



State of Connecticut
Department of Developmental Services

Dannel P. Malloy
Governor

Jordan A. Scheff
Commissioner

Operations Memo 2017-14

To: Purchase of Services Contracted Private Providers

From: Peter Mason, Director DDS Operations Center

CC: Jordan A. Scheff, Commissioner, Mary Fuller, Chief Fiscal Officer, Regional Directors, Private ARDs, Resource Administrators, ARC of CT, CT Community Nonprofit Alliance

Date: May 12, 2017

RE: **FY2018-20 Purchase of Service Contract Renewal**

The FY2018-20 Purchase of Service (POS) Contract Renewal will be processed electronically through Biznet. This process was implemented to assist the providers and DDS in saving valuable time and financial resources by transitioning from an all paper contract process to a completely electronic process.

The POS Contract is scheduled to start on **July 1, 2017**.

DDS will begin uploading document upload requests and contract documents to your company's Biznet account toward the end of May, 2017. Each authorized user of your company's Biznet account will receive email notification when DDS uploads new documents and document upload requests to your company's Biznet account.

All providers should follow the DDS Electronic Contract and Amendment User's Guide while completing this process. It is located on the DDS Website at this link [DDS Electronic Contract and Amendment User Guide](#).

Due to the short amount of time left to process the July 1, 2017 POS Contract, it is strongly recommended that providers start uploading the documents listed below as soon as possible. These documents are required to be uploaded prior to DDS uploading the POS Contract documents. See the attached User's Guide for detailed instructions on how to upload documents to Biznet.

- 1. Non-discrimination Certification available at this link: [NON-DISCRIMINATION CERTIFICATE](#).**
- 2. Gift and Campaign Certification available at this link: [OPM ETHICS FORMS](#)**
- 3. CHRO**
- 4. Consulting Agreement Affidavit available at this link: [OPM ETHICS FORMS](#)**

ADDITIONAL INFORMATION

- DDS is not requiring providers to upload a copy of the Corporate Resolution with the FY2018-20 contract renewal so long as the Authorized Signatory has not changed since the Electronic Agreement was last executed.
- Changes to the Authorized Signatory should be communicated immediately to your assigned DDS Provider Specialist via email.
- Attached is the *Required Documents Quick Guide for Providers* and the *Directions for Completing the FY2018-20 Purchase of Service Contract*.

Please note: The FY2018-20 POS Contract is scheduled to start on July 1, 2017. DDS is required to have all POS Contracts executed at least two weeks prior to the start date. The July 1, 2017 POS Contracts should be executed on or before June 15, 2017. It is extremely important that providers respond to the Biznet notifications by uploading/downloading required documents as timely as possible.

For technical issues, please contact David David at David.David@ct.gov or (860) 418-6040. Any questions regarding contract documents should be directed to your assigned DDS Provider Specialist. A list of the assignments can be viewed by clicking this link [RM PROVIDER ASSIGNMENTS](#).