



State of Connecticut  
Department of Developmental Services



Dannel P. Malloy  
Governor

Peter H. O'Meara  
Commissioner

Kathryn du Pree  
Deputy Commissioner

Operations Center Memo 2011-6

To: Purchase of Services Contracted Private providers

From: Peter Mason  
Operations Manager

Cc: Joe Drexler, Pat Dillon, Assistant Regional Directors of Private Services, Resource Administrators, CCPA, CT Non Profits, ARC/CT

Date: March 30, 2011

RE: **FY2012 Contract and Operations Plan (Op-Plan) Submission Extension**

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In order to streamline the contracting process, the Day and Residential Purchase of Service contracts will be consolidated for the 2012 fiscal year. This will reduce the paperwork and staff time involved in submitting and maintaining two separate contracts. Once approval is received for the new contract template, DDS will send out instruction regarding the cancellation of the Fy2011-Fy2012 Residential and Day contracts and the process for submitting a new two year agreement effective on July 1, 2011.

The Operational Plan format will remain the same for the FY2012 fiscal year. The Guide to completing the OP Plan is being rewritten to clarify the financial information that should be included for the different line items. Since the process for revising the Guide has taken longer than expected, the April 1, 2011 due date for submitting the FY2012 Operational Plan has been extended. The anticipated due date is May 16<sup>th</sup>. The actual submission date will be included with the distribution of the 2012 OP Plan.

Should you have any questions, please call Peter Mason at (860) 418-6077.

