

Directions for completing the FY'2011-FY'2012 Residential Purchase of Service Contract and the required documents.

In an effort to reduce paperwork and streamline the contract execution process, DDS is sending the POS Contract for Residential Services for July 1, 2010 to June 30, 2012 electronically. As stated in the memo dated June 16, 2010 from Operations Center Director Joseph Drexler, the contract is contained in multiple PDF files. These include:

1. Residential POS Contract Directions and Required Forms PDF
2. Residential POS Contract Cancellation Form
3. Residential POS Contract Boilerplate PDF
4. Residential POS Contract Cover Page PDF (page 1)
5. Residential POS Contract Summary Page PDF (page 46), and
6. Residential POS Contract Signature Page PDF (page 47).

Save, open and print all documents attached to this e-mail. Review carefully the Residential POS Contract Directions and Required Forms PDF for detailed instructions for filling out the forms and documents required to be submitted with your Day Master Contract.

A completed Residential POS Contract must include the following:

1. Residential POS Contract Cancellation Form
2. Consulting Agreement Affidavit
3. Gift and Campaign Contribution Certificate
4. Residential POS Contract
5. Non-Discrimination Certification
6. Corporate Resolution
7. Workforce Analysis Form
8. 2011 Operational Report
9. Staff Schedules
10. Participant List
11. Current Table of Organization
12. Smoking Policy
13. Water Safety Policy

In order to satisfy the legal requirement of a contract execution, DDS must receive the Residential POS Contract Cancellation Form, the POS Contract Boilerplate, the POS Cover Page (page 1), the POS Summary Page (page 46), and the POS Signature Page (page 47) electronically within the POS Cover Page (page 1), the POS Summary Page (page 46), and the POS Signature Page (page 47) same e-mail. These three documents must be scanned into a PDF File, and attached in a reply e-mail to the sender of this e-mail. If you do not have the capability to scan these documents, please send a complete hard copy of the contract to Sandy McNally at the address below.

Additionally, all must return the original hard copy of the completed signature pages of the Residential POS Contract Cancellation Form, the POS Signature Page (page 47), the Consulting Agreement Affidavit, Gift and Campaign Contribution Certificate, Corporate Resolution, and Non-Discrimination Certificate to:

Sandra McNally, FAO
Department of Developmental Services
460 Capital Avenue
Hartford, CT 06106

The Workforce Analysis Form, 2011 Operational Report, Staff Schedules, Participant List, Current Table of Organization, Smoking Policy, and Water Safety Policy must be sent electronically to DDS.OperationsCenter@ct.gov.

Please return all documents by **June 28, 2010** to allow for execution prior to July, 1, 2010.

Required Document Descriptions:

Documents that are colored **BLUE** are hyperlinked to the documents. They can also be found on the DDS Web-site at <http://www.ct.gov/dds/cwp/view.asp?a=3166&Q=461152>

1. **Residential POS Contract Cancellation Form** -
2. **Consulting Agreement Affidavit** - All agencies must complete this form. If an agency has more than one (1) consulting agreement, the provider must submit a different form for each agreement. If the agency does not have any consultant agreements, the provider must complete only the shaded section. ***The form must be signed by the Executive Director or other authorized individual and notarized.***
 - a. The definition of consulting agreement as defined in Sec 4a-81 states: As used in this section "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of:
 - i. Providing counsel to a contractor, vendor, consultant, or other entity seeking to conduct, or conducting, business with the state,
 - ii. Contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation dispute resolution, introduction, request for information or
 - iii. Any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provision of Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of this section."
 - b. Things to Review
 - i. **Start Date and End Date:** This is the period of time the consultant was or is hired to conduct activity as defined above to a state contract.
 - ii. **Awarding State Agency** - This should be Department of Developmental Services. It might appear to some providers that we would complete this line. This is incorrect. Once a form has been notarized, it cannot be changed.
 - iii. **Notarized Date-** ***Must be signed either before or the day of the contract signature.***
3. **Gift and Campaign Contribution Certificate**
 - a. All the information must be completed. ***The form must be signed by the Executive Director or other authorized individual and notarized.***
 - b. Things to review:
 - i. **Initial Certification** - This is the initial year of the contract and this must be checked.
 - ii. **Campaign Gifts-** All the information must be detailed for each gift. Providers may need to use more than one form.
 - iii. **Notarized Date-** ***Must be signed either before or the day of the contract signature.***
4. **Residential POS Contract** - Pages 1-40 with the Residential POS Cover Page (page 1), the Residential POS Summary Page (page 39), and the Residential POS Signature Page (page 40) needing to be removed and replaced by the Residential POS Cover Page (page 1), the Residential POS Summary Page (page 39), and the Residential POS Signature Page (page 40) PDF attachments. ***Must be signed by the Executive Director or other authorized individual.***
5. **Non-Discrimination Certification** -The Non-Discrimination Resolution must be adopted by the Board of Directors before the Contract is signed. If the agency had passed the resolution last year, all that is needed is the Non-Discrimination Certification signed by the Secretary of the Board. ***This must have the corporate***

seal, or encircled LS with the signature to indicate that the corporation does not have a seal. This must be signed by the Secretary of the Board of Directors and dated after the POS Contract is signed.

- a. **Acceptable** - The Board of Directors of XYZ Corporation adopted the Non-Discrimination Resolution on August 8, 2009. The Executive Director signs the POS Contract on June 16, 2010. The Secretary of the Board signs the Non-Discrimination Certification on June 17, 2010)
- b. **Not acceptable** - The Executive Director signs the POS Contract on August 8, 2009. The Board of Directors of XYZ Corporation adopted the Non-Discrimination Resolution on June 16, 2010. The Secretary of the Board signs the Non-Discrimination Certification on June 17, 2010.

6. Corporate Resolution – A Corporate Resolution giving the executive director or whoever is designated by the board to sign contracts on behalf of the organization. A copy must be attached to the contract. Agencies may decide to do a new resolution each year or use an existing one from a previous year. The Corporate Resolution signed by the Secretary of the Board attesting that the resolution is still in effect. If the Secretary is not available, then a member of the Board’s executive committee may sign it. ***This must have the corporate seal, or encircled LS with the signature to indicate that the corporation does not have a seal. This must be signed by the Secretary of the Board of Directors and dated after the POS Contract is signed.***

7. Workforce Analysis Form

8. 2011 Operational Report

9. Staff Schedules

10. Participant List – This must match the DDS e-CAMRIS.

11. Current Table of Organization

12. Smoking Policy

13. Water Safety Policy

Form	When Signed	When Signed	When Signed	Who Signs	Seal/Notarized
Contract Cancellation	Before the Contract			Executive Director	
Consulting Affidavit	Before the Contract			Executive Director	Notarized
Gift and Campaign Contribution Cert.	Before the Contract			Executive Director	Notarized
POS Contract		The Contract		Executive Director	
Non-Discrimination Cert.			After the Contract	Secretary of the Board of Directors	Corp. Seal or the encircled LS if there is no Corp. Seal.
Corporate Resolution			After the Contract	Secretary of the Board of Directors	Corp. Seal or the encircled LS if there is no Corp. Seal.