

**Addendum 3**

**STATE OF CONNECTICUT**

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

**Fiscal Intermediary Services**

**Request for Proposals**

**FIS RFP 33295**

The State of Connecticut Department of Developmental Services is issuing **Addendum 3** to the **FIS RFP 33295**

**Addendum 3 contains:**

A. Updates and Revisions:

1. Notice that the proposal due date is changed to **Thursday, March 5, 2026, at 4:00 PM EST**
2. Hyperlink with technical specifications for EVV: [https://portal.ct.gov/dds/-/media/dds/evv/ct-dds\\_evv\\_vendor\\_specification-v11-approved.pdf?rev=f431ecc8252c485fb301d355c677408c&hash=3A49C389F96EADDFEE0ABE99B4889E92](https://portal.ct.gov/dds/-/media/dds/evv/ct-dds_evv_vendor_specification-v11-approved.pdf?rev=f431ecc8252c485fb301d355c677408c&hash=3A49C389F96EADDFEE0ABE99B4889E92)
3. Notice that the Budget Template was replaced with a corrected version, titled: **Fiscal Intermediary Budget Template DDS FY 2026R2**
4. Questions submitted by interested parties. The Responses shall amend or clarify the requirements of the RFP as per Section I.B.10. Inquiry Procedures.

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In the event of an inconsistency between information provided in the RFP and information in these Responses, the information in these Responses shall control. All sections of the FIS RFP # 33295, which was not modified by this Addendum 3, remain in full force and effect.

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#### 4. QUESTIONS AND RESPONSES

1. ***The RFP requires the FI to operate a physical office “in central CT.” Please define acceptable ZIP codes/municipalities (or another objective geographic standard) that DDS will treat as compliant. In addition to defining “central CT,” could DDS provide additional details on how DDS defines “The office(s) must be located on an accessible bus route” (e.g., within 10 minutes walking distance of a bus stop)?***
  - DDS does not have a list of compliant zip codes. The provider should include their proposed location as part of their proposal, as well as the walking distance from a bus stop.
  
2. ***Please confirm DDS’s minimum expectation for non-English communications (e.g., required Spanish-speaking staff plus interpreter services for other languages, versus other acceptable models), and whether DDS expects translation of core written materials beyond English/Spanish.***
  - The provider should include in the proposal how they plan to provide communication with all participants, EORs, and DSPs in their primary language. This includes spoken language and written materials.
  
3. ***Are DSP training costs and paid training time (stipend payment for training) deducted from the participant’s budget?***
  - The training stipend for DSPs is in the individual’s budget authorization.
  
4. ***Can DDS provide details on the differences between Appendix A and Appendix E? Is “A” a broad organizational level chart and “E” a program-specific chart for the CT FI services?***
  - Yes.
  
5. ***Please confirm whether all benefits for DSPs outlined in the CBA are deducted from individual participant budgets, including training time for new DSPs.***
  - Benefits are either funded from the individual’s budget or through a separate payment to the FI.
  
6. ***Are there any general core requirements (Section II. C.1) that cannot be sub-contracted? Can a sub-contracting arrangement include the use of a shared EVV?***
  - Providers should include their proposed subcontracting arrangements which will be evaluated by the committee.
  
7. ***Please confirm whether DDS places any limitations on the scope of work that may be performed by subcontractors under this contract. Specifically:***

- ***Are there any functions, responsibilities, or deliverables that must be performed exclusively by the prime contractor (e.g., may not be delegated or subcontracted)? And***
- ***If so, please identify those prime-only functions and any related approval, oversight, or disclosure requirements DDS expects for subcontracted activities.***
- Providers should include their proposed subcontracting arrangements which will be evaluated by the committee.

**8. *Can the appendices be included as attachments in a zip file?***

- Yes