

GLSS Contracting Checklist

Please make sure that all of the following items are complete and checked off before submitting your bid.
Any documentation referenced can be found on the GLSS website

✓	Action/Documentation	Copies Required
	Read Notice to Bidders	
	NOI Online Application (Homemaker/Personal Care only)	
	Review all Elder Affair and Commonwealth of Massachusetts documents listed on first page of Administrative Overview. See GLSS website for links to these docs	
	Complete all Mass Health FEW forms (if already done, please send MassHealth approval letter with bid)	1
	Complete General Administrative Overview w/required attachments (policies, licenses, resumes, org charts, training schedules, etc)	1
	Complete all Service Specific Administrative Overviews for services you wish to contract for	1
	Complete Rate Sheet for all services bidding on. (Only choose services from the list in Notice to Bidders. Please note GLSS has standard rates for services)	1
	Sign off on Insurance Requirement form	1

Please email all required documentation to proposals@glss.net

If you have questions, please email proposals@glss.net