

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
FY2022-25 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 to Biznet.

Name of Document:	Link to Documents	Who Signs:	When signed and uploaded:	Need Corporate Seal or Notarized:
Consulting Agreement Affidavit	https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms	Executive Director	Upload to Biznet prior to 6/4/21	Notarized
Gift and Campaign Contribution Certificate	https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms	Executive Director	Upload to Biznet prior to 6/4/21	Notarized
Non-Discrimination Certification	https://portal.ct.gov/OPM/Fin-PSA/Forms/Nondiscrimination-Certification	Secretary of the Board of Directors	Upload to Biznet prior to 6/4/21	Corporate Seal or encircled "LS" if there is not a Corporate Seal
Iran Certification	https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms	Executive Director	Upload to Biznet prior to 6/4/21	Notarized
Workplace Analysis Form (CHRO)	N/A – Complete report on Biznet	Not signed. Authorized agent of the agency enters data on Biznet	Not signed or uploaded. Complete the form on Biznet prior to 6/4/21	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.

Name of Document:	Date Due to DDS Provider Specialist:
FY22 Operational Plan	5/31/21
DOL Certificate (If applicable)	6/4/21
GSE Locations (If applicable)	6/4/21
Day Program Calendar (If applicable)	6/4/21
Board of Directors	6/4/21
Staff Schedules	6/4/21
Water Safety Policy	6/4/21

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[DOWNLOAD CONTRACT FROM CORE CT](#)

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

Name of Document:	When to Download:
POS Contract	The Authorized Signatory will receive an email notification from DocuSign when the contract is ready for review and signature. The Authorized Signatory should review and submit his/her signature within two (2) business days. Contract related questions should be emailed to your assigned Provider Specialist.