MVES Requirements and Procedures for Vendors (Signed)

Administrative Overview (Signed)

Service Specific – Include Application for each service you seek to provide

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Current Certificate of Insurance

IRS Form W-9

Copy of Supplier Diversity Office Certificate if applicable (formerly called SOMBWA)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Required Attachments**

Non-Profit **OR** For-Profit Organization Short Form Certificate of Legal Existence

Copies of all listed Licenses, Certifications, Accreditations and Permits (Local/State/County/Federal requirements, as well as association accreditations)

Organizations with more than 50 employees include an organizational chart that includes titles and FTEs

Hiring checklist and the list of topics for orientation

Copies of job descriptions for all positions related to the contract

Current in-service training calendar and for the previous calendar year

Town Coverage Checklist

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Required Policies & Procedures**

Personnel Policies (Orientation, Training/Supervision/Annual Performance Evaluation, etc.)

Conflict of Interest (May Not Employ or Compensate an ASAP or EOEA employee)

Privacy and Confidentiality

Non-discrimination in Employment and Service Delivery

Requirement on DPH Registry Check (Home Health Agencies & Skilled Nursing Facilities)

MassHealth All Provider Bulletin 196/OIG

Tuberculosis Testing (Home Health Agencies, Adult Day Health, and Nursing Facilities)

CORI (PI-09-19)

Infection Control Plan (Home Health Agencies, Adult Day Health, and Nursing Facilities)

Reportable Incidents

Consumer Not at Home Policy

Emergencies in the Home

Theft, Loss, or Damage to Consumer Property

Shopping/Money Handling

Service Priority for High-Risk Consumers (PI-11-06)

Prohibitions on Fees and Gratuities

Affirmative Action Policy

Policy on Prevention and Detection of Fraud, Waste, & Abuse (Whistleblower Protection)