

**Employment Readiness Pre-Bid Meeting Q&A
4-30-2019**

Q1. Is there Overlap between the Placement and Supported Employment contract?

A1. This contract is designed for a soft skills training – the goal is for each client to transfer over to the placement contract after receiving the employment readiness. There is no overlap with Supported Employment.

Q2. People that are referred where are they being referred from.

A2. Clients are referred from the counselor, clients that have not worked, clients that are unemployed.

Q3. Is the minimum wage subtracted out of the \$1600?

A3. Yes, the minimum wage payments should be subtracted from the \$1,600 maximum payment for four weeks.

Q4. If consumer needs supports such as shoes uniform etc.

A4. Yes, DVR will cover supports. Please note the client should be considered an employee of the awarded vendor and not the employer. Supports such as shoes, uniform etc. should not be required by the employer if the client is doing a volunteer work experience. However it is up to the awarded vendor to pay each client for the volunteer work experience not the employer.

Q5. Will there be clarification of the dollar amount for DVR Support.

A5. Upon contract negotiation DVR will negotiate the support amounts such as shoes, etc.

Q6. Some may work a week – and may not stay on job, but supports were paid for. Is this acceptable to DVR?

A6. Yes this is acceptable, this is the same as if a client volunteered for a week and did not stay on the job, and the only difference is the awarded vendor is responsible for paying a wage.

Q7. Do you have a profile of a participant?

A7. Clients have a range of varying disabilities and are in need of one or more readiness skills to obtain employment as determined by the VR Counselor.

Q8. What if a consumer is sent to Starbucks who pays the salary?

A8. The awarded vendor pays the salary out of the \$1600 not the employer. To the employer it is considered volunteer work. Employer does not have to compensate client, employer is not taking on any liability etc., and the employer does not have to hire the client after the paid work experience has been completed.

Q9. What will the state do in anticipation of Minimum wage increases?

A9. DVR will negotiate the increase upon contract negotiation, per the RFP Appendix A pg. 5 Vendors should adjust reimbursable expenses for future minimum wage increases. Increases in minimum wage will be deducted from the maximum DVR payment allotment of \$1,600.

Regular Rate:

Effective 01-01-19 \$8.75/hour

Effective 10-01-19 \$9.25/hour

Youth Rate: (Ages 14-17)

Effective 01-01-19 \$8.25/hour

Effective 10-01-19 \$8.75/hour

Q10. How many consumers can a vendor provide services for at one time?

A10. There is no limit, however the more you train the more the performance may suffer, and clients will not be prepared for successful job placement. It is advised to provide individual attention to each consumer.

Q11. In the classroom schedule, how should we determine the number of consumers if it is not known?

A11. Vendor may only receive one referral from counselor in which the vendor will have to wait to get a classroom of 5.

Q12. Vendor can anticipate a class every month, is it ok if vendor is not meeting scheduled class projections.

A12. Vendor should include classroom size is anticipated at x amount of consumers based on referrals from counselor's.

Q13. Will the counselor and the vendor have the flexibility to modify the 18 hour requirement based on individual consumer needs?

A13. If a vendor provides only 8 hours of service – payments are prorated, instead of receiving the maximum payment of \$1,600 the vendor would receive the prorated amount of \$800. The vendor can provide 3 hours per day for 5 days a week as long as the training does not exceed 18 hours in one week.

Q14. Can consumers be employed at the vendor's location?

A14. Yes, but only with prior approval by the VR Counselor and as long as vendor pays minimum wage for the on-the job work-experience.

Q15. Can the youth training wage of \$8.25 be utilized for this service?

A15. Yes.

Q16. Is DVR going to cover additional costs during the 4 week work experience for the following?

- a) Travel training
- b) Gas re-imbusement
- c) Bus Passes
- d) Clothing required
- e) Exams (ie: physical and TB test for child care/elderly providers?)
- f) State and Federal Background check
- g) Drug Test
- h) Uniforms
- i) Shoes
- j) Equipment (i.e.: goggles, hardhat, knee pads, boots, steel-toed boots)

A16. The DVR Counselor should be consulted for purchase of equipment and other work related expenses necessary for the consumer to participate in the paid work experience.

Q.17 Can the volunteers continue IF they want to, without payment and without it being part of this contract?

A 17 The contractual relationship between the vendor, consumer and DVR is ended after the 4 week paid work experience. The DVR Counselor and Consumer then determine the next phase of service in accordance with their Individualized Plan for Employment (IPE).

Q18. When the 4 weeks are over, If the client would like to stay, they will now have to be placed in a different role, a role the organization has identified as 'volunteer'. This can be a problem as the client was trained and completed the role for a month and will now lose the skill sets gained without consistent practice.

A18. If Work Experience, on the job training, and internship that results in any participant working on site or conducting work for a participating employer this participant has to be paid. As part of the 4 week training DVR will cover the minimum wage rate out of the unit rate of \$1,600. If the client decides to stay after the 4 weeks are over, there is no longer a contractual relationship between the consumer, DVR and the vendor. If the vendor chooses to let a client stay in a volunteering capacity after the contractual relationship has ended with DVR, the vendor should consult with the Department of Labor Industrial Affairs unit for guidance.

If a participant is part of an established volunteering program with a specific employer. This relationship would need to be documented. For example, a participant is a VolunTeen with Christiana Care. It needs to be documented that the participant understands they are part of a volunteering programming and would not expect payment.

Q19. During the internship, the re-imbursable amount is \$1,600. Once minimum wage for 72 hours has been paid, FICA, Workmens' Comp and all fees for agency administration of this is paid, is the balance of the re-imbursable amount, AFTER the above mentioned costs have been paid left for:

- creating a resume
- finding an internship
- arranging transportation to the interview
- co-ordinating and attending the interview with the client
- identifying the clothing, uniforms and tools needed for the internship
- arranging transportation for background checks and drug testing
- attending onboarding and assisting with paperwork and I9 compensation
- attending the orientation and/or training
- following up with the client and supervisor during the internship?

OR is the balance left for billing at \$22 per hour for being onsite with the client.

A19 The balance is for both, as long as an agency can document the hours spent with assisting the consumer whether it is creating a resume or assisting a consumer on – site.

Q20. Can you clarify DOL's website related to minimum wage?

A20. Adult Rate:

Effective 01-01-19 \$8.75/hour

Effective 10-01-19 \$9.25/hour

Youth Rate: (Ages 14-17)

Effective 01-01-19 \$8.25/hour

Effective 10-01-19 \$8.75/hour

Training Rate Adult Workers during their first 90 days

Effective 1-01-19 \$8.25/hour

Effective 10-01-19 \$8.75/hour

Essentially an agency should use either the training rate for adults or youth rate (14-17). Under the DVR Contract adults will be considered training rate because they will be employed for 4 weeks which is inside the window of 90 days.

Q21. During the paid internship, if the client is terminated due to absences, lateness, behavior or performance problems, is the expectation that volunteer begin again with the supports and the payments to the vendor?

A21. No, the consumers are not allowed to repeat services.