



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
Assistant Regional Director, West Region
DATE: January 2, 2009
SUBJECT: REQUEST FOR PROPOSAL

Fritz Gorst
Regional Director

The Department of Developmental Services wishes to announce a request for proposals for residential supports for approximately 15 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 CLA development. Housemate matches should be based on individual needs. Proposals should include specific supports to meet individual needs. These individuals currently have DDS funding. Funding may be available for room and board for individuals 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.

Consumer 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. Click on "For Providers" and then "How to become a Qualified Vendor." Packets will be available at the **Information Session on Tuesday, January 27, 2009 @ 1:30 p.m. in the Cheshire Training Room** or by contacting Domenica Perrino at (203) 805-7418 or domenica.perrino@ct.gov.

Informational Questions

Questions regarding this RFP should be directed to Domenica Perrino by February 10, 2009. 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 February 10, 2009.

Questions should be directed by e-mail only to Domenica Perrino at domenica.perrino@ct.gov.

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
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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.

Consumer Funding:

Consumer #1	\$ 98,118
Consumer #2	\$ 95,909
Consumer #3	\$ 135,000
Consumer #4	\$ 109,546
Consumer #5	\$ 122,125
Consumer #6	\$ 109,546
Consumer #7	\$ 75,134
Consumer #8	\$ 75,605
Consumer #9	\$ 123,779
Consumer #10	\$ 99,711
Consumer #11	\$ 135,000
Consumer #12	\$ 145,000
Consumer #13	\$ 155,000
Consumer #14	\$ 145,000
Consumer #15	<u>\$ 100,000</u>
	\$1,724,473

Service costs funding cannot exceed cap listed.

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, recreational, and individual specific needs as indicated.
- 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:

DDS West Region, Domenica Perrino, 250 Freight Street, Waterbury, CT 06702

Phone: (203) 805-7418

Time Frame

January 2, 2009	RFP posted on DAS contract portal and DSS Web site.
January 27, 2009	Information Session – Cheshire Training Room at 1:30 p.m.
February 10, 2009	Last day to submit questions about the RFP
February 10, 2009	Questions and answers posted
February 24, 2009	Proposals delivered to DDS West Region by 4:30 p.m.
	Proposals evaluated. Recommendation for award shared with Regional Director.
	Project awarded. Residential placement to occur by April 1, 2009.