

ADDENDUM # 1

Date: July 25, 2018

RFP Number: LAB 18 007 CAREER_PATH

Program: Competitive Integrated Employment-Career Path Employment Services

Subject: Addendum to Request for Proposal RFP Number to incorporate Questions and Answers

QUESTIONS AND ANSWERS

Q: How is what we are requesting from the current RFP different from what we have previously requested?

A: In this RFP, we are incorporating Career Pathways (CP) as identified in the Workforce Opportunity and Innovation Act (WIOA), linking CP in the employment plan and advancement at the end of 90 days. We are looking to receive information about opportunities for advancement to be included in the consumer's final report with the possibility of providing further DVR services in the future.

Q: On page 18 there was an example of a goal of a program to provide 20 DVR eligible individual with services during the contract period. Is this a real goal of the program or is this just an example?

A: This is just an example. There is no prescribed number of individuals that a vendor must serve.

Q: Is there additional payment to vendors for future advancement?

A: Only upon written documentation that the vendor played an integral part in the individual's advancement.

Q: Has DVR outline timelines in the milestones?

A: Only in the 3rd milestone.

Q: There are several activities in milestone 1. How long will a consumer take in that milestone?

A: This will depend on the needs of the individual consumer. Not every consumer will require every service.

Q: In milestone 2, could some of the services such as job clubs take place as group activities (including Guided Group Discovery)?

A: Yes, group activities are allowable.

Q: What does follow-along look like?

A: Primarily keeping in touch with the individual, throughout the 90 days after employment with added emphasis on the first 30 days.

Q: May the vendors contact the individuals at one year to see if more services are required?

A: Yes, and post-employment services may be provided.

Q: Is there anything in writing about CP regarding the timelines for advancement?

A: No timelines are required. The goal is to assist consumers in identifying their pathways using a sequencing that is realistic, looking at the opportunities, taking a global, long-term approach.

Q: Is there a CARF (Commission on Rehabilitation Facilities) requirement for this RFP?

A: Refer to the RFP. It is not mandatory. Waivers are available for individuals who provide services that are not facility-based.

ADDENDUM 1
RFP LAB 18 007 – CAREER_PATH

Q: Must the Certificates of Insurance be included in the proposals?

A: According to the RFP, the Certificate of Insurance will be required prior to receiving a contract. The certificates may be included in the proposals.

Q: Is a detailed budget required?

A: No, because this is an outcome-based program. It is advisable to have an acknowledgement of the fee schedule and qualifications of staff in the proposal.

Q: Are there required numbers or limit to the number of consumers who may be served by a vendor?

A: No

Q: Is this program an appropriate add-on service for vendors providing Pre-ETS (Pre-Employment Transition Services)?

A: This program is a possible service that a consumer who has received Pre-ETS might receive; however, that consumer will need to have been found eligible for regular VR services and not be on the waiting list for Order of Selection.

Q: Can you look at page 33, #6, and respond about payment for placement advancement at 12 months?

A: Only upon written documentation that the vendor played an integral role in the individual's advancement.

Q: Based on the chart on page 21, is DVR asking for an educated guess of the number of outcomes?

A: No. The chart on page 21 is an example of the kind of information that the vendor must agree to provide based on their actual outcomes.

Q: Does this RFP include hours for “a la carte” job coaching services?

A: Respondents may include job coaching services in their proposal as a value added option. Value added options will not be considered in evaluation / scoring of proposals but may be explored during negotiations.

Q: Is this a “placement only” RFP?

A: The goal of this RFP is to solicit proposals that provide individuals with disabilities individualized placement support services leading towards integrated employment. The contractor will provide job development, placement, and retention services.

Q: What is the status of other contracts that vendors may have with DVR?

A: Some extensions have been sent. If you have question about other contracts, please contact the DVR Director, Andrea Guest.

ADDENDUM 1
RFP LAB 18 007 – CAREER_PATH

Q: My current placement contract has job coaching embedded. What about contracts awarded under this RFP?

A: Respondents may include job coaching services in their proposal as a value added option. Value added options will not be considered in evaluation / scoring of proposals but may be explored during negotiations.

Q: What is the award process for this RFP? Will there be oral presentations?

A: There will be no oral presentations required? Contracts will be awarded based on the findings of the review panel that looks at the written proposals. The expectation is that numerous contracts will be awarded.

Q: Can DVR provide any information about percentages in past contracts?

A: If you had another placement contract, it will probably be similar. In general, it is reasonable to anticipate that the number of individuals who successfully reach each milestone may decrease as individuals move from milestone to milestone.

Q: Does DVR have an overall goal for this program?

A. No. We would like to see as many successful employment outcomes as possible.

Q: On page 29, it indicates that contractors are required to attend eight hour of DVR training. How will this be accomplished?

A: The vendor may accomplish this requirement by sending at least one staff person to the quarterly vendor meetings.

Q: Does the contract still require 18 hours of training by staff?

A: Yes. This may include training that occurs within the vendor agency or via other means such as webinars. It is not required to be in person, face-to-face training.

Q: On page 31, section II, number 4, the RFP mentions a job analysis and development of a job training plan. Is it required to use the exact form in the RFP?

A: The use of another form that captures all of the required information is acceptable.

Q: Are all of the services on pages 37-39 included in this proposal?

A: The assessment should have already occurred prior to referral for the placement services covered in this RFP. Respondents may include job coaching services in their proposal as a value added option. Value added options will not be considered in evaluation / scoring of proposals but may be explored during negotiations.

ADDENDUM 1
RFP LAB 18 007 – CAREER_PATH

Q: We use independent contractors for job coaching. Does this mean we can no longer do that?
Section IV. Professional Services RFP Administrative
Section A. RFP Submission
Number 11 Subcontracting
Top of Page 5

A: Respondents may include job coaching services in their proposal as a value added option. Value added options will not be considered in evaluation / scoring of proposals but may be explored during negotiations.

Q. If we have a state contract and have been exclusively working with the state of Delaware, do we need 3 references separate from the state of Delaware?
Section IV. Professional Services RFP Administrative
Section D. Attachments
Attachment #5
Page 15

A: The vendor may use other references including employers with whom the vendor has worked.