



**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 5, 2008

SUBJECT: REQUEST FOR PROPOSAL

The Department of Developmental Services wishes to announce a request for proposals for residential supports for approximately 21 young adults. The individuals do not necessarily need to reside together. The region requests agencies to look at vacancies in existing homes, expansion of homes, enhanced community training homes and/or other creative ways to serve these individuals. The region will also consider/review proposals for 3+ CLA development. Housemate matches should be based on individual needs. Proposals should include specific services to meet individual needs. These individuals currently have DDS or DCF funding. Funding may be available for room and board for individuals under age 18 and rent subsidy for non-CLA settings. 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.

**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 will be available at the **Information Session on December 10, 2008 at 2:00 PM in Conference Room A** or by contacting Nancy Bracket at (203) 294-5007 or [nancy.bracket@ct.gov](mailto:nancy.bracket@ct.gov)

### **Informational Questions**

Questions regarding this RFP should be directed to the South Region Resource Administrator by **December 23, 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 December 31, 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.

### **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**

December 5 <sup>th</sup> , 2008	RFP posted on DAS contract portal and DSS Web site.
December 10 <sup>th</sup> , 2008	Information Session – Wallingford Office Conference Room A at 2:00 PM
December 23 <sup>rd</sup> , 2008	Last day to submit questions about the RFP
December 31 <sup>st</sup> , 2008	Questions and answers posted
<b>January 16<sup>th</sup>, 2009</b>	<b>Proposals delivered to DDS South Region by 4:30 p.m.</b>
January 19-28, 2009	Proposals evaluated. Recommendation for award shared with Regional Director.
February 4 <sup>th</sup> , 2009	Project awarded. Residential placement to occur by 7/1/09.