**ECNS Request for Proposal Application Instructions**

Elder Care Network Southeast (ECNS) member agencies are seeking proposals for the provision of non-homemaker provider services\*. For a complete list of the services, Request for Proposal information, and contract requirements and details, visit the individual agency websites.  Contracts will be awarded based upon individual Aging Services Access Point (ASAP) agency needs.

ECNS is comprised of the following agencies designated as ASAPs by the Massachusetts Executive Office of Elder Affairs (Elder Affairs):  Bristol Elder Services, Inc., [bristolelder.org](http://bristolelder.org); Coastline Elderly Services, Inc., [coastlinenb.org](http://coastlineelderly.org); Elder Services of Cape Cod & the Islands, Inc., [escci.org](http://escci.org); HESSCO Elder Services, Inc., [hessco.org](http://hessco.org); Old Colony Elder Services, Inc., [oldcolonyelderservices.org](http://oldcolonyelderservices.org); and South Shore Elder Services, Inc., [sselder.org](http://sselder.org). Below are instructions on how to complete the proposal application process.

**Non-Homemaker Contracts:**

Current providers of Non-Homemaker Services or new providers interested in providing these services should complete the Non-Homemaker Services Application and supporting documents. All application materials may be downloaded from any ECNS website and emailed to each Contracts Manager of each ASAP you wish to contract with.

* Bristol: Louise Dahlborg @ Louise.Dahlborg@bristolelder.org
* CES: Paula Amaral @ pamaral@coastlinenb.org
* ESSCI: Kim Cazeault @ Kim.Cazeault@escci.org
* HESSCO: Tina Lavallee @ Tlavallee@hessco.org
* OCES: Joelle Bellotti @ JBellotti@ocesma.org
* SSES: Robyn Henson @ rhenson@sselder.org

Please note:

* **All required application forms must be submitted electronically in a zipped folder.**
* Application documents must be submitted **in the order listed on Application Checklist.**
* Hand-written applications **will not be accepted**.
* Applications sent via mail **will not be accepted**.

**\*Personal Care and/or Homemaker Contracts (including Supportive Home Care Aides):**

Homemaker Services are included in the Notice of Intent (NOI) process initiated by the Executive Office of Elder Affairs (Elder Affairs). Go to https://noi.800ageinfo.com/ for application submission instructions. If approved by Elder Affairs, your application will be eligible to be reviewed for a contract award by any ASAPs you designate on the application. As part of the review process, the ASAP reserves the right to request additional information to clarify any part of your application submission, including financial information.