

**STATE OF CONNECTICUT PROCUREMENT NOTICE**

Request for Proposals (RFP) For  
The Development of One  
Emergency Transitional Home  
within the DDS South Region

RFP Name: FY2025 DDS South Region Emergency  
Transitional Home 01

**Issued By:**

The Department of  
Developmental Services

March 21, 2025

The Request for Proposal is available in electronic format on the State Contracting Portal by filtering by Organization for The Department of Developmental Services (DDS)

<https://portal.ct.gov/DAS/CTSource/BidBoard>

or from the Agency's Official Contact:

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Wallingford CT 06492  
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The RFP is also available on the Department's website at

[https://portal.ct.gov/dds/searchable-archive/rfps/general/rfp?language=en\\_US](https://portal.ct.gov/dds/searchable-archive/rfps/general/rfp?language=en_US) .

Prospective bidders are required to submit a Letter of Intent and attend a mandatory RFP Conference as described in Sections B.8 and B.10 of this document.

**RESPONSES MUST BE RECEIVED NO LATER THAN**

**May 12, 2025**

**At Time 4:00PM EST**

The Agency is an Equal Opportunity/Affirmative Action Employer.

The Agency reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the State of Connecticut (State).

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## I. GENERAL INFORMATION

### A. INTRODUCTION

**1. RFP Name and Number.** RFP # 28988 FY2025 DDS South Region Emergency Transitional Home 01.

**2. RFP Summary.** The State of Connecticut, Department of Developmental Services (DDS) is seeking proposals from DDS qualified providers to develop, operate, supervise and manage the administrative duties of a transitional housing program for individuals over the age of 18 who have been diagnosed with intellectual disabilities, co-occurring mental health issues, and have experienced involvement with the criminal justice system. This facility could also be used as an interim step for individuals being discharged from a locked forensic unit. Based on capacity, admission could be expanded to serve individuals who are discharged from incarceration, involved with probation and parole, homeless or anticipate homelessness, have an unsuccessful residential placement, have probate involuntary placement, have loss of caregiver due to death, illness or other loss (eviction, foreclosure), unnecessary emergency admission, or unnecessary hospitalization.

The program will be in state owned facility in Meriden. The successful proposer will be responsible for providing support for behavioral, mental health, and legal needs to individuals of the Department. They will maintain the health and safety of the residents, safeguard the individual funds of the residents, and follow the policies and procedures of DDS. Please be advised that the successful proposer will be required to assist program residents to secure permanent housing and/or residential supports within 180 days. Extensions to this time frame may be granted by the Regional Director. DDS will work with the provider to establish clear criteria for timely admissions to and discharges from the program.

**3. RFP Purpose.** The State of Connecticut, Department of Developmental Services (DDS) is seeking proposals from DDS qualified providers to provide short term emergency transitional housing for individuals with intellectual disabilities, ages 18 and over, who are homeless, at imminent risk of homelessness, and/or being discharged from the criminal justice system.

**4. Commodity Codes.** The services that the Agency wishes to procure through this RFP are as follows:

- 85000000: Healthcare Services

## B. INSTRUCTIONS

- 1. Official Contact.** The Agency has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Agency. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Agency employee(s) (including appointed officials) or personnel under contract to the Agency about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Margaret Castonguay  
Address: DDS, South Region, Wallingford Office, 35 Thorpe Avenue, 3<sup>rd</sup> Floor  
Wallingford CT 06492  
Phone: (203) 294-5165  
E-Mail: margaret.castonguay@ct.gov

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

- 2. Registering with State Contracting Portal.** Respondents must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered. Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the Agency contact.

- Secretary of State recognition – Click on appropriate response
- Non-profit status, if applicable
- Notification to Bidders, Parts I-V
- Campaign Contribution Certification (OPM Ethics Form 1):  
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

- 3. RFP Information.** The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- Agency's RFP Web Page  
[https://portal.ct.gov/dds/searchable-archive/rfps/general/rfp?language=en\\_US](https://portal.ct.gov/dds/searchable-archive/rfps/general/rfp?language=en_US)
- State Contracting Portal (go to CTSource bid board, filter by Department of Developmental Services  
<https://portal.ct.gov/DAS/CTSource/BidBoard>

It is strongly recommended that any proposer or prospective proposer interested in this procurement check the Bid Board for any solicitation changes. Interested proposers may receive additional e-mails from CTSource announcing addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

- 4. Procurement Schedule.** See below. Dates after the due date for proposals ("Proposals Due") are non-binding target dates only (\*). The Agency may amend the schedule as needed. Any change to non-target dates will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and, if available, the Agency's RFP Web Page.

- RFP Released: March 21, 2025
- RFP Conference: April 3, 2025
- Letter of Intent Due: April 3, 2025
- Deadline for Questions: April 17, 2025
- Answers Released: April 24, 2025
- Proposals Due: May 12, 2025
- (\*) Proposer Selection: May 22, 2025
- (\*) Start of Contract Negotiations: N/A
- (\*) Start of Contract: July 1, 2025

**5. Contract Awards.** The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Agency. The Agency anticipates the following:

- Total Funding Available: \$1,032,856.
- Startup funding will be available.
- Number of Awards: 1
- Contract Cost: N/A
- Contract Term: N/A
- Funding Source: DDS

**6. Eligibility.** DDS residential providers qualified to provide CRS and/or CLA supports are eligible to submit proposals in response to this RFP. An agency that has been placed on Enhanced Monitoring may be disqualified in accordance with the Enhanced Monitoring Policy.

**7. Minimum Qualifications of Proposers.** To qualify for a contract award, a proposer must have the following minimum qualifications:

Qualified by DDS to provide CRS and/or CLA supports.

**8. Letter of Intent.** A Letter of Intent (LOI) is required by this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, and e-mail address. It is the sender's responsibility to confirm the Agency's receipt of the LOI. Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.

**9. Inquiry Procedures.** All questions regarding this RFP or the Agency's procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the Agency will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP, or the procurement process will not be answered. At its discretion, the Agency may or may not respond to questions received after the deadline. If this RFP requires a Letter of Intent, the Agency reserves the right to answer questions only from those who have submitted such a letter. The Agency may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Agency will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Agency's RFP Web Page. At its discretion, the Agency may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent or attended the RFP Conference.

**10. RFP Conference.** An RFP conference will be held to answer questions from prospective proposers. Attendance at the conference is mandatory. Prospective proposers who do not attend the conference are automatically disqualified and ineligible to submit proposals. Copies of the RFP will not be available at the RFP Conference. Prospective proposers are asked to bring a copy of the RFP to the conference. At the conference, attendees will be provided an opportunity to submit written questions, which the Agency's representatives may (or may not) answer at the conference. Any oral answers given at the conference by the Agency's representatives are tentative and not binding on the Agency. All questions submitted will be answered in a written amendment to this RFP, which will serve as the Agency's official response to questions asked at the conference. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such. The agency will release the amendment on the date established in the Procurement Schedule. The Agency will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Agency's RFP Web Page.

**11. Proposal Due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time.

Proposals received after the due date and time will be ineligible and will not be evaluated. The Agency will send an official letter alerting late respondents of ineligibility.

**An acceptable submission must include the following:**

- One (1) conforming electronic copy of the original proposal.

The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

The electronic copy of the proposal must be emailed to official agency contact for this procurement. The subject line of the email must read: FY2025 DDS South Region Emergency Transitional Home 01. Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 25MB as this reflects The Agency's server limitations. Respondents should work to ensure there are not additional IT limitations from the provider side.

**12. Multiple Proposals.** The submission of multiple proposals is not an option for this procurement.

## II. PURPOSE OF RFP AND SCOPE OF SERVICES

### A. AGENCY OVERVIEW

- *The vision of the Department of Developmental Services: All citizens supported by the Department of Developmental Services are valued contributors to their communities as family members, friends, neighbors, students, employees, volunteers, members of civic and religious associations, voters and advocates. These individuals:*
  - *Live, learn, work and enjoy community life in places where they can use their personal strengths, talents and passions.*
  - *Have safe, meaningful and empowering relationships.*
  - *Have families who feel supported from the earliest years and throughout their lifetimes.*
  - *Have lifelong opportunities and the assistance to learn things that matter to them.*
  - *Make informed choices and take responsibility for their lives and experience the dignity of risk.*
  - *Earn money to facilitate personal choices.*
  - *Know their rights and responsibilities and pursue opportunities to live the life they choose.*
- *The mission of the Department of Developmental Services is to partner with the individuals we support and their families, to support lifelong planning and to join with others to create and promote meaningful opportunities for individuals to fully participate as valued members of their communities.*

### B. PROGRAM OVERVIEW

1. The successful proposer will be responsible for providing support and guidance to individual consumers of the Department, maintaining the health and safety of the individuals residing in the program, safeguarding the individual funds of the residents, and following the policies and procedures of DDS. The successful proposer will have to demonstrate how they will facilitate timely admissions and discharges so that participants gain alternative residential settings within 90-180 days. Providers will need to demonstrate that they will accurately document the following, but not limited to:
  - Number of referrals
  - Region of referral
  - Referral setting
  - Length of time from referral to admission
  - Length of time from admission to discharge
  - Discharge setting.
2. Preference will be given to proposers that are willing and able to: 1) develop and open the program within the proposed timelines; 2) provide the required supports for the identified program in a cost-effective manner and within the maximum financial amount; and 3) ensure that timely admissions and discharges will occur with criteria to be determined by DDS with the successful proposer.

3. Proposers must develop a work plan to address transitional and operational activities for the development and operation of this program. The plan should address administrative, clinical, transition planning, housing development, and other organizational tasks. The plan should identify the tasks to be completed in the first 30, 60, 90, 120, 180 and 275 days of the first year of the award. The timeline for the work plan may be amended if mutually agreed upon between the successful proposer and the DDS. The following items should be included in the plan:
  - Cost for house furnishings can be submitted as part of start-up costs. DDS will provide guidance on items needed and specific types if required for durability and/or safety.
  - Recruit and hire staff.
  - Direct support staff in the program receive training regarding life safety, first aid, CPR, abuse & neglect recognition and prevention, and individualized positive behavior supports for individuals over the age of 18 who have been diagnosed with intellectual disabilities, co-occurring mental health issues, and have experienced involvement with the criminal justice system.
  - Administering medication per doctor orders.
  - Develop and implement protocol that details the activities that will occur prior to the admission and discharge of each individual and specifies who will carry out each activity.
  - Specific services and consultants (i.e. behaviorist, nurse, general practitioner, pharmacist, psychologist, psychiatrist, etc.) are identified for the individuals and the necessary agreements and arrangements are in place.
  - Emergency back-up plans for behavior response have been developed. Plans specify persons responsible, location of services, and interventions to be used describing the least to most intrusive intervention methods.
  - Secure a vehicle.
  - Plan to coordinate with day program and to provide transportation to and from day program where applicable.
  - Proposer will prepare reports and participate in the Individual Planning process for all the individuals living in the program within 30 days of the date of admission and ensure that a discharge plan is in place to ensure successful transition to community residential setting within 6 to 9 months.
  - Organizational systems are in place to safeguard people's finances and benefits. The proposer will identify the individual and/or department that will ensure entitlements are received without interruption.
  - Coordination with DDS to ensure needed services are in place.
  - Plan for direct care staff to have an appropriate combination of experience and education to provide supports to individuals who have forensic/criminal issues. The proposer shall include a job description detailing minimum requirements for the positions and selection criteria along with a proposed pay rate that will be commensurate with the skills, ability and judgment required for the job.
4. Successful Proposers will receive funding for startup in accordance with DDS policies and procedures. Proposers must provide a budget outline for start-up projections.
5. The award will have a maximum amount per year for one year.

## C. SCOPE OF SERVICE DESCRIPTION

### 1. Organizational Expectations

- Proposers must have (1) experience and demonstrated success working with individuals over the age of 18 who have been diagnosed with intellectual disabilities, co-occurring mental health issues, and have experienced involvement with the criminal justice system, (2) sufficient managerial and administrative support staff to implement the proposed service; (3) sufficient resources to operate the proposed program; (4) the capacity to supervise staff in a community setting; (5) the ability to provide their staff with access to training; (6) a continuous improvement process to ensure quality services; 7) successful experience supporting multiple individuals who have forensic issues and/or have involvement with the criminal justice system.

### 2. Service Expectations, *which could include:*

- The successful proposer will be responsible for providing support for behavioral, mental health, and legal needs to individuals of the Department. They will maintain the health and safety of the residents, safeguard the individual funds of the residents, and follow the policies and procedures of DDS. Please be advised that the successful proposer will be required to assist program residents to secure permanent housing and/or residential supports within 180 days. Extensions to this time frame may be granted by the Regional Director. DDS will work with the provider to establish clear criteria for timely admissions to and discharges from the program.

### 3. Staffing Expectations,

- The staffing ratio for this program will be flexible and based on the needs of the individuals in residence. However, staff needs to be available to address emergency situations such as referrals or changing needs of current residents. Proposer will be expected to transport residents to day programs/jobs, or to provide day supports as part of the proposal on an as needed basis. Provider must ensure that the Title 19 Medicaid and/or other benefits of participants are active. DDS will provide case management services to ensure compliance with waiver requirements.
- CLINICAL REQUIREMENT: Clinical supports including nursing and behavioral supports will be required. If DDS and the provider determine that additional supports are needed---such as psychiatry, OT, PT, Speech, dietary---that are not available through Title19-Medicaid, DDS will provide additional funding for such services.

### 4. Data and Technology Expectations,

E-Mail/Internet Capabilities. The proposer is encouraged to explore efficiencies using assistive technology.

### 5. Financial Expectations, *which could include:*

- The maximum annual obligation for this home will be \$1,032,856.*
- Start-up funding will be available and should include the cost of furnishing the home.*

- *One-time funding requests for extraordinary circumstances related to the health and safety needs of the individuals receiving supports will be reviewed on a case by case basis and require approval by the Regional Director and/or their appointee.*
- *The successful proposer will receive the awarded annual amount over a 12-month period in equal and consistent payments using a rate methodology to be determined by DDS.*

*Individuals will have funding to provide for day services/employment options.*

**6. Budget Expectations**, *which could include:*

*Providers must submit their budget using the attached DDS budget form. The budget cannot exceed the maximum annualized obligation in section C.5.*

## D. PERFORMANCE MEASURES

The successful proposer shall implement the programs and services described herein to result in the following outcomes on behalf of the individuals they support. Such outcomes shall be measured in the manner described herein. The Department through the quality service review process will monitor outcome results achieved pursuant to these terms and conditions. The successful proposer will be required to take immediate actions to address any identified deficiencies. If the successful proposer fails to address identified deficiencies in a timely manner, the successful proposer may be placed on enhanced monitoring in accordance with the Enhanced Monitoring Policy.

The following performance metrics highlight key priorities that will be analyzed with providers collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to The Agency. The Agency looks forward to working with providers to define additional important performance metrics.

<b>Outcomes</b>	<b>Measures</b>
1. Individual needs are addressed in the person's place of residence.	100% of the people living in the program have a current Individual Plan that is being implemented.
2. People live in environments that are maintained in a safe and sanitary manner.	100% of the people living in the program have a residence that is maintained in safe and sanitary repair. Any structural damage or unsanitary conditions have been reported and are being addressed.
3. Peoples' medical needs are addressed in a prompt and adequate manner.	100% of the people living in the program receive adequate medical treatment as indicated by the physician and dentist, including periodic checkups and prompt treatment of any acute illness, injury or symptoms or over medication.

4. People participate in appropriate programs during the day that meet their needs and assist them in getting involved in the community	100% of the people living in the program will have employment or participate in day program activities within 30 days of placement.
5. People have a discharge plan for timely discharge from the program.	100% of the people living in the program have a specific discharge plan and successfully transition to a permanent alternate residential setting within 6 months.

*The successful proposer will successfully transition no less than 4 individuals into community living per fiscal year.*

*The number of individuals who successfully transition to community living per year will be used to determine the success of the program. A successful transition. A successful transition to community living is defined as placement in a community setting that supports the individual's health, safety, and staffing support needs for 6 months or more.*

#### **E. CONTRACT MANAGEMENT/DATA REPORTING**

As part of the State's commitment to becoming more outcomes oriented, the Department of Developmental Services, seeks to actively and regularly collaborate with providers to enhance contract management, improve results, and adjust service delivery and policy based on learning what works. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate results and performance, and drive service improvements. As such, The Department of Developmental Services reserves the right to request/collect other key data and metrics from providers.

### III. PROPOSAL SUBMISSION OVERVIEW

#### A. SUBMISSION FORMAT INFORMATION

- 1. Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.
- 2. Cover Sheet.** The Cover Sheet is Page 1 of the proposal. The proposer must develop a Cover Sheet that includes the information below. *Legal Name* is defined as the name of private provider organization, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.
  - RFP Name or Number:
  - Legal Name:
  - FEIN:
  - Street Address:
  - Town/City/State/Zip:
  - Contact Person:
  - Title:
  - Phone Number:
  - E-Mail Address:
  - Authorized Official:
  - Title:
  - Signature:
- 3. Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline.
- 4. Executive Summary.** Proposals must include a high-level summary, not exceeding 2 pages of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP.
- 5. Attachments.** Attachments other than the required Appendices or Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.
- 6. Style Requirements.** *THIS IS AN ELECTRONIC SUBMISSION.]*

- 7. Pagination.** The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.
- 8. Packaging and Labeling Requirements.** Not applicable.
- 9. Declaration of Confidential Information.** Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. In subsection F of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).
- 10. Conflict of Interest - Disclosure Statement.** Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be averse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Agency will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

## **B. EVALUATION OF PROPOSALS**

- 1. Evaluation Process.** It is the intent of the Agency to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Agency will conform with its written procedures for POS and PSA procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85). Final funding allocation decisions will be determined during contract negotiation.
- Site Visits: At the discretion of the Screening Committee, committee members may visit a facility of the proposers in order to gain a better understanding of the agency. All site visits will be scheduled through the Official Agency Contact. At the discretion of the Screening Committee, committee members may visit a facility of the proposers in order to gain a better understanding of the agency. All site visits will be

scheduled through the Official Agency Contract. DDS reserves the right to limit the number of visitors per agency in order to avoid any unnecessary disruptions to the individuals' routines.

- 2. Evaluation Review Committee.** The Agency will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Agency staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards. The DDS Commissioner will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.
- 3. Minimum Submission Requirements.** To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement, (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.
- 4. Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed below.
  - Organizational Profile (and weight) 15%
  - Agency Performance (and weight) 15%
  - Support Strategies (and weight) 15%
  - Preferences and Relationships (and weight) 15%
  - Proposed Time Frames (and weight) 10%
  - Staffing Patterns (and weight) 15%
  - Budget and Budget Narrative (and weight) 15%

**Note:**

As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

- 5. Proposer Selection.** Upon completing its evaluation of proposals, the Review Committee will submit the rankings of all proposals to the Commissioner or Agency Head. The final selection of a successful proposer is at the discretion of the Commissioner or Agency Head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Agency. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be

posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Agency's discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.

- 6. Debriefing.** Within ten (10) days of receiving notification from the Agency, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Agency to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Agency may schedule and hold the debriefing meeting within fifteen (15) days of the request. The Agency will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
- 7. Appeal Process.** Proposers may appeal any aspect the Agency's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Agency head. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Agency to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.
- 8. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Agency's contracting procedures, which may include approval by the Office of the Attorney General. Fully executed and approved contracts will be posted on State Contracting Portal and the Agency website.

## IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS

- A. Cover Sheet**
- B. Table of Contents**
- C. Executive Summary**
- D. Main Proposal**
- E. Attachments** (clearly referenced to summary and main proposal where applicable)
- F. Declaration of Confidential Information**
- G. Conflict of Interest - Disclosure Statement**
- H. Statement of Assurances**

### ***A: Cover Sheet***

The Respondent must use a Cover Sheet capturing the following information:

- RFP Name or Number:
- Legal Name:
- FEIN (not required for currently contracted providers/vendors):
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

*Legal Name* is defined as the name of private provider organization, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

### ***B: Table of Contents***

Respondents must include a Table of Contents that lists sections and subsections with page numbers that follow the organization outline and sequence for this proposal.

**C: Proposer Executive Summary**

The page limitation for this section is 2 pages briefly describing how the Respondent meets the eligibility and qualification criteria outlined in the Proposal Overview and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

**D: Main Proposal Submission Requirements To Submit a Responsive Proposal**

**\*\*\*Please note the maximum total page length for this section is \_\_10\_\_** (all appendices and other attachments should be referred to in section D and then placed in section E. The Agency Review Committee will not read answers longer than \_\_2\_\_ pages in this section.

**4.1 Application Submission Details**

*4.10 Application Service Geography:* Applications should clearly identify in which region they provide services, including the specific towns.

*4.11 Application Target Population:* Applicants must identify their experience providing comprehensive supports community and population needs they plan to address through their proposed services. Applications should indicate which of the Agency identified target population(s) they are going to serve, based on supporting evidence of need and agency experience.

**4.2 Strengths and Qualifications of Agency & Staff***4.20 Organization Description and History:*

- Provide an overview of your organization including years in operation, mission statement, and the current range of services the organization provides. Describe how your organization meets the required contractor qualifications of this RFP: (1) experience and demonstrated success working with the target population; (2) Board of Directors composition and role in management and oversight; (3) sufficient managerial and administrative support to implement the programmatic services required by this RFP in the proposed service area including the ability to meet data submission requirements; (4) sufficient resources to operate the proposed program(s); (5) the ability to supervise staff in community settings; (6) the capacity to provide staff with professional development or training opportunities; and (7) a continuous improvement process to ensure quality services; (8) a copy of the Internal Revenue Service letter that verifies the provider is a 501(3) private non-profit organization. (Attachment O)
- Summary of Relevant Experience. Provide a list of projects that your organization has completed within the last three (3) years in the subject area with emphasis on activities relevant and related to the proposed project.
- Organization Chart. Provide a diagram showing the hierarchical structure of functions and positions within your organization (Attachment D). Indicate on the diagram where the following functions related to this project will be located: supervision of the Program Manager, contract management, staff development,

program development, continuous quality improvement and administrative support.

- Executive Management Personnel. Provide the names and job titles of the administrator of the organization and the Executive Management Team. Provide a copy of each individual's resume. (Attachment E).
- Proposer Performance Reviews. Provide documentation to demonstrate that the proposer has provided quality programs and services to individuals with intellectual disabilities over the past few years. (Attachment F) Include four consumer satisfaction surveys, if available, the two most recent Quality Service Reviews performed by DDS or a similar review completed by another state agency, the most recent CARF Accreditation (if applicable), and the four most recent CT Licensing inspection reports or similar out of state reports. Any such documentation should be redacted of HIPAA protected information for individuals not associated with the facility or program for which the agency proposal is submitted.
- Service Area. Provide a rationale explaining why your organization is well suited to provide services in the proposed area.
- Financial Condition. Include the most recent annual financial statements prepared by an independent Certified Public Accountant and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA) (Attachment G). If a proposer has been in business for less than two years, such proposer must include any financial statements prepared by a Certified Public Accountant and reviewed or audited in accordance with Generally Accepted Accounting Principles (US) for the entire existence of such firm or corporation.
- References: Include three (3) letters of reference from individuals and/or family members the agency has recently provided supports and services (Attachment H). For this RFP, "individual" is defined as an individual with intellectual disabilities who has been supported by or otherwise benefited from the proposer's services. Provide the following information for each reference: Name, title, address, and telephone number where the person can be reached during daytime hours.

#### 4.3 Scope of Services

- Proposed Services. Provide a description of the proposed services to be provided. At a minimum, the description should identify the proposed programmatic support, any identified individual specific needs to be provided, staffing, administrative oversight, clinical behavioral supports, nursing oversight, use of community resources and examples of recreational and leisure activities the proposer will provide.
- Support Strategies. Describe how the proposed program will meet the health and safety, behavioral, psychiatric, educational, habilitative, and the overall quality of life needs of the people to be served. Detail any specialized services and supports for one or more of the people to be served, which may include medical and nursing services, adaptive equipment, recreation, fitness and social needs, unique staff skills, language, and cultural needs, etc. Describe how the organization will incorporate the utilization of community services and the development of individual networks of support, including family and friends, community organizations, self-advocacy opportunities, and social networks that might reduce the reliance on segregated services.

- Personal Preferences and Relationships. Describe and provide specific examples of how the organization will address the personal preferences and relationships of the people to be served. Detail how the organization will recognize and value the person-centered planning process and the ability of the individual to determine the focus of services. Describe how the individual will be empowered to determine the activities of his/her leisure time, routines, schedules, location, work, hobbies, service providers, etc. Detail how the organization will assist individuals and their families and friends to maintain important relationships. This might include providing transportation for family visits, inviting family and friends into the normal routine of the program, strengthening involvement in planning activities, etc. If there are no existing relationships, describe the strategies the organization will implement to develop or re-establish family contacts and friendships.
- Transition planning for permanent services: The successful proposer will have to demonstrate how they will facilitate timely admissions and discharges so that participants move on to long term residential settings and supports within 6 to 9 months. Providers will need to demonstrate that they will accurately document length of time between referral, screening visits, and admission, length of time between admission and discharge, overall length of stay, and where individual(s) move to permanent housing and/or programs. Providers will need to demonstrate that they will report detailed information to their resource manager on efforts to help individuals find alternative residential settings at 30, 60-, 90-, 120-, and 180-day intervals.

#### 4.4 Staffing Plan

- Staff Plan. Submit a staffing plan that discusses how and when your organization will hire staff and orient them to your organization, the program, the community, and their roles and responsibilities.
- Recruitment and Retention: Describe the direct support staff turnover rate, staff recruitment and retention strategies for the agency.
- Staffing Schedule. A sample Staffing Schedule is on page 48. Minimum staffing requirements must be provided by proposers. Provide a staff schedule for the home. Include the number of direct support staff per shift, including what days and hours they will be working. (Attachment I).
- Proposers will specify hours of direct care staff coverage required on a weekly basis.
- Organization Chart for the Program(s). Provide an organization chart showing anticipated lines of authority (reporting relationships) of the program staff (Attachment J).
- Key Personnel. Provide the name and job title of the individual within your organization who will supervise the Program Manager. Provide a copy of this individual's resume, as well as the Program Manager's and Clinical Supervisor's (Attachment K). On the organization chart required in Section 3, indicate this individual's location within your organization.

#### 4.5 Data and Technology

Provide a description of the agency's computer hardware, networks, and E-Mail/Internet Capability. Describe any technology used to enhance staff effectiveness or improve the

efficiency of your organization. Describe the data collection methodology to document attendance based on the contract service authorization documentation guidelines.

#### 4.6 Subcontractors

If the proposer plans to use subcontractors, provide a list with the following information:

- Legal Name of Agency or Individual Practitioner , Address, FEIN
- Contact Person, Title, Phone, Fax, E-mail
- Services Currently Provided
- Services To Be Provided Under Subcontract

#### 4.7 Work Plan

##### Continuous Residential Supports (CRS)

DDS has quality service requirements for operating a CRS program. These requirements include but are not limited to: (1) habilitative services; (2) environmental requirements; (3) emergency planning (4) staff development and training; (5) health and safety; (6) managing individual funds; etc.

- Include a statement that your organization “has read and understands DDS's quality service requirements for these services and agrees to implement these services in accordance with DDS's policies and procedures.”
- Work Plan. Develop a work plan from the date of award through the first year of operating the CRS, describing what steps (activities, actions, tasks) your organization will take to implement DDS's requirements for these services within the proposed service area as itemized in item 5 of the Proposal Overview. This plan must include projected dates for establishing admission process for consumers/families, development of behavioral or other safety guidelines, medication administration, training/orientation of staff, inspection, establishment of school programs or day programs if needed, plan to manage individual funds, move-in date etc.
- Methods. Describe how your organization will accomplish each step of the work plan, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes.
- Timetable. Include a proposed timetable indicating when each step of your organization's proposed work plan will be accomplished. Identify any significant milestones or deadlines.

#### 4.8 Financial Profile

Financial Condition: Provide a description of the financial condition of the company. This should include a history of the proposer's experience in managing and operating within budget and managing consumer's individual finances. Describe what credit lines with the associated financial institution, are available to the proposer to meet its financial needs.

#### 4.9 Cost Competitiveness and Budget Narrative

- Include a separate budget on the attached Budget Summary Sheet or at DDS website at [www.ct.gov/dds](http://www.ct.gov/dds) under the "Provider Gateway" (RFP) link the Budget Summary Form (Form 8).
- Include a budget narrative to detail operating and administrative expenses. The budget narrative should include the wage rate structure for direct support staff and supervisors including the starting wage. The budget narrative should provide the background descriptive information for each of the budget lines in the Budget Summary Form.
- All proposed costs are subject to the standards developed by the State's Office of Policy and Management for the purchase of service (POS). The cost standards must be incorporated into the provisions of all new State awards effective on or after January 1, 2007. Be advised that your organization's cost proposal is subject to revision prior to award to ensure compliance with the cost standards. For more information, go to <https://portal.ct.gov/opm/fin-pos/standards/pos-cost-standards>

### ***E: Attachments***

Attachments other than the required attachments identified are not permitted and will not be evaluated. See the Proposal Checklist in Appendix VI for a list of relevant attachments. Further, the required attachments must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification.

- Attachment A - Proposer's Authorized Representatives (Form 1)
- Attachment B - Agency Agreement and Assurance Form (Form 1)
- Attachment C - Organization Chart (no form provided)
- Attachment D - Executive Management Resumes. Provide a copy of the resume for the administrator of the organization and the Executive Management Team (no form provided).
- Attachment E - Proposer Performance Reviews (no form provided)
- Attachment F - Two years of most recent annual audited financial statements; OR any financial statements prepared by a Certified Public Accountant for proposers whose organizations have been incorporated for less than two years.
- Attachment G - Letters of Reference (3 total) (no form provided)
- Attachment H - Staffing Schedule
- Attachment I - Program Organization Chart (no form provided)
- Attachment J - Key Program Personnel Resumes (no form provided)
- Attachment K - IRS Determination - Copy of the Internal Revenue Service letter that verifies the provider is a 501(3) private non-profit organization (no form provided)
- Attachment L - Sample Lease

### **V. Forms**

The purpose of this subsection is to provide blank copies of any Department forms that must be submitted with a proposal.

- Form 1 - Proposer's Authorized Representatives
- Form 2 - Non-Disclosure Form
- Form 3 - Agency Agreement and Assurances Form

- Form 4 – Budget Summary Form


**F: Declaration of Confidential Information**

If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. The proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

**G: Conflict of Interest – Disclosure Statement**

Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be averse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

**H: Statement of Assurances**

Place after Conflict of Interest-Disclosure Statement. Sign and return Appendix .

## V. MANDATORY PROVISIONS

### A. POS STANDARD CONTRACT, PARTS I AND II

*By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract" for POS:*

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, quality assurance, reports, terms of payment, budget, and other program-specific provisions of any resulting POS contract. A sample of Part I is available from the Department's Official Contact upon request.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the POS contract. Part II is available on OPM's website at: [http://www.ct.gov/opm/fin/standard\\_contract](http://www.ct.gov/opm/fin/standard_contract)

Note:

Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of \$100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected proposer (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's Office.

### B. ASSURANCES

*By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:*

- 1. Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.

- 2. State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Agency may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.
- 3. Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
- 4. Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Agency may include the proposal, by reference or otherwise, into any contract with the successful proposer.
- 5. Press Releases.** The proposer agrees to obtain prior written consent and approval of the Agency for press releases that relate in any manner to this RFP or any resultant contract.

## C. TERMS AND CONDITIONS

*By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:*

- 1. Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
- 2. Preparation Expenses.** Neither the State nor the Agency shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
- 3. Exclusion of Taxes.** The Agency is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
- 4. Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.

- 5. Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Agency may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Agency, and at the proposer's expense.
- 6. Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Agency. The Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Agency. At its sole discretion, the Agency may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
- 7. Presentation of Supporting Evidence.** If requested by the Agency, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Agency may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Agency may also check or contact any reference provided by the proposer.
- 8. RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Agency or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Agency and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Agency and, if required, by the Attorney General's Office.

#### **D. RIGHTS RESERVED TO THE STATE**

*By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:*

- 1. Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Agency.
- 2. Amending or Canceling RFP.** The Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Agency deems it to be necessary, appropriate, or otherwise in the best interests of the State.
- 3. No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Agency may reopen the procurement process, if it is determined to be in the best interests of the State.
- 4. Award and Rejection of Proposals.** The Agency reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if

the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Agency reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.

- 5. Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
- 6. Contract Negotiation.** The Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Agency further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Agency may set parameters on any BFOs received.
- 7. Clerical Errors in Award.** The Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
- 8. Key Personnel.** When the Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Agency.

## **E. STATUTORY AND REGULATORY COMPLIANCE**

*By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:*

- 1. Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding

where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.

- 2. Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
- 3. Consulting Agreements, C.G.S. § 4a-81. Consulting Agreements Representation, C.G.S. § 4a-81.** Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.
- 4. Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at [https://seec.ct.gov/Portal/data/forms/ContrForms/seec\\_form\\_11\\_notice\\_only.pdf](https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf)
- 5. Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:
  - (1) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi- public agency soliciting bids or proposals for State

contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;

(2) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

(3) That the Contractor is submitting bids or proposals without fraud or collusion with any person.

Any bidder or proposer that does not agree to the representations required under this section shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.

**6. Iran Energy Investment Certification C.G.S. § 4-252(a).** Pursuant to C.G.S. § 4-252(a), the successful contracting party shall certify the following: (a) that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date. (b) If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section it shall not be subject to the penalties of false statement pursuant to section 4-252a of the Connecticut General Statutes. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the resulting contract.

**7. Nondiscrimination Certification, C.G.S. § 4a-60 and 4a-60a.** If a bidder is awarded an opportunity to negotiate a contract, the proposer must provide the State agency with *written representation* in the resulting contract that certifies the bidder complies with the State's nondiscrimination agreements and warranties. This nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the resulting contract, or (B) providing an affirmative response in the required online bid or response to a proposal question, if applicable, which asks if the contractor understands its obligations. If a bidder or vendor refuses to agree to this representation, such bidder or vendor shall be rejected, and the State agency or quasi-public agency shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.

**8. Access to Data for State Auditors.** The Contractor shall provide to OPM access to any data, as defined in C.G.S. § 4e-1, concerning the resulting contract that are in the possession or control of the Contractor upon demand and shall provide the data to OPM

in a format prescribed by OPM [or the Client Agency] and the State Auditors of Public Accounts at no additional cost.

## VI. APPENDIX

### A. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CT	Connecticut
DAS	Department of Administrative Services (CT)
FOIA	Freedom of Information Act (CT)
IRS	Internal Revenue Service (US)
LOI	Letter of Intent
OAG	Office of the Attorney General
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
POS	Purchase of Service
P.A.	Public Act (CT)
RFP	Request for Proposal
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

- *contractor*: a private provider organization, CT State agency, or municipality that enters into a POS contract with the Agency as a result of this RFP
- *proposer*: a private provider organization, CT State agency, or municipality that has submitted a proposal to the Agency in response to this RFP. This term may be used interchangeably with respondent throughout the RFP.
- *prospective proposer*: a private provider organization, CT State agency, or municipality that may submit a proposal to the Agency in response to this RFP, but has not yet done so
- *subcontractor*: an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific health or human service as part of a POS contract with the Agency as a result of this RFP.

## **B. STATEMENT OF ASSURANCES**

## **C. PROPOSAL CHECKLIST**

To assist respondents in managing proposal planning and document collation processes, this document summarizes key dates and proposal requirements for this RFP. Please note that this document does not supersede what is stated in the RFP. Please refer to the Proposal Submission Overview, Required Proposal Submission Outline, and Mandatory Provisions (Sections II, III, and IV of this RFP) for more comprehensive details. It is the responsibility of each respondent to ensure that all required documents, forms, and attachments, are submitted in a timely manner.

### **Key Dates**

- RFP Released: March 21, 2025
- RFP Conference: April 3, 2025
- Letter of Intent Due: April 3, 2025
- Deadline for Questions: April 17, 2025
- Answers Released: April 24, 2025
- Proposals Due: May 12, 2025
- (\*) Proposer Selection: May 22, 2025
- (\*) Start of Contract Negotiations: N/A
- (\*) Start of Contract: July 1, 2025

### **Registration Link for Pre-bid Conference:**

[margaret.castonguay@ct.gov](mailto:margaret.castonguay@ct.gov)

### **Registration with State Contracting Portal (if not already registered):**

- Register at: <https://portal.ct.gov/DAS/CTSource/Registration>
- Submit Campaign Contribution Certification (OPM Ethics Form 1):  
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

### **Proposal Content Checklist**

- Cover Sheet** including required information:
  - RFP Name or Number
  - Legal Name
  - FEIN
  - Street Address
  - Town/City/State/Zip
  - Contact Person
  - Title
  - Phone Number
  - E-Mail Address
  - Authorized Official
  - Title
  - Signature
- Provider Qualification**
  - Qualified to provide CRS supports as a DDS Provider
  - Not on Enhanced Contract Monitoring

- Organization or Executive Director has at least 3 years' experience administering residential community supports.
  - Administration of organization is knowledgeable of nature, needs, development & management of programs for people with IDD
  - Administrator of organization has at least 1 year experience providing administrative supports to organization that provides CLA/CRS supports.
- Table of Contents**
- Executive Summary:** high-level summary of proposal and cost
- Main proposal body answering all questions with relevant attachments.**  
*Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification. Additional attachments may include (bullets below are examples only):*
- Organizational profile
  - Scope of Services
  - Staffing Plan
  - Data and Technology
  - Subcontractors
  - Work Plan
  - Cost Proposal
  - Proposer's Authorized Representatives (Attachment A)- signed
  - Agreements and Assurances Form (Attachment B) -signed
  - Notification to Bidders (Attachment C) -signed
  - Organization Chart (Attachment D)
  - Executive Management Resumes (Attachment E) – Administrator of the organization and the Executive Management Team
  - Proposer Performance Reviews (Attachment F) – 4 Consumer Satisfaction Surveys, 2 QSR, CARF Accreditation, Licensing Reports
  - 3 Letters of Reference (Attachment H)
  - Staffing Schedule (Attachment I)
  - CRS Organization Chart (Attachment J)
  - Key CRS Personnel Resumes (Attachment K)
  - Gift and Campaign Contributions Certification (Form 1) (Attachment M)
- IRS Determination Letter** (for nonprofit proposers)
- Two years of most recent annual audited financial statements; OR any financial statements prepared by a Certified Public Accountant** for proposers whose organizations have been incorporated for less than two years.
- Proposed budget**, including budget narrative and cost schedules for planned subcontractors if applicable. Proposed budget must be no more than the maximum financial amount identified.
- Conflict of Interest Disclosure Statement**
- Statement of Assurances**

### **Formatting Checklist**

- Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?
- Is the main body of the proposal within the page limit?
- Is the proposal in 12-point, Times New Roman font?
- Does the proposal format follow normal (1 inch) margins and 1 ½ line spacing?
- Does the proposer's name appear in the header of each page?

- Does the proposal include page numbers in the footer?
- Are confidential labels applied to sensitive information (if applicable)?

**D. ADDITIONAL RELEVANT FORMS (if applicable)**



PROPOSER INFORMATION
----------------------

**STATE OF CONNECTICUT****Department of Developmental Services**

Applicant Agency: \_\_\_\_\_  
 Legal Name

*Authorized Representatives:* Applicants must designate an authorized representative and one (1) alternate. The form must be signed by the organization's Chief Executive Officer or another official with signatory authority.

**Authorized Representative:**

		(    )    -
Name	Title	Telephone Number
Street	Town	Zip Code
E-mail Address	Facsimile Number	
Normal Working Hours		

**Alternate:**

		(    )    -
Name	Title	Telephone Number
Street	Town	Zip Code
E-mail Address	Facsimile Number	
Normal Working Hours		

I, the undersigned, for and on behalf of the named applicant agency, do herewith apply for this funding and attest that to the best of my knowledge the statements made herein are true.

\_\_\_\_\_  
 Signature of Authorizing Official

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Typed Name and Title

FORM 1

**The Department of Developmental Services (DDS)**  
**Non-Disclosure Form**  
HIPAA and Privacy Rights  
Acknowledgement and Agreement

The undersigned in submitting a Letter of Intent for \_\_\_\_\_ to  
(Name of Proposer)  
participate in a Request for Proposal process hereby acknowledges the applicability of HIPAA  
and state law protections of DDS individuals' information and agrees that any protected  
health  
information, individually identifiable health information, and/or any other DDS individual  
information which is obtained during Participation in the RFP process shall be maintained  
confidential.

Further, the undersigned acknowledges and agrees to return any of the aforementioned  
information to DDS if the provider agency is not selected at the conclusion of the RFP  
process.

\_\_\_\_\_  
Executive Director/Authorized Agent

Date: \_\_\_\_\_

FORM 2

**Department of Developmental Services (DDS)****Agreements and Assurances**

The undersigned Respondent affirms and declares that:

**1) General**

- a. This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
- b. The Respondent will deliver services to the Agency the cost proposed in the RFP and within the timeframes therein.
- c. The Respondent will seek prior approval from the Agency before making any changes to the location of services.
- d. Neither the Respondent or any official of the organization nor any subcontractor the Respondent or any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.
- e. Neither the Respondent or any official of the organization nor any subcontractor to the Respondent or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

**2) DDS Policies and Procedures**

- a. The proposer has read and understands the DDS Policies and Procedures, Manual and will adhere to all DDS policies and procedures.
- b. The proposer will participate in the Individual Planning Process and attend regular meetings.
- c. The proposer will seek prior approval from DDS before making any changes to the level of services.
- d. The proposer will seek prior approval from DDS before making any changes to the location of services.
- e. The proposer will follow the Continuous Quality Improvement policies and procedures.

Legal Name of Organization:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

FORM 3

## MINIMUM SUBMISSION REQUIREMENTS

Check ✓Yes or ✓No for each requirement listed in the table below.

If No is checked for any requirement, stop the review and notify the Chair of Screening Committee.

Yes	No	Requirement
		<b>Organizational Qualification:</b>
		- Not on Enhanced Contract Monitoring
		- Org or Exec. 3 yrs administering Community Living Arrangements
		- Admin of Org is knowledgeable of nature, needs, development & mgt of programs for people with ID
		- Admin of Org has 1 yr providing admin supports to org that provides Community Living Arrangements

Yes	No	Requirement
		Proposal received by one email before deadline
		Proposal meets requirements:
		- name & address of proposer appears on package ( <b>upper left corner</b> )
		- <b>title of RFP lower left corner</b>
		- includes signed original ( <b>labeled as original</b> )
		-
		Proposal follows the required format:
		- page size ( <b>8 ½ X 11 / portrait</b> ), font size, font type ( <b>Times New Roman</b> ), margins ( <b>1" all sides</b> ) & pagination ( <b>all pages numbered and double sided</b> )
		- no material dependent on color distinctions or animations
		- no notebooks or binders
		- no prohibited attachments ( <b>required Attachments A-M</b> )
		- Proposal is complete ( <b>includes all nine sections</b> )
		Proposal includes required Outline documentation:
		- Cover Sheet
		- Table of Contents
		- Conflict of Interest Disclosure Statement (Page 4) <b>Signed and either does/does not is circled</b>
		- Executive Summary (Page 5)
		Main proposal includes required Sections:
		- Organizational profile
		- Scope of Services
		- Staffing Plan
Yes	No	Requirement
		- Data and Technology
		- Subcontractors

		- Work Plan
		- Cost Proposal
		- A. Budget Summary Form
		- B. Budget Narrative
		- Proposed budget must be no more than the maximum financial amount identified for each grouping
		- Proposer's Authorized Representatives (Attachment A)- <b>signed</b>
		- Agreements and Assurances Form (Attachment B) - <b>signed</b>
		- Notification to Bidders (Attachment C) - <b>signed</b>
		- Organization Chart (Attachment D)
		- Executive Management Resumes (Attachment E) – Administrator of the organization and the Executive Management Team
		- Proposer Performance Reviews (Attachment F) – 4 Consumer Satisfaction Surveys, 2 QSR, CARF Accreditation, Licensing Reports
		- 2 Financial Statements (Attachment G) 2 most recent or if <2yrs operation then CPA statements reviewed or audited
		- 3 Letters of Reference (Attachment H)
		- Staffing Schedule (Attachment I)
		- Consulting Agreement Affidavit Form 5 (Attachment L)
		- Gift and Campaign Contributions Certification (Form 1) (Attachment M)
		- Multiple Submission Proposal (Attachment N) - If applicable

## Qualifying Proposal Evaluation Checklist

Agency \_\_\_\_\_ Date of Review \_\_\_\_\_

*A composite rating should be developed by the committee for each criteria. Using a scale of 1 –5, where 5 = Excellent (highest score) and 1 = poor (lowest Score) place your rating in the corresponding box.*

**A. Organization**

- |  | Rating                   |
|--|--------------------------|
| 1. Mission statement and philosophy              | <input type="checkbox"/> |
| 2. Organization resources to accomplish proposal | <input type="checkbox"/> |
| 3. Board of Directors                            | <input type="checkbox"/> |

	Total		Average		Weight				
Score	<input type="checkbox"/>	Divided BY	<input type="checkbox"/>	=	<input type="checkbox"/>	X	<input type="checkbox"/>	=	<input style="border: 2px solid black;" type="checkbox"/>
			3				.15		

**B. Previous Agency Performance**

- |  | Rating                   |
|--|--------------------------|
| 1. Past performance reviews- programmatic and legal  | <input type="checkbox"/> |
| 2. Past performance reviews- consumer satisfaction   | <input type="checkbox"/> |
| 3. Past performance reviews- fiscal  | <input type="checkbox"/> |
| 4. Past performance reviews- recreational Development  | <input type="checkbox"/> |
| 5. Past performance reviews- evidence of efficient and effective financial management system | <input type="checkbox"/> |

	Total		Average		Weight				
Score	<input type="checkbox"/>	Divided BY	<input type="checkbox"/>	=	<input type="checkbox"/>	X	<input type="checkbox"/>	=	<input style="border: 2px solid black;" type="checkbox"/>
			5				.15		

Continue on next page

## Qualifying Proposal Evaluation Checklist

A composite rating should be developed by the committee for each criteria. Using a scale of 1 –5, where 5 = Excellent (highest score) and 1 = poor (lowest Score) place your rating in the corresponding box.

### C. Support Strategies

- |  |                          |
|--|--------------------------|
|  | Rating                   |
| 1. Individual supports and services          | <input type="checkbox"/> |
| 2. Adherence to RFP                          | <input type="checkbox"/> |
| 3. Community Resources and Personal Networks | <input type="checkbox"/> |
| 4. Legal Requirements                        | <input type="checkbox"/> |

Total

<input type="checkbox"/>	Divided BY	<input type="checkbox"/>	=	Average	<input type="checkbox"/>	=	Weight	<input type="checkbox"/>	X	<input type="checkbox"/>	=	Score	<input style="border: 2px solid black;" type="checkbox"/>
		4						.15					

### D. Personal Preferences and Relationships

- |                         |                          |
|-------------------------|--------------------------|
|                         | Rating                   |
| 1. Personal Preferences | <input type="checkbox"/> |
| 2. Relationships        | <input type="checkbox"/> |
|                         | Total                    |

Score

<input type="checkbox"/>	Divided BY	<input type="checkbox"/>	=	Average	<input type="checkbox"/>	=	Weight	<input type="checkbox"/>	X	<input type="checkbox"/>	=	Score	<input style="border: 2px solid black;" type="checkbox"/>
		2						.15					

Score

### E. Proposed Work Plan and Time Frame

<input type="checkbox"/>	Rating	X	Weight	<input type="checkbox"/>	=	Score	<input style="border: 2px solid black;" type="checkbox"/>
				.10			

Score

### F. Support staff/Staffing Patterns

<input type="checkbox"/>	Rating	X	Weight	<input type="checkbox"/>	=	Score	<input style="border: 2px solid black;" type="checkbox"/>
				.15			

*Continue on next page*



### Interview Evaluation Checklist

Agency \_\_\_\_\_ Date of Review \_\_\_\_\_

*A composite rating should be developed by the committee for each criteria. Using a scale of 1 –5, where 5 = Excellent (highest score) and 1 = poor (lowest Score) place your rating in the corresponding box.*

- A. Support Strategies**
- |  |                                    |
|--|------------------------------------|
| 5. Individual supports and services          | Rating<br><input type="checkbox"/> |
| 6. Adherence to RFP                          | <input type="checkbox"/>           |
| 7. Community Resources and Personal Networks | <input type="checkbox"/>           |
| 8. Legal Requirements                        | <input type="checkbox"/>           |

	Total		Average	Weight	
Score					
	<input type="checkbox"/>	Divided BY	<input type="checkbox"/>	=	<input type="checkbox"/>
			4	=	<input type="checkbox"/>
				X	<input type="checkbox"/>
					.25
				=	<input style="border: 2px solid black;" type="checkbox"/>

- B. Personal Preferences and Relationships**
- |                         |                                    |
|-------------------------|------------------------------------|
| 3. Personal Preferences | Rating<br><input type="checkbox"/> |
| 4. Relationships        | <input type="checkbox"/>           |

	Total		Average	Weight	
Score					
	<input type="checkbox"/>	Divided BY	<input type="checkbox"/>	=	<input type="checkbox"/>
			2	=	<input type="checkbox"/>
				X	<input type="checkbox"/>
					.25
				=	<input style="border: 2px solid black;" type="checkbox"/>

	Rating		Weight	
Score				
	<input type="checkbox"/>	X	<input type="checkbox"/>	=
			.25	=
				<input style="border: 2px solid black;" type="checkbox"/>

C. Support staff/Staffing Patterns

*Continue on next page*

## Interview Evaluation Checklist

- |                                      |                          |
|--------------------------------------|--------------------------|
| D. Budget/Cost Effectiveness         | Rating                   |
| 5. Relationship to Available Funding | <input type="checkbox"/> |
| 6. Compare Budget to Other Proposals | <input type="checkbox"/> |
| 7. Indirect Costs                    | <input type="checkbox"/> |
| 8. Feasibility of Proposal           | <input type="checkbox"/> |

Score

Total	Average	Weight
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Divided BY  4 =  X  .25 =

SCORES A B C D Total Score

<input type="checkbox"/>	+	<input type="checkbox"/>	+	<input type="checkbox"/>	+	<input type="checkbox"/>	=	<input style="border: 2px solid black;" type="checkbox"/>
--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	---	---

Score

Total Score	Final
<input style="border: 2px solid black;" type="checkbox"/>	<input style="border: 2px solid black;" type="checkbox"/>

X  20 =

Comments:

Reviewer Initials:

## Guidelines for Qualifying Proposal Evaluation Checklist

### SECTION A: Organization

Assess the organization's value, adhere to the DDS mission and potential ability to accomplish the proposal and operate the program.

**1. Mission and Philosophy:** Review the formal mission and organizational philosophy contained in each proposal and compare it to the DDS Mission and Vision. Look for clear evidence of consistency between the agency statement and the principles contained in the DDS Mission/Vision, such as:

- community presence and participation
- development of skills and competence
- fostering individual choice
- strengthening personal and family relationships
- respect and dignity
- developing natural support networks
- prompting individual control over selection of supports and service providers
- using individual preferences in establishing goals and objectives
- engaging in collaboration with other community service providers

Review the proposal to identify proposed practices, which are also consistent with the DDS Mission/Vision. Examples include focusing on person-centered planning, incorporating the Accreditation Council Performance Outcomes measures as an evaluation tool, special and unique efforts to include family and friends, using generic services and supports when appropriate, establishing a "circle" of natural supports for the individuals in the program, providing extra opportunities for meaningful participation in community life (e.g., volunteerism, membership in religious or civic organizations, etc.), seeking competitive jobs in the real workplace, etc

Where possible review the history of the agency to identify actual and historical practices, which may support there stated philosophy and proposed actions (i.e., do they "practice what they preach").

### Rating Scale Guidelines

Score each criterion on a relative scale of 1-5. Use the descriptions as a guide for assigning scores. Consider a score of 2 as midway between 1 and 3; a score of 4 as a midway between 3 and 5.

1	2	3	4	5
Poor		Average		Excellent

#### **1) POOR:**

The mission & philosophy of the organization is not consistent with the principles contained in the DDS Mission/Vision. The proposal does not address community inclusion, choice, relationships, client/family preference, etc. The organization does not possess necessary management, independent oversight, support and/or clinical resources or expertise to adequately meet the needs of the individuals to be served in the program

#### **(2)**

#### **(3) AVERAGE:**

The mission & philosophy of that organization is generally consistent with the DDS Mission/Vision. The proposal articulates the philosophy and presents evidence of proposed practices, which will promote inclusion, choice, empowerment, relationship building, etc. The organization has an adequate resource-base, management structure and history in working with similar populations to meet the needs of the individuals to be served in the program. The Board is independent and provides adequate oversight.

#### **(4)**

#### **EXCELLENT:**

The mission & philosophy of the organization exemplifies the DDS Mission/Vision. The organization very clearly illustrates how it will practice these principles. It has a consistent history of demonstrating outstanding efforts to promote meaningful inclusion and integration, client and family choice and control, building and supporting long-term relationships and networks. The organization has demonstrated special expertise in meeting the needs of similar population. There is an excellent resource base, which supports the program. Management resources are either specifically dedicated to the program or are readily available to provide close support. The Board is broad based, independent and plays an active role in governing the agency.

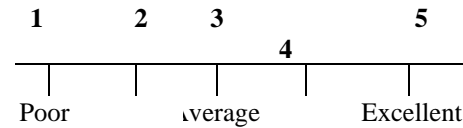
**2. Organizational Resources:** Review the relative strengths and weaknesses of the organization based on any identified areas of demonstrated expertise. (e.g., strong history of supporting people with severe challenging behaviors or significant medical needs, etc.).

Evaluate the availability of clinical and other support personnel or resources that are necessary to provide expert and timely services to the people who will be served in the program. Are there sufficient linkages with medical, hospital, psychiatric, nursing services? Where are they located and can they be assessed in an efficient fashion? Are there other programs in the area, which could provide back-up staff and associated resources when necessary or is the program isolated? Also consider the relationship of management and supervisory support. Assess the proximity, span of control and general availability of administrative oversight of the program.

**3. Board of Directors:** Assess the relative independence of the agency's Board of Directors and its ability and history in governing the agency and its administration. Identify the membership of the Board, with particular reference to conflict of interest (e.g., employee members, family relationships, etc.) and the presence of consumers and/or family representation. Evaluate the extent to which the Board plays an active role in overseeing agency operations and executive decisions (e.g., frequency and content of meetings).

### **Rating Scale Guidelines**

*Score each criterion on a relative scale of 1-5. Use the descriptions as a guide for assigning scores. Consider a score of 2 as midway between 1 and 3; a score of 4 as a midway between 3 and 5.*



#### **(1) POOR:**

The mission & philosophy of the organization is not consistent with the principles contained in the DDS Mission/Vision. The proposal does not address community inclusion, choice, relationships, client/family preference, etc. The organization does not possess necessary management, independent oversight, support and/or clinical resources or expertise to adequately meet the needs of the individuals to be served in the program.

#### **(2)**

#### **(3) AVERAGE:**

The mission & philosophy of that organization is generally consistent with the DDS Mission/Vision. The proposal articulates the philosophy and presents evidence of proposed practices, which will promote inclusion, choice, empowerment, relationship building, etc. The organization has an adequate resource-base, management structure and history in working with similar populations to meet the needs of the individuals to be served in the program. The Board is independent and provides adequate oversight.

#### **(4)**

#### **EXCELLENT:**

The mission & philosophy of the organization exemplifies the DDS Mission/Vision. The organization very clearly illustrates how it will practice these principles. It has a consistent history of demonstrating outstanding efforts to promote meaningful inclusion and integration, client and family choice and control, building and supporting long-term relationships and networks. The organization has demonstrated special expertise in meeting the needs of similar population. There is an excellent resource base that supports the program. Management resources are either specifically dedicated to the program or are readily available to provide close support. The Board is broad based, independent and plays an active role in governing the agency.

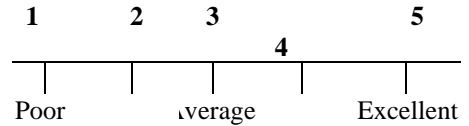


the timeliness of acquisition, quality of housing, general upkeep and maintenance of facilities and ability to operate housing within budget or established reimbursement rates.

**5. Financial Management:** Review the provider's history in managing and operating within budget and managing consumer's individual finances. Maintains a credit line to meet financial needs. Identify any indicators that the provider has experienced substantial difficulties in maintaining a positive cash flow, such as repeated need for special processing of payment, repeated requests for additional funding, complaints from subcontractors about timely payment, reduction of services, inability to secure an adequate credit line, deterioration of facilities or equipment, late payment of payroll obligations, etc, Consider outstanding debt in relation to assets and revenues.

#### **Rating Scale Guidelines**

*Score each criterion on a relative scale of 1-5. Use the descriptions as a guide for assigning scores. Consider a score of 2 as midway between 1 and 3: a score of 4 as a midway between 3 and 5.*



#### **(1) POOR:**

The provider has a history of poor performance in two or more of the 5 categories reviewed. There is past evidence that the provider has not been able to appropriately meet the programmatic, housing, project development, or financial standards required for maintaining a proper level of care without special oversight or intervention.

#### **(2)**

#### **(3) AVERAGE:**

The provider has demonstrated an adequate level of compliance with regulations and formal program requirements. There is evidence of general satisfaction with most services provided by the provider. Housing or project development and management of finances is satisfactory.

#### **(4)**

#### **EXCELLENT:**

The provider has an above average record of providing quality programs and services. Formal compliance indicators and consumer satisfaction ratings are consistently good. Housing or project development is timely and finances are well managed. The provider has a positive cash flow and adequate financial resources to maintain a high level of services and meet unforeseen emergencies.

## SECTION C: Support Strategies

Evaluate the proposal in terms of its ability to meet the identified needs of the consumers in the RFP and according to the four criteria outlines below.

**1. Individual Supports and Services:** Assess how the proposed program will meet the health and safety, behavioral, psychiatric, educational, habilitative, and the overall quality of life needs of the people to be served. Consider any specialized services and supports for one or more of the people to be served, which can include medical and nursing services, adaptive equipment, recreation, fitness and social needs, unique staff skills, language and cultural needs, etc.

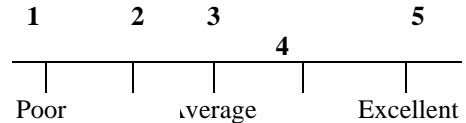
**2. Adherence to RFP:** Assess how well the proposal meets all of the individual support needs. Review specific support areas to determine if they have been appropriately addressed in the proposal.

**3. Community Resources and Personal Networks:** Evaluate the extent to which the proposal incorporates the utilization of community services and the development of individual networks of support, including family and friends, community organizations, self advocacy opportunities, and social networks that might reduce the reliance on segregated services.

**4. Legal Requirements:** Review the proposal for its adherence to any legal and regulatory requirements, such as the need for licensing, court ordered stipulations, DDS policy (Human Rights, Individual Planning, Program Review, staff qualifications) and associated requirements, etc.

### Rating Scale Guidelines

Score each criterion on a relative scale of 1-5. Use the descriptions as a guide for assigning scores. Consider a score of 2 as midway between 1 and 3; a score of 4 as a midway between 3 and 5.



#### **(1) POOR:**

The proposal does not fully meet the individual needs or does not recognize the individual circumstances of the people to be served. It does not adequately address the development of community involvement or the general quality of life, cultural and language needs of the people to be served.

#### **(2)**

#### **(3) AVERAGE:**

The proposal generally addresses all of the individual supports and services and demonstrates efforts to recognize and provide support strategies to meet individual needs. Community resources and social networks are potentially available. Any legal requirements in the RFP are met.

#### **(4)**

#### **EXCELLENT:**

The proposal addresses all of the specific needs of each individual to be served and provides significant details to address special consumer circumstances. It addresses all legal requirements in the RFP. The proposal provides numerous opportunities for the inclusion of community resources and the establishment and ongoing support of personal networks.

## SECTION D: Personal Preferences and Relationships

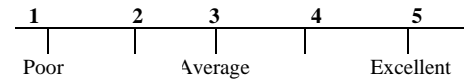
Evaluate the proposal in terms of strategies, which encourage and facilitate the inclusion of personal preferences and relationships as a mechanism for meeting individual needs.

**1. Personal Preferences:** Assess how well that proposal addresses any personal preferences of the people to be served. Consider the extent to which it recognizes and values person-centered planning and the ability of the individual to determine the focus of services. Preferences in leisure time, home ownership, routines, schedules, location, work, hobbies, service providers, etc., are areas for consideration.

**2. Relationships:** Evaluate the extent to which the proposal attempts to assist individuals and their families and friends to maintain important relationships. Consider efforts to provide transportation for family visits, invite family and friends into the normal routine of the program, strengthen involvement in planning activities, etc. If there are no existing relationships, review strategies to develop or re-establish family contacts and friendships.

### Rating Scale Guidelines

Score each criterion on a relative scale of 1-5. Use the descriptions as a guide for assigning scores. Consider a score of 2 as midway between 1 and 3: a score of 4 as a midway between 3 and 5.



#### **(1) POOR:**

The proposal does not address the role of personal preferences in the design of services and supports. No special attention is paid to building or maintaining ongoing relationships of family or friends for the people to be served.

#### **(2)**

#### **(3) AVERAGE:**

*The proposal supports the inclusion of individual preferences and maintenance of important relationships. No extraordinary strategies, however, are identified.*

#### **(4)**

#### **(5) EXCELLENT:**

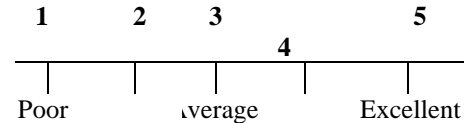
The proposal places a special emphasis on valuing and including personal preferences as means of shaping the services and supports. Unique or exceptionally powerful strategies are identified to develop and strengthen personal relationships for the people to be served.

## SECTION E: Proposed Work Plan and Time Frames

Evaluate the proposal in terms of its ability to meet the project's time frame. Particular attention should be given to the feasibility of housing or facility acquisition, hiring and training of staff and support personnel, establishment of any special service contracts, vehicle acquisition and transition planning. Consider the proposed mechanisms for financing start-up and development costs. If the proposal will rely on third party financing or management of the development process, review the extent to which the agency will be able to control and direct these processes. Identify any interim or temporary plans for beginning the program if difficulties arise. Reference the proposed timetable against historical experience with similar projects (i.e., is it practical and feasible?).

### Rating Scale Guidelines

Score each criterion on a relative scale of 1-5. Use the descriptions as a guide for assigning scores. Consider a score of 2 as midway between 1 and 3; a score of 4 as a midway between 3 and 5.



#### **(1) POOR:**

*The proposal does not address a majority of the transitional and operational activities and is not able to meet the identified time-frame for the project start-up. Financing is uncertain. There is not evidence of a feasible plan to start the program within a reasonable period of time if problem in development occur.*

#### **(2)**

#### **(3) AVERAGE:**

*The proposal generally addresses a majority of the transitional and operational activities and meets the identified time frame for project start-up. Development mechanism, financing and staff resources appear practical.*

#### **(4)**

#### **(5) EXCELLENT:**

The proposal is able to meet or exceed the transitional and operational activities and project requirements for start-up. There is clear evidence of the human resources and financial ability to accomplish any development, acquisition or start-up activities without being compromised by external obstacles. A back-up contingency plan is articulated to guarantee initiation of the program on time.

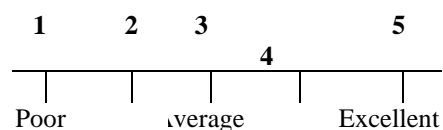
## SECTION F: Support/Staffing Patterns

Evaluate the proposal in terms of the proposed staffing patterns. Consider the relationship between consumer needs and the type and numbers of direct and support service personnel assigned to the program. Review the proposed schedules across a 24-hr, 7-day per week time period. In evaluating the support of staffing patterns consider a wide range of variables including:

- Level of direct supervision and support needs based on the Level of Need (LON)
- Medical and physical disability levels and needs (e.g., nursing)
- Need for assistance in transferring, bathing, mealtime activities
- Special instructional needs
- Physical characteristics of the setting (e.g., 1 floor, multi-level, presence of adaptive equipment or modifications to the facility, fire safety enhancements, location, etc.)
- Safety needs related to evacuation and emergency response
- Needs for special behavior management Procedures
- Proximity to other programs
- Presence of supervision and/or professional, indirect staff support
- Day program schedules
- Provision of transportation to day Programs
- Community activities being proposed
- Use of volunteers
- Use of technology to enhance staff efficiencies and link personnel to other resources
- Full time equivalent totals – FTE
- Number of support hours
- Staffing schedules need to be clear and easy to interpret
- Third shift staffing (awake vs. asleep)
- Plan on how staff will be trained and monitored to ensure consumer outcomes and health and safety needs are met.

### RATING SCALE GUIDELINES

Score each criterion on a relative scale of 1-5. Use the descriptions as a guide for assigning scores. Consider a score of 2 as midway between 1 and 3; a score of 4 as a midway between 3 and 5.



#### **(1) POOR:**

The proposed staffing for the program is not appropriate for the type of services and supports necessary to meet the needs of the people to be served. There are insufficient numbers of personnel, required professional staff are not available when needed and/or the proposed schedule compromises the ability of the program to safely meet all needs.

#### **(2)**

#### **(3) AVERAGE:**

The proposed staffing generally meets the needs of the individuals to be served. There is evidence of staffing enhancements such as specialized training, on-site availability of professional resources, use of technology to link personnel and/or extraordinary and unique

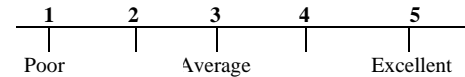
## SECTION G: Budget/Cost Effectiveness

Evaluate the proposal's budget in terms of its appropriateness to efficiently meet all of the identified needs of the individuals and support all of the services and programs being proposed. Determine whether the budget proposal is within the funding amount available for this project. Compare the costs with those in competing budgets. Compare the type and amount of services proposed with competing budgets. Determine whether costs for services outlined (defined) in the proposal are feasible and realistic. Review the three criteria listed below:

1. **Relationship to Available Funding:** Determine whether the budget proposal is within the funding amount available for this project.
2. **Compare Budget to Other Proposals:** Consider types and amount of services offered and ability to meet individual needs. Be sure to use direct and management (A&G) costs and remove costs that are not part of the service budget, such as room and board.
3. **Indirect Costs:** Look at indirect costs and the percentage of the budget assigned to this area. Consider and compare the amount assigned to this area and any specific justifications noted for these costs.
4. **Feasibility of Proposal:** Look at the type and amount of services and determine if the budget will be able to support these. If possible, compare to similar programs currently in operation to assist in determining if the services and supports can be provided within the proposed budget.

### RATING SCALE GUIDELINES

*Score each criterion on a relative scale of 1 – 5. Use the descriptions as a guide for assigning scores. Consider a score of 2 as midway between 1 and 3; a score of 4 as midway between 3 and 5.*



#### **(1) POOR:**

The budget is above the available funding amount. The proposed budget is not feasible and cannot support the services proposed. A high level of funding is assigned to A&G. The proposal is more expensive than other proposals with the same level of service.

#### **(2)**

#### **(3) AVERAGE:**

The budget is at the available funding amount. The [proposed budget appears adequate to support the services proposed. The amount assigned to A&G is at or under the cap allowed. The cost of the proposal is average in comparison with other proposals.

#### **(4)**

#### **(5) EXCELLENT:**

The budget is below the available funding amount. The proposed budget is able to support the services proposed in a cost effective manner allowing for some expansion as needed. The A&G is below the cap and use is well defined. The proposed budget is more cost effective than most of the other proposals.

## DDS RFP Reference Verification Form

This form is to be used to verify references in association with a proposal submitted in response to a Request for Proposal (RFP) issued by the Department of Developmental Services.

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### Reference Information

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
RFP Title

\_\_\_\_\_  
Name of Individual Providing the Reference

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

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### Screening Committee Information

\_\_\_\_\_  
Name of RFP Team Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Individual Contacted  
(if different from above)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Reason for speaking with a different person

\_\_\_\_\_  
Time of call

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### Verification Information

The RFP Team member should begin the conversation with the listener using the following information:

The Department of Developmental Services has received a reference letter from you regarding **(Name of Proposer)** submission of a proposal to **(brief description of the supports to be provided)**. The reason for this call is to ask you questions about your experiences with this agency.

1. How long has this agency been providing supports to (***you, your child, or the individual you are the guardian of***)? \_\_\_\_\_

***or***

1. How long has this agency been providing supports to persons with intellectual disability?

2. Please check the statement that best describes the applicant's skills and qualifications for the supports provided.

- The levels of direct support needs are based on the participants Level of Need.
  - Never
  - not usually
  - Sometimes
  - Most of the time
  - Always
  - Not Sure
- The agency develops the services and supports based on the personal preferences and relationships of the people it supports.
  - Never
  - not usually
  - Sometimes
  - Most of the time
  - Always
  - Not Sure
- The agency recognizes and values the person-centered planning process and the ability of the individual to determine the focus of services.
  - Never
  - not usually
  - Sometimes
  - Most of the time
  - Always
  - Not Sure
- The organization assists the individual to maintain their families and friends relationships.
  - Never
  - not usually
  - Sometimes
  - Most of the time
  - Always
  - Not Sure
- The agency empowers the individual to determine the activities of his/her leisure time, routines, schedules, location, work, hobbies, service providers, etc.
  - Never
  - not usually
  - Sometimes
  - Most of the time
  - Always
  - Not Sure
- The agency trains and monitors staff to ensure consumer outcomes and health and safety needs are met.
  - Never
  - not usually
  - Sometimes
  - Most of the time
  - Always
  - Not Sure
- The provider has a positive cash flow and adequate financial resources to maintain a high level of services and meet unforeseen emergencies.
  - Never
  - not usually
  - Sometimes
  - Most of the time
  - Always
  - Not Sure
- The agency provides high quality supports to the individuals it supports.
  - Never
  - not usually
  - Sometimes
  - Most of the time
  - Always
  - Not Sure

3. Are there any additional comments you would like to make about this agency?

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I attest that the information recorded is based on the conversation with the individual listed above.

\_\_\_\_\_  
RFP Team Member Signature

\_\_\_\_\_  
Date