



**M. JODI RELL**  
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

DATE: May 16, 2008

SUBJECT: REQUEST FOR PROPOSAL

The Department of Developmental Services announces a request for proposals for the continued operation of a CLA for three adolescent/young adults in the greater New Haven area. We are seeking proposals to provide the needed supports for these individuals that will enable them to continue to reside in this home and enjoy their community. These individuals currently have DDS funding. DDS also funds room and board for those individuals under age 18.

Current staff may be interested in continuing to provide services to the individuals in this home so the new provider should give consideration to their continued employment as appropriate. This home is currently leased from CIL and it is anticipated that a new agency will take over the lease.

Support plans should be creative, realistic, and demonstrate an effective use of resources to meet individual needs. Providers need to adhere to all DDS policies and procedures. Funding is limited; therefore budgets must be cost effective in their design.

**Please Note: A 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](http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf).**

**Client Information**

Packets will be available only to **DDS approved Vendors**. If you are not an approved vendor, you may obtain information on how to become a vendor on the DDS Web Site. Go to [www.ct.gov/dds](http://www.ct.gov/dds). Click on “For Providers” and then “How to become a Qualified Vendor”.

Packets may be obtained by contacting Karen Sticklin at (203) 294-5147 or [karen.sticklin@ct.gov](mailto:karen.sticklin@ct.gov)

**Informational Questions**

Questions regarding this RFP should be directed to the South Region Resource Administrator by **May 27, 2008**. No questions will be taken after this date. All questions and answers will be posted as a written addendum to the RFP no later than May 30, 2008.

Questions should be directed by e-mail only to the Regional Resource Administrator: Jeannine Pettinico at [jeannine.pettinico@ct.gov](mailto: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.
- **Individuals in the home may exercise portability. Future funding levels would be negotiated and adjusted to reflect the needs of any new consumers.**

## Proposal Requirements

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

## Proposal Contents

Proposal 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, at minimum: residential, behavioral, nursing, leisure, and recreational
  - Clinical support and service delivery. 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 and their families
  - Staffing Patterns for all shifts
  - Implementation plan detailing and demonstrating an understanding of its impact on the individuals and families. Please include time frames.
4. Financial
  - A detailed budget that shows estimated annual operational costs including all service costs and room and board costs. Please provide a breakdown of all costs by A & G, salary, benefits, non- salary, etc.
  - **Use Operational Plan format or Individual Budget format to present your budget.**
  - Evidence to support maintenance of efficient and effective financial management systems
  - Evidence of sufficient capital to operate

5. CHRO Bidders Contract Compliance Monitoring Report. See RFP description (pg.1) for details.

### **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**

May 16 <sup>th</sup> , 2008	RFP posted on DAS contract portal and DSS Web site.
May 27 <sup>th</sup> , 2008	Last day to submit questions about the RFP
May 30 <sup>th</sup> , 2008	Questions and answers posted
<b>June 13<sup>th</sup>, 2008</b>	<b>Proposals delivered to DDS South Region by 4:30 p.m.</b>
June 16 – June 20, 2008	Proposals evaluated. Recommendation for award shared with Regional Director.
June 27 <sup>th</sup> , 2008	Project awarded.
August 1, 2008	Transition completed and new agency assumes responsibility for the home. (Time frame may be negotiated based on circumstances.)