



Dannel P. Malloy
Governor

State of Connecticut Department of Developmental Services

DDS

Morna A. Murray, J.D.
Commissioner

Jordan A. Scheff
Deputy Commissioner

Operations Memo 2016-09

To: Purchase of Services Contracted Private Providers

CC: Morna Murray, Commissioner, Jordan Scheff, Deputy Commissioner, Cres Secchiaroli, Finance Administrator, Regional Directors, Assistant Regional Directors, Resource Administrators, Mary Fuller, CFO, CT Community Nonprofit Alliance

From: Peter Mason, Director DDS Operations Center

Date: May 19, 2016

RE: Electronic Signature Process for Contracts and Amendments

The DDS Operations Center is happy to announce that all contracts and amendments with start dates on or after July 1, 2016 will be processed electronically through Biznet. This new process was implemented to assist the providers and DDS in saving valuable time and financial resources by transitioning from an all paper contract and amendment process to a completely electronic process.

The first document that will be processed electronically via Biznet will be the July 1, 2016 amendment to extend all FY2014-2016 POS provider contracts to June 30, 2017.

DDS will begin uploading the amendment documents to your company's Biznet account toward the end of May, 2016. Each authorized user of your company's Biznet account will receive email notification when DDS uploads new documents to your company's Biznet account.

All providers should follow the attached DDS Electronic Contract and Amendment User's Guide while completing this process. It can also be located on the DDS Website by clicking this link [DDS CONTRACT GATEWAY](#).

Due to the short amount of time left to process the July 1 amendment, it is strongly recommended that providers start completing the steps below as soon as possible. These steps must be completed prior to DDS uploading the amendment documents. See the attached User's Guide for detailed instructions on how to complete each step.

- 1. Add the Authorized Signatory as an authorized user to the company's Biznet account if the person has not been added already.**
- 2. Assign the Authorized Signatory role to the Authorized Signatory on the Company Contacts page.**
- 3. The company's name in the Biznet application must match the legal business name that was registered with the Secretary of State.**
- 4. Ensure that the agency's Non-Discrimination Certificate that has been uploaded to Biznet is valid. The Non-Discrimination Certificate is valid for only one year. If the Non-Discrimination Certificate uploaded to your**

Phone: 860 418-6000 ♦ TDD 860 418-6079 ♦ Fax: 860 418-6001
460 Capitol Avenue ♦ Hartford, Connecticut 06106
www.ct.gov/dds ♦ e-mail: ddsct.co@ct.gov
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company's Biznet account was signed on or before July 1, 2015, please upload a valid, signed [NON-DISCRIMINATION CERTIFICATE](#).

ADDITIONAL INFORMATION

- The Authorized Signatory and DDS will need to sign an Electronic Signature Agreement before any contract/amendment documents can be uploaded to your company's Biznet account.
- After the initial Electronic Signature is signed, the Electronic Signature Agreement will not be required to be resigned and uploaded to Biznet unless the Authorized Signatory changes or when required by DDS.
- Changes in the Authorized Signatory should be communicated immediately to your assigned DDS Provider Specialist via email.
- Uploading the Corporate Resolution to Biznet is **NOT** required to process the July 1, 2016 amendment. If DDS does not have a current Corporate Resolution on file, you will receive an email request from your assigned DDS Provider Specialist.

Please note: The amendments to extend the contract one additional year are scheduled to start on July 1, 2016. DDS is required to have all amendments executed at least two weeks prior to the start date. The July 1, 2016 amendments should be executed on or before June 15, 2016. It is extremely important that providers respond to the Biznet notifications by uploading/downloading required documents as timely as possible. If you need assistance with the electronic signature process, please contact [David David](#).

In an effort to support providers during this transition, DDS welcomes you to contact David David at David.David@ct.gov or (860) 418-6040 with any technical issues that arise while you are processing any contract or amendment within the Biznet application. Any questions regarding contract and amendment documents that have been uploaded to your company's Biznet account can be directed to your assigned DDS Provider Specialist. A list of the assignments can be viewed by clicking this link [RM PROVIDER ASSIGNMENTS](#).