

## Request for Proposal (RFP) Application Instructions

Bristol Elder Services (Bristol), 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 Proposal (RFP) for Homemaker and 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 the instructions.

### General Instructions

1. **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.
2. **Non-Homemaker Contracts** - If you are a current provider of Non-Homemaker Services or a new provider interested in providing these services, please respond following instructions on any ECNS website.
3. 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 emailed to the ASAP Contracts Manager.
  - Paula Roderiques [paular@coastlinenb.org](mailto:paular@coastlinenb.org)
  - Kim Cazeault [Kim.Cazeault@escci.org](mailto:Kim.Cazeault@escci.org)
  - Mary Jean McDermott [RFP@HESSCO.org](mailto:RFP@HESSCO.org)
  - Old Colony Elder Services [RFP@OCESma.org](mailto:RFP@OCESma.org)
  - Robyn Henson [rhenson@sselder.org](mailto:rhenson@sselder.org)
  - Louise Dahlborg [louise.dahlborg@bristolelder.org](mailto:louise.dahlborg@bristolelder.org)
4. Documents must be submitted **in the order listed on the Application Submission Checklist**
5. Important requirements for all applications:
  - a. Hand-written applications **will not be accepted.**
  - b. Applications sent via mail **will not be accepted.**
  - c. Files sent via email should be zipped

**\*Deadline is April 30, 2024**