

Mid-South Substance Abuse Commission

Minimum Requirements & Documentation Submission for Program:	Required Submission	Submitted
Minimum Requirements:		
1. Copy of appropriate SUD licensure	√	
2. Copy of DEA Licensure (if appropriate)	√	
3. Accreditation for SUD treatment (Copy of certification) (Methadone certification, if appropriate)	√	
4. Attest to three years of experience working with SUD population, inclusive of Methadone if appropriate	√	
5. Attest to necessary systems in the areas of administration, clerical support, IS systems	√	
6. Attest to established financial system in operation meets accepted accounting principles	√	
7. Attest to cultural competency, including settings accessible & acceptable to individuals served	√	
8. Attest to Affirmative Action guidelines related to personnel and services	√	
9. Attest to provision of culturally and linguistically appropriate services in compliance to MSSAC policies	√	
10. Agree to report statistical and financial data on the forms, format, and schedule developed by MSSAC, ODCP	√	
11. Attest to meeting current MSSAC policy and procedures and best practice guidelines for duration	√	
Legal Structure & Financial Viability:		
1. Submitted documentation & proof of entity: IRS 501©3, Articles of Incorporation, or other documentation	√	
2. Submitted copy of Certificate of Workers' Disability Compensation insurance coverage	√	
3. Submitted copy of Certificate of professional liability (errors & omissions) not less than 1 million per claim & 1 million annual aggregate	√	
4. Submitted certificate of general liability insurance with broad form general liability endorsement or equivalent	√	
Required Documentation & Submission Elements:		
1. Signed Cover Sheet	√	
2. Summary of Proposal	√	
3. Work Plan	√	
4. Evaluation Methodology	√	
5. Collaboration	√	
6. Proposed budget for Methadone dosing	√	
7. All documentation required under Section II. Respondent Program Requirements	√	
8. Organizational Chart	√	
9. Job Descriptions & Resumes	√	
10. Subcontract agreements	√	
11. Attestation respondent not under Debarment & suspension	√	
12. Copy of Liability & Bonding Insurance	√	
13. Copy of Fidelity Bonding	√	
14. Copy of Financial Audit, including Management letter for last 3 years	√	