

# SPRINGWELL

## RFR CHECKLIST

- Springwell 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)