

PRESCREENING AND ELIGIBILITY CHECKLIST

General	Yes	No	Additional Requirements
In existence for a minimum of three (3) years (must submit a proof of Incorporation except for local units of governments)?	x		Submit article of incorporation
Financially viable with a current financial report and as demonstrated by having a positive fund balance or retained earnings?			Submit audited or unaudited financial statements (e.i., Balance sheet, Income Statement, Profit & Loss Statement, etc)
Current with all local, state and federal taxes?			Submit most recent Tax return and form 941
Debarment and Background check			
Does your company do the mandatory background check?			
Does your company do the mandatory monthly OIG and SAM checks on every employees and management team?			
Does your company meet ADA standards for accessibility and accommodations for Persons with disabilities and provide evidence of compliance?			
Are you able to meet and provide proof of Liability Insurance requirement as listed below?			Submit proof of insurance. (Additional copy with DAAA as additionally insured will be required once proposal is accepted)
Commercial General Liability			
Each occurrence \$1,000,000			
Personal & Adv. Injury \$2,000,000			
General Aggregate \$2,000,000			
Auto Liability - \$1,000,000			
Professional Liability			
Each occurrence \$1,000,000			
General Aggregate \$2,000,000			
Worker Compensation - Each employee \$500,000			
Umbrella or Excess Liability - \$2,000,000			
Dishonesty Bond \$100,000			
NOTE: if you answer "No" to any of the above questions, you do not qualify to apply for the proposal.			
Do you complete client satisfaction surveys periodically? (if yes, how often?)			
Do you provide the below minimum in-service training to new program Staff, volunteers and/or independent contractors?			
Introduction to the program and the aging network			
The aging process (may include, though are not limited to, cultural diversity, dementia, cognitive impairment, mental illness, abuse and exploitation.)			
Code of Conduct and Ethics			
Emergency procedures			
Confidentiality/HIPPA			
Is your company in compliance with the below?			
Americans with Disabilities Act			
Civil Rights Act of 1964			
Equal Employment			
Family Medical Leave Act			
Drug-Free Workplace Act of 1988			
Occupational Safety and Health Act (OSHA)			
Michigan Occupational Safety and Health Act			
Has your company implemented, at a minimum, the following policies and procedures?			
Complaints and Appeal procedures			
Service Termination Procedure			
Policies on recruitment, training, and supervision			
In-service training plan			
Affirmative Action policy plan			
Privacy Act Client confidentiality and HIPAA policies and procedures			
Cybersecurity Protections			
Emergency /Disaster Plan			