1. BACKGROUND

Southbury Training School (STS) is a residential facility for approximately 470 men and women with developmental disabilities located in Western Connecticut. All residents receive Intermediate Care Facility/Mental Retardation (ICF/MR) services.

2. OBJECTIVE

- Diagnostic, treatment, planning, documentation and direct services utilizing state-of-the-art practices for services to people with developmental disabilities.
- Training of professional and paraprofessional staff.
- Coordination with professional and paraprofessional staff to ensure high quality service delivery.

3. SERVICES REQUIRED

- The need is for one physical therapist.
- The contract duration is two to three years starting approximately March 1, 2010.
- In general services will be provided within an eight hour period.
- Provider will be paid hourly based on actual time services are rendered not to exceed 1,824 hours per year per person, prorated by the amount of weeks in full year that the person actually performed service.
- The Provider will follow all rules and regulations of STS, including but not limited to submitting a billing statement designed by the agency itemizing billable hours and a description of services provided.
4. BID PROPOSAL ~ PLEASE SUBMIT TWO COPIES OF BID PROPOSAL

Each bid proposal should include:

**Individual Contractor**

Current curriculum vitae including:

- Professional qualifications (education, training and experience)
- Licensed in Connecticut
- A minimum of two years experience with similar population

The bidder will possess:

- Excellent writing and oral communication skills
- Excellent interpersonal and interdisciplinary skills
- Excellent training skills
- Excellent hands-on skills appropriate for persons with developmental disabilities
- The bidder must submit a per hour rate in the proposal of the individual cost for physical therapist.

**Company Contractor**

Verification that the bidder has visited STS, and a description of how the bidder would ensure that a qualified, Connecticut licensed staff who meet the above criteria, would be on site within 60 days of the contract.

The bidder must submit a per hour rate in the proposal.

Describe how you propose to support staff who are on site: i.e., frequency, hours, content, and if this support would affect billable hours.

References: a listing of other institutions with whom the bidder currently has contracts as well as those with whom the bidder has had contracts in the past five years. The bidder grants permission for STS to contact previous contractors.

Provider will be responsible for delivery of required documentation presented in a format required by STS.

5. EXPECTATION FOR DELIVERY OF SERVICES

The Agency retains the right to cancel the contract in accordance with the terms of the cancellation clause of the contract. Failure to provide services within 60 days of either contract initiation or subsequent vacancies created by people who have been providing routine on-site services will be considered cause for cancellation.

6. PROVIDER SELECTION

Selection will be based on the following factors:
- the therapy needs of STS residents
- the professional status of the bidder, including information provided by current or previous contractors
- previous professional experience with a similar population
- history of provision of service at STS or other State agencies, if applicable
- the degree to which the proposal complements the existing management system of Southbury Training School.
- ability of bidder to provide for continuity of services
- low bidder preference if above criteria comparable
- willingness of the Contractor to allow STS to recruit contracted therapists after one year

Please Note: A Commission on Human Rights and Opportunities (CHRO) Bidders Contract Compliance Monitoring Report must be completed in full, signed and submitted with the proposal for the bid to be acceptable. This form can be found at:


NONDISCRIMINATION CERTIFICATION

By law, a contractor must provide an awarding State agency with written representation or documentation that certifies the contractor complies with the State’s nondiscrimination agreement and warranties. A nondiscrimination certification is required for all State contracts. The appropriate form below must be submitted with this proposal. There are three different certification forms.

Form C. Affidavit: (Recommended) For use by an entity when entering into any contract valued at $50,000 or more for any contract AND the entity certifies through an affidavit that a complying nondiscrimination policy is currently in place.

Form D. New Resolution: For use by an entity when entering into any contract valued at $50,000 or more for any year of the contract AND the entity has a complying nondiscrimination policy adopted by a new resolution of the board of directors, shareholders, managers, members or other governing body.

Form E. Prior Resolution: For use by an entity when entering into any contract valued at $50,000 or more per year of the contract AND the entity has a complying nondiscrimination policy adopted by a prior resolution of the board of directors, shareholders, managers, members or other governing body.

Form A. Representation: For use by an individual when entering into any contract, regardless of the contract value.

Reference: Public Act No. 09-158, Section 4a-60(a)(1):

Please Note: The Consulting Affidavit (attached below page eight) must be read and filled out appropriately and returned with the proposal.
STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION — Affidavit
By Entity
For Contracts Valued at $50,000 or More

FORM C
Documentation in the form of an affidavit signed under penalty of false statement by a chief executive officer, president, chairperson, member, or other corporate officer duly authorized to adopt corporate, company, or partnership policy that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:
For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at $50,000 or more for any year of the contract. Complete all sections of the form. Sign form in the presence of a Commissioner of Superior Court or Notary Public. Submit to the awarding State agency prior to contract execution.

AFFIDAVIT:
I, the undersigned, am over the age of eighteen (18) and understand and appreciate the obligations of an oath. I am __________________ of __________________, an entity duly formed and existing under the laws of ___________________________________.

I certify that I am authorized to execute and deliver this affidavit on behalf of ____________________________________ and that ____________________________________ has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

_________________________________________
Authorized Signatory

_________________________________________
Printed Name

Sworn and subscribed to before me on this ____ day of ____________, 20___.

_________________________________________
Commissioner of the Superior Court/Notary Public

Commission Expiration Date
STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION — New Resolution
By Entity
For Contracts Valued at $50,000 or More

FORM D
Documentation in the form of a corporate, company, or partnership policy adopted by resolution of the board of directors, shareholders, managers, members or other governing body of a contractor that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:
For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at $50,000 or more for any year of the contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

CERTIFICATION OF RESOLUTION:
I, _________________________, Title _________________________, of ________________________________, an entity duly formed and existing under the laws of __________________________________________, Name of State or Commonwealth

certify that the following is a true and correct copy of a resolution adopted on the _____ day of ____________, 20____ by the governing body of ________________________________, Name of Entity

in accordance with all of its documents of governance and management and the laws of __________________________________________, Name of State or Commonwealth

and further certify that such resolution has not been modified or revoked, and is in full force and effect.

RESOLVED: That the policies of ________________________________ comply with the

nondiscrimination agreements and warranties of Connecticut General Statutes

§§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

The undersigned has executed this certificate this _____ day of ____________, 20____.

Authorized Signatory _________________________ Date _________________________

Printed Name _________________________

Page 5 of 11
STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION — Prior Resolution
By Entity
For Contracts Valued at $50,000 or More

FORM E
Documentation in the form of a corporate, company, or partnership policy adopted by a prior resolution of the board of directors, shareholders, managers, members or other governing body of a contractor that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:
For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at $50,000 or more for any year of the contract. Complete all sections of the form. Attach copy of previously adopted resolution (State of CT, Nondiscrimination Certification, Form D: New Resolution). Submit all documentation to the awarding State agency prior to contract execution.

CERTIFICATION OF PRIOR RESOLUTION:
I, the undersigned, am a duly authorized corporate officer or member of ___________________________.

Name of Entity

I have reviewed the attached prior resolution. I certify that:

(1) the attached prior resolution complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended; and

(2) the prior resolution remains in full force and effect on the date this documentation is submitted to the awarding State agency.

Authorized Signatory
Title

Printed Name
Date

RESERVED FOR STATE USE
I, the undersigned head of the awarding State agency, or designee, certify that the attached prior resolution complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

Signature of Agency Head (or designee)
Date

Awarding State Agency
STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION — Representation
By Individual
For All Contract Types Regardless of Value

Form A
Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:
For use by an individual who is not an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut, regardless of contract value. Submit to the awarding State agency prior to contract execution.

REPRESENTATION OF AN INDIVIDUAL:
I, _____________________________ , of _________________________________________________ , Signatory    Business Address represent that I will comply with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

___________________________________________  ___________________________________
Signatory      Date

___________________________________________
Printed Name
INSTRUCTIONS:

If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete all sections of the form. If the bidder or vendor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. If the bidder or vendor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if the contractor enters into any new consulting agreement(s) during the term of the State contract.

AFFIDAVIT: [ Number of Affidavits Sworn and Subscribed On This Day: _____ ]

I, the undersigned, hereby swear that I am the chief official of the bidder or vendor awarded a contract, as described in Connecticut General Statutes § 4a-81(a), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except for the agreement listed below:

Consultant’s Name and Title Name of Firm (if applicable)

Start Date End Date Cost

Description of Services Provided: ___________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Is the consultant a former State employee or former public official? □ YES □ NO

If YES: ___________________________________  __________________________

Name of Former State Agency  Termination Date of Employment

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

__________  ______________________________

Printed Name of Bidder or Vendor  Awarding State Agency

___________________________

Printed Name (of above)  Date

Sworn and subscribed before me on this ______ day of ____________, 200__.

___________________________

Commissioner of the Superior Court or Notary Public
NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN

This notice is provided under the authority of Connecticut General Statutes 9-612(g)(2), as amended by P.A. 07-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

Campaign Contribution and Solicitation Ban
No state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee;

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

Duty to Inform
State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

Penalties for Violations
Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties—$2000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of $2000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or $5000 in fines, or both.

Contract Consequences
Contributions made or solicited in violation of the above prohibitions may result, in the case of a state contractor, in the contract being voided.
Contributions made or solicited in violation of the above prohibitions, in the case of a prospective state contractor, shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State will not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information and the entire text of P.A 07-1 may be found on the website of the State Elections Enforcement Commission, www.ct.gov/seec. Click on the link to “State Contractor Contribution Ban.”

Definitions:
"State contractor” means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year
in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has managerial or discretionary responsibilities with respect to a state contract, (v) the spouse or a dependent child of an individual who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan or a loan to an individual for other than commercial purposes.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual’s household who may legally be claimed as a dependent on the federal income tax of such individual.

“Solicit” means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.
A. **Official State Contact.** The State contact person for the purpose of this RFP is:

Lynn Lantieri  
Department of Developmental Services  
Wallingford Business Services Office  
104 South Turnpike Road  
Wallingford, CT 06492  

Telephone - 203-294-5075  
Confidential Facsimile – 860-622-2679  

E-Mail address:  
lynn.lantieri@ct.gov  

All communications with the State regarding this RFP 176 must be directed to the Official State Contact.

B. **Proposer’s Authorized Representative:** Proposers must designate an authorized representative and one (1) alternate. Provide the name, title, address, telephone and facsimile numbers, e-mail address, and normal working hours for each representative. This information must be submitted to the Official State Contact with the RFP submission.

C. **Communications Notice:** All communications with the State or any person representing the State concerning this RFP are strictly prohibited, except as permitted by this RFP.

D. **Inquiry Procedures:** All questions regarding this RFP 176 notice and submission requirements must be directed, in writing, to the Official State Contact by 3:00 PM, on December 14, 2009. Proposers are required to limit their contact regarding this RFP to the person(s) named herein. Written responses to all questions received will be posted to the Department of Administrative Services (DAS) contract portal and the Department of Developmental Services (DDS) websites by 3:00 PM on December 22, 2009.

E. **Packaging and Labeling Requirements:** All proposals must be submitted in sealed envelope or package that is labeled **RFP 176.** All proposals must be addressed to the Official State Contact. The name and address of the proposer must appear in the upper left hand corner of the envelope or package. An original (clearly identified as such) and two (2) copies of the proposal must be submitted. The proposal must be signed by the proposer.

**Proposal Due:** An original and two (2) copies must be received no later than 3:00 PM on January 8, 2010.

Proposals received after the deadline cannot be reviewed.

The Department of Developmental Services, West Region, reserves the right to make a selection in the best interest of the State, and reserves the right to withdraw this RFP without prejudice.