



**STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT**

REPRODUCTION

August 27, 2009

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Thomas Kirk, Jr., Ph.D., Department of Mental Health and Addiction Services
Peter O'Meara, Department of Developmental Disabilities
Michael Starkowski, Department of Social Services

Dear Commissioner:

I am pleased to inform you about the release of a new standard Request For Proposal (RFP) for Purchase of Service (POS) procurements. OPM developed the standard RFP over the last several months in a collaborative effort with representatives from all POS agencies, including yours. The standard RFP is the latest step toward achieving greater standardization across the State's health and human services agencies with respect to their POS procurements.

While the standard RFP is highly structured in terms of its organization, it provides sufficient flexibility so that each POS agency can tailor the document to meet its requirements for any particular procurement. The RFP will be maintained on OPM's website at <http://www.ct.gov/opm/fin/pos/RFP>. Over the next few months, OPM staff will be soliciting feedback from your agency's staff about the standard RFP and their experiences with its use. Should your staff come up with additional suggestions for improving the template, we will consider incorporating them in a future revision.

The standard RFP must be used for all POS competitive procurements released on or after September 14, 2009.

Please note that the standard RFP includes a new debriefing process for unsuccessful proposers. Its inclusion necessitated revisions of Sections IV.K.3 and V.B of OPM's *Procurement Standards: For Personal Service Agreements and Purchase of Service Contracts*. The revised procurement standards are available on our website at http://www.ct.gov/opm/fin/procurement_standards. The revision date is August 27, 2009.

Thank you for your assistance in developing the standard RFP and for your continued support of our efforts to improve the State's purchase of health and human services. Any questions regarding the standard RFP should be directed to Gale Mattison, Executive Financial Officer, (phone) 860-418-6422.

Sincerely,

Robert L. Genuario
Secretary