

Dear Provider of POS Contract Day Services,

In an effort to reduce paperwork and streamline the contract execution process, DDS is sending the POS Contract for Day Services for July 1, 2010 to June 30, 2012 electronically. As stated in the memo dated June 8, 2010 from Operations Center Director Joseph Drexler, the contract is contained in multiple PDF files. These include:

1. the Day POS Contract Directions and Required Forms PDF
2. the Day POS Contract Boilerplate PDF
3. the Day POS Contract Cover Page PDF (page 1)
4. the Day POS Contract Summary Page PDF (page 39), and 5. the Day POS Contract Signature Page PDF (page 40).

Save, open and print all documents attached to this e-mail. Review carefully the Day 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 Day POS Contract must include the following:

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

In order to satisfy the legal requirement of a contract execution, DDS must receive the POS Contract Boilerplate, the POS Cover Page (page 1), the POS Summary Page (page 39), and the POS Signature Page (page 40) electronically within the 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 POS Signature Page (page 40), 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, Water Safety Policy, DOL Certificate, GSE Locations, and Day Program Calendar must be sent electronically to [DDS.OperationsCenter@ct.gov](mailto:DDS.OperationsCenter@ct.gov).

Please return all documents by **June 18, 2010** to allow for execution prior to July 1, 2010.