s were approved, each F460s' HCP# were added to F461 immediately; all site's HCP#s have to be added to F461. F460's have to be filed in one sitting, they cannot be saved on the USAC website, but there is only one, F461 to file on behalf of all 59 HCP sites in the HICKRC. Form 461 can be saved in draft format, which helps and we've have been taking advantage of that fact to update it as soon as USAC acted on F460s.

D. USAC Response from questions at 3/19 Meeting – Martha reviewed the questions and responses from the 3/19 meeting with the group.

1. Some entities have contracts that are coming up for renewal within the next month (prior to completion of the RFP posting/submission/review/approve process.)
 - i. **Question:** Should the entity wait to sign anything with a current vendor? We are under the impression that they should wait, however, this is at risk of not even receiving approval from USAC to go ahead?
 - ii. **Answer:** If a contract is signed prior to the competitive bid process being complete those sites will NOT be able to get funding from the universal service fund. If those sites want funding from HCF they should wait. ~USAC
 - iii. Lorie **expanded on this contract point** that we [the consortium] cannot give advice on a business decision points i.e. whether to sign a telecommunication contract or not before the consortium receives a Funding Commitment Letter (FCL) from USAC, but would encourage all entities to stay connected and engaged in the HICKRC even if they must sign a telecommunication contract before the competitive bidding process is completed with HICKRC and FCL(s) secured. If they do stay engaged they are registered through the F460 with USAC and may want to take advantage of Funding Requests submitted in FY 2015.
2. I understand that multiple smaller vendors could collaborate and submit and RFP together for bid as long as all requirements are met.
 - i. **Question:** the consortium entity members want to know if this is true.
 - ii. **Answer:** This is True!
 - iii. Lorie **expanded on this.** In the RFP there is a reference to smaller vendors who team up with a Prime Vendor.

Vendors who team with other providers will be viewed by HICKRC as having entered into a “Prime contractor/sub-contractor” relationship. Only the Prime Contractor can submit a fully completed bid in response to this RFP. The Prime Contractor will be responsible for providing each HICKRC member with a **single bill** for both services (broadband private Intranet and public Internet) as they apply to **non-recurring charges (NRC)** and **monthly recurring charges (MRC)**. The Prime Contractor will also be the initial point of contact for all issues relating to the operation and maintenance of the leased network and the leased network services.

E. RFP/Network Narrative Updated - Martha

- i. Martha provided an overview of **RFP revisions**. Revisions were made from Paige Pierce’s [at USAC] suggestions and to show how the HCF Project integrates in the statewide HIT initiatives. Noted was the new Org. Chart, augmented Technical Requirements i.e. ff; gg.; hh. and Project Management Plan from the vendor’s RFP perspective. The Network **Narrative revisions** were reviewed by Martha next. Sections that were augmented with additional information were the Introduction Section with counties 11:16 and Population statistics in those counties; Developing/Managing HIT (IAPDU/SIMS/HITECH Training section E. yet to be added), new Org. Chart and Project Management Plan from the vendor’s RFP perspective. ¹Action: once finalized, Lorie will circulate **final RFP and NN** to HICKRC Member’s group. ²Action: Lorie to email the link to HICKRC website www.maine.gov/hit where the **HIT IAPD-U** may be found. Scroll to bottom of opening page and the HIT IAPD-U is the last pdf document listed, in the center section of the web page.

F. Next Steps - Lorie

- i. Finalize F461 filings; as F460 was finalized at 8:10 a.m. on 4/16/2014
- ii. Q&A Process for Vendors (noted below and in the RFP)
- iii. Competitive Bidding Process/Collection of Bids will begin after F461 is filed with revised RFP and NN and USAC reviews and posts these documents on their website. Terry inquired if Maine Telecommunication Carriers have been made aware of USAC and should they be? Lorie advised that to keep to a fair and competitive bidding process the HICKRC would not be notifying any Telecommunication Carriers, nor would advise to do so.
- iv. Vendor Selection Process, can only occurs after the HICKRC RFP and NN are posted for a full 28 days on www.usac.org site.

Q&A Process for HICKRC RFP and Network Narrative	
What and Where	When, by Whom and How
View HICKRC RFP 01 and Network Narrative (NN) <ul style="list-style-type: none"> • www.usac.org 	Once reviewed by USAC; the HICKRC’s RFP and NN will be posted and viewable on www.usac.org for 28 days. Interested telecommunications vendors may view the HICKRC RFP and NN on the www.usac.org .
Q & A Process: (Submit Questions) <ul style="list-style-type: none"> • EHRHelpDesk.DHHS@maine.gov 	Interested vendors may submit questions to this email: EHRHelpDesk.DHHS@maine.gov with a Subject Line containing the acronym: HICKRC within the first 5 business days that the RFP and NN are posted on www.usac.org .
Q & A Process: (View Answers) <ul style="list-style-type: none"> • www.maine.gov/hit 	Answers to questions emailed to EHRHelpDesk.DHHS@maine.gov with a subject line containing HICKRC will be viewable within 4 business days of receipt of questions at www.maine.gov/hit .

G. Questions? No further questions were raised at this time. The Telecommunication Vendor Contracts questions were covered in previous agenda topics. Note: The Telecommunication Vendor must be awarded the RFP through the competitive bidding process with HICKRC for HCPs to receive 65% reduced broadband through USAC funding for eligible HCP sites.

H. Next HIT Grant meeting date: April 30, 2014 at 11:00 a.m. conference call.

Closing remarks by Lorie and Martha:

- Will make every effort to start the meetings on time and to adjourn at 12:00 noon to be respectful of schedules.
- HCF Funding Cap is \$400 million total per year, as of March 31, 2014 commitment made and requested can be viewed here: <http://www.usac.org/res/documents/rhc/pdf/Funding-Cap-Progress.pdf>
- Encouraged HCPs to stay engaged through next steps i.e. RFP posting, Vendor Bids, Vendor Selection.

NEXT ACTION STEPS - BY WHOM

¹Action: once finalized, Lorie will circulate **final RFP and NN** to HICKRC Member's group.

²Action: Lorie to email the link to HICKRC website www.maine.gov/hit where the **HIT IAPD-U** may be found. Scroll to bottom of opening page and the **HIT IAPD-U** is the last pdf document listed, in the center section of the web page.

RISK MANAGEMENT

- Risk Factors: USAC dependent on **how quickly F461 with the HICKRC RFP and NN are reviewed** by USAC and then, posted to the USAC's website for 28 consecutive days.
- Mitigation Strategies: Acceptance of the this risk is inevitable and cannot be mitigated beyond actions already taken i.e. providing a draft of the HICKRC RFP and NN for review by USAC on March 5, 2014.