

ECNS Request for Proposal (RFP) Application Instructions

Coastline Elderly Services (CES), Elder Services of Cape Cod & the Islands (ESCCI), HESSCO (HES) Elder Services, Old Colony Elder Services (OCES) and South Shore Elder Services (SSES) are pleased to issue this Request for Proposals (RFP) for Non-Homemaker Services. Below you will find detailed instructions on how to complete the proposal application process. Please review the information carefully and be sure to follow all of the instructions.

General Instructions

- I. **Personal Care and/or Homemaker Contracts (including Supportive Home Care Aides)** – If you are interested in providing these services, please go to <https://noi.800ageinfo.com/> for application submission instructions. These services are included in the Notice of Intent (NOI) process initiated by the Executive Office of Elder Affairs (EOEA). **Please note, you will not be automatically awarded a contract because you have submitted an application through the NOI process.** If approved by EOEA, your application will be eligible to be reviewed for a contract award. As part of the review process, the ECNS members reserve the right to ask for additional information to clarify any part of your application submission, including financial information.

- 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. All application materials can be downloaded from any ECNS website and **must be received** by the ASAP Contract's Manager no later than **5:00 pm on April 30, 2018**.
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 2. Bid documents must be submitted **in the order listed on RFP Checklist**

 3. If your organization currently contracts with an ASAP of the ECNS and you no longer wish to provide services, **please notify each ASAP with whom you contract, in writing, no later than April 30, 2018**

 4. Important requirements for all applications:
 - a. Hand-written applications **will not be accepted**.
 - b. Applications sent via mail **will not be accepted**.
 - c. Proposals must be received by the deadline of **April 30, 2018**. Please submit one original application, signed by the individual within your organization who is authorized to sign contracts and send via email in a .zip folder.

 5. All HM/Non-Homemaker Contracts awarded through this procurement will begin on October 1, 2018.