

Directions for completing the FY 2018-20 Purchase of Service Contract and the Required Documents

Within the next several weeks, DDS will be uploading your FY2018-21 POS Contract for Day and Residential Services to Biznet electronically. The contract will contain multiple PDF files. These will include:

1. The POS Contract Boilerplate PDF
2. The POS Contract Cover Page PDF (page 1)
3. The POS Contract Summary Page PDF (page 50)

Please follow the [DDS Electronic Contract and Amendment User Guide](#) when processing the POS Contract. If you need assistance after following the User Guide, please contact your assigned DDS Provider Specialist.

A completed POS Contract must include the following:

<ol style="list-style-type: none"> 1. Consulting Agreement Affidavit 2. Gift and Campaign Contribution Certificate 3. Non-Discrimination Certification 4. Workforce Analysis Form 5. Board of Directors 6. FY2018 Operational Report 7. Staff Schedules 8. Water Safety Policy 	<p>NEEDED TO EXECUTE THE CONTRACT</p> <p>MUST BE UPLOADED TO BIZNET <u>ON OR BEFORE 6/10/17</u></p>
<ol style="list-style-type: none"> 9. POS Contract Boilerplate 10. POS Contract Pages 1 and 50 (Cover Page and Budget Summary) 	<p>WILL BE UPLOADED TO BIZNET BY DDS <u>AFTER</u> THE DOCUMENTS LISTED IN NUMBERS 1-8 ARE UPLOADED TO BIZNET</p>
<ol style="list-style-type: none"> 11. DOL Certificate, if applicable 12. GSE Locations, if applicable 13. Day Program Calendar, if applicable 	<p>EMAIL TO ASSIGNED PROVIDER SPECIALIST PRIOR TO 6/15/17</p>

Required Document Descriptions:

Documents can be found on the DDS Website at <http://www.ct.gov/dds/cwp/view.asp?a=3166&Q=503726>

1. **POS Contract Boilerplate** – Providers will receive notification when the file is uploaded by DDS to their Biznet account. Must be downloaded prior to the Authorized Signatory submitting his/her electronic signature.
2. **POS Contract Cover Page and POS Budget Summary Page**- Both pages are unique to each provider and will be uploaded by DDS as one PDF file to the provider’s Biznet account. Providers will

receive notification when the file is uploaded by DDS to their Biznet account. Must be downloaded prior to the Authorized Signatory submitting his/her electronic signature.

3. Consulting Agreement Affidavit – All agencies must complete this form. If an agency has more than one (1) consulting agreement, the provider must submit a different form for each agreement. If the agency does not have any consultant agreements, the provider must complete only the shaded section. ***The form must be signed by the Executive Director or other authorized individual and notarized.***
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- a. The definition of consulting agreement as defined in Sec 4a-81 states: As used in this section “consulting agreement” means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of:
 - i. Providing counsel to a contractor, vendor, consultant, or other entity seeking to conduct, or conducting business with the state.
 - ii. 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, request for information or
 - iii. Any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provision of Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of this section.”
- b. Things to Review
 - i. **Start Date and End Date:** This is the period of time the consultant was or is hired to conduct activity as defined above to a state contract.
 - ii. **Awarding State Agency** – This should be Department of Developmental Services. It might appear to some providers that we would complete this line. This is incorrect. Once a form has been notarized, it cannot be changed.
 - iii. **Notarized Date** – ***Must be signed either before or the day of the contract signature.***

4. Gift and Campaign Contribution Certificate

- a. All the information must be completed. ***The form must be signed by the Executive Director or other authorized individual and notarized.*** **UPLOAD TO BIZNET**
- b. Things to review:
 - i. **Initial Certification** – This is the initial year of the contract and this must be checked.
 - ii. **Campaign Gifts** – All the information must be detailed for each gift. Providers may need to use more than one form.
 - iii. **Notarized Date** – ***Must be signed either before or the day of the contract signature.***

4. Non-Discrimination Certification – The Non-Discrimination Resolution must be adopted by the Board of Directors before the Contract is signed. If the agency had passed the resolution last year, all that is need is the Non-Discrimination Certification signed by the Secretary of the Board. ***This must have the corporate seal, or encircled LS with the signature to indicate that the corporation does not have a***

seal. This must be signed by the Secretary of the Board of directors and dated after the POS Contract is signed or the same day the POS Contract is signed. UPLOAD TO BIZNET

- a. **Acceptable** – The Board of Directors of XYZ Corporation adopted the Non-discrimination Resolution on August 8, 2009. The Executive Director signs the POS Contract on June 16, 2010. The Secretary of the Board signs the Non-discrimination Certification on June 17, 2010.
- b. **Not Acceptable** – The Executive Director signs the POS Contract on August 8, 2009. The Board of Directors of XYZ Corporation adopted the Non-Discrimination Resolution on June 16, 2010. The Secretary of the Board signs the Non-Discrimination Certification on June 17, 2010.

5. **Workforce Analysis Form – Complete the form on BIZNET**
6. **Board of Directors - Complete and upload to BIZNET**
7. **FY2018 Operational Report**
8. **Staff Schedules**
9. **Water Safety Policy**
10. **DOL Certificate** – Required for Day Programs that pay participants less than Minimum Wage.
11. **GSE Locations**
12. **Day Program Calendar**
13. **Table of documentation Execution**