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GOVERNOR

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL
SERVICES

DDS

Peter H. O'Meara
COMMISSIONER
Kathryn du Pree
DEPUTY COMMISSIONER

TO: Private Providers

FROM: Chris Rich, Assistant Regional Director Private Administration – South Region
Shannon O'Brien, Assistant Regional Director Private Administration – West Region

DATE: February 25, 2008

SUBJECT: REQUEST FOR PROPOSAL

The Department of Developmental Services wishes to announce a request for proposals for the continued operation of current day services for 40 individuals from the West and South Regions. These individuals are served in the Greater New Haven, Southington, Cheshire and surrounding areas. The types of programs are as follows:

South Region
DSO Program – 9 individuals
GSE Enclave – 23 individuals
Individual Program – 4 individuals

West Region
DSO Program – 2 individuals
GSE Enclave – 2 individuals

- Note: A number of group supported employment sites (business contracts) may be available for a new provider to take over for continuation of current services.

Support plans should be creative, realistic, and demonstrate best use of available resources in addressing the needs of these individuals. Providers need to adhere to all DDS policies and procedures. Funding is limited; therefore, budgets must be cost effective in their design.

Client Information

Packets will be available only to **DDS approved Vendors**. If you are not an approved vendor, you may contact Peter Mason at 860-418-6077 for application information.

If you would like to receive information packets, the request should be made to the contact listed below: Karen Sticklin at (203) 294-5147 or karen.sticklin@ct.gov

Due to the number of individuals involved and the amount of information, you will need to make arrangements to pick up the information packets at the Wallingford office. Packets will not be mailed.

Informational Questions

Questions regarding this RFP should be directed to the South Region Resource Administrator by **March 3, 2008**. No questions will be taken after this date. All questions and answers will be posted as a written amendment to the RFP no later than March 7, 2008.

Questions should be directed to the Regional Resource Administrator:
Jeannine Pettinico at (203) 294-5149 or jeannine.pettinico@ct.gov

Funding Available

- Budgets must be cost effective and providers will need to be creative in the development of their plans to support these individuals.
- Funding will be available when supports begin.
- Annualized funding available to support these program are as follows:

South Region	West Region
DSO - \$231,545	DSO - \$176,854
GSE Enclave - \$545,414	GSE Enclave - \$46,297
Individual Program - \$91,185	

Proposal Requirements

Submit one original and five (5) copies of the proposal.

Proposal Contents

Proposals should include a descriptive narrative and detailed budget that must include all expenses related to staffing, benefits, supplies, and Administrative and General Support.

1. Statement of Intent/Project Summary:
 - List the individuals proposed to serve and any special consideration.
2. Organization including:
 - Mission statement or philosophy of organization
 - Provider's experience and qualifications that directly impact the ability to provide the desired service
 - Letters of support or references from current or past entities for which the provider has conducted similar projects and a minimum of three phone numbers and addresses of individuals who can be contacted to provide information on the provider's experience
 - Table of organization or current structure
 - Board composition that includes their profession, parent of a disabled child, etc.
3. Detail Design including:
 - Description of services to be provided.

- Specific information relating to the personnel to be assigned to the project including job descriptions of program managers and supervisors.
- Use of community resources
- Plans to meet the needs of individuals
- Staffing Patterns
- Implementation plan detailing and demonstrating an understanding of its impact on the individuals and families. Please include time frames.
- Calendar for year (Days open)

4. Financial

- A detailed budget that shows estimated annual operational costs including all service costs. Please provide a breakdown of all costs by A & G, salary, benefits, non- salary, etc.
- **Use Operational Plan format to present your budget.**
- Evidence to support maintenance of efficient and effective financial management systems
- Evidence of sufficient capital to operate

Selection Process

The Selection process will involve a review of the proposals by persons who represent the interests of the individuals, as well as, regional staff. Once all proposals have been reviewed, recommendations for award selection will be forwarded to the Regional Director for final approval.

Proposals may be used as the basis for negotiations. Please refer to the Regional Protocol for Selection of Private Providers for additional information.

The original proposal and five copies are to be delivered to:

**DSS South Region: Jeannine R. Pettinico, 104 South Turnpike Rd., Wallingford, CT 06492,
Phone: (203)-294-5149**

Time Frame

February 25 th , 2008	RFP posted on DAS contract portal and DSS Web site.
March 3 rd , 2008	Last day to submit questions about the RFP
March 7 th , 2008	Questions and answers posted
March 17th, 2008	Proposals delivered to DDS South Region by 4:30 p.m.
March 18 - March 28, 2008	Proposals evaluated. Recommendation for award shared with Regional Director.
April 1 st , 2008	Project awarded. Individual should begin their new day programs by 7/1/08.