

**REQUEST FOR INFORMATION**  
**HSS-13-047**

The Delaware Division for the Visually Impaired (DVI) Vocational Rehabilitation (VR) program is interested in information from individuals, and organizations qualified and experienced in Job Placement and Development services. The intent of this RFI is for information only; no contract will be awarded as a direct result of response to this RFI.

The DVI-VR program provides services to help eligible persons blind and/or visually impaired prepare for, start and maintain competitive employment, thus becoming productive and independent citizens in their communities. DVI-VR has two offices, an office to serve New Castle County and an office to serve Kent/Sussex County with expert staff that work in the community and have in-depth knowledge of both the marketplace and the support services available. Consumers are therefore able to benefit from the opportunity tailored to their specific need.

**SCOPE OF SERVICE**  
*Name of Program/Service*

This Request for Information (RFI) is posted to collect information only; no contract will be awarded as a direct result of a response to this RFI for the provision of Job Development and Placement services.

***Description of Program/Services***

This RFI seeks information from qualified, individuals or entities with experience in providing services pertaining to:

**Job Placement** : i.e. a well-defined approach that helps people with disabilities participate in the competitive labor market. Services relevant to job placement include:

- Assisting people blind and/or visually impaired find and keep competitive jobs
- Providing intake and assessment, individualized job search and job placement services to those receiving services from the VR program.
- Placing DVI customers in unsubsidized employment that are consistent with skills and abilities at an hourly wage of at least \$7.25 and where benefits may be offered within ninety (90) days of hire.
- Providing job retention services to DVI customers who have entered unsubsidized employment, for up to twelve (12) months after initial unsubsidized job placement to facilitate job retention and improve prospects for wage gain.
- Completion of verification of day 1 placement, day (30) thirty, (60) sixty and (90) day job retention for individuals that enter the workforce in part-time or full-time status.
- Providing job re-placement services for those that lose that initial placement for any reason.

**Customized Employment** is defined as a distinct separate placement service distinguished by negotiations with an employer to create a position for an individual with a disability that would otherwise not be available.

Services relevant to customized employment:

- Negotiating with employers to create positions for individuals with significant disabilities. Negotiations are designed to meet the needs of both the individual and the employer, resulting in a successful outcome that otherwise may not be achieved.

- Developing current unidentified and unmet needs of the employer and the needs of the employee.
- Developing job duties and tasks, work schedule including determining the hours to be worked; job location; developing a job arrangement, such as job carving, job sharing, or a split schedule and/or determining the specifics of supervision
- Following up with employer and employee for the first 90 days to ensure employer's needs are being met and employee meets 90 day retention.

### **REQUIRED DOCUMENTS**

As a response format to this RFI DVI is seeking resume/curriculum vitae formatted responses and a letter of interest from all parties containing information for Job Development and Placement services.

For individuals interested in providing information please submit a copy of resume or curriculum vitae formatted documents that:

- Describe vendor's experience and training relevant to the services identified in this Request for Information.
- Identify specialty area; may include copy of professional licenses in the specialty of practice, accreditations and certifications.
- Address the elements of the description of services.
- Describe vendor's performance history as related to the services in this Request for Information.
- Outline the hours/days available to provide services to staff at the New Castle County office and/or the Kent/Sussex County office.

Organizations, practices and agencies shall format responses that:

- Identify specialty area; may provide copy of professional licenses, accreditations and certifications in the specialty of practice.
- Address the elements of the description of services.
- Describe vendor's experience and training relevant to the services identified in this Request for Information.
- Outline the hours/days suggested to provide services at the New Castle County office and/or the Kent/Sussex County office.

The agency will accept response information no later than **4:30 p.m. on June 20, 2013.**

Response Information should be emailed in PDF format only to: [DHSS\\_DVI\\_inforequest@state.de.us](mailto:DHSS_DVI_inforequest@state.de.us)

Solicitation date: May 24, 2013

Question due date: June 7, 2013

Question response date: June 12, 2013

RFI response deadline date: June 20, 2013 no later than 4:30 p.m.