

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:

1. ____ RFP Checklist
2. ____ Cover Letter from Organization's Authorized Signatory
3. ____ Completed Administrative Overview
4. ____ Company Summary
5. ____ Attachment C: Geographic Service Area
6. ____ Attachment D: Rate Information
7. ____ Service Specific Attachments: complete for each service you are applying for. Please note the following services do not have Service Specific Attachments: 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:

8. ____ Organizational Chart
9. ____ Quality Improvement Plan
10. ____ All Policies and Procedures listed under Section V from the Administrative Overview
11. ____ Financial Submission Requirements
12. ____ "Short Form Certificate of Legal Existence" or "Short Form Certificate of Legal Existence with Officers" when applicable
13. ____ Office of Inspector General Exclusion Addendum (MassHealth Bulletin 196)
14. ____ Provider Certification and Data Security Addendum (Executive Order 504)
15. ____ Computer Hardware Software Minimum Requirements Certification Form
16. ____ Supplier Diversity Office (SDO) Certification, if applicable
17. ____ Affirmative Action Plan, upon request