

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

**Addendum 1**

**March 4, 2015**

**To**

**Request for Proposals**

**HMS 802-16-01**  
**Job Placement and Retention Services**  
Date Issued: February 9, 2015

March 4, 2015

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS  
Job Placement and Retention Services  
HMS-802-16-01**

The Department of Human Services, Division of Vocational Rehabilitation, Staff Services Office is issuing this addendum to HMS-802-16-01, Job Placement and Retention Services for the purposes of:

- Responding to questions that arose at the orientation meeting of February 18, 2015 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-802-16-01 Job Placement and Retention Services

1. **Are the funding amounts for each region set or will these be variable depending upon the number of vendors proposing services in the areas?**
  - a. **Example: With \$90,000 annually allotted for the Job Placement and Retention Services contracts on Maui, if three vendors apply and are eligible, would the allocations for vendors be split at 30K each? Or,**
  - b. **Will there be a limit on the number of contracts to service providers in a particular region so the funding amount is not substantially divided?**

Funding amounts are awarded based on:

- Overall evaluation score – The highest evaluation score per branch office will typically be awarded their requested amount. However, if the scores between the top two (or more) proposals are close, funding may be split.
- Amount of funding request – Not all applicants request the full amount so remaining funds may be awarded to the second highest score.

2. **Re Section 2.4A/1.d on page 2-4:**  
***“Develop an individualized placement plan with the participation and informed choice of the consumer and with the concurrence of the Vocational Rehabilitation Counselor”***  
**Will a “Placement Plan” format be provided by DVR that addresses these issues?**

Sample Forms are attached to this Addenda 1 for the Job Readiness Report, Job Search Plan, and Milestone Employment Report. Applicants can use the sample forms or provide their own in the proposal.

3. **To clarify notes from the orientation meeting regarding Case Closure at 90 days, there is no requirement for the VRC/Case Manager to make an onsite visit to the work site in order to close the case and authorize payment of the Milestone #5. Correct?**

Correct. However, Section 2.4B/6 on page 2-9 allows the VRC/Case Manager to request an onsite visit.

- a. **Although it is understood that a contact with the successfully-employed Client (by phone or in-person) is standard procedure to verify the Client’s satisfaction with the job and the services prior to closure, Correct?**

The sample "Milestone Employment Record" that is attached requires a client's signature so telephone contact is not acceptable.

- b. In lieu of making direct contact with the Client (due to unavailability/vacation/illness), would the signed Client Satisfaction Survey be considered satisfactory to confirm this point?**

No. The requirements are at least 30 and 90 days. The provider shall wait for the consumer to return to work to complete the milestone approval process.

- 4. Will there be a Job Readiness Assessment and Job Placement Plan format provided by DVR for Providers to use to submit for Milestones #1 and #2?**

See answer to question #2.

- 5. Similar to questions #4, regarding case closure, will a preferred format be provided by DVR to address Case Closure / Milestone #5**

See answer to question #2.

- 6. Regarding Clients/Participants with blindness, are we correct that there is no supplemental funding for serving persons with blindness (compared with deafness, given the need for ASL skills / interpreters)?**

There is no supplemental funding for serving persons with blindness. DVR will monitor numbers of referrals from our Services for the Blind Branch and track data to determine if an increase in funds is warranted.

- 7. In Section 2.4B/page 2-9, section 6: is there a definition or best practice standard for the term "continuously coordinate"?**  
*"The provider will continuously coordinate the provision of services with the referring Vocational Rehabilitation counselor. When requested, written reports and face to face meetings shall be provided."*

It is unknown if there is a definition or best practice standard for the term. However, the expectation is open communication by all on a regular basis with more frequency if needed.

HMS-802-16-01 Job Placement and Retention Services  
Is amended as follows:

*Subsection Page*

**Section 1, Administrative Overview**

No Changes

**Section 2, Service Specifications**

2.4.B.4.c 2-5

The Rehabilitation Rate is defined as:  
The numbers of persons who have  
successfully achieved the 90 day  
employment outcome divided by the  
number of persons placed.

**Section 3, Proposal Application Instructions**

No Changes

**Section 4, Proposal Evaluation**

No Changes

**Section 5, Attachments**

C. Sample  
Forms

Sample Forms Attachment:

- Job Readiness Report
- Job Search Plan
- Milestone Employment Report



## SAMPLE JOB SEARCH PLAN

**THE JOB GOAL: Information confirmed by a labor market survey**

<b>Job</b>	
<b>Working conditions</b>	
<b>Locations</b>	
<b>Likely starting pay and hours of work</b>	
<b>Likely benefits</b>	
<b>Days/hours/shifts</b>	

### THE VR CONSUMER'S RESPONSIBILITIES

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### THE EMPLOYMENT SPECIALIST'S RESPONSIBILITIES

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**I agree to carry out my responsibilities.**

\_\_\_\_\_  
**VR Consumer**                      **Date**

\_\_\_\_\_  
**Employment Specialist**      **Date**

**SAMPLE MILESTONE EMPLOYMENT REPORT**

**Check One**

SE: \_\_\_\_\_ Milestone #3 \_\_\_\_\_ Milestone #4 \_\_\_\_\_ Milestone #5 \_\_\_\_\_ Milestone #6 \_\_\_\_\_  
 JPRS: \_\_\_\_\_ Milestone #3 \_\_\_\_\_ Milestone #4 \_\_\_\_\_ Milestone #5 \_\_\_\_\_

**Consumer Information**

Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

**Counselor Information**

Name: \_\_\_\_\_ Branch/Section: \_\_\_\_\_

**Employer Information**

Employer: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone/E-Mail: \_\_\_\_\_  
 \_\_\_\_\_ Position: \_\_\_\_\_

**Employment Information**

Start Date: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Rate of Pay: \_\_\_\_\_ Benefits: \_\_\_\_\_  
 Hours Worked Per Week: \_\_\_\_\_ Number of Hours with Job Coach: \_\_\_\_\_  
 Working Conditions: \_\_\_\_\_  
 Other Information: \_\_\_\_\_

**Employer Satisfaction**

Name & Position of Person Contacted: \_\_\_\_\_  
 Date & Method of Contact: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_

**Consumer Satisfaction (Provide comments for each)**

Job	
Working Conditions	
Location	
Pay and Hours	
Benefits	
Days, Hours, Shifts	

\_\_\_\_\_  
 Consumer Date Employment Specialist Date