

**APPENDIX G**

**Affiliated Host Employer/Training Entity Proposal Requirements**

The Department of Social Services (DSS) /Bureau of Rehabilitation Services (BRS) is further defining its stance regarding potential Host Employer (HE) and Training Entity (TE) affiliations in order to best capitalize on potential RFP designs that meet the employment needs of consumers. The original ISTPP RFP issued in February of 2011, prohibited a single organization from being both the HE and the TE. While DSS/BRS wanted to promote creativity in designing potential training and placement programs for consumers, programs designed with close affiliations between HE/TE present concerns with this dual-role concept. Maintaining a separation between the HE and the TE provides a system of accountability and quality assurance that mitigates the risk of actual and potential conflicts of interest. In addition, the separation of roles was designed to prevent a single organization from the appearance that the organization would be “double dipping” if they assumed both roles of HE and TE.

To clarify DSS/BRS’ position regarding affiliate HE/TE ISTPP designs DSS/BRS is re-issuing the ISTPP RFP with the following guidance: For the purposes of this RFP, to ensure the separation of roles the proposed HE and the TE must present different Federal Employer Identification Numbers (FEIN) and provide such information by completing the section below. Further, proposed HE’s and TE’s with different FEINs but with a publicly identifiable association (i.e. – in name or location) must demonstrate the steps that will be taken to mitigate the real and perceived concerns described in the paragraph above. This should include but may not be limited to an illustration of the separate organizational structures.

**Host Employer(s)**

_____ Organization	_____ FEIN
_____ Organization	_____ FEIN
_____ Organization	_____ FEIN

**Training Entity(ies)**

_____ Organization	_____ FEIN
_____ Organization	_____ FEIN
_____ Organization	_____ FEIN