[ ] MVES Requirements and Procedures for Vendors (Signed)

[ ] Administrative Overview (Signed)

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

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[ ] Current Certificate of Insurance

[ ] IRS Form W-9

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

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**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

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**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)