

STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES  
FY2018-20 POS Contract Renewal  
Required Documents Quick Guide for Providers

**UPLOAD TO BIZNET**

The following table shows the contract documents the provider is required to upload prior to the Authorized Signatory submitting his/her electronic signature.

<b>Name of Document:</b>	<b>Who Signs:</b>	<b>When signed and uploaded:</b>	<b>Need Corporate Seal or Notarized:</b>
Consulting Agreement Affidavit	Executive Director	Upload to Biznet prior to 6/10/17	Notarized
Gift and Campaign Contribution Certificate	Executive Director	Upload to Biznet prior to 6/10/17	Notarized
Non-Discrimination Certification	Secretary of the Board of Directors	Upload to Biznet prior to 6/10/17	Corporate Seal or encircled "LS" of there is not a Corporate Seal
Workplace Analysis Form (CHRO)	Not signed. Authorized agent of the agency enters data on Biznet	Not signed or uploaded. Complete the form on Biznet prior to 6/10/17	N/A
FY18 Operational Plan	Signed by author of Operational Plan	Upload to Biznet prior to 6/10/17	N/A
Board of Directors	N/A	Upload to Biznet prior to 6/10/17	N/A
Staff Schedules	N/A	Not signed. Upload to Biznet prior to 6/10/17	N/A
Water Safety Policy	N/A	Not signed. Upload to Biznet prior to 6/10/17	N/A

**EMAIL TO ASSIGNED DDS PROVIDER SPECIALIST**

The following table shows the contract documents the provider is required to email to their assigned DDS Provider Specialist prior to the Authorized Signatory submitting his/her electronic signature.

<b>Name of Document:</b>	<b>Date Due to DDS Provider Specialist:</b>
DOL Certificate (If applicable)	6/15/17
GSE Locations (If applicable)	6/15/17
Day Program Calendar (If applicable)	6/15/17

**DOWNLOAD FROM BIZNET**

The following table shows the contract documents the provider is required to download prior to the Authorized Signatory submitting his/her electronic signature.

<b>Name of Document:</b>	<b>Download Prior to:</b>
POS Boilerplate	6/10/17
Contract Face Sheet and Budget Summary File	6/10/17