BOSTON CONSORTIUM REQUEST FOR PROPOSALS RFP CHECKLIST

The following documents must be submitted with each proposal application package. Applications that do not contain all required documents will not be accepted and will not be considered for a contract award. Please submit the documents clearly labeled and in the order listed below.

Consortium RFP Documents:

- ____ RFP Checklist
- ____ Cover Letter from Organization's Authorized Signatory
- ____ Completed Administrative Overview
- ____ Company Summary
- ____ Attachment C: Geographic Service Area
- ____ Attachment D: Rate Information
- ____ Service Specific Attachments: complete for each service you are applying for. Please note the following services do not have Service Specific Attachments: Evidence Based Educational Programs, Goal Engagement Programs, Orientation and Mobility (formally Vision Rehabilitation), Peer Support (Certified Older Adult Peer Specialist), Complex Training and Oversight (formally Skilled Nursing), Home Safety/Independence Evaluations (formally Occupational Therapy), Transitional Assistance (adding housing search support) and Financial Consultation Services. If you are interested in applying for one of these services, please describe in detail how you will comply with the definition as outlined in Attachment A.

Required Submissions:

- ____ Organizational Chart
- ____ Quality Improvement Plan
- ____ "Client Not at Home" Policy
- ____ Financial Submission Requirements: Refer to the Ethos website for information
- ____ Office of Inspector General Exclusion Addendum (MassHealth Bulletin 196)
- ____ Provider Certification and Data Security Addendum (Executive Order 504)
- ____ Computer Hardware Software Minimum Requirements Certification Form
- ____ Supplier Diversity Office (SDO) Certification, if applicable
- ____ Affirmative Action Plan, upon request