

# Addendum 1

STATE OF CONNECTICUT  
DEPARTMENT OF REHABILITATION SERVICES  
**Youth Employment Program**  
**Request for Applications (RFA)**

The State of Connecticut Department of Rehabilitation Services is issuing **Addendum 1** to the **Youth Employment Program Request for Applications 111915**.

**Addendum 1 contains:**

1. Revision of Part II C. 4. (Page 9 of RFA) Evaluation Criteria (and Weights)
2. Updated Version of Procurement Notice Qualifications **Appendix A**
3. Questions submitted by interested parties and the official responses. These responses shall amend or clarify the requirements of the RFA.

In the event that a response does not sufficiently clarify a question submitted, please forward that question and response to [crystal.redding@ct.gov](mailto:crystal.redding@ct.gov) by **December 17, 2015, 2:00 pm**.

In the event of an inconsistency between information provided in the RFO and information in these responses, the information in these responses shall control.

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**1. Revision of Part II C. 4. (Page 9 of RFA) Evaluation Criteria (and Weights)**

**Evaluation Criteria (and Weights).** Submissions meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the submissions. Only the criteria listed in the Appendix A, be used to evaluate submissions. The criteria are weighted according to their relative importance. The weights are confidential. ~~Appendix A, the YEP Application~~

**2. Updated Version of Procurement Notice Qualifications Appendix A**

Applicant must meet all requirements in the following hyperlink, [Appendix A](#), the Youth Career Assessment and Work Based Experience Program Application.

### 3. Questions and Responses

1. **Question:** My question is related to General Information, part B, Application Outline, #4. Appendix C, Forms. All of those forms we submitted as part of our initial contract with BRS. Can I re-submit those original forms with this RFA or must I obtain new forms with new signatures?

**Response:** Please be advised that the Declaration of Confidential Information, Conflict of Interest-Disclosure Statement and Addendum Acknowledgement are specific to this Application response. These are not forms. The only form that may be re-submitted is the Certification of Lobbying, as long as the date is within a year of original signature.

2. **Question:** Is being a member of the SRC considered a conflict that needs to be disclosed?

**Response:** No

3. **Question:** Is the program 'rolling' or are there specific sessions (like SYEP dates)?

**Response:** The program will be available during the school year. For the Work Experience Program, it will run both in the school year (8 week program) and in the summer months (12 week program).

4. **Question:** How is it determined if an individual is an 8 week or 12 week program?

**Response:** The 8 week program is designed for the school year and the 12 week program is designed for when school is out during the summer.

5. **Question:** Will the authorization for the entire program be cut at one time? This would significantly decrease error margin and monitoring burden on providers.

**Response:** It is anticipated that there will be minimal authorizations for the program.

6. **Question:** How will the BRS counselor be integrated into the job exploration process? Will there already be a specific plan when we get the referral?

**Response:** The BRS counselor will be guiding the planned services on an individual basis.

7. **Question:** Besides the reports listed, will the counselor require additional email updates?

**Response:** There will be established communication expectations that are agreed to during the referral process.

8. **Question:** Will the individual being referred be expected to commit to a work schedule- meaning that if there is a school holiday/spring break they are expected to be at work?

**Response:** The BRS counselor and the individual will determine the best schedule for a work experience.

9. **Question:** Is there a preference for which interest inventory will be used for Career Building? Are there any requirements about the interest inventory?

**Response:** There will be recommended materials to be used for the services.

10. **Question:** Are there more details/requirements around the networking exercise that is a component of the Informational Interviews?

**Response:** Recommended materials will be made available when contracts are in place.

11. **Question:** Career Building and Job Exploration- does the 4 hours include the time to write the report? Or is it 4 hours of Career Building/Job Exploration and then additional time to write the report?

**Response:** The four hours includes the report writing time.

12. **Question:** Are the Career Building, Job Exploration, Informational Interview and Job Shadowing all 1:1 services or can they be combined for multiple youth?

**Response:** At this time the services are designed for individual services.

13. **Question:** Will the V endorsement be required to transport these students?

**Response:** Refer to CRP Contract for policy on consumer transportation.

14. **Question:** Informational Interviews and Job Shadowing- how much of the 14 hours is to be used for site development? How long is the actual Informational Interview and Job Shadowing activity with the student required to be?

**Response:** The service requires a total of 14 hours. Employer engagement and site set up are expected to be completed in 6 hours and 8 hours job shadowing activity.

15. **Question:** How many hours are required for the 8 week program or is it individualized by student? Is there a retention installment for the 8 week program?

**Response:** There is no specific requirement of hours, it will be individually based. There is no retention installment for the 8 week program.

16. **Question:** For the onsite supports, are the 52 or 68 hours guaranteed for all participants or is that an 'up to' amount that will be authorized?

**Response:** These support hours are based on an average and will be authorized based on individual need and should be considered an "up to" amount.

17. **Question:** Will every referral complete all portions of the program?

**Response:** It is expected that not all students will need all services. Each referral will be developed based on individual need.

18. **Question:** Does the 6 month rule apply to all the site developments associated with this program? (Will we get site development if the site has been used before by PETS? Will we get site development if site has been used before for WE or WI?)

**Response:** YEP services do not follow this rule. However, as mentioned in the RFA, each site will have a maximum of three (3) individuals.

19. **Question:** Can you use the same sites for multiple components of an individual's program if they are a good match? How will site development installment be impacted if so?

**Response:** These decisions will be made on an individual basis.

20. **Question:** What happens if an individual is hired out of any of these services? Is there a payment associated with that?
- Response:** There is no placement fee associated with these services.
21. **Question:** What is the method of reporting (email, online)? Can we see the reports that will be required? Will it be the same as SYEP 2015?
- Response:** Reports will be available when contracts are awarded.
22. **Question:** Are the rates negotiable?
- Response:** The rates are not negotiable.
23. **Question:** If a CRP has not been selected to participate in this RFP, does that preclude the CRP from providing those services to BRS youth?
- Response:** A CRP who is not awarded a YEP contract will not be able to provide YEP services.
24. **Question:** Will the BRS PETS counselor be precluded from referring to non-RFP CRPs? (CRP's no selected to offer transitions services).
- Response:** A CRP who is not awarded a YEP contract will still be able to provide the BRS Core Services, meaning those that are not YEP services.
25. **Question:** How will consumer choice be handled ie: the parent or consumer requests services from a non RFP CRP?
- Response:** Only those CRPS who have been awarded a contract will be able to perform the YEP services.
26. **Question:** Pg.18, item numbers 1 and 2- Is this a classroom model?
- Response:** At this time, the service is individual, not group.
27. **Question:** Pg.18, item number 2- can both of these be provided? 8 week program and 12 week program? Or is it one or the other in a fiscal year?
- Response:** Yes, if the BRS counselor requests both services and will be done on an individual basis, not fiscal year.

28. **Question:** Pg.18, item number 3- data in what form?

**Response:** Data collection comes from the reports that are required for each service.

29. **Question:** Pg.19 under Part II, item number 1- how many constitute enough data and for both service lengths? Also who determines which inventories are used?

**Response:** Service lengths are described on page 21, Part IV. YEP Services 2016. Recommendations for interest inventories will be made by both BRS and CRPs and determined at referral.

30. **Question:** Pg.19, item number 2- report on Job Exploration, What length and information to be included.

**Response:** Reports will be brief and questions will be focused on the areas of exploration.

31. **Question:** Pg.19, item number 3- how many should occur?

**Response:** It will depend on the individual.

32. **Question:** Pg.19, item number 4- how many should be provided?

**Response:** It will depend on the individual.

33. **Question:** Pg.21, item numbers 1-4 under Career Assessment state "brief report". Is this the same format as for SYEP 2015?

**Response:** The reports will ask specific questions that require brief answers.

34. **Question:** Pg.21, under "Work Based Experience"- can a you be involved in both the 8 week and the 12 week service model and do the CRP's get site development if two distinct sites are used?

**Response:** Yes, however those decisions will be made on an individual basis.

35. **Question:** Will there be a format provided for the reports?

**Response:** Yes.

36. **Question:** Does this application cover all services provided to youths under WIOA? The procurement notice objective states that but the only benchmarks given are those for SYEP.

**Response:** This application does not cover all services described in the WIOA.

37. **Question:** Will there be services provided within the schools itself? Will transportation be involved? Will CT Livery regulations apply to such transportation.

**Response:** Yes, it is expected that some of the services will be performed in school. Collaboration decisions will be made when transportation decisions need to be made. Refer to existing CRP contracts in regards to transportation policy.

38. **Question:** What will the relationship be between school coordinator, DORS PET counselor and C.R.P.?

**Response:** Each will be coordinating partners.

39. **Question:** Does this replace summer youth?

**Response:** Yes for in-school youth, summer youth is incorporated into the YEP services as the 12 week work experience program.

40. **Question:** How many staff trainings are required and how often will they be offered?

**Response:** The training schedule will be determined by BRS when contracts are rewarded.

41. **Question:** If the program is being completed in the summer months, does the work-based experience need to be complete by September 30<sup>th</sup> in the same way that SYEP has in previous years?

**Response:** The 12 week program will begin July 1<sup>st</sup> and end September 30.

42. **Question:** What is the difference between the 8-week program and the 12-week program? Are both an 8-week and 12-week program to be completed for each individual, or should each individual only complete one program? How is the determination for which program to be completed decided?

**Response:** The 8 week program is during the school year and the 12 week program is during the summer months.

43. **Question:** If individuals cannot complete their work experience during an 8 week period during the school year, and their experience carries into the summer months, is there an alternate time period expected for completion and/or an alternate fee schedule, or would the 12-week program become effective?
- Response:** This will be determined on an individual basis.
44. **Question:** Is there a specific Interest Inventory required, or will each agency be utilizing their own Interest Inventories?
- Response:** Recommendations will be made for materials. BRS counselors will review any additional materials suggested and determine whether or not they should be used.
45. **Question:** "Report required at end of service" for Career Building, Job Exploration, Informational Interview, Job Shadowing, etc. Will new report forms be provided?
- Response:** Yes.
46. **Question:** Are there specific requirements for topics to be covered in the orientation other than the Financial module?
- Response:** Yes, the referral for orientation will outline specific topics to be required.
47. **Question:** Are there a set number of hours to be provided for weekly On-site Supports, or will the hours authorized be individualized?
- Response:** Support hours will set on an individual basis.
48. **Question:** How soon after the February 1<sup>st</sup> contract start date should CRPs expect to start receiving referrals?
- Response:** As soon as February 1<sup>st</sup>.
49. **Question:** In the Procurement Notice, page 7, #6. Application Due Date and Time the RFA indicates, "The electronic submission must be compatible with Microsoft Office Word." Since signatures are required and some parts of the document do not let the user type into it (i.e.: DORS Required Statement), the application will have to be printed, written on, signed, then scanned in as a PDF. Is it acceptable to email the RFA as a PDF? NOTE: When you click on the DORS Required Statement, instead of allowing us to type it jumps to the top of the first page of the document.

**Response:** See updated version of Appendix A

50. **Question:** If there is no Declaration of Confidential Information is it appropriate to omit this from Appendix C?

**Response:** Please submit a statement accordingly.

51. **Question:** The Request for Applications (RFA) states that all staff serving YEP participants will be required to attend DORS-sponsored training. Will this training be the same as is/will be required for the Summer Youth Program or is it anticipated that there will be additional staff training requirements for the YEP program?

**Response:** It is anticipated that the training subjects will be in: Autism, Mental Health, Deaf and Hard of Hearing and Monolingual Spanish speaking. However, the agency reserves the right to establish additional training as needed.

52. **Question:** In the YEP RFA Appendix A, Part 1, Section C. Applicant Scope and Service Areas, # of individuals to serve, can you clarify the expected time frame for this estimation, for example, is this per year, over the 3 year contract or another time frame?

**Response:** The program will be a two year program, contracts will run for a 5 year period.

53. **Question:** The RFA requires applicants to submit staff credentials. Other than the required DORS-sponsored training, does DORS have minimum credential requirements for staff working with YEP participants?

**Response:** No.

54. **Question:** Are we correct in our understanding that the total costs on Pg. 21 do not include reimbursement for consumer wages, which would be paid in addition to the totals listed? Consumer Wages is an additional reimbursement.

**Response:** Yes

55. **Question:** An agency's capacity to serve consumers will likely be dependent upon the timeframes during which services must be provided. Therefore, when estimating the number of consumers whom we can be served for each region, should we base this on our capacity annually, during the 2-year contract period, or during some other time period? Also, should we base these estimates on the assumption that referrals will be made a.) over the course of the year or b.) shortly

before July 1, necessitating the completion of the Career Assessment Services portion of the program during a relatively short timeframe for all consumers referred?

**Response:** The program period will be two years. Estimates on referrals should be over the course of the school year and during the summer months.

56. **Question:** If a contractor finds that their capacity (for numbers of consumers served) changes from the estimates provided as part of Appendix A, will there be a mechanism for the contractor to revise the number of potential referrals made to the contractor or will they be strictly held to those estimates?

**Response:** Yes, negotiations for referrals can be made during the contract period.

57. **Question:** Will it be permissible for some of the activities under the Career Assessment Services portion of the program (for example, career preparation and instruction on how to use ONET/DOL) to be provided in small groups of consumers, when appropriate?

**Response:** These services have been developed as individualized services.

58. **Question:** If an agency is already working with one or more students under contract with a school system, how will this affect referrals for and services under YEP

**Response:** Coordinating services with providers for both school systems and BRS YEP services will be acceptable.

59. **Question:** Please distinguish between the terms used throughout the Procurement notice: "Consumer," "Student" and "Youth with Disabilities."

**Response:** Terms are interchangeable. Pre-Employment Transition Services are targeted to In-school youth with disabilities, ages 16-21.

60. **Question:** Page 4 – I General Information, Heading B Application Outline, Number 2 – Appendix B Confirmation of contract name and number in good standing: Please elaborate on what type of documentation is acceptable or provide a form.

**Response:** The fillable form is the revised Appendix A in this Addendum.

61. **Question:** Page 4 – I General Information, Heading B Application Outline, Number 4. Appendix C a. Declaration of Confidential Information: Please elaborate on what type of documentation is acceptable or provide a form.
- Response:** The Declaration of Confidential Information is not a form. It is a statement that is required from the Applicant if there is any information in the Applicant's submission that is confidential or not.
62. **Question:** Pages 18 – IV Department & Program Information, Heading B Program Overview - Second to last paragraph What is DORS projected demand for consumer/students or youths with disabilities who need these services, by each Region, for year one and year two?
- Response:** At this time we are only asking what the capacity is of providers.
63. **Question:** How does the consumer/student or youth with a disability become eligible and then selected to receive services under the YEP?
- Response:** BRS determines the eligibility for services.
64. **Question:** May a Provider Agency decline services to an individual if the Provider Agency is not able to meet the individual's needs?
- Response:** The provider agency will be able to justify why they would need to decline services to an individual.
65. **Question:** How often will the YEP training be held?
- Response:** As needed, upon request to the Department.
66. **Question:** Please confirm that the statement you require is the same as Appendix A - YEP Application, Page 3 - Part 1, Section D – Applicant Program Staff Component - DORS Required Statement (bottom of page).
- Response:** Yes.
67. **Question:** How will consumer/students or youths served get to/from the work site or program location?
- Response:** This will be determined on an individual basis by BRS Counselor, consumer and coordinating partners.

68. **Question:** If the Provider Agency is expected to provide any transportation - how will the cost reimbursed?
- Response:** Provider agency will not be expected to provide transportation.
69. **Question:** Is the support staff expected to be with the individual during all of the job shadowing activities?
- Response:** The amount of on-site guidance will be determined at time of service on individual basis.
70. **Question:** Based on our experience serving persons with disabilities, we find that some consumers may not choose to complete the program (e.g., different interests, change in focus, not understanding the occupation.) If this is the case, will the Provider Agency be allowed to begin the Career Assessment set of services again, and will we be compensated for the re-assessment and all subsequent services provided?
- Response:** It will be up to the BRS counselor on an individual basis, as to whether the service should be authorized any additional time.
71. **Question:** Are Provider Agencies allowed to provide services to a subset of towns within a geographical area?
- Response:** Yes
72. **Question:** We cannot edit the Geographical Area column in the application form. How shall respondents signify the geographical areas to be served?
- Response:** By filling out 2-4; that identifies which geographical area served.
73. **Question:** Please elaborate as to what data you want entered into Site Capacity column. Please provide example.
- Response:** How many sites the agency has the capacity to develop.
74. **Question:** If Provider Agencies are organizationally diverse and have separate integrated business units performing commercial work, federal work, or other contracts, can these business units/sites be used for work based experience and youth employment supports?
- Response:** This will be determined on an individual basis.

75. **Question:** 3. # of individuals to serve Please elaborate on what data is required in this column: Is this a number of individuals served over the 2 year period, at any given time, or over what time period?
- Response:** This would be the number of individuals to be served over the 2 year period.
76. **Question:** Page 3, Part 1, D - Applicant Program Staff Component, Question 3: Is this inferring that the YEP trainings are to be held at the Provider Agency?
- Response:** Yes, for Orientations for the 12 week Work Experiences.
77. **Question:** Is this question asking how many Provider Agency facilities are available for consumer/student or youth with disability orientations?
- Response:** Yes, this question is for Orientations only.
78. **Question:** Page 5, Part II Program Structure and Scope Requirements, Youth employment supports: On sites supports - once the needs are assessed and if the individual needs more job coaching than weekly checks, how will that additional support be funded.
- Response:** This will be determined on an individual basis.
79. **Question:** Is the Youth Employment Program RFA complimentary to the current BRS fee for service structure or is it intended to replace the current BRS – CRP model?
- Response:** The YEP RFA does not replace the current BRS CRP model of services. The YEP services are additional services to a specified target population and the service rates are separate and distinct.

STATE OF CONNECTICUT  
DEPARTMENT OF REHABILITATION SERVICES  
**Youth Employment Program**  
**Request for Applications (RFA)**

Addendum 1 issued December 11, 2015

Approved: \_\_\_\_\_  
**Crystal Redding**

State of Connecticut Department of Rehabilitation Services  
(Original signature on document in procurement file)

This Addendum must be signed and returned with your submission

\_\_\_\_\_  
Authorized Signer                      \_\_\_\_\_  
Name of Company