



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: June 10, 2008

SUBJECT: REQUEST FOR PROPOSAL

The Department of Developmental Services wishes to announce a request for proposals for the development of a residential settings for 4 individual with possible expansion options. We are seeking creative proposals to develop support services for one 4 bed home for individuals, the focus of this home will be for individuals who have intense behavioral and medical needs. The individual's in this home will all be under the age of 18 years old with the expectation the individuals will be able to age out in place. The home must be handicapped accessible. This residential programs will be located in the Southwestern portion of the West Region. Proposals should include specific services to meet individual needs. These individuals currently have DDS or DCF 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 Grouping is as follows:

Four individuals, funding can not exceed the total of individual budgets:

Individual A \$161,000
Individual B \$161,000
Individual C \$161,000
Individual D \$190,000

The total amount of the funding for this home shall not exceed \$673,000, it is the expectation once the home expands overall individual budgets will decrease.

Packets will be available only to **DDS approved Vendors**. If you are not an approved vendor, you need to review the information on the Department of Development Services web site: www.ct.gov/dds and go to "For Providers" and than to "How to become a Qualified Vendor" and complete the application information.

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

If you would like to receive information packets, the request should be made to the contact listed below:
Domenica Perrino at 203-805-7417 or email: domenica.perrino@ct.gov

Informational Questions

Questions regarding this RFP should be directed to the West Region Assistant Regional Director by June 25, 2008. No questions will be taken after this date. All questions and answers will be posted as a written amendment to the RFP by June 30, 2008.

Questions should be directed to the Assistant Regional Director
Shannon O'Brien, (203) 805-7414.

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

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.

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
Assistant Regional Director
250 Freight Street
Waterbury, CT 06702
Phone: (203) 805-7414

Time Frame

June 15, 2008	RFP posted on DAS contract portal and DDS Web Site
June 25, 2008	Last day to submit questions about the RFP
June 30, 2008	Questions and answers posted
July 7, 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 9-1-08 or sooner.