

State of Hawaii
Department of Human Services
Division of Vocational Rehabilitation
Staff Services Office

Addendum Number 1

February 29, 2016

To

Request for Proposals

HMS-802-17-03

**Vocational and Work Adjustment Training Services
(VWATS)**

For VR Consumers

February 10, 2016

February 29, 2016

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Vocational and Work Adjustment Training Services (VWATS)
For VR Consumers
HMS-802-17-03**

The Department of Human Services, Division of Vocational Rehabilitation, Staff Services Office is issuing this addendum to HMS-802-17-03, Vocational and Work Adjustment Training Services (VWATS) for VR Consumers for the purposes of:

- Responding to questions that arose at the orientation meeting of February 18, 2016 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

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Responses to Question Raised by Applicants
For HMS-802-17-03 Vocational and Work Adjustment Training Services (VWATS)
for VR Consumers

1. Can an agency choose to provide VWATS Training Services for Students only? Adults only?

Yes. If a proposal is submitted for services provided to only one group, it will affect the overall evaluation score.

2. Can the Budget Proposal include stipend amounts to pay VWATS Consumers?

Yes.

3. The RFP states on page 2-11, Section 2.4/B./6. Coordination of Services: *if the provider will be servicing Students with Disabilities in DOE schools, written agreements between both parties shall be available to DVR.*

a. Is this “written agreement” to be included in the proposal? Can this be a verbal agreement or verbal intent to have a written agreement?

Upon execution of the contract, a written agreement shall be available to DVR. How an applicant obtains the written agreement and when is up to the applicant.

b. Is there a deadline when this “written agreement” is to be presented to DVR?

The deadline will be upon execution of the contract and/or prior to services being provided in the DOE facility.

c. Is there a separate “written agreement” for each school to receive services?

Yes.

4. Page 2-2 regarding Students with Disabilities and those students that are in section 504:

a. Do the 504 students need to be current DVR Consumers? They typically are not until exit from high school. Are they eligible for VWATS services anyway? (AS IN WIOA)

Services under this contract is open to VR Consumers only.

- b. When youth reach age 22/23 and are still in high school...what happens to them under this proposal? Since they are still in high school they are not eligible for regular VWATS services.**

A VR Consumer will be eligible for VWATS at any age as long as it is identified as a service on the consumers Individualized Plan for Employment.

- 5. Page 2-3 regarding the number of Applicants and Number of Consumers Served; where are these numbers coming from? Are they VWATS only Consumers or all Consumers?**

All consumers.

- 6. Can the East/West geographical areas be broken into specific high schools to serve that might cross geographical boundaries?**

DVR will not direct any provider to enter into agreements with the DOE. It is up to the individual provider to inform DVR, as part of it's proposal, which schools, if any, they are planning to work with.

- 7. Does it matter where we serve students with disabilities? Does it need to be in the school or can the students come to our facility?**

The applicant will need to describe where it plans to offer their proposed services.

- 8. Is the Table of Contents Correct? What about the Checklist?**

The Table of Contents is a sample and shall be edited based on the applicant's proposal. The proposal application checklist is corrected as an addenda.

HMS-802-17-02 Evaluation and Training (E&T) Services for VR Consumers
is amended as follows:

<i>Subsection</i>	<i>Page</i>	
Section 1, Administrative Overview		
		No Change
Section 2, Service Specifications		
2.1. (D)	2-2	The last paragraph is replaced with the following: The following numbers are based on FY 2015 data and may be used as a guideline for planning purposes, with the understanding that not all consumers require Vocational and Work Adjustment Training Services.
2.1 (F)	2-3	Funding amount per State Fiscal Year is 2016-2017 and 2017-2018
Section 3, Proposal Application Instructions		
3.2 (C)	3-2, 3-3	Quality Assurance and Evaluation is revised as follows: The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. The applicant shall describe its business operating hours. The applicant shall describe what adjustments, if any, shall be made to accommodate consumers or other requests to provide support outside of the normal operating hours. The applicant shall describe its plans for compliance with Management Requirements in Section 2.4 Scope of Work.
3.4	3-4	The following is added to the items the applicant shall include in their proposal under Service Delivery: <ol style="list-style-type: none"> 1. Ratio of instructor to students for: <ol style="list-style-type: none"> a. Classroom or Workshop b. Work Experience in a facility setting c. Work Experience in a community setting 2. Describe, if a group setting is proposed: <ol style="list-style-type: none"> a. Open Group mechanisms b. Closed Group mechanisms 3. Procedure on: <ol style="list-style-type: none"> a. Missed classes, excused b. Missed classes, unexcused c. Retaking or extending an activity
Section 4, Proposal Evaluation		
4.3.(B.3)	4-3	Service Delivery Evaluation Criteria is changed as Follows: <ul style="list-style-type: none"> • Work Adjustment Training Classes – Description, Syllabus, Method, Length, Measures, and Reports.

		<ul style="list-style-type: none"> • Work Experience – Description, Method, Length, Measures, and Reports. <p>Points allocated for each criteria remains the same.</p>
Section 5, Attachments		
	i	Sample Evaluation Report is replaced with Sample Work Experience Report.
	ii	Table of Contents in the RFP is a SAMPLE