

ATTACHMENT A: Comprehensive AE Submission Summary Checklist

Directions: Please use the following checklist to ensure application attachments are correctly submitted. Please make sure to indicate on checklist where documents and attachments can be found in the right-hand column for final submissions. Please submit checklist with completed application.

Disclaimer note: This document is meant to provide a brief checklist and Applicants should consult the application for full descriptions of required documentation, templates and associated attachments. It is the responsibility of the Applicant to submit a complete application with their technical proposal.

Documentation Description	Summary Documentation/Templates/Attachments	Completed (✓)	If completed, where document/attachment can be found in application submission (e.g., Pg. 2-3)
Letter of Transmittal Section 2.1	<ul style="list-style-type: none"> • Letter describing intention to be certified as a Comprehensive AE • Provide legal name and brief description for any provider organizations (partner providers, affiliate providers and associate providers) 		
Experience and References Section 2.2	<ul style="list-style-type: none"> • Briefly identify any current or prior contracts held by the applicant which include risk on total cost of care, shared savings, or other risk-based contracts • Provide at least three (3) references of partners or affiliates experienced in working with the Applicant. 		
Attachment B: Assurances and Attestations	<ul style="list-style-type: none"> • Assurances and Attestations Documentation. Assurances must be handwritten. 		
Attachment C: Proposal Narrative and Associated Documents	<ul style="list-style-type: none"> • Respond to all questions in the Proposal Narrative Template. • For each document attached to support a response to a Proposal Narrative question, please note the name of the file and the page number where the referenced document can be found. 		
Attachment D: Excel Application Tool Template	<ul style="list-style-type: none"> • Please complete all tabs in the Excel Application Tool Template 		

Required Documentation from Attachment D	<ul style="list-style-type: none"> Organizational bylaws 		
Required Documentation from Attachment D	<ul style="list-style-type: none"> Articles of Incorporation 		
Required Documentation from Attachment D	<ul style="list-style-type: none"> Dates and times of three most recent Board of Directors meetings 		
Required Documentation from Attachment D	<ul style="list-style-type: none"> Board of Directors meeting minutes (optional) 		
Required Documentation from Attachment D	<ul style="list-style-type: none"> Statement of Purpose/Mission Statement 		
Required Documentation from Attachment D	<ul style="list-style-type: none"> Bylaws setting forth Board of Directors membership and voting rights 		
Required Documentation from Attachment D	<ul style="list-style-type: none"> Documentation of sole authority to make binding decisions re: distribution of savings/loss (Single Entity Applicants only) 		
Required Documentation from Attachment D	<ul style="list-style-type: none"> Identification of sub-committees (integrated care, quality oversight, finance) 		

Required Documentation from Attachment D	<ul style="list-style-type: none"> Quarterly dashboards 		
Required Documentation from Attachment D	<ul style="list-style-type: none"> Compliance Officer Job Description 		
Required Documentation from Attachment D	<ul style="list-style-type: none"> Charter for the Community Advisory Committee 		
Required Documentation from Attachment D	<ul style="list-style-type: none"> Minutes from the most recent two meetings of the Community Advisory Committee 		
Required Documentation from Attachment D	<ul style="list-style-type: none"> Documentation of Conflict of Interest Provisions 		
Required Documentation from Attachment D	<ul style="list-style-type: none"> Completed audit if available 		