NYS ED.gov

ACCES
Vocational Rehabilitation

Core Rehabilitation Services
RFP Bidder’s Conference
June 15, 2023
Assistant Commissioner
• Linda Schramm

Director of Operations
• Lauren Newell

Coordinator of District Office Administration
• James Barron

Associate Vocational Rehabilitation Counselor
District Office Administration
• 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.

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
ACCESS YOUR Potential

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.
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

Meet Irina, a first-generation immigrant from Haiti who began class at CAMBA in Brooklyn in 2017. Irina obtained her High School Equivalency Diploma in 2021 and is now working to achieve her dream of becoming a nurse!
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
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
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2023</td>
<td>CRS RFP Released</td>
</tr>
<tr>
<td>06/15/2023</td>
<td>Bidders Conference Webinar</td>
</tr>
<tr>
<td>06/16/2023</td>
<td>All questions regarding CRS RFP must be emailed to <a href="mailto:CRS2024@nysed.gov">CRS2024@nysed.gov</a>.</td>
</tr>
<tr>
<td>06/30/2023</td>
<td>ACCES-VR will post answers to the questions on the ACCES-VR Procurement site.</td>
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<tr>
<td>07/05/2023</td>
<td>Notice of Intent to Submit an Application for CRS RFP</td>
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<tr>
<td>07/17/2023</td>
<td>CRS Application Due Date – NYSED WILL NOT ACCEPT LATE SUBMISSIONS</td>
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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. Grants Gateway has provided a plethora of materials on their website to help grantees.

Grants Gateway: [https://grantsreform.ny.gov/Grantees](https://grantsreform.ny.gov/Grantees)
Submission Document
Requirements

- 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 check list available on page 75 of RFP
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
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:

- Albany District Office
- Buffalo District Office
- Malone District Office
- Queens District Office
- Syracuse District Office
- Bronx District Office
- Hauppauge District Office
- Manhattan District Office
- Rochester District Office
- Utica District Office
- Brooklyn District Office
- Garden City District Office
- Mid-Hudson District Office
- Southern Tier District Office
- White Plains District Office

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