



State of Connecticut
Department of Developmental Services

DDS

M. Jodi Rell
Governor

Peter H. O'Meara
Commissioner

Kathryn du Pree
Deputy Commissioner

TO: Private Providers

FROM: Shannon O'Brien, Resource Administrator, West Region

DATE: December 12, 2007

SUBJECT: REQUEST FOR PROPOSAL

The Department of Developmental Services wishes to announce a request for proposals for the development of a residential settings for individuals. We are seeking creative proposals to develop shared support services for five separate groupings of individuals. These residential programs will be located in the West Region. Proposals should include specific services to meet individual needs. These individuals currently have DDS 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, the proposal will need to include an individual budget based on the person's needs.

Client Information

The Groupings are as follows (please note requested location and budget):

- **Group A**
Five males, total of individual budget allocation: \$488,000
Location of the home: Northwestern area of the West Region.
*One male to be determined, individual will bring funding assigned to the total allocation of the service cost .
- **Group B**
Five males, total of individual budget allocation: \$650,000
Location of the home: Greater Bridgeport area of the West Region.
- **Group C**
Three males, total of individual budget allocation: \$520,000
Location of the home: West Region.

West Regional Office
Phone: 203 805-7400 ♦ Toll Free 800 347-2574 ♦ Fax: 203 805-7410
250 Freight Street ♦ Waterbury, Connecticut 06702
www.ct.gov/dds ♦ e-mail: ddsct.west@ct.gov
An Equal Opportunity Employer

- **Group D**
Five males, total of individual budget allocation: \$465,000
Location of the home: Southwest area of the West Region.
- **Group E**
Five males, total of individual budget allocation: \$530,615
Location of the home: Southwest area of the West Region.

When requesting packets please refer by Grouping letter (i.e., Group A, Group B, etc.).

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:

Judith Sanford, (203) 806-8773 or judith.sanford@ct.gov

Informational Questions

Questions regarding this RFP should be directed to the West Region Resource Administrator by December 20, 2007. No questions will be taken after this date. All questions and answers will be posted as a written amendment to the RFP by January 2, 2007.

Questions should be directed to the Regional Resource Administrator:

Shannon O'Brien, (203) 805-7414, or email Shannon O'Brien at domenica.perrino@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 based on groupings.

Group A	\$488,000
Group B	\$650,000
Group C	\$520,000
Group D	\$465,000
Group E	\$530,615

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. Detailed 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 description 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.

Please refer to the Regional Protocol for Selection of Private Providers for additional information.

Proposals are to be submitted to:

**DDS West Region: Shannon O'Brien
Resource Administrator
250 Freight Street
Waterbury, CT 06702
Phone: (203) 805-7414**

Time Frame

December 12, 2007 RFP posted on DAS contract portal and DDS Web Site

December 20, 2007 Last day to submit questions about the RFP

December 31, 2007 Questions and answers posted

February 13, 2008 Proposals due in DDS West Region by 4:30 p.m.
250 Freight Street
Waterbury, CT 06702

Proposals evaluated. Recommendation for award shared with Regional Director

Project awarded. Residential placement to occur by 7/1/08.