

RFP Questions  
Issue date 2/25/08 (Day programs)

**Question**

Is this RFP assuming an entire program that was previously managed by another group?

**Answer**

The Institute of Professional Practice (IPP) will no longer be providing day services to this group of individuals. They have chosen to focus their attention and resources on other programs that they operate. Therefore we are looking for another agency to provide for the continuation of their day programs. There is not a building or location for a new agency to take over.

The basic hours for service for the current programs are 9:00AM to 3:00PM. This does NOT include transportation time.

**Question**

Are there leases that need to be assumed (i.e. building, vans, etc.)?

**Answer**

As mentioned above, there will not be a building for the new day provider to take over. IPP does not feel that the current DSO site is appropriate for the individuals as there are many stairs. The new agency will need to develop their own site/sites.

There will not be any equipment available such as computers or furniture. **Therefore, you may include some nominal (one-time) start-up costs in your proposal.**

IPP leases vehicles through Motor Lease Corporation. They would be willing to negotiate a take over of the leases with Motor Lease Corporation if the new provider is interested. They also work with Ride Share and this service is available to any provider. For further information, you may contact **Gary Lussier at IPP 203-389-6956 ext. 116.**

**Question**

Are there employees who may be interested in remaining in their positions?

What are the current staffing patterns / FTEs?

**Answer**

There may be a number of employees interested in staying with the individuals they serve and/or working with the new provider. Currently there is one coordinator and 27 direct care staff. They do not belong to a union. All programs are on first shift. Current clinical staff (RN, behaviorist) are consultants to IPP and do not work directly for them. Current employees will probably base their decision to go with the new provider on hours of work and location. This can be negotiated once the RFP is awarded.

You may contact IPP about any information about current staffing ratios. **Please contact Shayne O'Rourke Testa at 203-675-2421.** However, it is recommended that you conduct your own assessment and develop what you feel are appropriate staffing levels and patterns.

**Question**

What is the need for medication administration and oversight? Are there medication administration certified personnel?

**Answer**

Some individuals requesting services through this RFP do receive medication during their day and will require certified staff. Most of the current staff are med certified. Their availability will be determined by their choice to go with a new provider. See answer above.

**Question**

Is there a facility that could be visited?  
Will there be an opportunity to meet the individuals?

**Answer**

Most individual are out in community activities and/or work for the majority of the day. However, arrangements can be made for you to meet the individuals. **Please contact Shayne O'Rourke Testa at 203-675-2421 to set up an appointment.**

**Question**

Are there any consumers currently working in enclaves or in volunteer programs that will continue while a new provider is selected?

**Answer**

IPP will continue services until 7/1/08. It is anticipated that a new provider will be ready to take over on that date.

IPP has contracts with a number of businesses (employment sites). These businesses may be willing to continue their contract with the new provider. They are as follows:

- Casertano's Greenhouse, Cheshire ( Horticulture tasks)
- Southington Board of Education -area schools – (trash pickup and seasonal weeding)
- Sovereign Bank –Plainville, Wolcott, Unionville, Southington & Wethersfield (trash pick up)
- Bethany Recycling (Residential recycling)
- Step Saver Delivery , Cheshire

For further information, contact IPP at the numbers previously given.

**Question**

Are consumers themselves, families, or other stakeholders involved in the decision process?

**Answer**

Those families/individuals interested in purchasing their own supports will use their funding to “shop” for a provider and are not part of this RFP. Other families/individuals chose to be part of the RFP. Their interests will be represented in the RFP review process.

**Question**

Do any of the consumers need to be transported by the vocational program?  
Are there handicapped accessible transportation needs?

**Answer**

IPP currently provides transportation for the individuals they serve. There are a few exceptions as a small percentage of individuals are transported by their residential provider.

There are not any individuals currently requesting services through the RFP that need wheelchair transportation.

**Question**

Will the funding for these individuals be through an individual budget and FI or on a Master Contract?

The RFP states that a budget should be developed that shows all service cost with a breakdown by A&G, salary, benefits, and non-salary. Should we just be using the published rates to build the budget?

**Answer**

Due to the short turn around time on this project, we are willing to accept group proposals for a master contract. For vendors without a Master Contract, it is acceptable to submit a proposal based upon individual budgets as long as a comprehensive program description is included.

**Question**

Can a proposal be submitted for only a part of the proposal and/or program type?

**Answer**

Yes.

**Question**

Is information available about DOL/time studies/minimum wage certificates?

**Answer**

IPP has this information. You can contact Shayne O'Rourke Testa at the number given above.

**Question**

There are some individuals on Master Contracts with funding levels too low for a DSO model. Are there any negotiations on these rates?

**Answer**

It is recommended that you look at groups of individuals when developing your proposal. If we do not receive any proposals with-in the funding available, we may need to identify additional funding and re-issue the RFP with the new amounts.

**Question**

A number of packets were identified as a DSO but upon review they appear to be DSO/GSE. Is that accurate?

**Answer**

Proposals should be based on an individual's current IP and current program type. After an appropriate transition time, if the program does not meet their needs, recommendations can be made to change/adjust/modify their program.

**Question**

One or two packets came with out a budget figure. Where can I get this information?

**Answer**

All individuals have an allocation based on the Master Contract. This is not an individual budget. Proposals should be based on the overall funding available. If a proposal is for a partial grouping, you may contact Giovanna Cestoni @ 203-294-5086 for individual allocations if needed.

**Question**

Is there an ideal town or location where DDS would like to see this program?

**Answer**

IPP base sites are in Woodbridge and Southington. These locations seem to work for the individuals involved, however, anything within a reasonable driving distance from individuals' homes would be acceptable.

**Question**

Should a recent audit be included in the financial section?

**Answer**

Include any information that you feel is pertinent and helpful to your proposal.

**Question**

Please clarify what you are looking for as letters of support?

**Answer**

Typically, these are from a source from outside DDS such as families and business associates.