

06/20/14

TO: ALL OFFERS

FROM: Barbara Boese
DVR Contracts Administrator

SUBJECT: Change of Deadline for Receipt of Proposals, change of Public Proposal Opening and Q & A ADDENDUM TO INVITATION TO BID - CONTRACT NO. DOL/DVR-14003, Project SEARCH Program, Supported Employment (SE)

ADDENDUM #2

I. Deadline for Receipt of Proposals Date: 06-24-14 at 2:00PM has been changed.

Deadline for Receipt of Proposals Date: 06-30-14 at 12:00PM

II. Public Proposal Opening Date: 06-25-14 at 10:00Am has been changed.

Public Proposal Opening Date: 06-30-14 at 2:00PM

III. On 06-09-14 the Mandatory Bidder's Conference was held. The following are the recorded questions and answers from the Mandatory Bidder's Conference.

1. In Section II. Scope of Work (SOW) regarding internships; are internships supervised 1:1?

DVR: Students work with a supervisor for that rotation site, often a co-worker who helps with training and then the job coaches and teachers assist. The level of supervision will be determined by the needs of the individuals, but it is not intended for 1:1 supervision.

2. Is the RFP for both Kent and New Castle counties?

DVR: Per Addendum 1, DVR is seeking a contractor or contractors to provide Project Search Supported Employment services at Christiana Hospital in New Castle County (NCC) and at Bayhealth in Kent County. The licensed Project Search Model may be researched and viewed by googling Project SEARCH or <http://www.projectsearch.us/>. Vendors may bid on one of both of the Project SEARCH location sites.

3. What is the referral source for clients?

DVR: Capital School District for Kent County and Red Clay School District are the designated Department of Education (DOE) partners. Youth are school identified; youth express interest in participation and are DVR may also be DDDS eligible. Students from outside the specified districts may be eligible, but would have to work with the specified

districts to make the arrangements. Referrals come from the school, but outreach to students is done by the entire Project SEARCH team.

4. How many internship rotations?

DVR: There 3 required rotations per student. Each rotation is 12 weeks in length.

5. What is the ratio of staff to youth if each location has a capacity of 12 youth to be served in a school year?

DVR: Capacity of 12 youth served in a school year in NCC and 12 youth served in Kent County. The licensed Project SEARCH model recommends a 1:4 ratios (staff to students). This is not a requirement of this RFP.

6. Who are the collaborators from the school?

DVR: There is assigned Project SEARCH teacher in each county and a para-teacher may be involved. Other school personnel are involved as needed and as determined by the school district. The Project SEARCH teacher is assigned by the school.

7. Who pays for and holds the Project SEARCH license?

DVR: It is not expected for the employment provider to pay for the license.

DOE pays for and holds the Project SEARCH license in the first year. The license has an annual renewal fee. It is unknown at this time whether DOE will be the responsible party for the renewal fee in subsequent years of operation.

8. Is the successful bidder expected to attend the Project SEARCH annual conference held in Omaha, NE in July 2014?

DVR: It is recommended, however not required in the first year of the contract. Project SEARCH annual conference is scheduled for July 21-25 and the contract will not be awarded until July 10, 2014. Attendance at the Project SEARCH annual conference shall be at the expense of the success contractor or contractors in subsequent years of the contract.

9. Is the job coach required to assist in the classroom?

DVR: Yes the job coach is required to participate in the classroom.

10. Is the Project SEARCH services part of the IEP?

DVR: Yes, Project SEARCH is identified on the IEP and is identified on the DVR plan documents.

11. Who are the key agency personnel for collaboration?

DVR: Department of Education (DOE), Division of Vocational Rehabilitation (DVR), Division of Developmental Disabilities Services (DDDS) , Red Clay School District, Capital School District and the successful bidder or bidders shall enter into a MOU to provide the oversight. The contract shall be with the contractor(s) and DVR.

12. Supported Employment/DDDS referral fee schedule does not align with the Project SEARCH fee scale, please explain?

DVR: Project SEARCH model of service delivery is different from current supported employment model and, therefore the milestone fee schedule is different. The fee schedule is based upon the model of service delivery of multiple partners working closely together toward the same goal. The contractor works alongside the teacher and the host employer. The vendor is not a unilateral service provider therefore the fee schedule is representative of that collaboration. Upon completion of the Project SEARCH services the usual and customary DDDS fee schedule will follow.

13. How does choice in selecting placement services factor in for Project SEARCH participants (DDDS and or DVR youth)?

DVR: A referral to Project SEARCH is a seamless referral for the transition services, to placement and follow-up by the same contractor(s) who provide the Project SEARCH services unless problematic. If an individual chooses to apply to the Project SEARCH program, they are choosing the provider associated with the program, to provide all the services in the SEARCH model, including placement.

14. Who identifies the DDDS clients for services?

DVR: Students receiving DDDS services are eligible to apply for Project SEARCH. If a student is not found eligible for DDDS prior to starting Project SEARCH, they will be assisted with applying for services by the teacher, DVR Counselor and/or job coaches.

15. How many youth are being served and what is the break out of DDDS to DVR clients?

DVR: In this school year there are 5 students total. 3 of the 5 are open with DDDS. There have been a total of 23 students taken part in the Project SEARCH program over the past 3 year. Of the 23 students, 13 were open with both DVR and DDDS.

16. Are the responsibilities of the teacher only in the classroom?

DVR: No the teacher's responsibilities go beyond the classroom. It is a comprehensive team approach to service delivery. The MOU regarding the Roles and Responsibilities clearly outline the responsibilities of each Project SEARCH partner.

17. What is the start date for the contract?

DVR: Estimated notification of award shall be on or about 07-10-14 with an anticipated contract execution according to the RFP Section IV, B., 17. DVR's aspiration is to have the contract fully executed by July 25, 2014 and no later than August 1, 2014.

18. When may the awarded contractor(s) expect a referral list and begin to work with youth and their families?

DVR: The awarded contractor(s) are expected to begin to work with the identified Project SEARCH youth and their families no later than August 1, 2014.

19. Is there a classroom at the host employer site?

DVR: Yes, there is a classroom designated at both Christiana Hospital, Newark and at Bayhealth in Dover.

20. Is there a required job coach ratio?

DVR: No required ratio.

21. Is there a minimum required time commitment for the job coach?
DVR: No minimum time commitment. The job coach is required to support the youth to meet program goals and fade over time as a given youth demonstrates mastery of skills. Therefore we anticipate the time commitment to be the greatest at the beginning of a rotation and/or competitive employment and decrease over time.
22. Is there office space for the contractor(s) at the host employer?
DVR: Yes, Christiana and Bayhealth have a designated office for the contractor of Project SEARCH, either within or near the classroom.
23. Is the contractor required to identify a Lead Job Coach?
DVR: Yes, the contractor must identify the key person in their agency who shall be the contact person for coordination of services.
24. What is the timeframe for executing the Milestones listed in Appendix B?
DVR: It is expected that the contractor shall execute Milestone 1 prior to the start of the first rotation. Subsequent milestones will be executed based upon included activities. Job placement services, including job development should begin no later than the start of the final rotation.
25. Regarding CARF accreditation identified in the RFP, Section II SOW and Appendix B; is DVR requiring CARF or seeking CARF?
DVR: DVR is not requiring the successful bidder to be CARF accredited.
26. Regarding DDDS approved vendor status; is DVR seeking or requiring DDDS approved vendor status?
DVR: The successful bidder must be an approved DDDS vendor and must verify status as minimum requirement listed in Section III. A. 1 of the RFP.
27. What about assistance with medication while on their internship?
DVR: Youth are technically in school during the internship. This is an accommodation therefore the team to include this in the plan (IEP).
28. Regarding the inclusion of letters of reference and/or support (page 14 of the RFP, Appendix B, A. 2 first bullet, and page 15, Appendix B, 4 first bullet) is that a requirement and how many letters of support?
DVR: Letters of reference are not required. Bidders are directed to identify in Appendix B via narrative and anecdote examples of performance. The bidders shall provide a minimum of one client and one business reference on the form provided (Attachment 5 Business References) and shall label as Attachment 5 to be submitted with the proposal. Attachment 5 shall serve as letters of support and reference. DVR may contact those persons/agencies listed in Attachment 5 to conduct a reference check.
29. Is the program at Bayhealth, Dover required to be the same at Christiana Hospital in Newark?

DVR: The SOW shall be replicated at both locations, but the job specifications per intern rotation and day to day operations may vary based upon the host employer's particular protocols.

30. Are administrative costs included in the fee schedule of the RFP?

DVR: The fee schedule in the RFP is inclusive of all costs associated with providing services.

31. Are we required to provide benefits counseling?

DVR: No direct benefits counseling is required, however referral to benefits counseling may be indicated based upon case planning.

32. Service delivery is broad and extensive according to Appendix B is the vendor required to perform all services?

DVR: The vendor is required to provide all services specifically identified as vendor activities but not limited those activities. The service delivery model of Project SEARCH requires all team members to collaborate and delegate services to be provided to the youth.

33. How will current Project SEARCH pilot program youth be served once the contract is awarded and executed?

DVR: Youth currently being served by the Project SEARCH pilot program shall have no interruption of service delivery. The current vendor (Goodwill of DE) shall ~~through attrition~~ provide services to 2014 Project SEARCH graduates.

34. What is the timeframe for running the Project SEARCH program?

DVR: Project SEARCH shall run on the school calendar schedule based upon the host school location. However school personnel not required to provide services during summer vacation. The vendor is required to engage youth and their families over the summer vacation as per Milestone 1 activities listed in Appendix B as well as for Milestones 3 and 4 regarding Placement Services.

35. Is there an expectation of a job club?

DVR: A job club is not required, however in *Appendix B, B. Description of Vocational Services, 2. Job Placement Services (concurrent with internships), a. Program Description and Service Components, iv. Marketing the individuals to prospective employers*; requires concurrent job placement activities in addition to the Project SEARCH internships. Therefore the bidder is required to provide job development services.

36. Is the bidder required to submit 6 paper copies of the proposal and a USB stick?

DVR: 6 paper copies are required to be submitted. 1 of the 6 copies is required to be labeled "original". The USB stick is required to have 1 complete proposal on the drive in Microsoft Word doc format. Appendix C and Appendix D shall be in PDF format.

37. Is a separate proposal required for service delivery for each Project SEARCH program location?

DVR: Bidders shall prepare one proposal and identify on Appendix C, Location of Program Operation, i.e. City, Town, County, where services will be provided.

38. In *Appendix B, B., 1., b., 4th bullet- Complete a vocational assessment*; define vocational assessment?

DVR: Vocational assessment shall be defined as an interview and survey of vocational interests, skills and work history and personal experiences, e.g. community service. It shall not be defined as a Community Based Work Assessment.

39. What form is required to be used in completing monthly reporting for DVR (Appendix B, B., 1, b., 2nd Milestone- Internship Activities, last bullet- Complete monthly reporting for DVR)?

DVR: Bidders are encouraged to develop a form for this purpose and submit as part of the proposal. Or the bidders are encouraged to describe data to be captured in monthly reporting to DVR. Bidders are required to provide assurances they will report monthly to DVR.

40. Who identifies candidates for the program?

DVR: Eligible Transition Youth in their last year of school who have expressed interest in participating in the Project SEARCH program attending school that team has selected are candidates for the program. The host school has the primary responsibility for identifying students.

41. Is there an opportunity for the capacity at either site to exceed 12 youth?

DVR: Currently the RFP identifies capacity of 12 youth at each location. Proposals shall be submitted based upon the current identified capacity. Additional participants and the timetable for expanding service delivery shall be addressed by DVR based upon need and successful implementation of the original contract services.

42. Can the provider recommend existing referrals or applicants of their agency if they meet the program criteria/eligibility?

DVR: Yes, provided coordination of school services through the Project SEASRCH host school and the student's home school is approved by school administration.

43. Are there job descriptions for the existing internships available for review and Project SEARCH Teacher's job description available for review?

DVR: The job description for the internships and the job description of the Project SEARCH teacher are not available for review.

44. What is the mix of the currently accepted participants' disability diagnosis and needs?

DVR: There are 23 current participants with the following disability diagnosis:

- Autism- 1 youth
- Down Syndrome- 1 youth
- Cognitive/Learning Disabilities- 21 youth
(13 of 23 are eligible for DDDS services)

All other terms and conditions remain the same.

If you have any questions, please contact me at 302-761-8281 and Barbara.Boese@state.de.us.