

**THE SENIOR ALLIANCE PURCHASE OF SERVICE BID AGREEMENT
APPLICATION CHECKLIST**

I. Bid Agreement

- Page 1 Completed
- Page 8 Signed

II. Submission of Unit Rates (one unit is 15 minutes for most in-home services).

- Page 9 – a separate page is needed for each contracted service.

Service	Maximum Rate
Adult Day Care	\$2.94
Community Living Supports	\$3.68
Counseling (one visit)	\$65.00
Home Delivered Meals	\$5.25/meal
Homemaking	\$3.53
PERS Unit	\$38.00
Personal Care	\$3.81
Private Duty Nursing (PDN)	\$9.88
Respite Care (in-home)	\$3.68
Training	\$16.25
Transportation	\$.38/mile

Chore Services – One Page 9 should be filled out for each type of service utilizing a per diem rate. Services include grass cutting, snow removal, heavy household chores (deep clean) and yard maintenance.

- Page 10 – Durable Medical Equipment/Supplies; Include a list of prices.
- Page 11 – Environmental Modifications; Rate varies and are based on estimate.

III. Exhibits

- Exhibit A
- Exhibit B
- Exhibit C
- Exhibit D
- Exhibit E
- Exhibit F
- Exhibit G

IV. Miscellaneous

- Articles of Incorporation filed with the State of Michigan
- Valid insurances sent directly from insurance provider. The Senior Alliance must be listed as a certificate holder on all policies. **NO EXCEPTIONS**
 - o General Liability

- Structural insurance if a residential care setting (AFC or HFA)
- Workman's Compensation
- Professional Liability (if applicable)
- Other applicable insurances as outlines on page 3 and 4 of TSA's Operational Guidelines.
- Building license for environmental modifications
- Business Organizational Chart
- Professional licenses for staff if applicable. Licenses required for PDN services, training and counseling.
- Valid facility license if applicable.

V. Required Policies and Procedures – Additional information on these requirements can be found in the MDCH Operating Standards.

- Client Appeal/Grievances
- Client Confidentiality
- Client Feedback/Evaluation
- Client Rights and Responsibilities
- Emergency in the client's home
- Medication Management Policy/Procedure
 - Policy for aides
 - Policy for PDN staff (if applicable)
 - Procedure for notifying TSA if employees notice a problem with the participant's ability to take medication as prescribed
- Procedure for ensuring that agency staff knows the participant's contingency plan in the event of missed visits
- Recruitment, Training and Supervision of Staff
- Reporting abuse, neglect or exploitation to Adult Protective Services (APS)
- Reporting abuse, neglect or exploitation to The Senior Alliance
- Reporting of theft or illegal activities in the home
- Reporting of any changes in the participant's situation to The Senior Alliance
- Table of Contents or Outline of Personnel Policy