



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: December 10, 2007

SUBJECT: REQUEST FOR PROPOSAL

The Department of Developmental Services wishes to announce a request for proposals for the development of a residential program for four young men. We are seeking creative proposals to develop a licensed setting with 24 hour supports. This residential program needs to be located in the greater New Haven area. Proposals should include specific services to meet individual needs. These individuals currently have DDS or DCF funding and should be eligible for DSS room and board funding. 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

Informational Questions

Questions regarding this RFP should be directed to the South Region Resource Administrator by **December 21, 2007**. 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 December 28, 2007.

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 this development is **\$686,444**.

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 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

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| December 7 th , 2007 | RFP posted on DAS contract portal and DSS Web site. |
| December 21 st , 2007 | Last day to submit questions about the RFP |
| December 28 th , 2007 | Questions and answers posted |
| January 21st, 2008 | Proposals delivered to DDS South Region by 4:30 p.m. |
| January 22 - February 8, 2008 | Proposals evaluated. Recommendation for award shared with Regional Director. |
| February 15 th , 2008 | Project awarded. Residential placement to occur by 7/1/08. |