

NSES & GLSS Re-Contracting Checklist

Please make sure that all of the following items are complete and checked off before submitting your bid.

Sections & documentation referenced below can be found on the Prospective Provider tab on the GLSS website.

√	Action/Documentation (Please note that all forms must be type-written)	# of hard copies for NSES	# of hard copies for GLSS
	1. Read Notice to Bidders	N/A	N/A
	2. NOI Online Application (Homemaker only)	N/A	N/A
	3. Review all Elder Affair and Commonwealth of Massachusetts documents listed on first page of Administrative Overview	N/A	N/A
	4. Complete General Administrative Overview w/required attachments (policies, licenses, resumes, org charts, training schedules, etc)	2	2
	5. Complete all Service Specific Administrative Overviews for services bidding on	2	2
	6. Complete Rate Sheet for all services bidding on. (Only choose services from the list in Notice to Bidders)	2	2
	7. Sign off on Insurance Requirement form and submit proof of insurance	1	1
	8. Fill out W-9	1	1
	9. Mail bid package for GLSS and/or NSES, with cover letter(s) to: Greater Lynn Senior Services, ATTN: PROVIDER CONTRACTING, 8 Silsbee St., Lynn, MA 01901 by 5pm on May 15th, 2017. NO ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.	See above	

NOTE: If a contract is awarded, additional forms for the MassHealth Frail Elder Waiver will need to be filled out unless Provider has already met this requirement and can produce approval letter.

If you have questions please email proposals@glss.net