



**Vocational Rehabilitation**

# Core Rehabilitation Services

RFP Bidder's Conference

June 15, 2023



- Debbie Gabrione



Today's conference is being recorded and will be available online for 30 days.

<https://www.acces.nysed.gov/procurement>

Please put all your questions today in the chat.  
After today, you can email questions to  
[CRS2024@nysed.gov](mailto:CRS2024@nysed.gov).

We are accepting written questions  
through 6/16/23; answers will be posted 6/30/23.





## Welcome and Introductions

- ACCES-VR Overview
- CRS Application Process
- New in this CRS RFP
- Method of Award





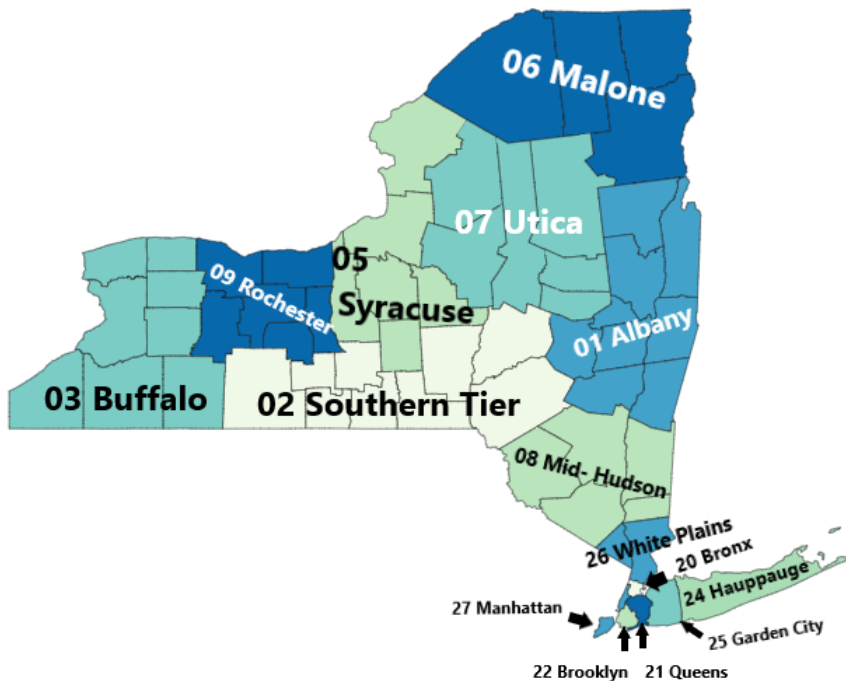


Vocational Rehabilitation

ACCESS YOUR  
**Potential**

[nysed.gov/vr](https://nysed.gov/vr) | 1-800-222-JOBS (5627)





- Adult Career and Continuing Education Services (ACCES) is part of the New York State Education Department (NYSED)
- ACCES consists of four offices:
  - Adult Education Programs & Policy (AEPP)
  - High School Equivalency (HSE)
  - The Bureau of Proprietary School Supervision (BPSS)
  - The Vocational Rehabilitation Program (ACCES-VR)
- ACCES-VR has 15 district offices and 10 satellite offices throughout NYS that help individuals with disabilities pursue competitive, integrated employment.





# ACCES-VR Overview



## Mission:

*ACCES-VR assists individuals with disabilities to achieve and maintain employment and to support independent living through training, education, rehabilitation, and career development.*

## Vision:

*All individuals with disabilities who want to work will have the opportunity to achieve employment and independence.*



**Meet Irnia**, a first-generation immigrant from Haiti who began class at CAMBA in Brooklyn in 2017.

Irnia obtained her High School Equivalency Diploma in 2021 and is now working to achieve her dream of becoming a nurse!



#AccessYourFuture

**ACCES**  
Adult Career and Continuing  
Education Services

Achieve  
Success with

**ACCES**

Adult Career and Continuing  
Education Services

**Vocational  
Rehabilitation**

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Achieve Success with

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Adult Career and Continuing  
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**Vocational Rehabilitation**

Achieve Success with

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**Alcanza el éxito  
profesional con**

**ACCES**

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Education Services

**Vocational Rehabilitation**

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- State Vocational Rehabilitation Agencies like ACCES-VR receive funding through the Federal Education Department's Rehabilitation Services Administration (RSA)
- To implement our Mission and Vision, ACCES-VR contracts with vendors to deliver services including:
  - Post-Secondary Education
    - Colleges
    - BPSS Schools
  - Sign Language Interpreting
  - Vehicle Modifications
  - Psychological Services
  - Core Rehabilitation Services





# Core Rehabilitation Services RFP

- Five-year contract anticipated to begin 1/1/2024 and end 12/31/2028.
- CRS includes the following major categories of services
  - Pre-employment Transition Services (including Potentially Eligible) \*page 12 of RFP
  - Entry Services \*page 20
  - Assessment Services \*page 22
  - Employment Preparation Services \*page 27
  - Job Placement Services \*page 32
  - Supported Employment Services \*page 39
  - Assistive Technology/Rehabilitation Technology Services\*page 48
  - Driver Rehabilitation Services \*page 50
  - Adjunct Services \*page 53



# CRS Applicant Eligibility



## Eligible Applicants Include:

- New and current vendors (including Potentially Eligible Vendors)
- Educational Institutions
- Not-for-Profit Organizations
- Community Rehabilitation Providers
- Independent Living Centers
- For Profit Organizations with experience providing VR services, including independent contractors
- Sole Proprietors \*\*

Refer to page 1 of RFP for additional eligibility requirements.





# Subcontractors

- The contractual relationship is between NYSED and the CRS vendor.
- Subcontracting must be approved by NYSED.
- Subcontracting can only account for 30% of the annual CRS budget.
- Subcontracting is **not** allowed for the provision of supported employment services.





# CRS Application Process







# CRS RFP Application Timeline

06/01/2023

CRS RFP Released



06/15/2023

Bidders Conference Webinar



06/16/2023

All questions regarding CRS RFP must be emailed to [CRS2024@nysed.gov](mailto:CRS2024@nysed.gov).



06/30/2023

ACCES-VR will post answers to the questions on the ACCES-VR Procurement site.



07/5/2023

Notice of Intent to Submit an Application for CRS RFP



07/17/2023

CRS Application Due Date – NYSED WILL NOT ACCEPT LATE SUBMISSIONS



Grants Gateway:  
<https://grantsreform.ny.gov/Grantees>



All not-for-profit applicants are **required** to be **prequalified** in the Grants Gateway by **July 17, 2023 at 5pm**, to be eligible to compete for this grant opportunity.



All other prequalification questions should be addressed to NYSED at [prequal@nysed.gov](mailto:prequal@nysed.gov). Grants Gateway has provided a plethora of materials on their website to help grantees.

## Pre-Qualification for Not-For-Profit Bidders



# Submission Document Requirements



Application check list  
available on page 75 of RFP

- ☐ Application/Basic Information Form (Attachment 1)
- ☐ CRS Service Forms (Attachment 1A through 1I)
- ☐ Resumes of qualified staff who will provide services and supervise staff providing services
  - ☐ Staffing Qualifications (outlined on pages 58-61)
- ☐ Syllabi or curriculums if required for specific services
- ☐ Capacity Summary (Attachment 2)
- ☐ Additional submission documents





# Application/Basic Information Form Attachment 1

## Sections Include:

- Applicant Information (must include the **legal name** of the organization)
- Headquarter address and address of Office locations (accessibility)
- District Offices to serve
- Staff Qualifications
- Record Keeping
- Service Summary
- Acknowledgement and Understanding Signature





# CRS Service Forms - Attachments 1A-1I

RFP #GC24-003

CRS RFP 2024  
ATTACHMENT 1-A  
Individual Service Form

ATTACHMENT 1-A

## Pre-Employment Transition Services (Pre-ETS)

COMPLETE ONLY IF YOU ARE APPLYING TO DELIVER  
SERVICES IN THE **PRE-EMPLOYMENT TRANSITION SERVICES** CATEGORY  
(Please see CRS RFP 2024 for a description of each service)

Legal Name of Provider Organization or Individual:

Please check each of the ACCES-VR District Offices where you have the capacity to provide these services:

<input type="checkbox"/> Albany District Office	<input type="checkbox"/> Bronx District Office	<input type="checkbox"/> Brooklyn District Office
<input type="checkbox"/> Buffalo District Office	<input type="checkbox"/> Hauppauge District Office	<input type="checkbox"/> Garden City District Office
<input type="checkbox"/> Malone District Office	<input type="checkbox"/> Manhattan District Office	<input type="checkbox"/> Mid-Hudson District Office
<input type="checkbox"/> Queens District Office	<input type="checkbox"/> Rochester District Office	<input type="checkbox"/> Southern Tier District Office
<input type="checkbox"/> Syracuse District Office	<input type="checkbox"/> Utica District Office	<input type="checkbox"/> White Plains District Office

A regional breakout by district office can be found in Appendix I of the RFP

- Attachment 1A- Pre-employment Transition Services
- Attachment 1B- Entry Services
- Attachment 1C- Assessment
- Attachment 1D- Employment Preparation Services
- Attachment 1E- Job Placement
- Attachment 1F- Supported Employment
- Attachment 1G- Assistive Technology/Rehabilitation Technology Services
- Attachment 1H- Driver Rehabilitation Services
- Attachment 1I- Adjunct Services



# CRS Service Forms continued...

1. Can you/your organization provide this service as outlined in the RFP?  
☐ Yes ☐ No

2. Describe how you would provide this service.

3. Do your staff meet the required staffing qualifications as outlined in the RFP? (Provide resumes of all current staff) If not, what is your staffing plan to acquire staff to meet these requirements?  
☐ Yes ☐ No  
If no, explain staffing plan including job description

4. Are you/your staff capable of handling the number of units you are requesting on Attachment 2: Capacity Summary? If not, what is your staffing plan to meet that requested capacity?  
☐ Yes ☐ No  
If no, explain staffing plan including job description

5. Did you provide a syllabus and curriculum that meets the requirements listed in the service description of the RFP?  
☐ Yes ☐ No

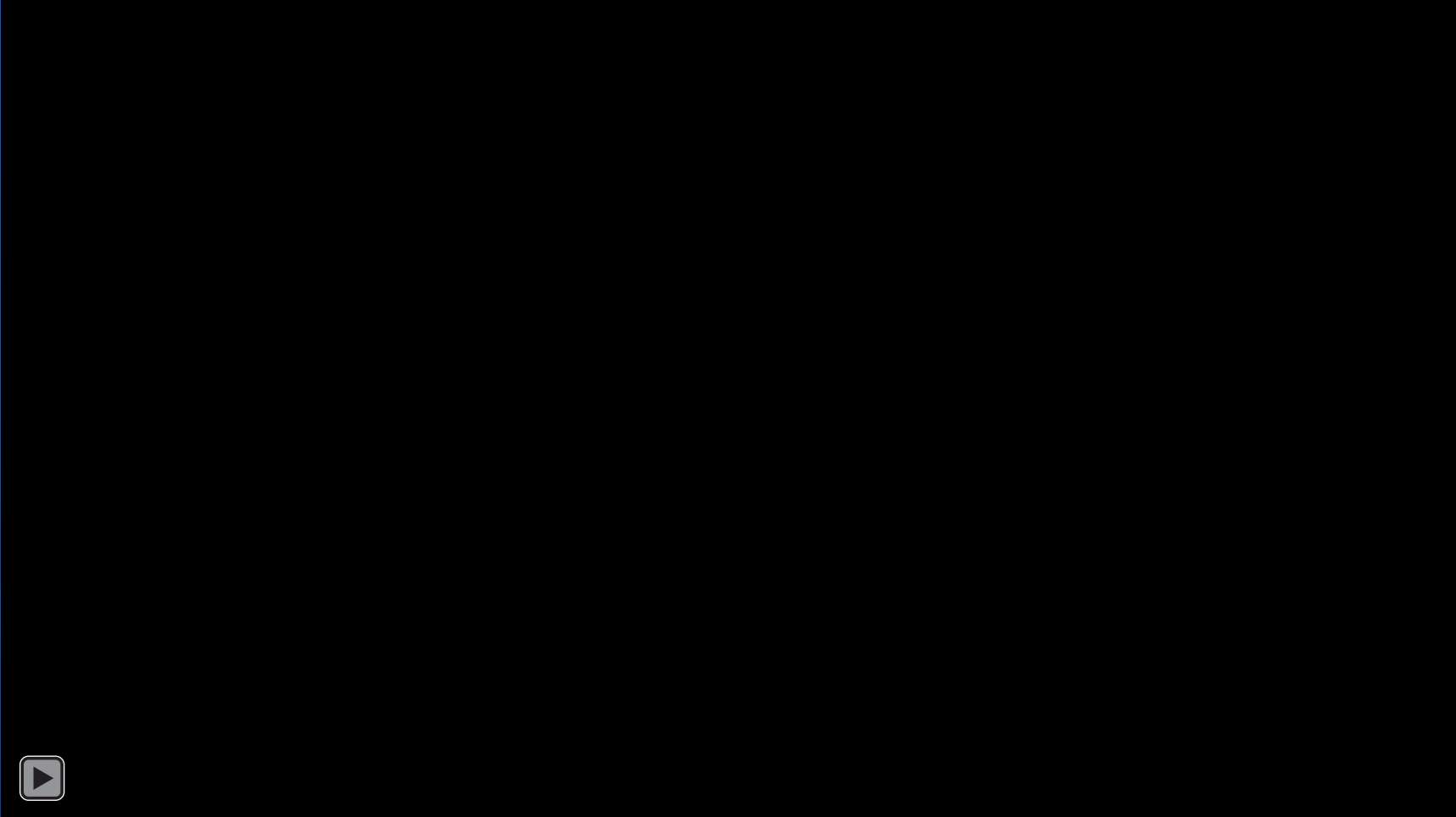
Applicant Name:

Describe how you will provide each service. Include resumes, curricula, syllabi and credentials.





## Capacity Summary - Attachment 2



- Indicate how many units of each service your organization can provide on an annual basis, for each service for which you apply.
- Please reference the RFP for unit description.
- Requires Excel 2021 or newer



# Other Submission Requirements

- NYSED Substitute Form W-9 (If bidder is not yet registered in the SFS centralized vendor portal)
- Vendor Responsibility Questionnaire – Instruction on pg. 71-72
- Worker's Compensation Documentation (required to be awarded a contract)
- Disability Benefits Documentation (required to be awarded a contract)
- Application Checklist – pg. 75







# Proposal Transmittal Instructions



- All documents must be submitted electronically to [CRS2024@nysed.gov](mailto:CRS2024@nysed.gov).
- Subject line of email should read: RFP #GC24-003, plus the legal name of provider organization or individual.
- All emailed documents must be received in the [CRS2024@nysed.gov](mailto:CRS2024@nysed.gov) mailbox no later than July 17, 2023.
- Proposals received after the due date will be deemed as non-responsive and will not get an award.
- Do not wait until the last minute to submit your application, to avoid technical difficulties.
- NYSED will send an automatic email confirmation upon receipt.





- Options for Virtual Delivery of Services
- Rate increases across all services
- Staffing qualifications have been updated
- Training for vendor staff providing Pre-ETS, Job Placement, and/or Supported Employment Services
- Updated Performance Measures – Timeliness, Quality, Employment Outcomes
- Additional time for Report Submission when a copy of a paystub is required

# Billing



- ACCES-VR contracts do not allow for the funding of services in advance.
- No Show Rates are being discontinued; Drop Out rates remain.
- Use of Claim for Payments is being discontinued.
- Authorizations – available in real time through Aware Vendor Portal.