How to Apply for a FY 2022 – FY 2025 State Home Care Contract with the Boston Consortium (Boston Senior Home Care, Central Boston Elder Services and Ethos)

This year, vendors will have an opportunity to apply for a contract for personal care homemaker services, and non-homemaker services with the three Boston ASAPs. Below you will find information and instructions on how to apply for each of these service types. However, because the application process and proposal submission dates are different for each service type, please be sure and to read the instructions below very carefully.

General Instructions

I. **Personal Care Homemaker Contracts –** If you are interested in applying for Personal Care Homemaker services, you must go to www.800ageinfo.com for contract specifications, application submission information and deadlines.

The Personal Care Homemaker contracting process is initiated by the Executive Office of Elder Affairs (EOEA) through a Notice of Intent (NOI) process posted on the www.800ageinfo.com website. Go to www.800ageinfo.com and click on the "For Professionals" link. Follow the Homemaker NOI links and the instructions provided. Please note that timelines and deadlines for personal care homemaker contracts will differ from the Boston Consortium Non-Homemaker contract process.

Please note: The Boston Consortium has experienced an increase in the number of consumers whose need for services occur during the evening hours and on weekends. For the new contract period, the Boston Consortium will be evaluating past performance of provider agencies and selecting providers who have demonstrated the ability and willingness to meet consumers' service needs during evening and weekends hours in the service areas/neighborhoods where it is most needed and hardest to maintain.

We strongly encourage providers of personal care homemaking services to include discounted rates for extended hour services with their rate submission for FY2022. (Extended hour service plans are those that consist of 42 or more hours per week of personal assistance services.)

II. **Non-Homemaker Contracts -** If you are a current provider of Non-Homemaker Services or a New Provider interested in providing these services**,** please respond as follows:

1. Please **complete the application materials** for all the non-homemaker services that your organization seeks to provide. Proposals must be submitted electronically and uploaded through the ASAP's website. Please note, the link will be made accessible through Boston Senior Home Care, Central Boston Elder Services, or Ethos website and will give the option to submit a proposal to the ASAP of choice.

2. If your organization currently contracts with any ASAP of the Boston Consortium and is no longer interested in renewing the contract, please notify each ASAP in writing no later than July 1, 2022.

3. **Important requirements for all applications:**
    a. Hand-written applications will not be accepted.
    b. Applications sent by email will not be accepted.
    c. Applications sent by mail will not be accepted.
    d. Applications partially completed and/or missing requested documentation will not be accepted.
    e. Completed applications must be uploaded and submitted by the deadline of June 27, 2022 at 12:00pm. The online submission form will close at that time. Please submit one proposal for your organization, signed by the individual who is authorized to sign contracts.

4. Questions regarding this procurement can be submitted to BostonConsortium@centralboston.org until Wednesday, May 11th at 12pm. All questions received prior to the Bidder's Conference will be answered on that day, and posted on BSHC's website. Questions may also be submitted through June 10th. Once again, responses to questions will be posted on the Ethos' website.

5. Non-Homemaker Contracts awarded through this procurement will begin on **October 1, 2022.**