

How to Apply for a FY 2025 – FY 2028 State Home Care Contract with the Boston Consortium (Boston Senior Home Care, Central Boston Elder Services and Ethos)

This year, vendors will have an opportunity to apply for a contract for personal care homemaker services, and non-homemaker services with the three Boston ASAPs. Below you will find information and instructions on how to apply for each of these service types. However, because the application process and proposal submission dates are different for each service type, please be sure and to read the instructions below very carefully.

General Instructions

- I. Personal Care Homemaker Contracts** – If you are interested in applying for Personal Care Homemaker services, you must go to www.noi.800ageinfo.com for contract specifications, application submission information and deadlines.

The Personal Care Homemaker contracting process is initiated by the Executive Office of Aging & Independence (AGE) through a Notice of Intent (NOI) process posted on the www.noi.800ageinfo.com website. Go to www.noi.800ageinfo.com and click on the “For Professionals” link. Follow the Homemaker NOI links and the instructions provided. Please note that timelines and deadlines for personal care homemaker contracts will differ from the Boston Consortium Non-Homemaker contract process.

Please note: The Boston Consortium has experienced an increase in the number of consumers whose need for services occur during the evening hours and on weekends. For the new contract period, the Boston Consortium will be evaluating past performance of provider agencies and selecting providers who have demonstrated the ability and willingness to meet consumers’ service needs during evening and weekends hours in the service areas/neighborhoods where it is most needed and hardest to maintain.

We strongly encourage providers of personal care homemaking services to include discounted rates for extended hour services with their rate submission for FY2025. (Extended hour service plans are those that consist of 42 or more hours per week of personal assistance services.)

- II. Non-Homemaker Contracts** - If you are a current provider of Non-Homemaker Services or a New Provider interested in providing these services, please respond as follows:

1. Please **complete the application materials** for all the non-homemaker services that your organization seeks to provide. Proposals must be submitted, in its entirety, on a thumb drive (USB or USB-C accepted) enclosed in a sealed package marked “Sealed Bid” to each ASAP (three copies if you intend to contract with all three ASAPs). Proposals must be either mailed or hand-delivered to each ASAP.
2. If your organization currently contracts with any ASAP of the Boston Consortium and is no longer interested in renewing the contract, please notify each ASAP in writing no later than May 16, 2025.

3. Proposal Submission Requirements:

- Proposals must be on a thumb drive (USB or USB-C accepted) and hand delivered or mailed to the intended ASAP by May 30th, 2025 at 12:00pm.
- Clearly number and label each document according to the order listed on RFP checklist.
- Hand-written applications will not be accepted.
- Applications sent by email will not be accepted.
- Applications partially completed and/or missing requested documentation will not be accepted.
- Completed applications must be received by the deadline of May 30th, 2025 at 12:00pm.

4. Questions regarding this procurement can be submitted to BostonConsortium@centralboston.org until Thursday, April 17th at 12pm. Questions may also be submitted through April 30th. Once again, responses to questions will be posted on the Ethos' website.

5. Non-Homemaker Contracts awarded through this procurement will begin on **October 1, 2025**.