

February 10, 2016

TO: ALL INTERESTED PARTIES

FROM: Barbara Boese
Delaware Department of Labor

SUBJECT: SUPPORTED EMPLOYMENT SERVICES WITH AND WITHOUT AMERICAN
SIGN LANGUAGE COMMUNICATION DOL/DVR-16005

ADDENDUM #3

Addendum #3 is hereby issued to provide the following responses to questions and answers from Bidders Non-mandatory Conference regarding this RFP:

1. Question: Are bidders required to provide services to deaf and hearing consumers?

Answer: Bidders are not required to provide services to deaf consumers. However we strongly encourage the inclusion of deaf consumers

2. Question: Is the hourly rate for job coaching the same for deaf and hearing consumers?

Answer: No, the rate for job coaching deaf consumers is \$60 per hour and for hearing consumers it is \$55.

3. Question: Are the milestones the same rate as what is currently paid?

Answer: The milestones are equal to the current total rate of \$8500. The milestones have been compressed from 4 milestone payments to 3 milestone payments. The bonus of \$500 has been eliminated. Job coaching is now available if justified and pre-approved by DVR. Job coaching hours 1- 20 units are provided for as part of the model.

4. Question: When does DVR payment end and when does DDDS payment begin.

Answer: DVR pays the 3rd Milestone at 90 days of consecutive employment as the final payment for services rendered. In anticipation of achieving 90 days of employment the Contractor should contact DDDS to obtain follow along authorization of payment for service and copy the DVR counselor in an email. DDDS funding should begin on the 91st day of employment. See RFP Appendix B, Section C- Program Description, letter c. Stabilization and d. Successful Closure Monitoring, page 12&13. The case is kept open with DVR until 150 days of employment is achieved with no additional payments to the provider from DVR. DDDS is the payor of services from day 91-150 while the case is jointly open with both DVR and DDDS. At 150 days of consecutive employment the provider is required to submit a progress report identifying progress from day 91-150 to be sent to DVR. At that time DVR will successfully close the case.

5. Question: How does this RFP impact supported employment services for eligible DVR clients served by Division of Substance Abuse and Mental Health (DSAMH) on the ACT Teams?

Answer: Eligible DVR clients jointly served by DSAMH are identified as supported employment consumers who are not eligible for DDDS follow along serves. Therefore DSAMH/DVR supported employment clients are served under a different model which is not a part of this RFP.

6. Question: Does this RFP replace current existing Supported Employment providers?

Answer: No this RFP does not replace current provider. Current providers are not required to submit a proposal under this RFP. This RFP is to increase the number of Supported Employment Contractor providing services statewide.

7. Question: How does this RFP impact transition student population?

Answer: Transition students are served in their home schools and it is recommended that the Bidder coordinate with a school or school district to replicate the Early Start to Supported Employment model.

8. Question: How does Pathways to Employment, Medicaid funding of a consumer impact access?

Answer: Medicaid is payor of last resort. Other funding streams that a client is eligible to receive would be exhausted prior to accessing Medicaid funds. This will be addressed on a case by case basis if it should occur. The Contractor should be aware of Medicaid eligibility at the time of the referral for service is received to insure timely discussion about funding streams for services to any given consumer referred. Contractors are encouraged to seek out Medicaid eligibility and regulations from Delaware Medicaid directly for explanation of benefits.

9. Question: Is a Delaware Business License required if you are a 501c-3 agency?

Answer: A Delaware Business License is required as per the RFP, Section IV Professional Services, Letter B RFP Evaluation, Number 6 General Contract Terms, Letter c Licenses and Permits, page 5. The Bidder is encouraged to contact the Division of Revenue for further information and instructions.

10. Question: Which is the preferred assessment and form to use?

Answer: The Customized Assessment is the assessment of choice to be submitted in conjunction with the Community Based Work Assessment which is required for payment of the 1st Milestone- Assessment.

11. Question: Are resumes required with the bid submission if personnel are known or what if they are unknown?

Answer: The Bidder is required to design a model to provide services with job titles and duties described with corresponding qualification criteria. The Bidder is encouraged to identify personnel by name with resume that will provide services if known or they are existing personnel. If personnel have not been identified a program design with an organizational flowchart outlining job titles with duties is acceptable.

12. Question: What are the acceptable hours of employment for consumers?

Answer: The DVR threshold is 20 hours or more of employment unless specifically ruled out by the disability.

13. Question: Where are you looking to have services provided?

Answer: DVR has the greatest need in Kent and Sussex counties in particular for the Deaf and Hard of Hearing consumers. However if a proposal identifies service area of New Castle county for hearing consumers the proposal is accepted without prejudice.

14. Question: Is capacity of consumers served required?

Answer: The Bidder is required to identify a projected capacity of initial service. DVR understands it is a projected capacity of services.

15. Questions: What are "linkages"?

Answer: Linkages are informal and formal relationships the contractor has as a means to provide comprehensive service delivery to clients referred for supported employment under this RFP. The Bidder is encouraged to identify their linkages in their response to the Scope of Work in Appendix B, Letter C. Description of Services, 3. Structure and Operations, b. Linkages with other Resources, page 14 of the RFP.

All other terms and conditions remain the same.