

VENDOR SUBCONTRACT SUBMISSION REQUIREMENTS

CURRENT VENDOR SUBCONTRACT SUBMISSIONS for Fiscal Years 2026-2028:

- ☐ Completed Subcontractor Application
- ☐ Copies of Criminal Background Checks for Authorized Representatives listed on the Subcontractor Application (*e.g., ICHAT, State Sex Offender, National Sex Offender, LEIE, SAM.gov, Michigan List of Sanctioned Providers*)
- ☐ Copy of Required Licensure(s) – *e.g., AFC, HFA, RN, Chauffeur, Contractor*
- ☐ Completed Attestation of False Claims Act Policy
- ☐ Proof that the Assurance of Compliance form was submitted to the DHHS Office for Civil Rights
- ☐ Proof of Required Insurance Coverages with **NEMCSA listed as an additional insured.**
- ☐ Vendor View / Vendor Billing Enrollment Form - for new users only
- ☐ Vendor Billing Certification (one form completed for each person submitting invoices)

Please submit all contract requirements together as one package or email. ***A new contract is required for entities with a change in ownership under a new FEIN.**

**If you have any questions regarding the Contract,
please contact:**

Yvette Smigelski
Director of Business/Financial Resources
smigelskiy@nemcsa.org
989-358-4613

Jaime Carney
Associate AAA Director
carneyj@nemcsa.org
989-358-4683