

# **Elder Care Network Southeast (ECNS) Request for Proposal (RFP) for Non-Homemaker Provider Services Application Submissions Checklist**

## **New Providers:**

Computer Hardware Software Minimum Requirements Certification Form

Service Proposal Chart

Towns of Coverage Chart

Administrative Overview and all required attachments

- Please make sure all questions are filled out completely and attachments are marked clearly

Service Specific Attachment(s) for services proposing

Rate Sheet

- Enter the rates for each service that you wish to contract

New Providers Only - 3 Business References

**NOTE:** New providers that are not currently contracted with any ASAP agency will be required to fill out a Mass Health Frail Elder Waiver application if they are granted an ASAP contract. This is required for the following services: Alzheimer Coaching, Chore, Companion, Environmental Accessibility Adaptations, Home Delivery of Pre-packaged Medication, Skilled Services (HHA, RN, OT, and PT), Laundry, Grocery Shopping, Laundry, Med Dispenser, Respite Care, Supportive Day Program and Transportation.

## **Current Providers:**

Administrative Overview

- Only attachments A – G and policies H1 - I that have been updated in the past 3 years should be submitted.

Service Specific Attachment(s) for services proposing

Rate Sheet – Only document rates for new services proposing and/or increases