



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: August 25, 2008

SUBJECT: REQUEST FOR PROPOSAL

The Department of Developmental Services announces a request for proposals for residential supports for one young man. This individual is in need of 24 hour residential services. The region requests approved vendors to look at vacancies in existing homes, expansion of homes, and/or other creative ways to serve this individual. Housemates should be based on individual needs and compatibility. The region will also consider proposals for the development of an individual setting. The home should be in a suburban/rural setting but a specific geographic location within the region has not been identified. This individual will have DDS funding. 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 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 **September 8, 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 September 12, 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

Phone: Voice 860 418-6000 TDD 860 418-6079  
460 Capitol Avenue · Hartford, Connecticut 06106  
*An Equal Opportunity Employer*

- 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 individual, 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**

August 25 <sup>th</sup> , 2008	RFP posted on DAS contract portal and DSS Web site.
September 8 <sup>th</sup> , 2008	Last day to submit questions about the RFP
September 12 <sup>th</sup> , 2008	Questions and answers posted
<b>September 29<sup>th</sup>, 2008</b>	<b>Proposals delivered to DDS South Region by 4:30 p.m.</b>
September 30 – October 7 <sup>th</sup> , 2008	Proposals evaluated. Recommendation for award shared with Regional Director.
October 13 <sup>th</sup> , 2008	Project awarded
December 1 <sup>st</sup> , 2008	Supports to begin