

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

Addendum Number 1

December 22, 2012

To

Request for Proposals

HMS-802-14-04

Supported Employment Services

Date Issued: December 5, 2012

December 22, 2012

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Supported Employment Services
HMS-802-14-04**

The Department of Human Services, Division of Vocational Rehabilitation, Staff Services Office is issuing this addendum to HMS-802-14-04, Supported Employment Services for the purposes of:

- Responding to questions that arose at the orientation meeting of December 18, 2012 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:

Lorene Gokan
808-586-9746
lgokan@dhs.hawaii.gov
600 Kapiolani Blvd. #304
Honolulu, HI 96817

Responses to Question Raised by Applicants
For HMS-802-14-04 Supported Employment Services

- 1. Will VR be developing forms for each of the milestones with a checklist of items required for each Milestone achievement or will the CRP be responsible for developing these forms?**

VR will be revising the referral and notification of milestone achieved forms.

- 2. Related to this, will there be a specific form for the Job Placement Plan?**

Each provider will be responsible to develop their own forms the job placement plan.

- 3. Will there be a standard as to the minimum number of hours of training and the type of material that needs to be covered in the training?**

There is no minimum time requirements for hours spent on the job readiness assessment and training. There is a 40 hour maximum. The material covered in training should be based on the initial assessment and/or intake with the consumer.

- 4. Will Milestone #3 and #4 occur concurrently? (Can both reports be submitted at the same time for both Milestone 3 and 4?)**

Milestone #3 (placement for 3 days with a job coach) and Milestone #4 (placement for 3 days with minimal job coaching) cannot occur concurrently. Milestone #4 specifies the start date for Milestone #5 and #6.

- 5. Rehab Rate Definition: Do we count multiple placements for one rehabilitant? For example, a person may not be rehabilitated after their first placement, but at the second placement, they are successfully rehabilitated. Does this count as 100% for this case or 50% because they were two placements and one rehab for the same person?**

In the above example, it would count as 100%.

- 6. What if the client is assessed as not job ready? What are the service options?**

If after Milestone #1 (Job Readiness Assessment) the client is not job ready, the provider shall meet with the VR Counselor to determine the next steps, which may involve additional training on a fee for service basis.

7. **For evaluation criteria; are the outcome measurements: rehabilitations/placements applied as declared in the proposal or are they actual numbers taken from previous years' experience?**

For current providers, it would be actual numbers taken from previous years' experience. For new providers, it would be proposed.

8. **Are payments for milestones honored as long as the total contracted amount is not exceeded? For example, the projection is to complete 24 assessments, but the actual number of referrals received was 26 so the number of assessments is 26 (2 more than projection) should we continue-or cut it off at 24?**

With the contract monitoring and evaluation portion of the RFP (section 2.2) we will have better controls over the dollar amount and performance measure of each contract. Contracted providers should continue to receive referrals and work with consumers. DVR will work with each provider if changes need to be made to the contract.

9. **For SE – there are 2 differing amounts for the 3 day milestone. Milestone 3 with intensive job coaching is \$600 less than Milestone 4 without job coaching. What is the rationale for paying less when more work is required?**

The current RFP differs from the previous one in that DVR has recognized that providers needed time to do a more thorough job assessment/training (milestone #1) and develop a written job placement plan (milestone #2). DVR also acknowledges that there is "more work" required by the provider with intensive job coaching and therefor added in the additional milestone. Previous SE contracts only paid for the 3 day milestone with minimal job coaching.

10. **Will the proposals be evaluated by the Procurement officer by committee?**

The proposals will be evaluated by Committee.

11. **What is the optimum staff to client ratio? FTE's**

It is difficult to answer this question, as some CRP's have multiple programs and can provide more services with less dedicated staff. The amount of optimum staff to client ratio should be enough to provide timely, individual services to VR consumers.

12. **How is creative job search defined?**

Creative job search describes attempts made, or will make, to ensure that there is a good fit with the consumer and employment. It describes non-traditional ways

of finding job leads and securing interviews for consumers who need supported employment.

- 13. For the proposals submitted in 2011; we were downgraded on our organizational chart. Since an organizational chart is a picture of staffing, how can we be downgraded on it?**

If you would like information on your specific proposal, please contact the agency directly.

- 14. Under reports Section 2.7; it states quarterly financial reports. It has been our understanding that since this is not a cost-reimbursement contract and performance is judged by completing milestones, not the financial expenditures, that these reports have not been necessary. Is this a change?**

Yes. Providers who are awarded a contract will be expected to provide quarterly financial reports.

- 15. Also, is the chart contained in the previous rounds of the RFP – that was titled ‘cost proposal based on outcome measurement payment points not needed this time?’**

Please read through the entire Request for Proposals. Section 3 – Proposal Application Instructions contains all information needed to submit with your proposal.

HMS-802-14-04 Supported Employment Services is amended as follows:

Subsection Page

Section 1, Administrative Overview

No Changes

Section 2, Service Specifications

No Changes

Section 3, Proposal Application Instructions

No Changes

Section 4, Proposal Evaluation

Evaluation 4.2
Criteria

B. 1. B. Experience is amended as follows:
Provided projects/contract pertinent to job placement and retention services.

Section 5, Attachments

No Change