

Nebraska VR Request for Proposals
Transition Program
Release date: September 18, 2017
Submission deadline: October 17, 2017

Intent

Nebraska VR (Vocational Rehabilitation) requests proposals for the development and implementation of innovative programs to inform, supplement and enhance the delivery of pre-employment transition services to students with disabilities. Nebraska VR intends to contract with several qualified applicants to develop and improve strategies in service delivery and to provide training and instruction to VR counselors, educators and family members of eligible and potentially eligible students with disabilities, aged 14-21 years enrolled in school. Priority will be given to proposals targeting students with Intellectual Disabilities/Developmental Disabilities. As the state-federal vocational rehabilitation program, Nebraska VR maintains a dual customer approach, helping individuals with disabilities prepare for, obtain and maintain competitive, integrated employment while helping businesses recruit, train and retain employees with disabilities.

Request for Proposal Schedule

Notice of Request for Proposals: 9/18/2017

Pre-proposal Meeting in-person at Lincoln Nebraska VR office and by videoconference from all Nebraska VR offices across the state: 9/25/2017 1PM-2PM CST (list of sites attached)

Additional questions about this RFP or requests for technical assistance should be in writing and directed via email to Brigid Griffin, Nebraska VR at brigid.griffin@nebraska.gov

Any questions and subsequent responses will be posted at vr.nebraska.gov

Proposal Due Date: 10/17/2017 @ 5PM CST

Notification of Selected Proposals: 10/31/2017

A signed contract will be required for all proposals before services can begin. All Proposed Services must be provided within the contract dates (No expenses will be paid for outside of contract dates, including preparation costs).

Proposals will be accepted that:

- A. Address training or instruction to Nebraska VR counselors, educators and family members supporting students with disabilities.
- B. Develop and improve strategies for individuals with intellectual disabilities and individuals with significant disabilities, including traditionally underserved populations, to live independently and prepare to obtain and retain competitive integrated employment.

An example could include a program to raise the expectations and increase the expertise of professionals, employers, individuals with disabilities and their families who often encounter obstacles to finding employment so that individuals may learn how to find competitive, integrated employment options and better earning potential. The goal is to increase the confidence of individuals and their families and the professionals who provide services to believe that they can work when supports are in place and to understand the many benefits to be derived from working.

Proposals should outline the goal of the proposed activity, the target audience, the proposed service area, and the projected time period of the proposed services. For example: *The goal of the program is to provide transition educators for students with disabilities living in Lancaster County with a toolkit and training in effective strategies to increase student participation in agency services. Twenty educators, will be provided training between the start date of January 1, 2018 and August 1, 2018. Educators will be expected to increase their knowledge of resources available to students, how to connect students and their families with resources, how to advocate for their students. It is also expected that student referrals to agencies will increase by 25%.*

Qualified Applicants

Any Nebraska agency, business or organization with either non-profit or for-profit status with experience in providing services to individuals with significant disabilities is eligible to submit a proposal. Applicants must demonstrate they are able to deliver community-based, culturally competent services in environments accessible to individuals with physical, mental and sensory impairments. Applicants must assure compliance with the Standard Addenda to NDE Contract.

Targeted Population, Service Area and Definition

The goal of the Program is to develop innovative programs across the state using best practices to assist Nebraska VR staff, educators and family members learn and implement effective strategies that increase independent living and inclusion for students with disabilities in their communities and competitive integrated workplaces. According to the Nebraska Department of Education, and based on the history of the last several years, there are approximately 13,700 students aged 14 to 21 years verified for special education services and there are approximately of 3,200 students under Section 504 plans. Other students with disabilities who are not served under an Individualized Education Program(IEP) or a section 504 plan are also served by Nebraska VR in pre-employment transition services.

Nebraska VR intends to contract with several qualified applicants to develop and implement activities that will support transition services for eligible and potentially eligible students with disabilities, aged 14-21 years enrolled in school. Contracts are renewable for up to 3 years based on performance and availability of funding. Any students who participate in programs should have a signed Nebraska VR Pre-Employment Transition Services Consent and Release Form or have applied for Nebraska VR services. Services delivered during the contract period (which cannot extend beyond August 2020) shall capture participant's growth, whether VR staff, educators, family members or students, and the program outcomes as an aggregate in an annual/final Outcomes Measure Report. The Program budget award is based upon available funds.

Applicants are expected to coordinate and collaborate with existing services to avoid duplication of services.

Pre-employment transition services include:

1. Job Exploration Counseling. Examples of eligible activities include job shadowing, workplace site visits, interest and/or career inventories, exploration of relevant career fields and potential jobs, and learning about career opportunities.
2. Work-based Learning Experiences. Examples of eligible activities include work opportunities, paid or unpaid internships, obtaining transferable skills, and summer employment provided in an integrated setting.
3. Workplace Readiness Training. Possible activities include training to develop interpersonal skills, independent living skills and leadership abilities. This could include managing disclosure and how to request accommodations, instruction in employability skills and transportation training.
4. Postsecondary Training/College Exploration, Preparation and Planning Services. This includes postsecondary readiness training to develop social and independent living skills to facilitate transition of students with disabilities into post-secondary education to improve the likelihood of successful post-secondary experience.
5. Instruction in Self Advocacy. Possible activities include training on how to identify positive supports, how to self advocate independently as well as in the presence of support.

Review Criteria and Selection Process

Applicant proposals must meet or exceed requirements described in this RFP. Review team members will evaluate and score submitted proposals using the attached *Transition Program RFP Scoring Sheet*.

All proposals will be evaluated using the same criteria and scoring process. Nebraska VR will evaluate proposals on a variety of quantitative criteria and reserves full discretion to determine the competence and responsibility, professionally and/or financially of all vendors. All assignment of points shall be at the sole discretion of Nebraska VR. Nebraska VR has the sole right to select the successful vendor(s) for award, as a result of this RFP, after which a contract will be executed.

Proposal and Budget Narrative Instructions

Applicant proposals should present information in the following order:

1. Proposal Narrative: a description of the goal of the proposed activity and/or service(s), the number of professional staff and/or students to be provided services, the proposed service area, and the projected time period of the proposed services. (30 points)
2. Personnel: include a brief overview of the organization and the experience and qualifications of key personnel involved in the activity or service(s). (15 points)
3. Work Plan: include a clear and realistic work plan with estimated timelines for all service development and implementation activities for the proposed Pre-Employment Transition authorized activities. (20 points)

4. Coordination of Services/Evaluation: describe the process for recruiting/coordinating professional staff, family members and students and progress reporting activities. Both ongoing and summative evaluations must be built in. Describe the measures to be used to track and evaluate whether the proposed goal and objectives are met. Evaluation plans will need to address two critical questions and use a variety of evidence to illustrate the results in terms of participant learning and practical outcomes:

- What are the desired outcomes of your program?
- How will you measure the outcomes?

A schedule evaluation and for providing evaluation feedback to Nebraska VR should be included. (15 points)

5. Budget Narrative: describe an appropriate and realistic budget for all activities. Include clear and concise justifications for expenses for the full time period of the proposal. If funds from other sources will be leveraged, describe those partnerships or resources. (20 points)

In addition to the budget narrative, provide a line item budget using the following categories:

- * Personnel (Salaries, wages and fringe benefits)
- * Travel Expenses
- * Supplies (list separately with itemized costs)
- * Other direct and/or indirect expenses (rent, utilities, printing, postage, etc.)
- * Total amount requested

(20 points)

Please note that food expenses cannot be included in the contract and travel expenses for students/families cannot be included in the contract.

Submittal Instructions

Submit an electronic copy with a signed cover letter via email with any supporting documentation by 5:00 pm CST on October 17, 2017 to Brigid Griffin, Nebraska VR at brigid.griffin@nebraska.gov. All proposals should be submitted under a subject title: Nebraska VR RFP: Transition Program. Proposals should be written in 12 point font and double spaced, with a maximum of 10 pages.

Attachments

- *Standard Addenda to NDE Contract*
- *Transition Program RFP Scoring Sheet*
- *List of Nebraska VR offices statewide*

List of Nebraska VR Offices

Columbus

US 30 Center Mall, 3100 23rd St, Ste 5
Columbus, NE 68601
(402) 562-8065
(877) 505-0866 Toll Free

Fremont

827 North D St
Fremont, NE 68025
(402) 727-2900 V/TT
(888) 585-5439 Toll Free V/TT

Grand Island

203 E Stolley Park Rd, Ste B
Grand Island, NE 68801
(308) 385-6200 V/TT
(800) 862-3382 Toll Free V/TT

Kearney

315 W 60th St, Ste 400
Kearney, NE 68845-1504
(308) 865-5343 V/TT
(800) 262-3382 Toll Free V/TT

Lincoln

3901 N 27th St, Ste 6
Lincoln, NE 68521
(402) 471-3231 | (402) 471-6329 TDD
(800) 472-3382 Toll Free

Norfolk

1212 W. Benjamin Ave
Norfolk, NE 68701
(402) 370-3200 V/TT
(800) 442-3382 Toll Free V/TT

North Platte

200 S Silber, Bldg 2
North Platte, NE 69101-4298
(308) 535-8100 V/TT
(800) 272-3382 Toll Free V/TT

Omaha

1313 Farnam on the Mall
Omaha, NE 68102
(402) 595-2100 | (402) 595-2107 TDD
(800) 554-3382 Toll Free

Omaha West

12011 Q Street
Omaha, NE 68137-3542
(402) 595-1212 | (402) 595-2107 TDD
(877) 240-4445 Toll Free

Scottsbluff

505A Broadway, Ste 500
Scottsbluff, NE 69361
(308) 632-1321
(800) 292-3382 Toll Free

State Office

301 Centennial Mall South, 6th floor
Lincoln, NE 68509
(402) 471-3644
(877) 637-3422 Toll Free

STANDARD ADDENDA TO NDE CONTRACT

I. Work Paid by Other Public Funds. The Contractor agrees that the contract work to be performed shall not be performed on time that is paid for by other public (i.e. any government) funds.

II. Access to Records. The Contractor agrees to maintain complete records regarding the expenditures of funds provided by NDE under this Contract. The Contractor agrees to allow free access at reasonable times by authorized representatives of NDE and the funding Federal Agency and United States Comptroller General, if appropriate, to all records generated and/or maintained as a result of this Contract. Such access to records by the above shall continue beyond termination of this Contract for a period of three (3) years.

III. Non-discrimination. The Contractor agrees to comply fully with Title VI of the Civil Rights Act of 1964, as amended, and the Nebraska Fair Employment Practice Act, as amended, in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, creed, disability, or sex. This provision shall include, but not be limited to, employment, promotion, demotion, transfer, recruitment, layoff termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor further agrees to insert a similar provision in all subcontracts for services allowed under Contract.

If the contractor is entering into a contract with NDE for operation of any educational program or activity that is authorized or extended by the United State Department of Education, contractor shall comply with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1688), regarding the prohibition of the following: the exclusion of any person from participation in, denying the benefits of, or subjection to discrimination in any such program or activity on the basis of sex.

IV. Americans with Disabilities Act. The contractor shall comply with the Americans with Disabilities Act (29 CFR 1601, 28 CFR 35), as applicable.

V. Drug-Free Workplace. The Contractor certifies that (s)he operates a drug-free workplace and during the terms of this Contract will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.

VI. Debarment/Suspension Certification. (This certification is only applicable to federally funded contracts for amounts of \$25,000 or greater.) The Contractor certifies, by signature on this Contract, that neither it nor its principals is presently debarred, suspended, recommended for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. If the Contractor is unable to certify to any of the

statements in this certification, the Contractor will attach an explanation to this Contract (Reference 34 CFR Part 85, Appendix B).

VII. Technology Access. All contracts, that include provisions of technology products, systems, and services, including data, voice, and video technologies, as well as information dissemination methods, for the state of Nebraska will comply with the Nebraska Technology Access Standards adopted pursuant to Nebraska Revised Statute section 73-205. These Standards are available for viewing at NDE and on the Web at <http://nitc.ne.gov/standards/2-201.html>, and are incorporated into this contract as if fully set forth therein.

VIII. Product Ownership. The Contractor agrees that no authority or information gained through the existence of and performance under this Contract will be used to obtain financial gain for the Contractor, for any member of the Contractor's immediate family, or for any business with which the Contractor is associated except to the extent provided by the Contract. The Contractor further agrees that anything produced, developed, prepared, or created under the terms of this Contract shall become the property of NDE.

IX. Presentation/Workshop Requirements. The following provisions apply to contracts in which the contractor makes a presentation or conducts a workshop.

a) The contractor will provide copies of all materials used in the workshop to staff in advance of, or immediately following, the workshop. In the case of copyrighted materials, the contractor must clearly identify the materials that are copyrighted and specify conditions/limitations of distribution.

b) The contractor gives permission to NDE to videotape all presentations. Subsequent use of the videotape by NDE will only be for quality control and archive purposes and not for future training activities, unless specifically provided for elsewhere in this agreement. c) The contractor and/or speakers will clearly distinguish their personal opinions from NDE positions.

X. Copyright. NDE retains the right to copyright any materials produced under this Contract unless otherwise provided in this Contract. If the contract is federally funded, the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes: (a) The copyright in any work developed under the contract, and (b) Any rights of copyright to which NDE purchases ownership with federal funding support.

XI. Confidentiality. The Contractor agrees that any and all information gathered in the performance of this Contract, either independently or through NDE, shall be held in the strictest confidence and shall be released to no one other than to NDE without prior written authorization of NDE. Only provisions contained in this Contract authorizing specific exceptions

to this general confidentiality provision shall allow the Contractor to release information as provided.

XII. Subcontractors. The Contractor agrees that no subcontractors shall be utilized in the performance of this Contract without the prior written authorization of NDE.

XIII. Workers Compensation. If a contractor has employees or subcontractors, the Contractor will attach a copy of the Certificate of Insurance for Worker's Compensation or the waiver permitted by §48-115 RRS 1993.

XIV. Contractor Indirect or F&A Costs. Contractors, who have an approved indirect cost rate or Facilities and Administration cost rate(s), must record as direct costs their costs paid from the proceeds of this contract, excluding proceeds for Indirect or F&A Costs. Reference Federal the applicable Federal OMB Circular.

XV. Assignability. The Contractor agrees not to assign or transfer any interest, rights, or duties in this Contract to any person, firm, or corporation without prior written authorization of NDE.

XVI. Amendment. This Contract may be amended at any time in writing upon the agreement of both parties.

XVII. Cancellation. Except as otherwise provided herein, this Contract may be canceled by either party with thirty (30) days written notice. Settlement for such cancellation shall be negotiated between the parties based upon specified deliverables completed by the Contractor and accepted and usable by NDE. Settlement shall be based on the date of termination notice if the Contractor initiates termination or the identifiable percentage effort expended by the Contractor if NDE initiates termination.

Contracts that create an employer-employee relationship may be cancelled immediately by NDE in the event that: (a) NDE determines that the results of any background checks reveal information about the contractor that NDE determines is an unacceptable result for the continuation of the employment relationship; (b) NDE determines that the contractor engaged in any behavior or activity that is cause for termination of employment under the NDE Personnel Rules; or (c) NDE determines that the contractor has failed to perform satisfactorily.

XVIII. Breach of Contract. If the Contractor breaches this Contract, NDE may, at its discretion, terminate the Contract immediately upon written notice to the Contractor. NDE shall pay the Contractor only for such performance as has been properly completed and is of use to NDE. NDE may, at its discretion, contract for provision of the services required to complete this Contract and hold the Contractor liable for all expenses incurred in such additional contract over and above the total cost of performance set forth herein at Paragraph 3 of this contract. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

XIX. Unavailability of Funding. Due to possible future reductions in State and/or Federal funds, NDE cannot guarantee the continued availability of funding of this Contract notwithstanding the consideration stated above. In the event funds to finance this Contract become unavailable, either in full or in part, due to such reductions, NDE may terminate the Contract or reduce the consideration upon notice in writing to the Contractor. Said notice shall be delivered by certified mail (return receipt requested) or in person (with proof of delivery). NDE shall be the final authority as to the availability of funds. The effective date of such Contract termination or reduction in consideration shall be the actual effective date of the elimination or reduction of funding. In the event of a reduction in consideration, the Contractor may cancel this Contract as of the effective date of the proposed reduction upon the provision of advance written notice to NDE.

XX. Governing Law. This contract is governed by and subject to the laws of the State of Nebraska.

XXI. Proprietary Information. The contents of this contract, and all documentation provided therein, become the property of the State of Nebraska and the data becomes public information when the contract is executed. Per Neb. Rev. Stat. §84-602.02(3)(a), beginning July 1, 2014, a copy of all state contracts active on or after January 1, 2014 that are the basis for an expenditure of state funds will be publicly available on a web site maintained by the Nebraska Department of Administrative Services. The web site data base will also include any amendments to such contracts and any documents incorporated by reference in such contracts. The web site will also contain a data base that includes copies of all expired contracts which were previously included in the data base of active contracts. If the contractor wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. All information in this contract that the contractor believes constitutes proprietary information that it wishes to have withhold from the public must be described in writing together with the basis for that belief and submitted to NDE prior to the time this contract is executed. Contractors may not have the entire contract deemed as proprietary. Contract amounts are not proprietary information. Failure of the contractor to follow these instructions regarding proprietary information may result in the information being viewed by other businesses and the public. Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other proprietary and commercial information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, contractors submitting a written statement that information is proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although an effort may be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

XXII. If the contract does not establish an employer/employee relationship and the Contractor is a non resident of the State of Nebraska and is maintaining an office or transacting business within Nebraska and is to receive a monetary consideration beyond expenses or multiple monetary considerations, totaling more than \$600, the contractor must obtain a W-4NA form from NDE. The contractor must complete the W-4NA form, and submit the form with their invoice. If the contract specifies multiple payments are to be made to the contractor, a W-4 NA form must be submitted with each invoice and request for payment.

NDE Adm. Memo 110, Appendix B: Standard Contract Form

April, 2015

Nebraska VR Request for Proposals
 Pre-Employment Transition Services Program (School Year)
SCORING SHEET

All applicants must present information in the recommended order, meet or exceed requirements described in the Request for Proposals and be submitted by 5:00 pm Central time on October 17, 2017

APPLICANT: _____

DATE: _____ REVIEWER: _____

Criteria Weight

All proposals shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

Required Information	Review Points	Score
1. Proposal Narrative Includes a description of the goal of the proposed activity and/or services, the number of students with disabilities to be provided services, and the projected time period of the proposed service(s). Proposals that include the provision of more than one pre-employment transition service will score higher.	30	
2. Personnel Includes a brief overview of the organization and the experience and qualifications of key personnel involved in the activity or service(s).	15	
3. Work Plan Includes a clear and realistic work plan with estimated timelines for all service development and implementation activities for the proposed Pre-Employment Transition services.	20	
4. Coordination of Services/Evaluation Describes the process for coordinating with Nebraska VR staff on student referral and progress reporting activities. Describes the measures to be used to track and evaluate whether the proposed goal and objectives were met. Includes an assurance of the applicant's ability to comply with the general responsibilities listed under Terms, Conditions and Assurances on the attached sample Service Agreement.	15	
5. Budget Narrative Describes an appropriate and realistic budget for all activities. Includes clear and concise justifications for expenses for the full time period of the proposal. If funds from other sources will be leveraged, describes those partnerships or resources.	20	
TOTAL	100	

COMMENTS: _____
