

State of Connecticut
Department of Developmental Services (DDS)
West Region
Southbury Training School (STS)

Addendum Number One

Request for Proposal – RFP 176
For a Connecticut Licensed Physical Therapist

Bid closing date, 3:00 p.m. on January 8, 2010

Response to Questions Submitted

Q: Is this a new contract or a renewal of a previously contracted position?

A: Renewal.

Q: If this is a renewal, what was the rate you were paying under the previous contract?

A: \$57.10 per hour.

Q: Were you satisfied with the previous vendor?

A: They were unable to find applicants.

Q: How do you choose to have a vendor document the fact that they have visited STS?

A: They arrange for the meeting with the Director of Nursing Judi Blanchet at 203-586-2922.

Q: Are there other Physical Therapists currently working at STS?

A: Yes, three physical therapists

Q: What is the ideal schedule of this position?

A: 7:00 a.m. to 3:00 p.m., flexible.

Q: What is the anticipated case load for the position?

A: 100 clients.

Q: What is the acuity level of the case load?

A: 2/3 of the caseload.

Q: Are there also Occupational Therapists on staff, and will the care planning be collaborative?

A: Yes.

Q: What level of paraprofessional and professional will the physical therapist be required to train, and in which modalities?

A: They are lay people that will need training.

Q: Will there be “directorship” duties assigned to this position?

A: None.

Q: Within the literature there is mentioned of a visit to STS as a requirement to the bid. Would this be a requirement for the physical therapist as well as the bidding company, or just the bidder?

A: We expect that the physical therapist would want to see the environment.

Q: How do I arrange for an appointment to visit STS?

A: Arrange through the Director of Nursing, Judi Blanchet at 203-586-2922, or the Director of Human Resources, Arthur Dessureau at 203-586-2167.

Q: Who is currently providing these services?

A: State employees.

Q: How long have they been providing them?

A: Ongoing.

Q: What is the currently hourly rate the State is currently paying for these services?

A: Contract language based on years of service.

Q: Is the current hours needed 1,824? If not, what are the hours needed for this position?

A: Unclear at this time.

Q: How many physical therapists at STS are state employees, and how many are contracted?

A: Three therapists are state employees; none are contracted.

Q: What is the current dollar value of the contract and current hourly rates for physical therapists?

A: No contract in place; salaries differ on state therapists.

Q: Is work only at STS, or is there any community support required?

A: Only at STS at this time.

Q: If community support is necessary, what percent of time and is there any travel required?

A: N/A

Q: Upon the award of contract, will the provider/contractor be able to negotiate any terms of the agreement?

A: Once the contract is awarded, the terms are non-negotiable until the contract expires.

Q: Selection of the awarded contractor is based on the willingness to allow STS to recruit contracted therapists after one year. In consideration of the costs incurred by contractor to recruit and retain its professionals, would STS agree to pay a liquidation fee?

A: The Agency will not consider paying a fee for anyone hired from a contract agency. There are clear regulations regarding hiring from agencies and clauses in the agency contract that prescribe the length of time after which a hire can take place without a fee.

Q. What is the contracted hourly rate for physical therapy services at STS?

A. We have no contracted hours.

Q. During the last contract year, what percentage of the physical therapists' time has been spent in

- a) evaluation and monitoring - ANSWER – 80%
- b) direct client care – ANSWER - 10%
- c) interdisciplinary team meetings – ANSWER - 5%
- d) training and education of other staff – ANSWER – 5%
- e) other?

Q. Assuming the therapist would be utilized to provide direct client care, what is the expected typical daily workload in terms of evaluations and treatments?

A. Fluctuates on need.

Q. How many clients have received direct physical therapy services during the last contract year?

A. 24.

Q. How many physical therapy evaluations were completed during the last contract year?

A. At least 2,000.

Q. How many other therapists (PT's and LPTA's) are currently providing services at STS and what support staff is available (i.e. rehab aides)?

A. We have no LPTAs- We have 3 PTs; we have 2.5 therapy assistants shared with OT.

Q. What is the expected number of daily and/or weekly hours of a contracted PT given that the total contract hours cannot exceed 1,824 per year?

A. 35-40, we assume they will have time off.

Q. May we review any current policies, procedures and/or protocol related to the provision of physical therapy services, including those related to your overall physical and nutritional supports, adaptive seating and alternative positioning programs?

A. Yes.

Q. How can an appointment be made to tour the facility?

A. Contact Phyllis Zimmer, RTSII at 203-586-2489.

Q: Who currently provides physical therapy staffing services to Southbury Training School?

A: We have 3 state employed Physical Therapist's.

Q. What is the current rate per hour at which physical therapy are staffed?

A. Differs according to contract language.

Q. Please describe any service delivery challenges, problems, incidents, or occurrences, which you have experienced with this type of service? Identify any of these areas which proposers should be prepared to discuss in their proposal responses and how we can address and overcome them for your account.

A. Knowledge of habilitation rather the rehabilitation; needs to develop 'home style' service programs; geriatric not pediatric consumers.

RFP 176

SOUTHBURY TRAINING SCHOOL

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
WEST REGION**

**REQUEST FOR PROPOSAL
FOR PHYSICAL THERAPY**

1. BACKGROUND

Southbury Training School (STS) is a residential facility for approximately 470 men and women with developmental disabilities located in Western Connecticut. All residents receive Intermediate Care Facility/Mental Retardation (ICF/MR) services.

2. OBJECTIVE

- ❑ Diagnostic, treatment, planning, documentation and direct services utilizing state-of-the-art practices for services to people with developmental disabilities.
- ❑ Training of professional and paraprofessional staff.
- ❑ Coordination with professional and paraprofessional staff to ensure high quality service delivery.

3. SERVICES REQUIRED

- ❑ The need is for one physical therapist.
- ❑ The contract duration is two to three years starting approximately March 1, 2010.
- ❑ In general services will be provided within an eight hour period.
- ❑ Provider will be paid hourly based on actual time services are rendered not to exceed 1,824 hours per year per person, prorated by the amount of weeks in full year that the person actually performed service.
- ❑ The Provider will follow all rules and regulations of STS, including but not limited to submitting a billing statement designed by the agency itemizing billable hours and a description of services provided.

4. BID PROPOSAL ~ PLEASE SUBMIT TWO COPIES OF BID PROPOSAL

Each bid proposal should include:

Individual Contractor

Current curriculum vitae including:

Professional qualifications (education, training and experience)
Licensed in Connecticut
A minimum of two years experience with similar population

The bidder will possess:

Excellent writing and oral communication skills
Excellent interpersonal and interdisciplinary skills
Excellent training skills
Excellent hands-on skills appropriate for persons with developmental disabilities
The bidder must submit a per hour rate in the proposal of the individual cost for physical therapist.

Company Contractor

Verification that the bidder has visited STS, and a description of how the bidder would ensure that a qualified, Connecticut licensed staff who meet the above criteria, would be on site within 60 days of the contract.

The bidder must submit a per hour rate in the proposal.

Describe how you propose to support staff who are on site: i.e., frequency, hours, content, and if this support would affect billable hours.

References: a listing of other institutions with whom the bidder currently has contracts as well as those with whom the bidder has had contracts in the past five years. The bidder grants permission for STS to contact previous contractors.

Provider will be responsible for delivery of required documentation presented in a format required by STS.

5. EXPECTATION FOR DELIVERY OF SERVICES

The Agency retains the right to cancel the contract in accordance with the terms of the cancellation clause of the contract. Failure to provide services within 60 days of either contract initiation or subsequent vacancies created by people who have been providing routine on-site services will be considered cause for cancellation.

6. PROVIDER SELECTION

Selection will be based on the following factors:

- the therapy needs of STS residents
- the professional status of the bidder, including information provided by current or previous contractors
- previous professional experience with a similar population
- history of provision of service at STS or other State agencies, if applicable
- the degree to which the proposal complements the existing management system of Southbury Training School.
- ability of bidder to provide for continuity of services
- low bidder preference if above criteria comparable
- willingness of the Contractor to allow STS to recruit contracted therapists after one year

Please Note: A Commission on Human Rights and Opportunities (CHRO) Bidders Contract Compliance Monitoring Report must be completed in full, signed and submitted with the proposal for the bid to be acceptable. This form can be found at:

www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf

NONDISCRIMINATION CERTIFICATION

By law, a contractor must provide an awarding State agency with *written representation or documentation* that certifies the contractor complies with the State's nondiscrimination agreement and warranties. A nondiscrimination certification is required for all State contracts. The appropriate form below must be submitted with this proposal. There are three different certification forms.

Form C. Affidavit: (Recommended) For use by an entity when entering into any contract valued at \$50,000 or more for any contract AND the entity certifies through an affidavit that a complying nondiscrimination policy is currently in place.

Form D. New Resolution: For use by an entity when entering into any contract valued at \$50,000 or more for any year of the contract AND the entity has a complying nondiscrimination policy adopted by a new resolution of the board of directors, shareholders, managers, members or other governing body.

Form E. Prior Resolution: For use by an entity when entering into any contract valued at \$50,000 or more per year of the contract AND the entity has a complying nondiscrimination policy adopted by a prior resolution of the board of directors, shareholders, managers, members or other governing body.

Form A. Representation: For use by an individual when entering into any contract, regardless of the contract value.

Reference: Public Act No. 09-158, Section 4a-60(a)(1):
www.cga.ct.gov/2009/ACT/PA/2009PA-00158-R00SB-01127-PA.htm

Please Note: The Consulting Affidavit (attached below page eight) must be read and filled out appropriately and returned with the proposal.



STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION – Affidavit
By Entity
For Contracts Valued at \$50,000 or More

FORM C

Documentation in the form of an affidavit signed under penalty of false statement by a chief executive officer, president, chairperson, member, or other corporate officer duly authorized to adopt corporate, company, or partnership policy that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at \$50,000 or more for any year of the contract. Complete all sections of the form. Sign form in the presence of a Commissioner of Superior Court or Notary Public. Submit to the awarding State agency prior to contract execution.

AFFIDAVIT:

I, the undersigned, am over the age of eighteen (18) and understand and appreciate the obligations of an oath. I am _____ of _____, an entity
 Signatory's Title Name of Entity

duly formed and existing under the laws of _____.
 Name of State or Commonwealth

I certify that I am authorized to execute and deliver this affidavit on behalf of _____ and that _____
 Name of Entity Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

 Authorized Signatory

 Printed Name

Sworn and subscribed to before me on this _____ day of _____, 20____.

**Commissioner of the Superior Court/
 Notary Public**

Commission Expiration Date



STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION – New Resolution
By Entity
For Contracts Valued at \$50,000 or More

FORM D

Documentation in the form of a corporate, company, or partnership policy adopted by resolution of the board of directors, shareholders, managers, members or other governing body of a contractor that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at \$50,000 or more for any year of the contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

CERTIFICATION OF RESOLUTION:

I, _____ , _____ , of _____ ,
 Authorized Signatory Title Name of Entity
 an entity duly formed and existing under the laws of _____ ,
 Name of State or Commonwealth

certify that the following is a true and correct copy of a resolution adopted on the _____ day of _____ , 20_____ by the governing body of _____ ,
 Name of Entity

in accordance with all of its documents of governance and management and the laws of _____ , and further certify that such resolution has not been modified or revoked, and is in full force and effect.
 Name of State or Commonwealth

RESOLVED: That the policies of _____ comply with the
 Name of Entity
 nondiscrimination agreements and warranties of Connecticut General Statutes
 §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

The undersigned has executed this certificate this _____ day of _____ , 20_____ .

 Authorized Signatory Date

 Printed Name



STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION – Prior Resolution
By Entity
For Contracts Valued at \$50,000 or More

FORM E

Documentation in the form of a corporate, company, or partnership policy adopted by a prior resolution of the board of directors, shareholders, managers, members or other governing body of a contractor that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at \$50,000 or more for any year of the contract. Complete all sections of the form. Attach copy of previously adopted resolution (*State of CT, Nondiscrimination Certification, Form D: New Resolution*). Submit all documentation to the awarding State agency prior to contract execution.

CERTIFICATION OF PRIOR RESOLUTION:

I, the undersigned, am a duly authorized corporate officer or member of _____.
Name of Entity

I have reviewed the attached prior resolution. I certify that:

- (1) the attached prior resolution complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended; and
- (2) the prior resolution remains in full force and effect on the date this documentation is submitted to the awarding State agency.

 Authorized Signatory Title

 Printed Name Date

RESERVED FOR STATE USE

I, the undersigned head of the awarding State agency, or designee, certify that the attached prior resolution complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

 Signature of Agency Head (or designee) Date

 Awarding State Agency



STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION – Representation
By Individual
For All Contract Types Regardless of Value

Form A

Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:

For use by an individual who is not an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut, regardless of contract value. Submit to the awarding State agency prior to contract execution.

REPRESENTATION OF AN INDIVIDUAL:

I, _____, of _____,
 Signatory Business Address

represent that I will comply with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

 Signatory

 Date

 Printed Name

SEEC FORM 11

NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN

This notice is provided under the authority of Connecticut General Statutes 9-612(g)(2), as amended by P.A. 07-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

Campaign Contribution and Solicitation Ban

No state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee;

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

Duty to Inform

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

Penalties for Violations

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties--\$2000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of \$2000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or \$5000 in fines, or both.

Contract Consequences

Contributions made or solicited in violation of the above prohibitions may result, in the case of a state contractor, in the contract being voided.

Contributions made or solicited in violation of the above prohibitions, in the case of a prospective state contractor, shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State will not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information and the entire text of P.A 07-1 may be found on the website of the State Elections Enforcement Commission, www.ct.gov/seec. Click on the link to “State Contractor Contribution Ban.”

Definitions:

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year

in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan or a loan to an individual for other than commercial purposes.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

RFP 176 BID SUBMISSIONS PROCEDURES

A. **Official State Contact.** The State contact person for the purpose of this RFP is:

Lynn Lantieri
Department of Developmental Services
Wallingford Business Services Office
104 South Turnpike Road
Wallingford, CT 06492

Telephone - 203-294-5075
Confidential Facsimile – 860-622-2679

E-Mail address:

lynn.lantieri@ct.gov

All communications with the State regarding this RFP 176 must be directed to the Official State Contact.

B. Proposer's Authorized Representative: Proposers must designate an authorized representative and one (1) alternate. Provide the name, title, address, telephone and facsimile numbers, e-mail address, and normal working hours for each representative. This information must be submitted to the Official State Contact with the RFP submission.

C. Communications Notice: All communications with the State or any person representing the State concerning this RFP are strictly prohibited, except as permitted by this RFP.

D. Inquiry Procedures: All questions regarding this RFP 176 notice and submission requirements must be directed, **in writing**, to the Official State Contact by 3:00 PM, on December 14, 2009. Proposers are required to limit their contact regarding this RFP to the person(s) named herein. Written responses to all questions received will be posted to the Department of Administrative Services (DAS) contract portal and the Department of Developmental Services (DDS) websites by 3:00 PM on December 22, 2009.

E. Packaging and Labeling Requirements: All proposals must be submitted in sealed envelope or package that is labeled **RFP 176**. All proposals must be addressed to the Official State Contact. The name and address of the proposer must appear in the upper left hand corner of the envelope or package. An original (clearly identified as such) and two (2) copies of the proposal must be submitted. The proposal must be signed by the proposer.

Proposal Due. An original and two (2) copies must be received no later than 3:00 PM on January 8, 2010.

Proposals received after the deadline cannot be reviewed.

The Department of Developmental Services, West Region, reserves the right to make a selection in the best interest of the State, and reserves the right to withdraw this RFP without prejudice.